

**Lowestoft Town Council**  
**Meeting of the Budget and Loan Sub-Committee**  
**Via Video Meeting**  
**14:00 on 14 December 2020**

**MINUTES**

**Video meeting participants:** Cllrs Sue Barnard, Alan Green (Chair), Graham Parker and Andy Pearce

**Also participating:** Shona Bendix (Clerk), James Cox (Finance and Administration Assistant) and Lauren Elliott (Committee Clerk)

**90. Welcome**

Councillors and members of the public were reminded of the right to report and application of the video meeting protocol, and the meeting was welcomed.

*The Clerk temporarily left the meeting 14:03*

**91. Apologies for absence**

Apologies were received from Cllr Neil Coleby. Cllr Pearce proposed acceptance of the apologies received; seconded by Cllr Green; all in favour.

**92. Declarations of Interests and dispensations**

There were none.

**93. Receipt of any comments and noting that the draft minutes of the meeting on 7 December 2020 will be considered at the next appropriate meeting**

The draft minutes were noted.

**94. Any advance comments from the public on any matters on this agenda**

There were none.

**95. Noting that the Standing Orders and Policies Sub-Committee are considering Committee and Sub-Committee structures and Terms of Reference, and to consider submitting any comments**

A comment had been made previously that this Sub-Committee would like the other Committees and Sub-Committees to provide details of their projects and priorities no later than mid-September, to inform the budget setting process.

**96. The 2020 – 2021 Lowestoft Town Council Budget, including the following:**

96.1 The adequacy of the Repairs and Maintenance budget, including The Ness (confidential)  
To be discussed during the confidential session.

**97. The 2021 – 2022 Lowestoft Town Council Budget, including the following:**

97.1 Any additional repairs costs, including the Fen Park bridge and the results of the environmental pond surveys (if received) – The results of the pond surveys had not yet been received.

*The Clerk returned 14:05*

97.2 The ongoing maintenance and other costs associated with the Triangle Market bollard – The Market Working Group is meeting shortly.

*Cllr Barnard joined the meeting 14:05*

The Clerk has seen correspondence indicating the bollard is being progressed, but the Highways funding needs to be allocated by the end of December.

*Cllr Barnard temporarily left the meeting 14:07*

97.3 The adequacy of the Repairs and Maintenance budget, including The Ness (confidential)  
To be discussed during the confidential session.

97.4 Future funding of the Marina Theatre (confidential) – To be discussed during the confidential session.

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97.5 The budget structure and any further budget variations, including staffing, business rates on public conveniences and Christmas lights (confidential) – To be discussed during the confidential session.

**98. Date of the next meeting**

Monday 21 December 2020 14:00

**99. 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 Parker; all in favour. The Chair thanked those who had been viewing the meeting via live stream and the live stream was closed as the meeting went into confidential session. It was confirmed the meeting would end following the confidential session.

**100. Resolution to close the meeting to the public**

96.1 The adequacy of the Repairs and Maintenance budget, including The Ness (confidential) – There was a confidential discussion regarding the adequacy of the Repairs and Maintenance budget for The Ness.

*Cllr Barnard returned 14:11*

97.1 Any additional repairs costs, including the Fen Park bridge and the results of the environmental pond surveys (if received) – There was a discussion regarding the budget allocation for ponds and waterways.

97.3 The adequacy of the Repairs and Maintenance budget, including The Ness (confidential) – The Sub-Committee agreed it would like the budget and precept finalised today, to be considered at tomorrow’s Full Council meeting.

*Cllr Pearce temporarily left the meeting 14:29*

*Cllr Pearce returned 14:29*

Alongside this Sub-Committee’s recommendation to Full Council, it was agreed alternative options should also be presented.

97.5 The budget structure and any further budget variations, including staffing, business rates on public conveniences and Christmas lights (confidential) – There were discussions regarding some of the individual budget headings.

Cllr Pearce made a recommendation to Full Council regarding the 2021 - 2022 budget and precept ; seconded by Cllr Parker; all in favour.

At the next meeting, the Sub-Committee would like to examine the structure of the budget, including reserves.

Signed: .....  
21 December 2020