

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 27 March 2023

MINUTES

Present: Cllrs Wendy Brooks, Alan Green, Graham Parker and Andy Pearce (Chair)

In Attendance: Shona Bendix (Town Clerk), James Cox (Finance and Information Officer) and Taylor Williams (Committee Clerk)

189. Welcome

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

190. Approval of apologies for absence

Apologies were received from Cllrs Barker and Page with reasons provided.
Cllr Pearce proposed approval of apologies; seconded by Cllr Green; all in favour.

191. Declarations of Interests and dispensations

191.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda
Cllrs Brooks, Green and Pearce declared they were representatives on the Marina Theatre Quarterly Management Meetings. Cllr Pearce declared he is a representative on the South Pier Management Committee. Cllr Pearce declared he is acquainted with the grant applicant of item 194.1b. Cllr Green declared he is an unpaid director of the Lowestoft Town Football Club.

191.2. To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted
None were received.

192. To consider the draft minutes and appended confidential notes of the meeting on 13 March 2023

The minutes were being produced and would be signed off at the next meeting.

193. 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.
No members of the public were in attendance and no advanced comments were received.

194. Grants

194.1. To consider the following grant applications:

194.1a. Lowestoft Town Football Club (amount to be considered) – To be discussed at the next meeting.

194.1b. The Grit: Lowestoft Centre for the Arts and Heritage CIC (£1,033.83 to be confirmed) – Consideration was deferred to the next meeting pending receipt of documents.

194.2. To give early consideration to a possible sponsorship arrangement for the South Pier – To be discussed at the next meeting.

195. Other financial and governance matters, including:

195.1. To consider the following further to the Denes Oval site visit of 3 March 2023 (some aspects may be confidential):

195.1a. Possible support for other projects, including the cricket net facilities – To be discussed in confidential session.

195.1b. To receive an update on liaison with the Cricket Club to implement urgent remedial work to ensure facilities are ready for the start of the 2023 cricket

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season in April – To be discussed in confidential session.

- 195.1c. To receive an update on arranging a Zoom meeting with legal advisers regarding licences for the Denes Oval Tennis and Cricket Clubs – To be discussed in confidential session.
- 195.2. To receive an update on progressing the actions recommended in the Town Hall degradation report, and expenditure against budget – The Town Clerk was progressing this with the facilities officers and quotes were pending. If the budget required an increase then approval would be sought from Full Council.
- 195.3. To consider setting aside a budget (with linked officer delegation) for increased cleaning outside the Marina Theatre, whilst the kittiwakes are in residence during the 2023 breeding season – There were deterrents on the front of the Marina Theatre and alternate nesting ledges on the sides of the building where increased cleaning may be required. Cllr Pearce proposed an initial budget of £750 be ring-fenced in the Climate and Ecological Emergency budget, with the expenditure to be monitored by the Climate and Emergency Committee; seconded by Cllr Green; all in favour.

196. To consider lease and licence arrangements for the following (some aspects may be confidential):

196.1. Royal Naval Patrol Service Association Museum

196.2. Martello and Giardino

196.3. Maritime Museum

Items 196.1-196.3 were deferred to the next meeting.

196.4. To receive an update on the status of the lease for the Lowestoft War Memorial Museum (confidential) – To be discussed in confidential session.

196.5. To receive an update on VAT advice and any implications for the Marina Theatre lease and Towns Fund project (confidential) – To be discussed in confidential session.

196.6. To consider the rent increase for the Hamilton House office (confidential) – To be discussed in confidential session.

196.7. To receive an update on the progression of the new lease for the Lowestoft and District Allotments Association, on the revised terms approved by January Full Council – The financial aspects of the new lease had been agreed by Full Council. The draft tenancy agreement had been received and sections of it would be incorporated into the lease.

197. Date of the next meeting

3 April 2023 15:00

198. Items for the next agenda and close

It was requested any items be sent to the office.

199. 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 employment matters and legal issues relating to the matters on this agenda, including the following:

199.1. Any legal matters, including those above as required

Cllr Green proposed the meeting be moved to confidential session; seconded by Cllr Pearce; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 10:28

Cllr Brooks temporarily left the chamber at 10:28

Cllr Brooks returned to the chamber at 10:29

195.1 To consider the following further to the Denes Oval site visit of 3 March 2023 (some aspects

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may be confidential):

- 195.1b. To receive an update on liaison with the Cricket Club to implement urgent remedial work to ensure facilities are ready for the start of the 2023 cricket season in April – It was requested officers email the Cricket Club to confirm the works were being progressed by East Suffolk Norse and query if any further works were required.
- 195.1c. To receive an update on arranging a Zoom meeting with legal advisers regarding licences for the Denes Oval Tennis and Cricket Clubs – It was agreed to schedule separate stand-alone zoom meetings with the lawyer, Denes Oval Tennis Club and the Cricket Club to discuss this further.
- It was requested items 195.1b and 195.1c be on the next agenda to receive an update.
- 195.1a. Possible support for other projects, including the cricket net facilities – No decision could be made concerning the vandalised nets as there was no capital budgeting for Denes Oval. This would be addressed after the pre-election period and when the license has been obtained.
- 196.4 To receive an update on the status of the lease for the Lowestoft War Memorial Museum (confidential) – The Town Clerk would seek further legal advice for this item.
- 196.5 To receive an update on VAT advice and any implications for the Marina Theatre lease and Towns Fund project (confidential) – An update was provided on the VAT advice and it was agreed to schedule a stand-alone zoom meeting.
- 196.6 To consider the rent increase for the Hamilton House office (confidential) – The Town Clerk would continue negotiations and await legal advice.

Cllr Brooks temporarily left the chamber at 11:29

Cllr Brooks returned to the chamber at 11:30

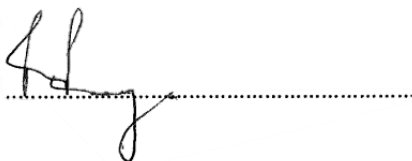
Cllr Pearce proposed that any rent increase be funded first from surplus in the Service Charge and then from the Miscellaneous and Meetings budget for 2023-2024; seconded by Cllr Green.

Cllr Brooks temporarily left the chamber at 11:36

Cllr Brooks returned to the chamber at 11:38

All Councillors voted in favour.

The Chair closed the meeting at 11:39



Signed:

3 April 2023