

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ**  
**14:00 on 26 June 2018**

**MINUTES**

**Present:** Cllrs Nasima Alam, Allyson Barron, Neil Coleby, Ian Graham, Alan Green (Chair), Graham Parker and Alice Taylor

**In Attendance:** Sarah Foote (Deputy Clerk), Mark Speller (Facilities and Contracts Manager), James Cox (Communications Assistant) (arrived 14:44) and Lauren Elliott (Committee Clerk)

**Public:** One member of the public was present (arrived 14:06)

**287. Welcome**

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

**288. To receive and consider acceptance of apologies for absence**

None.

**289. Declarations of Interests and dispensations**

Cllr Alam declared a local non-pecuniary interest in the Christmas lights provision in Lowestoft, as she owns a business on the High Street.

This is not a specific agenda item but a paper has been circulated following a meeting regarding Christmas lights, for discussion around item 302 – any other financial matters.

**290. To consider the accuracy of the Minutes:**

- a) 22 May 2018 – accepted as accurate. Proposed by Cllr Coleby; seconded by Cllr Alam; all in favour.

**291. Public Forum**

No members of the public were present at this stage of the meeting.

Cllr Parker requested that the order of items 302.ci and 302.cii be switched, which was agreed.

**292. Risk management and compliance**

292.a Compliance, including a presentation from the Facilities and Contracts Manager regarding condition surveys and Key Performance Indicators – The Facilities and Contracts Manager displayed several spreadsheets to the Committee which he had created for purpose of compliance, monitoring and maintenance. The first was regarding condition surveys, which showed an initial survey date of when they were last completed by Waveney District Council, the necessary review period for the site and the date the next survey is due.

*A member of the public arrived 14:06*

The Facilities and Contracts Manager has reviewed the leases to confirm the tenants' responsibilities and those of Lowestoft Town Council. The fire risk assessment identifies the tenants' obligations, which can be audited by the Facilities and Contracts Manager. Legionella monitoring is a statutory obligation and the recommendation is that inspections are completed at six monthly intervals to promptly identify and address any issues. Sites have been identified as low, medium or high risk and dates have been recorded as to when the next inspections and risk assessments are due. Lowestoft Town Council is responsible for the

# Lowestoft Town Council

## Meeting of the Finance and Governance Committee

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

14:00 on 26 June 2018

inspection of some of the sites, whereas others are completed by Waveney Norse. These will be audited by the Facilities and Contracts Manager. A record is held of the inspections which have been completed and the results.

A cyclical regime identifies how often the fire alarms, fire extinguishers and intruder alarms, etc, should be completed and by whom. The cost per annum has been recorded, along with a list of contractors for ease of reference.

The only vacant property in Lowestoft Town Council's ownership is the Town Hall. This is inspected weekly and the time, date and result of each inspection is recorded for the purposes of insurance and risk management.

A five year plan for each of the sites has been developed using the condition surveys completed by Waveney District Council. This identifies the lease obligations for Lowestoft Town Council and its tenants and gives an overview of maintenance required at each site over the course of five years and the anticipated expenditure.

This will allow the Council to prioritise work and budget accordingly.

The monitoring software which has been previously agreed will be used to store this data.

The Key Performance Indicators Working Group have created a paper about what KPIs should be about, what they would like to measure, their expectation of Waveney Norse, how this will be measured and the Critical Success Factors. This way Lowestoft Town Council can secure the service that it would like, rather than what has been inherited.

Thanks were expressed to the Facilities and Contracts Manager for his work.

The Chair invited the member of the public to speak but they did not wish to raise anything.

292.b Condition Surveys – The initial survey on the Marina Theatre has been completed but it does not give any indication as to the cost of the remedial work. The Facilities and Contracts Manager has requested a more detailed breakdown. A presentation is being held at the Theatre on 28 June by the Project Manager, which may provide some more information.

292.c Insurance – This will need to be activated immediately once the sale of the 'Zenith' building is complete.

Moving forward, the cost of condition surveys will need to be incorporated into the budget.

The potential cost could be approximately £40 per hour. The Facilities and Contracts Manager will obtain quotes to inform the budget making process. It was suggested that quotes could be obtained to cover all under a five year contract, which may be more cost-effective.

Cllr Coleby proposed that the Facilities and Contracts Manager investigate the cost of the condition surveys; seconded by Cllr Taylor; all in favour.

*The Facilities and Contracts Manager left the meeting 14:25*

*Cllr Coleby left the room 14:25*

### **293. Attendance at the National Association of Local Councils' Annual Conference in Milton Keynes 30-31 October 2018**

The cost will be £245 per delegate. It has previously been agreed by Full Council that the delegates should be the Mayor, the Chairs of each Committee, plus two other Councillors and the Clerk. It was agreed that seven spaces shall be booked and an email will be sent to all Councillors.

*Cllr Coleby returned 14:27*

# Lowestoft Town Council

## Meeting of the Finance and Governance Committee

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

14:00 on 26 June 2018

### **294. Review and adopt delegated authority, committee and agency arrangements**

294.a The review of Lowestoft Town Council's policies and procedures – It was previously agreed that one or two policies would be brought to each meeting for review or adoption.

The Deputy Clerk has created a model privacy notice which urgently needs to be uploaded to the website.

Whilst reviewing privacy notices for other Councils, many of them stated that all their elected members were individually registered as Data Controllers, as they handle data. The current registration fee is £40 per Data Controller.

It was noted that Waveney District Council automatically register their Councillors. Those Councillors who have already been registered under Waveney District Council would still need to be registered under Lowestoft Town Council as well.

Cllr Green proposed all Lowestoft Town Councillors being individually registered as Data Controllers; seconded by Cllr Coleby; all in favour.

It was noted that should a Councillor resign, the payment would have to be made again to register a new Councillor.

The privacy notice states that the Deputy Clerk is the Data Protection Officer. The Government have since confirmed that local councils are not required to have a Data Protection Officer, but this can be amended at the next review date.

On the last page of the document, it states that an individual's information may be shared to 'protect a child' and it was suggested that this should be amended to read 'children' rather than 'a child'.

Cllr Coleby proposed recommending approval of the document to Full Council, with the necessary amendment to the last page and to confirm that all Councillors will be registered as Data Controllers; seconded by Cllr Graham; all in favour.

294.b Review Sub-Committees and Working Groups, scope, composition and any delegations –

There have been no further recommendations and it was suggested that items 294.b and 294.c be closed until the next Annual Meeting of Lowestoft Town Council, when they will be reviewed again.

It was queried whether the Sub-Committees and Working Groups have been reviewed and it was suggested that a Working Group be established to review the Standing Orders and policies, so that this does not have to be conducted at the Annual Meeting, but can just be noted that the review has taken place.

Cllr Coleby proposed expanding the scope of the existing Standing Orders Working Group to include policies as well; seconded by Cllr Parker; all in favour.

294.c To review and adopt delegated authority arrangements

294.d Section 113 arrangements for the provision of services by staff working for Waveney District Council – The financial support has now ceased.

### **295. Progress with banking arrangements**

The only outstanding matter is regarding long term investments.

It was previously agreed that £300,000 should be deposited in the Debt Management Office short-term account. This will be investigated.

Enquiries are being made with CCLA Investment Management Ltd, who would deposit funds across several AAA+ rated banks, rather than all funds being held in one account. The funds would still remain accessible.

# Lowestoft Town Council

## Meeting of the Finance and Governance Committee

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

14:00 on 26 June 2018

It is understood that Councillors who were awaiting a PIN should have now received them. Cllr Alam has not yet received one and it was agreed she would make a visit to the Hamilton House office for assistance.

### 296. The external audit

The Exercise of Public Rights notice has been published, but no requests have been received yet.

So far there has been no feedback from the external auditors.

It was noted that the Communications Assistant has been preparing paperwork for items 297 – 299 and would be joining the meeting shortly. In the interim it was agreed to move on to item 300.

### 300. Any progress with plans and lease for the first floor of Hamilton House, including the following:

300.1 The Heads of Terms – This needs to be approved by Full Council and signed. This will be on the next Full Council agenda.

300.2 Office fittings and resources up to £5,000 – A paper from Cllr Coleby was circulated in advance of the meeting suggesting extra resources for the new office. Thanks were expressed to Cllr Coleby for his work.

It was queried whether all of the items were required immediately and it was suggested that it may be more cost effective to purchase them all together, as they have all been sourced from the same company, and it is thought these are all items which would be required straight away once the new office is open.

It was queried whether the items could be sourced at a lower price elsewhere. Although this may be possible the suggested items are durable, and electrical items such as the toaster are of a catering standard and maintainable.

*The Communications Assistant arrived 14:44*

Funding would be from underspent budgets.

Cllr Coleby proposed (via the paper) approval of the purchase of the listed office fittings and resources, up to a maximum expenditure of £5,000; seconded by Cllr Barron; all in favour.

It was suggested that a negotiation over the price should be discussed with the company, and it was also suggested that income could be made from renting the rooms out. A hire policy and conditions and schedule of hire need to be produced.

As the Communications Assistant had arrived it was agreed to return to item 297.

### 297. Monitor the budget for 2018-19 and note any bank reconciliations

It was noted that the bank reconciliation has been completed up until 31 May 2018 and has been duly signed by Cllr Coleby. The bank reconciliation was made available at the meeting for Councillors to see.

Expenditure for June 2018 to note was as follows:

Payee	Net Amount	VAT	Gross Amount	Description
HMRC	£10,022.03	£0	£10,022.03	Tax employee and employer Q4 2017/18
HMRC	£20.53	£0	£20.53	Q4 2017/18

## Lowestoft Town Council

### Meeting of the Finance and Governance Committee

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

14:00 on 26 June 2018

				interest
NEMCO	£480	£0	£480	Legionella training
Shona Bendix, Sarah Foote and Lauren Elliott	£138.45	£13.41	£151.86	Reimbursements to staff for Council expenses
Cllr Houghton	£96.67	£0	£96.67	Travel reimbursement (NABMA)
Urban Vision	£1,200	£0	£1,200	Local Plan response (2 days)
SLCC	£36	£0	£36	Data Protection webinar
WDC	£23,040	£0	£23,040	S113 fees 17/18 accrual
Trevor Brown	£750	£0	£750	Internal Audit services 17/18
BIFM	£202	£0	£202	BIFM subscription
Norfolk SLCC	£99	£0	£99	Norfolk SLCC
Lowestoft & District Allotments Ltd	£1,000	£0	£1,000	Allotment Grant 2018/19

It was suggested that information about actual spend against anticipated spend at the end of each period would be beneficial, once the data is in place.

The Communications Assistant was congratulated on receiving a Distinction for his first exam as part of his Association of Accounting Technicians course.

Cllr Graham proposed a recommendation to Full Council to grant delegated authority to the Finance and Governance Committee of virement up to £10,000; seconded by Cllr Green; all in favour.

Enquiries are being made with Waveney Norse about whether there has been investment in the public conveniences at Kensington Gardens.

It was suggested that monthly meetings could be arranged with Waveney Norse to discuss maintenance work and progress with works.

A paper monitoring the annual budget was handed to Councillors at the meeting (please see appendicised document). It was queried why there has been no expenditure from the printing budget. It is understood that this expenditure has been covered by the stationery budget and it was suggested that these two budgets could be merged going forward.

It was also queried why the full amount for insurance has not been paid this year. This is due to the amount payable being less than anticipated.

It was queried why the figure for the audit was a negative sum. This is because Lowestoft Town Council has not yet been invoiced for this.

#### 298. Payments – in related to associated schedules:

298.a Payments made under delegated authority – There were none to note.

298.b Any payments for authorisation – The following four payments required authorisation:

Payee	Net Amount	VAT	Gross Amount	Description
Rialtas Business	£399	£79.80	£478.80	On site

## Lowestoft Town Council

### Meeting of the Finance and Governance Committee

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

14:00 on 26 June 2018

Solutions Ltd				assistance and training
WDC	£1,095.10	£0	£1,095.10	National Non Domestic Rate Demand 2017/18 (Triangle Market Public Conveniences)
WDC	£1,128	£0	£1,128	National Non Domestic Rate Demand 2018/19 (Triangle Market Public Conveniences) To be paid via Direct Debit. 1 May 2018 instalment is £111, the rest will be £113 per month
Lowestoft Vision	£511.40	£0	£511.40	Lowestoft Vision BID Levy 2018/19

It was suggested that an application could be submitted to Waveney District Council for a discretionary £0 rating for the Business Rates on the Triangle Market public conveniences. It was agreed to make the payments first then submit the application for the discretionary rate relief.

Cllr Barron proposed payment of the above four payments and authorisation for the direct debit to be set up as specified above; seconded by Cllr Coleby; all in favour.

298.c Grant applications, including the following:

298.ci Heritage Open Days (Lowestoft) – Steering Group (up to £500) – It has been requested that if the application is successful that the funds remain in Lowestoft Town Council’s account and they will request reimbursement when required by producing receipts.

Cllr Coleby proposed approval of the grant application from the Heritage Open Days (Lowestoft) Steering Group, not exceeding £500; seconded by Cllr Barron; all in favour.

298.d Other applications for funding, including the following:

298.di Up to £1,000 to support the Plaisir Twinning Association with a civic occasion – This relates to the visit from the Mayor of Plaisir and guests in July.

In previous years Waveney District Council have covered the cost of hotel accommodation and meals for the visitors. It is understood this gesture will be reciprocated for the visit to Plaisir next year.

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ**  
**14:00 on 26 June 2018**

Cllr Barron proposed approval of expenditure up to £1,000 for the Plaisir Twinning Association's civic occasion; seconded by Cllr Coleby; all in favour.

298.e Payments processed – There were no payments to note.

**299. Any income**

Income to note was as follows:

From	Net Amount	VAT	Gross Amount	Details
GroundWork	£5,350	£0	£5,350	Neighbourhood Plan first grant
HKB Wiltshire	£5,000	£0	£5,000	Marina Theatre Zenith purchase contribution

Item 300 had already been covered earlier in the meeting.

**300. Any progress with plans and lease for the first floor of Hamilton House, including the following:**

300.1 The Heads of Terms

300.2 Office fittings and resources up to £5,000

**301. To consider submitting an application to Waveney District Council for five staff car parking spaces in the Battery Green Road or Whapload Road car parks**

An annual permit would cost £300 per space. Lowestoft Town Council would be requesting 'set aside' parking so this may be more.

Five spaces will be reserved at Hamilton House for Councillors and visitors.

With regard to meetings, if they are outside of office hours, Councillors should be able to park at Hamilton House, or on-street parking should be available. Nearby car parks are free of charge after 18:00.

**302. Consider other financial matters**

302.a Consider cost of repair work at Denes Oval Tennis Court – The figure is to be confirmed but the Clerk will use her delegated authority for this expenditure, as it is an urgent health and safety concern. This will be reported back to Full Council at the next meeting.

302.b Planned maintenance – A recommendation has been made by the Assets, Inclusion and Development Committee that authorisation is given for Waveney Norse to make temporary repairs to tarmac at Belle Vue Park approaching the war memorial, at a cost of £1,300.

This is to ensure health and safety requirements are being met, especially as there are events scheduled in the park this year which will attract a large number of visitors.

Cllr Graham proposed approval of the expenditure of £1,300 to complete the necessary repair work to pathways at Belle Vue Park; seconded by Cllr Taylor; all in favour.

302.c CCTV, including the following matters raised during the CCTV Committee Meeting 18 June 2018:

302.ci Consider whether or not to move two cameras from the Great Eastern Linear Park to the town centre, at a cost of £800 (+VAT) – As agreed earlier in the meeting, item 302.cii was discussed first, which covered both of these items.

302.cii Consider whether or not to make a recommendation to Full Council to fund five new CCTV cameras at the Great Eastern Linear Park, at a cost of up to £25,000 – It was queried why

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ**  
**14:00 on 26 June 2018**

consideration is being given to this when there is no wider plan in place for the rest of the town.

The recommendation to relocate the cameras has come from Waveney Norse and the CCTV Committee considered it inappropriate to leave the Great Eastern Linear Park area unprotected.

The infrastructure is already in place to support new cameras and as they will be wireless the cost of the fibre optic cables would no longer be payable and the cameras can then be relocated if necessary.

The overall figure of £25,000 also already includes the £800 cost of relocating the two cameras in agenda item 302.ci.

Cllr Barron proposed a recommendation to Full Council to approve the relocation of the two cameras and funding of five new cameras at the Great Eastern Linear Park; seconded by Cllr Taylor; all in favour.

This will be included as a single agenda item on the Full Council agenda as the budget of £25,000 covers the relocation costs and the new cameras.

302.ciii Consider a recommendation from the CCTV Committee that a budget for CCTV camera replacement in future years is set as part of the budget agreement process – Cllr Coleby proposed approval of this; seconded by Cllr Barron; all in favour.

302.d Sale of land at Uplands – No update at present.

302.e Commemorative plaques – Cllr Coleby will be working with the Jack Rose Old Lowestoft Society to compile a list of the current plaques, their condition and location. There have been suggestions of plaques to commemorate the Suffragette movement, Claud Castleton, Tom Crisp and the Maconochie brothers. Research will be completed as to the placement of new plaques.

302.f Arnold's Bequest – No update at present.

302.g Cotman Close Play Area – No update at present.

302.h Normanston Park Allotments – No update at present.

302.i Centenary Installation at Belle Vue Park – The flower beds have been dug out and the area for the pathways has been marked. This is progressing well and there are no issues to report at this stage.

**303. Progress with the survey**

The Deputy Clerk will be visiting Archant's office in Norwich on 28 June to work on the design. The wording for the survey has been circulated and the Deputy Clerk is encouraging feedback from the Working Group.

Thanks were expressed to the Neighbourhood Plan Working Group for their work in compiling the Neighbourhood Plan section of the survey.

The survey should be published on 27 July and will be made available on Survey Monkey also. More photographs are needed as soon as possible for the survey. Alice has been in touch with a local photographer who may be able to assist.

It was suggested that the purchase of the gazebo, sails and pull-up banners should now be progressed. The design for the pull-up banners will need to be discussed.

It was noted that Lowestoft Vision have had to cancel the Continental Fayre which was scheduled for 2 – 5 August.

Two documents had been circulated to Councillors in advance of the meeting – regarding the joint venture service agreement and a coastal management agreement - for any comments to be fed back to the Deputy Clerk. No comments were made regarding the documents.



**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ**  
**14:00 on 26 June 2018**

**304. Date of the next meeting**

24 July 2018 14:00 (venue to be confirmed) – Cllr Barron gave her apologies.

*The member of the public left 15:48*

A quote has been obtained for a survey of the Gainsborough Drive pond. This will need to be considered by the Finance and Governance Committee or Full Council.

The Facilities and Contracts Manager is making enquiries with Suffolk County Council as to the feasibility of having Christmas lights along the High Street and Bevan Street East.

The costings will go before the Finance and Governance Committee or Full Council for consideration. The costings for the first year will be more expensive to cover the necessary groundwork. No decisions or recommendations were made by the AID Committee at yesterday's meeting as there was not sufficient information available at this stage.

It was requested that recommendations from the Personnel Committee be added to the Full Council agenda for consideration.

**305. Items for the next Agenda**

There were no other additional items which had not already been mentioned in the discussions above.

**306. Resolution to close the meeting to the public**

There were no confidential matters for discussion.

The Chair closed the meeting at 15:52

Signed:.....

24 July 2018