

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 29 November 2022

MINUTES

Present: Cllrs Wendy Brooks (Deputy Chair), Alan Green (Chair), Andy Pearce, Graham Parker and Elise Youngman

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

132. Welcome.

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

133. To receive and consider approval of apologies for absence.

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

134. Declarations of Interests and dispensations

134.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda
None were declared.

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

135. To consider the draft minutes of the meeting on 8 November, 15 November, 18 November and 22 November.

The Finance and Information Officer (FIO) confirmed these are being produced and it was deferred to the next meeting.

136. 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 were received.

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

No comments and the Sub-Committee would continue to monitor.

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

Cllr Pearce proposed this item be discussed in confidential session; seconded by Cllr Brooks.

139. Date of the next meeting

Monday 5 December 12:30

140. Items for the next Agenda and Close.

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141. **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 Parker proposed the meeting be moved into confidential session; seconded by Cllr Pearce; all in favour.

The Chair closed the meeting to the public and moved to confidential session 12:39

Capital works: It was remarked the actual expenditure for this year was approved by Full Council and there was a recommendation from F&G to delegate to Budget and Loan but the Sub-Committee were uncertain if that was considered in the Full Council proposal which only agreed to the quote and not the delegation. Since Full Council agreed to the expenditure, Cllr Pearce proposed, as a working basis, to draw from the EMR and when the budget goes to Full Council in December for consideration and approval, ensure any proposals requiring Full Council agreement, including the budget allocation for the lighting upgrade, are approved.

Compliance: Cllr Pearce proposed a recommendation to F&G that an immediate payment of £15,000 be funded from the Capital Works EMR and then have an item on the agenda for F&G in December to finalise the budget allocation; seconded by Cllr Parker; all in favour. The Town Clerk confirmed the app cost was £3,000 so the £15,000 was raised to £19,000 as a precaution.

Consultancy and H&S: It was confirmed the anticipated year-end figure was £25,743.85. Cllr Pearce proposed £21,400 of the anticipated year-end reserve be offset against the 2023-2024 Consultancy budget and nothing be precepted for the 2023-2024 consultancy costs other than the £8,000 EMR recovery. It was noted the figure was subject to change and can be reconsidered when reviewing the proposals.

Climate: It was suggested to the Budget and Loan Sub-Committee a maximum budget of £25,000 be factored in for the bulky waste trial. It was suggested to put £2,040 for Avishock maintenance and £2,201.50 plus RPI for the deep cleaning of the Marina Theatre.

Staff: A discussion was held concerning the Environmental Support Officer posts. The FIO will review and adjust the Staffing tab and bring this information to the next meeting.

Climate: It was suggested the travel costs be revised upward as per the appointment of an Assets Officer. It was also noted these costs would be adjusted further as part of the grounds maintenance discussions.

Repairs and Maintenance for Parks and Open Spaces: A Parks Repair and Maintenance budget for 2023-2024 was discussed. The FIO suggested this be reviewed as part of the grounds maintenance discussions.

Horticulture: Cllr Pearce suggested £12,500 for watering (includes bowling greens as well as the flower beds), £6,000 for bulbs and planting, £2,000 for mulching and that totals £20,500 with £5,091 from the EMR. The FIO queried if budget for tree planting was required per the

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Town Council's policy of replacing dead trees and Cllr Pearce suggested £1,000 to cover replacement of trees that are dead or vandalised. It was suggested the watering cost be reviewed as part of the grounds main discussion with input from the Facilities Maintenance Officer (FMO).

Waterways and Ponds: It was confirmed the Town Council were awaiting advice on an annual maintenance regime, budget and the required frequency of dredging so funding can be accrued for dredging. It was suggested to not budget for 2023-2024 with respect to the other ponds, instead it will be reviewed in the following year's budget and work on the other ponds will be considered for 2024-2025. It was noted the litter picking and clearing fly tipping from the stream bed would be discussed in the grounds maintenance meetings. It was suggested the water maintenance also be discussed with the FMO and the Parks and Community Officer.

Play Areas: It was noted that discussions would be required on funding if the proposals to bring Cotman Close and Normanston Park works forward to 2022-2023 and four other parks works forward to 2023-2024 are agreed.

Public Conveniences: It was suggested moving £27,141.11 from the Triangle Market EMR to the Public Conveniences refurbishment budget.

Triangle Market: It was suggested to have a budget of £20,000 for Capital Investments for 2023-2024.

Allotments: A suggestion was made on the Allotments budget for 2023-2024.

Normanston Park: A budget of £36,000 plus RPI was suggested to be funded from the Normanston Park EMR and tenant's rent, meaning nothing is precepted.

The Chair closed the meeting at 13:55

Signed: 
9 January 2023