

Lowestoft Town Council
Meeting of the Finance and Governance Committee
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB
13:00 on 12 May 2022

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum, Wendy Brooks, Alan Green, Paul Page 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

190. Welcome

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

191. Apologies for absence

Apologies were received from Cllr Graham Parker, who had provided a reason. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Green; all in favour.

192. Declarations of Interests and dispensations

Cllr Brooks declared a local non-pecuniary interest in item 199.6. Cllr Green declared a local non-pecuniary interest in items 197.1a and 197.1c. Cllr Barker declared a local non-pecuniary interest in items 195.5, 198.2 and 199.8. Cllr Pearce declared he is the Chair of the Gunton Residents' Association and declared a local non-pecuniary interest in items 199.6 and 197.1e.

193. The draft minutes of the meeting on 29 April 2022

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

194. Public forum

No advance comments had been received and there were no members of the public in attendance.

195. Budget and Loan:

195.1. Agreeing the 2021 – 2022 end of year budget and reserves position – The Finance and Information Officer advised that the positions have almost been finalised, but amendments are needed to the horticultural and capital works positions. Cllr Pearce proposed acceptance of the update and to look to formally approve the end of year budget and reserves position at the next meeting; seconded by Cllr Brooks; all in favour.

195.2. Monitoring the budget for 2022 – 2023, including delegated Committee and Sub-Committee budgets – Cllr Pearce had circulated details of the parks reserve as at 30 March. As per the Reserves Policy, any capital expenditure taken from reserves should be replenished within the next budget. Cllr Pearce proposed asking the Budget and Loan Sub-Committee to identify any expenditure from reserves to be replenished in the 2023 – 2024 financial year; seconded by Cllr Brooks; all in favour.

195.3. Bank reconciliations – The Finance and Information Officer advised that the bank reconciliations had been completed to the end of March.

195.4. The budget for grounds maintenance (some aspects may be confidential) – It was agreed to discuss a recent site visit to a potential workshop and office space in confidential session. Cllr Pearce suggested the Council should look to engage with other contractors for work which cannot be delivered under the grounds maintenance contract.

195.5. Agreeing a maximum budget of £8,000 from Parks and Open Spaces reserve and £2,000 from Community Engagement for Platinum Jubilee event – Cllr Pearce that a decision had already been made to approve these maximum budgets at a recent Extraordinary Meeting of this Committee. Cllr Pearce advised that the funds will not be transferred into the events

Lowestoft Town Council
Meeting of the Finance and Governance Committee
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB
13:00 on 12 May 2022

budget and only the expenditure required will be taken from these sources. As discussed earlier in the meeting, the Budget and Loan Sub-Committee will need to note any expenditure from the parks reserve, to be replenished as part of the next budget.

196. Payments and Receipts:

196.1. The income and expenditure reports for April 2022 and May 2022 to date, including payments made under delegated authority (see schedules) – The income and expenditure reports were received and noted as follows:

April receipts

Table 1 April Receipts

Date	Received From	Description	Amount
1 April 2022	East Suffolk Council	Capital Works for Sparrows Nest	£7,933.74
4 April 2022	J Harrod	Whitton Hall Hire	£28
5 April 2022	Tenant	Rental Income from Tenant	£2,325
5 April 2022	Market Income	Weekly Market Income	£24
6 April 2022	Tenant	Rental Income from Tenant	£6,300
12 April 2022	Market Income	Weekly Market Income	£24
14 April 2022	Tenant	Rental Income from Tenant	£213.16
14 April 2022	Great Yarmouth Against Animal Cruelty	2x Market Stalls	£20
19 April 2022	All Sorts	Hire of Whitton Hall	£140
19 April 2022	Market Income	Weekly Market Income	£24
20 April 2022	Costain Ltd	Britten Road Site Licence	£150
20 April 2022	Lamatis	Use of Links Road Car Park	£380 + £76 VAT = £456
21 April 2022	Nicholsons LLP	Rental Income and Deposit from Tenant	£2,325
26 April 2022	East Suffolk Council	CIL 1 st Instalment 2022-23	£4,233.05

April Expenditure

Table 2 April Expenditure

Date	Payment to	Description	Amount
1 April 2022	East Suffolk Council	Links Road Car Park NNDR April 2022	£188.25
1 April 2022	East Suffolk Council	Sparrows Nest Bowls Club NNDR April 2022	£107.80
5 April 2022	East Point Business Services	Hamilton House Service Charge 1/4/22 to 30/6/22	£8,312.25 + £1,662.45 VAT = £9,974.70
5 April 2022 and 12 April 2022	Salaries	Salaries Back Pay	£561.67

Lowestoft Town Council

Meeting of the Finance and Governance Committee

Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB

13:00 on 12 May 2022

Date	Payment to	Description	Amount
5 April 2022	East Point Business Services	Hamilton House Capital Repayment 1/4/22 to 30/6/22	£3,357.40 + £671.48 VAT = £4,028.88
5 April 2022	East Point Business Services	Hamilton House IT Support 1/4/22 to 30/6/22	£3,231 + £646.20 VAT = £3,877.20
5 April 2022	Northumbrian Water	Legionella Management March 2022	£593.97 + £118.79 VAT = £712.76
5 April 2022	East Point Business Services	Laptops	£7,861.12 + £1,572.22 VAT = £9,433.34
5 April 2022	East Point Business Services	Hamilton House Rent 1/4/22 to 30/6/22	£3,675 + £735 VAT = £4,410
11 April 2022	C&C Consulting	Health and Safety Support	£735 + £ 147 VAT = £882
11 April 2022	Anglian Water	Water Charges	£969.82
12 April 2022	Zurich Municipal	E-Cargo Bike Insurance	£56
12 April 2022	Lowestoft Town Cricket Club	Denes Oval Clubhouse Refurbishment	£5,873.72
12 April 2022	Lowestoft Vision	Lowestoft Vision BID Town Hall	£1,185
12 April 2022	East Suffolk Norse	Re-instate Holocaust Garden Brickwork at Kensington Gardens	£1,089 + £217.80 VAT = £1,306.80
12 April 2022	Great Yarmouth Heating	Whitton Hall Boiler Inspection	£66.67 + £13.33 VAT = £80
12 April 2022	Lowestoft Vision	Lowestoft Vision BID Hamilton House	£285
12 April 2022	Suffolk Pension Fund	Pensions March 2022	£2,158.68
12 April 2022	East Suffolk Norse	Whitton Hall Cleaning	£150 + £30 VAT = £180
12 April 2022	Zurich Municipal	Insurance 2022-2023	£17,212.77
12 April 2022	East Suffolk Norse	Whitton Hall Hand Dryer	£394.95 + £78.99 VAT = £473.94
12 April 2022	East Suffolk Norse	Remove Sparrows Nest Beacon	£720.94 + £144.19 VAT = £865.13
12 April 2022	East Suffolk Norse	Sparrows Nest Beacon Basket and Sign	£847 + £169.40 VAT = £1,016.40
12 April 2022	Friends of Kensington Gardens	Kensington Gardens Mulch	£80
12 April 2022	Lowestoft Armed Forces Day	Lowestoft Armed Forces Day Grant	£10,000
12 April 2022	Railway Pathways Ltd	Great Eastern Linear Park Annual Rent	£27.08
12 April 2022	East Suffolk Norse	Town Green Fencing	£2,265.34 + £453.07 VAT = £2,718.41
14 April 2022	Anglian Water	Denes Oval Water Q4	£939.68 + £187.93 VAT = £1,127.61
19 April 2022	C&C Consulting	Health and Safety	£39.96
19 April 2022	Lloyds Bank	Credit Card Purchases	£476.64

Lowestoft Town Council

Meeting of the Finance and Governance Committee

Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB

13:00 on 12 May 2022

Date	Payment to	Description	Amount
19 April 2022	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
19 April 2022	Lauren Elliott	Reimbursement for Mileage and Parking	£18.30
19 April 2022	Chris Meek	Reimbursement for Meeting Expenses	£9.27
19 April 2022	HMRC	HMRC March 2022	£6,962.71
20 April 2022	NPower	Triangle Market Electricity	£15.85 + £0.79 VAT = £16.64
20 April 2022	Essex and Suffolk Water	Normanston Park Water Q3 and Q4	£514.77
20 April 2022	Mosking Associates Ltd	Town Hall Development Phase Project March 2022	£1,760
20 April 2022	Heritage Open Days	HODs Grant	£5,000
20 April 2022	Red Oak PTA	Wildlife Grant	£2,000
21 April 2022	NPower	Denes Oval Electricity	£513.56 + £102.71 VAT = £616.27
21 April 2022	NPower	Lowestoft Cemetery PC Electricity	£85 + £4.25 VAT = £89.25
21 April 2022	NPower	Kensington Gardens Electricity	£74.99 + £3.75 VAT = £78.74
21 April 2022	NPower	Kensington Gardens Electricity	£65.72 + £3.29 VAT = £69.01
21 April 2022	NPower	Normanston Park Electricity	£1,131.09 + £226.22 VAT = £1,357.31
21 April 2022	NPower	Pakefield Street PC Electricity	£130.18 + £6.51 VAT = £136.69
22 April 2022	Salaries	Salaries April 2022	£15,229.80
22 April 2022	Sword and Trowel Ltd	Payroll Services 2021- 22 Q4	£105 + £21 VAT = £126
26 April 2022	AJ Builders	Gunton Residents Hall Door Repairs	£4,500 + £900 VAT = £5,400
26 April 2022	AJ Builders	Lowestoft Maritime Museum Repairs	£1,335 + £267 VAT = £1,602
22 April 2022	Seletar Signs	Exit Signs	£400 + £80 VAT = £480
22 April 2022	Paul Page	Reimbursement for Climate Meeting	£20.80
25 April 2022	Ricoh	Printing Costs	£232.27 + £46.45 VAT = £278.72
25 April 2022	Gazprom	Town Hall Gas Standing Charge	£59.02 + £2.95 VAT = £61.97
25 April 2022	British Gas	Whitton Hall Gas	£10
25 April 2022	Wendy Brooks	Reimbursement for Climate Meeting	£13.20
25 April 2022	Shona Bendix	Reimbursement for Office Supplies	£5.86
26 April 2022	East Suffolk Council	May 2021 Election	£3,250.47
26 April 2022	SLCC	SLCC Membership Town Clerk	£552

Lowestoft Town Council

Meeting of the Finance and Governance Committee

Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB

13:00 on 12 May 2022

Date	Payment to	Description	Amount
26 April 2022	3 Million Steps	3 Millions Steps Grant	£250
26 April 2022	Groundwork UK	Return of Neighbourhood Plan Grant Underspend	£150
26 April 2022	Shona Bendix	Reimbursement for Radar Keys	£8
26 April 2022	Gunton Community News	Gunton Community News Grant	£2,000
26 April 2022	East Suffolk Norse	Partnership Charge April 2022	£38,651 + £7,730.20 VAT = £46,381.20
26 April 2022	Shona Bendix	Radar Key Reimbursement	£8
27 April 2022	Marina Theatre Trust	MTT Management Fee Q1	£37,500 + £7,500 VAT = £45,000
27 April 2022	Alan Green	Travel Reimbursement	£36.90
28 April 2022	Eon	Whitton Hall Energy	£97.80
29 April 2022	East Point Business Services	Ergonomic Keyboard	£43.73 + £8.75 VAT = £52.48
29 April 2022	Broadland Security Alarms	Town Hall Alarm Keyholders	£58 + £11.60 VAT = £69.60
29 April 2022	Lauren Elliott	Parking Reimbursement	£9.80
29 April 2022	Taverham Conservatory	Normanston Park Conservatory 1 st Installment	£5,103
29 April 2022	Gearhire Sound and Light	Meeting Amplification	£400 + £80 VAT = £480
29 April 2022	Zurich Municipal	Normanston Park Equipment Insurance	£114.44
29 April 2022	Suffolk Association of Local Councils	Finance Training	£50 + £10 VAT = £60

May receipts

Table 3 May Receipts

Date	Received From	Description	Amount
3 May 2022	L Cremin	Whitton Hall Hire	£98
3 May 2022	Market Income	Weekly Market Income	£42.50
4 May 2022	Marina Theatre Trust	Box Office Building Rent Q1	£5,000
4 May 2022	Lil Kickers	Normanston Park Usage	£45
5 May 2022	J Harrod	Whitton Hall Hire	£28
6 May 2022	C Brown	Whitton Hall Hire	£56

May expenditure

Table 4 May Receipts

Date	Received From	Description	Amount
3 May 2022	Fatstickman Ltd	3x Community Warden Shirts	£38.79 + £7.76 VAT = £46.55

Lowestoft Town Council

Meeting of the Finance and Governance Committee

Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB

13:00 on 12 May 2022

Date	Received From	Description	Amount
3 May 2022	Fatstickman Ltd	4x Hard Hat	£61.40 + £12.28 VAT = £73.68
3 May 2022	Paul Connew	Travel and Parking R	£62.36 + £3.60 VAT = £65.96
4 May 2022	East Suffolk Council	Sparrows Nest Bowls Club NNDR May	£110
4 May 2022	East Suffolk Council	Links Road Car Park NNDR May	£187
4 May 2022	East Suffolk Council	Hamilton House NNDR May 2022 and May 2021- March 2022	£10,192
5 May 2022	Suffolk Pension Fund	Pensions May 2022	£6,439.57
5 May 2022	Broadland Security Alarms	Town Hall Sign Batteries	£90 + £18 VAT = £108
5 May 2022	Pearce and Kemp	RNPSA Electrical Inspection	£175 + £35 VAT = £210
5 May 2022	Alan Green	Travel Reimbursement	£40.95
5 May 2022	Sole Bay Waste	Portable Toilets for Jubilee Event	£570 + £114 VAT = £684
5 May 2022	East Suffolk Council	Planning Application	£117
6 May 2022	AJ Builders	Lowestoft Player Sign Relocation	£200 + £40 VAT = £240
6 May 2022	East Suffolk Norse	Partnership Charge April 2022	£33,962 + £6,792.40 VAT = £40,754.40
6 May 2022	AJ Builders	Stoven Close Drain Channels	£465 + £93 VAT = £558
6 May 2022	AJ Builders	Kensington Gardens Café Works	£225 + £45 VAT = £270
6 May 2022	Fatstickman Ltd	3x Community Warden Shirts and Fleeces	£132.48 + 26.50 VAT = £158.98
6 May 2022	East Suffolk Norse	2021-2022 Ness Park Charge	£10,560 + £2,112 VAT = £12,672
6 May 2022	AJ Builders	Gunton Hall Hand Dryer Repair	£370 + £74 VAT = £444
6 May 2022	Archant	Tender Advert	£149.20 + £29.84 VAT = £179.04
6 May 2022	AJ Builders	Sparrows Nest Wall Repairs	£4,275 + £855 VAT = £5,130
6 May 2022	AJ Builders	Whitton Hall Fire Guards	£300 + £60 VAT = £360
6 May 2022	East Suffolk Norse	Whitton Hall Cleaning	£150 + £30 VAT =£180
6 May 2022	McAdie and Reeve Ltd	Painting Transport Grant	£750 + £150 VAT = £900
6 May 2022	AJ Builders	Kensington Gardens Tarmac and Drain Repairs	£1,240 + £248 VAT = £1,488
6 May 2022	Jonny Hawes	Equipment and Travel Reimbursement	£43.36 + £5.62 VAT = £48.98

Lowestoft Town Council
Meeting of the Finance and Governance Committee
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB
13:00 on 12 May 2022

Date	Received From	Description	Amount
6 May 2022	Sarah Foote	Tree Guard and Parking Reimbursement	£324.02 + £62.80 VAT = £386.82
10 May 2022	C&C Consulting	Health and Safety Support	£735 + £147 VAT = £882
10 May 2022	Nicholsons Solicitors	Legal Advice	£460.20 + £92.04 VAT = £551.24
10 May 2022	Nicholsons Solicitors	Legal Advice	£346.80 + £69.36 VAT = £416.16
10 May 2022	Nicholsons Solicitors	Legal Advice on Allotments	£183.60 + £36.72 VAT = £220.32
10 May 2022	Nicholsons Solicitors	Legal Advice on Lease	£673.20 + £134.64 VAT = £807.84
10 May 2022	Nicholsons Solicitors	Legal Advice on Bridge	£673.20 + £134.64 VAT = £807.84
10 May 2022	Nicholsons Solicitors	Legal Advice for Norse	£1,210.50 + £242.10 VAT = £1,452.60
10 May 2022	Nicholsons Solicitors	Legal Advice on Various items 2021-2022	£3,919.50 + £783.90 VAT = £4,727.40
10 May 2022	Nicholsons Solicitors	Legal Advice on Marina Theatre	£856.80 + £171.36 VAT = £1,040.16
10 May 2022	Flying Colours Flagmakers Ltd	Union National Flag	£101.55 + £20.31 VAT = £121.86

Deposit returns

Table 5 deposit returns

Date	Payment to	Amount
14 April 2022	J Harrod	£100

- 196.2. Any payments for approval (see schedule) – Further to discussions at the previous meeting, the Clerk advised she is looking into the payments to Lowestoft Vision. A survey regarding the Bid Levy. The Clerk is putting information together and will consult with Councillors. Cllr Brooks requested a copy of Lowestoft Vision's constitution if officers have it.
- 196.3. The payment of £1,600 plus VAT to progress the disconnection of the gas supply to the Town Hall, and consideration of the budget allocation – The Finance and Information Officer suggested making the payment from the Town Hall utilities budget. Cllr Pearce proposed using the Town Hall utilities budget to make this payment, and the community safety reserve if necessary, should there be insufficient funds available in this budget; seconded by Cllr Begum; all in favour.
- 196.4. The additional payment of £4,417 for land spring drainage works at Sparrows Nest – The payment was noted.

197. Grants:

197.1. Grant applications:

- 197.1a. Lowestoft Food Network for £10,000, and consideration of an annual contribution of £10,000 to the Lowestoft Food Network, with effect from 2023 – 2024 financial year – This was not considered as the formal application had not been received.
- 197.1b. Keepers Daughter CIC for £1,150 – The Committee queried why there were several blank pages in the accompanying Articles of Association document. Following a query as to the reason for the application, the Project and Committee Clerk read out the purpose of the project and breakdown of the funding requested from the Town

Lowestoft Town Council

Meeting of the Finance and Governance Committee

Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB

13:00 on 12 May 2022

Council. Cllr Brooks proposed approval of this application, subject to clarification regarding the blank pages within the Articles of Association document; seconded by Cllr Page; all in favour.

- 197.1c. Saint Andrews Church for £600 – Cllr Pearce declared he has met the Reverend who submitted the application but has not had any involvement with this project. Cllr Brooks proposed approval of this application; seconded by Cllr Barker; all in favour.
- 197.1d. Charitable use of Whitton Hall – The Project and Committee Clerk explained the reason for request of the fee waiver. Cllr Pearce proposed approval of the request, with the caveat that it is on a discretionary basis and does not set a precedent going forward. The refundable deposit will still be payable. The Clerk will review the wording of the hire policy as to how requests of this nature will be handled in future, for the consideration of the Standing Orders and Policies Sub-Committee. Cllr Page seconded the proposal and all Councillors voted in favour.
- 197.1e. Initial consideration of grant for 'Heroes and Villains' project – Cllr Pearce advised that a formal application had not yet been received and explained the concept of the project, which would involve the creation of large free-standing images of figures from Lowestoft's history. The figures would remain the property of the Town Council but storage would need to be considered. Cllr Begum proposed thanking the applicant for their interest and advising that the Committee would be willing to consider a formal application; seconded by Cllr Pearce; all in favour.
- 197.1f. Initial consideration of grant for Streets Alive Theatre project – As with the previous item, Cllr Pearce advised that a formal application had not yet been received and proposed thanking the applicant for their interest and advising that the Committee would be willing to consider a formal application; seconded by Cllr Begum; all in favour.

198. Standing Orders and Policies

- 198.1. Receipt of any comments and noting the draft minutes of the Standing Orders and Policies Sub-Committee meeting on 4 May 2022 – The draft minutes were received and noted.
- 198.2. Recommendations from the Standing Orders and Policies Sub-Committee on the following policies: - Specific comments were made regarding the Redundancy and Reserves Policies (see below). Cllr Pearce proposed a recommendation to the Annual Meeting to adopt the listed policies, noting the comments made regarding the Redundancy and Reserves Policies; seconded by Cllr Brooks; all in favour.
- 198.2a. Grant Awarding Policy
- 198.2b. IT Policy
- 198.2c. Redundancy Policy – The Standing Orders and Policies Sub-Committee had considered removal of this policy. The Clerk advised that its removal would have an impact on staff terms. Cllr Pearce requested its referral back to the Sub-Committee for further review, particularly as the policy seems to contradict itself regarding rates of redundancy pay. Cllr Brooks proposed referring the policy back to the Standing Orders and Policies Sub-Committee, to be reviewed by the Clerk in the interim; seconded by Cllr Barker; all in favour.
- 198.2d. Reserves Policy – Cllr Pearce proposed a recommendation to Full Council to adopt the policy, but noting it will require updating for reasons Cllr Pearce had given in an email to Committee members and officers. The policy had been approved in August 2021 but some budget names had been changed and new budget headings added during the last budget round which will need to be reflected. Cllr Brooks seconded the proposal and all Councillors voted in favour.
- 198.2e. Sponsorship and Advertising Policy
- 198.2f. Sustainability Policy
- 198.2g. Training and Development Policy
- 198.2h. Tree Policy

Lowestoft Town Council

Meeting of the Finance and Governance Committee

Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB

13:00 on 12 May 2022

- 198.2i. Whistleblowing Policy
- 198.2j. Wildflower Meadows Policy
- 198.2k. Video Meeting Protocol
- 198.3. Adoption of the following policies: - Cllr Pearce proposed a recommendation to the Annual Meeting to adopt the Memorial Planting and Arts Policies; seconded by Cllr Brooks; all in favour.
 - 198.3a. Memorial Planting Policy
 - 198.3b. Arts Policy
- 198.4. Consideration of the following:
 - 198.4a. Toilet Strategy – Cllr Pearce is working on new drafts of the Toilet Strategy and Pond Policy. Both documents will be more high level but information within the current documents can still be used to inform Council decisions. Cllr Pearce proposed a recommendation to the Annual Meeting to retire the current Toilet Strategy, noting that a new draft document should be considered at the next meeting of the Standing Orders and Policies Sub-Committee. Cllr Pearce proposed a further recommendation to the Annual Meeting to adopt the Pond Policy in its current form, noting that a new draft is pending. Cllr Brooks seconded the proposals and all Councillors voted in favour.
 - 198.4b. Pond Policy – This item was covered with the consideration of the previous item.
 - 198.4c. Consideration of adoption of the revised Code of Conduct and provision for Councillor training – The Clerk advised that four Councillors had signed up for the June training session. Councillors had identified an issue with the implementation of the Code of Conduct, but this is down to interpretation and does not invalidate the code. The Clerk advised that safeguarding training was taking place the day after the Code of Conduct training. Cllrs Barker, Brooks, Green, Page and Pearce would like to attend the safeguarding training. Cllr Green was disappointed that so few Councillors had signed up for the Code of Conduct training and that the Town Council could not require Councillors to attend the training in the same way the District and County Councils can. As part of its determination of Committee compositions, the Clerk suggested the Council would wish to consider its risk management and ensure Councillors at least have Code of Conduct training to ensure Committees are conducting their business in a way the Council deems to be ethical.

Cllr Begum left the meeting 14:29

Cllr Pearce proposed recommending adoption of the revised Local Government Association Model Councillor Code of Conduct 2020, with Full Council to agree the date it should take effect from. Cllr Pearce further proposed recommending that all Councillors attend the training offered. Cllr Green seconded the proposals and all Councillors voted in favour. Cllr Pearce proposed asking Full Council to consider requiring Councillors to have attended specific training, which could include an induction, before they can become full voting members of Committees, with effect from the 2023 Annual Meeting; seconded by Cllr Brooks; all in favour.

199. Other financial and governance matters, including:

- 199.1. Amplification and recording equipment options for the Council Chamber, including the warranty period and any options for leasing equipment – It was agreed to defer this item to the next meeting.
- 199.2. An update on capital works expenditure and implementation of approved capital projects – The Project and Committee Clerk provided an update on the Normanston Park outdoor fitness area. The Committee was happy to receive updates via the Communication Officer's weekly Councillor updates.
- 199.3. An update on the commissioning and installation of a Kindertransport memorial art piece on land not owned by the Town Council (some aspects may be confidential) – The Project and Committee Clerk advised a follow-up meeting is being arranged with those who attended

Lowestoft Town Council
Meeting of the Finance and Governance Committee
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB
13:00 on 12 May 2022

the previous meeting.

- 199.4. An update on asset transfer matters (some aspects may be confidential) – Cllr Pearce declared local non-pecuniary interest in a matter he wished to raise regarding the Vermeer Close pond. Various aspects of asset transfers were discussed, including the Links Road car park. The Clerk advised that the Land Registry process is underway for the Vermeer Close pond and East Suffolk Council is to act as landowner in the interim. Both Lowestoft Town Council and East Suffolk Council have insurance in place for their land.
- 199.5. Potential community asset transfers once existing land transfer matters are resolved (some aspects may be confidential) – There were no items for consideration at this meeting, as they will be dependent on existing transfers completing first.
- 199.6. Progressing a licence for the Lowestoft Town Tennis Club and the Lowestoft Cricket Club (some aspects may be confidential) – This item had also been considered by the Assets, Inclusion and Development Committee. Both clubs would like a licence progressed to formalise their right to be at the Denes Oval. A licence would also enable the clubs to apply for external funding and a premises licence.
- 199.7. Lease arrangements for tenants in Sparrows Nest (confidential) – To be discussed during the confidential session.
- 199.8. An update on the draft lease for the Marina Theatre and Box Office Building and the agreement for Theatre services (confidential) – To be discussed during the confidential session.

200. Date of the next meeting

9 June 2022 13:00

201. Items for the next agenda and close

Committee members were advised to email any requests to officers.

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

202. Resolution to close the meeting to the public:

202.1. Any legal matters, including those above as required:


195.4. The budget for grounds maintenance (some aspects may be confidential) – Cllr Green reported that Councillors and officers had undertaken a site visit to a premises which would provide workshop, office and storage space. Cllr Pearce proposed a recommendation to Full Council to delegate authority to the Clerk to agree the heads of terms, within the parameters of a budget to be recommended by the Clerk; seconded by Cllr Green; all in favour.

There was a discussion regarding the grounds maintenance contract and the Clerk will seek legal advice on the matters discussed.

199.7. Lease arrangements for tenants in Sparrows Nest (confidential) – Officers are arranging a site visit with the tenants. Arrangements for the Movie Makers Theatre were discussed.

199.8. An update on the draft lease for the Marina Theatre and Box Office Building and the agreement for Theatre services (confidential) – The Clerk reported that Councillors have submitted their comments and the Town Council's lawyers are working on the draft lease. The Marina Theatre has been advised that the situation with the lease will not jeopardise the Towns Fund funding.

The Chair closed the meeting at 15:04.

Signed:  9 June 2022