

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18:00 on 12 February 2019

MINUTES

Present: Cllrs Neil Coleby, Ian Graham, Alan Green (Chair), Graham Parker and Alice Taylor

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

Public: There was one member of the public in attendance

424. Welcome

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

As a further grant application had been received subsequent to the agenda being issued it was agreed that it would be considered as item 432.5e and the existing item 432.5e would become 432.5f.

425. To receive and consider acceptance of apologies for absence

Apologies were received from Cllr Allyson Barron. Cllr Nasima Alam had not provided apologies and was absent. Cllr Coleby proposed acceptance of the apologies and noting of the absence; seconded by Cllr Graham; all in favour.

426. Declarations of Interests and dispensations

There were none.

427. To consider the accuracy of the Minutes:

10 January 2019 – Accepted as accurate. Proposed by Cllr Coleby; seconded by Cllr Graham; all in favour.

428. Public Forum

The member of the public spoke to the Committee regarding agenda item 432.5a – the grant application from the East Point Academy. The equipment they currently have for their Duke of Edinburgh Award Scheme expeditions is not in a usable condition. Many students are not able to purchase their own equipment and the Academy believes being able to supply brand new equipment would encourage more students to participate. It was suggested the Academy may also be able to apply to other organisations for funding, such as the Kirkley People's Forum, the Adnams Community Trust and Community Access Suffolk. It was suggested Councillors could visit the Academy to provide more information about the Town Council.

It was agreed to consider item 432.5a at this stage in the meeting:

432.5a East Point Academy Duke of Edinburgh Awards for £8,000 – Ahead of the meeting, Councillors were provided with a spreadsheet showing the grants awarded this year. This was also displayed at the meeting and it was noted that there is £11,567.72 remaining in the 2018-19 grants budget.

Cllr Coleby proposed the approval of a grant to the East Point Academy of £2,000 from the 2018-19 budget, with a further £2,000 match funding from the 2019-20 budget; seconded by Cllr Graham; all in favour.

It was clarified that it is not the expectation of the Council that the students will raise the funds, but that the Academy will approach other organisations for funding, such as those as suggested today.

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18:00 on 12 February 2019

The member of the public left the meeting 18:26

429. Consideration of risk management and compliance, including the following:

429.1 Compliance – The compliance spreadsheet was displayed at the meeting. The cost of the cyclical testing elements have been included in the 2019-20 budget. The total for 2018-19 is £9,335.41.

Cllr Coleby approved the expenditure of £9,335.41 for the cyclical testing elements for 2018-19, from the repairs and maintenance budget; seconded by Cllr Taylor; all in favour.

429.2 Condition Surveys – There was a recommendation at yesterday’s meeting of the Assets, Inclusion and Development (AID) Committee to purchase the following equipment for the purpose of monitoring the rear wall of the Marina Theatre: Vernier Calipers (£11.99), Two Part Epoxy Resin (£4.99) and 3mm Washers (£2.95). The AID Committee recommended a maximum budget of £100 for the purchase of items required for the monitoring of the rear wall of the Marina Theatre, which allows for the purchase of other items which may be required in the future.

Cllr Coleby proposed approval of the recommendation from the AID Committee, for a maximum budget of £100 for purchase of equipment to monitor the rear wall of the Marina Theatre; seconded by Cllr Parker; all in favour.

430. Any updates on banking

There were no updates to consider.

431. Budget:

431.1 Monitoring of the budget for 2018-19 and noting of any bank reconciliations – January’s bank reconciliation has been prepared and will be completed with Cllr Coleby ahead of the next Full Council meeting. It was explained that the finance software does not display the virements as they were agreed at the previous Full Council meeting. The finance papers circulated ahead of the meeting therefore do not reflect the virement amounts as they were agreed, but a budget note has been included to explain the figures.

431.2 Any updates regarding the 2019-20 budget – As the budget submission was being prepared, it was noticed that one of the figures under the open spaces budget heading had not calculated correctly. This was however balanced out when the Retail Price Index (RPI) increase was added to the rental income. Thanks were expressed to staff for rectifying this.

431.3 Progress with the Council decision on a loan for capital works, including for the Marina Theatre, Town Hall and Denes Oval – It was suggested that a Working Group should be formed to progress. A meeting is being held with the Marina Theatre shortly to identify the priorities. Cllr Coleby proposed that the Budget Working Group should reconvene as the Loan Working Group to progress this matter; seconded by Cllr Parker; all in favour.

432. Payments:

432.1 Noting of any payments made (schedule) – This item and item 432.4 were noted together. A schedule of payments and the petty cash log were distributed at the meeting as follows:

Payments Made

Date	Person	Amount	Description
1 st February 2019	Waveney District Council	£113.00	Triangle Market Business Rates

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18:00 on 12 February 2019

1 st February 2019	Waveney District Council	£288.00	Kensington Garden Toilets Business Rates
1 st February 2019	Waveney District Council	£168.00	Pakefield Street Toilets Business Rates
1 st February 2019	Vinyl Installation	£55.00 + £11.00 VAT = £66.00	Socket Surrounds
1 st February 2019	Stems Florist	£170.00	Holocaust Memorial Day Wreaths (£85.00 being recharged, see below)
1 st February 2019	Enivontec	£135.00 + £27.00 VAT = £162.00	Sparrows Nest Museum Legionella Check
1 st February 2019	Shona Bendix	£4.87	Stationery and Meeting Expenses Reimbursement
7 th February 2019	SCC Pension Fund	£4495.00	January Pensions
8 th February 2019	Mark Speller	£14.38	Travel Reimbursement
8 th February 2019	Nicholsons Solicitors	£1695.77 + £339.15 VAT = £2034.92	Legal Advice for Hamilton House Lease
8 th February 2019	Ricoh UK Ltd	£244.24 + £48.85 VAT = £293.09	Printer Hire January 2019 – March 2019
8 th February 2019	Liquid DJ	£145.00	Holocaust Memorial Day Sound System
8 th February 2019	Shona Bendix	£104.70	Travel Reimbursement
8 th February 2019	Michlmayr	£294.70 + £58.94 VAT = £353.64	Town Hall Clock Repairs

Petty Cash

Date	Details	Cash In	Cash Out	Balance
1/1/19	Opening Balance	£137.60		£137.60
3/1/19	Coffee		£4.47	£133.13
3/1/19	Stamps		£6.96	£126.17
7/1/19	Triangle Market Income	£18.00		£144.17
10/1/19	Tea/Coffee/Sugar Canister		£6.00	£138.17

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18:00 on 12 February 2019

11/1/19	Milk		£1.60	£136.57
11/1/19	Land Registry Fee		£3.00	£133.57
14/1/19	Market Income	£54.50		£188.07
14/1/19	Lowestoft Journal		£1.00	£187.07
21/1/19	Market Income	£36.50		£223.57
17/1/19	Land Registry Fee		£3.00	£220.57
18/1/19	Meeting Expenses		£10.23	£210.34
13/1/9	Neighbourhood Plan Meeting		£24.59	£185.75
28/1/19	Market Income	£18.50		£204.25
4/2/219	Market Income	£18.50		£222.75
12/2/19	Market Income	£36.50		£259.25

432.2 Consideration of any payments for authorisation, including the following:

432.2a Additional expenditure of £38 for kitchen work surfaces in Hamilton House (additional to £695 previously agreed) – There had been a small change to the specification, which caused the amendment to the quote. Details of this were circulated to Councillors ahead of the meeting,

Cllr Coleby proposed approval of the additional expenditure of £38 for the kitchen work surfaces in Lowestoft Town Council’s offices in Hamilton House; seconded by Cllr Green; all in favour.

432.2b £942 (+VAT) for repair work to the Town Hall clock – The AID Committee considered this at their meeting yesterday and have made a recommendation not to progress this at this time. There is a fault with the west clock face which has caused the fault with the others. The AID Committee recommend disconnecting the west clock face from the others as that is the least visible. This can be reconsidered with the wider plans for the Town Hall. There were no objections with the recommendation from the AID Committee.

432.3 Any other payments (schedule) – The purchase of historical or heritage items of significance to Lowestoft was discussed. There was a discussion at yesterday’s AID Committee meeting and Cllrs Barnard and Taylor volunteered to work on a policy with the Clerk. There was a recommendation from the AID Committee to work with heritage centres to support and encourage the purchase of such items through grant funding. The adoption of a policy will assist in the decision-making about items of Lowestoft Porcelain which may become available, as well as other significant pieces. The Council has also received several approaches from members of the public regarding items from private collections. There is a set of medals being sold at auction shortly, which were awarded to a resident of Lowestoft in the Second World War.

Cllr Graham made a confidential proposal regarding the auction; seconded by Cllr Green; all in favour.

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

18:00 on 12 February 2019

The Events and Communications Sub-Committee made a recommendation at their meeting yesterday to purchase ten black umbrellas for any outdoor civic events, within a maximum budget of £250, from the budget set aside for civic events in 2019, such as Remembrance Day. Cllr Green proposed approval of this recommendation; seconded by Cllr Coleby; all in favour.

432.4 Noting of the petty cash log (schedule) – This was noted with item 432.1.

432.5 Consideration of any grant applications, including:

432.5a East Point Academy Duke of Edinburgh Awards for £8,000 – This was considered earlier in the meeting.

432.5b 'Let's Create a Free Period!' (amount not specified) – The Committee agreed this application did not meet the Council's qualifying criteria, in that the application had been made by an individual and no clear governance or accountability had been evidenced. Also, no sustainability plan had been detailed. There are other organisations in the town which supply these items and it was suggested the applicant could liaise with them.

432.5c Lowestoft Art Group for £395 – Cllr Graham proposed approval of the payment of the grant of £395 to Lowestoft Art Group, on the condition that feedback is provided about the sessions from attendees who are not existing members of the group; seconded by Cllr Taylor; all in favour.

It was suggested that this should be a requirement more widely across grant applications.

432.5d Catch22 Suffolk Positive Futures for £500 – Cllr Taylor proposed approval of the payment of the grant of £500 to Catch 22 Suffolk Positive Futures; seconded by Cllr Coleby; all in favour.

432.5e Lowestoft Area Bowls Tour – The Committee agreed this application did not meet the Council's qualifying criteria, as the application had not been submitted by one of the town's bowls clubs and did not present evidence of a sustainable project.

Cllr Taylor proposed to decline the grant application from the Lowestoft Area Bowls Tour; seconded by Cllr Parker; four Councillors voted in favour; one Councillor abstained from the vote.

432.5f To consider whether to invite the Beccles Sea Cadets to submit a grant application – The Committee agreed it could not invite the Beccles Sea Cadets to submit a grant application, as they are not eligible under the Council's Grant Awarding Policy, as they are not an organisation based in Lowestoft.

Cllr Green proposed that the Beccles Sea Cadets should not be invited to submit a grant application to Lowestoft Town Council; seconded by Cllr Parker; all in favour.

432.6 Consideration of a review of the Grant Awarding Policy – This will be considered at the next meeting.

433. Consideration of the following items relating to income:

433.1 Receipts – A schedule of income was distributed to Councillors at the meeting and noted as follows:

Income Received

Date	Person	Amount	Description
5 th February 2019	Waveney District Council	£219.60	Meeting Costs

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18:00 on 12 February 2019

Other Income

Date	Person	Amount	Description
6 th February 2019	Waveney District Council	£1620.80	Funds for Arnolds Bequest Charity Land

Income Pending

Person	Amount	Description
HMRC	£56,576.19	October – December 2019 VAT Reclaim
ECCH	£120.00	Meeting Room Hire
Alice Taylor	£60.00	Meeting Room Hire
Waveney District Council	£85.00	Flower Wreath Reimbursement

433.2 CiL and S.106 payments – A recommendation was made from yesterday’s meeting of the AID Committee to allocate up to £35,000 from the 2018-19 budget for urgent repair work required at the Nightingale Road play area. This is subject to any CIL or S.106 funding which may be available. Additionally, the recommendation also included a further piece of equipment at the Stoven Close play area, up to £15,000.

Cllr Taylor left the room 19:19

It was confirmed there is £63,093.15 CIL money available, £7,837.87 S.106 money available for Pakefield and £22,657.30 S.106 money available for St. Margarets.

Cllr Taylor returned 19:21

Cllr Coleby proposed approval of the recommendation to use the available S.106 and CIL funding for the urgent repair work to play area at Nightingale Road and an additional piece of play equipment at Stoven Close; seconded by Cllr Taylor; all in favour.

433.3 Any updates on any financial funding streams affecting Council assets – The heritage bid has been submitted. Work is being completed on a bid for a feasibility study of the Town Hall.

433.4 Capital programme – There no matters for consideration.

433.5 Management of the Historic England grant for the Town Hall – This was covered by the discussion of previous items.

433.6 Leisure fees for 2019 – 20 – A paper was distributed to Councillors at the meeting. There was a discussion regarding recommendation number six and the charges being applied to members of the public. The Council’s agreement of the 2019-20 budget was based on the inclusion of leisure income from the public.

Cllr Graham proposed the removal of recommendation number six, regarding the charges applied to members of the public, and for a note to instead be added to the paper to reflect that there has been no decision that the public should continue to use the facilities free of charge.

434. Consideration of any progress with the lease for the first floor of Hamilton House

This matter is ongoing between the solicitors.

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18:00 on 12 February 2019

435. Consideration of a request from Lowestoft Rising to revisit the decision not to become a voting member of the Lowestoft Rising Sponsor Group, at a cost of £15,000

A letter from Lowestoft Rising was circulated to the Committee ahead of the meeting. Cllr Green proposed a recommendation to Full Council to respond to Lowestoft Rising to advise that Lowestoft Town Council did make an informed decision and a decision of the Council cannot be revisited within six months unless they can produce evidence to the contrary; seconded by Cllr Coleby; all in favour.

436. Consideration of a Memory Stick Policy

Cllr Green proposed a recommendation to Full Council to adopt the Memory Stick Policy; seconded by Cllr Coleby; all in favour.

437. Audit

437.1 Progress with preparations for the external audit and make recommendations to Full Council – Preparations are being made and this will be discussed in further detail at the next meeting.

438. Legal:

- 438.1 Update on any relevant legal issues (confidential) – For discussion during the confidential session.
- 438.2 Budgetary implications of the 2019/20 Waveney Norse contract (confidential) – For discussion during the confidential session.
- 438.3 The CCTV contract with Waveney Norse (confidential) – For discussion during the confidential session.
- 438.4 A lease for the Lowestoft Tennis Association and other clubs (confidential) – For discussion during the confidential session.

439. Consideration of a confidential matter relating to staffing

For discussion during the confidential session.

440. Consideration other financial matters including

440.1 Planned and urgent works on assets – Three quotes have been obtained to replace the Whitton Residents Meeting Hall's fire escape doors. The AID Committee recommends that Anglia Locksmiths are selected to replace the doors, as they are a reputable local company. The AID Committee have also recommended a budget of £1,750 to cover the installation of the new doors and door closers and the removal of the existing doors. Cllr Green proposed approval of the recommendation for Anglia Locksmiths to replace the Whitton Residents Meeting Hall's fire escape doors, within an overall budget of £1,750 to include installation of the doors and door closers and removal and disposal of the existing doors.

There was a discussion about setting up a trade account with two or three different nurseries to assist with the sourcing of plants. This would also allow them to provide three separate quotes for the same order. Burncoose Nurseries, Kelways and Hillier were suggested. It was suggested that a separate budget could be allocated under the Parks Development budget heading for the following:

- £4,900 for perennial plants
- £4,200 for shrubs
- £2,400 for trees
- £1,000 for plug plants and seeds

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

18:00 on 12 February 2019

- £500 for annuals

This would be in order to re-establish planting in the Council's open spaces over the next five years and a long term planting strategy is required. Additionally, it was discussed that funding could be used from the 2018-19 Parks Development Budget for the planting of a white shade garden around the RNPS Cemetery in Belle Vue Park, infilling and soil testing of the planted flower beds in Sparrows Nest and test planting in the Japanese Garden in Kensington Gardens. Furthermore, it was considered that a maximum of £4,000 from the 2018-19 Parks Development budget could be used to source a garden designer to design a winter garden for the old rose garden at Sparrows Nest.

Cllr Coleby presented the suggestions regarding the setting up of trade accounts with the nurseries, the separate budget for plants under the Parks Development budget, the planting in Belle Vue Park, Sparrows Nest and Kensington Gardens and the winter garden in Sparrows Nest as a proposal ; this was seconded by Cllr Green and all Councillors voted in favour.

440.2 Commemorative plaques – This was discussed by the AID Committee yesterday.

Cllr Coleby proposed allocated £1,000 from the 2018-19 civic budget for thirty new or replacement plaques, then an annual budget of £400 for ten new or replacement plaques each year; seconded by Cllr Green; all in favour.

440.3 Further investment of the sum of £300,434.71 transferred from the Debt Management Office account to the current account – The following recommendations from the Clerk (as Responsible Financial Officer) were considered:

- Consider setting up a Unity Trust Instant Access Account and transferring £450,000 across, with the Clerk able to transfer between Unity Trust accounts and normal safeguards applying for transfers out of the Unity Account.
- Consider setting up a CCLA Public Sector Deposit Fund account with a sum of £200,000 (reducing the Unity Trust deposit).
- Consider setting up a CCLA Local Authorities' Property Fund with a sum of £100,000 with a view to a minimum of a 5-year deposit (further reducing the Unity Trust deposit).

The third recommendation was initially a minimum of a three year deposit and was changed to five years at the request of the Committee. The Finance and Governance Committee had previously been granted delegated authority to progress this matter by Full Council.

Cllr Coleby proposed approval of the recommendations from the Clerk; seconded by Cllr Taylor; all in favour.

440.4 Whether to progress the Sprytar software, at a cost of £5,000 (plus VAT) per site – The AID Committee discussed this at yesterday's meeting and requested that the matter be deferred to their next meeting to allow more research into other available apps to be completed. The Finance and Governance Committee had no objection to the decision of the AID Committee.

440.5 Whether to make a recommendation to Full Council to fund the sitting of an Independent Remuneration Panel, at a cost of £300, and progressing Councillor expenses – A decision was made when Lowestoft Town Council came into existence that Councillor expenses would not be progressed, as it was politically difficult at the time and it was confirmed that the payment of childcare costs was not possible.

The Finance and Governance Committee decided that this is a matter for the consideration of Full Council and decided not to make any recommendations.

441. Date of the next meeting

14 March 2019 18:00

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18:00 on 12 February 2019

442. Items for the next Agenda

No items were requested for the next agenda.

Cllr Green proposed moving the meeting into confidential session; seconded by Cllr Graham; all in favour.

443. Resolution to close the meeting to the public:

443.1 Any employment matters, including item **439** above – It was decided that item 443.2 would be discussed first.

443.2 Any legal matters, including those listed with item **438** above –

438.1 Update on any relevant legal issues (confidential) – There were no updates to consider.

438.2 Budgetary implications of the 2019/20 Waveney Norse contract (confidential) – There were no updates to consider.

438.3 The CCTV contract with Waveney Norse (confidential) – Legal advice is being sought regarding the application of the Real Living Wage to the Waveney Norse contract and further advice should be received in time for the next Full Council meeting.

The AID Committee decided at yesterday's meeting that a Working Group should be set up to consider a working relationship with Sentinel Leisure Trust.

438.4 A lease for the Lowestoft Tennis Association and other clubs (confidential) – There were no updates to consider.

443.1 Any employment matters, including item **439** above –

The Communications Assistant and Committee Clerk left the room 20:25 for the discussion of this item

A confidential recommendation to Full Council was made.

The Communications Assistant and Committee Clerk returned 20:28

The Chair closed the meeting 20:29

Signed:

14 March 2019