

**Lowestoft Town Council**  
**Extraordinary Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**14:00 on 28 March 2019**

**MINUTES**

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

**In attendance:** Sarah Foote (Deputy Town Clerk) and Lauren Elliott (Committee Clerk)

**Also in attendance:** Peter Wilson-Sutter (Assistant Manager Parks – Waveney Norse)

**Public:** There were no members of the public in attendance

**461. Welcome**

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

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

Apologies were received from Cllrs Allyson Barron and Graham Parker. Cllr Nasima Alam had not provided apologies and was absent. All Councillors voted in favour of accepting the apologies and noting the absence.

**463. Declarations of Interests and dispensations**

There were none.

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

14 March 2019 – It was agreed that this matter would be deferred to the next meeting.

**465. Public Forum**

There were no members of the public in attendance.

**466. Leisure fees from 1 April 2019:**

466.1 Progression of the implementation of the new charging structure for leisure fees – Items 466.1, 466.2 and 466.3 were discussed together. Thanks were expressed to Cllr Coleby for creating the draft policy document. The assessment criteria for grant applications was discussed, though no separate grant application process has been introduced yet. Consideration was given as to when grant applications will be considered and awarded and it was suggested that the clubs should submit a report at the end of each calendar year, detailing their activities and expenditure, for the Council to consider in January. For the 2019-20 year, until the new process has been put into place, it was suggested that a section of the grant fund could be ring-fenced for one-off grant applications made via the regular grant application process.

It was agreed the focus of the charges would be for clubs securing the privilege of block-booking. Currently, some of the clubs supply Waveney Norse with their fixture lists and the attendants at each site record which matches went ahead. It was agreed that this information would be provided to Lowestoft Town Council monthly for the purposes of invoicing and that Lowestoft Town Council will issue invoices monthly to all of the clubs.

The proposed fees as set out in the draft policy document were considered.

Cllr Green proposed that tennis and bowls should be priced per court and per rink; seconded by Cllr Taylor; all in favour.

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It was agreed that bowls will be charged at £6 per rink per hour. It was agreed that tennis will be charged at £4 per court per hour. It was agreed there will not be separate prices for different age categories or for those who participated in Waveney District Council's Passport to Leisure initiative. Lowestoft Town Council could discuss the option of re-introducing this initiative in the future with Sentinel Leisure Trust.

With regard to football at Normanston Park, it was agreed to charge £40 per pitch for adult matches and £20 per pitch for junior matches, as the junior pitches are smaller and subject to less wear and tear. Usage over the next year will be monitored for the Council to decide in its next budget-setting process whether to meet the cost of having the pitch lines maintained.

With regard to cricket at Normanston Park, it was agreed to charge £40 per pitch for adult matches and £20 per pitch for junior matches. Cricket at the Denes Oval will be considered separately and Waveney Norse will provide data on what the club who plays there has historically been charged, to inform the Council's decision on the charges for 2019-20.

It was queried whether equipment is still available to hire at each of the sites. It was confirmed that tennis equipment has never been available at Normanston Park but is available at the Denes Oval and Kensington Gardens. Table tennis facilities and equipment are available at Normanston Park. It was agreed that the decision whether or not to charge a refundable deposit for use of the equipment will be at the discretion of the attendants at each site.

466.2 Consideration of the draft policy for charging for use of leisure facilities – This was covered during the discussion of item 466.1.

466.3 Discussion of operation of the above with Waveney Norse – This was covered during the discussion of item 466.1.

**467. Noting the following expenditure approved under delegated authority:**

467.1 £231 for a planning application for change of use of the Former Battery at Kensington Gardens – This was noted.

**468. Consideration of payment of the balance of £150 per person for the visit to Plaisir from 28 May – 2 June (deposit of £50 x2 has previously been paid, following Council's approval, to secure two spaces)**

Cllr Green proposed approval of the expenditure of £300 as payment for a representative from Lowestoft Town Council plus a guest to participate in the 2019 visit to Plaisir; seconded by Cllr Coleby; all in favour.

*Peter Wilson-Sutter left the meeting 15:05 and thanks were expressed for his assistance*

**469. Noting amendments to insurance schedule and resulting change in premium**

It was confirmed that insurance cover remains in place, however some queries had been raised with the current cover and it may be that there have been duplications. The insurers are looking into this.

Cllr Green proposed granting delegated authority to Lowestoft Town Council's officers to progress this as necessary; seconded by Cllr Graham; all in favour.

Waveney District Council are proposing for the Section 113 agreement to remain in place until 30 April 2019 solely for the purpose of resolving Land Registry matters. It was raised that the leases for the Community Halls have still not been finalised and there are no scheduled Finance

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and Governance Committee meetings or Full Council meetings in April. It was agreed that Lowestoft Town Council will request that the Section 113 agreement remain in place until 30 June 2019 and not solely for the purpose of Land Registry matters.

The draft meeting schedule for 2019-20 is being devised and this will include a further Full Council meeting in May, following the Annual General Meeting on 14 May.

The quotes received for the plants for Kensington Gardens have come in above the level of the grant awarded. During the Finance and Governance Committee meeting on 12 February 2019, it was agreed that a separate budget would be allocated under the Parks Development budget as follows:

- £4,900 for perennial plants
- £4,200 for shrubs
- £2,400 for trees
- £1,000 for plug plants and seeds
- £500 for annuals

Cllr Coleby proposed that, once the grant funding of £1,360 has been used, that any additional expenditure required for the plants for Kensington Garden and Sparrows Nest be taken from the Parks Development budget as specified above; seconded by Cllr Graham; all in favour.

The Chair expressed thanks to the Finance and Governance Committee members and the staff for their support.

### 470. Items for the next Agenda

No matters were raised for the next agenda.

Signed: .....

Date: .....