

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
17:00 on 12 September 2019

MINUTES

Present: Cllrs Neil Coleby, Andy Pearce (Chair), Graham Parker and Alice Taylor

In attendance: Shona Bendix (Clerk) and Lauren Elliott (Committee Clerk)

Public: There were no members of the public in attendance

67. Welcome

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

68. Receipt and consideration of acceptance of apologies for absence

Apologies were received from Cllrs Frost, Green, Hardie and Youngman. Cllr Parker proposed acceptance of the apologies; seconded by Cllr Coleby; all in favour.

69. Declarations of Interests and dispensations

There were none.

70. Consideration of the accuracy of the Minutes

8 August 2019 – Accepted as accurate. Proposed by Cllr Taylor; seconded by Cllr Coleby; all in favour.

71. Public Forum

There were no members of the public in attendance.

72. Any updates on banking

The savings account has been established with Unity Trust, with a transfer of £450,000 from the current account.

73. Budget:

73.1. Monitoring the budget for 2019-20 – The current budget figures had been circulated before the meeting and were noted. The Budget and Loan Working Group has convened and should be meeting fortnightly. Its next meeting will be 16 September.

73.2. Any bank reconciliations – Formal arrangements will be made with Cllr Coleby, as the recently appointed bank reconciliation signatory, to scrutinise and sign off the bank reconciliations.

73.3. A report from the Budget and Loan Working Group and consider any recommendations – The Working Group has just begun its consideration of the 2020 – 21 budget and will be meeting again on 16 September.

73.4. Consideration of the following relating to markets:

73.4a. A budget for market events (some aspects may be confidential) – The Market Working Group met today. It has been discussing themed markets, such as a Christmas themed market, and related events, such as live music. The Working Group will consider this in more detail and present a proposal, with costs to consider for the 2020 – 21 budget. A meeting was held with a professional market company ahead of this Finance and Governance Committee meeting and this will also be considered.

73.4b. A review of market and events fees – This will be considered by the Markets Working Group and a proposal made.

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- 73.4c. Progressing The Triangle market – The Clerk would approach East Suffolk Council to request that they waive car parking fees on market days to support the Town Council’s activities which were progressing a market for this site to help regenerate economic and social activity.
- 73.5. A review of the leisure fees and leisure fees policy – This will be on the Full Council agenda for a policy decision to be made. The Budget and Loan Working Group made a formal recommendation to Full Council for leisure fees to be waived for clubs and for the facilities to remain free of charge for the general public.
- 73.6. An event management budget for transition from the current work under The Ness Steering Group – A document was circulated ahead of the meeting which provides indicative costs. A further update will be provided in October. If the Council would like to consider continuing these events, a budget would need to be set for 2020-21 and this can be considered by the Budget and Loan Working Group.
- 73.7. Consideration of potential asbestos removal from allotment sites. A maximum budget for all work was set at £30,000 + VAT. There is also an additional laboratory sampling cost, which is on the payment schedule to be considered later on the agenda. There was a recommendation from the Clerk as Responsible Financial Officer to proceed with the removal of the asbestos as soon as possible. Cllr Coleby proposed a recommendation to Full Council to proceed with the removal of asbestos from the allotment sites, at a cost not exceeding £30,000 (plus VAT), to be taken from reserves in the 2019-20 budget and recouped in the 2020-21 budget; seconded by Cllr Taylor; all in favour.
- 73.8. Consideration of the cost of additional planting and tending to plants – Quotations are required which Cllr Coleby will source and will make enquiries with Waveney Norse as to any additional planting costs. Cllr Coleby proposed a recommendation to Full Council to approve the cost of additional planting, within a maximum budget of £1,200, including the cost of the bulbs being planted; seconded by Cllr Taylor; all in favour.
- 73.9. Expenditure and anticipated expenditure from the Civic and Ceremonial budget – This will be considered at the next meeting of the Finance and Governance Committee. The replacement of the Mayoral robes was discussed and it was agreed for Cllr Taylor to produce a specification and explore the potential cost. Subject to the approval of the Finance and Governance Committee or Full Council, the relevant process for securing a contract would then be required.

74. Payments:

74.1. Payments for authorisation (schedule), including the following in relation to emergency works on the Town Hall:

74.1a. £400 (+VAT) to alarm the scaffolding – The costs detailed in item 74.1a – 74.1c fall outside of the grant funding and are specifically to manage risks identified by the Council. Cllr Coleby proposed approval of the payments as detailed in items 74.1a – 74.1c; seconded by Cllr Parker; all in favour.

74.1b. £225 (+VAT) for 3m high galvanised panels around the base of the scaffolding

74.1c. £112 insurance overage for the Town Hall works

Further payments to authorise were presented as follows:

| Payment to | Description | Amount |
|-------------------|---|----------------|
| RSF Services | 11x asbestos sample testing | £420 |
| | 2x Miniature Circuit Breakers for the Town Hall to ensure a satisfactory electrical certificate | £85.00 + VAT * |
| SLCC | Community Governance Degree 2 nd instalment 2019 | £1,470.00 |

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*This item had been agreed at Full Council on the 20th August however the amount approved was £75.00

The Finance and Governance Committee previously approved the payment to the SLCC but has been included on this schedule as a formality now that the invoice has been received.

74.2. Expenditure reports for the month ending 31 August 2019 and September to date (schedule) – These were presented as follows and noted:

| Date | Payment to | Description | Amount |
|----------------|----------------------------------|-----------------------------------|-------------------------------------|
| 6 August 2019 | Suffolk Pension Fund | July pensions | £4,615.29 |
| 6 August 2019 | Mark Speller | Council travel reimbursement | £4.32 |
| 6 August 2019 | Sparrows Nest Bowls Club | Leisure fee grant | £2,249.46 |
| 6 August 2019 | Purcell Architecture Ltd | Town Hall tender | £1,250.60 + £250.12 VAT = £1,500.72 |
| 6 August 2019 | East Suffolk Council | Tri. Market PC NNDR May – Aug 19 | £460 |
| 8 August 2019 | Wave | Town Hall water Dec 18 – Apr 19 | £144.01 |
| 8 August 2019 | Npower | CCTV Electricity July 2019 | £170.73 + £34.15 VAT = £204.88 |
| 8 August 2019 | Sarah Foote | Travel and Council reimbursements | £101.05 + £5.36 VAT = £106.41 |
| 8 August 2019 | Pearce and Kemp | Normanston changing room works | £575 + £115 VAT = £690 |
| 8 August 2019 | East Suffolk Council | Links Road car park NNDR Apr | £1.25 |
| 14 August 2019 | Unity Trust Bank | Manual credit handling charge | £4.50 |
| 16 August 2019 | Lloyds Bank | Credit card repayment | £175.09 + £26.40 VAT = £201.49 |
| 16 August 2019 | Lowestoft and District Allotment | Lowestoft allotments fee | £1,000 |
| 16 August 2019 | Broadland Security Alarms | 8x emergency lights and tests | £507.92 + £101.58 VAT = £609.50 |
| 16 August 2019 | Npower | Sparrows Nest electric July 19 | £629.52 + £31.48 VAT = £661 |
| 16 August 2019 | East Suffolk Council | Links Road car park NNDR Apr19 | £184 |
| 16 August 2019 | Npower | Sparrows Nest electric July 19 | £694.40 + £34.72 = £729.12 |
| 16 August 2019 | Npower | Sparrows Nest electric July 19 | £88.36 + £4.42 = £92.78 |
| 16 August 2019 | Npower | Town Hall electric July 19 | £282.38 + £14.12 VAT = £296.50 |
| 16 August 2019 | Gazprom Energy | Town Hall gas July 2019 | £94.81 + £4.74 VAT = £99.55 |
| 16 August 2019 | Broadland Security Alarms | Town Hall alarm callout | £70 + £14 VAT = £84 |

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| 19 August 2019 | HMRC | HMRC July 2019 | £4,105.89 |
| 23 August 2019 | Salaries | Salaries August 2019 | £10,211.29 |
| 28 August 2019 | RCC International | NEBOSH qualification | £409.30 + £58.86 VAT = £468.16 |
| 28 August 2019 | Liquid DJ | Sound for D Day event 6/6/19 | £250 |
| 28 August 2019 | Need2Store | Civic artefact storage Aug19 | £250 |
| 28 August 2019 | Paul King | HOD grant | £803.50 |

| Date | Payment to | Description | Amount |
|--------------------------------|----------------------|--|-----------------------------------|
| 2 nd September 2019 | East Suffolk Council | Links Road Car Park Business Rates September 2019 | £184.00 |
| 2 nd September 2019 | East Suffolk Council | Pakefield Street PC Business Rates September 2019 | £120.00 |
| 2 nd September 2019 | East Suffolk Council | Triangle Market PC Business Rates September 2019 | £115.00 |
| 2 nd September 2019 | East Suffolk Council | Sparrows Nest Bowls Club Business Rates September 2019 | £108.00 |
| 2 nd September 2019 | East Suffolk Council | Kensington Gardens PC Business Rates September 2019 | £206.00 |
| 2 nd September 2019 | Npower | Sparrows Nest Electricity May – July 2019 | £230.70 + £11.54 VAT = £242.24 |
| 2 nd September 2019 | Npower | Triangle Market Electricity May 2019 | £307.63 + £15.38 VAT = £323.01 |
| 2 nd September 2019 | Npower | Town Hall Electricity July 2019 | £282.38 + £14.12 VAT = £296.50 |
| 2 nd September 2019 | Npower | Triangle Market PC June 2019 | £294.69 + £14.73 VAT = £309.42 |
| 2 nd September 2019 | Npower | Pakefield Street PC April – June 2019 | £338.92 + £16.95 VAT = £355.87 |
| 2 nd September 2019 | Npower | Kensington Gardens Electricity April – June 2019 | £181.16 + £9.06 VAT = £190.22 |
| 2 nd September 2019 | Npower | Sparrows Nest Electricity May – July 2019 | £88.36 + £4.42 VAT = £92.78 |
| 2 nd September 2019 | Npower | Denes Oval Electricity April – June 2019 | £927.80 + £46.39 VAT = £974.19 |
| 2 nd September 2019 | Npower | Sparrows Nest Electricity April – June 2019 | £229.66 + £11.48 VAT = £241.14 |
| 2 nd September 2019 | Npower | Sparrows Nest Electricity May – July 2019 | £694.40 + £34.72 VAT = £729.12 |
| 2 nd September 2019 | Npower | Town Hall Electricity May 2019 | £282.38 + £14.12 VAT = £296.50 |
| 2 nd September 2019 | Npower | Town Hall Electricity June 2019 | £273.41 + £13.67 VAT = £287.08 |
| 2 nd September 2019 | Npower | Triangle Market Electricity July – July 2019 | £308.49 + £15.42 VAT = £323.91 |
| 2 nd September 2019 | Npower | Sparrows Nest Electricity May – July 2019 | £661.00 |

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| 2 nd September 2019 | Npower | Normanston Park Electricity March – June 2019 | £547.52 |
| 2 nd September 2019 | East Suffolk | Uncontested Election May 2019 | £76.16 |
| 2 nd September 2019 | Energy Assets | Denes Oval Meter Removal | £262.64 + £52.53 VAT = £315.17 |
| 2 nd September 2019 | ETI Ltd | Legionella Test Kit Calibration | £156.00 + £31.20 VAT = £187.20 |
| 2 nd September 2019 | Npower | Lowestoft Cemetery PC Electricity April – June 2019 | £249.19 + £12.46 VAT = £261.65 |
| 5 th September 2019 | Suffolk Pensions Fund | Pensions August 2019 | £4,615.29 |
| 10 th September 2019 | Nicholsons Solicitors | General Legal Advice | £3,043.16 + £608.63 VAT = £3,651.79 |
| 10 th September 2019 | Nicholsons Solicitors | Marina Theatre Management Agreement Advice | £1,387.00 + £277.40 VAT = £1,664.40 |
| 10 th September 2019 | Nicholsons Solicitors | North Denes Advice | £57.00 + £11.40 VAT = £68.40 |
| 10 th September 2019 | Nicholsons Solicitors | CCTV Advice | £294.50 + £58.90 VAT = £353.40 |
| 10 th September 2019 | Nicholsons Solicitors | Hamilton House Lease Advice | £1,140.00 + £228.00 VAT = £1,368.00 |
| 10 th September 2019 | Gazprom Energy | Town Hall Gas August 2019 | £94.81 + £4.74 VAT = £99.55 |
| 10 th September 2019 | Gazprom Energy | Denes Oval Gas August 2019 | £38.66 + £1.93 VAT = £40.59 |
| 10 th September 2019 | Seletar Signs | Radar Keys and Play Area Signage | £312.00 + £62.40 VAT = 374.40 |
| 10 th September 2019 | Npower | CCTV Electricity | £170.73 + £34.15 VAT = £204.88 |
| 10 th September 2019 | Mark Speller | Reimbursement for Travel and Meeting Expenses | £10.12 |

74.3. The petty cash log (schedule) – There were no transactions to note.

75. Consideration of the following items relating to income:

75.1. The income reports for the month ending 31 August 2019 and September to date (schedule) – These were presented as follows and noted:

| Date | Payment from | Description | Amount |
|----------------|----------------|---------------------------|------------|
| 7 August 2019 | HMRC | VAT repayment | £14,737.79 |
| 9 August 2019 | Groundworks UK | Neighbourhood Plan grant | £8,925 |
| 12 August 2019 | Tenant | Rental income from tenant | £213.16 |

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|----------------|----------------------|---|--------|
| 12 August 2019 | Market income | Market income 19/07/2019 and 02/08/2019 | £239 |
| 16 August 2019 | Market income | Market income 26/07/2019 and 09/08/2019 | £167 |
| 23 August 2019 | East Suffolk Council | BID Levy refund | £1,185 |

| Date | Received From | Description | Amount |
|--------------------------------|---------------|--|---------|
| 16 th August 2019 | Market Income | Market Income 16 th August 2019 | £107.50 |
| 23 rd August 2019 | Market Income | Market Income 23 rd August 2019 | £114.50 |
| 30 th August 2019 | Market Income | Market Income 30 th August 2019 | £107.50 |
| 6 th September 2019 | Market Income | Market Income 6 th September 2019 | £107.50 |
| 9 th September 2019 | Tenant | Rental Income from Tenant | £213.16 |

The Market Working Group has been looking at the market income and it is inconsistent. The Town Council does not hold much information on the terms and conditions originally set by East Suffolk Council, or how the fees were calculated. It was suggested that assistance could be sought from the National Association of British Markets to help manage the process of change to suit the Council's requirements. The Market Working Group will start working on a framework.

75.2. An update on any grant-funding streams affecting Council assets – Work on the Town Hall is progressing. The 75th Anniversary of Victory in Europe Day is in 2020. Cllr Coleby has been researching whether grant funding may be available to support commemorative events. At a recent meeting to discuss arrangements for Remembrance Day, the idea of peace gardens was discussed. It was queried whether a grant could be applied for via the Coastal Communities Team and this will be investigated. The success of the Poppy Garden and Kensington Gardens recently being awarded Silver Gilt by Anglia in Bloom might support any grant applications.

76. Audit

76.1. Progress with the external audit – The Clerk has asked whether the report is available, but the deadline for this being provided is the end of September. Some queries were raised by the external auditor early on and the requested information was supplied.

76.2. Completion of the interim internal audit and to consider any report, if available – This has been completed this week. The Clerk has seen the report and has made some comments which will be considered by the internal auditor and the report amended if necessary. This will be added to the Full Council agenda and the report will be circulated upon receipt. It was queried whether Brexit will have a bearing on the Council's risk management. It should not have as much of an impact on Parish Councils but the Town Council might work with other bodies on matters within its control. The risk management policy can be updated to reflect this Committee's oversight of risks attached to national developments and it was noted that the Clerk has received training and updated the software for the Making Tax Digital initiative, and the Clerk and Communications Assistant have received training on the new website accessibility regulations and documents are already being transferred over to the new format.

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77. Legal and compliance

- 77.1. A proposal from the Lighthouse Diner under the lease (confidential) – To be discussed during the confidential session.
- 77.2. An update on any compliance issues and asset management (some aspects might be confidential), including the following:
- 77.2a. Noting that a payment of £605 (plus VAT) is being made for fire safety compliance measures – This was noted.
- 77.2b. Future management of the Denes Oval (confidential) – To be discussed during the confidential session.
- 77.2c. Central heating in the Community Halls (confidential) – To be discussed during the confidential session.
- 77.3. An update on any relevant legal issues (confidential) including:
- 77.2a Any progress with the lease for the first floor of Hamilton House, including the following:
- 77.2ai The IT service charges and cost implications (confidential) – To be discussed during the confidential session.
- 77.2aii Making a recommendation regarding options for the alternative office space and any associated amendments to the lease and rent payable (confidential) – To be discussed during the confidential session.
- 77.2b The Supplemental Agreement between East Suffolk Council, the Marina Theatre Trust and Lowestoft Town Council (confidential) – To be discussed during the confidential session.
- 77.2c The future of the CCTV service (confidential) – To be discussed during the confidential session.

78. Other financial matters, including:

- 78.1. Planned and urgent works on assets – The Town Hall had already been discussed. The Assets Inclusion and Development Committee discussed the presence of asbestos at the Yarmouth Road entrance of Belle Vue Park and have asked the Facilities and Contracts Manager (FCM) to obtain three quotes for its removal. The FCM is also sourcing quotes for repair work to the Belle Vue Park wall.
- 78.2. Adoption of the Sponsorship Policy – Cllr Coleby proposed a recommendation to Full Council to adopt the Sponsorship Policy; seconded by Cllr Pearce; all in favour.
- 78.3. Establishing reserves for tree liabilities – This will be considered in more detail at a future meeting but the Clerk raised concerns over how the question of liabilities is being handled in relation to its contractor arrangements and noted a recent legal issue relating to asset liabilities.
- 78.4. Adoption of revisions to Financial Regulations – Proposed amendments will be made to the Financial Regulations and circulated for consideration at the next Finance and Governance Committee meeting.
- 78.5. Options for an amplification system in the Council Chamber – The FCM is obtaining quotes and this matter will be on the Full Council agenda.
- 78.6. Adoption of the pre-existing East Suffolk Council policy forbidding traders to trade in public car parks (with a steer from Full Council to consider applying the policy to static traders only and to include provision for deviation for Town Council organised events) – The Clerk will consider appropriate wording for this policy and this will be presented at a future Finance and Governance Committee meeting.
- 78.7. Payment for door handles for the Marina Theatre (some aspects may be confidential) – Cllr Coleby proposed that the Town Council purchase replacement door handles for those stolen from the Marina Theatre; seconded by Cllr Taylor; all in favour. The Town Council's insurers have advised they have no set specification for these.

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- 78.8. The cost of removal of items from CEFAS, within a maximum budget of £500 – Cllr Taylor has been in contact with a local salvage company, who has offered to remove the items the Town Council would like and deliver them to an alternative location within the town free of charge. An appropriate storage location was discussed and will be considered further. This budget would provide a contingency in case of any unanticipated costs. Cllr Coleby proposed approval of the budget of £500 to cover the cost of removal and relocation of items from CEFAS, to be met from the Lowestoft Collection budget; seconded by Cllr Pearce; all in favour. It was agreed that a visit to see the civic artefacts transferred from East Suffolk Council should be arranged.
- 78.9. Advice from the Information Commissioner’s Office regarding the registration of Councillors as Data Controllers – Previously councillors have been individually registered as Data Controllers and a fee of £35 per Councillor paid. New regulations have been introduced, as previously reported to the Finance and Governance Committee and Full Council. The Information Commissioner’s Office has advised that Councillors no longer need to be individually registered and hence the fee does not need to be paid. If, however, Councillors would like to remain individually registered, the fee of £35 will still be payable. It was agreed that Councillors should not be individually registered but should ensure they are aware of the Council’s policies and the law, particularly with regard to Freedom of Information and the Government Data Protection Regulations.
- 78.10. Budget provision for non-grant funded items in relation to completion of Neighbourhood Plan, including statutory consultation events – A meeting paper was circulated ahead of the meeting and contained two recommendations: for the Finance and Governance Committee to approve a budget of £500 to cover the cost of the additional non-planning policy section of the Neighbourhood Development Plan and for the Finance and Governance Committee to set a budget for engagement events and materials. Cllr Taylor proposed approval of the budget of £500 to cover the cost of the additional non-planning policy section of the Neighbourhood Development Plan, and a budget of £500 for engagement events and materials; seconded by Cllr Coleby; all in favour. Funds should be available in the annual survey fund and in the external consultants budget under the administration budget.
- 78.11. A review of the Town Council’s energy suppliers – This was reviewed earlier in the year and Bulb was selected. The Council has received contact from a broker who can work to the Council’s specification when reviewing energy suppliers, analysing their energy efficiency and green credentials among other things. They can do this with no obligation. The Clerk has asked the FCM to seek further information from them. They can also look at the Council’s current contract and decide the best way forward. At last year’s National Association of Local Councils Annual Conference, a company were present who can provide grant funding to upgrade lighting. This year’s conference will be taking place shortly and it was requested that the FCM check which lighting within the Town Council’s parks and open spaces belongs to the Town Council, for this to be explored following this year’s conference.
- 78.12. Additional insurance cover for the Remembrance Sunday service – The Town Council’s insurers have advised this will be a total of £112. Cllr Pearce proposed a recommendation to Full Council to pay the sum of £112 for additional insurance cover for the Remembrance Sunday service; seconded by Cllr Parker; all in favour.
- 79. The decision of Full Council for the Events and Communications Sub-Committee to become a sub-committee of the Finance and Governance Committee and to consider the following:**
- 79.1. The amended Terms of Reference of the Events and Communications Sub-Committee – A wider review of structure of Committees, Sub-Committees and Working Groups will be considered in May, or before should the Council decide. It was suggested that the Standing Orders Working Group could review this and that the Standing Orders Working Group could itself become a sub-committee of the Finance and Governance Committee, and this will be added to the Full Council agenda to consider. The decision to make Events and

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Communications and sub-committee of the Finance and Governance Committee was discussed. Cllr Taylor proposed acceptance of the amended Terms of Reference of the Events and Communications Sub-Committee; seconded by Cllr Coleby; all in favour. The frequency of Finance and Governance Committees was discussed and will be added to the next agenda. It was noted that sub-committees should reduce and make more efficient the working of Committees and that Finance and Governance Committee had been set up between Council meetings as this left a gap of no more than a fortnight when payments could be made.

79.2. The appointment of two substitutes to the Events and Communications Sub-Committee – The Events and Communications Sub-Committee meetings were scheduled to take place before meetings of the Assets, Inclusion and Development Committee. It was queried whether this could be reconsidered now that this is a sub-committee of Finance and Governance. It was agreed that this could meet prior to Finance and Governance Committee, so long as the scheduling is practical and suits the members. The appointment of substitutes is built into the Terms of Reference for all Committees and Sub-Committees and needs to be considered as part of a review of all committees. Volunteers will be sought at the next Full Council meeting.

80. Date of the next meeting

8 October 2019 18:30

81. Items for the next agenda and close

Some had already been raised during the meeting and no further matters were raised.

Cllr Coleby proposed moving the meeting into confidential session; seconded by Cllr Taylor; all in favour.

82. Resolution to close the meeting to the public:

82.1. Any employment matters – There were no matters for consideration.

82.2. Any legal matters, including those listed with items 73.4a, 77 and 78.7 above:

77.1 A proposal from the Lighthouse Diner under the lease (confidential) – Cllr Pearce advised that he had historic familial links to the building, but that he was not connected with the Lighthouse Diner, and he confirmed he had no pecuniary or local non-pecuniary interest in this item. This matter will be considered at the Arnold's Bequest Charity Board meeting.

77.2b Future management of the Denes Oval (confidential) – If progressed, this would be subject to an external procurement process.

77.2c Central heating in the Community Halls (confidential) –The anticipated cost is approximately £1,500.

Cllr Parker left the room 19:17 and discussion was halted as the meeting was no longer quorate

The Clerk left the room 19:19 and returned 19:19

Cllr Parker returned 19:20

Cllr Coleby proposed delegating authority to the Clerk to progress central heating repairs, within a maximum budget of £1,500 from the Repairs and Maintenance budget, with a recommendation to the Budget and Loan Working Group that any savings identified within the 2020-21 budget be allocated to the Repairs and Maintenance budget to increase the reserve; seconded by Cllr Taylor; all in favour.

77.2a Any progress with the lease for the first floor of Hamilton House, including the following:

77.2ai The IT service charges and cost implications (confidential) – Cllr Green raised questions with the Clerk and these will be forwarded to the Town Council's solicitors, with any other queries raised. It was clarified that there is no dispute over the amounts as

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detailed in the schedule. Cllr Pearce proposed delegating authority to the Clerk to make any urgent payments relating to the IT service, to be ratified by the Finance and Governance Committee or Full Council at the next available meeting; seconded by Cllr Taylor; all in favour.

77.2aii Making a recommendation regarding options for the alternative office space and any associated amendments to the lease and rent payable (confidential) – Further information is pending from East Coast Community Healthcare.

77.2b The Supplemental Agreement between East Suffolk Council, the Marina Theatre Trust and Lowestoft Town Council (confidential) – There were no updates to consider.

77.2c The future of the CCTV service (confidential) – The latest update was given.

The Chair closed the meeting 19:38.

Signed:

8 October 2019