

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
15:00 on 3 April 2023

MINUTES

Present: Cllrs Sonia Barker, Wendy Brooks, Alan Green, Paul Page (Deputy Chair) and Graham Parker

In Attendance: Shona Bendix (Town Clerk), James Cox (Finance and Information Officer) and Taylor Williams (Committee Clerk)

200. Welcome

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

201. Approval of apologies for absence

Apologies were received from Cllr Pearce with reasons provided regarding disagreements on what items can be discussed during the pre-election period and the removal of grant items from the agenda.

Cllr Page proposed approval of apologies; seconded by Cllr Green; all in favour.

202. Declarations of Interests and dispensations

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

Cllr Brooks declared she had attended site visits with the Cricket Club per items 208.1-208.2b. Cllrs Barker, Brooks and Green declared they were Town Council representatives on the Marina Theatre Quarterly Management meetings. Cllr Parker declared he is Deputy Chair of the Gunton Residents Association. Cllr Green declared that he had requested item 206.3 be on this agenda.

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

No written requested for dispensations had been received.

203. To consider the draft minutes and appended confidential notes of the meeting on 13 and 27 March 2023

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

204. To consider whether the Standing Orders and Policies Sub-Committee should meet during the month of April

Cllr Brooks proposed to have the Standing Orders and Policies Sub-Committee meet during April; seconded by Cllr Parker; all in favour.

205. 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.

No members of the public were in attendance and no advanced comments had been received.

206. Budget and Loan:

206.1. To receive the draft minutes of the Budget and Loan Sub-Committee meeting on 20 February 2023 – Cllr Green proposed approval of the draft minutes on behalf of the Budget and Loan Sub-Committee; seconded by Cllr Barker; all in favour.

206.2. To monitor the budget for 2022 – 2023 and 2023 – 2024, including delegated Committee and Sub-Committee budgets – The 2022-2023 financial year ended 31 March 2023, however due to late receipt of remaining invoices there will be adjustments made before the final position is circulated to all Councillors. Cllr Brooks proposed approval of the budgets; seconded by Cllr Green; all in favour.

206.3. To consider the purchase of spare jabots for the Mayoral robes – It was agreed to buy

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the jabots from an official supplier as online alternatives were found to be of lesser make. Cllr Brooks proposed to buy two jabots at a cost of £91.45 each; seconded by Cllr Barker; four Councillors voted in favour and one Councillor abstained.

206.4. To note any bank reconciliations – February 2023 had been completed and March 2023 was in progress.

207. Payments and Receipts:

207.1. To note the income and expenditure reports for March 2023 and April 2023 to date, including payments made under delegated authority (see schedules) – It was confirmed that the insurance payment had been authorised. Cllr Green clarified that two payments had been made to him in his Mayoral capacity.

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

208. Other financial and governance matters, including:

208.1. To consider the cost of progressing a condition survey and obtaining of quotes for repair and restoration work to the Denes Oval wall (some aspects may be confidential) – Two quotes for a condition survey had been received under £2,000, which covered the gate and the original wall. Cllr Page proposed to approve the costs and progress the condition survey; seconded by Cllr Brooks; all in favour.

208.2. To consider the following further to the Denes Oval site visit of 3 March 2023 (some aspects may be confidential):

208.2a. To receive an update on liaison with the Cricket Club to implement urgent remedial work to ensure facilities are ready for the start of the 2023 cricket season in April – The original contractors were progressing with their regular works and officers had contacted the Cricket Club regarding this but no response had been received.

208.2b. To receive an update on arranging a Zoom meeting with legal advisers regarding licences for the Denes Oval Tennis and Cricket Clubs – Individual zoom meetings with both clubs would be scheduled once the clubs confirm their available dates and respond to the questions sent by the Town Clerk.

208.3. To consider a report from the Town Clerk on rollout of new grounds maintenance arrangements (confidential) – As the report had been provided to the previous Full Council meeting it was agreed the item did not need to be considered in confidential session. Cllr Green proposed approval of the report received as per Full Council; seconded by Cllr Parker; all in favour.

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

209.1. Royal Naval Patrol Service Association Museum

209.2. Martello and Giardino

209.3. Maritime Museum

Cllr Page proposed a delegation be made to the Town Clerk to seek legal advice and progress the arrangements, with Councillor comments to be sought as needed and the draft lease to be brought to the Town Council for approval; seconded by Cllr Brooks; all in favour. The Town Clerk noted that any issues with the performance of leases can be addressed separately.

209.4. To receive an update on VAT advice and any implications for the Marina Theatre lease and Towns Fund project (confidential)

A stand-alone zoom meeting was to be scheduled with the VAT advisor.

209.5. To receive an update on the status of the lease for the Lowestoft War Memorial Museum (confidential)

It was agreed to discuss this item in confidential session and receive an update from the

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Town Clerk.

210. Date of the next meeting

23 May 2023 14:00

211. Items for the next agenda and close

212. 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:

212.1. Any legal matters, including those above as required

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

The Chair closed the meeting to the public and moved to confidential session at 15:43

209.5. To receive an update on the status of the lease for the Lowestoft War Memorial Museum (confidential) – An update was provided concerning the status of the lease and it was requested the Town Clerk seek further advice.

The Chair closed the meeting at 15:55

Signed:

23 May 2023