

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**15:00 on 11 July 2022**

**MINUTES**

**Present:** Cllrs Sonia Barker, Wendy Brooks, 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 were no members of the public in attendance (either in person or via Zoom webinar)

**16. Welcome**

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

**17. Apologies for absence**

Apologies were received from Cllrs Nasima Begum, Alan Green and Paul Page. Cllr Parker advised he would need to leave the meeting at 16:40. Cllr Begum had advised she would not be able to attend any meetings starting at 15:00. Cllr Pearce had asked her to confirm a time she would be able to attend. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Parker; all in favour.

**18. Declarations of Interests and dispensations**

Cllr Brooks declared a local non-pecuniary interest in items 25.1b, 26.8 and 26.9. Cllr Barker declared a local non-pecuniary interest in items 24.1b, 24.1c and 25.1b. Cllr Pearce declared a local non-pecuniary interest in items 26.8 and 26.9. Cllr Pearce asked Cllrs Barker and Brooks to confirm they were not pre-determined regarding item 25.1b, which they confirmed they were not.

**19. The draft minutes of the meeting on 9 June 2022**

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

**20. Public forum**

No advance comments had been received. There were no members of the public in attendance, either in person or remotely via Zoom webinar.

**21. The Terms of Reference of the Finance and Governance Committee**

Cllr Pearce proposed adoption of the Terms of Reference, subject to inclusion of Council's agreement that Committee membership would be a minimum of quorum plus one; seconded by Cllr Barker; all in favour.

**22. Budget and Loan:**

- 22.1. Any recommendations regarding the budget and reserves, arising from the Budget and Loan Sub-Committee meeting on 11 July 2022 – Cllr Pearce had requested a single-item agenda for the next Budget and Loan Sub-Committee if possible, to review contingency assumptions around inflation and fuel use, particularly whether 3% is an adequate assumption, and how much this should be increased if required. Independent financial advice should be obtained ahead of the meeting if needed, and the Clerk will contact the Suffolk Association of Local Councils (SALC) if so. Cllr Pearce requested an addition of an item on the Full Council agenda to seek additional members for the Budget and Loan Sub-Committee, and the availability of financial awareness training via SALC.
- 22.2. A request from Cllr Youngman to join the Budget and Loan Sub-Committee – Cllr Brooks proposed approval of this request; seconded by Cllr Barker; all in favour.
- 22.3. Monitoring the budget for 2022 – 2023, including delegated Committee and Sub-Committee budgets – Cllr Pearce advised there is a need to review the grant and civic budgets. There

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could potentially be an overspend on the grants budget this year. Consideration may need to be given to taking funding from elsewhere in the budget and replenishing it in the 2023 – 2024 precept. Cllr Pearce would also like to review the effect of utility related payments which were not included in the precept at the next Budget and Loan Sub-Committee meeting.

22.4. Any bank reconciliations – The Finance and Information Officer advised that April and May’s bank reconciliations had been passed to Cllr Page to review, and June’s is underway. Cllr Brooks requested more clarity regarding Town Hall related expenditure which will be covered by grant funding. Cllr Pearce advised this expenditure would be reported by the Project Manager. Purchase or lease options for the bicycle can be considered by the Project Board. Future usage of the bicycle once it has fulfilled its initial purpose has not yet been considered, but may be dictated by the terms of the grant funding.

**23. Payments and Receipts:**

23.1. The income and expenditure reports for June 2022 and July 2022 to date, including payments made under delegated authority (see schedules) – The income and expenditure reports were received and noted as follows:

*Table 1 June and July Expenditure*

<b>Date</b>	<b>Payment to</b>	<b>Description</b>	<b>Amount</b>
1 June 2022	East Suffolk Council	Sparrows Nest Bowls Club NNDR June	£110
1 June 2022	East Suffolk Council	Links Road Car Park NNDR June	£187
1 June 2022	East Suffolk Council	Hamilton House NNDR June	£948
1 June 2022	Gearhire Sound and Light	Meeting Amplification	£400 + £80 VAT = £480
1 June 2022	SCC Pension Fund	Pensions May 2022	£6,399.61
6 June 2022	Northumbrian Water	Legionella Monitoring and Maintenance	£593.97 + £118.79 VAT = £712.76
6 June 2022	John Mallett	Peter Pan Statue Instalment 1 of 2	£1,000
6 June 2022	A J Builders	Sparrows Nest Bandstand Timber	£2,800 + £560 VAT = £3,360
6 June 2022	A J Builders	Sparrows Nest Concrete	£3,295 + £659 VAT = £3,954
6 June 2022	Hestia	Sparrows Nest Beacon Testing	£100 + £20 VAT = £120
6 June 2022	A J Builders	Denes Oval Driveway	£9,900 + £1,980 VAT = £11,880
9 June 2022	Chris Meek	Office Supplies Reimbursement	£14.09
9 June 2022	Trevor Brown	Internal Audit 2021-22 Year End	£450
9 June 2022	East Coast Heating	Town Hall Gas Pipe Removal	£1,600 + £320 VAT = £1,920
9 June 2022	Wave	Kensington Gardens Water Oct21 – Apr22	£2,361.05 + £362.01 VAT = £2,723.06
9 June 2022	Shona Bendix	Jubilee Expense Reimbursement	£11
9 June 2022	East Coast Sinfonietta	Jubilee Event Attendance	£300
9 June 2022	Vibettes	Jubilee Event Attendance	£220
9 June 2022	Shona Bendix	Mileage and Parking Reimbursement	£44.46 + £3.60 VAT = £48.06
9 June 2022	HL Perfitt	David Parr Plaque	£1,350 + £270 VAT = £1,620

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<b>Date</b>	<b>Payment to</b>	<b>Description</b>	<b>Amount</b>
9 June 2022	Paul Connew	Mileage and Parking Reimbursement	£79.30
9 June 2022	Gearhire Sound and Light	Jubilee Sound System	£531 + 106.20 VAT = £637.20
10 June 2022	C&C Consulting	Health and Safety Support	£735 + £147 VAT = £882
15 June 2022	Lowestoft Cricket Club	Lowestoft Cricket Club Sponsorship	£4,000
17 June 2022	Lauren Elliott	Travel and Parking Reimbursement	£11.08 + £0.66 VAT = £11.74
17 June 2022	Alan Green	Mayoral Travel Reimbursement	£48.60
17 June 2022	Broadland Security Alarms	Town Hall Fire Extinguishers Replacements	£225 + £45 VAT = £270
20 June 2022	Lloyds Bank	Credit Card Purchases	£1,500.14
20 June 2022	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT = £240
20 June 2022	HMRC	HMRC May 2022	£6,511.98
22 June 2022	NPower	Triangle Market Electricity Charges	£258.37 + £12.92 VAT = £271.29
22 June 2022	Paul Connew	Reimbursement Key Cutting	£10.50
22 June 2022	MTF Enterprises	Town Hall Bike	£1,765.83 + £353.17 VAT = £2,119.00
22 June 2022	SLCC	13 <sup>th</sup> Edition Local Council Administration Book	£141.80
22 June 2022	St Johns Ambulance	Jubilee Event First Aid	£264 + £52.80 VAT = £316.80
22 June 2022	AJ Builders	Britton Road Planting and Fencing	£3,300 + £660 VAT = £3,960
22 June 2022	PPL PRS	Whitton Hall Music Licence	£251.80 + £50.36 VAT = £302.16
22 June 2022	Rialtas	Year End Closedown	£600 + £120 VAT = £720
22 June 2022	EPBS	HH Service Charge Q2	£8,312.25 + £1,662.45 VAT = £9,974.70
22 June 2022	EPBS	IT Support Q2	£3,231 + £646.20 VAT = £3,877.20
22 June 2022	EPBS	HH Rent Q2	£3,675 + £735 VAT = £4,410
22 June 2022	EPBS	HH Capital Repayment Q2	£3,357.40 + £671.48 VAT = £4,028.88
22 June 2022	MossKing Associates	Town Hall Development Phase Project May 22	£4,948
22 June 2022	Northumbrian Water	Legionella Support	£593.97 + £118.79 VAT = £712.76
22 June 2022	BBC Fire Security	Town Hall Works	£970 + £194 VAT = £1,164
23 June 2022	NPower	Kensington Gardens Electric	£93.69 + £4.68 VAT = £98.37
23 June 2022	NPower	Lowestoft Cemetery PC Electric	£129.62 + £6.48 VAT = £136.10

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Date	Payment to	Description	Amount
23 June 2022	NPower	Kensington Gardens Electric	£163.47 + £8.17 VAT = £171.64
23 June 2022	NPower	Normanston Park Electric	£165.05 + £8.25 VAT = £173.30
23 June 2022	NPower	Denes Oval Electric	£545.84 + £27.29 VAT = £573.13
23 June 2022	NPower	Pakefield St PC Electric	£151.48 + £7.57 VAT = £159.05
23 June 2022	British Gas	Whitton Hall Gas	£122.10
23 June 2022	Salaries	Salaries June 2022	£16,341.90
23 June 2022	Alan Green	Mayoral Travel Reimbursement	£45.95
23 June 2022	Alan Green	Mayoral Travel Reimbursement	£23.40
27 June 2022	Lauren Elliott	Travel Reimbursement	£16.50
27 June 2022	YMCA Trinity Group	Allotments Grant	£2,974.31
27 June 2022	Sarah Foote	Mileage and Wifi Reimbursement	£68.80
28 June 2022	Eon	Whitton Hall Electric	£97.80
28 June 2022	C&C Consulting	Health and Safety Support	£59.40
28 June 2022	Anglian Water	Pakefield St PC Water 1/1/21 to 30/6/21	£1,706.50 + £166.84 VAT = £1,873.34
29 June 2022	John Mallett	Peter Pan Statue 2 <sup>nd</sup> Instalment	£1,000
29 June 2022	East Suffolk Norse	Waste Bin Collections	£643.76 + £128.75 VAT = £772.51
29 June 2022	Kompan	Whitton Green Gym Equipment	£49,030.24 + £9,806.04 VAT = £58,836.28
29 June 2022	AJ Builders	GELP Fencing Repair	£1,920 + £384 VAT = £2,304
29 June 2022	AJ Builders	Belle Vue Park Repairs	£82 + £16.40 VAT = £98.40
30 June 2022	Unity Trust Bank	Service Charge	£64.65
1 July 2022	NPower	Electricity Charge	£1,646.27
1 July 2022	East Suffolk Council	Sparrows Nest Bowls Club NNDR July	£110
1 July 2022	East Suffolk Council	Links Road Car Park NNDR July	£187
1 July 2022	East Suffolk Council	Hamilton House NNDR July	£948
1 July 2022	Paul Connew	Mileage Reimbursement	£54
1 July 2022	Odd Bods	Roof and Gutter Cleaning	£4,365.84 + £873.16 VAT = £5,239
1 July 2022	Lauren Elliott	Mileage Reimbursement	£10.75
4 July 2022	Gazprom	Town Hall Standing Charge	£62.42
4 July 2022	SALC	SALC Membership	£3,009.50
4 July 2022	Keable and Flowers	Jubilee Event Buffet	£330
5 July 2022	SCC Pensions	Pensions June 2022	£6,965.63
7 July 2022	David Ogilvie	Holocaust Memorial Lecterns	£1,493 + £298.60 VAT = £1,791.60
11 July 2022	C&C Consulting	Health and Safety Support	£735 + £147 VAT = £882

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*Table 2 June and July Receipts*

<b>Date</b>	<b>Received From</b>	<b>Description</b>	<b>Amount</b>
7 June 2022	Market Income	Weekly Market Income	£24
10 June 2022	Market Income	Weekly Market Income	£18.50
13 June 2022	Tenant	Rental Income from Tenant	£213.16
14 June 2022	Market Income	Weekly Market Income	£24
20 June 2022	Market Income	Weekly Market Income	£18.50
21 June 2022	Market Income	Weekly Market Income	£24
24 June 2022	Market Income	Weekly Market Income	£18.50
1 July 2022	Market Income	Weekly Market Income	£12
7 July 2022	Market Income	Weekly Market Income	£18.50
7 July 2022	C Parnell	Whitton Hall Hire	£42
8 July 2022	Kirkley Friendship Group	Whitton Hall Hire	£240
11 July 2022	Tenant	Rental Income from Tenant	£213.16

23.2. Any payments for approval (see schedule) – There were none.

**24. Standing Orders and Policies:**

24.1. The following recommendations arising from the Standing Orders and Policies Sub-Committee meeting on 4 July 2022:

24.1a. Adopting the following policies, as amended: - Cllr Pearce proposed a recommendation to Full Council to adopt the policies as listed in items 24.1ai – 24.1avii; seconded by Cllr Parker; all in favour.

24.1ai. Acquisitions and Disposal Policy

24.1a.ii. Adverse Weather Policy

24.1a.iii. Anti-Harassment and Bullying Policy

24.1a.iv. Appraisals Guidance

24.1a.v. Complaints Procedure

24.1a.vi. Conferring of the Title of Honorary Freeman and Freewomen (Post Award)

24.1a.vii. Conferring of the Title of Honorary Freeman and Freewomen

24.1b. Adopting the Community Engagement Policy and asking the Events and Communications Sub-Committee and Assets, Inclusion and Development Committee to consider its implementation – Cllr Pearce would like the Events and Communications Sub-Committee and Assets, Inclusion and Development Committee to particular consider any barriers to engagement and difficulties in implementing the policy. Cllr Brooks also asked for the Parks and Open Spaces Sub-Committee to consider implementation of the policy, as far as that Sub-Committee can within its remit. Cllr Pearce advised that the Heritage Hub proposal relating to the Town Hall project may affect this policy, the Arts Policy and the Acquisitions and Disposal Policy, and separate discussions should take place regarding this, and to ensure adherence to the Town Council’s policies when heritage engagement is undertaken. Cllr Pearce proposed approval of the recommendation from the Standing Orders and Policies Sub-Committee; seconded by Cllr Brooks; all in favour.

24.1c. Asking the Events and Communications Sub-Committee and Assets, Inclusion and Development Committee to ensure alignment between the Booking Form for Hire of Community Halls and the Event Application Form – Cllr Pearce advised that both booking forms are effectively for the same purpose of holding events on land owned by the Town Council, and should therefore align, without compromising safeguarding or making the process too onerous. Cllr Barker proposed approval of this recommendation; seconded by Cllr Pearce; all in favour.

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24.1d. Reviewing the Reporting Procedure for Assets and Maintenance when arrangements for grounds maintenance have been determined – Cllr Pearce would like this policy kept under review and updated as and when decisions are made regarding grounds maintenance arrangements.

### **25. Grants:**

25.1. The following grant applications:

25.1a. Inclusive Response C.I.C. for £2,000 – An amended application had been circulated. The amount had not changed but would be for the purpose of purchasing equipment, rather than operational running costs. Cllr Brooks would like clarification as to whether the organisation is a Community Interest Company or registered Charity, and details of the qualifications held by the individuals involved with the project. Cllr Pearce proposed delegating authority to officers, in consultation with members of this Committee, to seek further information from the applicant and decide whether or not to award the grant, and report back to the next meeting; seconded by Cllr Barker; all in favour.

25.1b. John Ward for £2,374 – Cllr Brooks proposed approval of this application; seconded by Cllr Pearce; all in favour. Cllr Pearce also asked officers to make the Town Hall Project Manager aware of this project as part of the events programme for the Town Hall.

25.1c. Lowestoft Town Football Club for £1,500 – Officers had noted that the breakdown of costs was unknown at this stage, but the funding was not required until next year. Cllr Pearce had no issues with the application itself but asked officers to see if further information on the specific costs could be obtained before the next meeting.

25.1d. John Durrant for £185 – Cllr Pearce advised the amount of the application had reduced to £119.90 and may reduce further. The application had been submitted in the name of the Restoration Trust. Cllr Pearce proposed approval of the application, subject to the Restoration Trust confirming it would be receiving payment and that its Safeguarding and Equality Policies would be applicable to this application. Cllr Pearce further proposed delegating authority to officers to progress this; seconded by Cllr Brooks; all in favour.

25.1e. Amy Smith for £100 – Cllr Pearce advised the application had not yet been received. In anticipation of the application being received and a decision being required before the next meeting of this Committee, Cllr Pearce proposed delegating authority to officers, in consultation with members of this Committee, to consider the best way to handle the application upon receipt; seconded by Cllr Brooks; all in favour.

25.1f. Lowestoft Food Network for £10,000, and considering an annual contribution of £10,000 to the Lowestoft Food Network, with effect from 2023 – 2024 financial year – It was agreed to remove this item from the agenda until a formal application is received. Cllr Pearce advised a meeting could be arranged with the applicant if they are struggling to put the application together.

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

26.1. Financial recommendations arising from the Assets, Inclusion and Development Committee on 4 July 2022 which exceed that Committee's financial delegation – There were no items for consideration.

26.2. The need to appoint a new Internal Auditor for 2022 – 2023 – The Clerk advised that the current Internal Auditor had withdrawn his offer to continue for a further year. The Clerk has started exploring options, including SALC and local accounts firms. The Clerk will put together a specification. The difficulty will be finding someone sufficiently able or aware of the governance and accountability provisions specific to Parish and Town Councils.

26.3. Amplification and streaming equipment options for the Council Chamber – The Communications Officer has been exploring options, including options which may tie in with the item later on the agenda regarding the IT contract. Cllr Pearce requested interim arrangements be explored. The Clerk advised rolling out amplification solutions to every

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Committee meeting may be expensive, but smaller meetings where all attendees are in the same room would be easier to manage. Options are being explored and it is hoped a presentation can be provided on a potential solution.

- 26.4 The cost of play area refurbishments – Cllr Pearce advised this had also been considered by the Budget and Loan Sub-Committee. Capital construction costs have increased, which may affect the Council’s five year plan for play area refurbishments. This will be informed by quotations received. This also applies to toilet refurbishments.
- 26.5 The cost of work to a retaining wall in Sparrows Nest – The Clerk clarified that this item referred to the wall to the rear of the building complex in Sparrows Nest, and advised that a report had been received to identify the potential issue but quotations had not yet been received.
- 26.6 An update on commencement of the Sparrows Nest preventative repairs programme, and to consider budgeting implications – Cllr Pearce advised a survey had been carried out and a five year preventative works programme put into place, which will be co-ordinated with refurbishment works on the toilets. There was no update on a start date for the works. Cllr Pearce requested this item to be added to the next AID Committee agenda if information will be available.
- 26.7 The credit card per item expenditure limits for the Town Clerk and Deputy Town Clerk – Clerk – The Clerk’s credit card limit is £5,000 and the Deputy Clerk’s is £500 but both have a per payment limit of £500. The Clerk asked the Committee to consider increasing the per item expenditure limits to match previously agreed financial delegations. Cllr Pearce proposed approval of the request to increase the per item expenditure limits to align with previously agreed delegations, and for any future review of delegations to include online and credit card payments; seconded by Cllr Brooks; all in favour.
- 26.8 Finalising any procurement or governance arrangements relating to the Lowestoft Town Tennis Club capital works at the Denes Oval, following the approval of the planning application – Cllr Pearce advised a Zoom meeting was being arranged between representatives from the Tennis Club, the Denes Oval Working Group and the AID Committee. Cllr Pearce understands the Club will be completing the design specification and appointing contractors, but will still need to follow due process and ensure licensing, insurance and risk assessment requirements are in place. The Clerk advised that the Town Council’s health and safety consultant may need to be involved, and a Zoom meeting will be progressed where email exchanges will not suffice. The cost of the floodlighting will need to be considered by Full Council. Two courts are currently out of use and discussions regarding the timescales and flow of work would be beneficial. The £6,000 cost for the third smart gate has been approved by Full Council. The Clerk advised there had been a decision by Full Council not to proceed with the resurfacing of the Normanston Park tennis courts. Cllr Pearce advised there had been a misunderstanding which was explained in the meeting, and the Council had not made any plans to replace the all-weather surface with tarmac. The Lawn Tennis Association had offered grant funding of approximately £100,000 to replace the tarmac layer and advised the Town Council could decide whether to install a new all-weather surface. Members of the public in attendance did not seem to think resurfacing necessary, but it is understood the Lawn Tennis Association had advised otherwise. Cllr Pearce suggested if this is the case there would be grounds to ask the Council to at least re-affirm its decision to decline £100,000 grant funding, having received advice that the courts require resurfacing. The Clerk advised the Council will firstly need to decide if there are grounds to review its decision, before moving on to consider the matter in hand. Cllr Pearce proposed a recommendation to Full Council to review and if necessary reaffirm its decision regarding the Normanston Park tennis courts; seconded by Brooks; all in favour.

*Cllr Parker left the meeting 16:40 and the meeting was no longer quorate*

It was agreed to defer the remaining items of business to the next meeting and the Chair closed the meeting at 16:41.

- 26.9 An update on progressing licences for the Lowestoft Town Tennis Club and the Lowestoft

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Cricket Club (some aspects may be confidential)

- 26.10 The application of the Lone Worker Policy to the Town Hall project, with particular reference to consultants and contractors working unaccompanied in the building (some aspects may be confidential)
- 26.11 The review of grounds maintenance arrangements and receive an update from the Norse Contract Working Group (some aspects may be confidential)
- 26.12 An update on progress with the new Marina Theatre lease (some aspects may be confidential)
- 26.13 The IT contract for the Town Council offices (some aspects may be confidential)
- 26.14 Allocation of unspent ring-fenced funds to potential income deficit recovery and capital works earmarked reserve (confidential)

**27. Reviewing lease arrangements for the following (some aspects may be confidential): - roll forward to next meeting.**

- 27.1. War Memorial Museum
- 27.2. Royal Naval Patrol Service Association Museum
- 27.3. Martello's and Giardino's
- 27.4. Moviemakers Theatre
- 27.5. Maritime Museum
- 27.6. Gunton Estate Residents' Meeting Hall

**28. Date of the next meeting**

8 August 2022 15:00

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

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

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

Signed: .....

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