

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18:00 on 13 June 2019**

**MINUTES**

**Present:** Cllrs Amanda Frost, Alan Green (Chair), Graham Parker, Andy Pearce, Alice Taylor and David Youngman

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

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

**18. Welcome**

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

A revision to the grant application from Topcats – which was declined at the last meeting – was received subsequently to the agenda being issued, and it was agreed this would be considered as item 27.4e.

**19. Receipt and consideration of acceptance of apologies for absence**

Apologies were received from Cllr Jacqueline Hardie. Cllr Taylor proposed acceptance of the apologies; seconded by Cllr Parker; all in favour.

**20. Declarations of Interests and dispensations**

There were none.

**21. Consideration of the accuracy of the Minutes:**

16 May 2019 – Accepted as accurate. Proposed by Cllr Frost; seconded by Cllr Taylor; all in favour.

**22. Public Forum**

There were no members of the public in attendance.

**23. Consideration of a review of the register of land and assets, including building and office equipment**

Cllr Taylor proposed approval of the register of land and assets, including building and office equipment; seconded by Cllr Frost; all in favour.

**24. Consideration of risk management and compliance, including the following:**

24.1 Compliance – East Suffolk Council have declined to fund the removal of asbestos at the allotment sites, following recent surveys. Further information has been requested from them as to how this was managed previously and the Facilities and Contracts Manager (FCM) is obtaining quotes for the removal of it.

24.2 Condition Surveys – The FCM has produced a spreadsheet, which was displayed at the meeting. This matter was deferred to the next meeting to allow for a schedule of costs for 2019 – 20 to be provided.

24.3 S.113 Agreement extension – An agreement has been made with East Suffolk Council to extend the S.113 Agreement until 30 June 2019 to resolve Land Registry matters.

**25. Noting any updates on banking**

The Lowestoft Town Council credit cards for use by the Clerk and Deputy Clerk have been received, but are not yet usable.

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**26. Budget:**

26.1 Monitoring the budget for 2019-20 – Enquiries are being made into the transfer of the Sparrows Nest Premises Licence. It was noted that amongst the compliance budget more matters such as these may arise.

At the recent Assets, Inclusion and Development (AID) Committee meeting there was a discussion about updating signage at play parks to give a telephone number to be contacted during business hours to report issues. Lowestoft Town Council does not have an out of hours provision with Waveney Norse and did not want to create the expectation of an immediate response, but Waveney Norse does have staff working out of hours and it could be arranged that they notify the Town Council of any incidents the following day. A provision for the reporting of non-emergency matters out of hours needs to be considered, and the cost of an out of hours service. It was agreed that in the interim the wording ‘during business hours’ should not be incorporated within the signage.

With regard to the Neighbourhood Plan budget, it was noted that there will be further applications for grant funding. At the recent AID Committee meeting there was a suggestion to review the asset portfolio for any land which could be sold for development, and a sub-committee was going to be formed to do this. There was a concern that this might conflict with the Council’s Open Spaces Strategy and could lead to a duplication of work, as the Neighbourhood Plan will also include provision for future uses of the land under the Town Council’s ownership. Any financial matters would also require the involvement of the Finance and Governance Committee. There was a concern that the Council should retain its green open spaces, and the remit of the AID Committee was questioned. The Terms of Reference had been checked and the AID Committee is responsible for making recommendations regarding the retention and disposal of assets. It was agreed that a recommendation should be made to Full Council that any recommendations from the AID Committee involving income, expenditure or risk management for the Council should be considered by the Finance and Governance Committee first, so that they may be considered against the budget.

26.2 Noting any bank reconciliations – Cllr Ardley has signed off April’s bank reconciliation. May’s will be prepared and signed off for reporting at the next Finance and Governance Committee meeting.

26.3 Whether to include a charge for coaching sessions as part of the leisure fees for 2019-20, and if so to determine the fee to be charged – Conflicting information has been received from the Sparrows Nest Bowls Club and Waveney Norse as to whether charges have historically been applied for coaching sessions. The Clerk has written to the Bowls Club and the letter was distributed to Councillors at the meeting as a confidential paper.

*The Clerk left the room 18:45 and returned 18:46*

The grant application submitted by the Sparrows Nest Bowls Club was discussed and it was agreed that clarity is required as to the amount being applied for, and how the money saved last year has been reinvested. It was agreed that a meeting with the club should be progressed. Cllrs Green, Pearce, Taylor and Youngman would like to attend the meeting, along with the Clerk.

**27. Payments:**

27.1 Noting any payments made and consider payments for authorisation (schedule) – These were circulated ahead of the meeting and distributed at the meeting as follows:

**Expenditure May 2019**

<b>Date</b>	<b>Payment to</b>	<b>Description</b>	<b>Amount</b>
1 <sup>st</sup> May 2019	Zurich Municipal	Insurance Premium 2019 – 20	£20,366.40

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1 <sup>st</sup> May 2019	Trevor Brown	Year End Internal Audit 2018 – 19	£450
1 <sup>st</sup> May 2019	Unity Trust Bank	Credit Card Setup Fee	£50
1 <sup>st</sup> May 2019	Suffolk Pension Fund	Pensions April 2019	£4,615.29
17 <sup>th</sup> May 2019	East Suffolk Council	Planning App Kens Gardens Ammo Bunker	£231
17 <sup>th</sup> May 2019	Shona Bendix	Office Reimbursement	£116.02 + £10.37 VAT = £126.39
23 <sup>rd</sup> May 2019	Information Commissioner Office	ICO Registration 2019 – 20	£35
23 <sup>rd</sup> May 2019	Salaries	Salaries May 2019	£10,344.69
23 <sup>rd</sup> May 2019	Shona Bendix	Reimbursement for Plaisir Gift	£122.50
23 <sup>rd</sup> May 2019	East Suffolk Council	Links Road Car Park NNDR	£184
31 <sup>st</sup> May 2019	East Suffolk Council	Pakefield Street PC NNDR Jun19	£120
31 <sup>st</sup> May 2019	East Suffolk Council	Sparrows Nest NNDR Jun19	£108
31 <sup>st</sup> May 2019	East Suffolk Council	Kensington Gardens PC NNDR Jun	£206

### Income May 2019

Date	Received From	Description	Amount
2 <sup>nd</sup> May 2019	Tenant	Rental Income	£2,187.50
2 <sup>nd</sup> May 2019	Market Income	Market Income April 2019	£178
3 <sup>rd</sup> May 2019	East Suffolk Council	CIL April 2019	£3,435.71
8 <sup>th</sup> May 2019	HMRC	VAT Reclaim Q4 18 -19	£62,528.59
14 <sup>th</sup> May 2019	Market Income	Market Income 3 <sup>rd</sup> and 10 <sup>th</sup> May	£204.50
20 <sup>th</sup> May 2019	East Suffolk Council	Rental Income from Tenant	£213.16
30 <sup>th</sup> May 2019	Tenant	Rental Income	£583
30 <sup>th</sup> May	Market Income	Market Income 17 <sup>th</sup> and 24 <sup>th</sup> May	£179

### Expenditure June 2019

Date	Payment to	Description	Amount
5 <sup>th</sup> June 2019	Larch Cottage Nursery	Kensington Gardens Plants	£190.88 + £38.18 VAT = £229.06
5 <sup>th</sup> June 2019	Urban Vision	Neighbourhood Plan Advice (Funded by Grant)	£3525.44 + £650 VAT = £4175.44
5 <sup>th</sup> June 2019	Pearce and Kemp Ltd	Normanston Park Changing Rooms Electrical Inspection	£175.00 + 335.00 VAT = £210.00

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5 <sup>th</sup> June 2019	Gazprom Energy	Denes Oval Gas April 2019	£37.41 + £1.87 VAT = £39.28
5 <sup>th</sup> June 2019	Anglia Locksmiths	Whitton Residents Hall Fire Door Repairs	£1597.00 + £319.40 VAT = £1916.40
5 <sup>th</sup> June 2019	Waveney Norse	Open and Move Town Hall Safe	£179.00 + £35.80 VAT = £214.80
5 <sup>th</sup> June 2019	Suffolk Cloud	Website Hosting 2019-2020	£100.00
5 <sup>th</sup> June 2019	Gazprom Energy	Town Hall Gas April 2019	£91.76 + £4.59 VAT = £96.35
5 <sup>th</sup> June 2019	Pearce and Kemp Ltd	Sparrows Nest Electrical Inspection	£45.00 + £9.00 VAT = £54.00
5 <sup>th</sup> June 2019	Pearce and Kemp Ltd	Triangle Market Electrical Inspection	£105.00 + £21.00 VAT = £126.00
5 <sup>th</sup> June 2019	Pearce and Kemp Ltd	Whitton Estate Meeting Hall Electrical Inspection	£455.00 + £91.00 VAT = £546.00
5 <sup>th</sup> June 2019	Nicholsons Solicitors	General Legal Advice	£554.16 + £110.83 VAT = £664.99
5 <sup>th</sup> June 2019	Nicholsons Solicitors	North Denes Legal Advice	£386.33 + £77.27 VAT = £463.60
5 <sup>th</sup> June 2019	Nicholsons Solicitors	Marina Theatre Legal Advice	£205.83 + £41.17 VAT = £247.00
5 <sup>th</sup> June 2019	Metro Rod Ltd	CCTV Survey of Sparrows Nest Concrete Block	£570.00 + £114.00 VAT = £684.00
5 <sup>th</sup> June 2019	NABMA	NABMA Subscription 2019-2020	£358.00
5 <sup>th</sup> June 2019	Inspiration Trust	Duke of Edinburgh Grant	£2000.00
5 <sup>th</sup> June 2019	Need2Store Ltd	Civic Artefact Storage May 2019	£200.00 + £40.00 VAT = £240.00
5 <sup>th</sup> June 2019	East Point Business Services	Additional Kitchen Worktop	£733.00 + £146.60 VAT = £879.60
5 <sup>th</sup> June 2019	Sarah Foote	Travel Reimbursement and Cllr Training Reimbursement	£159.32
5 <sup>th</sup> June 2019	Mark Speller	Mileage Reclaim	£29.52
5 <sup>th</sup> June 2019	Pearce and Kemp Ltd	Gunton Residents Hall Electrical Inspection	£455.00 + £91.00 VAT = £546.00
6 <sup>th</sup> June 2019	Rialtas Business Suite	Year End Closedown 18-19	£1115.73 + £223.15 VAT = £1338.88

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6 <sup>th</sup> June 2019	SCC Pension Fund	Pensions May 2019	£4615.29
7 <sup>th</sup> June 2019	Npower Ltd		£287.08
7 <sup>th</sup> June 2019	Direct Tech	Water Heater Works at Triangle Market and Vent Works at Belle Vue Park Lodge	£276.00 + £55.20 VAT = £331.20
7 <sup>th</sup> June 2019	Nicholsons Solicitors		£1216.00
7 <sup>th</sup> June 2019	Npower Ltd		£314.78
7 <sup>th</sup> June 2019	Darren Breeze		£2200.00
7 <sup>th</sup> June 2019	Blue Sky		£732.00

**Income June 2019**

Date	Received From	Description	Amount
10 <sup>th</sup> June 2019	Market Income	Market Income 10/6/19	£119.50

It was clarified that the CCTV survey of the concrete block in Sparrows Nest was to try and identify whether there is a blockage. It was explained that the Whitton Residents Hall fire escape doors were replaced as they were in a state of disrepair. The Committee was happy to note the payment schedules.

27.2 Noting expenditure and income reports for the month ending 31 May 2019 and June 2019 to date (schedule) – This was covered with item 27.1.

It was explained that there is currently no electricity supply to The Ness and this has not been included with the project costs. The Committee was happy for an exploration into the cost to be completed. Should the Council wish to pursue this, it would be more cost effective for this to be installed now, rather than when work at the site has been completed. A Noise Management Plan will also need to be considered.

Utility bills are being received regularly and often have short deadlines for payment. Cllr Pearce proposed delegating authority to the Clerk to arrange payment of the utility bills as they are received, to be reported back to Full Council or the Finance and Governance Committee; seconded by Cllr Taylor; all in favour.

27.3 Noting the petty cash log (schedule) – There had been no transactions since the last Finance and Governance Committee meeting.

27.4 Consideration of any grant applications, including:

It was clarified that even though the decision was made to adhere to the Grant Awarding Policy and only consider grant applications in June and December, these applications, which had met the Committee deadline, can still be deferred to another meeting to request more information or allow further time for consideration. Any new grant applications received will be considered at December's Finance and Governance Committee meeting unless they are urgent.

27.4a Sparrows Nest Bowls Club for £3,782 – It was agreed to defer this application to the next meeting, once the meeting with the club has been held.

27.4b Lowestoft Sea Cadets for up to £2,764 – This was reviewed by the Committee and there were no queries or concerns. The Committee were happy to grant the amount of £2,764.

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27.4c Heritage Open Days for up to £1,000 – This was reviewed by the Committee and there were no queries or concerns. The Committee were happy to grant the amount of £1,000.

27.4d Trinity Methodist Church for £500 – This was reviewed by the Committee and there were no queries or concerns. The amount being applied for was not specified on the original application, but enquiries made with the Trinity Methodist Church prior to the meeting established that £500 was the sum being applied for. The Committee were happy to grant the amount of £500.

27.4e Topcats for £500 – This was reviewed by the Committee and there were no queries or concerns. This grant application was previously declined due to ambiguity surrounding the intended purpose of the funding. It was re-submitted with further information and the Committee were happy to fund the amount of £500.

Cllr Pearce proposed approval of the grant applications as specified in items 27.4b – 27.4e; seconded by Cllr Taylor; all in favour.

### **28. Consideration of the following items relating to income:**

28.1 Receipts – This was covered during the consideration of item 27.1.

28.2 CiL and S.106 payments – It has been agreed that the renovation of the Nightingale Road play area will be progressed using CiL funding.

28.3 Receipt of any updates on any financial funding streams affecting Council assets, including:  
28.3a Management of the Historic England grant for the Town Hall – The Feasibility Study is being progressed.

### **29. Audit**

29.1 Noting progress with the external audit – The notices have been published. There have been no requests yet to see the accounts.

### **30. Legal:**

30.1 Receipt of an update on any relevant legal issues (confidential) – To be discussed during the confidential session.

30.2 Consideration of a lease for the Lowestoft Tennis Association and other clubs (confidential) – To be discussed during the confidential session.

30.3 Consideration of any progress with the lease for the first floor of Hamilton House (confidential) – To be discussed during the confidential session.

30.4 Consideration of the Supplemental Agreement between East Suffolk Council, The Marina Theatre Trust and Lowestoft Town Council, and governance arrangements for the Marina Theatre (confidential) – To be discussed during the confidential session.

30.5 Consideration of an extension of the Lowestoft Collection loan agreement with the Lowestoft Museum (confidential) – To be discussed during the confidential session.

### **31. Consideration of other financial matters including**

31.1 Planned and urgent works on assets – This was covered by discussions earlier in the meeting and there were no further matters for consideration.

31.2 Commemorative plaques – Cllr Coleby will be providing an update. The Jack Rose Old Lowestoft Society is meeting tomorrow and an item has been included on the Full Council agenda to consider an appointed representative from Lowestoft Town Council on the Jack Rose Old Lowestoft Society.

31.3 A policy for tablets for Councillors – This is being progressed and a provisional date for training has been set.

31.4 Establishing a monthly market – Triangle Market Working Group have drawn up a proposal for consideration at the next AID Committee meeting. There have been several enquiries from members of the public who are keen to see the development of a market in that area and it was noted that it was possible that members of the public could attend Working Group meetings should they wish.

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31.5 Business cards for Councillors, and an associated budget – It was agreed that Councillors and staff should receive one hundred business cards each and it was suggested the expenditure could be met from either the stationery or meeting costs budgets. A fixed budget was not agreed as it was anticipated that this would not be a significant expenditure.

Cllr Green proposed approval of the purchase of business cards for Councillors and staff; seconded by Cllr Parker; all in favour.

31.6 Lanyards for Councillors, and an associated budget – It was agreed that thirty five lanyards should be purchased, for each Councillor and each member of staff to receive one, plus spares in the event of loss or damage. A fixed budget was not agreed as it was anticipated this would not be a significant expenditure.

Cllr Pearce proposed approval of the purchase of lanyards for Councillors and staff; seconded by Cllr Parker; all in favour.

31.7 The cost of public conveniences – A meeting paper will be produced for this to be considered. Options will need to be considered for public conveniences at The Ness and renovation of those at Fen Park and Sparrows Nest. A public survey was held regarding the public conveniences on Kirkley Cliff Road and Pakefield Street and the results of this will need to be analysed.

31.8 Working with Sentinel Leisure Trust to deliver the ‘Ping!’ project in Lowestoft – This is part of a countywide effort to improve the provision for ping pong and establish what facilities are currently available. Should the Council wish to introduce ping pong tables in more of its parks, the cost would be approximately £550 per table.

*Cllr Frost left the room 19:43*

It was clarified that no decision has yet been made to progress this. It was agreed this should be considered in further detail by the AID Committee, but in principle the Finance and Governance Committee had no issues with this being progressed.

31.9 Establishing reserves for tree liabilities – At present, any expenditure relating to issues with trees is being met from the repairs budget.

*Cllr Frost returned 19:45*

It is understood there are certain circumstances when insurance is not applicable. The Clerk will provide more information at the next meeting.

31.10 How to progress arrangements for a Lowestoft town time capsule – This is being incorporated with arrangements for The Ness and will be overseen by the Deputy Clerk and the Events and Communications Sub-Committee. It was agreed that local heritage groups should contribute and be present for the burial of the time capsule and this will be advertised to the public also.

Cllr Pearce proposed that the burial of the time capsule coincides with Heritage Open Days events; seconded by Cllr Taylor; all in favour.

### 32. Date of the next meeting

Thursday 11 July 18:00

### 33. Items for the next Agenda

At a recent meeting of the Gunton Residents Association there was a discussion about a post near to the Gainsborough Drive pond which used to display a sign warning motorists of ducks. The Association would like to see the sign reinstated and relocated, to give motorists advance warning.

*The Clerk left the room 19:48 and returned 19:49*

This will be considered by the AID Committee and will be referred to the Finance and Governance Committee if necessary.

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

### 34. Resolution to close the meeting to the public

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

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34.2 Any legal matters, including those listed with item **30** above:

- 30.1 Receipt of an update on any relevant legal issues (confidential) – There were no matters for consideration.
- 30.2 Consideration of a lease for the Lowestoft Tennis Association and other clubs (confidential) – This is being progressed and there were no matters for consideration at this stage.
- 30.3 Consideration of any progress with the lease for the first floor of Hamilton House (confidential) – The Clerk provided details of the latest update.  
*Cllr Parker left the room 19:53 and returned 19:55*
- 30.4 To consider the Supplemental Agreement between East Suffolk Council, The Marina Theatre Trust and Lowestoft Town Council, and governance arrangements for the Marina Theatre (confidential) – This is being progressed but there were no matters for consideration at this stage.
- 30.5 To consider an extension of the Lowestoft Collection loan agreement with the Lowestoft Museum (confidential) – The AID Committee have made a recommendation to extend the loan agreement for a further year on the same terms, with a review of the arrangements to be held during this time.

The Chair closed the meeting 20:07.

Signed: .....  
11 July 2019