

Lowestoft Town Council

Meeting of the Finance and Governance Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ

14:00 on 24 July 2018

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 were two members of the public in attendance (one of whom arrived 14:17)

307. Welcome

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

308. To receive and consider acceptance of apologies for absence

Apologies were received and accepted from Cllrs Alam, Barron and Pitts. Proposed by Cllr Graham; seconded by Cllr Taylor; all in favour.

309. Declarations of Interests and dispensations

Cllrs Graham and Green declared a non-pecuniary interest in item 317.f as they are Waveney District Councillors.

310. To consider the accuracy of the Minutes:

26 June 2018 – accepted as accurate. Proposed by Cllr Coleby; seconded by Cllr Taylor; all in favour.

311. Public Forum

The member of the public who was present at this stage in the meeting did not wish to make any comments.

312. Risk management and compliance

312.a Compliance, including to note compliance costs and that the Clerk and Deputy Clerk have successfully completed Legionella Management Responsible Persons Training – This was noted.

312.b Condition Surveys – including to note any progress and findings in relation to the Marina Theatre, Town Hall and other assets – The grant application for the condition survey of the Town Hall will be considered at a meeting in the first week of August. The Marina Theatre asset record will be reviewed and updated. Costings related to recommended works as a result of the condition survey on the Marina Theatre have been requested.

312.c Insurance, including to note that the Marina Theatre Box Office building has transferred to the Council and that insurance is secured – This was noted.

313. The following Governance issues were considered:

313.a A protocol and charges for the hiring of rooms at Hamilton House – A protocol is being developed but a diary system has been introduced in the interim to ensure there are no double bookings. A decision would need to be made as to whether a charge is imposed for the hiring of rooms and whether this is extended to charitable and not – for – profit organisations. Lowestoft Town Council's insurance provider would need to be consulted before any charges are imposed. It was suggested that the Kirkley People's Forum and similar organisations could give advice on charge rates. This would also need to give consideration to additional staff and security costs for meetings held outside of office hours and whether this be permitted.

Lowestoft Town Council

Meeting of the Finance and Governance Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ

14:00 on 24 July 2018

Cllr Taylor proposed that staff make further enquiries into this and present a proposal to Full Council; seconded by Cllr Coleby; all in favour.

313.b Any policies or procedures for review or adoption, including a Recycling Policy – Cllr Taylor has created a draft Recycling Policy, which has been circulated to Councillors. Some Councillors have been experiencing issues with their email accounts and not all have received the document or been able to review it. Councillors who are experiencing difficulties were advised to speak with staff who can arrange assistance from the IT support staff at East Coast Community Healthcare.

Cllr Taylor proposed that the document be re-circulated and considered at the next Full Council meeting; seconded by Cllr Coleby; all in favour.

314. Any updates on banking

A member of the public arrived 14:17

Funds have now been deposited into the Debt Management Office short-term account.

Cllr Taylor is able to access the online banking system and is happy to act as a reserve signatory. It was suggested that it would be beneficial for there to be another reserve signatory.

Cllr Green proposed a recommendation to Full Council that Cllr Parker be selected as a reserve signatory; seconded by Cllr Green; all in favour.

315. The external audit report

This has not yet been received.

316. To monitor the budget for 2018-19 and note any bank reconciliations

It was noted at the last Full Council meeting that the bank reconciliation had been completed by Cllr Coleby. Finance papers were circulated to Councillors in advance of the meeting but did not reach some due to IT issues and were therefore printed and distributed at the meeting as well. It was queried at the previous meeting whether a report showing the anticipated expenditure against actual expenditure could be produced for each period. Going forward it may be possible to produce similar information on a monthly basis but that is not how the budget has been broken down for this year, which would make it very difficult to now produce this information accurately. In addition, some income is received monthly, some quarterly and some on a six monthly basis, therefore it may be more beneficial to produce a viewpoint after six months. The inclusion of the Lighthouse Café and Arnold's Bequest on page 15 of the budget was queried and it was explained that this is because they were included in the budget but not transferred to Lowestoft Town Council, although income is being received. The actual year to date figure for CCTV of £12,212 on page 15 of the budget was also queried. This was due to an error in the amount of VAT applied last year. The figure for this year is currently £0 as no invoice has been received from Waveney Norse. It was requested that information be provided as to the grants budget and how much is remaining. This will be made available for the next Full Council meeting. It was agreed that a revised budget for CCTV should be produced and it will need to be decided what budget the additional funds should be transferred from using virement. It was explained that the series of zero figures against the Denes Oval on page 7 of the budget were due to the leisure fee waiver for this year.

317. Payments:

317.a Payments made or to be considered for authorisation under delegated authority, including:

- i) The draft supplemental agreement for the provision of theatre management services by the Marina Theatre Trust, which would result in a further £75,000 being payable – Delegated authority has previously been granted by Full Council to the Finance and Governance Committee to review and approve the supplemental agreement and subsequently arrange

Lowestoft Town Council

Meeting of the Finance and Governance Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ

14:00 on 24 July 2018

for payment of £75,000 (+ VAT) to the Trust. The document was projected at the meeting for Councillors to review. The address for Lowestoft Town Council required amending from Riverside to Hamilton House.

Cllr Green proposed that Cllrs Coleby and Graham (as Lowestoft Town Council's representatives on the Marina Theatre Trust Board) review the agreement in more detail with the Clerk and act as the signatories for the agreement. Once signed that payment of £75,000 (+ VAT) is to be paid to the Marina Theatre Trust; seconded by Cllr Parker; all in favour. It was clarified that the Finance and Governance Committee are authorising the payment of £75,000 (+VAT) to the Marina Theatre Trust, using their delegated authority, if Cllrs Coleby, Graham and the Clerk are satisfied with the supplemental agreement and duly sign it.

317.b Any payments for authorisation including:

i) Quickcom for purchase of compliance WEB software and databases £1000 + £200 VAT – The Facilities and Contracts Manager (FCM) has been researching compliance software and selected this one as the most suitable and most cost-effective. This has previously been considered by the Finance and Governance Committee, but the cost has since increased. It was agreed to discuss agenda items 317.bi and 317.bii simultaneously as one cannot be approved without the other. It was clarified that the £1,000 (+VAT) would be an isolated payment. It was unclear as to whether the domain cost was inclusive of VAT but the Council should be able to reclaim this if the sum is not inclusive of VAT.

Cllr Taylor proposed approval of the payments in items 317.bi and 317.bii on the agreement that the system is monitored to ensure it is beneficial; seconded by Cllr Parker; all in favour. The Clerk and Deputy Clerk have successfully completed their Legionella responsible persons' training and it was recommended they also receive training on the compliance software.

ii) An agreement with East Coast Community Healthcare to run the software at 317.bi) and related domain at a cost of £200 per annum – This was covered in the discussions for the previous item.

iii) £125 x 7 = for one night hotel accommodation covering 7 delegates at NALC conference – Cllr Parker proposed approval of the above expenditure for hotel accommodation for the NALC conference; seconded by Cllr Green; all in favour.

Transportation to the conference was discussed and staff will investigate the cost of a taxi compared to two cars.

Cllr Graham proposed a maximum budget of £400 for transport, with delegated authority to the Clerk to arrange this; seconded by Cllr Taylor; all in favour.

The following payments were also considered:

Reference	Net Amount	VAT	Gross Amount	Description
Amazon	£357.31	£71.47	£428.78	Items for Hamilton House Office
Dunelm	£43.33	£8.67	£52.00	Items for Hamilton House Office
Normanston Park fence	£11,316.60	£2,263.32	£13,579.92	New fence around play area
Nicholsons Solicitors	£1,092.50	£218.50	£1,311.00	Legal fees for Marina Theatre
Nicholsons Solicitors	£323	£64.60	£387.60	Legal fees for CCTV
Mark Speller	£27.47	£0	£27.47	Reimbursement for LTC travel expenses

Lowestoft Town Council

Meeting of the Finance and Governance Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ

14:00 on 24 July 2018

Stamp Duty	£6,250	£0	£6,250	Stamp Duty fee for purchase of the Marina Theatre Box Office
Land Registry	£270	£0	£270	Land Registry fee for purchase of the Marina Theatre Box Office
Claranet				Set up a direct debit to Claranet for website hosting costs including transfer
Photocopier			£1,500 per annum	Delegated authority to Town Clerk for photocopier fees of up to £1,500 per annum

With regard to the first two entries for Amazon and Dunelm, a maximum budget of £500 was agreed, for the items on the accompanying list to be sourced within that budget. The cost of a new fence at Normanston Park has been quoted above, however Waveney Norse have advised that the existing fence can be relocated at a cost of £3,558.31 (+VAT), which can be covered by available s106 funds of £8,106.

Cllr Coleby proposed approval of the relocation of the existing fence at Normanston Park, using the available s106 funds; seconded by Cllr Graham; all in favour.

All Councillors voted in favour to approve the two payments to Nicholsons, the reimbursement of the Facilities and Contracts Manager's Council expenses and the Stamp Duty and Land Registry fees. The payment for Claranet is for website hosting costs, including a transfer across from Waveney District Council.

Cllr Coleby proposed a maximum budget of £500 for the year, with delegated authority to the Clerk; seconded by Cllr Taylor; all in favour.

The Clerk has sought quotes for photocopier fees. Cllr Coleby proposed approval of a maximum budget of £1,500 per annum for photocopier fees, with delegated authority to the Clerk; seconded by Cllr Parker; all in favour.

317.c Payments processed – These were noted as follows:

Date	Payee Name	Amount	VAT	Details
02/07/18	Information Commissioner's Office	£35.00	£0	LTC ICO Certificate 2017 - 19
05/07/18	Rialtas	£870.72	£0	RBS Year End 2017 - 18
13/07/18	Rialtas	£478.80	£0	RBS Training 05/06/18
13/07/18	SLCC	£99.00	£0	Norwich SLCC Training (Clerk)
13/07/18	WDC	£1,432.10	£0	Business Rates Triangle Market Q1
13/07/18	WDC	£511.40	£0	Lowestoft Vision BID Levy
13/07/18	Nicholsons Solicitors	£559.10	£0	Trespassing proceedings expense
13/07/18	Parkinson Partners	£200	£0	Retainer VAT/finance advice
13/07/18	Shona Bendix	£12.46	£2.49	Health and safety poster reimburse
13/07/18	Michlmayr	£652.80	£0	Town Hall clock repair and

Lowestoft Town Council

Meeting of the Finance and Governance Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ

14:00 on 24 July 2018

				service
13/07/18	Unity Trust Bank	£28	£0	CHAPS fee for Marina Theatre Box Office purchase
13/07/18	Nicholsons Solicitors	£335,000.00	£0	Purchase of Marina Theatre Box Office
18/07/18	Compass	£36,163.66	£0	Compass
18/07/18	Zurich Municipal	£269.71	£0	Insurance for Marina Theatre Box Office
18/07/18	Nisbets PLC	£1,985.52	£382.15	Office equipment
18/07/18	SLCC	£150	£0	Community Governance Degree
18/07/18	Sarah Foote	£12.92	£0	LTC expenses reimbursement
18/07/18	Electronic Temperature Instruments Ltd	£275	£55	Legionnaire's Thermometer Kits
18/07/18	Sparrows Nest Bowls Club	£370	£0	Sparrows Nest Bowls Club Grant
18/07/18	St Andrew's Church Council	£483.28	£0	Parents and toddlers group grant
18/07/18	Shona Bendix	£400	£80	Plaisir reimbursement
18/07/18	Lowestoft Players Ltd	£730	£0	Lowestoft Players Grant

Cllr Coleby proposed to note the above table of payments processed; seconded by Cllr Taylor; all in favour.

317.d The quotation for remedial works to the ponds on Gainsborough Drive and Uplands Road North – The quote for Gainsborough Drive is £28,685 (+ VAT) and for Uplands Road North is £10,350 (+VAT). The work would include a drainage survey and water testing. This was not factored in to the budget-setting process for this year.

Cllr Graham proposed that enquiries be made with Anglian Water as to whether this is necessary, then refer to the budget-setting committee for next year; seconded by Cllr Green; all in favour.

317.e Any grant applications, including:

i) Lowestoft Art Group for funding of £1275 – Councillors requested that more information be sought as to the £1,000 running costs.

Cllr Graham proposed approval of a £275 payment to support the Lowestoft Art Group's exhibition, but further information from them regarding the £1,000 running costs for this to be considered also; seconded by Cllr Coleby; all in favour.

ii) GritFest for funding of up to £1,500 – There was an overspend of £1,000 on the project due to unexpected expenditure. The organisers would like the extra £500 for the film to be considered also as they will use this as part of their promotional material for next year to attract sponsors.

Cllr Coleby proposed approval of the grant of £1,500 to GritFest with the expectation that they will provide Lowestoft Town Council with plans for the film and share details of the organisation of next year's event; seconded by Cllr Graham; all in favour.

It was agreed that items 317.f – i would be discussed during the confidential session.

317.f The outcome of a meeting with WDC on their request for payment for the £150,000 paid by them to Marina Theatre Trust in 2017-18

317.g Arrangements for payment of rent by the Marina Theatre Trust

317.h Legal costs for the Marina Theatre Box Office building

Lowestoft Town Council

Meeting of the Finance and Governance Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ

14:00 on 24 July 2018

317.i A draft supplemental agreement which relates to the transfer to the Town Council of a Joint Venture Agreement between the original parties of WDC and Waveney Norse

318. The following items relating to income:

318.a Receipts – The following income was noted:

Date	Amount	VAT	Details
16/07/18	£213.16.	£0	Rental income from tenants
19/07/18	£199,930.00	£0	Loan for purchase of the Marina Theatre Box Office

318.b CiL and S.106 payments – There were no payments to be noted.

318.c Any updates on any financial funding streams affecting Council assets – There were no matters for discussion.

318.d Capital programme – There were no matters for discussion.

319. Any update regarding the provision of Christmas lights in Lowestoft

The Facilities and Contracts Manager has requested another quote and has not yet received details about the costings.

320. Any progress with plans and lease for the first floor of Hamilton House including contractual and costs matters relating to services such as cleaning and IT and any contract variations

This will be discussed during the confidential session.

321. Options for funding five new CCTV cameras at the Great Eastern Linear Park, at a cost of up to £25,000

It was suggested that funds could be transferred from the East of England Park budget, as work will not be starting there until next year, but funds would still be available in that budget if necessary.

Cllr Coleby proposed transferring up to £25,000 from the East of England Park budget, to also include the relocation of two cameras and associated work; seconded by Cllr Graham; all in favour.

322. Signing a Memorandum of Understanding with East Coast College for work they are to undertake with Lowestoft Town Council

Cllr Coleby has started work on a draft document, to be signed by Cllrs Graham and Green once approved.

323. Signing the agreement for the management of coastal erosion and flood risk works

Cllr Coleby proposed that the Clerk seek legal advice, to then be considered by Full Council; seconded by Cllr Taylor; all in favour.

324. Whether or not to renew the agreement with The Bugle for a Council information page

Enquiries would need to be made to determine the charges for next year and how many copies are produced. It was suggested that the new office space could be a place for distribution.

Cllr Coleby proposed that the agreement with The Bugle is renewed, on the condition that if there has been an increase in the charges, it is no more than 5%; seconded by Cllr Taylor; all in favour.

325. Other financial matters including

325.a Planned maintenance – There were no matters for discussion.

Lowestoft Town Council

Meeting of the Finance and Governance Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ

14:00 on 24 July 2018

- 325.b Sale of land at Uplands – There were no updates to report.
- 325.c Commemorative plaques – This is being progressed but no the cost has not been determined yet.
- 325.d Arnold's Bequest – There have been no updates regarding the charity registration arrangements.
- 325.e Cotman Close Play Area – There has been no proposal received from Waveney District Council yet.
- 325.f Normanston Park Allotments – The Assets, Inclusion and Development Committee have agreed that a site visit should be arranged.
- 325.g Centenary Installation at Belle Vue Park – This is progressing. There is a plaque at Belle Vue Park which is illegible. Cllr Coleby is making enquiries regarding potential replacement of the plaque and will report back. A budget may need to be considered for this.
- 325.h Planned markets at East point Pavilion – Waveney District Council have advised they are no longer pursuing this.
- 325.i Use of bouncy castles at events – The Assets, Inclusion and Development Committee recommended at their meeting yesterday that the use of bouncy castles and similar equipment is prohibited on Lowestoft Town Council owned land until revised safety advice is issued by the Health and Safety Executive.
- 325.ii Busking and one-off entertainers on Council land – The Assets, Inclusion and Development Committee recommended at their meeting yesterday that the same procedure is followed and the same paperwork is completed as with a regular event.

326. Date of the next meeting

21 August 2018 14:00

327. Items for the next Agenda

The members of the public left the meeting 15:39

It was requested that transportation to Milton Keynes for the NALC Conference in October be discussed at the next meeting, following investigations by staff.

Cllr Graham proposed to move the meeting into confidential session; seconded by Cllr Coleby; all in favour.

328. Resolution to close the meeting to the public:

i) Contractual matters relating to 317.f, g, h and i and item 320

317.f – Following a meeting with Waveney District Council, it was suggested that Waveney District Council should submit a paper to Full Council with their understanding as to why Lowestoft Town Council should make the payment. If necessary, a separate meeting with a single-item agenda could be arranged, to which a representative from Waveney District Council would be invited.

317.g – The Marina Theatre Trust have confirmed they are happy with the rental arrangements. The Clerk will meet with Cllrs Coleby and Graham and the Communications Assistant to discuss the invoicing arrangements.

317.h – Waveney District Council have queried whether Lowestoft Town Council would be prepared to cover their solicitor's costs with regard to work completed toward the purchase of the Marina Theatre Box Office. This was refused on the basis that these are unspecified legal costs with no prior agreement that Lowestoft Town Council would meet the cost of these expenses.

317.i – A meeting is being held with Waveney Norse on 26 July, and the Facilities and Contracts Manager is also looking to organise a meeting of the Key Performance Indicators Working Group. Monthly meetings will now be held with Waveney Norse, which will be

Lowestoft Town Council

Meeting of the Finance and Governance Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ

14:00 on 24 July 2018

attended by the Mayor and the Chair of Finance, but will be open to other Councillors to attend should they wish. Cllr Parker expressed an interest in attending these meetings.

It was agreed that those able to attend the meeting on 26 July to meet at Hamilton House beforehand to review the supplemental agreement.

320 – A service agreement for IT still needs to be finalised. It is anticipated that the office space should now be completed during the week commencing 6 August. There are documents to be reviewed and it was agreed that the Town Council Office Working Group should go through these to provide feedback to Lowestoft Town Council's solicitors. Cllrs Coleby, Graham and Green will meet with the Clerk and Communications Assistant at 09:00 tomorrow morning to look at options for borrowing. The lease has been set at £50,051 (+VAT) per annum. The Communications Assistant will be reviewing the budget but it has been agreed that this will progress on the agreement that East Coast Community Healthcare will borrow the funds with no greater than a 5% interest rate.

The Chair closed the meeting at 16:08

Signed:.....

21 August 2018