

Lowestoft Town Council
Meeting of the Finance and Governance Committee
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB
15:00 on 8 August 2022

MINUTES

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

In attendance: James Cox (Finance and Information Officer) and Lauren Elliott (Project and Committee Clerk)

Public: There were two members of the public in attendance (in person)

31. Welcome

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

32. Apologies for absence

Apologies were received from Cllrs Paul Page and Nasima Begum, who had provided reasons. Cllr Parker had advised he would be late. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Green; all in favour.

33. Declarations of Interests and dispensations

Cllr Brooks declared a local non-pecuniary interest in items 39.9 and 39.10. Cllr Barker declared a local non-pecuniary interest in items 38.1f, 39.3, 39.11, 39.14 and 39.15. Cllr Barker was advised she did not need to declare a local non-pecuniary interest in item 39.7 as she has been appointed by the Town Council to attend the Marina Theatre Quarterly Management meetings. Cllr Green declared a local non-pecuniary interest in item 38.1a. With regard to items 39.9 and 39.10, Cllr Pearce declared he is the Chair of the Gunton Residents' Association, although it has no direct interest in these items. Cllr Pearce also declared he is a member of the Town Hall Project Board, which also relates to item 39.15.

34. The draft minutes of the meeting on 11 July 2022

Cllr Brooks considered that a query she had raised at the last meeting as to why a bicycle purchased as part of the Town Hall project had been bought and not leased, and its future uses, had not been sufficiently reflected in the minutes. Cllr Pearce reported that the Towns Fund agreement, which will be discussed as part of item 39.15, referenced usage of assets purchased for the project following completion of the project. Cllr Pearce has sought further clarification on whether future usage would be restricted. Cllr Brooks proposed approval of the minutes as amended; seconded by Cllr Barker; all in favour.

35. Public forum

No advance comments had been received. Cllr Begum was in attendance via Zoom webinar.

Cllr Parker arrived 15:10

Two members of the public were in attendance on behalf of the Lowestoft Town Tennis Club. The Club had been disappointed to learn that item 39.9 had been referred to this Committee and thought this had already been agreed by the Council after the Club demonstrated the community benefit of the project to improve the tennis facilities at the Denes Oval. The Town Council's other tennis courts also stand to benefit from funding from the Lawn Tennis Association, which may be jeopardised if the Denes Oval project does not proceed. Plans to improve the tennis facilities and make them more accessible, and plans to introduce pickleball facilities are in place and ready to proceed pending a decision by Full Council. Cllr Pearce advised the consideration of item 39.9 would be brought forward.

39.9 Making a recommendation to Full Council on progressing the installation of floodlights at the Denes Oval tennis courts, within a maximum budget of £53,732 – Further to comments made at

Lowestoft Town Council
Meeting of the Finance and Governance Committee
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB
15:00 on 8 August 2022

the last Full Council meeting, Cllr Pearce clarified that there is no proposal to give funds directly to the Tennis Club. If approved, this would be an investment by the Town Council in its facilities. All courts and facilities will be open to access by the public without the need for them to join the Club. Full Council has approved the Club's proposals for the Denes Oval and committed £80,000 of funding towards the project. Planning permission has been obtained for the floodlights.

Cllr Brooks spoke of the benefits of having floodlit courts and the benefits of tennis generally. Cllr Parker considered this to be the wrong time to be spending this amount of money on this project, particularly since the position with inflation has changed since the budget was approved. Cllr Parker would like the Council to instead consider how to lessen the impact of the precept on Council Tax payers next year. Cllr Patience endorsed this comment and considered this project would still only benefit a minority. Cllr Patience requested the Budget and Loan Sub-Committee's consideration of this item.

Cllr Pearce advised this item would be going back to Full Council. There is some contingency element in the budget for inflation, but it may not be the extent that inflation has increased.

Cllr Barker praised the Club's proposals as forward-thinking and asked for more information about what facilities the Club will offer to young people and people with disabilities.

In response to a query from Cllr Patience, Cllr Pearce clarified that the figure initially printed on July's Full Council was incorrect and was the cost for one court rather than four. The Club has raised approximately £8,000 to contribute to the project.

Cllr Patience asked the members of the public to confirm how many of the Club's members live outside of Lowestoft, and was advised that no Club members travel in from other towns.

Cllr Parker had concerns regarding other capital projects but was advised these would need to be discussed separately.

The members of the public acknowledged there would be some benefit for the Club, but it has spent years raising funds towards it, and would expect the Council to have budgeted sufficiently before approving projects. In response to Cllr Barker's earlier query, it was advised that sixty juniors currently use the facilities. It is hoped the electronic gate system will allow for longer hours of play during the winter. Some schools have no on-site tennis facilities. The benefits of pickleball were explained.

In response to earlier requests for this item to be reviewed by the Budget and Loan Sub-Committee, Cllr Pearce advised that this item had previously been considered by the Budget and Loan Sub-Committee, Finance and Governance Committee and Full Council, and the proposals and cost breakdown had been circulated to all Councillors.

Cllr Pearce advised 2023 – 2024 would be an important year for the grounds maintenance contract, Town Hall, Marina Theatre and Hamilton House lease, and contingency allowances would be needed, but considered it would not be fair to single out one project, particularly as the condition of the Denes Oval has been a matter of public interest for some time.

Cllr Brooks proposed a recommendation to Full Council to reaffirm the recommendation to progress the installation of floodlights at the Denes Oval tennis courts, within a maximum budget of £53,732; seconded by Cllr Green. Cllr Patience called for a recorded vote. Cllrs Barker, Brooks, Green and Pearce voted in favour; Cllrs Parker and Patience voted against.

Cllr Brooks temporarily left the meeting 16:18

The members of the public left the meeting 16:18

36. Budget and Loan:

36.1. A request from Cllr Patience to join the Budget and Loan Sub-Committee – Cllr Pearce proposed approval of this request; seconded by Cllr Green; all in favour. Cllr Patience gave his apologies for the next Budget and Loan Sub-Committee meeting. It was noted that Cllr Pearce had resigned from this Sub-Committee.

Cllr Brooks returned 16:19

36.2. Monitoring the budget for 2022 – 2023, including delegated Committee and Sub-Committee budgets – Cllr Pearce advised that the Town Council has been using 3% as the standard rate of

Lowestoft Town Council
Meeting of the Finance and Governance Committee
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB
15:00 on 8 August 2022

inflation, which is now inadequate. Funds previously tied to another capital project are now available. Half of those funds have been allocated to the repairs and maintenance reserve, which has alleviated some of the inflationary pressures on the repairs and maintenance and capital works budgets. Other budgets will need to be discussed. There have been difficulties in securing quotations and delays due to the availability of materials and labour. Underspends on individual budgets have been carried forward before further funds have been precepted.

36.3. Bank reconciliations – The Finance and Information Officer advised that bank reconciliations are up to date, with July's having been signed but the Councillor bank reconciliation signatory today.

37. Payments and Receipts:

37.1. The income and expenditure reports for July 2022 and August 2022 to date, including payments made under delegated authority (see schedules) – The income and expenditure reports were received and noted as follows: - Cllr Brooks had queried the two payments to John Mallett, which were confirmed to have been correct.

Table 1 July and August Expenditure

Date	Payment to	Description	Amount
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
11 July 2022	Jonny Hawes	Reimbursement for Parking, Travel and Equipment	£91.17 + £4.23 VAT = £95.40
11 July 2022	Lauren Elliott	Reimbursement for Parking and Travel	£20.97 + £2.68 VAT = £23.65
11 July 2022	Gearhire Sound and Lighting	June Full Council Meeting Amplification	£400 + £80 VAT = £480
11 July 2022	Nicholsons Solicitors	Property Legal Advice	£1,944.80 + £388.96 VAT = £2,333.76
11 July 2022	AJ Builders	Normanston Park Soakaway Works	£2,994 + £5,98.80 VAT = £3,592.80
11 July 2022	AJ Builders	Kensington Gardens Retaining Wall Works	£4,050 + £810 VAT = £4,860
11 July 2022	AJ Builders	Belle Vue Park Cottage Repairs	£160 + £32 VAT = £192
11 July 2022	AJ Builders	Britten Road and Nightingale Watering and Mulch	£1,747 + £3,49.40 VAT = £2,096.40
11 July 2022	East Suffolk Norse	Sparrows Nest Drain Works	£177.10 + £35.42 VAT = £212.52

Lowestoft Town Council
Meeting of the Finance and Governance Committee
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB
15:00 on 8 August 2022

Date	Payment to	Description	Amount
11 July 2022	Marina Theatre Trust	MTT Management Fee Q2	£37,500 + £7,500 VAT = £45,000
11 July 2022	Mathews Promotional Products Ltd	500x Flags for Jubilee Event	£215 + £43 VAT = £258
11 July 2022	Seletar Signs	Health and Safety Signage	£215 + £43 VAT = £258
11 July 2022	East Suffolk Norse	Whitton Hall Cleaning May 2022	£120 + £24 VAT = £144
11 July 2022	East Suffolk Norse	Whitton Hall Cleaning June 2022	£120 + £24 VAT = £144
12 July 2022	Anglian Water	Denes Oval Sewerage	£941.65
13 July 2022	AJ Builders	Town Hall Ground Clearance	£1,239 + £247.80 VAT = £1,486.80
13 July 2022	Taverham Conservatories	Normanston Park Conservatory Phase 1 Payment	£6,378.33 + £1,275.67 VAT = £7,650
13 July 2022	Nicholsons Solicitors	North Denes Legal Advice	£2,431 + £486.20 VAT = £2,917.20
13 July 2022	BSA Security	Town Hall Works	£205 + £41 VAT = £246
13 July 2022	NNB Company	6x Wheelchair Picnic Benches	£2,850 + £570 VAT = £3,420
13 July 2022	NNB Company	19x Picnic Tables and 13x Concrete Pads	£7,759.30 + £1,551.86 VAT = £9,311.16
13 July 2022	NNB Company	13x Benches	£6,695 + £1,339 VAT = £8,034
13 July 2022	SLCC	Project and Committee Clerk SLCC Membership	£215
14 July 2022	SLCC	Deputy Clerk Community Governance Level 5	£1,575
14 July 2022	Friends of Kensington Gardens	Mulch Reimbursement	£80
14 July 2022	SLCC	Refund for Book	-£141.80
15 July 2022	Anglian Water	Denes Oval Water	£893.99 + £178.80 VAT = £1,072.79
15 July 2022	Restoration Trust	John Durrant Grant	£71.94
15 July 2022	Alpha Roofing Services Ltd	Whitton Hall Roof Works	£766 + £153.20 VAT = £919.20
15 July 2022	MossKing Associates Ltd	Town Hall Development Phase Project May 2022	£2,595
15 July 2022	East Suffolk Norse	Partnership Charge June 2022	£38,118 + £7,623.60 VAT = £45,741.60
15 July 2022	East Suffolk Norse	Partnership Charge July 2022	£38,268 + £7,653.60 VAT = £45,921.60
15 July 2022	East Suffolk Norse	Partnership Charge May 2022	£46,308 + £9,261.60 VAT = £55,569.60
15 July 2022	Zurich	Outdoor Gym Equipment Insurance	£222.01
15 July 2022	The Seagull	The Keepers Daughter Grant	£1,100
18 July 2022	Lloyds Bank	Credit Card Purchases	£257.96
18 July 2022	Need2Store Ltd	Civic Artefact Storage	£200 + £40 VAT =

Lowestoft Town Council

Meeting of the Finance and Governance Committee

Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB

15:00 on 8 August 2022

Date	Payment to	Description	Amount
			£240
18 July 2022	White Light Ltd	Marina Theatre Lighting Desk	£11,753.20 + £2,350.64 VAT = £14,103.84
18 July 2022	J R Ward	John Ward Grant	£2,374
19 July 2022	PWLB	PWLB Loan Repayment	£6,971.75
20 July 2022	NPower	Triangle Market Electric Jun22	£247.27 + £12.36 VAT = £259.63
20 July 2022	HMRC	HMRC Jun 22	£7,445.31
20 July 2022	NPower	Denes Oval Electric Jun 22	£574.72 + £28.74 VAT = £603.46
20 July 2022	NPower	Low Cemetery PC Electric Jun22	£122.40 + £6.12 VAT = £128.52
21 July 2022	NPower	KG Electric Jun 22	£113.11 + £5.66 VAT = £118.77
21 July 2022	NPower	KG Electric Jun 22	£90.86 + £4.54 VAT = £95.40
21 July 2022	NPower	RNPSA Museum Electric Jun 22	£1,492.64 + £298.53 VAT = £1,791.17
21 July 2022	Guy McGregor & Associates Ltd	Payslips Q1	£118.50 + £23.70 VAT = £142.20
22 July 2022	Salaries	Salaries July 2022	£15,793.90
22 July 2022	Fatstickman Ltd	Community Warden Equipment	£78.90 + £15.78 VAT = £94.68
22 July 2022	BBC Fire Protection Ltd	P/Ledger Electronic Payment	£720
25 July 2022	NPower	Pakefield St PC Electric Jun22	£91.03 + £4.55 VAT = £95.58
25 July 2022	British Gas	Whitton Hall Gas	£122.10
25 July 2022	Gazprom Energy	Town Hall Gas Supply June 2022	£60.41
27 July 2022	Northumbrian Water Ltd	Legionella Checks	£593.97 + £118.79 VAT = £712.76
27 July 2022	Ricoh UK Ltd	Printing Charges	£240.61
27 July 2022	Kompan Ltd	Whitton Green Sign	£1,092
28 July 2022	Eon Energy	Whitton Hall Electric	£97.80
28 July 2022	Paul Connew	Travel, Parking and Supplies Reimbursement	£82.56 + £3.67 VAT = £86.23
28 July 2022	Sarah Foote	Wifi and Parking Reimbursement	£76.58 + £0.92 VAT = £77.50
29 July 2022	Waveney Norse Ltd	Sparrows Nest Tarmac Roadway	£10,853.42
29 July 2022	Waveney Norse Ltd	Sparrows Nest Tarmac Pathway	£3,677.66
1 August 2022	East Suffolk Council	Sparrows Nest Bowls Club NNDR August	£110
1 August 2022	East Suffolk Council	Links Road Car Park NNDR August	£187
1 August 2022	East Suffolk Council	Hamilton House NNDR August	£948
2 August 2022	S J Geomatics	Town Hall Survey	£4,075 + £815 VAT = £4,890

Lowestoft Town Council
Meeting of the Finance and Governance Committee
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB
15:00 on 8 August 2022

Date	Payment to	Description	Amount
2 August 2022	SWT Trading Ltd	Town Hall Nesting Birds Check	£150 + £30 VAT = £180
2 August 2022	MossKing Associates Ltd	Town Hall Project Manager	£4,231
2 August 2022	Taverham Conservatories	Normanston Park Conservatories Final Payment	£10,632.50 + £2,126.50 VAT = £12,759
2 August 2022	Gearhire Sound and Lighting	Full Council Meeting Amplification	£400 + £80 VAT = £480
2 August 2022	Binder Ltd	Uplands Sewage Tank Works	£254.50 + £50.90 VAT = £305.40
2 August 2022	MossKing Associates Ltd	Town Hall Heritage Project Manager	£2,965
2 August 2022	Community Rail Norfolk	Town Hall Project Hire of Parcel Office	£87.50
2 August 2022	Great Yarmouth Heating	Whitton Hall Radiators	£41.67 + £8.33 VAT = £50
4 August 2022	Suffolk Pension Fund	Pensions July 2022	£6,543.47
5 August 2022	C&C Consulting	Health and Safety Support	£59.40
5 August 2022	Anglian Water	Water Charges	£443.75

Table 2 July and August Receipts

Date	Received From	Description	Amount
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
12 July 2022	S Hardman	Whitton Hall Hire	£70
12 July 2022	Tenant	Rental Income from Tenant	£6,300
14 July 2022	Tenant	Rental Income from Tenant	£5,000
21 July 2022	Normanston Park Tennis Coaching	Use of Normanston Park Tennis Courts for Coaching	£100
22 July 2022	Whitton Deposit	Return of Whitton Deposit	-£100
22 July 2022	Whitton Deposit	Return of Whitton Deposit	-£100
22 July 2022	Normanston Park Tennis Coaching	Use of Normanston Park Tennis Courts for Coaching	£100
25 July 2022	Tenant	Rental Income from Tenant	£775

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

38. Grants:

38.1. Grant applications:

- 38.1a. Lowestoft Foodbank for £1,500 – The Project and Committee Clerk advised that the supporting documentation had not been received. Cllr Brooks proposed approval of this application, subject to receipt of the supporting documentation; seconded by Cllr Barker; five Councillors voted in favour; one Councillor abstained from the vote.
- 38.1b. Amy Smith for £100 – It was noted that this application had not been received.
- 38.1c. Beresford Road Evangelical Church for £1,500 – Cllr Pearce explained the application

Lowestoft Town Council

Meeting of the Finance and Governance Committee

Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB

15:00 on 8 August 2022

was not for funding for the Church building itself. Cllr Pearce proposed approval of the application; seconded by Cllr Barker; all in favour.

38.1d. Kirkley Pantry for £1,500 – The Project and Committee Clerk advised the supporting documents had not been received. Cllr Barker proposed approval of the application, subject to receipt of the supporting documents; seconded by Cllr Brooks; all in favour.

38.1e. East Suffolk One for £1,331.80 – Cllr Brooks proposed approval of this application; seconded by Cllr Barker; five Councillors voted in favour; one Councillor abstained from the vote.

38.1f. Co-operative Wholesale Society (in conjunction with HODs Lowestoft) for £185 – Cllr Pearce advised that he knows the applicant but has not been involved with this project and does not have a local non-pecuniary interest in this item. Cllr Pearce suggested asking the applicant whether he and the other attendees at the event would be happy to liaise with the Town Hall Project Manager and record their memories of the town as part of the Town Hall Oral Histories Project. As the applicant is an individual he did not have the relevant supporting information. Cllr Pearce asked officers to liaise with the applicant regarding an equivalent safeguarding and equality and diversity statement, with officers to assist with wording if necessary. Cllr Brooks proposed approval, noting that funds could not be paid directly to the applicant as they are an individual, and with delegated authority to officers to liaise with the applicant regarding equivalent statements in the absence of supporting documents; seconded by Cllr Pearce; all in favour.

38.1g. Elizabeth Alway for £200 - £300 – The Project and Committee Clerk gave further details about the application. As the applicant is not a formally constituted club, Cllr Pearce suggested that the Town Council could purchase and retain ownership of the gatherers, but allow the applicant to use them under a formal agreement. Cllr Green asked officers for the Kensington Gardens Bowls Club and Norse's views on the use of gatherers.

Cllr Patience temporarily left the meeting 16:53

Cllr Pearce proposed that, subject to Norse confirming no implications regarding their usage, the Town Council purchases and retains ownership of the gatherers, for use in conjunction with the Kensington Gardens bowls facilities, with delegated authority to officers to agree the terms of their usage and storage and access arrangements.

Cllr Patience returned 16:55

Cllr Pearce further proposed that as the Committee is not awarding grant funding, the funds should not come from the grants budget, but from the parks and open spaces budget instead. Cllr Parker seconded the proposal and all Councillors voted in favour.

38.2. The use of the Grant Awarding Policy in light of the cost of living crisis – Cllr Pearce advised that during the height of the Covid-19 pandemic, the Town Council had a £70,000 Covid-19 grants budget and adopted a policy that all projects seeking grant funding had to relate to addressing the problems associated with the economic, social and environmental recovery from the impacts of Covid-19 felt by communities and organisations within Lowestoft. The Council decided not to restrict its consideration of applications to those from the heritage and culture sector only, but advised it would welcome such applications. Cllr Pearce proposed that the Committee should not restrict its consideration of grant applications to those projects seeking to alleviate the impact of the cost of living crisis, or ring fence funds within the grants budget for this purpose, but should advertise that such applications would be welcomed. Cllr Green seconded the proposal; five Councillors voted in favour; one Councillor abstained from the vote.

At 17:01, Cllr Pearce proposed suspending Standing Order 3y for twenty minutes, following a comfort break, to enable the meeting to continue; seconded by Cllr Barker; all in favour.

A comfort break was taken 17:01 and the meeting resumed 17:09

39. Other financial and governance matters, including:

39.1. Financial recommendations arising from the Assets, Inclusion and Development Committee on

Lowestoft Town Council
Meeting of the Finance and Governance Committee
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB
15:00 on 8 August 2022

- 1 August 2022 which exceed that Committee's financial delegation – There were no recommendations for consideration at this meeting.
- 39.2. The thresholds for procurement in Financial Regulations – Cllr Pearce advised that the Financial Regulations currently state that for expenditure exceeding £1,000 but not exceeding £5,000 three estimates should be obtained. For expenditure exceeding £5,000 but not exceeding £25,000 three quotations should be obtained. Expenditure exceeding £25,000 may require a full tender process. In view of the current difficulties in seeking quotations, Cllr Pearce proposed a temporary change to the thresholds until the start of the new financial year. Officers would still be required to seek the best value for money, and there would be no change to process for overseeing expenditure. Cllr Pearce proposed that for expenditure exceeding £5,000 but not exceeding £10,000, three estimates should be obtained, and for expenditure exceeding £10,000 but not exceeding £25,000, three quotations should be obtained. There were no proposed changes to the current procedure for expenditure exceeding £25,000. Cllr Parker seconded the proposal and all Councillors voted in favour.
- 39.3. Amplification, streaming equipment and IT options for meetings (some aspects may be confidential) – Cllr Pearce reported that the Town Council had recently trialled 'Owl' equipment and had been pleased with the results. The Committee noted that the purchase price was approximately £1,000. Cllr Pearce proposed purchasing the 'Owl' equipment, with expenditure to come from the IT or office budget as appropriate; seconded by Cllr Brooks; all in favour. Cllr Pearce requested a confidential discussion regarding another provider the Council has been in liaison with.
- 39.4. The cost of work to a retaining wall in Sparrows Nest – The Project and Committee Clerk advised that an assessment report had been received, following a site visit. The Assets, Inclusion and Development (AID) Committee had asked officers to seek quotations and had requested Cllr Le Grice's views on the report, which he had since been sent and approved. Cllr Parker asked officers to find out if any historical maintenance records of the wall exist. Cllr Pearce proposed noting the AID Committee's recommendation, with the cost of works to be considered by Full Council once quotations are received; seconded by Cllr Parker; all in favour.
- Cllr Patience left the meeting 17:23*
- 39.5. Recommendations and costs regarding the management and ongoing maintenance of the Town Council's ponds and waterways – Cllr Pearce had reviewed the report and noted that the cost estimate for the Great Eastern Linear Park included removal of the railway sleepers, which had not been previously agreed. Cllr Pearce proposed that, within the scope of works for the Great Eastern Linear Park, a quotation is obtained for end to end clearance of the stream bed of litter and fly tipping, to be considered at the next meeting; seconded by Cllr Brooks; all in favour. Officers had struggled to seek quotations for required works at the Fen Park and Gainsborough Drive ponds, and Council had previously agreed to seek to appoint a Project Manager to oversee pond works. The Project and Committee Clerk explained that several organisations had been approached and although none could commit to project management, the organisation which completed this report had advised it could undertake the recommended works and assist with ongoing maintenance. Cllr Pearce proposed a recommendation to Full Council not to appoint a Project Manager, but to ask officers to use this report to seek quotations, including from the organisation who produced the report; seconded by Cllr Brooks; all in favour.
- Cllr Pearce proposed referring item 39.6 to Full Council for an update and deferring the items, other than 39.14 and 39.15 to the next meeting; seconded by Cllr Green; all in favour.
- 39.6. The findings from the assessment of civic artefacts in storage (some aspects may be confidential)
- 39.7. Any outcomes from the Marina Theatre Quarterly Management meeting on 15 July 2022
- 39.8. An update on progress with the new Marina Theatre lease (some aspects may be confidential)
- 39.9. Making a recommendation to Full Council on progressing the installation of floodlights at the Denes Oval tennis courts, within a maximum budget of £53,732
- 39.10. An update on progressing licences for the Lowestoft Town Tennis Club and the Lowestoft

Lowestoft Town Council
Meeting of the Finance and Governance Committee
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB
15:00 on 8 August 2022

Cricket Club (some aspects may be confidential)

- 39.11. 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)
- 39.12. The review of grounds maintenance arrangements and receive an update from the Norse Contract Working Group (some aspects may be confidential)
- 39.13. The leaseback provisions in the Waveney District Council (Reorganisation of Community Governance) Order 2017 (confidential)
- 39.14. Making a recommendation to Full Council regarding ESC's inclusion of the Compass Street pocket park project within the Towns Fund agreement for the Town Hall (confidential) – Cllr Pearce advised that in 2020 the Town Council discussed taking on legal ownership of this land.

Cllr Parker left the meeting 17:42

The Most Easterly Community Group had expressed an interest in taking on the day to day management of the site. East Suffolk Council subsequently advised it had secured funding to deliver a pocket park on that site. The transfer of ownership did not happen, and has not been discussed by the Town Council since. The Town Council has not yet considered whether it would wish to take on delivery of this pocket park. Cllr Pearce advised that the Town Hall Project Board has been presented with the draft Towns Fund agreement. Should the Town Council sign it, the Town Council would become responsible for delivering the pocket park, within the same timescales as the Town Hall project, and with four specified outcomes, within the budget of £11,200 allocated to this project. The Full Council decision to progress the land transfer was based on the circumstances at the time. It was agreed to continue discussion of this item in the confidential session.

- 39.15. Making a recommendation to Full Council regarding accepting transfer of ownership of the Orbit Compass Street land to Lowestoft Town Council, in light of events which have taken place since this was originally discussed in 2020 including the preceding item (confidential) – To be discussed during the confidential session.

40. Reviewing lease arrangements for the following (some aspects may be confidential):

- 40.1. War Memorial Museum
- 40.2. Royal Naval Patrol Service Association Museum
- 40.3. Martello and Giardino
- 40.4. Moviemakers Theatre
- 40.5. Maritime Museum
- 40.6. Gunton Estate Residents' Meeting Hall

41. Date of the next meeting

12 September 2022 15:00

42. Items for the next agenda and close

There were no requests for items to be added to the next agenda

Cllr Green proposed moving the meeting into confidential session; seconded by Cllr Barker; all in favour.

43. Resolution to close the meeting to the public:

- 43.1. Any legal matters, including those above as required:

39.14. Making a recommendation to Full Council regarding ESC's inclusion of the Compass Street pocket park project within the Towns Fund agreement for the Town Hall (confidential) – This item was considered together with item 39.15. Cllr Pearce advised that the Most Easterly Community Group was interested in managing the land but not taking on legal ownership of it. The transfer of land ownership was considered at the time on this basis, and delivery of the pocket park was not part of this. Cllr Pearce

Lowestoft Town Council

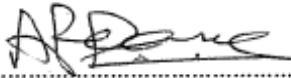
Meeting of the Finance and Governance Committee

Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB

15:00 on 8 August 2022

proposed a recommendation to Full Council that in light of the change of circumstances the Town Council should not accept transfer of the land on Compass Street, and East Suffolk Council should deliver the pocket park. Should there still be a desire to transfer the land after completion of the pocket park and all obligations relating to the grant funding have been satisfied, the Town Council should consider this again. Cllr Pearce further proposed removal of all references in the Towns Fund agreement to the Town Council delivering the pocket park; seconded by Cllr Brooks; all in favour. Cllr Barker requested that a map of the area in question is provided when this item is considered by Full Council.

The meeting was closed at 18:00.



Signed:

26 September 2022