

**Lowestoft Town Council**  
**Meeting of the Budget and Loan Sub-Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**12:30pm on Tuesday 15 November 2022**

**MINUTES**

**Present:** Cllrs Wendy Brooks (Deputy Chair), Alan Green (Chair), Andy Pearce and Sonia Barker

**In attendance:** James Cox (Finance and Information Officer - FIO), Paul Connew (Facilities Maintenance Officer – FMO) and Taylor Williams (Committee Clerk)

**101. Welcome.**

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

**102. Approval of apologies for absence.**

Apologies were received from Cllr Youngman who had provided reasons. Cllr Parker was absent with no reasons provided. Cllr Pearce proposed acceptance of apologies; seconded by Cllr Brooks; all in favour.

**103. Declarations of Interests and dispensations**

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

None were declared

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

None were received

**104. To consider the draft minutes of the meeting on 24 October 2022, 1 November 2022 and 8 November 2022.**

Consideration deferred to the next meeting as minutes are still being produced.

**105. 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.

None received.

**106. To review the 2022 – 2023 Lowestoft Town Council Budget and reserves (some aspects may be confidential).**

No comments.

**107. To receive the East Suffolk Council letter advising of the council tax base and precept demand information**

It was noted the Sub-Committee were awaiting confirmation of the agreed tax base from East Suffolk Council (ESC).

**108. To review the 2023 – 2024 Lowestoft Town Council Budget and reserves (some aspects may be confidential).**

To be discussed in confidential session.

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109. **Date of the next meeting**

Tuesday 22 November 12:30pm

110. **Items for the next Agenda and Close.**

It was agreed to have an Extraordinary Budget and Loan on 18 November to ensure a comprehensive update and agreed framework is ready for November Full Council.

111. **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 legal issues relating to the matters on this agenda.**

Cllr Pearce proposed the meeting is moved into confidential session; seconded by Cllr Barker; all in favour.

*The Chair closed the meeting to the public and moved to confidential session at 12:37*

108. **To review the 2023 – 2024 Lowestoft Town Council Budget and reserves (some aspects may be confidential).**

**General Reserves:** A discussion took place on the adequacy of General Reserves and it was agreed to investigate the Grounds Maintenance cost at a later meeting.

**Repairs and Maintenance:** The Repair and Maintenance budget was discussed, with working figures agreed for tarmacking, fencing and gutter cleaning. Cllr Pearce proposed, as a working figure for the Repair and Maintenance budget for 2023-24, £60,000 comes from the reserve from the £185,000 year-end underspend and the full amount is not precepted. Seconded by Cllr Green; all in favour.

**Capital:** It was confirmed £258,866 is the anticipated figure for year-end. There is £53,170 recovery of unbudgeted expenditure from the reserve that needs to be recovered. Cllr Pearce proposed precepting the recovery of £53,170 in 2024-25 and there be no reserve recovery next year whilst there are critical pressures on the budget; seconded by Cllr Green; all in favour.

**Community Safety:** It was confirmed £84,000 is expected to be left in reserve at year-end. At an earlier meeting £19,000 was agreed as a working figure, however the £84,000 should be adequate to fund the community safety strategy for 2023-24. Cllr Pearce proposed not precepting anything for Community Safety pending a decision on the community safety strategy; seconded by Cllr Green; all in favour.

**Defibrillators** – Cllr Pearce suggested the £10,000 budget is left in due to the lack of match funding requests and it would primarily be given over to directly funded defibrillators.

**Horticulture** – A budget of £15,500 was suggested for 2023-24

**Waterways and Ponds** – It was suggested to budget £14,473 to make up the difference between the £50,000 agreed budget for Fen Park dredging and the projected amount in the

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EMR at year-end.

**Play Areas** – It was agreed to start with this item on the agenda for the next meeting.

***The Chair closed the meeting at 14:04***

Signed: .....

12 December 2022