

Lowestoft Town Council
Extraordinary Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
12:30 on 25 September 2023

MINUTES

Present: Cllrs 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)

64. Welcome

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

65. To receive and consider approval of apologies for absence

Apologies were received from Cllr Begum with reasons provided. Cllr Parker proposed approval of apologies received; seconded by Cllr Pearce; four in favour and one against. Cllr Coleby was absent with no apologies received.

66. Declarations of Interests and dispensations

66.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda – Cllrs Brooks and Pearce declared they were on the Marina Theatre Quarterly Management Meeting. Cllr Brooks declared she was a member of Suffolk Wildlife Trust. Cllr Pearce declared an other registerable interest in item 71.1f as he was the Town Council Representative on the Lowestoft Kittiwake Partnership and would leave the chamber for consideration of the item. Cllr Pearce also declared he was on the Town Hall Project Board and was Chair of the Gunton Residents Association.

There was a discussion on whether members of Suffolk Wildlife Trust should remain in the meeting and vote on the Lowestoft Kittiwake Partnership grant, which had been submitted by Suffolk Wildlife Trust on the Partnership's behalf. This was queried and it was noted that the meeting would then be inquorate. The Clerk advised that as a member of an external body this would be classed as an other registerable interest and due to the topic of grant funding it could also be considered a conflict of interest. It was the decision of Suffolk Wildlife Trust members on whether to remain, and those present at the meeting on whether it was appropriate to vote on the grant with members of Suffolk Wildlife Trust in attendance.

It was agreed to not discuss item 71.1f due to the advice received on declared interests and the possibility of inquorate numbers. The grant would be discussed on the 10 October, or a single-item extraordinary meeting would be scheduled.

66.2. To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted – No written requests for dispensations were received.

67. To consider the draft minutes and the appended confidential note of the meeting on 8 August 2023

Cllr Pearce noted a required amendment on item 55.1 that referred to two payments and should instead refer to two ring-fenced amounts in the capital budget. Item 58.5 was also queried and whether it was agreed that costs for signage be funded from the Fencing budget. It was noted that this item was due to be discussed at Full Council where any budget allocations could be confirmed. Cllr Pearce proposed approval of the draft minutes, subject to the requested amended on item 55.1; seconded by Cllr Parker; four in favour and one abstention.

Lowestoft Town Council

Extraordinary Meeting of the Finance and Governance Committee

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

12:30 on 25 September 2023

68. Public forum

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public – No members of the public were in attendance and no advanced comments had been received.

69. Budget and Loan:

- 69.1. To monitor the budget for 2023 – 2024, including delegated Committee and Sub-Committee budgets – The Finance and Information Officer was asked to review the budget and expenditure for the Town Hall works, as a separate budget had been set in February 2023 for initial degradation works, and confirm that there had been no double allocation in committed expenditure.
- 69.2. To note any bank reconciliations – July had been completed and August was ready for signing.
- 69.3. To consider the format of the 2024/2025 budget document – Cllr Pearce proposed to continue with the current format for 2024-2025 so Budget and Loan meetings could concentrate on setting the budget, but to have a placeholder item for April 2024 to review the format ahead of the budget next round. Cllr Brooks suggested only the budget labels and budget lines with zero value be clarified and there was no need to change the overall format. It was agreed to maintain the current format and the Finance and Information Officer would clarify budget labels and delete any rows on the document as needed.
- 69.4. To consider a request from Cllr Rappensberger to join the Budget and Loan Sub-Committee – Cllr Pearce proposed approval of the request; seconded by Cllr Page; all in favour.

70. Payments and Receipts:

- 70.1. To note the income and expenditure reports for August 2023 and September 2023 to date, including payments made under delegated authority (see schedules) – Concerns were raised on the frequency of cleaning for the Triangle Market toilets as there were often reports of a lack of amenities such as toilet rolls and handwash. Officers noted that site had ongoing issues and would follow this up.

The Finance and Information Officer was asked to confirm that the residual funds from the Town Hall budget, which were expected to be allocated to the Marina Theatre to offset the cost of the flying rig, was the amount that had been anticipated by the Town Council.

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

Table 1 August and September Payments

Date	Payment to	Description	Amount
1 August 2023	Npower Ltd	TH electric June	£890.50
1 August 2023	East Suffolk Council	Links Road car park NNDR	£196
1 August 2023	East Suffolk Council	SN Bowls Pavilion NNDR	£104
1 August 2023	East Suffolk Council	Hamilton House NNDR	£996
4 August 2023	Suffolk Pension Fund	Pensions July 2023	£11,477.89
4 August 2023	Lauren Elliott	Parking and travel reimburse	£22.93 + £4.02 VAT = £26.95
4 August 2023	Paul Connew	Ratchet strap reimbursement	£84.97 + £16.99 VAT = £101.96

Lowestoft Town Council

Extraordinary Meeting of the Finance and Governance Committee

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

12:30 on 25 September 2023

4 August 2023	Chris Meek	Office reimbursements	£131.97 + £22.22 VAT = £154.19
4 August 2023	Sarah Foote	Kettle reimbursement	£44.97
4 August 2023	Excite Solutions Ltd	Grass mowing July	£1,392.14
4 August 2023	Northumbrian Water Group Ltd	Legionella checks July 2023	£769.79
7 August 2023	Fuel Card Services Ltd	Van fuel	£212.98 + £42.60 VAT = £255.58
7 August 2023	Paul Connew	R&M reimbursement	£23.15 + £3.54 VAT = £26.69
7 August 2023	Michael Winter	Travel and parking reimbursement	£12.16 + £1.34 VAT = £13.50
7 August 2023	Taylor Williams	Parking reimbursement	£49.95 + £10.05 VAT = £60
7 August 2023	FSS Electrical Services Ltd	Denes Oval lighting amendments	£1,008
9 August 2023	Nicholsons Solicitors LLP	Grounds maintenance legal	£2,256
9 August 2023	Fleet 96 Rentals Ltd	Van hire May	£780
9 August 2023	Glasdon UK Ltd	Lifebuoy	£1,909.52
9 August 2023	Newsquest Media Group Ltd	Grounds maintenance adverts	£282
9 August 2023	South Pier Lowestoft Ltd	South Pier Sponsorship	£3,500
9 August 2023	Norfolk Security Ltd	SN Bowls security	£156
9 August 2023	Mary Moppins Ltd	Gunton Hall cleaning June	£239.52
9 August 2023	Nicholsons Solicitors LLP	High Street legal advice	£399
9 August 2023	Munnings Supplies Ltd	Grounds maintenance PPE	£36
9 August 2023	Mulberry & Co	Planning training 12 th July	£720
9 August 2023	Fleet 96 Rentals Ltd	Van hire June	£780
9 August 2023	Martin's Driver Training	Trailer training CN	£432
9 August 2023	NPH Electrical	PAT testing KG and Normanston	£174
9 August 2023	Nicholson's Solicitors LLP	Land transfer legal advice	£1,440
9 August 2023	Centre Stage Engineering Ltd	Counterweight flying rig 35%	£91,995.43
9 August 2023	Gearhire Sound and Light	Full Council amplification	£534

Lowestoft Town Council

Extraordinary Meeting of the Finance and Governance Committee

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

12:30 on 25 September 2023

9 August 2023	Nicholson's Solicitors LLP	Marina Theatre legal advice	£53.04
9 August 2023	Mary Moppins Ltd	Whitton Hall cleaning July	£239.52
9 August 2023	Nicholsons Solicitors LLP	Land Registry legal advice	£1,513.80
9 August 2023	AJ Builders	Normanston Allotments fence	£7,440
9 August 2023	Hutton & Rostron Environmental	Town Hall dry rot survey	£10,667.26
9 August 2023	Nicholsons Solicitors LLP	Unit 2 legal advice	£318.60
9 August 2023	Mary Moppins Ltd	Public Con cleaning July	£3,018
9 August 2023	Nicholsons Solicitors LLP	General legal advice	£1,967.04
9 August 2023	AJ Builders	KG First Light repairs	£150
9 August 2023	Nicholsons Solicitors LLP	General legal advice	£79.56
9 August 2023	Nicholsons Solicitors LLP	Grounds maintenance legal advice	£3,871.92
9 August 2023	Nicholsons Solicitors LLP	HH legal advice	£371.28
9 August 2023	Mary Moppins Ltd	Gunton Hall cleaning July	£299.40
9 August 2023	HAGS-SMP Ltd	Rosedale play area	£52,783.20
9 August 2023	Nicholsons Solicitors LLP	TH & allotment legal advice	£925.20
9 August 2023	Munnings Supplies Ltd	Marking spray	£68.40
9 August 2023	Nicholsons Solicitors LLP	General legal advice	£416.16
9 August 2023	Nicholsons Solicitors LLP	Denes Oval legal advice	£238.68
14 August 2023	Fuel Card Services Ltd	Van fuel	£80.71 + £16.14 VAT = £96.85
16 August 2023	Credit card account	Credit card purchases	£1,857.58
17 August 2023	L J Bryant	Pride performance	£100
17 August 2023	That Place for Events	Pride event stage 80%	£4,335.60
17 August 2023	Raife Samuel	Pride event	£90
17 August 2023	Shane Balls	Pride performance	£50
17 August 2023	The High Points	Pride performance	£300
17 August 2023	Suzy Angelus	Pride performance	£80
17 August 2023	JL McDermott	Pride performance	£200
17 August 2023	The Workplace Depot	Fuel store	£607.27 + £121.45 VAT = £728.72

Lowestoft Town Council

Extraordinary Meeting of the Finance and Governance Committee

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

12:30 on 25 September 2023

17 August 2023	Aiden Pulford	Pride performance	£50
17 August 2023	Butler and Castell	TH picture restoration preview	£120 + £24 VAT = £144
17 August 2023	Rabo de Foguete	Pride performance	£150
17 August 2023	Aria	Pride performance	£450
17 August 2023	C&C Consulting Services Ltd	H&S support Oct 22 – Sept 23	£934.92
17 August 2023	Andrew Morton Associates Ltd	TH planning RIBA 3	£5,040
17 August 2023	MossKing Associates Ltd	TH development project August	£10,485.50
17 August 2023	AJ Builders	Fen Park wet pour and roundabout	£16,572
17 August 2023	NPH Electrical	SN pond pump install	£87.60
17 August 2023	MJ Training	Manual handling training	£582
17 August 2023	Norfolk Security Ltd	SN Bowls security 8/8	£156
17 August 2023	Munnings Supplies Ltd	PCs gloves and towels	£31.80
17 August 2023	Martin's Driver Training	Trailer training	£270
17 August 2023	Commercial & Industrial Cleaning	PC cleaning supplies	£659.06
17 August 2023	Cloudy Group Ltd	IT service charge July	£1,116.47
17 August 2023	Garden Discount Centre Ltd	Toro wheeled mower	£645.08
17 August 2023	Ernest Doe & Sons Ltd	Wessex LR150 Roller	£1,788
17 August 2023	HAT Projects Ltd	TH development project	£41,770.85
17 August 2023	V.C. Cooke	Pride event bins	£126
17 August 2023	Fleet 96 Rentals Ltd	Van hire August	£840
17 August 2023	Cloudy Group Ltd	IT service charge August	£1,116.47
17 August 2023	Screwfix	Fuel can, buckets, grease gun	£562.81
17 August 2023	AJ Builders	SN War Museum building works	£1,242
17 August 2023	Ernest Doe & Sons Ltd	Van trailer	£5,940
17 August 2023	Broadland Security Alarms	Town Hall alarm callout	£130.80
17 August 2023	MossKing Associates Ltd	TH development project April	£5,460
17 August 2023	V.C. Cooke	Waste collection July	£826.80
17 August 2023	The Society of Local Council Clerks	SF Community Governance degree	£2,875

Lowestoft Town Council

Extraordinary Meeting of the Finance and Governance Committee

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

12:30 on 25 September 2023

17 August 2023	Catalyst Counselling CIC	Catalyst training	£228
17 August 2023	Britannia Archaeology Ltd	TH archaeology report	£1,704
17 August 2023	V.C. Cooke	Waste collection July	£102
17 August 2023	Munnings Supplies Ltd	Ground maintenance PPE	£134.40
17 August 2023	Ernest Doe & Sons Ltd	Scarifier	£1,016.40
17 August 2023	Martin's Driver Training	Trailer training	£432
17 August 2023	Another Angle Studio	John Reay artwork	£2,500
1 September 2023	East Suffolk Council	Hamilton House NNDR	£996
1 September 2023	East Suffolk Council	Links Road NNDR	£196
1 September 2023	East Suffolk Council	Sparrows Nest NNDR	£104
4 September 2023	Fuel Card Services	Van Fuel	£265.79
4 September 2023	Lauren Elliott	Travel and Parking Reimbursement	£35.13
4 September 2023	Taylor Williams	Parking Reimbursement	£60
4 September 2023	Gearhire Sound	Full Council Amplification	£504
4 September 2023	Suffolk Pension Fund	Pensions August 2023	£11,859.42
4 September 2023	Lansford Access	Work Platforms	£871.20
4 September 2023	Origin Amenity	Kensington Gardens Salt	£836.26
4 September 2023	Sarah Foote	Expense Reimbursement	£8.87
4 September 2023	Chris Meek	Expense Reimbursement	£19.90
6 September 2023	Fatstickman	Grounds Maintenance PPE	£449.17
6 September 2023	Elite Windscreens	Car Screen Repair	£240
6 September 2023	Northumbrian Water Group	Legionella Checks	£769.79
6 September 2023	V.C. Cooke	Waste Collection	£963.94
6 September 2023	Norfolk and Waveney MIND	Love Parks	£391
6 September 2023	Proscenium Product	Pride Donation	£70
6 September 2023	Thomson Environment	Tree Inspections	£8,895.96
6 September 2023	Mary Moppins	Toilet Cleaning	£239.52
6 September 2023	Tennis Court Surfacing	Denes Oval Surfacing	£10,833.60
6 September 2023	AJ Builders	GELP Tree Works	£3,456
6 September 2023	Nature Sign Design	Bentley Drive Sign	£924
6 September 2023	East Coast Installation	Sparrows Nest Mastic to Windows	£186
6 September 2023	Mary Moppins	Toilet Cleaning	£299.40

Lowestoft Town Council

Extraordinary Meeting of the Finance and Governance Committee

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

12:30 on 25 September 2023

6 September 2023	Mary Moppins	Toilet Cleaning	£33.54
6 September 2023	Toilets to Go	Pride Event Toilets	£1,560
6 September 2023	Lowestoft Town FC	Lowestoft Town FC Grant	£4,477
6 September 2023	Mary Moppins	Toilet Cleaning	£3,276
6 September 2023	Garden Discount Centre	Brush Knife, Rider Plate, Collar Nut	£51.32
6 September 2023	Norfolk Security Ltd	Sparrows Nest Bowls Security	£156
6 September 2023	AJ Builders	Ravine Repairs	£5,232
6 September 2023	V.C. Cooke	Waste Collection	£102
6 September 2023	Suffolk Football	Suffolk Football Grant	£2,000
6 September 2023	AJ Builders	Cotman Close Play Equipment Removal	£3,684
6 September 2023	Block N Mesh	Heras Fencing	£1,075.80
6 September 2023	AJ Builders	Normanston Park Tarmac	£1,092
6 September 2023	St Johns Ambulance	Pride First Aid	£1,404.50
6 September 2023	AJ Builders	GELP Repairs	£4,350
6 September 2023	Access Community Trust	Grant	£735.47
6 September 2023	Broadway Players	Pride Event	£50
11 September 2023	C&C Consulting	H&S Support	£59.40
11 September 2023	Fuel Card Services	Van Fuel	£113.09
15 September 2023	Peter Colby Commercial	Unit 2 Rent	£1,078.36
15 September 2023	Lauren Elliott	Mileage and Parking Reimbursement	£34.33
15 September 2023	Michael Winter	Travel Reimbursement	£9.90
15 September 2023	Ecolab Ltd	Avishock Service April – December	£1,895.36
15 September 2023	Garden Discount Centre	Vehicle Repair	£92.56
15 September 2023	Screwfix	Ground Maintenance Tools	£471.73
15 September 2023	Pearce and Kemp	Denes Oval Electrical Works	£3,747.60
15 September 2023	Munnings Supplies	Cleaning Supplies	£61.20
15 September 2023	Fatstickman Ltd	Van Signage	£192
15 September 2023	Kompan Ltd	Gunton Community Park Repairs	£1,870.21
15 September 2023	KGB Commercial Heating	Marina Theatre Thermostat	£943.80
15 September 2023	Fleet 96 Rentals	Van Hire	£1,080
15 September 2023	Fatstickman Ltd	Vehicle Signage	£96
15 September 2023	Ernest Doe & Sons	HKM Brush	£7,140

Lowestoft Town Council
Extraordinary Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
12:30 on 25 September 2023

15 September 2023	Centre Stage Engineering	Flying Rig 25%	£43,463.83
15 September 2023	Garden Discount Centre	Stihl BG86-CE Blower	£288.74
15 September 2023	PKF Littlejohn LLP	External Audit	£3,024
15 September 2023	Waveney Norse	Waste Collection April – June	£775.41
15 September 2023	Fatstickman Ltd	Vehicle Signage	£96

Table 2 August and September Receipts

Date	Received From	Description	Amount
4 August 2023	Tenant	Rental income from tenant	£300
11 August 2023	Tenant	Rental income from tenant	£300
1 September 2023	Tenant	Rental Income from Tenant	£300
4 September 2023	Tenant	Rental Income from Tenant	£213.16
8 September 2023	Tenant	Rental Income from Tenant	£300
13 September 2023	Market Income	Weekly Market Income	£18.50
13 September 2023	Market Income	Weekly Market Income	£18.50
15 September 2023	National Lottery Heritage Fund	Town Hall Funding	£79,707.83
15 September 2023	Tenant	Rental Income from Tenant	£300

71. Grants

71.1. To consider the following grant applications:

71.1a. Gunton Primary Academy (amount to be considered) – The application had not been re-submitted by their PFSA and officers would prompt the applicant to ensure the new application is ready for consideration in October.

71.1b. Disability Advice North East Suffolk - £10,000 – Cllr Parker declared he had contributed to this project as an East Suffolk Councillor.

Cllr Parker left the chamber at 13:05 for consideration of item 71.1b

In response to a query on the amounts requested, it was clarified that the £7,000 requested from East Suffolk Council was for East Suffolk Councillor locality funding and not funding from the District Council.

Cllr Pearce proposed approval of the grant due to the benefit to users of their service and the subsequent job opportunities, and to split the budget allocation as £5,000 from the Grants budget, £2,500 from the Community Engagement

Lowestoft Town Council
Extraordinary Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
12:30 on 25 September 2023

budget and £2,500 from the Social and Food Relief budget; seconded by Cllr Green; all in favour.

Cllr Parker returned to the chamber at 13:11

- 71.1c. Triple A Boxing Club - £2,000 – Cllr Parker proposed approval of the grant due to the sports provision for young people; seconded by Cllr Pearce; all in favour.
- 71.1d. St Peter and St John, Kirkley - £500 – Cllr Brooks proposed approval; seconded by Cllr Page. Cllr Pearce requested an amendment to also offer a further £200 from the Social and Food Relief budget if the applicant is short of their target, and to invite the applicant to return to this Committee if the application to East Suffolk Council is unsuccessful. Cllrs Brooks and Page accepted the amendment and a vote was held with all in favour.
- 71.1e. Marina Theatre - £1,900 – Cllr Brooks proposed refusal of the application as the Town Council already provide sufficient funding to the theatre; seconded by Cllr Parker.

A query was raised on whether members of the Marina Theatre Quarterly Management Meeting board could vote on the item, which the Clerk confirmed they could as the board was part of the Town Council's internal arrangements.

A comment was made on the need to distinguish between the Town Council's budget for the Marina Theatre that covers the management services fee, and this application for a non-compulsory public engagement event. A vote was held on Cllr Brooks' proposal with two in favour and three against.

Cllr Pearce made a counterproposal to approve the grant application; seconded by Cllr Page; a vote was held with three in favour and two against.

- 71.1f. Suffolk Wildlife Trust on behalf of the Lowestoft Kittiwake Partnership - £1,665 – To be considered at the next meeting or an extraordinary meeting due to inquate numbers and issue of protocol.
- 71.2. To note that there will be no grant application or expenditure against the ring-fenced £5,000 HODs budget and to consider rolling over the unused amount and ring-fencing it as funding for 2024 HODs – Cllr Pearce proposed the ring-fenced budget be rolled over and ring-fenced for 2024, though a new grant application would be required to draw from the funds; seconded by Cllr Green; all in favour.

72. Other financial and governance matters, including:

- 72.1. 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 requested this be discussed in confidential session after the budget allocation items.
- 72.2. To consider the budget allocation of the following expenditure:
 - 72.2a. The Town Hall degradation works – Cllr Pearce proposed to virement the £65,000 from the currently ring-fenced amount in the Marina Theatre budget for capital works in 2023-2024, on the basis that as the works have not been approved and would likely take place in summer of 2024, at the same time as the grant works, any direct funding would need to be considered separately anyway. If a further balance of £5,000 is required, then this would be funded from the Repair and Maintenance budget. Cllr Brooks seconded the proposal and a vote was held with all in favour.
 - 72.2b. Determine the reserve/budget allocation for the land purchase approved at August Full Council (confidential) – Of the total cost of £60,000, Cllr Pearce proposed £15,000 be allocated from the Arts and Heritage Earmarked Reserve

Lowestoft Town Council
Extraordinary Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
12:30 on 25 September 2023

and the remaining £45,000 be allocated from the General Reserves budget, on the basis the funds would be replaced by April 2024. Concerns were raised on the large amount required when other projected were due to be allocated to the Arts and Heritage budget. Cllr Pearce acknowledged that this would put stress on the budget, therefore the proposal included the caveat for funds to be replaced in the next financial year.

Cllr Page temporarily left the chamber at 13:42

Cllr Parker seconded the proposal and a vote was held with three in favour and one against.

The Committee agreed to defer item 72.1 as it was on the Full Council agenda for September and would be considered at that meeting.

72.2c. Soakaways in Kensington Gardens (maximum budget £2,650 + VAT) Denes Oval (maximum budget £3,250 + VAT) and the Maritime Museum (£2,000 + VAT) – Cllr Pearce proposed the Kensington Gardens soakaway be funded from the anticipated £3,145 income from Kensington Gardens for the current year; seconded by Cllr Brooks; all in favour.

For Denes Oval, Cllr Pearce proposed to virement £3,250 from the £22,000 Water Improvements budget, as the budget is delegated to the Climate and Ecological Emergency Committee this would require approval at their next meeting, if declined this Committee would re-consider the budget allocation; seconded by Cllr Green; all in favour.

Cllr Pearce proposed the Maritime Museum soakaway be funded from the Sparrows Nest Earmarked Reserve; seconded by Cllr Green; all in favour.

72.2d. £4,000 for anti-vandalism measures at the Triangle Market toilets and Pakefield Street toilets – Cllr Pearce proposed approval for both 72.2d and 72.4, with expenditure to be funded from the underspend of the £200,000 Toilet Refurbishment budget; seconded by Cllr Brooks; all in favour.

72.3. To make a recommendation to Full Council on the budget allocation of £15,000 for the purchase of eight EasyGates for Stoven Close and Normanston Park – Cllr Brooks suggested the Community Safety budget. Cllr Pearce proposed the budget be allocated from the Play Area Repair and Maintenance budget; seconded by Cllr Brooks; all in favour.

72.4. To consider additional funding of £2,550 plus VAT for Resan toilets and sinks at disabled public conveniences at Fen Park and Triangle Market – This was included in the proposal of item 72.2d.

72.5. To consider the cost of a scrape for Denes Oval – This would need to be budgeted and booked for next September, when the 2024 season ends, for both Denes Oval and Normanston Park, though the former site was more urgent, and indicative costs were £17,000 per site. Cllr Pearce proposed the Budget and Loan Sub-Committee be instructed to budget for the scrape for 2024-2025 as a committed cost, with an item on October Full Council to approve the purchase. The Clerk suggested the sites be staggered and Normanston Park be budgeted for the following year. Cllr Pearce amended the proposal for Budget and Loan to prepare the £17,000 for one site, and if possible to budget for both sites for September 2024, with Full Council to approve; seconded by Cllr Green with the agreed amendment that if the budget could not accommodate both sites then the second site would be budgeted for the following year.

Cllr Page returned to the chamber at 13:58

It was clarified that the proposal assumed direct funding, but officers would explore grant funding options to offset the cost.

Lowestoft Town Council
Extraordinary Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
12:30 on 25 September 2023

A vote was held with four in favour and one abstention as the Councillor had not been in the chamber during the discussions.

- 72.6. To consider the installation and funding of Wi-Fi at the Denes Oval – The Communications Officer was reviewing an alternative, streamlined provision for the pavilion, therefore the item was deferred to the next meeting.

The Clerk left the meeting at 14:00

- 72.7. To consider expenditure for a mobile conference sound system (some aspects may be confidential) – This would replace the current sound system at a cost of £4,060.50 (excluding VAT) and would be available for all meetings. A query was raised on whether it would be cost effective to hire the equipment rather than purchase it, to which it was noted the purchase cost was cheaper than the hiring fees for the current sound system.

Cllr Pearce proposed approval of the purchase. Concerns were raised over the technicalities of the system, whether it should be used only for Full Council and the ability of the Chair to cut off the microphones of those speaking. Cllr Parker requested the proposal be amended for the sound system to be hired and tested for the first few months before committing to the purchase. The Finance and Information Officer advised hiring would be more expensive and it was unlikely the provider would allow for hiring of the equipment. Cllr Pearce amended his proposal for the purchase of the sound system to be subject to suitable training being provided before the system goes live, and to have agreed an operational policy to prevent inconsistencies of practice; seconded by Cllr Green; four in favour and one abstention.

- 72.8. To consider subsidy control for the Town Hall (confidential) – This item would be addressed at the Full Council meeting.
- 72.9. To consider delegating expenditure on further subsidy control advice and support on the broader work of the Council within a budget not exceeding £5,000 + VAT (confidential) – This item would be addressed at the Full Council meeting.
- 72.10. To receive an update on procurement for the tennis court operator – Officers confirmed the tender document was nearing completion, with factors such as ensuring public use of the courts and cover of the maintenance costs to be included in the document. Officers were advised 24 February 2024 was the start date for works on the smart gates at Kensington Gardens and Normanston Park, with Denes Oval to be sorted earlier. Officers were due to meet with the Lawn Tennis Association and their contractor on 28 September 2023 to consider the work schedule and implications for public use of the parks whilst work was ongoing. The Committee requested a definitive start date be provided for going out to procurement and if officers were unable to provide a date, then an urgent zoom meeting between officers and Councillors needed to be scheduled. If officers were unable to draft the document due to technical specifics, then Councillors needed to be notified and then consider if the solicitor should be asked to draft the document. Officers would request feedback on the queries raised and clarification on what has caused the delay.
- 72.11. To consider the consultation on the financial regulations – As the consultation deadline was 5 November, this item was deferred to the October meeting.
- 72.12. To note the external audit report for the year ending March 2023 – Section Three had been received from the external auditors with no comments and had passed.

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

- 73.1. To receive an update on the status of the lease for the Lowestoft War Memorial Museum (confidential) – To be discussed in confidential session.
- 73.2. To receive an update on the Cricket and Tennis Club licenses – The Committee

Lowestoft Town Council
Extraordinary Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
12:30 on 25 September 2023

requested clarification on the licenses and procurement and requested this be addressed in the same zoom call for item 72.10.

73.2a. To direct Budget & Loan to factor the cost and budget/reserve allocation for a replacement net into the 2024/25 budget preparations, on the provisional basis that this will be directly funded by the Town Council, with third-party funding opportunities to also be explored - Per item 62.13a of a previous Full Council meeting, the Town Council had been approached on supporting the replacement of the cricket nets at an indicative cost of £61,240, which would be 2024-2025 expenditure. Cllr Pearce suggested the Budget and Loan Sub-Committee be directed to factor the cost and budget reserve allocation of the replacement nets in the 2024-2025 budget preparation, on the provisional basis that it would be directly funded by the Town Council next year, with officers to explore third-party funding options to reduce the capital liability on the Town Council (such as Hornsea Community funding). This was agreed by the Committee.

73.3. To receive an update on progress of the Marina Theatre lease, following recent discussions with the legal and VAT advisors – Cllr Pearce proposed a recommendation be made to Full Council to not proceed with signing the lease and other governing documents at this time as the Marina Theatre Trust (MTT) has no Chief Executive Officer (CEO), and there was no indication of when a new CEO would be appointed at this critical stage of the capital project. Furthermore, when a CEO is appointed, a discussion should be scheduled with the MTT to decide how to move forward with regards to the lease and governing documents. The Committee agreed there was no issue with the draft lease, but agreed the Town Council were unable to sign the lease whilst the MTT had no CEO. Cllr Green seconded the proposal and a vote was held with all in favour.

73.4. To receive an update on progressing the new Martello/Giardino lease – It was requested to schedule a zoom call, with the Clerk and two directors in attendance, to understand any issues preventing progress of the new lease and how to move forward; seconded by Cllr Brooks; all in favour.

74. To consider the updated draft of the Reserves Policy

Cllr Pearce had not finalised the draft and would have it ready for the next meeting on 10 October 2023.

75. To review the following policies:

75.1. Acquisitions and Disposal

75.2. Appraisals Guidance

75.3. Arts

These policies had been reviewed but not yet recommended for adoption. Cllr Pearce proposed the Acquisitions and Disposal policy and the Arts policy be recommended for adoption to Full Council, noting that both will require another review in 2024 – 2025 depending on the progress of the Town Hall project.

Cllr Parker temporarily left the chamber at 14:28

Cllr Parker returned to the chamber at 14:30

Cllr Brooks seconded the proposal and a vote was held with all in favour.

Cllr Pearce proposed the Appraisals Guidance policy be recommended for adoption to Full Council, noting that the Mayor and Chair of Personnel had confirmed training had been undertaken; seconded by Cllr Brooks; all in favour.

At 14:32 Cllr Pearce proposed to suspend standing orders for fifteen minutes; seconded by Cllr Green; all in favour.

Lowestoft Town Council
Extraordinary Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
12:30 on 25 September 2023

76. To note the appointment of a contractor for the Bulky Waste Collection trial (some aspects may be confidential)

This item would be discussed in confidential session.

77. Date of the next meeting

10 October 2023 10:30

78. Items for the next agenda and close

79. 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:

79.1. Any legal matters, including those above as required – Cllr Green proposed the meeting be moved to confidential session; seconded by Cllr Page; all in favour.

The Chair closed the meeting to the public and moved to confidential session at 14:34

76. To note the appointment of a contractor for the Bulky Waste Collection trial (some aspects may be confidential)

Councillors were updated on the appointed contractor and commencement date of the scheme.

Concerns were raised regarding the bidding procedure, which bidders were presented to Full Council and what reasons had been provided to the unsuccessful bidders, in particular whether any reasons were presented as policies set by Full Council.

Cllr Brooks expressed her concern of the long delays and the lack of publicity for the project, noting that the commencement date did not allow for time to publicise the scheme.

It was suggested to proceed with the launch date, with Councillors to be notified of contact details and procedures for the service so that they can inform their electorate. Cllr Pearce noted if the trial goes live and then it would be difficult to resolve any issues concerning the procurement procedure. Furthermore, the Town Council needed to understand if there were issues with the delegated project, such as if it was too conceptive a project at the time of delegation, and the reasons for the delayed launch date. Therefore, the launch date could be paused to investigate the concerns raised.

A placeholder item was requested for the October Assets, Inclusion and Development Committee and the Climate and Ecological Emergency Committee regarding further updates and communications for the launch of the trial.

The Committee agreed that whilst there were concerns the trial should not be delayed, officers should proceed with the launch and accompanying communications, but there needed to be a confidential discussion on the concerns raised.

The Finance and Information Officer would discuss the project and concerns raised with the Deputy Town Clerk tomorrow and an update email would be sent to all Councillors.

At 15:06 Cllr Pearce proposed to suspend standing orders for five minutes; seconded by Cllr Brooks; all in favour

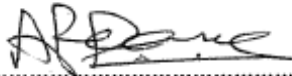
Lowestoft Town Council
Extraordinary Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
12:30 on 25 September 2023

73.1 To receive an update on the status of the lease for the Lowestoft War Memorial Museum (confidential) – There was no update for this meeting.

Cllr Parker left the meeting at 15:07

Cllr Pearce proposed a zoom meeting be arranged to discuss the ongoing situation; seconded by Cllr Brooks; all in favour.

The Chair closed the meeting at 15:11



Signed:

14 November 2023