

# Lowestoft Town Council Budget and Loan Sub-Committee

For the attention of all Sub-Committee Members

You are summoned to attend a meeting of the Budget and Loan Sub-Committee of Lowestoft Town Council at 13:00 on 1 November 2021, at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE.**

**The meeting is open to the public and press to attend** and those attending the meeting shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitted regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via the following link: <https://us02web.zoom.us/j/81579656257>. The meeting can also be observed via the following link: <https://youtu.be/D7CFETIZdd0>. *In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.*

Councillors must register relevant interests and also declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011 a councillor with a **disclosable pecuniary interest** in a matter on the Agenda cannot take part or vote on that matter, unless they have been granted a dispensation. Under the Council's Code of Conduct a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined in which cases they will need to consider whether they should be present.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

To help prevent the spread of Covid-19, all attendees should bring their own refreshments, their own pen for signing in, and should dress appropriately given the need for increased ventilation on the site. Every person attending should make their own risk assessment of the advisability of attending and/or any measures they should take individually to ensure their safety.

*S S Bendix*

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Shona Bendix, Clerk  
25 October 2021

# Lowestoft Town Council

## Meeting of the Budget and Loan Sub-Committee

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

13:00 on 1 November 2021

### AGENDA

**81. Welcome**

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

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

**83. Declarations of Interests and dispensations**

83.1 To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the Agenda and to note that there are no written requests and grants of dispensations for Disclosable Pecuniary Interests

**84. To consider the draft minutes of the meeting on 16 September and 5 October 2021**

**85. Public forum**

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public.

**86. To review expenditure by Committees and Sub-Committees from their delegated budgets**

**87. To consider the 2021 – 2022 Lowestoft Town Council Budget and embedding a five-year budgeting plan (some aspects may be confidential)**

**88. To consider the 2022 – 2023 Lowestoft Town Council Budget (some aspects may be confidential)**

**89. To consider the adequacy of the elections, personnel and Christmas lights budgets across 2021 – 2023**

**90. To note the following decisions of the Finance and Governance Committee:**

90.1 To provide smartphones to all Town Council officers within a maximum budget of £5,000 from the staff reserve, and to consider the ongoing monthly contract fee

90.2 To allow provision for the installation of three Town Council defibrillators in 2022 - 2023

**91. To consider the following requests from the Finance and Governance Committee:**

91.1 To take into account the ongoing effect of the pandemic when calculating projected income from the Community Halls and meeting room hire at Hamilton House

91.2 To receive details of Links Road car park trader income, to calculate projected income in 2022 – 2023

91.3 To carry forward the £48,000 underspend from the Town Hall repairs and maintenance budget and precept additional funds to bring this budget up to £55,000

91.4 To merge the individual budget headings for Offices (furniture and equipment) and Administration

91.5 To appoint external project managers to oversee agreed capital projects, with a sixteen percent uplift on the quoted capital costs, and with delegated authority to this Sub-Committee to determine which budgets and reserves the funding would come from

91.6 To ring fence an additional £15,000 in the play areas budget for the Whitton Green project

91.7 To precept funds to recover the Marina Theatre earmarked reserve in 2022 - 2023

**92. To consider the budget required and where within the budget funding would be taken for the following (some aspects may be confidential):**

92.1 Jubilee Bridge

92.2 Triangle Market infrastructure

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92.3 Improvements to the Denes Oval

92.4 Marina Theatre capital investment, including the flying rig

92.5 Kensington Gardens centenary and Holocaust Memorial items

**93. To consider consultancy and project management (capital projects) requirements and budgeting for 2022 – 2023 (some aspects may be confidential)**

**94. To consider a review of Marina Theatre management services agreement and fee (some aspects many be confidential)**

**95. Date of the next meeting**

**96. Items for the next Agenda and Close**

**97. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the Meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any legal issues relating to the matters on this agenda**