

Lowestoft Town Council
Meeting of the Finance and Governance Committee
Riverside, Waveney District Council Offices, 4 Canning Road,
Lowestoft NR33 0EQ
14:30 on 23 January 2018

MINUTES

Present: Cllrs Allyson Barron, Nasima Begum, Neil Coleby, Ian Graham, Dick Houghton (arrived 14:32) Alan Green (chair) and Alice Taylor

In Attendance: Shona Bendix (Clerk), James Cox (Communications Assistant), Lauren Elliott (Committee Clerk)

Public: None

160. Welcome

The fire evacuation procedure and public right to report were explained and the meeting was welcomed.

Apologies were received and accepted from Cllr Parker.

Cllr Houghton arrived 14:32

161. Declarations of Interests and dispensations

The Mayor and Cllr Green declared a Non-Pecuniary interest in the budget.

162. To consider the accuracy of the Minutes:

15 December 2017 – accepted as accurate.

163. Public Forum

None present.

164. Arrangement of safeguarding training and the development of related policies

The Clerk has spoken to Waveney District Council, who will provide safeguarding training for all councillors and staff. The Implementation Committee met on 22nd January and a safeguarding policy will be ready shortly.

165. Progress with banking arrangements

Cllrs Green and Begum have received correspondence from the bank and councillors would be supported with processing internet payments. The Clerk is trying to secure a secondee from Waveney District Council to assist with finance. A short-term investment account is being progressed.

166. Progress with insurance arrangements

The Mayor and the Clerk have a meeting with the insurers on 25th January.

167. Updates on any funding streams affecting Council assets

No further updates.

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168. Latest update on Community Infrastructure Levy and S.106 payments

Finance and Governance and Implementation Committees need to look at payments and identify the best use of this income before the deadlines are reached. Clerk can contact Norse and Sentinel, to seek their view on the expenditure.

169. Durrants valuation of the Lowestoft Collection

Not received yet. Clerk will chase.

170. Options for a condition survey for the Town Hall

Cllr Taylor advised that condition survey notes from 3 companies have been received. Mr Speller will advise and 2 or 3 of the companies will be invited to present to the Committee.

171. Delegated budget of expenditure of £1500 to the clerk for Town Council public events material (including gazebo and banners)

Implementation Committee recommend that this goes ahead. Concern was raised regarding storage. Clerk can secure storage or delay delivery.

It was agreed to delegate the budget to the Clerk and increase the budget to £2000, to ensure all the items – plus flags – could be secured. Proposed by Cllr Coleby; seconded by Cllr Graham.

172. Delegated budget of expenditure of £250 for expenditure for the Charter Tree initiative

Cllr Coleby has sent an action list to the Clerk and Mayor. It was agreed to delegate this expenditure to the Clerk. Proposed by Cllr Barron; seconded by Cllr Taylor.

173. Whether to progress a delegated budget for small works

There was a discussion about how to handle small works in wards given the overall needs of the Lowestoft area. It was noted that clarification about the Norse contract was needed before considering this further. Await clarification about the Norse contract and from Cllr Parker. Next agenda.

174. Record of delegated expenditure

Clerk will draw up delegated expenditure list. The Risk Assessment course is being attended by at least 6 people. SALC have offered web-based finance training. Clerk and Deputy Clerk will be attending the Clerk's Practitioners Conference. Conference expenditure will currently come under the training budget.

175. Payments schedule

Next agenda.

176. Approving/noting any other payments presented including:

- a) Survey Monkey annual fee £408 – Agreed. Proposed by Cllr Coleby; seconded by Cllr Graham.

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177. Monitor the budget for 2017-18 and note any bank reconciliations

Cllr Coleby advised that the bank reconciliation had been completed last Thursday (18th January) and everything was in order.

178. Note the income schedule

The Clerk advised that Lowestoft Town Council has received VAT income for the first quarter totalling £89,618.80.

179. Agreement of the plan and costings for office provision for the Council

Cllr Coleby has received draft amended plans, which the Clerk has circulated. These may still need changes and no costings yet. A meeting with the architect took place on Monday. This will be on February's Full Council agenda. Rent has not yet been agreed and cannot be until the cost of the internal work has been calculated. The lease will build in the cost of the renovation work in addition to the core rent.

180. Recommendation to Full Council for the budget and precept for 2018/19

The sub-committee have recommended option 3. The Chair expressed thanks to budget sub-committee for all their hard work.

A query was raised as to why forecasted budget from income from CCTV is £0. This is because the figure may not be known until the end of the financial year. There should be an income, but as yet Lowestoft Town Council has not received information about the figure.

The profit-share of the Joint Venture Agreement with Norse has not yet been provided.

There are areas in the budget set by Waveney District Council which are being questioned. A better understanding will be possible once finance is fully 'in house'.

Option 3 was agreed for recommendation to Full Council. Proposed by Cllr Coleby; seconded by Cllr Graham.

181. Date of the next meeting

20 February 14:00.

182. Items for the next Agenda

Whether to progress a delegated budget for small works.

183. Resolution to hold a confidential session

No matters for consideration in a confidential session.

The Chair closed the meeting at 15:16

Signed:

20th February 2018