

# Lowestoft Town Council Finance and Governance Committee

For the attention of all Committee Members

You are summoned to attend a meeting of the Finance and Governance Committee of Lowestoft Town Council at 10:30 on 9 July 2024, at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE.**

**The meeting is held in accessible premises and open to the public and press to attend.**

Those attending shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitting regarding any item on the agenda in advance of the meeting.

Members of the public can join the meeting remotely via the following link:

<https://us02web.zoom.us/j/85428478907>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/lblm-aHnWaM>.

*In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.*

Councillors must register relevant interests and declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011, a councillor with **relevant interests** in matters on the Agenda cannot take part or vote on those matters, unless they have been granted a dispensation. Under the Council's Code of Conduct, a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined in which case they will need to consider whether they should leave the room.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

*S. Foote*

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Sarah Foote, Acting Town Clerk  
2 July 2024

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**10:30 on 2 July 2024**

**AGENDA**

**15. Welcome**

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

**16. To receive and consider approval of apologies for absence**

**17. Declarations of Interests and dispensations**

17.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda

17.2. To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted

**18. To consider the draft minutes and confidential note of the meeting on 24<sup>th</sup> June 2024**

**19. Public forum**

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public.

**20. To review and adopt Committee arrangements:**

20.1. To agree the meeting schedule

20.2. To note the appointment of Cllrs Blowers and Ray as substitute members of the Committee

**21. Budget and Loan:**

21.1. To monitor the budget for 2024 – 2025, including delegated Committee and Sub-Committee budgets

21.2. To note any bank reconciliations

**22. To consider a recommendation to Full Council on whether to reinstate the Standing Orders and Policies Working Group as a Sub-Committee**

**23. Payments and Receipts:**

23.1. To note the income and expenditure reports for June 2024 and July 2024 to date, including payments made under delegated authority (see schedules)

23.2. To consider any payments for approval (see schedule)

**24. Grants and Sponsorships**

24.1. To note the received grant applications and consider whether they require urgent consideration:

24.1a. F.I.S.H - £1,500

24.1b. Lowestoft Town Tennis & Pickleball Club - £1,144

24.1c. The Parochial Church Council of St Peter & St John - £2,000

24.1d. Footprints Pantry - £1,500

24.1e. Pakefield Community Group - £1,200

24.2. To consider the received grant application feedback form:

24.2a. Disability Advice North East Suffolk

# Lowestoft Town Council

## Meeting of the Finance and Governance Committee

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

10:30 on 2 July 2024

**25. To consider the following recommendations from the Standing Orders Working Group and consider a recommendation to Full Council:**

- 25.1. If Committees rather than Full Council will elect their own chairs from May 2025
- 25.2. If the Mayor should make an application statement before the vote from May 2025
- 25.3. If the Deputy Mayor and the Mayor should divide responsibilities, including public engagements and workload such as writing press articles for Journal

**26. Other financial and governance matters, including:**

- 26.1. To consider the internal audit report for the year ending 31 March 2024 and any matters arising
- 26.2. To consider adoption of the updated financial regulations
- 26.3. To consider ring-fencing an additional £10,000 food and social relief funding for the 2024-2025 financial year, in anticipation of both increased need and loss of funding elsewhere
- 26.4. To consider a request to the Budget & Loan Sub-Committee to consider setting the LTC Food and Social Relief budget at a minimum of £25,000 in the 2025-2026 budget to be recommended to Full Council
- 26.5. To consider a maximum budget for CCTV provision
- 26.6. To consider the budget allocation for the first year of sponsorship for the International Boatbuilding Training College
- 26.7. To consider options and costs for a temporary heating solution for the Marina Theatre from October 2024 – April 2025
- 26.8. To consider a maximum budget for potential works on a Lowestoft Town Council building asset (confidential)
- 26.9. To consider matters relating to office rental charges (confidential)

**27. Date of the next meeting**

13 August 2024 10:30 – To be confirmed

**28. Items for the next agenda and close**

**29. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any employment matters and legal issues relating to the matters on this agenda, including the following:**

- 29.1. Any legal matters, including those above as required