

# 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 10 September 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/83693685892>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/1zXfNY6Hbw>.

*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  
3 September 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 10 September 2024**

**AGENDA**

**42. Welcome**

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

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

**44. Declarations of Interests and dispensations**

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

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

**45. To consider the draft minutes and confidential note of the meeting on 19 August 2024**

**46. 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.

**47. Budget and Loan:**

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

47.2. To note any bank reconciliations

47.3. To approve the minutes of the Budget and Loan Sub-Committee meeting on Monday 12 August 2024

**48. Payments and Receipts:**

48.1. To note the income and expenditure reports for August 2024 and September 2024 to date, including payments made under delegated authority (see schedules)

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

**49. Grants and Sponsorships**

49.1. To note the received grant applications:

49.1a. Home-Start in Suffolk - £5,000

49.2. To consider the following grant application feedback forms:

49.2a. The Hygiene Bank Waveney

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

50.1. To review and consider a recommendation to Full Council on the rationalisation of 9.1 and 9.2 of the Financial Regulations, including current authorised users and scenarios, protocol for reviewing and adding new authorised users and review of authorisation limits

50.2. To consider interim storage arrangements for the 36"" Britten as a Boy maquette and any associated costs

50.3. To consider purchase of a facilities management software programme and set an appropriate budget

50.4. To consider the budget allocation to run skateboarding lessons at Normanston Park Skate Park

50.5. To receive a report on Heating Venting Air Conditioning System at the Marina Theatre and consider costs for servicing and operations

50.6. To note the increase in Health and Safety Support Service fees (some aspects may be confidential)

50.7. To note the increase in legal fees and consider budget implications (some aspects may be confidential)

# Lowestoft Town Council

## Meeting of the Finance and Governance Committee

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

10:30 on 10 September 2024

**51. Date of the next meeting**

8 October 2024 - 10:30

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

**53. 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:**

53.1. Any legal matters, including those above as required