

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18:00 on 8 August 2019**

**MINUTES**

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

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

**Public:** There was one member of the public in attendance

**52. Welcome**

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

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

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

**54. Declarations of Interests and dispensations**

It was noted that there may be a requirement for the Clerk and Committee Clerk to declare a pecuniary interest in item 63.7, depending on the topics being discussed.

**55. Consideration of the accuracy of the Minutes**

11 July 2019 – Accepted as accurate. Proposed by Cllr Taylor; seconded by Cllr Youngman; all in favour.

**56. Public Forum**

The member of the public spoke of the Town Council's plans to revive a regular market at the Triangle Marketplace and enquired as to whether the Triangle Market Working Group have sought advice from the existing stallholders. The Working Group has created a plan and a professional company will be offering their advice to the Finance and Governance Committee.

**57. Noting any updates on banking**

It was noted that Unity Trust Bank has confirmed that Lowestoft Town Council is not eligible for protection under the Financial Services Compensation Scheme.

Unity Trust Bank have confirmed that their fees will remain £0.30 per cheque processed and £0.50 per £100 cash deposited, or part thereof.

**58. Budget:**

58.1. Monitoring the budget for 2019-20 – It was queried whether any expenditure has been made from the Civic and Ceremonial budget this year and this will be checked. A breakdown of anticipated expenditure under this budget will be provided. It was suggested that replacement Mayoral robes and planned events for Holocaust Memorial Day, Victory in Europe Day and Victory over Japan Day could be funded from this budget.

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It was noted that a by-election has been called for the Harbour and Normanston Parish Ward vacancy. The notice should be received tomorrow and the expected cost is £13,800. The estimated cost of the election for the contested Lowestoft Parish wards is approximately £15,000 and the cost of the election for the uncontested Lowestoft Parish wards is being calculated. The election budget will be considered carefully as part of the next budget-setting process, and meetings of the Loan, Budget and Key Performance Indicator Working Groups will be arranged to inform this.

A submission has been made to the Valuation Office to request that the Links Road car park be made exempt from Business Rates.

The provision of further noticeboards was discussed recently by the Assets, Inclusion and Development Committee. It is understood there was previously an agreement for noticeboard provision to be considered as part of the next budget-setting process.

58.2. Noting any bank reconciliations and consider the appointment of a bank reconciliation councillor – There were no bank reconciliations to note as there is no Councillor bank reconciliation signatory at present. Cllr Coleby advised he would be happy to fulfil this role if there were no other volunteers. Cllr Pearce proposed a recommendation to Full Council to appoint Cllr Coleby as the bank reconciliation signatory; seconded by Cllr Taylor; all in favour.

### 59. Payments:

59.1. Consideration of payments for authorisation (schedule) – The following schedule of payments for authorisation was presented:

Payment to	Description	Amount
SLCC	Website Accessibility Webinar 23 <sup>rd</sup> -24 <sup>th</sup> July 2019	£30.00 + £6.00 VAT = £36.00
Seletar Signs	7x Play Area Signs Normanston Park (x3), Stoven Close (x3), and Cotman Close (x1)	£295.00 + £59.00 VAT = £354.00
Broadland Security Alarm	Call out to Town Hall Intruder Alarm 22/06/19	£70.00 + £14.00 VAT = £84.00
Tenant	Annual Payment as per Lease	£1000.00
SLCC	National Conference x2 Delegates	£750.00 + £150.00 VAT = £900.00

Delegated Authority to the Town Clerk for Electrical Works at Kensington Gardens Toilets for £2940.00 following an unsatisfactory result in an electrical hardwire test

Delegated Authority to the Town Clerk for Electrical Works at Triangle Market for £2000.00 following an unsatisfactory result in an electrical hardwire test

Cllr Coleby proposed approval of the payments to authorise, including to delegate authority to the Clerk for the electrical works at Kensington Gardens and the Triangle Market; seconded by Cllr Taylor; all in favour.

59.2. Noting expenditure reports for the month ending 31 July 2019 and August to date (schedule) – The following schedule of payments was presented:

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Date	Payment To	Description	Amount
1 July 2019	East Suffolk Council	Links Road NNDR July	£184
1 July 2019	East Suffolk Council	Pakefield St PC NNDR July	£120
1 July 2019	East Suffolk Council	Sparrows Nest Bowls NNDR July	£108
1 July 2019	East Suffolk Council	Kensington Gardens PC NNDR July	£206
1 July 2019	East Point Business Services	IT Service 1/6/18 – 30/9/18	£4,306 + £861.20 VAT = £5,167.20
1 July 2019	Marina Theatre Trust	Management Fee Q2 2019	£37,500 + £7,500 VAT = £45,000
1 July 2019	NPower	Sparrows Nest Elec April 19	£65.11 + £3.26 VAT = £68.37
1 July 2019	Waveney Norse	Denes Oval Ceiling Replacement	£6,351.85 + £1,270.37 VAT = £7,622.22
1 July 2019	Lowestoft in Bloom	Grant for Banner and Shirts	£216.95
1 July 2019	Lowestoft Art Group	Grant Community Art Sessions	£395
1 July 2019	NPower	Sparrows Nest Electric Apr 19	£154.17 + £7.71 VAT = £161.88
1 July 2019	Pearce and Kemp Ltd	Triangle Market PC Inspection	£105 + £21 VAT = £126
1 July 2019	Realise Futures	Grant for Bench	£971.40
1 July 2019	NPower	Kensington Gardens Elec April	£206.60 + £10.33 VAT = £216.93
1 July 2019	Top Cats	Grant for Community Lunch	£500
1 July 2019	St Johns Ambulance	6/6/19 Event Covere	£96 + £19.20 VAT = £115.20
1 July 2019	Gazprom Energy	Denes Oval Gas May 19	£37.41 + £1.87 VAT = £39.28
1 July 2019	NPower	Sparrows Nest Elec April	£225.93 + £11.30 VAT = £237.23
1 July 2019	Gazprom Energy	Town Hall Gas May 19	£94.81 + £4.74 VAT = £99.55
1 July 2019	Land Registry	Land Registry Documents	£27
4 July 2019	Suffolk Pension Fund	June Pensions 2019	£4,639.24
9 July 2019	Super Swing Big Band	6/6/19 Event	£400
9 July 2019	Lloyds Bank	Credit Card Charge and NALC Conference Hotel Rooms x7	£735.17 + £145.83 VAT = £881
19 July 2019	PWLB	Marina Box Office Loan Repayment	£7,330.25
19 July 2019	HMRC	June PAYE 2019	£3,739.39
23 July 2019	Salaries	July Salaries 2019	£10,211.09
30 July 2019	Land Registry	Land Registry Documents	£42
30 July 2019	RICOH UK Ltd	Printer Hire Q2 and Ink Q1	£338.38 + £67.68 VAT = £406.06
30 July 2019	On Advice Ltd	Fire Risk Assessments	£1,116
30 July 2019	Need2Store	Civic Artefact Storage July 19	£200 + £40 VAT = £240

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30 July 2019	NPower	CCTV Electric June 19	£165.23 + £33.05 VAT = £198.28
30 July 2019	NPower	CCTV Electric May 19	£170.73 + £34.15 VAT = £204.88
30 July 2019	NPower	CCTV Electric April 19	£165.23 + £33.05 VAT = £198.28
30 July 2019	Waveney Norse	Bins for 6/6/19 Event	£50
30 July 2019	Anglian Water	Kensington Gardens Water	£123.30
30 July 2019	Broadland Security Alarms	Gunton Meeting Hall Alarm	£177
30 July 2019	Broadland Security Alarms	Town Hall Intruder Alarm	£102
30 July 2019	Broadland Security Alarms	Town Hall Fire Alarm	£735
30 July 2019	Purcell	Town Hall Drone Survey	£468
30 July 2019	Nicholsons Solicitors LLP	General Legal Advice	£1,786
30 July 2019	Purcell	Town Hall Tender	£1,200
30 July 2019	Anglian Water	Town Hall Water Dec 18 – Apr 19	£139.59
30 July 2019	Anglian Water	KG Boat Lake Water Dec 18 – Apr 19	£141.03
30 July 2019	Anglian Water	Normanston Water Dec 18 – Apr 19	£423.69
30 July 2019	Anglian Water	S.Nest PC Water Dec 18 – Apr 19	£627.48
30 July 2019	Anglian Water	North Denes Water Dec 18 – Apr 19	£354.47
30 July 2019	Lowestoft Sea Cadets	Grant for Boat	£2,764
30 July 2019	Mark Speller	LTC and Travel Reimbursements	£18.97
30 July 2019	Gazprom Energy	Town Hall Gas June 2019	£91.76 + £4.59 VAT = £96.35
30 July 2019	Gazprom Energy	Denes Oval Gas June 2019	£38.66 + £1.93 VAT = £40.59
30 July 2019	Guy McGregor & Associates Ltd	Tax Advice	£208
30 July 2019	Nicholsons Solicitors LLP	General Legal Advice	£1,242.60
30 July 2019	Nicholsons Solicitors LLP	CCTV Legal Fees	£136.80
31 July 2019	East Suffolk Council	Links Road Business Rates Aug	£184
31 July 2019	East Suffolk Council	Pakefield St NNDR Aug 19	£120
31 July 2019	East Suffolk Council	Sparrows Nest Bowl NNDR Aug	£108
31 July 2019	East Suffolk Council	KG PC Business Rates Aug 19	£206

Date	Payment To	Description	Amount
6 <sup>th</sup> August 2019	SCC Pension Fund	July Pensions 2019	£4,615.29
6 <sup>th</sup> August 2019	Mark Speller	Travel Reimbursement	£4.32
6 <sup>th</sup> August 2019	Sparrows Nest Bowls Club	Bowls Grant	£2249.46

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6 <sup>th</sup> August 2019	Purcell Architecture Ltd	Professional Architectural Services Relating to Town Hall Tender	£1,250.60 + £250.12 VAT = £1,500.72
6 <sup>th</sup> August 2019	East Suffolk Council	Triangle Market PC Business Rates May-August 2019	£460.00
8 <sup>th</sup> August 2019	Npower	CCTV Electricity July 2019	£170.73 + £34.15 VAT = £204.88
8 <sup>th</sup> August 2019	Wave	Town Hall Water 2/12/18 – 16/4/19	£144.01
8 <sup>th</sup> August 2019	Pearce and Kemp	Normanston Park repairs to 2x consumer units, damaged socket and fan fuse	£575.00 + £115.00 VAT = £690.00
8 <sup>th</sup> August 2019	Sarah Foote	Reimbursement for Travel and Plant Pots	£101.05 + £5.36 VAT = £106.41
8 <sup>th</sup> August 2019	East Suffolk Council	Links Road Car Park Additional Business Rates April 19	£1.25

It was explained that the £1.25 payment to East Suffolk Council is to correct an error with the setup of the standing order.

59.3. Noting the petty cash log – There was no schedule presented but today a Legionella kit was posted, at a cost of £26.60. The balance remaining in petty cash is approximately £55 so cash will need to be withdrawn from the bank account, in line with the petty cash policy.

**60. Consideration of the following items relating to income:**

60.1. Noting the income reports for the month ending 31 July 2019 and August to date (schedule) –

Date	Received From	Description	Amount
11 July 2019	Market Income	Market Income 21 and 28 June 2019	£167
15 July 2019	East Suffolk Council	Tenant Income	£213.16
18 July 2019	Market Income	Market Income 5 and 12 July 2019	£234
29 July 2019	Tenant Income	Tenant Income	£6,300

Date	Received From	Description	Amount
7 <sup>th</sup> August 2019	HMRC	Vat Reclaim Q1 2019	£14737.79

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- 60.2. CiL and S.106 payments – There were no updates to consider
- 60.3. Receipt of an update on any grant-funding streams affecting Council assets – Funding options will be explored for artwork at Ness Point. Cllr Patience and the Deputy Clerk will be attending The Ness Steering Group meeting on 19 August and will emphasise the requirement for partnership working. It was explained that artwork is not a condition of the grant funding, but funds have been set aside within the budget for this. Repairs to the Town Hall through grant funding are being progressed and the second half of the funding should be received shortly. Cllr Coleby is researching whether funding is available for the commemoration of the 75<sup>th</sup> Anniversary of the end of World War Two.

**61. Audit**

- 61.1. Noting progress with the external audit – Two enquiries have been received from the external auditor and the requested information is being sent across tomorrow.

**62. Legal and compliance**

- 62.1. Consideration of an update on any compliance issues and asset management (some aspects might be confidential) – New website accessibility regulations are being introduced. Compliance is required by September 2020. The Clerk and Communications Assistant have received training and have started work on compliance. Newly produced documents are compliant and the necessary historical documents are being checked. Suffolk Cloud has been contacted and has confirmed it is checking and making changes. An independent check has been completed on the Town Council's homepage and this has been sent to Suffolk Cloud. An accessibility statement will be added to the website. It was queried whether emails should contain a disclaimer if the recipient is not the intended recipient. This will be checked. Currently, every Councillor is registered as a Data Controller with the Information Commissioner's Office (ICO) and the relevant fee paid to do so. New regulations have been issued, stating that the fee is no longer applicable for Councillors. The ICO has advised that Councillors do not need to be registered at all, but if they are the fee will still be payable. Advice confirmed in writing has been requested. The Town Council is still registered corporately with the ICO.
- 62.2. Receipt of an update on any relevant legal issues (confidential) including:
- 62.2a Consideration of any progress with the lease for the first floor of Hamilton House (confidential) – To be discussed during the confidential session.
- 62.2b Consideration of the Supplemental Agreement between East Suffolk Council, the Marina Theatre Trust and Lowestoft Town Council (confidential) – To be discussed during the confidential session.
- 62.2c Consideration of any progress with Land Registry issues (confidential) – To be discussed during the confidential session.
- 62.2d Consideration of rent and obligations relating to tenancy agreements including those affecting Kensington Gardens and the Marina Theatre (confidential) – To be discussed during the confidential session.
- 62.2e Consideration of insurance and claims issues relating to open spaces (confidential) – To be discussed during the confidential session.

**63. Consideration of other financial matters, including:**

- 63.1. Planned and urgent works on assets – As discussed earlier in the meeting, work is progressing on the Town Hall repairs and quotes are being obtained for certain elements.
- 63.2. A Sponsorship Policy – This will be considered at the next meeting.

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- 63.3. Establishing reserves for tree liabilities – Lowestoft Town Council’s insurers have sent details of an organisation who can give advice on uninsured liabilities. Enquiries will also be made with Waveney Norse and East Suffolk Council as to how they manage this.
- 63.4. A budget for market events (some aspects may be confidential) – A contractor will be attending the next meeting to provide details of the service they offer.
- 63.5. The following relating to Hamilton House room hire:
- 63.5a. Making relevant delegations to the Clerk regarding room bookings at Hamilton House – Currently, there is no provision for deviation from the policy. East Coast Community Healthcare would like to hire a room to temporarily use as an office whilst lift maintenance is taking place and there is no provision to allow for negotiation of a reasonable fee.  
Cllr Taylor proposed delegating authority to the Clerk to manage room bookings at Hamilton House, including the negotiation of fees and terms for long-term hire, to include a caveat that personal items may be left in a room during a long-term hire, but this is done so at the individual’s own risk and the Council cannot be held responsible for damage or loss of items, or breaches of data protection; seconded by Cllr Pearce; all in favour
- 63.5b. Considering short-term hire of the Lowestoft Room and related rate – This was covered during the discussion of item 63.5a.
- 63.6. Costs linked to the extension of free Wi-Fi provision to Kensington Gardens – The only cost to the Town Council is the electricity. The Assets, Inclusion and Development Committee has considered this and recommended its approval to Full Council. The trial of fee Wi-Fi at Sparrows Nest is still going ahead but has been delayed by technical issues. It was agreed that signage should be displayed at the park advertising that free Wi-Fi is being provided by East Coast Community Healthcare and the Town Council.
- 63.7. Cllr Coleby proposed approval of the trial of free Wi-Fi at Sparrows Nest and Kensington Gardens and the associated cost of electricity; the ongoing cost of which should also be considered in the 2020 – 21 budget setting process; seconded by Cllr Pearce; all in favour.
- 63.8. Staff training requirements for 2020-21 and onwards (confidential) – To be discussed during the confidential session.

**64. Date of the next meeting**  
12 September 2019

**65. Items for the next agenda and close**

*The member of the public left the meeting 18:50*

There were no matters raised for inclusion on the next agenda.

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

**66. Resolution to close the meeting to the public:**

- 66.1. Any employment matters, including those at item 63.7 –  
Cllr Pearce proposed approval for the payment of the Deputy Clerk’s degree, the Communication Assistant’s accountancy course and the Clerk’s NEBOSH course in the 2019 – 20 financial year where required, with a recommendation to the Budget Working Group to consider any ongoing costs for completion of any relevant courses, as part of the budget setting process; seconded by Cllr Coleby; all in favour.
- 66.2. Any legal matters, including those listed with item 62 and 63.4 above -

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62.2a Consideration of any progress with the lease for the first floor of Hamilton House (confidential) – An Extraordinary Meeting is being held on 13 August at 18:00 and this will be one of the matters for discussion.

62.2b Consideration of the Supplemental Agreement between East Suffolk Council, the Marina Theatre Trust and Lowestoft Town Council (confidential) – The Clerk has received an update today and this will be considered at the Full Council meeting on 20 August.

62.2c Consideration of any progress with Land Registry issues (confidential) – There were no matters for consideration.

62.2d Consideration of rent and obligations relating to tenancy agreements including those affecting Kensington Gardens and the Marina Theatre (confidential) – Full Council requested that the Finance and Governance Committee review the specification to which quotes were received for replacement of the dressing room heaters. The specification was read out by the Clerk and it was confirmed that the companies who were approached were all quoting to the same specification. Cllr Coleby proposed a recommendation to Full Council for the work to proceed, subject to suitable contracts being drawn up, with the appropriate guarantees; seconded by Cllr Taylor; all in favour.

It was agreed for meetings to be arranged with tenants affected by the algal bloom in Kensington Gardens.

62.2e Consideration of insurance and claims issues relating to open spaces (confidential) – The Clerk gave an update on the latest position regarding this.

It was queried whether the Committee would like to consider the start times of its meetings as the evenings start to draw in. Cllr Taylor proposed that the meetings start at 17:00 from now on; seconded by Cllr Pearce; all in favour. It was suggested that the meetings could commence at 16:00 during winter months and this will be considered nearer the time.

It was suggested that climate linked issues could become a standing item on the agenda. The Climate Emergency Working Group will be considering a policy, which should be considered where possible and relevant.

It was requested that subsidising a car park for the market be considered as part of the budget-setting process.

The Chair closed the meeting 19:27.

Signed: .....

12 September 2019