Minutes of a Lowestoft Charter Trustees Meeting held in the Conference Room, Riverside, Lowestoft on Monday, 25 January 2016 at 6.30pm

Members present:

Officers present:
A Charvonia (Strategic Director), J Sturman (Senior Accountant) and S Carter (Democratic Services Officer)

The Mayor announced that he had been presented with a copy of Steven Bowns ‘Aden to Afghanistan: Fifty Years of The Royal Anglican Regiment 1964 – 2014’ by the Colonel of The Regiment and All Ranks. He proposed this book be put on display, initially in the Members’ Room for all Councillors to view.

1 APOLOGIES

Apologies for absence were received from Councillors J Murray, R Neil and M Rudd.

2 DECLARATION OF INTERESTS

Councillor Barnard declared a Local Non Pecuniary Interest as being a member of the Plaisir Twinning Association.

3 MINUTES

RESOLVED

That the Minutes of the Meeting held on 8 June 2015 be confirmed as a correct record and signed by the Mayor.

4 LOWESTOFT CHARTER TRUSTEES REVENUE BUDGET FOR 2016/17

The Lowestoft Charter Trustees (LCT) considered a report which sought approval to set a budget and agree a precept level for 2016/17, and gave details of a budget estimate for 2017/18 together with a risk assessment of LCT activities.

Budget

The report reminded Members that the budget set by the LCT would form part of the precept payable by Council Taxpayers in Lowestoft for 2016/17. The proposed LCT budget comprised the following elements:

- Lowestoft Mayor Expenses: £2,000
- Waveney District Council Recharge for support costs: £12,100
- LCT Grants and Civic & Ceremonial role of the LCT: £5,000
- Budget Requirement: £19,100

The Senior Accountant explained that it was proposed to make no change and therefore maintain the budget requirement at £19,100 for 2016/17. As the level of LCT reserves stood at £12,026.71 as at 31 March 2015 which was above the recommended level of £3,000, it was proposed that the budget requirement for 2016/17 be met from the existing...
precept and the use of reserves. The estimated budget for 2017/18 would require an increase in the Band D equivalent of £0.13 for the year and not utilise any LCT reserves.

It was further proposed to maintain the provision of £2,000 associated with the LCT’s civic ceremonial activities and any unspent balances would be returned to the LCT reserves at the year end. In addition, the budget included a provision of £5,000 for the LCT to provide grants and incur other expenditure which furthered the Civic and Ceremonial Role of the LCT, with any unspent balances being returned to the LCT reserves at year end.

Members agreed that reserves should be used to keep the precept at the same level and it was suggested that further monies from the reserves could be allocated to the grants budget.

**Lord Kitchener Memorial Holiday Centre**

The Mayor reported on the current situation with regard to the Lord Kitchener Memorial Holiday Centre and the difficulties the organisation was experiencing. He would need to make further enquiries with Victoria Schofield, a member of the Management Committee, to ascertain the Centre’s financial situation and for what purpose they were seeking funding. It had been reported that the Centre was struggling to compete with cheaper holidays and modern hotels. Members were unsure of the timescale but newspaper reports indicated that a £10,000 rescue was needed, in weeks not months.

The Strategic Director confirmed that money could be moved into the grants pot now to allow flexibility in the current year; any unspent money at year end would revert back into reserves.

Members were of the opinion that financial support should be provided but it was important to understand the purpose(s) for which any monies allocated would be spent. The Mayor agreed to ascertain the proposed uses for any funding and it was agreed that the Members of the LCT Grants Committee should consider this request as a grant application for funding.

The Senior Accountant confirmed that £4,600 was available in reserves and that amount could be transferred into the Grants budget in 2015/16; the budget figures would then be revised accordingly.

Whilst Members agreed that the proposal to assist the Centre was virtuous and the Centre did provide a valuable service, it was important to ensure that the premises did not close after receiving a grant.

**Debate**

Members raised further questions relating to:

- LCT Reserves.
- Lowestoft porcelain.
- The Lowestoft Summer Festival.
- Support costs for officers.

In response to Members’ questions, the Strategic Director confirmed that reserves were based on an organisation’s liabilities. The LCT had previously taken a decision that, as it did not deliver any services, there was no need to hold reserves. The LCT had previously raised money to buy Lowestoft porcelain but, more recently, the funds available had been insufficient for any purchases to be made at auction.

The LCT was further advised that the Lowestoft porcelain was in the ownership of and insured by Waveney District Council. There had been no further acquisitions for a number of years. A grant of £1,000 had been made to the Lowestoft Summer Festival from the LCT Grants Budget for 2015/16. The WDC support costs for officers did not include support for Mayoral functions.
RESOLVED

1. That £4,600 be transferred from Reserves to Grants.

2. That, subject to approval by the Lowestoft Charter Trustees Grants Committee, a £5,000 grant be made to the Lord Kitchener Memorial Holiday Centre.

3. That the revised Lowestoft Charter Trustees budget of £19,100 for 2016/17 be approved (attached to these minutes).

4. That the indicative budget of £19,100 for 2017/18 be noted.

5. That the LCT Risk Assessment of January 2016 attached as Appendix A to the report be approved.

5 LOWESTOFT CHARTER TRUSTEES GRANTS COMMITTEE

Mayoral Dinner

The Mayor gave an oral update on the Mayoral Dinner he was proposing to hold on Saturday, 14 May 2016. He anticipated that the tickets would be £25 per head and not the £30 originally suggested. It had been agreed that Waveney District Council would act as financial manager to take in the money and then make payments to settle the relevant invoices. That financial service would be at no cost to the LCT. The Dinner itself would be self-financing through ticket sales; however any deficit could be funded from the Lowestoft Mayor’s budget.

Change of name of LCT Grants Committee

The Mayor outlined the discussions of the LCT Grants Committee at its meeting on 14 October 2015 and the need to give it a more appropriate name in view of the Committee’s purpose to allocate grant funding for civic and ceremonial events and/or functions.

That Group had proposed the “Lowestoft Charter Trustees Civic and Ceremonial Committee”. There being no further discussion, it was

RESOLVED

1. That the oral report relating to the Mayoral Dinner be noted.

2. That the LCT Grants Committee be renamed the Lowestoft Charter Trustees Civic and Ceremonial Committee.

6 REPRESENTATION ON OUTSIDE BODIES

The appointment of Councillor Keith Patience to the Lowestoft Charity Board had been confirmed at the LCT meeting on 8 June 2015, with his term of office due to expire in September 2016. However, since that time, the Clerk to the Board had advised that the Board’s records indicated that Councillor Patience’s term of office was due to expire on 10 January 2016.

The LCT was requested to confirm the appointment of Councillor Patience for a further term of office.

RESOLVED

That the appointment of Councillor K Patience to Lowestoft Charity Board be confirmed.
FUTURE LOWESTOFT CHARTER TRUSTEES MEETING DATES

Members noted the LCT’s future meeting dates as follows:

Annual Lowestoft Charter Trustees Meeting - Monday, 6 June 2016 at 6.30pm.

Lowestoft Charter Trustees meeting for setting the budget and precept for 2017/18 - Monday, 23 January 2017 at 6.30pm.

The meeting concluded at 6.57pm.

Mayor of Lowestoft
### Minute 4 - LOWESTOFT CHARTER TRUSTEES REVENUE BUDGET FOR 2016/17

#### Budget Position

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<tr>
<td>Lowestoft Mayor</td>
<td>£2,000</td>
<td>£2,000</td>
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<tr>
<td>WDC Support Costs</td>
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<td>Grants &amp; other expenditure to further the Civic  &amp; Ceremonial role of the LCT</td>
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<td>£9,600</td>
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<td><strong>Budget Requirement</strong></td>
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<td><strong>£19,100</strong></td>
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<th>Original</th>
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<th>Estimate</th>
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<tr>
<td>Precept</td>
<td>£16,770</td>
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<td><strong>Total</strong></td>
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<td><strong>£23,700</strong></td>
<td><strong>£19,100</strong></td>
<td><strong>£19,100</strong></td>
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<tr>
<td>Tax Base (total band D equivalents)</td>
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<td>Estimated band D equivalent per dwelling</td>
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<td>1.10</td>
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#### Reserve Balances:

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<tr>
<td>Starting Balance</td>
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<td>£12,027</td>
<td>£5,097</td>
<td>£3,062</td>
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<td>Less use of reserves to fund expenditure</td>
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<td>Closing Balance</td>
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<td>£5,097</td>
<td><strong>£3,062</strong></td>
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**Note:** At its meeting on 25 January 2016, the LCT agreed to transfer £4,600 from the reserves to the grants budget in 2015/16 following discussions about the possible closure of the Lord Kitchener Memorial Holiday Centre and unspent monies will be returned to the reserves at the year end. The appropriate budget tables have been updated to reflect this decision.