

**Lowestoft Town Council**  
**Extraordinary Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**10:00 on 31 March 2022**

**MINUTES**

**Present:** Cllrs Sonia Barker, Wendy Brooks, Alan Green and Andy Pearce (Chair)

**In attendance:** Sarah Foote (Deputy Clerk) and Lauren Elliott (Project and Committee Clerk)

**Public:** There were no members of the public in attendance (either in person or via Zoom webinar)

**157. Welcome**

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

**158. Apologies for absence**

Cllrs Nasima Begum, Paul Page and Graham Parker had given apologies and had provided reasons. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Barker; all in favour.

**159. Declarations of Interests and dispensations**

Cllr Brooks declared a local non-pecuniary interest in item 162.

**160. The draft minutes of the meetings on 10 and 17 March 2022**

It was agreed to defer this item to the next meeting.

**161. Public forum**

No comments had been received in advance. There were no members of the public in attendance, either in person or via Zoom webinar.

**162. The revised plan and cost implications regarding the Sparrows Nest play area**

The Project and Committee Clerk had circulated details of the revised plans and associated cost increase of just over £3,000. The Project and Committee Clerk explained the extra cost was primarily for the additional fencing. One piece of the play equipment had to be substituted for another, similar, piece of equipment, due to the gradient of the play area. The Project and Committee Clerk also explained that the additional cost also included the installation of two benches. Whilst the Assets, Inclusion and Development (AID) Committee had not made a formal recommendation about the benches, it had generally favoured the 'Keyston' design. The Project and Committee Clerk asked the Finance and Governance Committee to select a colour for the benches as part of its decision today, in order for the plans to be finalised. Cllr Green proposed approval of the amended plans and associated cost increase; seconded by Cllr Brooks; all in favour. Cllr Brooks queried whether plans for the new play area could now be displayed at the park and in Martello's. The Project and Committee Clerk will ask the contractor for a start date for the installation and will ask the tenant about displaying plans in the café. Following a discussion regarding the colour of the benches, Cllr Green proposed selecting one bench in red and one bench in light blue; seconded by Cllr Pearce; all in favour. Cllr Green proposed delegating authority to officers, in conjunction with members of this Committee, to liaise with the contractor about installing an additional bench, light green in colour, adjacent to the play area but not inside the play area itself; seconded by Cllr Pearce; all in favour.

**163. Additional expenditure in relation to the refurbishment of the Sparrows Nest beacon**

Cllr Pearce proposed approval of the additional cost of £500, with a further contingency of £1,500 on top of this, to give a total budget of £8,000 for refurbishment of the beacon; seconded by Cllr Barker; all in favour.

# Lowestoft Town Council

## Extraordinary Meeting of the Finance and Governance Committee

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

10:00 on 31 March 2022

**164. Date of the next meeting**

14 April 2022 13:00

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

Following a query from Cllr Brooks, the Project and Committee Clerk advised that the Parks and Open Spaces Sub-Committee had made a recommendation to the AID Committee regarding the appointment of a contractor for the refurbishment of the St Margaret's Plain play area.

Cllr Pearce requested an item on the next agenda to consider how to progress the installation of the bulk order of benches.

Cllr Pearce reported that the Lowestoft Rubbish Friends would like to request the installation of a dog litter bin, and it was agreed to refer this to the Parks and Open Spaces Sub-Committee.

There were no confidential matters for consideration. The Chair closed the meeting at 10:24.

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

166.1. Any legal matters, including those above as required

Signed: .....

14 April 2022