

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

**MINUTES**

**Present:** Cllrs Sonia Barker (arrived 13.03), Wendy Brooks, Alan Green, Graham Parker and Andy Pearce (Chair) (arrived 13.02)

**In attendance:** Shona Bendix (Clerk), James Cox (Finance and Information Officer) and Sarah Foote (Deputy Clerk)

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

**1. Welcome**

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

**2. Apologies for absence**

Apologies were received from Cllr Begum and Cllr Page, who had both provided a reason. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Brooks; all in favour.

**3. Declarations of Interests and dispensations**

Cllr Brooks declared a local non-pecuniary interest in item 11.1e and 12.2. Cllr Green declared a local non-pecuniary interest in items relating to the Food Bank. Cllr Brooks and Cllr Parker declared that they were both members of the Environment and Waste Working Group.

**4. The draft minutes of the meeting on 12 May 2022**

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

**5. Public forum**

Comments had been submitted in relation to agenda item 12.6.

**6. Committee arrangements**

- 6.1. The membership of the Finance and Governance Committee was noted as Cllrs Barker, Begum, Brooks, Page, Parker and Pearce
- 6.2. It was agreed to appoint Cllr Parker as the Deputy Chair of the Finance and Governance Committee. Proposed by Cllr Brooks, seconded by Cllr Pearce; all in favour.

**7. Sub-Committee arrangements for the Budget and Loan Sub-Committee and Standing Orders and Policies Sub-Committee**

- 7.1. Composition was agreed as:  
Budget and Loan – Cllrs Brooks, Green, Parker and Pearce. Proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour.  
  
Standing Orders – Cllrs Brooks, Green and Pearce has expressed interest in joining. Cllr Barker was asked, and agreed, to be a reserve member to ensure there was sufficient membership. Proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour.
- 7.2. The Terms of Reference for both Sub-Committees were adopted. Proposed by Cllr Brooks, seconded by Cllr Pearce; all in favour.
- 7.3. The meeting schedules were noted. It was agreed to ask Full Council to approve Finance and Governance meetings moving to the second Monday of the month with a start time of 3.00 pm (next meeting Monday 11 July) noting that Budget and Loan Sub-Committee takes place at 1.00 pm on the same day. Proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour. It was agreed the Standing Orders Sub-Committee would meet at 5.00 pm. Proposed by Cllr Pearce, seconded Cllr Green; all in favour.

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

**8. To review and adopt Working Group arrangements for the Norse Contract Working Group**

- 8.1. Composition was agreed as Cllrs Breakspear, Brooks, Parker and Pearce. Proposed by Cllr Brooks, seconded by Cllr Pearce; all in favour.

**9. Budget and Loan:**

- 9.1. Agreeing the 2021 – 2022 end of year budget and reserves position – Cllr Pearce proposed a delegation for Officers and members of this committee to fully review the documents, submit comments via email and make a recommendation to Full Council. Seconded by Cllr Green; all in favour. Questions were asked about regular cleaning cost for Whitton Hall, expenditure for the Ness and payments for staff t-shirts were asked and it was further requested that the Whitton Hall Cleaning could be added to the Norse schedule.
- 9.2. Internal Audit report – it was agreed to accept the internal audit report for the year ending 31 March 2022, subject to the following comments, and to express thanks to the internal auditor for their work.
- Minimum two-thirds rather than just two-thirds (para 2.5)
  - Inclusion of reference to the Standing Orders and Policies Sub-Committee also reviewing policies (para 2.7)

Proposed by Cllr Pearce, seconded by Cllr Green; all in favour.

- 9.3. Annual Governance and Accountability Return (AGAR) for 2021 – 2022 and associated papers and processes for external audit, including:
- 9.3a. Internal audit report (AGAR)
  - 9.3b. Annual Governance Statements (Section 1 AGAR)
  - 9.3c. Accounting Statements (Section 2 AGAR) and note the associated papers, including significant variations and bank reconciliation
  - 9.3d. The period for the exercise of public rights – was noted as 1 July to 11 August 2022. Cllr Green proposed acceptance of the above, seconded by Cllr Parker; all in favour.

- 9.4. Budget for 2022 – 2023, including delegated Committee and Sub-Committee budgets. Cllr Parker asked if when the budget had been set inflation had been taken into account along with increases in capital costs as both were now of concern. Cllr Pearce confirmed that detailed monitoring would need to be undertaken and that utility and fuel costs would also need to be taken into account. Cllr Pearce also suggested that the redevelopment of play parks may need an increased budget and that the AID Committee may need to look again at five year plans.

Cllr Parker asked if a visible chart of the entire budget, showing what we have spent and what was forecast to be spent could be prepared instead of councillors being presented with detailed figures. It was agreed that Budget and Loan Sub-Committee would explore this. Proposed by Cllr Pearce, seconded by Cllr Parker; all in favour.

Cllr Pearce asked for confirmation on delegations for the budget and if the same delegation applies to reserves (subject to officers confirming there are available funds in the reserves). It was confirmed that this delegation applies and Item 18 Full Council Minutes 20220517 refers.

- 9.5. 2022 – 2023 grants and community engagement budgets and earmarked reserve  
Cllr Pearce reported that during the last financial year only £30k had been precepted for as there was an anticipated £20k underspend. For the current financial year, the entire £50k budget has been taken from reserves and therefore £41,600 (already £8,400 in reserve) would need to be reallocated. Cllr Pearce asked for confirmation of Arts and Heritage reserve carried forward from last year and this was confirmed £41,499. There was no immediate pressure on the grants budget and it was agreed to consider further at the next budget and loan meeting with the objective of understanding what was already committed against reserves in Arts and

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

Heritage and agree amount to precept for what was taken from reserves.

Cllr Brooks asked for confirmation on what CIL could be spent on. It was confirmed new infrastructure which could possibly include toilets.

- 9.6. Bank reconciliations – The Finance and Information Officer advised that the bank reconciliations for April and May were currently being worked on.
- 9.7. Budget allocation for replacement of Fen park footbridge – it was noted that a recommendation from AID Committee was to replace the footbridge but it was agreed that it needed to be established if this was an urgent health and safety requirement which would be required within this financial year. If the work was required this year it would be taken from the Parks and Open Spaces reserves budget, if left for the following year it would be a precepted amount. It was proposed by Cllr Pearce, seconded by Cllr Green that the Community Wardens and the Health and Safety consultant confirm urgency; all in favour.
- 9.8. Non-payment of rent from a tenant, including to consider the implications for the 2022 – 2023 budget, and to consider what actions and contingency budgeting measures may be required (some aspects may be confidential)  
 The Town Clerk reported that a case had been made for the payment and the Town Council were seeking legal advice. The outcome was still unknown. This item needed to be referred to Budget and Loan Sub-Committee for detailed discussion.
- 9.9. To consider the budget allocation and draft heads of terms for workshop and storage premises (some aspects may be confidential) – draft heads of terms were being considered and the Clerk reported that they had specifically asked that the landlord comes back with for a longer lease at reduced costs.

**10. Payments and Receipts:**

- 10.1. The income and expenditure reports for May 2022 and June 2022 to date, including payments made under delegated authority (see schedules) – The income and expenditure reports were received and noted as follows and accepted. Proposed by Cllr Green, seconded by Cllr Pearce; all in favour.

*Table 1 May and June Expenditure*

<b>Date</b>	<b>Payment to</b>	<b>Description</b>	<b>Amount</b>
3 <sup>rd</sup> May 2022	Fatstickman Ltd	3x Community Warden Shirts	£38.79 + £7.76 VAT = £46.55
3 <sup>rd</sup> May 2022	Fatstickman Ltd	4x Hard Hat	£61.40 + £12.28 VAT = £73.68
3 <sup>rd</sup> May 2022	Paul Connew	Travel and Parking R	£62.36 + £3.60 VAT = £65.96
4 <sup>th</sup> May 2022	East Suffolk Council	Sparrows Nest Bowls Club NNDR May	£110.00
4 <sup>th</sup> May 2022	East Suffolk Council	Links Road Car Park NNDR May	£187.00
4 <sup>th</sup> May 2022	East Suffolk Council	Hamilton House NNDR May 2022 and May 2021- March 2022	£10,192.00
5 <sup>th</sup> May 2022	Suffolk Pension Fund	Pensions May 2022	£6,439.57
5 <sup>th</sup> May 2022	Broadland Security Alarms	Town Hall Sign Batteries	£90.00 + £18.00 VAT = £108.00
5 <sup>th</sup> May 2022	Pearce and Kemp	RNPSA Electrical Inspection	£175.00 + £35.00 VAT = £210.00
5 <sup>th</sup> May 2022	Alan Green	Travel Reimbursement	£40.95
5 <sup>th</sup> May 2022	Sole Bay Waste	Portable Toilets for Jubilee Event	£570.00 + £114.00 VAT = £684.00
5 <sup>th</sup> May 2022	East Suffolk Council	Planning Application	£117.00

# Lowestoft Town Council

## Meeting of the Finance and Governance Committee

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

13:00 on 9 June 2022

Date	Payment to	Description	Amount
6 <sup>th</sup> May 2022	AJ Builders	Lowestoft Player Sign Relocation	£200.00 + £40.00 VAT = £240.00
6 <sup>th</sup> May 2022	East Suffolk Norse	Partnership Charge April 2022	£33,962.00 + £6,792.40 VAT = £40,754.40
6 <sup>th</sup> May 2022	AJ Builders	Stoven Close Drain Channels	£465.00 + £93.00 VAT = £558.00
6 <sup>th</sup> May 2022	AJ Builders	Kensington Gardens Café Works	££225.00 + £45.00 VAT = £270.00
6 <sup>th</sup> May 2022	Fatstickman Ltd	3x Community Warden Shirts and Fleeces	£132.48 + 26.50 VAT = £158.98
6 <sup>th</sup> May 2022	East Suffolk Norse	2021-2022 Ness Park Charge	£10,560.00 + £2,112.00 VAT = £12,672.00
6 <sup>th</sup> May 2022	AJ Builders	Gunton Hall Hand Dryer Repair	£370.00 + £74.00 VAT = £444.00
6 <sup>th</sup> May 2022	Archant	Tender Advert	£149.20 + £29.84 VAT = £179.04
6 <sup>th</sup> May 2022	AJ Builders	Sparrows Nest Wall Repairs	£4,275.00 + £855.00 VAT = £5130.00
6 <sup>th</sup> May 2022	AJ Builders	Whitton Hall Fire Guards	£300.00 + £60.00 VAT = £360.00
6 <sup>th</sup> May 2022	East Suffolk Norse	Whitton Hall Cleaning	£150.00 + £30.00 VAT =£180.00
6 <sup>th</sup> May 2022	McAdie and Reeve Ltd	Painting Transport Grant	£750.00 + £150.00 VAT = £900.00
6 <sup>th</sup> May 2022	AJ Builders	Kensington Gardens Tarmac and Drain Repairs	£1,240.00 + £248.00 VAT = £1,488.00
6 <sup>th</sup> May 2022	Jonny Hawes	Equipment and Travel Reimbursement	£43.36 + £5.62 VAT = £48.98
6 <sup>th</sup> May 2022	Sarah Foote	Tree Guard and Parking Reimbursement	£324.02 + £62.80 VAT = £386.82
10 <sup>th</sup> May 2022	C&C Consulting	Health and Safety Support	£735.00 + £147.00 VAT = £882.00
10 <sup>th</sup> May 2022	Nicholsons Solicitors	Legal Advice	£460.20 + £92.04 VAT = £561.24
10 <sup>th</sup> May 2022	Nicholsons Solicitors	Legal Advice	£346.80 + £69.36 VAT = £416.16
10 <sup>th</sup> May 2022	Nicholsons Solicitors	Legal Advice on Allotments	£183.60 + £36.72 VAT = £220.32
10 <sup>th</sup> May 2022	Nicholsons Solicitors	Legal Advice on Lease	£673.20 + £134.64 VAT = £807.84
10 <sup>th</sup> May 2022	Nicholsons Solicitors	Legal Advice on Bridge	£673.20 + £134.64 VAT = £807.84
10 <sup>th</sup> May 2022	Nicholsons Solicitors	Legal Advice for Norse	£1,210.50 + £242.10 VAT = £1,452.60
10 <sup>th</sup> May 2022	Nicholsons Solicitors	Legal Advice on Various items 2021-2022	£3,919.50 + £783.90 VAT = £4,727.40
10 <sup>th</sup> May 2022	Nicholsons Solicitors	Legal Advice on Marina Theatre	£856.80 + £171.36 VAT = £1,040.16

# Lowestoft Town Council

## Meeting of the Finance and Governance Committee

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

13:00 on 9 June 2022

Date	Payment to	Description	Amount
10 <sup>th</sup> May 2022	Flying Colours Flagmakers Ltd	Union National Flag	£101.55 + £20.31 VAT = £121.86
11 <sup>th</sup> May 2022	Seletar Signs	6x Exit Signs	£132.00 + £26.40 VAT = £158.40
11 <sup>th</sup> May 2022	Paul Connew	Reimbursement for Tree Protectors	£56.00 + £11.20 VAT = £67.20
13 <sup>th</sup> May 2022	St Andrews Church	Food Project Grant	£600.00
17 <sup>th</sup> May 2022	Lloyds Bank	Credit Card Purchases	£455.25
18 <sup>th</sup> May 2022	Need2Store Ltd	Civic Artefact Storage	£200.00 + £40.00 VAT = £240.00
19 <sup>th</sup> May 2022	HMRC	HMRC April 2022	£6,465.71
19 <sup>th</sup> May 2022	DEC Ukraine Appeal	Ukraine Appeal Donation	£10,000.00
19 <sup>th</sup> May 2022	Gearhire Sound and Light	Jubilee Event Sound	£4033 + £806.60 VAT = £4389.60
19 <sup>th</sup> May 2022	Community Action Suffolk	Safeguarding Training	£560.00
19 <sup>th</sup> May 2022	Parkinson Partners	VAT Support	£200.00
19 <sup>th</sup> May 2022	Stroud Associates	Sparrows Nest Pond Survey	£360.00 + £72.00 VAT = £432.00
19 <sup>th</sup> May 2022	Paul Johnson	HOD Reimbursement	£240.00
19 <sup>th</sup> May 2022	MossKing Associates Ltd	Town Hall Development Phase Project April 2022	£5,320.00
20 <sup>th</sup> May 2022	NPower	Triangle Market	£216.48
20 <sup>th</sup> May 2022	Jonny Hawes	Reimbursement for Equipment	£58.32
20 <sup>th</sup> May 2022	Paul Connew	Reimbursement for Equipment	£24.97
20 <sup>th</sup> May 2022	Gearhire Sound and Light	Meeting Amplification	£400.00 + £80.00 VAT = £480.00
23 <sup>rd</sup> May 2022	ICO	ICO Membership	£35.00
23 <sup>rd</sup> May 2022	NPower	Denes Oval Electric	£448.20 + £9.64 VAT = £537.84
23 <sup>rd</sup> May 2022	NPower	Lowestoft Cemetery PC Electric	£86.27 + £4.31 VAT = £90.58
23 <sup>rd</sup> May 2022	NPower	Kensington Gardens Electric	£72.22 + £3.61 VAT = £75.83
23 <sup>rd</sup> May 2022	Gazprom	Town Hall Standing Charge	£57.54 + £2.87 VAT = £60.41
23 <sup>rd</sup> May 2022	Anglian Water	Denes Oval Water	£542.14
23 <sup>rd</sup> May 2022	NPower	Pakefield Street PC Electric	£124.39 + £6.22 VAT = £130.61
23 <sup>rd</sup> May 2022	British Gas	Whitton Hall Gas	£10.00
23 <sup>rd</sup> May 2022	Salaries	Salaries May 2022	£15,288.78
23 <sup>rd</sup> May 2022	East Point Business Services	Laptop	£699.05 + £139.81 VAT = £838.86
25 <sup>th</sup> May 2022	C&C Consulting	Health and Safety Support	£65.88
26 <sup>th</sup> May 2022	NPower	Kensington Gardens Electric	£113.89 + £5.69 VAT = £119.58
27 <sup>th</sup> May 2022	Northumbrian Water	Legionella Monitoring and Maintenance	£593.97 + £118.79 VAT = £712.76
27 <sup>th</sup> May 2022	Gearhire Sound and Light	Meeting Amplification	£400.00 + £80.00 VAT = £480.00

# Lowestoft Town Council

## Meeting of the Finance and Governance Committee

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

13:00 on 9 June 2022

Date	Payment to	Description	Amount
27 <sup>th</sup> May 2022	Amy Matthews	Whitton Hall Deposit Refund and Grant	£198.00
27 <sup>th</sup> May 2022	Pathways Care Farm	Sparrows Nest Sensory Garden Design	£1,500.00
27 <sup>th</sup> May 2022	Lowestoft Cricket Club	Planning Fee	£148.00
27 <sup>th</sup> May 2022	Hestia	Jubilee Event Beacon Lighting	£450.00 + £90.00 VAT = £540.00
27 <sup>th</sup> May 2022	Alan Green	Mayor Mileage Reclaim	£51.55
27 <sup>th</sup> May 2022	Esmo Designs Ltd	Falklands Plaque	£385.00
27 <sup>th</sup> May 2022	Lauren Elliott	Reimbursement for Travel Expenses	£20.50
27 <sup>th</sup> May 2022	Lauren Elliott	Reimbursement for Travel Expenses	£15.20
27 <sup>th</sup> May 2022	Fatstickman Ltd	Hi_Vis Jackets	£74.22 + £14.84 VAT = £89.06
27 <sup>th</sup> May 2022	Fatstickman Ltd	Jubilee T-Shirts	£142.20 + £28.44 VAT = £170.64
30 <sup>th</sup> May 2022	Eon	Whitton Hall Electric	£97.80
31 <sup>st</sup> May 2022	HM Land Registry	Land Registry Search	£3.00
31 <sup>st</sup> May 2022	Calvers Plumbing	Marina Theatre Tap	£490.00
31 <sup>st</sup> May 2022	Seletar Signs	5x Jubilee Banners	£230.00 + £46.00 VAT = £276.00
31 <sup>st</sup> May 2022	Seletar Signs	5x Anti Climb Signs	£100.00 + £20.00 VAT = £120.00
31 <sup>st</sup> May 2022	Seletar Signs	Europa Sign	£80.00 + £16.00 VAT = £96.00
1 <sup>st</sup> June 2022	East Suffolk Council	Sparrows Nest Bowls Club NNDR June	£110.00
1 <sup>st</sup> June 2022	East Suffolk Council	Links Road Car Park NNDR June	£187.00
1 <sup>st</sup> June 2022	East Suffolk Council	Hamilton House NNDR June	£948.00
1 <sup>st</sup> June 2022	Gearhire Sound and Light	Meeting Amplification	£400.00 + £80.00 VAT = £480.00
1 <sup>st</sup> June 2022	SCC Pension Fund	Pensions May 2022	£6,399.61
6 <sup>th</sup> June 2022	Northumbrian Water	Legionella Monitoring and Maintenance	£593.97 + £118.79 VAT = £712.76
6 <sup>th</sup> June 2022	John Mallett	Peter Pan Statue Instalment 1 of 2	£1,000.00
6 <sup>th</sup> June 2022	A J Builders	Sparrows Nest Bandstand Timber	£2,800 + £560.00 VAT = £3,360.00
6 <sup>th</sup> June 2022	A J Builders	Sparrows Nest Concrete	£3,295.00 + £659.00 VAT = £3,954.00
6 <sup>th</sup> June 2022	Hestia	Sparrows Nest Beacon Testing	£100.00 + £20.00 VAT = £120.00
6 <sup>th</sup> June 2022	A J Builders	Denes Oval Driveway	£9,900.00 + £1,980.00 VAT = £11,880.00

Table 2 May and June Receipts

Date	Received From	Description	Amount
3 <sup>rd</sup> May 2022	Linda Cremin	Whitton Hall Hire	£98.00

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

Date	Received From	Description	Amount
3 <sup>rd</sup> May 2022	Market Income	Weekly Market Income	£42.50
4 <sup>th</sup> May 2022	Marina Theatre Trust	Box Office Building Rent Q1	£5,000.00
4 <sup>th</sup> May 2022	Lil Kickers	Normanston Park Usage	£45.00
5 <sup>th</sup> May 2022	Jessica Harrod	Whitton Hall Hire	£28.00
6 <sup>th</sup> May 2022	Carly Brown	Whitton Hall Hire	£56.00
9 <sup>th</sup> May 2022	Market Income	Weekly Market Income	£42.50
12 <sup>th</sup> May 2022	HMRC	VAT Return	£52,854.52
16 <sup>th</sup> May 2022	Tenant	Rental Income from Tenant	£213.16
20 <sup>th</sup> May 2022	Market Income	Weekly Market Income	£48.00
31 <sup>st</sup> May 2022	Market Income	Weekly Market Income	£24.00
7 <sup>th</sup> May 2022	Market Income	Weekly Market Income	£24.00

Table 3 Deposit Returns

Date	Payment to	Amount
11 <sup>th</sup> May 2022	J Harrod	£100.00
11 <sup>th</sup> May 2022	C Brown	£100.00

### **Payments to Authorise**

Up to £7,000 for a Composting area for Fen Park as recommended by the Assets, Inclusion and Development Committee, to be taken from the Parks Reserve. It was proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour, to make this payment and pass to Budget and Loan Sub-Committee to recover unplanned expenditure from reserves. Uses of mulch at other parks and for public to use would be considered as Park and Open Spaces agenda item.

10.2. To consider any payments for approval (see schedule), including the following:

A music licence for Whitton Hall for £251.80 plus VAT. Proposed by Cllr Pearce, seconded by Cllr Green; all in favour.

### **11. Grants:**

11.1. Grant applications:

11.1.a. 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. Officers would advise the Food Network of the deadline for the next agenda.

11.1.b. Eastern Angles Theatre Company Ltd for £200.

Cllr Brooks proposed approval of this application, seconded by Cllr Pearce; all in favour.

11.1.c. The Excelsior Trust for £2,000

It was understood that this grant was for the Vessels Festival. £5,000 had already been ring fenced for this as a major event. Cllr Pearce proposed that the Trust were informed that they could access £5,000 but would need to provide a full breakdown of how the additional funding would be used. On receipt of this, and once members had been provided with the breakdown and were content, the full amount would be released to the Trust. Seconded by Cllr Green; all in favour.

11.1.d. Waveney Valley Athletics Club for £5,000

The Scores Race, for which this application referred, had previously been agreed as a major event budget and expenditure had been ring-fenced. Proposed by Cllr Brooks,

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

seconded by Cllr Pearce; all in favour.

11.1e. YMCA Trinity Group for £2974.31

Proposed by Cllr Barker, seconded by Cllr Brooks; all in favour. Cllr Pearce proposed that £2,000 be taken from the grants budget and the remaining £974 from the allotments capital budget. Seconded by Cllr Brooks; all in favour.

**12. Other finance and governance matters:**

12.1. Amplification and recording equipment options for the Council Chamber, including to consider the warranty period and any options for leasing equipment

The Clerk reported that current options were providing expensive and other options were being explored. Cllr Green asked if there was a way that the recording didn't just focus on the chair of the meeting and the Clerk confirmed there were certain systems which were able to rotate round to who was speaking and Officers would explore this further.

12.2. Recommendation to Full Council regarding the replacement of the Marina Theatre's lighting desk

Cllr Brooks suggested that an independent person, of the council's choosing, makes an assessment of what is required in terms of the lighting desk. The Clerk confirmed that it was understood that the technical support for the current desk had expired and general life expectancy meant it was due to be replaced, therefore, the theatre was vulnerable. Cllr Pearce proposed, subject to an independent assessment confirming replacement was needed and subject to the Theatre taking on board comments about providing the Town Council with appropriate notice for capital expenditure, a recommendation be made to Full Council to fund the purchase and this should be taken from marina theatre capital reserve and put back in next year's budget. Seconded by Cllr Green; all in favour.

12.3. Trade accounts with builders' merchants and relevant suppliers, and an appropriate delegation to progress this

It was proposed by Cllr Pearce, seconded by Cllr Barker, to open trade accounts as per the existing financial delegations to the Clerk; all in favour.

12.4. The cost of installing Palisade security fencing at the Britten Road play area

A recommendation from AID Committee to proceed with this fencing was proposed for approval by Cllr Pearce. Seconded by Cllr Green; all in favour.

12.5. Scheduling of play area refurbishments

Cllr Pearce reported that current quotes were coming in high than the previously budgeted amounts for these projects. Cllr Barker asked if fencing was included and it was confirmed that it depended on what was scoped in the works.

It was agreed that this would be considered further by the Budget and Loan Sub-Committee and remain a standing agenda item for this committee.

*At 15.00 it was proposed by Cllr Green, seconded by Cllr Pearce and agreed to suspend Standing Orders for 25 minutes.*

12.6. The cost of removing the Normanston Park tennis courts surfacing, noting that a full resurface may be funded by the Lawn Tennis Association

This had been considered by the AID Committee who had made a recommendation, that subject to a further meeting with the LTA and full understanding of what funding could be secured, the intrusive survey to confirm the condition and material of the courts proceed at a cost of £18,000. Proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour.



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

12.7. A proposal from the Environment and Waste Working Group regarding bulky waste collection to target fly tipping

Cllr Parker provided a presentation which explained the constitution and remit of the Working Group and then detailed a specific proposal for the collection of bulky waste which would mean the Town Council providing a not for profit service once every two weeks in the Kirkley and Normanston wards for a trial period of one year. Cllr Parker assured members that this service was not a statutory duty of any other authority and was likely to cost the Town Council up to £30k per year. Cllr Parker proposed that Full Council allocate money to provide this service and Cllr Brooks questioned if external funding could also be secured.

Cllr Barker asked; how would the group determine if this waste could have been collected by the waste collection authority in the normal, how would the service be promoted and how would booked collections be distinguished from fly tipping. Cllr Pearce proposed that a one off meeting with staff and councillors was arranged to work up the proposal ready for Full Council consideration. Seconded by Cllr Brooks; all in favour.

12.8. Review of grounds maintenance arrangements and receive an update from the Norse Contract Working Group (some aspects may be confidential)

The Clerk reported that she had not yet received the legal advice and this was an ongoing matter.

12.9. IT contract for the Town Council offices (some aspects may be confidential)

The Clerk reported that figures were still being prepared.

**13. Date of the next meeting**

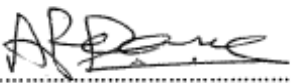
3.00 pm on Monday 11 July subject to approval by Full Council.

**14. Items for the next agenda and close – none.**

**15. Resolution to close the meeting to the public:**

15.1. Any legal matters, including those above as required – none.

The Chair closed the meeting at 15:30.

Signed:   
.....  
11 July 2022