

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
15:00 on 13 March 2023

MINUTES

Present: 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: One member of the public was in attendance (in person)

176. Welcome

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

177. Approval of apologies for absence

Apologies were received from Cllrs Page and Parker with reasons provided.
Cllr Brooks proposed approval of apologies; seconded by Cllr Green; all in favour.

178. Declarations of Interests and dispensations

178.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda
Cllrs Brooks and Pearce declared they were acquainted with the grant applicant Ventura Cottage. Cllr Barker declared she is the Lowestoft Town Council representative on the First Light Festival CIC Steering Group and had been approached on how the application should be forwarded for consideration. Cllrs Barker, Brooks and Pearce declared they were representatives on the Marina Theatre Quarterly Management Meetings. Cllr Green declared he is an unpaid director of the Lowestoft Town Football Club and he would abstain from voting on any related matters. Cllrs Barker, Brooks and Pearce declared they had met with third parties in relation to the Kindertransport commemorative statue. Cllr Pearce declared he was acquainted with the grant applicant St Andrews Church, that he is the Lowestoft Town Council representative on the Lowestoft Kittiwake Partnership and the Lowestoft South Pier Management Committee, and he is the Chair of Gunton Residents Association.

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

179. To consider the draft minutes and appended confidential notes of the meeting on 22 February 2023

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

180. 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.

Item 183.1b was brought forward in the meeting and the member of the public was invited to speak on it.

183.1b Joe Thompson t/a Ventura Cottage for £2,000 – The member of the public explained the project aimed to create an online repository of the names, death dates and pictures of soldiers who died in World War I and World War II. The applicant intended the project to be developed in the future to cover all services during the wars. The applicant planned to have signposts with the names and photos of soldiers put up in streets with the high numbers of casualties. There were concerns that the project timescale could be longer than estimated and if £2,000 would cover the project. The applicant confirmed they were committed to finishing

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

15:00 on 13 March 2023

the project. Cllr Pearce proposed to approve the grant on the basis of having an interim update in June on the progress of the project, the development non-digital versions of the project and the intended next steps; seconded by Cllr Brooks; all in favour. It was noted that the grant was being provided in advance of any completed work and if there is no evidence of progress at the interim update then the grant would be recoverable.

The member of the public left the chamber at 15:28

181. Budget and Loan:

181.1. To receive the draft minutes of the Budget and Loan Sub-Committee meetings on 6, 13, 20 February 2023 – The 20 February minutes would be signed off at the Finance and Governance Committee (F&G) meeting in April.

181.2. To monitor the budget for 2022 – 2023, including delegated Committee and Sub-Committee budgets – The Chair brought items 184.6a-184.6c forward to be included in this discussion.

184.6. To consider budget allocations for the following approved expenditure:

184.6a. £200,000, plus a £15,000 contingency, for refurbishment works on the Triangle Market toilets and a modular build on the Fen Park toilet – £200,000 was provisionally allocated from the Public Conveniences budget, with £92,858.89 against Public Conveniences Earmarked Reserves (EMR) and £107,141.11 against Refurbishment EMR, with a £15,000 contingency for both refurbishments. Cllr Pearce proposed the provisional allocation of the £200,000 in Public Conveniences be confirmed as the actual allocation; seconded by Cllr Green; all in favour.

Cllr Pearce proposed the £15,000 contingency be provisionally allocated against the CIL (Community Infrastructure Levy) budget, subject to officers confirming the eligibility with East Suffolk Council; seconded by Cllr Green; all in favour.

The Town Clerk temporarily left the chamber at 15:38

The Town Clerk returned to the chamber at 15:39

184.6b. £12,000 for bank stabilisation works at the Great Eastern Linear Park – Cllr Pearce proposed £6,000 be funded from the Capital EMR and the remaining £6,000 be funded from the Repair and Maintenance EMR; seconded by Cllr Brooks; all in favour. It was requested the surveyor who recommended the works be contacted for advice on the required annual maintenance of the site and for this to be a regular budget item.

184.6c. £4,100 for the Kindertransport commemorative statue conceptual work – Cllr Pearce proposed to formalise the transfer from Community Engagement to the Arts and Heritage budget; seconded by Cllr Green; all in favour.

It was noted that Full Council had delegated the budget allocation for the works on the Normanston tennis courts to F&G. The Town Clerk informed the Committee that the costs had been revised from £59,000 to £72,166, including an additional £300 for core works, therefore the £13,000 increase would need approval from Full Council.

The Town Clerk temporarily left the chamber at 15:49

The Town Clerk returned to the chamber at 15:50

It was noted that as the works might begin in April 2023 the funds may not be required immediately. Cllr Pearce proposed a recommendation be made to Full Council to approve a budget of £13,250. £8,000 would be funded from the 2023-2024 Parks and Open Spaces budget (£4,000 from the Parks and Open Spaces Capital budget and £4,000 from the Parks and Open Spaces Repair and Maintenance budget) and £5,250 from the 2023-2024 Community

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

15:00 on 13 March 2023

Engagement budget. Seconded by Cllr Green; all in favour.

A budget allocation of £5,000 was required for the Energy Performance Certificate surveys and Cllr Pearce proposed this be funded from the Compliance budget; seconded by Cllr Brooks; all in favour.

181.3. To consider a delegation to officers to notify the current sounds system service provider of the continued use of the service for the next twelve months – Cllr Green proposed a delegation be made to officers to notify the current provider of continued use of service for the next twelve months; seconded by Cllr Pearce; all in favour.

181.4. To consider the purchase of spare jabots for the Mayoral robes at a cost of £91.45 each – It was agreed to defer this item to the April meeting, with officers considering alternative online options in the interim.

181.5. To consider interim repair works to the Belle Vue Park lodge cottage thatched roof, within a maximum budget of £200 – Officers would examine this item and either bring it back to the next meeting or the Town Clerk would authorise the expenditure under delegation.

181.6. To note any bank reconciliations – January had been signed off and February was in progress.

182. Payments and Receipts:

182.1. To note the income and expenditure reports for February 2023 and March 2023 to date, including payments made under delegated authority (see schedules) – Item 183.4 was addressed here and it was confirmed the £10,000 grant had been paid earlier in March.

182.2. To consider any payments for approval (see schedule) – There were no payments for approval.

Table 1 February and March Payments

Date	Payment to	Description	Amount
02 February 2023	Michael Winter	Love Parks Reimbursement	£161.54 + £7.00 VAT = £168.54
02 February 2023	Taylor Williams	Parking Reimbursement	£48.15 + £9.65 VAT = £57.80
02 February 2023	Sarah Foote	Events, Training, Parking and Travel Reimbursement	£95.59 + £3.35 VAT = £98.94
02 February 2023	East Point Business Services	HH Capital Repayment Q4	£3,357.40 + £671.48 VAT = £4,028.88
02 February 2023	AJ Builders	KG Holocaust Memorial Bench	£120.00 + £24.00 VAT = £144.00
02 February 2023	Newsquest Media Group Ltd	AMO Job Adverts	£717.20 + £143.44 VAT = £860.64
02 February 2023	Kompan Ltd	Operational Play Inspections	£1,644.06 + £328.81 VAT = £1,972.87
02 February 2023	AJ Builders	Turnberry CI Tarmac Clearing	£970.00 + £194.00 VAT = £1,164.00
02 February 2023	East Point Business Services	HH IT Support Q4	£3,231.00 + £646.20 VAT = £3,877.20
02 February 2023	AJ Builders	Ken Gardens Paving Works	£2,305.00 + £461.00 VAT = £2,766.00
02 February 2023	Nicholsons Solicitors LLP	Caravan Park Legal Advice	£2,421.30 + £484.26 VAT = £2,905.56
03 February 2023	National Society of Allotments	NSALG Membership	£67.00

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

15:00 on 13 March 2023

03 February 2023	Jonathan Marshall	Travel & Parking Reimbursement	£14.63 + £1.67 VAT = £16.30
03 February 2023	Suffolk Pension Fund	Pensions January 2023	£7,723.86
03 February 2023	Lauren Elliott	Travel & Parking Reimbursement	£14.67 + £2.68 VAT = £17.35
03 February 2023	Broadland Security Alarms	Town Hall Alarms 2023/24	£690.00 + £138.00 VAT = £828.00
03 February 2023	Mulberry & Co	Internal Audit	£598.35 + £119.67 VAT = £718.02
03 February 2023	AJ Builders	Kittiwake Ledges	£2,375.00 + £475.00 VAT = £2,850.00
03 February 2023	Wave Ltd	Pakefield St PC Water Credit	-£21.61
03 February 2023	Wave Ltd	Pakefield PC Water Jan-Mar 22	£834.44 + £80.71 VAT = £915.15
03 February 2023	Wave Ltd	Pakefield St PC Water Apr-Nov	£2,214.78 + £212.01 VAT = £2,426.79
07 February 2023	Wave Ltd	Ken Gardens Water Oct22-Jan23	£1,566.42 + £151.00 VAT = £1,717.42
08 February 2023	John Mallett Artist Blacksmith	Concept Kindertransport Statue	£2,050.00
08 February 2023	Waveney Norse Limited	Normanston 1100L Bin Q4	£182.55 + £36.51 VAT = £219.06
08 February 2023	The Society of Local Council Clerks	GDPR Training	£30.00 + £6.00 VAT = £36.00
08 February 2023	The Society of Local Council Clerks	Events Training	£69.00 + £13.80 VAT = £82.80
08 February 2023	Waveney Norse Limited	2x Town Hall 1100L Bin Q4	£365.10 + £73.02 VAT = £438.12
08 February 2023	Everyone Active Admin Services Ltd	Game on Warm Places Grant	£570.00
08 February 2023	Waveney Norse Limited	Sparrows Nest 1100L Bin Q4	£182.55 + £36.51 VAT = £219.06
08 February 2023	Waveney Norse Limited	Kensington Garen 1100L Bin Q4	£182.55 + £36.51 VAT = £219.06
09 February 2023	East Suffolk Council	TH Building Reg Application	£1,305.00
09 February 2023	Earsham Sheds	Triangle Market Kiosks	£8,200.00
10 February 2023	HAT Projects Ltd	TH Development Phase Stage 2	£17,908.25 + £3,581.65 VAT = £21,489.90
13 February 2023	Fuel Card Services Ltd	Van Fuel	£20.40
16 February 2023	Credit Card Account	Credit Card Purchases	£544.39
17 February 2023	Beresford Rd Evangelic Church	Footprints Pantry Grant	£1,500.00
17 February 2023	Chris Meek	HMD and Office Reimbursement	£25.02 + £2.08 VAT = £27.10

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

15:00 on 13 March 2023

17 February 2023	Lauren Elliott	Parking Reimbursement	£13.32 + £2.68 VAT = £16.00
17 February 2023	C&C Consulting Services Ltd	H&S Support Oct 22 - Sep 23	£779.10 + £155.82 VAT = £934.92
17 February 2023	Waveney Norse Limited	Partnership Charge Feb 23	£37,656.70 + £7,531.34 VAT = £45,188.04
17 February 2023	RSF Support Services Limited	Asbestos Surveys	£840.00
17 February 2023	Leiston Press	Town Hall Printing	£84.00 + £16.80 VAT = £100.80
17 February 2023	Fleet 96 Rentals Ltd	Van Hire Jan-Feb	£650.00 + £130.00 VAT = £780.00
17 February 2023	AJ Builders	KG, BVP, Pakefield St Repairs	£380.00 + £76.00 VAT = £456.00
17 February 2023	Suffolk Assn. of Local Council	Project Management Training	£140.00 + £28.00 VAT = £168.00
17 February 2023	JP Chick & Partners Ltd	Britten Road Survey 1/2	£8,383.23 + £1,676.65 VAT = £10,059.88
17 February 2023	Under Open Sky Ltd	Town Hall Creates Project	£245.00
17 February 2023	Seletar Signs	2x SN Floodline Signs	£120.00 + £24.00 VAT = £144.00
17 February 2023	Seletar Signs	5x KG Boating Lake Signs	£150.00 + £30.00 VAT = £180.00
17 February 2023	MossKing Associates Ltd	TH Development Phase Jan 23	£3,900.00
17 February 2023	Jess Johnston	TH Heritage Engagement	£939.89
17 February 2023	Cloudy Group Ltd	Cloudy IT Setup	£2,101.48 + £420.30 VAT = £2,521.78
17 February 2023	Seletar Signs	Sparrows Nest Floodline Sign	£40.00 + £8.00 VAT = £48.00
17 February 2023	Guy McGregor & Associates Ltd	Payslips Q3	£127.50 + £25.50 VAT = £153.00
17 February 2023	Seletar Signs	South Pier Memorial Sign	£80.00 + £16.00 VAT = £96.00
17 February 2023	Rialtas Business Solutions Ltd	MTD 14/2/23 - 1/4/24	£112.38 + £22.48 VAT = £134.86
17 February 2023	MossKing Associates Ltd	TH Development Project Jan 23	£2,490.00
17 February 2023	AJ Builders	Thirlmere Walk Easygate	£1,550.00 + £310.00 VAT = £1,860.00
20 February 2023	Fuel Card Services Ltd	Van Fuel	£78.94
20 February 2023	HMRC	HMRC January 2023	£7,673.28
20 February 2023	NPower Ltd	Triangle Market Electric Jan22	£152.67 + £7.63 VAT = £160.30
20 February 2023	Need2Store Ltd	Civic Artefact Storage	£200.00 + £40.00 VAT = £240.00
21 February 2023	NPower Ltd	Kensington Garden Electric Jan	£55.58 + £2.78 VAT = £58.36

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

15:00 on 13 March 2023

21 February 2023	NPower Ltd	Kensington Garden Electric Jan	£82.69 + £4.13 VAT = £86.82
21 February 2023	NPower Ltd	Low Cemetery PC Electric Jan23	£84.48 + £4.22 VAT = £88.70
21 February 2023	NPower Ltd	Denes Oval Electric Jan	£574.17 + £114.83 VAT = £689.00
21 February 2023	NPower Ltd	Normanston Electric Jan 23	£1,347.82 + £269.56 VAT = £1,617.38
21 February 2023	NPower Ltd	Town Hall Electric Jan 23	£505.34 + £101.07 VAT = £606.41
21 February 2023	NPower Ltd	SN RNPSA Electric Jan 23	£1,031.39 + £206.28 VAT = £1,237.67
22 February 2023	NPower Ltd	Pakefield St PC Electric Jan	£88.28 + £4.41 VAT = £92.69
23 February 2023	SALARIES	Salaries February 2023	£19,317.83
23 February 2023	British Gas	Whitton Hall Gas May - Nov 22	£97.99
27 February 2023	Lauren Elliott	Parking & Travel Reimbursement	£7.83 + £0.67 VAT = £8.50
27 February 2023	Sarah Foote	Equipment, Travel and Parking Reimbursement	£63.80 + £12.43 VAT = £76.23
27 February 2023	EE Limited	10x Mobile Phones Feb-Mar	£321.67 + £64.33 VAT = £386.00
27 February 2023	A12 Pest Management	Ken Garden Rodent Treatment	£240.00
27 February 2023	AJ Builders	Rosedale Park Play Area	£2,362.00 + £472.40 VAT = £2,834.40
27 February 2023	Waveney Norse Limited	Partnership Charge March 23	£37,656.70 + £7,531.34 VAT = £45,188.04
28 February 2023	C&C Consulting Services Ltd	H&S Support	£49.50 + £9.90 VAT = £59.40
28 February 2023	Eon Energy	Whitton Hall Electric Oct-Jan	£29.33 + £1.47 VAT = £30.80
01 March 2023	Wave Ltd	Pakefield St PC Water Nov-Feb	£872.32 + £83.39 VAT = £955.71
02 March 2023	Centre Stage Engineering Ltd	Marina Flying Rig 40% Deposit	£87,614.69 + £17,522.94 VAT = £105,137.63
03 March 2023	Suffolk Pension Fund	Pensions February 2023	£7,723.86
07 March 2023	NPower Ltd	Pakefield St PC Electric Feb23	£68.41 + £3.42 VAT = £71.83
08 March 2023	Jonathan Marshall	Travel Reimbursement	£9.94 + £1.00 VAT = £10.94
08 March 2023	Lowestoft and Plaisir Twinning	Plaisir Twinning Grant	£1,000.00
08 March 2023	East Suffolk Council	SN Windows Planning App	£117.00
08 March 2023	Taylor Williams	Parking Reimbursement	£43.29 + £8.71 VAT = £52.00
08 March 2023	Excelsior Trust	Vessels Festival	£5,000.00

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

15:00 on 13 March 2023

08 March 2023	HAT Projects Ltd	TH Development RIBA Stage 2	£17,157.50 + £3,431.50 VAT = £20,589.00
08 March 2023	Poetry People Community Interest Company	TH Video Poem 10%	£950.00
08 March 2023	Gearhire Sound and Light	Full Council Amplification Feb	£400.00 + £80.00 VAT = £480.00
08 March 2023	C & L Waste Oil Collection Ltd	Allotment Tyre Removal	£588.00 + £117.60 VAT = £705.60
08 March 2023	Screwfix	Steel Fork	£27.49 + £5.50 VAT = £32.99
08 March 2023	Screwfix	R&M Equipment	£39.97 + £7.98 VAT = £47.95
08 March 2023	Screwfix	Saw Blades	£20.48 + £4.10 VAT = £24.58
08 March 2023	Screwfix	Thermal Gloves	£4.16 + £0.83 VAT = £4.99
08 March 2023	MossKing Associates Ltd	TH Development Feb	£4,650.00
08 March 2023	Broadland Security Alarms	Whitton Fire Alarm, Light 2024	£185.00 + £37.00 VAT = £222.00
08 March 2023	AJ Builders	Denes Oval Repairs	£4,600.00 + £920.00 VAT = £5,520.00
08 March 2023	FSS Electrical Services Ltd	Denes Oval Fence, Tarmac, Gate	£16,107.44 + £3,221.49 VAT = £19,328.93
08 March 2023	Broadland Security Alarms	TH Alarm Callout	£78.00 + £15.60 VAT = £93.60
08 March 2023	Orbis Furniture Ltd	Asset Manager Desk	£415.00 + £83.00 VAT = £498.00
08 March 2023	Broadland Security Alarms	Town Hall Intuder Alarm	£200.00 + £40.00 VAT = £240.00
08 March 2023	AJ Builders	Rosedale, Gunton, NP Works	£710.00 + £142.00 VAT = £852.00
08 March 2023	Gearhire Sound and Light	Amplification Annual Assembly	£400.00 + £80.00 VAT = £480.00
08 March 2023	The Play Inspection Company Ltd	Play Inspection App & Training	£2,995.00 + £599.00 VAT = £3,594.00
08 March 2023	Pearce & Kemp Limited	Triangle Market Socket Repair	£368.47 + £73.69 VAT = £442.16
08 March 2023	Suffolk's Libraries IPS Ltd	NHD Plan Room Hire	£100.00
08 March 2023	Andrew Morton Associates Ltd	TH Planning RIBA 2/3	£3,690.00 + £738.00 VAT = £4,428.00
08 March 2023	Aura Visions Ltd	Town Hall Windows	£592.00 + £118.40 VAT = £710.40
08 March 2023	Groundwork East	Kittiwake Partnership	£10,000.00
10 March 2023	Leading Lives	Leading Lives Grant	£1,500.00
10 March 2023	Greener Growth CIC	Greener Growth Grant	£2,000.00

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
15:00 on 13 March 2023

10 March 2023	Alan Green	Mayor Travel	£40.95
10 March 2023	Defib Warehouse	Defib Battery	£289.00 + £57.80 VAT = £346.80
10 March 2023	AJ Builders	Gunton Hall Windows	£160.00 + £32.00 VAT = £192.00
10 March 2023	Playdale Playgrounds Ltd	Rope Climb Bolt Fixing	£93.44 + £18.69 VAT = £112.13
10 March 2023	AJ Builders	KG Boat Pavilion & Toilet Work	£205.00 + £41.00 VAT = £246.00
10 March 2023	Broadland Security Alarms	Whitton Light Repair	£67.00 + £13.40 VAT = £80.40
10 March 2023	AJ Builders	Whitton Gutter Repairs	£150.00 + £30.00 VAT = £180.00
10 March 2023	Sutcliffe Play Ltd	NP Springer Play Equipment	£189.29 + £37.86 VAT = £227.15
10 March 2023	Safety Signs and Notices Ltd	Disabled Park Signs Links Road	£143.24 + £28.65 VAT = £171.89
10 March 2023	AJ Builders	Bentley Play Refurbish Fencing	£1,355.00 + £271.00 VAT = £1,626.00

Table 2 February and March Receipts

Date	Received From	Description	Amount
1 February 2023	Memorial Bench	Memorial Bench	£1,300
2 February 2023	Anglian Water	Links Road Planting	£1,962.50 + £392.50 VAT = £2,355
3 February 2023	Tenant	Rental Income from Tenant	£300.00
7 February 2023	Gabriela Filote	Whitton Hall Hire	£140.00
7 February 2023	Tisha Brown	Whitton Hall Hire	£84.00
8 February 2023	Market Income	Weekly Market Income	£18.50
9 February 2023	Anonymous	Donation	£40.00
10 February 2023	Tenant	Rental Income from Tenant	£90.00
10 February 2023	Tenant	Rental Income from Tenant	£300.00
10 February 2023	Purest Support	Whitton Hall Hire	£164.00
14 February 2023	HMRC	VAT Return Q3	£85,387.69
17 February 2023	Tenant	Rental Income from Tenant	£300.00
17 February 2023	Market Income	Weekly Market Income	£18.50
20 February 2023	Tenant	Rental Income from Tenant	£213.16
23 February 2023	Tenant	Rental Income from Tenant	£96,770.09
23 February 2023	Tenant	Rental Income from Tenant	£97,614.61
24 February 2023	Tenant	Rental Income from Tenant	£300.00
28 February 2023	Tenant	Rental Income from Tenant	£775.00
2 March 2023	Memorial Bench	Memorial Bench	£1,800.00
3 March 2023	Tenant	Rental Income from Tenant	£300.00
10 March 2023	Gemma Callistan	Whitton Hall Hire	£42.00
10 March 2023	Tenant	Rental Income from Tenant	£300.00
10 March 2023	Tisha Brown	Whitton Hall Hire	£112.00

183. Grants

183.1. To consider the following grant applications:

183.1a. First Light Festival Community Interest Company £5,921 (has requested consideration at this meeting) – It was noted that this grant would only

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

15:00 on 13 March 2023

contribute to the element held in Kensington Garden. There were concerns with the supplementary documentation provided by the applicant and Cllr Brooks proposed to not support the grant. Cllr Pearce proposed a delegation be made to officers, in conjunction with this Committee, to make a decision once in receipt of a breakdown of the full project budget and a written statement from First Light Festival stating that funding and budgeting for the event is discreet and separate from other activities and commercial arrangements that First Light Festival Community Interest Company may be involved in. These documents would be circulated to the F&G members and an email poll taken for a vote.

Seconded by Cllr Green. A vote was held with three in favour and one against.

- 183.1b. Joe Thompson t/a Ventura Cottage for £2,000 – This was brought forward as the first item of the meeting.
- 183.1c. Saint Andrew's Church for £750 – Cllr Pearce proposed approval of the grant; seconded by Cllr Green; all in favour.
- 183.1d. East Suffolk Travel Association for £180 – Cllr Pearce proposed approval of the grant; seconded by Cllr Brooks; all in favour.
- 183.1e. Lowestoft Town Football Club (amount to be considered) – Cllr Green confirmed as a director he would abstain from any voting. Cllr Brooks declared she is a Lowestoft Town Council representative on the Lowestoft and Plaisir Twinning Association. It was noted that the funding was not required until September. Cllr Pearce proposed a delegation be made to officers to decide on the application with input from F&G members, which Cllr Green would abstain from; seconded by Cllr Barker; all in favour.
- 183.2. To consider the costs breakdown from the Excelsior Trust to accompany the grant application previously submitted in June 2022 – It was noted that an invoice had been received for £5,000 and the matter was resolved.
- 183.3. To give early consideration to a possible sponsorship arrangement for the South Pier – It was agreed to discuss this item at the extraordinary meeting.
- 183.4. To note receipt of the invoice for the approved £10,000 grant for the Lowestoft Kitiwake Partnership and to receive an update on the status of other funding for the work of the Partnership (some aspects may be confidential) – This item was discussed under item 182.1.

184. Other financial and governance matters, including:

- 184.1. To consider any additional costs for migration to a new IT provider – There had been a delay due to additional works. The total costs were £4,466.58 and a maximum of £5,000 may be required, which was within the IT EMR budget. It was noted the laptops for Councillors would be purchased in the next financial year and would be within budget.

Cllr Brooks temporarily left the chamber at 16:40

Cllr Brooks returned to the chamber at 16:42

- 184.2. To consider the financial implications of the Councillor Mental Health and Wellbeing Policy – Cllr Pearce proposed a maximum budget of £4,000 to be allocated from the Councillor Training budget to cover Councillors and officers; seconded by Cllr Brooks; all in favour.
- 184.3. To note receipt of an anonymous donation of £40 and to allocate – Cllr Pearce proposed £20 be allocated to the Community Engagement budget and £20 be allocated to the Grants budget; seconded by Cllr Barker; all in favour.
- 184.4. Memorial benches and planting:
- 184.4a. To consider issues relating to settlement of an invoice for a memorial tree (some aspects may be confidential) – To be discussed in confidential session.
- 184.4b. To consider the Memorial Bench policy and matters relating to charges contained within

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

15:00 on 13 March 2023

184.4c. To consider the Memorial Planting policy and matters relating to charges contained within

It was agreed for items 184.4b and 184.4c to be reviewed by the Standing Orders and Policies Sub-Committee in conjunction with the policy and be ready for re-adoption in May.

184.5. To receive an update on location of registers for RNPS memorial in Belle Vue Park (some aspects may be confidential) – There was no update and it was requested the item be on the next Assets, Inclusion and Development Committee (AID) agenda.

184.6. To consider budget allocations for the following approved expenditure: These items were brought forward and addressed under item 181.2

184.6a. £200,000, plus a £15,000 contingency, for refurbishment works on the Triangle Market toilets and a modular build on the Fen Park toilet

184.6b. £12,000 for bank stabilisation works at the Great Eastern Linear Park

184.6c. £4,100 for the Kindertransport commemorative statue conceptual work

184.7. To consider any recommendations from the Assets, Inclusion and Development Committee on the Kindertransport Memorial Sculpture concept pack (some aspects may be confidential) – It was agreed to endorse the recommendation from AID to reconvene a meeting with the third parties involved.

184.8. To consider any recommendations from the Assets, Inclusion and Development Committee on repairs/replacement of the Pakefield Street toilets following vandalism – Indicative costs were required to determine if a refurbishment would be more cost effective than repairs. The current quote for repairs was £13,750 (excluding VAT) and officers were seeking alternative quotes. It was requested this be addressed by AID with the comparative costs.

17:00 Cllr Green proposed to suspend standing orders for thirty minutes; seconded by Cllr Pearce; all in favour.

184.9. To receive an update on progressing condition surveys and obtaining of quotes for repair and restoration work to the Denes Oval wall (some aspects may be confidential) – It was requested costs be brought to the April meeting. Phases and priorities would be discussed after the condition survey, with quotes for the gate repairs and then the wall restoration to be sought first.

184.10. To consider the following further to the Denes Oval site visit of 3 March 2023 (some aspects may be confidential):

184.10a. Urgent grounds maintenance work required ahead of the 2023 season – Urgent works were required on the outfield and quotes were being sought by the Cricket Club to be passed to the office. It was requested officers contact the Cricket Club to receive the quotes. Cllr Pearce proposed the quote, if under £10,000, be considered under delegation to officers in conjunction with members of this Committee. If the quote is over £10,000, and no existing delegation applies, then it would be considered at an extraordinary Full Council meeting. Seconded by Cllr Brooks; all in favour.

184.10b. Ongoing grounds maintenance arrangements – The Cricket Club had agreed to send information to the office regarding work specifications, timescales and any contractors they would recommend Lowestoft Town Council to contact as part of the outsourced grounds maintenance work.

184.10c. Use of the clubhouse by the cricket club when the current grounds maintenance contract ends – The Cricket Club had queried if they could use the clubhouse as a kitchen. It was requested officers follow up with the Cricket Club.

184.10d. Possible support for other projects, including the cricket net facilities – Other projects could include the installation of a barrier to fill a gap in the wall and the replacement of nets. It was noted that the Cricket Club were unable to

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

15:00 on 13 March 2023

apply for grants until they have a license. It was requested this item be on the agenda for the extraordinary meeting, with a representative of the Cricket Club invited to attend the meeting or provide a specification in advance.

- 184.11. To receive an update on the LTA funding agreement and procurement of an operator for the tennis court, following the zoom call on 10 March 2023 (some aspects may be confidential) – To be discussed in confidential session.
- 184.12. To note receipt of rent arrears from a tenant, and to receive an update on interest due on late payment (confidential) – To be discussed in confidential session.
- 184.13. To note the imminent change of governance in a tenanted property, and to consider continuity arrangements for works in progress, planned projects, partnership working arrangement, and the lease (confidential) – To be discussed in confidential session.

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

- 185.1. Royal Naval Patrol Service Association Museum
- 185.2. Martello and Giardino
- 185.3. Maritime Museum

It was requested items 185.1 – 185.3 be on the agenda for the extraordinary meeting.

- 185.4. To receive an update on the status of the lease for the Lowestoft War Memorial Museum (confidential) - To be discussed in confidential session.
- 185.5. To receive an update on VAT advice and any implications for the Marina Theatre lease and Towns Fund project (confidential) – It was requested this be on the agenda for the extraordinary meeting.
- 185.6. In the absence of a formal Constitution, to consider interim arrangement for the election of a Management Committee for Gunton Estate Residents' Hall, including Committee composition, eligibility to stand/vote, and legal and financial questions (some aspect may be confidential) – An initial suggestion for eligibility were residents of Gunton and St Margaret's West or St Margaret's East, or residents living outside those wards but who work or volunteer within those areas, or hire the hall regularly. Councillors were in agreement with an alternative suggestion for residents of north Lowestoft and Oulton Parish to be eligible. In the event of any disputes at the Gunton Residents Hall meeting, the final decision would be made by Lowestoft Town Council.

17:29 Cllr Pearce proposed to suspend standing orders for a further fifteen minutes; seconded by Cllr Brooks; all in favour.

- 185.7. To consider the rent increase for the Hamilton House office (confidential) – To be discussed in confidential session.
- 185.8. To receive an update on progressing the respective licenses with the solicitor and the Denes Oval cricket and tennis clubs, and to understand funding implications for the clubs – Officers were awaiting a response from the solicitor and an update would be received at the extraordinary meeting.
- 185.9. To receive an update on the progression of the new lease for the Lowestoft and District Allotments Association, on the revised terms approved by January Full Council – It was requested this be on the agenda for the extraordinary meeting.

186. Date of the next meeting

It was agreed to hold the next meeting on 3 April 2023 15:00

187. Items for the next agenda and close

It was requested items be emailed to officers.

188. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

15:00 on 13 March 2023

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:

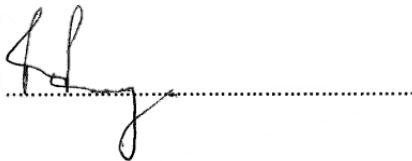
188.1. Any legal matters, including those above as required

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

The Chair closed the meeting to the public and moved to confidential session at 17:35

- 184.4a To consider issues relating to settlement of an invoice for a memorial tree (some aspects may be confidential) Memorial tree – Cllr Pearce proposed a final email be sent to the contact, informing them that the tree would be used for other purposes if no response is received by the deadline; seconded by Cllr Green; all in favour.
- 184.11 To receive an update on the LTA funding agreement and procurement of an operator for the tennis court, following the zoom call on 10 March 2023 (some aspects may be confidential) LTA funding and operator – It was noted that the specification for the operator would go out to procurement at the end of the month.
- 184.12 To note receipt of rent arrears from a tenant, and to receive an update on interest due on late payment (confidential) – The rent arrears had been received but did not include interest. It was agreed to pursue the payment of interest as per the terms of the lease with the lawyer. If the interest remained unpaid then this would be addressed by Full Council.
- 184.13 To note the imminent change of governance in a tenanted property, and to consider continuity arrangements for works in progress, planned projects, partnership working arrangement, and the lease (confidential) Change of governance – The change of governance would be discussed in a meeting with the tenant.
- 185.4 To receive an update on the status of the lease for the Lowestoft War Memorial Museum (confidential) – It was agreed to discuss this item further at the extraordinary meeting and queries concerning the lease would be sent to the lawyer.
- 185.5 To receive an update on VAT advice and any implications for the Marina Theatre lease and Towns Fund project (confidential) – An update would be received at the extraordinary meeting.
- 185.7 To consider the rent increase for the Hamilton House office (confidential) – A discussion took place concerning the rent increase and it was agreed to discuss this item further at the extraordinary meeting.

The Chair closed the meeting at 17:53



Signed:

3 April 2023