

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
13:00 on 9 September 2021

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum, Wendy Brooks, Alan Green, Graham Parker, Keith Patience and Andy Pearce (Chair)

In attendance: Shona Bendix (Clerk) and Lauren Elliott (Committee Clerk)

Public: There were no members of the public in attendance (either in person or via Zoom webinar)

55. Welcome

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

56. Apologies for absence

Apologies were received from Cllrs Paul Page and Alice Taylor. Cllr Green proposed acceptance of the apologies received; seconded by Cllr Parker; all in favour.

57. Declarations of Interests and dispensations

Cllr Pearce declared a local non-pecuniary interest in items 60.16 and 63.6 and declared that he had recently been elected Chair of the Gunton Residents Association. Cllr Brooks declared a local non-pecuniary interest in the same items and declared that she had recently been elected Vice-Chair of the Gunton Residents Association. Cllr Parker also declared a local non-pecuniary interest in the same items as a member of the Gunton Residents' Association. Cllr Barker declared a local non-pecuniary interest in items 60.8, 60.15, 61.2 (specifically a payment to be considered for authorisation to the Marina Theatre), 62, 63.14 and 63.15. Cllr Green declared a local non-pecuniary interest in item 62.2f, specifically the comments received relating to Crown Meadow.

58. The draft minutes of the meeting on 12 August 2021

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

59. Public forum

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

60. Budget and Loan:

60.1. Monitoring the budget for 2021 – 2022, including delegated Committee and Sub-Committee budgets – The budget monitoring documents had been circulated and were noted. It was queried why East Suffolk Council charges business rates for the Sparrows Nest Bowls Pavilion. It is understood that the Finance Assistant has provided a response on this. It was commented that the sum paid for the maintenance of the Cotman Close play area seems quite large. This is part of the agreed Norse maintenance schedule and will be reviewed as part of the overall contract review.

60.2. Bank reconciliations – It was noted that June and July's are completed and August's is underway.

60.3. The draft minutes of the Budget and Loan Sub-Committee meeting on 16 August 2021 – The draft minutes were noted and will be considered by the Sub-Committee.

60.4. The effect of August Full Council resolutions on the General and Earmarked Reserves – There were quite a lot of resolutions agreed. Cllr Pearce proposed delegating authority to officers, in conjunction with this Committee, to look at the changes and produce an updated reserves document, in time for the next meeting of this Committee. Cllr Pearce advised he would make a start on the document and liaise with officers; seconded by Cllr Green; all in favour.

60.5. Making a recommendation to the Budget and Loan Sub-Committee and the Events and

Lowestoft Town Council

Meeting of the Finance and Governance Committee

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

13:00 on 9 September 2021

Communications Sub-Committee to treat Heritage Open Days budgeting and planning as a major event, with effect from 2022 – 2023 – Currently, funding is applied for by way of a community grant, and the Council only gives funding if an application is received. Heritage Open Days seem to be established as successful town-wide events; thus it was suggested that the Council should treat it as a major event in the same way it does with the First Light Festival and Armed Forces Day. Funding is allocated to those events specifically within the budget, typically £5,000 per event, though the total amount does not have to be spent, and any underspend can be carried forward. The Town Council may wish to cover promotional costs and could expand its own involvement through the Events and Communications Sub-Committee. This year there are guided tours taking place on Town Council assets, which the Town Council would need to be made aware of in future. Cllr Pearce proposed advising the Budget and Loan Sub-Committee to treat Heritage Open Days as a major event from 2022 – 2023 for budgeting purposes, with a maximum budget of £5,000, from which the Heritage Open Days Steering Group would be welcome to apply for funding; seconded by Cllr Brooks; all in favour. Cllr Pearce proposed asking the Events and Communications Sub-Committee, in conjunction with the Assets, Inclusion and Development Committee, to start planning earlier in the year for Heritage Open Days (around April or May), with a view to potentially expanding the Town Council's involvement on its assets, and to treat Heritage Open Days as a major event for planning purposes; seconded by Cllr Brooks; all in favour.

The Clerk arrived 13:20

It was suggested that the Events and Communications Sub-Committee could liaise with the Heritage Open Days Steering Committee, particularly with regard to events happening on land owned by Lowestoft Town Council but organised by others.

- 60.6. Anticipated 2021 – 2022 by-election costs and indicative 2023 ordinary election costs – Details of the costs are pending from East Suffolk Council. The Committee requested data on how much the Town Council has spent on by-elections since it formed. The cost is not always proportionate to the number of voters in that ward, which is primarily due to the number of postal votes.
- 60.7. Implications of current and future capital projects for Asset Register, warranty and insurance cover, planned maintenance and renewal planning – Several capital projects are underway, including play areas and outdoor fitness equipment. This potentially means that equipment could reach end of life at the same time. This will need to be factored into insurance and the Council will also need to consider building up a capital reserve. Warranties may reduce with equipment sited in a coastal environment. Any new assets required need to be added to the Asset Register. A review of the Asset Register will take place at the next meeting and needs to be completed annually for insurance purposes.
- 60.8. Progressing separate training budgets for officers and Councillors – Suggestions for training may arise from the forthcoming inclusivity review. The Personnel Committee and Full Council will consider training needs, and the Budget and Loan Sub-Committee will specify the budget in due course. Cllr Brooks proposed progressing separate training budgets for officers and Councillors; seconded by Cllr Barker; all in favour. Officers have emailed all Councillors for specific requests for training.
- 60.9. An update on sourcing quotations for benches, and assessing costs against budget – The Parks and Open Spaces Sub-Committee will be asked to work up a specification for benches in each park. This item will be carried forward to the next meeting.
- 60.10. Determining which budget/reserve legal costs relating to the Jubilee Bridge should be taken from (as per delegation from Full Council) (some aspects may be confidential) – The Town Council may have a need to take legal advice over and above consulting its own solicitor. Full Council has agreed to make funding available for one-off advice. The Town Council's legal budget has £21,388 available, whereas the legal earmarked reserve has £37,778 available. Cllr Pearce proposed that the funds be taken from the legal earmarked reserve; seconded by Cllr Begum; all in favour.
- 60.11. Arrangements regarding future repairs and maintenance of the Jubilee Bridge (some aspects

Lowestoft Town Council

Meeting of the Finance and Governance Committee

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

13:00 on 9 September 2021

may be confidential) – It was agreed that this item would be discussed during the confidential session.

- 60.12. Consultancy and project management requirements and budgeting for 2022 – 2023 (some aspects may be confidential) – Individual Committees will discuss project management needs. This item will be added to the Budget and Loan agenda in early October, when more information should be available. Consideration needs to be given to what can be managed internally and what may require external support. This will largely depend on the size of the project.
- 60.13. Transferring the Capital Works (undesignated assets) earmarked reserve and the £78,508 ring-fenced against the Town Hall to the Town Hall earmarked reserve, if the National Lottery Heritage Fund Stage 1 bid is successful (some aspects may be confidential) – A decision on the Stage 1 bid is expected by the end of the month. If successful, the Town Council would need to pay contractor invoices up front then reclaim the cost. Full Council has agreed a specific fund for this. Cllr Pearce proposed that if the Stage 1 bid is successful, the Capital Works (undesignated assets) earmarked reserve and the £78,508 ring-fenced against the Town Hall are transferred to the Town Hall earmarked reserve, so that all the funding is in one place; seconded by Cllr Green; all in favour.
- 60.14. The Town Council's capital liability and attending risk if the National Lottery Heritage Fund Stage 1 bid for the Town Hall is successful (confidential) – To be discussed during the confidential session.
- 60.15. Reviewing costs against budget for the Whitton Green play area refurbishment, including outdoor fitness equipment (confidential) – A Zoom meeting with the Project Manager is being held shortly. More information about the costs against budget should be known then. It was agreed to defer this item until after the Zoom meeting.
- 60.16. Project timeframe and budget for potential capital investment in the Denes Oval sports facilities, and clarification from East Suffolk Council regarding leaseback arrangements (confidential) – Potentially this project would require capital investment over a number of years. There may be some capital investment in the pavilion, but this was more an aspiration of the Cricket Club than the Tennis Club. The Council has delegated authority to the Clerk, in conjunction with the Mayor and Chairs of the Finance and Governance and AID Committees, to propose over how many years the project should take place and an appropriate budget per year, for the consideration of Full Council. The Denes Oval is now within the conservation area. In the Reorganisation Order, when the land initially transferred to the Town Council, there was a caveat that it would be immediately leased back. At the time, the former Waveney District Council had a leisure provider. The Town Council would like to know if East Suffolk Council still intends to enforce the leaseback requirement, as the Town Council's views could change if the site were to be managed externally for profit. Full Council would need to decide whether or not it wishes to proceed with the project before further discussions take place.
- 60.17. The budgetary implications of agreed changes to staff salaries (confidential) – To be discussed during the confidential session.

61. Payments:

- 61.1. The income and expenditure reports for August 2021 and September 2021 to date, including payments made under delegated authority (see schedules) – The income and expenditure reports were received and noted as follows:

August income

| Date | Received From | Description | Amount |
|----------------|----------------------|--|---------|
| 2 August 2021 | Market Income | Weekly Market Income | £102.50 |
| 9 August 2021 | Market Income | Weekly Market Income | £18.50 |
| 9 August 2021 | Tenant | Rental Income from Tenant | £213.16 |
| 10 August 2021 | East Suffolk Council | Use of Whitton Meeting Hall for Elections x2 | £420 |

Lowestoft Town Council

Meeting of the Finance and Governance Committee

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

13:00 on 9 September 2021

| | | | |
|----------------|-----------------------------|--|------------------------|
| 11 August 2021 | Heads-Up Tennis | Use of Town Council Tennis Courts for Coaching | £40 |
| 13 August 2021 | HMRC | VAT Return Q1 | £43,843.12 |
| 16 August 2021 | Market Income | Weekly Market Income | £42.50 |
| 16 August 2021 | Lamarti | Use of Links Road Car Park | £520 + £104 VAT = £624 |
| 20 August 2021 | Market Income | Weekly Market Income | £42.50 |
| 23 August 2021 | Lamarti | Use of Links Road Car Park | £648 |
| 26 August 2021 | Market Income | Weekly Market Income | £66.50 |
| 27 August 2021 | Memorial Bench | Normanston Park Memorial Bench | £1,800 |
| 27 August 2021 | C. Parnell | Whitton Hall deposit | £100 |
| 31 August 2021 | Architectural Heritage Fund | Town Hall grant | £32,679 |
| 31 August 2021 | Fen Park Bench | Sponsorship of Fen Park picnic bench | £510 |

August expenditure

| Date | Payment to | Description | Amount |
|---------------|-------------------------------|---|--|
| 2 August 2021 | East Suffolk Council | Links Road Car Park Business Rates August 2021 | £187 |
| 2 August 2021 | East Suffolk Council | Sparrows Nest Bowls Pavilion Business Rates August 2021 | £110 |
| 2 August 2021 | East Suffolk Council | Hamilton House Business Rates August 2021 | £2,008 |
| 3 August 2021 | Land Registry | Land Registry Search | £3 |
| 3 August 2021 | East Point Business Services | Hamilton House Capital Repayment Q2 | £3,357.40 + £671.48 VAT = £4,028.88 |
| 3 August 2021 | East Point Business Services | Hamilton House IT Support Q2 | £3,231 + £646.20 VAT = £3,877.20 |
| 3 August 2021 | East Point Business Services | Hamilton House Rent Q2 | £3,675 + £735 VAT = £4,410 |
| 3 August 2021 | East Point Business Services | Hamilton House Service Charge Q2 | £7,397.50 + £1,479.50 VAT = £8,877 |
| 3 August 2021 | East Suffolk Norse | East Suffolk Norse Partnership Charge July – August | £71,669.40 + £14,333.88 VAT = £86,003.28 |
| 3 August 2021 | Blachere Illuminations UK Ltd | Christmas Lights | £4,875 + £975 VAT = £5,850 |
| 3 August 2021 | Sunrise Studios | Sunrise Studios Grant | £1,482.33 |
| 3 August 2021 | Marina Theatre | Marina Theatre Management Fee Q2 | £37,500 + £7,500 VAT = £45,000 |
| 4 August 2021 | Suffolk Pension Fund | Pensions July 2021 | £4,403.67 |
| 4 August 2021 | Ricoh UK Ltd | Printer Hire | £134.40 + £26.86 VAT = £161.28 |

Lowestoft Town Council

Meeting of the Finance and Governance Committee

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

13:00 on 9 September 2021

| | | | |
|----------------|---|---|---|
| 4 August 2021 | Anglian Electrical | Lowestoft Museum Alarm Equipment | £946 + £189.20 VAT = £1,135.20 |
| 9 August 2021 | Cozens UK Ltd | Christmas Light Infrastructure | £8,970 + £1,794 VAT = £10,764 |
| 10 August 2021 | Heathland Group Ltd | Pond Surveys | £840 + £168 VAT = £1,008 |
| 11 August 2021 | Nicholsons Solicitors | Legal Advice to be recharged to East Suffolk Council | £2,018 + £400 VAT = £2,418 |
| 13 August 2021 | NBB Recycled Furniture | Picnic Table | £410 + £82 VAT = £492 |
| 13 August 2021 | NALC | Levelling up the environment through biodiversity net gain Training | £42.09 + £8.62 VAT = £51.71 |
| 13 August 2021 | Lowestoft Steering Group – Heritage Open Days | Lowestoft Steering Group – Heritage Open Days Grant | £1,000 |
| 16 August 2021 | Lloyds Bank | Credit Card Purchases | £56.73 |
| 17 August 2021 | MS Oakes | Marina Theatre Cladding Survey | £464 + £92.80 VAT = £556.80 |
| 18 August 2021 | Need2Store Ltd | Civic Artefact Storage | £200 + £40 VAT = £240 |
| 19 August 2021 | NPower | Triangle Market Electric | £266.56 + £13.33 VAT = £279.89 |
| 19 August 2021 | HMRC | HMRC July 2021 | £4,358.92 |
| 20 August 2021 | NPower | Denes Oval Electric | £219.92 + £11 VAT = £230.92 |
| 20 August 2021 | NPower | Normanston Park Electric | £160.27 + £8.01 VAT = £168.28 |
| 20 August 2021 | NPower | Kensington Gardens Electric | £74.18 + £3.71 VAT = £77.89 |
| 20 August 2021 | NPower | Lowestoft Cemetery PC Electric | £73.69 + £3.68 VAT = £77.37 |
| 20 August 2021 | NPower | Kensington Gardens Electric | £57.15 + £2.86 VAT = £60.01 |
| 20 August 2021 | NPower | Town Hall Electric | £296.10 + £59.22 = £355.32 |
| 20 August 2021 | NPower | Royal Naval Patrol Service Museum Electric | £770.19 + £154.04 VAT = £924.23 |
| 20 August 2021 | Nicholsons Solicitors | Legal Advice for Town Hall and Normanston Allotments | £1,404.60 + £278.52 VAT = £1,683.12 |
| 20 August 2021 | Nicholsons Solicitors | Legal Advice for Hamilton House | £991.60 + £198.32 VAT = £1,189.92 |
| 20 August 2021 | Nicholsons Solicitors | Legal Advice | £495 + £99 VAT = £594 |
| 23 August 2021 | British Gas | Whitton Hall Gas | £45 |
| 23 August 2021 | Salaries | August Salaries | £9,346.81 |
| 24 August 2021 | Land Registry | Land Registry searches | £15 |

Lowestoft Town Council

Meeting of the Finance and Governance Committee

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

13:00 on 9 September 2021

| | | | |
|----------------|----------------------|---------------------------|---|
| 24 August 2021 | Marina Theatre Trust | Marina Theatre fire panel | £7,333.33 + £1,466.67 VAT = £8,800 |
| 25 August 2021 | Glasdon UK Ltd | 25x bins for parks | £10,369.58 + £2,073.91 VAT = £12,443.49 |
| 26 August 2021 | NPower | Electric charges | £59 + £2.95 VAT = £61.95 |
| 26 August 2021 | Eon | Whitton Hall electric | £41.90 + £2.10 VAT = £44 |
| 31 August 2021 | Gazprom Energy | Town Hall gas | £43.52 + £2.18 VAT = £45.70 |

September income

| Date | Received From | Description | Amount |
|------------------|------------------------|--------------------------------|-----------|
| 6 September 2021 | Market Income | Weekly Market Income | £42.50 |
| 6 September 2021 | Tenant | Rental Income from Tenant | £213.16 |
| 7 September 2021 | Access Community Trust | Return of Grant Double Payment | £1,482.33 |

September expenditure

| Date | Payment to | Description | Amount |
|------------------|-----------------------------|---|--------------------------------|
| 1 September 2021 | East Suffolk Council | Links Road Car Park Business Rates August 2021 | £187 |
| 1 September 2021 | East Suffolk Council | Sparrows Nest Bowls Pavilion Business Rates August 2021 | £110 |
| 1 September 2021 | East Suffolk Council | Hamilton House Business Rates August 2021 | £2,008 |
| 1 September 2021 | Peoples Carpet Bowls | People Carpet Bowls Grant | £750 |
| 2 September 2021 | Gunton Resident Association | Gunton Resident Association Grant | £1,613 |
| 3 September 2021 | Suffolk Pension Fund | Pensions August 2021 | £3,884.65 |
| 8 September 2021 | MS Oakes | Damp Survey at the Marina Theatre | £249.60 |
| 8 September 2021 | Archant | Job Adverts | £1,975 + £384.99 = £2309.99 |

61.2. Any payments for approval (see schedule) – The Committee was asked to consider a payment of £699.60 to the Marina Theatre Trust, to install alarms in their disability accessible public conveniences. Cllr Pearce proposed approval of this payment; seconded by Cllr Begum; all in favour.

62. Standing Orders and Policies

62.1. The draft minutes of the Standing Orders and Policies Sub-Committee meeting on 18 August 2021 – The draft minutes were noted.

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
13:00 on 9 September 2021

62.2. Recommendations from the Standing Orders and Policies Sub-Committee:

62.2a. Adopting the Town Council's Standing Orders, as amended – The Sub-Committee had reviewed and considered the Standing Orders at length. Cllr Pearce proposed a recommendation to Full Council to adopt the Standing Orders, with the amendments as proposed by the Sub-Committee; seconded by Cllr Parker; all in favour.

62.2b. Standardising the membership of the Town Council's Committees and Sub-Committees to quorum plus one – Currently membership numbers vary. The Sub-Committee has recommended that they should be standardised. Cllr Pearce proposed a recommendation to Full Council to standardise the membership of the Town Council's Committees and Sub-Committees to quorum plus one; seconded by Cllr Brooks; all in favour.

62.2c. Standardising Committee and Sub-Committee Terms of Reference to gender-neutral terminology – Cllr Pearce proposed a recommendation to Full Council to approve this recommendation from the Sub-Committee; seconded by Cllr Brooks; all in favour.

62.2d. Reviewing the Anti-Harassment and Bullying Policy, taking account of recommendations made by the Standing Orders and Policies Sub-Committee and comments from officers – The Sub-Committee and officers had reviewed the policy with particular regard to the terminology used and legal definitions. Cllr Pearce proposed a recommendation to Full Council to adopt the policy as it is; seconded by Cllr Brooks; all in favour.

62.2e. Reviewing the following Town Council policies:

62.2ei Code of Conduct – It was commented that there is a potential vulnerability in the Code if one party misrepresents the outcome of a complaint under the Code of Conduct, the other party cannot defend themselves without breaching the Code. It was queried whether in those circumstances the Monitoring Officer could lift confidentiality or sanction the party who has broken the confidentiality. Once the outcome of a complaint under the Code of Conduct is reached it was queried whether it should remain confidential. It was agreed that it should remain confidential whilst the complaint is under investigation. Enquiries will be made with the Monitoring Officer regarding the queries raised and this will be fed back to the Standing Orders and Policies Sub-Committee.

62.2eii The Conferring of the Title of Honorary Freemen and Freewomen Policy – Point 3.2 of the Policy states that decisions to agree nominations will be made by a vote of no less than two-thirds of the members present and voting. This is not a legal requirement and can be amended, but was built in to the policy as conferring of the title of Honorary Freemen and Freewomen is a significant and exceptional event. Cllr Pearce proposed a recommendation to Full Council to amend this aspect of the policy to a simple majority, rather than two-thirds of the members present and voting; seconded by Cllr Begum; six Councillors voted in favour; one Councillor voted against. Point 3.3 of the policy sets out the process and details which should be included in a written nomination. It was requested that officers put together a nomination form to send to applicants. Cllr Pearce proposed a recommendation to Full Council to adopt the Policy, with the amendment to point 3.2; seconded by Cllr Begum; all in favour.

62.2eiii Cycling Pledge – There are certain aspects in progress, such as consideration about lobbying for appropriate cycle lanes on the Gull Wing bridge, and progressing a reporting facility on the Town Council's website for issues with cycle lanes and provision, to be fed into Suffolk Highways. Cllr Pearce proposed a recommendation to Full Council to adopt the Cycling Pledge; seconded by Cllr Green; all in favour.

62.2eiv Data Protection Policy – Point 2.2 of the policy states that concerns should be raised with the Chair of the Finance and Governance Committee. It was agreed

Lowestoft Town Council

Meeting of the Finance and Governance Committee

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

13:00 on 9 September 2021

that this should be amended to the responsible officer instead. Cllr Pearce proposed a recommendation to Full Council to adopt the policy with that amendment; seconded by Cllr Begum; all in favour.

62.2ev Data Retention Policy – Cllr Pearce proposed a recommendation to Full Council to adopt the Data Retention Policy; seconded by Cllr Barker; all in favour.

62.2evi Disciplinary Procedure – This procedure refers to criminal proceedings. Where it is linked to other procedures simultaneously - such as the Grievance Procedure or Code of Conduct – and involving the same parties, it was queried whether the Grievance Procedure and Code of Conduct matters should be dealt with first, so that there is not the potential situation of an officer being dismissed whilst there is an outstanding grievance. There is a complex array of scenarios and it was suggested this should be referred back to the Standing Orders and Policies Sub-Committee for due consideration. Raising a complaint under the Grievance Procedure can be used as reaction against disciplinary proceedings and all related procedures need to be robust. Cllr Parker proposed referring this procedure to the Standing Orders and Policies Sub-Committee; seconded by Cllr Pearce; all in favour needs to have robustness there.

62.2evii Disciplinary Rules – It was agreed to take items 62.2evii and 62.2eviii together. Cllr Pearce proposed a recommendation to Full Council to adopt the Disciplinary Rules and Environmental Policy; seconded by Cllr Barker; all in favour.

62.2eviii Environmental Policy – This item was included with the consideration of the previous item.

62.2eix Equality and Diversity Policy – The inclusivity review will be taking place shortly. Cllr Parker proposed a recommendation to Full Council to adopt the Equality and Diversity Policy as it is, noting that a further review may be required following the inclusivity review; seconded by Cllr Barker; all in favour.

62.2f. Reviewing Cllr Butler’s and any other comments on the Infrastructure Investment Plan – Cllr Butler had commented that the Neighbourhood Development Plan had stated that it will not bring forward any additional residential development sites. It was suggested that an amendment should be made to the wording in the policy to enable some discretion. Cllr Pearce proposed a recommendation to Full Council to adopt the Infrastructure Investment Plan, with officers to decide on suitable wording to allow more discretion with regard to residential development sites; seconded by Cllr Begum; all in favour.

62.2g. Amending the Acquisitions and Disposal Policy to incorporate a policy for the procurement of additional items of the Lowestoft Collection – Cllr Pearce proposed a recommendation to Full Council to adopt the Acquisitions and Disposal Policy, with the amendment to incorporate a policy for the procurement of additional items of the Lowestoft Collection; seconded by Cllr Brooks; all in favour.

63. Other financial matters, including:

63.1. Recommendations from the Assets, Inclusion and Development Committee meeting on 6 September 2021 where costs exceed that Committee’s delegations, and to consider approving costs or endorsing recommendations to Full Council – There were no items to be considered here.

63.2. A recommendation from the Assets, Inclusion and Development Committee to ring-fence an additional £10,000 within the play areas reserve for the potential purchase of outdoor fitness equipment – The play areas earmarked reserve is £150,000. £80,000 has been ring fenced for another project.

Cllr Begum left the meeting 14:33

Lowestoft Town Council

Meeting of the Finance and Governance Committee

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

13:00 on 9 September 2021

£30,000 has already been ring fenced for outdoor fitness equipment. Cllr Pearce proposed endorsing this recommendation from the AID Committee; seconded by Cllr Brooks; all in favour.

- 63.3. The cost of providing smartphones to all Town Council officers – The Clerk had circulated details of some general consumer offers available, and had been liaising with the Town Council's IT provider. The Clerk will contact providers directly to discuss options for business packages, which must include appropriate security and data protection arrangements. It is likely to be a two year contract. Cllr Pearce proposed approving the purchase of smartphones for all existing staff, and new staff where recruitment has been agreed, within a maximum budget of £5,000, including the capital cost of installing security features, and with delegated authority to the Clerk to progress the purchase. Cllr Pearce further proposed that the funding comes from the staff reserve. This figure should be lower in subsequent years, but the ongoing monthly contract fee needs to be factored into the budget. Cllr Parker seconded the proposal and all Councillors voted in favour.
- 63.4. An update on the purchase of laptops for Councillors who have requested them – Further information is pending. It was agreed to carry this item forward to the next meeting.
- 63.5. The Council's policy for dealing with gifts – The Council has received a specific request for memorial planting in Sparrows Nest. Although the Council's policy is that it will only undertake memorial planting to commemorate specific events, the individual would like to make a donation towards the ongoing grounds maintenance of the park itself. Cllr Pearce proposed that the Council should be prepared to accept such offers, but the receipt of a financial gift should clearly be recorded in the minutes and allocated to the appropriate budget or reserve. It is unlikely that the gift would be physical cash but the Council would need to consider how it would handle any gifts. The proposal was seconded by Cllr Barker and all Councillors voted in favour.
- 63.6. Approaching East Suffolk Norse regarding dredging/desilting and other works on the Fen Park and Gainsborough Drive ponds, including ongoing planned maintenance requirements (some aspects may be confidential) – Quotations are being sought. There is preparatory work to be undertaken at Fen Park particularly, such as overgrown vegetation to cut back. There are concerns that the quotations provided so far have not accurately estimated both the water depth and amount of sediment in Fen Park, so the cost may be significantly more than anticipated. Norse have advised that they would sub-contract only. In doing so they would still have management over the project and the Committee agreed it would like to discuss this option with them. A phased approach may be needed for Fen Park, starting with addressing the overgrowth surrounding the pond. Cllr Pearce proposed that a meeting be arranged with Norse to discuss how to proceed with the dredging/desilting of the ponds, including a timescale and priority order of works; seconded by Cllr Brooks; all in favour.
- 63.7. An update on asset transfer matters (some aspects may be confidential) – It was agreed to carry this item forward to the next meeting.
- 63.8. Potential community asset transfers once existing land transfer matters are resolved (some aspects may be confidential) – It was agreed to carry this item forward to the next meeting.
- 63.9. An update regarding the Town Council's payroll provider (some aspects may be confidential) – There was no update to report.
- 63.10. The condition survey for the Sparrows Nest building complex (confidential) – To be discussed during the confidential session.
- 63.11. An update on the appointment of a project manager for the refurbishment of the Sparrows Nest and Fen Park public conveniences (confidential) – The Clerk is awaiting confirmation that this can go ahead, and can then be budgeted for appropriately.
- 63.12. The Town Council's contract for IT services (confidential) – The AID Committee has made a recommendation to Full Council to extend the current contract for twelve months only and review again at the end of that period. Cllr Pearce proposed an endorsement of this recommendation; seconded by Cllr Brooks; all in favour.
- 63.13. An update on sourcing quotes for capital works to a building in Normanston Park

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
13:00 on 9 September 2021

(confidential) – To be discussed during the confidential session.

- 63.14. Funding options for the Marina Theatre flying rig and other capital upgrades, in conjunction with the Towns Fund project (confidential) – When this work does proceed, even if it is not part of work funded by the Towns Fund, it will be happening at around the same time, in 2023. On that basis it was agreed to ask the Budget and Loan Sub-Committee to take this into consideration.
- 63.15. An update on arrangements and timetable for progressing a bipartite agreement with the Marina Theatre Trust (confidential) – It was agreed to carry this item forward to the next meeting.
- 63.16. An update on the Hamilton House lease and business rates (confidential) – It was agreed to carry this item forward to the next meeting.

64. Date of the next meeting

14 October 2021 13:00

65. 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 Green; all in favour.

66. Resolution to close the meeting to the public:

66.1. Any legal matters, including those above as required

63.10. The condition survey for the Sparrows Nest building complex (confidential) – The AID Committee also considered this item and made a proposal to Full Council on how to proceed. Cllr Pearce proposed supporting the proposal from the AID Committee; seconded by Cllr Brooks; all in favour. The costs within the report are indicative. Quotations need to be sought but the indicative costs can be used for budgeting purposes over the next five years. Cllr Pearce made a proposal regarding budgeting for the work; seconded by Cllr Parker; all in favour.

60.14. The Town Council's capital liability and attending risk if the National Lottery Heritage Fund Stage 1 bid for the Town Hall is successful (confidential) – Cllr Pearce made a confidential recommendation to Full Council; seconded by Cllr Parker; all in favour.

60.11. Arrangements regarding future repairs and maintenance of the Jubilee Bridge (some aspects may be confidential) – Cllr Pearce made a confidential recommendation to Full Council; seconded by Cllr Brooks; all in favour.

63.13. An update on sourcing quotes for capital works to a building in Normanston Park (confidential) – The Clerk has a delegation to proceed with this and has received a quotation which looks favourable.

63.14. Funding options for the Marina Theatre flying rig and other capital upgrades, in conjunction with the Towns Fund project (confidential) – The Budget and Loan Sub-Committee will consider funding options.

The Chair closed the meeting at 15:04.

Signed:

14 October 2021