

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
15:00 on 12 June 2023

MINUTES

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

In Attendance: Shona Bendix (Town Clerk) and Taylor Williams (Committee Clerk)

Public: One member of the public (in person)

16. Welcome

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

17. Approval of apologies for absence

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

18. Declarations of Interests and dispensations

18.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda – Cllr Brook declared she was Chair of the Environmental and Waste Group, and had been asked to be a signatory for Time Bank when the organisation was set up. Cllr Green declared he was a Director of the Lowestoft Town Football Club. Cllr Barker declared she was a Town Council representative on the First Light Steering Group. Cllr Pearce declared he had been the Town Council representative on the South Pier Management Committee and would act as representative until the permanent representative is installed for 2023-2024. Cllrs Pearce, Barker and Brooks declared they were on the Town Hall Project Board. Cllrs Brooks, Pearce and Barker declared they were Town Council representatives on the Marina Theatre Quarterly Management Meetings. Cllr Parker declared he was an East Suffolk Councillor on the East Suffolk Environment Group. Cllr Parker declared he was Deputy Chair of the Gunton Residents Association. Cllr Green was uncertain as whether the position on the Town Hall Project Board was for the Mayor or him personally, so as a precautionary measure he declared an interest in the Town Hall.

18.2. To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted – No written requests had been received.

19. To consider the draft minutes and appended confidential notes of the meeting on 23 May 2023

It was agreed to defer approval of the minutes to the next meeting. Councillors noted that there had been issues accessing the members area of the website and officers would follow up on this.

20. 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 25.1a was brought forward to the beginning of the meeting and the member of the public was invited to speak on the item as the grant applicant.

25.1. To consider the following grant applications:

25.1a. Ventura Cottage - £2,000 – The member of the public provided an update on the previous grant as the 'Our Fallen' online spreadsheet had been launched three months ago and received an average of thirty submissions a month. This application intended to transform

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

15:00 on 12 June 2023

the database from an online spreadsheet to a website. It was queried whether this should be part of the Town Hall Project, with the budget allocated from there, as grants are not a salary. The applicant had approached the Project Board and been told it was not yet the right time to progress this further. It was noted that whilst the applicant had received a grant for their work, much of the research was dependent on other local historians and the Town Council were unsure if those who volunteered their information had been reimbursed, which may cause resentment that reflects on the Town Council.

Cllr Pearce proposed to defer a decision and pass a redacted copy of the application to the Heritage Focus Group who are consulting on the Town Hall Project and ask for their opinion on the heritage value of the project and whether they feel an additional £2,000 should be provided. The feedback would be provided at the July meeting of Finance and Governance. Cllr Brooks seconded the proposal, and a vote was held with all in favour.

The member of the public left the chamber at 15:27

25.2 To give early consideration to a possible sponsorship arrangement for the South Pier – Cllr Pearce explained that South Pier was owned by Associated British Ports, who deal with all repairs as the landlord, and managed under a liability company, and their previous sponsor for a planned three years had withdrawn after one year. A grant had been previously provided for the current year, whilst they locate a long-term sponsor, and now South Pier were asking the Town Council to consider being their sponsor for two to three years, at annual sponsorship payment of an estimated £2,600, which would cover all insurances.

Cllr Pearce temporarily left the chamber for consideration of item 25.2 at 15:31

Cllr Brooks proposed to ask South Pier to submit an application, which Lowestoft Town Council would look favourably on; seconded by Cllr Barker; all in favour. The Town Clerk advised there should be no legal impediment.

Cllr Pearce returned to the chamber at 15:34

Cllr Green temporarily left the chamber for consideration of item 25.1e at 15:35

25.1e. Lowestoft Town Football Club Ltd (amount to be considered) – Cllr Brooks declared that she was the Town Council representative on Plaisir Twinning Association.

Cllr Brooks temporarily left the chamber for consideration of item 25.1e at 15:36

Cllr Pearce proposed to consider funding the full cost in principle, pending an updated figure of the number of children attending and the current cost, with clarification of how children will be selected for the team (or if it is an existing under-13 club). Once this information is received, it is to be circulated to Committee members (except Cllrs Green and Brooks) to decide under delegation and take a recorded vote, which would be announced and recorded at the next meeting. Cllr Parker seconded the proposal. It was queried whether a reciprocal tournament would be held by Lowestoft, and it was agreed that if the grant is approved then a recommendation can be made to the club to consider hosting a tournament here. A suggestion was made to query if there would consideration of financially disadvantaged parents and assistance provided, which Cllr Pearce agreed to add to the proposal. A vote was held with all in favour.

Cllr Green returned to the chamber at 15:44

25.1b. Lowestoft Time Bank - £2,276 – Cllr Pearce proposed conditional approval, subject to the applicant confirming how they would demonstrate the effectiveness of investments in terms

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

15:00 on 12 June 2023

of the reach and participation of the project between June and December, given that the success of the project was dependent on take-up and buying. Officers would circulate the response to members of this Committee (except Cllr Brooks) to decide under delegation and hold a recorded vote, with the decision to be announced and recorded at the next meeting. Cllr Page seconded the proposal and a vote was held with all in favour.

Cllr Brooks returned to the chamber at 15:47

It was requested to also query with Time Bank if there was any consideration for extending the project beyond six months.

25.1c Lowestoft Community Church - £3,402 – The applicant had not demonstrated that they do not discriminate against any protected identities set out in the Equality Act 2010, which would make them ineligible for a grant per item 3.1e on the Town Council's Grant Awarding Policy which states applicants are normally rejected if they negatively discriminate. Furthermore, this application could be considered as paying a salary and therefore would be considered as expenditure on general business overheads and running costs, per item 5.1e on the Grant Awarding Policy. The applicant's equality policy does not reference the Equality Act 2010 or all protected characteristics defined in that law, specifically sexual orientation and gender re-assignment. Cllr Pearce proposed to allow the applicant one more opportunity to supply a written statement confirming that they do not discriminate against any protected characteristics as defined in the Equality Act 2010, including sexual orientation and gender re-assignment. If this statement is supplied then it can be return to the next meeting of this Committee, if not then officers would notify the applicant that they are ineligible for a grant. Cllr Brooks seconded the proposal. Concerns were raised that the role to provide food for children during school holidays may not proceed without the grant. Cllr Parker requested an amendment for there to be another vote at the July meeting rather than an immediate rejection if the statement is not supplied. Cllr Pearce accepted the amendment and Cllr Brooks seconded the amended proposal. Cllr Green declared that members from the Lowestoft Community Church were overseers the Food Bank, on behalf of the Trussell Trust, of which Cllr Green is a volunteer, therefore Cllr Green recused himself from the vote. A vote was held with all in favour.

25.1d Suffolk County Football Association CIL - £10,000 – Cllr Pearce proposed a decision be deferred to the next meeting in order to establish the uncommitted Community Infrastructure Levy (CIL) budget after the Assets, Inclusion and Development Committee and Full Council have agreed on the CIL contribution required for the refurbishment of play areas; seconded by Cllr Parker; all in favour.

21. To consider any requests to join Sub-Committees under the Finance and Governance Committee

Cllr Parker requested to join the Budget and Loan Sub-Committee in September 2023. It was suggested officers contact all Councillors regarding membership of the Standing Orders and Policies Sub-Committee as it had not reach quorum.

22. To agree the meeting schedule for the Finance and Governance Committee

At the previous meeting it was agreed to recommend a schedule change to Full Council to the second Tuesday of the month at 11:00. Cllr Pearce proposed officers email all members of the Committee for their availability so that a convenient time can be allocated for all members, with the original request to still go to Full Council unless decided otherwise; seconded by Cllr Green; all in favour.

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

15:00 on 12 June 2023

23. Budget and Loan:

23.1. To monitor the budget for 2023 – 2024, including delegated Committee and Sub-Committee budgets – The Finance and Information officer, between now and July, would review and note any budgets that seem challenged during the year due to unforeseen expenditure or spiralling costs.

23.2. To note any bank reconciliations – The bank reconciliations had been signed off.

24. Payments and Receipts:

24.1. To note the income and expenditure reports for May 2023 and June 2023 to date, including payments made under delegated authority (see schedules) – No comments.

24.2. To consider any payments for approval (see schedule) – No payments for approval.

Table 1 May and June Payments

Date	Payment to	Description	Amount
02 May 2023	East Suffolk Council	Links Road Car Park NNDR	£196.00
02 May 2023	East Suffolk Council	SN Bowls Pavilion NNDR	£104.00
02 May 2023	East Suffolk Council	Hamilton House NNDR	£996.00
02 May 2023	360 Renovations & Builders Ltd	Sparrows Nest Paving Repair	£1,364.63
02 May 2023	360 Renovations & Builders Ltd	BVP Steps Repairs	£3,932.52
04 May 2023	Suffolk Pension Fund	Pensions April 2023	£8,903.34
04 May 2023	Jonny Hawes	Key Cutting Reimbursement	£11.67 + £2.33 VAT = £14.00
05 May 2023	East Suffolk Council	Town Hall BID Levy	£1,286.25
09 May 2023	Fuel Card Services Ltd	Van Fuel	£17.00 + £3.40 VAT = £20.40
09 May 2023	Samantha Johnson Music	Coronation Event Performace	£425.00
10 May 2023	HMRC	HMRC March 2023	£8,361.42
10 May 2023	Wave Ltd	KG Water 17/1/23-16/4/23	£767.68 + £72.94 VAT = £840.62
10 May 2023	AJ Builders	Sparrows Nest Pathway Repair	£2,166.00 + £433.20 VAT = £2,599.20
10 May 2023	Mary Moppins Ltd	Whitton Hall Cleaning	£1,093.15 + £218.63 VAT = £1,311.78
10 May 2023	Alex Macintyre	Easter Market Performance	£25.00
10 May 2023	Ricoh UK Ltd	Printing Hire	£231.08 + £46.22 VAT = £277.30
10 May 2023	Fatstickman Ltd	Ground Maintenance Uniform	£1,031.17 + £206.23 VAT = £1,237.40
10 May 2023	EPC Marketing Ltd	EPCs Uplands, Denes, SN Museum	£675.00
10 May 2023	East Suffolk Council	Hamilton House BID Levy	£350.00
10 May 2023	AJ Builders	Stoven Close Fence	£7,200.00 + £1,440.00 VAT = £8,640.00
10 May 2023	AJ Builders	Gunton Park Bench	£875.00 + £175.00 VAT = £1,050.00

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

15:00 on 12 June 2023

10 May 2023	Nicholsons Solicitors LLP	Hamilton House Legal Advice	£419.90 + £83.98 VAT = £503.88
10 May 2023	AJ Builders	Rosedale Play Area Repairs	£959.00 + £191.80 VAT = £1,150.80
10 May 2023	AJ Builders	Stoven Close Bench and Pathway	£1,225.00 + £245.00 VAT = £1,470.00
10 May 2023	AJ Builders	Normanston Skate Repairs	£2,475.00 + £495.00 VAT = £2,970.00
10 May 2023	AJ Builders	Britten Road and Gunton Fences	£245.00 + £49.00 VAT = £294.00
10 May 2023	The Play Inspection Company Ltd	Playground Annual Inspections	£1,365.00 + £273.00 VAT = £1,638.00
10 May 2023	Screwfix	Denes Oval Mesuring Wheel	£33.33 + £6.66 VAT = £39.99
10 May 2023	Screwfix	Grounds Maintenance PPE	£37.49 + £7.50 VAT = £44.99
10 May 2023	Screwfix	Grounds Maintenance Gloves	£29.66 + £5.92 VAT = £35.58
10 May 2023	Screwfix	Grounds Maintenance PPE	£37.49 + £7.50 VAT = £44.99
10 May 2023	Screwfix	Service Cabinet Keys	£18.13 + £3.63 VAT = £21.76
10 May 2023	Screwfix	Grounds Maintenance Equipment	£348.14 + £61.61 VAT = £409.75
10 May 2023	Screwfix	Paintbrushes, Rollers, Trays	£30.78 + £6.16 VAT = £36.94
10 May 2023	Screwfix	Combination Safe	£16.66 + £3.33 VAT = £19.99
10 May 2023	Screwfix	Rawlbolts and Washers	£32.30 + £6.45 VAT = £38.75
10 May 2023	Screwfix	Wheelbarrow and Key Safe	£79.15 + £15.83 VAT = £94.98
10 May 2023	Screwfix	Wheelbarrow Credit Note	-£64.99
10 May 2023	Screwfix	Wheelbarrow	£49.99 + £10.00 VAT = £59.99
10 May 2023	Screwfix	Grounds Maintenance PPE	£43.70 + £8.74 VAT = £52.44
10 May 2023	Screwfix	Grounds Maintenance PPE & R&M	£70.79 + £14.15 VAT = £84.94
10 May 2023	Screwfix	Grounds Maintenance PPE	£263.91 + £33.98 VAT = £297.89
10 May 2023	AJ Builders	Sparrow Nest Gate Installation	£1,500.00 + £300.00 VAT = £1,800.00
10 May 2023	Wave Ltd	Sparrows Nest Water	£1,789.47
15 May 2023	Shona Bendix	Van Fuel Reimbursement	£83.33 + £16.67 VAT = £100.00
15 May 2023	Chris Meek	Meetings Reimbursement	£51.20 + £1.99 VAT = £53.19
15 May 2023	Lauren Elliott	Travel Reimbursement	£25.88 + £3.35 VAT = £29.23
15 May 2023	Waveney Concert Band	Coronation Event	£200.00

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

15:00 on 12 June 2023

15 May 2023	Sarah Foote	Travel Reimbursement	£46.44 + £2.34 VAT = £48.78
15 May 2023	The Grit	The Grit Grant	£900.00
15 May 2023	East Point Business Services	IT Migration	£1,416.80 + £283.36 VAT = £1,700.16
15 May 2023	Lowestoft Armed Forces Day	Armed Forces Day Grant	£11,600.00
17 May 2023	Credit Card Account	Credit Card Purchases	£1,197.17
17 May 2023	C&C Consulting Services Ltd	H&S Support Oct 22 - Sep 23	-£934.92 + £1,869.84 VAT = £934.92
17 May 2023	Super Swing Big Band	Coronation Event Performance	£400.00
18 May 2023	Need2Store Ltd	Civic Artefact Storage	£200.00 + £40.00 VAT = £240.00
19 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 May 2023	ICO	ICO Subscription	£55.00
23 May 2023	SALARIES	Salaries May 2023	£29,754.23
23 May 2023	Wave Ltd	Town Hall Water	£41.67 + £2.28 VAT = £43.95
23 May 2023	MJ Training	Manual Handling Training	£485.00 + £97.00 VAT = £582.00
23 May 2023	Billie Box Ltd	Town Hall Container	£2,105.00 + £421.00 VAT = £2,526.00
23 May 2023	Gearhire Sound and Light	FC Amplification 16th May	£420.00 + £84.00 VAT = £504.00
23 May 2023	Cahill Design Consultants Limited	TH Fire engineering Support	£2,800.00 + £560.00 VAT = £3,360.00
23 May 2023	MJ Training	Manual Handling Training July	£485.00 + £97.00 VAT = £582.00
23 May 2023	A12 Pest Management	Belle Vue Park Treatment	£160.00
23 May 2023	The Society of Local Council Clerks	SLCC Membership Project Clerk	£222.00
23 May 2023	Ben Davies	Coronation Event Performance	£150.00
23 May 2023	Fatstickman Ltd	Fleece x2	£45.46 + £9.10 VAT = £54.56
25 May 2023	NPower Ltd	Denes Oval Electric Apr	£443.07 + £22.15 VAT = £465.22
25 May 2023	NPower Ltd	Low Cem PC Electric Apr	£110.14 + £5.51 VAT = £115.65
25 May 2023	NPower Ltd	Kensington Garden Electric Apr	£106.75 + £5.34 VAT = £112.09
25 May 2023	NPower Ltd	Kensington Garden Electric Apr	£90.01 + £4.50 VAT = £94.51
25 May 2023	NPower Ltd	Normanston Park Electric Apr	£1,765.93 + £353.19 VAT = £2,119.12
25 May 2023	NPower Ltd	Town Hall Electric April	£675.92 + £135.18 VAT = £811.10

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

15:00 on 12 June 2023

25 May 2023	NPower Ltd	Pakefield St PC Electric	£129.29 + £6.46 VAT = £135.75
25 May 2023	Seletar Signs	Van Signage	£440.00 + £88.00 VAT = £528.00
25 May 2023	Wave Ltd	Sparrows Nest Water	£1,954.84
25 May 2023	Commercial & Industrial Cleaning Supplie	Public Convenience Supplies	£564.40 + £112.88 VAT = £677.28
25 May 2023	Kellwood Engineering Limited	Denes Oval Floodlights	£13,291.66 + £2,658.33 VAT = £15,949.99
25 May 2023	Gearhire Sound and Light	FC Amplification 23rd May	£420.00 + £84.00 VAT = £504.00
25 May 2023	Great Yarmouth Heating Company Limited	Gunton Hall Boiler Inspection	£117.21 + £23.44 VAT = £140.65
25 May 2023	Cloudy Group Ltd	10x Cllr Laptops	£5,540.00 + £1,108.00 VAT = £6,648.00
25 May 2023	Waveney Norse Limited	Coronation Event Bin	£50.00 + £10.00 VAT = £60.00
25 May 2023	Seletar Signs	2x Health and Safety Signs	£210.00 + £42.00 VAT = £252.00
26 May 2023	C&C Consulting Services Ltd	H&S Support	£49.50 + £9.90 VAT = £59.40
26 May 2023	Taylor Williams	Parking Reimbursement	£49.95 + £10.05 VAT = £60.00
26 May 2023	Sarah Foote	High Court Reimbursement	£173.54 + £28.93 VAT = £202.47
26 May 2023	Michael Winter	Meeting Expenses	£9.65
26 May 2023	Paul Connew	Travel Reimbursement	£14.76
26 May 2023	Lauren Elliott	Travel Reimbursement	£14.06 + £2.68 VAT = £16.74
26 May 2023	Chris Meek	Meeting Reimbursement	£17.14
26 May 2023	EE Limited	Mobile Phones May x14	£598.17 + £119.63 VAT = £717.80
30 May 2023	Wave Ltd	Pakefield St PC Water Feb-May	£859.68 + £81.46 VAT = £941.14
30 May 2023	NPower Ltd	Triangle Market Electric April	£426.91 + £21.35 VAT = £448.26
30 May 2023	Waveney Norse Limited	Encampment Clearing Peto Way	£2,250.00 + £450.00 VAT = £2,700.00
30 May 2023	Fleet 96 Rentals Ltd	Van Hire	£650.00 + £130.00 VAT = £780.00
30 May 2023	AJ Builders	Install Benches, Picnic Tables	£19,480.00 + £3,896.00 VAT = £23,376.00
30 May 2023	AJ Builders	Triangle Market Sails Removal	£26,925.00 + £5,385.00 VAT = £32,310.00
30 May 2023	Fleet 96 Rentals Ltd	Van Hire May	£650.00 + £130.00 VAT = £780.00

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

15:00 on 12 June 2023

30 May 2023	AJ Builders	Ken Gardens Boat Lake Repairs	£4,200.00 + £840.00 VAT = £5,040.00
30 May 2023	Austen Group Ltd	Bin Liners	£146.00 + £29.20 VAT = £175.20
30 May 2023	Ernest Doe & Sons Ltd	Strimmers x3	£1,996.50 + £399.30 VAT = £2,395.80
01 June 2023	East Suffolk Council	Links Road Car Park NNDR	£196.00
01 June 2023	East Suffolk Council	SN Bowls Pavilion NNDR	£104.00
01 June 2023	East Suffolk Council	Hamilton House NNDR	£996.00
01 June 2023	NPower Ltd	Ken Gardens Electric May	£82.79 + £4.14 VAT = £86.93
05 June 2023	Fuel Card Services Ltd	Van Fuel	£85.24 + £17.05 VAT = £102.29
06 June 2023	Suffolk Pension Fund	Pensions May 2023	£11,386.05
07 June 2023	St John Ambulance	King's Coronation First Aid	£211.20 + £42.24 VAT = £253.44
07 June 2023	Ernest Doe & Sons Ltd	Stihl RMA 765V Mower	£2,759.00 + £551.80 VAT = £3,310.80
07 June 2023	Broadland Security Alarms	Gunton Hall Fire Extinguishers	£223.00 + £44.60 VAT = £267.60
07 June 2023	Rialtas Business Solutions Ltd	Year End Closedown	£755.00 + £151.00 VAT = £906.00
07 June 2023	Wicksteed Leisure Ltd	Sparrows Nest Play Area	£51,354.94 + £10,270.99 VAT = £61,625.93
07 June 2023	Screwfix	Wheelbarrow, Shovel, PPE	£124.13 + £24.83 VAT = £148.96
07 June 2023	Screwfix	2x Brooms	£18.15 + £3.63 VAT = £21.78
07 June 2023	Screwfix	Credit Note Extension Pole	-£25.18
07 June 2023	Screwfix	Extension Pole and Rollers	£42.63 + £8.53 VAT = £51.16
07 June 2023	Screwfix	Ext Pole & Bulldozer Broom x2	£58.30 + £11.66 VAT = £69.96
07 June 2023	Screwfix	KG Boating Painting Supplies	£18.38 + £3.67 VAT = £22.05
07 June 2023	Screwfix	SN Container Shelving Unit	£49.99 + £10.00 VAT = £59.99
07 June 2023	Screwfix	PC Locks x8	£74.40 + £14.88 VAT = £89.28
07 June 2023	Happy Drains Ltd	Gunton Hall Drain Clean	£125.00 + £25.00 VAT = £150.00
07 June 2023	A12 Pest Management	Normanston Pest Management	£140.00
07 June 2023	B&B Skip Hire Ltd	Skip Hire	£526.00 + £105.20 VAT = £631.20
07 June 2023	Cloudy Group Ltd	Cloudy IT Setup	£2,267.80 + £1,133.90 VAT = £3,401.70
07 June 2023	Zurich Municipal	Play Equipment Insurance	£145.16

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
15:00 on 12 June 2023

07 June 2023	AJ Builders	Mixed Repairs	£400.95 + £80.19 VAT = £481.14
07 June 2023	Mulberry & Co	Year End Internal Audit	£300.85 + £60.17 VAT = £361.02
07 June 2023	Michaels Civic Robes	2x Jabot	£190.40 + £38.08 VAT = £228.48
07 June 2023	Ernest Doe & Sons Ltd	Ariens Apex 48R	£5,900.00 + £1,180.00 VAT = £7,080.00
09 June 2023	Re-Utilise	Pride Event Craft Supplies	£50.00
09 June 2023	Lauren Elliott	Parking Reimbursement	£13.32 + £2.68 VAT = £16.00
09 June 2023	Wicksted Leisure Ltd	Play Equipment R&M Parts	£103.46 + £20.69 VAT = £124.15
09 June 2023	6 Alpha Associates Ltd	UXI Threat & Risk Assessment	£900.00 + £180.00 VAT = £1,080.00
09 June 2023	Another Angle Studio	TH Artwork Design	£1,250.00
09 June 2023	Harriet Foster	TH Heritage Project	£2,562.50
09 June 2023	The Grit	TH The Grit Room Hire	£150.00
09 June 2023	Under Open Sky Ltd	TH Creates Project	£1,155.00
09 June 2023	Waveney Norse Limited	Whitton Cleaning Apr - May	£240.00 + £48.00 VAT = £288.00
09 June 2023	The Grit	TH The Grit Room Hire	£150.00
09 June 2023	Direct365Online Ltd	30x Toilet Roll Dispenser	£903.00 + £180.60 VAT = £1,083.60
09 June 2023	Newsquest Media Group Ltd	Pride Event Public Notice Ads	£211.29 + £42.26 VAT = £253.55
12 June 2023	Fuel Card Services Ltd	Van Fuel	£31.59 + £6.32 VAT = £37.91

Table 2 May and June Receipts

Date	Received From	Description	Amount
5 May 2023	Tenant	Rental Income from Tenant	£300.00
11 May 2023	Papworth Trust	Whitton Hall Hire	£56.00
12 May 2023	Tenant	Rental Income from Tenant	£300.00
15 May 2023	Tenant	Rental Income from Tenant	£213.16
16 May 2023	East Suffolk Council	Town Hall Funding	£137,423.00
19 May 2023	Tenant	Rental Income from Tenant	£300.00
23 May 2023	East Suffolk Council	Land Transfer Legal Cost Contribution	£1,200.00
24 May 2023	Tenant	Rental Income from Tenant	£775.00
30 May 2023	Tenant	Rental Income from Tenant	£300.00
2 June 2023	Tenant	Rental Income from Tenant	£300.00
7 June 2023	R Woodgate	Whitton Hall Hire	£42.00

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

15:00 on 12 June 2023

9 June 2023	Tenant	Rental Income from Tenant	£300.00
12 June 2023	Tenant	Rental Income from Tenant	£213.16

25. Grants

25.1. To consider the following grant applications:

25.1a. Ventura Cottage - £2,000 – This item was brought forward to the beginning of the meeting.

25.1b. Lowestoft Time Bank - £2,276 – This item was brought forward in the meeting.

25.1c. Lowestoft Community Church - £3,402 – This item was brought forward in the meeting.

25.1d. Suffolk County Football Association CIL - £10,000 – This item was brought forward in the meeting.

25.1e. Lowestoft Town Football Club Ltd (amount to be considered) – This item was brought forward in the meeting.

25.2. To give early consideration to a possible sponsorship arrangement for the South Pier – This item was brought forward in the meeting.

26. To review the following Town Council policies:

26.1. Acquisitions and Disposal Policy

26.2. Adverse Weather Policy

26.3. Anti-Harassment and Bullying Policy

26.4. Appraisals Guidance

26.5. Arts Policy

Cllr Pearce proposed the Adverse Weather Policy and Anti-Harassment and Bullying Policy be recommended to Full Council for adoption without amendment; seconded by Cllr Brooks; all in favour.

Cllr Pearce proposed the Acquisitions and Disposal Policy and the Arts Policy go to the Assets, Inclusion and Development Committee for a consultee response and be returned to this Committee in July; seconded by Cllr Brooks; all in favour.

Cllr Pearce proposed the Appraisals Guidance go to the Personnel Committee for a consultee response and be returned to this Committee in July; seconded by Cllr Parker; all in favour.

27.2 To consider approval of an urgent Stage 1 dry rot risk management survey to Lowestoft Town Hall, with a maximum budget of £10,000 (some aspects may be confidential) – This item was brought forward. Due to the ongoing degradation in the Town Hall, the Conservation Architect had recommended a Stage 1 dry rot risk management survey to assess the extent of dry rot, the results of which the architect can incorporate into the RIBA Stage 4 design proposals, and had recommended the firm to be used for the survey.

Cllr Pearce proposed to commission the report and use the recommended firm; seconded by Cllr Brooks who noted their use of environmentally friendly materials; all in favour. It was clarified that the proposal included a delegation to officers to progress this with the Town Hall Project Manager and the recommended firm, with an update on the commissioning of the report to be received by Full Council in June.

Cllr Green left the chamber at 16:31

27. Other financial and governance matters, including:

27.1. To receive an update on the expenditure against budget for the changes to grounds maintenance operations from 2023/2024, including areas where the budget may 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 12 June 2023

challenged (some aspects may be confidential) – The Clerk confirmed that expenditure was within the budget at this time and a detailed report would be provided to this Committee in July, with a stand-alone zoom meeting to be scheduled if there are urgent issues.

- 27.2. To consider approval of an urgent Stage 1 dry rot risk management survey to Lowestoft Town Hall, with a maximum budget of £10,000 (some aspects may be confidential) – This item was brought forward in the meeting.
- 27.3. To give early consideration to cashflow management during the Town Hall Project delivery phases, should delivery funding be forthcoming (confidential) – To be discussed in confidential session.
- 27.4. To receive an update on the funding agreement for the Normanston Park tennis courts (confidential) – To be discussed in confidential session.
- 27.5. To receive an update on the procurement for the tennis facilities operator (confidential) – To be discussed in confidential session.
- 27.6. To receive an update on the procurement for the bulky waste trial (some aspects may be confidential) – To be discussed in confidential session.

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

- 28.1. Royal Naval Patrol Service Association Museum
- 28.2. Martello and Giardino
- 28.3. Maritime Museum

Cllr Pearce proposed officers contact the Royal Naval Patrol Service Association Museum and the Maritime Museum about their current leases, which are due to expire in 2026, to clarify if they wish to let the lease lapse and renew or if they wish to renew now with a bilateral lease to Lowestoft Town Council, and whether it would be on identical terms or if there are any terms on the current lease they want to review; seconded by Cllr Brooks; all in favour.

- 28.4. To receive an update on VAT advice and any implications for the Marina Theatre lease and Towns Fund project (confidential) – To be discussed in confidential session.
- 28.5. To receive an update on the status of the lease for the Lowestoft War Memorial Museum (confidential) – To be discussed in confidential session.
- 28.6. To receive an update on the Cricket and Tennis Club leases – To be discussed in confidential session.
- 28.7. To receive an update on the lease, and other arrangements, for securing outdoor storage and workshop facilities – To be discussed in confidential session.

29. To consider interim emergency security measures (with budget and delegation) for the Sparrows Nest bowling green, pending discussions with police and considerations of a long-term solution by Full Council

Due to the damage to the green from bikes, it was requested for the Facilities Maintenance Officer and the Parks and Community Officer to meet with club and confirm whether re-seeding the green is required to repair the damage. The police had confirmed that there would be two officers on patrol in the area. It was agreed to arrange a stand-alone zoom meeting with the Police, and members of the bowls club invited, to understand what Lowestoft Town Council can do as the landlord.

Cllr Pearce proposed a delegation to officers to examine and assess the cost of CCTV and liaise with the Bowls Club about their procurement of CCTV with the Committee's approval, in principle, for officers to reimburse the club for the procurement of CCTV, if the cost is within £200, from the Community and Stakeholder budget. Officers would also review the associated signage requirements. Any procedural queries would be discussed at a stand-alone zoom meeting which would be authorised to make decisions under delegation, with decisions to be announced and recorded at the July meeting; seconded by Cllr Page; all in favour.

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
15:00 on 12 June 2023

An item would be on the next Community Safety agenda for an update on the situation.

An item would be on the next Assets, Inclusion and Development agenda to consider the repair costs for the bowling green and whether to fence off the area to mitigate damage. Cllr Pearce proposed the Facilities Maintenance Officer and the Parks and Community Officer meet with the club and take a view on installing a fence to deter casual playing on the bowling greens and provide a recommendation with indicative costs and a specification to the Assets, Inclusion and Development Committee in July. Cllr Brooks opposed the installation of a fence as children would climb over it and opted to focus on engagement with young people and the installation of CCTV. Cllr Parker seconded the proposal and a vote was held with four in favour and one against.

Cllr Pearce proposed the Facilities Maintenance Officer and the Parks and Community Officer consider what can be done with the grassy area adjacent to the bowling greens, such as converting it to a football pitch, with their opinion on feasibility and any recommendations to be returned to this Committee; seconded by Cllr Brooks; all in favour.

At 16:53 It was agreed to extend standing orders by thirty minutes, with any incomplete items to be rolled over to the July meeting.

30. To consider an updated draft of the Reserves Policy to be approved by Full Council

Cllr Pearce will finalise the updated draft to be circulated by officers and considered at the next meeting of this Committee.

31. To receive an update on legal advice regarding the Lowestoft Kittiwake Partnership Agreement (confidential)

To be discussed in confidential session.

32. Date of the next meeting

10 July 2023 15:00 – The schedule is due to be changed to Tuesday 11 July at 11:00, subject to approval by Full Council.

33. Items for the next agenda and close

Cllr Brooks requested an item to consider external funding for the Sea Mural. Any further items are to be emailed to the office.

34. 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:

34.1. Any legal matters, including those above as required

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

The Chair closed the meeting to public and moved to confidential session at 16:59

27.3 To give early consideration to cashflow management during the Town Hall Project delivery phases, should delivery funding be forthcoming (confidential) – During the delivery phase, upfront payment funded from the General Reserves might be required, which would later 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 12 June 2023

re-claimed via reimbursement. As there would be quarterly periods where costs peaks at £300,000 there may be concerns for the budget in late 2024-2025 before the reimbursements are received. Therefore, peak costs will need to be identified and considered in the budget this year.

The Clerk temporarily left the chamber at 17:03

The Clerk returned to the chamber at 17:06

27.4 To receive an update on the funding agreement for the Normanston Park tennis courts (confidential)

27.5 To receive an update on the procurement for the tennis facilities operator (confidential) Cllr Pearce proposed to schedule an urgent zoom call with Lawn Tennis Association and officers; seconded by Cllr Brooks; all in favour.

27.6 To receive an update on the procurement for the bulky waste trial (some aspects may be confidential) – Cllr Pearce proposed to call an urgent zoom meeting if the tender has not been released to understand if there are any issues in progressing this, with a delegation to progress it if needed, and to receive confirmation of the deadline for bidders; seconded by Cllr Brooks; all in favour.

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

28.2. Martello and Giardino – A confidential update was provided and the Clerk will update further at the Full Council meeting in June.

28.5. To receive an update on the status of the lease for the Lowestoft War Memorial Museum (confidential) –Cllr Pearce made a confidential proposal; seconded by Cllr Brooks; four voted in favour and one abstained.

28.6 To receive an update on the Cricket and Tennis Club leases – It was requested to arrange an urgent stand-alone zoom meeting with the lawyer and the Cricket and Tennis Clubs separately to receive their requirements for the lease. It was agreed to meet with the lawyer first and have site visits with the respective clubs.

28.4 To receive an update on VAT advice and any implications for the Marina Theatre lease and Towns Fund project (confidential) – A draft grant agreement had been sent to all Committee members and the contributory fund to theatre management services. The draft lease had been provided by the lawyers and all documents are ready for the Marina Theatre Trust to review.

31. To receive an update on legal advice regarding the Lowestoft Kittiwake Partnership Agreement (confidential)

A confidential update was provided.

28.7 To receive an update on the lease, and other arrangements, for securing outdoor storage and workshop facilities – It was requested that the update be provided to Full Council.

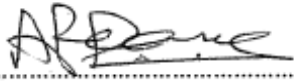
The Chair closed the meeting at 17:35

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

15:00 on 12 June 2023

A handwritten signature in black ink, appearing to read 'A. P. Jones', written over a dotted line.

Signed:

8 August 2023