LOWESTOFT CHARTER TRUSTEES

Title of Report: Mayor of Lowestoft’s Expenses and Fundraising for 2014/15

Meeting Date: Monday, 8 June 2015

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Is the report Open or Exempt? Open

MATTER FOR DECISION

To note Mayoral and civic expenditure during 2014/15 and to receive an update on the fund-raising activities undertaken by Councillor Stephen Ardley, the outgoing Mayor of Lowestoft, following his appointment of Mayor in December 2014.

EXTERNAL CONSULTATIONS HELD

The Lowestoft Charter Trustees’ (LCT) budgets are subject to verification and audit by both Internal and External Audit. The Annual Return for the 2014/15 Lowestoft Charter Trustees’ budget is the subject of a separate report on the Agenda for this meeting.

OTHER OPTIONS CONSIDERED AND REJECTED

None. The reporting back of financial information to the Lowestoft Charter Trustees is a statutory requirement and ensures that the LCT is open, transparent and accountable in all that it does.

1 BACKGROUND INFORMATION

Lowestoft Charter Trustees Budget for 2014/15

1.1 The Lowestoft Charter Trustees’ budget for 2014/15 was comprised of the following:

£2,000 - Mayor of Lowestoft
£2,000 - Waveney District Council recharge for support services
£5,000 - Grants and other expenditure to further the civic and ceremonial role of the LCT

As at 31 March 2015 the LCT Reserves stood at £12,026.71

Mayor’s Expenses for 2014/15

1.2 It was agreed at the meeting of the Lowestoft Charter Trustees held on 10 February 2014 to allocate the Mayor of Lowestoft a budget of £2,000 for 2014/15.
1.3 Councillor R Bellham was elected as Mayor of Lowestoft on 9 June 2014 but very sadly passed away in November 2014. At an Extraordinary LCT meeting held on 15 December 2014, Councillor S Ardley was appointed as the new Mayor of Lowestoft until the next Annual LCT meeting scheduled for 8 June 2015.

1.4 As the financial year is not co-terminous with the municipal year the summary of expenses covers both the current Mayor and the Mayor’s predecessor. A summary of the expenses incurred in the period 1st April 2014 to 31 March 2015 is shown below:

**Mayors Expenses (J Ford 01/04/2013 to 08/06/2014)**
- Engraving of Mayor’s Chain: £10.00
- Lowestoft and Plaisir Twinning Association: £500.00
- Printing/Postage: £103.48

**Mayors Expenses (R Bellham and S Ardley 09/06/2014 to 31/03/2015)**
- Attendance of Deputy Mayor at Civic Seminar: £140.00
- Annual Small Society Lottery Fee: £20.00
- Wreaths for RNPS Reunion and Remembrance Service: £100.00
- Half Cost for Postage for Joint Christmas Carol Service: £31.37
- Other Postage costs: £24.65
- Half Cost of Mulled Wine for Joint Christmas Carol Service: £16.00
- Half Cost for Catering for Joint Christmas Carol Service: £106.25
- Half Cost for St Mark’s Choir Fund for Joint Christmas Carol Service: £25.00
- Half Cost Wreath for Holocaust Memorial Day Service: £25.00
- Agenda Printing / Despatch for LCT meetings: £99.73

Total Expenses: £1,201.48

Available budget: £2,000.00

Current Balance (transferred to reserves): £798.52

**Mayor of Lowestoft – Fundraising for 2014/15**

1.6 At the start of his year of office in June 2014, Councillor Roger Bellham announced that he would be supporting and promoting the following organisations during the 2014/15 civic year:

- Lowestoft Civic Society Heritage Workshop Centre
- Lowestoft Maritime Museum (Sparrows Nest)
- Lowestoft Museum (Nicholas Everitt Park)

1.7 Councillor S Ardley, as a mark of respect for Councillor Bellham, agreed to continue to support the above organisations for the remainder of the 2014/15 mayoral year of office.

1.8 In April 2015, Councillor Ardley hosted a ‘Signing Choir Concert’ at Waterlane Leisure Centre. The concert was attended by nine singing choirs from across the country and is thought to be the first of its kind. The remainder of the Mayor Bears were sold at the concert and raised £145. The funds raised for 2014/15 total £244.08 and will be distributed amongst the three charities.

**Lowestoft Charter Trustees Grants Committee – Allocation of funds**

1.4 At the LCT meeting held on 10 February 2014, £5,000 was set aside in a LCT Grants budget. On 2 March 2015, the LCT Grants Committee approved the allocation of funds for the following from the 2014/15 LCT Grants budget:

- Lowestoft Town Sign: £595.00
- Cleaning / repair of mayoral robes: £700.00
- Replacement chains of office for Mayor and Deputy Mayor: £1,000.00
- Purchase of Lowestoft Town Shields: £204.75
1.5 In addition, the LCT Grants Committee allocated the following funds from the LCT Grants Committee for 2015/16:

<table>
<thead>
<tr>
<th>Event</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Lowestoft Summer Festival</td>
<td>£1,000.00</td>
</tr>
<tr>
<td>Lowestoft Signing Choir event</td>
<td>£1,500.00</td>
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</tbody>
</table>

Total £4,999.75

1.6 It will be for the LCT Grants Committee to determine how best to allocate the £4,000 remaining in the LCT Grants budget for 2015/16 after the LCT Annual Meeting on a date to be arranged.

**REASONS FOR RECOMMENDATION**

To ensure transparency of the Mayor’s budget in accordance with statutory requirements, good governance procedures and best practice and to report back on the allocation of monies from fund-raising activities.

**RECOMMENDATIONS**

1. That Mayoral and civic expenses for 2014/15 be noted.
2. That the monies raised through fund-raising by the Mayor of Lowestoft during 2014/15 be distributed to the following organisations:
   - Lowestoft Civic Society Heritage Workshop - £100
   - Lowestoft Maritime Museum (Sparrows Nest) - £44.08
   - Lowestoft Museum (Nicholas Everitt Park) - £100

**BACKGROUND PAPERS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Available From</th>
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<tbody>
<tr>
<td>2 March 2014</td>
<td>Notes of the Lowestoft Charter Trustees Grants Committee meeting.</td>
<td>Democratic Services</td>
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