

Lowestoft Town Council Budget and Loan Sub-Committee

For the attention of all Sub-Committee Members

You are summoned to attend a meeting of the Budget and Loan Sub-Committee of Lowestoft Town Council at 15:00 on 20 July 2021, at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE.**

The meeting is open to the public and press to attend and those attending the meeting shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitted regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via the following link: <https://us02web.zoom.us/j/85913547758>. The meeting can also be observed via the following link: https://youtu.be/nFEJl7J4_I. *In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.*

Councillors must register relevant interests and also declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011 a councillor with a **disclosable pecuniary interest** in a matter on the Agenda cannot take part or vote on that matter, unless they have been granted a dispensation. Under the Council's Code of Conduct a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined in which cases they will need to consider whether they should be present.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

To help prevent the spread of Covid-19, all attendees should bring their own refreshments, their own pen for signing in, and should dress appropriately given the need for increased ventilation on the site. Every person attending should make their own risk assessment of the advisability of attending and/or any measures they should take individually to ensure their safety.

S S Bendix

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Shona Bendix, Clerk
13 July 2021

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15:00 on 20 July 2021

AGENDA

16. Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

17. To receive and consider acceptance of apologies for absence

18. Declarations of Interests and dispensations

18.1 To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the Agenda and to note that there are no written requests and grants of dispensations for Disclosable Pecuniary Interests

19. To consider the draft minutes of the meeting on 7 June 2021

20. Public forum

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public.

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

22. To note the decision of the Finance and Governance Committee to set a maximum budget of £4,500 to purchase memorial lecterns for Belle Vue Park and Kensington Gardens, with delegated authority to this Committee to consider where the expenditure would come from within the budget, if locality funding cannot be secured to fund all or part of the project

23. To consider the general reserves and earmarked reserves position, and associated draft updates to the Reserves Policy (some aspects may be confidential), including the following:

- 23.1 Updates to the Reserves approved by June Full Council and required actions
- 23.2 Clarification regarding Marina Theatre (adjustment to 2020– 2021 year-end balance), and recently approved expenditure from this Reserve
- 23.3 Clarification regarding Offices EMR (adjustment to 2020– 2021 year-end balance), and review of actual expenditure against budget for Hamilton House Business Rates
- 23.4 Clarification regarding previous Town Hall Repair and Maintenance underspend and respective Repair and Maintenance (undesignated assets) & Town Hall EMRs
- 23.5 Clarification regarding previous Ness Park underspend and Parks & Open Spaces EMR
- 23.6 Increasing the target amount on the Staff EMR to reflect increases in staffing levels, and to review ring-fenced amounts within this EMR
- 23.7 Ring-fenced amounts within the General Reserve
- 23.8 Ring-fenced amounts within the Capital Works Reserve
- 23.9 Proposed rationalisation of and further updates to the Reserves
- 23.10 Embedding timescales for attainment of the General Reserve targets to which the Council has already committed in both the 2022 – 2023 Lowestoft Town Council Budget (see also 24.2) and the Reserves Policy
- 23.11 Appendices to the Reserves Policy setting out purpose and operation of each Reserve
- 23.12 Making a recommendation that individual budgets be linked to specific Reserves with effect from 2021 – 2022 year-end, in line with the Appendices to the Reserves Policy, for the purposes of administering underspend against budget

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23.13 Other draft updates to the Reserves Policy

24. To consider the format of the 2022 – 2023 Lowestoft Town Council Budget (some aspects may be confidential), including the following:

24.1 Rationalising and consolidating the number of tabs

24.2 Embedding a five-year budgeting system

24.3 Transitioning from the 2021 – 2022 Lowestoft Town Council Budget to the new format and the five-year budgeting system

24.4 Recommendations from the Finance and Governance Committee regarding the Asset Compliance budget, and any additional recommendations from the the Assets, Inclusion and Development Committee

25. To consider the legislation that was passed earlier this year, abolishing Business Rates on Public Conveniences with retrospective effect from April 2020, including the following:

25.1 To note that with effect from 2022 – 2023, the Council should no longer budget for Business Rates on Public Conveniences

25.2 To receive an update regarding refund of Business Rates on Public Conveniences paid in respect of 2020 – 2021 and 2021 – 2022, and to consider whether any such refund should be allocated to the Public Conveniences EMR

26. To consider from which budget to take the expenditure for survey work at the Gainsborough Drive and Fen Park ponds from, totalling £840 plus VAT (expenditure previously approved by the Assets, Inclusion and Development Committee)

27. To review the funding for the Jubilee Bridge (confidential), including:

27.1 To consider implications for the earmarked reserves and the Repair & Maintenance and Legal budgets

28. To review the condition survey for the Northern Sparrows Nest building complex and related funding (confidential)

29. To consider additional costs for Whitton Green (confidential)

30. Date of the next meeting

31. Items for the next Agenda and Close

32. 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