

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:30 on 14 November 2023

MINUTES

Present: Cllrs Nasima Begum, Wendy Brooks, Neil Coleby, Paul Page (Deputy Chair), Andy Pearce (Chair) and Bernie Rappensberger

In Attendance: Sarah Foote (Deputy Town Clerk), James Cox (Finance and Information Officer) and Taylor Williams (Committee Clerk)

Public: One member of the public in attendance (in person).

94. Welcome

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

95. To receive and consider approval of apologies for absence

Apologies were received from Cllrs Green and Parker with reasons provided. Cllr Brooks proposed approval; seconded by Cllr Pearce; all in favour.

96. Declarations of Interests and dispensations

96.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda – It was noted that the Marina Theatre Quarterly Management meetings and Town Hall Project Committee were now internal bodies and there was no need to declare an interest. Cllr Begum declared she was Deputy Mayor. Cllr Pearce declared he was Chair of the Gunton Resident's Association. Cllr Pearce queried if he needed to declare an interest in item 101.1b as the grant applicant was seeking match funding from the Community Partnership which he attended as a representative. The Deputy Clerk confirmed there was no need to declare an interest in the item. Cllr Pearce declared he was acquainted with the St. Andrews applicant, per item 101.1d, via the Our Fallen Project and as a fellow Roman Hill School committee member.

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

97. To consider the draft minutes and the appended confidential notes of the meetings on 25 September and 10 October 2023

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

98. 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 – The member of public spoke as the applicant of the grant per item 101.1g. Cllr Begum declared she owned a business on the High Street as the project mentioned the benefits to high street businesses. The applicant confirmed all projects previously grant funded were in progress. Cllr Brooks proposed item 101.1g be addressed as the first item of the agenda; seconded by Cllr Pearce; all in favour.

Cllr Begum temporarily left the meeting for consideration of the grant application at 10:51

101.1g. Ventura Cottage - £2,000 - Cllr Brooks proposed approval of the grant; seconded by Cllr Page; all in favour. A presentation within six months for the project would be provided.

Cllr Begum returned to the chamber at 10:53

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99. Budget and Loan:

- 99.1. To monitor the budget for 2023 – 2024, including delegated Committee and Sub-Committee budgets – There were no comments.
- 99.2. To note any bank reconciliations – September had been completed and October was in progress.
- 99.3. To consider a request from Cllr Coleby to join the Budget and Loan Sub-Committee – The late request was queried and Cllr Coleby assured the Committee he would try to attend as many meetings as possible. Cllr Pearce proposed approval; seconded by Cllr Begum; a vote was held with five in favour and one against.

100. Payments and Receipts:

- 100.1. To note the income and expenditure reports for October 2023 and November 2023 to date, including payments made under delegated authority (see schedules) – The Finance and Information Officer confirmed the item of expenditure for £3,200 for Marina Theatre toilet cleaning was an error and was meant to be a payment to Mary Moppins. The monthly payment for Unit 2 was noted to be slightly higher than the annual lease and clarification was requested under the relevant item. Cllr Pearce proposed, subject to those amendment, the report be accepted as an accurate record of income and expenditure; seconded by Cllr Begum; all in favour.
- 100.2. To consider any payments for approval (see schedule) – There were no payments for approval.

Table 1 October and November Payments

Date	Payment to	Description	Amount
2 October 2023	Fuel Card Services Ltd	Van fuel	£214.25 + £42.85 VAT = £257.10
2 October 2023	Taylor Williams	Parking expenses	£53.28 + £10.72 VAT = £64
2 October 2023	Sarah Foote	Paint, travel and parking reimbursements	£168.40 + £12.12 VAT = £180.52
2 October 2023	Chris Meek	Postage, battery, keys, meeting reimbursements	£79.73
2 October 2023	Wave Ltd	TH water Q2	£51.35
2 October 2023	Wave Ltd	Ken Gardens water Q2	£429.62
2 October 2023	East Suffolk Council	Links Road car park NNDR	£196
2 October 2023	East Suffolk Council	SN Bowls Pavilion NNDR	£104
2 October 2023	East Suffolk Council	Hamilton House NNDR	£996
4 October 2023	Suffolk Pension Fund	Pensions September	£12,498.71
5 October 2023	C&C Consulting Services Ltd	Health and safety support	£934.92
9 October 2023	Fuel Card Services Ltd	Van fuel	£265.24 + £53.05 VAT = £318.29
9 October 2023	Heathcliff Duncan	Van wash reimbursement	£15
9 October 2023	Wave Ltd	P/Ledger electronic payment	£744.91
12 October 2023	Royal British Legion	Wreath	£20
12 October 2023	Sarah Foote	Water pump reimbursement	£62.50 + £12.50 VAT = £75
12 October 2023	Sonia Barker	Mayoral travel reimbursement	£6.75
12 October 2023	Sonia Barker	Mayoral travel reimbursement	£6.75
12 October 2023	Sonia Barker	Mayoral travel reimbursement	£27.90
12 October 2023	Sonia Barker	Mayoral travel reimbursement	£26.85
12 October 2023	Lauren Elliott	Travel and parking reimbursement	£21.32 + £2.68 VAT = £24
12 October 2023	Triple A Boxing	Triple A Boxing grant	£2,000
12 October 2023	Wave Ltd	P/Ledger electronic payment	£820.39
12 October 2023	Pathways Care Farm	SN Sensory Garden	£930

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12 October 2023	Fenland Leisure Products Ltd	Swing links	£79.20
12 October 2023	Glasdon UK Ltd	Life buoy x6	£684.94
12 October 2023	AJ Builders	Moving compost from KG to Fen	£1,800
12 October 2023	MJ Training	First aid training	£624
12 October 2023	MJ Training	First aid training	£82.80
12 October 2023	Direct365Online Ltd	Toilet roll	£684.60
12 October 2023	AJ Builders	BVP compost area	£8,400
12 October 2023	Abrehart Ecology	TH bat surveys	£5,681.28
12 October 2023	East Point Business Services	HH dead leg removal	£240
12 October 2023	Broadland Windows Ltd	Sparrows Nest windows deposit	£14,432.80
12 October 2023	Great Yarmouth Heating	DO water tank service	£100
12 October 2023	Cloudy Group Ltd	IT service charge September	£880.07
12 October 2023	Ernest Doe & Sons Ltd	Iseka lamp repair	£122.32
12 October 2023	AJ Builders	Low Cem PC door repair	£384
12 October 2023	Kingfisher Direct Ltd	Hand pallet truck	£250.79
12 October 2023	Ernest Doe & Sons Ltd	2x Kombimotors	£734.40
12 October 2023	Pearce & Kemp Ltd	Triangle Market light removal	£283.50
12 October 2023	Trade Gear Ltd	Line marking paint	£161.89
12 October 2023	Garden Discount Centre Ltd	Dennis mower service	£516.66
12 October 2023	AJ Builders	Unit 2 security fencing	£3,778.80
12 October 2023	V.C. Cooke	Bin hire September	£102
12 October 2023	Sound Induction Systems Ltd	Amplification system	£4,872.60
12 October 2023	Thomson Environmental Consulta	Tree survey	£4,800.08
12 October 2023	AJ Builders	Unit 2 yard fencing	£3,367.57
12 October 2023	AJ Builders	KG soakaway	£3,180
12 October 2023	KGB Commercial Heating	Marina Theatre HVAC pane door	£1,188.60
12 October 2023	AJ Builders	Unit 2 asbestos spray	£2,341.20
12 October 2023	Blachere Illumination UK Ltd	Festive light installation	£4,654.80
12 October 2023	Cloudy Group Ltd	IT service charge October	£880.07
12 October 2023	AJ Builders	KG and SN bin areas	£6,600
12 October 2023	Leiston Press	TH leaflets	£67
12 October 2023	Fleet 96 Rentals Ltd	Van hire October	£1,080
12 October 2023	Pearce & Kemp Ltd	TM socket repair	£166.78
12 October 2023	Seletar Signs	2x signs	£144
12 October 2023	Garden Discount Centre Ltd	Stihl pole pruner	£245.10
12 October 2023	AJ Builders	P/Ledger electronic payment	£3,900
12 October 2023	AJ Builders	Normanston wall repair	£1,182
12 October 2023	The Society of Local Council Clerks	Community Governance Level 5	£1,575
12 October 2023	V.C. Cooke	Bin hire September	£510.60
12 October 2023	Glasdon UK Ltd	Replacement bench slat	£108.31
16 October 2023	Fuel Card Services Ltd	Van fuel	£57.74 + £11.55 VAT = £69.29
18 October 2023	Need2Store Ltd	Civic artefact storage	£240
19 October 2023	HMRC	HMRC September	£11,871

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19 October 2023	Npower Ltd	TM electric September	£445.30
20 October 2023	Fuel Card Services Ltd	Van fuel	£149.41 + £29.88 VAT = £179.29
20 October 2023	Npower Ltd	KG electric September	£78.35
20 October 2023	Npower Ltd	Low Cem PC electric Sept	£93.78
20 October 2023	Npower Ltd	KG electric September	£95.31
20 October 2023	Npower Ltd	Normanston Park electric Sept	£125.77
20 October 2023	Npower Ltd	DO electric September	£423.03
20 October 2023	Npower Ltd	Pakefield St PC electric Sep	£63.03
20 October 2023	Npower Ltd	SN electric September	£396.28
20 October 2023	Npower Ltd	Town Hall electric Sept	£803.04
20 October 2023	British Gas	Whitton Hall gas Mar-Jun	£97.99
20 October 2023	Fuel Card Services Ltd	Van fuel	£135.19 + £27.04 VAT = £162.23
20 October 2023	Sarah Foote	Remembrance reimbursement, hawthorn hedging, stationery reimbursement, parking reimbursement	£149.58 + £12.75 VAT = £162.33
20 October 2023	Ventura Cottage	High Street Skyline grant	£2,000
20 October 2023	Rotadex Systems Ltd	Unit 2 shelving	£2,941.30 + £588.26 VAT = £3,529.56
20 October 2023	Norfolk Ghostbusters	Halloween Market	£75
20 October 2023	HMRC	HMRC October 2023	£11,309.06
20 October 2023	Tamara Abrey	Halloween Market	£25
20 October 2023	Chris Meek	Halloween reimbursement, Xmas TEN reimbursement, Remembrance reimbursement, office supplies reimbursement	£158
23 October 2023	Salaries	Salaries October	£31,074.27
24 October 2023	HMRC	Land Registry search	£3
26 October 2023	Kirkley St Peter & St John	Kirkley Chicken Project grant	£700
26 October 2023	Sonia Barker	Mayoral travel	£14.90
26 October 2023	Paul Connew	Reimbursement Unit 2 keys	£34.07 + £3.33 VAT = £37.40
26 October 2023	Royal British Legion	Wreaths x7	£175
26 October 2023	EE Limited	Mobile phones October	£594.92
26 October 2023	Excite Solutions Ltd	Grass cutting Aug – Sep	£2,892.29
26 October 2023	Guy McGregor & Associates Ltd	Payslips Q2	£293.40
26 October 2023	Community Action Suffolk	Venue hire TH & NHD Plan	£120
26 October 2023	Munnings Supplies Ltd	Toilet roll	£126
26 October 2023	Wave Ltd	KG standpipe Q1 rev	£41.88
26 October 2023	Little Garden Design Company	Ness design work	£75
26 October 2023	J Parkers Dutch Bulbs Ltd	Bulbs	£15.72
26 October 2023	Seletar Signs	Unit 2 signs	£264
26 October 2023	KGB Commercial Heating	Marina Theatre boiler service	£495
26 October 2023	Cercis Ltd	Bulbs	£124.78
26 October 2023	Suffolk Assn. of Local Councils	Chairperson training x4	£540
26 October 2023	MLP Traffic	Pakefield tree road closure	£431.64
26 October 2023	Ricoh UK Ltd	Printing costs	£269.72
26 October 2023	Mary Moppins Ltd	Whitton Hall cleaning Oct	£239.52
26 October 2023	Broadland Security	Unit 2 fire extinguishers	£756

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	Alarms		
26 October 2023	Munnings Supplies Ltd	Gloves and towels	£30.60
26 October 2023	Mary Moppins Ltd	Gunton Hall cleaning Oct	£299.40
26 October 2023	East Point Business Services	HH door guards x2	£426.36
26 October 2023	Jess Johnston	TH engagement events	£1,680
26 October 2023	Screwfix	PC cleaning, aerosol lubricant	£675.78
26 October 2023	Charles Roberts and Sons	Normanston PCs light repair	£507.73
26 October 2023	Waveney Glass Co. Ltd	KG Bowls windows	£4,056
26 October 2023	PHS Group	WH sanitary bins	£357.55
26 October 2023	Kingfisher Direct Ltd	P/ledger electronic payment	£250.79
26 October 2023	Timpson Engraving	Plaque	£44.99
27 October 2023	C&C Consulting Services Ltd	Health and safety support	£49.50 + £9.90 VAT = £59.40
30 October 2023	Fuel Card Services Ltd	Van fuel	£47.02 + £9.40 VAT = £56.42
30 October 2023	Eon Energy	Whitton electric Jul – Aug	£30.80
1 November 2023	East Suffolk Council	Links Road car park NNDR	£196
1 November 2023	East Suffolk Council	SN Bowls Pavilion NNDR	£104
1 November 2023	East Suffolk Council	Hamilton House NNDR	£996
1 November 2023	Peter Colby Commercials Ltd	Unit 2 rent November	£2,050
2 November 2023	Essex and Suffolk Water	Normanston water Apr – Oct	£354.49
2 November 2023	Northumbrian Water Group Ltd	Legionella checks Sept – Oct	£1,539.58
2 November 2023	Munnings Supplies Ltd	Towels and gloves	£32.40
2 November 2023	Kompan Ltd	Normanston Park play area	£53,061.63
2 November 2023	Kompan Ltd	Play area repair parts	£333.91
2 November 2023	Kompan Ltd	Play inspections July	£2,062.54
2 November 2023	The Play Inspection Company Ltd	Cotman and Normanston inspections	£900
2 November 2023	Trade Gear Ltd	Line marking machine	£1,402.49
2 November 2023	AJ Builders	Thirlmere Walk matting	£2,550
2 November 2023	Marina Theatre Trust	Marina Theatre grant	£1,900
2 November 2023	Robert Mayes Charity	Bloodmoor Hill CC food grant	£1,500
2 November 2023	Wellers Law Group Ltd	Committee legal advice	£312
2 November 2023	Garden Discount Centre Ltd	Jacobsen repair	£132.94
2 November 2023	Munnings Supplies Ltd	Hand soap	£130.50
2 November 2023	Fatstickman Ltd	Winter PPE	£531.36
2 November 2023	North & Hawkins Ltd	Giardino condition survey	£720
2 November 2023	Wave Ltd	Water charges	£2,057.29
2 November 2023	AJ Builders	Marina cleaning	£2,563.20
2 November 2023	Garden Discount Centre Ltd	3x helmets	£103.68
2 November 2023	Suffolk Wildlife Trust	Kittiwake grant	£1,665
2 November 2023	AJ Builders	Triangle Market paving	£26,184
2 November 2023	AJ Builders	Mt water cylinder	£446.40
3 November 2023	Suffolk Pension Fund	Pensions October 2023	£11,859.02
6 November 2023	Fuel Card Services Ltd	Van fuel	£165.60 + £33.12 VAT = £198.72
6 November 2023	Sarah Foote	Parking and van repair reimbursement	£21.23 + £4.26 VAT = £25.49
6 November 2023	Taylor Williams	Parking reimbursement	£33.30 + £6.70 VAT = £40

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6 November 2023	Lauren Elliott	Travel and parking reimbursement	£17.05 + £2.68 VAT = £19.73
6 November 2023	C&C Consulting Services Ltd	Health and safety support	£934.92
9 November 2023	Fleet 96 Rentals Ltd	Van hire October	£1,080
9 November 2023	Community Action Suffolk	NHD Plan room hire	£120
9 November 2023	Omnex Profilm Ltd	Marina Theatre sound processor	£3,672
9 November 2023	V.C. Cooke	Bin emptying October	£102
9 November 2023	V.C. Cooke	Bin emptying October	£354
9 November 2023	East Coast Waste	Waste disposal	£340.80
9 November 2023	Munnings Supplies Ltd	Gloves	£40.56
9 November 2023	The Society of Local Council Clerks	Committee Clerk CiLCA	£450
9 November 2023	Cloudy Group Ltd	IT service charge	£880.07
9 November 2023	DCM Surfaces	Cotman Close surfacing	£14,214.60
9 November 2023	Trees Direct	2x Silver Birch	£131.51 + £26.30 VAT = £157.81
9 November 2023	Thomson Environmental Consultants	Tree surveys	£4,095.88
9 November 2023	AJ Builders	St Margarets debris removal	£5,641.20
9 November 2023	Ben Burgess GroundsCare Equipment	John Deere lawn tractor	£22,194
9 November 2023	Gunton Primary Academy PSFA	Memorial play grant	£2,000
9 November 2023	Northumbrian Water Group Ltd	Legionella monitoring Sept 23	£769.79
9 November 2023	Claranet Ltd	Website hosting 23 – 24	£86.63
9 November 2023	J Parker's Dutch Bulbs Ltd	Bulbs	£2,141.10
9 November 2023	Wave Ltd	KG Water 1/6/22 – 16/9/23	£7,794.65
9 November 2023	HAGS-SMP Ltd	Cotman Close play area	£44,372.16
9 November 2023	Zurich Municipal	Normanston play insurance	£95.51
9 November 2023	Heathcliff Duncan	Plaque repair reimbursement	£11.65 + £2.33 VAT = £13.98
9 November 2023	East Point Business Services	HH rent and capital Q3	£8,659.38
9 November 2023	East Point Business Services	HH service charge Q3	£8,697.30
9 November 2023	Boggis Electrical Ltd	Marina Theatre emergency light	£469.37
9 November 2023	Nicholsons Solicitors LLP	Waveney Norse legal advice	£53.04
9 November 2023	Nicholsons Solicitors LLP	General legal advice	£1,219.92
9 November 2023	Nicholsons Solicitors LLP	Unit 2 legal advice	£1,577.84
9 November 2023	Nicholsons Solicitors LLP	Arnolds Bequest legal advice	£1,458
9 November 2023	Nicholsons Solicitors LLP	Marina Theatre legal advice	£5,544
9 November 2023	Nicholsons Solicitors LLP	TH legal advice	£116.64
9 November 2023	Nicholsons Solicitors LLP	TH and allotment legal advice	£114.12
9 November 2023	Nicholsons Solicitors	Property legal advice	£649.20

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	LLP		
9 November 2023	Nicholsons Solicitors LLP	Property legal advice	£1,651.92
9 November 2023	Nicholsons Solicitors LLP	Allotments legal advice	£408.24
9 November 2023	Nicholsons Solicitors LLP	Denes Oval tennis legal advice	£1,224.72
9 November 2023	AJ Builders	Marina Theatre roof works	£303.60

Table 2 October and November Receipts

Date	Received From	Description	Amount
2 October 2023	Triangle Market	Triangle Market income	£18.50
2 October 2023	Triangle Market	Triangle Market income	£18.50
2 October 2023	Jack Rose Old Lowestoft Society	Memorial Plaque	£60
2 October 2023	Tenant	Rental income from tenant	£775
2 October 2023	Tenant	Rental income from tenant	£625
2 October 2023	Tenant	Rental income from tenant	£213.16
2 October 2023	Tenant	Rental income from tenant	£6,300
6 October 2023	Tenant	Rental income from tenant	£300
13 October 2023	Triangle Market	Triangle Market income	£18.50
16 October 2023	Tenant	Rental income from tenant	£300
20 October 2023	Tenant	Rental income from tenant	£300
24 October 2023	East Suffolk Council	CIL 2023 – 24 2 nd instalment	£1,565.23
27 October 2023	LTA Tennis Foundation	KG gate works	£2,500
27 October 2023	Tenant	Rental income from tenant	£300
30 October 2023	Tenant	Rental income from tenant	£213.16
30 October 2023	Tenant	Whitton Hall Hire	£56
30 October 2023	Resident	Memorial Bench	£444.91
2 November 2023	Tenant	Rental income from tenant	-£100
3 November 2023	Tenant	Rental income from tenant	£300
3 November 2023	Resident	Memorial Bench	£444.91

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

101.1a. Access Community Trust - £1,500 - The Committee was reminded that grants should only be considered every quarter and the urgency of the request needed to be established. As funds for this application were not required until March 2024, Cllr Pearce proposed this application be considered at the next quarterly date in December 2023; seconded by Cllr Begum; all in favour.

101.1b. Bact Community Transport - £3,000 - It was noted that the programme commenced November 2023. Cllr Brooks proposed approval; seconded by Cllr Begum; all in favour. Cllr Pearce requested a caveat that the decision be conditional on officers receiving

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confirmation that the programme was going ahead, which was agreed by the Committee.

- 101.1c. Footprints Pantry at Beresford Rd Evangelical Church - £1,500 - Cllr Brooks proposed approval; seconded by Cllr Pearce who requested it be allocated from the Food and Social Relief budget; all in favour.
- 101.1d. St Andrew's Church - £1,000 - Cllr Brooks proposed approval; seconded by Cllr Page; all in favour.
- 101.1e. St Luke's Whitton Pantry - £2,000 - Cllr Brooks proposed approval; seconded by Cllr Pearce; all in favour.
- 101.1f. Lord Kitchener Memorial Holiday Centre - £1,930 - Cllr Brooks proposed approval; seconded by Cllr Page; all in favour.
- 101.1g. Ventura Cottage - £2,000 - This item was brought forward to the beginning of the meeting.

102. Other financial and governance matters, including:

102.1. 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) – Officers were reviewing the equipment budget requirement for 2023-2024. It was confirmed that the working budget document included provision for a suitable budget for the future purchase of an electric vehicle.

102.2. To consider the budget allocation of the following expenditure:

102.2a. Review the original resolution for the maximum budget of £1,750 for the purchase of a Mayor and Deputy Mayor Consort badge – It was noted that the previous resolution for allocation from the Civic and Ceremonial budget required an amendment as that budget did not have sufficient funds.

Cllr Begum suggested there be no Deputy Mayor consort badge as they already had an escort chain. It was explained that the badge was intended to be less formal than a chain and standardise the mayoral insignia. As it had already been resolved to purchase the badges and that decision could not be revisited.

Cllr Pearce proposed the expenditure be allocated from the Lowestoft Collection Earmarked Reserve from the Arts and Heritage budget; seconded by Cllr Coleby; four in favour and two abstentions.

102.2b. A maximum budget of £750 to cover miscellaneous works in Belle Vue Park leading up to its 150th anniversary – The Committee Clerk confirmed this budget covered any credits and permissions for images used on the information panel, a new drone photo of the park and any cover for a possible increase in price for the information panel. Any further expenditure required, such as cleaning of the park, could be approved when required. Cllr Brooks proposed this be allocated from the Arts and Heritage budget; seconded by Cllr Coleby; all in favour.

102.2c. £2,933.50 for the Belle Vue Park information panel – Cllr Brooks proposed this be allocated from the Arts and Heritage budget; seconded by Cllr Pearce; all in favour.

102.2d. Ring-fencing £3,000 from the £15,000 budget for D-Day 80th Anniversary in 2023/2024 – Cllr Pearce proposed £3,000 be brought forward to 2023-2024 and offset against the reserves at year-end; seconded by Cllr Coleby who requested the wording of the proposal be amended as £15,000 being in the budget for next year and £3,000 was to be taken from the reserves this year, which would then be replaced with the £15,000 in the next financial year. Cllr Pearce accepted the amendment and a vote was held with all in favour.

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- 102.3. To review the process and organisation of agendas – Cllr Brooks proposed a recommendation be made for the draft agendas for all Committees and Sub-Committee to be shared by the respective chairs with their Committee members for input; seconded by Cllr Page; five votes in favour and one abstention.

Cllr Pearce requested it be recorded that he did not ask for an agenda item to be removed, only that it be deferred to the next meeting of this Committee as the item was subject to due diligence, and he does not attempt to dictate the content of agendas.

Cllr Pearce requested it be recorded that updates requested for agendas are necessary for business to be transacted as they may lead to proposals that progress the business, particularly if the item has been deferred and there has been no discernible progress.

Cllr Brook proposed a recommendation be made to Full Council for all Committees and Sub-Committees to prioritise non-confidential items rolled over from a previous meeting due to inadequate time on the next agenda; seconded by Cllr Begum who requested an amendment that any confidential items rolled over more than once due to inadequate time are then dealt with via an extraordinary meeting. Cllr Brooks agreed to add this amendment and a vote was held with all in favour.

- 102.4. To consider the process by which Full Council, Committee and Sub-Committee decisions on committed and actual expenditure, and budget allocation, are fed back to Finance staff for inclusion in the budget document – Cllr Pearce clarified there was no criticism, implicit or explicit, of officers, individually or collectively, with this item, it was instead to ensure that any decisions made on expenditure be provided to the Finance and Information Officer for prompt inclusion in the budget document. It was confirmed that officers were already providing items of expenditure to the Finance and Information Officer once decisions had been made in the meetings.

- 102.5. To note receipt of the second instalment for Community Infrastructure Levy and consider allocation – £1,500 had been received for the seconded instalment. An item was requested for the next agenda for a general review of the Community Infrastructure Levy.

Cllr Coleby proposed the second instalment be added to the Play Areas budget; seconded by Cllr Pearce who requested it be specifically added to the £90,000 Play Area Refurbishment budget for this financial year. Cllr Coleby accepted the amendment, and a vote was held with all in favour.

- 102.6. To consider the following in relation to the Denes Oval:

102.6a. To consider the installation and funding of Wi-Fi at the Denes Oval – Officers were reviewing costs for an initial wi-fi installation at the clubhouse, with a wider provision to be considered in due course. A quote had been received from the current IT provider of £2,700 for the one-time set-up cost and an annual fee of £3,481.

Cllr Begum proposed officers obtain alternative quotes that would be considered in December and factored into the 2024-2025 budget; seconded by Cllr Coleby; all in favour.

102.6b. To give early consideration to renovation and refurbishment of the Denes Oval clubhouse and toilets, including any additional changing area provision that may be required for use by cricket umpires and the tennis club

102.6c. A recommendation to Full Council on commissioning a report for a renovation programme

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102.6b and 102.6c were addressed together. A report, similar to the one provided for Sparrows Nest, would be ideal to receive a schedule of works and their priorities, with further engagement with the sports clubs to understand their requirements for changing facilities.

Cllr Pearce proposed a recommendation be made to Full Council for a report to be commissioned and for Full Council to consider a delegation to the Denes Oval Working Group to produce the specifications for the report, with officers to confirm the cost for production of the report at Full Council.

As condition surveys for the area were in progress, Cllr Pearce amended his proposal to make a recommendation to Full Council that a report be commissioned once the results of the condition surveys have been received to inform the specifications for the report; seconded by Cllr Page; all in favour.

102.7. To consider Council oversight on purchases over £10,000 for Marina Theatre – This had been suggested at the previous meeting for any purchases over £10,000 to require permission from the Town Council thereby ensuring the Town Council could maintain control on the equipment purchased for the theatre.

It was noted that at an earlier partnership board meeting with the Marina Theatre it had been agreed for officers to procure directly for the theatre, therefore it was requested that officers check the Marina Theatre are happy to continue with that agreement. The Deputy Clerk confirmed this was already common practice and due diligence was being observed.

Cllr Pearce proposed to monitor the situation and make no immediate resolution at this time; seconded by Cllr Coleby; all in favour.

Cllr Pearce proposed officers request information from the Marina Theatre on what items they anticipated were reaching end of life and required replacement in the next financial year, so that the expenditure could be considered in the 2024-2025 budget; seconded by Cllr Brooks; all in favour.

102.8. To receive an update on the commissioning of an updated, costed and prioritised preventative repair report for the café/museum building in Sparrows Nest – This had been obtained for part of the building and the remaining part of the assessment was in progress. It was agreed to await receipt of the report before discussing this item further.

102.9. To receive an update on setting up the joint steering group for D-Day 80th Anniversary 2024 – Dialogue was ongoing with the organisations the Town Council collaborates with for Remembrance Sunday. The Town Council would follow the national suggestions from the Lieutenancy Office to light the beacon and have a standard bearer's parade on Thursday evening. A small-scale Armed Forces Day was due to be organised for the Saturday.

A member suggested the Remembrance Sunday event be reviewed as it needed to be more inclusive with other communities in the town acknowledged. It was requested that any feedback for the recent event be provided to officers or raised at the Events & Communications Sub-Committee meeting. The Deputy Clerk noted that Remembrance Sunday was organised on behalf of British Legion and their guidelines needed to be adhered to.

102.10. To receive an update on preparation of a bid to be the national host town for Armed Forces Day 2025 (some aspects may be confidential) – The actual cost and deadline for submitting the bid needed to be verified. Officers noted that at the time of this meeting there had been a high level of engagement with stakeholders.

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At 12:29 Cllr Coleby proposed to suspend standing orders for thirty minutes; seconded by Cllr Pearce; all in favour.

A five-minute comfort break was taken at 12:30

Cllr Begum left the meeting at 12:31

The meeting was resumed at 12:35

- 102.11. To receive an update on procurement for the tennis court operator (some aspects may be confidential) – Procurement would begin in December 2023 for appointment in May 2024. It was noted that the commitment to free-to-access sports had been approved last year and agreed with all involved in the project. It was agreed to discuss the remainder of this item in confidential session.
- 102.12. To receive an update on reconvening meetings with third parties re possible Kindertransport art installation (confidential) – Officers would check if the involved parties had been contacted.
- 102.13. To consider whether the Town Council should self-insure against contracting works on land not in its ownership (confidential) – To be discussed in confidential session.
- 102.14. To consider the cost implications and development of land for 2024-2025 (confidential) – To be discussed in confidential session.

103. To consider the updated draft of the Reserves Policy

It was agreed for this item to be addressed by the Budget and Loan Sub-Committee on 27 November 2023, with a delegation to the Sub-Committee to make a recommendation on this policy directly to Full Council.

104. To review the following policies:

- 104.1. Community Engagement
- 104.2. Complaints Procedure
- 104.3. Conferring the Title of Honorary Freemen and Freewomen
- 104.4. Conferring the Title of Honorary Freemen and Freewomen – Post Award
- 104.5. Co-option
- 104.6. Cycling Pledge
- 104.7. Data Protection
- 104.8. Data Retention
- 104.9. Defibrillator
- 104.10. Disciplinary and Grievance Procedures

It was agreed for these items to be addressed in an informal meeting with Councillors on the currently inquorate Standing Orders and Policies Sub-Committee.

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

- 105.1. To receive an update on arranging a zoom call with our legal advisor to consider the lease for the Lowestoft War Memorial Museum (confidential) – To be discussed in confidential session.
- 105.2. To consider the licenses for the Lowestoft Town Tennis and Cricket Clubs (confidential) – To be discussed in confidential session.
- 105.3. To receive an update on progress of the Marina Theatre lease, following recent discussions with the legal and VAT advisors – This item had been discussed at a previous extraordinary Full Council meeting.
- 105.4. To receive an update on arranging a zoom call with Directors of Martello/Giardino to progress the new lease – Officers would arrange the call.
- 105.5. To receive an update on progression of the lease for outdoor workshop and storage

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premises (including a copy of the latest draft lease and written summary of outstanding issues to be resolved) and to consider any associated recommendation to Full Council (confidential) – To be discussed in confidential session.

105.6. To receive clarification on the annual lease amount for outdoor workshop and storage premises (some aspects may be confidential) – To be discussed in confidential session.

106. Date of the next meeting

12 December 2023 10:30

107. Items for the next agenda and close

Cllr Brooks requested an item to consider the management of Tingdene and the fence.

108. 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:

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

The Chair closed the meeting to the public and moved to confidential session at 12:45

102.11 To receive an update on procurement for the tennis court operator (some aspects may be confidential) Tennis club procurement – Procurement of the tennis court operator was discussed and it was noted that the division of responsibilities between inhouse maintenance and contractor works needed to be confirmed.

102.13 To consider whether the Town Council should self-insure against contracting works on land not in its ownership (confidential) – The Deputy Clerk provided a confidential update.

Cllr Brooks made a confidential proposal that was not seconded.

Cllr Coleby proposed this item be referred to Full Council with no recommendation; seconded by Cllr Pearce; all in favour.

102.14 To consider the cost implications and development of land for 2024-2025 (confidential) –

At 13:00 Cllr Pearce proposed to suspend standing orders for ten minutes; seconded by Cllr Coleby; all in favour.

Cllr Pearce proposed to recommend to Full Council that the independent evaluation, public consultation (once due diligence has been completed) and acting on the legal advice received be progressed, with the intended vision and cost of developing the land to be considered by this Committee in December; seconded by Cllr Brooks; all in favour.

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

Cllr Coleby proposed the lease and license items be deferred to the December meeting, subject to the earlier proposal, if approved by Full Council, that an extraordinary meeting be convened if there is not enough time to address the items; seconded by Cllr Page; all in favour.

The Chair closed the meeting at 13:15

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Signed:
9 January 2024