

**Lowestoft Town Council**  
**Meeting of the Budget and Loan Sub-Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**13:30 on 5 October 2021**

**MINUTES**

**Present:** Cllrs Wendy Brooks (Chair), Alan Green and Andy Pearce

**In attendance:** Shona Bendix (Clerk) and James Cox (Administration and Finance Assistant)

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

**63. Welcome**

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

**64. To receive and consider acceptance of apologies for absence**

Apologies were received from Cllrs Begum and Parker; Cllr Pearce proposed accepting the apologies; seconded by Cllr Green; all in favour.

**65. Declarations of Interests and dispensations**

Cllr Pearce declared a local non-pecuniary interest in item 59.3 as Chair of the Gunton Residents' Association. Cllr Brooks declared a local non-pecuniary interest in item 59.3 as Vice-Chair of the Gunton Residents' Association

**66. To consider the draft minutes of the meeting on 16 August 2021**

Cllr Pearce proposed acceptance of the minutes; seconded by Cllr Parker; all in favour.

**67. Public forum**

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

**68. To review expenditure by Committees and Sub-Committees from their delegated budgets**

Documentation to monitor expenditure by Committees and Sub-Committees from their delegated budgets had been circulated in advance of the meeting and were noted.

**69. To consider the 2021 – 2022 Lowestoft Town Council Budget and embedding a five-year budgeting plan (some aspects may be confidential)**

The budget documents were circulated before the meeting. There were no comments on the 2021-2022 budget and the current budget position was noted.

**70. To consider the 2022 – 2023 Lowestoft Town Council Budget (some aspects may be confidential)**

It was agreed to look at this item in the confidential session

**71. To consider the adequacy of the elections, personnel and Christmas lights budgets across 2021 – 2023**

The Town Council is still waiting for costs from East Suffolk Council for elections. The personnel costs will be finalised at the personnel meeting on the 13<sup>th</sup> October and the approximate cost is known. The current budget and reserves should be enough to cover a three year contract for Festive lights but more may be needed to cover future years lighting.

**72. To note the decision of the Finance and Governance Committee to provide smartphones to all Town Council officers within a maximum budget of £5,000 from the staff reserve, and to consider the ongoing monthly contract fee**

The Town Council is still waiting for an update from the supplier.

**73. To consider the budget required and where within the budget funding would be taken for the following (some aspects may be confidential):**

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### 73.1 Jubilee Bridge

This item was covered in confidential session

### 73.2 Triangle Market infrastructure

There has been a previous agreement to purchase or hire barriers if needed to divide the highway and path and officers are looking at how to progress this.

### 73.3 Improvements to the Denes Oval

This item was covered in confidential session

### 73.4 Marina Theatre flying rig

It needs to be checked if this would be included within the Towns Fund and if it is not then it was noted the Town Council would precept across two or three years to split the cost. Cllr Green gave an update in confidential session.

### 73.5 Kensington Gardens centenary and Holocaust Memorial items

Quotes have been obtained for some items and this is going to the Assets, Inclusion and Development Committee meeting in November.

## **74. To note decisions of the Full Council meeting on 28 September 2021 affecting the Budget**

It was noted that £78,000 that is currently within the Capital Reserve will be transferred to the Marina Theatre Earmarked Reserve.

## **75. To progress a request from the Finance and Governance Committee to treat Heritage Open Days as a major event from 2022 – 2023, with a maximum budget of £5,000**

It was noted that this would be included in the 2022-2023 budget.

## **76. To consider the implication of the following recommendations from the Community Safety Committee (pending approval by Full Council):**

76.1 To allow budget provision for the installation of up to three defibrillators in 2021 – 2022 (two to be funded from the 2021 – 2022 defibrillator budget, one from the Community Safety earmarked reserve)

It was confirmed that there is enough money in both the 2021-2022 budget and within earmarked reserves to cover three defibrillators this year.

76.2 To allow budget provision for the installation of three Town Council defibrillators in 2022 – 2023 (one at each of the Town Council's Community Halls)

There is currently a £10,000 budget for 2 defibrillators funded by the Town Council and 5 defibrillators to be match funded. As there have not yet been any requests for match funding Cllr Pearce proposed keeping the £10,000 budget for defibrillators but for three to be funded by the Town Council and the number of defibrillators to be match funded reduced correspondingly; seconded by Cllr Brooks; all in favour.

## **77. To consider consultancy and project management requirements and budgeting for 2022 – 2023 (some aspects may be confidential)**

This item was covered in confidential session.

## **78. Date of the next meeting**

19 October 2021 at 14:00.

## **79. Items for the next Agenda and Close**

Updates on capital projects and which will be project managed internally and externally.

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

## **80. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the Meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any legal issues relating to the matters on this agenda**

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**73.1. The Town Clerk gave a confidential update on this item. Cllr Pearce made a confidential recommendation; seconded by Cllr Green; all in favour.**

**73.4. Cllr Green gave a confidential update regarding the Marina Theatre.**

**77. A conversation around the Health and Safety and Consultancy budgets took place and a note was made regarding this budget.**

**Meeting Closed: 15:10.**