

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**13:00 on 10 March 2022**

**MINUTES**

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

**In attendance:** Shona Bendix (Clerk), James Cox (Finance and Information Officer) and Lauren Elliott (Project and Committee Clerk)

**Public:** There were no members of the public in attendance, either in person or via Zoom webinar

**135. Welcome**

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

**136. Approval of apologies for absence**

Cllr Nasima Begum had given apologies and had communicated the reason to officers. Cllr Paul Page had advised he would not be available to attend the meeting. Cllr Parker proposed acceptance of the apologies received; seconded by Cllr Pearce; all in favour.

**137. Declarations of Interests and dispensations**

Cllr Brooks declared a local non-pecuniary interest in matters relating to the Lowestoft and Plaisir Twinning Association, Lowestoft Vision and the Gunton Ward. Cllr Pearce declared that he is the Chair of the Gunton Residents' Association and the Town Council's appointed representative to the Friends of Fen Park. Cllr Pearce declared a local non-pecuniary interest in item 142.1c. Cllr Parker declared a local non-pecuniary interest in item 142.1a. Cllr Barker declared a local non-pecuniary interest in items 141.3, 143, 144.23, 144.24. Cllr Pearce also declared a local non-pecuniary interest in item 144.24 and noted this would also be relevant to Cllr Green.

**138. The draft minutes of the meeting on 10 February 2022**

Cllr Brooks proposed approval of the minutes; seconded by Cllr Pearce; all in favour.

**139. Public forum**

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

**140. Budget and Loan:**

140.1. Monitor the budget for 2021 – 2022, including delegated Committee and Sub-Committee budgets – The budget monitoring document had been circulated. It was noted that the contribution to Lowestoft Rising had been split over the previous and current financial years. This had not been submitted as a grant application but it had been agreed that it would be paid via the grant fund.

140.2. Bank reconciliations – It was noted that January's bank reconciliation was ready to be reviewed by a Councillor signatory and February's was underway.

140.3. The budget allocation for the agreed annual funding of £1,000 to the Lowestoft and Plaisir Twinning Association – This year's payment would need to be taken from an appropriate budget, but it had been agreed that in future years it should be budgeted for directly as a separate line, to ensure it is picked up in the annual budget review. For the current year, Cllr Pearce proposed that the contribution is taken from the grant fund; seconded by Cllr Green; all in favour. Any expenditure for the International Women's Day film will be taken from the events budget.

140.4. The application to staff salaries of the national cost of living increase of 1.75% for 1 April 2021 to 31 March 2022 – NALC and the SLCC put together the scales which apply the decisions made by the unions. This will result in adjustments to HMRC and pension

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contributions, which are being worked through. An updated position on the total salary cost for the current year and the next year was requested, including the overall National Insurance and pension contributions. Cllr Brooks proposed asking Full Council to note that this Committee considers the cost of living increase to be too low; seconded by Cllr Pearce; all in favour. It was queried whether the Council would be legally able to 'top up' the increase and it was requested that an item is added to April's Personnel Committee agenda to consider this further.

- 140.5. Updates to the Reserves document to reflect the previous decisions of the Council (some aspects may be confidential) – The Council has increased the number of earmarked reserves it has. Funds will only be paid in to general reserves as a direct contribution as agreed in the budget, the income from Tingdene, and any underspend against a budget where the earmarked reserve has already reached its target amount. Cllr Pearce has put together a working document to track decisions from Full Council regarding reserves. Full Council has already delegated authority to staff, in conjunction with members of this Committee, to review and approve the document, which the Finance and Information Officer is already reviewing.

### 141. Payments and Receipts:

- 141.1. The income and expenditure reports for February 2022 and March 2022 to date, including payments made under delegated authority (see schedules):

The income and expenditure reports were received and noted as follows:

#### February Receipts

*Table 1 February Receipts*

Date	Received From	Description	Amount
1 February 2022	Market Income	Weekly Market Income	£42.50
3 February 2022	Kirkley Friendship Group	Whitton Hall Hire	£380
7 February 2022	Tenant	Rental Income from Tenant	£5,000
8 February 2022	Market Income	Weekly Market Income	£24
11 February 2022	HMRC	VAT Return Q3	£56,231.80
14 February 2022	Market Income	Weekly Market Income	£42.50
21 February 2022	Tenant	Rental Income from Tenant	£213.16
28 February 2022	Whitton Hall Hire	Whitton Hall Hire	£128

#### February Payments

*Table 2 February Payments*

Date	Payment To	Description	Amount
1 February 2022	East Suffolk Council	Hamilton House Business Rates January 2022	£2,008
1 February 2022	Wendy Brooks	Stationery Reimbursement	£13.49
1 February 2022	Northumbrian Water	Legionella Checks	£593.97 + £118.79 VAT = £712.76
1 February 2022	Northumbrian Water	Water Risk Assessments	£71,27.52 + £1,425.50 VAT = £8,553.02

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Date	Payment To	Description	Amount
1 February 2022	Lord Kitcheners MHC	Lord Kitcheners Grant	£1,615
1 February 2022	Trevor Brown	Internal Audit	£250
3 February 2022	NPower	Electricity Charges	£767.85
3 February 2022	Suffolk Pension Fund	Pensions January 2022	£5,152.98
3 February 2022	Rialtas Business Solutions	MTD Support	£70.80
3 February 2022	Paul Connew	Travel Reimbursement	£56.95
3 February 2022	East Suffolk Council	Planning Application	£117
4 February 2022	NPower	Electricity Charges	£301.15
4 February 2022	Archant	Lowestoft Journal Adverts	£2,430.40 + £486.04 VAT = £2,916.44
7 February 2022	NPower	Electricity Charges	£827.01
8 February 2022	Norse	Sparrows Nest Resurfacing	£595.80 + £119.16 VAT = £714.96
8 February 2022	Norse	Stoven Close Installation	£6,154.74 + £1,230.95 VAT = 7,385.68
8 February 2022	Norse	Whitton Green Play Area Refurbishment	£66,181.30 + £13,236.26 VAT = £79,417.56
10 February 2022	Archant	Tender Adverts	£72.56 + £14.51 VAT = £87.07
10 February 2022	Community Rail Norfolk	Freedom of the Town Event	£200
10 February 2022	East Suffolk Norse	Whitton Hall Cleaning January	£120 + £24 VAT = £144
10 February 2022	East Suffolk Norse	Whitton Hall Cleaning December	£150 + £30 VAT = £180
10 February 2022	SLCC	Deputy Clerk Membership	£289
10 February 2022	Lowestoft Electrical	Town Hall Reinstating Distribution Board	£1,190 + £238 VAT = £1,428
10 February 2022	C&C Consulting	Health and Safety Support	£735 + £147 VAT = £882
16 February 2022	Lloyds Bank	Credit Card Purchases	£302.82
16 February 2022	Suffolk County Council	Christmas Light License 2022	£450
16 February 2022	Wave	Kensington Gardens Water	£1029.17 + £99.98 VAT = £1,129.15
16 February 2022	East Suffolk Norse	High Street Open Space Planting	£330 + £66 VAT = £396
16 February 2022	East Suffolk Norse	Overspend 2020/21 FM Managed Budget	£2,266.74 + £453.35 VAT = £2,720
16 February 2022	Broadland Security Alarms	Town Hall Works	£100 + £20 VAT = £120
17 February 2022	X2Connect	Telephone Box Repair Parts	£54.73 + £10.95 VAT = £65.68
17 February 2022	Lowestoft and Plaisir Twinning Association	Plaisir Twinning Grant	£1,000
18 February 2022	NPower	Electricity Charges	£544.55
18 February 2022	HMRC	HMRC January 2022	£4,872.80
21 February 2022	NPower	Electricity Charges	£5,078.67

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22 February 2022	C&C Consulting	Travel Reimbursement	£34.65 + £6.93 VAT = £41.58
22 February 2022	Ricoh	Printer Charges	£172.86 + £34.57 VAT = £207.43
22 February 2022	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
22 February 2022	MS Oakes	Martello Café Gas Pipe Replacement	£3,861 + £772.20 VAT = £4,633.20
22 February 2022	Northumbrian Water	Legionella Checks	£593.97 + £118.79 VAT = £712.76
23 February 2022	Eon	Whitton Hall Gas	£10
23 February 2022	NPower	Pakefield St PC Electric	£88.79 + £4.44 VAT = £93.23
23 February 2022	British Diabetic Association	Diabetic Association Grant	£640
23 February 2022	Salaries	Salaries February 2022	£12,365.01
23 February 2022	Great Yarmouth Heating Co. Ltd	Gunton Hall Gas Inspection	£66.67 + £13.33 VAT = £80
25 February 2022	One Stop Badges	500x LTC Badges	£366.67 + £73.33 VAT = £440
28 February 2022	Eon	Whitton Hall Electric	£32
28 February 2022	Gazprom	Town Hall Gas	£57.11 + £2.86 VAT = £59.97
28 February 2022	Breckland Council	Council Tax Leaflet	£1,170 + £234 VAT = £1,404
28 February 2022	Paul Connew	Travel Reimbursement	£79.50
28 February 2022	East Suffolk Council	HH NNDR Refund	-£32,190.63

**March Receipts**

*Table 3 - March Receipts*

Date	Received From	Description	Amount
1 March 2022	East Suffolk Council	Capital Works for Kensington Gardens and Triangle Market	£8,290.15
1 March 2022	Market Income	Weekly Market Income	£24
2 March 2022	Whitton Hall Hire	Whitton Hall Hire	£56
4 March 2022	Howsham Memorials	Belle Vue Park Interment	£234.50
8 March 2022	East Suffolk Council	Capital Works for Triangle Market	£32,980.58
8 March 2022	Market Income	Weekly Market Income	£24
9 March 2022	Kirkley Friendship Group	Whitton Hall Hire	£80

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**March Payments**

*Table 4 - March Payments*

<b>Date</b>	<b>Payment to</b>	<b>Description</b>	<b>Amount</b>
3 March 2022	Rialtas	Finance Software Subscription	£959 + £191.80 VAT = £1,150.80
3 March 2022	One Stop Badges	Payment Adjustment LTC Badges	£3.33 + £0.67 VAT = £4
3 March 2022	Broadland Security Alarms	Town Hall Fire Alarm Contract	£630 + £126 VAT = £756
3 March 2022	SCC Pension Fund	Pensions February 2022	£5,152.98
3 March 2022	Marina Theatre Trust	Jack Rose Society Event Hire	£289.63 + £57.93 VAT = £347.56
3 March 2022	Broadland Security Alarms	Town Hall Intruder Alarm Contract	£185 + £37 VAT = £222
8 March 2022	Trevor Brown	Internal Audit Services	£174.20
9 March 2022	PIP-UK	PIP-UK Grant	£2,500
9 March 2022	East Suffolk Norse	Whitton Hall Cleaning	£120 + £24 VAT = £144
9 March 2022	East Suffolk Norse	Tree Watering x20	£350 + £70 VAT = £420
9 March 2022	East Suffolk Norse	Tree Planting x32	£1,400.28 + £280.06 VAT = £1,680.34
9 March 2022	Broadland Security Alarms	Whitton Hall Fire Alarm Contract	£170 + £34 VAT = £204

141.2. Payments for approval (see schedule) – There were none.

141.3. Donations to support refugees to the UK from the Ukraine – So far a relatively small number of refugees have come to the UK from Ukraine. It was reported that the Government is match funding the Disasters Emergency Committee’s Humanitarian Aid appeal up to a certain amount. The Council could make a donation to this appeal under the General Power of Competence, on behalf of the people of the town. The Deputy Clerk has details for Suffolk Refugee Support. Cllr Barker will report if she becomes aware of refugees being settled here. Cllr Pearce proposed making a donation of £10,000 to the Disasters Emergency Committee’s Ukrainian Aid appeal from the grants fund, on the basis it will be doubled to £20,000 via Government match funding. Cllr Pearce further proposed adding an item to the agenda in three months’ time to review the situation again, as the number of refugees coming to this area may increase. It was agreed the Council should ensure the community is aware this donation has been made on behalf of the people of Lowestoft. Cllr Brooks seconded the proposal and all Councillors voted in favour.

141.4. Allocation of the payment of £11,000 from Anglian Water regarding the Links Road car park – It was advised that the payment is for rent of £250 per week for the period of forty four weeks for which the car park will be closed. Cllr Pearce proposed allocating the payment to the parks and open spaces reserve, specifically under the heading for the Links Road car park. It was agreed the funds should be used towards repairs and upkeep of the land, including any planting. Cllr Parker seconded the proposal and all Councillors voted in favour.

**142. Grants:**

142.1. Grant applications:

142.1a. East Suffolk Travel Association for £190 – Cllr Brooks proposed approval of this application; seconded by Cllr Parker; all in favour.

142.1b. The Lowestoft Players for £1,500 – The applicant has received grant funding from

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the Town Council within the last three years, but it was noted that it was a Covid recovery grant, which was not the purpose of this application. Cllr Green proposed approval of this application; seconded by Cllr Pearce; all in favour.

- 142.1c. Lowestoft Vision for £10,000 – It was noted that the application had been submitted by Lowestoft Vision in its capacity as a member agency of the Lowestoft Kittiwake Partnership. It was clarified that this is not a project to commercially subsidise businesses, but it is hoped the officer will work with residents and businesses, particularly those challenged by kittiwakes and other gull species nesting on their buildings. The application is for half of the year one salary costs. The Council has previously approved anti-nesting measures at the Marina Theatre but did not consider the effect of displacement on the kittiwakes. This officer will not be appointed in time to advise on carrying out measures again at the Marina Theatre, but an RSPB officer has offered to make recommendations. Cllr Pearce proposed approval of this application, with funds to be taken from the Climate Emergency budget, which has also been approved by the Climate Emergency and Ecological Committee. Cllr Parker seconded the proposal and all Councillors voted in favour.
- 142.1d. Lowestoft Armed Forces Day Committee 2022 for £10,000 – It was noted that the overall project costs are £30,000 - £40,000, but the breakdown of the costs requested from Lowestoft Town Council is £5,000 - £6,000, despite the application being for £10,000. There were concerns that supporting such an event may be seen as insensitive, but it was clarified that the purpose of the event is not to glorify war, but to commemorate victims of war and service personnel. The Town Council has signed the Armed Forces Covenant. Cllr Green proposed approval of this application, subject to applicant confirming how the remainder of the funding will be used, which has not been included in the cost breakdown. Cllr Brooks seconded the proposal. It was agreed that funding of £5,000 should be taken from the major events budget, which is the sum which had specifically been set aside for this event, and the remaining £5,000 from the community engagement budget. The vote was taken and all Councillors voted in favour.
- 142.2. An amendment to the previously approved application from the Promoting Pakefield Group – The Group had advised officers that it would be requesting a second amendment to the previously approved application, but the details of the amendment had not yet been provided. Cllr Pearce proposed delegating authority to officers, in conjunction with members of this Committee, to review the request once details are received and to decide whether or not to approve the amendment; seconded by Cllr Barker; all in favour.

### 143. Standing Orders and Policies:

- 143.1. The draft minutes from the Standing Orders and Policies Sub-Committee meeting on 9 March 2022 – The draft minutes were not yet available, but the Deputy Clerk had put together a summary of the actions and recommendations arising, which was displayed at the meeting. The Sub-Committee had agreed to defer the consideration of the Risk Assessment and Management Policy to its next meeting, but for audit purposes the Policy needs to be reviewed within the current financial year. The Clerk had applied some draft amendments, which will be reviewed at item 143.3a. It was agreed that the Open Spaces Strategy would also be reviewed by the Parks and Open Spaces Sub-Committee. Regarding the Reserves Policy, the Committee would like advice regarding the management of CIL funding. It was agreed the Training and Development Policy would be considered by the Personnel Committee. It had been recommended that the Tree Policy and Wildflower Meadows Policy should be addendums to the Open Spaces Policy. Regarding the Arts Policy, it was noted that a Zoom meeting was taking place the following week to discuss it further.
- 143.2. Recommendations from the Standing Orders and Policies Sub-Committee relating to: - Cllr Pearce proposed endorsing the recommendations made by the Standing Orders and Policies Sub-Committees regarding items 143.2a – 143.2t, subject to the amendments as identified

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above; seconded by Cllr Green; all in favour.

143.2a. IT Policy

143.2b. Open Spaces Strategy

143.2c. Standing Orders

143.2d. Redundancy Policy

143.2e. Reporting Procedure for Assets and Maintenance

143.2f. Representation on Outside Bodies Protocol

143.2g. Reserves Policy

143.2h. Risk Assessment and Management Policy

143.2i. Safeguarding Policy

143.2j. Social Media Protocol

143.2k. Sponsorship and Advertising Policy

143.2l. Sustainability Policy

143.2m. Toilet Strategy

143.2n. Training and Development Policy

143.2o. Tree Policy

143.2p. Whistleblowing Policy

143.2q. Wildflower Meadows Policy

143.2r. Memorial Planting Policy

143.2s. Conferring the Title of Freedom of the Town

143.2t. Arts Policy

143.3. Reviewing the following Town Council policies:

143.3a. Financial Risk Assessment – Comments submitted by Cllr Pearce had been applied to the Risk Assessment and Management Policy as draft amendments. In terms of future proofing, it was queried whether the Risk Assessment embedded within the Policy could be made available separately and replaced with a statement to say where it could be found. It was agreed this could be considered for next year and it should be possible for the Risk Assessment to be made available separately on the website, together with the separate Financial Risk Assessment. The Risk Assessment and Management Policy was reviewed first and was displayed on screen. Situations that are a moderate financial risk but with a serious reputational risk would be identified as a higher risk factor. More categories would enable identification higher risk items more readily. The following amendments to the Risk Assessment were recommended:

- **Precept Inadequate** – Under ‘Controls in place’, specify that the budget and reserves are reviewed line by line.
- **Breach of Financial Regulations** – Add ‘induction and training in place’ under ‘Additional controls required’
- **Council overspend** – Under ‘Additional controls required’, amend ‘through the year’ to ‘at least monthly’, to reflect the fact that the Finance and Information Officer provides updates to the Finance and Governance Committee and Full Council at least monthly, which would identify any overspends or any budgets approaching overspend almost immediately. The timeframe column identifies that this takes place monthly so it was agreed no amendments were required here.
- **Damage to or loss or theft of assets** – It was confirmed that electronic data is covered separately in the document.
- **Insurance inadequate for purposes** – Under ‘Additional controls required’ amend ‘procurement for next 3 years underway’ to ‘procurement for current three year period completed’, and to specify insurance is reviewed as part of annual budgeting.

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- **Loss or theft of cash** – The reference to cash holdings and the Petty Cash Policy may need to be reviewed in light of recent decisions regarding the use of petty cash.
- **Insufficient capacity of members and staff to deliver upon Council objectives** – Outdated reference to 18-19 needs to be updated. Staffing and infrastructure arrangements are reviewed annually and a major review has taken place within this financial year.
- **Referendum or by-election required** – Specify that an elections reserve is also maintained.
- **Poor relationships with local Government and public service partners** – Under ‘Controls in place’ specify that the Town Council is an independent body working on behalf of the Lowestoft taxpayer.
- **Inadequate capacity to fulfil the Council’s objectives** – Amend timeframe from 2021 – 22 to ongoing.
- **Payroll inaccurate** – Arrangements will be reviewed once all new staff are in place.
- **Members of public, staff or members injured at Lowestoft Town Council premises or event** – Under ‘Controls in place’ note that there is engagement with the Town Council’s Health and Safety Consultant for specialist advice. Also amend timeframe to annually.
- **Emergency situations causing unforeseen health, safety, financial and other concerns** – Amend reference to Events and Communications Officer to Communications Officer. This reference will also be amended where it appears elsewhere in the document.
- **Loss of data** – Add ‘maintained and reviewed regularly’ under ‘Controls in place’.
- **Undue negative influence of political parties on council policy** – Under ‘Additional controls required’ add ‘undue negative influence of political parties and other parties with a vested interest’ and amend ‘review political composition of the council’ to ‘review composition of the council’.

The 2021 – 2022 Financial Risk Assessment was displayed. The following amendments to the Financial Risk Assessment were recommended:

- **Other income - Cash handling** - An amendment to the wording to reflect that cash handling is rare and the Petty Cash Policy no longer applies.
- **Other income – From tenants** – Specify that reporting to the Finance and Governance Committee and Full Council occurs monthly.
- **Reserves - General and Reserves – Earmarked** – Add ‘reserves and related policy reviewed in 2021-22 and increased allocation to specific reserves to more transparently reflect future intended expenditure with timetable’.
- **Staff** – Add ‘Staffing structure and necessary recruitment underway’.

Cllr Pearce proposed a recommendation to Full Council to adopt the Risk Assessment and Management Policy and the Financial Risk Assessment with the amendments as identified; seconded by Cllr Brooks; all in favour.

A five minute comfort break was taken at 14:58. Cllr Pearce proposed, following the comfort break, to suspend Standing Order 3y for a maximum of thirty minutes to allow the meeting to continue; seconded by Cllr Parker; all in favour. The meeting resumed at 15:04.

- 143.3b. Financial Regulations – The Financial Regulations were adopted by Full Council in December. Updates may be required to any aspect relating to changes in the Reserves Policy. Cllr Pearce proposed a recommendation to Full Council to adopt the Financial Regulations, with any updates required, particularly those relating to the Reserves Policy; seconded by Cllr Brooks; all in favour.



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143.3c. Investment Policy and investment options – The Investment Policy primarily reflects statutory guidance. Cllr Pearce proposed a recommendation to Full Council to adopt the Investment Policy; seconded by Cllr Brooks; all in favour. The consideration of investment options will be deferred to the next meeting.

### **144. Other financial and governance matters, including:**

- 144.1. Governance issues relating to item 136 – Cllr Pearce reported that Section 85 of the Local Government Act 1972 requires that the reason for absence must be approved, not the absence itself, which is also reflected in the Birkett and SALC interpretations which had been provided. Full Council has decided that if a situation arises whereby a Councillor has been continuously absent for a period of four months of non-attendance at any Council meeting, an item should be added to the next Full Council agenda, to ascertain whether that Councillor anticipates they will continue to be absent up to the six month threshold, and to establish whether a reason is known, and if so to consider approval before the period of six months expires, to comply with the legislation. Cllr Pearce proposed that where apologies are offered for individual meetings, officers should make it clear whether a reason has been provided. Where a reason has provided, a decision can be made as to whether or not to approve the apologies. This may require separate votes to consider the approval of apologies for those who have provided a reason and those who have not. If no reason has been provided, consideration can be given as to whether to approve the apologies for the individual meeting, as is the case now, making it clear that this is not to be taken as pre-approval for any continuous and extended period of absence for six months or more. The specific reasons given for apologies will not be discussed explicitly in public. If agreed, this would relate to Full Council, Committee and Sub-Committee meetings, but this specific proposal does not relate to Councillor representation on outside bodies. Where a Councillor has been appointed to an outside body, they should provide apologies to that body if they cannot attend a meeting, but the Council is not always made aware whether or not this happens. The Clerk will put together wording for a proposition to Council on a protocol for the consideration of approval of apologies. The Clerk advised that Section 85(2) of the Local Government Act 1972 does include attendance as a representative of the authority at a meeting of any body or persons shall be deemed attendance at a meeting of the authority. Officers do always try to check this but the information is not always forthcoming. Cllr Brooks seconded Cllr Pearce's earlier proposal and all Councillors voted in favour.
- 144.2. The process for approval of confidential minutes – The Clerk clarified that confidential minutes do not exist but notes are kept of discussions in confidential session. The formal minutes should reflect any decisions made during the confidential session, at least in outline. Cllr Pearce proposed that confidential notes should be circulated to the members of that Committee or Sub-Committee at the same time as the formal minutes, and formally approved; seconded by Cllr Brooks; all in favour.
- 144.3. Any budget/funding recommendations from the Assets, Inclusion and Development Committee meeting on 7 March 2022 which exceed that Committee's financial delegation – The Assets, Inclusion and Development (AID) Committee had made a recommendation to proceed with the installation of gates in the gaps in the fencing surrounding the Fen Park play area, within a maximum budget of £8,000. Cllr Pearce proposed endorsing this recommendation; seconded by Cllr Brooks; all in favour.
- 144.4. Any budget/funding recommendations from the Allotments Sub-Committee meeting on 3 March 2022 – There were none.
- 144.5. The phasing document and a request from the Lowestoft Town Tennis Club to submit an application for planning permission and funding for electronic gate access to the tennis courts at the Denes Oval – The installation of an electronic gate implies limited access. The AID Committee would like to ask the Tennis Club how public access would therefore be supported. Cllr Pearce proposed endorsing the AID Committee's decision; seconded by Cllr Brooks; all in favour.

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- 144.6. A request from the Lowestoft Town Cricket Club to install broadband at the Denes Oval – This request is for landowner permission, not for funding from the Town Council. Cllr Pearce proposed approval of this request; seconded by Cllr Brooks; all in favour.
- 144.7. The quotation for works to improve the surface for vehicular access to the Denes Oval – The Community Warden had suggested a different approach to that initially proposed by the Cricket Club, which should offer more longevity, and has been seeking quotations. The AID Committee had made a recommendation to Full Council to support the approach suggested by the Community Warden. Cllr Pearce proposed endorsing the recommendation from the AID Committee; seconded by Cllr Parker; all in favour.
- 144.8. Relevant aspects from the Second Interim Internal Audit Report and noting the addendum – A councillor raised concerns that the audit report reflected published minutes which he said were inaccurate. It was noted that Council had reported the missing artefacts to the Police. The Clerk noted that the auditor was competent and independent and the accuracy of the minutes was a matter for Council to address. Cllr Pearce proposed a recommendation to Full Council to amend the minutes of item 120.7 of November 2021's Full Council meeting, by removal of the last sentence. Cllr Pearce further proposed that the Second Interim Internal Audit Report should not be approved until Full Council has considered the amendment of the minutes and this has been referred back to the Internal Auditor for consideration; seconded by Cllr Parker; all in favour.
- 144.9. An update on implementation of the December 2021 Full Council resolution regarding the missing civic artefacts – This item was not considered at the meeting.
- 144.10. Reviewing the Town Council's Asset Register – Regarding the civic artefacts, it was suggested that the Asset Register should reflect which are missing and not within the Town Council's custody. It was agreed to defer this item to the next meeting.
- 144.11. Identifying Town Council assets currently used by Norse – The AID Committee has also considered this item. Storage containers at Normanston Park and the Denes Oval have been purchased by the Council but are used by Norse. It was noted that work on this is in progress.
- 144.12. Amplification and recording equipment options for the Council Chamber, including to consider the warranty period and any options for leasing equipment – It was agreed to defer this item to the next meeting.
- 144.13. Capital works expenditure – It was agreed to defer this item to the next meeting.
- 144.14. Making a recommendation to Full Council regarding agreeing a maximum budget of £60,000 to replace the windows in the Sparrows Nest building complex – The Chartered Surveyor's report had recommended a five year schedule of works in order of priority. The report had been used as basis for budgeting. The Council has the funds available to progress this work and should benefit from the bulk purchase of windows for the entire building. Cllr Pearce proposed a recommendation to Full Council to progress the replacement windows for the Sparrows Nest building complex, within a maximum budget of £60,000; seconded by Cllr Brooks; all in favour.
- 144.15. The Town Council's approach to IT and data security – This is being reviewed by the Standing Orders and Policies Sub-Committee.
- 144.16. The implementation of approved capital projects – It was agreed to defer this item to the next meeting.
- 144.17. Progressing the Full Council decision to access specialist support for the procurement of a grounds maintenance contract – There was no update to report.
- 144.18. An update on asset transfer matters (some aspects may be confidential) – It was agreed to defer this item to the next meeting.
- 144.19. Potential community asset transfers once existing land transfer matters are resolved (some aspects may be confidential) – It was agreed to defer this item to the next meeting.
- 144.20. An update on the Hamilton House lease and business rates (some aspects may be confidential) – It was agreed to defer this item to the next meeting.
- 144.21. Progressing a licence for the Lowestoft Town Tennis Club (some aspects may be

# Lowestoft Town Council

## Meeting of the Finance and Governance Committee

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

13:00 on 10 March 2022

- confidential) – This is being reviewed by the Clerk. It was requested that a licence is also considered for the Cricket Club, so that it may be able to apply for a premises licence.
- 144.22. Lease arrangements for tenants in Sparrows Nest (confidential) – An enquiry regarding use of the Movie Makers Theatre had been received. Officers are making enquiries regarding any lease or agreements in place. Cllr Pearce proposed delegating authority to officers to take the request forward; seconded by Cllr Brooks; all in favour. Confidential matters regarding tenants in Sparrows Nest will be considered by the AID Committee.
- 144.23. An update on the draft lease for the Marina Theatre and Box Office Building and the agreement for Theatre services (confidential) – Cllr Pearce proposed delegating authority to officers in conjunction with members of this Committee to progress a draft lease; seconded by Cllr Green; all in favour.
- 144.24. The decision of the Town Hall Project Board Project Manager evaluation panel on 25 February 2022 (confidential) – It was clarified that the Project Manager reports to the Project Board, but is not part of it. The Evaluation Panel for the further consultant and contractor positions is members of the Project Board, which would exclude the Project Manager. Cllr Pearce proposed that the neither the Project Manager nor any other contractual consultant should sit on the Evaluation Panels for the other consultant and contractor positions, just existing members of the Town Hall Project Board only. Cllr Barker seconded the proposal and all Councillors voted in favour. There will be a formal announcement to Full Council following confirmation of the appointment of the Project Manager.
- 144.25. Arrangements including for staff remuneration to provide cover for room hire outside of office hours (confidential) – The AID Committee has recommended that there should be no charge to outside bodies to which the Town Council has appointed representatives. The AID Committee has also recommended that where possible, such meetings should be arranged during office hours. Where this is not possible, and staff are willing and available, staff overtime should be paid from the Climate Emergency Budget. Cllr Pearce proposed endorsing these recommendations from the AID Committee; seconded by Cllr Parker; all in favour. Cllr Pearce proposed that overtime should be paid at time and a half; seconded by Cllr Parker; all in favour.

### 145. Date of the next meeting

14 April 2022 13:00 – It was queried whether the schedule could be changed for meetings of this Committee to start at 14:00. The start time had been changed previously to accommodate another member of the Committee. It was agreed to defer a decision on this to the next meeting.

### 146. Items for the next agenda and close

It was agreed that any requests should be emailed to officers.

There were no confidential matters for consideration and the Chair closed the meeting at 16:03.

### 147. Resolution to close the meeting to the public:

147.1. Any legal matters, including those above as required



Signed: .....

14 April 2022