

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**13:00 on 14 October 2021**

**MINUTES**

**Present:** Cllrs Sonia Barker, Wendy Brooks, Alan Green 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

**67. Welcome**

*The start time of the meeting was delayed by thirty minutes, until the meeting was quorate*

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

**68. Apologies for absence**

Apologies were received from Cllrs Nasima Begum, Paul Page, Graham Parker and Alice Taylor. Cllr Patience had not provided apologies and was absent. Cllr Brooks proposed acceptance of the apologies received; seconded by Cllr Green; all in favour.

**69. Declarations of Interests and dispensations**

Cllr Brooks declared that she has been appointed Vice Chair of the Gunton Residents' Association, Treasurer of the Friends of Dip Farm and the Town Council's representative to the Lowestoft Vision Board. Cllr Barker declared a local non-pecuniary interest in items 72.7d, 72.7e, 72.7f, 76.16, 72.8b and 72.11. Cllr Pearce declared that he has been appointed Chair of the Gunton Residents' Association and declared a local non-pecuniary interest in items 72.8f and 76.10c.

**70. The draft minutes of the meeting on 9 September 2021**

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

**71. Public forum**

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

**72. Budget and Loan:**

72.1. Monitoring the budget for 2021 – 2022, including delegated Committee and Sub-Committee budgets – The budget monitoring document had been circulated. It was noted that it needs to be updated to reflect the increase to the delegated budget for filming for Remembrance, which is now £700. Regarding recent plaque purchases, it was noted that they were within budget overall, but the cost of £480 was queried. Officers will check that the Council has not mistakenly been charged for a plaque which had to be returned and will check that invoices have been received for the others.

72.2. Bank reconciliations – It was noted that August's bank reconciliation has been completed and September's is underway.

72.3. The draft minutes of the Budget and Loan Sub-Committee meetings on 16 September and 5 October 2021 – The draft minutes were received and noted.

72.4. Updated General and Earmarked Reserves positions, following resolutions made by Full Council in August – Cllr Pearce has been working on this and will send to the Finance Assistant to review over the next month.

72.5. Anticipated 2021 – 2022 by-election costs and indicative 2023 ordinary election costs – Some information about the expenditure on contested seats in 2019 has been received. Not all seats were contested. The Council has information on the current cost of by-elections if they were to be held. This is significantly higher than ordinary election costs. The Council currently has approximately £69,000 in reserves for elections. The indicative cost of the five by-elections

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held this year is approximately £31,000. Cllr Pearce proposed that for those wards where there was a contested election in 2019, those costs are used for budgeting purposes. For those which were uncontested, the indicative by-election costs should be used instead. As these are over-projections there should be no RPI increase on the figures. Cllr Pearce further proposed allowing a £5,000 contingency for the fact that the Harbour and Normanston wards may be separated and an overall £5,000 contingency. This means that the overall cost for the 2023 ordinary elections and this year's by-elections will be £74,000 and the Council should therefore precept £5,000 to achieve this budget. Cllr Pearce further proposed adoption of the document he had circulated as the basis for budgeting for elections. Cllr Brooks seconded the proposal. It was suggested that the Town Council should do more to engage the electorate to encourage people to vote, but that was not for discussion at this meeting. The document does not allow for the budgeting of further by-elections within this term. Should a by-election be needed, the expenditure can be taken from the reserve and replenished in the next budget. The Committee would like confirmation of how many constituents would be in the new Harbour and Normanston wards. The vote was taken and all Councillors voted in favour.

72.6. Reviewing the following items of income in the 2021 – 2022 and 2022 – 2023 budgets: - It was noted that further information was required on the items listed below to inform the budgeting process. Detail can be fed in to the next Budget and Loan Sub-Committee meeting if not available now.

72.6a. Community Halls – Projected income is calculated as accurately as possible, but there was a concern that if the income is not realised it could affect the budget. Where possible there should not be provision in the budget for any expenditure to be directly offset by income. For this item and item 72.6b, Cllr Pearce proposed a recommendation to the Budget and Loan Sub-Committee that the ongoing effect on the pandemic on hiring these spaces is taken into consideration when the anticipated income is calculated for the next year; seconded by Cllr Brooks; all in favour.

72.6b. Offices – This was covered during the discussion of the previous item and relates to income received from meeting room hire.

72.6c. Links Road car park trader income – Cllr Pearce proposed passing information on the income received from Links Road car park traders to the Budget and Loan Sub-Committee to use for projecting income for next year; seconded by Cllr Brooks; all in favour.

72.7. Reviewing the following items of expenditure in the 2022 – 2023 budget:

72.7a. Community Halls – The Halls have separate repairs and maintenance and grounds maintenance budgets. The grounds maintenance charge for the Uplands Community Centre is significantly higher than the other two, and may be because of the sports field there. Only one of the Halls has a repairs and maintenance allowance. There are different arrangements depending on the tenants, but this can be looked into further ahead of the Budget and Loan Sub-Committee meeting.

72.7b. Triangle Market capital investment – Full Council has agreed to setting a £20,000 budget for infrastructure for the Triangle Market, but not for work explicitly linked to the Feasibility Study, as that is likely to be funded from the Towns Fund. Cllr Pearce proposed budgeting £20,000 for capital investment in the next financial year for the Triangle Market. This will not be earmarked for a specific project but could include the refurbishment of the public conveniences, the potential purchase or hire of barriers and the Sails, which will be considered further by the Assets, Inclusion and Development (AID) Committee. Cllr Brooks seconded the proposal and all Councillors voted in favour.

72.7c. Town Hall repairs and maintenance – The Council has a general repairs and maintenance budget and one specifically for the Town Hall. The Council previously budgeted £50,000 but the underspend was approximately £48,000. Cllr Pearce proposed carrying the underspend forward to 2022-2023 and only budgeting additional funds to bring the figure back up to £50,000. This year's expenditure is more likely to be £10,000-£20,000. The Clerk's concern is that costs are escalating significantly for repairs

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and it is often difficult to find companies to do them. The Clerk recommended factoring in an additional ten percent, which would increase the budget to £55,000. Cllr Pearce amended his proposal to carry forward the £48,000 underspend and budget the additional funds to give an overall budget for Town Hall repairs and maintenance of £55,000; seconded by Cllr Green; all in favour.

- 72.7d. Marina Theatre repairs and maintenance and planned maintenance – With regard to planned maintenance, a meeting will be arranged with the Marina Theatre to look at its schedule of works over the next few years, which will inform the budget. The repairs and maintenance and planned maintenance figures combined were less than £30,000 this year. It was agreed that the repairs and maintenance budget for the Marina Theatre should be increased. The Clerk suggested that this particular budget should be in the region of £20,000. Cllr Pearce proposed asking the Budget and Loan Sub-Committee to make a £20,000 repairs and maintenance budget provision for the Marina Theatre, with the planned maintenance figure to be confirmed once the Council has reviewed the Theatre's schedule of works; seconded by Cllr Brooks; all in favour. A formal meeting with the Theatre will be progressed in addition to the informal open evening for Councillors. The Clerk will enquire as to whether the Theatre has received an update from East Suffolk Council regarding the Towns Fund.
- 72.7e. Marina Theatre earmarked reserve recovery – The Marina Theatre earmarked reserve of approximately £16,000 has been exhausted this year. The updated Reserves Policy states that funds taken from reserves to meet unexpected expenditure should be replenished. Cllr Pearce proposed that budget provision should be made to recover the Marina Theatre earmarked reserve in 2022 – 2023; seconded by Cllr Brooks; all in favour.
- 72.7f. Marina Theatre (repayment of loan) – The budget projections show that the amount the Council repays year on year decreases slightly. Officers will confirm the expiry date of the loan.
- 72.7g. Offices – capital repayment – A capital loan was taken out when the Town Council moved in to Hamilton House. It may be the Council would still be repaying this loan once it moves into the Town Hall and officers were asked to confirm details of the repayment.
- 72.7h. Offices – repairs and maintenance – It was agreed this should remain as a separate heading, as there are items which the Council is charged separately for and items will age and require replacement. Some making good work may be required when the Town Council moves to the Town Hall, but it was noted that the Council has made a significant contribution to the value of the building.
- 72.7i. Offices – furniture and equipment – This item and item 72.7j were considered together. It is understood that the 'Administration – equipment' heading had previously been identified as a duplicate. Cllr Pearce proposed merging these two headings into one budget stream; seconded by Cllr Green; all in favour.
- 72.7j. Administration – equipment – This was covered in the discussion of the previous item.
- 72.8. Reviewing the following expenditure items in the Norse grounds maintenance contract: - The Norse Contract Working Group met last week and now requires officer input and a follow-up meeting with Norse. An internal Zoom meeting was arranged for 13:00 on 26 October. Cllr Pearce will send officers details of what has been discussed so far. The Working Group has questions for Norse in advance of any meeting with them and would like to know how the cost is broken down at each asset. The Working Group is looking to put together a specification for Norse to give an indicative cost.
- 72.8a. Drying Racks management fee – This has been incorporated into the wider contract for The Ness.
- 72.8b. Clarkes Lane and Pollard Piece – It was clarified that one of the play areas was removed before the land transferred to the Town Council. The Committee would like reassurance that there is no duplication and one of the charges relates to the play area and one to

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- the open space. Cllr Pearce proposed amalgamating these two items in the Norse schedule and obtaining a combined cost for both; seconded by Cllr Brooks; all in favour.
- 72.8c. Great Eastern Linear Park – The overall cost for this site is relatively small (£3,000-£4,000). It is understood that grounds maintenance work is largely confined to the path, plus some litter picking and cutting back. The Working Group will consider how the cost is broken down and whether to expand the current service in the new contract.
- 72.8d. The Parklands – This site is currently locked. Norse will review why the Council is being charged for grounds maintenance here. If work is required there Norse can be instructed separately from the contract. It was noted that the pond at Uplands needs attention, particularly the safety signage. This pond was included in the environmental assessment of the Council's ponds, but Gainsborough Drive and Fen Park have been identified as the priorities this year. Safety signage will be reviewed regardless.
- 72.8e. The five main parks, including Skate Park component in Normanston Park – The Committee requested a breakdown of the cost, including an itemised cost for the skate park.
- 72.8f. Denes Oval - The Committee requested a breakdown of the cost.
- 72.8g. Community Halls – As discussed earlier, there seems to be a difference in the charges between the three Halls, but one does have a sports field. Clarification was requested.
- 72.8h. Triangle Market – There are two separate costs which apply - £11,000 for maintenance of the public conveniences and £14,000 for the Triangle Market itself. Norse have advised that this is under review, and the charge for the market area itself should be nearer £7,000. The overpayment will be returned as a credit note, but this should extend to all the years that the Town Council has been in existence and not just the last year. Once the breakdown of the cost is received, the Working Group can review whether it includes elements that the Town Council would not wish to include with its grounds maintenance.
- 72.9. Recommending delegation of the Community Engagement budget to the Assets, Inclusion and Development Committee and the Events and Communications Sub-Committee – Everything else under the same budget tab is already delegated. Cllr Pearce proposed rationalising this with other budget streams and delegating the Community Engagement budget to the AID Committee as the parent Committee, then onto the Events and Communications Sub-Committee; seconded by Cllr Brooks; all in favour.
- 72.10. A proposal from the Budget and Loan Sub-Committee regarding funding for capital repairs to the Jubilee Bridge (confidential) – To be discussed during the confidential session.
- 72.11. Reviewing costs against budget for the Whitton Green play area refurbishment, including outdoor fitness equipment (confidential) - To be discussed during the confidential session.
- 72.12. An update on staffing related costs, following the Personnel Committee meeting on 13 October 2021, including the following (confidential):
- 72.12a. Anticipated expenditure from the staffing budget and earmarked reserve (including contingency provision) during second half of 2021 – 2022 – It was agreed to carry this item forward to the next meeting.
- 72.12b. Anticipated staffing budget (including contingency provision) for 2022 – 2023 - It was agreed to carry this item forward to the next meeting.

### 73. Payments:

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

#### September income

Date	Received From	Description	Amount
6 September 2021	Market Income	Weekly Market Income	£42.50
6 September	Tenant	Rental Income from	£213.16

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2021		Tenant	
7 September 2021	Access Community Trust	Return of Grant Double Payment	£1,482.33
13 September 2021	Market Income	Weekly Market Income	£94.50
16 September 2021	Tenant	Rental Income from Tenant	£6,300
20 September 2021	Roche	Return of incorrect payment	£43.18
20 September 2021	Heads-Up Tennis	Use of Tennis Courts for Coaching	£20
20 September 2021	Market Income	Weekly Market Income	£18.50
27 September 2021	Market Income	Weekly Market Income	£42.50

### 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 VAT = £2,309.99
10 September 2021	C&C Consulting	Health & Safety Support + Vision	£735 + £147 VAT = £882
14 September 2021	Land Registry	Land Registry Searches	£6
14 September 2021	Roche	Printing Charges (intended for Ricoh, later refunded)	£45.18
14 September 2021	Darren Breeze	Dunkirk Plaque	£640
14 September 2021	Waveney Norse	Whitton Hall Cleaning	£120 + £24 VAT = £144
16 September 2021	Lloyds Bank	Credit Card Purchases	£1,130.57
20 September 2021	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240

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20 September 2021	HMRC	HMRC August 2021	£3,573.93
21 September 2021	NPower	Denes Oval Pavilion Electric	£228.95 + £11.45 VAT = £240.40
21 September 2021	NPower	Lowestoft Cemetery PC Electricity	£70.07 + £3.50 VAT = £73.57
21 September 2021	NPower	Kensington Gardens Electricity	£65.98 + £3.30 VAT = £69.28
21 September 2021	NPower	Kensington Gardens Electricity	£49.61 + £2.48 VAT = £52.09
22 September 2021	NPower	Triangle Market Electric	£212.69 + £10.63 VAT = £223.32
23 September 2021	Salaries	Salaries September 2021	£9,106.34
23 September 2021	British Gas	Whitton Hall Gas	£45
23 September 2021	BSA Security	Town Hall Alarm Callout	£115 + £23 VAT = £138
23 September 2021	Nicholsons Solicitors	Legal Advice	£550.80 + £110.16 VAT = £660.96
23 September 2021	Ricoh	Printing Charges	£37.65 + £7.53 VAT = £45.18
23 September 2021	Archant	Lowestoft Journal Advert	£25 + £5 VAT = £30
23 September 2021	BSA Security	Town Hall Fire Alarm, Emergency Lights and Extinguishers Annual Check	£620 + £124 VAT = £744
23 September 2021	Archant	Lowestoft Journal Advert	£70 + £14 VAT = £84
23 September 2021	BSA Security	Town Hall Key Holder Contract	£175 + £35 VAT = £210
23 September 2021	Sarah Foote	Reimbursement for Wi-Fi and Parking	£14
24 September 2021	NPower	Pakefield Street PC Electricity	£56.20 + £2.81 VAT = £59.01
27 September 2021	Gazprom Energy	Town Hall Gas	£45.70
28 September 2021	Eon	Whitton Hall Electricity	£44
28 September 2021	NPower	Normanston Park Electricity	£85.47 + £4.27 VAT = £89.74
Pending	PKF Littlejohn LLP	External Audit 2020-21	£2,400 + £480 VAT = £2,880
Pending	East Suffolk Norse	Partnership Charge September 2021	£37,550 + £7,510 VAT = £45,060

### October income

Date	Received From	Description	Amount
4 October 2021	Market Income	Weekly Market Income	£42.50
4 October 2021	Tenant	Rental Income from Tenant	£213.16

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11 October 2021	Lamarti	Use of Links Road Car Park	£460 + £92 VAT = £552
11 October 2021	Market Income	Weekly Market Income	£42.50
11 October 2021	Tenant	Rental Income from Tenant	£5,000

### October expenditure

Date	Payment to	Description	Amount
1 October 2021	East Suffolk Council	Links Road Car Park Business Rates October 2021	£187
1 October 2021	East Suffolk Council	Sparrows Nest Bowls Pavilion Business Rates October 2021	£110
1 October 2021	East Suffolk Council	Hamilton House Business Rates October 2021	£2,008
6 October 2021	Suffolk Pension Fund	Pensions October 2021	£3,939.76
8 October 2021	MS Oakes	Town Hall Roof Repair	£372.20 + £74.44 = £446.64
8 October 2021	MS Oakes	Martello Coffee Coping Stone	£392 + £78.40 VAT = £470.40
8 October 2021	MS Oakes	Town Hall Repairs	£4,121.50 + £824.30 VAT = £4,945.80
8 October 2021	East Suffolk Council	Hamilton House Business Rates 2018-2021	£25,492.99
8 October 2021	Great Yarmouth Heating	Denes Oval Water Heater Inspection	£83.33 + £16.67 VAT = £100.00
8 October 2021	East Suffolk Norse	Whitton Hall Cleaning	£150 + £30 VAT = £180
8 October 2021	Christina Parnell	Return of Whitton Hall Deposit	£100
11 October 2021	C&C Consulting	Health & Safety Support + Vision	£735 + £147 VAT = £882

73.2. Any payments for approval (see schedule) – There were none.

*The Clerk temporarily left the meeting 14:31*

### 74. Governance

74.1. The External Audit report – The External Audit report had been received and circulated to all Councillors and was formally received and accepted by the Committee. A vote of thanks was offered to those staff who had been involved with the audit.

*The Clerk returned 14:32*

74.2. Preparations for the Internal Audit – It was noted that preparations were underway for the Internal Audit, which was due to take place on 18 and 19 October.

74.3. Delegations to the Clerk for emergency, health and safety and other expenditure – An Extraordinary Meeting of the Events and Communications Sub-Committee had to be called recently to make a time urgent decision regarding Heritage Open Days. That Sub-Committee has recommended giving the Clerk delegated authority to act on such requests in future,

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either through existing delegations or via email with Councillors. Cllr Pearce proposed delegating authority to the Clerk a per-item expenditure limit of £2,500 with regard to emergency, health and safety and other time urgent expenditure. It was clarified that this would not replace any existing delegations and would not change the financial thresholds of existing delegations in nature or amount. Cllr Brooks seconded the proposal and all Councillors voted in favour.

### **75. Grants**

#### 75.1. Grant applications:

- 75.1a. Red Oak Primary School for £2,000 – The application is for funding towards work on a nature area. The school has requested £2,000 from the Town Council, towards an overall budget of £5,000 for the project, or as much as the Council is prepared to give. Giving funding directly to a statutory body is an issue for Parish Councils. The Council may be able to exercise the General Power of Competence but generally cannot where another regulation specifically refers. The application may be eligible if it falls outside of the school's statutory duties. Officers will review the application and will see if it can be re-submitted by a Friends or PTA Group.
- 75.1b. Lowestoft Shopmobility for £317 – Cllr Pearce proposed approval of this application; seconded by Cllr Green; three Councillors voted in favour; one Councillor abstained from the vote.
- 75.1c. Disability Advice North East Suffolk for £1,443.83 – Cllr Brooks proposed approval of this application; seconded by Cllr Green; all in favour.

### **76. Other financial matters, including:**

- 76.1. Reviewing the Town Council's Asset Register – It was agreed to carry this item forward to the next agenda.
- 76.2. Agreeing a budget for the reinstatement of the Sparrows Nest beacon – The quotation has not yet been received. The AID Committee will also consider this item and it is likely that the cost will fall within that Committee's delegation.
- 76.3. The cost of works required to secure a boundary of the Britten Road play area – There are issues with anti-social behaviour at the site. There is a query over the exact boundary line and an indicative quote is being sought for a fence before a formal decision is made. The AID Committee has recommended that the area is cleared of litter, for which the Town Council should meet the cost. Cllr Pearce proposed endorsing the recommendation from the AID Committee to instruct Norse to clear the area of litter; seconded by Cllr Brooks; all in favour.
- 76.4. Any costs relating to the delivery of the Tree Council Branching Out Fund grant – The horticultural budget includes provision for tree planting and it is understood that it specifically relates to these trees. This item will be added to the Full Council agenda.
- 76.5. Grounds maintenance on The Ness following the end of the defect remediation period and Licence to Occupy in November 2021 – The proposed coast garden will need to be considered as part of the five year plan. This will include the cost to of developing the garden and ongoing maintenance.
- 76.6. The installation of an electrical charging point at Hamilton House – including timescale and cost - particularly to support the planned purchase of an electric/hybrid vehicle for Council staff site visits and related work – The Council was originally planning to purchase an electric car, but the budget will need to be checked to ensure the budget provision for this was retained given the delay in recruiting new staff. The Town Council has been offered this opportunity whilst similar works are taking place at Hamilton House, which would reduce the cost. In total the cost should not exceed £1,000. A Community Warden could be in post as early as next month. The purchase of an electric car would support year-round activities. An electric bicycle would not require a specific charging point. Cllr Pearce proposed delegating authority to the Clerk to the progress the installation of an electrical charging point at Hamilton House, within a maximum budget of £2,000; seconded by Cllr Green; all in favour.



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Cllr Pearce proposed asking the Climate Emergency and Ecological Committee to consider what the Town Council's initial investment will be, and the type of vehicle which should be purchased; seconded by Cllr Green; all in favour. If a purchase is made this year, funds may need to be taken from reserves and replenished next year.

- 76.7. Receiving feedback from a meeting with Norfolk and Waveney MIND, and any requests arising from that meeting – There was a MIND meeting at the Kirkley Centre recently, which Cllr Pearce followed up with a separate meeting to understand how the Town Council may support their activities in the town. MIND is looking to run a small festival in Sparrow Nest and it was suggested that the Town Council could offer to underwrite the festival and offer a small community grant. Once the Town Hall is operational, MIND could be offered a space there either free of charge or at a reduced rate. It was agreed that MIND should meet with the Council again once planning for the festival has begun, which is due to take place between June to September next year. The Events and Communications Sub-Committee meeting is taking place on 25 November, which the representatives could be invited to.
- 76.8. An update on the purchase of laptops for Councillors who have requested them – An order is being placed for those Councillors who have responded regarding the up to date position. An order for those Councillors who have not yet specified their up to date preferences will be placed at a later date.
- 76.9. A request from the Community Safety Committee to explore additional costs relating to the purchase of Speed Indicator Devices (including posts and brackets) – The Community Safety Committee would like to purchase two devices. Officers will undertake an audit of the proposed locations to identify what the needs are. Cllr Pearce proposed suspending Standing Order 3y for twenty minutes to allow the meeting to continue, following a five minute comfort break; seconded by Cllr Green; all in favour.

*A five minute comfort break was taken 15:30 and the meeting resumed 15:35*

- 76.10. Scheduling and management of the following 2021 – 2022 capital projects, including appointment of external project managers where needed: - New staff are being appointed and existing staff will be taking on more project responsibilities. External support will still be required and not all vacancies have been filled. The Clerk recommended that budget provision is made for all the projects specified below to be externally project managed. Cllr Pearce proposed allowing budget provision for all of the below projects to be externally project managed - with officers overseeing the work of the project manager – using the quoted capital cost of each project plus a sixteen percent uplift as a maximum budget. Cllr Pearce further proposed delegating authority to the Budget and Loan Sub-Committee to determine which budgets and reserves the funding should come from; seconded by Cllr Brooks; all in favour. Ensuring that the Council has adequate health and safety and staffing budgets will help the Council to reach the stage to consider exactly what is needed for health and safety, compliance and contracts management. Once the new staff have settled in, the Council will have a clearer idea of the requirements.
- 76.10a. Refurbishment of Sparrows Nest play area
- 76.10b. Refurbishment of Britten Road play area and open space
- 76.10c. Dredging of Gainsborough Drive pond
- 76.10d. Restoration work on the Fen Park pond
- 76.10e. Installation of outdoor fitness equipment in Fen Park
- 76.10f. Installation of outdoor fitness equipment in Normanston Park
- 76.10g. Installation of amplification and recording equipment in Hamilton House
- 76.10h. Refurbishment of Fen Park public conveniences
- 76.10i. Refurbishment of Sparrows Nest public conveniences (some aspects may be confidential)
- 76.10j. Normanston Park tenant (confidential)
- 76.11. An update on the sourcing of quotes for refurbishment of the Triangle Market public conveniences in 2022 – 2023, and to consider appointment of an external project manager – It has been agreed to progress the refurbishment of the Triangle Market public conveniences

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in addition to whichever two are selected by the Council as priorities next year. The other two selected by the Council will be funded from the public conveniences budget, whereas the Triangle Market public conveniences will be funded from the Triangle Market earmarked reserve. Although the work is to take place in the next financial year, quotations should be sought in advance of this. In terms of project management, it was agreed to treat this in the same way as the previous item.

### 76.12. Defibrillators:

76.12a. Allowing budget provision for the installation of three Town Council defibrillators in 2022 – 2023 (one at each of the Town Council's Community Halls) – The Council's policy is to purchase two defibrillators per year and match fund an additional five. The Community Safety Committee would like to install a defibrillator at each of the Community Halls. The Council has not yet received any approaches for match funding. Cllr Pearce proposed asking the Budget and Loan Sub-Committee to allow budget provision for the purchase of three defibrillators in 2022 – 2023, but reduce the number of match-funded defibrillators to retain the same overall budget, and asking the Community Safety Committee to factor that into their procurement and installation plans; seconded by Cllr Brooks; all in favour.

76.12b. An update regarding arrangements for the defibrillator in the Gunton Drive telephone kiosk, and financial implications (confidential) – To be discussed during the confidential session.

76.13. An update on asset transfer matters (some aspects may be confidential) – It was agreed to defer this item to the next meeting.

76.14. Potential community asset transfers once existing land transfer matters are resolved (some aspects may be confidential) - It was agreed to defer this item to the next meeting.

76.15. Residents' concerns regarding regeneration and cultural investment in Lowestoft (some aspects may be confidential) – To be discussed during the confidential session.

76.16. An update on arrangements and timetable for progressing a bipartite agreement with the Marina Theatre Trust (confidential) - To be discussed during the confidential session.

76.17. An update on the Hamilton House lease and business rates (confidential) - It was agreed to defer this item to the next meeting.

76.18. An update on forthcoming capital works to the Sparrows Nest building complex (confidential) - It was agreed to defer this item to the next meeting.

76.19. An update on an earlier approach regarding guardianship of Lowestoft Hospital heritage items, and to consider associated costs (confidential) - It was agreed to defer this item to the next meeting.

### 77. Date of the next meeting

11 November 2021 13:00 – To avoid a clash with commemorative events for Armistice Day, it was agreed to bring the meeting forward to 4 November. At the preference of Committee members, the start time was agreed as 14:30.

### 78. Items for the next agenda and close

It was requested that the refurbishment of the St Margaret's Plain is added to the next agendas of this Committee and the AID Committee.

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

### 79. Resolution to close the meeting to the public:

79.1. Any legal matters, including those above as required:

72.10. A proposal from the Budget and Loan Sub-Committee regarding funding for capital repairs to the Jubilee Bridge (confidential) – Cllr Pearce proposed endorsing the recommendation of the Budget and Loan Sub-Committee to Full Council; seconded by

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**13:00 on 14 October 2021**

Cllr Brooks; all in favour.

- 72.11. Reviewing costs against budget for the Whitton Green play area refurbishment, including outdoor fitness equipment (confidential) - Cllr Pearce proposed a recommendation to Full Council to ring fence an additional £15,000 in the play areas budget for Whitton Green; seconded by Cllr Green; all in favour.

*The Clerk temporarily left the meeting 16:09*

- 76.16. An update on arrangements and timetable for progressing a bipartite agreement with the Marina Theatre Trust (confidential) – The Clerk is progressing this.
- 76.12b. An update regarding arrangements for the defibrillator in the Gunton Drive telephone kiosk, and financial implications (confidential) – It was agreed to carry this item forward to the next meeting, pending a response.
- 76.15. Residents’ concerns regarding regeneration and cultural investment in Lowestoft (some aspects may be confidential) – Some concerns have been raised regarding regeneration and cultural investment in the town, and the allocation of funding.

*The Clerk returned 16:13*

Cllr Pearce proposed endorsing a recommendation from the AID Committee; seconded by Cllr Brooks; all in favour.

- 76.16. An update on arrangements and timetable for progressing a bipartite agreement with the Marina Theatre Trust (confidential) – The lease is being handled by solicitors and an appropriate bipartite agreement is being drawn up.
- 72.12. An update on staffing related costs, following the Personnel Committee meeting on 13 October 2021, including the following (confidential) – Cllr Pearce made a confidential proposal; seconded by Cllr Brooks; all in favour.

The Chair closed the meeting 16:33.

Signed: .....  
4 November 2021