

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
13:00 on 12 August 2021

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum, 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

43. Welcome

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

44. Apologies for absence

Apologies were received from Cllrs Wendy Brooks, Paul Page, Graham Parker, Keith Patience and Alice Taylor. Cllr Pearce proposed acceptance of the apologies received; seconded by Cllr Begum; all in favour.

45. Declarations of Interests and dispensations

Cllr Green declared a local non-pecuniary interest in item 51.2. Cllr Barker declared a local non-pecuniary interest in items 50 and 51.11. Regarding item 51.1, Cllr Pearce declared that he is a member of the Gunton Residents' Association but was not involved in the preparation of their grant application.

46. The draft minutes of the meeting on 1 July 2021

Cllr Pearce proposed approval of the minutes of the meeting on 1 July 2021; seconded by Cllr Green; all in favour.

47. 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.

48. Budget and Loan:

48.1. Monitoring the budget for 2021 – 2022, including delegated Committee and Sub-Committee budgets – The budget monitoring documents had been received and were noted.

48.2. Bank reconciliations – July's bank reconciliation had been sent to the relevant Councillor signatory.

48.3. Draft commentaries for the budget and general and earmarked reserves, and associated review of the Reserves Policy – Cllr Pearce had submitted some suggestions, including draft appendices to the Reserves Policy. Some guidance is needed from the Clerk regarding appropriate wording for the appendix for the CIL reserve. It is assumed there will be a reduction in CIL funding. The Clerk, as Responsible Financial Officer, confirmed she was happy with the draft commentaries and appendices. Cllr Pearce proposed a recommendation to Full Council to approve the draft updates, including the appendices to Reserves Policy and the draft commentaries, subject to the addition of the appendix regarding the CIL reserve to the Reserves Policy; seconded by Cllr Green; all in favour.

48.4. Increasing the target of the earmarked reserve for the staff budget – The target was £100,000, but this was based on the original staffing levels. This is subject to change depending on what Full Council decides about new staffing arrangements. It was agreed to carry this item forward to the next meeting.

48.5. The draft minutes of the Budget and Loan Sub-Committee meeting on 20 July 2021 – The draft minutes were received and noted.

48.6. The following recommendations from the Budget and Loan Sub-Committee:

48.6a. Proposals (as per meeting paper) regarding budgets and reserves (some aspects may

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be confidential) – The meeting paper had been circulated to the Committee in advance of the meeting. Cllr Pearce proposed a recommendation to Full Council to adopt the proposals from the Budget and Loan Sub-Committee as per the meeting paper; seconded by Cllr Green; all in favour.

Additionally, Cllr Pearce had further separate proposals for the Committee to consider. Cllr Pearce proposed a recommendation to Full Council to create a new budget and earmarked reserve for the Community Halls and transfer the £1,635 underspend against Whitton Residents' Hall, previously allocated to the repairs and maintenance earmarked reserve, to the new Community Halls earmarked reserve; seconded by Cllr Green; all in favour. It was confirmed that, if approved, the budget would be used for repair and maintenance and upgrades to the Community Halls.

Cllr Pearce proposed a recommendation to Full Council to transfer the underspend from the 2020 – 2021 community safety budget to the community safety earmarked reserve (previously allocated to general reserves); seconded by Cllr Begum; all in favour.

Cllr Pearce proposed a recommendation to Full Council to transfer the underspend from the 2020 – 2021 grants budget to the grants earmarked reserve; seconded by Cllr Begum; all in favour.

Cllr Pearce proposed a recommendation to Full Council to transfer the underspend from the 2019 – 2020 and 2020 – 2021 budgets for The Ness to the ring-fenced budget for The Ness within the parks and open spaces budget (previously allocated to general reserves); seconded by Cllr Green; all in favour.

Cllr Pearce proposed a recommendation to Full Council to transfer the property lettings and tenant rental income from Normanston Park (£4,800 in 2017 – 2018, £6,250 in 2018 – 2019, £6,250 in 2019 – 2020 and £6,250 in 2020 – 2021) from general reserves to the parks and open spaces budget, earmarked for expenditure in Normanston Park, particularly the capital expenditure of a replacement conservatory; seconded by Cllr Green; all in favour.

There was a discussion about how third party income pledged for the Whitton Green project will be used. At the moment it is anticipated that contributions will be spent on the project as a whole, but it was agreed to add this to the Full Council agenda and officers will endeavour to seek clarity before then.

- 48.7. The outline draft format of the reserves document – Cllr Pearce has prepared a draft document, linked to the proposals as considered earlier. The Clerk as Responsible Financial Officer confirmed she is happy with the draft document, assuming the proposals are accepted by Full Council. Cllr Pearce proposed a recommendation to Full Council to adopt the outline draft format of the reserves document; seconded by Cllr Begum; all in favour.
- 48.8. The outline draft format of the 2022 – 2023 budget document – Cllr Pearce has prepared a draft document, which consolidates the individual tabs into four working tabs. The other tabs will still be available for audit purposes. The Clerk as Responsible Financial Officer confirmed she is happy with the proposed changes, which will require some follow-up work by the Finance Assistant if adopted. Cllr Pearce proposed a recommendation to Full Council to adopt the outline draft format of the 2022 – 2023 budget document; seconded by Cllr Green; all in favour.
- 48.9. Any additional recommendations relating to budgets, general and earmarked reserves (see meeting paper) – Additional proposals were considered earlier in the meeting.
- 48.10. Anticipated 2021 – 2022 by-election costs and indicative 2023 ordinary election costs – The Town Council has an election reserve of approximately £69,000, which will reduce once the

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Council is invoiced for this year's by-elections. The Committee would like an indicative cost from East Suffolk Council of the 2023 ordinary elections so the Town Council can budget appropriately. This item will be carried forward to the next meeting.

- 48.11. Consultancy and external project management requirements, and make a recommendation to the Budget and Loan Sub-Committee regarding budgeting – This was discussed as part of this morning's Personnel Committee meeting. If an allowance is required for support over and above the new staffing structure, this will be reported to the Finance and Governance Committee and Budget and Loan Sub-Committee to consider for 2022 – 2023 budgeting purposes. Thanks were offered to Cllr Pearce, the Clerk and the Finance Assistant for their work on this.

49. Payments:

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

July income

Date	Receipt From	Description	Amount
5 July 2021	Market Income	Weekly Market Income	£138.50
9 July 2021	Groundworks UK	Neighbourhood Plan Grant	£1,200
9 July 2021	Lowestoft & District Allotment Association	Allotment Rent	£583
12 July 2021	Market Income	Weekly Market Income	£132.50
12 July 2021	Tenant	Rental Income from Tenant	£213.16
15 July 2021	Marina Theatre	Rent	£5,000
16 July 2021	Oliver Bailey	Use of Tennis Courts	£90
19 July 2021	Market Income	Weekly Market Income	£138.50
19 July 2021	Tenant	Rental Income from Tenant	£6,300
26 July 2021	Market Income	Weekly Market Income	£66.50
30 July 2021	Tenant	Rental Income from Tenant	£1,518.20
30 July 2021	Private hire of Whitton Hall	Private hire of Whitton Hall	£56

July expenditure

Date	Payment to	Description	Amount
1 July 2021	East Suffolk Council	NNDR Hamilton House June 2021	£2,008
1 July 2021	East Suffolk Council	NNDR June 2021	£187
1 July 2021	East Suffolk Council	NNDR June 2021	£110
2 July 2021	SCC Pension Fund	June Pensions	£4,403.68
7 July 2021	British Gas	Whitton Hall Gas	£9.30
7 July 2021	BSA Security	Fire Alarm Training	£44 + £8.80 VAT = £52.80
7 July 2021	SLCC	Quotes, Tenders & Contracts Webinar	£90 + £18 VAT = £108
7 July 2021	Claranet	Website Hosting	£55.43 + £11.09 VAT = £66.52
8 th July 2021	NPower	Electricity Charges	£899.48

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8 July 2021	PPL PRS	Music Licence	£244.47 + £48.89 VAT = £293.36
12 July 2021	MS Oakes	Sparrows Nest Repairs to Brick Pier	£3,109.60 + £621.92 VAT = £3,731.52
12 July 2021	Binder Ltd	Sewage Disposal Uplands	£302.50 + £60.50 VAT = £363
12 July 2021	East Suffolk Council	Lowestoft BID Hamilton House	£1,026.78
12 July 2021	Alan Green	Reimbursement	£69
12 July 2021	Sarah Foote	Reimbursement	£27
16 July 2021	Lloyds	Credit Card Purchases	£115.50
16 July 2021	Michlmayr	Town Hall Clock Work	£1,412 + £282.40 VAT = £1,694.40
16 July 2021	EPBS Ltd	Dell Laptop	£675.75 + £135.15 VAT = £810.90
16 July 2021	East Coast Community Healthcare	Fire Training	£450 + £90 VAT = £540
19 July 2021	PWLB	Marina Theatre Loan Repayment	£7,091.25
19 July 2021	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
19 July 2021	HMRC	HMRC June 2021	£4,359.13
20 July 2021	NPower	Electricity Charges	£293.71
20 July 2021	South Pier Lowestoft	South Pier Grant	£1,050
20 July 2021	Seletar Signs Ltd	Duck Sign	£36
20 July 2021	Sword & Trowel Ltd	Payroll Services	£93.60
20 July 2021	Stroud Associates	Great Eastern Linear Park Site Visit	£90 + £18 VAT = £108
20 July 2021	Roche	Sparrows Nest Condition Survey	£2,087 + £417.40 VAT = £2,504.40
21 July 2021	NPower	Electricity Charges	£417.84
23 July 2021	Salaries	Salaries July 2021	£10,455.27
27 July 2021	NPower	Electricity Charges	£110.01
27 July 2021	Land Registry	Land Registry Searches	£6

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
11 August 2021	Heads-Up Tennis	Use of Town Council Tennis Courts for Coaching	£40
Pending	HMRC	VAT Return Q1	£43,843.12

August expenditure

Date	Payment to	Description	Amount
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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
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

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

50. Standing Orders and Policies

50.1. The draft minutes of the Standing Orders and Policies Sub-Committee meeting on 1 August 2021 – The draft minutes were received and noted.

50.2. A request from Cllr Brooks to join the Standing Orders and Policies Sub-Committee – Cllr Pearce proposed approval of the request from Cllr Brooks; seconded by Cllr Barker; all in favour.

50.3. The following recommendations from the Standing Orders and Policies Sub-Committee:- Cllr Barker proposed a recommendation to Full Council to adopt those policies as listed in items 50.3a – 50.3c; seconded by Cllr Green; all in favour.

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50.3a. Adopting the Adverse Weather Policy, as amended

50.3b. Adopting the IT Policy, as amended

50.3c. Adopting the Acquisitions and Disposal Policy, noting that a further review will follow in six months' time – The need for a potential further review is partly due to the Town Hall project, particularly the heritage aspect, which may impact this policy.

51. Other financial matters, including:

51.1. Grant applications:

51.1a. Gunton Residents' Association for £1,960 – Cllr Pearce declared that he is a member of the Gunton Residents' Association, but has had no involvement with this project or preparation of this application. The application is for funding towards a memorial to Cllr Sue Barnard, but it is not a memorial which has been arranged by the Town Council. Cllr Green proposed approval of the application; seconded by Cllr Barker; all in favour.

51.1b. Heritage Open Days up to £1,000 – The Committee has approved a grant for Heritage Open Days in a previous year, and approved an arrangement for the Council to pay individual invoices up to the maximum amount approved, as and when they were received. It was not clear from the application whether the Steering Committee has a bank account. Cllr Pearce proposed approval of the application, with delegated authority to the Clerk to check that there is an appropriate bank account to pay the funds to, or agree a suitable alternative arrangement; seconded by Cllr Green; all in favour.

51.2. A recommendation from the Community Safety Committee to explore how the Council may support local food banks and food fridges, which are not already supported by partner organisations, either via the grant scheme or a small annual budget – This has been looked at by the Community Safety Committee as part of the implementation of the Health Emergency Declaration and Sustainability Strategy. It was reported that grant funding is available through Community Action Suffolk to support organisations which disseminate food. The Town Council has had some communication with Lowestoft Rising and there is a lot of work going on in the town. The Town Council has been invited to attend a Food Network meeting next month, and a representative will be appointed at the next Full Council meeting. It was reported that there has been a spike in people living in food poverty in the Roman Hill area, but it is not clear what has caused this. The Town Council can keep informed via Lowestoft Rising. A representative from East Suffolk Council's Communities Team has been invited to speak to the Community Safety Committee, where this matter can also be raised.

51.3. The cost of providing smartphones to all Town Council officers – The Clerk has received an indicative cost of £150 per phone, and an ongoing cost of £20 per month for two gigabytes of data and unlimited calls and texts. There was a concern that the cost may be too high. Officers can seek quotations independently of the Council's IT provider but in doing so would not then receive support for the devices from the IT provider. The Committee agreed that £20 per month would be an acceptable cost, as long as that included the cost of the phone itself. It was agreed that officers would seek three quotations and bring back to this Committee for consideration.

51.4. Any recommendations from the Personnel Committee on the recruitment of a temporary employee for a period of five months, within a maximum budget of £10,000 – The Personnel Committee felt that the recruitment of permanent staff should be prioritised, but made a recommendation to Full Council to give delegated authority to the Clerk to progress the recruitment of a temporary employee as a contingency, in case there are any unforeseen issues with the recruitment of permanent staff. If progressed, it has been recommended that funds to cover this are taken from the staffing earmarked reserve. Cllr Begum proposed a recommendation to Full Council to support the recommendation from the Personnel Committee; seconded by Cllr Green; all in favour.

51.5. Delegating authority to the Clerk to access additional consultancy support on the Neighbourhood Development Plan, within a maximum budget of £500 – Cllr Pearce proposed

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delegating authority to the Clerk, in conjunction with Cllr Taylor, to access additional consultancy support on the Neighbourhood Development Plan, within a maximum budget of £500 plus VAT; seconded by Cllr Barker; all in favour.

- 51.6. Delegating authority to the Clerk to appoint health and safety consultants, within a maximum budget of £10,000 – There had previously been an agreement to delegate authority to the Clerk but without a specified budget. The Clerk is researching options and will provide the Budget and Loan Sub-Committee with an update for budgeting purposes, including any services which fall outside of the core contract. The Clerk is also liaising with the Chair of the Personnel Committee about the range of training needed, including health and safety for Councillors and any additional training needed for officers. Cllr Pearce proposed delegating authority to the Clerk to appoint health and safety consultants, within a maximum budget of £10,000, with funds to come from the consultancy budget; seconded by Cllr Barker; all in favour.
- 51.7. The payment of Councillor expenses, including travel costs – This item had been added as a particular concern had been raised regarding the cost of taxi travel to and from Whitton Residents' Hall for Council meetings. Councillor expenses had been discussed before and it has been confirmed that the Town Council cannot lawfully reimburse the cost of childcare. The law is quite complex regarding Councillor reimbursement, but the Council has reimbursed some Mayoral costs. To progress this, the Council would need to pay to convene a meeting of the Remuneration Panel to make an assessment. It is understood that a Parish or Town Council can reimburse a Councillor for Council-required travel outside of the Parish but not within. It is not however known if this is the legal position. Most meetings are now being held at Hamilton House, so this item can remain under review. It is understood that other local Town Councils pay an allowance to their Councillors in certain circumstances, but this is different to reimbursement costs. The Clerk can ask East Suffolk Council's Monitoring Officer for advice about costs, including the cost of convening the Remuneration Panel, and the legal position.
- 51.8. How to make financial and other support for community volunteer activities more accessible and streamlined, without compromising on safety and safeguarding – Work is ongoing to streamline the process and offer as much support to volunteers as poss. Volunteer activities can be covered under the Town Council's insurance, with the requirement of completion of a simple form.
- 51.9. Progressing a planning application with the Lowestoft Town Tennis Club, sourcing quotes for the resurfacing of courts and other proposed works and appointing a project manager – Cllr Pearce proposed asking the Lowestoft Town Tennis Club to draft the application, to be submitted and paid for by the Town Council; seconded by Cllr Barker; all in favour. The Tennis Club had provided some indicative costs for improvements it would like to see. This did not include the resurfacing of the two public courts, which it is understood would be in the region of £10,000 per court. Cllr Pearce proposed that officers source quotations for the resurfacing of the two public courts; seconded by Cllr Green; all in favour. Full Council has already agreed a delegation to the Mayor, the Chairs of the Finance and Governance and AID Committees and the Clerk to put together a proposal and make a detailed recommendation to Full Council regarding funding. The Council may wish to appoint an external project manager but further work is needed first, particularly on the content of any planning applications. An item will be added to this Committee's agenda in October to consider appointing a project manager.
- 51.10. A recommendation to Full Council to support the recommendation from the Assets, Inclusion and Development Committee to proceed with a decorative refurbishment of the Britten Road play area and installation of Matta Safer Surfacing, within a maximum budget of £18,000, and to receive an update on the clearance of overgrown areas, including associated costs – Cllr Pearce proposed endorsing the recommendation from the AID Committee, on the basis that this work will be progressed after the Whitton Green play area has reopened following its refurbishment; seconded by Cllr Barker; all in favour. There will be a lead time of approximately six weeks to obtain the Matta Safer Surfacing, which will

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need to be taken into consideration when instructing the works. Some of the equipment is located in an area of overgrowth, which will need to be considered as part of an overall refurbishment of the site in future. The AID Committee has made a recommendation regarding a request for sale/transfer of a section of land at Britten Road, and Norse has been instructed to undertake work to address concerns raised alongside this. Further decisions can be made about the site once the final cost of the Whitton Green project is known.

- 51.11. A recommendation from the Climate Emergency and Ecological Committee to take expenditure for the Council's carbon footprint assessment from the Climate Emergency budget, rather than the consultancy budget – Cllr Pearce proposed endorsing the recommendation from the Climate Emergency and Ecological Committee; seconded by Cllr Begum; all in favour.
- 51.12. An update on the sourcing of quotes for agreed Kensington Gardens works, particularly those relating to Holocaust Memorial Day – June 2022 will make the centenary of Kensington Gardens. Some works are being considered as part of the five year plans. So far no locality funding has been secured for items relating to Holocaust Memorial Day, but a contingency plan has been agreed. The Friends of Kensington Gardens have plans for the Holocaust Memorial bed, and the Committee Clerk has been liaising with them.
- 51.13. An update on the appointment of a project manager for the Sparrows Nest and Fen Park public conveniences refurbishment – It was agreed to consider items 51.13 and 51.14 together. An external project manager was appointed for the Whitton Green project. The Council does get added value with its current contract arrangements and has positive options with its current contractor, if it is happy to pay to appoint a project manager. Specific costs would have to be discussed confidentially, but it would be less than what the Council was considering to appoint temporary staff. Cllr Pearce proposed an in principle agreement that, where possible, project manager costs will be covered from the relevant budgets and reserves for the individual projects initially, with any additional funding required to come from the staff reserve, and delegated authority to the Clerk to progress and appoint a project manager for each project; seconded by Cllr Green; all in favour.
- 51.14. Appointing a project manager for the 2021 – 2022 play area refurbishments, once current sourcing of quotes and site visits are complete – This was included in the consideration of the previous item.
- 51.15. An update on the final cost of benches and bins purchased as part of the five year plans – Twenty three bins have been ordered, at a cost of £12,443.49 including VAT. Eighteen of these will be installed onto a new concrete pad, at a cost of £142.33 plus VAT each. Five of these will be installed onto an existing concrete base, at a cost of £59.77 plus VAT each. Norse will charge a certain amount per bin for emptying costs, and this will need to be included in the 2022 – 2023 contract costs which are sent to the Council. There has been a request for additional bins at the Great Eastern Linear Park. A site visit will be taking place next week. The Council is now in regular contact with East Suffolk Councillor James Mallinder and can advise him of measures the Town Council are taking on its land, to see if East Suffolk Council would consider doing the same on land it owns. Work to progress an order of benches is still ongoing.
- 51.16. Insurance arrangements for benches, bins, bicycle racks and play equipment (confidential) – To be discussed during the confidential session.
- 51.17. An update on the Sparrows Nest building complex (confidential) - To be discussed during the confidential session.
- 51.18. An update on progressing the bipartite agreement with the Marina Theatre Trust and costs of a new flying system (confidential) - To be discussed during the confidential session.
- 51.19. Progress with the lease and capital works for a Normanston Park tenant, and associated funding (confidential) - To be discussed during the confidential session.
- 51.20. An update on legal advice sought regarding the Jubilee Bridge and to consider how to proceed (as per delegation from Full Council) (confidential) - To be discussed during the confidential session.

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52. Date of the next meeting

9 September 2021 13:00

53. 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. 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.

54. Resolution to close the meeting to the public:

54.1. Any legal matters, including those above as required

51.16 Insurance arrangements for benches, bins, bicycle racks and play equipment (confidential) – This was discussed at the last meeting. Insurance cover for new items will be arranged as they are purchased and received.

51.17 An update on the Sparrows Nest building complex (confidential) – The condition survey report will be forwarded to the Budget and Loan Sub-Committee or Finance and Governance Committee to review (whichever meeting takes place first).

51.18 An update on progressing the bipartite agreement with the Marina Theatre Trust and costs of a new flying system (confidential) – The cost of a new flying system and the supplementary agreement will be considered by Full Council. The Budget and Loan Sub-Committee will need to consider how the Council can financially accommodate a new flying system.

51.19 Progress with the lease and capital works for a Normanston Park tenant, and associated funding (confidential) – Cllr Pearce proposed a recommendation to Full Council to progress a replacement conservatory as a priority; seconded by Cllr Begum; all in favour.

51.20 An update on legal advice sought regarding the Jubilee Bridge and to consider how to proceed (as per delegation from Full Council) (confidential) – Cllr Pearce proposed a recommendation to act in accordance with the advice of the Town Council's solicitor, with delegated authority to the Clerk to proceed; seconded by Cllr Barker; all in favour.

The Chair closed the meeting 14:36.

Signed:

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