

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**14:00 on 23 May 2023**

**MINUTES**

**Present:** Cllrs Nasima Begum, Wendy Brooks, Alan Green and Andy Pearce (Chair)

**In Attendance:** James Cox (Finance and Information Officer) and Taylor Williams (Committee Clerk)

**1. Welcome**

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

**2. Approval of apologies for absence**

Apologies were received from Cllr Parker with reasons provided.

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

Cllr Page was absent with no apologies received.

**3. Declarations of Interests and dispensations**

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

Cllr Brooked declared she was the Town Council representative on the Lowestoft and Plaisir Twinning Association. Cllr Green declared he was a Director of the Lowestoft Town Football Club. Cllr Pearce declared he was the Town Council representative on the South Pier Management Committee. Cllrs Brooks and Pearce declared they were Town Council representatives on the Marina Theatre Quarterly Management meetings.

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

No written requests for dispensations had been received.

**4. To consider the draft minutes and appended confidential notes of the meeting on 26 April 2023**

Cllr Green proposed approval of the draft minutes; seconded by Cllr Pearce; all in favour.

**5. 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 present. An anonymous comment had been received from a member of the public and would be read and considered with the application at item 10.1b.

**6. To review and adopt Committee arrangements**

6.1. To note the membership of the Finance and Governance Committee

Membership of the Finance and Governance Committee (F&G) consisted of all present Councillors, Cllrs Parker and Page who were not present at the meeting.

6.2. To appoint the Deputy Chair of the Finance and Governance Committee

Cllr Green proposed Cllr Page be nominated as Deputy Chair; seconded by Cllr Begum; a vote was held with three in favour and one abstention. Officers would contact Cllr Page to confirm his acceptance of the post.

**7. Budget and Loan:**

7.1. To review and adopt Budget and Loan Sub-Committee arrangements, including the following:

7.1a. To consider composition – At the time of the meeting Cllrs Barker, Brooks, Green and Pearce had requested to join the Sub-Committee. Cllr Begum registered her interest, subject to confirmation of the meeting schedule. The composition of the Sub-Committee would be approved by F&G in June. Cllr Brooks proposed a form be

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sent to all Councillors listing the Committees and Sub-Committees for Councillors to indicate which Committees they wish to join; seconded by Cllr Begum; all in favour.

- 7.1b. To review and consider adoption of the Terms of Reference - Cllr Pearce proposed adoption of the Terms of Reference; seconded by Cllr Green; all in favour.
- 7.1c. To agree the meeting schedule - Cllr Pearce proposed to defer agreement of the meeting schedule to the August meeting, with the Finance and Information Officer to contact the Sub-Committee if a meeting is required; seconded by Cllr Begum; all in favour.
- 7.2. To monitor the budget for 2023 – 2024, including delegated Committee and Sub-Committee budgets  
Cllr Pearce proposed to accept the budget as it stands; seconded by Cllr Begum; all in favour.
- 7.3. To note any bank reconciliations  
April 2023 was ongoing at the time of the meeting.

### 8. Standing Orders and Policies

- 8.1. To review and adopt Standing Orders and Policies Sub-Committee arrangements, including the following:
- 8.1a. To consider composition - Of those in attendance, Cllrs Pearce, Green and Brooks registered their interest in joining. The invitation to join will be extended to all Councillors, with membership to be approved by F&G in June.
- 8.1b. To review and consider adoption of the Terms of Reference – Cllr Pearce proposed to adopt the Terms of Reference; seconded by Cllr Begum; all in favour.
- 8.1c. To agree the meeting schedule – Cllr Pearce proposed to delay the decision until the Sub-Committee meeting scheduled for 21 June.
- 8.2. To consider compliance with the Investment Policy and consider any matters raised by the auditor to be included in this policy  
It was agreed to defer this item to the next Standing Orders and Policies meeting.

### 9. Payments and Receipts:

- 9.1. To note the income and expenditure reports for April 2023 and May 2023 to date, including payments made under delegated authority (see schedules)  
Cllr Pearce proposed acceptance of the report; seconded by Cllr Begum; all in favour.
- 9.2. To consider any payments for approval (see schedule)  
There were no payments for approval.

Table 1 April and May Payments

Date	Payment to	Description	Amount
3 <sup>rd</sup> April 2023	Alan Green	Mayoral Travel	£78.05
3 <sup>rd</sup> April 2023	Nigel Seago	Travel Reimbursement	£43.41 + £1.34 VAT = £44.75
3 <sup>rd</sup> April 2023	Alan Green	Mayoral Travel	£47.70
3 <sup>rd</sup> April 2023	East Suffolk Council	Hamilton House NNDR	£991.05
3 <sup>rd</sup> April 2023	East Suffolk Council	Links Road Car Park NNDR	£200.81
3 <sup>rd</sup> April 2023	East Suffolk Council	Sparrows Nest Bowls NNDR	£99.43
3 <sup>rd</sup> April 2023	Gearhire Sound and Light	Meeting Amplification	£430.00 + £86 VAT = £516.00
3 <sup>rd</sup> April 2023	Zurich Municipal	Insurance 2023-2024	£18,481.27 + £83.72 VAT = £18,564.99

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4 <sup>th</sup> April 2023	HMRC	Land Registry Town Hall Search	£18
4 <sup>th</sup> April 2023	Wave	Town Hall Water	£39.85
5 <sup>th</sup> April 2023	Suffolk Pension Fund	Pensions March 2023	£8,447.46
5 <sup>th</sup> April 2023	Suffolk County Council	AMO Advert	£75.00
5 <sup>th</sup> April 2023	East Point Business Services	HH Capital Repayment	£3,357.40 + £671.48 VAT = £4028.88
5 <sup>th</sup> April 2023	Liquid Dj	South Pier Plaque Unveiling Sound System	£250.00
5 <sup>th</sup> April 2023	Parkinson Partnership	Town Hall and Marina VAT Advice	£5,400.00
5 <sup>th</sup> April 2023	JP Chick & Partners	Britten Road Survey	£8,383.23 + £1,676.64 VAT = £10,059.87
5 <sup>th</sup> April 2023	Parkinson Partnership	VAT Advice	£220.00
5 <sup>th</sup> April 2023	Nicholsons Solicitors	Building Legal Advice	£729.30 + £145.86 VAT = £875.16
5 <sup>th</sup> April 2023	AJ Builders	Sparrows Nest Container Works	£1,575.00 + £315.00 VAT = £1,890.00
5 <sup>th</sup> April 2023	Northumbrian Water Group	Legionella Monitoring	£593.97 + £118.79 VAT = £712.76
5 <sup>th</sup> April 2023	First Light Festival	First Light Festival Grant	£5921
5 <sup>th</sup> April 2023	WorkNest	HR Support Insurance	£250.00 + £11.00 VAT = £261.00
5 <sup>th</sup> April 2023	WorkNest	HR Support 2023-2024	£2,676.00 + £535.20 VAT = £3,211.20
5 <sup>th</sup> April 2023	EPC Marketing	EPC Certificates	£850.00
11 <sup>th</sup> April 2023	Fuel Card Services	Van Fuel	£17.00 + £3.40 VAT = £20.40
12 <sup>th</sup> April 2023	Wave	North Denes Sewage	£1448.23
17 <sup>th</sup> April 2023	Lloyds Bank	Credit Card Purchases	£756.36
17 <sup>th</sup> April 2023	C&C Consulting	H&S Support	£779.10 + £155.82 VAT = £934.92
17 <sup>th</sup> April 2023	Wave	North Denes Water	£1,647.07
18 <sup>th</sup> April 2023	Need2Store Ltd	Civic Artefact Storage	£200.00 + £40.00 VAT = £240.00
21 <sup>st</sup> April 2023	Npower	Triangle Market Electric	£154.83 + £7.74 VAT = £162.57
24 <sup>th</sup> April 2023	Fuel Card Services	Van Fuel	£97.35 + £19.47 VAT = 116.82
24 <sup>th</sup> April 2023	North Lowestoft Girl Guiding	Girl Guiding Grant	£2000
24 <sup>th</sup> April 2023	Chris Meek	Events and Office Reimbursement	£35.48
24 <sup>th</sup> April 2023	The Craft	Easter Market Performance	£50.00
24 <sup>th</sup> April 2023	Lauren Elliott	Parking Reimbursement	£15.48 + £2.68 VAT = £18.16
24 <sup>th</sup> April 2023	Alan Green	Mayoral Travel	£45.90
24 <sup>th</sup> April 2023	Npower	Electricity Charges	£1,311.26 + £261.75 VAT = £1,573.01

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24 <sup>th</sup> April 2023	Npower	Electricity Charges	£584.53 + £116.31 VAT £700.84
24 <sup>th</sup> April 2023	Npower	Electricity Charges	£84.42 + £4.22 VAT = £88.64
24 <sup>th</sup> April 2023	Npower	Electricity Charges	£76.53 + £3.83 VAT = £80.36
24 <sup>th</sup> April 2023	Npower	Electricity Charges	£71.04 + £3.55 VAT = £74.59
24 <sup>th</sup> April 2023	Npower	Electricity Charges	£1,826.29 + £364.71 VAT = £2,191
24 <sup>th</sup> April 2023	Npower	Electricity Charges	£506.93 + £101.39 VAT = £608.32
24 <sup>th</sup> April 2023	Npower	Electricity Charges	£70.63 + £3.53 VAT = £74.16
24 <sup>th</sup> April 2023	Wave	Kensington Gardens Water	£1,044.50 + £104.01 VAT = £1,148.51
24 <sup>th</sup> April 2023	British Gas	Whitton Hall Gas	£97.99
24 <sup>th</sup> April 2023	Wave	Normanston Park Water	£182.14
24 <sup>th</sup> April 2023	Pearce and Kemp	BVP Cottage Repairs	£530.00 + £106.00 VAT = £636.00
24 <sup>th</sup> April 2023	SLCC	Public Play Areas Training	£30.00 + £6.00 VAT = £36.00
24 <sup>th</sup> April 2023	Momentum Consulting Engineers	TH Water Capacity Check	£494.40 + £98.88 VAT = £593.28
24 <sup>th</sup> April 2023	SALC	SALC Membership	£3,066.80
24 <sup>th</sup> April 2023	East Suffolk Norse	Sparrows Nest Repairs	£10,902.10 + £2,180.42 VAT = £13,082.52
24 <sup>th</sup> April 2023	GYH	Whitton Hall Boiler	£66.67 + £13.33 VAT = £80.00
24 <sup>th</sup> April 2023	Wave	Kensington Gardens Water	£28.10
24 <sup>th</sup> April 2023	Claret Civil Engineering	North Denes Water Main Repair	£1,334.65 + £266.93 VAT = £1601.58
24 <sup>th</sup> April 2023	Guy Mcgregor & Associates	Payslips	£168.00 + £33.60 VAT = £201.60
24 <sup>th</sup> April 2023	EPC Marketing Ltd	EPC Certificates	£565
24 <sup>th</sup> April 2023	Liquid DJ	Holocaust Memorial PA System	£250.00
24 <sup>th</sup> April 2023	Michael Newman	Triangle Market Performance	£25.00
24 <sup>th</sup> April 2023	Gearhire Sound and Light	Kings Coronation Event Amplification	£1,765.00 + £353.00 VAT = £2,118.00
24 <sup>th</sup> April 2023	AJ Builders	Gunton Park Easy gate and Maintenance gate	£4,275.00 + £855.00 VAT = £5,130.00
24 <sup>th</sup> April 2023	EE	Mobile Phones x10	£367.77 + £73.55 VAT = £441.32
26 <sup>th</sup> April 2023	PJ Spillings	Town Hall Opening up Works	£7,501.96 + £1,500.39 VAT = £9,002.35
26 <sup>th</sup> April 2023	Lewis Wickwar	Town Hall Animation Workshop	£125.00

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26 <sup>th</sup> April 2023	PLB Projects	Town Hall RIBA Concept Design	£18,457.50 + £3,691.50 VAT = £22,149.00
26 <sup>th</sup> April 2023	Liz Ballard	Town Hall Heritage	£2,472.00
26 <sup>th</sup> April 2023	Liz Ballard	Town Hall Heritage	£2,540.00
26 <sup>th</sup> April 2023	Liz Ballard	Town Hall Heritage	£3,251.00
26 <sup>th</sup> April 2023	Listers Geotechnical Consultants	Town Hall Ground Investigation	£2,665.00 + £533 VAT = £3,198.00
26 <sup>th</sup> April 2023	Mosking Associates Ltd	Town Hall Project	£4,393.00
26 <sup>th</sup> April 2023	HAT Projects	Town Hall RIBA Stage 3	£17,158.25 + £3,431.65 VAT = 20,589.90
26 <sup>th</sup> April 2023	Henrys Beard Crew Catering	Town Hall Catering Consultancy	£588.00 + £117.60 VAT = £705.60
26 <sup>th</sup> April 2023	Nicholsons Solicitors	Legal Advice	£1,761.00 + £352.20 VAT = £2,113.20
26 <sup>th</sup> April 2023	John Grose	Ford Transit 350 L3	£37,885.00 + £7,513.00 VAT = £45,398.00
26 <sup>th</sup> April 2023	Suffolk Libraries	Town Hall Project Room Hire	£36.00
28 <sup>th</sup> April 2023	Eon Energy	Whitton Hall Electric	£30.80
28 <sup>th</sup> April 2023	Northumbrian Water Group	Legionella Monitoring	£641.49 + £128.30 VAT = £769.79
28 <sup>th</sup> April 2023	Gearhire Sound and Light	Full Council Amplification	£421.00 + £84.00 VAT =£505.00
02 <sup>nd</sup> May 2023	East Suffolk Council	Links Road Car Park NNDR	£196.00
02 <sup>nd</sup> May 2023	East Suffolk Council	SN Bowls Pavilion NNDR	£104.00
02 <sup>nd</sup> May 2023	East Suffolk Council	Hamilton House NNDR	£996.00
02 <sup>nd</sup> May 2023	360 Renovations & Builders Ltd	Sparrows Nest Paving Repair	£1,364.63
02 <sup>nd</sup> May 2023	360 Renovations & Builders Ltd	BVP Steps Repairs	£3,932.52
04 <sup>th</sup> May 2023	Suffolk Pension Fund	Pensions April 2023	£8,903.34
04 <sup>th</sup> May 2023	Jonny Hawes	Key Cutting Reimbursement	£11.67 + £2.33 VAT = £14.00
05 <sup>th</sup> May 2023	East Suffolk Council	Town Hall BID Levy	£1,286.25
09 <sup>th</sup> May 2023	Fuel Card Services Ltd	Van Fuel	£17.00 + £3.40 VAT = £20.40
09 <sup>th</sup> May 2023	Samantha Johnson Music	Coronation Event Performace	£425.00
10 <sup>th</sup> May 2023	HMRC	HMRC March 2023	£8,361.42
10 <sup>th</sup> May 2023	Wave Ltd	KG Water 17/1/23- 16/4/23	£767.68 + £72.94 VAT = £840.62
10 <sup>th</sup> May 2023	AJ Builders	Sparrows Nest Pathway Repair	£2,166.00 + £433.20 VAT = £2,599.20
10 <sup>th</sup> May 2023	Mary Moppins Ltd	Whitton Hall Cleaning	£1,093.15 + £218.63 VAT = £1,311.78

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10 <sup>th</sup> May 2023	Alex Macintyre	Easter Market Performance	£25.00
10 <sup>th</sup> May 2023	Ricoh UK Ltd	Printing Hire	£231.08 + £46.22 VAT = £277.30
10 <sup>th</sup> May 2023	Fatstickman Ltd	Ground Maintenance Uniform	£1,031.17 + £206.23 VAT = £1,237.40
10 <sup>th</sup> May 2023	EPC Marketing Ltd	EPCs Uplands, Denes, SN Museum	£675.00
10 <sup>th</sup> May 2023	East Suffolk Council	Hamilton House BID Levy	£350.00
10 <sup>th</sup> May 2023	AJ Builders	Stoven Close Fence	£7,200.00 + £1,440.00 VAT = £8,640.00
10 <sup>th</sup> May 2023	AJ Builders	Gunton Park Bench	£875.00 + £175.00 VAT = £1,050.00
10 <sup>th</sup> May 2023	Nicholsons Solicitors LLP	Hamilton House Legal Advice	£419.90 + £83.98 VAT = £503.88
10 <sup>th</sup> May 2023	AJ Builders	Rosedale Play Area Repairs	£959.00 + £191.80 VAT = £1,150.80
10 <sup>th</sup> May 2023	AJ Builders	Stoven Close Bench and Pathway	£1,225.00 + £245.00 VAT = £1,470.00
10 <sup>th</sup> May 2023	AJ Builders	Normanston Skate Repairs	£2,475.00 + £495.00 VAT = £2,970.00
10 <sup>th</sup> May 2023	AJ Builders	Britten Road and Gunton Fences	£245.00 + £49.00 VAT = £294.00
10 <sup>th</sup> May 2023	The Play Inspection Company Ltd	Playground Annual Inspections	£1,365.00 + £273.00 VAT = £1,638.00
10 <sup>th</sup> May 2023	Screwfix	Denes Oval Mesuring Wheel	£33.33 + £6.66 VAT = £39.99
10 <sup>th</sup> May 2023	Screwfix	Grounds Maintenance PPE	£37.49 + £7.50 VAT = £44.99
10 <sup>th</sup> May 2023	Screwfix	Grounds Maintenance Gloves	£29.66 + £5.92 VAT = £35.58
10 <sup>th</sup> May 2023	Screwfix	Grounds Maintenance PPE	£37.49 + £7.50 VAT = £44.99
10 <sup>th</sup> May 2023	Screwfix	Service Cabinet Keys	£18.13 + £3.63 VAT = £21.76
10 <sup>th</sup> May 2023	Screwfix	Grounds Maintenance Equipment	£348.14 + £61.61 VAT = £409.75
10 <sup>th</sup> May 2023	Screwfix	Paintbrushes, Rollers, Trays	£30.78 + £6.16 VAT = £36.94
10 <sup>th</sup> May 2023	Screwfix	Combination Safe	£16.66 + £3.33 VAT = £19.99
10 <sup>th</sup> May 2023	Screwfix	Rawlbolts and Washers	£32.30 + £6.45 VAT = £38.75
10 <sup>th</sup> May 2023	Screwfix	Wheelbarrow and Key Safe	£79.15 + £15.83 VAT = £94.98
10 <sup>th</sup> May 2023	Screwfix	Wheelbarrow Credit Note	-£64.99
10 <sup>th</sup> May 2023	Screwfix	Wheelbarrow	£49.99 + £10.00 VAT = £59.99
10 <sup>th</sup> May 2023	Screwfix	Grounds Maintenance PPE	£43.70 + £8.74 VAT = £52.44

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10 <sup>th</sup> May 2023	Screwfix	Grounds Maintenance PPE & R&M	£70.79 + £14.15 VAT = £84.94
10 <sup>th</sup> May 2023	Screwfix	Grounds Maintenance PPE	£263.91 + £33.98 VAT = £297.89
10 <sup>th</sup> May 2023	AJ Builders	Sparrow Nest Gate Installation	£1,500.00 + £300.00 VAT = £1,800.00
10 <sup>th</sup> May 2023	Wave Ltd	Sparrows Nest Water	£1,789.47
15 <sup>th</sup> May 2023	Shona Bendix	Van Fuel Reimbursement	£83.33 + £16.67 VAT = £100.00
15 <sup>th</sup> May 2023	Chris Meek	Meetings Reimbursement	£51.20 + £1.99 VAT = £53.19
15 <sup>th</sup> May 2023	Lauren Elliott	Travel Reimbursement	£25.88 + £3.35 VAT = £29.23
15 <sup>th</sup> May 2023	Waveney Concert Band	Coronation Event	£200.00
15 <sup>th</sup> May 2023	Sarah Foote	Travel Reimbursement	£46.44 + £2.34 VAT = £48.78
15 <sup>th</sup> May 2023	The Grit	The Grit Grant	£900.00
15 <sup>th</sup> May 2023	East Point Business Services	IT Migration	£1,416.80 + £283.36 VAT = £1,700.16
15 <sup>th</sup> May 2023	Lowestoft Armed Forces Day	Armed Forces Day Grant	£11,600.00
17 <sup>th</sup> May 2023	Credit Card Account	Credit Card Purchases	£1,197.17
17 <sup>th</sup> May 2023	C&C Consulting Services Ltd	H&S Support Oct 22 - Sep 23	-£934.92 + £1,869.84 VAT = £934.92
17 <sup>th</sup> May 2023	Super Swing Big Band	Coronation Event Performance	£400.00
18 <sup>th</sup> May 2023	Need2Store Ltd	Civic Artefact Storage	£200.00 + £40.00 VAT = £240.00
19 <sup>th</sup> May 2023	HMRC	HMRC April	£8,895.32
23 May 2023	C&C Consulting Services Ltd	H&S Support	£49.50 + £9.90 VAT = £59.40
23 <sup>rd</sup> May 2023	ICO	ICO Subscription	£55.00
23 <sup>rd</sup> May 2023	SALARIES	Salaries May 2023	£29,754.23
23 <sup>rd</sup> May 2023	Wave Ltd	Town Hall Water	£41.67 + £2.28 VAT = £43.95
23 <sup>rd</sup> May 2023	MJ Training	Manual Handling Training	£485.00 + £97.00 VAT = £582.00
23 <sup>rd</sup> May 2023	Billie Box Ltd	Town Hall Container	£2,105.00 + £421.00 VAT = £2,526.00
23 <sup>rd</sup> May 2023	Gearhire Sound and Light	FC Amplification 16th May	£420.00 + £84.00 VAT = £504.00
23 <sup>rd</sup> May 2023	Cahill Design Consultants Limited	TH Fire engineering Support	£2,800.00 + £560.00 VAT = £3,360.00
23 <sup>rd</sup> May 2023	MJ Training	Manual Handling Training July	£485.00 + £97.00 VAT = £582.00
23 <sup>rd</sup> May 2023	A12 Pest Management	Belle Vue Park Treatment	£160.00
23 <sup>rd</sup> May 2023	The Society of Local Council Clerks	SLCC Membership Project Clerk	£222.00
23 <sup>rd</sup> May 2023	Ben Davies	Coronation Event Performance	£150.00

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23 <sup>rd</sup> May 2023	Fatstickman Ltd	Fleece x2	£45.46 + £9.10 VAT = £54.56
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*Table 2 April and May Receipts*

Date	Received From	Description	Amount
3 <sup>rd</sup> April 2023	Employee	Return of Overpayment	£128.45
4 <sup>th</sup> April 2023	Marina Theatre Trust	Marina Box Office Rent	£5,000.00
6 <sup>th</sup> April 2023	Tenant	Rental Income from Tenant	£300.00
11 <sup>th</sup> April 2023	Tenant	Rental Income from Tenant	£6,300.00
14 <sup>th</sup> April 2023	Tenant	Rental Income from Tenant	£300.00
17 <sup>th</sup> April 2023	Triangle Market	Market Income	£18.50
17 <sup>th</sup> April 2023	Triangle Market	Market Income	£18.50
18 <sup>th</sup> April 2023	Tenant	Rental Income from Tenant	£213.16
18 <sup>th</sup> April 2023	East Suffolk Council	CIL	£10,470.17
21 <sup>st</sup> April 2023	Tenant	Rental Income from Tenant	£300.00
21 <sup>st</sup> April 2023	T Martin	Memorial Tree	£405.00
28 <sup>th</sup> April 2023	East Suffolk Council	Precept	£987,895.00
28 <sup>th</sup> April 2023	Tenant	Rental Income from Tenant	£300.00
5 <sup>th</sup> May 2023	Tenant	Rental Income from Tenant	£300.00
11 <sup>th</sup> May 2023	Papworth Trust	Whitton Hall Hire	£56.00
12 <sup>th</sup> May 2023	Tenant	Rental Income from Tenant	£300.00
15 <sup>th</sup> May 2023	Tenant	Rental Income from Tenant	£213.16
16 <sup>th</sup> May 2023	East Suffolk Council	Town Hall Funding	£137,423.00
19 <sup>th</sup> May 2023	Tenant	Rental Income from Tenant	£300.00
23 <sup>rd</sup> May 2023	East Suffolk Council	Land Transfer Legal Cost Contribution	£1,200.00

## 10. Grants

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

10.1a. Kirkley Pocket Parks Group - £646.09 – Cllr Brooks proposed approval; seconded by Cllr Pearce; all in favour.

10.1b. Lowestoft Community Church - £3,402.00 – The public comment raised concerns regarding the omission of protected identities (specifically LGBTQ) and was reviewed alongside the applicant's equality policy. Cllr Pearce proposed to defer the decision until June and request clarification from the applicant, firstly in relation to their equal opportunities policies and if the role required an applicant be a practicing Christian. Secondly to request a written statement in support of the Equality Act 2010 stating that there would be no discrimination of LGBTQ



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14:00 on 23 May 2023

candidates in the recruitment and treatment of the post holder, and that Lowestoft Community Church support the Equality Act 2010 and do not tolerate discrimination on any protected characteristics set out in that policy. Cllr Brooks seconded the proposal and all Councillors voted in favour.

- 10.1c. Suffolk County Football Association - £2,000.00 – Cllr Brooks proposed approval. As the applicant had submitted grant requests to other sources, which were pending at the time of the application, the funds required from the Town Council may have reduced. Cllr Begum proposed officers liaise with the applicant regarding the outcomes of their other funding applications to determine what funding is required from the Town Council. Cllr Pearce requested an amendment to approve in principle a grant of up to £2,000, which was accepted. Cllr Brooks seconded the proposal and a vote was held with all Councillors in favour.
- 10.1d. Suffolk County Football Association CIL - £10,000 – The Community Infrastructure Levy (CIL) budget currently has £20,000 uncommitted.

*The Deputy Town Clerk entered the chamber at 15:04*

The Deputy Clerk advised that a grant can be permitted from the CIL budget, so long as it is funding infrastructure, and that this application had been submitted to several councils across the county.

*The Deputy Town Clerk left the chamber at 15:11*

Cllr Pearce proposed to defer the decision, noting that funds were not required until August 2023, and return to the item in June after the committed CIL expenditure had been reviewed; seconded by Cllr Green; all in favour.

- 10.1e. Lowestoft Town Football Club Ltd (amount to be considered) – As the meeting would not be quorate, this item was deferred to the June meeting.
- 10.2. To give early consideration to a possible sponsorship arrangement for the South Pier. As the meeting would not be quorate, this item was deferred to the June meeting.

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

- 11.1. To consider the following budget allocations:
- 11.1a. For the purchase of bicycle racks, within a maximum budget of £5,000 – Cllr Pearce proposed the budget be allocated from the 2023-2024 Parks and Open Spaces budget, subject to the Assets, Inclusion and Development Committee approving the expenditure; seconded by Cllr Brooks; all in favour.
- 11.1b. For additional street cleaning outside the Marina Theatre during the kittiwake nesting season for this year – Cllr Pearce proposed to approve the expenditure and allocate a maximum of £1,000 from the unallocated £35,000 of the General Climate and Ecological Emergency budget for 2023-2024, with this item to be brought back to the Committee if expenditure approaches the maximum figure; seconded by Cllr Brooks; all in favour.
- 11.1c. An additional budget of £5,000 for the Pride Event – Cllr Pearce proposed to use the anticipated £2,000 underspend from the Coronation event, with the balance drawn from the Events Earmarked Reserve; seconded by Cllr Green; all in favour.
- 11.1d. The additional funds to cover the 5% price increase in the cost of hiring the sound system for Full Council meetings – Cllr Pearce proposed that the 5% increase of £280 be allocated from the Amplification Earmarked Reserve; seconded by Cllr Begum; all in favour.
- 11.2. To note receipt of locality funding to cover the cost of the defibrillator to be installed in Fen Park, with any residual funds to contribute to the purchase of the Fen Park noticeboard – The Committee thanked Cllr Ceresa for making the defibrillator available through locality funding.

# Lowestoft Town Council

## Meeting of the Finance and Governance Committee

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

14:00 on 23 May 2023

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

- 12.1. Royal Naval Patrol Service Association Museum
- 12.2. Martello and Giardino
- 12.3. Maritime Museum
- 12.4. To receive an update on VAT advice and any implications for the Marina Theatre lease and Towns Fund project (confidential)
- 12.5. To receive an update on the status of the lease for the Lowestoft War Memorial Museum (confidential)

It was agreed to defer these items and arrange a stand-alone zoom meeting to discuss the leases ahead of the Full Council meeting in June, with any issues or proposals to be discussed by F&G in June; seconded by Cllr Green; all in favour.

**13. Date of the next meeting**

12 June 2023 15:00

Cllr Pearce proposed to proceed with the scheduled 12 June meeting and recommend to Full Council that F&G meet on the second Tuesday of the month at 11:00 for the 2023-2024 civic year; seconded by Cllr Green; all in favour.

Cllr Brooks advised that she may not be able to attend the meeting on the 12 June due to a conflict in schedules.


**14. Items for the next agenda and close**

The installation of new bins at Bentley Drive would be queried with the Parks and Community Officer and updated to the Councillors via email.

**15. 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:**

- 15.1. Any legal matters, including those above as required  
There were no resolutions.

*The Chair closed the meeting at 15:36*

Signed:  .....

8 August 2023