

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**13:00 on 7 April 2022**

**MINUTES**

**Present:** Cllrs Sonia Barker, Nasima Begum, Wendy Brooks, Paul Page, Graham Parker and Andy Pearce (Chair)

**In attendance:** Shona Bendix (Clerk), James Cox (Finance and Information Officer) and Lauren Elliott (Project and Committee Clerk)

**Public:** There was one member of the public in attendance (in person)

**167. Welcome**

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

**168. Apologies for absence**

*Cllr Page arrived 13:03*

Apologies were received from Cllr Green, who had also provided a reason. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Parker; all in favour.

**169. Declarations of Interests and dispensations**

Cllr Brooks declared a local non-pecuniary interest in item 174.1c and matters relating to the Denes Oval. Cllr Barker declared a local non-pecuniary interest in items 175.6, 175.23 and 175.25. Cllr Pearce declared a local non-pecuniary interest in matters relating to the Denes Oval, item 174.1c and any matters relating to Fen Park. Cllr Begum declared a local non-pecuniary interest in item 175.6, which could become a pecuniary interest if her business becomes involved.

**170. The draft minutes of the meetings on 10 March, 17 March and 31 March 2022**

Cllr Brooks proposed approval of the minutes of the three meetings; seconded by Cllr Barker; all in favour.

**171. Public forum**

No advance comments had been received and there were no members of the public in attendance via Zoom webinar. A guest had been invited to speak about item 175.6. Cllr Begum advised they would be late. Cllr Parker advised he would need to leave at 14:00. Cllr Begum advised she would need to leave at 14:30. Cllr Barker advised she would need to leave at 16:00.

**172. Budget and Loan:**

172.1. The draft 2021 – 2022 end of year budget and reserves position – Cllr Pearce reported that provisional figures had been circulated. The 2022 – 2023 grants budget was premised on an underspend, which is less than expected and will need to be discussed. Cllr Pearce proposed delegating authority to officers, in conjunction with members of this Committee, to discuss budget and reserve items and bring back to the next meeting to agree the year end position; seconded by Cllr Parker; all in favour.

172.2. Monitoring the budget for 2022 – 2023, including delegated Committee and Sub-Committee budgets – Cllr Pearce advised that relevant Committees and Sub-Committees will be notified of their delegated budgets for the new year, including budgeted items carried forward from last year where payment is still pending.

172.3. Bank reconciliations – Cllr Brooks has signed off February's bank reconciliation but is concerned that payments are still being made to Gazprom. This was discussed at the Climate Emergency and Ecological Committee and will be covered under the relevant agenda item.

172.4. The draft minutes from the Budget and Loan Sub-Committee meeting on 11 April 2022 – The

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draft minutes were not available for this meeting and will be considered by the Budget and Loan Sub-Committee.

- 172.5. Any recommendations from the Budget and Loan Sub-Committee regarding the budget and reserves – Cllr Pearce had discussed with officers the need for a Zoom meeting regarding Town Hall cash flow management. The Budget and Loan Sub-Committee had made a recommendation in December to approve proposals relating to reserves but this had not been considered by Full Council. Cllr Pearce proposed a recommendation to Full Council to adopt the proposals relating to reserves; seconded by Cllr Brooks; all in favour.
- 172.6. The budget allocation of the £546.20 fee (already approved by the Climate Emergency and Ecological Committee) to disconnect the gas supply to the Town Hall – Cllr Pearce advised that the Climate Emergency and Ecological Committee had suggested using the community safety budget or reserve, as the reasons for disconnecting the supply were not directly linked to the climate emergency. The Clerk explained the disconnection process. Cllr Pearce proposed making the payment from the Community Safety earmarked reserve; seconded by Cllr Brooks; all in favour.

### 173. Payments and Receipts:

- 173.1. The income and expenditure reports for March 2022 and April 2022 to date, including payments made under delegated authority (see schedules) – Cllr Pearce requested that all items of expenditure relating to Whitton Hall are taken from the community halls budget and earmarked reserve, except cleaning which should come under the grounds maintenance contract. Cllr Pearce requested that expenditure relating to the e-cargo bike (including insurance) is taken from the electric bikes and vehicles element of the climate emergency earmarked reserve. Cllr Pearce requested that the payment received from East Suffolk Council for Sparrows Nest capital works is allocated to the ring fenced Sparrows Nest element of the parks earmarked reserve. Cllr Pearce noted that the period during which the Links Road car park is closed and not being maintained by Norse should be deducted from the grounds maintenance cost. In response to a query from Cllr Brooks, the Clerk will again liaise with East Suffolk Council regarding the BID levy payment on the Town Hall. Cllr Pearce proposed approval of the suggestions he had put forward above regarding budget allocations; seconded by Cllr Begum; all in favour. The income and expenditure reports were received and noted as follows:

#### March Receipts

Table 1 - March Receipts

Date	Received From	Description	Amount
1 March 2022	East Suffolk Council	Capital Works for Kensington Gardens and Triangle Market	£8,290.15
1 March 2022	Market Income	Weekly Market Income	£24
2 March 2022	Whitton Hall Hire	Whitton Hall Hire	£56
4 March 2022	Howsham Memorials	Belle Vue Park Interment	£234.50
8 March 2022	East Suffolk Council	Capital Works for Triangle Market	£32,980.58
8 March 2022	Market Income	Weekly Market Income	£24
9 March 2022	Kirkley Friendship Group	Whitton Hall Hire	£80
11 March 2022	Coaching	Use of Normanston Park for Sports Coaching	£285

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Date	Received From	Description	Amount
11 March 2022	The Tree Council	The Tree Council Grant	£1,549
15 March 2022	East Suffolk Council	Capital Works Grant	£40,748.73
15 March 2022	Market Income	Weekly Market Income	£24
15 March 2022	Whitton Hall Hire	Whitton Hall Hire	£100
18 March 2022	Tenant	Rental Income from Tenant	£1,000
21 March 2022	Market Income	Weekly Market Income	£18.50
21 March 2022	Tenant	Rental Income from Tenant	£213.16
22 March 2022	Market Income	Weekly Market Income	£48
29 March 2022	East Suffolk Council	Capital grants work	£4,000
29 March 2022	Return of Deposit	Return of Deposit for Whitton Hall hire	-£80
31 March 2022	Whitton Hall Hire	Whitton Hall Hire	£100

### March Payments

Table 2 - March Payments

Date	Payment to	Description	Amount
3 March 2022	Rialtas	Finance Software Subscription	£959 + £191.80 VAT = £1,150.80
3 March 2022	One Stop Badges	Payment Adjustment LTC Badges	£3.33 + £0.67 VAT = £4
3 March 2022	Broadland Security Alarms	Town Hall Fire Alarm Contract	£630 + £126 VAT = £756
3 March 2022	SCC Pension Fund	Pensions February 2022	£5,152.98
3 March 2022	Marina Theatre Trust	Jack Rose Society Event Hire	£289.63 + £57.93 VAT = £347.56
3 March 2022	Broadland Security Alarms	Town Hall Intruder Alarm Contract	£185 + £37 VAT = £222
8 March 2022	Trevor Brown	Internal Audit Services	£174.20
9 March 2022	PIP-UK	PIP-UK Grant	£2,500
9 March 2022	East Suffolk Norse	Whitton Hall Cleaning	£120 + £24 VAT = £144
9 March 2022	East Suffolk Norse	Tree Watering x20	£350 + £70 VAT = £420
9 March 2022	East Suffolk Norse	Tree Planting x32	£1,400.28 + £280.06 VAT = £1,680.34
9 March 2022	Broadland Security Alarms	Whitton Hall Fire Alarm Contract	£170 + £34 VAT = £204
10 March 2022	C&C Consulting Services Ltd	Health and Safety Support	£735 + £147 VAT = £882
14 March 2022	Broadland Security Alarms	Fire Alarm Demonstration	£55 + £11 VAT = £66
14 March 2022	Broadland Security Alarms	Town Hall Repairs	£180 + £36 VAT = £216

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Date	Payment to	Description	Amount
14 March 2022	First Light Festival	First Light Grant	£6,000
14 March 2022	Orbis Furniture	Wardens Office Furniture	£1,299 + £259.80 VAT = £1,558.80
15 March 2022	Energy Assets Ltd	Town Hall Gas Removal	£546.20 + £109.24 VAT = £655.44
17 March 2022	East Suffolk Council	TM Planning Application	£117
17 March 2022	Suffolk County Council	Job Adverts	£225
18 March 2022	NPower	Triangle Market Electric	£266.55 + £13.33 VAT = £279.88q
18 March 2022	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
18 March 2022	Suffolk Cloud	Website Hosting 2022 – 23	£120
18 March 2022	Shona Bendix	Parking Reimbursement	£14.57 + £2.93 VAT = £17.50
18 March 2022	Lowestoft Players	Lowestoft Players Grant	£1,500
18 March 2022	East Suffolk Travel Association	ESTA Grant	£190
18 March 2022	Sarah Foote	Travel (£15.83 and £6.66) , Events (£7) and Stationery (£3.85) Reimbursements	£26.68 + £3.61 VAT = £30.29
18 March 2022	Lauren Elliott	Travel Reimbursement	£6.66 + £1.34 VAT = £8
21 March 2022	NPower	Kensington Gardens Electric	£77.87 + £3.89 VAT = £81.76
21 March 2022	NPower	Kensington Gardens Electric	£79.20 + £3.96 VAT = £83.16
21 March 2022	NPower	Low Cemetery PC Electric	£80.14 + £4.01 VAT = £84.15
21 March 2022	NPower	Denes Oval Electric	£541.85 + £108.37 VAT = £650.22
21 March 2022	NPower	Pakefield St PC Electric	£104.94 + £5.25 VAT = £110.19
21 March 2022	Gazprom Energy	Town Hall Gas	£55.21 + £2.76 VAT = £57.97
21 March 2022	HMRC	HMRC February 2022	£5,004.61
22 March 2022	Lloyds Bank Account	Credit Card Purchases	£629.18
22 March 2022	East Point Business Services	IT Support Q4 2021-22	£3,231 + £646.20 VAT = £3,877.20
22 March 2022	East Point Business Services	HH Rent 2021-22 Q4	£3,675 + £735 VAT = £4,410
22 March 2022	East Point Business Services	HH Capital Repayment 21-22 Q4	£3,357.40 + £671.48 VAT = £4,028.88
22 March 2022	East Point Business Services	HH Service Charge 21-22 Q4	£8,312.25 + £1,662.45 VAT = £9,974.70
22 March 2022	Suffolk Wildlife Trust	Suffolk Wildlife Trust Grant	£2,000
22 March 2022	British Gas	Whitton Hall Gas	£10

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Date	Payment to	Description	Amount
23 March 2022	Salaries	Salaries March 2022	£13,650.47
23 March 2022	Salaries	Back Pay 2021-2022	£2,267.75
23 March 2022	Liquid DJ	PA system Holocaust Memorial	£180
23 March 2022	Liquid DJ	PA systems S. Pier plaque	£180
23 March 2022	Liquid DJ	PA system Remembrance	£550
24 March 2022	Alan Green	Petrol reimbursement	£49.95
28 March 2022	Eon	Whitton Hall electric	£32
28 March 2022	Adat Yeshua	Holocaust Memorial Day expense	£30
28 March 2022	Gearhire Sound and Light	Sound system for meeting	£400 + £80 VAT = £480
28 March 2022	Binder Ltd	Sewage disposal	£248.75 + £49.75 VAT = £298.50
28 March 2022	Urban Vision Enterprise	Neighbourhood Plan support	£5,775 + £1,155 VAT = £6,930
29 March 2022	Michlmayr	Installation of lightning conductor	£2,941.60 + £588.32 VAT = £3,529.92
30 March 2022	NPower	Normanston Park electric	£1,301.82 + £260.32 VAT = £1,562.18
30 March 2022	Orbis Furniture	3x drawers	£344.40 + £68.88 VAT = £413.28
30 March 2022	Archant Community Media Ltd	Design tender application	£72.56 + £14.51 VAT = £87.07
30 March 2022	Archant Community Media Ltd	HPM tender advert	£72.56 + £14.51 VAT = £87.07
30 March 2022	Langton Brook Consultants Ltd	Neighbourhood Plan support	£765
30 March 2022	Community Heartbeat Trust	Gunton defibrillator	£1,965 + £393 VAT = £2,358
30 March 2022	Salaries	Back pay 2021-2022	£405.18
30 March 2022	NPower	Correction of 3517	-£30 + -£6 VAT = -£36
31 March 2022	Jonny Hawes	Travel expenses	£21.45
31 March 2022	Paul Connew	Travel expenses	£70.85
31 March 2022	Lauren Elliott	Travel expenses	£10.35
31 March 2022	Electratest (East Anglia) Ltd	PAT testing	£129.50 + £25.90 VAT = £155.40
31 March 2022	Elite Industrial Supplies Ltd	Community Warden equipment	£30.69 + £6.14 VAT = £36.83
31 March 2022	Groundwork East	Carbon Footprint report	£3,500 + £700 VAT = £4,200
31 March 2022	Unity Trust Bank	Bank charge	£54.20

### April receipts

Table 3 April Receipts

Date	Received From	Description	Amount
1 April 2022	East Suffolk Council	Capital Works for Sparrows Nest	£7,933.74

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Date	Received From	Description	Amount
4 April 2022	J Harrod	Whitton Hall Hire	£28
5 April 2022	Tenant	Rental Income from Tenant	£2,325
5 April 2022	Market Income	Weekly Market Income	£24
6 April 2022	Tenant	Rental Income from Tenant	£6,300
12 April 2022	Market Income	Weekly Market Income	£24

**April Expenditure**

*Table 4 April Expenditure*

Date	Payment to	Description	Amount
1 April 2022	East Suffolk Council	Links Road Car Park NNDR April 2022	£188.25
1 April 2022	East Suffolk Council	Sparrows Nest Bowls Club NNDR April 2022	£107.80
5 April 2022	East Point Business Services	Hamilton House Service Charge 1/4/22 to 30/6/22	£8,312.25 + £1,662.45 VAT = £9,974.70
5 April 2022 and 12 April 2022	Salaries	Salaries Back Pay	£561.67
5 April 2022	East Point Business Services	Hamilton House Capital Repayment 1/4/22 to 30/6/22	£3,357.40 + £671.48 VAT = £4,028.88
5 April 2022	East Point Business Services	Hamilton House IT Support 1/4/22 to 30/6/22	£3,231 + £646.20 VAT = £3,877.20
5 April 2022	Northumbrian Water	Legionella Management March 2022	£593.97 + £118.79 VAT = £712.76
5 April 2022	East Point Business Services	Laptops	£7,861.12 + £1,572.22 VAT = £9,433.34
5 April 2022	East Point Business Services	Hamilton House Rent 1/4/22 to 30/6/22	£3,675 + £735 VAT = £4,410
11 April 2022	C&C Consulting	Health and Safety Support	£735 + £ 147 VAT = £882
11 April 2022	Anglian Water	Water Charges	£969.82
12 April 2022	Zurich Municipal	E-Cargo Bike Insurance	£56
12 April 2022	Lowestoft Town Cricket Club	Denes Oval Clubhouse Refurbishment	£5,873.72
12 April 2022	Lowestoft Vision	Lowestoft Vision BID Town Hall	£1,185
12 April 2022	East Suffolk Norse	Re-instate Holocaust Garden Brickwork at Kensington Gardens	£1,089 + £217.80 VAT = £1,306.80
12 April 2022	Great Yarmouth Heating	Whitton Hall Boiler Inspection	£66.67 + £13.33 VAT = £80
12 April 2022	Lowestoft Vision	Lowestoft Vision BID Hamilton House	£285

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Date	Payment to	Description	Amount
12 April 2022	Suffolk Pension Fund	Pensions March 2022	£2,158.68
12 April 2022	East Suffolk Norse	Whitton Hall Cleaning	£150 + £30 VAT = £180
12 April 2022	Zurich Municipal	Insurance 2022-2023	£17,212.77
12 April 2022	East Suffolk Norse	Whitton Hall Hand Dryer	£394.95 + £78.99 VAT = £473.94
12 April 2022	East Suffolk Norse	Remove Sparrows Nest Beacon	£720.94 + £144.19 VAT = £865.13
12 April 2022	East Suffolk Norse	Sparrows Nest Beacon Basket and Sign	£847 + £169.40 VAT = £1,016.40
12 April 2022	Friends of Kensington Gardens	Kensington Gardens Mulch	£80
12 April 2022	Lowestoft Armed Forces Day	Lowestoft Armed Forces Day Grant	£10,000
12 April 2022	Railway Pathways Ltd	Great Eastern Linear Park Annual Rent	£27.08
12 April 2022	East Suffolk Norse	Town Green Fencing	£2,265.34 + £453.07 VAT = £2,718.41

173.2. Any payments for approval (see schedule), including the following:

173.2a. Improvement work to the surface in front of the Sparrows Nest bandstand, within a maximum budget of £3,295 plus VAT – The Project and Committee Clerk explained what is included in the quote. Cllr Pearce proposed approval of the quotation, with expenditure to be made from the ring fenced Sparrows Nest earmarked reserve; seconded by Cllr Brooks; all in favour.

173.2b. A recommendation from the Assets, Inclusion and Development Committee to progress the purchase and installation of ten additional bins for the Great Eastern Linear Park, within a maximum budget of £6,644.70 plus VAT – Cllr Brooks proposed approval of this recommendation, noting that there will be a charge for emptying them, which will likely be a year-end adjustment; seconded by Cllr Pearce; all in favour.

173.2c. A maximum budget of £3,250 for the cost of consultancy to take the Neighbourhood Development Plan to Regulation 16 consultation – Cllr Pearce proposed approval of this item, with expenditure to be made from the general consultancy budget if insufficient funds remain in the ring fenced Neighbourhood Development Plan fund in the consultancy earmarked reserve; seconded by Cllr Begum; all in favour.

173.2d. A maximum budget of £7,500 plus VAT to progress installation of a composting area in Kensington Gardens – Quotations had been circulated. Community Warden Paul Connew had recommended using gravelboards, which would also allow for trellises to be used for planting by the Friends Group. Cllr Pearce proposed approval of this item, and requested details of the life expectancy of the materials, to allow for renewal planning; seconded by Cllr Parker; all in favour.

173.2e. Reimbursement to Cllr Brooks of £13.20 for travel costs to attend Woodbridge Town Council's Climate Action Weekend – Cllrs Brooks and Page declared a pecuniary interest in this item and the following item.

*Cllrs Brooks and Page temporarily left the meeting 13:40 for the consideration of this item and the next*

Cllr Pearce observed that although Cllrs Brooks and Page had not been formally appointed by the Town Council to attend, they had attended with the intention of feeding back ideas to the Council, and had done so at the recent Climate Emergency and Ecological Committee meeting. That Committee had made a recommendation to approve the reimbursement to Cllrs Brooks and Page. Cllr Pearce proposed approval

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of the reimbursement to Cllrs Brooks and Page, from the Climate Emergency budget; seconded by Cllr Begum; all in favour.

*Cllrs Brooks and Page returned 13:42*

173.2f. Reimbursement to Cllr Page of £20.80 for travel costs to attend Woodbridge Town Council's Climate Action Weekend – This item was included in the consideration of the previous item.

173.3. A recommendation to Full Council regarding the installation cost for the bulk purchase of forty benches, within a maximum budget of £17,200 plus VAT – Cllr Pearce confirmed Full Council had already given a delegation to progress this and the item did not therefore need to be considered here.

**174. Grants:**

174.1. Grant applications:

174.1a. 3 Million Steps for £250 – Cllr Pearce proposed approval of this application; seconded by Cllr Page; all in favour.

174.1b. Lowestoft Food Network for £10,000, and an annual contribution of £10,000 to the Lowestoft Food Network, with effect from the 2023 – 2024 financial year – The application had not yet been received. Cllr Pearce suggested both elements of this item should be considered together and it was agreed to defer this item to the next meeting.

174.1c. Gunton Community News for £2,000 – Cllr Parker proposed approval of this application; seconded by Cllr Page; all in favour.

174.1d. Lowestoft Steering Group, Heritage Open Days for £5,000 – Cllr Pearce noted that budget allocation of £5,000 for Heritage Open Days had been ring fenced within the major events budget. Cllr Parker proposed approval of this application; seconded by Cllr Brooks; all in favour. In the absence of an Equality Policy, Cllr Pearce requested that the Steering Group submits an equivalent statement.

**175. Other financial and governance matters, including:**

175.1. The amended Second Interim Internal Audit Report 2021 – 2022 – Cllr Pearce proposed a recommendation to Full Council to approve the amended report; seconded by Cllr Brooks; all in favour.

175.2. Tennis courts:

175.2a. An offer of funding from the Lawn Tennis Association for improvements to tennis courts – Electronic gates for the Denes Oval had been discussed previously. The Lawn Tennis Association would like to extend this to Normanston Park and Kensington Gardens. Possible partnership working with Oulton Broad Parish Council has been discussed. The Town Council's tennis courts may qualify for resurfacing. A booking system would accompany the electronic gates but would not affect the Town Council's decision to waive leisure fees this year. The Lawn Tennis Association has given assurances that disability access would be supported. Cllr Brooks proposed accepting the offer of funding from the Lawn Tennis Association; seconded by Cllr Parker; all in favour.

175.2b. Subject to the approval of 175.2a, whether the associated electronic gate booking system should be administered by the Town Council, the Lowestoft Town Tennis Club or their coaching partner – The Lowestoft Town Tennis Club or its coaching partner would be willing to do this. The Town Council would still have sight of the booking system to access data. Cllr Pearce proposed asking the Lowestoft Town Tennis Club to administer the system, under the access and charging structure of the Town Council; seconded by Cllr Page; all in favour. The parameters of how much data users of the booking system are required to give can be discussed with the Lawn Tennis Association and the Tennis Club.

175.2c. Subject to the approval of 175.2a, whether to progress an intrusive condition survey



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of the Normanston Park tennis courts (some aspects may be confidential) – The Lawn Tennis Association has advised that generally only hard courts would qualify for resurfacing. With regard to Normanston Park, it is understood the artificial grass covering would need to be lifted to assess the condition of the surfacing beneath, but it is unlikely the condition survey work could be funded by the Lawn Tennis Association. Cllr Pearce proposed approval in principle to progress the intrusive condition survey of the Normanston Park tennis courts, but asked officers to liaise with the Lawn Tennis Association to confirm what information is needed from the condition survey; seconded by Cllr Page; all in favour.

- 175.3. Sponsorship of the Lowestoft Cricket Club (maximum package costs £4,000, which would be £2,000 per year for a minimum two year commitment) – The Project and Committee Clerk explained what the maximum package would include. Cllr Begum proposed approval of the maximum sponsorship package of the Lowestoft Cricket Club for two years; seconded by Cllr Page; all in favour.
- 175.4. Reviewing the Town Council's Asset Register – This was also considered by the Assets, Inclusion and Development (AID) Committee. Cllr Pearce proposed a recommendation to Full Council to approve the Asset Register, subject to officers ensuring recent acquisitions are added, and any civic artefacts which have never passed over to the Town Council's physical custody being removed or annotated 'whereabouts unknown'; seconded by Cllr Barker; all in favour.
- 175.5. Adjustments to the grounds maintenance contract by the Assets, Inclusion and Development Committee – The AID Committee has recommended the approval of up to three bins for Kensington Gardens for the disposal of grass cuttings. Cllr Pearce proposed approval of this recommendation and requested that it is progressed as an adjustment to the grounds maintenance charge; seconded by Cllr Brooks; all in favour.
- 175.6. Agreeing a budget for a cookery van event at the Triangle Market – Cllr Pearce advised that the Committee was not being asked to grant permission for regular trading. Cllr Begum explained what would be involved, and advised the cost would be approximately £1,500 per event. In response to a query from the Clerk regarding Cllr Begum's interest in this item, Cllr Begum advised that her restaurant would not be involved and she is not affiliated with the cookery van business, but has previously worked with them at an event organised through her employment. Cllr Pearce proposed an in principle approval of a maximum budget of £2,000 to progress a trial event with the cookery van, and asked the Events and Communications Sub-Committee, in conjunction with the Deputy Clerk, to approach local food businesses and ensure a risk assessment and all necessary health and safety preliminaries are in place. Cllr Brooks would like any food containers used to be compostable. Cllr Begum will pass contact details for the cookery van to officers. Cllr Brooks seconded Cllr Pearce's proposal and all Councillors voted in favour.

*Cllr Begum left the meeting 14:37*

- 175.7. An annual budget allocation of £6,000 for gutter and roof cleaning, with an associated delegation to the Clerk – Cllr Parker proposed approval of this annual budget allocation, with expenditure to be made from the budget for the repair and maintenance of buildings, and with delegated authority to the Clerk to progress. The Clerk has already been given certain delegations relating to repairs and maintenance. Cllr Pearce seconded the proposal and all Councillors voted in favour.
- 175.8. Amplification and recording equipment options for the Council Chamber, including to consider the warranty period and any options for leasing equipment – It was agreed to defer this item to the next meeting.
- 175.9. An update on capital works expenditure and implementation of approved capital projects – It was agreed to defer this item to the next meeting.
- 175.10. Progressing the Full Council decision to access specialist support for the procurement of a grounds maintenance contract – The Clerk advised this relates to items 175.14 and 175.15 and will be contextualised with a discussion in confidential session.

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- 175.11. Lobbying from external parties – Cllr Pearce had concerns regarding lobbying of the Council from external parties, particularly relating to the Triangle Market and the withdrawal from feasibility study, an approach from the Deputy Leader of East Suffolk Council to the Mayor, and a recent approach from Sizewell C. The Climate Emergency and Ecological Committee agreed the terms on which it would be prepared to accept the offer of a presentation from Sizewell C.
- 175.12. An update on the Full Council resolution to express dissatisfaction with the activities of Tingdene and East Suffolk Council in relation to ‘Phase 3’ land at the North Denes – The Clerk advised she is waiting on responses from Tingdene and East Suffolk Council to help inform any public statement.
- 175.13. The indicative cost of commissioning and installing a Kindertransport memorial art piece on land not owned by the Town Council (some aspects may be confidential) – Cllr Pearce advised that a design for a Holocaust memorial bench for Kensington Gardens has been selected and is being progressed. The idea of a Kindertransport memorial in another area was also discussed, and an initial meeting has taken place with the other stakeholder and the artist. The artist has now provided an indicative cost. Cllr Pearce suggested a follow up meeting should be arranged.
- 175.14. Allocating £9,500 from the staffing budget towards environmental support work (some aspects may be confidential) – The Clerk advised that the Climate Emergency and Ecological Committee had considered this item in public session. Context will be provided in the next item. Cllr Pearce proposed approval of the recommendation from the Climate Emergency and Ecological Committee and the allocation of £9,500 from the staffing budget towards environmental support work; seconded by Cllr Page; all in favour. The Clerk can provide further detail to any Councillors not in attendance at the Climate Emergency and Ecological Committee meeting.
- 175.15. Budgeting £100,000 for equipment, workshop and storage premises (some aspects may be confidential) – The Clerk advised that officers had been exploring the need for storage facilities and this would be a phased budget. Details will be discussed in the confidential session.
- 175.16. An update on asset transfer matters (some aspects may be confidential) – It was agreed to defer this item to the next meeting.
- 175.17. 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.
- 175.18. An update on the Hamilton House lease and business rates (some aspects may be confidential) – Delegated authority had been previously granted to officers, in conjunction with members of this Committee, to consider any questions arising from the lease or licensing arrangements. Cllr Pearce requested that any other Councillors not on this Committee who would like to be involved should be welcome to do so. The item will be brought back to this Committee when consideration is needed.
- 175.19. Progressing a licence for the Lowestoft Town Tennis Club and the Lowestoft Cricket Club (some aspects may be confidential) – Cllr Pearce advised this had been agreed in principle and would give the security of tenancy to extent the clubs are seeking, and may support the Cricket Club in applying for an alcohol licence. The Clerk advised there was no update to report and it was agreed to defer this item to the next meeting.
- 175.20. An update on capital works to a building in Normanston Park (some aspects may be confidential) – The Clerk advised that a quotation had been accepted with the tenant, which is within the delegated budget. Officers are ensuring the necessary health and safety pre-requisites are in place.
- 175.21. Lease arrangements for tenants in Sparrows Nest (confidential) – The Clerk reported she had met with a representative from the Movie Makers Club and shared use is being facilitated.
- 175.22. The current position regarding non-payment of rent from a tenant (confidential) – To be discussed during the confidential session.

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**13:00 on 7 April 2022**

- 175.23. An update on the draft lease for the Marina Theatre and Box Office Building and the agreement for Theatre services (confidential) – The Clerk has received comments on the draft lease from Councillors. A new draft is pending and is currently with the Town Council’s lawyers.
- 175.24. An update regarding repair and maintenance of the Jubilee Bridge (confidential) – To be discussed during the confidential session.
- 175.25. Changed staff terms and conditions (confidential) – To be discussed during the confidential session.

**176. Date of the next meeting**  
12 May 2022 13:00

**177. Items for the next agenda and close**

Any requests will be emailed to officers.

Cllr Pearce proposed moving the meeting into confidential session; seconded by Cllr Barker; all in favour. Cllr Pearce proposed suspending Standing Order 3y for a maximum of fifteen minutes, to allow the meeting to continue, following a five minute break; seconded by Cllr Barker; all in favour.

*A five minute comfort break was taken 15:01*

*Cllr Parker left the meeting 15:01*

**178. Resolution to close the meeting to the public:**

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

175.15. Budgeting £100,000 for equipment, workshop and storage premises (some aspects may be confidential) – The Clerk had put together a model for a phased approach to staffing, which was displayed and the meeting and explained. The Clerk gave further information following the Committee’s decision at item 175.14.

The Community Wardens have been looking at storage facilities and the Clerk gave information regarding a premises which may suit the Council’s requirements.

Cllr Pearce proposed a recommendation to Full Council to approve in principle the maximum budget of £100,000 for equipment, workshop and storage premises, with decisions on expenditure to be made when firmer plans are in place. Cllr Pearce also proposed asking Full Council to delegate authority to this Committee to consider the budget allocation (Full Council would retain authority of expenditure); seconded by Cllr Barker; all in favour.

175.21. Lease arrangements for tenants in Sparrows Nest (confidential) – The Clerk advised that officers are reviewing the current position.

All Councillors voted in favour to suspend Standing Order 3y for a further five minutes to allow the meeting to continue.

175.22. The current position regarding non-payment of rent from a tenant (confidential) – The Clerk advised the Committee regarding non-payment of rent from a tenant.

175.24. An update regarding repair and maintenance of the Jubilee Bridge (confidential) - The Clerk provided an update.

175.25. Changed staff terms and conditions (confidential) – Cllr Pearce proposed a recommendation to Full Council regarding a member of staff’s pay; seconded by Cllr Barker; all in favour.

The Chair closed the meeting at 15:42.

Signed: .....  
12 May 2022