

**Lowestoft Town Council**  
**Budget and Loan Council Meeting**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**12:30 on 13 November 2023**

**MINUTES**

**Present:** Cllrs Sonia Barker, Wendy Brooks, Alan Green (Chair), Andy Pearce, Bernie Rappensberger and Elise Youngman (Deputy Chair)

**In Attendance:** James Cox (Finance and Information Officer) and Taylor Williams (Committee Clerk)

**81. Welcome**

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

**82. To receive and consider approval of apologies for absence from any Councillors not in attendance.**

Apologies were received from Cllrs Begum and Parker with reasons provided. It was requested the apologies be approved separately.

Cllr Pearce proposed approval of Cllr Parker's apologies; seconded by Cllr Rappensberger; all in favour.

Cllr Pearce proposed approval of Cllr Begum's apologies; seconded by Cllr Rappensberger; five votes in favour and one vote against.

**83. Declarations and dispensations**

83.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda – Cllr E Youngman declared she worked for the company who cleaned Lowestoft Town Council (LTC) owned toilets.

83.2. To consider written requests for dispensations for interests and note dispensations granted – No written requests for dispensations had been received.

**84. 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 had been received.

**85. To consider the draft minutes of the meeting on 19 October 2023, 30 October 2023 and 6 November 2023.**

Cllr Brooks proposed approval of the minutes of 19 October; seconded by Cllr Pearce; all in favour.

The minutes of the 30 October and 6 November were in progress.

**86. To review the 2023 – 2024 Lowestoft Town Council Budget and reserves (some aspects may be confidential).**

**87. To review the 2024 – 2025 Lowestoft Town Council Budget and reserves (some aspects may be confidential).**

These items would be discussed in confidential session.

**88. Date of next meeting**

20 November 2023 at 12:30

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

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Any items should be sent to the office.

90. **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 and employment issues relating to the matters on this agenda.**

Cllr Barker proposed the meeting be moved to confidential session; seconded by Cllr Pearce who noted that no decisions would be made in confidential session; five votes in favour and one vote against.

*The Chair closed the meeting to the public and moved into confidential session at 12:37*

**Triangle Market** – The Finance and Information Officer would review previous figures for utilities and confirm if the Utilities budget line needed to be increased to accommodate two permanent stalls and four standing stalls.

Once the toilets have been refurbished it would need to be agreed whether to allocate utilities under this tab with a dedicated repair and maintenance budget, the Public Conveniences budget or the Repair and Maintenance budget. Officers would check if any repair works were required with the sails removed and ascertain the ownership of the fence behind the toilets.

**Allotments** - £1,749 was set as the fee to pay the management of the Lowestoft District Allotments Ltd and officers would check if the fee had been updated to the end of the previous lease. Maintenance figures had been reduced and would be monitored for further items of expenditure.

**Normanston Park** – £85,000 had been set in Capital Expenditure for toilet refurbishment, which can be reviewed once indicative costs are received.

**GELP** – Any annual budget for the bank stabilisation works could be connected to the tree works budgets.

Cost for line painting on the cycle track would need to be considered and officers would seek input from the Facilities Maintenance Officer.

The Parks and Open Spaces Sub-Committee would consider the development of the wildflower meadow as part of the five-year plans.

**Links Road Car Park** – Receipt of income from the permitted trader was due to be received. The North Denes survey needed to be factored into this budget.

**Denes Oval** – A reduction on the Utilities budget line was recommended based on the low expenditure against the current budget. £50,000 was suggested for Capital Expenditure as a year-one instalment for the new clubhouse and toilets. Grant funding schemes such as Hornsea Fund could be considered to cover some of the expenditure.

**Belle Vue** – The quote for thatching on the cottage had been accepted and was due to commence October 2024 with an eighteen-month lead time. Income for the thatch cottage and its allocation would be checked as East Suffolk Council were due to attend a site visit.

**Sparrows Nest** – £100,000 was suggested for capital expenditure to cover the toilets

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refurbishment and replacement of windows.

*The Chair closed the meeting at 13:46*

Signed: .....

8 January 2024