

# 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 March 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/84688852673>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/5YfZUPCEQI4>.

*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 March 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 March 2023**

**AGENDA**

**176. Welcome**

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

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

**178. Declarations of Interests and dispensations**

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

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

**179. To consider the draft minutes and appended confidential notes of the meeting on 22 February 2023**

**180. 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.

**181. Budget and Loan:**

181.1. To receive the draft minutes of the Budget and Loan Sub-Committee meetings on 6, 13, 20 February 2023

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

181.3. To consider a delegation to officers to notify the current sounds system service provider of the continued use of the service for the next twelve months

181.4. To consider the purchase of spare jabots for the Mayoral robes at a cost of £91.45 each

181.5. To consider interim repair works to the Belle Vue Park lodge cottage thatched roof, within a maximum budget of £200

181.6. To note any bank reconciliations

**182. Payments and Receipts:**

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

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

**183. Grants**

183.1. To consider the following grant applications:

183.1a. First Light Festival Community Interest Company £5,921 (has requested consideration at this meeting)

183.1b. Joe Thompson t/a Ventura Cottage for £2,000

183.1c. Saint Andrew's Church for £750

183.1d. East Suffolk Travel Association for £180

183.1e. Lowestoft Town Football Club (amount to be considered)

183.2. To consider the costs breakdown from the Excelsior Trust to accompany the grant application previously submitted in June 2022

183.3. To give early consideration to a possible sponsorship arrangement for the South Pier

183.4. To note receipt of the invoice for the approved £10,000 grant for the Lowestoft Kitiwake Partnership and to receive an update on the status of other funding for the work of the Partnership (some aspects may be confidential)

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

184.1. To consider any additional costs for migration to a new IT provider

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- 184.2. To consider the financial implications of the Councillor Mental Health and Wellbeing Policy
- 184.3. To note receipt of an anonymous donation of £40 and to allocate
- 184.4. Memorial benches and planting:
  - 184.4a. To consider issues relating to settlement of an invoice for a memorial tree (some aspects may be confidential)
  - 184.4b. To consider the Memorial Bench policy and matters relating to charges contained within
  - 184.4c. To consider the Memorial Planting policy and matters relating to charges contained within
- 184.5. To receive an update on location of registers for RNPS memorial in Belle Vue Park (some aspects may be confidential)
- 184.6. To consider budget allocations for the following approved expenditure:
  - 184.6a. £200,000, plus a £15,000 contingency, for refurbishment works on the Triangle Market toilets and a modular build on the Fen Park toilet
  - 184.6b. £12,000 for bank stabilisation works at the Great Eastern Linear Park
  - 184.6c. £4,100 for the Kindertransport commemorative statue conceptual work
- 184.7. To consider any recommendations from the Assets, Inclusion and Development Committee on the Kindertransport Memorial Sculpture concept pack (some aspects may be confidential)
- 184.8. To consider any recommendations from the Assets, Inclusion and Development Committee on repairs/replacement of the Pakefield Street toilets following vandalism
- 184.9. To receive an update on progressing condition surveys and obtaining of quotes for repair and restoration work to the Denes Oval wall (some aspects may be confidential)
- 184.10. To consider the following further to the Denes Oval site visit of 3 March 2023 (some aspects may be confidential):
  - 184.10a. Urgent grounds maintenance work required ahead of the 2023 season
  - 184.10b. Ongoing grounds maintenance arrangements
  - 184.10c. Use of the clubhouse by the cricket club when the current grounds maintenance contract ends
  - 184.10d. Possible support for other projects, including the cricket net facilities
- 184.11. To receive an update on the LTA funding agreement and procurement of an operator for the tennis court, following the zoom call on 10 March 2023 (some aspects may be confidential)
- 184.12. To note receipt of rent arrears from a tenant, and to receive an update on interest due on late payment (confidential)
- 184.13. To note the imminent change of governance in a tenanted property, and to consider continuity arrangements for works in progress, planned projects, partnership working arrangement, and the lease (confidential)

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

- 185.1. Royal Naval Patrol Service Association Museum
- 185.2. Martello and Giardino
- 185.3. Maritime Museum
- 185.4. To receive an update on the status of the lease for the Lowestoft War Memorial Museum (confidential)
- 185.5. To receive an update on VAT advice and any implications for the Marina Theatre lease and Towns Fund project (confidential)
- 185.6. 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)
- 185.7. To consider the rent increase for the Hamilton House office (confidential)
- 185.8. To receive an update on progressing the respective licenses with the solicitor and the

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Denes Oval cricket and tennis clubs, and to understand funding implications for the clubs

185.9.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

**186. Date of the next meeting**

10 April 2023 15:00

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

**188. 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:**

188.1.Any legal matters, including those above as required