

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 13:00 on 14 October 2021, at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE.**

The meeting is open to the public and press to attend and those attending the meeting 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/83708909913>. The meeting can also be observed via the following link: <https://youtu.be/BAnHjBip4BU>. 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 also 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 a **disclosable pecuniary interest** in a matter on the Agenda cannot take part or vote on that matter, 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 cases they will need to consider whether they should be present.

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

To help prevent the spread of Covid-19, all attendees should bring their own refreshments, their own pen for signing in, and should dress appropriately given the need for increased ventilation on the site. Every person attending should make their own risk assessment of the advisability of attending and/or any measures they should take individually to ensure their safety.

S S Bendix

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Shona Bendix, Clerk
7 October 2021

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AGENDA

67. Welcome

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

68. To receive and consider acceptance of apologies for absence

69. Declarations of Interests and dispensations

69.1. To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the Agenda and to note that there are no written requests and grants of dispensations for Disclosable Pecuniary Interests

70. To consider the draft minutes of the meeting on 9 September 2021

71. 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.

72. Budget and Loan:

72.1. To monitor the budget for 2021 – 2022, including delegated Committee and Sub-Committee budgets

72.2. To note any bank reconciliations

72.3. To receive and note the draft minutes of the Budget and Loan Sub-Committee meetings on 16 September and 5 October 2021

72.4. To receive updated General and Earmarked Reserves positions, following resolutions made by Full Council in August

72.5. To consider anticipated 2021 – 2022 by-election costs and indicative 2023 ordinary election costs

72.6. To review the following items of income in the 2021 – 2022 and 2022 – 2023 budgets:

72.6a. Community Halls

72.6b. Offices – income from meeting room lettings

72.6c. Links Road car park trader income

72.7. To review the following items of expenditure in the 2022 – 2023 budget:

72.7a. Community Halls

72.7b. Triangle Market capital investment

72.7c. Town Hall repairs and maintenance

72.7d. Marina Theatre repairs and maintenance and planned maintenance

72.7e. Marina Theatre earmarked reserve recovery

72.7f. Marina Theatre (repayment of loan)

72.7g. Offices – capital repayment

72.7h. Offices – repairs and maintenance

72.7i. Offices – furniture and equipment

72.7j. Administration - equipment

72.8. To review the following expenditure items in the Norse grounds maintenance contract:

72.8a. Drying Racks management fee

72.8b. Clarkes Lane and Pollard Piece

72.8c. Great Eastern Linear Park

72.8d. The Parklands

72.8e. The five main parks, including Skate Park component in Normanston Park

72.8f. Denes Oval

72.8g. Community Halls

72.8h. Triangle Market

72.9. To consider recommending delegation of the Community Engagement budget to the Assets,

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Inclusion and Development Committee and the Events and Communications Sub-Committee

- 72.10. To consider a proposal from the Budget and Loan Sub-Committee regarding funding for capital repairs to the Jubilee Bridge (confidential)
- 72.11. To review costs against budget for the Whitton Green play area refurbishment, including outdoor fitness equipment (confidential)
- 72.12. To receive an update on staffing related costs, following the Personnel Committee meeting on 13 October 2021, including the following (confidential):
 - 72.12a. Anticipated expenditure from the staffing budget and earmarked reserve (including contingency provision) during second half of 2021 – 2022
 - 72.12b. Anticipated staffing budget (including contingency provision) for 2022 - 2023

73. Payments:

- 73.1. To note the income and expenditure reports for September 2021 and October 2021 to date, including payments made under delegated authority (see schedules)
- 73.2. To consider any payments for approval (see schedule)

74. Governance

- 74.1. To note the External Audit report
- 74.2. To note preparations for the Internal Audit
- 74.3. To consider delegations to the Clerk for emergency, health and safety and other expenditure

75. Grants

- 75.1. To consider the following grant applications:
 - 75.1a. Red Oak Primary School for £2,000
 - 75.1b. Lowestoft Shopmobility for £317
 - 75.1c. Disability Advice North East Suffolk for £1,443.83

76. Other financial matters, including:

- 76.1. To review the Town Council's Asset Register
- 76.2. To consider agreeing a budget for the reinstatement of the Sparrows Nest beacon
- 76.3. To consider the cost of works required to secure a boundary of the Britten Road play area
- 76.4. To consider any costs relating to the delivery of the Tree Council Branching Out Fund grant
- 76.5. To consider grounds maintenance on The Ness following the end of the defect remediation period and Licence to Occupy in November 2021
- 76.6. To consider the installation of an electrical charging point at Hamilton House – including timescale and cost - particularly to support the planned purchase of an electric/hybrid vehicle for Council staff site visits and related work
- 76.7. To receive feedback from a meeting with Norfolk and Waveney MIND, and to consider any requests arising from that meeting
- 76.8. To receive an update on the purchase of laptops for Councillors who have requested them
- 76.9. To consider a request from the Community Safety Committee to explore additional costs relating to the purchase of Speed Indicator Devices (including posts and brackets)
- 76.10. To consider scheduling and management of the following 2021 – 2022 capital projects, including appointment of external project managers where needed:
 - 76.10a. Refurbishment of Sparrows Nest play area
 - 76.10b. Refurbishment of Britten Road play area and open space
 - 76.10c. Dredging of Gainsborough Drive pond
 - 76.10d. Restoration work on the Fen Park pond
 - 76.10e. Installation of outdoor fitness equipment in Fen Park
 - 76.10f. Installation of outdoor fitness equipment in Normanston Park
 - 76.10g. Installation of amplification and recording equipment in Hamilton House
 - 76.10h. Refurbishment of Fen Park public conveniences
 - 76.10i. Refurbishment of Sparrows Nest public conveniences (some aspects may be confidential)

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- 76.10j. Normanston Park tenant (confidential)
- 76.11. To receive an update on the sourcing of quotes for refurbishment of the Triangle Market public conveniences in 2022 – 2023, and to consider appointment of an external project manager
- 76.12. To consider the following regarding defibrillators:
- 76.12a. Allowing budget provision for the installation of three Town Council defibrillators in 2022 – 2023 (one at each of the Town Council's Community Halls)
- 76.12b. An update regarding arrangements for the defibrillator in the Gunton Drive telephone kiosk, and financial implications (confidential)
- 76.13. To receive an update on asset transfer matters (some aspects may be confidential)
- 76.14. To consider potential community asset transfers once existing land transfer matters are resolved (some aspects may be confidential)
- 76.15. To consider residents' concerns regarding regeneration and cultural investment in Lowestoft (some aspects may be confidential)
- 76.16. To receive an update on arrangements and timetable for progressing a bipartite agreement with the Marina Theatre Trust (confidential)
- 76.17. To receive an update on the Hamilton House lease and business rates (confidential)
- 76.18. To receive an update on forthcoming capital works to the Sparrows Nest building complex (confidential)
- 76.19. To receive an update on an earlier approach regarding guardianship of Lowestoft Hospital heritage items, and to consider associated costs (confidential)

77. Date of the next meeting

11 November 2021 13:00

78. Items for the next agenda and close

79. 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:

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