

**Lowestoft Town Council**  
**Meeting of the Budget and Loan Sub-Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**11:00 on 16 September 2021**

**MINUTES**

**Present:** Cllrs Wendy Brooks (Chair), Nasima Begum, Alan Green, Graham Parker and Andy Pearce

**In attendance:** Shona Bendix (Clerk) and James Cox (Administration and Finance Assistant)

**Public:** There were no members of the public in attendance

**48. Welcome**

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

**49. To receive and consider acceptance of apologies for absence**

There were none and all Sub-Committee members were present.

**50. Declarations of Interests and dispensations**

Cllr Pearce declared a local non-pecuniary interest in item 59.3 as Chair of the Gunton Residents' Association. Cllr Brooks declared a local non-pecuniary interest in item 59.3 as Vice-Chair of the Gunton Residents' Association

**51. To consider the draft minutes of the meeting on 16 August 2021**

Cllr Pearce proposed acceptance of the minutes of the meeting on 16 August subject to one typographical amendment; seconded by Cllr Parker; all in favour.

**52. Public forum**

No advance comments had been received. There were no members of the public in attendance (either in person or via Zoom webinar)

**53. To review expenditure by Committees and Sub-Committees from their delegated budgets**

Documentation to monitor expenditure by Committees and Sub-Committees from their delegated budgets had been circulated in advance of the meeting and were noted.

**54. To consider the 2021 – 2022 Lowestoft Town Council Budget and embedding five-year budgeting plan (some aspects may be confidential)**

The budget documents were circulated before the meeting. There were no comments on the 2021-2022 budget and the layout of the 2022-2023 budget was briefly discussed.

**55. To consider the 2022 – 2023 Lowestoft Town Council Budget (some aspects may be confidential)**

This was covered with the consideration of the previous item.

**56. To consider the adequacy of the elections, personnel and Christmas lights budgets across 2021 – 2023**

The Town Council is still waiting for costs from East Suffolk Council for the indicative costs of the 2023 ordinary election for which the Town Council will need to build up a reserve to cover. The current budget and reserves should be enough to cover a three year contract for Festive lights but more may be needed to cover future years lighting.

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- 57. To note the decision of the Finance and Governance Committee to provide smartphones to all Town Council officers within a maximum budget of £5,000 from the staff reserve, and to consider the ongoing monthly contract fee**

The decision was noted and there have been no updates regarding the contract fee since the one given at the Finance and Governance meeting.

- 58. To note the decision of the Finance and Governance Committee to treat Heritage Open Days as a major event from 2022 – 2023, with a maximum budget of £5,000**

This was considered by both E&C and F&G that we should host our own events for Heritage Open Days next year. This was noted and will need to be incorporated into next year's major events budget

- 59. To consider the budget required and where within the budget funding would be taken for the following (some aspects may be confidential):**

**59.1 Jubilee Bridge**

This item was covered in the confidential session.

**59.2 Triangle Market infrastructure**

It was agreed at Full Council that there would be an earmarked reserve for capital projects at the Triangle Market. There is currently an Earmarked Reserve of £56,000 for the Triangle Market. It was noted that the toilets at the Triangle Market will be a priority next year using either the Public Convenience budget or the Triangle Market budget and quotes will need to be obtained for this.

**59.3 Improvements to the Denes Oval**

This item was covered in the confidential session

**59.4 Marina Theatre flying rig**

It was noted that there is some money allocated to the Marina Theatre within the towns fund grant but we do not currently have a breakdown of what that money can be used for. If the flying rig is not covered within the towns fund grant then the option to get a public works loan could be explored or the option to precept for this over multiple years depending on how urgently the flying rig would need replacing.

**59.5 Kensington Gardens centenary and Holocaust Memorial items**

There have been 2 Holocaust Memorial events at the end of January and quotes would be needed for these events.

- 60. Date of the next meeting**

5<sup>th</sup> October 13:30

- 61. Items for the next Agenda and Close**

Updates on all the items in 59.

Cllr Pearce proposed moving the meeting into confidential session; seconded by Cllr Green; all in favour.

- 62. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the Meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any legal issues relating to the matters on this agenda**

59.1 – An update regarding the Jubilee Bridge was given. Cllr Brooks made a confidential recommendation; seconded by Cllr Pearce; all in favour.

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59.3 – An update regarding the Denes Oval was given. Cllr Pearce made a confidential recommendation; seconded by Cllr Parker; all in favour.

Meeting closed – 12:00

Signed: .....  .....

11 April 2022