

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:30 on 22 February 2023

MINUTES

Present: Cllrs Wendy Brooks, Paul Page (Deputy Chair), Graham Parker and Andy Pearce (Chair)

In attendance: Sarah Foote (Deputy Town Clerk), James Cox (Finance and Information Officer) and Taylor Williams (Committee Clerk)

Also in attendance: Sheila Moss King (Project Manager of the Town Hall Renovation Project – The Project Manager – via zoom)

Public: One member of public was in attendance (in person)

148. Welcome

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

149. Approval of apologies for absence

Apologies were received from Cllrs Barker and Green with reasons provided.
Cllr Parker proposed approval of apologies; seconded by Cllr Pearce; all in favour.

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
Cllr Brooks declared she is a Town Council representative on the Marina Theatre Quarterly Management group. Cllr Parker declared he is Deputy Chair of the Gunton Residents Association. Cllr Pearce declared he is a Town Council representative on both the Marina Theatre Quarterly Management group and the Town Hall Project Board, the Chair of the Gunton Residents Association, and the Town Council representative on the Lowestoft Kittiwake Partnership.

150.2. To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted
None were received.

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

Cllr Pearce proposed approval of the draft minutes; seconded by Cllr Brooks; all in favour.

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.

The member of the public spoke on item 156.1d and the aims of the Kirkley Pocket Park Group to restore areas in Kirkley.

157.10 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) – This was brought forward to the beginning of the meeting and the Project Manager spoke on this item. Per the issues identified in the degradation report, the recommendations were investigation, general maintenance, and stripping out, which were not in the scope of the project. The proposal presented by the Project Manager was for the Conservation Architect to write a brief for the inspection and stripping work with a budget of £1,300 and then set a £10,000 maximum budget for the stripping out works. Once costs were received, discussions would be held with the Town Council on what roof investigations, specification and specialist survey

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

10:30 on 22 February 2023

budgets were required.

Cllr Pearce proposed approval of a budget of £1,400 for the specification and the recommendation of an initial budget of £10,000 for the stripping out works to Full Council. Both fees would be allocated from the Town Hall Repair and Maintenance budget; seconded by Cllr Brooks; all in favour.

An update was requested on the removal of boarding on the windows to increase airflow, and the recommendation from the project team was to remove as many boards as possible on the first floor windows and install mesh, whilst holes could be drilled into the ground floor boarded windows. It was agreed this would be discussed at the next Town Hall Project Board meeting.

The Project Manager left the meeting at 11:17

156.1d. Kirkley Pocket Park Group grant for planters (exact amount to be confirmed) – This was brought forward as the second item of the meeting. The application requested £646.09 for April 2023. Cllr Pearce proposed conditional approval, subject to officers receiving governance documents and a copy of the Equality and Safeguarding policies, or an equivalent statement. Once received a delegation is to be made to the officers, in conjunction with this Committee, to approve (via email) the grant payment; seconded by Cllr Parker; all in favour.

The member of the public left the chamber at 11:24

It was agreed that any items not covered in this meeting would be addressed in the extraordinary meeting.

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 – It was noted all minutes had been approved and signed off by the Budget and Loan Sub-Committee.

153.2. To monitor the budget for 2022 – 2023, including delegated Committee and Sub-Committee budgets – It was agreed that this item had been dealt with by the Budget and Loan Sub-Committee.

153.3. To consider recommendations from Budget and Loan regarding:

153.3a. The reserves (including the Reserves Policy) – This consisted of revised or newly set earmarked reserve (EMR) targets for 2023-2024.

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) – This consisted of a recommended increase in financial delegations (£7,500 to Committees and £3,750 to Sub-Committees per item) and the delegation of newly created budgets for 2023-2024.

Cllr Pearce proposed items 153.3a and 153.3b be endorsed and recommended to Full Council for approval; seconded by Cllr Parker; all in favour.

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

153.4a. Marina Theatre electrical upgrade – Cllr Pearce proposed the initial invoice of £2,165 be allocated from the Marina Theatre Repair and Maintenance budget; seconded by Cllr Page; all in favour. Further costs were pending for the remaining works.

153.4b. £6,000 to install EasyGates at the Sparrows Nest and Gunton Community Park play areas - Cllr Pearce proposed the provisional £6,000 budget allocation transferred from the Capital Reserve to the Play Areas Reserve be confirmed as

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

10:30 on 22 February 2023

the actual allocation; seconded by Cllr Brooks; all in favour.

- 153.4c. £12,500 for bin screening/compounds at Kensington Gardens, Sparrows Nest, Normanston Park, Denes Oval and Fen Park – £12,000 was originally recommended by the Assets, Inclusion and Development Committee in January for Kensington Gardens, Sparrows Nest, Normanston Park and Denes Oval, with Fen Park added later and increasing the budget to £12,500 initially and then to £15,000. Cllr Pearce proposed the provisional budget allocation of £12,000 for the four parks be confirmed as their actual allocation. For Normanston Park £3,000 would be allocated from the Normanston Park EMR; for Sparrows Nest £1,833.24 would be allocated from Sparrows Nest EMR and the remaining £1,166.76 from the Sparrows Nest Capital EMR; for Kensington Gardens £3,000 would be allocated from the transfer from Parks and Open Spaces Reserve to the Kensington Gardens Reserve and then ring-fenced against the Kensington Gardens EMR; and for Denes Oval £3,000 would be allocated from the Denes Oval EMR. Seconded by Cllr Brooks; all in favour.

It was requested officers confirm the reasons for Belle Vue Park not being identified as a site requiring a compound.

It was noted a bin compound might not be required for Fen Park depending on the provision of an outdoor storage area, which would be allocated from the relevant budget. It was agreed to defer a decision on the remaining £3,000 allocation for Fen Park until a final decision is made on the location of the outdoor storage area.

- 153.4d. £20,000 for park welcome signs – Cllr Pearce proposed the provisional budget allocation from the Parks Reserve be confirmed as the actual allocation; seconded by Cllr Parker; all in favour.
- 153.5. To consider quotes for:
- 153.5a. Removal of the Triangle Market Sails – A revised quote of £26,925 had been provided, which covered the removal of the Sails, all steel work and scrap from the site. The provisional budget allocated from the Triangle Market EMR allowed for £24,750. Cllr Pearce proposed, assuming there would be no further expenditure with an anticipated year-end reserve of £3,953.78, a maximum budget of £27,000 be recommended to Full Council per the quote received; seconded by Cllr Page; all in favour.
- 153.5b. Renovation/refurbishment of the Triangle Market and Fen Park toilets – A quote of £91,350 had been received for refurbishment of the Triangle Market toilets and there had been a quote received for a modular build for the Fen Park toilets. Cllr Brooks proposed the specification and quote for £91,350 for the Triangle Market and the quote for a modular build at Fen Park be recommended to Full Council for approval; seconded by Cllr Page; all in favour. It was noted the works for Triangle Market (toilet refurbishments, removal of the Sails and the trees) could proceed as a single project.
- 153.5c. To consider making a recommendation to Full Council on the replacement of the Marina Theatre flying rig, with the request that we confirm the order by the end of February 2023, with a requirement of a 50% deposit upon confirmation of order – It was noted that the deposit had been reduced to 40% and was within the available funds. Cllr Pearce proposed this be recommended to Full Council for approval and to confirm the order with a statement of intent the following working day on 1 March and then payment arrangements to be made; seconded by Cllr Page; all in favour.
- 153.6. To note any bank reconciliations – It was noted that January was underway.

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:30 on 22 February 2023

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) – There had been no revised reports.

Table 1 January and February Payments

Date	Payment to	Description	Amount
3 January 2023	East Suffolk Council	Links Road Car Park NNDR 22/23	£187.00
3 January 2023	East Suffolk Council	Sparrows Nest Bowls NNDR 22-23	£110.00
3 January 2023	East Suffolk Council	HH NNDR 2022-2023	£948.00
3 January 2023	MJ Training	Manual Handling Training	£175.00 + £35.00 VAT = £210.00
3 January 2023	Northumbrian Water Group Ltd	Legionella Monitoring Dec 22	£593.97 + £118.79 VAT = £712.76
3 January 2023	East Point Business Services	HH Service Charge Q4 22-23	£7,591.25 + £1,518.25 VAT = £9,109.50
3 January 2023	East Point Business Services	HH Rent q4 22-23	£3,675.00 + £735.00 VAT = £4,410.00
3 January 2023	The Marina Theatre Trust	MTT Management Fee Q4 22-23	£37,500.00 + £7,500.00 VAT = £45,000.00
3 January 2023	Nicholsons Solicitors LLP	North Denes Legal Advice	£552.50 + £110.50 VAT = £663.00
4 January 2023	Wave Ltd	Town Hall Water Q3	£40.30
4 January 2023	Suffolk Pension Fund	Pensions December 2022	£7,555.65
4 January 2023	Fuel Card Services Ltd	Van Fuel Cards	£14.40
10 January 2023	Wave Ltd	Denes Oval Water Q3	£350.50
16 January 2023	Paul Connew	Travel Reimbursement	£21.15
16 January 2023	South Pier Lowestoft Ltd	South Pier Grant	£2,645.44
16 January 2023	Dentaid	Dentaid Grant	£1,960.00
16 January 2023	Lord Kitchener MHC	Lord Kitchener Grant	£2,000.00
16 January 2023	Dentaid	Dentaid Grant Correction	-£10.00
16 January 2023	My Safety Gear Ltd	Hard Hats	£174.79 + £1.20 VAT = £175.99
16 January 2023	AJ Builders	Thirlmere Walk Fence and Gate	£1,500.00 + £300.00 VAT = £1,800.00

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:30 on 22 February 2023

16 January 2023	AJ Builders	Ness Bin Pad, KG Slab, TH Rep	£200.00 + £40.00 VAT = £240.00
16 January 2023	Fleet 96 Rentals Ltd	Van Hire	£452.00 + £90.40 VAT = £542.40
16 January 2023	AJ Builders	TH Repairs	£3,240.00 + £648.00 VAT = £3,888.00
16 January 2023	AJ Builders	TH Yard Clear Out	£1,275.00 + £255.00 VAT = £1,530.00
16 January 2023	Fleet 96 Rentals Ltd	Van Hire Nov-Dec 22	£550.00 + £110.00 VAT = £660.00
16 January 2023	Fatstickman Ltd	ESO Equipment	£475.68 + £95.14 VAT = £570.82
16 January 2023	Broadland Security Alarms	TH Fire Alarm Call Out	£112.00 + £22.40 VAT = £134.40
16 January 2023	Blok 'N' Mesh Global Ltd	Heras Fencing	£1,072.00 + £214.40 VAT = £1,286.40
16 January 2023	Disability Advice North East Suffolk	Defibrillator Pads Grant	£380.34
16 January 2023	Broadland Security Alarms	TH Fire Alarm Callout	£110.00 + £22.00 VAT = £132.00
16 January 2023	Fenland Leisure Products Ltd	10x Steel Shackles	£36.33 + £7.27 VAT = £43.60
16 January 2023	Stems Florist	2x Holocaust Memorial Wreaths	£120.00
16 January 2023	NPower Ltd	CN TH Electric Nov 20	-£352.93
16 January 2023	NPower Ltd	TH Electric Feb 22	£383.93 + £76.79 VAT = £460.72
16 January 2023	NPower Ltd	TH Electric Mar 22	£412.82 + £82.56 VAT = £495.38
16 January 2023	NPower Ltd	TH Electric Apr 22	£407.00 + £81.40 VAT = £488.40
16 January 2023	NPower Ltd	TH Electric May 22	£646.55 + £129.31 VAT = £775.86
16 January 2023	NPower Ltd	TH Electric Jun 22	£629.19 + £125.84 VAT = £755.03
16 January 2023	NPower Ltd	TH Electric Jul 22	£758.35 + £151.67 VAT = £910.02
16 January 2023	NPower Ltd	TH Electric Aug 22	£731.69 + £146.34 VAT = £878.03
16 January 2023	NPower Ltd	Pakefield St PC Electric Nov22	£128.31 + £6.42 VAT = £134.73

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:30 on 22 February 2023

16 January 2023	NPower Ltd	Kensington Garden Electric Nov	£93.94 + £4.70 VAT = £98.64
16 January 2023	NPower Ltd	Low Cem PC Electric Nov 22	£103.79 + £5.19 VAT = £108.98
16 January 2023	NPower Ltd	Normanston Park Electric Nov22	£315.36 + £15.77 VAT = £331.13
16 January 2023	NPower Ltd	Denes Oval Electric Nov 22	£599.91 + £119.98 VAT = £719.89
16 January 2023	NPower Ltd	Triangle Market Electric Nov22	£179.07 + £8.95 VAT = £188.02
16 January 2023	NPower Ltd	TH Electric Nov 22	£626.99 + £125.40 VAT = £752.39
16 January 2023	NPower Ltd	TH Electric October 22	£614.07 + £122.81 VAT = £736.88
16 January 2023	NPower Ltd	TH Electric Credit May 2021	-£106.22
16 January 2023	NPower Ltd	TH Electric Credit Nov21	-£166.77
16 January 2023	NPower Ltd	TH Electric Credit Dec 21	-£494.86
16 January 2023	NPower Ltd	TH Electric Journal 2019-2020	-£2,319.12
16 January 2023	NPower Ltd	TH Electric September 2022	£699.43 + £139.89 VAT = £839.32
17 January 2023	Credit Card Account	Credit Card Purchases	£808.28
17 January 2023	C&C Consulting Services Ltd	H&S Support Oct 22 - Sep 23	£779.10 + £155.82 VAT = £934.92
17 January 2023	Wave Ltd	Denes Oval Water Sep-Dec 22	£330.76 + £66.15 VAT = £396.91
18 January 2023	Need2Store Ltd	Civic Artefact Storage	£200.00 + £40.00 VAT = £240.00
19 January 2023	PWLB	PWLB Repayment	£6,912.00
19 January 2023	Waveney Norse Limited	Partnership Charge Jan 23	£33,515.61 + £6,703.12 VAT = £40,218.73
20 January 2023	HMRC	HMRC December 2022	£7,256.08
20 January 2023	NPower Ltd	Triangle Market Electric Dec22	£186.85 + £9.34 VAT = £196.19
23 January 2023	SALARIES	Salaries January 2023	£19,646.87
23 January 2023	Chris Meek	KG Bowls Keys, Office	£34.62 + £2.33 VAT = £36.95
23 January 2023	Lauren Elliott	Travel Reimbursement	£35.91 + £4.69 VAT = £40.60

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:30 on 22 February 2023

23 January 2023	Robert Cousin	Insurance Reimbursement	£26.84
23 January 2023	Michael Nursey	Insurance Reimbursement	£16.96
23 January 2023	NPower Ltd	Denes Oval Electric Dec 22	£675.76 + £135.15 VAT = £810.91
23 January 2023	NPower Ltd	Low Cemetery PC Electric Dec22	£104.14 + £5.21 VAT = £109.35
23 January 2023	NPower Ltd	Town Hall Electric Jan Dec 22	£683.39 + £136.68 VAT = £820.07
23 January 2023	NPower Ltd	Ken Gardens Electric Dec 22	£97.04 + £4.85 VAT = £101.89
23 January 2023	Wave Ltd	Kensington Gardens Water	£124.24
23 January 2023	NPower Ltd	Pakefield St PC Electric Dec22	£103.07 + £5.15 VAT = £108.22
23 January 2023	British Gas	Whitton Hall Gas May - Nov 22	£73.99 + £24.00 VAT = £97.99
23 January 2023	X 2 Connect Ltd	Gunton Phone Box Repairs	£1,617.55 + £323.51 VAT = £1,941.06
23 January 2023	NBB Recycled Furniture	2x Benches Arnolds Bequest	£1,194.00 + £238.80 VAT = £1,432.80
23 January 2023	The Marina Theatre Trust	Marina Theatre Boiler and Moth	£608.32 + £121.66 VAT = £729.98
23 January 2023	Lowestoft Men's Shed	12x Hedgehog and Bat Boxes	£108.00
23 January 2023	Gearhire Sound and Light	Full Council Amplification	£400.00 + £80.00 VAT = £480.00
23 January 2023	The Society of Local Council Clerks	DTC Community Governance	£375.00
23 January 2023	The Society of Local Council Clerks	Dep Town Clerk SLCC Membership	£409.00
24 January 2023	Nicholsons Solicitors LLP	Property Legal Advice	£1,060.80 + £212.16 VAT = £1,272.96
24 January 2023	Nicholsons Solicitors LLP	Town Hall Legal Advice	£1,790.10 + £358.02 VAT = £2,148.12
24 January 2023	Nicholsons Solicitors LLP	Ground Maint Legal Advice	£2,607.80 + £521.56 VAT = £3,129.36
24 January 2023	Nicholsons Solicitors LLP	Denes Oval Legal Advice	£176.70 + £35.34 VAT = £212.04

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:30 on 22 February 2023

24 January 2023	Nicholsons Solicitors LLP	Property Legal Advice	£452.50 + £90.50 VAT = £543.00
24 January 2023	Nicholsons Solicitors LLP	Hamilton Road Legal Advice	£1,183.91 + £230.31 VAT = £1,414.22
24 January 2023	The Marina Theatre Trust	Marina Theatre Survey Recharge	£1,863.75 + £372.75 VAT = £2,236.50
24 January 2023	Nicholsons Solicitors LLP	Marina Theatre Legal Advice	£309.40 + £61.88 VAT = £371.28
25 January 2023	Redactive Publishing Ltd	AMO Job Adverts	£932.00 + £186.40 VAT = £1,118.40
25 January 2023	Scenic Projects Ltd	TH Sails work for Story Boat	£250.00 + £50.00 VAT = £300.00
25 January 2023	MossKing Associates Ltd	TH Development Phase Dec 22	£2,960.00
25 January 2023	HAT Projects Ltd	TH Development RIBA Stage 2	£17,158.25 + £3,431.65 VAT = £20,589.90
25 January 2023	MossKing Associates Ltd	TH Development Project Dec 22	£1,830.00
25 January 2023	Jess Johnston	TH Heritage Engagement Service	£994.89
25 January 2023	MossKing Associates Ltd	TH Development Phase Nov 22	£2,430.00
25 January 2023	Andrew Morton Associates Ltd	TH Cost Planning	£410.00 + £82.00 VAT = £492.00
25 January 2023	MossKing Associates Ltd	TH Development Phase Nov 22	£2,521.00
25 January 2023	Community Rail Norfolk	TH Hire of Parcel Office	£138.19 + £129.31 VAT = £267.50
25 January 2023	Liz Ballard	TH Heritage Engagement Nov/Dec	£1,836.00
25 January 2023	Purple Cat	Owl 3	£798.00 + £159.60 VAT = £957.60
25 January 2023	Gearhire Sound and Light	Full Council Amplification	£400.00 + £80.00 VAT = £480.00
25 January 2023	Purple Cat	Hire of Owl	£106.00 + £21.20 VAT = £127.20
25 January 2023	Screwfix	Spade and Gloves	£42.77 + £8.55 VAT = £51.32
25 January 2023	Screwfix	Marking Tape	£6.65 + £1.33 VAT = £7.98
25 January 2023	Screwfix	Saw, Cable Ties, Cloth Tape	£14.10 + £2.81 VAT = £16.91
25 January 2023	Screwfix	Paper Rolls x6	£20.83 + £4.16 VAT = £24.99

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:30 on 22 February 2023

25 January 2023	Screwfix	Boots, Gloves, Overtrousers	£330.71 + £24.14 VAT = £354.85
25 January 2023	Ricoh UK Ltd	Printer Hire and Ink	£224.85 + £44.97 VAT = £269.82
25 January 2023	Wave Ltd	Ken Gard Water 1/8/21-18/12/22	£113.25
25 January 2023	The Marina Theatre Trust	Marina Building Survey	£6,266.25 + £1,253.25 VAT = £7,519.50
26 January 2023	EE Limited	10x Mobile Phones Jan-Feb	£342.37 + £68.47 VAT = £410.84
27 January 2023	Harriet Foster	TH Development Project Q3	£777.50
27 January 2023	Liz Ballard	TH Heritage Engagement Dec 22	£2,118.00
27 January 2023	Poetry People Community Interest Company	TH Engagement Video Poem	£3,800.00
27 January 2023	The Joinery Fitting Company	TH Plywood	£46.24 + £9.25 VAT = £55.49
30 January 2023	LaserUs	Guava Plaque	£485.00
30 January 2023	Eon Energy	WH Electric Jul - Oct 22	£29.33 + £1.47 VAT = £30.80
30 January 2023	NPower Ltd	Normanston Park Electric Dec22	£1,767.34 + £353.47 VAT = £2,120.81
30 January 2023	NPower Ltd	Ken Gardens Electric Nov 22	£66.05 + £3.30 VAT = £69.35
30 January 2023	NPower Ltd	Ken Gardens Electric Dec 22	£54.61 + £2.73 VAT = £57.34
30 January 2023	Gazprom Energy	TH Gas Dec 22	£59.45 + £2.97 VAT = £62.42
30 January 2023	NPower Ltd	RNPSA Electric CN Sep 22	-£1,951.01
30 January 2023	NPower Ltd	RNSPA Electric CN Aug 22	-£1,990.08
30 January 2023	NPower Ltd	RNPSA Electric CN Jul 22	-£1,836.92
30 January 2023	NPower Ltd	RNPSA Electric CN Jun 22	-£1,791.17
30 January 2023	NPower Ltd	RNPSA Electric CN May 22	-£1,779.50
30 January 2023	NPower Ltd	RNPSA Electric Sep 22	£1,177.69 + £235.54 VAT = £1,413.23
30 January 2023	NPower Ltd	RNPSA Electric Aug 22	£1,201.85 + £240.37 VAT = £1,442.22

Lowestoft Town Council
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10:30 on 22 February 2023

30 January 2023	NPower Ltd	RNPSA Electric Jul 22	£1,114.66 + £222.93 VAT = £1,337.59
30 January 2023	NPower Ltd	RNPSA Electric May 22	£1,126.18 + £225.24 VAT = £1,351.42
30 January 2023	NPower Ltd	RNSPA Electric Jun 22	£1,086.68 + £217.34 VAT = £1,304.02
30 January 2023	NPower Ltd	RNPS Electric Nov 22	£1,201.76 + £240.35 VAT = £1,442.11
30 January 2023	NPower Ltd	RNPSA Electric Dec 22	£1,366.02 + £273.20 VAT = £1,639.22
30 January 2023	Northumbrian Water Group Ltd	Legionella Monitoring Jan 23	£593.97 + £118.79 VAT = £712.76
30 January 2023	J Parkers Dutch Bulbs Ltd	Bulbs	£137.80 + £27.56 VAT = £165.36
30 January 2023	J Parkers Dutch Bulbs Ltd	Bulbs	£321.00 + £59.10 VAT = £380.10
30 January 2023	J Parkers Dutch Bulbs Ltd	Bulbs	£280.00 + £56.00 VAT = £336.00
30 January 2023	J Parkers Dutch Bulbs Ltd	Bulbs 2x Aquilegia Maxi	£6.00 + £1.20 VAT = £7.20
31 January 2023	Shona Bendix	Travel Reimbursement	£174.83 + £11.52 VAT = £186.35
2 February 2023	East Point Business Services	Hamilton House Capital Repayment	£3,357.40 + £671.48 VAT = £4,028.88
2 February 2023	Michael Winter	Reimbursement for Loves Parks Event	£168.54
2 February 2023	AJ Builders	Kensington Gardens Bench	£120.00 + £24.00 VAT = £144.00
2 February 2023	Newsquest Media Group	AMO Adverts	£717.20 + £143.44 VAT = £860.64
2 February 2023	Kompan Ltd	Observational Play Inspections	£1,644.05 + £328.82 VAT = £1,972.87
2 February 2023	AJ Builders	Turnberry Close Works	£970.00 + £194.00 VAT = £1,164.00
2 February 2023	Taylor Williams	Parking Reimbursement	£57.80
2 February 2023	Sarah Foote	Travel, Parking and Training Reimbursement	£98.94
2 February 2023	East Point Business Services	IT Service Charge	£3,231.00 + £646.20 VAT = £3,877.20
2 February 2023	AJ Builders	Kensington Gardens Paving Works	£2,305.00 + £461.00 VAT = £2,766.00

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:30 on 22 February 2023

2 February 2023	Nicholsons Solicitors	Legal Advice	£2,421.30 + £484.26 VAT = £2905.56
3 February 2023	National Allotment Association	National Allotment Association Subscription	£67.00
3 February 2023	J E Marshall	Reimbursement	£16.30
3 February 2023	Suffolk Pension Fund	January Pensions	£7,723.86
3 February 2023	Lauren Elliott	Reimbursement	£17.35
3 February 2023	BSA Security	Town Hall Keyholding March 2023 – March 2024	£690.00 + £138.00 VAT = £828.00
3 February 2023	Mulberry and Co	Internal Audit	£718.02
3 February 2023	AJ Builders	Marina Theatre Kittiwake Ledges	£2,375.00 + £475.00 VAT = £2850.00
6 February 2023	Anglian Water	Pakefield St PC Water Apr – Nov	£3,320.33
7 February 2023	Anglian Water	Kensington Gardens Water Oct - Jan	£1,717.42
8 February 2023	John Mallett	Kindertransport Design	£2,050.00
8 February 2023	East Suffolk Norse	Bin Emptying	£182.55 + £36.51 VAT = £219.06
8 February 2023	East Suffolk Norse	Bin Emptying	£365.10 + £73.02 VAT = £438.12
8 February 2023	East Suffolk Norse	Bin Emptying	£182.55 + £36.51 VAT = £219.06
8 February 2023	East Suffolk Norse	Bin Emptying	£182.55 + £36.51 VAT = £219.06
8 February 2023	SLCC	GDPR Training	£30.00 + £6.00 VAT = £36.00
8 February 2023	SLCC	Events Training	£69.00 + £13.80 VAT = £82.80
8 February 2023	Everyone Active	Warm Places Grant	£570.00
9 February 2023	Earsham Sheds	Triangle Market Stalls	£8,200.00
9 February 2023	East Suffolk Council	Town Hall Building Control Fee	£1,305.00
10 February 2023	HAT Projects	Town Hall Design	£17,908.25 + £3,581.65 VAT = £21,489.90

Table 2 January and February Receipts

Date	Received from	Description	Amount
4 January 2023	Tenant	Rental income from tenant	£6,300.00

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:30 on 22 February 2023

23 January 2023	Tenant	Rental income from tenant	£213.16
27 January 2023	Tenant	Rental income from tenant	£5,000.00
1 February 2023	Lowestoft Lions	Memorial Bench	£1,300.00
2 February 2023	Anglian Water	Links Road Car Park Works	£2,355.00
3 February 2023	Tenant	Rental Income from Tenant	£300.00
7 February 2023	Whitton Hall Hire	Whitton Hall Hire	£40.00
7 February 2023	Whitton Hall Hire	Whitton Hall Hire	£84.00
8 February 2023	Tenant	Triangle Market Income	£18.50
10 February 2023	Tenant	Rental Income from Tenant	£90.00
10 February 2023	Donation	Donation	£40.00
10 February 2023	Tenant	Rental Income from Tenant	£300.00
10 February 2023	Tenant	Triangle Market Income	£164.00

154.2. To consider any payments for approval (see schedule) – There were no payments for approval.

155. To consider the interim internal audit report

Cllr Pearce proposed to accept the report; seconded by Cllr Brooks; all in favour.

156. Grants

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

156.1a. First Light Festival Community Interest Company £5,921 (has requested consideration at this meeting) – To be discussed at the extraordinary meeting.

156.1b. Greener Growth CIC for £2,000 – It was noted this application was made on behalf of Ormiston Denes Academy, who applied in November 2022, and all required documents had been received. Cllr Pearce proposed to approve the grant; seconded by Cllr Brooks; all in favour.

156.1c. Joe Thompson t/a Ventura Cottage for £2,000 - To be discussed at the extraordinary meeting.

156.1d. Kirkley Pocket Park Group grant for planters (exact amount to be confirmed) – This item was brought forward as the second item of the meeting.

156.2. To consider the costs breakdown from the Excelsior Trust to accompany the grant application previously submitted in June 2022 – £5,000 had been provisionally ring fenced in the Events budget for this application but the breakdown of costs provided totalled £5,375.96, with £49 related to statutory fees, which the Town Council could not grant money for. Cllr Pearce proposed a response be sent confirming the Town Council would grant the £5,000 as agreed, establish that the £49 statutory fee could not be paid by the Town Council, and request an explanation for the excess amount to be considered with the application at the next Finance and Governance Committee meeting; seconded by Cllr Parker; all in favour.

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

10:30 on 22 February 2023

156.3. To receive an update on the £10,000 grant to the Lowestoft Kittiwake Partnership approved in 2022 and funded from the Climate and Ecological Emergency EMR – Cllr Pearce proposed the Town Council pay the grant directly to Groundwork once the invoice is received; seconded by Cllr Brooks; all in favour.

156.4. To give early consideration to a possible sponsorship arrangement for the South Pier – To be discussed at the extraordinary meeting. Cllr Pearce declared an interest on this item as he is a Town Council representative on the South Pier Management Committee.

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)

It was agreed to discuss these items at Full Council.

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 – Cllr Pearce proposed approval of the expenditure with the funding to be allocated from the Allotments Maintenance budget; seconded by Cllr Brooks; all in favour.

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 – This was discussed per item 153.4c.

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 – Cllr Pearce proposed the expenditure be allocated from the Community Infrastructure Levy (CIL) budget; seconded by Cllr Brooks; all in favour.

157.3b. The purchase of a replacement cargo unit for Sparrows Nest, within a maximum budget of £5,000 – Cllr Brooks proposed expenditure be allocated from the Repair and Maintenance budget; seconded by Cllr Pearce; all in favour.

12:30 Cllr Pearce proposed to suspend standing orders for fifteen minutes; seconded by Cllr Parker; all in favour.

157.4. To consider approval of a maximum budget for tree works at the Sparrows Nest sensory garden – Cllr Pearce proposed to approve a provisional budget of £500, with a delegation to officers to decide when the works progress and authorise the works within the budget; seconded by Cllr Page; all in favour.

157.5. To consider approval of expenditure for directly-funded defibrillators located at Gainsborough Drive, Rosedale Park and Clarkes Lane at a cost of £3,000 per site – This item was deferred due to ongoing site investigations and revised costs.

157.6. To consider any additional costs for migration to a new IT provider - To be discussed at the extraordinary meeting.

157.7. To consider the financial implications of the Councillor Mental Health and Wellbeing Policy - To be discussed at the extraordinary meeting.

157.8. To consider the cost of bank stabilisation works at the Great Eastern Linear Park (some aspects may be confidential) – To be discussed at the extraordinary meeting.

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

10:30 on 22 February 2023

157.9. Memorial benches and planting:

157.9a. To consider issues relating to settlement of an invoice for a memorial tree (some aspects may be confidential) - To be discussed at the extraordinary meeting.

157.9b. To consider the Memorial Bench policy and matters relating to charges contained within - To be discussed at the extraordinary meeting.

157.9c. To consider the Memorial Planting policy and matters relating to charges contained within - To be discussed at the extraordinary meeting.

157.10. 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) – This item was brought forward to the beginning of meeting.

157.11. To receive an update on location of registers for RNPS memorial in Belle Vue Park (some aspects may be confidential) - To be discussed at the extraordinary meeting.

157.12. To receive an update and consider expenditure for the Dene's Oval tennis court project – It was agreed to discuss this item at Full Council.

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

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) – Cllr Pearce proposed interim constitution arrangements be made and for the elected Management Committee to decide whether to adopt the arrangements as a permanent constitution; seconded by Cllr Parker; all in favour.

158.7. To receive an update on the Hamilton House lease and associated provision/cost and rent review (confidential)

158.8. To receive an update on the progression of the new lease for the Lowestoft and District Allotments Association, on the revised terms approved by January Full Council
It was agreed to discuss these items at the extraordinary meeting.

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

159.1. Staff recruitment – It was noted this item required a decision from Full Council and was to be discussed in confidential session.

159.2. Specialist sports services – It was noted this had not been progressed.

159.3. Tree Audit – It was noted tenders were out for tree works.

159.4. Caretaking and cleaning – It was noted this was in progress and there was no update.

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

To be discussed in confidential session.

161. Date of the next meeting

13 March 2023 15:00

An extraordinary meeting was scheduled for 6 March 2023 14:00

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:30 on 22 February 2023

162. Items for the next agenda and close

It was requested items for the next agenda be emailed to officers.

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

Cllr Pearce proposed the meeting be moved to confidential session; seconded by Cllr Brooks; all in favour.

12:54 Cllr Pearce proposed to suspend standing orders for a further ten minutes; seconded by Cllr Brooks; all in favour

The Chair closed the meeting to the public and moved to confidential session at 12:55

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

159.1 Staff recruitment - Cllr Pearce proposed approval of a delegation to officers to progress the recruitment of one grounds maintenance officer, subject to the Finance and Information Officer confirming it is within the maximum salary budget per post that was approved within the budget; seconded by Cllr Brooks; all in favour.

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

Cllr Pearce proposed a delegation be made to officers, in conjunction with all Councillors, to hold a standalone zoom meeting to discuss grounds maintenance provision; seconded by Cllr Parker; all in favour.

The Chair closed the meeting at 13:05

Signed:

6 March 2023