

Lowestoft Town Council

Extraordinary Meeting of the Budget and Loan Sub-Committee

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

11:30am on 10 October 2022

MINUTES

Present: Cllrs Alan Green (Chair), Andy Pearce, Wendy Brooks, Sonia Barker

In attendance: James Cox (Finance and Information Officer) and Shona Bendix (Town Clerk remotely via Zoom)

Public: There were no members of the public present

50. **Welcome.**

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

51. **To receive and consider approval of apologies for absence.**

Apologies were received from Cllrs Parker, Patience and Youngman. Cllr Brooks proposed acceptance of the apologies received; seconded by Cllr Barker; all in favour.

52. **Declarations of Interests and dispensations.**

There were none.

53. **To consider the draft minutes of the meeting on 3 October 2022.**

The draft minutes were not yet available. It was agreed to defer this item to the next meeting.

54. **Public forum.**

No advanced comments had been received. There were no members of the public in attendance, either in person or remotely via Zoom webinar. At the Assets, Inclusion and Development committee two comments were received regarding leisure fees for 2023-2024.

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

The Bulky Waste proposal is going to be discussed by the Climate Emergency Committee and may be up and running this financial year. There is an item on the next Climate Emergency agenda to discuss the budget requirements for the current and future financial years which will go back to this Sub-Committee. The projected over and underspends for 2022-2023 were shared and the projected overspend for the grant EMR was discussed. Cllr Brooks proposed an in principle decision to recommend that the shortfall in the grants budget be funded from the Play Areas EMR as the play areas planned for refurbishment this year could be funded through CIL; seconded by Cllr Pearce; all in favour. The Events budget for 2022-2023 was discussed and Cllr Pearce proposed a recommendation that the underspend from the Big Green Weekender is put into the Events EMR; seconded by Cllr Green; all in favour. Cllr Pearce asked if staff could recommend a figure for next year's Repairs and Maintenance budget.

56. **To review the 2023-24 Lowestoft Town Council Budget and reserves (some aspects may be confidential).**

The Budget document for 2023-2024 was displayed.

Budget Line	Agreement
Allotments	The Town Council pay a management fee of £1,000 per year to the Lowestoft and District Allotment Association and receive £583 in rent but the lease is up for renewal meaning these figures will need to be reviewed at a later meeting. Cllr Pearce proposed a new budget line of £1,000 for Allotment Administration and that

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	the Capital Investment budget should increase by RPI; seconded by Cllr Brooks; all in favour.
Community Halls	Cllr Pearce suggested renaming the Whitton Hall Cleaning budget to Community Hall Cleaning and doubling the budget to £3,200 to also include Gunton Hall, pending a decision on Gunton Hall by Full Council. The Uplands Sewage Tank was discussed in confidential session.
Marina Theatre	There is a figure for Capital Investment for the flying rig for 2023-2024 but this item will need to be revisited following a meeting with the Marina Theatre to discuss future needs.
Town Hall	The Repairs and Maintenance budget will be discussed at a future meeting based on current and future needs. It was suggested that the Town Hall Utilities budget should be increased based on the percentage increase from 2021 to 2022 and that the BID Levy is the same as the actual cost for 2022-2023.
Offices	The Service Charge for 2022-2023 is higher than expected and the Finance and Information Officer will explore why this is. Cllr Pearce suggested getting rid of the individual budget for Hamilton House Repairs and Maintenance and increasing the General Repairs and Maintenance budget by £1,000 plus RPI. It was asked if staff could recommend a budget figure for the Equipment and the Office Supplies, Stationery & Postage budgets at a future meeting. There is a budget provision to buy parking permits for staff however this is not currently being used and this will be need to go to a future meeting when it is know if these permits will be required for next year.

57. **Date of the next meeting**

Monday 17 October 2022 12:30am

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

There were no requests for items to be added to the next agenda.

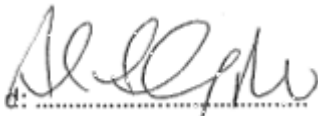
Cllr Pearce proposed moving the meeting into confidential session; seconded by Cllr Barker; all in favour.

59. **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.**

A discussion about the Uplands sewage tank took place.

The meeting was closed 13:04

Signed:



24 October 2022