

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 October 2024

MINUTES

Present: Cllrs Connor Blowers, Neil Coleby (Deputy Chair), Andy Pearce (Chair) and Bernadette Rappensberger

In Attendance: James Cox (Finance Manager) and Taylor Williams (Committee Clerk & Planning Assistant)

54. Welcome

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

55. To receive and consider approval of apologies for absence

Apologies were received from Cllrs Wendy Brooks, Paul Page and Graham Parker with reasons provided. Cllr Nasima Begum apologised that she may be late to the meeting. Cllr Pearce proposed approval; seconded by Cllr Blowers; all in favour.

56. Declarations of Interests and dispensations

56.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda – Cllr Blowers declared he was on the Management Committee of Kirkley Peoples Forum. Cllr Pearce declared he was Chair of the Roman Hill School Committee in relation to item 61.1a as Roman Hill was a potential recipient of the project. Cllr Pearce declared he was aware of all three grant applications as he had provided advice on the cut off dates for the organisations to submit their applications, but he was not involved in any of the projects. Cllr Rappensberger declared she had been aware of the application from HighTide but had no involvement in their application, and she was the Lowestoft Town Council (LTC) representative to Kirkley Peoples Forum and attends their drop-in sessions as a Ward Councillor.

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

57. To consider the draft minutes and confidential note of the meeting on 10 September 2024

It was agreed to defer approval of the minutes to the next meeting.

58. 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 no members of the public were in attendance.

59. Budget and Loan:

59.1. To monitor the budget for 2024 – 2025, including delegated Committee and Sub-Committee budgets – There were no comments on the budget.

59.2. To note any bank reconciliations – Bank reconciliations for August were underway and September was due to be completed.

59.3. To approve the minutes of the Budget and Loan Sub-Committee meeting on Monday 12 August 2024 – Cllr Pearce proposed approval; seconded by Cllr Rappensberger; all in favour.

59.4. To consider the process of engagement between Councillors and Officers in relation to the 2025/2026 budget setting work, where communication is required outside of Budget and Loan and Finance and Governance meetings (some aspects may be confidential) – To be discussed in confidential session.

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60. Payments and Receipts:

60.1. To note the income and expenditure reports for September 2024 and October 2024 to date, including payments made under delegated authority (see schedules) – Cllr Pearce proposed to accept the report as an accurate record of Lowestoft Town Council's (LTC) income and expenditure; seconded by Cllr Rappensberger; all in favour.

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

Table 1 September and October Payments

Date	Payment to	Description	Amount
11/09/2024	Sage Global Services Ltd	Payroll 5/9 - 4/10	£5.00 + £1.00 VAT = £6.00
13/09/2024	Most Easterly Community Group	MECG Grant	£100.80
13/09/2024	Sarah Foote	September Reimbursement	£94.17 + £16.67 = £110.84
13/09/2024	Miriam Hanid	HODs Market Demonstration	£200.00
13/09/2024	PHS Group	Whitton Hall DOC	£7.16 + £1.43 VAT = £8.59
13/09/2024	PHS Group	Normanston PC DOC	£7.16 + £1.43 VAT = £8.59
13/09/2024	Wilco Motor Spares Ltd	Adblue	£91.88
13/09/2024	George Roberts Global Scaffold	Pedestrian Barriers x10	£410.00 + £82.00 VAT = £492.00
13/09/2024	AJ Builders	MT Gas Pipe Purge	£2,500.00 + £500.00 VAT = £3,000.00
13/09/2024	Lowestoft Studio Ceramics	HODs Market Demonstrations	£150.00 + £0.00 VAT = £150.00
13/09/2024	Ace Clearance East Anglia Ltd	Bulky Waste September	£1,443.00 + £0.00 VAT = £1,443.00
13/09/2024	East Coast Mower Services	John Deere Service	£358.09 + £0.00 VAT = £358.09
13/09/2024	BNP Paribas Leasing	Printer Hire	£344.00 + £68.80 VAT = £412.80
16/09/2024	C&C Consulting Services Ltd	H&S Support	£49.50 + £9.90 VAT = £59.40
16/09/2024	Fuel Card Services Ltd	Vehicle Fuel	£292.60 + £58.52 VAT = £351.12
16/09/2024	Credit Card Account	Credit Card Purchases	£1,838.31
16/09/2024	Garden Discount Centre Ltd	Chain oil & hire of chipper	£437.92 + £87.58 VAT = £525.50
16/09/2024	Genpower Ltd	Marina Heater x2	£566.65 + £113.33 VAT = £679.98
16/09/2024	Smith Bros Timber (East Anglia)	R&M Supplies	£36.52 + £7.30 VAT = £43.82
16/09/2024	Excite Solutions Ltd	Football Pitch Marking	£200.00 + £40.00 VAT = £240.00
16/09/2024	R J Pryce & Co Ltd	Fluorescent Tube Starter	£73.97
16/09/2024	Screwfix	Dust Suppression Water Tank	£427.51
16/09/2024	TackleStore Ltd	G-Force Harnesses	£95.99 + £19.20 VAT = £115.19
16/09/2024	Garden Discount Centre Ltd	Helmet Set and Chain Oil	£61.08
16/09/2024	Travis Perkins Trading Company	Gravel/shingle	£251.61
16/09/2024	Fleet 96 Rentals Ltd	Van Hire September	£900.00 + £180.00 VAT = £1,080.00
16/09/2024	Smith Bros Timber (East Anglia)	R&M Supplies	£6.71 + £1.35 VAT = £8.06
17/09/2024	Eon Energy	Electricity WC's Fen Park Aug	£11.07
18/09/2024	Need2Store Ltd	Rental Unit 164 18/9 -	£200.00 + £40.00 VAT = £240.00

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		18/10	
18/09/2024	Guy McGregor & Associates Ltd	Mths 4-5 payslip, pension, P11	£273.00 + £54.60 VAT = £327.60
20/09/2024	NPower Ltd	Kensington Gdns 1 - 31 Aug	£94.86 + £4.74 VAT = £99.60
20/09/2024	NPower Ltd	Kensington Gardens 1- 31 Aug	£113.54 + £5.68 VAT = £119.22
20/09/2024	NPower Ltd	Denes Oval 1 - 34 Aug	£433.62 + £21.68 VAT = £455.30
20/09/2024	NPower Ltd	Pakefield St Pub Conv 1-31 Aug	£86.90 + £4.34 VAT = £91.24
20/09/2024	NPower Ltd	Naval Museum 1-31/8/24	£985.87 + £197.17 VAT = £1,183.04
23/09/2024	Fuel Card Services Ltd	Fuel Sep	£215.35 + £43.07 VAT = £258.42
23/09/2024	British Gas	P/Ledger Electronic Payment	£132.06
23/09/2024	Salaries	September Salaries	£44,454.45
24/09/2024	NPower Ltd	Triangle 1-31Aug	£478.23 + £23.91 VAT = £502.14
24/09/2024	NPower Ltd	Elec Normanston Park 1-31 Aug	£164.05 + £8.20 VAT = £172.25
24/09/2024	NPower Ltd	WCs's Rotterdam Rd 1-31Aug	£57.46
26/09/2024	Garden Discount Centre Ltd	Oil	£51.50 + £10.30 VAT = £61.80
26/09/2024	Paperworks (Books and Prints)	Updates to Virtual Town Hall	£187.50 + £0.00 VAT = £187.50
26/09/2024	Liquid DJ	PA system tennis court opening	£300.00 + £0.00 VAT = £300.00
26/09/2024	Andrew Morton Associates Ltd	Valuations etc balance	£966.00 + £193.20 VAT = £1,159.20
26/09/2024	Glasdon UK Ltd	5 Throwing Buoys & rope	£475.65 + £95.13 VAT = £570.78
26/09/2024	A12 Pest Management	Wasp nest treatment Kensington	£65.00 + £0.00 VAT = £65.00
26/09/2024	MossKing Associates Ltd	Delivery stage project	£4,856.00 + £0.00 VAT = £4,856.00
26/09/2024	Folkes Plant & Aggregates Ltd	10M Ballast	£84.00 + £16.80 VAT = £100.80
26/09/2024	Ace Clearance East Anglia Ltd	Clear goods	£659.00 + £0.00 VAT = £659.00
26/09/2024	PLB Projects Ltd	Town Hall prof fees	£11,200.00 + £2,240.00 VAT = £13,440.00
26/09/2024	Pearce & Kemp Limited	Electric work @ Denes Oval	£773.89 + £154.78 VAT = £928.67
26/09/2024	Munnings Supplies Ltd	Hi-Vis	£34.00 + £6.80 VAT = £40.80
26/09/2024	Munnings Supplies Ltd	Apron and wet wipes	£71.00 + £14.20 VAT = £85.20
26/09/2024	OPR Consulting Ltd	Consultancy 2-16th Sept	£2,021.25 + £0.00 VAT = £2,021.25
26/09/2024	Garden Discount Centre Ltd	Transparent combination canist	£34.86 + £6.97 VAT = £41.83
26/09/2024	PHS Group	20/9/24 - 15/11/24	£10.75
26/09/2024	Smith Bros Timber (East Anglia)	Misc fixings	£40.08 + £8.02 VAT = £48.10
26/09/2024	Fenland Leisure Products Ltd	Basketball Hoop	£311.67 + £62.33 VAT = £374.00
26/09/2024	HAT Projects Ltd	19th drawdown of fees	£2,743.33 + £548.67 VAT = £3,292.00
26/09/2024	MossKing Associates Ltd	Heritage project mgt	£1,365.00 + £0.00 VAT =

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			£1,365.00
26/09/2024	R J Pryce & Co Ltd	Signs for toilets	£132.05
26/09/2024	Community Heartbeat Trust Ltd	Defibs	£4,345.00 + £869.00 VAT = £5,214.00
26/09/2024	Smith Bros Timber (East Anglia	Misc fixings	£96.34 + £19.25 VAT = £115.59
26/09/2024	Home-Start in Suffolk	Home Start Grant	£5,000.00 + £0.00 VAT = £5,000.00
26/09/2024	Darren Breeze Woodturning	Demonstrate at Heritage Market	£150.00 + £0.00 VAT = £150.00
26/09/2024	Mulberry & Co	Internal Audit 2024/25	£493.00 + £98.60 VAT = £591.60
26/09/2024	Wave Ltd	Whapload Rd 12/6 - 11/9	£1,769.18 + £0.00 VAT = £1,769.18
26/09/2024	East Suffolk Services Ltd	Bin collection 15 Aug - 30 Sep	£74.75 + £14.95 VAT = £89.70
26/09/2024	NR Health & Fitness Club (Lowe	Bike hire re outreach event	£200.00 + £40.00 VAT = £240.00
26/09/2024	Aquaculture Innovations Ltd	4 polycarbonate sheets	£506.20 + £101.24 VAT = £607.44
26/09/2024	The Marina Theatre Trust	Qtrly mgt fee 25/6 - 24/12	£37,500.00 + £7,500.00 VAT = £45,000.00
26/09/2024	The Safe Shop Ltd	4 Parking posts	£249.52 + £49.90 VAT = £299.42
26/09/2024	Mary Moppins Ltd	Cleaning Sep 24	£987.00 + £197.40 VAT = £1,184.40
26/09/2024	Wave Ltd	Standpipe Kens'n 19/6-18/9	£22.85
26/09/2024	EE Limited	Mobile phone charges	£916.55
27/09/2024	Garden Discount Centre Ltd	Lifting tongs	£35.40 + £7.08 VAT = £42.48
30/09/2024	Nasima Begum	Germany Reimburse	£364.57
30/09/2024	Unity Trust Bank	Service charge	£102.45
30/09/2024	Jonny Hawes	Q2 Expenses	£277.66 + £11.72 VAT = £289.38
30/09/2024	Northumbrian Water Group Ltd	Sep 24 monitor & maint	£1,548.30 + £309.66 VAT = £1,857.96
30/09/2024	Patricia Day	Costumed engagement @ Heritage	£150.00 + £0.00 VAT = £150.00
30/09/2024	R J Pryce & Co Ltd	5 padlocks, Fire assembly sign	£60.12 + £12.02 VAT = £72.14
30/09/2024	AJ Builders	anti-climb rollers, toilets TM	£4,550.00 + £910.00 VAT = £5,460.00
30/09/2024	Smith Bros Timber (East Anglia	Mts 47 mm x 75 mm	£83.25 + £16.65 VAT = £99.90
30/09/2024	AJ Builders	Refurb toilet block - Triangle	£73,193.25 + £14,638.65 VAT = £87,831.90
30/09/2024	Expert Print Management Ltd	100 Enamel Badges	£150.00 + £30.00 VAT = £180.00
30/09/2024	Smith Bros Timber (East Anglia	Misc fixings	£150.07 + £30.03 VAT = £180.10
30/09/2024	Ben Burgess GroundsCare Equipm	Toplink CAT1/1	£28.64 + £5.73 VAT = £34.37
30/09/2024	Hags-SMP Ltd	Play equipment	£43,671.71 + £8,734.34 VAT = £52,406.05
30/09/2024	Hags-SMP Ltd	Play equipment	£37,500.00 + £7,500.00 VAT = £45,000.00
30/09/2024	Jewson	Petrol Cut Off Saw	£906.00
30/09/2024	East Coast Mower Services	Service & sharpen Hedge	£142.92 + £0.00 VAT = £142.92

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		cutter	
30/09/2024	Munnings Supplies Ltd	Cargo trousers & gloves	£43.00 + £8.60 VAT = £51.60
30/09/2024	Excite Solutions Ltd	Grounds maint Aug 2 visits	£1,150.00 + £230.00 VAT = £1,380.00
30/09/2024	Wilco Motor Spares Ltd	Booster, charger, compressor	£144.15
30/09/2024	Charles Roberts and Sons	Materials on remedials	£2,539.00 + £507.80 VAT = £3,046.80
30/09/2024	Garden Discount Centre Ltd	Shredder/Chipper	£500.00 + £100.00 VAT = £600.00
30/09/2024	Sprinkler Irrigation Systems L	Rain lance and coupling	£62.06 + £12.41 VAT = £74.47
30/09/2024	Munnings Supplies Ltd	XL gloves	£55.00 + £11.00 VAT = £66.00
30/09/2024	Fatstickman Ltd	Embroidery	£40.50 + £8.10 VAT = £48.60
30/09/2024	Net World Sports	Gym Equipment	£494.60 + £98.92 VAT = £593.52
30/09/2024	Hags-SMP Ltd	Play equipment	£2,328.29 + £465.65 VAT = £2,793.94
30/09/2024	Peter Colby Commercials Ltd	Serv Chg Kirkley Bus Park Aug	£2,890.65
30/09/2024	Eon Energy	P/Ledger Electronic Payment	£5.00

Table 2 September and October Receipts

Date	Received From	Description	Amount
12/09/2024	National Lottery Heritage Fund	Town Hall Funding	£33,668.30
12/09/2024	Stripe	Denes Oval Floodlights	£1.69
13/09/2024	Stripe	Denes Oval Floodlights	£3.38
13/09/2024	Tenant	Rental Income from Tenant	£300.00
16/09/2024	Resident	Whitton Hall Hire	£84.00
23/09/2024	Tenant	Rental Income from Tenant	£300.00
27/09/2024	East Suffolk Council	Precept 2 nd Instalment	£1,046,461.56
27/09/2024	Tenant	Rental Income from Tenant	£300.00
30/09/2024	Tenant	Rental Income from Tenant	£213.16
30/09/2024	Stripe	Denes Oval Floodlights	£2.69

61. Grants and Sponsorships

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

61.1.a. HighTide - £10,000 – Cllr Pearce informed the Committee he had attended their previous event and was approached on LTC's interest in funding, or part-funding, the project, to which Cllr Pearce directed to them to the grant application process and notified them the normal lend limit was £2,000.

Regarding Roman Hill's involvement in the project, Cllr Pearce informed the Committee that the decision to participate would not be made by the School Committee.

It was noted that the funds were not required until December.

Cllr Blowers declared the organisation's previous event had been held at the Marina Theatre, his place of work.

It was agreed to defer this item to later in the meeting when Cllr Begum has joined to ensure quorate numbers should members need to leave the chamber

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due to declared interests.

61.1b. Lowestoft North Cliff Community Garden – £125 – It was noted that the organisation was a registered charity and this application was to fund their initial year's liability insurance on the basis that no payment would be made until the transferal of land ownership has been confirmed with a delegation to officers to permit that payment, should the grant be approved.

Cllr Pearce proposed approval and set a maximum budget of £200 with a delegation to officers to pay the grant upon receipt of a quote; seconded by Cllr Rappensberger; all in favour.

61.1c. Kirkley People's Forum – £1,395 – It was agreed to defer this item to later in the meeting when Cllr Begum has joined to ensure quorate numbers as a member would need to leave the chamber due to declared interests.

61.2. To consider the following grant application feedback forms:

61.2a. The Seagull Lowestoft CIC – The feedback form was noted.

61.3. To receive an update on progressing the sponsorship arrangement with the International Boatbuilding Training College – It was requested this item be addressed in confidential session.

61.4. To consider a request for sponsorship from Kirkley People's Forum – It was agreed to defer this item to later in the meeting when Cllr Begum has joined to ensure quorate numbers as a member would need to leave the chamber due to declared interests.

62. Other financial and governance matters, including:

62.1. To note the interim internal audit report for the year ending March 2025 – No concerns were raised and the report would be received by Full Council for consideration.

62.2. To note the external audit report for the year ending March 2024 – The report had been received with no concerns raised. Cllr Pearce thanked the officers for their work and congratulated them on no concerns being raised. The report would be received by Full Council for consideration.

62.3. To receive an update on the procurement of the cricket net training area – The tenders had been published on contracts finder with a closing date 28 October. If there was no delegation to officers for awarding the contract it was requested a single-item extraordinary Full Council meeting be arranged to award the contract.

62.4. To consider a quote for tennis court maintenance equipment (some aspects may be confidential) – LTC's contractual obligations per the Lawn Tennis Association grant was noted to included maintenance of the courts to a high standard. Cllr Pearce proposed approval of the expenditure (£3,400 total); seconded by Cllr Rappensberger; all in favour. Funding was set aside each year for tennis court maintenance, capital works and replenishment and it was requested it be checked if this expenditure could be funded from this budget. Cllr Pearce proposed a delegation be made to officers to take from that fund, if not possible the delegation would enable officers to decide on the budget allocation; seconded by Cllr Blowers; all in favour.

62.5. To consider matters relating to the governance and funding of Arnold's Bequest, from the standpoint of Lowestoft Town Council as a key stakeholder but not landowner – It was noted Arnold's Bequest was not under the ownership of LTC, instead LTC Councillors operated as a corporate trustee. Arnold's Bequest has a capital budget of approximately £20,000 which was not precepted but was required for capital works or maintenance.

Concerns were raised on the eventuality of expenditure outweighing income for site and exhausting its funds, particularly as the site is vulnerable to landslips or other incidents.

Cllr Pearce proposed officers prepare a briefing paper on the funding situation and potential positions for LTC as a stakeholder to financially support Arnold's Bequest. The

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following clarifications were requested:

- Could LTC arrange a grant or sponsorship arrangement with the Board of Trustees.
- How could LTC and the Board of Trustees deal with potential conflicts of interest.
- Consider examples of generating income for the site, as an example could LTC site a nurse on Arnold's Bequest and pay the Board of Trustees rent and would there be issues with the same people making decisions for both parties.
- Would further segregation be needed for governance, such as separate policies and complaints procedures,
- The briefing paper needed to inform the Board of Trustees of anything in the Trust document that would require different managing, since the Board of Trustees would be subject to Trust law rather than Local Government law.

This meeting paper would be provided to a future meeting of this Committee for consideration. Cllr Rappensberger seconded the proposal and a vote was held with all in favour. If officers needed to obtain legal advice for the briefing paper then they were permitted to do so under the delegation.

- 62.6. To consider governance protocols where two or more Committees or Sub-Committees are asked to consider the same or overlapping items, including the timing of policy reviews, in order to prevent or mitigate duplication, circumvention of Standing Orders, disrespect of Committee delegations and conflicting resolutions – Whilst some topics and consideration will have overlap between Committees and Sub-Committees, LTC's Standing Orders did not permit a resolution to be revisited within six months of the decision being made.

There were noted incidents of decisions being made in one Committee and appearing on the agenda of a different Committee. Cllr Pearce proposed it be made clear that when a particular Committee is the lead on an item, whilst other Committees can consider the matter they must make recommendations to the Committee leading on the item rather than make their own, at times contradictory, decisions.

Cllr Coleby suggested the Town Clerk speak to the Chairs of related Committees when such a situation occurs to decide on the order of consideration and make all Committee members aware of this order of consideration. Cllr Pearce amended his proposal to include this suggestion. Cllr Blowers seconded the proposal and a vote was held with all in favour.

- 62.7. To note existing scheme of delegation as adopted at the Annual General Meeting and consider any recommendations for revisions to these delegations
- 62.8. To consider making a recommendation to Full Council to determine event applications, including any exceptions or refinements to deal with particularly subjective or contentious scenarios

It was agreed to consider items 62.7 and 62.8 together and specifically related to event applications, which are delegated to officers to determine permission to hold events on LTC land. A concern was raised of when officers were dealing with event applications from any political or partly political bodies and how to deem if the events itself is political.

Cllr Coleby declared he was a member of the Labour Party and would not participate in any vote on this item.

Officers were asked to consider this item and how officers who continue to have delegation should be able to review an application and understand how to evaluate what is political and what is not with minimal subjectivity.

This feedback would be provided the Full Council for consideration.

- 62.9. To note correspondence relating to recover of fees paid (some aspects may be confidential) – This item would be discussed in confidential session.

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An extraordinary meeting would be arranged to consider the grant and sponsorship items.

63. Date of the next meeting

12 November 2024 - 10:30. An extraordinary meeting would be arranged prior to 12 November.

64. Items for the next agenda and close

No items were requested.

65. 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:

65.1. Any legal matters, including those above as required – Cllr Coleby proposed the meeting be moved into confidential session for a maximum of twenty-minutes; seconded by Cllr Rappensberger; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 11:28

59.4. To consider the process of engagement between Councillors and Officers in relation to the 2025/2026 budget setting work, where communication is required outside of Budget and Loan and Finance and Governance meetings (some aspects may be confidential) – There was a confidential discussion regarding the engagement between Councillors and Officers in relation to the 2025/2026 budget setting work.

61.3. To receive an update on progressing the sponsorship arrangement with the International Boatbuilding Training College – An update was provided on the progression of the sponsorship arrangement with the International Boatbuilding Training College.

62.9. To note correspondence relating to recover of fees paid (some aspects may be confidential) – A confidential update was provided to the Committee relating to recovery of fees paid. Cllr Coleby proposed the Committee note receipt of the update and await further response; seconded by Cllr Pearce; all in favour.

The grant and sponsorship items risked inqurate numbers due to the declared interests. To maximise the number of attendees their consideration would be deferred to the extraordinary meeting.

The Chair closed the meeting at 11:50

Signed:
12 November 2024