

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
15:00 on 9 January 2023

MINUTES

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

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

134. Welcome

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

135. Approval of apologies for absence

Cllr Page was absent with no apologies received.

136. Declarations of Interests and dispensations

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

Cllrs Brooks, Barker and Pearce declared that they were part of the Marina Theatre Quarterly Management Meetings. Cllr Pearce declared a non-registerable interest on matters relating to the heritage plaques as he is a member of the Jack Rose Old Lowestoft Society.

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

No written requests were received.

137. To consider the draft minutes and appended confidential notes of the meeting on 12 December 2022

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

138. 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.

No comments were received.

139. Budget and Loan:

139.1. To receive the draft minutes of the Budget and Loan Sub-Committee meetings on 18, 22, 29 November and 5, 12, 19 December 2022 and 4 January 2023 – It was confirmed November minutes were signed off and December minutes were to be signed off at the next meeting.

139.2. To monitor the budget for 2022 – 2023, including delegated Committee and Sub-Committee budgets

139.5 To consider the budget allocation for reimbursement to the Marina Theatre Trust for a measured survey of the Marina Theatre and Booking Office building (expenditure approved by Full Council) – This item was brought forward to the beginning of the meeting. The cost was confirmed to be £8,130 and the repairs and maintenance budget for the Marina Theatre was £25,000. Cllr Pearce proposed the £8,130 be funded from the Marina Theatre Repairs and Maintenance budget for the current year; seconded by Cllr Brooks; all in favour. It was noted £14,485 was left in the budget.

The lighting upgrade was discussed and confirmed to cost between £41,000 to 42,000. It was noted that the upgrade was provisionally under capital works and the invoices were received before the electrical upgrade cost. It was remarked that £49,000 was remaining in the Marina Theatre Reserve. Cllr Pearce proposed the £41,000 to £42,000

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cost be funded from the Marina Theatre Reserve; seconded by Cllr Green; all in favour. It was requested to allocate the committed expenditure against the Marina Theatre EMR which left £7,117 remaining in the reserve.

139.2a. Marina Theatre electrical upgrade – It was noted a quote of £2,164.56 was received but the officers were awaiting further quotes. Cllr Pearce proposed the initial bill of £2,164.56 be allocated from the Marina Theatre reserve; seconded by Cllr Green; all in favour. Cllr Pearce proposed to defer the decision on the remaining budget allocation to the Finance and Governance Committee (F&G) meeting in February and consider part-funding the cost from the Community Safety budget. Seconded by Cllr Green; all in favour. It was requested an item be on the next Community Safety Committee agenda with information provided addressing the safety aspects of the works.

139.2b. Play Inspection budget – It was noted that the agreed budget for the monthly and annual play area inspections, including the cost of the app, was £15,000, which was not budgeted for in 2022-2023 due to being part of the grounds maintenance cost. It was queried if there was anticipated expenditure against the remaining £16,500 in the Compliance budget between January and March or if the £15,000 could be offset against the remaining Compliance budget. The Finance and Information Officer (FIO) confirmed there was no anticipated expenditure. Cllr Pearce proposed for the £15,000 Play Inspection budget to be funded from the £16,500 Compliance budget for the remainder of 2022-2023; seconded by Cllr Brooks; all in favour.

139.3. To note any bank reconciliations- It was confirmed December was in progress.

139.4. To consider making a recommendation to Full Council on the 2023-2024 budget and precept – It was confirmed the Budget and Loan Sub-Committee were nearing finalisation of the budget. Cllr Pearce proposed, pending the final information for the grounds maintenance, to make a delegation to Budget and Loan Sub-Committee to make the recommendation to Full Council on behalf of F&G; seconded by Cllr Parker; all in favour.

139.5. To consider the budget allocation for reimbursement to the Marina Theatre Trust for a measured survey of the Marina Theatre and Booking Office building (expenditure approved by Full Council) – This item was brought forward to the beginning of the meeting.

139.6. To consider the Play Area Refurbishments budget for 2023-2024 – It was noted that a provisional proposal was made at a Budget and Loan meeting, pending approval from Full Council, that in addition to the play area refurbishments scheduled in for 2022-2023 there was £90,000 provisionally ring-fenced to accommodate the next two full refurbishments in 2023-2024, with a separate provision made for a Play Area Repair and Maintenance budget.

139.7. To consider the budget for audits in 2023-2024 – It was remarked that a budget of £5,000 for internal and external audits would be adequate. It was confirmed the current budget for audits, based on quotes received, was £4,440. Cllr Pearce proposed to increase the budget for audits to £5,000; seconded by Cllr Green; all in favour.

140. Payments and Receipts:

140.1. To note the income and expenditure reports for December 2022 and January 2023 to date, including payments made under delegated authority (see schedules) – It was noted this item would be discussed at the Budget and Loan Sub-Committee meeting on Wednesday 11 January. Concerning the pre-approved £10,000 for the Lowestoft Kitiwake Partnership, it was confirmed the Partnership did not invoice for the amount and will provide the invoice to the office.

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Table 1 December and January Payments

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
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

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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
12 th December 2022	Fuel Card Services	Van Fuel	£14.40
12 th December 2022	HAT Projects	TH Development Project	£17,027.62
12 th December 2022	The Belle Curve	Triangle Market Performance	£150.00
12 th December 2022	Beresford Rd Evangelic Church	Coffee Drop in Grant	£2,000
15 December 2022	Waveney Valley Athletics Club	Scores Race 2022	£5,000.00
15 December 2022	Chris Meek	Office Reimbursement	£16.60
15 December 2022	Lauren Elliott	Travel Reimbursement	£15.12 + £2.68 VAT = £17.80
15 December 2022	Waveney Norse Limited	Normanston Cricket Barriers	£266.00 + £53.20 VAT = £319.20
15 December 2022	Northumbrian Water Group Ltd	Legionella Monitor & Maint Oct	£593.97 + £118.79 VAT = £712.76
15 December 2022	Seletar Signs	H&S Signage	£120.00 + £24.00 VAT = £144.00
15 December 2022	Seletar Signs	Van Signage	£210.00 + £42.00 VAT = £252.00
15 December 2022	Broadland Security Alarms	Town Hall Alarm Callout	£156.00 + £31.20 VAT = £187.20
15 December 2022	MJ Training	Manual Handling Training	£51.00 + £10.20 VAT = £61.20
15 December 2022	Liz Ballard	TH Heritage Engagement Jun/Jul	£2,577.00
15 December 2022	Binder Ltd	Uplands Sewage Disposal	£282.00 + £21.30 VAT = £303.30
15 December 2022	Landy Lane Nursery Limited	Trees	£574.00 + £50.40 VAT = £624.40
15 December 2022	AJ Builders	Arnolds Bequest Barrier	£4,165.00 + £833.00 VAT = £4,998.00
16 December 2022	Credit Card Account	Credit Card Payments	£1,036.87
19 December 2022	HMRC	HMRC November 2022	£12,167.50
19 December 2022	C&C Consulting Services Ltd	H&S Support Oct 22 - Sep 23	£779.10 + £155.82 VAT = £934.92
19 December 2022	Need2Store Ltd	Civic Artefact Storage	£200.00 + £40.00 VAT = £240.00
19 December 2022	Newsquest Media Group Ltd	Env Supp Officer Adverts	£268.20 + £53.64 VAT = £321.84
19 December 2022	NPower Ltd	RNPSA Museum Electric Oct 22	£1,095.56 + £219.11 VAT = £1,314.67
19 December 2022	NPower Ltd	CN TH Electric Jan 21	-£393.30
19 December 2022	NPower Ltd	CN TH Electric Feb 21	-£345.47
19 December 2022	NPower Ltd	CN TH Electric Apr 21	-£358.39
19 December 2022	NPower Ltd	CN TH Electric Dec 20	-£378.88

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19 December 2022	NPower Ltd	CN TH Electric May 21	-£347.36
19 December 2022	NPower Ltd	CN TH Electric July 21	-£355.32
19 December 2022	NPower Ltd	CN TH Electric Mar 21	-£370.26
19 December 2022	NPower Ltd	CN TH Electric Nov 20	-£352.93
19 December 2022	NPower Ltd	TH Electric Feb 22	£383.93 + £76.79 VAT = £460.72
19 December 2022	NPower Ltd	TH Electric Mar 22	£412.82 + £82.56 VAT = £495.38
19 December 2022	NPower Ltd	TH Electric Apr 22	£407.00 + £81.40 VAT = £488.40
19 December 2022	NPower Ltd	TH Electric May 22	£646.55 + £129.31 VAT = £775.86
19 December 2022	NPower Ltd	TH Electric Jun 22	£629.19 + £125.84 VAT = £755.03
19 December 2022	NPower Ltd	TH Electric Jul 22	£758.35 + £151.67 VAT = £910.02
19 December 2022	NPower Ltd	TH Electric Aug 22	£731.69 + £146.34 VAT = £878.03
19 December 2022	NPower Ltd	Pakefield St PC Electric Nov22	£128.31 + £6.42 VAT = £134.73
19 December 2022	NPower Ltd	Kensington Garden Electric Nov	£93.94 + £4.70 VAT = £98.64
19 December 2022	NPower Ltd	Low Cem PC Electric Nov 22	£103.79 + £5.19 VAT = £108.98
19 December 2022	NPower Ltd	Normanston Park Electric Nov22	£315.36 + £15.77 VAT = £331.13
19 December 2022	NPower Ltd	Denes Oval Electric Nov 22	£599.91 + £119.98 VAT = £719.89
19 December 2022	NPower Ltd	Triangle Market Electric Nov22	£179.07 + £8.95 VAT = £188.02
19 December 2022	NPower Ltd	TH Electric Nov 22	£626.99 + £125.40 VAT = £752.39
19 December 2022	NPower Ltd	TH Electric October 22	£614.07 + £122.81 VAT = £736.88
19 December 2022	NPower Ltd	TH Electric Credit May 2021	-£106.22
19 December 2022	NPower Ltd	TH Electric Credit Nov21	-£166.77
19 December 2022	NPower Ltd	TH Electric Credit Dec 21	-£494.86
19 December 2022	NPower Ltd	TH Electric Journal 2019- 2020	-£2,319.12
19 December 2022	NPower Ltd	TH Electric September 2022	£699.43 + £139.89 VAT = £839.32
19 December 2022	Waveney Norse Limited	Partnership Charge December 22	£38,238.00 + £7,647.60 VAT = £45,885.60
20 December 2022	The Rapid Results College Ltd	IOSH Managing Safety Course x2	£520.00 + £104.00 VAT = £624.00
20 December 2022	The Society of Local Council Clerks	Climate Engagement Training	£70.00 + £14.00 VAT = £84.00
21 December 2022	Paul Connew	Parking Reimbursement	£38.75 + £7.75 VAT = £46.50
21 December 2022	Sarah Foote	Parking, Reclaim	£12.70 + £2.55 VAT = £15.25
21 December 2022	AJ Builders	Town Hall Water Damage	£3,440.00 + £688.00 VAT = £4,128.00
21 December 2022	AJ Builders	Sparrows Nest Fence	£925.00 + £185.00 VAT = £1,110.00

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21 December 2022	AJ Builders	Marina Theatre Water Cylinder	£600.00 + £120.00 VAT = £720.00
21 December 2022	AJ Builders	Sparrows Nest Bandstand Pipe	£455.00 + £91.00 VAT = £546.00
21 December 2022	Liquid DJ	Sound System King Proclamation	£250.00
21 December 2022	AJ Builders	Sparrows Nest Electric Repair	£730.00 + £146.00 VAT = £876.00
21 December 2022	Liquid DJ	Christmas Market Sound System	£450.00
21 December 2022	Liquid DJ	South Pier Plaque Sound	£250.00
21 December 2022	PHS Group	Whitton Hall Hygiene	£218.57 + £43.71 VAT = £262.28
21 December 2022	PHS Group	Whitton Hall Hygiene	£68.77 + £13.75 VAT = £82.52
21 December 2022	Gearhire Sound and Light	Full Council Amplification	£400.00 + £80.00 VAT = £480.00
21 December 2022	Blachere Illuminaton UK Ltd	Festive Light Storage, Removal	£2,415.80 + £483.16 VAT = £2,898.96
21 December 2022	The Society of Local Council Clerks	Job Adverts	£298.00 + £59.60 VAT = £357.60
21 December 2022	The Marina Theatre Trust	Electrical Inspection	£9,119.50 + £1,823.90 VAT = £10,943.40
21 December 2022	East Point Business Services	HH Rent Q3	£3,675.00 + £735.00 VAT = £4,410.00
22 December 2022	Jonny Hawes	Repair Reimbursement	£63.08 + £7.38 VAT = £70.46
22 December 2022	Taylor Williams	Parking Reimbursement	£33.30 + £6.70 VAT = £40.00
22 December 2022	The Society of Local Council Clerks	Website Accessibility Training	£35.00 + £7.00 VAT = £42.00
22 December 2022	Waveney Norse Limited	Normanston Park Memorial Bench	£1,800.00 + £360.00 VAT = £2,160.00
22 December 2022	The Society of Local Council Clerks	Allotment Tenancy Training	£30.00 + £6.00 VAT = £36.00
22 December 2022	MossKing Associates Ltd	TH Development Phase Oct 22	£1,770.00
23 December 2022	SALARIES	Salaries December	£18,436.24
23 December 2022	Eon Energy	WH Electric Jul - Oct 22	£29.33 + £1.47 VAT = £30.80
28 December 2022	Gazprom Energy	TH Standing Charge Nov	£57.53 + £2.88 VAT = £60.41
28 December 2022	Wave Ltd	Pakefield St Water	£1,719.62 + £167.70 VAT = £1,887.32
29 December 2022	C&C Consulting Services Ltd	Health and Safety Support	£50.85 + £10.17 VAT = £61.02
29 December 2022	C&C Consulting Services Ltd	Health and Safety Support	£49.50 + £9.90 VAT = £59.40
30 December 2022	The Society of Local Council Clerks	Heritage Issues & Planning SB	£90.00 + £18.00 VAT = £108.00
30 December 2022	David Ogilvie Engineering ltd	Dove & Bluebell Benches	£4,562.00 + £912.40 VAT = £5,474.40
30 December 2022	The Society of Local Council Clerks	Heritage Issues & Planning TW	£90.00 + £18.00 VAT = £108.00
30 December 2022	The Society of Local Council Clerks	Council Elections Training	£20.00 + £4.00 VAT = £24.00
31 December 2022	Unity Trust Bank	Bank Charges	£61.80

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3 rd January 2023	East Suffolk Council	Links Road Car Park NNDR	£187.00
3 rd January 2023	East Suffolk Council	Sparrows Nest NNDR	£110.00
3 rd January 2023	East Suffolk Council	Hamilton House NNDR	£948.00
3 rd January 2023	MJ Training	Manual Handling Training	£210.00
3 rd January 2023	Northumbrian Water	Legionella Support	£593.97 + £118.79 VAT = £712.76
3 rd January 2023	East Point Business Services	Hamilton House Service Charge	£7,591.25 + £1,518.25 VAT = £9,109.50
3 rd January 2023	East Point Business Services	Hamilton House Rent	£3,675.00 + £735.00 VAT = £4,410.00
3 rd January 2023	Marina Theatre Trust	Marina Management Fee	£37,500 + £7,500 VAT = £45,000
3 rd January 2023	Nicholsons Solicitors	Legal Advice	£552.50 + £110.5 VAT = £663.00
4 th January 2023	Anglian Water	Water Charges	£40.30
4 th January 2023	Suffolk Pension Fund	December Pensions	£7,555.65
9 th January 2023	Fuel Card Services	Van Fuel	£14.40

Table 2 December and January Receipts

Date	Received from	Description	Amount
20 th December 2022	Market Income	Weekly Market Income	£18.50
23 rd December 2022	Tenant	Rental Income from Tenant	£213.16
31 st December 2022	Unity Trust Bank	Savings Account Interest	£1467.83
4 th January 2023	Tenant	Rental Income from Tenant	£6,300.00

140.2. To consider any payments for approval (see schedule) – It was confirmed there were no payments to approve.

141. Standing Orders and Policies

141.1. To receive the draft minutes of the Standing Orders and Policies Sub-Committee meeting on 21 December 2022 – To be signed off at the next meeting.

141.2. To consider the following recommendations from the Standing Orders and Policies Sub-Committee:

141.2a. To recommend adoption of the following policies:

Acquisition and Disposal (as amended)

Appraisals Guidance

Heritage Plaques (as amended)

Legionella Control and Water Hygiene (subject to H&S amendments being included)

Lone Working

Media Policy

Member Officer Protocol

Mulch Policy

Noticeboard Protocol

Pandemic Contingency and Recovery

Personal Use of the Telephone

Cllr Pearce proposed to endorse all and recommend them to Full Council for adoption; seconded by Cllr Brooks; all in favour.

141.2b. To consider the IT Policy and how to strengthen to include data security when members are using personal devices and not Town Council provided devices-

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It was suggested the policy be reviewed and from April 2023 the Town Council revert to the pre-COVID position where no confidential attachments are circulated via email and are instead accessed via the members section on the website. It was commented that before April 2023 the Town Council could consider whether Councillors should be permitted to continue using their own devices. Cllr Pearce proposed to recommend to Full Council that from April 2023 the Town Council revert to the pre-COVID position of not circulating confidential documents via email and instead access the documents via the website. Before April 2023 the Councillors will ensure they have access to the website. Seconded by Cllr Green; all in favour.

It was noted providing devices to the Councillors was previously budgeted for and would be a one-off cost as the equipment remains the property of Town Council.

Cllr Brooks proposed a recommendation be made to Full Council that from April 2023 it is mandatory for council data to not be accessible from a personal device; seconded by Cllr Pearce; a vote was held with three Councillors in favour and two Councillors abstained.

142. Grants

142.1. To note receipt of the following grant applications and consider whether they require urgent consideration:

142.1a. 7th Lowestoft Rainbows, 7th Lowestoft Brownies, 1st Gunton Brownies, 8th Lowestoft Guides, 8th Lowestoft Rangers for £2,000 – It was confirmed £9,810 remained in the Grant budget for 2022-2023. It was noted the grant funding was to supply uniforms to the four groups. Cllr Brooks proposed approval; seconded by Cllr Barker; all in favour.

143. Other financial and governance matters, including:

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

143.1a. Whether formal acceptance of grant funding has been communicated to the Lawn Tennis Association, and the funding secured – It was requested the Town Clerk confirm with the Deputy Town Clerk if the acceptance was communicated.

143.1b. The draft funding agreement from the Lawn Tennis Association – Cllr Pearce proposed a delegation to officers, in conjunction with this Committee, to review the draft funding agreement outside this Committee meeting and schedule a stand-alone zoom meeting, or an email poll with comments, and provide feedback on the document by the end of January. It was requested the Town Clerk check if a delegation was made to F&G, in which case the proposal will be actioned before the end of January, or if it needs to be recommended to Full Council then feedback is to be received before the January Full Council meeting. Seconded by Cllr Barker; all in favour.

143.1c. A commencement date for the grant funded works - It was noted the outcome of the proposal for item 143.1b would inform the commencement date for the grant funded works.

143.2. To receive an update on location of registers for RNPS memorial in Belle Vue Park (some aspects may be confidential) – It was confirmed there was no update for this item.

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

144.1. Royal Naval Patrol Service Association Museum

144.2. Martello and Giardino

144.3. Maritime Museum

144.4. Gunton Estate Residents' Meeting Hall – It was noted that the Town Council had not received a copy of the original constitution for the Management Committee, therefore there

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was uncertainty on the composition of the Committee including eligibility restrictions, how many members can be on the Committee and who is able to vote. Cllr Pearce proposed a delegation to the officers, in conjunction with this Committee and the Assets, Inclusion and Development Committee (AID), to review the lease via a standalone zoom meeting and consider an interim constitution as a basis to go forward to the public meeting and elect a new Management Committee. It was requested this be completed in time for the public meeting to be held in February. Seconded by Cllr Parker; all in favour.

Cllr Pearce proposed items 144.1, 144.2 and 144.3 be deferred to the F&G meeting in February and re-circulated to the Committee before the meeting; seconded by Cllr Green; all in favour.

The Lowestoft Movie Makers were mentioned and it was confirmed there was no pre-existing lease arrangement. It was queried if any arrangement was being drawn up and for officers to check if this was being progressed.

145. Date of the next meeting

13 February 2023 15:00. Cllr Barker provided apologies in advance with reasons.

146. Items for the next agenda and close


Cllr Brooks requested a confidential item and will email the office.

It was requested item 143.2 be deferred and the Deputy Town Clerk contact Simone Gallant. Any further items are to be emailed in to the office.

147. 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:

147.1. Any legal matters, including those above as required

The Chair closed the meeting at 16:07



Signed:

22 February 2023