

Lowestoft Town Council
Extraordinary Meeting of the Budget and Loan Sub-Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
12:30pm on Monday 6 February 2023

MINUTES

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

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

213. Welcome.

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

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

Apologies were received from Cllr Youngman with reasons provided.

Cllr Pearce proposed approval of apologies; seconded by Cllr Parker; all in favour.

215. Declarations of Interests and dispensations

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

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

216. To consider the draft minutes of the meeting on 5 December, 12 December, 19 December, 4 January, 9 January, 11 January and 16 January.

Cllr Brooks proposed approval; seconded Cllr Barker; all in favour.

217. 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.

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

It was noted the Finance and Governance Committee would need to monitor and decide budget allocations until the end of the financial year.

219. To review Lowestoft Town Council's reserves including the reserves policy and EMR target levels (some aspects may be confidential).

It was requested an item be on the Standing Orders and Policies Sub-Committee agenda to consider the Reserve Policy and any amendments from this meeting.

Repairs and Maintenance: It was noted that in 2023-2024 the Town Council needed to budget for Earmarked Reserve (EMR) recovery. It was agreed that £300,000 would remain as a reasonable target.

Compliance: It was suggested to have an EMR target of £30,000.

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Consultancy and Health & Safety: It was agreed to keep the target of £60,000.

Capital: It was agreed to bring the target level down to £300,000.

Self-insurance and Emergencies: It was noted there was an anticipated year-end reserve in 2023-2024 of £50,000 if there were no incidents, therefore it was decided to put the target level at £60,000 and monitor what is paid out over the next twelve months.

Community Safety: It was agreed to leave the target level at £100,000, pending a decision on CCTV provision.

Defibrillator EMR: £20,000 was considered an appropriate level. It was requested an item be on the next Community Safety agenda to receive statistics on how often the defibrillators are used.

Climate & Ecological Emergency: It was agreed to provisionally leave the target level as £50,000. It was noted this budget was linked to Travel & Vehicles and may need increasing if the Bulky Waste trial is a success.

Travel & Vehicles: It was agreed to leave the target level of £50,000 pending strategic decisions, such as the adoption of electric vehicles.

Parks and Open Spaces: The target level was left as £200,000 pending clarification on preventative works.

Outdoor fitness equipment: It was agreed to set the target level at £10,000 until there is a decision to provide more equipment.

Horticulture: As this was a new budget, £10,000 was set as the target level for one year and would be monitored.

Waterways and Ponds: £10,000 was set as the minimum target level, but it was acknowledged this may need to be revised upwards as the year progressed.

Fen Park Pond: It was agreed this did not need its own EMR and was to be absorbed into the main Waterways and Ponds budget.

Play Areas: It was agreed to set the target level as £250,000.

Whitton Green: It was agreed this did not need its own EMR was to be absorbed into the main Play Areas EMR.

Public Conveniences: An EMR target of £200,000 was agreed.

Triangle Market: It was agreed to leave the target level at £75,000.

Allotments EMR: It was agreed to leave the target as £75,000 as it was dependent on future strategic decisions and could be revised if necessary. It was suggested to arrange future site

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visits to the allotments in conjunction with the Lowestoft District Allotments Association.

Normanston Park EMR: It was agreed to leave the target as £50,000 but it may need revising upwards due to the preventative repairs programme.

It was suggested the tennis facilities may need to be considered altogether rather than grouped by assets. It was agreed to create a new sports facilities EMR linked to all tennis courts and bowling greens and any underspend from the outsource sports facilities budget will go into this EMR at year-end. The Sports EMR was set up with a target figure of £100,000.

GELP EMR: It was decided to leave the target level as £25,000.

Links Road Car Park EMR: It was decided to leave the target level as £25,000.

Denes Oval EMR: It was noted funding was in place for capital works on the tennis facilities. It was noted a high EMR target was required and it was agreed to leave the target as £150,000, pending decisions.

Tennis Court EMR: It was agreed to merge this EMR with the Sports Facilities EMR.

Belle Vue Park EMR: It was agreed to leave the target level at £150,000.

Sparrows Nest EMR: It was agreed to leave the target level at £150,000 pending approval of works.

Ness Park EMR: It was agreed to set the target level at £20,000.

Ness Park Legal EMR: It was agreed to delete this EMR as this is now covered by the Self-Insurance and Emergencies EMR.

Ness Park Play Area EMR: It was agreed to delete this EMR as it is now covered by the Play Areas EMR.

Kensington Gardens EMR: It was agreed to leave the target level at £50,000.

Fen Park EMR: It was agreed to delete this EMR as it is now covered by the Parks and Open Spaces EMR.

Community Halls EMR: It was agreed to leave the target level at £50,000.

Uplands Septic tank: It was agreed to set the target level at £30,000.

220. Date of the next meeting

Monday 13 February 13:30-14:30.

A follow up meeting was agreed for Monday 20 February 13:45-14:45.

221. Items for the next Agenda and Close.

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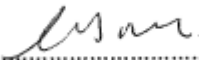
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222. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the Meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any legal issues relating to the matters on this agenda.

There were none.

The Chair closed the meeting at 14:02

Signed: 

20 February 2023