

Lowestoft Town Council
Extraordinary Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
12:00 on 19 August 2024

MINUTES

Present: Cllrs Wendy Brooks, Graham Parker, Andy Pearce (Chair) and Bernadette Rappensberger

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

30. Welcome

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

31. To receive and consider approval of apologies for absence

Apologies were received from Cllrs Begum and Page with reasons provided. Cllr Rappensberger proposed approval; seconded by Cllr Pearce; all in favour.

32. Declarations of Interests and dispensations

- 32.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda – There were no declarations.
- 32.2. To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted – No written requests for dispensations had been received.

33. To consider the draft minutes and confidential note of the meeting on 16th July 2024

Cllr Pearce proposed approval; seconded by Cllr Rappensberger; all in favour.

34. 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 advanced comments had been received and there were no members of the public in attendance.

35. Budget and Loan:

- 35.1. To monitor the budget for 2024 – 2025, including delegated Committee and Sub-Committee budgets – There were no comments.
- 35.2. To note any bank reconciliations – June 2024 was complete and July 2024 was in progress.
- 35.3. To consider any recommendations from the Budget and Loan Sub-Committee:
 - 35.3a. Terms of Reference – The Sub-Committee had recommended it be changed to a Working Group as it has no delegations and its sole purpose is to explore budget options. However, the working group would still have a chair and produce minutes of the meetings.

The Acting Town Clerk entered the chamber at 12:06

There were concerns that this was an unnecessary downgrade of a Sub-Committee and failed to meet standards of transparency.

Cllr Pearce proposed to endorse the recommendation and change the Sub-Committee to a Working Group; seconded by Cllr Rappensberger; three votes in favour and one vote against.

- 35.3b. The meeting schedule – The meeting schedule had been agreed to be Monday at 12:30 on a weekly basis, with the first meeting schedule for Monday 9th September 2024.

The Acting Town Clerk temporarily left the chamber at 12:10

Lowestoft Town Council
Extraordinary Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
12:00 on 19 August 2024

36. Payments and Receipts:

36.1. To note the income and expenditure reports for July 2024 and August 2024 to date, including payments made under delegated authority (see schedules) – These reports would be reviewed by Full Council, where any queries would be raised.

36.2. To consider any payments for approval (see schedule)

36.2a. To consider a payment of £603 for a Dosatron fertiliser injector – This request was received from the Grounds Maintenance and would be funded from the Grounds Contingency budget. Cllr Pearce proposed approval of the payment; seconded by Cllr Rappensberger; all in favour.

Table 1 July and August Payments

Date	Payment to	Description	Amount
18/07/2024	NPower Ltd	Triangle Market Electric June	£455.66 + £22.78 VAT = £478.44
18/07/2024	Need2Store Ltd	Civic Artefact Storage	£200.00 + £40.00 VAT = £240.00
19/07/2024	Public Works Loan Board	Marina Loan Repayment	£6,732.75
19/07/2024	NPower Ltd	Kensington Garden Electric Jun	£93.00 + £4.65 VAT = £97.65
19/07/2024	NPower Ltd	Kensington Garden Electric Jun	£108.96 + £5.45 VAT = £114.41
19/07/2024	NPower Ltd	Denes Oval Electric June	£418.76 + £20.94 VAT = £439.70
19/07/2024	NPower Ltd	Pakefield St PC Electric June	£70.25 + £3.51 VAT = £73.76
19/07/2024	NPower Ltd	SN Electric Dec 23 CN	£205.02 + £10.25 VAT = £215.27
22/07/2024	Fuel Card Services Ltd	Vehicle Fuel	£250.39 + £50.08 VAT = £300.47
22/07/2024	Fuel Card Services Ltd	Vehicle Fuel	£172.99 + £34.60 VAT = £207.59
23/07/2024	SALARIES	SALARIES	£43,899.14
23/07/2024	NPower Ltd	Low Cemetery PC Electric June	£52.95 + £2.65 VAT = £55.60
23/07/2024	NPower Ltd	Normanston Park Electric June	£127.82 + £6.39 VAT = £134.21
23/07/2024	British Gas	P/Ledger Electronic Payment	£132.06
23/07/2024	Folkes Plant & Aggregates Ltd	Denes Oval Surfacing	£114.99 + £23.00 VAT = £137.99
24/07/2024	Chris Meek	July Expenses	£159.21 + £17.18 VAT = £176.39
24/07/2024	Sarah Foote	July Expenses	£310.75 + £59.92 VAT = £370.67
26/07/2024	EE Limited	Mobile Phones July	£733.05 + £146.61 VAT = £879.66
29/07/2024	Eon Energy	P/Ledger Electronic Payment	£5.00
29/07/2024	Smith Bros Timber (East Anglia	R&M Supplies	£9.25 + £1.85 VAT = £11.10
29/07/2024	Nicholsons Solicitors LLP	Property Legal Advice	£1,044.90 + £208.98 VAT = £1,253.88
29/07/2024	Tennis Court Surface Solutions	Paint 6x Pickleball Courts	£6,240.00
29/07/2024	Ace Clearance East Anglia Ltd	Bulky Waste July	£1,479.00 + £0.00 VAT = £1,479.00
29/07/2024	Re-Utilise	Pride Event Supplies	£100.00
29/07/2024	Sarah Reimbursement	TH Heritage Officer Advert	£575.00 + £115.00 VAT = £690.00
29/07/2024	South Pier Lowestoft	South Pier Lowestoft Sponsor	£3,500.00
29/07/2024	Michael Winter	July Expenses	£25.42 + £3.66 VAT = £29.08
29/07/2024	Fatstickman Ltd	PPE	£677.80 + £135.56 VAT = £813.36

Lowestoft Town Council

Extraordinary Meeting of the Finance and Governance Committee

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

12:00 on 19 August 2024

29/07/2024	Travis Perkins Trading Company	Toolkits x4	£879.96
29/07/2024	Smith Bros Timber (East Anglia)	R&M Supplies	£29.80 + £5.96 VAT = £35.76
29/07/2024	CIA Fire & Security Ltd	Denes Oval Smart Gate x2	£11,000.00 + £2,200.00 VAT = £13,200.00
29/07/2024	Boggis Electrical Ltd	Marina Theatre Electrical Work	£9,479.93 + £1,895.99 VAT = £11,375.92
29/07/2024	East Suffolk Services Ltd	Waste Collection Q2	£2,294.50 + £458.90 VAT = £2,753.40
29/07/2024	Smith Bros Timber (East Anglia)	Paintbrush	£4.08 + £0.82 VAT = £4.90
29/07/2024	Seletar Signs	Tennis Court Signs	£30.00 + £6.00 VAT = £36.00
29/07/2024	Peter Colby Commercials Ltd	Unit 2 Electric April	£627.38
29/07/2024	Smith Bros Timber (East Anglia)	R&M Supplies	£11.92 + £2.38 VAT = £14.30
29/07/2024	Broadland Security Alarms	Denes Oval Fire Risk Works	£2,334.72 + £466.94 VAT = £2,801.66
29/07/2024	MJ Training	First Aid Training	£350.00 + £70.00 VAT = £420.00
29/07/2024	Peter Colby Commercials Ltd	Unit 2 Electric March	£621.95
29/07/2024	Smith Bros Timber (East Anglia)	Nails	£3.75 + £0.75 VAT = £4.50
29/07/2024	M.S. Oakes LTD	Marina Roller Door Survey	£845.00 + £169.00 VAT = £1,014.00
29/07/2024	Norfolk Security Ltd	Sparrows Nest Security July	£182.00 + £36.40 VAT = £218.40
29/07/2024	Munnings Supplies Ltd	Gloves	£73.50 + £14.70 VAT = £88.20
29/07/2024	Munnings Supplies Ltd	Marking Spray & Hard Hat	£127.00 + £18.60 VAT = £145.60
29/07/2024	Travis Perkins Trading Company	Pliers	£42.90
29/07/2024	Garden Discount Centre Ltd	Chipper Hire	£270.00 + £54.00 VAT = £324.00
29/07/2024	Munnings Supplies Ltd	R&M Supplies	£90.75 + £16.95 VAT = £107.70
29/07/2024	Kompan Ltd	Quarterly Play Inspection	£1,663.41 + £332.68 VAT = £1,996.09
29/07/2024	CIA Fire & Security Ltd	Smart Gate Contract	£562.80 + £112.56 VAT = £675.36
29/07/2024	Hestia Home Heating Ltd	Martello Gas Inspection	£140.00 + £28.00 VAT = £168.00
29/07/2024	Hestia Home Heating Ltd	Giardino Gas Inspection	£140.00 + £28.00 VAT = £168.00
29/07/2024	Boggis Electrical Ltd	Marina Theatre Electrical Work	£2,882.63
29/07/2024	Cloudy Group Ltd	Laptops x3	£2,863.00 + £572.60 VAT = £3,435.60
29/07/2024	Garden Discount Centre Ltd	Brushcutter Repair	£45.68 + £9.14 VAT = £54.82
29/07/2024	Smith Bros Timber (East Anglia)	Welded Mesh Town Hall	£41.00 + £8.20 VAT = £49.20
29/07/2024	St John Ambulance	D-Day Event First Aid	£686.40
29/07/2024	Travis Perkins Trading Company	Fence Stain	£11.29
29/07/2024	Energy Assets Limited	MT Meter Removal	£546.20 + £109.24 VAT = £655.44
29/07/2024	OPR Consulting Ltd	Project Support June	£3,107.50 + £0.00 VAT = £3,107.50
29/07/2024	Smith Bros Timber (East Anglia)	R&M Supplies	£48.95 + £9.79 VAT = £58.74

Lowestoft Town Council

Extraordinary Meeting of the Finance and Governance Committee

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

12:00 on 19 August 2024

29/07/2024	Garden Discount Centre Ltd	File Holder	£9.18 + £1.84 VAT = £11.02
01/08/2024	East Suffolk Council	Links Road Car Park NNDR 24-25	£212.00
01/08/2024	East Suffolk Council	SN Bowls NNDR 2024-25	£104.00
01/08/2024	East Suffolk Council	Hamilton House NNDR 2024-25	£998.00
02/08/2024	Cycling in Lowestoft	Cycling in Lowestoft Grant	£158.00
02/08/2024	Suffolk Pension Fund	Pensions July 2024	£15,850.38
02/08/2024	Henri Rex	Pride Performance	£175.00
02/08/2024	HMRC	HMRC July 2024	£15,143.22
02/08/2024	Music Prescription CIC	Music Prescription Grant	£4,920.00
02/08/2024	Keepers Daughter	Keepers Daughter Grant	£1,200.00
02/08/2024	Neville Rowell	Pride Performance	£80.00
02/08/2024	Pakefield Community Group	Pakefield Community Grp Grant	£1,200.00
02/08/2024	Jonny Hawes	Sparrows Nest Reimbursement	£42.26 + £8.45 VAT = £50.71
02/08/2024	Novuna Business Finance	Ford Transit Lease 2024-25	£1,137.61
02/08/2024	Novuna Business Finance	Ford Transit Tipper Lease 2024	£1,207.38
02/08/2024	East Suffolk Council	Whitton Hall NNDR 2024-25	£176.00
02/08/2024	East Suffolk Council	Unit 2 NNDR 2024-25	£761.00
02/08/2024	CIA Fire & Security Ltd	KG Tennis Smartgate Subscripti	£549.00 + £109.80 VAT = £658.80
02/08/2024	Peter Colby Commercials Ltd	Unit 2 Rent August	£1,708.33 + £341.67 VAT = £2,050.00
02/08/2024	AJ Builders	KG Door Repair	£775.20
02/08/2024	Smith Bros Timber (East Anglia	R&M Supplies	£69.96 + £14.00 VAT = £83.96
02/08/2024	Mary Moppins Ltd	PC Cleaning July	£1,175.00 + £235.00 VAT = £1,410.00
02/08/2024	Mary Moppins Ltd	Whitton Hall Cleaning July	£249.50 + £49.90 VAT = £299.40
02/08/2024	Garden Discount Centre Ltd	Hedgetrimmer and Shredder	£1,071.34 + £214.27 VAT = £1,285.61
02/08/2024	Mary Moppins Ltd	Gunton Hall Cleaning July	£249.50 + £49.90 VAT = £299.40
02/08/2024	Munnings Supplies Ltd	PC Supplies	£58.70 + £11.74 VAT = £70.44
02/08/2024	East Suffolk Council	TM PC Building Control Inspect	£250.00 + £50.00 VAT = £300.00
02/08/2024	Northumbrian Water Group Ltd	Legionella Risk Assessments 24	£4,927.72 + £985.54 VAT = £5,913.26
02/08/2024	Mulberry & Co	Cllr Planning Training	£200.00 + £40.00 VAT = £240.00
02/08/2024	Munnings Supplies Ltd	PPE	£59.50 + £11.90 VAT = £71.40
02/08/2024	Pathways Care Farm	SN Sensory Garden	£1,392.00 + £0.00 VAT = £1,392.00
02/08/2024	Northumbrian Water Group Ltd	Legionella Monitoring July 24	£1,548.30 + £309.66 VAT = £1,857.96
02/08/2024	Foster Wilson Size LLP	MT Riba Stage 4 4/4	£39,400.00 + £7,880.00 VAT = £47,280.00
02/08/2024	R J Pryce & Co Ltd	SN Gutter Repair	£80.14
02/08/2024	AJ Builders	Gunton Park Fence Repair	£486.00 + £97.20 VAT = £583.20
02/08/2024	Smith Bros Timber (East Anglia	R&M Supplies	£87.80 + £17.56 VAT = £105.36

Lowestoft Town Council

Extraordinary Meeting of the Finance and Governance Committee

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

12:00 on 19 August 2024

02/08/2024	North & Hawkins Ltd	SN PC Condition Survey	£600.00 + £120.00 VAT = £720.00
02/08/2024	Chiltern Sports Contractors Lt	Normanston Tennis Court Works	£11,298.7 + £2,259.74 VAT = £13,558.44
02/08/2024	Chiltern Sports Contractors Lt	KG Tennis Court Works	£9830.60 + £1,966.12 VAT = £11,796.72
02/08/2024	Garden Discount Centre Ltd	R&M Supplies	£22.17 + £4.43 VAT = £26.60
02/08/2024	Smith Bros Timber (East Anglia	Woodwork Brush	£3.42 + £0.68 VAT = £4.10
02/08/2024	Smith Bros Timber (East Anglia	R&M Supplies	£13.35 + £2.67 VAT = £16.02
02/08/2024	Smith Bros Timber (East Anglia	R&M Supplies	£26.80 + £5.35 VAT = £32.15
02/08/2024	Smith Bros Timber (East Anglia	Fen Park Poles	£33.00 + £6.60 VAT = £39.60
02/08/2024	Command Pest Control	Bentley Drive Pest Control	£78.00
02/08/2024	Suffolk Wildlife Trust	MT Ecological Appraisal	£1,236.00 + £247.20 VAT = £1,483.20
02/08/2024	Broadland Security Alarms	TH Alarm Callout	£83.00 + £16.60 VAT = £99.60
02/08/2024	Broadland Security Alarms	Denes Oval Fire Extinguishers	£240.00 + £48.00 VAT = £288.00
02/08/2024	OPR Consulting Ltd	Project Support July	£1,677.50 + £0.00 VAT = £1,677.50
02/08/2024	The Play Inspection Company Lt	Post Installation Play Inspect	£750.00 + £150.00 VAT = £900.00
02/08/2024	Claret Civil Engineering Ltd	KG Drain Survey	£975.00 + £195.00 VAT = £1,170.00
02/08/2024	Claret Civil Engineering Ltd	SN Drain Survey	£975.00 + £195.00 VAT = £1,170.00
02/08/2024	Fatstickman Ltd	PPE	£39.38 + £7.88 VAT = £47.26
02/08/2024	Cloudy Group Ltd	IT Service Charge July	£68.93 + £13.79 VAT = £82.72
02/08/2024	Cloudy Group Ltd	IT Service Charge August	£1,728.52 + £345.70 VAT = £2,074.22
02/08/2024	SALARIES	Salaries Adjustment	£453.52
05/08/2024	Fuel Card Services Ltd	Vehicle Fuel	£405.16 + £81.03 VAT = £486.19
05/08/2024	C&C Consulting Services Ltd	Health and Safety Support	£934.92
09/08/2024	Promoting Pakefield Group	Promoting Pakefield Grant	£1,865.00
09/08/2024	Daniel Smith	Pride Performance	£300.00
09/08/2024	Footprints Pantry BREC	Footprints Pantry Grant	£1,500.00
09/08/2024	Friends of Fen Park	Friends of Fen Park Grant	£100.00
09/08/2024	Rabo de Foguete	Pride Event Performance	£150.00
09/08/2024	V.C. Cooke	Waste Disposal July	£578.00 + £115.60 VAT = £693.60
09/08/2024	Origin Amenity Solutions	Fertiliser	£220.96 + £44.19 VAT = £265.15
09/08/2024	Charles Roberts and Sons	Denes Oval Electrical Work	£140.00 + £28.00 VAT = £168.00
09/08/2024	Charles Roberts and Sons	HH PAT Testing	£250.00 + £50.00 VAT = £300.00
09/08/2024	Charles Roberts and Sons	Normanston Electrical Works	£1,397.09 + £279.42 VAT = £1,676.51
09/08/2024	Safety Signs 4 Less	Public Convenience Signage	£38.47 + £7.69 VAT = £46.16
09/08/2024	East Suffolk One (Radio Networ	Pride Event Music	£175.00 + £0.00 VAT = £175.00
09/08/2024	MJ Training	First Aid Training	£270.00 + £54.00 VAT = £324.00

Lowestoft Town Council

Extraordinary Meeting of the Finance and Governance Committee

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

12:00 on 19 August 2024

09/08/2024	Norfolk Security Ltd	Sparrows Nest Bowls Security	£640.00 + £128.00 VAT = £768.00
09/08/2024	Ace Clearance East Anglia Ltd	Bulky Waste July	£465.00 + £0.00 VAT = £465.00
09/08/2024	Excite Solutions Ltd	Grass Cutting July	£1,150.00 + £230.00 VAT = £1,380.00
09/08/2024	Keable and Flowers Ltd	D Day Food	£250.05 + £50.01 VAT = £300.06
09/08/2024	Glasdon UK Ltd	Bins x10	£4,150 + £830.00 VAT = £4,980.00
09/08/2024	East Point Business Services	HH Service Charge Q2	£7,247.75 + £1,449.55 VAT = £8,697.30
09/08/2024	V.C. Cooke	Waste Collection July	£85.00 + £17.00 VAT = £102.00
09/08/2024	Binder Ltd	KG Drain Works	£463.10 + £92.62 VAT = £555.72
09/08/2024	Cadent Gas Ltd	Marina Gas Works	£24,549.43 + £4,909.89 VAT = £29,459.32
09/08/2024	Munnings Supplies Ltd	PPE	£78.00 + £15.60 VAT = £93.60
09/08/2024	S&S Sound and Lighting Hire Lt	Pride Event Stage	£4,525.00 + £905.00 VAT = £5,430.00
09/08/2024	Howsham Memorials	BVP Memorial Stone	£220.00 + £44.00 VAT = £264.00
09/08/2024	East Point Business Services	HH Service Charge Q1	£7,247.75 + £1,449.55 VAT = £8,697.30
09/08/2024	BUNZL Cleaning & Hygiene Suppl	Public Convenience Supplies	£320.10
09/08/2024	Smith Bros Timber (East Anglia)	R&M Supplies	£3.75 + £0.75 VAT = £4.50
09/08/2024	Munnings Supplies Ltd	PPE	£35.90 + £7.18 VAT = £43.08
09/08/2024	Munnings Supplies Ltd	Public Convenience Supplies	£24.00 + £4.80 VAT = £28.80
09/08/2024	Charles Roberts and Sons	KG Electrical Works	£755.00 + £151.00 VAT = £906.00
09/08/2024	Charles Roberts and Sons	KG Kiosk Electrical Works	£500.00 + £100.00 VAT = £600.00
09/08/2024	AJ Builders	Marina Theatre Cleaning	£512.00 + £102.40 VAT = £614.40
09/08/2024	Smith Bros Timber (East Anglia)	R&M Supplies	£11.25 + £2.25 VAT = £13.50
12/08/2024	Fuel Card Services Ltd	Vehicle Fuel	£354.50 + £70.90 VAT = £425.40
15/08/2024	L Bryant	Pride Performance	£175.00
15/08/2024	M Nursey	Tennis Equipment Reimbursement	£4.09 + £0.82 VAT = £4.91
15/08/2024	S Balls	Pride Performance	£325.00
15/08/2024	Charles Roberts and Sons	SN Bandstand Electrical Work	£145.99 + £29.20 VAT = £175.19
15/08/2024	Charles Roberts and Sons	SN War Museum Electric Works	£1,076.11 + £215.22 VAT = £1,291.33
15/08/2024	Charles Roberts and Sons	Movie Makers Electrical Works	£1,954.89 + £390.98 VAT = £2,345.87
15/08/2024	East Suffolk Council	MT Building Control	£1,687.50 + £337.50 VAT = £2,025.00
15/08/2024	The Play Inspection Company Lt	Annual Play Inspections	£1,515.80 + £303.16 VAT = £1,818.96
15/08/2024	Screwfix	Fan	£320.42
15/08/2024	HS Procurement Associates Ltd	MT Production of Tender Doc	£8,500.00 + £1,700.00 VAT = £10,200.00
15/08/2024	HS Procurement Associates Ltd	TH Tender support	£300.00 + £60.00 VAT = £360.00
15/08/2024	MJ Training	Rock n Roll Event First Aider	£175.00 + £35.00 VAT = £210.00

Lowestoft Town Council

Extraordinary Meeting of the Finance and Governance Committee

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

12:00 on 19 August 2024

15/08/2024	Travis Perkins Trading Company	Pipe Bracket	£2.40 + £0.48 VAT = £2.88
15/08/2024	Munnings Supplies Ltd	PPE	£27.50 + £5.50 VAT = £33.00
15/08/2024	Newsquest Media Group Ltd	Job Adverts	£541.50 + £108.30 VAT = £649.80
15/08/2024	Lound Plant Centre	Watering Cans	£33.30 + £6.66 VAT = £39.96
15/08/2024	Zurich Municipal	Play Area Insurance	£92.42 + £0.00 VAT = £92.42
15/08/2024	Safety Signs 4 Less	H&S Signage	£19.64 + £3.93 VAT = £23.57
15/08/2024	S&G Fabrications (Lowestoft) L	Rebar	£120.00 + £24.00 VAT = £144.00
15/08/2024	R J Pryce & Co Ltd	Copper Tube	£4.64 + £0.93 VAT = £5.57
15/08/2024	HAT Projects Ltd	TH Development Project	£2,743.33 + £548.67 VAT = £3,292.00
15/08/2024	Harriet Foster	TH Evaluation Plan	£1,100.00 + £0.00 VAT = £1,100.00
15/08/2024	Andrew Morton Associates Ltd	TH Project Stage 4	£5,796.00 + £1,159.20 VAT = £6,955.20
15/08/2024	Hutton & Rostron Environmental	TH Investigation	£6,715.00 + £1,343.00 VAT = £8,058.00
15/08/2024	Daniel Connal LLP	TH Renovation Works	£2,500.00 + £500.00 VAT = £3,000.00
15/08/2024	MossKing Associates Ltd	TH Delivery Project	£4,945.00 + £0.00 VAT = £4,945.00
15/08/2024	Andrew Morton Associates Ltd	TH Project Stage 4	£1,932.00 + £386.40 VAT = £2,318.40
15/08/2024	MossKing Associates Ltd	TH Project Delivery	£1,365.00 + £0.00 VAT = £1,365.00
15/08/2024	Travis Perkins Trading Company	Cement	£93.45 + £18.69 VAT = £112.14
16/08/2024	Credit Card Account	Credit Card Purchases	£1,930.94
16/08/2024	Eon Energy	Fen Park Electric July	£15.81
19/08/2024	C&C Consulting Services Ltd	Health and Safety Support	£49.50 + £9.90 VAT = £59.40
19/08/2024	Fuel Card Services Ltd	Vehicle Fuel	£73.22 + £14.64 VAT = £87.86
19/08/2024	Need2Store Ltd	Civic Artefact Storage	£200.00 + £40.00 VAT = £240.00

Table 2 July and August Receipts

Date	Received From	Description	Amount
19/07/2024	Tenant	Rental Income from Tenant	£300.00
22/07/2024	Market Income	Weekly Market Income	£37.00
24/07/2024	Slimming World	Whitton Hall Hire	£756.00
29/07/2024	Tenant	Rental Income from Tenant	£300.00
31/07/2024	Stripe	Denes Oval Floodlights	£1.69
02/08/2024	Tenant	Rental Income from Tenant	£300.00
05/08/2024	Market Income	Weekly Market Income	£18.50
05/08/2024	Tenant	Rental Income from Tenant	£213.16
07/08/2024	Resident	Whitton Hall Hire	£56.00
09/08/2024	LTA Tennis Foundation	Tennis Court Funding	£13,600
09/08/2024	Tenant	Rental Income from Tenant	£300.00
13/08/2024	HMRC	VAT Return Q1	£152,399.91
15/08/2024	Resident	Whitton Hall Hire	£56.00

Lowestoft Town Council
Extraordinary Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
12:00 on 19 August 2024

16/08/2024	Tenant	Rental Income from Tenant	£300.00
19/08/2024	Market Income	Weekly Market Income	£18.50
19/08/2024	Stripe	Denes Oval Floodlights	£1.69

The Acting Town Clerk returned to the chamber at 12:11

37. Grants and Sponsorships

37.1. To note the received grant applications and consider whether they require urgent consideration:

37.1a. Lowestoft Town Football Club - No specified amount – Cllr Brooks declared she was the Lowestoft Town Council (LTC) representative on the Plaisir Twinning Association. It was noted the full project cost was £4,500.

Cllr Brooks suggested £1,000 be granted to the group. The budgets were queried and it was confirmed the Community Engagement budget had a remaining balance of approximately £15,000.

Cllr Pearce proposed officers check the current project cost and that full cost be covered in the grant, with £3,300 funded from the Community Engagement budget and £1,200 from the Grants budget, and a request to the club to consider a possible sponsorship request to LTC in Winter 2025 if this becomes an annual event; seconded by Cllr Brooks; all in favour.

37.1b. Citizens Advice - £3,000 – Cllr Pearce declared he had personally benefitted from Citizens Advice and had no prior knowledge of this application.

Cllr Brooks proposed approval of the application; seconded by Cllr Parker. Cllr Pearce requested an amendment to specify £1,000 be funded from the Community Engagement budget, £1,000 from the Food and Social Relief budget and £1,000 from the Grants budget. Cllrs Brooks and Parker agreed to the amendment and a vote was held with all in favour.

37.2. To consider the received grant application feedback form:

37.2a. Robert Mayes Charity – The committee noted receipt of the feedback form and requested officers provide the Committee’s thanks to the charity.

To consider supporting the Britten as a Boy fundraiser through the purchase of a maquette – The organisation did not have time to submit a grant application and instead encouraged LTC to consider purchasing a maquette of the Britten as a Boy. The options were the 24” maquette (£8,400) and the 36” maquette (£9,600). It was confirmed the Arts and Heritage budget had a remaining balance of £25,000.

Cllr Brooks proposed to purchase the 36” maquette, funded from the Arts and Heritage budget; seconded by Cllr Pearce. The proposal was amended to request an item on the next agenda to consider interim storage arrangements for the maquette and any associated costs, and a request to the Town Hall Project team to consider including this new purchase in the interpretation displays for the Town Hall. A vote was held with all in favour.

38. Other financial and governance matters, including:

38.1. To review and consider a recommendation to Full Council on the rationalisation of 9.1 and 9.2 of the Financial Regulations, including current authorised users and scenarios, protocol for reviewing and adding new authorised users and review of authorisation limits – This item was deferred to the next meeting.

38.2. Sports:

38.2a. To note Parks Tennis Project expenditure to date and to consider budget provision for installation of a practice wall at Denes Oval – It was agreed to discuss this item in confidential session.

Lowestoft Town Council

Extraordinary Meeting of the Finance and Governance Committee

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

12:00 on 19 August 2024

38.2b. To agree a budget for the purchase of additional sports equipment – The Lawn Tennis Association had recommended the purchase adult and junior rackets, tennis balls and other kit such as court markers and a first aid kit to form the tennis activated kit.

Cllr Pearce proposed to purchase this equipment as part of LTC's contractual obligations under the funding agreement, and it be funded from the tennis courts earmarked reserve under the Play Areas budget; seconded by Cllr Brooks; all in favour.

Cllr Brooks suggested a new Working Group be formed to deal with sport development and provision in the town in conjunction with the Sports Development officer. Alternatively it could be covered under the Parks and Open Spaces agenda. It was agreed to ask the Parks and Open Spaces Sub-Committee to consider this at their September meeting.

38.3. To consider options and costs for a temporary heating solution for the Marina Theatre from October 2024 – April 2025 – It was noted this may not be required as space heaters could be brought into the auditorium at a cost of £400 per heater, with a total of three required.

Cllr Pearce proposed to ring fence £1,500 in the Marina Theatre Capital Earmarked Reserve, with a delegation to officers to spend that amount if necessary, otherwise this item would return to this Committee for a decision; seconded by Cllr Rappensberger; all in favour.

38.4. To consider budget provision for an extension of the Bulky Waste Trial Scheme – The one-year trial was due to end 31 October 2024 and Full Council was due to consider if this would be made a permanent service. If Full Council were agreeable, then it would be best to extend the current contract until 31 March 2025, the funds for which were already in place, with a full tender to be undertaken to procure a permanent contractor.

Cllr Pearce proposed officers speak with Ace Clearance and explain the intention to make the trial permanent, subject to Full Council approval, with an initial short-term extension with them until 31 March 2025 and a tender process to be undertaken over Winter 2024 to commence in the 2025-2026 financial year. Officers would query if Ace Clearance would accept the planned budget for the five months from October 2024 to March 2025, or if they have a counter-offer. If they provide a counter-offer this would be brought back to the Committee in September. If they did not seek an increase in the budget then the officers would have the delegation to accept and authorise the funding; seconded by Cllr Brooks; all in favour.

38.5. To consider whether to make a recommendation to Full Council to allow councillors access to Lowestoft Town Council emails on their personal devices – The Committee agreed the information and data security and reputational security of the council was of the highest priority and should not be risked for the convenience of any individual councillor.

Cllr Pearce proposed to recommend Full Council does not allow councillors to access LTC emails on their personal devices. If a Councillor would prefer a council-owned phone rather than a laptop, then they would need to provide a clear case of need and disadvantage to the Acting Town Clerk. This would be a case-by-case basis and judged on its merits and would still not allow any use of personal devices; seconded by Cllr Rappensberger; all in favour.

38.6. To receive an update on the proposed approach and timescales for bringing payroll operations inhouse (some aspects may be confidential) – This item would be discussed in confidential session.

38.7. To give early consideration to preparations for the annual budget exercise, including sourcing budget requests from officers and other Committees and Sub-Committees, and managing the financial transition from Hamilton House to the Town Hall (some

Lowestoft Town Council

Extraordinary Meeting of the Finance and Governance Committee

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

12:00 on 19 August 2024

aspects may be confidential) – It was requested officers ask all Committees and Sub-Committee to compile a list of projects and required expenditure for the Budget and Loan Working Group in September, or the first half of October. Officer recommendations were also requested for the office and grounds equipment.

38.8. To consider submitting feedback and a recommendation to Full Council regarding the draft Hamilton House lease (confidential) – This item would be discussed in confidential session.

39. Date of the next meeting

10th September 2024 - 10:30 – Cllr Parker proposed the September meeting be moved to 9th September 2024 as he had issues attending on the 10th September. The proposal was not seconded. It was agreed for officers to contact members of the Committee in advance and establish if the next meeting would be quorate. If a quorum could not be established, then officers would consider and send out alternative dates for an extraordinary meeting. Cllr Parker gave his apologies for the 10th September.

40. Items for the next agenda and close

No items were requested.

41. **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:**

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

The Chair closed the meeting to the public and moved into confidential session at 13:16

38.2a. To note Parks Tennis Project expenditure to date and to consider budget provision for installation of a practice wall at Denes Oval Tennis – Cllr Brooks proposed to endorse the recommendation from the Sports Development Officer and not progress the installation of a practice wall at this stage; seconded by Cllr Pearce; all in favour.

38.6. To receive an update on the proposed approach and timescales for bringing payroll operations inhouse (some aspects may be confidential) – A confidential update was provided to the Committee.

38.8. To consider submitting feedback and a recommendation to Full Council regarding the draft Hamilton House lease (confidential) – The options provided by the consultant were reviewed. Cllr Pearce made a confidential proposal; seconded by Cllr Rappensberger; all in favour.

The Chair closed the meeting at 13:31

Signed:

8 October 2024