

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
15:00 on 3 April 2023

MINUTES

Present: Cllrs Sonia Barker, Wendy Brooks, Alan Green, Paul Page (Deputy Chair) and Graham Parker

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

200. Welcome

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

201. Approval of apologies for absence

Apologies were received from Cllr Pearce with reasons provided regarding disagreements on what items can be discussed during the pre-election period and the removal of grant items from the agenda.

Cllr Page proposed approval of apologies; seconded by Cllr Green; all in favour.

202. Declarations of Interests and dispensations

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

Cllr Brooks declared she had attended site visits with the Cricket Club per items 208.1-208.2b. Cllrs Barker, Brooks and Green declared they were Town Council representatives on the Marina Theatre Quarterly Management meetings. Cllr Parker declared he is Deputy Chair of the Gunton Residents Association. Cllr Green declared that he had requested item 206.3 be on this agenda.

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

No written requested for dispensations had been received.

203. To consider the draft minutes and appended confidential notes of the meeting on 13 and 27 March 2023

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

204. To consider whether the Standing Orders and Policies Sub-Committee should meet during the month of April

Cllr Brooks proposed to have the Standing Orders and Policies Sub-Committee meet during April; seconded by Cllr Parker; all in favour.

205. 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 members of the public were in attendance and no advanced comments had been received.

206. Budget and Loan:

206.1. To receive the draft minutes of the Budget and Loan Sub-Committee meeting on 20 February 2023 – Cllr Green proposed approval of the draft minutes on behalf of the Budget and Loan Sub-Committee; seconded by Cllr Barker; all in favour.

206.2. To monitor the budget for 2022 – 2023 and 2023 – 2024, including delegated Committee and Sub-Committee budgets – The 2022-2023 financial year ended 31 March 2023, however due to late receipt of remaining invoices there will be adjustments made before the final position is circulated to all Councillors. Cllr Brooks proposed approval of the budgets; seconded by Cllr Green; all in favour.

206.3. To consider the purchase of spare jabots for the Mayoral robes – It was agreed to buy

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

15:00 on 3 April 2023

the jabots from an official supplier as online alternatives were found to be of lesser make. Cllr Brooks proposed to buy two jabots at a cost of £91.45 each; seconded by Cllr Barker; four Councillors voted in favour and one Councillor abstained.

206.4. To note any bank reconciliations – February 2023 had been completed and March 2023 was in progress.

207. Payments and Receipts:

207.1. To note the income and expenditure reports for March 2023 and April 2023 to date, including payments made under delegated authority (see schedules) – It was confirmed that the insurance payment had been authorised. Cllr Green clarified that two payments had been made to him in his Mayoral capacity.

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

Table 1 March and April Payments

Date	Payment to	Description	Amount
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
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	Whitton Fire Alarm, Light 2024	£185.00 + £37.00

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

15:00 on 3 April 2023

	Alarms		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 Intruder 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
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
13 March 2023	Fuel Card Services Ltd	Van Fuel	£122.10
14 March 2023	HMRC	Land Registry Search	£6
14 March 2023	Credit Card Account	Credit Card Purchases	£1,140.70

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

15:00 on 3 April 2023

17 March 2023	Jonny Hawes	Travel, Parking and Fixings Reimbursements	£46.91 + £7.70 VAT = £54.61
17 March 2023	Lauren Elliott	Parking Reimbursement	£6.66 + £1.34 VAT = £8
17 March 2023	Lowestoft Community Church	F.I.S.H Grant	£1,500
17 March 2023	Chris Meek	Meeting and Equipment Reimbursements	£44 + £2.83 VAT = £46.83
17 March 2023	Sarah Foote	Travel, Parking and Meeting Reimbursements	£25.18 + £0.42 VAT = £25.60
17 March 2023	Lauren Elliott	Travel and Parking Reimbursements	£17.55 + £3.35 VAT = £20.90
17 March 2023	Paul Connew	Travel and Parking Reimbursements	£53.60 + £7.70 VAT = £61.30
17 March 2023	C&C Consulting Services Ltd	H&S Support Oct 22 – Sep 23	£934.92
17 March 2023	Orbis Furniture Ltd	Office Chair	£464.88
17 March 2023	Kompan Ltd	Bentley Drive Play Area	£51,692.05
17 March 2023	Waveney Norse Ltd	Sparrows Nest Tarmac and Tank	£21,076.15
17 March 2023	Promain UK Ltd	Non-Skid Paint	£829.72
17 March 2023	Fleet 96 Rentals Ltd	Van Hire Feb – March	£780
17 March 2023	Need2Store Ltd	Civic Artefact Storage	£240
17 March 2023	NPower Ltd	Triangle Market Electric Feb23	£148.80
17 March 2023	Billie Box Ltd	Sparrows Nest Container	£2,838
17 March 2023	NPower Ltd	Normanston Electric Feb 23	£1,278.64
17 March 2023	NPower Ltd	Denes Oval Electric Feb 23	£621.41
17 March 2023	NPower Ltd	Low Cemetery PC Electric Feb23	£79.53
21 March 2023	NPower Ltd	Kensington Garden Electric Feb	£71.05
21 March 2023	NPower Ltd	Kensington Garden Electric Feb	£50.11
21 March 2023	NPower Ltd	SN Electric Feb 23	£2,041.30
21 March 2023	NPower Ltd	Town Hall Electric Feb 23	£537.22
21 March 2023	NPower Ltd	Pakefield St PC Electric Feb23	£71.83
21 March 2023	HMRC	HMRC February	£7,308.69
23 March 2023	Salaries	Salaries March 2023	£21,240.12
23 March 2023	Ventura Cottage	War Fallen Memorial Grant	£2,000.0
23 March 2023	St Andrews PCC	Food Project Grant	£750.00
23 March 2023	East Suffolk Travel Association	Discover Lowestoft Grant	£180.00
23 March 2023	British Gas	Whitton Hall Gas	£97.99
23 March 2023	Breakland Council	Council Tax Leaflet	£1,569.05
23 March 2023	Newsquest Media Group	Grounds Maintenance Adverts	£536.76
23 March 2023	Northumbrian Water Group	Legionella Remedial Works	£1,185.20
23 March 2023	Glasdon UK Ltd	2x Memorial Bench	3201.12
23 March 2023	Rialtas Business Solutions	Finance Software	£1,673.42
27 March 2023	Henry's Beard Crew Catering	Town Hall Catering Consultation	£532.00 + £106.40 VAT = £638.40
27 March 2023	EE Limited	Mobile Phones x10	£386.00
27 March 2023	East Point Business	Hamilton House Rent 2023-	£3,675.00 + £735.00

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

15:00 on 3 April 2023

	Services	2024 Q1	VAT = £4,410.00
27 March 2023	East Point Business Services	Hamilton House Service Charge 2023-2024 Q1	£7,591.25 + £1,518.25 VAT = £9,109.50
27 March 2023	Listers Geotechnical Consultants	Town Hall Ground Investigation	£10,626.00
27 March 2023	Langton Brook Consultants Ltd	Neighbourhood Plan Support	£675.00
27 March 2023	Harriet Foster	Town Hall Heritage Work	£790.00
27 March 2023	The Society of Local Council Clerks	Town Clerk SLCC Membership	£555.00
27 March 2023	Leiston Press	Town Hall Leaflet Printing	£68.00
27 March 2023	HAT Projects Ltd	Town Hall Development Project	£20,589.90
28 March 2023	C&C Consulting	Health and Safety Support	£49.50 + £9.90 VAT = £59.40
28 March 2023	Eon Energy	Whitton Hall Electric	£30.80
31 March 2023	Paul Connew	Travel and Parking Reimbursement	£27.63 + £4.02 VAT = £31.65
31 March 2023	Taylor Williams	Parking Reimbursement	£33.30 + £6.70 VAT = £40.00
31 March 2023	Chris Meek	Meeting Refreshment and Event Reimbursement	£57.44 + £10.08 VAT = £67.52
31 March 2023	Lauren Elliott	Parking Reimbursement	£9.99 + £2.01 VAT = £12.00
31 March 2023	Shona Bendix	Travel and Parking Reimbursement	£17.72 + £2.93 VAT = £20.65
31 March 2023	Jonny Hawes	Travel and Parking Reimbursement	£7.83 + £0.67 VAT = £8.50
31 March 2023	David Ogilvie Engineering	4x Noticeboards	£9,801.60
31 March 2023	Screwfix	Saw Blades and Rope	£115.55
31 March 2023	GT Rochester Plant Ltd	Fen Park Water Improvement Works	£22,993.01
31 March 2023	Pearce and Kemp Ltd	BVP Cottage Electrical Inspection	£548.40
31 March 2023	AJ Builders	Sparrows Nest Repairs	£252.00
31 March 2023	The Marina Theatre Trust	Marina Theatre Management Fee 2023-2024 Q1	£37,500 + £7,500 VAT = £45,000
31 March 2023	Suffolk County Council	Town Hall Archaeological Brief	£360.00
31 March 2023	Suffolk Cloud	Website Hosting 2023-2024	£120.00
31 March 2023	AJ Builders	Whitton Hall Decorating	£8,040.00
31 March 2023	AJ Builders	Noticeboard Installation	£1,008.00
31 March 2023	AJ Builders	Sparrows Nest Bench Installation	£558.00
31 March 2023	Broadland Security Alarms	Whitton Light Repair	£80.40
31 March 2023	Unity Trust Bank	Bank Charges	£66.50
3 April 2023	East Suffolk Council	Sparrows Nest Bowls Pavilion NNDR April 2023	£99.43
3 April 2023	East Suffolk Council	Links Road Car Park NNDR April 2023	£200.81

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
15:00 on 3 April 2023

3 April 2023	East Suffolk Council	Hamilton House NNDR April 2023	£991.05
3 April 2023	Alan Green	Mayoral Event Reimbursement	£78.05
3 April 2023	Nigel Seago	Insurance Reimbursement	£44.75
3 April 2023	Alan Green	Mayoral Event Reimbursement	£47.70
3 April 2023	Gearhire Sound and Light	Full Council Amplification	£430.00 + £86.00 VAT = £516.00
3 April 2023	Zurich Municipal	Insurance 2023 – 2024	£18,481.27 + £83.72 VAT = £18,564.99

Table 2 March and April Receipts

Date	Received From	Description	Amount
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
10 March 2023	Whitton Hall Deposit	Return of Deposit for Hire of Whitton Hall	-£100
16 March 2023	SLCC Membership	Part Payment of Deputy Clerk's SLCC Membership	£101
17 March 2023	National Lottery Heritage Fund	National Lottery Heritage Fund	£47,941.55
17 March 2023	Tenant	Rental Income from Tenant	£300
20 March 2023	Tenant	Rental Income from Tenant	£213.16
23 March 2023	Suffolk County Council	Suffolk County Council Grant	£2,843.22
24 March 2023	Tenant	Rental Income from Tenant	£300.00
30 March 2023	Tenant	Rental Income from Tenant	£625.00
31 March 2023	Tenant	Rental Income from Tenant	£300.00

208. Other financial and governance matters, including:

208.1. To consider the cost of progressing a condition survey and obtaining of quotes for repair and restoration work to the Denes Oval wall (some aspects may be confidential) – Two quotes for a condition survey had been received under £2,000, which covered the gate and the original wall. Cllr Page proposed to approve the costs and progress the condition survey; seconded by Cllr Brooks; all in favour.

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

208.2a. To receive an update on liaison with the Cricket Club to implement urgent remedial work to ensure facilities are ready for the start of the 2023 cricket season in April – The original contractors were progressing with their regular works and officers had contacted the Cricket Club regarding this but no response had been received.

208.2b. To receive an update on arranging a Zoom meeting with legal advisers regarding licences for the Denes Oval Tennis and Cricket Clubs – Individual zoom meetings with both clubs would be scheduled once the clubs confirm their available dates and respond to the questions sent by the Town Clerk.

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

15:00 on 3 April 2023

208.3. To consider a report from the Town Clerk on rollout of new grounds maintenance arrangements (confidential) – As the report had been provided to the previous Full Council meeting it was agreed the item did not need to be considered in confidential session. Cllr Green proposed approval of the report received as per Full Council; seconded by Cllr Parker; all in favour.

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

209.1. Royal Naval Patrol Service Association Museum

209.2. Martello and Giardino

209.3. Maritime Museum

Cllr Page proposed a delegation be made to the Town Clerk to seek legal advice and progress the arrangements, with Councillor comments to be sought as needed and the draft lease to be brought to the Town Council for approval; seconded by Cllr Brooks; all in favour. The Town Clerk noted that any issues with the performance of leases can be addressed separately.

209.4. To receive an update on VAT advice and any implications for the Marina Theatre lease and Towns Fund project (confidential)

A stand-alone zoom meeting was to be scheduled with the VAT advisor.

209.5. To receive an update on the status of the lease for the Lowestoft War Memorial Museum (confidential)

It was agreed to discuss this item in confidential session and receive an update from the Town Clerk.

210. Date of the next meeting

23 May 2023 14:00

211. Items for the next agenda and close

212. 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:

212.1. Any legal matters, including those above as required

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

The Chair closed the meeting to the public and moved to confidential session at 15:43

209.5. To receive an update on the status of the lease for the Lowestoft War Memorial Museum (confidential) – An update was provided concerning the status of the lease and it was requested the Town Clerk seek further advice.

The Chair closed the meeting at 15:55

Signed: 

26 April 2023