

**Lowestoft Town Council**  
**Meeting of the Budget and Loan Sub-Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**13:30 on 8 November 2021**

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

**In attendance:** James Cox (Administration and Finance Assistant) and Chris Meek (Office assistant)

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

**98. Welcome:** The fire evacuation procedure and public right to report was explained and the meeting was welcomed.

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

To receive and consider acceptance of apologies for absence Apologies were received from Cllr Begum; Cllr Brooks proposed acceptance of apologies; seconded by Cllr Green; all in favour.

**100. Declarations of Interests and dispensations**

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

**101. To consider the draft minutes of the meeting on 1<sup>st</sup> November 2021**

Deferred until next meeting scheduled on 15/11/21.

**102. Public forum**

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

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

Documents were circulated before the meeting and were noted.

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

Documents were circulated before the meeting and were noted.

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

A spreadsheet was shared on the main screen in Room. Cllr Pearce requested James Cox to change various figures on the spreadsheet. This was updated in session and saved accordingly. It was discussed the current RPI is set at 2% on spreadsheet and maybe need to be looked at a later date.

It was discussed that Sparrows nest account currently set at £75,000 be split across three accounts Ground Maintenance, Play area and Legal Risks - £25,000 was put in each account and this will be from earmarked reserves.

It was identified that the £3 community charge was that for CCTV before this was handed over.

There were discussions over insurance liabilities currently and if £25,000 was enough that current rate – The council has asked for advice from Town Clerk.

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Allotment monies taken out and put in reserve as currently not using total amount – it was asked from this if a meeting can be held with the allotment association as the council are aware there is a new person taking charge so would be good to have talks. Triangle Market – LTC are expecting a credit by the end of year from Norse regarding Services – but no actual figure was given.

It was discussed that barriers need to be followed up to separate the path and Market Square. Cllr Brooks - The current use of market square can be very dangerous.

Jubilee Bridge- LTC are concerned that costs may become higher due to the current climate – there is an ongoing issues with ESC regarding liability of this bridge. The council asked if there is extra money to cover this if needed – this need to refer to Town Clerk for advice.

Oval Denes – this was held in confidential session.

Marina –this was held in confidential session.

Fen Park – there were discussions had over the follow up of advice over maintenance of the pond – it was advised we are awaiting a meeting to be scheduled with a specialist contractor that did works 13 years ago in the area.

Holocaust Memorial – this event is to be held in January and the council are aware the need for Lectern needed to be ordered. There was discussion over Daffodil bulbs that need to surround Lectern (refer to planting Plan).

**106. To consider the adequacy of Personnel and Christmas Lights budgets across 2021/2023**

This was covered in previous meeting

**107. To note the following decisions of the Finance and Governance meeting Committee**

This was covered in previous meeting

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

108.1 Jubilee Bridge – this was discussed in confidential session

108.2 Triangle Market infrastructure – This was covered in 105 above.

108.3 Improvements to the Denes Oval – this was discussed in confidential session

108.4 Marina Theatre capital investment, including the flying rig – this was deferred until after the meeting with the Marina Theatre Trust.

108.5 Kensington Gardens centenary and Holocaust Memorial items – This was discussed in 105 above.

108.6

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

Most projects will be taken ahead in house, the exceptions are the toilet refurbishment and the pond

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dredging, both of which have funds in place and will likely be overseen by a project manager

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

This was agreed to defer until after joint meeting between MTT and ESC on the 19<sup>th</sup> November 2021

**111. Date of the next meeting**

15 November 2021 13:30

**112. Items for the next Agenda and Close**

*Graham Parker left meeting at 15.03*

Cllr Pearce proposed 15 minute extension – this was due to revise figures on 2022/2023 budget spreadsheet– seconded by Cllr Alan Green all in favour

**113. 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 Brooks proposed to go into confidential session; Cllr Alan Green seconded; all in favour

Signed:  .....  
11 April 2022