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.
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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Payment to</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
</table>
### Income May 2019

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

### Expenditure June 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Payment to</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th June</td>
<td>Larch Cottage Nursery</td>
<td>Kensington Gardens Plants</td>
<td>£190.88 + £38.18 VAT = £229.06</td>
</tr>
<tr>
<td>5th June</td>
<td>Urban Vision</td>
<td>Neighbourhood Plan Advice (Funded by Grant)</td>
<td>£3525.44 + £650 VAT = £4175.44</td>
</tr>
<tr>
<td>5th June</td>
<td>Pearce and Kemp Ltd</td>
<td>Normanston Park Changing Rooms Electrical Inspection</td>
<td>£175.00 + 335.00 VAT = £210.00</td>
</tr>
</tbody>
</table>
5th June 2019 | Gazprom Energy | Denes Oval Gas April 2019 | £37.41 + £1.87 VAT = £39.28
---|---|---|---
5th June 2019 | Anglia Locksmiths | Whitten Residents Hall Fire Door Repairs | £1597.00 + £319.40 VAT = £1916.40
5th June 2019 | Waveney Norse | Open and Move Town Hall Safe | £179.00 + £35.80 VAT = £214.80
5th June 2019 | Suffolk Cloud | Website Hosting 2019-2020 | £100.00
5th June 2019 | Gazprom Energy | Town Hall Gas April 2019 | £91.76 + £4.59 VAT = £96.35
5th June 2019 | Pearce and Kemp Ltd | Sparrows Nest Electrical Inspection | £45.00 + £9.00 VAT = £54.00
5th June 2019 | Pearce and Kemp Ltd | Triangle Market Electrical Inspection | £105.00 + £21.00 VAT = £126.00
5th June 2019 | Pearce and Kemp Ltd | Whitten Estate Meeting Hall Electrical Inspection | £455.00 + £91.00 VAT = £546.00
5th June 2019 | Nicholsons Solicitors | General Legal Advice | £554.16 + £110.83 VAT = £664.99
5th June 2019 | Nicholsons Solicitors | North Denes Legal Advice | £386.33 + £77.27 VAT = £463.60
5th June 2019 | Nicholsons Solicitors | Marina Theatre Legal Advice | £205.83 + £41.17 VAT = £247.00
5th June 2019 | Metro Rod Ltd | CCTV Survey of Sparrows Nest Concrete Block | £570.00 + £114.00 VAT = £684.00
5th June 2019 | NABMA | NABMA Subscription 2019-2020 | £358.00
5th June 2019 | Inspiration Trust | Duke of Edinburgh Grant | £2000.00
5th June 2019 | Need2Store Ltd | Civic Artefact Storage May 2019 | £200.00 + £40.00 VAT = £240.00
5th June 2019 | East Point Business Services | Additional Kitchen Worktop | £733.00 + £146.60 VAT = £879.60
5th June 2019 | Sarah Foote | Travel Reimbursement and Cllr Training Reimbursement | £159.32
5th June 2019 | Mark Speller | Mileage Reclaim | £29.52
5th June 2019 | Pearce and Kemp Ltd | Gunton Residents Hall Electrical Inspection | £455.00 + £91.00 VAT = £546.00
6th June 2019 | Rialtas Business Suite | Year End Closedown 18-19 | £1115.73 + £223.15 VAT = £1338.88
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

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

Income June 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Received From</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10th June 2019</td>
<td>Market Income</td>
<td>Market Income 10/6/19</td>
<td>£119.50</td>
</tr>
</tbody>
</table>

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.
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.
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.

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.

34. Resolution to close the meeting to the public
34.1 Any employment matters – There were no matters for consideration.
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