

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:30 on 11 July 2023

MINUTES

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

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

Public: Two members of the public were in attendance (in person)

35. Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

36. To receive and consider approval of apologies for absence

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

37. Declarations of Interests and dispensations

37.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda – Cllr Parker declared he was an East Suffolk Councillor. Cllrs Brooks and Pearce declared they were Town Council representatives on the Marina Theatre Quarterly Management Meetings. Cllr Brooks declared she had been asked to be a signatory for Time Bank when the organisation was formed, and as Gunton Primary School was in her ward she had a brief discussion with the applicants per item 42.1f. Cllr Green declared he was a director of Lowestoft Town Football Club. Cllr Pearce declared he was acquainted with the applicant per item 42.1e, and he was a Town Council representative on the South Pier Management Committee. Cllrs Brooks and Pearce declared they were Town Council representatives on the Town Hall Project Board.

Cllr Page entered the chamber at 10:37

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

38. To consider the draft minutes and appended confidential notes of the meetings on 23 May and 12 June 2023

Approval of both draft minutes and confidential notes were deferred to the next meeting.

39. 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 42.1a was brought forward and the members of the public were invited to comment.

42.1a. Ventura Cottage - £2,000 (some aspects may be confidential) – A consultee opinion had been sought from the Heritage Focus Group but as it was felt that not enough members of the body had contributed to the response, it was agreed to not rely on the response for this Committee's decision. The members of the public provided a visual mock-up of the website. They reported that 103 emails had been received since the project was launched which had resulted in the contribution of 43 family memories, photos provided for 170 records, 319 unique photos submitted and 250 comments with photo submissions and requests on social media. They had also held two free workshops. The members of the public highlighted the

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heritage value of the project and how it represented a memorial to the soldiers who died in the wars and had no distinct monument. The project was intended to be a resource for schools and the younger generation. The grant applicant was thanked for his work on this project.

Due to the heritage and community value of the project, Cllr Pearce proposed approval of the grant, with the caveat that a review on the progress be provided to the Committee and, when soliciting information from other researchers, the applicant be transparent about being a grant recipient; seconded by Cllr Brooks; all in favour.

The members of the public left the chamber at 11:13

40. Budget and Loan:

- 40.1. To monitor the budget for 2023 – 2024, including delegated Committee and Sub-Committee budgets – Cllr Brooks requested an item on the next Assets, Inclusion and Development agenda regarding the levy for the Town Hall.
- 40.2. To note any bank reconciliations – April and May had been completed and June was in progress.

41. Payments and Receipts:

- 41.1. To note the income and expenditure reports for June 2023 and July 2023 to date, including payments made under delegated authority (see schedules) – No comments.
- 41.2. To consider any payments for approval (see schedule) – No payments for approval.

Table 1 June and July Payments

Date	Payment to	Description	Amount
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

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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
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	Wicksteed 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

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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
13 June 2023	C&C Consulting Services Ltd	H&S Support	£49.50 + £9.90 VAT = £59.40
13 June 2023	Waveney Norse Limited	Grounds Maintenance Equipment	£3,225.00 + £645.00 VAT = £3,870.00
16 June 2023	Credit Card Account	Credit Card Purchases	£969.71
19 June 2023	Chris Meek	Market TEN Reimbursement	£92.05 + £3.83 VAT = £95.88
19 June 2023	Sarah Foote	Postcrete Reimbursement	£128.85 + £25.80 VAT = £154.65
19 June 2023	Lauren Elliott	Travel Reimbursement	£12.11 + £1.84 VAT = £13.95
19 June 2023	Sonia Barker	Mayoral Travel	£10.80
19 June 2023	C&C Consulting Services Ltd	H&S Support Oct 22 - Sep 23	-£934.92 + £1,869.84 VAT = £934.92
19 June 2023	Need2Store Ltd	Civic Artefact Storage	£200.00 + £40.00 VAT = £240.00
19 June 2023	Jess Johnston	Town Hall Project Expenses	£105.58
19 June 2023	Jess Johnston	TH Heritage Engagement	£1,778.76
19 June 2023	The Marina Theatre Trust	Boiler Service and Moth Works	£540.00 + £108.00 VAT = £648.00
19 June 2023	MossKing Associates Ltd	TH Development Phase April 23	£4,737.15
19 June 2023	Suffolk Assn. of Local Council	Councillor Training	£60.00 + £12.00 VAT = £72.00
19 June 2023	Britannia Archaeology Ltd	TH WSI Production	£955.00 + £191.00 VAT = £1,146.00
19 June 2023	The Audience Agency	TH Spectrum Report	£550.00 + £110.00 VAT = £660.00
19 June 2023	Henry's Beard Crew Catering Ltd	TH Catering Consultancy April	£540.00 + £108.00 VAT = £648.00
19 June 2023	Fenland Leisure Products Ltd	Play Equipment Parts	£187.17 + £37.43 VAT = £224.60
19 June 2023	Paperworks (Books and Prints)	TH Virtual Town Project	£815.00
19 June 2023	KMC Transport	TH Transport & Parking Survey	£4,000.00 + £800.00 VAT = £4,800.00
19 June 2023	Zurich Municipal	Luton Van Insurance	£538.76
19 June 2023	PLB Projects Ltd	TH Project Delivery Fees	£24,524.50 + £4,904.90 VAT = £29,429.40
19 June 2023	Liz Ballard	TH Development Project	£1,320.00
19 June 2023	Liz Ballard	TH Development Project	£92.78

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19 June 2023	Britannia Archaeology Ltd	TH Archaeology Services	£1,603.40 + £320.68 VAT = £1,924.08
19 June 2023	HAT Projects Ltd	TH Development RIBA Stage 3	£17,908.25 + £3,581.65 VAT = £21,489.90
19 June 2023	Waveney Norse Limited	Bin Emptying Apr - Jun	£390.00 + £78.00 VAT = £468.00
19 June 2023	MossKing Associates Ltd	TH Development Project Feb-Mar	£3,723.50
19 June 2023	Lowestoft Men's Shed	Town Sign Refurbishment	£140.00
19 June 2023	6 Alpha Associates Ltd	TH Unexploded Ordnance Survey	£950.00 + £190.00 VAT = £1,140.00
21 June 2023	HMRC	HMRC May 2023	£11,314.42
21 June 2023	NPower Ltd	Denes Oval Electric May	£542.92 + £108.58 VAT = £651.50
21 June 2023	NPower Ltd	Normanston Park Electric May	£323.23 + £16.16 VAT = £339.39
21 June 2023	NPower Ltd	Ken Gardens Electric May	£122.91 + £6.15 VAT = £129.06
21 June 2023	NPower Ltd	Lo Cem PC Electric May	£103.70 + £5.18 VAT = £108.88
21 June 2023	NPower Ltd	Town Hall Electric May 23	£639.83 + £127.97 VAT = £767.80
21 June 2023	NPower Ltd	Pakefield St PC Electric May	£93.04 + £4.65 VAT = £97.69
21 June 2023	British Gas	Whitton Hall Gas Dec-Feb	£137.52 + £58.46 VAT = £195.98
21 June 2023	East Point Business Services	HH Service Charge Q2	£7,591.25 + £1,518.25 VAT = £9,109.50
23 June 2023	SALARIES	Salaries June 2023	£28,740.11
23 June 2023	TS Electrical (Buckingham) Ltd	Laptop PAT Testing	£40.00 + £8.00 VAT = £48.00
23 June 2023	Cloudy Group Ltd	Business Fibre March	£55.00 + £11.00 VAT = £66.00
23 June 2023	Cloudy Group Ltd	IT Service Charge June	£930.39 + £186.08 VAT = £1,116.47
23 June 2023	Cloudy Group Ltd	IT Service Charge Apr	£91.20 + £18.24 VAT = £109.44
23 June 2023	Waveney Norse Limited	Partnership Charge June 2023	£16,574.00 + £3,314.80 VAT = £19,888.80
23 June 2023	Northumbrian Water Group Ltd	Legionella Monitoring May 23	£641.49 + £128.30 VAT = £769.79
23 June 2023	East Point Business Services	IT Service Charge Apr	£1,077.00 + £215.40 VAT = £1,292.40
23 June 2023	Cloudy Group Ltd	IT Service Charge May	£812.39 + £162.48 VAT = £974.87
23 June 2023	East Point Business Services	HH Capital Repayment Q2	£3,357.40 + £671.48 VAT = £4,028.88
23 June 2023	Waveney Norse Limited	Partnership Charge April 2023	£27,278.00 + £5,455.60 VAT = £32,733.60

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23 June 2023	East Point Business Services	Supply & Fit Data Cabling	£528.00 + £105.60 VAT = £633.60
23 June 2023	Waveney Norse Limited	Partnership Charge May 2023	£27,278.00 + £5,455.60 VAT = £32,733.60
23 June 2023	Glasdon UK Ltd	10x Bins	£4,697.03 + £939.41 VAT = £5,636.44
26 June 2023	EE Limited	Mobile Phones June 2023	£495.77 + £99.15 VAT = £594.92
28 June 2023	Sonia Barker	Mayoral Travel	£49.85
28 June 2023	Sonia Barker	Mayoral Travel	£45.00
28 June 2023	Eon Energy	Whitton Hall Electric Oct-Jan	£51.80 + £9.80 VAT = £61.60
28 June 2023	AJ Builders	SN War Museum Retaining Wall	£16,225.10 + £3,245.02 VAT = £19,470.12
28 June 2023	Waveney Norse Limited	Rosedale Tree Watering	£330.00 + £66.00 VAT = £396.00
28 June 2023	Direct365Online Ltd	60x Toilet Roll	£292.30 + £58.46 VAT = £350.76
28 June 2023	AJ Builders	BVP Wall and Concrete Repair	£6,900.00 + £1,380.00 VAT = £8,280.00
29 June 2023	Chris Meek	Meeting Expenses	£16.05
30 June 2023	Elizabeth Moore	Triangle Market	£25.00
30 June 2023	Unity Trust Bank	Bank Charges	£71.40
30 June 2023	Pearce & Kemp Limited	Denes Oval Electrical Testing	£228.00 + £45.60 VAT = £273.60
30 June 2023	Alex Macintyre	Triangle Market Performance	£25.00
30 June 2023	Norfolk and Waveney Mind	Festival of Kindness Grant	£5,000.00
30 June 2023	Mary Moppins Ltd	Toilet Cleaning June	£2,272.50 + £454.50 VAT = £2,727.00
30 June 2023	The Marina Theatre Trust	Quarterly Management Fee Q2	£37,500.00 + £7,500.00 VAT = £45,000.00
30 June 2023	Norfolk Security Ltd	SN Bowls Security	£156.00
30 June 2023	AJ Builders	Ness Park Repainting	£1,648.00 + £329.60 VAT = £1,977.60
30 June 2023	Fatstickman Ltd	PPE TUPE Staff	£729.77 + £145.96 VAT = £875.73
30 June 2023	Ernest Doe & Sons Ltd	Flail Mower	£2,250.00 + £450.00 VAT = £2,700.00
30 June 2023	Ernest Doe & Sons Ltd	Ear Protectors x11	£529.65 + £105.93 VAT = £635.58
30 June 2023	Zurich Municipal	Iseki Insurance	£466.35
30 June 2023	Rebecca Waller	Triangle Market Performace Jun	£25.00

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30 June 2023	East Point Business Services	HH Fire Door Retainer	£90.70 + £18.14 VAT = £108.84
30 June 2023	Ernest Doe & Sons Ltd	Iseki Vehicle	£17,596.00 + £3,519.20 VAT = £21,115.20
30 June 2023	East Point Business Services	HH Rent Q2	£3,705.20 + £741.04 VAT = £4,446.24
30 June 2023	The Society of Local Council Clerks	Committee Clerk Membership	£237.00
01 July 2023	NPower Ltd	Ken Gardens Electric May	£82.79 + £4.14 VAT = £86.93
03 July 2023	Fuel Card Services Ltd	Van Fuel	£75.95 + £15.19 VAT = £91.14
03 July 2023	Suffolk Pension Fund	Pensions June 2023	£10,939.26
03 July 2023	East Suffolk Council	Links Road Car Park NNDR	£196.00
04 July 2023	Steve Ward	Insurance Reimbursement	£25.00
04 July 2023	East Suffolk Council	SN Bowls Pavilion NNDR	£104.00
04 July 2023	Wave Ltd	Town Hall Water Mar - Jun	£49.62
04 July 2023	Wave Ltd	London Rd S PCs Water Mar-Jun	£231.15 + £21.01 VAT = £252.16
05 July 2023	Arthur Black	Triangle Market	£25.00
05 July 2023	Taylor Williams	Parking Reimbursement	£56.61 + £11.39 VAT = £68.00
05 July 2023	Paul Connew	Travel Reimbursement	£54.99 + £4.81 VAT = £59.80
05 July 2023	Fenland Leisure Products Ltd	Wetpour	£221.00 + £44.20 VAT = £265.20
05 July 2023	Nicholsons Solicitors LLP	Legal Advice	£713.20 + £142.64 VAT = £855.84
05 July 2023	AJ Builders	Sussex Allotments Surface Work	£1,820.00 + £364.00 VAT = £2,184.00
05 July 2023	Northumbrian Water Group Ltd	Legionella Monitoring June	£641.39 + £128.30 VAT = £769.69

Table 2 June and July Receipts

Date	Received from	Description	Amount
2 June 2023	Tenant	Rental Income from Tenant	£300.00
7 June 2023	Whitton Hall Hire	Whitton Hall Hire	£42.00
9 June 2023	Tenant	Rental Income from Tenant	£300.00
12 June 2023	Tenant	Rental Income from Tenant	£213.16
13 June 2023	Whitton Hall Hire	Whitton Hall Hire	£77.00
14 June 2023	Whitton Hall Hire	Whitton Hall Hire	£126.00
23 June 2023	Tenant	Rental Income from Tenant	£300.00
26 June 2023	HMRC	VAT Reclaim Q4 2022-2023	£107,277.54
30 June 2023	Architectural Heritage Fund	Town Hall Architectural Heritage Fund	£65,000.00

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30 June 2023	Tenant	Rental Income from Tenant	£300.00
3 July 2023	Tenant	Rental Income from Tenant	£6,300.00

42. Grants

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

42.1a. Ventura Cottage - £2,000 (some aspects may be confidential) – This item was brought forward to the beginning of the meeting.

42.1b. Lowestoft Time Bank - £2,276 - Only two responses had been received under the previous delegation.

Cllr Brooks temporarily left the chamber for consideration of item 42.1b at 11:15

Cllr Parker proposed approval of the grant; seconded by Cllr Pearce; a vote was held with four in favour (Cllrs Pearce, Parker, Page and Green) and one abstention (Cllr Begum) due to not having sight of the application.

Cllr Brooks returned to the chamber at 11:17

42.1c. To note that Lowestoft Community Church have withdrawn their application – This was noted.

42.1d. Suffolk County Football Association CIL - £10,000 – Concerns were raised regarding the high amount requested and it was noted that the applicant had applied to other organisations. It was agreed to defer the decision on this application until the priorities for the Town Council’s Community Infrastructure Levy had been established.

42.1e. Lowestoft & Oulton Broad Motor Boat Club Ltd - £2,000 – Whilst concerns were noted about the environmental impact, it was agreed that a global event would benefit the community. Cllr Brooks proposed approval of the grant and to query their actions to mitigate the environmental impact; seconded by Cllr Pearce; all in favour.

42.1f. Gunton Primary Academy (amount to be considered) – Officers had requested the application be submitted by the PTA, as the Town Council could not fund a school directly and were awaiting a response. Officers were asked to query the current budget shortfall to establish how much funding is required. This item was deferred for consideration at the August meeting, with the deadline for receipt of the application to be communicated to the applicants.

42.1g. Lowestoft Town Football Club Ltd (amount to be considered) –

Cllr Green temporarily left the chamber for consideration of item 42.1g at 11:34

It was noted that the teams were only for boys as the Plaisir has no girls’ teams, which could be resolved in future competitions. It was reported that Lowestoft Town Football Club were clarifying the details of the competition, such as the number of children attending. Cllr Pearce proposed to in principle support the grant but ask the applicant to provide information on the numbers attending and the amount required from the Town Council, then a decision would be made; seconded by Cllr Page; all in favour.

Cllr Green returned to the chamber at 11:39

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42.1h. South Pier Lowestoft Ltd - £10,500 over three years – Cllr Pearce clarified the committee was composed of representatives from several groups and no salary or expenses are taken. The previous application from South Pier had requested an interim grant for one year based on current premium costs, whereas this application requested sponsorship for three years. The noted increase may be due to increased premium costs, which could be clarified with South Pier. Cllr Pearce confirmed South Pier have their own bank account.

Cllr Pearce temporarily left the chamber for consideration of item 42.1h at 11:43

The Finance and Information Officers confirmed there was a budget stream for sponsorship, which included £2,600 for South Pier for 2023-2024. Cllr Brooks proposed approval of the £10,500 grant.

The Town Clerk and Finance and Information Officer temporarily left the chamber at 11:46 and returned

Cllr Green suggested an amendment to pay for the first year now with a commitment to sponsor South Pier for the next three years. The Clerk informed the Committee that the expenditure was beyond their financial delegation. Cllr Brooks proposed to recommend approval of the grant to Full Council; seconded by Cllr Parker; all in favour.

Cllr Pearce returned to the chamber at 11:49

43. To review the following Town Council policies, including any recommendations from the Assets, Inclusion and Development Committee and the Personnel Committee:

- 43.1. Acquisitions and Disposal Policy
- 43.2. Appraisals Guidance
- 43.3. Arts Policy
- 43.4. Councillor Wellbeing Policy
- 43.5. Staff Wellbeing Policy

Cllr Pearce proposed to defer a decision on the policies to the next meeting.

Cllr Parker requested to join the Standing Orders and Policies Sub-Committee. which would be approved by the next Full Council meeting. Once approved, the Standing Orders and Policies Sub-Committee will have the necessary quorum to meet, therefore these policies would be reviewed at the next meeting of the Sub-Committee.

44. Other financial and governance matters, including:

- 44.1. 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 challenged (some aspects may be confidential) – The Clerk confirmed expenditure was within budget and a written report would be submitted to Full Council.
- 44.2. To consider the budget allocation of the following expenditure:
 - 44.2a. The combined cost of the Town Hall degradation works, Town Hall dry rot survey and earlier Town Hall degradation report – Cllr Pearce requested the original degradation report and dry report survey both be allocated from the Town Hall Repair and Maintenance budget, with the allocation of the degradation works (with an indicative budget of £43,000) to be deferred to the August Finance and Governance meeting.
 - 44.2b. The refurbishment of Cotman Close play area
 - 44.2c. The installation of new equipment at the Normanston Park play areaAs the invoices relating to items 44.2b and 44.2c would be received upon completion of the works, these items were deferred to the next Finance and Governance meeting.

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- 44.3. To consider a request from the Cricket Club for Wi-Fi permission for Denes Oval – This would be publicly accessible Wi-Fi installed and managed by the Town Council as part of the Wi-Fi enablement of all its sites. Cllr Pearce proposed approval of the installation of Wi-Fi and the cost, based on the indicative costs received, subject to officers establishing a connecting infrastructure and the club having no objection to the Wi-Fi being managed by the Town Council; seconded by Cllr Green; all in favour.
It was requested to have an item on the next Full Council agenda if there is a one-off installation cost.
- 44.4. To consider purchasing a replacement pump for the Sparrows Nest Pond at a cost of £255 + VAT – As the pond is owned and maintained by the Town Council the works would be undertaken by the Town Council. Cllr Pearce proposed approval of the works, noting it should be covered under the existing delegation to officers for repair and maintenance of assets, and for officers to explore the installation of a solar pump; seconded by Cllr Page; all in favour.
- 44.5. To receive an update on how the approved Town Hall degradation works will be progressed, noting that the conservation architect and other project team members will be out of contract over the summer – The Clerk confirmed there should be no issue with receiving advice from the architect when required on the implementation of works and any issues would be brought to this Committee.
- 44.6. To consider a preliminary budget for the 2024 Rock n Roll Event – This would be funded from the 2024 Major Events budget, though minor costs associated with booking acts may be incurred this year. A joint event with the 85th anniversary of D-Day was queried but it was suggested that the two events should be separate. The event was initially suggested for August 2024 but could be subject to change. Officers would obtain costs and bring further information to the July Full Council meeting.
- 44.7. To receive an update on commissioning the approved preventative repair works for the Sparrows Nest café/museum building – The Clerk confirmed the planning application had been approved and officers would obtain refreshed quotes, which would be brought back to Full Council if it exceeded the approved budget, and then the repair works could be progressed.
- 44.8. To consider the current status of the Britten Road boundary fence and financial aspects of completing the original Council approval to extend the fence the length of the entire boundary – There had been a prior issue that required an underground assessment and officers were seeking to progress extending the fence the entire length of the boundary.
- 44.9. To consider quotations for C3 electrical works at the Marina Theatre – A quote from the contractor was pending and would be on the agenda for the next Full Council meeting if received in time.
- 44.10. To consider a request from the Marina Theatre to replace the cinema screen (indicative cost approximately £3,000), including to consider an appropriate maximum budget and delegation to progress – The contractor had expressed concerns on the fragility of the screen and the possibility of damage whilst the flying rig was being replaced. It was noted that the screen was not on the asset list, which would be discussed at the next Quarterly Management meeting. The Clerk advised that a delegation would be preferable to progress the replacement in case the screen is damaged. Cllr Pearce proposed approval of a maximum budget of £3,500 with a delegation to officers to progress the replacement, alongside any required survey, from the Marina Theatre Repair and Maintenance budget; seconded by Cllr Green; all in favour.
- 44.11. To consider any costs associated with making items available from the Lowestoft Collection for inclusion in the maritime-themed exhibition in The Grit next month (some aspects may be confidential) – Officers would liaise with The Grit on any costs related to the exhibit, such as insurance, and the Clerk suggested a financial delegation of £200 to progress this.
The Clerk confirmed the default position would be to ensure that The Grit's insurance would cover the paintings provided by the Town Council, and this financial delegation

Lowestoft Town Council

Meeting of the Finance and Governance Committee

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

10:30 on 11 July 2023

would allow officers to progress the discussions should it be found that the Town Council are required to insure the paintings themselves.

Cllr Pearce proposed a maximum budget of £250 be delegated to officers to cover any insurance costs; seconded by Cllr Green; a vote was held with five in favour and one abstention.

44.12. To consider any costs associated with the actions approved by the Assets, Inclusion and Development Committee for Gunton Estate Residents Hall (confidential) – Officers were progressing changing the locks of the hall, per the delegation to officers for repair and maintenance of the assets, and the works would not exceed £60.

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

45.1. Martello and Giardino – A surveyor had been instructed and this item would be brought back once an update has been received.

45.2. To receive an update on VAT advice and any implications for the Marina Theatre lease and Towns Fund project (confidential) – This would be discussed at Full Council.

45.3. To receive an update on the status of the lease for the Lowestoft War Memorial Museum (confidential) – This would be discussed at Full Council.

45.4. To receive an update on the Cricket and Tennis Club licenses – This item was deferred to the next meeting.

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

This item was deferred to the next meeting.

47. Date of the next meeting

8 August 2023 10:30

48. Items for the next agenda and close

It was requested that any items be emailed to the office.

49. 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:

49.1. Any legal matters, including those above as required – There were no resolutions.

The Chair closed the meeting at 12:22



Signed:

8 August 2023