

Lowestoft Town Council

Meeting of the Budget and Loan Sub-Committee

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

13:00 on 1 November 2021

MINUTES

81. Welcome

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

82. To receive and consider acceptance of apologies for absence

There were no apologies received and all councillors were present.

83. 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.

84. To consider the draft minutes of the meeting on 16 September and 5 October 2021

Cllr Parker proposed acceptance of the minutes; seconded by Cllr Begum; all in favour.

85. Public forum

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

86. 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 was displayed in the meeting and was noted.

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

Cllr Parker asked if the Assets, Inclusion and Development Committee produced a priority list for the five year plan for toilets and play areas and it was confirmed that site visits are still taking place and will happen before year end. The budget documents were circulated before the meeting. There were no comments on the 2021-2022 budget and the current budget position was noted.

Cllr Parker temporarily left the meeting at 13:08 and returned to the meeting at 13:09

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

A seven year projection has been used for the budget document as it matches the target date for the General Reserve target of 6 months precept. Cllr Pearce proposed £30,000 per year for the first 3 years to meet the target of 4 months precept; seconded by Cllr Green; 4 in favour, 1 abstention. Cllr Pearce proposed £13,721 precept for Repairs and Maintenance with the rest of the expenditure coming from reserves; seconded by Cllr Begum; all in favour. Cllr Pearce proposed no precept for Community Safety as there is enough in reserves; seconded by Cllr Parker; all in favour. Cllr Pearce proposed £12,500 for Climate Emergency and £7,860 for Electric Vehicles and Bikes; seconded by Cllr Brooks; all in favour.

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

The elections figure has been included in the draft budget document. Cllr Pearce proposed a target figure of £45,000 for Christmas lights by 2024 made of £15,000 each year; seconded by Cllr Brooks; all in favour. There is a personnel meeting on the 4th November so the personnel budget will be reviewed after this.

90. To note the following decisions of the Finance and Governance Committee:

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- 90.1 The decision to provide smartphones to all Town Council officers within a maximum budget of £5,000 from the staff reserve was noted and any monthly contract fee would need to be incorporated within the budget.
- 90.2 The decision to allow provision for the installation of three Town Council defibrillators in 2022 – 2023 was noted.

91. To consider the following requests from the Finance and Governance Committee:

- 91.1 To take into account the ongoing effect of the pandemic when calculating projected income from the Community Halls and meeting room hire at Hamilton House - Cllr Pearce proposed budgeting for zero income due to uncertainty over COVID-19 and any income received next year would go into reserves; seconded by Cllr Brooks, all in favour.
- 91.2 To receive details of Links Road car park trader income, to calculate projected income in 2022 – 2023 -
Any income received will go into the Parks and Open Spaces reserve.
- 91.3 To carry forward the £48,000 underspend from the Town Hall repairs and maintenance budget and precept additional funds to bring this budget up to £55,000 –
There is currently £48,550 in reserves against a target of £55,000 so £6,450 to be precepted next year.
- 91.4 To merge the individual budget headings for Offices (furniture and equipment) and Administration
Cllr Pearce requested costs for 2022-2023 for non IT items and this will be provided for a future meeting.
- 91.5 To appoint external project managers to oversee agreed capital projects, with a sixteen percent uplift on the quoted capital costs, and with delegated authority to this Sub-Committee to determine which budgets and reserves the funding would come from –
External project managers are being looked at at the Finance and Governance committee on the 4th November. Cllr Pearce proposed a budget of £80,000 for Play Areas Refurbishment for next year; seconded by Cllr Brooks, all in favour.
- 91.6 To ring fence an additional £15,000 in the play areas budget for the Whitton Green project –
This has been approved by Full Council and was noted.
- 91.7 To precept funds to recover the Marina Theatre earmarked reserve in 2022 – 2023 –
Cllr Pearce proposed a figure of £14,225 made up of £4,362 from rent relief last year, plus £8,800 for the fire alarm system, plus £1,063; seconded by Cllr Green; all in favour.

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

- 92.1 Jubilee Bridge – this item was covered in confidential session
- 92.2 Triangle Market infrastructure – There is a £20,000 budget for Triangle Market Capital Investment.
- 92.3 Improvements to the Denes Oval – this item was covered in confidential session
- 92.4 Marina Theatre capital investment, including the flying rig – this item was covered in confidential session
- 92.5 Kensington Gardens centenary and Holocaust Memorial items – Staff are still getting quotes and this will go to a future meeting.

93. To consider consultancy and project management (capital projects) requirements and budgeting for 2022 – 2023 (some aspects may be confidential)

This item was covered in confidential session

94. To consider a review of Marina Theatre management services agreement and fee (some aspects may be confidential)

This item was covered in confidential session

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95. Date of the next meeting

8th November 2021

96. Items for the next Agenda and Close

97. 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

CLlr Pearce proposed going into confidential session; CLlr Begum seconded; all in favour.

Signed:



11 April 2022