

# Lowestoft Town Council Finance and Governance Committee

For the attention of all Committee Members

You are summoned to attend a Meeting of the Finance and Governance Committee of Lowestoft Town Council at 15:00 on 13 February 2023, at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE.**

**The meeting is open to the public and press to attend** and those attending the meeting shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitting regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via the following link: <https://us02web.zoom.us/j/81637566748>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/xtZ8ltUfiWc>.

*In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.*

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

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

To help prevent the spread of infectious diseases, all attendees should consider the safety of others, make their own risk assessment of the advisability of attending and consider measures they should take to ensure their own safety.

*S. Bendix*

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Shona Bendix, Clerk  
6 February 2023

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**15:00 on 13 February 2023**

**AGENDA**

**148. Welcome**

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

**149. To receive and consider approval of apologies for absence**

**150. Declarations of Interests and dispensations**

150.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda

150.2. To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted

**151. To consider the draft minutes and appended confidential notes of the meeting on 9 January 2023**

**152. Public forum**

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

**153. Budget and Loan:**

153.1. To receive the draft minutes of the Budget and Loan Sub-Committee meetings on 5, 12, 19 December 2022 and 4, 9, 11, 16 January 2023

153.2. To monitor the budget for 2022 – 2023, including delegated Committee and Sub-Committee budgets

153.3. To consider recommendations from Budget and Loan regarding:

153.3a. The reserves (including the Reserves Policy)

153.3b. Committee and Sub-Committee delegations (including new budgets and changes to budget responsibility arising from the recent Full Council decision regarding the future of the Town Council's grounds maintenance operations)

153.4. To consider budget allocations for the following approved expenditure:

153.4a. Marina Theatre electrical upgrade

153.4b. £6,000 to install EasyGates at the Sparrows Nest and Gunton Community Park play areas

153.4c. £12,500 for bin screening/compounds at Kensington Gardens, Sparrows Nest, Normanston Park, Denes Oval and Fen Park

153.4d. £20,000 for park welcome signs

153.5. To consider quotes for:

153.5a. Removal of the Triangle Market Sails

153.5b. Renovation/refurbishment of the Triangle Market and Fen Park toilets

153.6. To note any bank reconciliations

**154. Payments and Receipts:**

154.1. To note the income and expenditure reports for January 2023 and February 2023 to date, including payments made under delegated authority (see schedules)

154.2. To consider any payments for approval (see schedule)

**155. To consider the interim internal audit report**

**156. Grants**

156.1. To note receipt of the following grant applications and consider whether they require urgent consideration:

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15:00 on 13 February 2023

- 156.1a. Lowestoft Shopmobility for £142 (has requested consideration at this meeting)
- 156.1b. First Light Festival Community Interest Company £5,921 (has requested consideration at this meeting)
- 156.1c. Greener Growth CIC for £2,000
- 156.1d. Joe Thompson t/a Ventura Cottage for £2,000
- 156.2. To consider the costs breakdown from the Excelsior Trust to accompany the grant application previously submitted in June 2022

### **157. Other financial and governance matters, including:**

- 157.1. To receive an update on the following regarding the Town Council's tennis facilities:
  - 157.1a. To note the formal acceptance of grant funding has been communicated to the Lawn Tennis Association
  - 157.1b. The draft funding agreement from the Lawn Tennis Association and relevant documents and note any known commencement date for the grant funded works
  - 157.1c. To receive an update on procurement of an operator for LTC tennis facilities (confidential)
- 157.2. To consider approval of the following expenditure recommended by the Assets, Inclusion and Development Committee:
  - 157.2a. The installation of a chain link fence at the Normanston Allotment site within a maximum budget of £6,200
  - 157.2b. The installation of bin compounds and screening at Fen Park, Kensington Gardens, Sparrows Nest, Normanston Park and Denes Oval within a maximum budget of £15,000
- 157.3. To consider the budget allocations for the following expenditure approved by the Assets, Inclusion and Development Committee:
  - 157.3a. The installation of a rubberised hopscotch pad at the Cotman Close Play Area within a maximum budget of £5,000
  - 157.3b. The purchase of a replacement cargo unit for Sparrows Nest, within a maximum budget of £5,000
- 157.4. To consider approval of a maximum budget for tree works at the Sparrows Nest sensory garden
- 157.5. To consider any additional costs for migration to a new IT provider
- 157.6. To consider the financial implications of the Councillor Mental Health and Wellbeing Policy
- 157.7. To consider the cost of bank stabilisation works at the Great Eastern Linear Park (some aspects may be confidential)
- 157.8. Memorial benches and planting:
  - 157.8a. To consider issues relating to settlement of an invoice for a memorial tree (some aspects may be confidential)
  - 157.8b. To consider the Memorial Bench policy and matters relating to charges contained within
  - 157.8c. To consider the Memorial Planting policy and matters relating to charges contained within
- 157.9. To consider the degradation report relating to the Town Hall, and to consider approving any out of project scope preventative repair works (with budget and delegation) (some aspects may be confidential)
- 157.10. To receive an update on location of registers for RNPS memorial in Belle Vue Park (some aspects may be confidential)

### **158. To consider lease and licence arrangements for the following (some aspects may be confidential):**

- 158.1. Royal Naval Patrol Service Association Museum
- 158.2. Martello and Giardino
- 158.3. Maritime Museum

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- 158.4. To receive an update on the status of the lease for the Lowestoft War Memorial Museum (confidential)
- 158.5. To receive an update on VAT advice and any implications for the Marina Theatre lease and Towns Fund project (confidential)
- 158.6. In the absence of a formal Constitution, to consider interim arrangement for the election of a Management Committee for Gunton Estate Residents' Hall, including Committee composition, eligibility to stand/vote, and legal and financial questions (some aspect may be confidential)
- 158.7. To receive an update on the Hamilton House lease and associated provision/cost and rent review (confidential)

**159. To note the Clerk's report on grounds maintenance arrangements (confidential) and consider any related contract matters on:**

- 159.1. Staff recruitment
- 159.2. Specialist sports services
- 159.3. Tree Audit
- 159.4. Caretaking and cleaning

**160. To consider grounds maintenance arrangements and the possibility of partnership arrangements after June 2023 (confidential)**

**161. Date of the next meeting**

13 March 2023 15:00

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

**163. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any employment matters and legal issues relating to the matters on this agenda, including the following:**

- 163.1. Any legal matters, including those above as required