

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18:00 on 13 December 2018

MINUTES

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

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

Public: There were no members of the public in attendance

392. Welcome

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

393. To receive and consider acceptance of apologies for absence

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

394. Declarations of Interests and dispensations

There were none.

395. To consider the accuracy of the Minutes:

8 November 2018 – Accepted as accurate. Proposed by Cllr Coleby; seconded by Cllr Graham; all in favour.

396. Public Forum

There were no members of the public in attendance.

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

397.1 Compliance – A spreadsheet of compliance data over the next ten years has been incorporated into the budget-setting process.

397.2 Condition Surveys – Data from these has informed the budget-setting process. A meeting is being held tomorrow to discuss the Town Hall tender submissions.

398. Noting of any updates on banking

There were no updates to consider.

399. Budget:

399.1 Monitoring of the budget for 2018-19 and note any bank reconciliations – It was noted that the bank reconciliation had been completed today and signed by Cllr Coleby. Amendments have been made on the Rialtas Business Solutions (RBS) software to the budget monitoring document (which was circulated to councillors in advance of the meeting), so that it is clearer and easier to compare to the budget.

399.2 Consideration of progress with developing the 2019-20 budget – At the Extraordinary Meeting on 11 December it was requested that at least £80,000 worth of savings be made in the budget proposals for 2019-20. The following savings were proposed, for Full Council to consider:

- CCTV – Reduction of £25,000 (the entire budget), as it was agreed that it is not appropriate to invest in a service for which the future has not been determined.
- Grants – Reduction of £10,000, as the Council spent £30,000 on grants in 2018-19.
- Leisure Grants – Reduction of £8,000, as income is expected.

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

18:00 on 13 December 2018

- Christmas Lights – Reduction of £14,500, which will still allow a small reserve to be accrued for future years.
- Office Capital Repayment EMR – Reduction of £12,080 but will require the original decision made by Full Council to be revisited.
- Budget Contribution – Reduction of £25,000.
- Apprentice – Reduction of £30,900 (the entire budget), for the 2019-20 year only.
- A review of public conveniences is to be considered, particularly regarding those at Pakefield Street and Kirkley Cliff. A public consultation would be required to decide whether to commit to the fixed budget for public conveniences.
- Capital Works – Reduction of £589,784 (the entire budget), to be replaced with a loan.

Cllr Coleby proposed approval of the recommendations to Full Council; seconded by Cllr Taylor; all in favour.

Thanks were expressed to staff for their work towards the development of the 2019-20 budget.

399.3 Consideration of progressing any Council decision on a loan – A meeting paper was reviewed by Councillors at the meeting.

The Clerk left the room 18:23

The Clerk returned 18:24

Thanks were expressed to the Clerk for preparation of the paper. Cllr Coleby and the Communications Assistant will review the reserves tomorrow.

All Councillors voted in favour of a recommendation to Full Council for a loan not exceeding £1,617,907 to be progressed, along with the necessary community engagement, with a repayment period of ten or twenty years to be decided by Full Council.

400. Payments:

400.1 Noting of any payments made (schedule) – This was handed to Councillors at the meeting, as follows:

Date	Person	Amount	Description
3 rd December 2018	Waveney District Council	£113.00	Triangle Market Business Rates
6 th December 2018	SCC Pension Fund	£4991.73	November Pensions
11 th December 2018	Mark Speller	£27.84	Reimbursement for Travel Expenses and Office Equipment
11 th December 2018	Sarah Foote	£25.98	Reimbursement for Paper
11 th December 2018	Shona Bendix	£55.96	Reimbursement for 4x Power Outlets
12 th December 2018	HMRC	£4898.70	PAYE Payment October 2018
Pending	Blachere	£10410.50 + £2082.10 VAT = £12492.60	Christmas Lights including installation

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18:00 on 13 December 2018

Pending	St Johns Ambulance	£115.20	Remembrance Day Support
Pending	Cllr Sue Barnard	£10.00	Friends of Gainsborough Drive Room Hire Reimbursement
Pending	Liquid DJ	£650.00	Remembrance Audio Equipment
Pending	Liquid DJ	£250.00	Belle Vue Park 8/10/18 Audio Equipment
Pending	Archant	£469.80	Advert for Town Hall Tender
Pending	Archant	£293.76	Advert for Gunton Warren Disposal of Land
Pending	Lowestoft Shop Mobility	£500.00	Grant
Pending	Lowestoft Community Church	£910.00	Grant for room hire for Conversational English Group
Pending	Waveney Norse	£58300.00 + £11660.00 VAT = £69960.00	Waveney Norse Partnership Fees November 2018

This was noted. All payments marked 'pending' have been authorised today.
400.2 Consideration of any payments for authorisation – There were none to consider.
400.3 Any other payments (schedule) – Scheduled payments for December were projected at the meeting and handed to Councillors, as follows:

Date	Person	Amount	Description
17 th December 2018	Waveney Norse	£1526.27 + £305.25 VAT = £1831.52	Town Hall repairs
17 th December 2018	Waveney Norse	£10174.42 + £2034.88 VAT = £12209.30	BVP Pathways and Poppy Garden work
21 st December 2018	Salaries	£9815.49	December Salaries
21 st December 2018	HMRC	£4905.77	PAYE Payment November

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18:00 on 13 December 2018

31 st December 2018	Waveney District Council	£168.00	Pakefield Street PC Business Rates
31 st December 2018	Waveney District Council	£288.00	Kensington Gardens PC Business Rates
4 th January 2019	SCC Pension Fund	£4475.68	December Pensions
14 st January 2019	HMRC	£4055.10	PAYE Payment December

This was noted. Income for December was also noted as follows:

Date	Person	Amount	Description
3 rd December 2018	Tenant	£213.16	Tenant Income
6 th December 2018	Historic England	£21000.00	Town Hall Grant
10 th December 2018	Tenant	£6125.00	Tenant Income

December 2018 Arnold's Bequest Income

Date	Person	Amount	Description
11 th December 2018	Waveney District Council	£1165.00	Transfer of remaining Arnold's Bequest Funds
11 th December 2018	Tenant	£625.00	Tenant Income

400.4 Consideration of any grant applications, including:

400.4a Lowestoft and Plaisir Twinning Association for £500 – Councillors agreed they would like confirmation that at least one of the adults in the party has had a Disclosure and Barring Service (DBS) check, unless all of the adults in the party are the parents of the children. Councillors would also like further information as to the transportation arrangements, and whether someone from within the party will be driving the coach. Cllr Taylor proposed approval of the grant application for £500, upon receipt of this information; seconded by Cllr Coleby; all in favour.

A grant application had also been received from the Lowestoft Boxing Academy (LBA) for £2,000. Councillors agreed they would like to see information on how long the academy has been established for, the size of its client base, evidence on how it has reduced reoffending within the community and whether the person(s) running the academy have been subject to a DBS check. Additionally, Councillors would like to see a business plan or the plan which is followed when a new member has joined the academy.

Cllr Graham proposed deferring this matter until the requested information is received; seconded by Cllr Taylor; 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 13 December 2018

401. Consideration of the following items relating to income:

- 401.1 Receipts – December’s income was projected to Councillors earlier in the meeting (as detailed at item 400.3). All Councillors voted in favour of noting the income.
- 401.2 CiL and S.106 payments – A report is being produced regarding available CiL and S.106 funding for the Kirkley and Harbour wards.
- 401.3 Any updates on any financial funding streams affecting Council assets – There were no updates to consider.
- 401.4 Capital programme – There were no other matters for discussion in addition to earlier discussions in the meeting.
- 401.5 Management of the Historic England grant for the Town Hall – This is ongoing and there were no updates to consider at this time.

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

This will be discussed at the Full Council meeting on 18 December.

403. Legal:

- 403.1 An update on any relevant legal issues (confidential) – A discussion was held regarding the CCTV service and the Clerk is seeking legal advice. A discussion was also held regarding the profit share and the matter is ongoing.
- 403.2 Consideration of the budgetary implications of the 2019/20 Waveney Norse contract (confidential) – This was already covered during discussion of the 2019-20 budget earlier in the meeting.
- 403.3 Consideration of a lease for the Lowestoft Tennis Association and other clubs (confidential) – A draft template lease is being produced which will be considered for use with clubs which have expressed interest.

404. Consideration of other financial matters including

- 404.1 Planned maintenance – There were no updates to consider.
- 404.2 Sale of land at Uplands – There were no updates to consider.
- 404.3 Commemorative plaques – There were no updates to consider.
- 404.4 Cotman Close Play Area – There were no updates to consider.
- 404.5 Normanston Park Allotments – There were no updates to consider.
- 404.6 A report regarding adult outdoor gym equipment – This matter will be revisited once the budget has been agreed.
- 404.7 Holocaust Memorial Day and associated cost – The Assets, Inclusion and Development (AID) Committee recommended increasing the budget to £500 to include replacement of the plaque in Kensington Gardens, with the funds to come from the Civic and Ceremonial budget. Cllr Coleby proposed approval of the budget of £500; seconded by Cllr Green; all in favour.
- 404.8 Further investment of the sum of £300,434.71 transferred from the Debt Management Office account to the current account – Cllr Green proposed a recommendation to Full Council that this sum remain in the current account, for review once the budget has been set; seconded by Cllr Taylor; all in favour.
- 404.9 The purchase of a supply of soft enamel pin badges – Cllr Taylor proposed a maximum budget of £500, from the Civic and Ceremonial budget to purchase 500 badges; seconded by Cllr Coleby; all in favour.
The badges will bear Lowestoft Town Council’s logo and the words ‘thank you’.
- 404.10 Staff training costs (some aspects confidential) – It was confirmed that a budget for training has been included in the budget proposals for 2019-20.
- 404.11 Whether to continue Lowestoft Town Council’s information page in The Bugle for 2019 – Cllr Graham proposed a recommendation to Full Council to revisit to decision to continue

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18:00 on 13 December 2018

Lowestoft Town Council's information page in The Bugle to take into account recent controversial comments which have appeared in the magazine, which have happened since the original decision was made; seconded by Cllr Coleby; all in favour.

404.12 Noting of the 2019/20 payscales –

The Communications Assistant and Committee Clerk left the room 19:36 for the discussion of this item.

All Councillors voted in favour of making a confidential recommendation to Full Council relating to the NJC salary scales.

The Communications Assistant and Committee Clerk returned 19:39

405. Date of the next meeting

10 January 2019 18:00

406. Items for the next Agenda

No matters were raised.

407. Resolution to close the meeting to the public

407.1 Any employment matters – There were no items for discussion.

407.2 Any legal matters, including those listed with item **403** above – There were no further matters for discussion in addition to those discussed earlier in the meeting.

The Chair closed the meeting at 19:40.

Signed:
10 January 2019