

**Lowestoft Town Council**  
**Extraordinary Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**15:00 on 26 September 2022**

**MINUTES**

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

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

**Also in attendance (for part) (remotely via Zoom webinar):** Danny Steel (Lowestoft Vision) and Cllr Paul Ashdown (East Suffolk Council)

**Public:** There were no members of the public in attendance (either in person or remotely via Zoom webinar)

**53. Welcome**

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

**54. Apologies for absence**

Cllr Nasima Begum had given apologies and had provided a reason. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Barker; all in favour. Cllr Brooks queried at which point a Councillor would cease to be a member of the Committee through repeated non-attendance. Cllr Pearce would like a discussion with the Councillor to see if any adjustments could be made to enable their attendance. Cllr Patience referred to the Full Council decision linked to automatic vacation of office for non-attendance, which did not apply in this case.

**55. Declarations of Interests and dispensations**

Cllr Patience declared he is an East Suffolk Councillor and a paid Auditor for the GMB in the London region. Cllr Barker declared a local non-pecuniary interest in item 59.11 and any other items relating to the Town Hall. Cllr Green declared a local non-pecuniary interest in item 59.5. Cllr Brooks declared a local non-pecuniary interest in items relating to the Denes Oval and declared she is one of the Town Council's appointed representatives to attend the Marina Theatre quarterly management meetings. Cllr Barker declared a local non-pecuniary interest in items relating to the Marina Theatre. Cllr Pearce declared he and other members of this Committee represent the Town Council on the Town Hall Project Board. Cllr Pearce declared a local non-pecuniary interest in item 59.9 and declared he is Chair of the Gunton Residents' Association. Cllr Pearce also declared he is one of the Town Council's appointed representatives to attend the Marina Theatre quarterly management meetings, and has attended site visits and meetings regarding the Denes Oval arranged by the Town Council. Cllr Parker declared he is Vice Chair of the Gunton Residents' Association.

**56. The draft minutes of the meetings on 8 August 2022 and 1 September 2022**

Cllr Brooks proposed approval of the minutes of 8 August and 1 September 2022, subject to an amendment of the minutes of 1 September as identified by Cllr Pearce; seconded by Cllr Barker; all in favour.

**57. Public forum**

No advance comments had been received. There were no members of the public in attendance at this stage in the meeting.

**58. Appointing the Deputy Chair of the Finance and Governance Committee**

Cllr Brooks nominated Cllr Page; seconded by Cllr Barker; all in favour. There were no other

**Lowestoft Town Council**  
**Extraordinary Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**15:00 on 26 September 2022**

nominations.

**59. Budget and Loan:**

- 59.1. The draft minutes of the Budget and Loan Sub-Committee meetings on 22 August 2022 and 5 September 2022 – The draft minutes were received and noted. Cllr Brooks had a query with the minutes which she will raise at the next meeting of the Budget and Loan Sub-Committee. Regarding item 59.2b, Cllr Parker did not consider this to be the recommendation the Sub-Committee had made.
- 59.2. The following recommendations from the Budget and Loan Sub-Committee:
- 59.2a. Recommending to Full Council the movement of funds between earmarked reserves and budgets that are projected to have overspends and underspends at year end – For budget streams linked to inflation, the Council has typically projected inflation at three percent, and has spent more than anticipated so far this year due to inflation exceeding projections. Cllr Pearce asked the Budget and Loan Sub-Committee to look at where the budget may be particularly vulnerable, which will also be considered by this Committee at its next meeting. Cllr Brooks advised against the use of funds which have been earmarked for a specific purpose. Funds from general reserves which have been built up over several years could be moved and used elsewhere in the budget where needed. Cllr Green proposed asking the Budget and Loan Sub-Committee to review budgets which are particularly vulnerable to overspending, before being considered by this Committee at its next meeting; seconded by Cllr Barker; all in favour.
- 59.2b. Recommending to Full Council to decrease the grants budget for 2022 – 2023 – Cllr Parker understood the recommendation to have been to consider applications every three months, whilst still enabling the provision for the Committee to receive applications monthly and consider any which may be time urgent. Cllr Parker made this a formal proposal, which was seconded by Cllr Pearce. Cllr Brooks would prefer to see a separate budget allocation established to provide support to foodbanks, rather than using grant funding for this purpose, which will be considered further at item 59.10, but would not take effect until the next financial year. Cllr Barker considered that concerns should be raised at a national level where Town Councils are stepping in to provide support which previously would have been available through central Government. Cllr Pearce proposed addition of an item on the next Finance and Governance Committee agenda to consider a recommendation to Full Council in October for the Town Council to make a statement and/or seek a recommendation from central Government via the local Member of Parliament regarding the position the Government is going to take on this matter. Cllr Green advised the Trussell Trust does lobby the Government. Cllr Pearce suggested asking the Food Network whether it intends to contact central Government of behalf of its local outlets. Cllr Pearce amended his proposal to consider making a recommendation to Full Council to make a representation to central Government via the local Member of Parliament, the local Food Network and other local outlets as required. The vote was taken on Cllr Parker's earlier proposal and all Councillors voted in favour. Cllr Page seconded Cllr Pearce's proposal and all Councillors voted in favour.
- 59.3. A request from Cllrs Barker and Pearce to join the Budget and Loan Sub-Committee – Cllr Brooks proposed approval of this request; seconded by Cllr Page; all in favour.
- 59.4. Monitoring the budget for 2022 – 2023, including delegated Committee and Sub-Committee budgets – Inflation has so far exceeded the Council's projections. This will be discussed further at the next meeting.
- 59.5. The allocation of an underspend of £272.68 for pandemic support to Lowestoft Foodbank – East Suffolk Council had suggested donating the funds to the Lowestoft Foodbank. Cllr Pearce proposed approval of this suggestion, specifically to the Lowestoft Foodbank managed by the Trussell Trust; seconded by Cllr Page; all in favour.
- 59.6. The impact of the rising cost of inflation on the 2022 – 2023 budget – This will be reviewed in

**Lowestoft Town Council**  
**Extraordinary Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**15:00 on 26 September 2022**

more detail at the next meeting.

- 59.7. The projected cost of inflation and impact on the 2023 – 2024 budget – For the purposes of the working budget, Cllr Pearce proposed projecting inflation at ten percent between now and the end of the calendar year, to be reviewed in December when the budget is being finalised; seconded by Cllr Barker; five Councillors voted in favour; one Councillor voted against.
- 59.8. Bank reconciliations – Bank reconciliations had been completed to the end of August.
- 59.9. Whether to request to re-join Lowestoft Rising with effect from 2023 – 2024 – Neither East Suffolk Council nor Lowestoft Rising had been able to attend a meeting of the Community Safety Committee but a report had been provided which was assumed to have been on behalf of East Suffolk Council, but had since been confirmed to have been on behalf of both parties. Cllrs Brooks and Parker were unsure of the benefit of joining Lowestoft Rising and considered that the Town Council should be able to justify its payment of the fee to secure a voting place on the Board to taxpayers. Cllr Pearce proposed deferring this item to the next meeting, and in the meantime asking Lowestoft Rising if it would be possible for the Town Council to define the specific projects it would like its financial contribution to support, and to request Lowestoft Rising to meet with this Committee between now and the end of the calendar year; seconded by Cllr Parker; all in favour.
- 59.10. Giving early consideration to what community financial support (including grant provision and support for food relief and warm places initiatives) the Town Council should put in place for 2023 – 2024, particularly in light of the cost of living crisis – Cllr Parker requested consideration of the Warm Places initiative by the Community Safety Committee, particularly given the prevalence of the Coronavirus during the winter months, and requested an Extraordinary Meeting of the Community Safety Committee. The Committee will meet this week and can consider the scheduling of an Extraordinary Meeting. Cllr Brooks would like to see more effort in re-building community groups and spaces. Cllr Pearce proposed asking the Community Safety Committee to consider holding an Extraordinary Meeting as its next meeting, and adding a review item to the next agenda to consider what provision the Council could make in the next financial year for these issues; seconded by Cllr Parker. The Council has agreed to make its Community Halls available for the Warm Places initiative, but would not have staff capacity to run them. Cllr Patience has asked for St Peter’s Court to be included in the initiative. The vote was taken and all Councillors voted in favour. It is understood East Suffolk Council is making grant funding available for extra costs incurred for running premises as Warm Places.
- 59.11. Income shortfall for the Town Hall development (confidential) – To be discussed during the confidential session.
- 59.12. Assessing and considering Town Hall capital funding requirements during 2023 – 2024, including project expenditure not covered by grant funding (confidential) – To be discussed during the confidential session.
- 59.13. The purchase of a storage container for the Town Hall site within a budget not exceeding £6,000 – The Clerk advised the purpose of the container would be for anything removed as part of the strip-out of the Town Hall and for grounds maintenance on any sites the Town Council is managing or helping to manage. If initially used on the Town Hall site, the container could later be moved to any warehouse site the Council may have in future. This would be on the understanding the container would not impede on the Town Hall restoration. The container would need to be sufficiently secured and temperature controlled. Cllr Patience advised consideration would need to be given to transportation of the container. Cllr Pearce suggested expenditure could come from the Town Hall project fund, if approved. Regarding location, the Clerk advised areas away from the main Town Hall building but within the Town Council’s ownership would be considered, which could also be used to store a works van, if approved. Cllr Parker suggested exploring options for hiring a container. The Clerk advised the cost of the container should be approximately £4,000, and the footprint of the warehouse space would need to be reviewed as part of the decision as to what the Council’s longer term storage requirements may be. The Clerk will put together

**Lowestoft Town Council**  
**Extraordinary Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**15:00 on 26 September 2022**

more information for consideration at the next meeting. Cllr Pearce proposed an in-principle approval of a maximum budget of £10,000, to include the purchase of the container and transportation costs, with expenditure to come from the cash-flow funding made available for the Town Hall, with an item to be added to the next agenda to consider location, date of purchase and whether hire options are available; seconded by Cllr Parker; all in favour.

- 59.14. Appointing a VAT adviser and set the relevant delegation and budget (some aspects may be confidential) (see 62.7 below) – Cllr Pearce advised the Town Hall and Marina Theatre are proposed to receive Towns Fund funding and possibly other capital funding. There may be a limit to the extent on which the Town Council can reclaim VAT on capital projects. The Clerk anticipates the cost to be in the region of £9,000, which should not all be payable at the outset. Given the size of the projects, the Clerk considers the Council has little choice but to proceed with this. The Clerk advised that instructing both projects together with the same adviser should be more cost effective given economies of scale. Cllr Pearce proposed approving the expenditure to appoint a VAT adviser and allowing the Clerk to instruct, with an item on the next agenda to agree where the expenditure should come from; seconded by Cllr Barker; all in favour.
- 59.15. The hire of a works van for 6 months at a cost not exceeding £600 per month – Cllr Parker queried whether this should be an electric vehicle, and where it would be securely stored. The Clerk advised an electric vehicle could only be considered once a charging facility and space has been secured, hence why this initial hire of a vehicle is for a temporary period of six months. The Clerk had previously referred to an area where it could be stored. It is unlikely that personal vehicles will continue to be used for grounds maintenance and facilities management. Three quotations have been secured, two from local suppliers, and one of which comes within this budget (for a side-loading Transit Connect). Cllr Patience suggested opening a fuel account with a local petrol station. The Clerk confirmed the monthly cost would include insurance, but there would be a £1,000 excess. Cllr Pearce proposed approval, with an item to be added to the next agenda to determine where the expenditure should come from. Cllr Pearce further proposed establishing a service account with a local garage for fuel, and progressing insurance requirements, with an item on the next agenda to determine where expenditure should come from; seconded by Cllr Brooks; all in favour.

At 16:45, two invited guests joined the webinar to discuss item 61.2a, which was to be considered in confidential session. The Clerk advised that the Committee could vote to go into confidential session at this stage in the meeting for the consideration of this item, then reopen the meeting to the public again afterwards, but it would not be possible to reopen the livestream.

*Cllr Patience left the meeting 16:48*

Cllr Parker advised he would need to leave the meeting at 17:15. Cllr Green proposed moving the meeting into confidential session; seconded by Cllr Brooks; all in favour.

*A comfort break was taken 16:50 and the meeting resumed 16:56*

- 61.2a Lowestoft Community Hub grant application for £5,000 (some aspects may be confidential) Danny Steel and Cllr Paul Ashdown had been invited by the Committee to provide further information about the Community Hub proposal, which is linked to the Lowestoft and Northern Parishes Community Partnership. Mr Steel gave further information about the project, the proposed premises and the funding secured so far. Governance arrangements were discussed. At 17:15, Cllr Pearce proposed suspending Standing Order 3y for a maximum of thirty minutes to enable the meeting to continue; seconded by Cllr Page; all in favour.

*Cllr Parker left the meeting 17:15*

To enable exploratory discussions to proceed, Cllr Pearce proposed ring fencing the sum and arranging a site meeting and a separate Zoom meeting if required, with delegated authority to the Clerk, in conjunction with Finance and Governance Committee members to decide how to proceed once more information has been received; seconded by Cllr Green. Certain proposals

**Lowestoft Town Council**  
**Extraordinary Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**15:00 on 26 September 2022**

relating to governance arrangements would need to be considered by Full Council. The vote was taken and two Councillors voted in favour and three Councillors abstained from the vote. Of those voting there was a majority voting in favour.

*Danny Steel and Cllr Ashdown left the meeting 17:30*

The Clerk requested consideration of items 64.7 and 64.10 whilst the meeting was in confidential session.

64.7. The review of grounds maintenance arrangements and receive an update from the Norse Contract Working Group (some aspects may be confidential) – Cllr Pearce advised there was no update from the Working Group but requested regular meetings. The Clerk provided an update and details of a meeting taking place the following day. This Committee had been given a delegation of up to £10,000 for procurement support. The lawyer was making enquiries on the Town Council’s behalf. Cllr Pearce made a proposal in response to East Suffolk Council’s request for a meeting; seconded by Cllr Brooks; all in favour.

64.10. The response to East Suffolk Council on the Towns Fund Agreement (confidential) – The Clerk has circulated the response and this will be considered by Full Council. Cllr Pearce proposed a recommendation to Full Council to grant delegated authority to the Clerk, in liaison with the Town Council’s lawyer, to agree the final wording, subject to the satisfactory resolution of the two issues raised previously; seconded by Cllr Brooks; all in favour.

The confidential session was closed and the meeting was reopened to the public.

**60. Payments and Receipts:**

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

*Table 1 August and September Expenditure*

<b>Date</b>	<b>Payment to</b>	<b>Description</b>	<b>Amount</b>
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
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

# Lowestoft Town Council

## Extraordinary Meeting of the Finance and Governance Committee

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

15:00 on 26 September 2022

Date	Payment to	Description	Amount
4 August 2022	Suffolk Pension Fund	Pensions July 2022	£6,543.47
5 August 2022	C&C Consulting	Health and Safety Support	£49.50 + £9.90 VAT = £59.40
5 August 2022	Wave Ltd	Water Charges	£404.40 + £39.35 VAT = £443.75
8 August 2022	NPower	Normanston Park electric	£136.87 + £6.84 VAT = £143.71
9 August 2022	Waveney Norse Ltd	Marina Theatre clean Jun22	£85.80
10 August 2022	C&C Consulting Services Ltd	Health and safety support	£49.50 + £9.90 VAT = £59.40
10 August 2022	C&C Consulting Services Ltd	Health and safety support	£735 + £147 VAT = £882
10 August 2022	Lauren Elliott	Parking reimbursement	£13.86 + £1.34 VAT = £15.20
10 August 2022	Purple Cat	Hire of Owl Pro	£127.20
11 August 2022	Broadland Group Ltd	Town Hall survey	£390
11 August 2022	Eastern Angles	Streets Alive grant	£200
11 August 2022	Inclusive Response CIC	Inclusive Response grant	£2,000
11 August 2022	Another Angle Studio	Another Angle Studio grant	£2,400
11 August 2022	Seletar Signs	20x safety signs	£384
11 August 2022	Great Yarmouth Heating Company	Whitton Hall thermostats	£336
11 August 2022	MossKing Associates Ltd	TH Development Project July	£3,851
11 August 2022	MossKing Associates Ltd	TH Heritage Project July	£1,781.50
16 August 2022	Credit Card Account	Credit card purchases	£1,402.76
16 August 2022	Waveney Norse Ltd	Partnership Charge August 2022	£45,885.60
17 August 2022	SJ Geomatics Ltd	TH topographical survey	£1,416
17 August 2022	HAT Projects Ltd	TH HAT design	£12,178.19
17 August 2022	AJ Builders	Britten Road palisade fencing	£9,602.62
17 August 2022	AJ Builders	Fen Park fencing hire	£2,451.60
18 August 2022	NPower	Triangle Market electric	£207.49 + £10.37 VAT = £217.86
18 August 2022	Need2Store Ltd	Civic artefact storage	£200 + £40 VAT = £240
19 August 2022	NPower	Denes Oval electric	£554.07 + £27.70 VAT = £581.77
19 August 2022	NPower	Low Cemetery PC electric	£127.26 + £6.36 VAT = £133.62
19 August 2022	NPower	Kensington Gardens electric	£119.94 + £6 VAT = £125.94
19 August 2022	NPower	Kensington Gardens electric	£89.58 + £4.48 VAT = £94.06
19 August 2022	NPower	RNPSA Museum electric	£1,530.77 + £306.15 VAT =

# Lowestoft Town Council

## Extraordinary Meeting of the Finance and Governance Committee

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

15:00 on 26 September 2022

Date	Payment to	Description	Amount
			£1,836.92
19 August 2022	NPower	Pakefield St PC Electric	£92.90 + £4.64 VAT = £97.54
19 August 2022	HMRC	HMRC July 2022	£6,481.47
19 August 2022	Waveney Norse Ltd	Marina clean July	£171.60
19 August 2022	Seletar Signs	10x deep water signs	£360
19 August 2022	Seletar Signs	Fen Park sign replacement	£66
19 August 2022	Waveney Norse Ltd	Partnership Charge September	£45,885.60
19 August 2022	Nicholsons Solicitors LLP	Gunton legal advice	£1,113.84
19 August 2022	John Mallett Artist Blacksmith	Kindertransport statue design	£2,050
23 August 2022	British Gas	Whitton Hall gas	£122.10
23 August 2022	Salaries	Salaries August 2022	£15,793.69
23 August 2022	Shona Bendix	Paint reimbursement	£39.99
25 August 2022	Eon	Whitton Hall electric	£97.40
25 August 2022	NPower	Normanston electric Jul 22	£129.17 + £6.46 VAT = £135.63
25 August 2022	Gazprom	TH gas June 22	£62.42
30 August 2022	Eon	Whitton Hall electric	£0.40
31 August 2022	The Ole Frank PH	Coop grant	£185
31 August 2022	East Point Business Services	HH dry out	£2,515.58
31 August 2022	Lowestoft Men's Shed	Bird, bat, hedgehog, bug boxes	£379
31 August 2022	AJ Builders	KG and Fen Park compost areas	£15,444
31 August 2022	East Point Business Services	Additional door guard	£147.41
31 August 2022	Northumbrian Water Group Ltd	Legionella monitoring Aug 22	£712.76
31 August 2022	Seletar Signs	4x anti-slip signage	£72
31 August 2022	East Point Business Services	6x fire door guard	£884.40
31 August 2022	Belfor UK Ltd	HH dry certificate excess	£250
31 August 2022	Gearhire Sound and Light	FC August meeting sound system	£480
31 August 2022	Stroud Associates Ltd	SN and GELP subsidence survey	£756
31 August 2022	Binder Ltd	Uplands sewage repairs	£414.72
31 August 2022	Zurich Municipal	St Margaret's Plain insurance	£64.27
1 September 2022	East Suffolk Council	Links Road car park NNDR 22/23	£187
1 September 2022	East Suffolk Council	Sparrows Nest Bowls NNDR 22/23	£110
1 September 2022	East Suffolk Council	HH NNDR 22/23	£948
1 September 2022	Royal Society Prevention of Ac	NEBOSH general certif training	£606
1 September 2022	Liz Ballard	Equipment and materials	£426.12
1 September 2022	Binder Ltd	Uplands sewage tank repairs	£477.08
1 September 2022	SJ Geomatics Ltd	TH measured building survey	£6,180
2 September 2022	Sarah Foote	Parking, Wi-Fi and compost reimbursement	£41.31 + £6.67 VAT = £47.98

# Lowestoft Town Council

## Extraordinary Meeting of the Finance and Governance Committee

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

15:00 on 26 September 2022

Date	Payment to	Description	Amount
2 September 2022	Paul Connew	Travel reimbursement	£54.45
2 September 2022	Poetry People Community Intere	Town Hall video poem	£4,750
5 September 2022	Suffolk Pension Fund	August pensions	£6,543.46
5 September 2022	Jonny Hawes	Travel and parking reimbursement	£65.19 + £2.41 VAT = £67.60
6 September 2022	Land Registry	Land Registry search	£6
7 September 2022	Waveney Concert Band	Jubilee concert entertainment	£200
7 September 2022	MJ Training	Big Green Weekender first aid	£384
7 September 2022	Gearhire Sound and Light	Big Green Weekender audio	£948
7 September 2022	MJ Training	First aid course x2	£230.40
7 September 2022	Archant Community Media Ltd	Committee Clerk advert	£1,047.72
7 September 2022	Tom Tonks Music	Big Green Weekender Entertain	£125
7 September 2022	Pearce & Kemp Ltd	RNPSA Museum remedial works	£474
7 September 2022	Archant Community Media Ltd	Committee Clerk advert	£144
7 September 2022	Archant Community Media Ltd	Committee Clerk advert	£60
8 September 2022	Jonny Hawes	Access cover reimbursement	£52.97 + £10.59 VAT = £63.56
12 September 2022	Wave Ltd	Town Hall water	£131.84
12 September 2022	Chris Meek	OLB and office reimbursement	£21.65
12 September 2022	HMRC	Land Registry Search	£6
12 September 2022	MJ Training	Level 3 first aid at work x2	£230
14 September 2022	Lauren Elliott	Parking and travel reimbursement	£10.08 + £0.67 VAT = £10.75
14 September 2022	AJ Builders	Normanston Park fencing	£3,386.40
14 September 2022	AJ Builders	TH, Gunton Hall, Rosedale R&M	£246
16 September 2022	Credit card account	Credit card purchases	£568.83
19 September 2022	Need2Store Ltd	Civic artefact storage	£200 + £40 VAT = £240
19 September 2022	HMRC	HMRC August 2022	£6,481.68

Table 2 August and September Receipts

Date	Received From	Description	Amount
8 August 2022	Tenant	Rental Income from Tenant	£213.16
12 August 2022	HMRC	VAT reclaim Q1	£64,894.19
16 August 2022	Whitton Hall hire	Hire of Whitton Hall plus deposit	£184
18 August 2022	Memorial bench	Payment for Denes Oval memorial bench	£1,800
19 August 2022	Return of Whitton Hall deposit	Return of Whitton Hall deposit	-£100



**Lowestoft Town Council**  
**Extraordinary Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**15:00 on 26 September 2022**

<b>Date</b>	<b>Received From</b>	<b>Description</b>	<b>Amount</b>
5 September 2022	Tenant	Rental income from tenant	£213.16
5 September 2022	Tenant	Rental income from tenant	£6,300
13 September 2022	Use of electricity at Sparrows Nest	Use of electricity at Sparrows Nest for an event	£15

60.2. Any payments for approval (see schedule), including the following:

60.2a. PKF Littlejohn for £2,400 plus VAT, for the External Audit – Cllr Pearce proposed approval of this payment; seconded by Cllr Green; all in favour.

**61. Grants:**

61.1. The application of the Grant Awarding Policy and how to handle grant applications for the remainder of the current financial year, given the impact of inflation on the budget – An amendment to the frequency of consideration of grant applications had been recommended to Full Council earlier in the meeting.

61.2. Grant applications:

61.2a. Lowestoft Community Hub for £5,000 (some aspects may be confidential) – This item had already been considered.

61.2b. Norfolk and Waveney MIND for £100 – Cllr Pearce advised that the initial request had been reimbursement of the hire of a hall used for a Norfolk and Waveney MIND fundraising event. The hall hire had subsequently been paid from the proceeds of the event. Cllr Green proposed making an equivalent donation directly to Norfolk and Waveney MIND; seconded by Cllr Brooks; all in favour.

61.2c. Lowestoft F.I.S.H. for £1,500 – Clarifications to queries raised by Cllr Pearce had been received. Cllr Page proposed approval of this application; seconded by Cllr Green; four Councillors voted in favour; one Councillor voted against.

61.2d. Lowestoft Rising and East Suffolk Council's Communities Team on behalf of the Lowestoft and Northern Parishes Community Partnership (sum not yet confirmed) – Cllr Pearce advised this is a one day pilot event, linked to the Warm Places initiative, to establish demand for this service. Cllr Pearce noted that the figures quoted in the application did not add up (total project cost £820 but £370 match-funding secured from East Suffolk Council and £500 requested from Lowestoft Town Council). Cllr Pearce proposed approval of this application, assuming the higher project cost of £870. Cllr Brooks seconded the proposal and requested feedback on the success of the event, which is something the Town Council asks of all applicants. All Councillors voted in favour.

61.2e. Sunrise Studios for £1,800 (match-funding figures incorrect in original application) – Cllr Pearce advised this application had been approved at an Extraordinary Meeting and it had since been confirmed all match funding had been secured. The applicant had made an error in calculating the amount of match funding, and inadvertently included the sum requested of the Town Council. This however did not make any difference to the amount requested in the application. Cllr Barker declared that a member of her family had been involved with this project. The applicant is aware to acknowledge the Town Council's contribution to the project. Cllr Pearce proposed approval of the application; seconded by Cllr Brooks; all in favour.

It was agreed to defer the remaining agenda items to the next meeting, and any requests for additional items should be emailed to officers. The meeting was closed at 17:47.

**62. The Marina Theatre:**

62.1. Any outcomes from the Quarterly Management meeting on 15 July 2022

62.2. Reviewing the rent and management fee on a four-yearly basis, aligned with Town Council terms

# Lowestoft Town Council

## Extraordinary Meeting of the Finance and Governance Committee

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

15:00 on 26 September 2022

- 62.3. Any unbudgeted capital funding requirements for the current financial year
- 62.4. Capital funding requirements during 2023 – 2024 (some aspects may be confidential)
- 62.5. An update on progress with the new lease (some aspects may be confidential)
- 62.6. An update on the request meeting with the Marina Theatre Trust and East Suffolk Council regarding the Towns Fund project and recent media announcements (confidential)
- 62.7. Appointing a VAT adviser and setting the relevant delegation and budget (some aspects may be confidential) (see 59.13 above)

### **63. Audit**

- 63.1. The report from the External Auditor on the Annual Governance and Accountability Return for 2021 – 2022

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

- 64.1. Participation and a joint application to the Economic Development Team for a grant for festive community activities
- 64.2. The cost of work to address drainage issues in Sparrows Nest
- 64.3. Approval of a maximum budget of £8,500 to progress the Sparrows Nest Sensory Garden and any related planning applications
- 64.4. An update on seeking quotations for replacing the Belle Vue Park lodge cottage's thatched roof
- 64.5. An update on appointing an HR consultant
- 64.6. If and how to budget for replenishment based on life expectancy of recent capital upgrades and anticipated replacement dates
- 64.7. The review of grounds maintenance arrangements and receive an update from the Norse Contract Working Group (some aspects may be confidential)
- 64.8. The leaseback provisions in the Waveney District Council (Reorganisation of Community Governance) Order 2017 (confidential)
- 64.9. The IT services contract, including any transitional costs (confidential)
- 64.10. The response to East Suffolk Council on the Towns Fund Agreement (confidential)
- 64.11. An update on progressing the lease for the workshop/storage premises (confidential)
- 64.12. An update on non-payment of rent by a tenant and to consider next steps (confidential)
- 64.13. An update regarding the recent E-mail outage, and to review associated communication from our IT provider
- 64.14. The protocol that was followed during the official period of mourning following the death of Her Majesty The Queen, and understanding what is statutory requirement and what is discretionary

### **65. Reviewing lease and licence arrangements for the following (some aspects may be confidential):**

- 65.1. War Memorial Museum
- 65.2. Royal Naval Patrol Service Association Museum
- 65.3. Martello and Giardino
- 65.4. Moviemakers Theatre
- 65.5. Maritime Museum
- 65.6. Gunton Estate Residents' Meeting Hall
- 65.7. Lowestoft and District Allotment Association
- 65.8. An update on progressing licences for the Lowestoft Town Tennis Club and the Lowestoft Cricket Club

### **66. Date of the next meeting**

10 October 2022 15:00

### **67. Items for the next agenda and close**

**Lowestoft Town Council**  
**Extraordinary Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**15:00 on 26 September 2022**

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

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

68.1. Any legal matters, including those above as required:

- 59.11. Income shortfall for the Town Hall development (confidential)
- 59.12. Assessing and considering Town Hall capital funding requirements during 2023 – 2024, including project expenditure not covered by grant funding (confidential)
- 59.14. Appointing a VAT adviser and set the relevant delegation and budget (some aspects may be confidential) (see 62.7 below)
- 61.2a. Lowestoft Community Hub for £5,000 (some aspects may be confidential)
- 62.4. Marina Theatre Capital funding requirements during 2023 – 2024 (some aspects may be confidential)
- 62.5. An update on progress with the new Marina Theatre lease (some aspects may be confidential)
- 62.6. An update on the request meeting with the Marina Theatre Trust and East Suffolk Council regarding the Towns Fund project and recent media announcements (confidential)
- 62.7. Appointing a VAT adviser and setting the relevant delegation and budget (some aspects may be confidential) (see 59.13 above)
- 64.7. The review of grounds maintenance arrangements and receive an update from the Norse Contract Working Group (some aspects may be confidential)
- 64.8. The leaseback provisions in the Waveney District Council (Reorganisation of Community Governance) Order 2017 (confidential)
- 64.9. The IT services contract, including any transitional costs (confidential)
- 64.10. The response to East Suffolk Council on the Towns Fund Agreement (confidential)
- 64.11. An update on progressing the lease for the workshop/storage premises (confidential)
- 64.12. An update on non-payment of rent by a tenant and to consider next steps (confidential)
- 65. Reviewing lease and licence arrangements for the following (some aspects may be confidential):
  - 65.1. War Memorial Museum
  - 65.2. Royal Naval Patrol Service Association Museum
  - 65.3. Martello and Giardino
  - 65.4. Moviemakers Theatre
  - 65.5. Maritime Museum
  - 65.6. Gunton Estate Residents' Meeting Hall
  - 65.7. Lowestoft and District Allotment Association
  - 65.8. An update on progressing licences for the Lowestoft Town Tennis Club and the Lowestoft Cricket Club

Signed: .....

19 October 2022

