Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Finance and Governance Committee [In-person]** of Lowestoft Town Council, which will be held at **Lowestoft Town Council** at **15:00** on **Monday, June 9, 2025**.

The meeting is held in accessible premises and open to the public and press to attend. Those attending shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitting regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via Teams and the meeting can also be observed via YouTube.

In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.

Councillors must register relevant interests and declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011, a councillor with relevant interests in matters on the agenda cannot take part or vote on those matters, unless they have been granted a dispensation. Under the Council's Code of Conduct, a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined in which case they will need to consider whether they should leave the room.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

S. L. Foote

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Sarah Foote, Acting Town Clerk and Responsible Financial Officer
05 June 2025

Lowestoft Town Council

Finance and Governance Committee [In-person]

Lowestoft Town Council

15:00 on Monday, June 9, 2025

AGENDA

1 Welcome

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

2 To receive and consider approval of apologies for absence

3 Declarations of Interests and dispensations

3.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the agenda

3.2 To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted

4 To consider the draft minutes of the meeting on 12 May 2025

5 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.

6 To review and adopt Committee arrangements:

6.1 To note the membership of the Finance and Governance Committee

6.2 To appoint the Deputy Chair of the Finance and Governance Committee

6.3 To note the Terms of Reference

6.4 To agree the meeting schedule

6.5 To review the delegations of this Committee

6.6 To note the financial responsibilities of this Committee

6.7 To note responsibilities with reviewing the Risk Register and consider the relevant risks and ensure implementation of the control measures

7 To consider adoption of the Working Group arrangements for Budget and Loan and Standing Orders and Policies

8 Budget and Loan

8.1 To monitor the budget for 2025-2026, including delegated Committee and Sub-Committee budgets

8.2 To note any bank reconciliations

9 Payments and Receipts:

9.1 To note the income and expenditure reports for May 2025 and June 2025 to date, including payments made under delegated authority (see schedules)

9.2 To consider any payments for approval (see schedule)

10 Grants and Sponsorships

To consider the following grant applications and receive feedback forms

10.1 Barge Preservation Community Project CIC - £4,340.00

10.2 Citizens Advice East Suffolk - £3,000

10.3 VisitKirkley.com - £961.20

10.4 To receive a grant feedback form from Friends of Fen Park and consider their request for remaining funds to be used for an alternative event

10.5 To receive and note a grant feedback form received from St Luke's Whitton Pantry

11 Other financial and governance matters, including:

11.1 To consider arrangements for commercial multi-pay credit cards

11.2 To note the Internal Control review completed on 4 June 2025

11.3 To consider a budget for the Youth Forum

11.4 To consider the funding allocation for two tickets at £75 each for a Mayoral invite to the Lord Kitchener Gala Dinner

11.5 To receive and consider the revised constitution from the Gunton Estate Community Hall Management Committee

11.6 To consider and agree on the formal definition of a complaint for the Complaints Procedure

12 Date of next meeting

Monday 14 July 15:00 - To be confirmed.

13 Items for the next agenda and close

14 Admission to meetings

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

The Companies Act 2006

Community Interest Company Limited by Guarantee

Articles of Association[1]

of

Barge Preservation Community Project

(CIC Limited by Guarantee, Schedule 1, Small Membership)

The Companies Act 2006
Community Interest Company Limited by Guarantee

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The Companies Act 2006

Articles of Association

of

Barge Preservation Community Project

INTERPRETATION

1. Defined Terms

1.1 The interpretation of these Articles is governed by the provisions set out in the Schedule at the end of the Articles.

COMMUNITY INTEREST COMPANY AND ASSET LOCK

2. Community Interest Company

The Company is to be a community interest company.

3. Asset Lock[2]

3.1 The Company shall not transfer any of its assets other than for full consideration.

3.2 Provided the conditions in Article 3.3 are satisfied, Article 3.1 shall not apply to:

(a) the transfer of assets to any specified asset-locked body, or (with the consent of the Regulator) to any other asset-locked body; and

(b) the transfer of assets made for the benefit of the community other than by way of a transfer of assets into an asset-locked body.

3.3 The conditions are that the transfer of assets must comply with any restrictions on the transfer of assets for less than full consideration which may be set out elsewhere in the memorandum or Articles of the Company.

3.4 If:

3.4.1 the Company is wound up under the Insolvency Act 1986; and

3.4.2 all its liabilities have been satisfied

any residual assets shall be given or transferred to the asset-locked body specified in Article 3.5 below.

3.5 For the purposes of this Article 3, the following asset-locked body is specified as a potential recipient of the Company's assets under Articles 3.2 and 3.4:

Name: The Seagull Lowestoft CIC

Company Registration Number : 06230379

4. Not for profit

4.1 The Company is not established or conducted for private gain: any surplus or assets are used principally for the benefit of the community.

OBJECTS, POWERS AND LIMITATION OF LIABILITY

5. Objects[3]

The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) to the advancement of the enjoyment and participation in the arts.

6. Powers

6.1 To further its objects the Company may do all such lawful things as may further the Company's objects and, in particular, but, without limitation, may borrow or raise and secure the payment of money for any purpose including for the purposes of investment or of raising funds.

7. Liability of members[4]

The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the Company in the event of its being wound up while he or she is a member or within one year after he or she ceases to be a member, for:

7.1 payment of the Company's debts and liabilities contracted before he or she ceases to be a member;

7.2 payment of the costs, charges and expenses of winding up; and

7.3 adjustment of the rights of the contributories among themselves.

DIRECTORS

DIRECTORS' POWERS AND RESPONSIBILITIES[5]

8. Directors' general authority

Subject to the Articles, the Directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the Company.

9. Members' reserve power

9.1 The members may, by special resolution, direct the Directors to take, or refrain from taking, specific action.

9.2 No such special resolution invalidates anything which the Directors have done before the passing of the resolution.

10. Chair

The Directors may appoint one of their number to be the chair of the Directors for such term of office as they determine and may at any time remove him or her from office.

11. Directors may delegate[6]

11.1 Subject to the Articles, the Directors may delegate any of the powers which are conferred on them under the Articles or the implementation of their decisions or day to day management of the affairs of the Company:

11.1.1 to such person or committee;

11.1.2 by such means (including by power of attorney);

11.1.3 to such an extent;

11.1.4 in relation to such matters or territories; and

11.1.5 on such terms and conditions;

as they think fit.

11.2 If the Directors so specify, any such delegation of this power may authorise further delegation of the Directors' powers by any person to whom they are delegated.

11.3 The Directors may revoke any delegation in whole or part, or alter its terms and conditions.

DECISION-MAKING BY DIRECTORS

12. Directors to take decisions collectively[7]

Any decision of the Directors must be either a majority decision at a meeting or a decision taken in accordance with Article 18. [In the event of the Company having only one Director, a majority decision is made when that single Director makes a decision.]

13. Calling a Directors' meeting

13.1 Two Directors may (and the Secretary, if any, must at the request of two Directors) call a Directors' meeting.

13.2 A Directors' meeting must be called by at least seven Clear Days' notice unless either:

13.2.1 all the Directors agree; or

13.2.2 urgent circumstances require shorter notice.

13.3 Notice of Directors' meetings must be given to each Director.

13.4 Every notice calling a Directors' meeting must specify:

13.4.1 the place, day and time of the meeting; and

13.4.2 if it is anticipated that Directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.

13.5 Notice of Directors' meetings need not be in Writing.

13.6 Notice of Directors' meetings may be sent by Electronic Means to an Address provided by the Director for the purpose.

14. Participation in Directors' meetings

14.1 Subject to the Articles, Directors participate in a Directors' meeting, or part of a Directors' meeting, when:

14.1.1 the meeting has been called and takes place in accordance with the Articles; and

14.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.

14.2 In determining whether Directors are participating in a Directors' meeting, it is irrelevant where any Director is or how they communicate with each other.[8]

14.3 If all the Directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

15. Quorum for Directors' meetings[9]

15.1 At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.

15.2 The quorum for Directors' meetings may be fixed from time to time by a decision of the Directors, but it must never be less than two, and unless otherwise fixed it is [two].

15.3 If the total number of Directors for the time being is less than the quorum required, the Directors must not take any decision other than a decision:

15.3.1 to appoint further Directors; or

15.3.2 to call a general meeting so as to enable the members to appoint further Directors.

16. Chairing of Directors' meetings

The Chair, if any, or in his or her absence another Director nominated by the Directors present shall preside as chair of each Directors' meeting.

17. Decision-making at meetings [10]

17.1 Questions arising at a Directors' meeting shall be decided by a majority of votes.

17.2 In all proceedings of Directors each Director must not have more than one vote.[11]

17.3 In case of an equality of votes, the Chair shall have a second or casting vote.

18. Decisions without a meeting[12]

18.1 The Directors may take a unanimous decision without a Directors' meeting in accordance with this Article by indicating to each other by any means, including without limitation by Electronic Means, that they share a common view on a matter. Such a decision may, but need not, take the form of a resolution in Writing, copies of which have been signed by each Director or to which each Director has otherwise indicated agreement in Writing.

18.2 A decision which is made in accordance with Article 18.1 shall be as valid and effectual as if it had been passed at a meeting duly convened and held, provided the following conditions are complied with:

18.2.1 approval from each Director must be received by one person being either such person as all the Directors have nominated in advance for that purpose or such other person as volunteers if necessary ("the Recipient"), which person may, for the avoidance of doubt, be one of the Directors;

18.2.2 following receipt of responses from all of the Directors, the Recipient must communicate to all of the Directors by any means whether the resolution has been formally approved by the Directors in accordance with this Article 18.2;

18.2.3 the date of the decision shall be the date of the communication from the Recipient confirming formal approval;

18.2.4 the Recipient must prepare a minute of the decision in accordance with Article 32.

19. Conflicts of interest[13]

19.1 Whenever a Director finds himself or herself in a situation that is reasonably likely to give rise to a Conflict of Interest, he or she must declare his or her interest to the Directors unless, or except to the extent that, the other Directors are or ought reasonably to be aware of it already.

19.2 If any question arises as to whether a Director has a Conflict of Interest, the question shall be decided by a majority decision of the other Directors.

19.3 Whenever a matter is to be discussed at a meeting or decided in accordance with Article 18 and a Director has a Conflict of Interest in respect of that matter then, subject to Article 20, he or she must:

19.3.1 remain only for such part of the meeting as in the view of the other Directors is necessary to inform the debate;

19.3.2 not be counted in the quorum for that part of the meeting; and

19.3.3 withdraw during the vote and have no vote on the matter.

19.4 When a Director has a Conflict of Interest which he or she has declared to the Directors, he or she shall not be in breach of his or her duties to the Company by withholding confidential information from the Company if to disclose it would result in a breach of any other duty or obligation of confidence owed by him or her.

20. Directors' power to authorise a conflict of interest

20.1 The Directors have power to authorise a Director to be in a position of Conflict of Interest provided:

20.1.1 in relation to the decision to authorise a Conflict of Interest, the conflicted Director must comply with Article 19.3;

20.1.2 in authorising a Conflict of Interest, the Directors can decide the manner in which the Conflict of Interest may be dealt with and, for the avoidance of doubt, they can decide that the Director with a Conflict of Interest can participate in a vote on the matter and can be counted in the quorum;

20.1.3 the decision to authorise a Conflict of Interest can impose such terms as the Directors think fit and is subject always to their right to vary or terminate the authorisation.

20.2 If a matter, or office, employment or position, has been authorised by the Directors in accordance with Article 20.1 then, even if he or she has been authorised to remain at the meeting by the other Directors, the Director may absent himself or herself from meetings of the Directors at which anything relating to that matter, or that office, employment or position, will or may be discussed.

20.3 A Director shall not be accountable to the Company for any benefit which he or she derives from any matter, or from any office, employment or position, which has been authorised by the Directors in accordance with Article 20.1 (subject to any limits or conditions to which such approval was subject).

21. Register of Directors' interests

The Directors shall cause a register of Directors' interests to be kept. A Director must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Company or in any transaction or arrangement entered into by the Company which has not previously been declared.

APPOINTMENT AND RETIREMENT OF DIRECTORS[14]

22. Methods of appointing Directors

22.1 Those persons notified to the Registrar of Companies as the first Directors of the Company shall be the first Directors.

22.2 Any person who is willing to act as a Director, and is permitted by law to do so, may be appointed to be a Director by a decision of the Directors.

23. Termination of Director's appointment[15]

A person ceases to be a Director as soon as:

(a) that person ceases to be a Director by virtue of any provision of the Companies Act 2006, or is prohibited from being a Director by law;

(b) a bankruptcy order is made against that person, or an order is made against that person in individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;

(c) a composition is made with that person's creditors generally in satisfaction of that person's debts;

(d) notification is received by the Company from the Director that the Director is resigning from office, and such resignation has taken effect in accordance with its terms (but only if at least two Directors will remain in office when such resignation has taken effect); or

(e) the Director fails to attend three consecutive meetings of the Directors and the Directors resolve that the Director be removed for this reason.

(f) the Director ceases to be a member.

24. Directors' remuneration[16]

24.1 Directors may undertake any services for the Company that the Directors decide.

24.2 Directors are entitled to such remuneration as the Directors determine:

(a) for their services to the Company as Directors; and

(b) for any other service which they undertake for the Company.

24.3 Subject to the Articles, a Director's remuneration may:

(a) take any form; and

(b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.

24.4 Unless the Directors decide otherwise, Directors' remuneration accrues from day to day.

24.5 Unless the Directors decide otherwise, Directors are not accountable to the Company for any remuneration which they receive as Directors or other officers or employees

of the Company's subsidiaries or of any other body corporate in which the Company is interested.

25. Directors' expenses

25.1 The Company may pay any reasonable expenses which the Directors properly incur in connection with their attendance at:

(a) meetings of Directors or committees of Directors;

(b) general meetings; or

(c) separate meetings of any class of members or of the holders of any debentures of the Company,

or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company.

MEMBERS[17]

BECOMING AND CEASING TO BE A MEMBER[18]

26. Becoming a member[19]

26.1 The subscribers to the Memorandum are the first members of the Company.

26.2 Such other persons as are admitted to membership in accordance with the Articles shall be members of the Company.

26.3 Each member of the company shall be a Director.

26.4 No person shall be admitted a member of the Company unless he or she is approved by the Directors.

26.5 Every person who wishes to become a member shall deliver to the company an application for membership in such form (and containing such information) as the Directors require and executed by him or her.

27. Termination of membership[20]

27.1 Membership is not transferable to anyone else.

27.2 Membership is terminated if:

27.2.1 the member dies or ceases to exist;

27.2.2 otherwise in accordance with the Articles; or

27.2.3 a member ceases to be a Director.

DECISION MAKING BY MEMBERS

28. Members' meetings[21]

28.1 The Directors may call a general meeting at any time.

28.2 General meetings must be held in accordance with the provisions regarding such meetings in the Companies Acts.[22]

28.3 A person who is not a member of the Company shall not have any right to vote at a general meeting of the Company; but this is without prejudice to any right to vote on a resolution affecting the rights attached to a class of the Company's debentures. [23]

28.4 Article 28.3 shall not prevent a person who is a proxy for a member or a duly authorised representative of a member from voting at a general meeting of the Company.

29. Written resolutions

29.1 Subject to Article 29.3, a written resolution of the Company passed in accordance with this Article 29 shall have effect as if passed by the Company in general meeting:

29.1.1 A written resolution is passed as an ordinary resolution if it is passed by a simple majority of the total voting rights of eligible members.

29.1.2 A written resolution is passed as a special resolution if it is passed by members representing not less than 75% of the total voting rights of eligible members. A written resolution is not a special resolution unless it states that it was proposed as a special resolution.

29.2 In relation to a resolution proposed as a written resolution of the Company the eligible members are the members who would have been entitled to vote on the resolution on the circulation date of the resolution.

29.3 A members' resolution under the Companies Acts removing a Director or an auditor before the expiration of his or her term of office may not be passed as a written resolution.

29.4 A copy of the written resolution must be sent to every member together with a statement informing the member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. Communications in relation to written notices shall be sent to the Company's auditors in accordance with the Companies Acts.

29.5 A member signifies their agreement to a proposed written resolution when the Company receives from him or her an authenticated Document identifying the resolution to which it relates and indicating his or her agreement to the resolution.

29.5.1 If the Document is sent to the Company in Hard Copy Form, it is authenticated if it bears the member's signature.

29.5.2 If the Document is sent to the Company by Electronic Means, it is authenticated [if it bears the member's signature] or [if the identity of the member is confirmed in a manner agreed by the Directors] or [if it is accompanied by a statement of the identity of the member and the Company has no reason to doubt the truth of that statement] or [if it is from an email Address notified by the member to the Company for the purposes of receiving Documents or information by Electronic Means].

29.6 A written resolution is passed when the required majority of eligible members have signified their agreement to it.

29.7 A proposed written resolution lapses if it is not passed within 28 days beginning with the circulation date.

ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS

30. Means of communication to be used

30.1 Subject to the Articles, anything sent or supplied by or to the Company under the Articles may be sent or supplied in any way in which the Companies Act 2006 provides for Documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the Company.

30.2 Subject to the Articles, any notice or Document to be sent or supplied to a Director in connection with the taking of decisions by Directors may also be sent or supplied by the means by which that Director has asked to be sent or supplied with such notices or Documents for the time being.

30.3 A Director may agree with the Company that notices or Documents sent to that Director in a particular way are to be deemed to have been received within an agreed time of their being sent, and for the agreed time to be less than 48 hours.

31. Irregularities

The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not referred to in the notice unless a provision of the Companies Acts specifies that such informality, irregularity or want of qualification shall invalidate it.

32. Minutes

32.1 The Directors must cause minutes to be made in books kept for the purpose:

32.1.1 of all appointments of officers made by the Directors;

32.1.2 of all resolutions of the Company and of the Directors (including, without limitation, decisions of the Directors made without a meeting); and

32.1.3 of all proceedings at meetings of the Company and of the Directors, and of committees of Directors, including the names of the Directors present at each such meeting;

and any such minute, if purported to be signed (or in the case of minutes of Directors' meetings signed or authenticated) by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any member or Director of the Company, be sufficient evidence of the proceedings.

32.2 The minutes must be kept for at least ten years from the date of the meeting, resolution or decision.

33. Records and accounts[24]

The Directors shall comply with the requirements of the Companies Acts as to maintaining a members' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Regulator of:

33.1 annual reports;

33.2 annual returns; and

33.3 annual statements of account.

33.4 Except as provided by law or authorised by the Directors or an ordinary resolution of the Company, no person is entitled to inspect any of the Company's accounting or other records or Documents merely by virtue of being a member.

34. Indemnity

34.1 Subject to Article 34.2, a relevant Director of the Company or an associated company may be indemnified out of the Company's assets against:

(a) any liability incurred by that Director in connection with any negligence, default, breach of duty or breach of trust in relation to the Company or an associated company;

(b) any liability incurred by that Director in connection with the activities of the Company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006); and

(c) any other liability incurred by that Director as an officer of the Company or an associated company.

34.2 This Article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law.

34.3 In this Article:

(a) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate; and

(b) a "relevant Director" means any Director or former Director of the Company or an associated company.

35. Insurance

35.1 The Directors may decide to purchase and maintain insurance, at the expense of the Company, for the benefit of any relevant Director in respect of any relevant loss.

35.2 In this Article:

(a) a "relevant Director" means any Director or former Director of the Company or an associated company;

(b) a "relevant loss" means any loss or liability which has been or may be incurred by a relevant Director in connection with that Director's duties or powers in relation to the Company, any associated company or any pension fund or employees' share scheme of the company or associated company; and

(c) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

36. Exclusion of model articles

The relevant model articles for a company limited by guarantee are hereby expressly excluded.

SCHEDULE

INTERPRETATION

Defined terms

1. In the Articles, unless the context requires otherwise, the following terms shall have the following meanings:

	Term	Meaning
1.1	**"Address"**	includes a number or address used for the purposes of sending or receiving Documents by Electronic Means;
1.2	**"Articles"**	the Company's articles of association;
1.3	**"asset-locked body"**	means (i) a community interest company, a charity[25] or a Permitted Society; or (ii) a body established outside the United Kingdom that is equivalent to any of those;
1.4	**"bankruptcy"**	includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
1.5	**"Chair"**	has the meaning given in Article 10;
1.6	**"Circulation Date"**	in relation to a written resolution, has the meaning given to it in the Companies Acts;
1.7	**"Clear Days"**	in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;
1.8	**"community"**	is to be construed in accordance with accordance with Section 35(5) of the Company's (Audit) Investigations and Community Enterprise) Act 2004;
1.9	**"Companies Acts"**	means the Companies Acts (as defined in Section 2 of the Companies Act 2006), in so far as they apply to the Company;
1.10	**"Company"**	[ ] [Community Interest Company/C.I.C.];
1.11	**"Conflict of Interest"**	any direct or indirect interest of a Director (whether personal, by virtue of a duty of loyalty to another organisation or otherwise) that conflicts, or might conflict with the interests of the Company;

1.12	**"Director"**	a director of the Company, and includes any person occupying the position of director, by whatever name called;
1.13	**"Document"**	includes, unless otherwise indicated, any document sent or supplied in Electronic Form;
1.14	**"Electronic Form" and "Electronic Means"**	have the meanings respectively given to them in Section 1168 of the Companies Act 2006;
1.15	**"Hard Copy Form"**	has the meaning given to it in the Companies Act 2006;
1.16	**"Memorandum"**	the Company's memorandum of association;
1.17	**"participate"**	in relation to a Directors' meeting, has the meaning given in Article 14;
1.18	**"Permitted Registered Society"**	"Registered Society" means – (a) a registered society within the meaning given by section 1(1) of the Co-operative and Community Benefit Societies Act 2014; or (b) a society registered or deemed to be registered under the Industrial and Provident Societies Act (Northern Ireland) 1969;"
1.19	**"the Regulator"**	means the Regulator of Community Interest Companies;
1.20	**"Secretary"**	the secretary of the Company (if any);
1.21	**"specified"**	means specified in the articles of association of the Company for the purposes of this paragraph;
1.22	**"subsidiary"**	has the meaning given in section 1159 of the Companies Act 2006;
1.23	**"transfer"**	includes every description of disposition, payment, release or distribution, and the creation or extinction of an estate or interest in, or right over, any property; and
1.24	**"Writing"**	the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in Electronic Form or otherwise.

2. **Subject to clause** 3 of this Schedule, any reference in the Articles to an enactment includes a reference to that enactment as re-enacted or amended from time to time and to any subordinate legislation made under it.

3. Unless the context otherwise requires, other words or expressions contained in these Articles bear the same meaning as in the Companies Acts as in force on the date when these Articles become binding on the Company.

[1] On articles of association generally, see [Part 5] of the Regulator's information and guidance notes. If you are an existing company wishing to become a community interest company, there is no need to adopt completely new articles, but you must comply with the requirements of the Community Interest Company Regulations 2005 (as amended) ("the Regulations") by including the provisions set out in Schedule 1 to the Regulations in the articles of your company.

[2] See [Part 6] of the Regulator's information and guidance notes. Inclusion of the provisions contained in article 3.1 to 3.3 is mandatory, reflecting sub-paragraphs (1) to (3) of paragraph 1 of Schedule 1 to the Regulations

[3] On the specification of the company's objects, see [Part 5] of the Regulator's information and guidance notes

[4] On limited liability, see [Part 3] of the Regulator's information and guidance notes. On guarantees generally see [Chapter 3.2] of the Regulator's information and guidance notes.

[5] Note that although this model constitution assumes that all Directors are Members and all Members are Directors, and the Directors are given wide powers, under the Articles (and company law more generally) there are still some decisions which Members must make as Members (either in general meeting under the Companies Act 2006 (article 28.2), or by written resolution in accordance with article 29). [See in general the Companies House guidance booklet, "Resolutions" (available online at http://www.companieshouse.gov.uk/about/gbhtml/gba7.shtml).].

[6] Article 11 permits the Directors to delegate any of their functions. Delegation may take the form of, for instance, the Directors giving a managing director general authority to run the company's day to day business, or responsibility for specific matters being delegated to particular directors (e.g. financial matters to a finance director); or it may be equally appropriate to delegate matters to persons other than Directors. In all cases, it is important to remember that delegation does not absolve Directors of their general duties towards the company and their overall responsibility for its management. This means that, amongst other things, Directors must be satisfied that those to whom responsibilities are delegated are competent to carry them out.

[7] Article 12 states that the Directors must make decisions by majority at a meeting in accordance with article 14; or unanimously if taken in accordance with article 18.

[8] Article 14.2 is designed to facilitate the taking of decisions by the directors communicating via telephone or video conference calls. Note the requirement to keep a written record of meetings and decisions (article 32).

[9] The quorum may be fixed in absolute terms (e.g. "two Directors") or as a proportion of the total number of Directors (e.g. "one third of the total number of Directors"). You may even wish to stipulate that particular named Directors, or Directors representing particular stakeholder interests, must be present to constitute a quorum.

[10] Article 17 reflects paragraph 4 of Schedule 1 to the Regulations, which is required to be included in the articles of all community interest companies.

[11] You may wish to include a provision which gives the chair of the board a casting vote. This will enable the directors to resolve any deadlock at board level.

[12] Article 18 is designed to facilitate the taking of decisions by directors following discussions in the form of, for example, email exchanges copied to all the directors. Note the requirements as to recording the decision in articles 18.2 and 32.

[13] The provisions in articles 19 and 20 reflect the position under the Companies Act 2006. However, it is recommended that, as a matter of good practice, all actual and potential conflicts of interest are disclosed in writing or at a meeting, as the case may be.

[14] Private companies are obliged to have at least one director. Provisions can be inserted into the articles providing for a minimum number of directors. Where the company has just one director, that director must be a natural person. Article 12 notes that, where there is only one director, a majority decision is reached when that director makes a decision. In the case of a single director, the quorum provisions (article 15) will need to be amended accordingly.

[15] The board of directors cannot remove a director other than in accordance with the provisions in article 23 and the Companies Act 2006.

[16] See the guidance on directors' remuneration in [Part 9] of the Regulator's information and guidance notes.

[17] See section 112 of the Companies Act 2006. A company's members are (i) the subscribers to its memorandum; and (ii) every other person who agrees to become a member of the company and whose name is entered in its register of members.

[18] There is no need for all those who wish to become Members to subscribe to the Memorandum on incorporation; they can become Members and be entered in the register of Members after the company has been formed. However, since this model constitution assumes that all Members are also Directors, all Members will also have to be validly appointed as Directors under article 22.

[19] Inclusion of the provisions in article 26 (other than 26.3) is mandatory and reflects paragraphs 2(1)-(4) of Schedule 1 to the Regulations. [Directors should ensure that the information to be included on an application

form includes all the information which will be required to fill in Companies House Form [288a] on the appointment of the new Member as a Director (see: http://www.companieshouse.gov.uk/forms/generalForms/288A.pdf).] Article 26.3 provides that the Directors are also members of the company.

[20] Inclusion of the provisions of article 27.1 and 27.2.1 – 27.2.2 (reflecting sub-paragraphs (5) and (6) of paragraph 2 of Schedule 1 to the Regulations), is mandatory.

[21] The Companies Act 2006 has removed the need for private companies to hold annual general meetings and therefore these Articles follow suit; however, if you wish, you can insert an additional provision which obliges the company to hold annual general meetings.

[22] Article 28.2 provides that general meetings must be held in accordance with the provisions of the Companies Act 2006. You may insert additional provisions that specify how many Members are required to be present to hold a valid general meeting. The quorum may be fixed in absolute terms (e.g. "four Members") or as a proportion of the total number of Members (e.g. "three quarters of the Members from time to time"). You may even wish to stipulate that particular named Members, or Members representing particular stakeholder interests, must be present to constitute a quorum. In any event, it is recommended that the quorum should never be less than half of the total number of Members.

[23] Inclusion of the provisions of article 28.3 (reflecting paragraph 3(1) of Schedule 1 to the Regulations) is mandatory.

[24] See the Companies House guidance booklet, "Accounts and Accounting Reference Dates" (available online at http://www.companies-house.gov.uk/about/gbhtml/gba3.shtml).] On the annual community interest company report, see [Part 8] of the Regulator's information and guidance notes.

[25] Section 1(1) of the Charities Act 2006 defines "charity" as an institution which "is established for charitable purposes only, and falls to be subject to the control of the High Court in the exercise of its jurisdiction with respect to charities.".



Equality, diversity and inclusion policy

Lead – REDACTED

The Barge Preservation Community Project is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our members and volunteers to be truly representative of all sections of society and our customers, and for each member to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

Our policy's purpose:

This policy's purpose is to:

1. Provide equality, fairness, and respect for all in our members, whether temporary, part-time or full-time

2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

- age
- disability
- gender
- sex
- sexual orientation
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief

3. Oppose and avoid all forms of unlawful discrimination. This includes in:

- pay and benefits
- terms and conditions
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents
- requests for flexible working
- selection for volunteering, promotion, training or other developmental opportunities

Meanings

Direct discrimination - Where a person is treated less favourably because of a protected characteristic (as listed above)

Indirect discrimination - Where the employer or, for example, in its role as a service provider, applies a practice, requirement or condition which applies equally to all individuals, but which puts someone with a protected characteristic at an unfair disadvantage, unless this can be justified

Harassment - Unwanted behaviour linked to a protected characteristic that violates someone's dignity or creates an offensive environment for them

Victimisation - Treating someone unfairly because they have made a complaint about discrimination or harassment

Our commitments

The organisation commits to:

1. Encourage equality, diversity, and inclusion in the workplace.

2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all are recognised and valued.

This commitment includes training all members of their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination against fellow employees, customers, suppliers and the public.

3. We take complaints seriously of bullying, harassment, victimisation and unlawful discrimination by fellow members, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance procedures, and appropriate action will be taken. Complaints could amount to gross misconduct and lead to being asked to leave without notice.

Sexual harassment may amount to both a rights matter, and a criminal matter. Harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. We make opportunities for training, development and progress available to all, and will be helped and encouraged to develop their full potential so that their talents and resources can be fully utilised to maximise the efficiency of the organisation.

5. Make decisions based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. Review practices and procedures where necessary to ensure fairness, and also update them, and the policy to take account of changes in the law of England.

7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by the steering group and will be shared with volunteers for agreement upon induction.

How to raise a concern

Any concerns are raised through the Lead. The organisation will not tolerate any form of bullying, harassment, victimisation or other behaviour that is founded in discrimination. The organisation will fully investigate any complaint of discrimination, harassment, victimisation or bullying or any situation that comes to its attention where there is a concern that discrimination lies within it. Any such proven behaviour that amounts to an act of discrimination, directly or indirectly, on the part of any volunteer or member will lead to action being taken and may result in dismissal from the project group. Any person working as a contractor within the organisation who commits such an act will have their contract for services terminated.

Recruitment

During the recruitment process, we will ensure that we abide by The Equality Act 2010, to ensure that we do not discriminate against any applicants. Discrimination is the unfair treatment of an individual due to a protected characteristic.

Induction and Training

The Barge Project will provide guidance and support to help those to whom it applies to understand their rights and responsibilities under this policy upon induction. Additional support will be provided to group leads to enable them to deal more effectively with matters arising from this policy. Training will be given annually by the lead to all volunteers and project group members.

Date approved or amended	**Amendments**	**Signed**
04/11/2024	- Recruitment - Meanings - How to raise a concern - Induction and Training	REDACTED Director REDACTED Equality and Diversity Lead REDACTED Owner
04/11/2025		

Lowestoft Town Council
Grant Application Form

Please complete this form and send it with:

a. Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
b. Your constitution or equivalent

to *The Town Clerk, Lowestoft Town Council, First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE or e-mail admin@lowestofttowncouncil.gov.uk*

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	Barge Preservation Community Project CIC
Name of account to which payment to be made (explain if not your organisation's name)	Barge Preservation Community Project
What does your organisation do? (100 words max)	The aim of the organisation is for the people of Lowestoft and surrounding areas to learn new skills, receive wellbeing support, meet new people, and make friends for those that are unemployed or suffering with their mental health, confidence and loneliness. We are a not-for-profit community project group that will be restoring a historic 1928 Barge that is a big part of Lowestoft's history and will come back as a tearoom once complete.
What relevant local area does your organisation cover?	Lowestoft, Oulton Broad, Carlton Colville and surrounding areas
Who are the main beneficiaries of your work?	Those in the area that suffer with their mental health and loneliness as well as those that are lacking skills and confidence.
Are you a charity? If yes, describe the type of charity	N/A
If registered, what is the charity number?	N/A
Not-for-profit? If no, describe the organisation	Yes

Lowestoft Town Council
Grant Application Form

Organisation income (last complete financial year)	£32,393.75 £3,364.75 of this has been from organisations as well as the Rent/Moorage fees being paid directly to Excelsior Trust for the past 4 months which totalled £4,135.17.
Organisation expenditure (last complete financial year)	£30,885.44
Contact details	
Name	REDACTED
Address	REDACTED
Telephone number/s	REDACTED
E-mail	REDACTED
Position within organisation	Project Manager
Explain how you are authorised to make this application on behalf of the organisation	I manage and own the Barge which is locked into the CIC to be renovated.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	We are a not-for-profit community project group that will be restoring a historic 1928 Barge that is a big part of Lowestoft's history and will come back as a tearoom once complete. With Lowestoft being one of the most deprived towns in East Anglia, there is a knock-on effect with unemployment, drug abuse, mental health and loneliness. Our aim is to aid wellbeing and general mental health by bringing together those in the community that need it whilst working on the vessel.

	Building a sense of community is key to improving people's mental health and tend to have greater resilience when they feel part of something. Our outcome is to increase social ties by providing an environment to those in the community that need it and therefore improve their physical and mental wellbeing. We have partnered with Re-utilise and will be running various workshops alongside the restoration so ensure we are inclusive to all, these include: Art/Pottery/Glass making Classes Yoga and meditation workshops Supervised skill learning Listening Circles These sessions will be free, and applicants will be assessed via a light touch suitability form. Community Outreach Work – Using profits from the Barge once operating as a tearoom. Activity Days for underprivileged children – Using profits from the Barge once operating as a tearoom. We have an evaluation and feedback strategy that includes methods of measuring wellbeing and demonstrations of practical skills learned.
Total cost of project	£100,000
Breakdown of cost	Mooring and utilities - £32,000 Insurance - £7,440 Restoration Costing - £60,560
Grant requested from Lowestoft Town Council	£4,340.00 We are only requesting this amount as this will keep the group operating for the next 3 months.
What specifically would the grant from the Council fund?	£3,100 for Mooring fees and utilities to Excelsior Trust as project costs and professional fees

	£1,240 for the Barge Insurance for the next 3 months
Have any funds been requested/agreed from other sources? Provide details	Yes, in 2024, we received: £500 from Lowestoft £424.75 from East Suffolk £100 from the Rotary Club £100 from East Point. In 2025, we received: £1,000 from the Lowestoft Selling Group
When are the funds required?	Within the following 8 weeks
Project start date	We started our project in January 2024 but became a CIC in August 2024
Project completion date	We had hoped to be completed by October 2025, however, due to finances, we are looking at completion for April 2026.

Compliance Agreements (insert 'YES' to indicate your agreement to the questions below. If you do not intend to comply, insert 'NO'.)	
Do you authorise us to hold and use information that you have provided, for the purpose of processing and monitoring this grant application? You can ask us for details of the information we use for this purpose at any time.	Yes
Do you acknowledge that if you provide false or misleading information in your application or at any point in the life of any grant, we will provide information to relevant enforcement agencies and take any action to recover any funds and damages, as we deem appropriate?	Yes
Do you authorise us to use information about your project and organisation as part of our publicity and promotion of our grants programme?	Yes
Do you agree to acknowledge the Council appropriately on all of your related publicity and promotional material including posters, advertisements, press releases and leaflets?	Yes
Do you agree not to distribute funds granted to any other organisation, other than as agreed as part of the grant award?	Yes
Do you agree to report the outcome and impact of the grant to the Council as required in the Council's Grant Awarding Policy?	Yes
Do you agree that any grant awarded will only be used for the purpose for which it was given and in compliance with any conditions applied?	Yes

Lowestoft Town Council
Grant Application Form

Signed……REDACTED…… Date.....22/04/2025.....
(Signatory must be authorised to act on behalf of the organisation and, if different from the main contact listed above, this should be explained.

HEALTH & SAFETY (HS) POLICY

Health and Safety Lead – REDACTED, NEBOSH Level 3 Certificate in Occupational Health & Safety- REDACTED

The Barge Preservation Community Project is committed to providing a safe and healthy environment, safe working methods, and the provision of safe equipment. Health and safety is considered by management to be an integral and vital part of the successful performance of any role, and as such, a first aid box is kept on site at all times and regular checks are held to ensure stock levels are replenished as needed. An accident book is kept on site to accurately record any incidents. 6 first aid qualified persons are held on a Rota system with a minimum of 2 first aiders on site at any one time with our Health and Safety professional, John Craw on site twice a week, making regular checks to all aspects of the site are safe.

This policy sets out the responsibilities of the Project and its volunteers with the aim that together we can keep the environment safe and productive.

In so far as this policy imposes any obligations on the Project (ie those additional to those set out under legislation), those obligations are not contractual and do not give rise to any contractual rights.

The Project may unilaterally introduce, vary, remove or replace this policy at any time. The

project and each advocate is committed to:

- Integrating health and safety into all aspects of its operations;
- Identifying hazards, assessing risk and implementing control strategies to minimise risk of injury to people and property;
- Ensuring that relevant health and safety laws that apply to volunteering conditions and the environment are observed and enforced;
- Developing and implementing safe systems of the volunteering environment;
- Providing adequate safety information, training and supervision;
- Designing, purchasing, installing and maintaining a safe site and machinery;
- Ensuring that the project yard, under their control is safe and without undue risks to health;
- Ensuring that the behaviour of all persons in the boat yard is safe and without undue risks to health; Attempting
- to remedy all problems relating to health and safety;
- Consulting with volunteers and other parties to address safety issues and improve decision making on health and safety matters; and
- Supporting and assisting volunteers in effective injury management and rehabilitation.

All volunteers and contractors are required to:

- Adhere to safe practices, instructions and rules;
- Immediately report any unsafe conditions or equipment to the Project;
- Not misuse, damage, refuse to use, or interfere with anything provided in the interest of health and safety;
- Perform all duties in a manner which ensures individual health and safety and that of all other people in the environment;
- Encourage fellow volunteers to create and maintain a safe and healthy environment; and

- Co-operate with all other volunteers to enable the health and safety responsibilities of all volunteers be achieved.

COMMUNICATION AND CONSULTATION

We recognise that volunteer consultation and participation in our safety system is vital and improves decision– making about health and safety matters. Consultation is also included in the process of risk assessments and the development of our safe practices.

Volunteers shall be actively involved in the safety system. Suggestions for change and improvements to policies, procedures or safe practices are encouraged, through reporting to project lead, raising at meetings or by inputting into the suggestion box in the tearoom. Meetings to consult and inform volunteers on safety issues shall be conducted through meetings, as regularly as is necessary.

Volunteers shall be made aware of safety issues relating to their roles on a regular basis. The manner of doing so will vary depending upon the type of information to be conveyed.

We expect our volunteers to be committed to engage with management in order to effectively manage health and safety. Volunteers are encouraged to contribute to decisions that may affect their health and safety in the environment, through contact with others and meetings.

Management shall work in conjunction with volunteers to review and update this, and other policies and procedures.

INJURIES—REHABILITATION AND RETURN TO THE ROLE

The Project is proactive in its approach to injury management and places strong emphasis on the safe, timely and sustainable return to the environment program for injured or ill volunteers.

We are committed to:

- Prompt injury notification;
- Communication and consultation with all parties to develop an appropriate return to the environment program;
- Accountability and responsibility for injury management being clearly understood;
- Provision of suitable meaningful activities during the return to the environment process;
- and Dispute resolution as required.
- The Project will ensure the following positive approach in meeting these objectives, including:
- Early reporting of injuries;
- Appropriate and timely medical intervention and return to the environment planning;
- Provision of suitable resources and productive duties for the injured volunteer;
- Positive support and encouragement during the rehabilitation process; and
- Review of incidents and accidents to seek preventive measures and continuous improvement.

The Project shall work in conjunction with volunteers to review and update this policy, and other policies and procedures relating to health and safety as regularly as is necessary. This policy and related guidance will be monitored by the Health and Safety Lead, John Craw and Directors on a regular basis for compliance and will be reviewed at least annually.

Date approved or amended	**Amendments**	**Signed**
04/11/2024	- Health and Safety Lead	REDACTED Director REDACTED Health and Safety Lead REDACTED Owner



Safeguarding Adults Policy

POLICY

Safeguarding Officers contact details

Lead Officer - REDACTED

Other contact details

Safeguarding referral: Via portal.

Customer First 0808 800 4005

MASH Professionals Consultation line 03456 061 499 or webchat

Emergency services: 999 if it is an emergency

The Barge Preservation Community Project has a responsibility to prevent, and report concerns about the abuse, neglect and ill-treatment of adults who are at risk of being harmed.

All staff will be aware that adult abuse can take many forms and the examples in the definitions in Appendix A are not exhaustive. There may be other situations not covered in the examples that give you concern for an adult's safety and wellbeing.

All staff will be aware of adult safeguarding categories of abuse Physical abuse, Domestic abuse, Sexual abuse, Psychological or emotional abuse, Financial or material abuse, Modern slavery, Discriminatory abuse, Organisational or institutional abuse, Neglect or acts of omission, Self-neglect and Hoarding, Appendix A.

There are legal requirements on statutory bodies under the Care Act 2014, and statutory guidance (Care and Support Statutory Guidance updated August 2021) applying to the voluntary sector across England and the devolved nations, for organisations to do everything they can to recognise and report abuse quickly and appropriately to keep adults safe, and to prevent such abuse from happening in the first place.

Anyone who is employed or volunteers for, or on behalf of The Barge Preservation Community Project, regardless of the type or amount of contact they have with adults who are at risk or abuse or vulnerable adults, has a role to play in safeguarding and protecting them. They must:

- Know how to recognise potential abuse of adults at risk/vulnerable adults.
- Know what to do when safeguarding concerns arise.
- Understand what The Barge Project expects of them in terms of their own behaviour and actions.

An adult at risk of abuse can be anyone over the age of eighteen, including steering group members and volunteers. Whilst personal characteristics may make an individual more vulnerable i.e. disability and communication difficulties, it is the situation around an individual which may increase risk or place them at potential risk of harm. It is therefore vital to be open to the possibility that any adult may be at risk and that this can be temporary or on-going depending on the support and protective factors around them.

This policy applies to all steering group members and volunteers, students, sole traders and contractors including associates and professional agencies.

LEGAL CONTEXT

Adults at risk of abuse may have additional support needs, meaning that they are more likely to experience abuse, and less able to protect themselves from it. The abuse of adults at risk can have devastating effects on their physical, mental, emotional, social and spiritual wellbeing, as well as on their children or children connected to them. In this respect, safeguarding adults at risk can be important child protection work. Equally, many adults at risk have been victims or survivors of abuse and harmful experiences in childhood which have impacted upon their confidence, self-worth and resilience and compounded other personal characteristics increasing vulnerability.

Statutory guidance means that The Barge Project must protect adults at risk. The relevant law and guidance is The Care Act 2014, the primary legislation in England for the support and protection of adults. It represents the most significant reform of care and support putting people and their carer's in control of their care and support.

http://legislation.gov.uk/ukpga/2014/23/contents

The legislation sets out how people's care and support needs should be met and introduces the right to an assessment for anyone, including carers and self-funders, in need of support.

In addition, the Human Rights Act (1998) gives everyone the right to live free from abuse, violence and degrading treatment.

DEFINITIONS

For the purpose of this policy and procedures, the following definitions are used:

- **Adult in need of protection**: is a person aged 18 years or over, whose exposure to harm through abuse, exploitation and neglect may be increased by (but not limited to):
    - Their personal characteristics AND/OR
    - Their life circumstances AND
    - Being unable to protect their own well-being, property, assets, rights or other interests, AND
    - Where the action or inaction of another person or persons is causing, or is likely to cause, them to be harmed.
- **Adult at risk**: An adult at risk is any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and support.
- **Adult at risk of harm**: An adult is any person who is aged 18 years or over whose exposure to harm through abuse, exploitation or neglect may become exposed (but not limited to) by their;
    - Personal characteristics which may include, but are not limited to, age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in the functioning of the mind or brain.
    - And/or life circumstances which may include, but are not limited to, isolation, socio-economic factors and environmental living conditions.
- **Safeguarding**: This describes the activity that is undertaken to protect adults at risk of abuse, harm, ill-treatment, exploitation and neglect.
- **Abuse**: This is the ill-treatment or abuse of an adult at risk. A person may abuse or neglect an adult at risk by inflicting harm or by knowingly failing to act to prevent harm. Adults can be abused in a family, in the community, in any type of institution/organisation participating or providing support or care.
- **Prevention**: This is how we seek to reduce the abuse of adults at risk occurring in the first place. This includes training, guidance and support for volunteers, as well as for those receiving services.

KEY PRINCIPLES

The Barge Project approach to safeguarding adults at risk is based on the following principles:

- Everyone has a right to equal protection from all types of harm or abuse, regardless of age, ability, gender, racial heritage, religious beliefs, sexual orientation or personal characteristics which may include additional vulnerabilities.
- The best interests of the child are paramount in all considerations about the safeguarding and protection of adults at risk.
- Where concerns are identified, we must communicate very clearly what we have done and will be doing to safeguard the adult at risk, unless to do so would in any way increase the risk to them or a child. Capacity will be assumed unless there is reason to believe that the person cannot understand.
- Where we are working together with adults at risk, their carer's, family members and other agencies, it is essential to recognise that, in some limited circumstances, it will not be appropriate to engage with carers or family members in order to protect the adult at risk.
- Concerns or allegations that The Barge Project volunteers have abused or neglected adults will be taken very seriously and managed sensitively and fairly in accordance with the organisations policies, relevant legislation and local procedures.

WE DELIVER THIS POLICY BY:

- Providing effective leadership and management for volunteers through induction, supervision/one-to-one learning and mentoring, support and training.
- Ensuring effective and robust safeguarding and protection practices by having clear policies, procedures, practice standards and guidance in place.
- Safer volunteer recruitment practices to ensure that robust recruitment, selection, induction and supervision processes are in place for all those who attend The Barge Project.

CAPACITY AND CONSENT

It is important to be alert to issues of cognitive capacity which can increase the vulnerability of people where they have a reduced ability to make informed decisions in the moment. This may be transient (e.g., due to fear, shock, injury, illness) or long term (e.g., due to learning differences, disability, metal health issue).

Whilst this is a complex issue, it should not get in the way of volunteers genuinely seeking to ensure that all individuals are respectfully consulted in relation to participation in activities and/or sharing of information about them.

When assessing a person's understanding you should seek to explain the issues using their preferred mode of communication and language. This should be done in a way that is suitable for them, considering all you know about them from your contact with them, particularly their age, language and likely understanding.

It is important to try and ensure they really understand the issues and are not just agreeing to what is proposed. If you are unsure whether they have the capacity to consent, then you should seek advice from a steering group member, the individual's friends, carer, another professional working with them or an advocate, where available, who may be able to provide relevant information or advice and where consulting these individuals does not increase potential risks.

The following criteria should be considered when assessing whether an individual has sufficient understanding at any time to consent, or to refuse consent, to sharing of information about them or participating in specific activities:

- Can the individual understand the question being asked of them?
- Are they taking an active part in the discussion?
- Can they rephrase the question in their own words?
- How would they explain it to someone else?
- Do they have a reasonable understanding of what the risks or benefits of giving their consent or saying no?
- What do they think would happen if they agree to the action being suggested?
- Can they appreciate and consider the alternatives, weighing up one aspect against another and express a clear and consistent personal view? Encourage them to say out loud, or write down, their view of the pros and cons.

Safer Recruitment Process

Interview / discussion

Have a face-to-face interview or discussion with pre-planned and clear questions to assess a person's suitability for a role or volunteering opportunity. The candidate's identity will need to be checked by asking them to bring photographic ID. Include questions about an applicant's values, attitude to working with children and adults experiencing mental health issues or loneliness. Always ask if they know of any reason why they should not be working with children or adults or if there are any pending cases / issues which could affect their ability to carry out the role. If the applicant discloses any matter during the interview that relates to children and / or adults which may affect the applicant's suitability for the role, this will be at the safeguarding and director's discretion after seeking advise from external professional bodies.

Asking for a Criminal Record Check

If the person / chair of the interview panel conducting the interview / discussion recommends approval, then the applicant must be asked to carry out an appropriate criminal record check. Provided they are eligible, an enhanced criminal record check must always be required in relation to work with vulnerable groups as part of the UK recruitment process. Should the applicant not wish to apply for a criminal record check, which is entirely their choice, the application must not proceed further and must be terminated.

In addition, those who work only occasionally with vulnerable groups will also be asked to apply for enhanced checks, provided they are eligible. Those who manage or supervise those who work with vulnerable groups and those in a leadership capacity who carry responsibility for safeguarding, will also be required to obtain enhanced check, provided they are eligible.

Application Form

An application form will always be necessary in a paid role to assess the person's suitability for the role. An application form will also be good practice when recruiting for a voluntary role. Ask referees specifically about an individual's suitability to work with vulnerable people.

Induction

Employees or volunteers whose roles involve working with children and adults experiencing mental health issues or loneliness must receive relevant safeguarding training from the Safeguarding Lead after starting their role, regardless of previous experience. They must also attend regular updates annually.

APPENDIX A: CATEGORIES AND SIGNS OF ADULT ABUSE

The example signs and symptoms are not exhaustive and are guideline only. The presence of one or more does not automatically confirm abuse. The existence of a number of the indicators may, however, suggest a potential for abuse and should be further reviewed. If there is any concern at all about the possibility of abuse then advice should be sought and an if appropriate a safeguarding referral/alert should be submitted without delay.

Abuse can generally be viewed in terms of the following categories; Physical, Domestic, Sexual, Psychological, Financial/ material, Modern Slavery, Discriminatory, Organisational, Neglect and acts of omission, and Self-neglect and Hoarding

Physical abuse	Physical injuries which have no satisfactory explanation or where there is a definite knowledge, or a reasonable suspicion that the injury was inflicted with intent, or through lack of care, by the person having custody, charge or care of that person, including hitting, slapping, pushing, misuse of or lack of medication, restraint, or inappropriate sanctions. Possible Indicators of physical abuse • History of unexplained falls or minor injuries • Unexplained bruising – in well protected areas, on the soft parts of the body or clustered as from repeated striking • Unexplained burns in an unusual location or of an unusual type • Unexplained fractures to any part of the body that may be at various stages in the healing process • Unexplained lacerations or abrasions • Slap, kick, pinch or finger marks • Injuries/bruises found at different stages of healing for which it is difficult to suggest an accidental cause • Injury shape similar to an object • Untreated medical problems • Weight loss – due to malnutrition or dehydration; complaints of hunger • Appearing to be over medicated
Domestic abuse	This can encompass, but is not limited to, the following types of abuse: •psychological , physical, sexual, financial, emotional, 'Honour' based violence, Female Genital Mutilation, forced marriage. Domestic violence and abuse includes any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been, intimate partners or family members regardless of gender or sexuality. It also includes so called 'honour' -based violence, female genital mutilation and forced marriage. Coercive or controlling behaviour is a core part of domestic violence.

	Coercive behaviour can include: • acts of assault, threats, humiliation and intimidation • harming, punishing, or frightening the person • isolating the person from sources of support • exploitation of resources or money • preventing the person from escaping abuse • regulating everyday behaviour.
Sexual abuse	Sexual acts which might be abusive include non-contact abuse such as looking, pornographic photography, indecent exposure, harassment, unwanted teasing or innuendo, or contact such as touching breasts, genitals, or anus, masturbation, penetration or attempted penetration of vagina, anus, and mouth with or by penis, fingers or other objects (rape). Possible Indicators of sexual abuse • A change in usual behaviour for no apparent or obvious reason • Sudden onset of confusion, wetting or soiling • Overt sexual behaviour/language by the adult at risk • Disturbed sleep pattern and poor concentration • Difficulty in walking or sitting • Torn, stained, bloody underclothes • Pain or itching, bruising or bleeding in the genital area • Sexually transmitted urinary tract/vaginal infections • Bruising to the thighs and upper arms • Severe upset or agitation when being bathed/dressed/undressed/medically examined • Pregnancy in a person not able to consent
Psychological abuse	Psychological, or emotional abuse, includes the use of threats, fears or bribes to remove an adult at risk's choices, independent wishes and self- esteem; cause isolation or overdependence, or prevent an adult at risk from using services, which would provide help. Possible Indicators of psychological abuse • Ambivalence about carer • Fearfulness expressed in the eyes; avoids looking at the carer, flinching on approach • Deference • Overtly affectionate behaviour to alleged source of risk • Insomnia/sleep deprivation or need for excessive sleep • Change in appetite • Unusual weight gain/loss • Tearfulness • Unexplained paranoia • Low self-esteem

	• Excessive fears • Confusion • Agitation
Financial abuse	This usually involves a persons money or resources being inappropriately used by a third person (i.e. theft) It includes the withholding of money or the inappropriate or unsanctioned use of a person's money or property or the entry of the adult at risk into financial contracts or transactions that they do not understand, to their disadvantage. Possible Indicators of financial abuse • Unexplained or sudden inability to pay bills • Unexplained or sudden withdrawal of money from accounts • Person lacks belongings or services, which they can clearly afford • Extraordinary interest by family members and other people in the adult at risk's assets • Power of Attorney obtained when the adult at risk is not able to understand the purpose of the document they are signing • Recent change of deeds or title of property • Unpaid carer or support worker only asks questions about the adults financial affairs and does not appear to be concerned about the physical or emotional care of the person • The person who manages the financial affairs is evasive or uncooperative • A reluctance or refusal to take up care assessed as being needed • A high level of expenditure without evidence of the person benefiting • The purchase of items which the person does not require or use • Personal items going missing from the home • Unreasonable and /or inappropriate gifts
Modern Slavery	Modern slavery encompasses human trafficking, domestic servitude and forced labour. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. Possible indicators of modern slavery • Marked isolation from the community • Seeming under the control and influence of others and relying on others to communicate on their behalf • Restricted freedom of movement • Unusual travel times • Unfamiliarity with the local neighbourhood • Signs of physical or psychological abuse such as looking malnourished or unkempt or appearing withdrawn • Poor living conditions such as unhygienic, overcrowded accommodation or living and working at the same address • Few or no personal effects and no identification documents • Reluctance to seek help often characterized by hesitance to speak to strangers or professionals and limited eye contact • Fear of law enforcement

	This list is not exhaustive. Where modern slavery is suspected and the victim is an adult at risk, a Safeguarding Adults referral process must be followed. All other victims should be referred to the police directly by dialling 101. However, if you think a person is in immediate danger, call 999 and ask for the police. Advice and Guidance can be sought from the Modern Slavery Helpline on 08000 121 700.
Discriminatory abuse	This is abuse targeted at a perceived vulnerability or on the basis of prejudice including racism or sexism, or based on a person's impairment, origin, colour, disability, age, illness, sexual orientation or gender. It can take any of the other forms of abuse, oppressive treatment, harassment, slurs or similar treatment. Discriminatory abuse may be used to describe serious, repeated or pervasive discrimination, which leads to significant harm or exclusion from mainstream opportunities, provision of poor standards of health care, and/or which represents a failure to protect or provide redress through the criminal or civil justice system. Possible Indicators of discriminatory abuse • Hate mail • Verbal or physical abuse in public places or residential settings • Criminal damage to property • Target of distraction burglary, bogus officials or unrequested building/household services • Discriminatory abuse can manifest itself as the other types of abuse; physical or sexual abuse/ assault, financial abuse/ theft, neglect, psychological abuse.
Organisational abuse	Organisational abuse happens when the routines in use force residents or service users to sacrifice their own needs, wishes or preferred lifestyle to the needs of the institution or service provider. Abuse may be a source of risk from an individual or by a group of staff engaged in the accepted custom, subculture and practice of the institution or service. Organisations may include residential and nursing homes, hospitals, day centres, sheltered housing schemes, group or supported housing projects. It should be noted that all organisations and services, whatever their setting, can have institutional practices which can cause harm to adults at risk. The distinction between abuse in institutions and poor care standards is not easily made and judgements about whether an event or situation is abusive should be made with advice from appropriate professionals and regulatory bodies. Possible Indicators of Organisational Abuse It may be reflected in an enforced schedule of activities, the limiting of personal freedom, the control of personal finances, a lack of adequate clothing, poor personal hygiene, a lack of stimulating activities or a low quality diet – anything which treats the person concerned as not being entitled to a 'normal' life.

Neglect and acts of omission	Neglect can be both physical and emotional. It is about the failure to keep an adult at risk clean, warm and promote optimum health, or to provide adequate nutrition, medication, being prevented from making choices. Neglect of a duty of care or the breakdown of a care package may also give rise to safeguarding issues i.e. where a carer refuses access or if a care provider is unable, unwilling or neglects to meet assessed needs. If the circumstances mean that the 'adult at risk' is at risk of significant harm, then Safeguarding Adults procedures should be followed. Possible Indicators of neglect • Poor condition of accommodation • Inadequate heating and/or lighting • Physical condition of person poor, e.g. ulcers, pressure sores etc. • Person's clothing in poor condition, e.g. unclean, wet, etc. • Malnutrition • Failure to give prescribed medication or appropriate medical care • Failure to ensure appropriate privacy and dignity • Inconsistent or reluctant contact with health and social agencies • Refusal of access to callers/visitors A person with capacity may choose to self-neglect, and whilst it may be a symptom of a form of abuse it is not abuse in itself within the definition of these procedures.
	Wilful neglect and ill treatment Section 44 of the Mental Capacity Act 2005 and Section 127 of the Mental Health Act 1983 make it a criminal offence to ill-treat or wilfully neglect a person who lacks the capacity to care for themselves, or where the 'abuser' believes the individual lacks capacity. The abuser is committing an offence when they are responsible for the care of the adult at risk and they wilfully neglect or ill treat them. This includes paid carers, senior staff or managers in a hands-off role, family carers, a holder of a lasting power of attorney or court appointed deputy. The terms 'ill-treatment' or 'wilful neglect' are not defined in either the Mental Health Act or Mental Capacity Act. The offences are separate. **Wilful neglect** means deliberate failure to do something that was a duty, often with an element of recklessness. It does not require any proof of any particular harm or distress or proof of the risk harm. **Ill-treatment** involves deliberate conduct which ill-treats a person who lacks mental capacity to make the relevant decisions, whether or not it causes any harm to them. Ill-treatment also involves a guilty mind, with the alleged abuser having an appreciation that he or she was inexcusably or recklessly ill-treating the adult. Most of the indicators of the other types of abuse may also indicate wilful neglect or ill treatment if the adult at risk lacks the mental capacity to make the relevant decisions so these two offences should always be considered with each allegation of abuse in such circumstances.
Self-neglect and hoarding	**Self-neglect** differs from the other forms of abuse listed here because it does not involve another person/ source of risk. Self-neglect is failing to care for one's personal hygiene, health or surroundings in such a way that causes, or is reasonably likely to cause significant physical, mental or emotional harm or substantial damage to or loss of assets. Self-neglect falls into the Safeguarding Adults remit when the adult meets the requirements of the three stage test. Self-neglect can happen as a result of an individual's choice of lifestyle or the person may have depression or other mental health condition, poor physical health, cognitive difficulties , substance misuse Possible indicators of self-neglect

	• Living in grossly unsanitary conditions which endangers health and wellbeing • Grossly inadequate self-grooming or personal care and/ or inappropriate or inadequate clothing. • Maintaining an untreated illness, disease or injury or lacking eyeglasses, dentures, hearing aids, etc. • Being malnourished or dehydrated to such an extent that, without intervention, the adult's physical or mental health is likely to be severely impaired • Creating severely hazardous living conditions that will likely cause serious physical harm to the adult or others or cause substantial damage to or loss of assets, such as severe hoarding, improper wiring, lack of indoor plumping or heating, infestation • Managing own assets in a manner that is likely to cause substantial damage to or loss of assets The scope does not include issues of risk associated with deliberate self-harm. However, it may be appropriate to address the concerns by raising a Safeguarding Alert if: • The self-harm appears to have occurred due to an act(s) of neglect or inaction by another individual or service • There appears to be a failure by regulated professionals or organisations to act within their professional codes of conduct • Actions or omissions by third parties to provide necessary care or support where they have a duty either as a care worker, volunteer or family member to provide such care/ support.
	The Care Act Guidance states that self-neglect covers a wide range of behaviour; neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as **hoarding.** Hoarding is now considered a standalone mental disorder however, hoarding can also be a symptom of other mental disorders. Hoarding disorder is distinct from the act of collecting, it is not simply a lifestyle choice and is also different from people whose property is generally cluttered or messy. Included below are resources to assist staff to identify and respond appropriately when supporting people where concerns exist in relation to Self-Neglect and Hoarding and the form for making a referral. **Referral** If you are concerned an individual is at significant risk of harm due to self-neglect or hoarding you can make a referral using the form below: • Self-Neglect and Hoarding Referral Form for Professionals **Self-Neglect and Hoarding Resources** • Suffolk Self-Neglect and Hoarding Multi-Agency Policy and Practice Guidance • Multi-Agency Self-Neglect and Hoarding Risk Assessment Guidance ToolSelf-Neglect and Hoarding Pathway for Professionals
Other safeguarding issues	
Honour Based Violence	Honour Based Violence (HBV) is a crime or incident which has or may have been committed to protect or defend the honour of the family or community. It is a collection of practices used to control behaviour within families or other social groups, to protect

	perceived cultural and religious beliefs and/or honour. Such violence can occur when a relative has shamed the family and/or community by breaking their honour code. Women are predominately but not exclusively the victims of so-called Honour Based Violence which is used to assert male power in order to control female autonomy and sexuality. Honour Based Violence can be disguised from other forms of violence as it is often committed with some degree of approval and/or collusion from family and/or community members. Such crimes cut across all cultures, nationalities, faith groups and communities and should be referred within existing adult protection procedures where the victim is an 'adult at risk' as defined by the Care Act 2014. Where children or adults at risk are identified as being victims of, involved in, or witness to Honour Based Violence, contact should be made with Customer First on 0808 800 4005. Victims of Honour Based Violence can also access help and advice from Karma Nirvana at www.karmanirvana.org.uk or by contacting 0800 5999247. Victims of Forced Marriage can also access help and advice from Karma Nirvana at www.karmanirvana.org.uk or by contacting 0800 5999247. It is important to remember the following when addressing issues of Forced Marriage and/or Honour-based violence: **DO NOT** go directly to, share information with, or use as an interpreter a relative, friend, neighbour, community leader or other with influence in the community. This will alert them to your enquiries and may place the adult at further risk. **DO NOT** attempt to give the person immigration advice. It is a criminal offence for any unqualified person to give this advice.
Forced marriage	A forced marriage is where one or both people do not (or in cases of people lacking the mental capacity to make the relevant decisions, cannot) consent to the marriage and pressure or abuse is used. Forced marriage is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights. The pressure put on people to marry against their will can be physical (including threats, actual physical violence and sexual violence) or emotional and psychological (for example, when someone is made to feel like they are bringing shame on their family). Financial abuse (removal of wages or deprivation of finances or necessities) can also be a factor. All Forced Marriage alerts relating to adults at risk are to be submitted to Customer First on 0808 800 4005. Further support can be accessed via the Forced Marriage Unit (FMU). The FMU is a joint Foreign and Commonwealth Office and Home Office unit which was set up in January 2005 to lead on the Government's forced marriage policy, outreach and casework. It operates both inside the UK, where support is provided to any individual, and overseas, where consular assistance is provided to British nationals, including dual nationals. The FMU operates a public helpline to provide advice and support to victims of forced marriage as well as to professionals dealing with cases. The assistance provided ranges from simple safety advice, through to aiding a victim to prevent their unwanted spouse moving to the UK ('reluctant sponsor' cases), and, in extreme circumstances, to rescue victims held against their will overseas. Tel: +44 (0) 20 7008 0151.
Female genital mutilation	Female genital mutilation/ FGM (sometimes referred to as female circumcision) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK.

	Girls under the age of 15 are mainly at risk but it is important for everyone working with adults at risk to be mindful of this practice and refer any concerns to Customer First if they believe that the adult or a child within the family may be at risk of FGM. The police and Health colleagues will be notified in the Multi-Agency Safeguarding Hub.
Vulnerable to radicalisation (VTR) or influenced by Extremism	Staff may notice a change in an adults' behaviour that may suggest they are vulnerable to violent extremism. Below is guidance to assist in deciding whether a Prevent referral is appropriate and help to make referrals. If we need to make a referral we will follow the information on the Suffolk Safeguarding Partnership website. https://www.suffolksp.org.uk/radicalisation?rq=radicalisation#gsc.tab=0 For urgent safeguarding concerns call Customer First 0808 800 4005 UNLIKE SAFEGUARDING STAFF MUST NOT DISCUSS CONCERNS WITH THE INDIVIDUAL PRIOR TO REFERRAL See Appendix B for more details

This policy and related guidance will be monitored by the Safeguarding Lead and Directors on a regular basis for compliance and will be reviewed at least annually.

Date approved or amended	**Amendments**	**Signed**
04/11/2024	- Safer Recruitment Process - Signs of Abuse - Named Lead	REDACTED Director REDACTED Safeguarding Lead REDACTED Secretary
04/11/2025		

Articles of Association of Citizens Advice East Suffolk Ltd
as adopted by Special Resolution dated 20 May 2024

Company Registration No: 05866861

Charity No: 1115522

Incorporated on 5 July 2006

The company's registered name is Citizens Advice East Suffolk Ltd (and in this document it is called the 'charity')

Interpretation

1. In the articles:

   'address' means a postal address or, for the purposes of electronic communication, a fax number, an e-mail or postal address or a telephone number for receiving text messages in each case registered with the charity;

   'the articles' means the charity's articles of association;

   'the charity' means the company to be regulated by these Articles;

   "Citizens Advice" means the National Association of Citizens Advice Bureaux (company no. 01436945 and registered charity no. 279057);

   'clear days' in relation to the period of a notice means a period excluding:
   • the day when the notice is given or deemed to be given; and
   • the day for which it is given or on which it is to take effect;

   'the Commission' means the Charity Commission for England and Wales;

   'Companies Acts' means the Companies Acts (as defined in section 2 of the Companies Act 2006) insofar as they apply to the charity;

   'conflict of interest' means any situation in which a trustee's personal interests or loyalties could, or could be seen to, prevent them from making a decision only in the best interests of the charity;

   'conflict of loyalty' means a particular type of conflict of interest, in which a trustee's loyalty or duty to another person or organisation could prevent the trustee from making a decision only in the best interests of the charity;

'delivery partners' means other organisations where the charity may sub-grant/subcontract funding received;

'the directors' means the directors of the charity. The directors are charity trustees as defined by section 177 of the Charities Act 2011;

'document' includes, unless otherwise specified, any document sent or supplied in electronic form;

'electronic form' and 'electronic means' have the meanings given in section 1168 of the Companies Act 2006;

'the memorandum' means the charity's memorandum of association;

'officers' includes the directors and the secretary (if any);

'secretary' means any person appointed to perform the duties of the secretary of the charity including any joint or assistant company secretary;

'the United Kingdom' means Great Britain and Northern Ireland and

words imputing one gender shall include all genders, and the singular includes the plural and vice versa.

Unless the context otherwise requires, words or expressions contained in the articles have the same meaning as in the Companies Acts but excluding any statutory modification not in force when this constitution becomes binding on the charity.

Apart from the exception mentioned in the previous paragraph a reference to an Act of Parliament includes any statutory modification or re-enactment of it for the time being in force.

Liability of members

2. The liability of the members is limited to a sum not exceeding £10, being the amount that each member undertakes to contribute to the assets of the charity in the event of its being wound up while he, she or it is a member or within one year after he, she or it ceases to be a member, for:

    1) payment of the charity's debts and liabilities incurred before he, she or it ceases to be a member;
    2) payment of the costs, charges and expenses of winding up; and
    3) adjustment of the rights of the contributories among themselves.

Objects

3. The charity's objects ('Objects') are specifically:

   to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress in particular, but without limitation, for the benefit of the community in East Suffolk and surrounding areas.

Powers

4. The charity has power to do anything which is calculated to further its Objects or is conducive or incidental to doing so. In particular, the charity has power:

   1) to establish, provide and assist in the provision of Local Citizens Advice services and outlets supplying a free, independent, confidential and impartial service of advice, information and counsel for the public;
   2) to raise funds. In doing so, the charity must not undertake any taxable permanent trading activity and must comply with any relevant statutory regulations;
   3) to buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
   4) to sell, lease or otherwise dispose of all or any part of the property belonging to the charity. In exercising this power, the charity must comply as appropriate with sections 117 and 122 of the Charities Act 2011.
   5) to borrow money and to charge the whole or any part of the property belonging to the charity as security for repayment of the money borrowed or as security for a grant or the discharge of an obligation. The charity must comply as appropriate with sections 124 - 126 of the Charities Act 2011 if it wishes to mortgage land;
   6) to cooperate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them;
   7) to establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects;
   8) to acquire, merge with or to enter into any partnership or joint venture arrangement with any other charity;
   9) to set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
   10) to employ and remunerate such staff as are necessary for carrying out the work of the charity. The charity may employ or remunerate a director only to the extent it is permitted to do so by article 7 and provided it complies with the conditions in that article;

11) to:
(a) deposit or invest funds;
(b) employ a professional fund-manager; and
(c) arrange for the investments or other property of the charity to be held in the name of a nominee; in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000;
12) to provide indemnity insurance for the directors in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011;
13) to pay out of the funds of the charity the costs of forming and registering the charity both as a company and as a charity;
14) to make grants to delivery partners for the delivery of the services which advance the charity's objects.

Application of Income and property

5.

1) The income and property of the charity shall be applied solely towards the promotion of the Objects.
2) (a) A director is entitled to be reimbursed from the property of the charity or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the charity.
(b) A director may benefit from trustee indemnity insurance cover purchased at the charity's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
(c) A director may receive an indemnity from the charity in the circumstances specified in article 57.
(d) A director may not receive any other benefit or payment unless it is authorised by article 7.
3) Subject to article 7, none of the income or property of the charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the charity. This does not prevent a member who is not also a director receiving:
(a) a benefit from the charity in the capacity of a beneficiary of the charity;
(b) reasonable and proper remuneration for any goods or services

supplied to the charity.

Benefits and payments to charity directors and connected persons

6.

1) **General provisions**

No director or connected person may:

(a) buy any goods or services from the charity on terms preferential to those applicable to members of the public;
(b) sell goods, services, or any interest in land to the charity;
(c) be employed by, or receive any remuneration from, the charity;
(d) receive any other financial benefit from the charity;

unless the payment is permitted by sub-clause (2) of this article, or authorised by the court or the prior written consent of the Charity Commission has been obtained.

In this article a 'financial benefit' means a benefit, direct or indirect, which is either money or has a monetary value.

2) **Scope and powers permitting directors' or connected persons' benefits**

(a) A director or connected person may receive a benefit from the charity as beneficiary provided that a majority of the directors do not benefit in this way.
(b) A director or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the charity where that is permitted in accordance with, and subject to the conditions in, sections 185 and 186 of the Charities Act 2011.
(c) Subject to sub-clause (3) of this article a director or connected person may provide the charity with goods that are not supplied in connection with services provided to the charity by the director or connected person.
(d) A director or connected person may receive interest on money lent to the charity at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
(e) A director or connected person may receive rent for premises let by the director or connected person to the charity. The amount of the rent and the other terms of the lease must be reasonable and proper. The director concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

(f) A director or connected person may take part in the normal trading and fundraising activities of the charity on the same terms as members of the public.

3) **Payment for supply of goods only – controls**

The charity and its directors may only rely upon the authority provided by sub-clause (2)(c) of this article if each of the following conditions is satisfied:

(a) The amount or maximum amount of the payment for the goods is set out in an agreement in writing between the charity or its directors (as the case may be) and the director or connected person supplying the goods ('the supplier') under which the supplier is to supply the goods in question to or on behalf of the charity.
(b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
(c) The other directors are satisfied that it is in the best interests of the charity to contract with the supplier rather than with someone who is not a director or connected person. In reaching that decision the directors must balance the advantage of contracting with a director or connected person against the disadvantages of doing so.
(d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the charity.
(e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of directors is present at the meeting.
(f) The reason for their decision is recorded by the directors in the minute book.
(g) A majority of the directors then in office are not in receipt of remuneration or payments authorised by article 7 (for the purpose of this sub-clause a calculation of the "majority of the directors" shall include both the directors who are themselves in receipt of payments from the charity, and directors who have connected persons who are in receipt of payment from the charity).

4) **In sub-clauses (2) and (3) of this article**:

(a) 'charity' includes any company in which the charity:

(i) holds more than 50% of the shares; or

(ii) controls more than 50% of the voting rights attached to the shares; or

(iii) has the right to appoint one or more directors to the board of the company.

(b) 'connected person' includes any person within the definition in article 61 'Interpretation'.

Declaration of directors' interests

7. A director must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the charity or in any transaction or arrangement entered into by the charity which has not previously been declared. A director must absent himself or herself from any discussions of the charity directors in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the charity and any personal interest (including but not limited to any personal financial interest).

Conflict of interests and conflict of loyalties

8.

1) If a conflict of interests arises for a director because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the articles, the unconflicted directors may authorise such a conflict of interests where the following conditions apply:
(a) the conflicted director is absent from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
(b) the conflicted director does not vote on any such matter and is not to be counted when considering whether a quorum of directors is present at the meeting; and
(c) the unconflicted directors consider it is in the interests of the charity to authorise the conflict of interests in the circumstances applying.

2) In this article a conflict of interests arising because of a duty of loyalty owed to another organisation or person only refers to such a conflict which does not involve a direct or indirect benefit of any nature to a director or to a connected person.

Members

9.

1) The subscribers to the memorandum are the first members of the charity.

2) A director shall become a member on being appointed a director and shall cease to be a member when he or she ceases to be a director.

3) Membership is open to other individuals or organisations who:

(a) apply to the charity in the form required by the directors; and

(b) are approved by the directors; and

(c) are, if individuals, over 16 and not paid workers, employees or unpaid volunteers of the charity.

4) (a) The directors may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the charity to refuse the application.

(b) The directors must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.

(c) The directors must consider any written representations the applicant may make about the decision. The directors' decision following any written representations must be notified to the applicant in writing but shall be final.

5) Membership is not transferable.

6) The directors must keep a register of names and addresses of the members and the dates on which they became and ceased to be a member or representative.

Classes of membership

10. There is a single class of membership. The same rights and obligations shall apply to all members.

Termination of membership

11. Membership is terminated if:

1) the member dies or, if it is an organisation, ceases to exist;

2) the member resigns by written notice to the charity unless, after the resignation, there would be less than two members;

3) any sum due from the member to the charity is not paid in full within six months of it falling due;

4) the member is removed from membership by a resolution of the directors that it is in the best interests of the charity that his or her or its membership is terminated. A resolution to remove a member from membership may only be passed if:

(a) the member has been given at least twenty-one days' notice in writing of the meeting of the directors at which the resolution will be proposed and the reasons why it is to be proposed;

(b) the member or, at the option of the member, the member's representative (who need not be a member of the charity) has been allowed to make representations to the meeting.

5) the member fails to attend two successive annual general meetings in person, by its appointed representative (if a member organisation) or by proxy without notifying the charity of his, her or its intention to remain a member.

6) the member ceases to be a director, if applicable.

General meetings

12.

1) The charity must hold its first annual general meeting within eighteen months after the date of its incorporation.

2) An annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.

13. The directors may call a general meeting at any time.

Notice of general meetings

14.

1) The minimum period of notice required to hold a general meeting of the charity is fourteen clear days.

2) A general meeting may be called by shorter notice if it is so agreed by a majority in number of members having a right to attend and vote at the meeting, being a majority who together hold not less than 90 percent of the total voting rights.

3) The notice must specify the date, time and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an annual general meeting, the notice must say so. The notice must also contain a statement setting out the right of members to appoint a proxy under section 324 of the Companies Act 2006 and article 22.

4) The notice must be given to all the members and to the directors, Citizens Advice, any President and the auditors.

15. The proceedings at a meeting shall not be invalidated because a person who was entitled to receive notice of the meeting did not receive it because of an accidental omission by the charity, or a member was absent during the course of the meeting due to technological failure as long as the meeting remains quorate.

Proceedings at general meetings

16.

1) No business shall be transacted at any general meeting unless a quorum is present.
2) A quorum is:
(a) 4 members present, in person or by proxy and entitled to vote upon the business to be conducted at the meeting; or
(b) one quarter of the total membership at the time;
whichever is the greater.
3) The authorised representative of a member organisation shall be counted in the quorum.
4) The directors may make regulations permitting attendance at general meetings by any means whereby every participant can attend, speak and vote simultaneously with every other participant; such that persons may be considered present at the meeting even if not physically present in the same location. This is subject to a minimum of two members being physically present at the location address of the meeting.

5) Any representative from Citizens Advice attending general meetings of the charity as an observer shall have the right to speak but not to vote at such meetings

17.

1) If:

(a) a quorum is not present within half an hour from the time appointed for the meeting; or

(b) during a meeting a quorum ceases to be present;

the meeting shall be adjourned to such time and place as the directors shall determine.

2) The directors must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting.
3) If no quorum is present at the reconvened meeting within fifteen minutes of the time specified for the start of the meeting the members present in person or by proxy at that time shall constitute the quorum for that meeting.

18.

1) General meetings shall be chaired by the person who has been appointed to chair meetings of the directors.
2) If there is no such person or he or she is not present within fifteen minutes of the time appointed for the meeting the Vice Chair of the board of directors (if any) shall take the chair and if none is in attendance a director nominated by the directors shall chair the meeting.
3) If there is only one director present and willing to act, he or she shall chair the meeting.
4) If no director is present and willing to chair the meeting within fifteen minutes after the time appointed for holding it, the members present in person or by proxy and entitled to vote must choose one of their number to chair the meeting.

19.

1) The members present in person or by proxy at a meeting may resolve by ordinary resolution that the meeting shall be adjourned.
2) The person who is chairing the meeting must decide the date, time and place at which the meeting is to be reconvened unless those details are specified in the resolution.
3) No business shall be conducted at a reconvened meeting unless it could properly have been conducted at the meeting had the adjournment not taken place.
4) If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the reconvened meeting stating the date, time and place of the meeting.

20.

1) Any vote at a meeting shall be decided by a show of hands unless before, or on the declaration of the result of, the show of hands a poll is demanded:
(a) by the person chairing the meeting; or
(b) by at least two members present in person or by proxy and having the right to vote at the meeting; or
(c) by a member or members present in person or by proxy representing not less than one-tenth of the total voting rights of all the members having the right to vote at the meeting.

2) (a) The declaration by the person who is chairing the meeting of the result of a vote shall be conclusive unless a poll is demanded.
(b) The result of the vote must be recorded in the minutes of the charity but the number or proportion of votes cast need not be recorded.

3) (a) A demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the person who is chairing the meeting.
(b) If the demand for a poll is withdrawn the demand shall not invalidate the result of a show of hands declared before the demand was made.

4) (a) A poll must be taken as the person who is chairing the meeting directs, who may appoint scrutineers (who need not be members) and who may fix a time and place for declaring the results of the poll.

(b) The result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.

5) (a) A poll demanded on the election of a person to chair a meeting or on a question of adjournment must be taken immediately.

(b) A poll demanded on any other question must be taken either immediately or at such time and place as the person who is chairing the meeting directs.

(c) The poll must be taken within thirty days after it has been demanded.

(d) If the poll is not taken immediately at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.

(e) If a poll is demanded the meeting may continue to deal with any other business that may be conducted at the meeting.

Content of proxy notices

21.

1) A proxy shall be appointed using a notice in the following written form (or in form as near thereto as circumstances allow or in any other form which is usual or which the board may approve):

"……'registered name'

Name of member appointing the proxy:……

Address:……

I/We hereby appoint [name of proxy] of [address of proxy] as my/our proxy to vote in my/our name and on my/our behalf at the meeting of the charity to be held on [date], and at any adjournment of the meeting.

This form is to be used in respect of the resolutions mentioned below as follows:

Resolution 1:
*for
*against
*abstain
*as the proxy thinks fit

Resolution 2:
*for
*against
*abstain
*as the proxy thinks fit

All other resolutions properly put to the meeting:
*for
*against
*abstain
*as the proxy thinks fit
*Strike out whichever is not desired. If no indication is given, the proxy may vote as he or she thinks fit.
Signed: ……
Dated: ……"

2) A Proxy notice must be delivered to the charity in accordance with the provisions of these Articles concerned with delivery of communications and notice to the charity and shall be so delivered:

(a) at least 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the form proposes to vote;
(b) in the case of a poll taken more than 48 hours after it is demanded: at least 24 hours before the time appointed for the taking of the poll; or
(c) in the case of a poll not taken at the meeting but taken within 48 hours after it is demanded: at the meeting at which the poll is demanded, by delivering the form to the chair of the meeting or to the Secretary or to any director;

and an instrument of proxy which is not so delivered shall be invalid.

Delivery of proxy notices

22A

1) A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the charity by or on behalf of that person.
2) An appointment under a proxy notice may be revoked by delivering to the charity a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.
3) A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
4) If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf

Written resolutions

22.

1) A resolution in writing agreed by a simple majority (or in the case of a special resolution by a majority of not less than 75%) of the members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective provided that:

(a) a copy of the proposed resolution has been sent to every eligible member;

(b) a simple majority (or in the case of a special resolution a majority of not less than 75%) of members has signified its agreement to the resolution; and

(c) it is contained in an authenticated document which has been received at the registered office within the period of 28 days beginning with the circulation date.

2) A resolution in writing may comprise several copies to which one or more members have signified their agreement.
3) In the case of a member that is an organisation, its authorised representative may signify its agreement.

Votes of members

23. Every member, whether an individual or an organisation, shall have one vote (so a proxy shall have one vote for each member he or she is representing).

    1) No member may vote on any matter in which he, she or it is personally interested, pecuniarily or otherwise, or debate on such a matter without in either case the permission of the majority of the members present in person at the meeting, such permission to be given or withheld without discussion.
    2) In the case of an equality of votes, whether on show of hands or on a poll, the Chair of the meeting shall be entitled to the casting vote in addition to any vote he or she may have.

24. Any objection to the qualification of any voter must be raised at the meeting at which the vote is tendered and the decision of the person who is chairing the meeting shall be final.

25.

    1) Any organisation that is a member of the charity may nominate any person to act as its representative at any meeting of the charity.
    2) The organisation must give written notice to the charity of the name of its representative. The representative shall not be entitled to represent the organisation at any meeting unless the notice has been received by the charity. The representative may continue to represent the organisation until written notice to the contrary is received by the charity.
    3) Any notice given to the charity will be conclusive evidence that the representative is entitled to represent the organisation or that his or her authority has been revoked. The charity shall not be required to consider whether the representative has been properly appointed by the organisation.

4) If the representative or alternate resigns or otherwise leaves the member organisation, he or she shall immediately cease to be the representative of the member organisation. The member organisation may appoint a new representative in the departing representative's place.

Directors

26.

1) A director must be a natural person aged 16 years or older;
2) No one may be appointed a director if he or she would be disqualified from acting under the provisions of article 39;
3) No paid worker, employee or unpaid volunteer of the charity may be a director;
4) A director must also be a member (or duly appointed representative of a member organisation) of the charity.

27. The maximum number of directors shall be fifteen (unless otherwise determined by ordinary resolution) and the minimum number shall be four.

28. The first directors shall be those persons notified to Companies House as the first directors of the charity.

29. A director may not appoint an alternate director or anyone to act on his or her behalf at meetings of the directors.

Powers of directors

30.

1) The directors shall manage the business of the charity and may exercise all the powers of the charity unless they are subject to any restrictions imposed by the Companies Acts, the articles or any special resolution.
2) No alteration of the articles or any special resolution shall have retrospective effect to invalidate any prior act of the directors.
3) Any meeting of directors at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the directors.

Retirement of directors

31.

1) At the first annual general meeting all the directors must retire from office unless by the close of the meeting the members have failed to elect

sufficient directors to hold a quorate meeting of the directors. At each subsequent annual general meeting one-third of the directors or, if their number is not three or a multiple of three, the number nearest to one-third, must retire from office. If there is only one director he or she must retire.

2) Other than at the first three general meetings following incorporation, all elected directors shall retire from office at the third annual general meeting following the annual general meeting at which they were elected but may be re-elected

32.

1) The directors to retire by rotation shall be those who have been longest in office since their last appointment. If any directors became or were appointed directors on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.
2) If a director is required to retire at an annual general meeting by a provision of the articles the retirement shall take effect upon the conclusion of the meeting.

Appointment of directors

33. The charity may by ordinary resolution:

1) appoint a person who is willing to act to be a director; and

2) determine the rotation in which any additional directors are to retire.

34. No person other than a director retiring by rotation may be appointed a director at any general meeting unless:

1) he or she is recommended for election by the directors; or
2) not less than fourteen nor more than thirty-five clear days before the date of the meeting, the charity is given a notice that:
(a) is signed by a member entitled to vote at the meeting;
(b) states the member's intention to propose the appointment of a person as a director;
(c) contains the details that, if the person were to be appointed, the charity would have to file at Companies House; and
(d) is signed by the person who is to be proposed to show his or her willingness to be appointed.

35. All members who are entitled to receive notice of a general meeting must be given not less than seven nor more than twenty-eight clear days' notice of any resolution to be put to the meeting to appoint a director other than a director

who is to retire by rotation.

36.

1) The directors may appoint a person who is willing to act to be a director.
2) A director appointed by a resolution of the other directors must retire at the next annual general meeting, and must not be taken into account in determining the directors who are to retire by rotation.

3) Each appointment of a director pursuant to article 37(1) shall be made at a meeting of the Board and shall take place immediately unless the appointment is to fill a place which has not yet been vacated in which case the appointment shall run from the date when the post becomes vacant.

37.

1) The appointment of a director, whether by the charity in general meeting or co-opted by the other directors, must not cause the number of directors to exceed any number fixed as the maximum number of directors.

2) A director who retires at an annual general meeting may, if willing to act, be re-elected. If he or she is not re-elected, he or she shall retain office until the meeting elects someone in his or her place, or if it does not do so, until the end of the meeting.

Disqualification and removal of directors

38. A director shall cease to hold office if he or she:

1) ceases to be a director by virtue of any provision in the Companies Acts or is prohibited by law from being a director;
2) is disqualified from acting as a director by virtue of sections 178 and 179 of the Charities Act 2011 (or any statutory re-enactment or modification of those provisions);
3) ceases to be a member of the charity;
4) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;
5) resigns as a director by giving at least one month's written notice to the charity stating the date on which the resignation is to take effect (but only if at least four directors will remain in office when the notice of resignation is to take effect);
6) is absent without the permission of the directors from all their meetings held within a period of six consecutive months and the directors resolve

that his or her office be vacated; or

7) at a meeting of the directors at which at least half of the directors are present, a resolution is passed that he or she be removed from office. Such a resolution shall not be passed unless the director has been given at least 14 clear days' notice that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been afforded a reasonable opportunity of being heard by or of making written representations to the directors.

Remuneration of directors

39. The directors must not be paid any remuneration unless it is authorised by article 7.

Proceedings of directors

40.

1) The directors may regulate their proceedings as they think fit, subject to the provisions of the articles.
2) Any three directors may call a meeting of the directors.
3) The secretary (if any) must call a meeting of the directors if requested to do so by the Chair.
4) Questions arising at a meeting shall be decided by a majority of votes.
5) In the case of an equality of votes, the person who is chairing the meeting shall have a second or casting vote.
6) A meeting may be held by suitable electronic means agreed by the directors in which each participant may communicate with all the other participants.
7) A representative from Citizens Advice shall be invited to attend all meetings of the board and receive papers for the board and its sub-committees. Such representative shall have the right to speak but shall not have the right to vote at meetings.
8) The Charity's Chief Officer, a representative from the Charity's paid staff and a representative from the Charity's volunteer workers shall be entitled to attend all meetings of the board and shall have the right to speak but shall not have the right to vote. The board may require any such person to withdraw from the meeting.
9) The board shall hold at least four meetings each year. A meeting of the board may be called at any time by the Chair or by three directors upon at least seven clear days' notice being given to the other directors and to Citizens Advice. A meeting of the board of directors may be called at shorter notice if the circumstances require a meeting to be convened urgently. The notice shall specify the date, time and place of the meeting

and any special matters to be discussed.

41.

1) No decision may be made by a meeting of the directors unless a quorum is present at the time the decision is purported to be made. 'Present' includes being present by suitable electronic means agreed by the directors in which a participant or participants may communicate with all the other participants.
2) The quorum shall be four or the number nearest to one-third of the total number of directors, whichever is the greater, or such larger number as may be decided from time to time by the directors.
3) A director shall not be counted in the quorum present when any decision is made about a matter upon which that director is not entitled to vote.

42. If the number of directors is less than the number fixed as the quorum, the continuing directors or director may act only for the purpose of filling vacancies or of calling a general meeting.

43.

1) The board of directors shall appoint a director to chair their meetings and a Treasurer and may appoint a Vice Chair and may at any time revoke such appointment.
2) If no-one has been appointed to chair meetings of the directors or if the person appointed is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the Vice Chair (if any) shall preside. Otherwise the directors present shall appoint one of their number to chair the meeting.
3) The person appointed to chair meetings of the directors shall have no functions or powers except those conferred by the articles or delegated to him or her by the directors.
4) A person shall not hold office as Chair, Vice Chair or Treasurer for more than six consecutive years. After the end of this period, two further years must pass before any former Chair, Vice Chair or Treasurer shall be eligible for re-election to the same offices, subject to Article 38.

44.

1) A resolution in writing or in electronic form agreed by all of the directors entitled to receive notice of a meeting of the directors and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the directors duly convened and held.
2) The resolution in writing may comprise several documents containing the text of the resolution in like form to each of which one or more directors has signified their agreement.
3) Questions arising at a meeting shall be decided by a majority of votes. In the case of equality of votes, the chair of the meeting shall have a second

or casting vote.

Delegation

45.

1) The directors may delegate any of their powers or functions to a committee of two or more directors but the terms of any delegation must be recorded in the minute book.

2) In the case of delegation of functions and duties to committees:

(a) the relevant powers are to be exercised exclusively by the committee to whom they delegate;

(b) the resolution making that delegation shall specify those who shall serve or be asked to serve on any committee (although the resolution may allow the committee to make co-options up to a specified number)

(c) no expenditure may be incurred on behalf of the charity except in accordance with a budget previously agreed with the directors.

(d) the directors may make such regulations and impose such terms and conditions and give such mandates to any such committee as they may from time to time think fit.

(e) the meetings and proceedings of any committee shall be governed by the provisions of the Articles regulating the meetings and proceedings of the directors so far as the same are applicable and are not superseded by any regulations made by the directors.

3) The directors may revoke or alter a delegation.

4) All acts and proceedings of any committees must be fully and promptly reported to the directors.

5) In the case of delegation of the day-to-day managements of the charity to a chief executive or other manager or managers:

(a) the delegated power shall be to manage the charity by implementing the policy and strategy adopted and within the budget approved by the directors and if applicable to advise the directors in relation to such policy, strategy and budget;

(b) the directors shall provide the manager with a description of his or her

role and the extent of his or her authority; and

(c) the manager shall report regularly to the directors on the activities undertaken and (where those activities involve managing the Charity generally) to provide them regularly with management accounts sufficient to explain the financial position of the charity.

6) The directors may appoint any person to be the agent of the charity for such purposes and on such conditions as they determine.

Validity of directors' decisions

46.

1) Subject to article 47(2), all acts done by a meeting of directors, or of a committee of directors, shall be valid notwithstanding the participation in any vote of a director:
(a) who was disqualified from holding office;
(b) who had previously retired or who had been obliged by the constitution to vacate office;
(c) who was not entitled to vote on the matter, whether by reason of a conflict of interests or otherwise;

if without:
(d) the vote of that director; and
(e) that director being counted in the quorum;

the decision has been made by a majority of the directors at a quorate meeting.

2) Article 47(1) does not permit a director or a connected person to keep any benefit that may be conferred upon him or her by a resolution of the directors or of a committee of directors if, but for article 47(1), the resolution would have been void, or if the director has not complied with article 8.

Citizens Advice membership

47.

1) The charity shall be a member of Citizens Advice and must conform to its membership requirements and to its aims, principles and policies.
2) The charity and its directors shall operate in line with our Equity, Diversity and Inclusion principles to achieve its objects and when exercising their powers.
3) The Articles may be amended in accordance with the Companies Acts and the Charities Act 2011 (or any statutory re-enactment or modification of

those Acts) provided that no amendment shall be made which is inconsistent with the mandatory policies of Citizens Advice.

Minutes

48. The directors must keep minutes of all:

1) appointments of officers made by the directors;
2) proceedings at meetings of the charity;
3) meetings of the directors and committees of directors including:
(a) the names of the directors present at the meeting;
(b) the decisions made at the meetings; and
(c) where appropriate the reasons for the decisions.

Accounts

49.

1) The directors must prepare for each financial year accounts as required by the Companies Acts. The accounts must be prepared to show a true and fair view and follow accounting standards issued or adopted by the Accounting Standards Board or its successors and adhere to the recommendations of applicable Statements of Recommended Practice.
2) The directors must keep accounting records as required by the Companies Act.

Annual Report and Return and Register of Charities

50.

1) The directors must comply with the requirements of the Charities Act 2011 with regard to the:
(a) transmission of a copy of the statements of account to the Commission;
(b) preparation of an Annual Report and the transmission of a copy of it to the Commission;
(c) preparation of an Annual Return and its transmission to the Commission.
2) The directors must notify the Commission promptly of any changes to the charity's entry on the Central Register of Charities.

Means of communication to be used

51.

1) Subject to the articles, anything sent or supplied by or to the charity under the articles may be sent or supplied in any way in which the Companies

Act 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the charity.

2) Subject to the articles, any notice or document to be sent or supplied to a director in connection with the taking of decisions by directors may also be sent or supplied by the means by which that director has asked to be sent or supplied with such notices or documents for the time being.

52. Any notice to be given to or by any person pursuant to the articles:

1) must be in writing; or
2) must be given in electronic form.

53.

1) The charity may give any notice to a member either:
(a) personally; or
(b) by sending it by post in a prepaid envelope addressed to the member at his or her address; or
(c) by leaving it at the address of the member; or
(d) by giving it in electronic form to the member's address.
(e) by placing the notice on a website and providing the person with a notification in writing or in electronic form of the presence of the notice on the website. The notification must state that it concerns a notice of a company meeting and must specify the place date and time of the meeting.
2) A member who does not register an address with the charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the charity.

54. A member present in person at any meeting of the charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.

55.

1) Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.
2) Proof that an electronic form of notice was given shall be conclusive where the company can demonstrate that it was properly addressed and sent, in accordance with section 1147 of the Companies Act 2006.
3) In accordance with section 1147 of the Companies Act 2006 notice shall be deemed to be given:
(a) 48 hours after the envelope containing it was posted; or
(b) in the case of an electronic form of communication, 48 hours after it

was sent.

4) Without prejudice to Article 56, 3), if any document or information has been sent or supplied by electronic means and the sender becomes aware of a failure in delivery (and subsequent attempts to send or supply such documents or information by electronic means also result in failure in delivery) the sender shall either:

   (a) send or supply a hard copy of such document to the intended recipient; or

   (b) (where applicable) give notice to such recipients in hard copy form of the availability of the documents or information on a website in accordance with the Companies Acts.

56.

1) The charity shall indemnify a relevant director against any liability incurred in that capacity, to the extent permitted by sections 232 to 234 of the Companies Act 2006
2) In this article a 'relevant director' means any director or former director of the charity.

Rules

57.

1) The directors may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the charity.
2) The bye laws may regulate the following matters but are not restricted to them:
   (a) the admission of members of the charity (including the admission of organisations to membership) and the rights and privileges of such members, and the entrance fees, subscriptions and other fees or payments to be made by members;
   (b) the conduct of members of the charity in relation to one another, and to the charity's employees and volunteers;
   (c) the setting aside of the whole or any part or parts of the charity's premises at any particular time or times or for any particular purpose or purposes;
   (d) the procedure at general meetings and meetings of the directors in so far as such procedure is not regulated by the Companies Acts or by the articles;
   (e) generally, all such matters as are commonly the subject matter of company rules.
3) The charity in general meeting has the power to alter, add to or repeal the

rules or bye laws.

4) (4) The directors must adopt such means as they think sufficient to bring the rules and bye laws to the notice of members of the charity.
5) The rules or bye laws shall be binding on all members of the charity. No rule or bye law shall be inconsistent with, or shall affect or repeal anything contained in, the articles.

Disputes

58. If a dispute arises between members of the charity about the validity or propriety of anything done by the members of the charity under these articles, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

Dissolution

59.

1) The members of the charity may at any time before, and in expectation of, its dissolution resolve that any net assets of the charity after all its debts and liabilities have been paid, or provision has been made for them, shall on or before the dissolution of the charity be applied or transferred in any of the following ways:

(a) directly for the Objects; or
(b) by transfer to any charity or charities for purposes similar to the Objects; or
(c) to any charity or charities for use for particular purposes that fall within the Objects.

2) Subject to any such resolution of the members of the charity, the directors of the charity may at any time before and in expectation of its dissolution resolve that any net assets of the charity after all its debts and liabilities have been paid, or provision made for them, shall on or before dissolution of the charity be applied or transferred:
   (a) directly for the Objects; or
   (b) by transfer to any charity or charities for purposes similar to the Objects; or
   (c) to any charity or charities for use for particular purposes that fall within the objects.

3) In no circumstances shall the net assets of the charity be paid to or distributed among the members of the charity (except to a member that is itself a charity) and if no resolution in accordance with article 60 (1) is passed by the members or directors the net assets of the charity shall be applied for

the charitable purpose as directed by the Court or the Commission.

Connected person

60. In article 7, sub-clause (2) of article 9 and sub-clause (2) of article 47 'connected person' means:

    1) a child, parent, grandchild, grandparent, brother or sister of the director;
    2) the spouse or civil partner of the director or of any person falling within sub-clause (1) above;
    3) a person carrying on business in partnership with the director or with any person falling within sub-clause (1) or (2) above;
    4) an institution which is controlled –
       (a) by the director or any connected person falling within sub-clause (1), (2), or (3) above; or
       (b) by two or more persons falling within sub-clause 4(a), when taken together
    5) a body corporate in which –
       (a) the director or any connected person falling within subclauses (1) to (3) has a substantial interest; or
       (b) two or more persons falling within sub-clause (5)(a) who, when taken together, have a substantial interest.
       (c) Sections 350 – 352 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this article.

Company number: 05866861
Charity number: 1115522

Citizens Advice East Suffolk Ltd

Certificate of Passing Special Resolution

I certify that the following special resolution was passed at a general meeting of the company held on Monday 20 May 2024:

> **"That Citizens Advice East Suffolk Ltd adopt the Model Articles of Association approved by the Charity Commission in 2021."**

Signed: [redacted]

[redacted] Chair and Director

Date: 20 May 2024

Equity, Diversity and Inclusion (EDI) Policy

Creating an equitable and inclusive service for all clients and colleagues including volunteers.

Template policy reviewed by Citizens Advice 12/12/2024

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Key Principles

- We aim to create an equitable, accessible and inclusive service for all clients, paid staff and volunteers, including trustees.
- We seek to represent the diverse communities that we serve, which is increasingly important given the increase in ethnic, religious and LGBT+ diversity in the wider population, as shown in the 2021 census results.
- We are committed to developing and sustaining an inclusive workplace environment, where every member of staff and volunteer feels valued and understands their critical role in advancing EDI for our clients and workforce.
- We want to create a culture that challenges discrimination and promotes EDI, across our service delivery and among our staff and volunteers.
- We will not discriminate, or tolerate discriminatory behaviour, because of, or arising from, characteristics protected under the Equality Act 2010 or other equivalent legislation (see 'protections' for a full list).
- As an organisation, we go further than our legal obligations, to include protection against discrimination on grounds of socio-economic status, working pattern and caring responsibilities. We also recognise legal requirements to ensure no one is discriminated against on the basis of trade union membership.
- We want to identify and break down systemic barriers to equity, inclusion and participation.
- We promote fair and equitable treatment for all employees, job applicants, trustees, volunteers, clients, suppliers and visitors, and to overcome barriers to fair treatment and equal participation.
- We recognise the positive value of diversity and the fresh ideas and perceptions people with different backgrounds, skills, attitudes and experiences bring to the work we do - we wish to encourage and harness these differences to make our services more relevant and accessible.
- Moreover, we recognise that by being inclusive we can attract and retain the best talent and improve productivity, morale and engagement.
- We want to ensure the spaces we facilitate are inclusive and accessible for everyone.

Statement of Intent

At Citizens Advice East Suffolk we're committed to promoting equality, diversity and good relations between different groups, preventing prejudice and discrimination, and ensuring equal access for all sections of the community.

We cannot fulfil our charitable objects and mission without making EDI central to our work. This applies both collectively and to every single role across our service. All staff and volunteers (including trustees), have a role to play in advancing EDI for our clients and in creating the kind of inclusive culture that we seek.

The purpose of this policy is to help you understand our duties under the Equality Act (and equivalent legislation), and the role everyone has to play in advancing EDI at Citizens Advice East Suffolk. (see 'Implementing the policy')

Policy Details

Scope

This policy applies to paid staff, volunteers, trustees, agency workers and contractors, in dealings with colleagues, clients, local office personnel, suppliers, partners, supporters and visitors, in the workplace and in any work/volunteer-related setting (including work/volunteer-related social events).

Employment (paid staff)

As an employer, Citizens Advice East Suffolk will treat all employees and job applicants equally and fairly and not unlawfully discriminate against them. This will, for example, include arrangements for recruitment and selection, terms and conditions of employment, access to training opportunities, access to promotions and transfers, grievance and disciplinary processes, selections for redundancy, references and any other employment related activities.

Volunteers

Volunteers have fewer rights and legal protections because they are not covered by the employment provisions of the Equality Act 2010. However, we seek to take action to support volunteer EDI, in line with the key principles of this policy and beyond the legal requirements. This policy helps volunteers to understand how the Equality Act and how equity, diversity and inclusion relates to their role. In carrying out services on behalf of Citizens Advice volunteers do have responsibilities under the Equality Act, meaning that volunteers should not discriminate against clients or anyone who is part of the service (this includes other volunteers and paid staff) and they have a role to play in advancing EDI in the service.

What is unlawful under the Equality Act?

The Equality Act 2010 is legislation that protects individuals against direct discrimination, indirect discrimination, associative discrimination, perceptive discrimination, harassment and victimisation because of a particular protected characteristic. The protections of the Act apply to employees and clients receiving services. Although these protections do not apply to volunteers in the same way as employees, the Act does apply to volunteers in their role as providing services to clients and they are required to carry out their role in a way that treats clients and staff fairly without discrimination as described below.

Protected characteristics

There are 9 protected characteristics within the Equality Act 2010. These are:

- Age
- Disability
- Being trans or gender non-conforming[1]
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

In most cases, the protections apply both to employment and service provision. You can find out more about protected characteristics from our public site. The Equality Act 2010 sets out several spheres of life, e.g. employment, housing, education, goods, facilities and services where different types of discrimination - like direct and indirect discrimination, harassment, or failure to make reasonable adjustments for disabled people - are unlawful.

Remember that each and every one of us share several characteristics - our age, race or ethnicity, or sexual orientation. We all have intersectional identities. The Equality Act 2010 and the protections that it creates are for all of us and not only particular marginalised groups of people. For most of the characteristics, both majority and marginalised groups are protected from discrimination.

[1] Whilst the Equality Act specifies this protected characteristic as 'gender reassignment' our policy position adopts the judicial approach taken in Taylor v Jaguar Land Rover Ltd (2018) and R (AA) v National Health Service Commissioning Board (2023)

Alongside the nine protected characteristics contained in the Equality Act 2010, at Citizens Advice we acknowledge that there are a number of other aspects of our life experiences that impact our experience of society and the workplace. We recognise that restricting our thinking and actions to the nine protected characteristics in the Equality Act 2010 will hamper our ambition to be a more equitable service, so we aim to go further.

There are many factors that influence our life chances, including socio-economic status, digital access and capability, English as a second language, rural isolation, experience of the criminal justice system, experience of being looked-after, homelessness, caring responsibilities, working patterns, or being a member of a trade union.

As a service, we acknowledge that these characteristics can also lead to individuals or groups experiencing discrimination, disadvantage, detriment or harm. We need to ensure that through the services we deliver, our research and campaigns work, as an inclusive and accessible employer and as a volunteer-involving organisation, we take steps to consider the implications of these characteristics in a proportionate and relevant way.

Prohibited conduct

Prohibited conduct under the Equality Act is always linked to one or more of the nine protected characteristics. Read the Dignity at Work Policy for more detailed definitions of bullying, harassment and victimisation.

- **Direct discrimination**: treating a person less favourably because they have or are thought to have a protected characteristic (see perceptive discrimination below), or because they associate with someone who has a protected characteristic (see associative discrimination). Almost always unlawful, with a few exceptions (for example a genuine occupational requirement for a person to be from a particular group).

- **Associative discrimination:** direct discrimination against someone because they associate with another person who possesses a protected characteristic

- **Perceptive discrimination:** direct discrimination against someone because others think they possess a particular personal characteristic. It applies even if the person does not actually possess that characteristic

- **Indirect discrimination**: applying a condition, rule, policy or practice equally to all people, which has the effect of creating a disadvantage for a group of people who share a protected characteristic. Indirect discrimination can be justified if it is a proportionate (fair and reasonable) means of achieving a legitimate aim.
- **Harassment**: unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. A person does not have to be in the marginalised or targeted group to be able to make a claim of harassment on those grounds. Harassment is subject to a reasonableness test, that is that the conduct reasonably could create that effect for the complainant.
- **Victimisation**: treating a person less favourably because they have made or supported a complaint of discrimination or asserted their rights under equality or dignity at work policies or legislation, or because they are suspected of doing so, or supported another person to do so.
- **Discrimination arising from disability**: treating a person unfairly because of something connected to their disability rather than the disability itself (unless justified). For example, a person may need to use a guide dog, but no adjustments are made to allow for this. Under the Equality Act, employers have a duty to make reasonable adjustments for disabled staff members.

What do we mean by equity?

Equality is an end state and not to be confused with treating everyone the same. To reach this end state we need an equitable approach. This is about ensuring equal outcomes for all of us individually and for the communities to which we belong. To achieve equal outcomes, we must consider systemic barriers that marginalised groups face. An equity-based approach acknowledges the wider context of inequality and uses this to inform action that more meaningfully and effectively addresses disparities.

Equality is based on a legal framework with an emphasis on dignity and rights, and definitions of unlawful discrimination. Historically, equality has been interpreted by some to mean that we treat everyone the same. This approach is flawed when we stop to think about how different groups of people can be disadvantaged or marginalised through structures and systems, and prevailing social norms.

By adopting an equitable approach to our work, we recognise and acknowledge that some groups and individuals who share the same protected characteristics experience structural inequality and barriers, because of the way society, institutions and organisations operate. The term 'equity' is becoming more widely used in place of 'equality' to recognise that we need to take action to target and address equality disparities.

By 'inequality' or 'equality disparity' we mean, for example, the income differences between ethnic groups. In comparison, we say 'inequity' or 'unequitable' to refer to the discriminatory practices and policies in employment and social security - as well as the historical and inherited disadvantages - that give rise to that unequal outcome.

What do we mean by diversity?

Diversity essentially means difference. For our purposes, it is about representation and participation of people with different social and cultural identities (e.g. ethnicity, age, gender identity, faith etc.) within an organisation or setting. People with differing identities, backgrounds and experiences should all have equitable access to resources and decision-making.

What does this mean for the service?

We value diversity at Citizens Advice East Suffolk by taking steps to reflect the communities we serve. This means looking at our workplace systems and processes (for example, recruitment, retention and promotion of staff and development of volunteers) and the way we design and deliver our services for our clients, to ensure that our workforce and service delivery are not excluding individuals or communities. We are also better equipped to understand varying client needs.

We can expect that clients may be more likely to use and trust a service if they can see themselves reflected in the organisation, preferably at all levels of staff, volunteers, managers, trustees and clients so that disparity is addressed for all groups.

What do we mean by inclusion?

Inclusion is a sense of belonging, where people feel accepted, respected and welcome no matter what their different backgrounds might be. Some of these differences might be apparent, like (sometimes) age, race and ethnicity, gender or visible disability (even with these, we can make wrong assumptions!). Other differences might be less visible. We recognise that creating an inclusive

environment for our colleagues and clients requires a shift in practice, mindset and culture.

By being inclusive we are demonstrating that we need to change organisations from the inside, in order to shift long standing disparities and structural inequalities experienced by individuals and groups.

Implementing the policy

It is the responsibility of the trustee board and senior leadership team, to ensure that Citizens Advice East Suffolk is an equitable and inclusive service for all clients and colleagues. It is the responsibility of all paid staff and volunteers at Citizens Advice East Suffolk to uphold and implement this policy.

There are many ways we can do this, including:

- Ensuring the policy is covered in induction of all paid staff and volunteers, including trustees
- Using existing EDI resources to support colleagues in understanding their rights and responsibilities under this policy
- Familiarising yourself with existing EDI policies including the national trans inclusion policy and dignity at work policy
- Covering EDI issues in team meetings and briefings
- Encouraging team conversations about EDI
- Undertaking the Advancing EDI learning module on Skillbook
- Undertaking any training or e-learning provided on recruitment selection process and techniques and unconscious bias
- Signposting to, and engaging with, Equity Groups, which aim to provide safer spaces for colleagues with lived experience of marginalisation
- Working to create inclusive team cultures and model inclusive leadership
- Undertaking EDI impact assessments when planning and reviewing work
- Learning and raising awareness of challenges affecting marginalised groups of clients and colleagues
- Reviewing processes, forms, guidance and policies for inclusion
- Collecting and analysing EDI data on clients and colleagues and taking action where disparities are observed
- Collaborating with colleagues across the organisation to share good EDI practice, for example in the existing communities of practice groups for allyship, accessibility, and operations
- Making accessibility of services, projects and technology the default

- Attending and promoting events on EDI themes
- Undertaking self-led learning on EDI topics and sharing this with your team

How should I raise concerns?

Citizens Advice East Suffolk encourages paid staff and volunteers to resolve misunderstandings and problems informally wherever possible, depending on the circumstances. Please see Dignity at Work policy

For paid staff, if an informal approach does not resolve matters, or the situation is too serious, or the employee chooses to follow the formal procedure, a formal complaint can be made under the Grievance Policy and Procedure.

For volunteers, where an informal approach does not resolve the matter, or the recipient or supervisor (or other relevant person) decides that the nature of the complaint is too serious to be dealt with informally, a formal complaint may be made, using the Volunteer Complaints Policy.

Both staff and volunteers can also raise concerns using the Whistleblowing policy where there is a genuine belief of legal wrongdoing, and it would be in the public interest to disclose.

You can also seek peer support from our colleague Equity Groups.

We want to make sure that our processes and policies take into account privilege and power, and that relevant teams are aware of these when making decisions about outcomes of specific cases.

Roles and responsibilities

All staff and volunteers (including trustees) have a duty to implement the policy as detailed in the section 'Implementing the policy' above. All colleagues are encouraged to speak up if they witness conduct that discriminates against people with protected characteristics.

Managers should ensure they understand the scope of this policy and their role in implementation. Managers must foster an inclusive workplace, which includes acknowledging and responding appropriately when things go wrong.

The Chief Officer is responsible for ensuring this policy and procedure is understood and followed consistently within the service.

The Trustee Board will have oversight of this policy and will receive regular reports and monitor the effectiveness of this policy at regular intervals in accordance with the requirements of the Leadership Self-Assessment, in particular the Equality Standard. The Trustee Board should undertake annual reviews of this policy.

Signed by



Name: [redacted]
Title: Chief Executive
Date: 11/12/2024

Lowestoft Town Council
Grant Application Form

Please complete this form and send it with:

a. Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
b. Your constitution or equivalent

to *The Town Clerk, Lowestoft Town Council, First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE or e-mail admin@lowestofttowncouncil.gov.uk*

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	Citizens Advice East Suffolk (CAES)
Name of account to which payment to be made (explain if not your organisation's name)	Citizens Advice East Suffolk
What does your organisation do? (100 words max)	We provide free, independent, confidential and impartial advice to the residents of East Suffolk. We support them with matters such as benefits, debt, housing, health, immigration, consumer issues, family issues and employment. Advice is offered through different channels – by phone, email and face to face. Our local presence and local knowledge are an essential part of organisation. We have 5 main offices in Lowestoft, Beccles, Leiston, Woodbridge and Felixstowe and 9 Outreaches across East Suffolk In the past financial year, we have supported 9,131 clients with over 40,000 issues, of which 2,410 are Lowestoft residents with 14,185 issues.
What relevant local area does your organisation cover?	Lowestoft.
Who are the main beneficiaries of your work?	The demographics of our clients are wide ranging, but the service predominately benefits low-income families, older people, carers, individuals with disabilities and those facing financial hardship – groups who are often most at risk of falling through the cracks. As previously mentioned, in the past financial year we have supported 2,410 Lowestoft residents. 52% of those supported had long-term health conditions and 11% were classed as disabled. Our

	most common age group was those aged between 30-34, followed by 60-64. The top three issues we supported on were benefits and tax credits, housing and debt – issues we believe will only continue to increase. Our advice resulted in financial outcomes of £1,217,623 including £476,985 of debt being written off.
Are you a charity? If yes, describe the type of charity	Citizens Advice East Suffolk (CAES) is a registered charity delivering free, confidential and impartial advice to individuals across our region – online, by phone and face-to-face. As a trusted and independent voice within our community, we support people from all walks of life to navigate complex and often overwhelming challenges. Every year we help thousands of local residents with issues ranging from debt and housing to employment and benefits. This direct engagement gives us a unique, real-time understanding of the difficulties facing people today. We use this insight not only to improve our services, but to influence wider systemic change – presenting evidence to policymakers, local authorities and other organisations to help shape fairer, more effective solutions. We are deeply embedded in our local community and take pride in being a safe, accessible and welcoming space for anyone in need of support, guidance or signposting. Our holistic approach ensures clients are not only heard but connected to the right services – whether that's the food bank, housing provider, or local charity partner. Collaboration is central to our model, as the challenges our clients face rarely exist in isolation. At CAES, we believe no one should have to tackle life's challenges alone. With the right advice and support, people gain the knowledge, confidence and strength to move forward – regardless of their background, circumstances or the complexity of their situation.

Lowestoft Town Council
Grant Application Form

If registered, what is the charity number?	1115522
Not-for-profit? If no, describe the organisation	We are a not-for-profit organisation
Organisation income (last complete financial year)	£929,850
Organisation expenditure (last complete financial year)	£922,092
Contact details	
Name	REDACTED
Address	St Margaret's House, Gordon Road, Lowestoft, NR32 1JQ
Telephone number/s	REDACTED
E-mail	REDACTED
Position within organisation	Chief Executive
Explain how you are authorised to make this application on behalf of the organisation	As Chief Executive, I am required to secure funding for our organisation.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	CAES has long provided a vital, local service to the people of Lowestoft and nearby villages. Operating from our town-centre office, we offer free, confidential advice face-to-face, by phone and via email – ensuring people from all backgrounds, including those who are vulnerable or digitally excluded, can access the support they need. Our services continue to grow in response to community needs. Our "Solutions" Social Prescribers visit every GP surgery in Lowestoft, supporting patients with non-medical issues that affect their health and wellbeing. We've expanded our holistic wellbeing

	support to target expectant and new mothers in deprived areas of Lowestoft. This is in recognition of the impact of deprivation on infants. On the other end of the scale, we are currently working closely with Age UK Norwich and Access Community Trust to reach isolated older residents in Lowestoft. We operate from the Lowestoft Food Bank, Yorkshire Building Society and Lowestoft Job Centre - making our support visible and accessible where people already go. We have invested in new video-conferencing equipment to further break down barriers to access. This enables clients unable to travel to participate in tribunals remotely and allows us to link them with specialist advisers from across our wider team. It's a significant step forward in making justice and expert support more inclusive and efficient. Our advice empowers individuals to stabilise their finances, stay in their homes and address life's challenges. Funding will help us maintain our office in Lowestoft and continue delivering this essential service into the future.
Total cost of project	Our running costs are £900K+ pa and we are looking for a small contribution to these.
Breakdown of cost	We estimate our cost per client to be approximately £100. In the last financial year, we have supported 2,410 individuals from Lowestoft, of whom 1,615 were seen by our general advisers, outside of specific funded projects. This represents an annual cost of £161,500, which is partially covered through our core funding. However, our commitment to being visible, accessible and embedded within the Lowestoft community carries additional costs. We regularly attend local events, run outreach sessions, and ensure a strong community presence – efforts that help us reach people who might otherwise not seek help. These activities incur expenses beyond day-to-day service delivery. Our volunteers are entitled to claim travel expenses and we produce printed materials to raise awareness of our services. These are distributed at events, around local areas and shared with

	our partners, helping to ensure that residents know where to turn when they need help. It's a priority for us to increase our volunteers in Lowestoft which we will achieve through our volunteer drive, but subsequent costs of higher volunteer expenses need to be considered and accounted for. This community-facing work is vital in reaching the most isolated and disadvantaged members of our community – ensuring that they don't fall through the cracks. Continued funding support will enable us to maintain and strengthen this local engagement, complementing our advice provision and amplifying our impact across Lowestoft. Training (in-house and external): £400 Publicity materials: £500 Laptop for outreach/office work: £2000 (this includes the purchase of 2 laptops, set up and licensing costs). Volunteers' monthly expenses: £100
Grant requested from Lowestoft Town Council	£3,000
What specifically would the grant from the Council fund?	We are seeking a grant from the Council to help sustain and strengthen our vital advice services for Lowestoft residents. Specifically, the funding will contribute to: • Volunteer expenses – including travel and training costs associated with outreach, community engagement and face-to-face advice delivery. This ensures our teams can be present where they are most needed, across Lowestoft and surrounding areas. • Publicity and information materials – such as leaflets and posters distributed throughout the town and shared with local partners. These materials raise awareness of our services and ensure residents know how and where to access support. • Essential IT Hardware – including laptops that enable staff and volunteers to deliver remote support at Outreach locations. This grant will help us maintain a responsive, accessible and community-based service – ensuring Lowestoft residents continue to receive the support they need, when they need it most.

Lowestoft Town Council
Grant Application Form

Have any funds been requested/agreed from other sources? Provide details	We actively pursue funding from a range of sources to support our work across Lowestoft and the wider East Suffolk area. This includes regular applications to Town and Parish Councils, as well as to charitable trusts and grant-making foundations. While we continue to explore these avenues, we have not secured any other funding specifically designated for our work in Lowestoft during this financial year. This makes the support requested from Lowestoft Town Council particularly crucial in helping us maintain and develop our local services, outreach activities and community presence.
When are the funds required?	As soon as possible
Project start date	Ongoing
Project completion date	Ongoing

Compliance Agreements (insert 'YES' to indicate your agreement to the questions below. If you do not intend to comply, insert 'NO'.)	
Do you authorise us to hold and use information that you have provided, for the purpose of processing and monitoring this grant application? You can ask us for details of the information we use for this purpose at any time.	Yes
Do you acknowledge that if you provide false or misleading information in your application or at any point in the life of any grant, we will provide information to relevant enforcement agencies and take any action to recover any funds and damages, as we deem appropriate?	Yes
Do you authorise us to use information about your project and organisation as part of our publicity and promotion of our grants programme?	Yes
Do you agree to acknowledge the Council appropriately on all of your related publicity and promotional material including posters, advertisements, press releases and leaflets?	Yes
Do you agree not to distribute funds granted to any other organisation, other than as agreed as part of the grant award?	Yes
Do you agree to report the outcome and impact of the grant to the Council as required in the Council's Grant Awarding Policy?	Yes
Do you agree that any grant awarded will only be used for the purpose for which it was given and in compliance with any conditions applied?	Yes

Signed……REDACTED…… Date....22.05.2025.....
(Signatory must be authorised to act on behalf of the organisation and, if different from the main contact listed above, this should be explained.

citizens advice East Suffolk

Reviewed April 2023

Citizens Advice East Suffolk safeguarding adults policy

Ownership:	CAES
Date Issued:	Jan 2025
Governance Forum responsible:	Membership, Assurance and Compliance
Version:	April 2023
Document history:	Checked and approved by Board Jan 2025
Review date of policy:	Dec 2025
Review frequency:	annual

Signed by [redacted]

Name [redacted]

Title Chair

Date 14 February 2025

We have in place a safeguarding lead and a deputy safeguarding lead. The lead is the person responsible for reporting concerns of abuse and neglect to the relevant authority. In their absence the deputy safeguarding lead will take this action.

In addition a member of our Trustee Board is assigned the responsibility of overseeing safeguarding for our organisation, including reporting serious concerns to the Charity Commission and making decisions on safeguarding concerns about our staff and volunteers or children and adults at risk in their care.

How should the policy be used?

This policy must be followed by all staff and volunteers, including senior managers and Trustees. It also applies to anyone working on behalf of our organisation.

This policy focuses on safeguarding concerns about adults that stem from interactions with clients and other people who access our service. However the legal duties and principles outlined in this document apply to people who are not our clients. For example our staff, volunteers, beneficiaries or other connections who meet the definition of adults at risk.

There is a separate policy for safeguarding children.
No one should ignore allegations or suspicions of abuse or neglect.

Why do we have a policy?

We have a policy to:

- stop abuse and neglect where possible;
- prevent harm and reduce the risk of abuse and neglect and
- provide staff and volunteers with overarching principles that guide our approach to safeguarding.

It is important that we have a policy because we provide services to a range of adults and we may suspect or be told about current or historic abuse or neglect. Our safeguarding guidelines and procedures will ensure that staff and volunteers are able to deal appropriately with these situations. This will include:

- having sound recruitment practices;

- ensuring all staff and volunteers have an understanding and awareness of adult safeguarding and
- ensuring all staff and volunteers know how to raise safeguarding concerns and feel confident doing so.

What do we mean by safeguarding?

'Safeguarding' typically relates to children (defined as individuals under 18) and adults at risk (also known as vulnerable adults), for whom specific legislation and regulatory requirements apply.

Our regulator, the Charity Commission, considers safeguarding to be taking reasonable steps to protect people with whom we come into contact from abuse or harm, whether working online or in person.

Our legal and membership duties

It is a requirement of Citizens Advice membership that we act within the relevant laws and regulations to safeguard people who come into contact with our service from harm and abuse.

Protecting people and safeguarding responsibilities are a governance priority for our organisation. It is a fundamental part of how we operate as a charity for the public benefit. Safeguarding is the responsibility of everyone at our organisation.

The legislation covering safeguarding is the Care Act 2014 (England) and the Social Services and Wellbeing (Wales) Act 2014. These acts put duties on local authorities in relation to adult safeguarding and while they do not apply to us directly as a charity, we acknowledge that Citizens Advice may receive their funding or are contracted to deliver services on their behalf and therefore it' is essential that we understand our role in protecting adults at risk.

We will take these duties into account in our work with people who come into contact with our service and support the local authorities to fulfil their statutory duties where possible.

They include:

- stopping abuse or neglect wherever possible;
- preventing harm and reducing the risk of abuse or neglect to adults with care and support needs;

- safeguarding adults in a way that supports them in making choices and having control about how they want to live;
- promoting an approach that concentrates on improving life for the adults concerned;
- raising public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect;
- providing information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or wellbeing of an adult and
- addressing what has caused the abuse or neglect.

Who is protected by this policy?

We recognise that many policies and organisations refer to 'adults at risk' or 'vulnerable adults'. This policy adopts the definition outlined in the Care Act 2014 and the Social Services and Wellbeing (Wales) Act 2014. These definitions are outlined below and we acknowledge many of our service users could meet this definition:

Definition of 'adult at risk' is met if we have reasonable cause to suspect that someone over the age of 18:

- has care and support needs and
- is experiencing, or is at risk of, abuse or neglect and
- is unable to protect themselves because of their care and support needs.

Note that concerns about those under the age of 18 should be reviewed under our separate child safeguarding policy.

An adult with care and support needs may be:

- an older person;
- a person with a physical disability, a learning difficulty or a sensory impairment;
- someone with mental health needs, including dementia or a personality disorder;
- a person with a long-term health condition;
- someone who misuses substances or alcohol to the extent that it affects their ability to manage day-to-day living.

We will apply this policy equally to all adults who come into contact with our services regardless of age, race, disability, gender reassignment, marriage and civil partnership status, pregnancy and maternity, religion and belief, sex and sexual orientation.

Clients may come into contact with our service through different channels that are not always face to face, for example, email, web chat or 'phone. The principles of safeguarding outlined in this policy will be applied consistently to all safeguarding concerns across the various channels through which we operate our service.

Principles for guiding our safeguarding activities

The Care Act 2014 sets out the following 6 principles that should underpin the safeguarding of adults. We will follow these principles to guide our safeguarding activities and acknowledge that they are also used by local authorities and other statutory bodies to direct their adult safeguarding activities:

- **empowerment** - actions or decisions should be based on the presumption of person-led decisions and informed consent;
- **prevention** - it is better to take action before harm occurs;
- **proportionality** - the least intrusive response appropriate to the risk presented;
- **protection** - support and representation for those in greatest need;
- **partnerships** - local solutions through services working with their communities and
- **accountability** - accountability and transparency in delivering safeguarding.

In accordance with the principle of empowerment, fundamental to this policy is our commitment, wherever possible, to explore the thoughts and wishes of the person about whom we are concerned.

Recognising the different types of abuse and risk

The indicators provided below are illustrative and not an exhaustive list of signs and symptoms of someone suffering abuse and neglect.

Type of abuse	Indicators of abuse
Physical	Physical abuse is when someone hurts or harms an individual on purpose. It includes: hitting with hands or objects, slapping and punching, kicking, shaking, throwing, poisoning, burning and scalding, biting and scratching, breaking bones and drowning.

Domestic	An incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence, in the majority of cases by a partner or ex-partner, but also by a family member or carer.
Sexual	This type of abuse includes rape, any inappropriate touching, indecent exposure, sexual acts to which the adult has not consented or lacks the capacity to consent, sexual photography or forced use of pornography or the witnessing of sexual acts.
Female genital mutilation (FGM)	FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It is also known as 'female circumcision' or 'cutting', but has many other names.
Psychological / emotional	This type of abuse includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
Online	Online abuse is any type of abuse that happens on the internet. It can happen across any device that is connected to the web, like computers, tablets and mobile 'phones. And it can happen anywhere online, including social media, text messages and messaging apps, emails, online chats, online gaming and live-streaming sites.
Financial / material	This type of abuse can involve theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
Modern slavery: This type of abuse encompasses slavery, human trafficking, forced labour and domestic servitude	These could include the following: • signs of physical or emotional abuse; • appearing to be malnourished, unkempt or withdrawn; • isolation from the community, seeming

Note that if modern slavery is suspected we may also use the National Referral Mechanism as well as going through our safeguarding referral process	under the control or influence of others; • living in dirty, cramped or overcrowded accommodation and/or living and working at the same address; • lack of personal effects or identification documents; • always wearing the same clothes and • avoidance of eye contact, appearing frightened or hesitant to talk to strangers.
Discriminatory abuse	Including forms of harassment, slurs or similar treatment because of age, race, religion or belief, sex, sexual orientation, gender reassignment, disability, marriage and civil partnership, pregnancy and maternity or other type of protected characteristic.
Organisational / institution	Can occur in various settings such as a hospital, school or care home. This type of abuse can be one-off incidents as well as ongoing patterns of abuse.
Neglect / acts of omission	Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
Criminal exploitation and gangs	Criminal exploitation abuse where vulnerable adults are manipulated and coerced into committing crimes.
Self neglect	This covers a wide range of behaviour that is neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. In addition to self neglect examples above you should take note of self-harming (cutting) or someone mentioning suicide. It could be a sign someone is experiencing another form of abuse or that they need mental health support.

Radicalisation and safeguarding

If we are concerned about an adult at risk becoming radicalised, we follow our safeguarding procedure, but also take into account the statutory guidance of the 'Prevent Strategy'. We acknowledge our responsibility under this guidance *'to have due regard to the need to prevent people from being drawn into terrorism'.*

Our staff and volunteers will be mindful of radicalisation and report any concerns using our safeguarding adult and children policies.

Confidentiality and safeguarding

Confidentiality is one of the founding principles of Citizens Advice. It is important that our clients can trust us and know that the information they disclose is treated in confidence.

However, if we have suspicions or information has been disclosed in relation to abuse, we have a responsibility to take action. Our principles do not override the need to protect adults at risk from abuse.

In accordance with the principle of empowerment, the thoughts and wishes of the person we're concerned about should be explored to inform our decision on whether to report a safeguarding concern and where possible their permission should be gained to report the concern.

However, there will be situations when confidentiality between ourselves and the client cannot be maintained. This includes situations where the person about whom we are concerned is in serious and immediate danger and there is no time to get permission, it is not possible to get permission or the person is not able to give permission (abuser is always present). Also we would not try to get permission if there is a chance it would put the person about whom we are concerned in more danger.

In these situations the wellbeing of the client or others who may be at risk takes precedence over our principle of confidentiality. Our safeguarding procedure details the process for making a data disclosure and raising a safeguarding concern.

Mental capacity and safeguarding

We will assume that adults have the mental capacity to make informed decisions about their own safety and how they live their lives. The Mental Capacity Act 2005 is central to decisions and actions in safeguarding adults.

Where a person is able to make an informed choice in relation to a particular decision, they have a right to self-determination and we will explore their thoughts and wishes about what help they may or may not want.

In practice, it may come to light that an adult at risk does not have capacity to make informed decisions about their own situation. One way this could occur is if an adult at risk's carer has a registered lasting power of attorney for one or more of the adult at risk's affairs. If there is reason to believe that the adult at risk is being abused, has been abused in the past, neglected or exploited by the person with whom they attended .it will be difficult to have a conversation with the adult at risk alone. If getting permission to report a safeguarding concern puts a person in greater danger then steps can be taken without getting permission using the safeguarding procedure. In these circumstances it is important to include the reason why permission was not asked for on the safeguarding concern form.

If it is not clear if an adult has the capacity to make an informed decision, staff and volunteers should talk to the safeguarding lead and use the safeguarding procedure.

Factors which will be relevant in determining whether a safeguarding concern should be reported about a person who lacks capacity to make the decision themselves are if the person can't:

- understand information about the decision to be made on whether or not to report a concern because of a safeguarding reason, or
- retain that information in their minds, or
- use or weigh up that information as part of the decision making process, or
- communicate their decision (by talking, using sign language or other means).

Screening of staff and volunteers

We ensure that all staff and volunteers who work in roles which are legally entitled to get a Disclosure and Barring Service (DBS) check are screened, we will also ask for appropriate references as part of our screening process and reserve the right to await the results of DBS checks and references before allowing an person to start in that role. If a role is not entitled to a standard or enhanced check, our chief officer may choose to ask some staff or volunteers to undergo a basic check.

As an organisational policy, if a DBS check reveals an unspent conviction for a sexual offence against a child or vulnerable adult, the individual will not be taken on. We also will not take on anyone who performs a regulated activity as part of their role if they are

barred from working with adults or children. Any other convictions will be considered on an individual basis.

Further information can be found in our DBS and ex-offenders policies.

Supervision, training and safeguarding

Thorough induction training will be provided to ensure that staff and volunteers are aware of good safeguarding practice alongside the service's core values and confidentiality.

Staff and volunteers will be given regular supervision and have their training needs assessed.

Regular case checking will take place and any unusual or excessive contact with an adult at risk will be investigated.

Appropriate safeguarding training is available to all staff and volunteers. This may be in the form of:

- online learning provided by national Citizens Advice;
- policy awareness sessions delivered internally;
- briefing sessions by a local authority or other relevant authority and/or
- attendance at training arranged through partner agencies.

If a staff member or volunteer is removed from their role

If a staff member or volunteer is moved or dismissed from their role because of safeguarding concerns arising from their actions or inactions we have a responsibility as a regulated activity provider to inform the Disclosure and Barring Service. We will follow the guidance set out by the Disclosure and Barring service in these situations.

Developing new services

Any new services in development will take account of the need to safeguard adults at risk. This may be achieved by:

- risk assessment of proposed activities;

- agreeing safeguarding measures with partner organisations including information sharing protocols and/or
- seeking specialist advice, for example from the local safeguarding board.

Working with local statutory agencies

Safeguarding Boards may carry out reviews or investigations and may require us to supply information. The boards are made up of representatives from local authorities and other statutory bodies and partner agencies.

We will supply information requested by a safeguarding board under the following circumstances:

- the information must be requested for the purpose of enabling the board to perform its functions and/or
- the person or body requested to supply the information must have functions or engage in activities such that the board considers it likely to have information relevant to a function of the board.

In general, there is no bar to us taking part in a safeguarding review, a criminal investigation or a Serious Case Review if required to. This is in the context of our policy on client confidentiality, and the confidentiality process will be used.

Working with local authority commissioners

Commissioners at local authority level sometimes want to see their own safeguarding protocols reflected in the local Citizens Advice policy. Some key actions we will consider taking are:

- before commissioning, ensuring that we are aware of the local authority designated safeguarding lead and the functions of their team, and the local Safeguarding Adults Board (England) or area-based Safeguarding Board (Wales);
- where possible before commissioning, participating in local authority safeguarding training or briefings;
- before commissioning or early in commissioning, reviewing local authority safeguarding protocols to make sure our policy reflects local arrangements and/or
- if local authority policies appear to be in conflict with Citizens Advice policies or principles, contacting our Relationship Manager to discuss ways forward.

citizens advice East Suffolk

Model policy reviewed April 2023

Citizens Advice East Suffolk safeguarding children policy

Ownership:	CAES
Date Issued:	Jan 2025
Governance Forum responsible:	Membership, Assurance and Compliance
Version:	April 2023
Document history:	Checked and reviewed Dec 2024
Review date of policy:	Dec 2025
Review frequency:	Annual

Signed by [redacted]

Name [redacted]

Title Chair

Date 14 February 2025

We have in place a safeguarding lead and a deputy safeguarding lead. The lead is the person responsible for reporting concerns of abuse and neglect to the relevant authority. In their absence the deputy safeguarding lead will take this action.

In addition a member of our trustee board is assigned the responsibility of overseeing safeguarding for our organisation including reporting serious concerns to the Charity Commission and making decisions on safeguarding concerns about our staff and volunteers or children and adults at risk in their care.

How should the policy be used?

This policy must be followed by all staff and volunteers, including senior managers and trustees. It also applies to anyone working on behalf of our organisation.

This policy focuses on safeguarding concerns that stem from interactions with clients and other people who access our service; however the legal duties and principles outlined in this document also apply to children who aren't our clients. For example the child of a client, anyone under the age of 18 who is volunteering, beneficiaries or other connections who meet our definition of children in relation to this safeguarding policy.

No one should ignore allegations or suspicions of abuse or neglect, safeguarding is everyone's responsibility.

Why do we have a policy?

We have a policy to:

- protect children and young people who access our services. This includes children in contact with adults who use our services
- detail what we will do to keep children safe and how we will deal with any concerns we have regarding a child's safety
- provide staff and volunteers with the overarching principles that guide our approach to children's safeguarding and child protection

It's important we have a policy because in the course of our day-to-day work, staff and volunteers may come into contact with children. In some instances this will be incidental contact, for example when an adult client brings their child along to an appointment.

There may also be situations when staff and volunteers provide advice or services to clients who are children.

We aim to keep children safe and prevent them from harm. We are committed to:

- having sound recruitment practices
- ensuring all staff and volunteers have an understanding and awareness of children's safeguarding
- ensuring all staff and volunteers know how to raise safeguarding concerns and feel confident doing so

What do we mean by safeguarding?

'Safeguarding' typically relates to children (defined as individuals under 18) and adults at risk (also known as vulnerable adults), for which specific legislation and regulatory requirements apply.

Our regulator, the Charity Commission, considers safeguarding to be taking reasonable steps to protect people from abuse or harm that we come into contact with, whether working online or in person.

Our legal and membership duties

It is a requirement of Citizens Advice membership that we act within the relevant laws and regulations to safeguard people who come into contact with our service from harm and abuse.

Protecting people and safeguarding responsibilities are a governance priority for our organisation. It is a fundamental part of how we operate as a charity for the public benefit. Safeguarding is the responsibility of everyone at our organisation.

The Children Act 2004 places a statutory duty on agencies to co-operate to safeguard and promote the welfare of children. While section 11 of the act doesn't list charities as one of the organisations in scope, we acknowledge Citizens Advice may receive their funding or be contracted to deliver services on their behalf and therefore essential that we understand our role in safeguarding and promoting the welfare of children as part delivering a service.

It is unusual that we come into contact with children in the day to day delivery of our

service, but when we do or if we choose to provide a service that is targeted at children, we use resources and follow standards from the NSPCC for safeguarding children.

Statutory guidance 'Working together to safeguard children' states that:

'Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action."

We will take these duties into account in our work with children who come into contact with our service and support local authorities to fulfil their statutory duties where possible.

This includes:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- take action to enable all children and young people to have the best outcomes

Who is protected by this policy?

Safeguarding and child protection applies to all children and young people under the age of 18. This includes our clients and children we come into contact with as part of delivering our service. Note that concerns about those over the age of 18 should be reviewed under our separate adult safeguarding policy.

We recognise that:

- the welfare of the child is paramount as enshrined in the Children Act 2004
- all children regardless of age, race, disability, gender reassignment, marriage/civil partnership status, pregnancy, maternity, religion or belief, sex and sexual orientation have a right to equal protection from all types of harm and abuse
- some children are especially vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues

What is child abuse?

We follow guidance on child safeguarding and child protection set out by the NSPCC, who are a leading child safety charity.

The NSPCC has extensive information on child abuse, the different types of abuse and signs and symptoms of child abuse.

The indicators provided below are not an exhaustive list of signs and symptoms of a child suffering abuse and neglect, but are a summary of the main types of child abuse for the purposes of this policy.

Type of abuse	Detail of abuse
Neglect / acts of omission	Neglect is the ongoing failure to meet a child's basic needs and the most common form of child abuse. A child might be left hungry or dirty, or without proper clothing, shelter, supervision or health care.
Domestic	Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It can seriously harm children and young people and hearing/witnessing domestic abuse is child abuse.
Emotional / psychological	Involves the continual emotional mistreatment of a child. It's sometimes called psychological abuse. Emotional abuse can involve deliberately trying to scare, humiliate, isolate or ignore a child.
Sexual	When a child is sexually abused, they're forced or tricked into sexual activities. They might not understand that what's happening is abuse or that it's wrong. And they might be afraid to tell someone. Sexual abuse can happen anywhere – and it can happen in person or online. It's never a child's fault they were sexually abused – it's important to make sure children know this.
Child sexual exploitation (CSE)	• Unhealthy or inappropriate sexual behaviour • Being frightened of some people, places or situations • Bring secretive • Sharp changes in mood or character • Having money or things they can't or won't explain • Physical signs of abuse, like bruises or

	bleeding in their genital or anal area • Alcohol or drug misuse • Sexually transmitted infections • Pregnancy
Online	Online abuse is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and mobile phones. And it can happen anywhere online, including social media, text messages and messaging apps, emails, online chats, online gaming and live-streaming sites.
Physical	Physical abuse is when someone hurts or harms a child or young person on purpose. It includes: hitting with hands or objects, slapping and punching, kicking, shaking, throwing, poisoning, burning and scalding, biting and scratching, breaking bones and drowning.
Female genital mutilation (FGM)	FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting', but has many other names.
Bullying / cyberbullying	No single sign will indicate for certain that a child being bullied, but watch out for: belongings getting 'lost' or damaged, physical injuries (such as unexplained bruises), being afraid to go to school or skipping school, not doing as well at school, asking for, or stealing, money (to give to whoever's bullying them), being nervous, losing confidence, or becoming distressed and withdrawn, problems with eating or sleeping, bullying others.
Child trafficking	Where children are tricked, forced or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold.
Organisational / institution	Can occur in various settings such as a hospital, school or care home. This type of abuse can be one-off incidents as well as ongoing patterns of abuse.
Grooming	When someone builds a relationship, trust and emotional connection with a child or young person

	so they can manipulate, exploit and abuse them. Children and young people who are groomed can be sexually abused, exploited or trafficked.
Modern slavery This type of abuse encompasses slavery, human trafficking, forced labour and domestic servitude Note that if modern slavery is suspected we may also use the UK's National Referral Mechanism as well as going through our safeguarding referral process	These could include the following: • signs of physical or emotional abuse • appearing to be malnourished, unkempt or withdrawn • isolation from the community, seeming under the control or influence of others • living in dirty, cramped or overcrowded accommodation and/or living and working at the same address • lack of personal effects or identification documents • always wearing the same clothes • avoidance of eye contact, appearing frightened or hesitant to talk to strangers
Criminal exploitation and gangs	Criminal exploitation is child abuse where children and young people are manipulated and coerced into committing crimes.
Self neglect	Although this isn't considered a official form of abuse by the NSPCC, it's important to consider things like a child self-harming or mentioning suicide as self neglect. It could be a sign a child is experiencing another form of abuse or that they need mental health support.

Children and families at risk

Research shows that some children who've experienced abuse share similar characteristics making them more vulnerable. Having these characteristics doesn't necessarily mean they'll experience abuse or neglect, but we do know that these challenges are often interlinked and the more problems a child and their family are experiencing, the greater the risk of abuse (Cleaver, Unell and Aldgate, 2011).

- children experiencing parental mental health problems
- children experiencing parental substance misuse

- child who has been in the care of their local authority for more than 24 hours (a 'looked after' child)
- d/Deaf and disabled children
- children in households where domestic abuse has/is taking place

As part of delivering our service we'll be especially vigilant for signs of child abuse where we're aware the above characteristics are present.

Radicalisation and safeguarding

If we are concerned about a child becoming radicalised, we follow our safeguarding procedure; but also take into account the statutory guidance of the 'Prevent Strategy'. We acknowledge our responsibility under this guidance *'to have due regard to the need to prevent people from being drawn into terrorism'.*

Our staff and volunteers will be mindful of radicalisation and report any concerns using our safeguarding adult and children policies.

Confidentiality and safeguarding

Confidentiality is one of the founding principles of Citizens Advice. It is important that our clients can trust us and know that the information they disclose is treated in confidence.

If a person aged under 18 is our client then the details of the advice given to them should remain confidential, even if their parent(s) or guardian asks.

However, if we have suspicions or information has been disclosed in relation to abuse, we have a responsibility to take action. Our principles do not override the need to protect children from abuse.

Where a member of staff or volunteer has a suspicion that a child is being abused or has information disclosed to them alleging abuse, they should follow the steps in the safeguarding procedure.

In accordance with the principle of empowerment, the thoughts and wishes of the person we're concerned about should be explored to inform our decision on whether to report a safeguarding concern; however getting permission from a child in order to report a safeguarding concern may not always be possible or appropriate.

It is not necessary to discuss a safeguarding concern with a child before making a

confidentiality disclosure and reporting to a local authority if doing so is in the child's best interests. However in situations where a child has the ability/capacity to make decisions for themselves we will aim to discuss the concern with them. We will also make it clear to them during this discussion that even if they don't want us to, we may still need to report our concerns under our statutory obligations as a charity.

There will be situations when confidentiality between ourselves and a client cannot be maintained. This includes:

- situations where the child we're concerned about is in serious and immediate danger and there's no time to get permission for a disclosure
- it's not possible to get permission or the child is not able to give permission (for example when the abuser is always present)
- it's not appropriate for us to get permission because it could put the child we're concerned about in more danger

In these situations the wellbeing of the child takes precedence over our principle of confidentiality. Our safeguarding procedure details the process for making a confidentiality disclosure and raising a safeguarding concern.

Screening staff and volunteers

We ensure that all staff and volunteers who work in roles which are legally entitled to get a Disclosure and Barring Service (DBS) check are screened, we will also ask for appropriate references as part of our screening process and reserve the right to await the results of DBS checks and references before allowing an person to start in that role. If a role is not entitled to a standard or enhanced check, our chief officer may choose to ask some staff or volunteers to undergo a basic check.

As an organisational policy, if a DBS check reveals an unspent conviction for a sexual offence against a child or vulnerable adult, the individual won't be taken on. We also won't take on anyone who performs a regulated activity as part of their role if they're barred from working with adults or children. Any other convictions will be considered on an individual basis.

We are legally required to report any incidents where a member of staff or a volunteer is disciplined or dismissed for inappropriate behaviour with or against a child to the Charity Commission and DBS.

Further information can be found in our DBS and ex-offenders policies.

Supervision, training and safeguarding

Thorough induction training will be provided to ensure that staff and volunteers are aware of good safeguarding practice alongside the service's core values and confidentiality.

Staff and volunteers will be given regular supervision and have their training needs assessed.

Regular case checking will take place and any unusual or excessive contact with a child will be investigated.

Appropriate safeguarding training is available to all staff and volunteers. This may be in the form of:

- online learning provided by national Citizens Advice
- policy awareness sessions delivered internally
- briefing sessions by a local authority or other relevant authority
- attendance at training arranged through partner agencies

Staff and volunteer conduct

If a staff member or volunteer is suspected of inappropriate conduct, during the course of their role, that could put a child at risk of harm - this will be investigated immediately under the appropriate policy. They may be suspended during the investigation and we'll still aim to complete the investigation even if the staff member or volunteer resigns.

If a staff member or volunteer is dismissed from their role because of safeguarding concerns arising from their actions or inactions, we have a responsibility as a regulated activity provider to inform the Disclosure and Barring Service. We will follow the guidance set out by the Disclosure and Barring Service in these situations. It may also be appropriate to make a serious incident report to the charity commission and other relevant funders and regulators.

We reserve the right to share factual, fair and proportionate details of the situation with other employers if we're asked for a reference.

Developing new services

Any new services in development will take account of the need to safeguard children. This may be achieved by:

- risk assessment of proposed activities
- agreeing safeguarding measures with partner organisations including information sharing protocols
- seeking specialist advice, for example from the local safeguarding children board

Working with local statutory agencies

Safeguarding Boards may carry out reviews or investigations and may require us to supply information. The boards are made up of representatives from local authorities and other statutory bodies and partner agencies.

We will supply information requested by a safeguarding board under the following circumstances:

- the information must be requested for the purpose of enabling the board to perform its functions
- the person or body requested to supply the information must have functions or engage in activities such that the board considers it likely to have information relevant to a function of the board

In general, there is no bar to us taking part in a safeguarding review, a criminal investigation or a Serious Case Review if required to. This is in the context of our policy on client confidentiality, and the confidentiality process will be used.

Working with local authority commissioners

Commissioners at local authority level sometimes want to see their own safeguarding protocols reflected in the local Citizens Advice policy. Some key actions we will consider taking are:

- before commissioning, ensuring that we are aware of the local authority designated safeguarding lead and the functions of their team, and the local Safeguarding Adults Board (England) or area-based Safeguarding Board (Wales)
- where possible before commissioning, participating in local authority safeguarding training or briefings

- before commissioning or early in commissioning, reviewing local authority safeguarding protocols to make sure our policy reflects local arrangements
- if local authority policies appear to be in conflict with Citizens Advice policies or principles, contacting our Relationship Manager to discuss ways forward

Supporting Vulnerable Clients Policy

Version	May 2024
Author / Owner	Membership, Assurance and Compliance
Date originally produced	November 2017
Key changes	May 2024 - *Updates throughout to align policy with FCA guidance on the fair treatment of vulnerable customers and Consumer Duty. Also added terminology position at beginning of document about the use of the term 'vulnerable'.*
Next review date	April 2026
Audience	Local Citizens Advice

Terminology

Throughout this document we use the term 'vulnerable' to describe clients and the challenges they face. This term is widely used across the Citizens Advice network, by local authorities and regulators such as the Financial Conduct Authority (FCA). We

choose to mirror this term so this policy aligns with embedded terminology.

However, as an organisation Citizens Advice takes a critical view of the term 'vulnerable', used to describe an individual or a group. Describing someone as vulnerable implies that the risks they face are intrinsic to them, rather than being situational. Vulnerability is a consequence of an unjust world, rather than being a quality that an individual has because of their personal characteristics.

Other resources may use terms like 'marginalised' or, discuss clients being at particular risk of disadvantage, detriment and harm. Although there are differences in terminology, our key messages refer to the same groups of clients.

Introduction

This policy sets out how Citizens Advice East Suffolk supports our vulnerable clients, and the principles of how our staff and volunteers should deal with situations relating to vulnerable clients.

The aim of the policy is to improve the experience and outcome for vulnerable clients regardless of the channels they use to access our services.

Local Citizens Advice are authorised and regulated by the Financial Conduct Authority (FCA), it's this authorisation allows local offices to give debt advice. Without it, we would not be able to provide money advice at any level, including as part of generalist services. Because of this, the policy refers to definitions from the FCA and the Consumer Duty principle and cross cutting rules outlined in the FCA's Consumer Credit Sourcebook (CONC) and Consumer Duty rules and guidance. It also draws from official FCA guidance on treatment of vulnerable customers.

What is vulnerability?

Vulnerability cannot be defined with a one-size-fits-all statement. It will not always be immediately clear if a client needs extra support, but it's important that as an organisation we are aware of the potential for all of our clients to be vulnerable. We're committed to identifying when and how clients may need adjustments to better access our services, recognising client's may not label themselves as 'vulnerable' but may still face barriers to getting help and that their need for extra support may also fluctuate throughout the time they're accessing our services.

The following characteristics could be helpful indicators in determining if a client is vulnerable:

- Health (physical or mental)
- Life events
- Low capability (e.g. poor literacy or numeracy skills)
- Low resilience to cope with emotional/financial shock
- Individual factors
- Creditor or adviser action or inaction

The Financial Conduct Authority (FCA) defines a vulnerable client as *"someone who, due to their personal circumstances, is especially susceptible to harm - particularly when a firm is not acting with appropriate levels of care."*

The FCA considers local Citizens Advice a *"limited scope not for profit firm"* under our registration with them, which enables us to provide debt advice to clients. We acknowledge their definition as part of this policy and our practices associated with the identification and treatment of vulnerable clients.

Our definition of 'vulnerable clients' is separate and different to the definition of 'adults at risk' as outlined in the Care Act 2014 (England). We recognise however that both groups are likely to overlap and will ensure that clients who meet the definition of an 'adult at risk' or clients who are children will also be considered under the appropriate safeguarding policy and procedures.

Our approach to identifying and supporting vulnerable clients

We are committed to achieving good outcomes for clients and treating them fairly, including vulnerable clients - in order to do this we will:

- ensure that we remain aware of the potential for any of our clients to be vulnerable or become vulnerable
- make sure our staff and volunteers know how to recognise and respond to the needs of vulnerable clients
- encourage clients to feel comfortable disclosing any vulnerabilities or extra support to us
- understand that we may need to make adjustments to our standard processes to allow vulnerable clients to request and access our services
- take vulnerabilities into consideration in how we design and provide our service to our clients
- measure and analyse how we meet the needs of vulnerable clients and what outcomes are delivered on a ongoing basis to help make improvements

Common areas of concern

Mental capacity

The FCA defines mental capacity as: *"A person's ability to make a decision. Whether or not [a person has the] ability to understand, remember, and weigh up relevant information will determine whether the customer is able to make a responsible…decision based on that information*."[1]

There are specific considerations and guidance relating to debt advice for clients who have mental capacity limitations as outlined in the FCA handbook, we commit to following these and treating clients fairly.

It is important not to presume that all clients with mental health issues also have a mental capacity limitation.

Mental capacity is not the same as mental health. Some clients with mental health difficulties may have mental capacity limitations, but some will not.

Mental capacity limitations can also fluctuate. For example a person with dementia may find that they have capacity in the mornings, but struggle to understand and retain information as the day progresses. In this instance we would accommodate the client by offering advice and appointments in the mornings.

In our support of clients with, or we suspect to have, mental capacity limitations, we will:

- look for indicators that a client may be lacking mental capacity, and not just rely on clients to tell us
- encourage clients to feel comfortable disclosing any potential mental capacity limitations[2]
- adapt practices and procedures where possible to assist subject to compliance with statutory requirements
- allow the client sufficient time to weigh up information and advice given
- aim to present information in a straightforward way using plain English to make things as easy as possible for clients to understand
- record the mental capacity limitations where identified, and help the client to make an informed decision

[1] https://www.handbook.fca.org.uk/handbook/CONC/2/10.html

[2] Examples of this can include clients with dementia, severe learning disability, brain injury or a mental health condition.

Disclosures of sensitive personal data

Clients in vulnerable situations will often disclose personal data. We have adopted a data protection policy in line with general data protection regulation (GDPR) and the Data Protection Act 2018. We will ensure that all staff are aware of the importance of following this policy and relevant data protection/GDPR policies and procedures that help protect client data.

Suicidal thoughts

There may be occasions when staff and volunteers suspect or are told by vulnerable clients that they are considering taking their own lives. We recognise that these situations may be rare, but that it is important that staff and volunteers are clear about what action to take.

We will ensure that staff and volunteers are aware of the importance of the following steps:

- listening to the client, acknowledging their circumstances and feelings and making it clear we are taking them seriously
- understanding our safeguarding policies which explain the circumstances around when we may need to disclose the client's information if there's a serious and immediate threat to harm
- awareness of the procedures and model policies for safeguarding adults and children

We will ensure that staff and volunteers are able to seek support following these challenging situations.

Clients with a terminal, life-threatening or long-term condition

We recognise that being told a client is suffering from a serious illness or condition can be difficult to hear. Staff and volunteers may be concerned about how to respond and the best way to support clients in these circumstances.

We will ensure that our staff and volunteers are aware of the following ways to help the client, fully acknowledging and communicating their own boundaries:

- ensure the advice we provide is adapted to take into account the client's illness or condition
- signpost to trusted sources for additional support with their conditions where possible
- acknowledge the disclosure of a serious condition in an appropriate and sympathetic way

- ask the client if they mind talking about the situation and ask for information about their illness or condition and what it is like for them. We won't make assumptions as we recognise everyone's experience will be different
- listen to a client who has disclosed a serious illness or condition and ask the client what support they need
- be sympathetic, and avoid the use of phrases such as "I know how you feel"
- be aware that clients in these situations may have a range of emotions including confusion, anger, distress, fear, depression and sadness

We will ensure that staff and volunteers are aware of the importance of looking after their own wellbeing and that they can seek support from their line managers whenever needed.

When someone else gives us information about a client

In some situations we may receive information from a carer or family member about a vulnerable client.

We will ensure that our staff and volunteers understand that whilst they should not discuss a client's case with anyone who does not hold the appropriate authority, this does not mean they cannot listen to the information being provided by a third party.

We recognise that disclosures from carers can be valuable. We are committed to engaging with carers and taking appropriate action, whilst ensuring that we maintain client confidentiality.

Our client confidentiality policy has more detail about this. We will ensure that all staff and volunteers are aware of the policy.

If creditor agencies are failing vulnerable clients

If we are concerned that a creditor agency is failing vulnerable clients, we will consider requesting copies of its policies and procedures for dealing with these customers. We will then use the information provided to assist us in pursuing a client's case and also in making the creditor aware of potential breaches of the regulatory framework such as the FCA handbook and the Consumer Duty.

We can also consider using the creditor's complaints policy, or seeking advice from the national Citizens Advice Creditor Liaison Policy Officer and in extreme circumstances we reserve the right to report organisations to the FCA directly if these failures are persistent and extensive.

Although this section relates to clients receiving debt advice, we will consider taking the same steps and considerations for clients who present as vulnerable when accessing advice on other areas such as benefits or housing etc.

Supporting and training staff and volunteers

We will ensure that all staff and volunteers receive appropriate training, to support them to effectively identify and support vulnerable clients.

We recognise that staff and volunteers may require extra advice, support and guidance when working with vulnerable clients. This support is available from their supervisor in the first instance and accessing services like Togetherall when needed.

Review of this policy

Annually the Trustee Board will seek assurance that the policy is in effective operation. Indicators that the policy is in effective operation may include:

- Reviews of outcomes for vulnerable clients and any service improvements made as a result
- Training plan / training records reflect training planned or delivered to effectively identify and support vulnerable clients
- Records of safeguarding disclosures

Every 2 years we will - check whether this version of the policy aligns with the recommended version. If the law changes before the policy is due for review, we will update the policy as needed.

This document is uncontrolled when printed. The electronic document is the approved and most current version.

Signed by REDACTED

Name REDACTED

Title Chief Executive

Date 12/12/2024

Lowestoft Town Council
Grant Feedback Form

As part of the conditions of your grant, we ask that you complete the below form to provide the council with information on the outcome and impact of the grant. This should be completed within six months of the grant being made. You are welcome to include any photos, press releases, newsletters or publicity of your project as part of the feedback form.

Please send the completed form, and any additional information, to *Lowestoft Town Council, First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE or e-mail* *admin@lowestofttowncouncil.gov.uk*

Lowestoft Town Council reserves the right to specify different timescales for reporting were appropriate.

General Details	
Name of organisation	Friends of Fen Park
Company or Charity Registration Number	
Summary of the Project details (max 250 words)	We work with Lowestoft Town Council to improve Fen Park, making it a safe and welcoming destination for residents of the local area. We seek the views of park users and local residents, in planning, decision making and aspects of the management affecting the park and facilities within the park. We aim to encourage people from all sections of the community to use the park and enjoy its potential. We link up with organisations such as Suffolk Wildlife Trust, local schools and other like-minded groups to improve and make use of the park and its facilities. We are developing 1 – 3 year project plan for the park and are currently organising a range of events to promote greater access to and use of the park and its facilities. These events will include family picnics, Family Fun afternoons and nature events for schools and families.
Timescale of the project	On-going
Date of grant funding award	9th August 2024
Amount of grant funding awarded	£100.00
What did the grant funding help you to achieve?	Publicity purposes

Lowestoft Town Council
Grant Feedback Form

What impact did the grant funding have on your project? *Please include any information on engagement with the local community, sustainability of the project and the impact on local need*	The grant has enabled us to print flyers for our nature events and to purchase promotional badges to give to school children taking part in the events - but with the potential to sell the remainder to boost our funds. The nature events have been very received by schools and we are in process of organising 6 summer holiday nature events for families. Flyers cost £26.58 Initial order of badges (x50) cost £16.00 – given to Red Oak school children Reorder of badges (x100) cost £25.00 We have £32.42 of the budget remaining which we will spend advertising an up-coming summer event Family Fun in the Park and to purchase additional 'I'm a Friend of Fen Park' badges if required.
Please evidence or explain how you acknowledged Lowestoft Town Council's grant as part of your project	All Facebook posts advertising events and the Nature flyers (attached) acknowledge LTC funding and support.
Contact details	
Name	REDACTED
Address	REDACTED
Telephone number/s	REDACTED
E-mail	REDACTED
Position within organisation	Treasurer
Additional Information	
Have you included any photos, social media posts, press releases, newsletters or publicity of your project as part of the feedback form? Please give details – Photos of Red Oak and St. Peter's Penguins school children taking part in nature activities / photo of promotional badge / nature activities flyer	Yes

Lowestoft Town Council
Grant Feedback Form

Do you authorise us to use the above information, including quotes and photos, about your project and organisation as part of our publicity and promotion of our grants programme?	Yes
If your photos include children under the age of 16, do you have permission to share these with us and for the Town Council to use ?	Yes

Signed…… Date.....
REDACTED 24th May 2025

Lowestoft Town Council

Terms of Reference for the Finance and Governance Committee

1. **Appointment**
   1.1. The Finance and Governance Committee is appointed by and solely responsible to Lowestoft Town Council.

2. **Duties**
   2.1. The Committee's duties, as set out in these terms of reference, are defined and agreed by Full Council, which may vote, at any time, to modify, remove or increase the Committee's term.

3. **Meetings**
   3.1. Meetings are to be held on a monthly basis, with extraordinary meetings to be scheduled when needed.

4. **Record of Proceedings**
   4.1. The Committee will meet monthly to fulfil the responsibilities below (see section 6).
   4.2. Written minutes will be taken to record the Committee's decisions and will be received at the next Full Council meeting and tabled as an appendix.
   4.3. The Clerk will be responsible for arranging the recording and distribution of the minutes.
   4.4. The approved, written minutes will be the official recording of the meeting.

5. **Membership**
   5.1. The membership of the Committee will be no fewer than quorum plus one (i.e. five Councillors)
   5.2. Full Council will elect a Chair for the Committee at the Annual Meeting of the Council every May.
   5.3. All members of the Committee are expected to represent the interest of the whole Council area.
   5.4. Any elected member can preside by agreement in the absence of the Chair and Deputy Chair.
   5.5. A quorum will be four members of the Committee.
   5.6. Substitutes may be appointed to ensure that meetings are quorate.
   5.7. The Mayor and Deputy Mayor may attend meetings in an ex-officio capacity, if both are in attendance in this capacity then only one may have voting rights.

Adopted: May 2017
Last reviewed: June 2024 Next review date: May 2025

5.8. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed within the Public Forum.

6. Responsibilities

6.1. The Committee has delegated authority from the Council to work with the Responsible Financial Officer and Clerk, as appropriate, to fulfil the following responsibilities, in line with Financial Regulations and any other framework that is required in law or that the Council puts in place:

6.2. Financial Planning and Operation Procedures

- 6.2.1. Making annual estimates of expenditure and income to inform budget recommendations to the Full Council.
- 6.2.2. Monitoring the Council's approved budget against actual expenditure throughout the year and performing reconciliations as required by Financial Regulations.
- 6.2.3. Recommending to Full Council the amount of the annual precept demand.
- 6.2.4. Ensuring a suitable framework for tendering and purchasing arrangements is set in Financial Regulations and adhered to.
- 6.2.5. Making approval of payments on the Council's behalf either made already or in advance of payment, in line with Financial Regulations.
- 6.2.6. Developing the Council's Financial Plan.
- 6.2.7. Developing and reviewing the Council's Investment Strategy and making related recommendations, including on banking, to the Council.
- 6.2.8. Ensuring that the Council is appropriately transparent and accountable with its finances in line with any legislation, mandatory Transparency Codes and any framework set by the Council itself.

6.3. Audit Procedures

- 6.3.1. Reviewing internal audit arrangements and making recommendations to Full Council on appointing an independent Internal Auditor.
- 6.3.2. Ensuring the Council is fully prepared and cooperative with an audit regime.
- 6.3.3. Ensuring there is evidence of adequate systems of internal control and audit throughout the year and for presentation for external audit.
- 6.3.4. Reviewing original audit reports, developing an action plan to address any accepted recommendations from the auditors and ensuring this is presented for consideration and adoption by the Council. Monitoring implementation of the plan.
- 6.3.5. Approving annual financial reports.

6.4. Risk and Performance Management

6.4.1. Ensuring that appropriate risk management, including due maintenance, of the Council's properties and their leases or hires etc., takes place.

6.4.2. Reviewing the Council's insurance of all the Council's property and liabilities, at least annually, and making connected recommendations as required.

6.4.3. Developing and monitoring the Council's Risk Management Strategy.

6.4.4. Developing the Council's strategic objectives and monitor the Council's performance against these objectives.

6.5. Policies

6.5.1. Awarding grants to local organisations as per the Council's Grant Awarding Policy.

6.5.2. Reviewing Financial Regulations annually in order to ensure suitable regulations can be recommended to Council for adoption.

6.5.3. Ensuring that essential policies (not covered by other committees) are developed, created, monitored, maintained and adhered to with appropriate recommendations to Full Council for amendment and/or adoption.

6.5.4. Considering and responding to any consultations on significant policy matters and advising the Council, as appropriate.

6.6. To review its own remit and make recommendations to Council annually on its Terms of Reference.

7. Financial Delegations

7.1. This Committee has delegated authority from the Council for expenditure of up to £10,000 per decision within maximum budgets set by the Council, excluding those matters delegated to other Committees or reserved by Full Council.

8. Sub-Committees

8.1. The Committee may appoint Sub-Committees to carry out or make recommendations on certain responsibilities.

9. Climate and Ecological Emergency

9.1. This Committee recognises that its work is fundamental to the Council's ability to respond to the climate emergency. Sustainability and financially robust services and risk management are essential to the Council's approach of acting on the climate

emergency, increasing efficiency and reducing undue use of resources and waste. Some 'green' initiatives and products will cost more money the Council will wish to accommodate this expenditure within its existing budget where possible. Its actions will include ensuring:

9.1.1. Suitable risk management is in place as reasonably needed to safeguard against adverse environmental impacts arising from the Council's activities or assets.

9.1.2. Suitable emergency and business continuity planning are in place.

9.1.3. Efficient and effective procurement takes place, including, where relevant, joint, bulk and local purchasing and investment where this gains environmental benefits.

9.1.4. Appropriate disposal of items no longer reasonably usable by the Council.

9.1.5. Contract arrangements are established or reviewed, where reasonably possible, to ensure they include appropriate environmental measures and safeguards.

9.1.6. Due consideration of the climate emergency is integrated within office arrangements, e.g. optimum reuse and recycle practises.

9.1.7. Water and energy use is as efficient and environmentally friendly as is reasonably possible, using Salix loans where needed.

9.1.8. Appropriate investment in low risk, sustainable banks or investment funds.

9.1.9. Appropriate recommendations to Council on its budget and policies, e.g. encouraging leisure and use of open spaces and creating sustainable assets and services.

9.1.10. Ensuring efficient water and energy use in public lavatories and other buildings.

9.1.11. Lobby for Government support to town and parish councils, to assist them with the switch to carbon neutrality and environmental friendliness.

Decisions regarding the setting of precept and borrowing must be made by Full Council.

Lowestoft Town Council
Grant Feedback Form

As part of the conditions of your grant, we ask that you complete the below form to provide the council with information on the outcome and impact of the grant. This should be completed within six months of the grant being made.You are welcome to include any photos, press releases, newsletters or publicity of your project as part of the feedback form.

Please send the completed form, and any additional information, to *Lowestoft Town Council, First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE or e-mail admin@lowestofttowncouncil.gov.uk*

Lowestoft Town Council reserves the right to specify different timescales for reporting were appropriate.

General Details	
Name of organisation	St Luke's Whitton Pantry
Company or Charity Registration Number	1131698
Summary of the Project details (max 250 words)	St Luke's Whitton Pantry uses money from subscriptions, grants and other donations to purchase good quality food items and assist local people caught in the stress of food poverty by providing access to nutritious meal items at a reduced cost. The Pantry opens on Wednesday afternoons at St Luke's Church Centre and for a weekly payment of £3, 12 food items can be taken from Pantry stocks. Currently the £3 subscription translates about £10 worth of nutritious food. In addition, food donations from the St Mark's Community Allotment, Morrison's, the Co-op and donated hygiene goods and knitted clothing are available "free" when available. However, it is not just the food but the social value of the Pantry that is important. We provide tea, biscuits, cake, warmth and time for our users to sit and enjoy each other's company. New friendships have sprung up and problems shared. We have a wonderful team of 14 unpaid volunteers each week who set out and clear away the Pantry stock, make tea and most importantly, engage with our users We know there is real need but the Pantry can only continue to succeed if there are significant contributions to its finances to cover food provision.

Lowestoft Town Council
Grant Feedback Form

Timescale of the project	Ongoing
Date of grant funding award	January 2025
Amount of grant funding awarded	£2,000
What did the grant funding help you to achieve?	The grant has been and will be wholly used to purchase nutritious food items for distribution through the St Luke's Whitton Pantry.
What impact did the grant funding have on your project? *Please include any information on engagement with the local community, sustainability of the project and the impact on local need*	The Pantry relies on grants and donations to buy food items into the Pantry stock. Users pay £3 and are then entitled to take 12 items, the value of which is currently around £10. Thus we have a shortfall of about £7 per visitor. Without donations and grants like yours we could not replenish our stocks and the Pantry would be forced to close. Your grant is a lifeline to our stability and we are most grateful for your help. Since starting in late 2022, we have had over 2,200 visits and have been able to give out over 26,500 food items
Please evidence or explain how you acknowledged Lowestoft Town Council's grant as part of your project	We do not advertise the Pantry directly, so we have no opportunity to acknowledge your kindness other than by word of mouth and the notice board put outside when the Pantry is open.
Contact details	
Name	[redacted]
Address	[redacted]
Telephone number/s	[redacted]
E-mail	[redacted]
Position within organisation	St Luke's Whitton Pantry Team Leader and Co-ordinator

Lowestoft Town Council
Grant Feedback Form

Additional Information	
Have you included any photos, social media posts, press releases, newsletters or publicity of your project as part of the feedback form? Please give details	No
Do you authorise us to use the above information, including quotes and photos, about your project and organisation as part of our publicity and promotion of our grants programme?	N\A
If your photos include children under the age of 16, do you have permission to share these with us and for the Town Council to use ?	N\A

Signed..[redacted]..... Date..7-05-2025.....

St Luke's Whitton Pantry.User Statement

Female 52 lives locally and comes to the Pantry by bus. She has serious health and special needs, she has a son that lives with her but finds that she runs out of money. She comes to the Pantry to take essential food items, cereals, milk, bread, vegetables etc. She alsoavails herself of personal hygiene items.

She receives benefits but the cost of electricity, council rent, and other regular outgoings makes money issues a worry.

She enjoys and appreciates the social positives of staying and talking with people at the Pantry.

She had been a Foodbank customer but that facility has had to introduce restrictions due to funding issues and she has lost that as a source of food.

She finds the volunteers at the Pantry welcoming and helpful.

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 May 2025

MINUTES

Present: Cllrs Neil Coleby (Deputy Chair), Andy Pearce (Chair), Bernadette Rappensberger and Deborah Ray (substitute member)

In Attendance: James Cox (Finance Manager), Taylor Williams (Committee Clerk and Planning Assistant) and Karen Chapman (OPR Consultant)

158. Welcome

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

159. To receive and consider approval of apologies for absence

Apologies were received from Cllrs Wendy Brooks, Paul Page and Graham Parker with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Rappensberger; all in favour.

Cllr Connor Blowers was absent with no apologies provided.

160. Declarations of Interests and dispensations

160.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda – There were no declarations.

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

161. To consider the draft minutes of the meeting on 14 April 2025

Cllr Pearce proposed approval of the draft minutes, subject to an amendment to be made under item 152.1c to correct a spelling mistake and item 153.3 for the member to be named rather than referred to as 'a member'; seconded by Cllr Coleby; all in favour.

162. 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 advance comments had been received and no members of the public were in attendance.

163. Budget and Loan

163.1. To monitor the budget for 2025-2026, including delegated Committee and Sub-Committee budgets – The Finance Manager did not have anything to raise with the Committee regarding the budget.

163.2. To note any bank reconciliations – The March reconciliations were due to be signed off.

164. Payments and Receipts:

164.1. To note the income and expenditure reports for April 2025 and May 2025 to date, including payments made under delegated authority (see schedules) – Cllr Pearce proposed approval of the income and expenditure reports as an accurate record of the specified period; seconded by Cllr Coleby; all in favour.

164.2. To consider any payments for approval (see schedule) – There were no payments to approve.

165. Grants and Sponsorships

165.1. To note receipt of the following grant applications and discuss if any require urgent consideration:

165.1a. Lydia Eva and Mincarlo Charitable Trust – Funding up to £2,000 – Cllr Pearce

proposed to approve a £2,000 grant to the organisation and invite them to speak with the Committee further regarding the remaining £4,000 they need to raise; seconded by Cllr Rappensberger; all in favour.

165.1b. Barge Preservation Community Project CIC - £4,340.00 – Concerns were raised that, similar to their previous grant, the grant requested three months of funding, therefore there was uncertainty as to the financial sustainability of the project.

Whilst the Committee was in principle supportive of the project, Cllr Pearce proposed to defer a decision and ask the organisation to speak with the Finance and Governance Committee to understand how Lowestoft Town Council (LTC) could support the organisation, what is needed for funding to completion of the project, what funding has been applied for and what will happen if the funding is not sourced; seconded by Cllr Rappensberger; all in favour.

165.1c. St Luke's Whitton Pantry - £2,000 – Cllr Pearce proposed approval of the application; seconded by Cllr Rappensberger; all in favour.

OPR Consultant entered the chamber at 15:12

166. Other financial and governance matters, including:

166.1. To receive the project plan for the Business Plan preparation (some aspects may be confidential) – The Consultant provided a report on work undertaken to date on the business plan. The plan would cover a three-year period, with annual reviews, and would act as an internal document for officers and Councillors, though there was a possibility of it being made a public-facing document.

The plan brought together ongoing work (primarily the financial plans and events calendar) and acted as a single, overarching document that detailed the vision of LTC, this would be particularly beneficial as in recent years LTC had seen an increase in staff, income and workload.

The Consultant noted there was an opportunity for LTC to be an effective voice for the local community and advocate and position the town with the pending Local Government Reform and Devolution process.

It was estimated that the plan could be presented to Full Council in September 2025 after being signed off by this Committee in August 2025. Prior to this, further workshops would be held with officers and Councillors.

It was agreed that the plan should encapsulate the period of funding for the refurbishment of the Town Hall, potentially with the end date of the plan to coincide with the end of the grant funding in 2028.

OPR Consultant left the chamber at 15:30

166.2. To consider the annual review of officer delegations and make recommendations ahead of the May 2025 AGM – Cllr Coleby proposed the delegations be recommended to Full Council and carried forward as an ongoing document.

A mistake was noted in the credit card amounts delegated to the Town Clerk and Deputy Clerk, which the Finance Manager would correct.

Cllr Pearce requested an amendment to the proposal to include a caveat that with any

delegations to the Grounds Maintenance Team (GMT) regarding park maintenance, a meeting needed to be arranged between members of the Assets, Inclusion and Development Committee, Parks and Open Spaces Sub-Committee and GMT officers to discuss and agree LTC's horticultural approach before plans and expenditure were considered spring and summer. Cllr Coleby accepted amendment and Cllr Pearce seconded the amended proposal. A vote was held with all in favour.

166.3. To receive an update from the Youth Forum Working Group on its Terms of Reference – The working group had suggested the age of membership be increased to 25 so that individuals in college, part of other organisations or SEND could be included. The working group also recommended LTC's safeguarding policy be applied to the Youth Forum and any Councillors or officers working with the forum would need to undertake the necessary safeguarding training and DBS checks.

Cllr Pearce proposed to endorse the recommendations from the working group and recommend the Terms of Reference of the working to Full Council; seconded by Cllr Coleby; all in favour.

167. To consider the following relating to Town Council policies:

167.1. Review the Infrastructure Investment Plan – This policy would primarily be applied to the investment by Lowestoft Town Council with its Community Infrastructure Levy funding.
It was requested the 'Community Infrastructure needs and/or aspirations' section be expanded to say that coastal erosion issues would be compounded by the cancellation of the flood barrier. It was requested the 'Community engagement' section include the livestreaming and recording of Council meetings to enable remote viewing.

Cllr Pearce proposed approval of the amendments, with the suggestions made in this meeting to be included in the policy, and recommend the policy to Full Council for adoption; seconded by Cllr Ray; all in favour.

167.2. Review the Reserves – Cllr Pearce proposed to approve the amendments and recommend the policy to Full Council for adoption; seconded by Cllr Coleby; all in favour.

167.3. Review the Complaints Procedure – Cllr Pearce proposed 2.1i in the policy be amended to allow either party to request a meeting if they feel they have something to speak to in the handling of complaint; seconded by Cllr Coleby; all in favour.
Cllr Pearce proposed this amendment be made and the policy then be recommended for adoption to Full Council; seconded by Cllr Coleby; all in favour.

167.4. Review the new model Financial Regulations – The updated model regulations covered the new public procurement legislation. Cllr Pearce proposed to recommend the Financial Regulations to Full Council for adoption; seconded by Cllr Rappensberger; all in favour.

168. To receive recommendations from the Standing Orders and Policies Working Group on the following policies:

168.1. Legionella Control and Water Hygiene – Cllr Pearce proposed to endorse the recommendations received from the Standing Orders and Policies Working Group and officers and recommend the policy to Full Council for adoption; seconded by Cllr Coleby; all in favour.

168.2. Protocol for Reporting at Meetings of the Council or Committees – Cllr Pearce proposed to recommend the policy to Full Council for adoption; seconded by Cllr Rappensberger; all in favour.

168.3. Safeguarding – Cllr Pearce proposed to recommend the policy to Full Council for adoption and to request officers to keep the policy under active review and take under advisement what changes should be made should Lowestoft Town Council ever takes

on apprentices that may be classed as legal minors; seconded by Cllr Coleby; all in favour.

168.4. Standing Orders – New model Standing Orders had been received and the Standing Orders and Policies Working Group had started the review of Lowestoft Town Council's current Standing Orders, whilst this process had not been completed, the current Standing Orders were legally compliant.

Cllr Pearce proposed the current provision that the Chair and Deputy-Chair of a Committee cannot be the Chair or Deputy-Chair of the Sub-Committees be amended so that only the Chair of a Committee is unable to be the Chair or Deputy-Chair of its Sub-Committees; seconded by Cllr Coleby; all in favour.

Cllr Pearce proposed an amendment be made to the section dealing with procedural protocol of meetings and decision making so that it is clear resolutions in a meeting can be reached either through a motion or via a proposal made following debate by the Councillors; seconded by Cllr Coleby; all in favour.

Cllr Pearce proposed an amendment be made to allow the Mayor and Deputy Mayor to attend any meeting of the Council in an ex officio capacity, and if both were in attendance in such a capacity then only one would be given voting rights in the meeting; seconded by Cllr Coleby; all in favour.

Cllr Pearce proposed to recommend the amended Standing Orders to Full Council, noting that there may be further amendments from the Standing Orders and Policies Working Group and officers in line with the developing Business Plan; seconded by Cllr Coleby; all in favour.

168.5. Tree – Officers had made a recommendation for all Tree Policy Statements to be removed as they duplicated information in the policy. Cllr Pearce proposed to endorse the recommended changes and recommend the policy to Full Council for adoption; seconded by Cllr Ray; all in favour.

168.6. Video Meeting Protocol – Cllr Pearce proposed an amendment be made to section 3.5 to state that the confirmed minutes remain the official document of proceedings of the Council, and that the amended protocol be recommended to Full Council for adoption; seconded by Cllr Rappensberger; all in favour.

169. Date of the next meeting

A meeting date was provisionally scheduled for Monday 9 June 15:00, subject to the decision of the Annual General Meeting on the meeting schedules of Standing Committees.

170. Items for the next agenda and close

No items were requested.

171. 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:

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

The Chair closed the meeting at 16:10

Signed: ……
9 June 2025

Constitution of Visit Kirkley.com

Article I: Name and Purpose

Section 1: Name

The name of this nonprofit organisation shall be Visit Kirkley .com, hereinafter referred to as the "Organisation."

Section 2: Purpose

The purpose of the Organisation is to:

1. Promoting Sustainable Tourism: The organisation may aim to promote responsible and sustainable tourism practices that minimise negative impacts on the environment, culture, and local communities.

2. Community Development: The organisation may work towards the economic and social development of local communities by supporting tourism initiatives that create employment opportunities, preserve cultural heritage, and improve infrastructure.

3. Education and Awareness: The organisation may focus on educating tourists and local communities about the importance of sustainable tourism, cultural preservation, and responsible travel behaviour.

4. Advocacy and Policy Development: The organisation may advocate for policies and regulations that support sustainable tourism practices, protect natural and cultural resources, and ensure the equitable distribution of tourism benefits.

5. Collaboration and Networking: The organisation may facilitate collaboration and networking among tourism stakeholders, including businesses, government agencies, NGOs, and local communities, to foster cooperation and knowledge sharing for the benefit of the tourism industry.

6. Research and Innovation: The organisation may conduct research and promote innovative approaches to enhance the sustainability, competitiveness, and resilience of the tourism sector.

Article II: Membership

Section 1: Eligibility

Membership in the Organisation shall be open to any individual or organisation that supports the purpose and objectives of the Organisation.

Section 2: Rights and Responsibilities
Members shall have the right to participate in the activities of the Organisation, attend meetings, and vote on matters brought before the membership. Members shall also be responsible for upholding the values and principles of the Organisation, paying any required dues, and actively contributing to the Organisations mission.

Section 3: Termination of Membership
Membership may be terminated by resignation, or by a two-thirds majority vote of the committee for conduct detrimental to the Organisation's purpose or reputation.

Article III: Committee

Section 1: Composition
The Organisation shall be governed by the committee, consisting of the 4 members elected at the AGM Chairperson, Vice Chairperson, Secretary and Treasurer, and other committee members as deemed necessary.

Section 2: Duties and Responsibilities
The committee shall be responsible for overseeing the affairs of the Organisation, setting policies, approving budgets, and ensuring compliance with applicable laws and regulations, establish committees, and make decisions on behalf of the Organisation.

Section 3: Election and Term
Committee members shall be elected by the membership for a term of 2 years. Elections shall be held bi-annually, and committee members may serve consecutive terms if re-elected.

Article IV: Meetings

Section 1: Annual General Meeting
The Organisation shall hold an Annual General Meeting (AGM) each year, open to all members. The AGM shall include reports from the Chairperson, Secretary and Treasurer with financial statements, and any other business deemed necessary.

Section 2: Special Meetings
Special meetings may be called by the Chairperson, Vice Chair, Secretary and Treasurer, or upon written request by any members. Notice of such meetings shall be provided to all members at least 7 days in advance.

Article V: Finances

Section 1: Funding
The Organisation shall rely on donations, grants, fundraising activities, and other lawful means to support its activities and fulfil its mission.

Section 2: Financial Management
The Treasurer shall be responsible for maintaining accurate financial records, preparing budgets, and providing regular financial reports to the committee and members.

Article VI: Amendments

Section 1: Amendment Process
This constitution may be amended by a two-thirds majority vote of the members present at any regular or special meeting, provided that notice of the proposed amendment has been given to the membership at least 7 days in advance.

Section 2: Effective Date
Amendments to this constitution shall take effect immediately upon approval, unless otherwise specified in the amendment.

Article VII: Dissolution

In the event of the dissolution of the Organisation, any remaining assets shall be distributed to one or more nonprofit organisations with similar purposes, as determined by the committee.

This constitution was adopted by the members of Visit Kirkley.com, on 1st January 2024.

Signed by:

Chairperson: [redacted] _____

Vice Chair: [redacted] _____

Secretary: [redacted] _____

Treasurer: [redacted] _____

Lowestoft Town Council
Grant Application Form

Please complete this form and send it with:

a. Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
b. Your constitution or equivalent

to *The Town Clerk, Lowestoft Town Council, First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE or e-mail admin@lowestofttowncouncil.gov.uk*

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	Visitkirkley.Com
Name of account to which payment to be made (explain if not your organisation's name)	Visit Kirkley .com
What does your organisation do? (100 words max)	Our organisation was established to promote London Road South and highlight its vibrant community of independent shops. We created a dedicated website to showcase what the area has to offer, helping both locals and visitors discover the unique businesses, services, and charm of this part of Lowestoft. Through increased visibility and engagement, we aim to support local traders and boost footfall to the High Street.
What relevant local area does your organisation cover?	We cover the Kirkley area of Lowestoft, focusing on London Road South and its surrounding streets, supporting local independent shops and services.
Who are the main beneficiaries of your work?	Everyone benefits from our work. By increasing footfall and attracting tourists, we support local businesses and help boost the local economy. This also fosters a sense of pride in the community and encourages residents to feel more connected to where they live.
Are you a charity? If yes, describe the type of charity	No, we are a constituted group.
If registered, what is the charity number?	N/A
Not-for-profit? If no, describe the organisation	Not for profit, everything we do we do as volunteers and expect nothing in return
Organisation income (last complete financial year)	The only income we have ever had has been £5000 from East Suffolk Council and £5000 from a beneficiary at the start of the project. We also charge £45 for a featured entry onto the website which we hope will help us to maintain the upkeep of the website so that we do not have to ask for any more funding for this project
Organisation expenditure (last complete financial year)	The group was established in January 2024 with an initial investment of £5,000 of my own funds. We subsequently received £5,358 in funding from East Suffolk Council, along with additional income from seven local businesses who paid £45 each for a featured entry, bringing our total income to £10,673. Our total expenditure to date—including costs for the website and the Christmas event—amounts to £10,529.24. This leaves a current balance of £143.76 in the account.

Lowestoft Town Council
Grant Application Form

Contact details	
Name	[redacted]
Address	[redacted]
Telephone number/s	[redacted]
E-mail	[redacted]
Position within organisation	Chairperson
Explain how you are authorised to make this application on behalf of the organisation	Authorisation has been given to me by our vice Chair, [redacted] and our Treasure [redacted]
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	Everyone benefits from our work. By increasing footfall and attracting tourists, we support local businesses and help boost the local economy. This also fosters a sense of pride in the community and encourages residents to feel more connected to where they live.
Total cost of project	£961.20
Breakdown of cost	Bunting = 661.20 To erect and remove at the end of the summer = £300
Grant requested from Lowestoft Town Council	£961.20
What specifically would the grant from the Council fund?	The Cost of the bunting and its installation and de-installation
Have any funds been requested/agreed from other sources? Provide details	No
When are the funds required?	As soon as possible as I would love it to be installed for the first light festival. The lead time once I have placed the order is one week .

Lowestoft Town Council
Grant Application Form

Project start date	14th June 2025
Project completion date	15th June 2024
Compliance Agreements (insert 'YES' to indicate your agreement to the questions below. If you do not intend to comply, insert 'NO'.)	
Do you authorise us to hold and use information that you have provided, for the purpose of processing and monitoring this grant application? You can ask us for details of the information we use for this purpose at any time.	Yes
Do you acknowledge that if you provide false or misleading information in your application or at any point in the life of any grant, we will provide information to relevant enforcement agencies and take any action to recover any funds and damages, as we deem appropriate?	Yes
Do you authorise us to use information about your project and organisation as part of our publicity and promotion of our grants programme?	Yes
Do you agree to acknowledge the Council appropriately on all of your related publicity and promotional material including posters, advertisements, press releases and leaflets?	Yes
Do you agree not to distribute funds granted to any other organisation, other than as agreed as part of the grant award?	Yes
Do you agree to report the outcome and impact of the grant to the Council as required in the Council's Grant Awarding Policy?	Yes
Do you agree that any grant awarded will only be used for the purpose for which it was given and in compliance with any conditions applied?	Yes

Signed..[redacted]..... Date.....29 May 2025.....

(Signatory must be authorised to act on behalf of the organisation and, if different from the main contact listed above, this should be explained.

Privacy Policy for VisitKirkley.com

Effective Date: 2nd January 2025
Reviewed by: [redacted] Volunteer Website Manager

1. Introduction

VisitKirkley.com is a volunteer-run community website that promotes local businesses, attractions, and events in Kirkley. This Privacy Policy outlines how we handle personal information collected through the website, ensuring transparency and compliance with data protection standards.

2. What Information We Collect

We may collect the following information:
From business submissions:
- Contact name
- Business name
- Email address
- Descriptions, images, and other promotional content

From general website visitors:
- Name and email (if submitted via the contact form)
- Messages or enquiries
- Non-personal analytics data (e.g., pages visited, time spent, browser type)

3. How We Use This Information

We use collected data to:
- Publish business listings and content submitted by local businesses- Respond to enquiries or communication via the contact form or email

- Monitor site performance and improve functionality

4. Cookies

VisitKirkley.com may use cookies for basic functionality and to collect anonymous usage data (e.g.,
Google Analytics). By using the website, you agree to the use of cookies. You may disable cookies through your browser settings if you prefer not to share this data.

5. Sharing Your Data

We will not share, sell, or rent your data to third parties, except:
- When required by law or regulation
- With your explicit consent (e.g., if we refer your business to a third party by request)

6. How We Protect Your Data

- Data is stored securely and only accessible to the site owner
- Email correspondence is stored in a password-protected inbox
- No payment or sensitive financial information is collected through the site

7. Your Rights

You have the right to:
- Access the personal data we hold about you
- Request correction or deletion of your information
- Withdraw your consent to data use at any time

To exercise any of these rights, please contact:
Email: info@visitkirkley.com

8. Third-Party Links

VisitKirkley.com may contain links to other websites. We are not responsible for the privacy
practices or content of external sites. Please review their privacy policies separately.

9. Updates to This Policy

This policy will be reviewed regularly and updated when necessary. Any changes will be posted on this page.

10. Contact

If you have any questions about this policy or how your data is handled, please contact:

[redacted] Volunteer Website Manager
Email: info@visitkirkley.com

Safeguarding Policy for VisitKirkley.com

Effective Date: 2nd January 2025

Reviewed by: [redacted] Website Manager

1. Purpose of This Policy

VisitKirkley.com is a community-driven website promoting the area of Kirkley, including its local businesses, attractions, and events. This safeguarding policy outlines our approach to ensuring that all content shared through the site remains safe, respectful, and appropriate.

While the website does not work directly with children or vulnerable adults, we remain committed to responsible publishing and digital safety for all users.

2. Scope

This policy applies to all individuals and organisations that:

- Submit content (text, images, or multimedia) for publication on VisitKirkley.com.
- Communicate with the website through email, social media, or the contact form.
- Engage with our digital content (e.g., social media, newsletters, etc.).

3. Commitment to Safety

Although we do not provide services to children or vulnerable adults, we will:

- Ensure that no offensive, inappropriate, or discriminatory material is published.
- Remove any content found to be harmful, misleading, or otherwise unsafe.
- Monitor user-submitted materials (from businesses or contributors) before publication.

4. Content Submission & Review

- All content is reviewed by the site owner before publication.
- Business listings, images, and promotional materials must be suitable for general audiences.
- We reserve the right to reject or edit submissions that violate our content standards.

5. Reporting Concerns

If any visitor or contributor sees content on VisitKirkley.com they believe is unsafe, inappropriate, or concerning, they are encouraged to report it via:

📧 Email: info@visitkirkley.com

📫 Contact Form: https://www.visitkirkley.com/contact/

All concerns will be reviewed promptly and handled sensitively.

6. Data Protection & Privacy

VisitKirkley.com does not knowingly collect personal data from children or vulnerable individuals. We encourage all users to review our privacy policy:

https://www.visitkirkley.com/privacy-policy] for details on data collection and protection.

7. Policy Management

- This safeguarding policy is maintained by the site owner.
- It will be reviewed annually or when significant changes to the website's scope occur.

8. Contact

For questions about this policy or general enquiries, contact:

[redacted]

Volunteer Website Manager, VisitKirkley.com

info@visitkirkley.com

Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 1)

Note: 30th April 2025

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
100	**Administration**											
1076	Precept	2,090,222	2,090,222	0	0	2,413,263	0	2,413,263	1,206,632	0	0	0
1080	Bank Interest Received	0	12,844	0	0	0	0	0	0	0	0	0
1095	CIL	0	58,116	0	0	0	0	0	3,136	0	0	0
1210	Recharges	0	792	0	0	0	0	0	0	0	0	0
1215	Vehicle Sale	0	3,000	0	0	0	0	0	0	0	0	0
1220	Scrap Metal	0	216	0	0	0	0	0	-216	0	0	0
	Total Income	2,090,222	2,165,189	0	0	2,413,263	0	2,413,263	1,209,551	0	0	0
4070	Office Supplies and Stationery	2,000	3,948	0	0	2,060	0	2,060	50	0	0	0
4105	IT	10,550	14,725	0	0	9,959	0	9,959	2,756	0	0	0
4120	Miscellaneous & Meetings	1,398	1,626	0	0	1,440	0	1,440	0	0	0	0
4155	Compliance	33,620	49,310	0	0	31,333	0	31,333	4,530	0	0	0
4175	HR & Payroll	7,000	5,200	0	0	7,210	0	7,210	4,288	0	0	0
4375	Van Hire	10,800	13,598	0	0	40,000	0	40,000	24,422	0	0	0
4376	Vehicles	0	44,710	0	0	0	0	0	0	0	0	0
4470	Festive Lights	7,689	7,620	0	0	8,437	0	8,437	0	0	0	0
5000	Repairs & Maintenance	90,000	77,089	0	0	92,700	0	92,700	2,993	0	0	0
5010	Sports Ground Maintenance	15,000	12,294	0	0	15,450	0	15,450	4,309	0	0	0
5040	Horticultural	60,000	22,207	0	0	81,750	0	81,750	-92	0	0	0
5200	Tarmacking	40,801	373	0	0	42,026	0	42,026	4,995	0	0	0
5205	Fencing and Walls	7,000	0	0	0	0	0	0	0	0	0	0
5210	Gutter Clearing	10,000	0	0	0	0	0	0	0	0	0	0
5215	Goods	10,000	0	0	0	0	0	0	0	0	0	0
6500	Ground Maintenance	28,050	28,447	0	0	98,065	0	98,065	5,365	0	0	0

Continued on next page

Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 1)

Note: 30th April 2025

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	333,908	281,147	0	0	430,430	0	430,430	53,616	0	0	0
	100 Net Income over Expenditure	1,756,314	1,884,043	0	0	1,982,833	0	1,982,833	1,155,935	0	0	0
6000	plus Transfer from EMR	0	2,000	0	0	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	4,716	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	1,756,314	1,881,327			1,982,833		1,982,833	1,155,935	0		
110	**Neighbourhood Plan**											
4800	Neighbourhood Plan	0	540	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	540	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(540)			0		0	0	0		
120	**Capital Works**											
5105	Capital Investment	0	13,230	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	13,230	0	0	0	0	0	0	0	0	0
6000	plus Transfer from EMR	0	13,230	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	0		
130	**Elections and Professional Fee**											
4090	Audit Fees	5,058	4,690	0	0	5,210	0	5,210	-3,433	0	0	0
4095	Insurance	30,900	25,343	0	0	27,500	0	27,500	26,863	0	0	0
4110	Bank Charges	412	475	0	0	425	0	425	37	0	0	0
4115	Professional Fees and Subscrip	4,968	4,407	0	0	5,617	0	5,617	3,683	0	0	0
4130	Legal Costs	40,000	79,984	0	0	50,000	0	50,000	0	0	0	0
4135	Elections	0	6,921	0	0	13,743	0	13,743	0	0	0	0

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Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 1)

Note: 30th April 2025

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4165	Consultancy and H&S	12,000	47,867	0	0	22,600	0	22,600	50	0	0	0
	Overhead Expenditure	93,338	169,688	0	0	125,095	0	125,095	27,200	0	0	0
6000	plus Transfer from EMR	0	6,921	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(93,338)	(162,766)			(125,095)		(125,095)	(27,200)	0		
140	**Staff, Training and CPD**											
4000	Salaries - Gross	913,377	755,524	0	0	1,068,386	0	1,068,386	49,797	0	0	0
4005	Employers National Insurance	0	76,017	0	0	0	0	0	0	0	0	0
4010	Employers Superannuation	0	157,331	0	0	0	0	0	0	0	0	0
4025	Job Adverts	0	3,174	0	0	7,500	0	7,500	0	0	0	0
4050	Staffing Contingency	70,000	1,164	0	0	84,249	0	84,249	0	0	0	0
4055	Staff Training	21,000	23,373	0	0	21,630	0	21,630	2,583	0	0	0
4056	Councillor Training	3,750	3,735	0	0	3,000	0	3,000	0	0	0	0
	Overhead Expenditure	1,008,127	1,020,318	0	0	1,184,765	0	1,184,765	52,380	0	0	0
	Movement to/(from) Gen Reserve	(1,008,127)	(1,020,318)			(1,184,765)		(1,184,765)	(52,380)	0		
150	**Office Accommodation**											
1200	Room and Land Hire Income	0	80	0	0	0	0	0	0	0	0	0
	Total Income	0	80	0	0	0	0	0	0	0	0	0
4160	Parking	1,500	438	0	0	1,545	0	1,545	32	0	0	0
4300	Business Rates	9,956	9,980	0	0	10,266	0	10,266	9,980	0	0	0
4305	BID Levy	350	350	0	0	350	0	350	350	0	0	0
4340	Furniture & Equipment	8,941	12,023	0	0	9,210	0	9,210	744	0	0	0
4710	IT Service Charge	19,000	26,293	0	0	30,000	0	30,000	3,703	0	0	0

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Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 1)

Note: 30th April 2025

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4715	Hamilton House Loan Repayment	13,430	13,430	0	0	13,834	0	13,834	3,357	0	0	0
4720	Premises Rent	14,700	15,435	0	0	15,141	0	15,141	3,859	0	0	0
4725	Premises Service Charge	34,248	29,479	0	0	35,275	0	35,275	6,547	0	0	0
5020	Project Expenditure	0	147	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	102,125	107,574	0	0	115,621	0	115,621	28,572	0	0	0
	Movement to/(from) Gen Reserve	(102,125)	(107,494)			(115,621)		(115,621)	(28,572)	0		
160	**Town Hall**											
1091	Town Hall Grant	144,717	1,456,147	0	0	0	0	0	-144,472	0	0	0
	Total Income	144,717	1,456,147	0	0	0	0	0	-144,472	0	0	0
4305	BID Levy	1,325	1,286	0	0	1,365	0	1,365	1,286	0	0	0
4365	Utilities	7,983	-9,821	0	0	8,223	0	8,223	0	0	0	0
5000	Repairs & Maintenance	10,000	0	0	0	0	0	0	0	0	0	0
5020	Project Expenditure	0	651,859	0	0	0	0	0	274,449	0	0	0
9980	DMO Repayments	0	0	0	0	82,683	0	82,683	0	0	0	0
	Overhead Expenditure	19,308	643,324	0	0	92,271	0	92,271	275,735	0	0	0
	Movement to/(from) Gen Reserve	125,409	812,823			(92,271)		(92,271)	(420,207)	0		
170	**Workshop**											
4095	Insurance	0	0	0	0	0	0	0	274	0	0	0
4300	Business Rates	7,610	7,610	0	0	7,610	0	7,610	7,610	0	0	0
4340	Furniture & Equipment	0	0	0	0	2,500	0	2,500	0	0	0	0
4365	Utilities	6,000	4,438	0	0	6,000	0	6,000	0	0	0	0
4720	Premises Rent	20,500	20,214	0	0	24,000	0	24,000	1,708	0	0	0

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Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 1)

Note: 30th April 2025

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4725	Premises Service Charge	0	3,563	0	0	0	0	0	150	0	0	0
	Overhead Expenditure	34,110	35,824	0	0	40,110	0	40,110	9,742	0	0	0
	Movement to/(from) Gen Reserve	(34,110)	(35,824)			(40,110)		(40,110)	(9,742)	0		
180	**Waterways and Ponds**											
5000	Repairs & Maintenance	40,800	5,698	0	0	9,150	0	9,150	1,563	0	0	0
	Overhead Expenditure	40,800	5,698	0	0	9,150	0	9,150	1,563	0	0	0
	Movement to/(from) Gen Reserve	(40,800)	(5,698)			(9,150)		(9,150)	(1,563)	0		
200	**Art, Heritage & Museums**											
1000	Property Lettings - Exempt	0	25,665	0	0	0	0	0	-25,665	0	0	0
	Total Income	0	25,665	0	0	0	0	0	-25,665	0	0	0
4140	Civic & Ceremonial	2,400	2,440	0	0	2,400	0	2,400	200	0	0	0
4143	Arts and Heritage	30,000	24,759	0	0	30,000	0	30,000	98	0	0	0
4150	Travel Expenses	1,000	7	0	0	1,000	0	1,000	0	0	0	0
	Overhead Expenditure	33,400	27,206	0	0	33,400	0	33,400	298	0	0	0
	Movement to/(from) Gen Reserve	(33,400)	(1,542)			(33,400)		(33,400)	(25,962)	0		
250	**Tingdene - Camping & Caravan**											
1000	Property Lettings - Exempt	101,212	78,317	0	0	104,249	0	104,249	0	0	0	0
	Total Income	101,212	78,317	0	0	104,249	0	104,249	0	0	0	0
	Movement to/(from) Gen Reserve	101,212	78,317			104,249		104,249	0	0		
300	**Events & Grants**											

Continued on next page

Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 1)

Note: 30th April 2025

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1085	Donations	0	500	0	0	0	0	0	0	0	0	0
1090	Grants	0	1,351	0	0	0	0	0	0	0	0	0
	Total Income	0	1,851	0	0	0	0	0	0	0	0	0
4100	Community Engagement	21,462	12,861	0	0	21,506	0	21,506	2,312	0	0	0
4101	Sponsorship	23,000	22,500	0	0	33,380	0	33,380	3,000	0	0	0
4450	Grants	65,000	46,051	0	0	75,000	0	75,000	45,945	0	0	0
4465	Events	15,000	8,029	0	0	15,450	0	15,450	8,370	0	0	0
4480	Major Events	58,599	42,063	0	0	65,540	0	65,540	150	0	0	0
	Overhead Expenditure	183,061	131,504	0	0	210,876	0	210,876	59,777	0	0	0
	300 Net Income over Expenditure	-183,061	-129,654	0	0	-210,876	0	-210,876	-59,777	0	0	0
6000	plus Transfer from EMR	0	96	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(183,061)	(129,558)			(210,876)		(210,876)	(59,777)	0		
350	**Marina Theatre**											
1092	Marina Theatre Grant	0	1,012,500	0	0	0	0	0	0	0	0	0
1210	Recharges	0	0	0	0	10,000	0	10,000	0	0	0	0
1211	Loan Repayment	0	0	0	0	0	0	0	10,000	0	0	0
	Total Income	0	1,012,500	0	0	10,000	0	10,000	10,000	0	0	0
4315	Cleaning	4,562	2,648	0	0	0	0	0	0	0	0	0
4505	Marina Theatre Management Fee	150,000	150,000	0	0	150,000	0	150,000	150,000	0	0	0
5000	Repairs & Maintenance	27,939	39,037	0	0	28,778	0	28,778	0	0	0	0
5020	Project Expenditure	0	785,012	0	0	244,000	0	244,000	239,615	0	0	0

Continued on next page

Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 1)

Note: 30th April 2025

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	182,501	976,697	0	0	422,778	0	422,778	389,615	0	0	0
	350 Net Income over Expenditure	-182,501	35,803	0	0	-412,778	0	-412,778	-379,615	0	0	0
6000	plus Transfer from EMR	0	7,508	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(182,501)	43,311			(412,778)		(412,778)	(379,615)	0		
355	**Box Office Building**											
1000	Property Lettings - Exempt	20,000	20,000	0	0	20,000	0	20,000	0	0	0	0
	Total Income	20,000	20,000	0	0	20,000	0	20,000	0	0	0	0
9980	DMO Repayments	13,406	13,406	0	0	13,167	0	13,167	0	0	0	0
	Overhead Expenditure	13,406	13,406	0	0	13,167	0	13,167	0	0	0	0
	Movement to/(from) Gen Reserve	6,594	6,594			6,833		6,833	0	0		
400	**Allotments and Open Spaces**											
1100	Allotment Income	601	601	0	0	620	0	620	-601	0	0	0
	Total Income	601	601	0	0	620	0	620	-601	0	0	0
4600	Administration Fee - Allotment	1,812	1,812	0	0	1,867	0	1,867	0	0	0	0
4601	Allotment Maintenance	16,030	2,316	0	0	16,511	0	16,511	0	0	0	0
	Overhead Expenditure	17,842	4,128	0	0	18,378	0	18,378	0	0	0	0
	Movement to/(from) Gen Reserve	(17,241)	(3,527)			(17,758)		(17,758)	(601)	0		
401	**Parks and Open Spaces**											
1200	Room and Land Hire Income	0	3,464	0	0	0	0	0	0	0	0	0

Continued on next page

Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 1)

Note: 30th April 2025

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Total Income	0	3,464	0	0	0	0	0	0	0	0	0
5000	Repairs & Maintenance	25,750	14,113	0	0	26,523	0	26,523	1,857	0	0	0
5030	Parks Development	0	2,120	0	0	0	0	0	0	0	0	0
5105	Capital Investment	45,000	38,762	0	0	46,350	0	46,350	0	0	0	0
	Overhead Expenditure	70,750	54,995	0	0	72,873	0	72,873	1,857	0	0	0
	401 Net Income over Expenditure	-70,750	-51,531	0	0	-72,873	0	-72,873	-1,857	0	0	0
6000	plus Transfer from EMR	0	2,120	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(70,750)	(49,411)			(72,873)		(72,873)	(1,857)	0		
410	**Great Eastern Linear Park**											
4625	GELP Railway Rent	24	0	0	0	25	0	25	0	0	0	0
	Overhead Expenditure	24	0	0	0	25	0	25	0	0	0	0
	Movement to/(from) Gen Reserve	(24)	0			(25)		(25)	0	0		
425	**Sparrows Nest**											
1000	Property Lettings - Exempt	25,200	25,900	0	0	25,900	0	25,900	0	0	0	0
1205	Memorial Benches	0	325	0	0	0	0	0	0	0	0	0
	Total Income	25,200	26,225	0	0	25,900	0	25,900	0	0	0	0
4300	Business Rates	1,068	1,035	0	0	1,068	0	1,068	1,035	0	0	0
4365	Utilities	13,905	5,311	0	0	14,323	0	14,323	-1,182	0	0	0
5000	Repairs & Maintenance	0	4,000	0	0	0	0	0	0	0	0	0
5100	Capital Repairs	100,000	0	0	0	0	0	0	0	0	0	0
5105	Capital Investment	0	36,550	0	0	0	0	0	0	0	0	0

Continued on next page

Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 1)

Note: 30th April 2025

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	114,973	46,896	0	0	15,391	0	15,391	-147	0	0	0
	425 Net Income over Expenditure	-89,773	-20,671	0	0	10,509	0	10,509	147	0	0	0
6000	plus Transfer from EMR	0	36,550	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(89,773)	15,879			10,509		10,509	147	0		
430	**Belle Vue Park**											
1000	Property Lettings - Exempt	2,771	1,599	0	0	0	0	0	0	0	0	0
	Total Income	2,771	1,599	0	0	0	0	0	0	0	0	0
4301	Council Tax	0	61	0	0	0	0	0	1,798	0	0	0
5000	Repairs & Maintenance	10,849	0	0	0	0	0	0	0	0	0	0
5030	Parks Development	0	3,566	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	10,849	3,626	0	0	0	0	0	1,798	0	0	0
	430 Net Income over Expenditure	-8,078	-2,028	0	0	0	0	0	-1,798	0	0	0
6000	plus Transfer from EMR	0	3,076	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(8,078)	1,048			0		0	(1,798)	0		
435	**Denes Oval**											
1085	Donations	0	8,000	0	0	0	0	0	0	0	0	0
1090	Grants	0	15,635	0	0	0	0	0	0	0	0	0
1200	Room and Land Hire Income	0	708	0	0	0	0	0	12	0	0	0
	Total Income	0	24,343	0	0	0	0	0	12	0	0	0
4365	Utilities	7,500	12,030	0	0	10,722	0	10,722	3	0	0	0

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Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 1)

Note: 30th April 2025

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
5105	Capital Investment	0	37,691	0	0	0	0	0	34,871	0	0	0
	Overhead Expenditure	7,500	49,720	0	0	10,722	0	10,722	34,874	0	0	0
	Movement to/(from) Gen Reserve	(7,500)	(25,377)			(10,722)		(10,722)	(34,862)	0		
440	**Normanston Park**											
1000	Property Lettings - Exempt	6,250	6,250	0	0	6,250	0	6,250	0	0	0	0
1090	Grants	0	3,900	0	0	0	0	0	0	0	0	0
1200	Room and Land Hire Income	0	115	0	0	0	0	0	0	0	0	0
1210	Recharges	0	7,783	0	0	0	0	0	0	0	0	0
	Total Income	6,250	18,048	0	0	6,250	0	6,250	0	0	0	0
4365	Utilities	6,180	10,301	0	0	5,386	0	5,386	-1,754	0	0	0
5105	Capital Investment	85,000	65,730	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	91,180	76,031	0	0	5,386	0	5,386	-1,754	0	0	0
	440 Net Income over Expenditure	-84,930	-57,984	0	0	864	0	864	1,754	0	0	0
6000	plus Transfer from EMR	0	5,000	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(84,930)	(52,984)			864		864	1,754	0		
445	**Kensington Garden Park**											
1000	Property Lettings - Exempt	3,145	3,100	0	0	3,145	0	3,145	0	0	0	0
1090	Grants	0	9,831	0	0	0	0	0	0	0	0	0
1205	Memorial Benches	0	325	0	0	0	0	0	0	0	0	0
1300	Capital Works	0	0	0	0	0	0	0	0	0	0	0
	Total Income	3,145	13,256	0	0	3,145	0	3,145	0	0	0	0

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Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 1)

Note: 30th April 2025

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4365	Utilities	10,000	5,207	0	0	3,506	0	3,506	-62	0	0	0
5105	Capital Investment	0	10,848	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	10,000	16,055	0	0	3,506	0	3,506	-62	0	0	0
	Movement to/(from) Gen Reserve	(6,855)	(2,800)			(361)		(361)	62	0		
450	**Kirkley Fen Park**											
4365	Utilities	5,000	142	0	0	5,150	0	5,150	-13	0	0	0
	Overhead Expenditure	5,000	142	0	0	5,150	0	5,150	-13	0	0	0
	Movement to/(from) Gen Reserve	(5,000)	(142)			(5,150)		(5,150)	13	0		
482	**Play Areas - General**											
4155	Compliance	6,665	7,493	0	0	8,000	0	8,000	2,900	0	0	0
4200	EMR Contribution	25,000	12,454	0	0	25,000	0	25,000	0	0	0	0
4355	Refurbishment	130,000	89,505	0	0	0	0	0	0	0	0	0
4485	Sports and Development	0	0	0	0	20,000	0	20,000	2,083	0	0	0
5000	Repairs & Maintenance	30,000	4,847	0	0	15,000	0	15,000	487	0	0	0
	Overhead Expenditure	191,665	114,299	0	0	68,000	0	68,000	5,470	0	0	0
6000	plus Transfer from EMR	0	89,505	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(191,665)	(24,794)			(68,000)		(68,000)	(5,470)	0		
488	**Walmer Road**											
1200	Room and Land Hire Income	0	500	0	0	0	0	0	0	0	0	0
	Total Income	0	500	0	0	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	500	0	0	0	0	0	0	0	0	0

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Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 1)

Note: 30th April 2025

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	0	0			0		0	0	0		
500	**Public Conveniences**											
4315	Cleaning	8,718	15,348	0	0	9,480	0	9,480	436	0	0	0
4355	Refurbishment	70,000	77,743	0	0	0	0	0	0	0	0	0
4365	Utilities	6,000	3,463	0	0	4,000	0	4,000	-33	0	0	0
5105	Capital Investment	0	200	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	84,718	96,755	0	0	13,480	0	13,480	402	0	0	0
6000	plus Transfer from EMR	0	77,943	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(84,718)	(18,811)			(13,480)		(13,480)	(402)	0		
505	**The Triangle Market**											
1020	Market Income	0	605	0	0	0	0	0	56	0	0	0
	Total Income	0	605	0	0	0	0	0	56	0	0	0
4365	Utilities	5,356	7,789	0	0	5,517	0	5,517	0	0	0	0
4465	Events	0	3,932	0	0	6,000	0	6,000	485	0	0	0
5000	Repairs & Maintenance	5,000	12,891	0	0	5,000	0	5,000	0	0	0	0
5105	Capital Investment	0	250	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	10,356	24,861	0	0	16,517	0	16,517	485	0	0	0
	505 Net Income over Expenditure	-10,356	-24,256	0	0	-16,517	0	-16,517	-430	0	0	0
6000	plus Transfer from EMR	0	10,420	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(10,356)	(13,836)			(16,517)		(16,517)	(430)	0		
510	**Links Road Car Park**											

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Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 1)

Note: 30th April 2025

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1200	Room and Land Hire Income	0	2,180	0	0	0	0	0	-2,180	0	0	0
	Total Income	0	2,180	0	0	0	0	0	-2,180	0	0	0
4300	Business Rates	2,185	2,121	0	0	2,251	0	2,251	2,121	0	0	0
	Overhead Expenditure	2,185	2,121	0	0	2,251	0	2,251	2,121	0	0	0
	Movement to/(from) Gen Reserve	(2,185)	59			(2,251)		(2,251)	(4,301)	0		
515	**Whitton Estate Meeting Hall**											
1200	Room and Land Hire Income	0	2,786	0	0	0	0	0	28	0	0	0
	Total Income	0	2,786	0	0	0	0	0	28	0	0	0
	Movement to/(from) Gen Reserve	0	2,786			0		0	28	0		
555	**Community Halls**											
1000	Property Lettings - Exempt	1,000	1,000	0	0	1,000	0	1,000	0	0	0	0
	Total Income	1,000	1,000	0	0	1,000	0	1,000	0	0	0	0
4115	Professional Fees and Subscrip	0	910	0	0	0	0	0	0	0	0	0
4155	Compliance	679	1,046	0	0	500	0	500	0	0	0	0
4300	Business Rates	0	1,758	0	0	0	0	0	2,197	0	0	0
4315	Cleaning	5,784	1,928	0	0	612	0	612	174	0	0	0
4365	Utilities	2,498	1,359	0	0	2,000	0	2,000	-35	0	0	0
5000	Repairs & Maintenance	5,150	2,359	0	0	5,305	0	5,305	11	0	0	0
	Overhead Expenditure	14,111	9,359	0	0	8,417	0	8,417	2,347	0	0	0
	Movement to/(from) Gen Reserve	(13,111)	(8,359)			(7,417)		(7,417)	(2,347)	0		
600	**Community Safety**											

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Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 1)

Note: 30th April 2025

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
5055	Defibrillators	10,300	4,769	0	0	5,000	0	5,000	0	0	0	0
5060	Community Safety	0	910	0	0	1,000	0	1,000	0	0	0	0
6505	CCTV	0	0	0	0	20,000	0	20,000	0	0	0	0
	Overhead Expenditure	10,300	5,679	0	0	26,000	0	26,000	0	0	0	0
	Movement to/(from) Gen Reserve	(10,300)	(5,679)			(26,000)		(26,000)	0	0		
650	**Climate Emergency**											
4150	Travel Expenses	10,500	11,881	0	0	15,000	0	15,000	951	0	0	0
5045	Climate Emergency	15,000	16,471	0	0	60,450	0	60,450	0	0	0	0
5220	Waste Disposal	22,289	20,276	0	0	21,554	0	21,554	3,490	0	0	0
5225	Bulky Waste	11,303	24,604	0	0	27,125	0	27,125	0	0	0	0
5230	Water Refill Stations	2,626	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	61,718	73,231	0	0	124,129	0	124,129	4,441	0	0	0
6000	plus Transfer from EMR	0	5,922	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(61,718)	(67,309)			(124,129)		(124,129)	(4,441)	0		
655	**Horticulture**											
4365	Utilities	1,000	33	0	0	0	0	0	0	0	0	0
6515	Bulbs	7,500	4,176	0	0	10,000	0	10,000	0	0	0	0
6520	Mulching	0	137	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	8,500	4,346	0	0	10,000	0	10,000	0	0	0	0
	Movement to/(from) Gen Reserve	(8,500)	(4,346)			(10,000)		(10,000)	0	0		

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Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 1)

Note: 30th April 2025

	Last Year		Current Year						Next Year		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Budget Income	2,395,118	4,854,354	0	0	2,584,427	0	2,584,427	1,046,730	0	0	0
Expenditure	2,755,755	4,008,400	0	0	3,077,888	0	3,077,888	950,318	0	0	0
Net Income over Expenditure	-360,637	845,954	0	0	-493,461	0	-493,461	96,411	0	0	0
plus Transfer from EMR	0	260,290	0	0	0	0	0	0	0	0	0
less Transfer to EMR	0	5,216	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(360,637)	1,101,029			(493,461)		(493,461)	96,411	0		

Receipts for Month 1 | **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**2,059,358.25**					**2,059,358.25**	
7000	Banked **01/04/2025**	**102,657.87**						
	Sales Recpts Page 424	102,657.87	102,657.87		100			Sales Recpts Page 424
7001	Banked **01/04/2025**	**28.00**						
	Sales Recpts Page 425	28.00	28.00		100			Sales Recpts Page 425
7002	Banked **04/04/2025**	**200.00**						
	Sales Recpts Page 426	200.00	200.00		100			Sales Recpts Page 426
7008	Banked **04/04/2025**	**18.50**						
7008	Market Income	18.50			1020	505	18.50	Weekly market income
7009	Banked **04/04/2025**	**18.50**						
7009	Market Income	18.50			1020	505	18.50	Weekly market income
7003	Banked **07/04/2025**	**6,475.00**						
	Sales Recpts Page 427	6,475.00	6,475.00		100			Sales Recpts Page 427
7004	Banked **09/04/2025**	**8,000.00**						
	Sales Recpts Page 428	8,000.00	8,000.00		100			Sales Recpts Page 428
7005	Banked **11/04/2025**	**200.00**						
	Sales Recpts Page 429	200.00	200.00		100			Sales Recpts Page 429
7010	Banked **14/04/2025**	**18.50**						
7010	Market Income	18.50			1020	505	18.50	Weekly market income
7006	Banked **15/04/2025**	**315.00**						
	Sales Recpts Page 430	315.00	315.00		100			Sales Recpts Page 430
7010	Banked **17/04/2025**	**1.92**						
7010	Stripe	1.92			1200	435	2.50	Denes Oval floodlights
					4365	435	-0.58	Denes Oval floodlights
7007	Banked **25/04/2025**	**200.00**						
	Sales Recpts Page 431	200.00	200.00		100			Sales Recpts Page 431
7011	Banked **25/04/2025**	**2.16**						
7011	Stripe	2.16			1200	435	3.00	Denes Oval floodlights
					4365	435	-0.84	Denes Oval floodlights
7015	Banked **25/04/2025**	**3,135.63**						
7015	East Suffolk Council	3,135.63			1095	100	3,135.63	CIL
7012	Banked **28/04/2025**	**2.90**						
7012	Stripe	2.90			1200	435	3.50	Denes Oval floodlights
					4365	435	-0.60	Denes Oval floodlights
7013	Banked **30/04/2025**	**2.16**						
7013	Stripe	2.16			1200	435	3.00	Denes Oval floodlights
					4365	435	-0.84	Denes Oval floodlights
7014	Banked **30/04/2025**	**1,206,631.50**						

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Receipts for Month 1 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
7014	East Suffolk Council	1,206,631.50			1076	100	1,206,631.50	Precept
Total Receipts for Month		1,327,907.64	118,075.87	0.00			1,209,831.77	
Cashbook Totals		3,387,265.89	118,075.87	0.00			3,269,190.02	

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Payments for Month 1 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/04/2025	Music Prescription CIC	7000	4,800.00	4,800.00		500			Grant - music w/shops
01/04/2025	Access Community Trust	7001	5,000.00	5,000.00		500			Grant - Sunrise Film Festival
01/04/2025	Lowestoft & Oulton Broad Motor	7002	2,000.00	2,000.00		500			Grant - world & Euro champs
01/04/2025	Lowestoft & District Independe	7003	2,200.00	2,200.00		500			Grant - laptop/printer/storage
01/04/2025	Wave Ltd	7021	53.75	53.75		500			Water TH to 16/3/25
01/04/2025	Wave Ltd	7022	58.22	58.22		500			Water TH office to 16/3/25
01/04/2025	Wave Ltd	7023	180.21	180.21		500			Water Ken Rd to 16/3/25
01/04/2025	The Marina Theatre Trust	7132	85,000.00	85,000.00		500			P/Ledger Electronic Payment
01/04/2025	East Suffolk Council	7139	212.75	212.75		500			Links Rd Car Park Rates 25/26
01/04/2025	East Suffolk Council	7140	99.43	99.43		500			SN Bowls Club Rates 25/26
01/04/2025	East Suffolk Council	7141	998.00	998.00		500			HH Rates Apr25-Mar26
01/04/2025	DVLA	7145	29.34			6500	100	29.34	Road Tax AV72 ZGM
01/04/2025	DVLA	7146	29.34			6500	100	29.34	Road Tax AY72 HNM
02/04/2025	The Marina Theatre Trust	7133	85,000.00	85,000.00		500			P/Ledger Electronic Payment
02/04/2025	Novuna Business Finance	7142	1,137.61	1,137.61		500			Transit Van hire Apr25-Mar26
02/04/2025	Novuna Business Finance	7143	1,207.38	1,207.38		500			Transit Tipper hire Apr-Mar26
04/04/2025	Wilco Motor Spares Ltd	7004	18.00	18.00		500			Eco blade
04/04/2025	Wilco Motor Spares Ltd	7005	60.00	60.00		500			Jerry can
04/04/2025	Wilco Motor Spares Ltd	7006	15.50	15.50		500			Funnels
04/04/2025	Wilco Motor Spares Ltd	7007	6.00	6.00		500			Screenwash
04/04/2025	Rouse Forestry	7008	546.00	546.00		500			Traffic lights for Yarmouth Rd
04/04/2025	Rouse Forestry	7009	996.00	996.00		500			Tree work NP
04/04/2025	Munnings Supplies Ltd	7010	11.40	11.40		500			Marking spray paint
04/04/2025	Wave Ltd	7011	22.36	22.36		500			Standpipe KG to 18/3/25
04/04/2025	East Suffolk Council	7012	350.00	350.00		500			BID Levy Apr25-Mar26
04/04/2025	East Suffolk Council	7013	1,286.25	1,286.25		500			BID Levy TH Apr25-Mar26
04/04/2025	Re-Utilise CIC	7014	120.00	120.00		500			IWD workshops & materials
04/04/2025	V.C. Cooke	7015	468.60	468.60		500			Waste collection
04/04/2025	Smith Bros Timber (East Anglia	7016	25.84	25.84		500			Screw, brackets, washers
04/04/2025	V.C. Cooke	7017	102.00	102.00		500			Waste rental charge for Mar
04/04/2025	Travis Perkins Trading Company	7018	102.00	102.00		500			Hire of turf cutter Mar 25
04/04/2025	Seletar Signs	7019	792.00	792.00		500			6 x signs
04/04/2025	Kaplan Financial Limited	7020	2,501.03	2,501.03		500			AAT course JC to Aug 25
04/04/2025	Fleet 96 Rentals Ltd	7024	880.00	880.00		500			Vehicle Hire March 25
04/04/2025	Suffolk Assn. of Local Council	7025	3,157.63	3,157.63		500			SALC membership 25/26
04/04/2025	National Association British M	7026	484.00	484.00		500			NABMA subs 25/26
04/04/2025	Broadland Security Alarms	7027	1,838.22	1,838.22		500			Install alarm SN/cont't Mar26

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Payments for Month 1 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
04/04/2025	East Suffolk Council	7028	760.75	760.75		500			Unit 2 rates Apr25-Mar26
04/04/2025	East Suffolk Council	7029	217.32	217.32		500			WHall Rates Apr 25 - Mar 26
04/04/2025	Chris Meek	7030	9.09			4150	650	9.09	Mar reimbursement
04/04/2025	CIA Fire & Security Ltd	7129	668.40	668.40		500			Smart Access Subs/Maint contr
04/04/2025	Zurich Municipal	7130	21,953.30	21,953.30		500			Insurance 1/4/25-31/3/26
04/04/2025	East Suffolk Council	7144	371.60			5020	160	371.60	Pop up shop rates Apr 25
07/04/2025	Fuel Card Services Ltd	7085	610.20	610.20		500			Fuel Mar 25
10/04/2025	Sage Global Services Ltd	7148	45.84	45.84		500			Sage payroll Apr 25
11/04/2025	Cloudy Group Ltd	7031	1,799.26	1,799.26		500			IT Service Charge Mar 25
11/04/2025	Smith Bros Timber (East Anglia	7032	8.06	8.06		500			Decking
11/04/2025	Charles Roberts and Sons	7033	785.98	785.98		500			Install sockets at KG pavilion
11/04/2025	Grounds Management Association	7034	50.00	50.00		500			Lvl 1 Cricket Grd Maint HD
11/04/2025	Munnings Supplies Ltd	7035	57.00	57.00		500			Marking spray paint
11/04/2025	Herts Enviro Services	7036	1,610.40	1,610.40		500			Water Hygiene L8 Regime
11/04/2025	Peter Colby Commercials Ltd	7037	2,131.16	2,131.16		500			Elec Unit 2 31/1/25-31/3/25
11/04/2025	East Suffolk Services Ltd	7038	375.18	375.18		500			Waste collection Apr-Jun 25
11/04/2025	Pakefield Coast Protection CIC	7039	1,285.00	1,285.00		500			Grant - laptop,website,teams
11/04/2025	The Marina Theatre Trust	7040	200.00	200.00		500			Arts for Easter activities TM
11/04/2025	Wolseley	7041	12.89	12.89		500			CB Filling loop Gunton Hall
11/04/2025	Wilco Motor Spares Ltd	7042	60.50	60.50		500			Screenwash & oil
11/04/2025	OPR Consulting Ltd	7043	3,025.00	3,025.00		500			Prof fees March 25
11/04/2025	MJ Training	7044	556.80	556.80		500			Level 2 Handling course x4
11/04/2025	Smith Bros Timber (East Anglia	7045	31.59	31.59		500			Paint
11/04/2025	Smith Bros Timber (East Anglia	7046	60.59	60.59		500			Screws, bolts, washers etc
11/04/2025	Smith Bros Timber (East Anglia	7047	41.24	41.24		500			Screws, washers, brackets etc
11/04/2025	Munnings Supplies Ltd	7048	57.00	57.00		500			Marking spray paint & shorts
11/04/2025	MossKing Associates Ltd	7049	3,999.00	3,999.00		500			Proj Mgt for Mar25
11/04/2025	HAT Projects Ltd	7050	18,088.97	18,088.97		500			Stage 5 fees
11/04/2025	Julian Claxton Photography	7051	890.64	890.64		500			Filming workshops Jan 25
11/04/2025	Julian Claxton Photography	7052	222.66	222.66		500			Filming TH Dec 25
11/04/2025	Andrew Morton Associates Ltd	7053	3,058.54	3,058.54		500			Stage 4/5
11/04/2025	MossKing Associates Ltd	7054	5,206.00	5,206.00		500			Heritage project mgt Mar 25
11/04/2025	Net World Sports	7055	282.00	282.00		500			Cricket Crease Marker
11/04/2025	Foster Wilson Size LLP	7056	18,624.00	18,624.00		500			RIBA Stage 5 Construction
11/04/2025	Foster Wilson Size LLP	7057	18,624.00	18,624.00		500			RIBA Stage 5 Construction
11/04/2025	Smith Bros Timber (East Anglia	7058	86.80	86.80		500			Fence posts

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Payments for Month 1 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
11/04/2025	Hero Hire	7059	200.00	200.00		500			Easter bunny at TM
11/04/2025	Suffolk Sober Spaces	7060	4,900.00	4,900.00		500			Grant for operational costs
11/04/2025	East of England LGA	7131	4,013.70	4,013.70		500			HR990 Talent bank Feb-Mar25
11/04/2025	Peter Colby Commercials Ltd	7134	2,230.11	2,230.11		500			Serv Chg Unit 2 Mar 25
14/04/2025	C&C Consulting Services Ltd	7086	59.40	59.40		500			H&S mileage Mar 25
14/04/2025	Fuel Card Services Ltd	7087	112.30	112.30		500			Fuel Apr 25
15/04/2025	C&C Consulting Services Ltd	7149	990.90	990.90		500			H&S Support April 25
16/04/2025	Credit Card Account	7136	460.01			220		460.01	Pay balance
22/04/2025	Munnings Supplies Ltd	7061	320.40	320.40		500			Clothing & spray paint
22/04/2025	Samantha Johnson Music	7062	50.00	50.00		500			Deposit for band VE Day
22/04/2025	The Seagull Lowestoft CIC	7063	6,710.00	6,710.00		500			Lowestoft Carnival 2025 grant
22/04/2025	Seletar Signs	7064	54.00	54.00		500			Sign for Denes putting green
22/04/2025	Heidi Smith	7065	60.00	60.00		500			Singing Easter market
22/04/2025	Pakefield Community Group	7066	1,200.00	1,200.00		500			Grant 1st aid/music/equip hire
22/04/2025	Kirkley People's Forum	7067	1,395.00	1,395.00		500			Rent 1/4-31/6/25 Kirkley Centr
22/04/2025	Tanks Uk Limited	7068	3,900.00	3,900.00		500			Tungsten 1000l Bowser
22/04/2025	Fleet 96 Rentals Ltd	7069	1,080.00	1,080.00		500			Ranger hire HD21CZX Mar25
22/04/2025	Hags-SMP Ltd	7070	584.40	584.40		500			Swing seat replacement
22/04/2025	Wave Ltd	7071	58.53	58.53		500			Water Kirkley Fen PC Jan-Mar25
22/04/2025	Ethan Drew	7072	68.44			4150	650	68.44	Motor Ins reimburse
22/04/2025	Wendy Brooks	7073	43.75			4150	650	43.75	Reimburse Snape trip
22/04/2025	NPower Ltd	7074	1,126.06	1,126.06		500			Electric NP Pav Chg Mar25
22/04/2025	NPower Ltd	7075	91.06	91.06		500			Electric PC R'dam Rd Mar 25
22/04/2025	Essex and Suffolk Water	7076	1,024.56	1,024.56		500			Water NP sports pav Oct-Mar25
22/04/2025	NPower Ltd	7077	200.66	200.66		500			Electric TH Mar 25
22/04/2025	NPower Ltd	7078	845.97	845.97		500			Electric SN museum Mar 25
22/04/2025	NPower Ltd	7079	734.78	734.78		500			Electric DO Mar 25
22/04/2025	NPower Ltd	7080	148.02	148.02		500			Electric KG
22/04/2025	NPower Ltd	7081	129.23	129.23		500			Electric toilet block KG Mar25
22/04/2025	NPower Ltd	7082	100.52	100.52		500			Electric PC Pakefield St Mar25
22/04/2025	NPower Ltd	7083	799.58	799.58		500			Electric TM Mar 25
22/04/2025	Eon Energy	7084	14.10	14.10		500			Electric PC FP Mar 25
22/04/2025	Fuel Card Services Ltd	7088	81.32	81.32		500			Fuel Apr25
22/04/2025	Need2Store Ltd	7126	240.00	240.00		500			Rental Fee 18/4-17/5
22/04/2025	EE Limited	7150	152.96	152.96		500			P/Ledger Electronic Payment
23/04/2025	SALARIES	SAL APR	49,796.90			4000	140	49,796.90	April Salaries
23/04/2025	British Gas	7147	83.92	83.92		500			P/Ledger Electronic Payment

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Payments for Month 1 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
28/04/2025	EE Limited	7089	1,022.21	1,022.21		500			Phone 18/4 - 17/5
28/04/2025	Fuel Card Services Ltd	7135	394.44	394.44		500			April fuel
28/04/2025	Eon Energy	7137	25.52	25.52		500			P/Ledger Electronic Payment
29/04/2025	Munnings Supplies Ltd	7090	172.80	172.80		500			Joggers & trainers
29/04/2025	Munnings Supplies Ltd	7091	100.20	100.20		500			Ear muffs, masks goggles
29/04/2025	Munnings Supplies Ltd	7092	18.00	18.00		500			Gloves
29/04/2025	Travis Perkins Trading Company	7093	40.66	40.66		500			Hoe & stringline
29/04/2025	Travis Perkins Trading Company	7094	61.20	61.20		500			Hire Turf cutter 31/3-3/4/25
29/04/2025	Garden Discount Centre Ltd	7095	371.26	371.26		500			Hoes, oil, visor, helmet
29/04/2025	Wolseley	7096	610.78	610.78		500			Couplings, bush & pipe for SN
29/04/2025	Rialtas Business Solutions Ltd	7097	1,834.80	1,834.80		500			Omega Annual Support
29/04/2025	Rialtas Business Solutions Ltd	7098	139.20	139.20		500			Annual charge VAT submission
29/04/2025	Cloudy Group Ltd	7099	1,804.90	1,804.90		500			Microsoft & support Apr 25
29/04/2025	The Marina Theatre Trust	7100	266.50	266.50		500			Storage Unit rental
29/04/2025	Origin Amenity Solutions	7101	273.60	273.60		500			Pro switch telescopic switch
29/04/2025	Lound Plant Centre	7102	125.40	125.40		500			Fertiliser, canes, compost etc
29/04/2025	Lound Plant Centre	7103	91.99	91.99		500			Compost & fertiliser
29/04/2025	Ernest Doe & Sons Ltd	7104	1,390.82	1,390.82		500			Service of Iseki
29/04/2025	Origin Amenity Solutions	7105	476.16	476.16		500			Cricket loam, topdressing
29/04/2025	Origin Amenity Solutions	7106	207.91	207.91		500			Couplers & hose
29/04/2025	R J Pryce & Co Ltd	7107	6.61	6.61		500			Sand & cement
29/04/2025	East Suffolk Services Ltd	7108	2,878.98	2,878.98		500			Trade waste collections Ap-Jun
29/04/2025	Power Precision and Fabricatio	7109	3,744.00	3,744.00		500			Hire of roller 4/3-2/9/25
29/04/2025	Folkes Plant & Aggregates Ltd	7110	137.99	137.99		500			SN 10ml stone
29/04/2025	Philip Dann	7111	60.00	60.00		500			Singing at Easter market
29/04/2025	Waveney Surfacing Ltd	7112	5,994.00	5,994.00		500			Line marking Nth Qy to Yar Rd
29/04/2025	Ronan Williams	7113	65.00	65.00		500			Performance at easter market
29/04/2025	National Association of Local	7114	42.00	42.00		500			SF 'Planning for the future'
29/04/2025	R J Pryce & Co Ltd	7115	57.66	57.66		500			Die set & lever furniture
29/04/2025	R J Pryce & Co Ltd	7116	97.45	97.45		500			Dustbins/poly disc/flange nuts
29/04/2025	R J Pryce & Co Ltd	7117	41.71	41.71		500			Padlock & primer
29/04/2025	Munnings Supplies Ltd	7118	57.00	57.00		500			Spray paint & gloves
29/04/2025	Foster Wilson Size LLP	7119	18,624.00	18,624.00		500			Stage 5 construction 6/12
29/04/2025	Ice Watch Ltd	7120	3,220.80	3,220.80		500			Gritting SN/AB/Ness Nov-Jan
29/04/2025	Ice Watch Ltd	7122	348.00	348.00		500			Gritting SN Mar 25
29/04/2025	Ice Watch Ltd	7123	318.00	318.00		500			Gritting The Ness Mar 25
29/04/2025	Broadland Windows Ltd	7124	1,080.00	1,080.00		500			Install window teleflex SN mus

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Payments for Month 1 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
29/04/2025	Royal Norfolk and Suffolk Yach	7125	119.50	119.50		500			Suffolk Day rm hire/refreshmen
29/04/2025	Lauren Elliott	7127	37.80		6.30	4160	150	31.50	April reimburse LE
30/04/2025	Ice Watch Ltd	7121	300.00	300.00		500			Gritting AB Mar 25
30/04/2025	Alan Elvin	7128	213.75			4150	650	213.75	Mileage Nov 24-Apr 25 AE
30/04/2025	Unity Trust Bank	7138	36.60			4110	130	36.60	Bank charge Apr 25
	Total Payments for Month		438,625.40	387,528.78	6.30			51,090.32	
	Balance Carried Fwd		2,948,640.49						
	Cashbook Totals		3,387,265.89	387,528.78	6.30			2,999,730.81	

Receipts for Month 2 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**2,948,640.49**					**2,948,640.49**	
7016	Banked **02/05/2025**	**200.00**						
	Sales Recpts Page 432	200.00	200.00		100			Sales Recpts Page 432
7017	Banked **09/05/2025**	**200.00**						
	Sales Recpts Page 433	200.00	200.00		100			Sales Recpts Page 433
7018	Banked **13/05/2025**	**152,823.75**						
7018	HMRC	152,823.75			105		152,823.75	VAT refund
7019	Banked **16/05/2025**	**200.00**						
	Sales Recpts Page 434	200.00	200.00		100			Sales Recpts Page 434
7025	Banked **16/05/2025**	**500.00**						
7025	East Suffolk Council	500.00			1090	100	500.00	Heritage Open Day Grant
7020	Banked **21/05/2025**	**100.00**						
	Sales Recpts Page 435	100.00	100.00		100			Sales Recpts Page 435
7023	Banked **22/05/2025**	**212,823.76**						
7023	East Suffolk Council	212,823.76			1091	160	212,823.76	TH NLHF Reclaim
7021	Banked **23/05/2025**	**200.00**						
	Sales Recpts Page 436	200.00	200.00		100			Sales Recpts Page 436
7024	Banked **23/05/2025**	**252.00**						
	Sales Recpts Page 438	252.00	252.00		100			Sales Recpts Page 438
7022	Banked **30/05/2025**	**200.00**						
	Sales Recpts Page 437	200.00	200.00		100			Sales Recpts Page 437
	Total Receipts for Month	367,499.51	1,352.00	0.00			366,147.51	
	Cashbook Totals	3,316,140.00	1,352.00	0.00			3,314,788.00	

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Payments for Month 2 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/05/2025	DVLA	7310	30.27			6500	100	30.27	Road Tax DN70 ZYZ
01/05/2025	DVLA	7311	30.27			6500	100	30.27	Road tax AX72 BVL
01/05/2025	DVLA	7312	29.31			6500	100	29.31	Road tax AV72 ZGM
01/05/2025	DVLA	7313	29.31			6500	100	29.31	Road tax AY72 HNM
01/05/2025	East Suffolk Council	7307	998.00	998.00		500			HH Rates Apr25-Mar26
01/05/2025	East Suffolk Council	7308	104.00	104.00		500			SN Bowls Club Rates 25/26
01/05/2025	East Suffolk Council	7309	212.00	212.00		500			Links Rd Car Park Rates 25/26
01/05/2025	East Suffolk Council	7333	178.49	178.49		500			BVP rates to Mar 26
02/05/2025	R J Pryce & Co Ltd	7151	84.92	84.92		500			Cutting discs & blades
02/05/2025	R J Pryce & Co Ltd	7152	85.70	85.70		500			Water butt set/cable ties
02/05/2025	P.J. Spillings (Builders) Ltd	7153	7,587.10	7,587.10		500			MT canopy repair
02/05/2025	R J Pryce & Co Ltd	7154	23.98	23.98		500			Cutting discs
02/05/2025	Barnes Construction	7155	95,775.57	95,775.57		500			Interim certificate No 2
02/05/2025	East Suffolk Council	7157	2,700.00	2,700.00		500			Building Control Inspect Fee
02/05/2025	Zurich Municipal	7158	5,010.52	5,010.52		500			Insurance 2/5/25-1/5/26
02/05/2025	Broadland Security Alarms	7159	196.19	196.19		500			Fire alarm call out Gunton Hal
02/05/2025	Wilco Motor Spares Ltd	7160	30.00	30.00		500			Jerry Can for Unit 2
02/05/2025	Northumbrian Water Group Ltd	7161	1,893.96	1,893.96		500			Monitor & maint Apr 25
02/05/2025	Munnings Supplies Ltd	7162	84.00	84.00		500			Trainers
02/05/2025	Smith Bros Timber (East Anglia	7163	101.19	101.19		500			Chisel/hinges/screws etc
02/05/2025	First Light Festival CIC	7164	4,625.00	4,625.00		500			Grant - First Light 2025
02/05/2025	Paperworks (Books and Prints)	7165	1,102.05	1,102.05		500			Grant - 2nd part re Lowdown
02/05/2025	Loyal Friend Projects	7166	750.00	750.00		500			Grant - venue hire Jazz w/end
02/05/2025	Folkes Plant & Aggregates Ltd	7167	45.55	45.55		500			Top soil NP
02/05/2025	Strange Fascination Theatre	7168	325.00	325.00		500			Dino Jam day FP 5/8/25
02/05/2025	BUNZL Cleaning & Hygiene Suppl	7169	430.36	430.36		500			Toilet rolls/hand cleanser
02/05/2025	Cloudy Group Ltd	7170	1,804.90	1,804.90		500			Microsoft & support May 25
02/05/2025	The Marina Theatre Trust	7171	266.50	266.50		500			Storage unit May 25
02/05/2025	Apex Scaffolding Anglia Limite	7174	1,875.60	1,875.60		500			Scaffolding KG bridge
02/05/2025	UK Power Networks	7175	8,308.91		1,384.82	5020	160	6,924.09	Alternative HV route
02/05/2025	Taylor Williams	7176	12.60		2.10	4160	150	10.50	April reimbursements
02/05/2025	Anglia Print Ltd	7177	117.60	117.60		500			Print 100 x A6 postcards
02/05/2025	Wave Ltd	7245	293.10	293.10		500			Water KG lake 17/1-16/4/25
02/05/2025	Novuna Business Finance	7314	1,137.61	1,137.61		500			Transit Van hire Apr25-Mar26
02/05/2025	Novuna Business Finance	7315	1,207.38	1,207.38		500			Transit Tipper hire Apr-Mar26
02/05/2025	East Suffolk Council	7316	220.00	220.00		500			WHall Rates Apr 25 - Mar 26
02/05/2025	East Suffolk Council	7317	761.00	761.00		500			Unit 2 rates Apr25-Mar26
06/05/2025	Barnes Construction	7156	95,775.56	95,775.56		500			Interim certificate No 2
06/05/2025	The Input Group	7172	130,530.00	130,530.00		500			Construct of MT Job668
06/05/2025	The Input Group	7173	130,530.00	130,530.00		500			Construct of MT Job668

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Payments for Month 2 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
06/05/2025	Fuel Card Services Ltd	7337	172.13	172.13		500			Fuel Apr 25
08/05/2025	Smith Bros Timber (East Anglia	7178	69.10	69.10		500			Reg Tan
08/05/2025	Smith Bros Timber (East Anglia	7179	142.30	142.30		500			Blades/buckets/jugs/funn
08/05/2025	Total-Play Ltd	7180	41,845.20	41,845.20		500			Cricket lanes Inv 2 of 3
08/05/2025	The Marina Theatre Trust	7181	200.00	200.00		500			VE day activities
08/05/2025	OPR Consulting Ltd	7182	1,575.00	1,575.00		500			Prof fees April 25
08/05/2025	Wilco Motor Spares Ltd	7183	15.00	15.00		500			Number plate
08/05/2025	R J Pryce & Co Ltd	7184	15.31	15.31		500			Fibreglass shaft hatchet
08/05/2025	Fleet 96 Rentals Ltd	7185	840.00	840.00		500			Van hire Apr 25
08/05/2025	The Society of Local Council C	7186	505.00	505.00		500			SF Membership
08/05/2025	Munnings Supplies Ltd	7187	38.40	38.40		500			Work shorts
08/05/2025	V.C. Cooke	7188	102.00	102.00		500			Waste rental chg Apr 25
08/05/2025	V.C. Cooke	7189	832.20	832.20		500			Waste collection Apr 25
08/05/2025	Trademark Couriers	7190	60.00	60.00		500			SB laptop collection
08/05/2025	Drainage & Roofing Central Ltd	7191	94.38	94.38		500			Black access pipe
08/05/2025	Tradevault Ltd t/a Tradefence	7192	626.69	626.69		500			Crowd control barrier
08/05/2025	Herts Enviro Services	7193	204.00	204.00		500			Legionella risk assess TM PCs
08/05/2025	East Suffolk Council	7194	369.00			5020	160	369.00	Rates Pop up shop May 25
09/05/2025	East Coast Waste	7195	389.47	389.47		500			Waste disposal Unit 2
09/05/2025	Excelsior Trust	7196	15,000.00	15,000.00		500			Grant towards Excelsior Trust
09/05/2025	Ernest Doe & Sons Ltd	7197	2,406.00	2,406.00		500			Wessex Mower CMT180
09/05/2025	Peter Colby Commercials Ltd	7198	2,230.11	2,230.11		500			Service charge Unit 2 May 25
09/05/2025	Wave Ltd	7246	15.56	15.56		500			Water P'g Green Kirkley Oct-Ap
09/05/2025	Sage Global Services Ltd	7247	51.00	51.00		500			Payroll May 25
09/05/2025	Suffolk Pension Fund	7318	17,175.29			530		17,175.29	April pension
09/05/2025	HMRC	7319	11,481.64			525		11,481.64	PAYE/NIC Mth 1
09/05/2025	John Dawson	7320	75.90			4000	140	75.90	April Salary
09/05/2025	DWP	7321	571.32			4000	140	571.32	AEO April 25
09/05/2025	Great Green Systems	7332	-325.99		-54.33	5000	100	-271.66	Refund Water Butt triple kit
12/05/2025	Fuel Card Services Ltd	7244	203.30	203.30		500			Fuel April
13/05/2025	Vintage Chic Event Hire	7199	250.00	250.00		500			Suffolk Day 25 deposit
13/05/2025	Norfolk and Waveney Mind	7200	5,000.00	5,000.00		500			Festival of Kindness Aug 25
13/05/2025	Miss Joyce Dee	7201	100.00	100.00		500			Performance VE Day
13/05/2025	Martin's Driver Training	7202	480.00	480.00		500			Car/Can & trailer course Jun25
13/05/2025	Suffolk Glenmoriston Pipe Band	7103	700.00	700.00		500			Pipe band at VE Day
13/05/2025	Goto Hire	7104	250.00	250.00		500			PA system for Annual Assembly
13/05/2025	Goto Hire	7105	275.00	275.00		500			PA Hire Boston Pionair 6/2/25
13/05/2025	Friends of Claremont Pier CIC	7106	5,000.00	5,000.00		500			Grant for fireworks display
13/05/2025	Hestia Home Heating Ltd	7107	360.00	360.00		500			Light beacon VE Day
13/05/2025	Garden Discount Centre Ltd	7108	132.00	132.00		500			Advance universal

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Payments for Month 2 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									harness
13/05/2025	Garden Discount Centre Ltd	7109	9.86	9.86		500			Lubricant
13/05/2025	EMP Drainage Limited	7110	228.00	228.00		500			Clear blocked drain NP
13/05/2025	Suffolk County Council	7111	20,121.80	20,121.80		500			Remove wall lights install new
13/05/2025	Insight Track Ltd	7112	1,920.00	1,920.00		500			Market research & consultancy
13/05/2025	Fleet 96 Rentals Ltd	7113	1,080.00	1,080.00		500			HD21 CZX hire Apr25
13/05/2025	Travis Perkins Trading Company	7114	60.91	60.91		500			Cement/sand/tiles
13/05/2025	Excite Solutions Ltd	7115	216.00	216.00		500			Mark 2 cricket outfield lines
13/05/2025	Laser Brand Ltd	7116	1,669.78	1,669.78		500			700 wooden medals for 10K
13/05/2025	Aquaculture Innovations Ltd	7117	1,668.72	1,668.72		500			Aeration system for FP pond
13/05/2025	Travis Perkins Trading Company	7118	34.02	34.02		500			Postcrete
13/05/2025	R J Pryce & Co Ltd	7119	84.80	84.80		500			Angle iron/padlock
13/05/2025	R J Pryce & Co Ltd	7120	17.23	17.23		500			Brass hose connector
13/05/2025	Munnings Supplies Ltd	7121	36.60	36.60		500			Work shorts/gloves
13/05/2025	Munnings Supplies Ltd	7122	5.22	5.22		500			Yellow Hi Vis
13/05/2025	R J Pryce & Co Ltd	7123	18.48	18.48		500			Tap connector/auto water stop
13/05/2025	Joel Miller	7124	320.00	320.00		500			Buble experience VE Day
13/05/2025	HMRC	7225	8,249.67			525		8,249.67	PAYE/NIC Mth 1
15/05/2025	C&C Consulting Services Ltd	7250	990.90	990.90		500			H&S Support May 25
16/05/2025	DixieMix	7226	780.00	780.00		500			VE Day performance
16/05/2025	CLA Fabrications Ltd	7227	3,508.11	3,508.11		500			Secure fencing DO cricket nets
16/05/2025	Garden Discount Centre Ltd	7228	37.91	37.91		500			Face/ear protect - mesh visor
16/05/2025	Great Yarmouth Heating Company	7229	135.00	135.00		500			Boiler service Whitton Hall
16/05/2025	Broadland Security Alarms	7230	366.00	366.00		500			Serv fire alarm/lights/exting
16/05/2025	Broadland Security Alarms	7231	288.00	288.00		500			Gunton Fire maint cont - May26
16/05/2025	Broadland Security Alarms	7232	96.00	96.00		500			Replace extinguisher Whitton
16/05/2025	Munnings Supplies Ltd	7233	75.00	75.00		500			Work shorts
16/05/2025	Smith Bros Timber (East Anglia	7234	17.79	17.79		500			Paint & brushes
16/05/2025	Smith Bros Timber (East Anglia	7235	61.87	61.87		500			Tan/fence posts/tap connector
16/05/2025	Smith Bros Timber (East Anglia	7236	137.60	137.60		500			Decking & tan
16/05/2025	Smith Bros Timber (East Anglia	7237	40.50	40.50		500			Sandpaper/washers/scre etc
16/05/2025	R J Pryce & Co Ltd	7238	46.57	46.57		500			Brush & brush wheel
16/05/2025	R J Pryce & Co Ltd	7239	20.38	20.38		500			Foam filler/hasp & staple
16/05/2025	Wilco Motor Spares Ltd	7240	13.00	13.00		500			Tin glass fibre
16/05/2025	Fatstickman Ltd	7242	833.33	833.33		500			Bikewear/softshell/polo/hi vis
16/05/2025	C&C Consulting Services Ltd	7249	59.40	59.40		500			Mileage 8.4.25

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Payments for Month 2 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
16/05/2025	Credit Card Account	7251	1,487.23			220		1,487.23	Credit card payment
16/05/2025	Travis Perkins Trading Company	7252	36.67	36.67		500			Tools
19/05/2025	The Input Group	7241	86,070.00	86,070.00		500			Construct 3 storey link job668
19/05/2025	Fuel Card Services Ltd	7243	369.38	369.38		500			Fuel May
19/05/2025	Eon Energy	7248	9.86	9.86		500			Electric PC FP Apr 25
19/05/2025	Need2Store Ltd	7336	240.00	240.00		500			Unit 164 storage 18/5-17/6
20/05/2025	The Input Group	7253	86,070.00	86,070.00		500			Construct 3 storey link job668
20/05/2025	Jupiter Play and Leisure Limit	7254	7,740.00	7,740.00		500			Boxup Rental & delivery
20/05/2025	R J Pryce & Co Ltd	7255	12.60	12.60		500			Bolts/checkvalve/carbine hooks
20/05/2025	R J Pryce & Co Ltd	7256	16.87	16.87		500			Tap washers
20/05/2025	R J Pryce & Co Ltd	7257	18.85	18.85		500			Seal & coupling
20/05/2025	Smith Bros Timber (East Anglia	7258	12.60	12.60		500			Mts 38x100
20/05/2025	Smith Bros Timber (East Anglia	7259	116.44	116.44		500			Screws/Jubilee clips/bolts
20/05/2025	Re-Utilise CIC	7260	120.00	120.00		500			VE Day workshop
20/05/2025	S&S Sound and Lighting Hire Lt	7261	5,760.00	5,760.00		500			Stage & sound VE Day
20/05/2025	Net World Sports	7305	-564.86		-94.14	5000	401	-470.72	Refund dup pmt-Tennis w/breaks
20/05/2025	EE Limited	7306	-884.12	-884.12		500			Phone credit 22/4 - 17/5
21/05/2025	NPower Ltd	7324	716.78	716.78		500			Electric TM Apr 25
22/05/2025	Wave Ltd	7325	323.73	323.73		500			PC Water P'field St 8/2-7/5/25
23/05/2025	British Gas	7322	83.92	83.92		500			P/Ledger Electronic Payment
23/05/2025	SALARIES	SAL MAY	52,060.08			4000	140	52,060.08	May Salaries
23/05/2025	Information Commissioners Offi	7338	73.00			4115	130	73.00	ICO
27/05/2025	NPower Ltd	7326	156.17	156.17		500			Electric TH Apr 25
27/05/2025	NPower Ltd	7327	75.42	75.42		500			Electric PC P'Field St Apr25
27/05/2025	NPower Ltd	7328	784.34	784.34		500			Electric Pav Chg NP Apr 25
27/05/2025	NPower Ltd	7329	573.56	573.56		500			Electric DO Apr 25
27/05/2025	NPower Ltd	7330	111.80	111.80		500			Electric KG Apr 25
27/05/2025	NPower Ltd	7331	98.18	98.18		500			Electric KG toilet blockApr 25
27/05/2025	Fuel Card Services Ltd	7334	313.21	313.21		500			Fuel May
28/05/2025	Samantha Johnson Music	7262	400.00	400.00		500			Full band VE Day (balance)
28/05/2025	Travis Perkins Trading Company	7263	86.23	86.23		500			Dewalt compact blower
28/05/2025	Munnings Supplies Ltd	7264	88.80	88.80		500			Blue nitrile gloves
28/05/2025	Norwich Print Solutions Limite	7265	2,241.60	2,241.60		500			Branded gazebo
28/05/2025	Water Garden Ltd	7266	240.14	240.14		500			Fountain kit & Filtral UVC
28/05/2025	Harrod Sport	7267	591.36	591.36		500			Tennis net and post & skts
28/05/2025	Rialtas Business Solutions Ltd	7268	1,046.40	1,046.40		500			Year End 2025
28/05/2025	Running Imp Ltd	7269	53.93	53.93		500			Turn Point signs
28/05/2025	Andrew Morton Associates Ltd	7270	3,118.46	3,118.46		500			Stage 5 valuations & costs

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Payments for Month 2 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
28/05/2025	HAT Projects Ltd	7271	18,088.97	18,088.97		500			Stage 5 fees (27th drawdown)
28/05/2025	Claxton Creative Ltd	7272	500.99	500.99		500			Video editing & filming
28/05/2025	MossKing Associates Ltd	7273	5,065.00	5,065.00		500			Project Mgt Apr 25
28/05/2025	Harriet Foster	7274	2,185.40	2,185.40		500			Mar/Apr reports/meetings/plans
28/05/2025	Jess Johnston	7275	3,000.00	3,000.00		500			Consultancy servs Apr25
28/05/2025	Haward Horological Ltd	7276	5,760.00	5,760.00		500			Work on windvane
28/05/2025	Munnings Supplies Ltd	7277	52.80	52.80		500			Trainers & gloves
28/05/2025	Seletar Signs	7278	96.00	96.00		500			Foamex sign
28/05/2025	The Society of Local Council C	7279	240.00	240.00		500			Membership LE
28/05/2025	Herts Enviro Services	7280	1,610.40	1,610.40		500			Water Hygiene Regime May 25
28/05/2025	St John Ambulance	7281	812.16	812.16		500			First Aid cover VE Day
28/05/2025	The Input Group	7282	310.20	310.20		500			VAR10 Contract no 4791 MTL
28/05/2025	R J Pryce & Co Ltd	7283	28.30	28.30		500			Stepstool & window handle
28/05/2025	Smith Bros Timber (East Anglia	7284	115.86	115.86		500			Paint/brush/stain/tape etc
28/05/2025	Rouse Forestry	7285	996.00	996.00		500			Tree work Uplands/Daffodil wlk
28/05/2025	Rouse Forestry	7286	1,608.00	1,608.00		500			Tree work NP
28/05/2025	Great Yarmouth Heating Company	7287	314.89	314.89		500			Repairs to boiler Gunton Hall
28/05/2025	Travis Perkins Trading Company	7288	51.15	51.15		500			Rake & hoe
28/05/2025	Chris Meek	7294	109.31			4150	650	9.18	Travel for Easter Market
						4120	100	79.13	Refreshments & photo frame
						4465	505	21.00	Temp Event notice Easter Mrkt
28/05/2025	Ewan Gallagher	7295	162.55		5.10	4055	140	50.00	Grp tennis coaching course EG
						5000	100	25.82	Wall bracket & keys cut
						4160	150	9.67	April parking EG
						4150	650	71.96	Mileage EG Apr/May
28/05/2025	Eon Energy	7323	25.52	25.52		500			P/Ledger Electronic Payment
28/05/2025	RBLI	7339	1,500.00			4100	300	1,500.00	RBLI
29/05/2025	Travis Perkins Trading Company	7289	34.02	34.02		500			Postcrete
29/05/2025	CLA Fabrications Ltd	7290	240.00	240.00		500			Add'l offload re cricket nets
29/05/2025	Lound Plant Centre	7291	24.88	24.88		500			Moisture meters
29/05/2025	Lound Plant Centre	7292	59.32	59.32		500			Plants
29/05/2025	Foster Wilson Size LLP	7293	18,624.00	18,624.00		500			RIBA Stage 5 Construct (7/12)
29/05/2025	HMRC	7296	21,094.37			525		21,094.37	PAYE/NIC Mth 2
29/05/2025	Suffolk Pension Fund	7297	18,051.90			530		18,051.90	Pension May 25
29/05/2025	DWP	7298	571.32			4000	140	571.32	AEO May 25
29/05/2025	NPower Ltd	7335	66.34	66.34		500			Electric PC R'dam Rd Apr 25
30/05/2025	R J Pryce & Co Ltd	7299	37.37	37.37		500			Water container

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Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
30/05/2025	Smith Bros Timber (East Anglia	7300	44.79	44.79		500			Paint/primer/brushes/scre
30/05/2025	Smith Bros Timber (East Anglia	7301	67.99	67.99		500			Jug/tape/bolts/washers etc
30/05/2025	Parkinson Partnership LLP	7302	300.00	300.00		500			VAT/finance advice to 31/3/26
30/05/2025	Lydia Eva & Mincarlo Charitabl	7303	2,000.00	2,000.00		500			Grant re Seacocks & Annodes
31/05/2025	Unity Trust Bank	7304	35.10			4110	130	35.10	Bank Charge May
	Total Payments for Month		1,001,831.79	861,214.29	1,243.55			139,373.95	
	Balance Carried Fwd		2,314,308.21						
	Cashbook Totals		3,316,140.00	861,214.29	1,243.55			2,453,682.16	