

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:30 on 8 August 2023

MINUTES

Present: Cllrs Nasima Begum, 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)

50. Welcome

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

51. To receive and consider approval of apologies for absence

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

52. Declarations of Interests and dispensations

52.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda – Cllrs Brooks and Pearce declared they were on the Town Hall Project Board. Cllr Brooks declared she was Ward Councillor for Gunton. Cllr Pearce declared he was on the Marina Theatre Quarterly Management Meeting, he was Chair of Gunton Residents Association and had assisted the Gunton Residents Hall Management Committee with the items for agendas and who to contact for grant applications. Cllr Green declared he was an East Suffolk Councillor and a Director for Lowestoft Town Football Club. Cllr Parker declared he had spoken with the Gunton Estate Residents Community Hall regarding grant applications.

52.2. To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted – No requests for dispensations had been received.

53. To consider the draft minutes and appended confidential notes of the meetings on 23 May, 12 June and 11 July 2023

Cllr Pearce proposed approval of the draft minutes and confidential notes; seconded by Cllr Brooks; all in favour.

54. 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.

55. Budget and Loan:

55.1. To monitor the budget for 2023 – 2024, including delegated Committee and Sub-Committee budgets – Two payments of £11,000 and £4,000 were queried and the Finance and Information Officer confirmed the two sums were from East Suffolk Council as part of the capital works funding and had been ring-fenced for the toilet refurbishments.

An item was requested for August Full Council agenda to approve a request from Cllr Parker to join the Budget and Loan Sub-Committee.

55.2. To note any bank reconciliations - June has been completed and July was in progress.

56. Payments and Receipts:

56.1. To note the income and expenditure reports for July 2023 and August 2023 to date, including payments made under delegated authority (see schedules) – Cllr Green proposed approval of the reports; seconded by Cllr Pearce; all in favour.

56.2. To consider any payments for approval (see schedule) – There were no payments for

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approval.

Table 1 July Payments

Date	Payment to	Description	Amount
03 July 2023	Fuel Card Services Ltd	Van Fuel	£75.95 + £15.19 VAT = £91.14
03 July 2023	Suffolk Pension Fund	Pensions June 2023	£10,939.26
03 July 2023	East Suffolk Council	Links Road Car Park NNDR	£196.00
04 July 2023	Steve Ward	Insurance Reimbursement	£25.00
04 July 2023	East Suffolk Council	SN Bowls Pavilion NNDR	£104.00
04 July 2023	Wave Ltd	Town Hall Water Mar - Jun	£49.62
04 July 2023	Wave Ltd	London Rd S PCs Water Mar-Jun	£231.15 + £21.01 VAT = £252.16
05 July 2023	Arthur Black	Triangle Market	£25.00
05 July 2023	Taylor Williams	Parking Reimbursement	£56.61 + £11.39 VAT = £68.00
05 July 2023	Paul Connew	Travel Reimbursement	£54.99 + £4.81 VAT = £59.80
05 July 2023	Fenland Leisure Products Ltd	Wetpour	£221.00 + £44.20 VAT = £265.20
05 July 2023	Nicholsons Solicitors LLP	Legal Advice	£713.20 + £142.64 VAT = £855.84
05 July 2023	AJ Builders	Sussex Allotments Surface Work	£1,820.00 + £364.00 VAT = £2,184.00
05 July 2023	Northumbrian Water Group Ltd	Legionella Monitoring June	£641.39 + £128.30 VAT = £769.69
07 July 2023	Jonny Hawes	R&M Reimbursement	£27.13
07 July 2023	Fuel Card Services Ltd	Van Fuel	£90.35 + £18.07 VAT = £108.42
10 July 2023	K Boundy	Holocaust Planting	£99.58
10 July 2023	Lauren Elliott	Travel Reimbursement	£14.80 + £2.68 VAT = £17.48
10 July 2023	NPower Ltd	SN Electric Nov 22	£2,347.06 + £469.41 VAT = £2,816.47
10 July 2023	NPower Ltd	SN Electric Nov 22 CN	-£1,442.11
10 July 2023	NPower Ltd	SN Electric Dec 22	£2,583.49 + £516.70 VAT = £3,100.19
10 July 2023	NPower Ltd	SN Electric Dec 22 CN	-£1,639.22
10 July 2023	NPower Ltd	SN Electric Jan 23	£1,939.79 + £387.96 VAT = £2,327.75
10 July 2023	NPower Ltd	SN Electric Jan 23 CN	-£1,237.67
10 July 2023	NPower Ltd	SN Electric Feb 23	£1,638.03 + £327.61 VAT = £1,965.64
10 July 2023	NPower Ltd	SN Electric Feb 23 CN	-£2,041.30
10 July 2023	NPower Ltd	SN Electric Mar 23	£1,759.32 + £351.31 VAT = £2,110.63
10 July 2023	NPower Ltd	SN Electric Mar 23 CN	-£2,191.00
10 July 2023	NPower Ltd	SN Electric Apr 23	£1,035.32 + £207.06 VAT = £1,242.38
10 July 2023	NPower Ltd	SN Electric May 23	£406.15 + £20.31 VAT = £426.46

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10 July 2023	NPower Ltd	TM Electric May	£447.83 + £22.39 VAT = £470.22
10 July 2023	AJ Builders	Town Hall Sign	£100.00 + £20.00 VAT = £120.00
10 July 2023	AJ Builders	KG Cafe Repairs	£410.00 + £82.00 VAT = £492.00
10 July 2023	AJ Builders	Fen Park Bridge	£27,957.00 + £5,591.40 VAT = £33,548.40
14 July 2023	L&OBMC	L&OBMC Grant	£2,000.00
14 July 2023	That Place for Events	Pride Stage Hire 20%	£1,146.40
14 July 2023	Wave Ltd	North Denes Water Q1	£737.18
14 July 2023	Wave Ltd	Water Charges	£813.97
14 July 2023	Gearhire Sound and Light	FC Amplification June	£445.00 + £89.00 VAT = £534.00
14 July 2023	Blok 'N' Mesh Global Ltd	Heras Fencing Lock	£45.00 + £9.00 VAT = £54.00
14 July 2023	Effective Imaging Ltd	TH Vinyl Prints	£175.00 + £35.00 VAT = £210.00
14 July 2023	Norfolk Security Ltd	SN Bowls Security	£130.00 + £26.00 VAT = £156.00
14 July 2023	NPH Electrical	HH PAT Testing	£100.00 + £20.00 VAT = £120.00
14 July 2023	Binder Ltd	Uplands Tank Service	£164.50 + £32.90 VAT = £197.40
14 July 2023	East Point Business Services	HH Rent Q2 Correction	£76.52 + £15.31 VAT = £91.83
14 July 2023	Sign Trade Supplies Ltd	Signage	£194.24 + £38.85 VAT = £233.09
14 July 2023	Direct365Online Ltd	Soap Dispensers x35	£379.40 + £75.88 VAT = £455.28
14 July 2023	Power Precision and Fabrication Ltd	Hire of Powerroll 12 Roller	£1,630.00 + £326.00 VAT = £1,956.00
14 July 2023	Kompan Ltd	Play Inspections July	£1,644.06 + £328.81 VAT = £1,972.87
14 July 2023	Broadland Group Ltd	Town Hall Asbestos Survey	£550.00 + £110.00 VAT = £660.00
14 July 2023	Glasdon UK Ltd	Metal Bin Liner	£445.85 + £89.17 VAT = £535.02
14 July 2023	Zurich Municipal	Vehicle Insurance	£688.49
14 July 2023	V.C. Cooke	Bin Emptying June	£85.00 + £17.00 VAT = £102.00
14 July 2023	Screwfix	PPE and R&M	£737.20 + £128.22 VAT = £865.42
17 July 2023	Fuel Card Services Ltd	Van Fuel	£23.48 + £4.70 VAT = £28.18
17 July 2023	Credit Card Account	Credit Card Payments	£3,050.98
17 July 2023	C&C Consulting Services Ltd	H&S Support Oct 22 - Sep 23	-£934.92 + £1,869.84 VAT = £934.92
18 July 2023	HMRC	Land Registry Searches	£9.00
18 July 2023	Need2Store Ltd	Civic Artefact Storage	£200.00 + £40.00 VAT = £240.00
19 July 2023	PWLB	MTT Loan Repayment	£6,852.25

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19 July 2023	Sign Trade Supplies Ltd	Signage	£170.29 + £34.06 VAT = £204.35
20 July 2023	HMRC	HMRC June 2023	£10,598.71
20 July 2023	Sarah Foote	Line Paint Reimbursement	£190.98 + £35.99 VAT = £226.97
20 July 2023	Jonny Hawes	Travel Reimbursement	£129.73 + £17.90 VAT = £147.63
20 July 2023	Ventura Cottage	Ventura Cottage Grant	£2,000.00
20 July 2023	Lowestoft Time Bank	Lowestoft Time Bank Grant	£2,276.00
20 July 2023	NPower Ltd	TM Electric June 2023	£439.39 + £21.97 VAT = £461.36
20 July 2023	East Coast Waste	Skip Hire	£284.00 + £56.80 VAT = £340.80
20 July 2023	Flood Protection Solutions Ltd	SN Pond Pump	£274.00 + £54.80 VAT = £328.80
20 July 2023	Ricoh UK Ltd	Printer Hire	£230.15 + £46.03 VAT = £276.18
20 July 2023	The Helping Hand Company	Litter Picking Equipment	£8.55 + £1.71 VAT = £10.26
20 July 2023	Newsquest Media Group Ltd	Grounds Maintenance Adverts	£450.00 + £90.00 VAT = £540.00
20 July 2023	East Suffolk Council	Uncontested Elections	£145.86
20 July 2023	Austen Group Ltd	bin Liners	£146.00 + £29.20 VAT = £175.20
20 July 2023	Fatstickman Ltd	PPE	£199.47 + £39.89 VAT = £239.36
20 July 2023	V.C. Cooke	Bin Emptying June	£610.50 + £122.10 VAT = £732.60
20 July 2023	Commercial & Industrial Cleaning Supplie	9x Buckets	£384.75 + £76.95 VAT = £461.70
21 July 2023	Salaries	Salaries July 2023	£29893.20
21 July 2023	Npower	Denes Oval Electric June 2023	£475.45
21 July 2023	Npower	Normanston Park Electric June 2023	£132.84
21 July 2023	Npower	Kensington Gardens Electric June 2023	£122.31
21 July 2023	Npower	Lowestoft Cemetery PC Electric June 2023	£96.65
21 July 2023	Npower	Kensington Gardens Electric June 2023	£76.29
21 July 2023	Npower	Sparrows Nest Electric June 2023	£408.24
21 July 2023	Npower	Pakefield St PC Electric June 2023	£88.07
24 July 2023	C&C Consulting Services Ltd	Health and Safety Support	£49.50 + £9.90 VAT = £59.40
24 July 2023	Fuel Card Services Ltd	Van Fuel	£42.56 + £8.51 VAT = £51.07
24 July 2023	British Gas	Whitton Hall Gas	£97.99
25 July 2023	HMRC	Land Registry Searches	£9.00

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25 July 2023	The Helping Hand Company	Litter Picking Equipment	£239.32
25 July 2023	The Helping Hand Company	Litter Picking Equipment	£12.80
25 July 2023	Munnings Supplies Ltd	Toilet Supplies and PPE	£120.60
25 July 2023	Munnings Supplies Ltd	Marking Spray	£68.40
25 July 2023	Munnings Supplies Ltd	PPE Proflex Trousers	£21.60
25 July 2023	Munnings Supplies Ltd	PPE and Equipment	£285.00
25 July 2023	Commercial & Industrial Cleaning	Cleaning Equipment	£348.73
25 July 2023	Mary Moppins	Whitton Hall Cleaning	£239.52
25 July 2023	Martin's Driver Training	Trailer Training	£432.00
25 July 2023	Pathways Care Farm	Sparrows Nest Sensory Garden	£3231.00
25 July 2023	Norfolk Security Ltd	Sparrows Nest Bowls Security	£130.00 + £26.00 VAT = £156.00
25 July 2023	Jess Johnston	Town Hall Engagment Event	£399.00
25 July 2023	Garden Discount Centre Ltd	Dennis Mower Parts	£731.99
25 July 2023	Cooks Blinds and Shutters Ltd	Marina Theatre Door	£259.20
25 July 2023	Omnex Profilm Ltd	Barco Lamp	£1806.00
26 July 2023	EE Limited	Mobile Phones	£594.92
26 July 2023	Jonny Hawes	Travel and R&M Reimbursement	£65.84
28 July 2023	Eon Energy	Whitton Hall Electric	£30.80
31 July 2023	Fuel Card Services Ltd	Van Fuel	£25.25

Table 2 July Receipts

Date	Received From	Description	Amount
3 July 2023	Tenant	Rental Income from Tenant	£6300.00
7 July 2023	Tenant	Rental Income from Tenant	£300.00
10 July 2023	Tenant	Rental Income from Tenant	£213.16
14 July 2023	Tenant	Rental Income from Tenant	£300.00
21 July 2023	Tenant	Rental Income from Tenant	£300.00
24 July 2023	Market Income	Weekly Market Income	£18.50
24 July 2023	Market Income	Weekly Market Income	£18.50
28 July 2023	Tenant	Rental Income from Tenant	£300.00

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57. Grants

57.1. To note the receipt of the following grant applications and consider whether they require urgent consideration:

- 57.1a. Suffolk County Football Association CIL - £10,000 – As the Town Council had projects due to be funded from the Community Infrastructure Levy (CIL) budget, it was agreed that providing Suffolk County Football Association a grant from the CIL budget was not feasible. In order to support the provision of sports facilities for the youth, Cllr Pearce proposed the Committee instead pledge to make £10,000 available through match funding, with £3,750 from the Community Engagement budget, £3,750 from the Grants budget and the remainder from Capital Earmarked Reserves. These allocations would be transferred to the Grants budget and ring-fenced against the project and would be made available to the subject to confirmation that the remaining funding had been raised. Cllr Brooks seconded the proposal, and a vote was held with all in favour. Officers would make the applicants aware the decision is for match funding only and is subject to their remaining funds being raised elsewhere.
- 57.1b. Gunton Primary Academy (amount to be considered) – Cllr Brooks declared as she was Gunton Ward Councillor and had discussed this item with the applicants previously. The Committee Clerk confirmed their PFSA (Parent Family Support Advisor) would resubmit the application in September.
- 57.1c. Lowestoft Town Football Club Ltd (amount to be considered) - The applicants had confirmed the event was scheduled for October 2023, they intend to bring twelve children, selected from the club's existing teams, three staff members would be in attendance and one parent is allowed to travel but at their own cost. The applicants have not clarified the amount they are seeking from the council.

Cllr Green temporarily left the chamber for consideration of item 57.1c at 10:48

The Committee noted the full breakdown of costs that the Town Council were asked to consider funding part of, and Cllr Brooks proposed to fund the full amount; seconded by Cllr Pearce with the amendment that £2,277 be allocated from the Grants budget and £2,200 from the Community Engagement budget. Cllr Brooks accepted the amendment.

The Finance and Information Officer temporarily left the chamber at 10:50

The Committee also requested Lowestoft Town Football Club discuss with their partners in Plaisir the possibility of developing girls' football competitions in the future. A vote was held three in favour and one abstention from Cllr Begum who suggested the amount required be queried with the applicant first. The Committee noted that the proposal was to cover the breakdown of costs outlined in the application for the entire project. The vote was re-held and all were in favour.

Cllr Green returned to the chamber at 10:55

The Finance and Information Officer returned to the chamber at 10:55

- 57.1d. Lowestoft Film Festival c/o Sunrise Studios - £735.47 – Cllr Brooks proposed refusal of the application. The Committee noted that the application pledged to recognise the contribution from the Town Council. The production of five-thousand leaflets was raised as an issue in the climate emergency, however the Committee noted the climate mitigations planned in the application. Cllr Green proposed approval of the grant, subject to adherence to the pledge to recognise the contribution of the Town Council; seconded by Cllr Parker. Cllr Pearce

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requested an amendment for the grant to also be conditional to the Town Council receiving confirmation that the remainder of the project budget has been full funded, which Cllr Green accepted to the proposal. A vote was held with four in favour and one abstention.

- 57.1e. Gunton Estate Community Hall (amount to be confirmed) – The amount requested was £729.95. Cllr Brooks proposed approval; seconded by Cllr Pearce with the requested amendment that approval is conditional on receiving their supporting documents or an equivalent statement in lieu of a policy. Cllr Brooks accepted the amendment and a vote was held with all in favour. As these items would be the property of the Management Committee, they would need to have the items covered under their own insurance.
- 57.1f. Scores Race 2023 (subject to application, amount to be considered) – The organisers had secured funding for 2023 and did not intend to draw from the £5,000 ring-fenced for 2023. As the organisation were uncertain about funding for 2024, Cllr Pearce proposed the 2023 funding be rolled over as underspend to 2024 and provisionally ring-fenced, with the organisers to be informed and asked to notify the office if they wish to draw from the funds in 2024. It was queried if the roll-over of funding was necessary and Cllr Pearce clarified it would be treated as underspend and no extra funding would be ring-fenced to minimise the precept. Cllr Parker seconded the proposal, and a vote was held with four in favour and one against.
- 57.1g. Lowestoft Heritage Open Days 2023 (subject to application, amount to be confirmed) – A £5,000 budget had been provisionally ring-fenced and whilst the organisers had indicated the full amount would not be utilised this year, they may request some funding for promotional leaflets and therefore the Committee would await receipt of an application.
- 57.2. To note the query from Lowestoft Shopmobility on the return of underspent grant – Cllr Brooks proposed to request the money be returned to the Town Council if the organisation has no need of the funding. Cllr Green made a counter proposal to allow the organisation to retain the underspend for their use; seconded by Cllr Pearce; all in favour.

58. Other financial and governance matters, including:

- 58.1. To receive an update on the expenditure against budget for the changes to grounds maintenance operations from 2023/2024, including areas where the budget may be challenged (some aspects may be confidential) – The Clerk would provide a full update to Full Council. To date the grounds maintenance cost had £160,000 budget against £158,000 spend to date, with some movement expected into sports facilities. In total the grounds maintenance and waste disposal had a budget of £214,432 with £190,647 spent to date. When providing the report, the Clerk was asked to notify the Town Council if any contingency needed to be considered.
- 58.2. To consider the budget allocation of the following expenditure:
- 58.2a. The Town Hall degradation works – This would be allocated from the Town Hall Repair and Maintenance budget of £50,000 for which an additional £10,400 would be required to cover the costs. A budget of £11,400 had been approved by February Full Council (for a brief on inspection and stripping out works) and clarification was requested on whether the budget had been spent. It was noted that an additional £4,000 had been approved by Full Council in June to be pledged for the degradation costs.
- Cllr Pearce proposed for officers to investigate if any works were completed and invoiced against the budget of £11,400 with the details to be brought to the next meeting of this Committee for consideration of the budget allocation; seconded by Cllr Green; all in favour.
- 58.2b. The refurbishment of Cotman Close play area

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58.2c. The installation of new equipment at the Normanston Park play area
Items 58.2b and 58.2c were addressed together. £72,992.33 had been approved for these two parks with budget allocations of £12,474.26 Play Area Earmarked Reserve (EMR), £6,019.76 residue from Whitton Green, £9,656 from Outdoor Fitness Equipment EMR and £44,842.31 from Play Areas Refurbishment EMR. Actual committed cost was estimated to be £98,000-£99,000 therefore leaving a balance of £26,000 to be found.

Cllr Pearce proposed the £9,656 in Outdoor Fitness Equipment EMR be offset against the possible installation of outdoor fitness equipment next year (as discussed by the Assets, Inclusion and Development Committee) before the precept. As that increases the shortfall for Cotman Close and Normanston Park to £36,000, the currently ring-fenced £15,000 under the Community Infrastructure Levy (CIL) EMR for Fen Park and Triangle Market Public Conveniences refurbishments be instead allocated to Cotman Close and Normanston Park. Furthermore, the anticipated unallocated year-end reserve of £10,053.56 in the CIL budget would be allocated to Cotman Close and Normanston Park. The remaining balance shortfall of £11,000 would then be taken from the £103,800 Play Area Repair and Maintenance budget, which would be reviewed at future date if the actual Play Area Repair and Maintenance costs during 2023-2024 challenge the budget.

The Clerk entered the chamber at 11:43

Cllr Green seconded the proposal and a vote was held with all in favour.

58.2d. The bank stabilisation works at the Great Eastern Linear Park with a maximum budget of £14,600 plus VAT – £12,000 had been initially ring-fenced from last year's Repair and Maintenance and Capital budgets to cover this. Cllr Pearce proposed to remove the ring-fenced amounts from both budgets to alleviate pressures and instead allocate £7,300 from Community Safety EMR and £7,300 from the Parks and Open Spaces Repair and Maintenance budget. The Budget and Loan Sub-Committee would need to factor annual stabilisation costs under the GELP budget from 2024-2025. Seconded by Cllr Green and a vote was held with all in favour.

58.3. To consider the cost of renewal of the Christmas lights contract for an additional three years, at a cost of £7,239.02 plus VAT – The anticipated year-end reserve of the Festive Lights budget was £14,356, which would cover the new contract. Cllr Brooks proposed approval of the cost; seconded by Cllr Pearce; all in favour.

58.4. To consider the installation and funding of Wi-Fi at the Denes Oval – Officers were investigating coverage over the larger site for wider public access and were awaiting quotes. Cllr Pearce proposed the clubs be notified that the Town Council had approved installation and that the delay was due to pending quotes for larger-scale Wi-Fi provision; seconded by Cllr Brooks; all in favour. This item was deferred to the next agenda for an update.

58.5. To consider a budget and delegations for works at Uplands Road North – Cllr Pearce proposed the indicative cost of £1,400, plus the cost of a TPO application, be provisionally allocated against the reactive budget for tree works, with fencing and signage to also be allocated from that budget; seconded by Cllr Brooks; all in favour. An item was requested for the Budget and Loan Sub-Committee to consider an annual allocation for the site during occupation with effect from 2024-2025.

58.6. To receive an update on the signing of the LTA funding agreement – The agreement has been signed and the Deputy Clerk was querying dates for indicative works.

58.7. To receive an update on the tender for the tennis club operator – As the agreement has been signed this can now be progressed and the Deputy Clerk was preparing the tender.

58.8. To receive an update on setting up a Project Board to progress the Marina Theatre project – Officers were progressing this as it had been agreed to liaise with the Marina

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Theatre Trust on how to implement the project board, with representatives required from East Suffolk Council and the Marina Theatre Trust.

58.9. To receive an update on setting up a Steering Group to support the 2024 D-Day 80th anniversary commemoration and progress the 2025 Armed Forces Day bid – This had been approved by Full Council and the Clerk would begin progressing the model with one steering group to cover both projects.

58.10. To consider a budget for tree works and related delegations on Uplands Road North – Duplicated item.

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

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

59.2. To receive an update on the Cricket and Tennis Club licenses – The terms and conditions had been established and the Clerk would query an update on the draft with the lawyer.

59.3. To receive an update on progress of the Marina Theatre lease, following recent discussions with the legal and VAT advisors – Officers were progressing this.

60. To consider an updated draft of the Reserves Policy to be approved by Full Council

Cllr Pearce would update the policy and circulate the draft to officers and Committee members for approval. A placeholder item was requested for the next meeting of the Finance and Governance Committee and the next Full Council meeting.

61. Date of the next meeting

12 September 2023 10:30

62. Items for the next agenda and close

It was requested for items to be sent to the office.

63. 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:

63.1. Any legal matters, including those above as required – Cllr Green proposed the meeting be moved into confidential session; seconded by Cllr Pearce; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 12:07

59.1 To receive an update on the status of the lease for the Lowestoft War Memorial Museum (confidential) – A confidential update was provided to the Committee.

The Chair closed the meeting at 12:17

Signed:

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