

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
15:00 on 12 December 2022

MINUTES

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

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

Public: Ben Thompson (Racket Sport Academy) was in attendance (in person)

121. Welcome

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

122. Approval of apologies for absence

Apologies were received from Cllrs Parker and Page with reasons provided.

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

123. Declarations of Interests and dispensations

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

Cllrs Barker, Green and Pearce declared interest in items 126.4 and 126.5 as they are on the Town Hall Project Board. Cllr Pearce declared a registerable interest in item 128.1b as the current Lowestoft Town Council representative on the Lowestoft South Pier Management Committee, however as leaving the meeting would make it not quorate Cllr Pearce proposed item 128.1b and the determination of the application be delegated to the Budget and Loan Sub-Committee; seconded by Cllr Barker; all in favour.

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

None were received.

124. To consider the draft minutes and appended confidential notes of the meeting on 14 November 2022

Cllr Brooks proposed approval of minutes; seconded by Cllr Barker; all in favour.

125. 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.

It was decided to bring item 129.3 forward in the meeting and Ben Thompson was invited to speak.

129.3 To consider making a recommendation to Full Council on an operational/management model for the tennis courts, following a Zoom meeting on 6 December (some aspects may be confidential) – This item was brought forward to the beginning of the meeting. It was explained the zoom meeting outlined recommendations for operational models following the renovation works on the tennis courts. The Contracted Management model, which consists of working with a partner for a fee to provide the service and facilities without an all-access revenue stream back into the company, was suggested as a possible option. It was established that the Contracted Management model could operate different rates at different sites.

Cllr Pearce proposed a recommendation be made to Full Council to put in place a Contracted Management model for all of the Town Council owned tennis courts, to work in partnership with the manager and funder in co-operation with Oulton Broad Parish Council on the Nicholas Everitt Park, for which Lowestoft Town Council has no

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responsibility, to provide a synchronised joint operation. Then give a delegation to the Town Clerk, in conjunction with members of this Committee, to understand the requirements of procuring a third party partner and to implement the procurement and appointment of a third party contractor in accordance with the Town Council's financial regulations; seconded by Cllr Barker; all in favour. Cllr Pearce requested an addition to the proposal that basic access, services and use of facilities are free to access for the first twelve months, with a delegation to the Town Clerk, in consultation with members of this Committee and Ben Thompson for advice, to confirm the budget allocation for repair and maintenance of the Town Council owned courts for the next twelve months/ 2023-2024 financial year; seconded by Cllr Barker; all in favour.

It was confirmed the timescale was dependent on the Lowestoft Town Council's procurement rules and with the works on the parks not commencing until spring 2023. The Town Clerk confirmed awareness of who to contact for expert advice and procurement but requested that any councillors who have further information send it to her.

Ben Thompson left the chamber at 15:29

Cllr Pearce suggested any items related to the budget and grounds maintenance that were discussed at the earlier Budget and Loan Sub-Committee meeting, if the Committee is in agreement, then they make the recommendations but request staff to compile the reasoning from the Budget and Loan Sub-Committee discussions and put together a briefing paper for Full Council on what was discussed.

Cllr Pearce also suggested, with the agreement of the Committee, any items requiring a detailed follow up or further information have reasonable delegations made to progress the items outside this meeting.

126. Budget and Loan:

- 126.1. To receive the draft minutes of the Budget and Loan Sub-Committee meetings on 15, 18, 22, 29 November and 5 December 2022 – It was noted copies of the remaining minutes would be circulated and reviewed by the next Budget and Loan meeting.
- 126.2. To monitor the budget for 2022 – 2023, including delegated Committee and Sub-Committee budgets – It was agreed by the Committee that this item was dealt with under the Budget and Loan Sub-Committee meeting on 12 December.
- 126.3. To note any bank reconciliations – The Finance and Information Officer (FIO) confirmed October was completed and November was in progress.
- 126.4. To assess and consider the Town Hall capital funding requirements during 2023 – 2024, including project expenditure not covered by grant funding (confidential) – The Town Clerk queried whether, with the degree and cost of work required, the intended funding from the Town Council into the Capital Works could, in the long term, be moved forward to address concerns and complete significant overhaul and replacement works rather than undertaking repairs throughout the entire project. It was noted any works needed to be synchronised with project, particularly with any surveys whose outcomes would inform non-project work. It was suggested to liaise with the architect and design team to plan the works. Cllr Pearce proposed input be received from the Town Hall Project Board at the 15 December meeting related to this item, with a delegation to the Budget and Loan Sub-Committee to discuss any comments received at the meeting and make any adjustments to the working budget and the recommendations going to Full Council; seconded by Cllr Barker; all in favour.
- 126.5. To receive an update on finalisation of the Town Hall funding agreement (some aspects may be confidential) – To be discussed in confidential session.
- 126.6. To consider making a recommendation to Full Council on the 2023-2024 budget and precept – Cllr Pearce proposed, based on the outcome of discussions and adjustments made at the Budget and Loan meetings, this Committee recommend the budget and

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precept to Full Council as the latest stage, not the final version, and schedule an extraordinary Full Council meeting in January 2023 to finalise the budget and precept that will be presented to Full Council in January; seconded by Cllr Brooks; all in favour. A further point on this item will be discussed in confidential.

127. Payments and Receipts:

127.1. To note the income and expenditure reports for November 2022 and December 2022 to date, including payments made under delegated authority (see schedules) – It was requested clarification on the business rates of Hamilton House be progressed through the Budget and Loan Sub-Committee. Cllr Pearce proposed the acceptance of updates provided as an accurate record of the current position; seconded by Cllr Green; all in favour.

Table 1: November and December Payments

| Date | Payment to | Description | Amount |
|-------------------------------|-------------------------|---|-------------------------------------|
| 1 st November 2022 | East Suffolk Council | Links Road Car Park NNDR | £187.00 |
| 1 st November 2022 | East Suffolk Council | Sparrows Nest Bowl Club NNDR | £110.00 |
| 1 st November 2022 | East Suffolk Council | Hamilton House NNDR | £948.00 |
| 1 st November 2022 | HMRC | Land Registry Search | £3.00 |
| 1 st November 2022 | Sarah Foote | Reimbursement for Book Vouchers for Black History Month | £450.00 |
| 2 nd November 2022 | SALC | Councillor Training | £26.00 + £5.20 VAT = £31.20 |
| 2 nd November 2022 | Lowestoft Signing Choir | Event Performance | £75.00 |
| 2 nd November 2022 | J Parkers | Bulbs for Various Parks | £2,145.38 + £424.88 VAT = £2,570.26 |
| 2 nd November 2022 | East Suffolk Council | Remembrance Day Application Fee | £28.00 |
| 2 nd November 2022 | Wave | Water Charges | £1,111.65 |
| 3 rd November 2022 | Suffolk Pension Fund | Pensions October 2022 | £6,641.79 |
| 4 th November 2022 | Lauren Elliott | Reimbursement for Parking | £12.00 |
| 4 th November 2022 | Paul Connew | Reimbursement | £57.90 |
| 4 th November 2022 | Nicholsons Solicitors | Marina Legal Advice | £337.50 + £67.50 VAT = £405.00 |
| 4 th November 2022 | Nicholsons Solicitors | Denes Oval Legal Advice | £431.90 + £86.38 VAT = £518.28 |
| 4 th November 2022 | Nicholsons Solicitors | Hamilton Road Legal Advice | £486.20 + £97.24 VAT = £583.44 |
| 4 th November 2022 | Nicholsons Solicitors | Hamilton House Legal Advice | £88.40 + £17.68 VAT = £106.08 |
| 4 th November 2022 | Nicholsons Solicitors | Normanston Legal Advice | £40.80 + £8.16 VAT = £48.96 |
| 4 th November 2022 | Nicholsons Solicitors | Town Hall and Allotment Legal Advice | £20.40 + £4.08 VAT = £24.48 |

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| 4 th November 2022 | Nicholsons Solicitors | High Street Land Legal Advice | £88.40 + £17.68 VAT = £106.08 |
| 4 th November 2022 | Nicholsons Solicitors | General Legal Advice | £445.00 + £89.00 VAT = £534.00 |
| 4 th November 2022 | Nicholsons Solicitors | Norse Legal Advice | £2,585.70 + £517.14 VAT = £3,102.84 |
| 4 th November 2022 | Carl Matthews | HOD Film | £105.00 |
| 4 th November 2022 | Claranet | Website Hosting | £59.66 + £11.93 VAT = £71.59 |
| 4 th November 2022 | Clear View Surveys | Town Hall Survey | £3,075.00 + £615.00 VAT = £3,690.00 |
| 4 th November 2022 | CJ Wright | Town Hall YMCA Design Project | £300.00 |
| 4 th November 2022 | Anglian Print | Town Hall 4x Roller Banners | £198.00 + £39.60 VAT = £237.60 |
| 4 th November 2022 | Anglian Print | Town Hall Leaflets | £120.00 + £8.00 VAT = £128.00 |
| 4 th November 2022 | Gearhire Sound and Lighting | Full Council Amplification | £400.00 + £80.00 VAT = £480.00 |
| 4 th November 2022 | AJ Builders | Sparrows Nest Entrance Repairs | £4,650.00 + £930.00 VAT = £5,580.00 |
| 4 th November 2022 | AJ Builders | Rosedale Park Repairs | £185.00 + £37.00 VAT = £222.00 |
| 4 th November 2022 | Jonny Hawes | Equipment Reimbursement | £43.55 |
| 4 th November 2022 | Screwfix | Equipment | £292.21 |
| 7 th November 2022 | Fuel Card | Fuel Charges | £57.60 |
| 7 th November 2022 | Anglian Water | Water Charges | £980.89 |
| 8 th November 2022 | AJ Builders | Works at the Ness | £300.00 + £60.00 VAT = £360.00 |
| 8 th November 2022 | J Parkers | Bulbs | £381.60 |
| 8 th November 2022 | East Suffolk Council | Correction for Election Invoice | £0.23 |
| 8 th November 2022 | NABMA | NABMA Subscription 2022-23 | £384.00 |
| 8 th November 2022 | Boggis Electrical | Avishock Infrastructure | £400.48 + £80.10 VAT = £480.58 |
| 14 th November 2022 | Anglian Water | Water Charges | £1,550.72 |
| 14 th November 2022 | AJ Builders | GELP Boardwalk Works | £9,800 + £1,960.00 VAT = £11,760.00 |
| 14 th November 2022 | AJ Builders | GELP Bollard | £365.00 + £73.00 VAT = £438.00 |
| 14 th November 2022 | Seletar Signs | 6x H&S Signs | £180.00 + £36.00 VAT = £216.00 |
| 14 th November 2022 | Odd Bods | Gutter Cleaning | £305.00 + £61.00 VAT = £366.00 |
| 16 th November 2022 | Lloyds Bank | Credit Card Purchases | £391.88 |
| 16 th November 2022 | EPBS | Hamilton House Capital Repayment | £3,357.40 + £671.48 VAT = £4,028.88 |
| 16 th November 2022 | White Light Ltd | LED Lights Marina Theatre | £14,547.50 + £2,909.50 VAT = £17,457.00 |

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| 16 th November 2022 | Ecolab Ltd | Avishock Ongoing Maintenance | £510.00 + £102.00 VAT = £612.00 |
| 16 th November 2022 | EPBS | IT Service Charge | £2,692.50 + £538.50 VAT = £3231.00 |
| 16 th November 2022 | White Light Ltd | LED Lights Marina Theatre | £18,974.20 + £3,794.84 VAT = £22,769.04 |
| 16 th November 2022 | Esmo Designs Ltd | Reclaim Plaque | £435.00 |
| 16 th November 2022 | Gearhire Sound and Lighting | Remembrance Sound System | £925.00 + £185.00 VAT = £1,110.00 |
| 16 th November 2022 | EPBS | Hamilton House Service Charge | £5,314.02 + £1,062.80 VAT = £6,376.82 |
| 16 th November 2022 | Royal British Legion | Poppy Wreaths | £125.00 |
| 16 th November 2022 | FSS Electrical | Denes Oval Lighting Installation 30% Deposit | £8,400 + £1,680 VAT = £10,080 |
| 17 th November 2022 | C&C Consulting | Health and Safety Support | £779.10 + £155.82 VAT = £934.92 |
| 17 th November 2022 | Community Heartbeat | Defibrillators | £4,495.00 + £899.00 VAT = 5,394.00 |
| 17 th November 2022 | Sarah Foote | Reimbursement | £71.35 |
| 17 th November 2022 | East Suffolk Norse | Marina Theatre Cleaning August | £143.00 + £28.60 VAT = £171.60 |
| 17 th November 2022 | AJ Builders | Sparrows Nest Works | £334.44 + £66.89 VAT = £401.33 |
| 18 th November 2022 | Need2Store Ltd | Civic Artefact Storage | £200.00 + £40.00 VAT = £240.00 |
| 18 th November 2022 | HMRC | HMRC October 2022 | £6,649.52 |
| 21 st November 2022 | NPower | Triangle Market Electric | £175.68 + £8.78 VAT = 184.46 |
| 21 st November 2022 | Friends of Kensington Gardens | Mulch Reimbursement | £90.00 |
| 21 st November 2022 | Lauren Elliott | Reimbursement | £16.00 |
| 21 st November 2022 | Langton Brook | Neighbourhood Plan Advice | £900.00 |
| 22 nd November 2022 | NPower | Electricity Charges | £92.96 |
| 22 nd November 2022 | Anglian Water | Water Charges | £498.19 |
| 22 nd November 2022 | MJ Training | Manual Handling Training x8 | £410.00 + £82.00 VAT = £492.00 |
| 23 rd November 2022 | Salaries | Salaries November 2022 | £24,555.24 |
| 23 rd November 2022 | British Gas | Whitton Hall Gas | £122.10 |
| 25 th November 2022 | NPower | Denes Oval Electric | £449.39 |
| 25 th November 2022 | NPower | Lowestoft Cemetery PC Electric | £112.56 |
| 25 th November 2022 | NPower | Kensington Gardens Electric | £63.01 |
| 25 th November 2022 | NPower | Pakefield St PC Electric | £165.42 |
| 28 th November 2022 | Eon Energy | Whitton Hall Electric | £30.80 |
| 28 th November 2022 | Woodworks Art Café CIC | Woodworks Art Café CIC Grant | £2,000 |
| 28 th November 2022 | East Suffolk One | East Suffolk One Grant | £1,323.95 |

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| 28 th November 2022 | Gazprom Energy | Town Hall Gas | £59.44 + £2.98 VAT = £62.42 |
| 29 th November 2022 | Cahill Design Consultants Ltd | Town Hall Fire Engineering Support | £1,680 |
| 29 th November 2022 | Patricia Day | Town Hall Lowestoft Memories Project | £400.00 |
| 29 th November 2022 | MossKing Associates Ltd | Town Hall Development Project | £5,587.00 |
| 29 th November 2022 | Northumbrian Water Group Ltd | Legionella Support | £593.97 + £118.79 VAT = £712.76 |
| 29 th November 2022 | Jess Johnston | TH Heritage Project | £293.59 |
| 29 th November 2022 | Jess Johnston | TH Heritage Project Postcards | £194.40 |
| 29 th November 2022 | Nicholsons Solicitors LLP | Legal Advice | £3,100.00 + £620.00 VAT = £3,720.00 |
| 1 st December 2022 | East Suffolk Council | Sparrows Nest Bowls Business Rates | £110.00 |
| 1 st December 2022 | East Suffolk Council | Links Road Car Park Business Rates | £187.00 |
| 1 st December 2022 | East Suffolk Council | Hamilton House Business Rates | £948.00 |
| 1 st December 2022 | East Suffolk Council | Triangle Market Planning Application | £48.00 |
| 1 st December 2022 | Nicholsons Solicitors | Legal Advice | £1,480.70 + £296.14 VAT = £1,776.84 |
| 1 st December 2022 | SLCC | Allotment Management: Tenancy Agreements and Policies Training | £30.00 + £6.00 VAT = £36.00 |
| 1 st December 2022 | SLCC | Allotment Management: Site Facilities and Health and Safety Training | £30.00 + £6.00 VAT = £36.00 |
| 1 st December 2022 | G T Rochester Plant Ltd | Gainsborough Drive Pond Works | £28,946.17 + £5,789.22 = £34,735.39 |
| 1 st December 2022 | FSS Electrical Ltd | Denes Oval Flood Light 2 nd Instalment | £8,400.00 + £1,680.00 VAT = £10,080.00 |
| 1 st December 2022 | Ecolab | Avishock Device | £13,390.44 + £2,678.09 VAT = £16,068.53 |
| 1 st December 2022 | Cloudy IT | Cloudy IT Setup 1 st Instalment | £2,834.75 + £566.95 VAT = £3,401.70 |
| 1 st December 2022 | Fleet 96 Rentals Lowestoft | Van Hire | £600.00 + £60.00 VAT = £660.00 |
| 1 st December 2022 | Screwfix | Asset Equipment | £282.04 |
| 1 st December 2022 | Gladstone UK Ltd | The Ness Bench | £402.93 + £80.59 VAT = £483.52 |
| 1 st December 2022 | Gladstone UK Ltd | Pakefield Green Bench | £402.93 + £80.59 VAT = £483.52 |
| 1 st December 2022 | Gearhire Sound and Lighting | Full Council Amplification | £400.00 + £80.00 VAT = £480.00 |

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| 1 st December 2022 | AJ Builders | Sparrows Nest Electrical Post | £715.00 + £143.00 VAT = £858.00 |
| 5 th December 2022 | Fuel Card Services | Van Fuel | £86.32 |
| 5 th December 2022 | SCC Pension Fund | November Pensions | £10,635.15 |
| 8 th December 2022 | NPower | Normanston Park Electric | £91.09 + £4.55 VAT = £95.64 |
| 8 th December 2022 | B Davies | Christmas Market Performance | £150.00 |
| 8 th December 2022 | Darren Breeze | Reclaim Plaque | £100.00 |
| 8 th December 2022 | AJ Builders | Town Hall Roof Repair | £1,100.00 + £220.00 VAT =£1,320.00 |
| 8 th December 2022 | Sarah Foote | Reimbursement | £62.90 |
| 8 th December 2022 | SLCC | Accessibility Training | £50.00 + £10.00 VAT = £60.00 |
| 8 th December 2022 | Lowestoft Men's Shed | RNSPA Sign Refurbishment | £100.00 |
| 8 th December 2022 | Kirkley Pantry | Kirkley Pantry Grant | £1,500.00 |
| 8 th December 2022 | AJ Builders | Marina Theatre Handrails | £1,725.00 + £345.00 VAT = £2,070.00 |
| 8 th December 2022 | M Miles | Christmas Market Performance | £150.00 |
| 8 th December 2022 | Pearce and Kemp | Triangle Market Light Repairs | £236.25 + £47.25 VAT = £283.50 |
| 8 th December 2022 | East Suffolk Norse | Sparrows Nest Commemorative Rose | £65.89 + £13.18 VAT = £79.07 |
| 8 th December 2022 | AJ Builders | Fen Park Drainage | £3,050.00 + £610.00 = £3,660.00 |
| 8 th December 2022 | Screwfix | Asset Equipment | £603.35 |
| 8 th December 2022 | East Suffolk Norse | Kensington Gardens Memorial Bench | £1,300.00 + £260.00 VAT = £1,560.00 |
| 9 th December 2022 | Lowestoft and District Allotment Association | Allotments Management Fee | £100.00 |

Table 2: November and December Receipts

| Date | Received From | Description | Amount |
|--------------------------------|---|-------------------------------|-------------|
| 3 rd November 2022 | Anglian Water | Use of Links Road Car Park | £2,100.00 |
| 4 th November 2022 | Tenant | Rental Income from Tenant | £775.00 |
| 14 th November 2022 | Ben Davies | Return of Overpayment | -£200.00 |
| 15 th November 2022 | Lowestoft & District Allotment Association | Allotment Rent | £583.00 |
| 17 th November 2022 | Market Income | Weekly Market Income | £18.50 |
| 21 st November 2022 | HMRC | VAT Return | £110,151.61 |
| 24 th November 2022 | National Lottery Heritage Fund | Town Hall Grant | £39,220.61 |
| 28 th November 2022 | Tenant | Rental Income from Tenant | £213.16 |
| 29 th November 2022 | Whitton Hall | Whitton Hall Hire | £28.00 |

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| 30 th November 2022 | Whitton Hall | Whitton Hall Hire | £28.00 |
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127.2.To consider any payments for approval (see schedule) – The FIO confirmed there were no payments for approval.

128. Grants

128.1.To consider the following grant applications:

- 128.1a. Ormiston Denes Academy for £2,000 – Cllr Brooks proposed the Academy be awarded £2,400 due to the quality of the project. Cllr Pearce second with an amendment that it is subject to the Town Clerk confirming if there are any questions over eligibility and statutory responsibilities and if so suggest any alternatives that can be considered under delegation by the Budget and Loan Sub-Committee. If there are no questions of eligibility and the Committee is in agreement then the approval can be conveyed to the applicant. All in favour.
- 128.1b. South Pier Lowestoft for £2,645.44 – The determination of the application was delegated to the Budget and Loan Sub-Committee.
- 128.1c. Lord Kitchener Memorial Holiday Centre for £2,000 – Cllr Brooks proposed approval; seconded by Cllr Pearce; all in favour.
- 128.1d. Dentaaid for £1,950 – Cllr Brooks proposed approval; seconded by Cllr Pearce; all in favour.

129. Other financial and governance matters, including:

129.1.To consider the following in respect of Marina Theatre (some aspects may be confidential):

- 129.1a. List of priorities and costs – It was confirmed the priorities were provisionally factored into the budget, however several items on the list had no costs or were reported as costs being attained, therefore it was anticipated the provisional figure would increase as the costs were received. The Town Clerk confirmed no further update was received from the Marina Theatre concerning quotes for the priorities list. Cllr Pearce proposed to ask the Marina Theatre to fill in the cost gaps on the priorities list ahead of Monday 19 December and delegate to the Budget and Loan Sub-Committee to consider the updated information and factor it into the recommendation made to Full Council; seconded by Cllr Barker; all in favour. It was noted if there is any information the Marina Theatre are unable to provide then a summary will need to be provided to Full Council on what information is outstanding and needs to be factored into the final updates in January 2023.
- 129.1b. Agreeing expenditure on electrical installation rectifications – It was confirmed due to a health and safety issue the works may need to be brought forward to 2022-2023 but no quotes have been received yet. It was established the anticipated year-end underspend for the Marina Theatre in the Capital Reserve is £59,000 and that it was agreed to not roll forward that amount and use to offset next year's capital requirements as it would be used to offset the cost of any electrical work required during the current financial year. Cllr Pearce proposed to seek a recommendation from Full Council, when the quotes are received, to delegate to the Town Clerk to progress the work on the basis of those quotes within the available Capital budget. If the total cost of works exceeds that budget then it needs to come back the Committee to approve the extra expenditure and budget allocation; seconded by Cllr Green; all in favour.
- 129.1c. The draft lease – The Town Clerk confirmed the lease is with the Marina Theatre and no comments have been received yet.
- 129.1d. The draft terms of reference for the quarterly meetings – It was noted more work is needed on the terms of reference. Cllr Pearce proposed as there is no

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opinion at this time it will be discussed at the next quarterly meeting and any follow up recommendations are directed to Full Council; seconded by Cllr Barker; all in favour.

129.2. To receive an update on the following regarding the Town Council's tennis facilities:

129.2a. Whether formal acceptance of grant funding has been communicated to the Lawn Tennis Association, and the funding secured

129.2b. The draft funding agreement from the Lawn Tennis Association

129.2c. A commencement date for the grant funded works

All three items were addressed together. Regarding the accepted offer of grant funding from the Lawn Tennis Association (LTA) for the replacement of the courts at Normanston Park, it was queried if the formal acceptance was communicated to the LTA, including the terms of undertaking the maintenance of those courts to high standard, if a draft funding agreement was received, and if LTA provided a provisional commencement date. The Town Clerk will confirm with the Project and Committee Clerk if a draft agreement was received. Cllr Pearce proposed a recommendation is made to Full Council that the funding agreement be circulated to all Councillors and a standalone zoom meeting is scheduled with all Councillors invited, with a delegation to the Town Clerk, in conjunction with all Councillors who either attended the zoom meeting or submitted feedback concerning the draft agreement, to progress the funding agreement to a stage it can then be signed off and a recommendation is made to Full Council in January for approval; seconded by Cllr Barker; all in favour.

129.3. To consider making a recommendation to Full Council on an operational/management model for the tennis courts, following a Zoom meeting on 6 December (some aspects may be confidential) – This item was brought forward to the beginning of the meeting.

129.4. To receive an update on location of registers for RNPS memorial in Belle Vue Park (some aspects may be confidential) – It was confirmed the Committee need to establish what Waveney District Council did with registers and if East Suffolk Council (ESC) now hold them. The Town Clerk confirmed there was no update. It was suggested the Deputy Town Clerk check with Simone Gallant first on the whereabouts of the registers. It was requested if there is no update received by the end of month then have an item on the agenda for the Assets, Inclusions and Development Committee (AID) or Finance and Governance Committee (F&G) for January.

129.5. To consider installing a composting area in Belle Vue Park within a maximum budget of £7,000 + VAT – Cllr Green proposed approval; seconded by Cllr Brooks. Cllr Pearce queried if AID had recommended a budget, the FIO confirmed the budget for Capital Works for Parks has been spent and the Parks Reserve has over £100,000. Cllr Pearce added an amendment to the proposal that if the Capital Development budget is accounted for then the funding is to come from the Parks Reserve; all in favour.

129.6. To consider drainage work, repair and underpinning of the Sparrows Nest wall at the Yarmouth Road entrance, within a maximum budget of £7,000 + VAT – For budget allocation it was suggested if there is enough in the General Repairs and Maintenance budget to have it funded from there, but if not it can be funded from Parks Reserve. Cllr Pearce proposed approval of the recommendation from AID, with the budget allocation coming from the Repair and Maintenance Reserve and then at the Budget and Loan meeting on 19 December consider whether to precept earmarked reserve recovery in 2023-2024. Seconded Cllr Brooks; all in favour.

129.7. To consider the Town Council's ethical stance regarding its energy supplier – It was suggested, taking into account the previous advice of not changing supplier, that the Climate Emergency and Ecological Committee review the situation and give a recommendation. It was noted the Town Council should receive advice on identifying an ethical supplier and that the staff and Councillors could prepare information for review. Cllr Pearce proposed the Climate Emergency and Ecological Committee be asked to consider the query at the January meeting and seek advice to make an informed

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recommendation and whether it wishes to make a recommendation to Full Council to change supplier. Seconded by Cllr Brooks; all in favour.

- 129.8 To receive an update on implementation of the Full Council resolution regarding the civic artefacts – It was established that some items previously accounted for in December 2017 could not be traced later on and a recommendation was made that if the items cannot be traced then they needed to be removed from the Town Council's assets, on the condition that the police, to whom the matter had been referred to, approved the response. The Town Clerk confirmed it is being progressed by the Deputy Town Clerk. Cllr Brooks mentioned hearing information about an artefact previously passed from the Waveney District Council to the Lowestoft Town Council from the Town Hall being passed back to a family member. It was requested that information be communicated to the office.

It was requested that a public announcement go out no later than January 2023, if an announcement was not made by January, then an update be provided to F&G in January.

- 129.9 To consider appointing an internal auditor – The Town Clerk confirmed all responses from the quotations requested should be in by 19 December, with an aim to have a major interim internal audit in January and going forward at least two interim audits per year in addition to the full annual audit. It was requested the Town Clerk and FIO review what was set aside in the budget and notify the Budget and Loan Sub-Committee on Monday 19 December if that amount is adequate based on quotes received.

Cllr Green temporarily left the chamber and the Committee took a break at 16:27

Cllr Green returned to the chamber and the meeting was resumed at 16:30

- 129.10. To consider the Grounds Maintenance contract, including TUPE advice from the Town Council's legal advisers (some aspects may be confidential), in conjunction with staff recommendations regarding repairs and maintenance of the following:

129.10a. Play areas (including the Normanston Park Skate Park and outdoor fitness sites)

129.10b. Parks and open spaces

For both the Play Area repairs and maintenance and the Parks and Open Spaces repairs and maintenance, a decision was previously deferred as it needed to be considered alongside the Grounds Maintenance. Cllr Pearce proposed both items be delegated to Budget and Loan to consider the information with the Town Clerk present to answer queries, and then factor it into the budget and make a recommendation to Full Council; seconded Cllr Brooks; all in favour.

- 129.11. To consider approving a budget for a memorial plaque on the South Pier to the crew of the 'Guava', as part of the 70th anniversary commemoration of the 1953 North Sea floods – Cllr Brooks proposed approval but queried if, in the future, a larger memorial with names could be placed, perhaps at Ness Point, rather than having several individual plaques. It was requested the agenda for the next AID meeting have an item to consider the creation of a larger memorial and establish if there is information available recording the dates and names of Lowestoft fishermen lost at sea from which a list can be compiled in order to determine the size of the memorial and then consider external funding and an appropriate site.

Cllr Pearce confirmed the plaque will be placed on a third party asset and permission was given in principal by Associated British Ports to site both a metal plaque for the Guava and the circular green heritage disc. It was noted that LaserUs were present at the Reclaim event and confirmed if the Town Council were to proceed and ordered a

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steel plate in December then they could manufacture and deliver a plaque before 31 January 2023. Cllr Brooks queried if the families of the crewmen were contacted and if the location for the plaque had been considered.

It was established the only time sensitive element was ordering the steel plate and the question of the budget allocation and an event being held can wait until a decision is made at the AID and Events and Communications Sub-Committee (Events & Comms) meetings in January. It was requested an item go on the AID agenda for January to consider holding an event for unveiling the plaque. It was noted if either AID or Events & Comms do not agree to the funding coming from their budgets then it needs to come back to F&G to decide budget allocation.

It was confirmed that the families have not been contacted as of yet but Cllr Pearce will progress this and find information on the surviving families, with the possibility of requesting the Communications Officer put out a notification in January, for example on the Lowestoft Fishing and Oil Industry page, asking if any family members of the crew want to be involved in the process and present at the event to contact the office.

Cllr Pearce requested an amendments to Cllr Brooks' proposal that there be a budget of £500 for the metal plaque, for the green circular heritage disc to be included and a request for staff to liaise with LaserUs to design the plaque with a dedication and the names of the crewman and ask advice from LaserUs on the size of the plaque and what is needed to order the steel this month. A delegation is then given to staff, in consultation with members of this Committee and Events & Comms, to progress the plaque and in January have a meeting of either AID or Events & Comms to decide if there will be an associated event. Cllr Brooks accepted the amendment; seconded by Cllr Pearce; all in favour.

129.12. To consider staff training requirements (confidential) – To be discussed confidential.

130. To consider lease and licence arrangements for the following (some aspects may be confidential):

130.1. Royal Naval Patrol Service Association Museum

130.2. Martello and Giardino

130.3. Maritime Museum

130.4. Gunton Estate Residents' Meeting Hall

Cllr Pearce proposed the above item be deferred to F&G in January; seconded by Cllr Barker; all in favour.

130.5. To receive an update on the finalisation of licences for the Cricket and Tennis Clubs at the Denes Oval (some aspects may be confidential) – The Town Clerk confirmed comments were received from the solicitor. Cllr Pearce proposed a delegation to the Town Clerk, in consultation with members of this Committee, to review the comments and draft licenses and progress the text of the agreement outside the Committee meeting; seconded by Cllr Barker; all in favour.

130.6. To receive an update on non-payment of rent from a tenant (confidential)

130.7. To receive an update on the Hamilton House lease and associated provision/costs (confidential)

130.8. To consider making a recommendation to Full Council on renewal of the lease agreement with the Lowestoft and District Allotments Association, and any changes to applicable terms and conditions, subject to legal advice (confidential)

130.9. To receive an update on progressing the lease for workshop premises (confidential)

131. Date of the next meeting

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132. Items for the next agenda and close

It was requested any items be emailed into the office.

133. 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 employment matters and legal issues relating to the matters on this agenda, including the following:

133.1. Any legal matters, including those above as required

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

The Chair closed the meeting to the public and moved into confidential session at 16:56

126.5 To receive an update on finalisation of the Town Hall funding agreement (some aspects may be confidential) – The Town Hall funding agreement was discussed and per the prior delegation, the Town Clerk would agree the wording of the lease with the lawyers and they staff were awaiting feedback from the lawyer.

Cllr Pearce confirmed he will re-review the agreement and comments and discuss it further at the Town Hall Project Board meeting on Thursday 15 December with the aim to reach a consensus, and then provide an update to Full Council on 20 December.

126.6 To consider making a recommendation to Full Council on the 2023-2024 budget and precept – The 2023-2024 budget was discussed and Cllr Pearce proposed a recommendation be made to Full Council to receive direction on the grounds maintenance contract and the impact on the budget and precept; seconded by Cllr Brooks; all in favour.

17:15 Cllr Pearce proposed suspension of standing orders and an extension of ten minutes; seconded by Cllr Brooks; all in favour.

129.11 To consider staff training requirements (confidential) – Cllr Pearce made a proposal regarding staff training requirements; seconded by Cllr Green; all in favour.

130.6 To receive an update on non-payment of rent from a tenant (confidential) – Cllr Pearce made a proposal concerning the non-payment of rent from a tenant; seconded by Cllr Brooks; all in favour.

130.7 To receive an update on the Hamilton House lease and associated provision/costs (confidential)

130.8 To consider making a recommendation to Full Council on renewal of the lease agreement with the Lowestoft and District Allotments Association, and any changes to applicable terms and conditions, subject to legal advice (confidential)

130.9 To receive an update on progressing the lease for workshop premises (confidential)
Cllr Pearce proposed AID consider the above items at the January meeting; seconded by Cllr Barker; all in favour.

The Chair closed the meeting at 17:22



Signed:

9 January 2023