

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Finance and Governance Committee [In-person]** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** at **3:00 PM** on **Monday, July 14, 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
03 December 2024

Lowestoft Town Council
Finance and Governance Committee [In-person]
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
3:00 PM on Monday, July 14, 2025

AGENDA

15 Welcome

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

16 To receive and consider approval of apologies for absence

17 Declarations of Interests and dispensations

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

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

17.2(a) To note a dispensation has been granted to all Councillors who form the corporate body that is the trust board of Arnold's Bequest to participate in agenda item 24.2

18 To consider the draft minutes of the meeting on 9 June 2025

19 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.

20 To agree the meeting schedule for the Finance and Governance Committee

21 To revisit the resolution of the format of meetings for Budget and Loan and Standing Orders and Policies

22 Budget and Loan

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

22.2 To note any bank reconciliations

23 Payments and Receipts:

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

23.2 To consider any payments for approval (see schedule)

24 Grants and Sponsorships

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

24.1 Friends of Kirkley Ham - £870.28

24.2 Arnold's Bequest Charity Board - £10,000

24.3 To receive a grant feedback report from the HighTide Theatre Company

25 Other financial and governance matters, including:

25.1 To note the successful Community Infrastructure Levy bids

25.2 To note timetable and process for insurance procurement

25.3 To consider initial proposal on an East Suffolk Town Council Peer Challenge Initiative

25.4 To make a recommendation to Full Council on budget allocation for Town Hall Manager salary costs if recruitment date is brought forward

26 Marina Theatre (some aspects may be confidential)

26.1 Update on negotiations on lease, management services agreement, funding agreement and consider making a recommendation to Full Council on next steps

26.2 Budget allocation for legal costs relating to negotiations with Marina Theatre Trust on lease, management services agreement, and funding agreement

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27 To consider making a recommendation to the Climate and Ecological Emergency Committee on EV charging points and associated costs (confidential)

28 Belle Vue Cottage - to consider any recommendations from the AID meeting of 7 July 2025

29 Date of next meeting

To be confirmed.

30 Items for the next agenda and close

31 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

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Monday 09 June 2025 at 15:00

MINUTES

Present: Cllrs Wendy Brooks, Neil Coleby (Chair), Graham Parker, Keith Patience, Andy Pearce, Bernadette Rappensberger and Deborah Ray

In attendance: James Cox (Finance Manager), Jill Hook (Finance Assistant) and Taylor Williams (Committee Clerk and Planning Assistant)

1 Welcome

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

2 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Nasima Begum and Jen Jones with reasons provided. Cllr Rappensberger proposed approval of apologies; seconded by Cllr Pearce; all in favour. Cllrs Connor Blowers and Paul Page were absent with no apologies received.

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 – Cllr Patience declared he had given funding and advice to the Barge Preservation Trust and would not be partaking in the vote under item 10.1. Cllr Parker declared he had regular meetings with the Gunton Estate Community Hall Management Committee.
- 3.2 To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted – No written requests for dispensations had been received.

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

Cllr Rappensberger proposed the draft minutes be approved, subject to an amendment to include the thanks given to Cllr Pearce as the previous Chair of the Committee; seconded by Cllr Patience; six votes in favour and one abstention.

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

6 To review and adopt committee arrangements:

- 6.1 To note the membership of the Finance and Governance Committee – Cllrs Begum, Blowers, Brooks, Coleby, Jones, Page, Parker, Patience, Pearce, Rappensberger and Ray were members of the Committee.
- 6.2 To appoint the Deputy Chair of the Finance and Governance Committee – Cllr Coleby nominated Cllr Pearce as Deputy Chair. The nomination was accepted. Cllr Rappensberger seconded the nomination and a vote was held with six votes in favour and one abstention.
- 6.3 To note the Terms of Reference – Cllr Pearce proposed the Terms of Reference be approved and recommended to Full Council; seconded by Cllr Rappensberger; all in favour.
- 6.4 To agree the meeting schedule – Some members had notified the office that they would not be able to remain on the Committee if it continued with the current schedule. The Committee agreed to find an alternative schedule, with suggestions that it be a late morning slot in the second week of the month. Officers would send a poll around to determine the availability of members.

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- 6.5 To review the delegations of this Committee – Cllr Pearce proposed this item be considered as resolved per item 6.3; seconded by Cllr Rappensberger; all in favour.
- 6.6 To note the financial responsibilities of this Committee – Cllr Pearce proposed this item be considered resolved per item 6.3; seconded by Cllr Coleby; all in favour.
- 6.7 To note responsibilities with reviewing the Risk Register and consider the relevant risks and ensure implementation of the control measures – The responsibilities were noted and an item was requested for the next agenda to formally review the relevant sections of the Risk Register. It was requested an update on procurement for insurance be addressed through the risk register or as a standalone item early in the new civic year.

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

The officer recommendation was for the Budget and Loan Working Group to be formed as a Sub-Committee, as Working Group should only be formed for a one-off task, whereas this group was undertaking an annual task. The Committee noted the Budget and Loan Working Group has no delegation to make decisions on the budget and the majority of its work needed to be undertaken in confidential session.

The officer recommendation was for the Standing Orders and Policies Working Group to be dissolved and the policy review work to be undertaken by all relevant Committees and Sub-Committees, with recommendations to continue to be sent to the Finance and Governance Committee, to ensure more members of the Town Council took part in the review and for individual Committees to be more informed on what policies should be considered in their decisions. The Committee noted the workload and necessitated a dedicated Working Group.

Cllr Brooks proposed both Working Groups be maintained for the civic year; seconded by Cllr Parker; all in favour.

Budget and Loan would meet earlier in the summer this civic year to consider budget requirements such as the transition from Hamilton House to the Town Hall.

8 Budget and loan

- 8.1 To monitor the budget for 2025-2026, including delegated Committee and Sub-Committee budgets – Progress was being made to conclude year-end. The Finance Manager raised two budgets that were of concern with the Committee.

The first budget was the Belle Vue Park Council Tax which required £2,000 of unbudgeted expenditure, and the Finance Manager suggested this be reviewed by the Budget and Loan Working Group.

The second was the Grants budget. Several grants totalling £27,000 in the 2024-2025 financial year had been allocated to the 2025-2026 budget, therefore the current spend to date was £39,655 (of a £50,000 budget), with £33,941 remaining in the Grants Earmarked Reserve. The Finance Manager suggested the reserve be used to offset the spend that was brought forward. A suggestion was made for an earmarked sponsorship that was arranged in 2024-2025, which did not proceed, be used to help offset the pressure on the budget. It was agreed to have the Budget and Loan Working Group review the situation in more detail.

Officers were asked to send a poll to all members of the Budget and Loan Working Group to set up a meeting date.

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- 8.2 To note any bank reconciliations – March had been completed and April and May were due to be provided to Councillors for reconciliation.

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) – The expenditure report for April and May had been circulated and the report for June was in progress. Cllr Pearce proposed to accept the circulate reports as a true and accurate for the period; seconded by Cllr Parker; six votes in favour and one abstention.
- 9.2 To consider any payments for approval (see schedule) – There were no payment for approval.

10 Grants and Sponsorships

To consider the following grant applications and receive feedback forms

- 10.1 Barge Preservation Community Project CIC - £4,340.00 – The applicant had provided a presentation to the Committee prior to the meeting.
Concerns were raised regarding the viability of the business model and it was suggested more information be requested before approving the grant.
It was noted that the grant application only requested funding for mooring and insurance costs and was not related to the business model of the project.
Cllr Pearce proposed to approve the application and, noting the figures for the grant had been revised to £5,600, suggested the funding allocation be split equally between the Grants, Community Engagement and Heritage budgets (as this was a heritage project); seconded by Cllr Parker; four votes in favour, two votes against and one abstention.

Cllr Parker left the chamber at 16:00

- 10.2 Citizens Advice East Suffolk - £3,000 – Cllr Brooks proposed approval of the application; seconded by Cllr Pearce; all in favour.
- 10.3 Visitkirkley.com - £961.20 – Cllr Pearce proposed approval of the grant application and requested the applicant ensure reusable materials were used for the bunting, and it be funded from the Community Engagement budget; seconded by Cllr Rappensberger; all in favour.
- 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 – The feedback form was received with thanks from the Committee and Cllr Brooks proposed approval of the request to allocate the remaining funds for alternative uses, namely production of badges; seconded by Cllr Pearce; all in favour.
- 10.5 To receive and note a grant feedback form received from St Luke's Whitton Pantry – The feedback form was received with thanks from the Committee.

Cllr Brooks temporarily left the chamber at 16:09

11 Other financial and governance matters, including:

- 11.1 To consider arrangements for commercial multi-pay credit cards – Cllr Pearce proposed to endorse the officer recommendation for the previous £5,000 per month card limit for the Town Clerk's card to be transferred to the Acting Town Clerk's card, with the Acting Town Clerk's card, with a limit of £1,500 per month, to be issued to the Facilities and Contracts Manager; seconded by Cllr Rappensberger; all in favour.

It as queried if it would be beneficial to have a card issued to the Parks and Grounds Maintenance Manager. Officers reassured the Committee any grounds maintenance

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requirements would be covered by the card issued to the Facilities and Contracts Manager, but the Committee would be notified if further changes to the arrangements were needed.

Cllr Brooks returned to the chamber at 16:12

- 11.2 To note the internal control review completed on 4 June 2025 – The internal controls reviews were completed with no issues raised.
- 11.3 To consider a budget for the Youth Forum – The budget would cover costs for DBS checks and relevant safeguarding training. Cllr Brooks proposed a budget of £500 be allocated for the Youth Forum; seconded by Cllr Pearce who requested an amendment to specify the budget be ring-fenced in the Community Engagement budget and monitor it for adequacy. Cllr Brooks accepted the amendment and a vote was held with all in favour.
- 11.4 To consider the funding allocation for two tickets at £75 each for a mayoral invite to the Lord Kitchener Gala Dinner – Cllr Brooks proposed approval; seconded by Cllr Patience. Cllr Pearce requested an amendment that the Mayoral Expenses budget be used to cover the costs. Cllrs Brooks and Patience accepted the amendment. A vote was held with five votes in favour and one abstention.
- 11.5 To receive and consider the revised constitution from the Gunton Estate Community Hall Management Committee – Officers were asked to confirm with the Management Committee if there was a minimum notice period required for their Annual General Meeting, as the lease currently allows for a minimum of fourteen days' notice. It was suggested the last two sentences in the section on Dissolution be amended to read as one continuous sentence. It was suggested that the phrase 'any assets remaining after all debts have been paid will be remitted for safekeeping back to Lowestoft Town Council' be amended with the 'back' redacted.

Cllr Pearce proposed approval of the revised constitution with the Committee's feedback to be provided to the Management Committee for consideration; seconded by Cllr Rappensberger; all in favour.

- 11.6 To consider and agree on the formal definition of a complaint for the Complaints Procedure – It was suggested the definition be expanded to include any dissatisfaction received, either verbally or in writing and officers were asked to provide feedback on whether this would be manageable.

Cllr Patience left the chamber at 16:32

Cllr Pearce proposed the item be sent to Full Council with no recommendation and a request for officers to provide feedback at the Full Council meeting.

Cllr Pearce amended his proposal to recommend to Full Council that this Committee was minded to adopt the definition that any expression of dissatisfaction (whether verbal or in writing) is a complaint, subject to this communication being made directly to the office, with a request to officers to provide feedback on whether the office had the capability to deal with this; seconded by Cllr Brooks; all in favour.

12 Date of next meeting

Monday 14 July 15:00. Officers would send out a poll to determine the availability of members to assist in the recommendation of the schedule for the year. If the poll supported a move away from a Monday, then the next meeting would be convened as an extraordinary meeting.

13 Items for the next agenda and close

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An item was requested to receive an update on procurement for insurance.

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 – There were no resolutions.

The Chair closed the meeting at 16:41

Signed:
14 July 2025

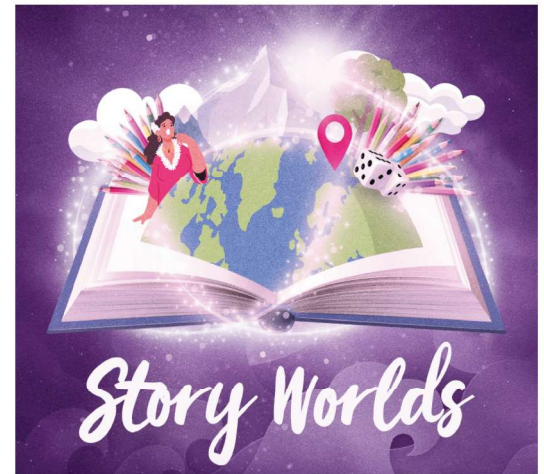
HighTide Theatre

Story Worlds 2025

Primary Schools Storytelling Project

Evaluation

HighTide would like to thank Lowestoft Town Council for enabling us to run Story Worlds. Your grant supported the facilitation and curation of a programme of workshops that aimed to improve the literacy and oracy levels of disadvantaged children in Lowestoft, Suffolk. With thanks to the Council's kind support, 157 children from four primary schools in Suffolk were able to participate for free.



About Story Worlds

Using HighTide's background in creative writing and theatrical skills, we worked with four schools from January – April 2025. The project was completely free for schools to take part in, in order to remove barriers for participation, ensuring every child had access to Story Worlds.

The four participating schools were Worlingham CEVC Primary School, Red Oak Primary School Phoenix St Peter Academy and Northfield St Nicholas Primary Academy. These schools were identified by Suffolk County Council and Lowestoft Council as local authority-maintained schools and in areas of deprivation.

"The best part of the project for me was seeing the class perform! They were so courageous, and I was very proud of them all." – Teacher, Phoenix St Peter Academy

Over the course of 10 x 2-hour in-school workshops led by professional theatre-makers and facilitators Poppy Stevens, Michelle Thompson, Ben Nash and George Boundy (also HighTide's Engagement Manager



and the overseer of the entire project), we used drama games and improvisation techniques to encourage teamwork and physical skill development as well as stimulating the children's creativity and imaginations. Storytelling and devising exercises helped to develop the children's vocabulary, build language and their ability to take part in group discussions and clearly articulate their opinions.

Course Structure

The course followed the structure below, ensuring that objectives were met throughout the 10 weeks. We really wanted to focus on the children's confidence; confidence in their literacy abilities, confidence when working in a group and confidence in performing to others.

Week One – Introduction to Storytelling [teamwork, confidence, physical skills, communication, vocabulary, performing to others, storytelling]

- Ensemble drama games.
- Verbal storytelling and improvisation eg. One Word Story and Fortunately/Unfortunately.



Week Two – Plot and Quest Structures [teamwork, physical skills, self-expression, discussion, communication, vocabulary, form and genre, storytelling]

- Introduce the ideas of a quest narrative through an interactive 'treasure hunt'
- Writing task: split into smaller groups with the children writing a call-to-action letter, a diary entry from the 'journey', or a thank you letter from the people the hero has saved.

***Week Three – Responding to Images** [teamwork, communication, discussion, vocabulary, storytelling, self-expression, writing, physical skills, self-expression]

- Collate and show a series of images (artwork, photos, newspapers) which link to the group's topic. Encourage discussion and then get them to build a scene from the image using 3 freeze frames with a beginning, a middle and an end. Source material will relate to the school's chosen topic.
- Writing task: Thinking about the scenes they will have just created, ask them to pick one character's perspective and write a monologue describing the events of the scene.

Week Four – How Plays Work [Discussion, communication, teamwork, persuasive writing, storytelling, vocabulary, performing to others]

- Through discussion, establish the pupils' understanding of stage plays. Read an example script.
- Then ask the group to think of something they know to be true eg. the sky is blue. They then have to write a 10-line conversation where this idea is challenged and the first person changes their mind.
- Writing Task: With the chosen topic in mind, offer some story beats for the pupils to write a short scene with at least two characters speaking. Share back to the group.

Week Five – Text [Reading, discussion, vocabulary, pronunciation, self-expression, storytelling, communication, teamwork]

- Read stories, poems, newspaper articles etc.
- Taking a particular story, identify the key plot points then use the 'twisted tale' technique to adapt the story. Each group can pick a section and write a scene.

Week Six – Structuring the Story [Reading, discussion, vocabulary, self-expression, storytelling, communication, writing, teamwork]

- Present them with the beginning and ending of a possible story structure, using the writing they have previously produced. Through group discussion ask them to help fill in the gaps. Reference the quest structure.
- Writing task: in groups of 3-4, each group should be given a clear scene from this structure which they can attempt to write. It's okay to double up a key scene if needed.

Week Seven – Character [Teamwork, physical skills, self-expression, storytelling, communication, writing]

- Start with warm-ups and drama games that explore emotions, expression, relationships and status e.g. Using drama games like 7 levels of tension
- Using the existing structure as a starting point, each group should look at a particular character from the current draft story.
- Writing task: write a short monologue involving this character- ideally this will help to plug some gaps in the story.

Week Eight – Voice and Performance skills [Confidence, communication, pronunciation, vocabulary, storytelling, teamwork]

- Lead a basic voice warm up exploring resonance and communication of text (emphasis, colouring language etc).
- Start to bring together selected pieces created in the previous weeks and workshop them from a voice and staging perspective.

Week Nine – Staging [storytelling, teamwork, communication, discussion, pronunciation, confidence, self-expression]

- Continue refining the selected pieces and bring them together
- Stage them so that they come together as one 15–20-minute presentation.

Week Ten – Rehearsal, Extended session [storytelling, teamwork, communication, pronunciation, confidence, self-expression]

- Further refine the presentation focusing on clear communication, clean staging and transitions, and building a sense of flow. Run through as many times as possible so that the group feels confident to replicate it on the day.

“HighTide were absolutely brilliant. They were great at communicating with our school. They answered all of our questions clearly and supported us by offering us extra training. Ben (the facilitator) was brilliant as well – the children loved him coming in every week.” – Teacher, Phoenix St Peter Academy

Celebration Event

Story Worlds culminated in four 20-minute performances at the local Marina Theatre, Lowestoft. The four schools took to the stage to share their stories, ideas, writing and drawings with an audience of 350 made up of the other participating students, a selection of school staff, parents and guardians, key local stakeholders, and representatives from funding bodies.

"My favourite part was the children being able to act out their own story and having the opportunity to act on a real stage." – Teacher, Red Oak Primary School

The children presented their work inspired by the following topics: great explorers (Amelia Earhart and David Attenborough), oceans and continents, the book "Coming to England" by Baroness Floella Benjamin and the history and geography of chocolate. All of the schools really enjoyed exploring the quest structure and so all of the stories followed various characters going on a journey and bringing back 'treasure' – whether that was finding a forest made of sweets, returning a misplaced father, or establishing an ethical chocolate business. All of the schools used physical theatre to create their surroundings including an aeroplane, a forest and a boat. A particular highlight was a song written and performed by one school called "We're Living in Chocolate Dreams"!



Case Studies

One particularly notable success involved a young person with selective mutism. In the first few weeks of the programme, this student was hesitant to engage vocally, though he participated physically in group games. A key breakthrough came during a drama game called *Zombies*, which involves direct eye contact and quick thinking as participants call out the names of others to pass the role of "zombie." Initially Ben, the facilitator, offered the student alternative ways to play—such as using gestures or pointing—to ensure he felt included without pressure. By the second session of playing the game, the student voluntarily began using his voice, calling out a peer's name in a moment of spontaneous engagement. For us, this illustrates the power of play to increase a child's confidence and ability to participate.



Another student was identified at the start of the project as refusing to engage in writing tasks. Through creative, non-verbal approaches—including drawing and visual storytelling—he slowly began to narrate the stories he was illustrating. Over the course of several weeks, his

engagement deepened, and he began to write down a few words, gradually forming full story ideas of his own. This creative shift demonstrates how alternative pathways such as drawing and storytelling games can act as gateways to literacy, as well as emphasising the importance of providing alternative pathways for learning.

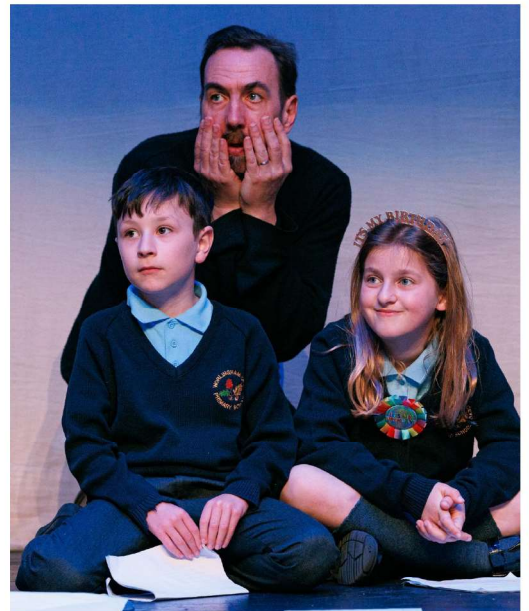
"The children's confidence has improved massively. Lots of children were adamant that they would not perform at all or they wouldn't speak on stage, yet by the end of the ten weeks they all performed an amazing play in front of their families. Lots of the children want to do it again!" – Teacher, Phoenix St Peter Academy

Continuing Professional Development

We engaged East-based theatre company Spinning Wheel to deliver the CPD session for the teachers at the local library in Lowestoft.

The session started with drama games as ice breakers, and Spinning Wheel then gave some examples of creative exercises the teachers could do in the classroom. The teachers were then led through a creative writing task (which included writing a poem), as well as a long-form creative activity to teach Key Stage 1 Maths. There was then a peer-to-peer discussion about resources needed to use more creative tasks in the classroom. Anecdotal feedback from the session included the teachers saying they felt empowered to pursue more creative tasks in the classroom and for classroom-based learning.

We are currently in the process of creating a workbook for the participating teachers which will be a resource they can use in the future. We will also share this with our teachers in the future.



Wrap-around storytelling event

HighTide was invited by the Battery of Ideas to use their cultural testing space in Lowestoft town. As such, we organised a wrap-around storytelling event over four days. We ran three workshops (an interactive storytelling session, a session involving drama games and storytelling and finally an intergenerational creative writing workshop) for over 50 members of the public. The intergenerational creative writing workshop was a mixed group of ages and abilities with the participants writing their own stories.

We also took this opportunity to exhibit the work the children had created as part of Story Worlds, and displayed their drawings and stories in the space, some of which inspired stories in the creative writing workshop.

Learnings and the future of Story Worlds

As a result of surveys and anecdotal feedback from participating teachers, students and facilitators as well as our internal evaluation practice, we are delighted to say this project was a success and will continue into its third year in 2026. However, we still have some more learning to do and we are constantly seeking to make improvements to increase the project's impact.



This was our first year of providing CPD for participating teachers and we were disappointed in the depleted numbers of teachers able to make the session. Therefore, we are exploring the option of offering a bursary and travel expenses, so the teachers feel even more incentivised to attend the session.

"The children have learnt to use their imagination and to feel free when writing their own ideas. They have learnt that they can write about anything they want as it is their story. They have learned about how to put on a performance and the importance of how to act and stand on a stage. They have also had to think about using their voices and bodies to tell a story. They have also learnt to listen to others."

Teacher, Red Oak Primary School

Although we increased to four schools this year, in 2026 we will be focusing on three schools in order to concentrate our resources and capacity on making the biggest impact. Although we were ultimately oversubscribed, we did initially find it challenging to recruit the participating primary schools, so for 2026 we will be beginning the recruitment process earlier to give more time for schools to consider the offer and to organise their schedules.

One piece of feedback we received from all schools was that they would have liked more time to rehearse in the theatre. Although we did increase the allotted rehearsal time in the theatre for 2025, we are hoping to extend the time spent in the theatre even more for 2026, budget allowing. We believe this will make a difference to the children when performing at the celebration event, so that they are familiar and comfortable in their surroundings and will therefore be able to give their best performance.

Feedback and Evaluation

The teachers completed pre-project and post-project surveys, as well as having a weekly check-in with the facilitators and a midway check-in with HighTide's Engagement Manager.

As you can see below, we saw some real progress take place over the project and this data shows the value and importance of this project. The children increased in confidence in all areas of the project, reading and writing, performing in front of others and working in a group.

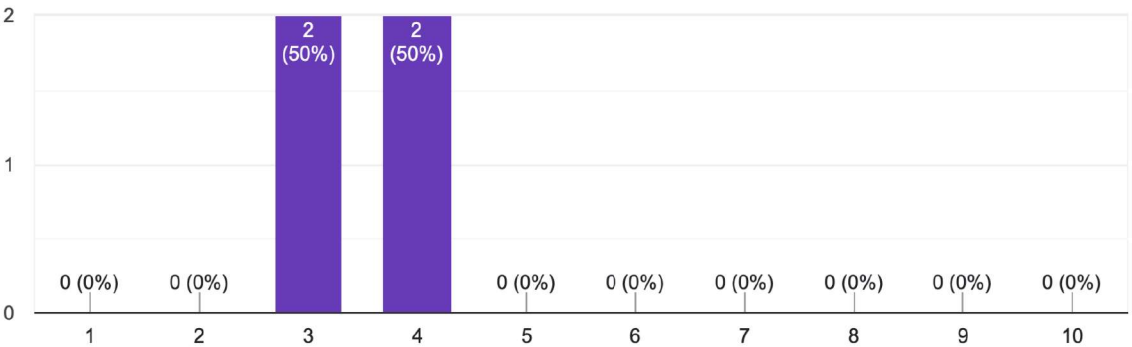
We can also report that 100% of teachers strongly agreed or agreed that Story Worlds helped to increase their pupil’s creativity and ability to express themselves. With 100% of teachers also agreeing that Story Worlds helped to increase their pupil’s confidence in reading and writing.



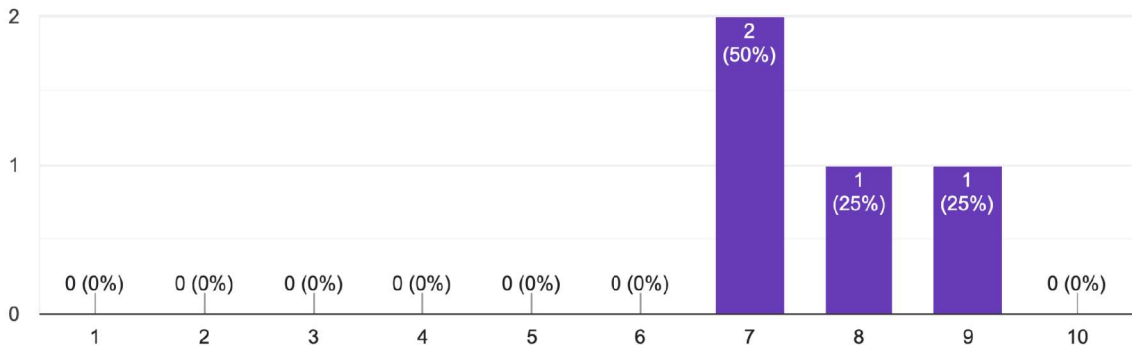
“The most successful part for me was the children who sometimes lack confidence speaking on stage in front of an audience.” – Teacher, Northfield St Nicholas Primary Academy

How confident do you feel your pupils are at using language imaginatively (written or verbally)? [with one being the lowest, and ten being the highest]

Pre-project

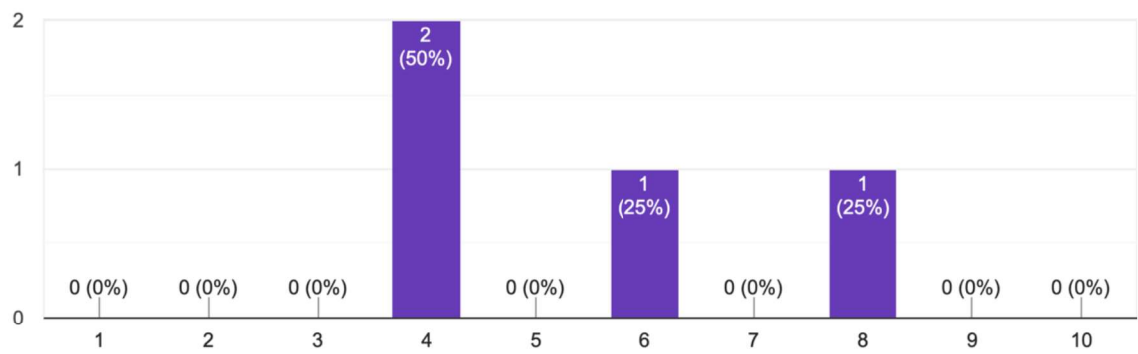


Post-project

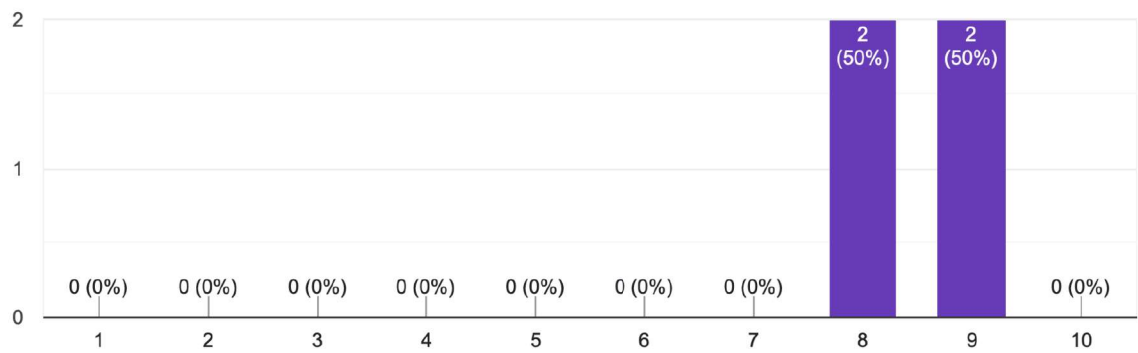


How confident do you feel your pupils are at sharing their opinions and engaging in group discussions?
[with one being the lowest, and ten being the highest]

Pre-project

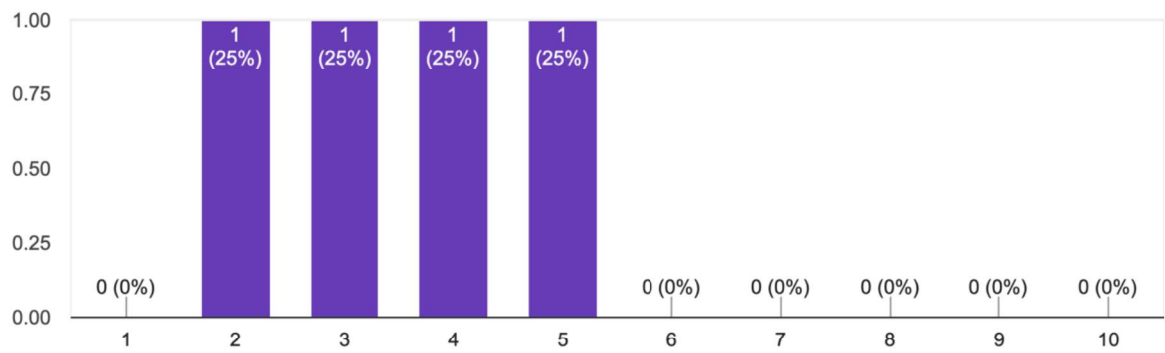


Post-project

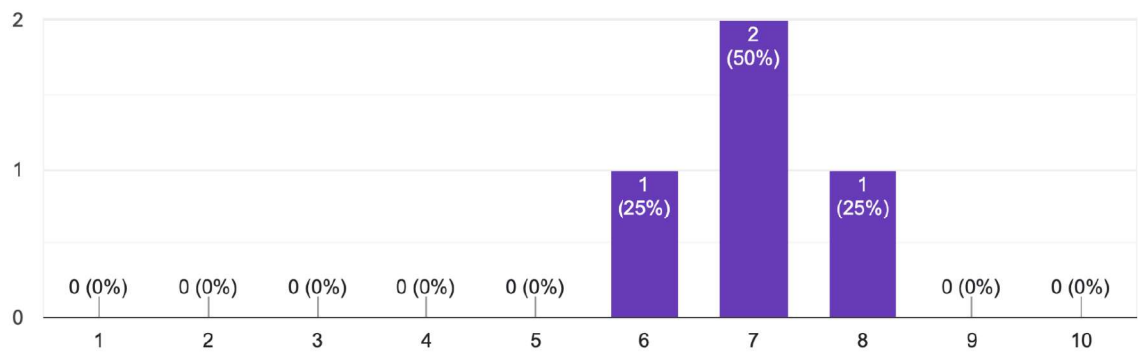


How confident do you feel your pupils are at writing original stories? [with one being the lowest, and ten being the highest]

Pre-project

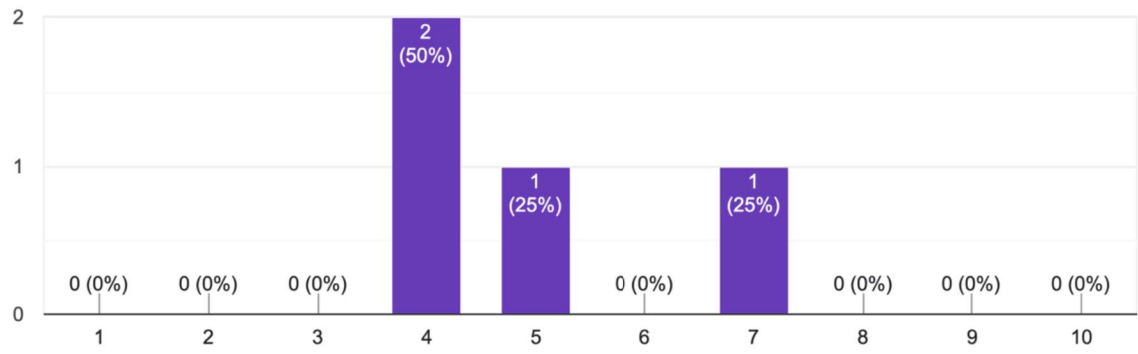


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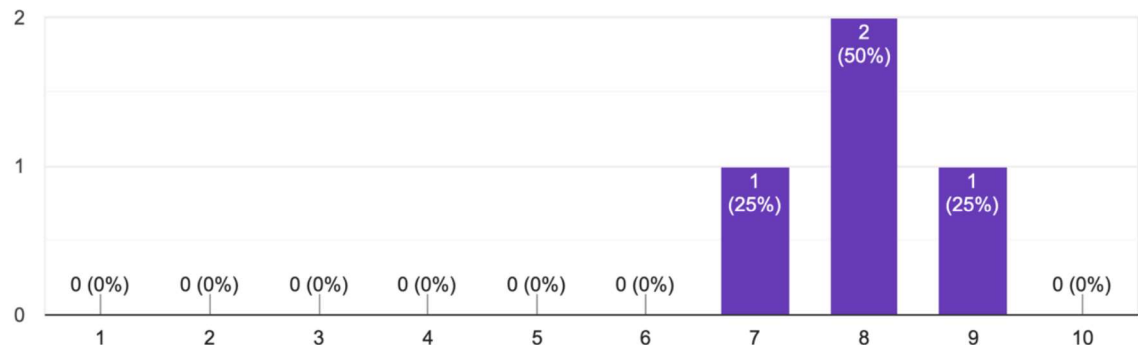


How confident do you feel your pupils are at presenting work in front of their peers? [with one being the lowest, and ten being the highest]

Pre-project

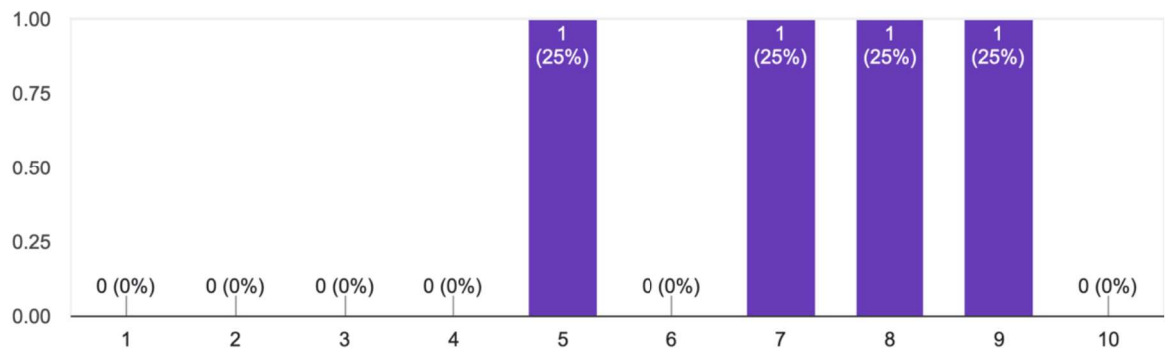


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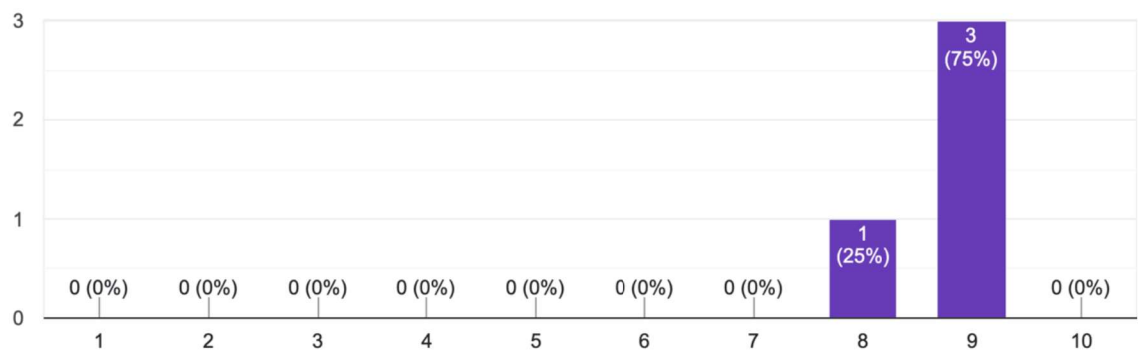


How confident do you feel using drama techniques to aid learning in the classroom? [with one being the lowest, and ten being the highest]

Pre-project



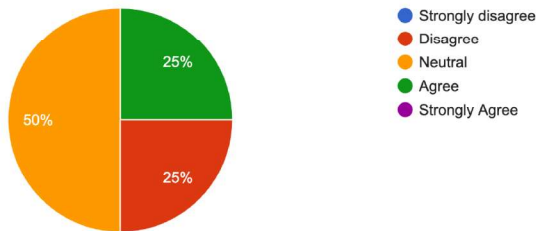
Post-project



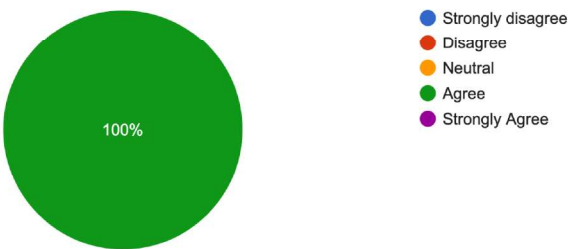
To what extent do you agree or disagree with the following statement?

“The pupils in my class read widely for pleasure and for information.”

Pre-project



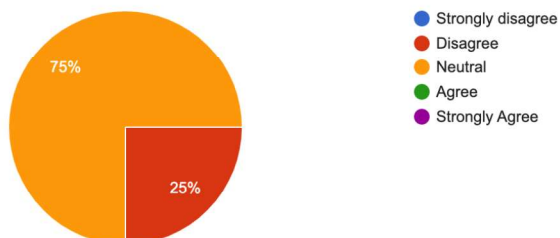
Post-project



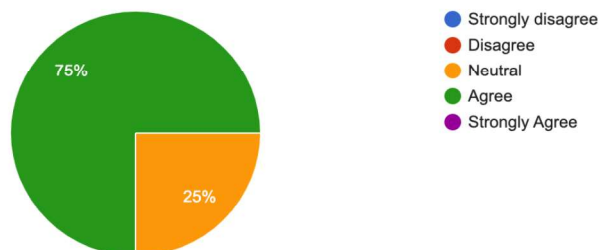
To what extent do you agree or disagree with the following statement?

"The pupils in my class have a broad vocabulary and can articulate thoughts and ideas to communicate with others (verbally or written)."

Pre-project



Post-project



Thank you for the enormous impact you've had

Thank you so much to Lowestoft Town Council for making Story Worlds a reality. Your faith and belief in this project has been invaluable and the project would not have made it this far without you and your support. We think this project is needed now more than ever, with the ongoing effects of Covid-19 on young children still being seen today. Combining that need with the positive feedback from staff, children and parents, we think there is real value in the project, and thank you for also seeing that value.



As a result of your help, we have been able to facilitate the project and gather enough data and evidence that we have secured £5,000 towards the project every year for the next three years. This wouldn't have been possible without you and we look forward to making Story Worlds even better, year on year.

I hope this report has shown you the impact your donation has had on 157 children in a particularly disadvantaged area of Suffolk. They have grown in confidence, had fun, worked as a team, learned how to express themselves, and engaged in a new way of learning whilst expanding their vocabulary and raising their literacy levels. You have enabled us to develop skills in these children that they will use in their futures. That is priceless. Thank you, once again, for supporting the project and therefore the storytellers of tomorrow.

FRIENDS OF KIRKLEY HAM CONSTITUTION

1. Name

The name of the group shall be Friends of Kirkley Ham

2. Aim

To improve the green space generally known as Kirkley Ham, to help create a well maintained and safe public space for community and wildlife. This is with the aim to enhance the quality of life for local people by improving physical and mental health and a focus for bringing the community together.

3. Objectives

The group will fulfil the aim by:

- ❖ Promoting the health and well-being of the residents of the area and working together as residents regardless of age, ethnic origin, ability, sex, belief or political affiliation recognising the value of our many differences.
- ❖ Involving local people in improving the area.
- ❖ To carry out and promote both environmental improvement and practical conservation, to educate, encourage and support the local population in environmental practice by working with statutory and non-statutory agencies.
- ❖ Promoting community recreation.
- ❖ To raise funds and receive contributions where appropriate to finance the work.
- ❖ To publicise and promote work.
- ❖ Open bank accounts.
- ❖ Take out insurance.
- ❖ Organise meetings and events.
- ❖ Work with similar groups and exchange information and advice with them. Link up with organisations such as Suffolk Wildlife Trust, Environment Agency, Suffolk County Council, Lowestoft Town Council, local schools and other voluntary and likeminded groups to improve and make use of Kirkley Ham
- ❖ Take any action that is lawful, which would help it to fulfil its aims.

4. Membership

- a. Membership of Friends of Kirkley Ham shall be open to anyone regardless of race, age, abilities, religion, gender or sexual orientation who is interested in helping the group to achieve its aim and willing to abide by the rules of the group
- b. Every member shall have a vote at general meetings. All residents of the Kirkley Ward will become members of the group automatically and hold a voting right
- c. The Management Committee shall have the power to refuse membership to an applicant, where it considered such membership would be detrimental to the aims, purposes or activities of the group.
- d. Termination of membership.
 - Any member of the association may resign his/her membership
 - The Committee can terminate the membership of any members, if in its opinion his/her conduct is prejudicial to the interests and objects of the group, or they have acted in a way not within best interests of the group or they have become involved in intimidation of Kirkley Ham users, committee members or other group members while representing the group.

5. The Committee

- a. Friends of Kirkley Ham shall be administered by a Management Committee of not less than three people elected at the group's Annual General Meeting. Committee Members must be at least 18 years old.
- b. The officers of the management Committee shall be:
The Chairperson
The Treasurer
The Secretary
and such other officers of the group shall deem necessary at the meeting.
- c. The Management Committee shall meet at least four times a year.
- d. At least three Management Committee Members must be present for the Management Committee meeting to take place.
- e. Voting at Management Committee meetings shall be by show of hands on a majority basis. If there is a tied vote then the Chairperson shall have final say.

6. Finance

- a. Any money obtained by the group shall be used only for the group activities or equipment needed.
- b. Any bank account opened for the group shall be in the name of the group.
- c. Any cheque issued or electronic payment made shall be signed or authorised by at least two of any three nominated signatories.
- d. The Management Committee will ensure that the group stays within the budget.

7. Committee Meetings

- a. The committee shall meet at least **four** times each year.
- b. All meetings must be Minuted and available to any interested party.
- c. All committee members shall be given at least 7 days' notice of a meeting unless it is deemed an emergency meeting.

8. General Public Meetings

- a. The committee shall call an Annual meeting which will be open to the general public meeting each year, the purpose of which is to update members of the public with past and present activities.
- b. The Chair of the group shall normally chair these meetings.
- c. At least fourteen days' notice of such a meeting must be given and advertised on various social media platforms
- d. All meetings, including AGM's must be Minuted and available to any interested party.

9. Annual General Meeting

- a. The Friends of Kirkley Ham shall hold an Annual General Meeting (AGM) on an annual basis and at not more than 15 month intervals.
- b. Where possible members shall be notified personally, otherwise notice will be deemed served by advertising the meetings giving at least fourteen days' notice of the AGM.
- c. The business of the AGM shall include:
 - Receiving a report from the Chairperson of the group's activities over the year.

- Receiving a report of the last financial year's accounts from the Treasurer.
- Committee members will be voted in at the AGM and will hold their positions for 3 years once elected but are free to resign their position at any time by informing the Chair before the next meeting of the group. No person under the age of 18 can hold a committee position.

10. Alteration of the Constitution

- a. Proposals for amendments to this constitution or dissolution (see Clause 11) must be delivered to the Secretary in writing. The Secretary in conjunction with all other officers shall then decide on the date of a meeting to discuss such proposals, giving at least four weeks clear notice.
- b. Any changes to this Constitution must be agreed by a least two thirds of those members present and voting at any general meeting.

11. Dissolution

The group may be wound up at any time if agreed by two thirds of those members present and voting at any general meeting. Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims.

12. Adoption of the constitution

This constitution was adopted by the members present at the AGM held on:

Date:

Signed:

(Chair)

(Secretary)

(Treasurer)

	Friends of Kirkley Ham Equity Diversity and Inclusion (EDI) Policy	Version: 1 Date: June 2025
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Aims

Friends of Kirkley Ham is open to all. We aim for the group to have an atmosphere of friendship, respect, and care for each other. We aim for every person to be included regardless of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation

Accessibility

Friends of Kirkley Ham is committed to assessing every activity they undertake and making it as accessible as is within their means.

Diversity

Friends of Kirkley Ham is open to new ideas and will prioritise opportunities for the community to share their cultural heritage with one another.

Inclusion and respect

All volunteers and visitors to Friends of Kirkley Ham activities or events will be made to feel equally welcome and included.

Sexist, racist, homophobic, transphobic, or otherwise offensive or inflammatory remarks and behaviour are not acceptable. These constitute harassment and have no place in the group.

Dealing with discrimination and harassment.

If any volunteer feels they have been discriminated against by the group or harassed at a Friends of Kirkley Ham event or by the group they should raise this with the management committee.

The committee will investigate the complaint, listening to all members involved (if the complaint is against a committee member, that member will not be a part of conducting the investigation).

If the complaint is against a particular individual, this person will have the opportunity to express their point of view, accompanied by a friend. The person making the complaint will also have this opportunity.

If the complaint is against the group, the committee must work to ensure that such discrimination is not repeated in the future and must inform the members of how they propose to do this.

Any decision to exclude a person from the organisation due to discriminatory or harassing behaviour will be made with reference to the Friends of Kirkley Ham Constitution. The group will support people who feel they have been harassed or discriminated against and will not victimise or treat them less well because they have raised this.

Review

This policy will be reviewed every year.

Chair: _____

: 27/6/2025

Secretary: _____

Date: 27/6/25

Treasurer: _____

Date: 26/6/25



Lowestoft Town Council Grant Application Form

Please complete this form and send it with:

- Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
- 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	Friends of Kirkley Ham
Name of account to which payment to be made (explain if not your organisation's name)	Kirkley People's Forum REDACTED Friends of Kirkley Ham is in process of applying for a NatWest bank account. Experience tells us this could take several months. The need for Public Liability insurance is urgent as the Lease from SCC is dependent upon it. Kirkley People's Forum (constituted with an appropriate account) has agreed to hold any monies received (ring fenced to Friends of Kirkley Ham) for the purpose of making payments for Public Liability insurance and other transactions
What does your organisation do? (100 words max)	This is a new group, constituted on 19 th June 2025. The purpose of the group is to improve the green space generally known as Kirkley Ham, to help create a well maintained and safe public space exclusively for the benefit of community and wildlife. We will protect and maintain its ecology as part of the green corridor.
What relevant local area does your organisation cover?	Kirkley Ham in South Lowestoft and of benefit to all of Lowestoft.
Who are the main beneficiaries of your work?	Kirkley community, ecology and wildlife
Are you a charity? If yes, describe the type of charity	No We are a constituted community group.
If registered, what is the charity number?	
Not-for-profit? If no, describe the organisation	Yes
Organisation income (last complete financial year)	Nil



Lowestoft Town Council Grant Application Form

Organisation expenditure (last complete financial year)	Nil
Contact details	
Name	REDACTED
Address	REDACTED
Telephone number/s	REDACTED
E-mail	REDACTED
Position within organisation	Treasurer
Explain how you are authorised to make this application on behalf of the organisation	I am applying on behalf of the Management Committee of the Friends of Kirkley Ham.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	Friends of Kirkley Ham has negotiated with Suffolk County Council to take on the lease for Kirkley Ham. We have consulted with Suffolk Wildlife Trust and are awaiting a full report on the flora and fauna of The Ham. This will provide an indication of the steps we should take to manage The Ham environment for the benefit of the community and the diverse wildlife. It is not the intention to undertake major works to The Ham, but to enable safe public access e.g. by cutting back the gorse and brambles currently encroaching upon the designated footpaths, to remove the litter and discourage further fly tipping and further promote the diversity of wildlife species. Once the SWT report is received, PL Insurance is in place and the Lease with SCC is signed, we will approach various organisations to help with the works to be undertaken. For example, we will approach local naturalist organisations to carry out a full survey of the flora and fauna; we will approach organisations such as the Pay Back team to help with the clearance work to be undertaken and local companies who may have social value funding available to support the project. Should it become necessary we will approach major funding providers such as the Lottery. The overall aim of the project is to enhance the quality of life for local people by improving physical and mental health and through providing a focus for the community to come together. In December 2023 we undertook a survey with some 90 respondents seeking views upon what should happen to The Ham and it will be our intention to take account of these responses.
Total cost of project	The total costs for the project are unknown.

Lowestoft Town Council Grant Application Form

Breakdown of cost	Unknown	
Grant requested from Lowestoft Town Council	£870.28 This is the total cost of the items below	
What specifically would the grant from the Council fund?	We intend to make use of existing gardening equipment, but work required for The Ham requires heavy duty items that we do not have. Immediate funding requirements to get the first steps of the project underway are: Public Liability Insurance £99.96 Publicity £50.00 Gauntlets x 2 pairs large £29.00 @ £14.50 each Gauntlets x 2 pairs medium £28.00 @ £14.00 each Heavy duty Loppers x 1 £32.95 Secateurs x 2 £25.42 @ £12.71 each Small gear drive loppers x 1 £19.99 Tree saw x 1 £21.97 Total = £307.29 As The Ham Committee do not have access to a computer to undertake correspondence, publicity, emails etc. we are also asking for funding for Dell Inspiron 15 Laptop + MS 365 family (Office) £458 + £104.99 Total £562.99	
Have any funds been requested/agreed from other sources? Provide details	No	
When are the funds required?	The expiry date for the current Policy Bee insurance quote is 20 th July. After this date the annual premium may increase.	
Project start date	As soon as the Lease with SCC is signed. The Lease is dependent upon PL Insurance being in place.	
Project completion date	No date has been identified for this.	
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		Yes



Lowestoft Town Council Grant Application Form

to relevant enforcement agencies and take any action to recover any funds and damages, as we deem appropriate?	
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..... Date.....

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

Lowestoft Town Council Grant Application Form

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



Date.....26/6/25.....

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

	Friends of Kirkley Ham Safeguarding Policy	Version: 1 Date: June 2025
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Definitions

The purpose of this document is to set out the procedures adopted by the Friends of Kirkley Ham Management Committee to ensure the safety of children, young people and vulnerable adults who attend or participate in events organised by Friends of Kirkley Ham.

This policy applies to appointed volunteers, councillors and contractors who may work with Friends of Kirkley Ham Management Committee in the organisation of, or carrying out, events organised by Friends of Kirkley Ham.

The Friends of Kirkley Ham Management Committee are volunteers and must abide by this policy.

Family events will be entirely the prerogative of Friends of Kirkley Ham Management Committee, and no other volunteers will be required to assist.

Additional volunteers may be recruited to help with litter picking or land clearance activities. These activities will not entail unsupervised access to children, young people or vulnerable adults.

The Friends of Kirkley Ham Management Committee wants to be certain that all activities it provides for the benefit of the local community including children and young people, vulnerable adults, their families, parents and carers are designed to treat everyone with respect and to ensure everyone is kept safe from harm.

This document is designed to help everyone fulfil this aim and must be read in conjunction with other relevant policies e.g. Code of Conduct, Complaints, Assessment of Risk, Lone Working and Recruitment, Selection and Induction of Volunteers.

Although it is not intended that volunteers who are not Committee Members will work with children, young people or vulnerable adults in a solo capacity, all members of the Management Committee have received appropriate training in safeguarding practice and will at all times oversee and supervise the work of volunteers.

For the purposes of this policy, as in the Children Acts 1989 and 2004, a **child** is defined as anyone who has not yet reached their 18th birthday.

An **adult at risk** or '**vulnerable adult**' is defined as a person aged 18 or over who is or may be in need of Community Care services by reason of mental health or other disability, age or illness, and who is or may be unable to take care of him or herself or unable to protect him or herself from harm or exploitation

Definitions of Abuse are set out in Appendices 1 and 2.

Safeguarding is the term that describes the function of protecting children and adults from potential abuse or neglect.

Responsibility and Principles

- Overall responsibility for managing Safeguarding issues lies with the Management Committee, who are responsible for overseeing activities and ensuring this policy is upheld.
- All volunteers are responsible for observing this policy, and related procedures, in all areas of their work for Friends of Kirkley Ham.
- The welfare of children, young people and adults at risk, their families, parents and carers is the primary concern

	Friends of Kirkley Ham Safeguarding Policy	Version: 1 Date: June 2025
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- All children, young people and adults at risk whatever their age, ability, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have equal rights to protection from abuse
- It is the responsibility of the relevant statutory agencies to determine whether or not abuse has taken place but it is **everyone's responsibility** to report concerns
- All incidents of suspicious poor practice and allegations must be taken seriously and responded to swiftly and appropriately.

Disclosure and Barring Service

All members of the Friends of Kirkley Ham Management Committee **who will work or have contact with children** will hold current DBS certificates or be registered with the DBS Update Service enabling an online check on their current status. All contractors working alongside members of the Management Committee or involved in the organisation or production of events will produce evidence of their DBS status. Volunteers who are not members of the Management Committee will not normally be required to undertake a DBS check as they **will not have** unsupervised access to children, young people or vulnerable adults while undertaking duties on behalf of Friends of Kirkley Ham.

Overall policy statement

Friends of Kirkley Ham Management Committee, their partner organisations e.g. Suffolk Wildlife Trust, Lowestoft Town Council staff and contractors **will not have** unsupervised access to children, young people or vulnerable adults while engaged in any event organized by Friends of Kirkley Ham. **Children, young people and vulnerable adults will at all times be under the direct care and supervision of school teachers and school staff and/or parent, guardians and carers.**

Everyone to whom this policy applies are encouraged to demonstrate exemplary behaviour in order to protect themselves from possible allegations of inappropriate behaviour or abuse. Examples of this include (but please see Code of Conduct):

- always working in an open environment (e.g., avoiding private or unobserved situations and encouraging an open relationship (e.g., no secrets)
- maintaining a safe and appropriate distance with children, young people and adults at risk of abuse
- ensuring that if any form of physical contact is required e.g. First Aid, it is provided openly and wherever possible, with the consent of the responsible adult or carer
- involving parents/carers wherever possible. If parents/carers are not present, staff should always work with at least one co-worker
- being an excellent role model – this includes not smoking or drinking alcohol, swearing or making inappropriate gestures while in the company of children and young people
- where pictures/photos are taken parental permission must be gained.

Sharing Concerns Where Possible Abuse is Suspected

Duty to refer

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Volunteers may become aware of suspected or likely abuse through:

- their own observations or concerns
- being told by another person that they have concerns about a child or adult at risk
- a child or adult tells them, either verbally or through play or behaviour
- the abuser tells them.

Even if there is not direct contact with the child, young person or adult at risk, volunteers or contractors may become concerned because of difficulties experienced by the other adults in the relationship, e.g.

- Domestic Violence incidents
- Mental Health issues
- Substance and Alcohol abuse incidents

Although volunteers or contractors may be unsure as to whether to share or refer their concern, there is a duty on everyone to respond to concerns about children or adults at risk where they may be at risk of significant harm.

Incidents requiring Immediate Reporting

If any of the following incidents should occur, they must be reported immediately to another colleague and make a written note of the event. Parents or carers should also be informed of the incident:

- if a volunteer or contractor accidentally hurts a child, young person or adult at risk
- if a child, young person or adult at risk in the care of a member of volunteer seems distressed in any manner
- if an individual misunderstands or misinterprets something the volunteer has done

Referral Procedures

It is not the role of anyone on Friends of Kirkley Ham Management Committee to investigate possible abuse or harm. It is the role of the Committee to report concerns to the appropriate person/organisation. Each member of the Friends of Kirkley Ham Management Committee will have the role of Designated Lead Person in the event that a concern is reported to them by a volunteer or member of the public.

As Designated Lead Person each member of the Committee is required to take careful note of any injuries or behaviour that are of concern, listen carefully to what the child or adult is saying about how the harm occurred and to **never promise confidentiality**.

Children and Young People

If there is concern about the immediate risk or safety **of a child or young person** ring SCC Customer First on **0808 800 4005**.

In emergency call the Police on 999

Submit a multi-agency referral form (MARF) using the new secure Suffolk Children and Young People's Portal

<https://www.suffolk.gov.uk/children-families-and-learning/keeping-children-safe/reporting-a-child-at-risk-of-harm-abuse-or-neglect-safeguarding>

You will need to create an account.

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Vulnerable Adults

In emergency call the Police on 999

Make a safeguarding referral online using Suffolk Adult Care Portal.

<https://www.suffolk.gov.uk/care-and-support-for-adults/protecting-people-at-risk-of-abuse/report-abuse-of-an-adult>

You will need to create an account.

Unable to Access Portal

If you are unable to access the portal, you can telephone Customer First on 0800 808 4005. **If the matter is urgent because a child, young person or vulnerable adult is in immediate danger, phone 999.**

Data Protection and Confidentiality

Data Protection principles will be followed. This means that: -

- The information sought must be adequate, relevant to the purpose and not excessive
- The information must not be retained for longer than necessary
- The information must be kept confidential and accessed only by those who need to know
- The information must not be transferred to other people without the person's permission unless required by a statutory body with the authority to request it e.g. Suffolk County Council
- The Friends of Kirkley Ham Management Committee fully endorses the principle that the welfare of children, young people and adults at risk overrides the obligations of confidence held to others.

Review

This policy will be reviewed every year.

Chair: _____



Date: _____

27/6/2025.

	Friends of Kirkley Ham Safeguarding Policy	Version: 1 Date: June 2025
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APPENDIX 1. RECOGNISING SIGNS OF ABUSE IN CHILDREN

The first indication that a child is being abused is not necessarily the presence of a severe injury. Concerns that a child is being abused may be raised by the signs of bruises or marks on a child's body or by remarks made by a child, his/her parents or friends, or the observation of a child's behaviour or reactions, from an awareness that a family is under stress and may need help with caring for the children or from a number of other factors.

Physical

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing significant harm to a child. Physical harm may also be caused when a parent fabricates the symptoms of, or deliberately induces illness in a child

Emotional

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to the child(ren) that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's capability, as well as overprotection and limitation of exploration or learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual

Sexual abuse involves forcing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening, the activities may involve physical contact, including penetrative (e.g., rape, buggery or oral sex) or non-penetrative acts. They may also include non-contact activities, such as involving children looking at, or in the production of pornographic material; or watching sexual activities or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur in pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter (including exclusion from home or abandonment), failing to protect a child from physical harm or danger, failure to ensure adequate supervision including the use of inadequate caretakers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

	Friends of Kirkley Ham Safeguarding Policy	Version: 1 Date: June 2025
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APPENDIX 2. RECOGNISING SIGNS OF ABUSE IN ADULTS

Physical

Similarly, to physical abuse against children and young people, this may include any unjustifiable physical discomfort such as pushing, shoving, pinching, slapping or punching. It may also involve withholding care or force feeding, or the application of inappropriate methods of restraint or physical intervention.

Neglect

This would involve the withholding or failure to provide the support necessary for the adult to carry out the activities of daily living. This may include withholding food, care or service. Neglect may also include a failure to intervene in situations that are dangerous to the person concerned or others, particularly when the person lacks the mental capacity to assess risk.

Sexual

This would include any form of sexual activity that the adult does not want and which they have not consented to (or do not have the capacity to consent to). Any sexual relationship that develops between adults where one is in a position of trust, power or authority in relation to the other would constitute abuse. Specific activities may include rape, buggery, incest, touching without consent or exposure.

Psychological

This would include any behaviour which might lead to the adult's choices or opinions being negated. This could involve the use of intimidation, indifference, hostility, threats, humiliation, shouting, swearing or the use of discriminatory or oppressive language.

Financial

This would involve the exploitation, inappropriate use or misuse of a person's financial resources or property. It could include withholding of money, online fraud and identity theft. "Silver Surfers" are particularly vulnerable to this due to their lack of internet awareness.

Discrimination

This can be described as the intentional, wilful or unintentional abuse of a person based on their protected characteristic, for example, race, religion or gender.

Institutional

This would involve abuse or mistreatment by an organisation or by any individual within a building where the person is living or receiving care. Possible signs may be the person having no personal clothing or possessions or frequent admissions to hospital. You may note instances of professionals having treated them badly or unsatisfactorily or acting in a way that causes harm to the person.



Meetings of Council, Committees, Sub-Committees and Working Groups

Type of meeting	Non-councillor members?	Public right to attend and report?	Public notice required	Quorum	Licensed premises?	Minutes
Full Council	No	Yes	Three clear days <i>MUST not include:-</i> • Day notice issued or day of meeting • Sunday • A day of the Christmas or Easter breaks • Bank holiday or day appointed for public thanksgiving or mourning	At least one third of councillors but no less than three	Legal restriction	Yes
Committee (with delegated powers or advisory only)	Yes* (not Finance)	Yes	Three clear days (As full council above) Law allows notice of a committee meeting convened at shorter notice to be given at the time the meeting is convened. However, NALC still recommends three clear days' notice	No legal minimum (three recommended)	NALC recommend council standing orders prevent meeting on licensed premises	Yes
Sub-Committee (with delegated powers or advisory only)	Yes* (not Finance)	No statutory right (but recommended, unless confidential etc.)	No legal requirement for notice to the public (N.B. NALC <u>recommends three clear days' notice</u>)	No legal minimum (three recommended)	NALC recommend council standing orders prevent meeting on licensed premises	Yes
Working group (for short-term projects or tasks)	Yes	No**	No	N/A	N/A	N/A

* Non-councillors only have voting rights re management of land, harbours, tourism and festivals

** Subject to council's Standing Orders

BASIC CHARITY LAW

Principal roles played by local councils in the trusteeship of charities

1. Local Councils can act as:
 - Sole trustee: the council as a corporate body both holds the property and oversees its application as charity trustee (see paragraph 5 below);
 - Joint trustee together with individual trustees;
 - Custodian trustee: the council holds the property but takes no decisions on its use (see paragraph 10 below).
2. Local councils can also:
 - appoint their nominees as trustees in certain circumstances (see section 4 below entitled "Different types of Charity"); and
 - give financial assistance to a charity e.g. through grants.
3. The precise responsibilities (if any) of the local council as trustee will be set out in the charity's governing document. The governing document sets out the charity's purposes and, usually, how it is to be administered. It may take the form of a trust deed, constitution, conveyance, will, Royal Charter or Scheme of the Charity Commission. Therefore when legal advice is sought the content of the governing document is vital and a copy of the same should always be provided.
4. A local council could be involved in more than one capacity, for example acting both as custodian trustee and appointing one or more of the managing trustees.

Local Councils acting as sole trustee

5. Under s.139(1)(b) Local Government Act 1972 ('the 1972 Act'), a local council can be appointed as sole trustee pursuant of charity for the benefit of people living in the whole or part of its area. Restriction imposed by the s.139(3) of the 1972 Act mean

that a local council cannot be trustee of an ecclesiastical charity (see paragraph 19 below) or a charity for the relief of poverty.

6. It is up to the council to decide what structures should be used to reach decisions in its role as trustees. A local council may discharge its responsibilities by making decisions about the charity at a meeting of the full council sitting as trustee. However it is more common for a local council to set up a committee pursuant to s.101(1) of the 1972 Act, to discharge its responsibilities as trustee. The individuals involved in the council's sole trustee role are not charity trustees themselves; however they are responsible for ensuring that the local council acts appropriately in its role as the charity trustee. Many local councils act as sole trustee of a local charity; most frequently, charities for recreational purposes.
7. Pursuant to s.2 of the Charities Act 2011('the 2011 Act'), to be a charity a body must be established for a charitable purpose and for the public benefit. It cannot be established to further the purposes of some non-charitable body such as the council itself. Local councils and charities often both have close interests in local matters. The charity needs to be independent of the council in the sense that decisions about the administration and operation of the charity need to be taken solely in the interests of the charity with a view to furthering its charitable purposes and for no other purpose. In short, the council must realise it has a dual role, firstly as a local authority and secondly as a charity trustee and the two roles should be kept entirely separate. All discussions and decisions relating to the charity should be taken at a meeting specifically called by the trustees for that purpose, and not at a council meeting.
8. There are advantages to having a local council as trustee, but there may also be disadvantages. Perhaps the most common disadvantages are conflicts of interest between the council and the charity as well as a failure by the council to appreciate it must deal with the property in accordance with the charitable trusts. For instance, where the property in question is a recreation ground, there have been occasions where a lease has been granted on preferential terms to a (non-charitable) sports club.
9. Therefore, when the Charity Commission exercises its power to appoint charity trustees, unless there is a compelling reason for appointing a local council, it will generally try to make some other trustee arrangement – one of the most common being where a council is appointed as custodian trustee only with separate managing

trustees having day to day responsibility for the administration and operation of the charity.

Local councils acting as custodian trustee

10. Again under s.139(1)(b) of the 1972 Act, a local council can act as the custodian trustee of a charity, but only if the charity is for the benefit of all or some of the people living in its area. The same restrictions apply to an ecclesiastical charity or a local charity for the relief of poverty as mentioned in paragraph 5 above.
11. The role of a custodian trustee is very limited. The title to the charity's property is vested in the local council and it has custody of all documents relating to the property. The charity property should be listed in the council's assets register but with nil value. Responsibility for insurance of the charity property falls on the management trustees. The custodian trustee has no power to manage the property and no role in the administration of the charity. Many charities find it convenient to appoint the local council as a custodian trustee because the council has a perpetual legal status and identity and thus is capable of holding charity property forever. The situation may be contrasted with other trustees who die or retire and, consequently, new trustees are required and the charity property has to be transferred into the name of the new trustees.
12. Pursuant to s.4(2) of the Public Trustee Act 1906 ('the 1906 Act'), a custodian trustee must be careful to ensure that the managing trustees of the charity only are responsible for the day to day management of the charity. NALC receives a number of requests for advice from councils in their role as custodian trustee. Frequently disputes arise between the council and the management trustees in respect of the running of the charity. The only advice NALC can give in such circumstances is limited to ensuring that custodian trustees comply with their duties to hold charity property and to keep documents safe (e.g. usually by keeping them with other council deeds). The management trustees must have free access to the title deeds and be entitled to make copies.
13. Based on the provisions of s.4(2) of the 1906 Act, the Charity Commission has given the following guidance in respect of the role of custodian trustees:

"The watchword here is "assistance". The custodian trustee can only assist the managing trustees - it cannot have any management responsibilities itself, no matter

how convinced individual members of the corporate body may be that it does... All sums payable to or out of the income or capital of the trust property should be paid to or by the custodian trustee. It may, however, allow the dividends and other income derived from the trust property to be paid to the managing trustees (or to such person, directly or by credit to their bank account, as they may direct). If this is allowed, then the responsibility for ensuring the proper application of those funds falls to the managing trustees, and the custodian trustee is not answerable for any loss or misapplication of them.

The custodian trustee, if it acts in good faith, is not liable for accepting as correct, and acting upon, any written statement by the managing trustees relating to any matter of fact upon which the title to any or all of the trust property may depend. It is also not liable for acting upon any legal advice obtained by the managing trustees independently of it.”

14. Pursuant to s.4(3) of the 1906 Act, Custodian Trustees are able to charge for their services and some routinely do. However a custodian trustee:
 - cannot act for the managing trustees even if there are none; and
 - must carry out the managing trustees’ instructions unless that would involve the custodian trustee in a breach of trust or some personal liability.
15. A custodian trustee can be appointed in any of the following ways:
 - by the governing document of the charity when it is first established;
 - by the person or persons having power to appoint new trustees;
 - by an Order or Scheme of the Court; and
 - by an Order or Scheme of the Charity Commission.

Appointment of Trustees

16. In some cases the governing document of a charity may give a local council power to appoint some or all of the trustees of the charity.
17. S. 300 of the 2011 Act gives local councils powers to appoint trustees of certain types of charities for public recreation or allotments.

18. Trustees appointed by a local council under s.300 have exactly the same duties and responsibilities as other trustees. They must act independently of the council which appointed them and act only in the best interests of the charity.

Different types of Charity

(i) Ecclesiastical Charity

19. An ecclesiastical charity (as defined by s.75 of the Local Government Act 1894) is a charity, the endowment of which is held for one or more of the following purposes:

- for any spiritual purpose which is a legal purpose;
- for the benefit of any spiritual person or ecclesiastical officer;
- for use, if a building, as a church, chapel, mission room or Sunday school or otherwise by any particular church or denomination;
- for the maintenance, repair or improvement of such a building or for the maintenance of divine service in it;
- otherwise for the benefit of a particular church or denomination or of any members of it.

(ii) Parochial Church Council

20. A Parochial Church Council is the elected body or council dealing with the finance and organisation of the church in a parish or ecclesiastical district. The powers of a Parochial Church Council are laid down in the Parochial Church Council (Powers) Measure 1956 (NB: The General Synod has powers to pass Measures which relate to any matter concerning the Church of England. A Measure is the equivalent of an Act of Parliament). A Parochial Church Council is a body corporate with perpetual succession, but without a common seal.

Conflicts of Interest

21. Sometimes council officers or members are appointed as trustees of charities and trustees of charities become members or employees of councils. Such dual roles can give rise to potential conflicts of interest. Charity trustees must not let their other interests conflict with their duty to act in the interests of the charity (unless authorised to do by the charity). Most charity trustees do not undertake their office for profit or gain but work unpaid. Even if their expenses are met from the funds of the charity, most

charity trustee's work will not be carried out for profit or gain. Less commonly, a charity may pay a trustee for (i) serving as a trustee (this might be a financial payment or other benefit 'in kind' - for example, free use of the charity's facilities or services for which users normally have to pay) or (ii) in return for work that the trustee has carried out for the charity. In respect of (ii), payment to the trustee may arise from the performance of services by the trustee over and above normal trustee duties - for example painting or maintenance of the charity's premises, or legal or accountancy work. In England, a member has obligations in the Localism Act 2011('the 2011Act') concerning disclosable pecuniary interests as defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 No.1464. The definitions of disclosable pecuniary interests are given in NALC's Legal Briefing L10-12. If a councillor is also charity trustee for profit or gain, or a director of a charitable company and a council meeting is making a decision about a contract for goods and services between the parties or a tenancy in which the council is the landlord and the charitable company is the tenant, the councillor cannot, without a dispensation from the parish council, participate or vote on the issue. In England, the code of conduct adopted by a council under s. 27(2) of the 2011 Act may prevent a councillor from participating in a discussion and vote at a council meeting in respect of any decision about a unincorporated charity of which he/she is which he/she is a charity trustee without profit or gain (even if his/her council appointed or nominated him/her to be the trustee). If a council has adopted NALC's template code of conduct (set out in Legal Briefing L09-12), a councillor in the situations described would be able to speak on the issue only if the public have rights to speak at the council meeting. If a councillor wants to participate in the council's discussion and vote on the matter, he/she would first need to obtain a dispensation to do so from his/her council. More guidance about councillors' interests and obtaining dispensations in is Legal Topic Note 80 (Members' conduct and the registration and disclosure of their interests (England)).

22. In Wales, by virtue of s.50(4) of the 2000 Act and the provisions of the Local Authorities (Model Code of Conduct) (Wales) Order 2008 No.778, a member cannot, without a dispensation from his/her principal authority's standards committee, participate or vote on a matter at a council meeting if he/she has a prejudicial interest in a matter arising from his office as a charity trustee (even if his/her council appointed or nominated him/her).
23. Council officers and employees have a duty to ensure that they act in the best interests of tax payers and trustees have a duty to act in the best interests of the charity and its beneficiaries. These duties can, and frequently do, conflict. A conflict

can arise in a number of situations and a classic example is the sale or lease of land by one body to the other.

24. For example, trustees leasing or selling land to a council are under a duty to obtain the best price or rent. At the same time, council officers or employees are under a duty to ensure that tax payers' money is spent prudently. Another example is where contracts are agreed by one body to the other. Clearly, it is extremely difficult to comply with both duties at the same time.
25. Council officers and employees who believe that there may be a conflict of interest should seek advice from the Charity Commission, who have produced specific guidance on this which can be accessed via the below link

<http://www.charity-commission.gov.uk/supportingcharities/conflicts.asp>

In some situations it may be possible for individuals simply to refrain from taking part in meetings or to refrain from taking part in the decision making process. In more difficult cases, the Charity Commission might invite trustees to resign voluntarily but could, after conducting an investigation, require a trustee to step down.

Duties and Liabilities of Trustees

26. The duties of trustees can be quite onerous. He must act in the best interests of the beneficiaries at all times. The position is one of personal confidence towards the beneficiaries. The duties he owes the beneficiaries must not in any circumstances be permitted to come into conflict with his personal interests. A trustee acting in breach of trust is usually liable for any losses personally.
27. The courts have been keen to ensure that the trustee's strict duties towards the beneficiaries do not conflict with any other personal interests the trustee has. Consequently, a sale or lease of trust property to a trustee or to people or companies closely related to him should be approached cautiously. A number of rules have developed which may be summarised as follows:
 - a trustee should not place himself in a position where trafficking in the trust property may prove to be an irresistible temptation;
 - a trustee is not allowed to become the owner or lessee of trust property;
 - a trustee may not sell or lease property to a nominee;

- the sale of trust property to a trustee's relative will be looked upon with suspicion, as will a sale of trust property to a company in which the trustee has a substantial interest.

The Charity Commission

28. The Charity Commission, established by the Charities Act 1993, is one of the main sources of detailed advice and information about charities. It undertakes the following main roles:

- maintenance of a public Register of Charities;
- the investigation of misconduct and the abuse of charitable assets and taking or recommending remedial action;
- giving advice to charity trustees to make the administration of their charity more effective; and
- where necessary, making Schemes and Orders to modernise the purposes and administrative machinery of charities and to give trustees additional powers.

29. The contact details of the Charity Commission are as follows:

- General enquiries – contact centre 0845 3000218 or enquiries@charitycommission.gsi.gov.uk
- Website - www.charity-commission.gov.uk
- Useful publications - The Essential Trustee (ref CC3)
 - Charities and Local Authorities (ref CC29)
 - Charities and meetings (ref CC48)
 - Charities and Insurance (ref CC49)

Other Legal Topic Notes (LTNs) relevant to this subject:

LTN	Title	Relevance
21	Local Council Help for Village Halls	Sets out the powers of councils to assist the running of village halls.
40	Local Councils' Documents and Records	Sets out local councils' duties to record ownership of land and keep title documentation.
45	Disposal and Appropriation of Land by Local Councils	Sets out restrictions relating to disposals of land subject to charitable trusts.
80	Members' conduct and the registration and disclosure of their interests (England)	Explains councillors' obligations under the Localism Act 2011.

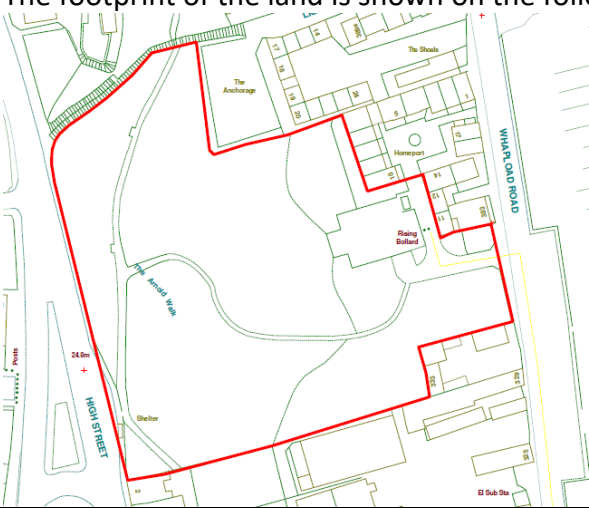
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Lowestoft Town Council Grant Application Form

Please complete this form and send it with:

- Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
- 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	Arnold's Bequest Charity Board (Frank Thomas Arnold For A Park Or Recreation Ground)
Name of account to which payment to be made (explain if not your organisation's name)	Frank Thomas Arnold For A Park Or Recreation Ground
What does your organisation do? (100 words max)	To manage, maintain and enhance an area of land known as 'Arnold's Bequest' for the benefit of Lowestoft residents. The land was bequeathed to the people of Lowestoft by Frank Thomas Arnold, and Lowestoft Town Council is the corporate Trustee of the charity responsible for it.
What relevant local area does your organisation cover?	Arnold's Bequest is situated in the Harbour and Normanston Ward. The footprint of the land is shown on the following location plan: 
Who are the main beneficiaries of your work?	Arnold's Bequest was bequeathed to the people of Lowestoft. The site is an area of public open space, which is primarily Deciduous woodland. A Suffolk Wildlife Trust assessment of the site identified it as 'a habitat of principal importance'. The variety of habitats seen at the site, from woodland, to scrubland, natural springs to grassland, as well as its elevated position, providing a view out to

Lowestoft Town Council Grant Application Form

	sea, provide an interesting and tranquil setting for visitors to enjoy, as well as vital habitat for local wildlife.
Are you a charity? If yes, describe the type of charity	Yes. 1. The provision of facilities for recreation or other leisure time occupation for the inhabitants of the area of the former Borough of Lowestoft. 2. For any charitable purpose for the benefit of the inhabitants of the area of the former Borough of Lowestoft.
If registered, what is the charity number?	304785.
Not-for-profit? If no, describe the organisation	Yes, it is a not-for-profit Charity. The only regular form of income currently received by the Charity is rental income from a tenant, totalling £2,500 per annum. These funds are invested back into the site both for routine maintenance and to make enhancements for the benefit of public enjoyment.
Organisation income (last complete financial year)	£2,500 (year ending 31 March 2024)
Organisation expenditure (last complete financial year)	£4,380 (year ending 31 March 2024)
Contact details	
Name	Lauren Elliott
Address	Lowestoft Town Council, First Floor, Hamilton House Battery Green Road Lowestoft Suffolk NR32 1DE
Telephone number/s	0330 053 6019
E-mail	lauren.elliott@lowestofttowncouncil.gov.uk
Position within organisation	Senior Committee and Project Clerk, and Administrative Officer for the Charity.
Explain how you are authorised to make this application on behalf of the organisation	I am a Clerk to the Town Council and the administrative officer responsible for organising and overseeing meetings of the Charity Board and projects undertaken at the site.
About your project	

Lowestoft Town Council Grant Application Form

Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	Lowestoft Town Council inherited the Trusteeship of the Arnold's Bequest Charity from the then Waveney District Council, upon the Town Council's formation in 2017. This was accompanied by a payment of £15,000 from Waveney District Council, which was ring-fenced in Lowestoft Town Council's account, for the purpose of maintaining and enhancing the Arnold's Bequest land. Until recently, the Charity Board has maintained a steady balance of approximately £20,000 in the Charity's bank account. A recent, essential capital project to resurface a pathway, alongside other routine maintenance work, has significantly impacted these funds. The Charity Board is therefore seeking funding to continue its vital work in maintaining and enhancing this public open space for the benefit of public enjoyment.
Total cost of project	£10,000.
Breakdown of cost	There is not a specific breakdown, but please see below answer to the question on what the grant would specifically fund for further detail on how the Charity Board intends to use the funds.
Grant requested from Lowestoft Town Council	£10,000.
What specifically would the grant from the Council fund?	This application has not been submitted for the purpose of a specific project, but to enable the Charity Board to continue its important work to maintain and enhance the Arnold's Bequest site, both for the benefit of public and the resident wildlife. The Charity Board has plans to continue to improve and expand the biodiversity of the site, and one planned project is to develop a wildlife pond. In order to uplift the identity of the site and inform the visiting public about the prominence of the Arnold family, the Charity Board also intends to create an information trail through the site, as well as an information board to explain the ecological significance of the site and identify what species the public may expect to see during their visit.
Have any funds been requested/agreed from other sources? Provide details	No.
When are the funds required?	As soon as possible please.
Project start date	No specific start or end dates for the planned projects, but the Charity Board would be grateful to receive the funds as soon as possible, in order to continue the work it is doing.
Project completion date	Please see previous answer.



Lowestoft Town Council Grant Application Form

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 L.Elliott Date 9 July 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.

LOWESTOFT TOWN COUNCIL – CHARITY BOARD

FRANK THOMAS ARNOLD for a park or recreation ground (Arnold's Bequest)

GOVERNANCE FRAMEWORK

Lowestoft Town Council is the Trustee of the above charity. The Town Councillors sit collectively as the Trustee of the Charity and must make decisions in the best interests of the objects of the charity rather than of the Council or their own personal interests.

The Charity Board is responsible for providing servicing and accommodation of all Charity Board and working group meetings; and making appropriate accounting and funding arrangements for the charity.

This document sets out the appropriate governance arrangements to enable the Town Council, through its Councillors, to conduct its charitable responsibilities separately from its role as a Town Council.

It is confirmed that:

1.	The Charity Board shall meet quarterly ahead of a Full Council meeting. One of these meetings will be the Annual General Meeting of the Charity (<i>AGM is not a legal requirement</i>)
2.	All meetings are held in public unless confidential matters arise.
3.	At a meeting of the Charity Board the current Chair of the Council, if present, shall preside. If they are absent the Vice Chair of the Council shall preside and if both are absent from the meeting the Charity Board shall choose one of their number to preside.
4.	No business shall be transacted at a meeting of the Charity Board unless at least six Lowestoft Town Councillors are present.
5.	The names of Councillors present at any Charity Board meeting shall be recorded.
6.	The minutes of the proceedings of the Charity Board shall be recorded and shall be signed at the next following meeting of the Charity Board by the person presiding.
7.	The Charity Board will be indemnified via the Town Council's insurance policy and this arrangement will be reviewed annually.
8.	The Charity Board may amend all or part of this Governance Framework at any time at a meeting of the Charity Board.
9.	The Charity Board may nominate up to six Councillors on to one or more Working Groups of the Charity Board. The Charity Board will determine the terms of reference of any working group when it is established. The Chair of the Working Group will be elected by the Councillors on the Working Group. The business, frequency and timings of Working Group meetings will be determined by the Chair of the Working Group in line with its terms of reference.
10.	Working Groups are not permitted to make decisions on behalf of the Charity Board. Any recommendations made by the Working Group will be formally taken to a meeting of the Charity Board for decision.
11.	For the avoidance of doubt, in the absence of a statement herein about the rules for these meetings, those that apply will be inferred from the Standing Orders of Lowestoft Town Council.



MEETING PAPER

Subject: Town Council Peer Review

Meeting: Finance and Governance – Agenda Item 25.3

Date: 14 July 2025

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

The Mayor, Acting Town Clerk and Chair of Finance attended the East Suffolk Council Conference in February, and one of the items for the day was a presentation from the LGA on Peer Challenge. In discussions, most council agreed the format offered by the LGA was not appropriate for local councils and it was agreed to consider something more suitable, with ESC, SALC and three Town Councils taking the lead on pulling together a very draft brief. The Acting Town Clerk was asked to contribute to this and has met with the above. The following is now offered for Council to consider.

DRAFT details of Peer Challenge

Intro

Each council must take appropriate measures to gain assurance both of the performance of its own services and of its own corporate governance. A Peer Challenge could serve as an opportunity to inform this and share practice across East Suffolk (Suffolk?)

Team

1 x Chair/Mayor of a Town Council in...East Suffolk? Suffolk?

1 x Clerk from a Town Council in...East Suffolk? Suffolk?

1 x Councillor from East Suffolk Council

1 x Officer from East Suffolk Council

Programme

- Observe a Town Council Meeting
- Day of Interviews
- Leader/Mayor
- Clerk

- Any 'Opposition' Councillors
- Focus Group of Mixed Councillors
- Focus Group of Local Partners
- Review of Website
- Review of Key Strategies and Documents

Scoping

- Identify date for the Peer Challenge - a Council meeting date and onsite date
- Meet with Mayor/Chair & Clerk to identify specific areas of interest and questions.
- Confirm coverage
- Carry out review
- Feedback presentation

In advance

- Town Council prepares a Position Statement against KLOE questions (below)
- Review website
- Key documents
 - Governance / Constitution / Committee Structure / Terms of Reference
 - Town Plan / Strategy
 - Annual Report
 - Neighbourhood Plan
 - Statement of Accounts

Coverage & Key Lines of Enquiry (KLOE)

- Local priorities and outcomes
 - What are the priorities of the Council?
 - How were the priorities set? How were local residents involved? Are they informed by local context?
 - Has the Council published a Corporate Plan?
 - How does the Council monitor performance against its priorities?
 - Does the Council report back to residents on performance and achievements?
- Organisational and place leadership
 - How has the Council used evidence to shape its work?
 - Does the Council have sufficient capacity to deliver?
 - Does the Council have clear direction / Is the Council well led?
 - Are there good relationships between the Council and local partners and community?
- Governance and culture

- Does the Council have a Constitution or a clear set of governance arrangements for the Council and its committees?
 - Are Council meetings well attended?
 - Is there sufficient challenge and scrutiny?
 - How are relationships at the Council? Councillor to Councillor / Councillor to Officer?
 - Have there been any Code of Conduct complaints in the past 5 year?
- Financial planning and management
 - Describe the Council's current financial position?
 - What are the Council's current financial challenges?
 - How financially resilient is the Council?
 - Has the Council recently discussed precept levels vs ambitions and aspirations?
- Capacity for improvement.
 - Are there areas the Council would like to approve?
 - Are there any priority projects?
 - How does the Council manage risk?
 - Does the Council have sufficient resource and capacity to deliver on its priorities?

Date 11/07/2025

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Time 11:58

Cashbook 1

User: COXJ

Unity Bank Account

For Month No: 3

Receipts for Month 3

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		2,312,652.50					2,312,652.50	
7026	Banked 02/06/2025	18.50						
7026	Market income	18.50			1020	505	18.50	Weekly market income
7027	Banked 02/06/2025	18.50						
7027	Market Income	18.50			1020	505	18.50	Weekly market income
7037	Banked 04/06/2025	4,800.00						
7037	Anglian Water	4,800.00		800.00	1210	100	4,000.00	SN Drainage recharge
7028	Banked 06/06/2025	18.50						
7028	Market Income	18.50			1020	505	18.50	Weekly market income
7029	Banked 09/06/2025	200.00						
	Sales Recpts Page 439	200.00	200.00		100			Sales Recpts Page 439
7030	Banked 16/06/2025	750.00						
	Sales Recpts Page 440	750.00	750.00		100			Sales Recpts Page 440
7031	Banked 18/06/2025	200.00						
	Sales Recpts Page 441	200.00	200.00		100			Sales Recpts Page 441
7032	Banked 18/06/2025	50.00						
	Sales Recpts Page 442	50.00	50.00		100			Sales Recpts Page 442
7033	Banked 20/06/2025	200.00						
	Sales Recpts Page 443	200.00	200.00		100			Sales Recpts Page 443
7034	Banked 24/06/2025	25.00						
	Sales Recpts Page 444	25.00	25.00		100			Sales Recpts Page 444
7035	Banked 25/06/2025	1.69						
7035	Stripe	1.69			1200	435	2.00	Denes Oval floodlights
					4365	435	-0.31	Denes Oval floodlights
7036	Banked 27/06/2025	200.00						
	Sales Recpts Page 445	200.00	200.00		100			Sales Recpts Page 445
Total Receipts for Month		6,482.19	1,625.00	800.00			4,057.19	
Cashbook Totals		2,319,134.69	1,625.00	800.00			2,316,709.69	

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Unity Bank Account

For Month No: 3

Payments for Month 3

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/06/2025	Taylor Williams	7346	8.40		1.40	4160	150	7.00	May reimbursements
02/06/2025	Screwfix	7341	77.96	77.96		500			Cable ties
02/06/2025	East Coast Mower Services	7342	275.00	275.00		500			Fit wiring loom to trailer
02/06/2025	East-Point Sports Ltd	7343	480.00	480.00		500			Gym bags for 10K
02/06/2025	Ben Burgess GroundsCare Equipm	7344	936.00	936.00		500			2 x Dennis DO82
02/06/2025	Munnings Supplies Ltd	7345	45.60	45.60		500			Paint/workwear
02/06/2025	Novuna Business Finance	7421	1,137.61	1,137.61		500			Transit Van hire Apr25-Mar26
02/06/2025	Novuna Business Finance	7422	1,207.38	1,207.38		500			Transit Tipper hire Apr-Mar26
02/06/2025	East Suffolk Council	7423	212.00	212.00		500			Links Rd Car Park Rates 25/26
02/06/2025	East Suffolk Council	7424	104.00	104.00		500			SN Bowls Club Rates 25/26
02/06/2025	East Suffolk Council	7425	998.00	998.00		500			HH Rates Apr25-Mar26
02/06/2025	East Suffolk Council	7426	180.00	180.00		500			BVP rates to Mar 26
02/06/2025	DVLA	7427	29.31			6500	100	29.31	Road Tax AY72HNM
02/06/2025	DVLA	7428	29.31			6500	100	29.31	Road tax AV72ZGM
02/06/2025	DVLA	7429	30.18			6500	100	30.18	Road Tax AX72 BVL
02/06/2025	DVLA	7430	30.18			6500	100	30.18	Road Tax DN70 ZYZ
02/06/2025	Fuel Card Services Ltd	7437	122.90	122.90		500			Fuel
03/06/2025	BNP Paribas Leasing	7484	230.74		38.46	4070	100	192.28	Copier hire
04/06/2025	Lauren Elliott	7347	33.60		5.60	4160	150	28.00	May reimbursements
04/06/2025	OPR Consulting Ltd	7348	2,548.47	2,548.47		500			Prepare business plan
04/06/2025	OPR Consulting Ltd	7349	1,575.00	1,575.00		500			LTC drawdown contract 3 days
04/06/2025	V.C. Cooke	7350	630.60	630.60		500			Waste diposal May25
04/06/2025	Net World Sports	7351	357.33	357.33		500			Tennis balls & bag
04/06/2025	Suffolk Assn. of Local Council	7352	43.20	43.20		500			MW-Comm'g with your community
04/06/2025	Wilco Motor Spares Ltd	7353	8.00	8.00		500			Screenwash
04/06/2025	Munnings Supplies Ltd	7354	48.00	48.00		500			Shorts
04/06/2025	R J Pryce & Co Ltd	7355	31.16	31.16		500			Hose clips, grab rail
04/06/2025	CLA Fabrications Ltd	7356	2,705.49	2,705.49		500			Cricket nets-mesh/posts/gate
04/06/2025	Rouse Forestry	7357	576.00	576.00		500			Dead wood trees BVP
04/06/2025	Aquaculture Innovations Ltd	7358	102.00	102.00		500			Replace cable for Nautilus
04/06/2025	Fleet 96 Rentals Ltd	7359	840.00	840.00		500			Van hire to 2.6.25
04/06/2025	Excite Solutions Ltd	7360	2,496.00	2,496.00		500			Grass cutting Mar/Apr
04/06/2025	Cloudy Group Ltd	7361	1,804.90	1,804.90		500			Microsoft & support
04/06/2025	The Marina Theatre Trust	7362	266.50	266.50		500			Storage Unit rent
04/06/2025	Phoenix Events (East) Ltd	7363	993.30	993.30		500			Orange plastic barriers 10K
04/06/2025	Peter Colby Commercials Ltd	7364	2,230.11	2,230.11		500			Service Charge Jun25
06/06/2025	J P Hawes	7384	186.83		0.66	4150	650	28.04	JH mileage Apr/May
						4120	100	61.57	Unit 2 refreshments & Apr/May
						5000	100	71.57	Ramp & tools for GMT
						6500	100	24.99	Trailer lead for vehicles

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Unity Bank Account

For Month No: 3

Payments for Month 3

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
06/06/2025	Smith Bros Timber (East Anglia	7365	76.49	76.49		500			Screws/paint/washers etc
06/06/2025	Munnings Supplies Ltd	7366	68.40	68.40		500			White spray paint
06/06/2025	Banner World Ltd	7367	529.42	529.42		500			Feather Flags
06/06/2025	Garden Discount Centre Ltd	7368	85.61	85.61		500			Autocut C26-2 x2
06/06/2025	Seletar Signs	7369	90.00	90.00		500			'No Dog' signs DO
06/06/2025	Travis Perkins Trading Company	7370	75.07	75.07		500			Cement/wheelb'w/cutting disc
06/06/2025	Daniel Connal LLP	7371	3,384.00	3,384.00		500			CDM advisor duties
06/06/2025	Claxton Creative Ltd	7372	667.99	667.99		500			Filming YMCA workshop
06/06/2025	John Ward	7373	420.00	420.00		500			Recording song for TH
06/06/2025	MossKing Associates Ltd	7374	5,280.00	5,280.00		500			Project delivery
06/06/2025	HAT Projects Ltd	7375	19,000.97	19,000.97		500			Stage 5 construction fees
06/06/2025	Claxton Creative Ltd	7376	75.00	75.00		500			Exhibition prints
06/06/2025	Barnes Construction	7377	139,296.53	139,296.53		500			Work re Interim Cert No 3
06/06/2025	Seconds Catering Ltd	7379	450.00	450.00		500			Canapes - Suffolk Day
06/06/2025	Suffolk Cloud	7380	36.00	36.00		500			Hosting & Support 1/4-30/6
06/06/2025	Keable and Flowers Ltd	7381	348.00	348.00		500			VE Day lunch & refreshments
06/06/2025	NPower Ltd	7382	744.45	744.45		500			Electric TM May 25
06/06/2025	Smith Bros Timber (East Anglia	7383	118.44	118.44		500			Tan tile Batten
09/06/2025	Barnes Construction	7378	139,296.53	139,296.53		500			Work re Interim Cert No 3
09/06/2025	Fuel Card Services Ltd	7406	101.96	101.96		500			Fuel
10/06/2025	East Coast Mower Services	7385	214.77	214.77		500			Repairs to Dennis cassette
10/06/2025	Munnings Supplies Ltd	7386	22.80	22.80		500			Shorts
10/06/2025	Munnings Supplies Ltd	7387	51.00	51.00		500			Hi vis T shirt
10/06/2025	R J Pryce & Co Ltd	7388	27.73	27.73		500			Cutting oil/sealant
10/06/2025	R J Pryce & Co Ltd	7389	13.49	13.49		500			Flushpipe & connector
10/06/2025	R J Pryce & Co Ltd	7390	51.66	51.66		500			Padlock/pipebracket/pipe etc
10/06/2025	Smith Bros Timber (East Anglia	7391	34.56	34.56		500			Reg Tan
10/06/2025	Smith Bros Timber (East Anglia	7392	64.80	64.80		500			Plywood & Tanaised
10/06/2025	Fleet 96 Rentals Ltd	7393	1,080.00	1,080.00		500			Van hire to 9/6/25
10/06/2025	Evolve Business Solutions Ltd	7394	271.49	271.49		500			Photocopier to 2/9/25
10/06/2025	Luminescence Theatre Company	7395	93.00	93.00		500			Queer Voices Workshop-Pride
10/06/2025	Sage Global Services Ltd	7396	49.80	49.80		500			Sage to 4/7/25
12/06/2025	J P Hawes	7405	100.00		16.67	5000	100	37.50	Asphalt
						4340	150	45.83	Carpet tiles (Karpel Kingdom)
12/06/2025	R J Pryce & Co Ltd	7397	26.51	26.51		500			Cable ties/pliers/socket
12/06/2025	Screwfix	7398	186.88	186.88		500			Lock/padlock/cylinder brs etc
12/06/2025	Visit Kirkley	7399	961.20	961.20		500			Grant for bunting
12/06/2025	Ben Burgess GroundsCare Equipm	7400	66.26	66.26		500			Wheel kit
12/06/2025	Smith Bros Timber (East Anglia	7401	106.38	106.38		500			Tile batten/nails/hasp & stapl
12/06/2025	Ben Burgess GroundsCare Equipm	7402	36.77	36.77		500			Switch
12/06/2025	CIA Fire & Security Ltd	7403	1,502.40	1,502.40		500			Smart gate subs to

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Unity Bank Account

For Month No: 3

Payments for Month 3

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
									30/6/26 DO
12/06/2025	Jewson	7404	552.70	552.70		500			Cement
13/06/2025	Vintage Chic Event Hire	7407	650.00	650.00		500			Venue Decor Suffolk Day
13/06/2025	First 4 Numbers Limited	7408	319.92	319.92		500			Signs for 10K
13/06/2025	First 4 Numbers Limited	7409	166.38	166.38		500			Signs for 10K
13/06/2025	Lound Plant Centre	7410	23.96	23.96		500			Grow bag tray
13/06/2025	AGA Print Ltd t/a Solopress	7411	341.87	341.87		500			Sports brochures
13/06/2025	Flint & Vine Ltd	7412	286.20	286.20		500			18 bottles of Rose wine
13/06/2025	R J Pryce & Co Ltd	7413	19.81	19.81		500			Cable ties
13/06/2025	9:55 Creative Ltd	7414	2,184.00	2,184.00		500			Final 20% for new website
13/06/2025	East Coast Mower Services	7415	160.00	160.00		500			Repairs to Grillo mower
13/06/2025	East Coast Mower Services	7416	160.00	160.00		500			Repairs to JD ride on mower
16/06/2025	C&C Consulting Services Ltd	7417	59.40	59.40		500			H&S advisor mileage
16/06/2025	C&C Consulting Services Ltd	7418	990.90	990.90		500			H&S Support
16/06/2025	Fuel Card Services Ltd	7419	476.05	476.05		500			Fuel
16/06/2025	Credit Card Account	7420	802.33			220		802.33	Credit card payment
17/06/2025	Squaretrade Carpets & Flooring	7431	600.00	600.00		500			Floor tiles for HH
17/06/2025	Munnings Supplies Ltd	7432	7.50	7.50		500			Safety specs
17/06/2025	R J Pryce & Co Ltd	7433	137.96	137.96		500			Cement
17/06/2025	Origin Amenity Solutions	7434	335.10	335.10		500			Couplers/sprinklers/hose clip
18/06/2025	Eon Energy	7435	16.16	16.16		500			Electric PC Fen Park
18/06/2025	Need2Store Ltd	7436	240.00	240.00		500			Unit 164 rental to 17/7/25
20/06/2025	Sarah Foote	7460	55.30		6.85	4120	100	14.00	Placeboard refreshments
						4160	650	34.45	May/June reimburse SF
20/06/2025	Kreative Bunting Limited	7438	155.40	155.40		500			Handwaving flags - Suffolk Day
20/06/2025	Anglia Print Ltd	7439	232.80	232.80		500			Suffolk Day lamppost signs
20/06/2025	East-Point Sports Ltd	7440	180.00	180.00		500			30 volunteer high vis 10k run
20/06/2025	Travis Perkins Trading Company	7441	81.65	81.65		500			Postcrete
20/06/2025	MH Goals Ltd	7442	1,900.80	1,900.80		500			Goal frame Gunton Park
20/06/2025	East Point Business Services	7443	7,856.10	7,856.10		500			Service charge HH Jul-Sep
20/06/2025	East Point Business Services	7444	8,659.38	8,659.38		500			Rent HH Jul-Sep
20/06/2025	Rouse Forestry	7445	408.00	408.00		500			Remove dead willow KG
20/06/2025	Munnings Supplies Ltd	7446	152.40	152.40		500			Trainers
20/06/2025	East Coast Mower Services	7447	175.99	175.99		500			Iseki tractor repairs
20/06/2025	Travis Perkins Trading Company	7448	81.65	81.65		500			Postcrete
20/06/2025	Mulberry & Co	7449	465.18	465.18		500			Internal audit 24/25
20/06/2025	Smith Bros Timber (East Anglia	7450	57.58	57.58		500			Bolts, washers etc
20/06/2025	Ben Burgess GroundsCare Equipm	7479	-23.58	-23.58		500			Credit for Toplink Cat1/1
20/06/2025	Secure-a-Field Ltd	7480	10,285.88	10,285.88		500			Steel bridge beams KG
20/06/2025	Ewan Gallagher	7488	341.63		3.80	4160	150	19.20	June reimbursements EG
						4150	650	12.64	June reimbursements EG

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Payments for Month 3

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
						4465	300	305.99	Cereal bars for 10k
23/06/2025	Fuel Card Services Ltd	7451	169.62	169.62	500				Fuel
23/06/2025	Seconds Catering Ltd	7452	450.00	450.00	500				Canapes - Suffolk Day
23/06/2025	SALARIES	SAL JUNE	54,645.05		4000	140		54,645.05	June Salaries
23/06/2025	British Gas	7485	83.92	83.92	500				P/Ledger Electronic Payment
23/06/2025	EE Limited	7489	1,050.91	1,050.91	500				P/Ledger Electronic Payment
25/06/2025	NPower Ltd	7453	138.32	138.32	500				Electric KG May 25
25/06/2025	NPower Ltd	7454	103.94	103.94	500				Electric PC block KG May 25
25/06/2025	NPower Ltd	7455	79.29	79.29	500				Electric PC P'field St May 25
25/06/2025	NPower Ltd	7456	158.17	158.17	500				Electric TH May 25
25/06/2025	NPower Ltd	7459	460.67	460.67	500				Electric DO May 25
25/06/2025	Ian Bird	7478	22.91		4150	650		22.91	Insurance IB - business use
25/06/2025	Barge Preservation Community P	7481	1,240.00	1,240.00	500				Barge No 9 Insurance
26/06/2025	NPower Ltd	7457	68.54	68.54	500				Electric R'dam Rd PC May 25
26/06/2025	NPower Ltd	7458	142.20	142.20	500				Electric Pav chg NP May 25
26/06/2025	The Suffolk Coffee Company	7461	750.00	750.00	500				Hot drinks for Suffolk Day
26/06/2025	Ben Burgess GroundsCare Equipm	7462	432.68	432.68	500				Spindle & V-belt
26/06/2025	BUNZL Cleaning & Hygiene Suppl	7463	652.23	652.23	500				Mop/hand towels
26/06/2025	Elecosoft UK Ltd	7464	1,111.00	1,111.00	500				Shiresystem add'l licence
26/06/2025	MJ Training	7465	94.80	94.80	500				Level 3 annual refresher
26/06/2025	Munnings Supplies Ltd	7466	174.49	174.49	500				Trainers
26/06/2025	Wave Ltd	7467	1,445.62	1,445.62	500				Water Whapload Rd 12.3-11.6
26/06/2025	The Input Group	7468	116,280.00	116,280.00	500				3 storey link Job 668 Cert 7
26/06/2025	S&S Sound and Lighting Hire Lt	7469	7,344.00	7,344.00	500				Sound system Suffolk Day
26/06/2025	R J Pryce & Co Ltd	7470	161.20	161.20	500				Radar lock A12 toilets
26/06/2025	Folkes Plant & Aggregates Ltd	7471	45.55	45.55	500				Top Soil
26/06/2025	Peter Colby Commercials Ltd	7472	2,230.11	2,230.11	500				P/Ledger Electronic Payment
26/06/2025	Travis Perkins Trading Company	7473	24.60	24.60	500				Bungee cords/trowel
26/06/2025	Noel Vine	7474	2,000.00	2,000.00	500				Orchestra for Suffolk Day
26/06/2025	East Coast Mower Services	7475	363.70	363.70	500				Service Van DN70 ZYZ
26/06/2025	Chris Meek	7487	217.93		4120	100		31.53	Refreshments CM reimburse
					4150	650		41.40	CM reimburse
					4480	300		85.00	Suffolk Day flowers
					4140	200		60.00	Sunrise framed declaration
27/06/2025	Kitchener's Lowestoft	7476	150.00	150.00	500				2 gala dinner tickets - Mayor
30/06/2025	Fuel Card Services Ltd	7477	293.50	293.50	500				Fuel

Payments for Month 3				Nominal Ledger				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
30/06/2025	Unity Trust Bank	7482	0.80			4110	130	0.80 Handling charge
30/06/2025	Unity Trust Bank	7483	39.60			4110	130	39.60 Service charge Jun 25
30/06/2025	Eon Energy	7486	25.52	25.52		500		P/Ledger Electronic Payment
Total Payments for Month			570,964.69	514,160.59	73.44			56,730.66
Balance Carried Fwd			1,748,170.00					
Cashbook Totals			2,319,134.69	514,160.59	73.44			1,804,900.66

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Annual Budget - By Centre (Actual YTD Month 3)

Note: 30th June 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	Administration									
1076	Precept	2,090,222	2,090,222	2,413,263	1,206,632	0	0	0	0	0
1080	Bank Interest Received	0	12,844	0	2,815	0	0	0	0	0
1090	Grants	0	0	0	500	0	0	0	0	0
1095	CIL	0	58,116	0	3,136	0	0	0	0	0
1210	Recharges	0	792	0	4,000	0	0	0	0	0
1215	Vehicle Sale	0	3,000	0	0	0	0	0	0	0
1220	Scrap Metal	0	216	0	-216	0	0	0	0	0
Total Income		2,090,222	2,165,189	2,413,263	1,216,866	0	0	0	0	0
4070	Office Supplies and Stationery	2,000	3,948	2,060	589	0	0	0	0	0
4105	IT	10,550	14,725	9,959	5,579	0	0	0	0	0
4120	Miscellaneous & Meetings	1,398	1,626	1,440	1,017	0	0	0	0	0
4155	Compliance	33,620	49,310	31,333	8,042	0	0	0	0	0
4175	HR & Payroll	7,000	5,200	7,210	4,372	0	0	0	0	0
4375	Van Hire	10,800	13,598	40,000	27,622	0	0	0	0	0
4376	Vehicles	0	44,710	0	0	0	0	0	0	0
4470	Festive Lights	7,689	7,620	8,437	0	0	0	0	0	0
5000	Repairs & Maintenance	90,000	77,089	92,700	14,892	0	0	0	0	0
5010	Sports Ground Maintenance	15,000	12,294	15,450	6,532	0	0	0	0	0
5040	Horticultural	60,000	22,207	81,750	2,898	0	0	0	0	0
5200	Tarmacking	40,801	373	42,026	4,995	0	0	0	0	0
5205	Fencing and Walls	7,000	0	0	0	0	0	0	0	0
5210	Gutter Clearing	10,000	0	0	0	0	0	0	0	0
5215	Goods	10,000	0	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 3)

Note: 30th June 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6500	Ground Maintenance	28,050	28,447	98,065	20,979	0	0	0	0	0
	Overhead Expenditure	333,908	281,147	430,430	97,517	0	0	0	0	0
	100 Net Income over Expenditure	1,756,314	1,884,043	1,982,833	1,119,349	0	0	0	0	0
6000	plus Transfer from EMR	0	2,000	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	4,716	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>1,756,314</u>	<u>1,881,327</u>	<u>1,982,833</u>	<u>1,119,349</u>	<u>0</u>		<u>0</u>		
110	Neighbourhood Plan									
4800	Neighbourhood Plan	0	540	0	0	0	0	0	0	0
	Overhead Expenditure	0	540	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(540)</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		
120	Capital Works									
5105	Capital Investment	0	13,230	0	0	0	0	0	0	0
	Overhead Expenditure	0	13,230	0	0	0	0	0	0	0
6000	plus Transfer from EMR	0	13,230	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		
130	Elections and Professional Fee									
4090	Audit Fees	5,058	4,690	5,210	-3,045	0	0	0	0	0
4095	Insurance	30,900	25,343	27,500	26,863	0	0	0	0	0
4110	Bank Charges	412	475	425	130	0	0	0	0	0
4115	Professional Fees and Subscrip	4,968	4,407	5,617	4,751	0	0	0	0	0
4130	Legal Costs	40,000	79,984	50,000	15,708	0	0	0	0	0

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11:57 Annual Budget - By Centre (Actual YTD Month 3)

Note: 30th June 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4135	Elections	0	6,921	13,743	0	0	0	0	0	0
4165	Consultancy and H&S	12,000	47,867	22,600	8,371	0	0	0	0	0
	Overhead Expenditure	93,338	169,688	125,095	52,778	0	0	0	0	0
6000	plus Transfer from EMR	0	6,921	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(93,338)</u>	<u>(162,766)</u>	<u>(125,095)</u>	<u>(52,778)</u>	<u>0</u>		<u>0</u>		
140	Staff, Training and CPD									
4000	Salaries - Gross	913,377	755,524	810,081	209,884	0	0	0	0	0
4005	Employers National Insurance	0	76,017	99,345	26,575	0	0	0	0	0
4010	Employers Superannuation	0	157,331	158,960	40,811	0	0	0	0	0
4025	Job Adverts	0	3,174	7,500	0	0	0	0	0	0
4050	Staffing Contingency	70,000	1,164	84,249	0	0	0	0	0	0
4055	Staff Training	21,000	23,373	21,630	3,585	0	0	0	0	0
4056	Councillor Training	3,750	3,735	3,000	0	0	0	0	0	0
	Overhead Expenditure	1,008,127	1,020,318	1,184,765	280,855	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(1,008,127)</u>	<u>(1,020,318)</u>	<u>(1,184,765)</u>	<u>(280,855)</u>	<u>0</u>		<u>0</u>		
150	Office Accommodation									
1200	Room and Land Hire Income	0	80	0	0	0	0	0	0	0
	Total Income	0	80	0	0	0	0	0	0	0
4160	Parking	1,500	438	1,545	106	0	0	0	0	0
4300	Business Rates	9,956	9,980	10,266	9,980	0	0	0	0	0
4305	BID Levy	350	350	350	350	0	0	0	0	0
4340	Furniture & Equipment	8,941	12,023	9,210	2,679	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 3)

Note: 30th June 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4710	IT Service Charge	19,000	26,293	30,000	6,711	0	0	0	0	0
4715	Hamilton House Loan Repayment	13,430	13,430	13,834	6,715	0	0	0	0	0
4720	Premises Rent	14,700	15,435	15,141	7,718	0	0	0	0	0
4725	Premises Service Charge	34,248	29,479	35,275	13,094	0	0	0	0	0
5020	Project Expenditure	0	147	0	0	0	0	0	0	0
Overhead Expenditure		102,125	107,574	115,621	47,352	0	0	0	0	0
Movement to/(from) Gen Reserve		(102,125)	(107,494)	(115,621)	(47,352)	0		0		
160	Town Hall									
1091	Town Hall Grant	144,717	1,456,147	0	68,352	0	0	0	0	0
Total Income		144,717	1,456,147	0	68,352	0	0	0	0	0
4305	BID Levy	1,325	1,286	1,365	1,286	0	0	0	0	0
4365	Utilities	7,983	-9,821	8,223	299	0	0	0	0	0
5000	Repairs & Maintenance	10,000	0	0	0	0	0	0	0	0
5020	Project Expenditure	0	651,859	0	589,493	0	0	0	0	0
9980	DMO Repayments	0	0	82,683	0	0	0	0	0	0
Overhead Expenditure		19,308	643,324	92,271	591,078	0	0	0	0	0
Movement to/(from) Gen Reserve		125,409	812,823	(92,271)	(522,726)	0		0		
170	Workshop									
4095	Insurance	0	0	0	274	0	0	0	0	0
4300	Business Rates	7,610	7,610	7,610	7,610	0	0	0	0	0
4340	Furniture & Equipment	0	0	2,500	180	0	0	0	0	0
4365	Utilities	6,000	4,438	6,000	0	0	0	0	0	0

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11:57 Annual Budget - By Centre (Actual YTD Month 3)

Note: 30th June 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4720	Premises Rent	20,500	20,214	24,000	5,125	0	0	0	0	0
4725	Premises Service Charge	0	3,563	0	450	0	0	0	0	0
Overhead Expenditure		34,110	35,824	40,110	13,639	0	0	0	0	0
Movement to/(from) Gen Reserve		(34,110)	(35,824)	(40,110)	(13,639)	0		0		
180	Waterways and Ponds									
5000	Repairs & Maintenance	40,800	5,698	9,150	2,146	0	0	0	0	0
Overhead Expenditure		40,800	5,698	9,150	2,146	0	0	0	0	0
Movement to/(from) Gen Reserve		(40,800)	(5,698)	(9,150)	(2,146)	0		0		
200	Art, Heritage & Museums									
1000	Property Lettings - Exempt	0	25,665	0	-25,665	0	0	0	0	0
Total Income		0	25,665	0	-25,665	0	0	0	0	0
4140	Civic & Ceremonial	2,400	2,440	2,400	660	0	0	0	0	0
4143	Arts and Heritage	30,000	24,759	30,000	1,961	0	0	0	0	0
4150	Travel Expenses	1,000	7	1,000	150	0	0	0	0	0
Overhead Expenditure		33,400	27,206	33,400	2,771	0	0	0	0	0
Movement to/(from) Gen Reserve		(33,400)	(1,542)	(33,400)	(28,436)	0		0		
250	Tingdene - Camping & Caravan									
1000	Property Lettings - Exempt	101,212	78,317	104,249	0	0	0	0	0	0
Total Income		101,212	78,317	104,249	0	0	0	0	0	0
Movement to/(from) Gen Reserve		101,212	78,317	104,249	0	0		0		

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Annual Budget - By Centre (Actual YTD Month 3)

Note: 30th June 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
300	Events & Grants									
1085	Donations	0	500	0	0	0	0	0	0	0
1090	Grants	0	1,351	0	0	0	0	0	0	0
	Total Income	0	1,851	0	0	0	0	0	0	0
4100	Community Engagement	21,462	12,861	21,506	5,187	0	0	0	0	0
4101	Sponsorship	23,000	22,500	33,380	23,295	0	0	0	0	0
4450	Grants	65,000	46,051	50,000	35,773	0	0	0	0	0
4451	Social and Food Relief	0	0	25,000	2,000	0	0	0	0	0
4465	Events	15,000	8,029	15,450	8,420	0	0	0	0	0
4480	Major Events	58,599	42,063	65,540	25,459	0	0	0	0	0
	Overhead Expenditure	183,061	131,504	210,876	100,134	0	0	0	0	0
	300 Net Income over Expenditure	-183,061	-129,654	-210,876	-100,134	0	0	0	0	0
6000	plus Transfer from EMR	0	96	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(183,061)	(129,558)	(210,876)	(100,134)	0		0		
350	Marina Theatre									
1092	Marina Theatre Grant	0	1,012,500	0	0	0	0	0	0	0
1210	Recharges	0	0	10,000	0	0	0	0	0	0
1211	Loan Repayment	0	0	0	10,000	0	0	0	0	0
	Total Income	0	1,012,500	10,000	10,000	0	0	0	0	0
4315	Cleaning	4,562	2,648	0	0	0	0	0	0	0
4505	Marina Theatre Management Fee	150,000	150,000	150,000	150,000	0	0	0	0	0

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11:57 Annual Budget - By Centre (Actual YTD Month 3)

Note: 30th June 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5000	Repairs & Maintenance	27,939	39,037	28,778	0	0	0	0	0	0
5020	Project Expenditure	0	785,012	244,000	511,707	0	0	0	0	0
	Overhead Expenditure	182,501	976,697	422,778	661,707	0	0	0	0	0
	350 Net Income over Expenditure	-182,501	35,803	-412,778	-651,707	0	0	0	0	0
6000	plus Transfer from EMR	0	7,508	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(182,501)</u>	<u>43,311</u>	<u>(412,778)</u>	<u>(651,707)</u>	<u>0</u>		<u>0</u>		
355	Box Office Building									
1000	Property Lettings - Exempt	20,000	20,000	20,000	0	0	0	0	0	0
	Total Income	20,000	20,000	20,000	0	0	0	0	0	0
9980	DMO Repayments	13,406	13,406	13,167	0	0	0	0	0	0
	Overhead Expenditure	13,406	13,406	13,167	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>6,594</u>	<u>6,594</u>	<u>6,833</u>	<u>0</u>	<u>0</u>		<u>0</u>		
400	Allotments and Open Spaces									
1100	Allotment Income	601	601	620	-601	0	0	0	0	0
	Total Income	601	601	620	-601	0	0	0	0	0
4600	Administration Fee - Allotment	1,812	1,812	1,867	0	0	0	0	0	0
4601	Allotment Maintenance	16,030	2,316	16,511	0	0	0	0	0	0
	Overhead Expenditure	17,842	4,128	18,378	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(17,241)</u>	<u>(3,527)</u>	<u>(17,758)</u>	<u>(601)</u>	<u>0</u>		<u>0</u>		
401	Parks and Open Spaces									

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11:57 Annual Budget - By Centre (Actual YTD Month 3)

Note: 30th June 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1200	Room and Land Hire Income	0	3,464	0	0	0	0	0	0	0
	Total Income	0	3,464	0	0	0	0	0	0	0
5000	Repairs & Maintenance	25,750	14,113	26,523	1,386	0	0	0	0	0
5030	Parks Development	0	2,120	0	0	0	0	0	0	0
5105	Capital Investment	45,000	38,762	46,350	8,034	0	0	0	0	0
	Overhead Expenditure	70,750	54,995	72,873	9,420	0	0	0	0	0
	401 Net Income over Expenditure	-70,750	-51,531	-72,873	-9,420	0	0	0	0	0
6000	plus Transfer from EMR	0	2,120	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(70,750)</u>	<u>(49,411)</u>	<u>(72,873)</u>	<u>(9,420)</u>	<u>0</u>		<u>0</u>		
410	Great Eastern Linear Park									
4625	GELP Railway Rent	24	0	25	0	0	0	0	0	0
	Overhead Expenditure	24	0	25	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(24)</u>	<u>0</u>	<u>(25)</u>	<u>0</u>	<u>0</u>		<u>0</u>		
425	Sparrows Nest									
1000	Property Lettings - Exempt	25,200	25,900	25,900	0	0	0	0	0	0
1205	Memorial Benches	0	325	0	0	0	0	0	0	0
	Total Income	25,200	26,225	25,900	0	0	0	0	0	0
4300	Business Rates	1,068	1,035	1,068	1,035	0	0	0	0	0
4365	Utilities	13,905	5,311	14,323	852	0	0	0	0	0
5000	Repairs & Maintenance	0	4,000	0	0	0	0	0	0	0
5100	Capital Repairs	100,000	0	0	0	0	0	0	0	0

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11:57 Annual Budget - By Centre (Actual YTD Month 3)

Note: 30th June 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5105	Capital Investment	0	36,550	0	0	0	0	0	0	0
	Overhead Expenditure	114,973	46,896	15,391	1,887	0	0	0	0	0
	425 Net Income over Expenditure	-89,773	-20,671	10,509	-1,887	0	0	0	0	0
6000	plus Transfer from EMR	0	36,550	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(89,773)	15,879	10,509	(1,887)	0		0		
430	Belle Vue Park									
1000	Property Lettings - Exempt	2,771	1,599	0	0	0	0	0	0	0
	Total Income	2,771	1,599	0	0	0	0	0	0	0
4301	Council Tax	0	61	0	1,798	0	0	0	0	0
5000	Repairs & Maintenance	10,849	0	0	0	0	0	0	0	0
5030	Parks Development	0	3,566	0	0	0	0	0	0	0
	Overhead Expenditure	10,849	3,626	0	1,798	0	0	0	0	0
	430 Net Income over Expenditure	-8,078	-2,028	0	-1,798	0	0	0	0	0
6000	plus Transfer from EMR	0	3,076	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(8,078)	1,048	0	(1,798)	0		0		
435	Denes Oval									
1085	Donations	0	8,000	0	0	0	0	0	0	0
1090	Grants	0	15,635	0	0	0	0	0	0	0
1200	Room and Land Hire Income	0	708	0	14	0	0	0	0	0
	Total Income	0	24,343	0	14	0	0	0	0	0

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11:57 Annual Budget - By Centre (Actual YTD Month 3)

Note: 30th June 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4365	Utilities	7,500	12,030	10,722	2,555	0	0	0	0	0
5105	Capital Investment	0	37,691	0	40,249	0	0	0	0	0
Overhead Expenditure		7,500	49,720	10,722	42,804	0	0	0	0	0
Movement to/(from) Gen Reserve		(7,500)	(25,377)	(10,722)	(42,790)	0		0		
440	Normanston Park									
1000	Property Lettings - Exempt	6,250	6,250	6,250	0	0	0	0	0	0
1090	Grants	0	3,900	0	0	0	0	0	0	0
1200	Room and Land Hire Income	0	115	0	0	0	0	0	0	0
1210	Recharges	0	7,783	0	0	0	0	0	0	0
Total Income		6,250	18,048	6,250	0	0	0	0	0	0
4365	Utilities	6,180	10,301	5,386	789	0	0	0	0	0
5105	Capital Investment	85,000	65,730	0	0	0	0	0	0	0
Overhead Expenditure		91,180	76,031	5,386	789	0	0	0	0	0
440 Net Income over Expenditure		-84,930	-57,984	864	-789	0	0	0	0	0
6000	plus Transfer from EMR	0	5,000	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(84,930)	(52,984)	864	(789)	0		0		
445	Kensington Garden Park									
1000	Property Lettings - Exempt	3,145	3,100	3,145	0	0	0	0	0	0
1090	Grants	0	9,831	0	0	0	0	0	0	0
1205	Memorial Benches	0	325	0	0	0	0	0	0	0
1300	Capital Works	0	0	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 3)

Note: 30th June 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income		3,145	13,256	3,145	0	0	0	0	0	0
4365	Utilities	10,000	5,207	3,506	199	0	0	0	0	0
5105	Capital Investment	0	10,848	0	0	0	0	0	0	0
Overhead Expenditure		10,000	16,055	3,506	199	0	0	0	0	0
Movement to/(from) Gen Reserve		(6,855)	(2,800)	(361)	(199)	0		0		
450 Kirkley Fen Park										
4365	Utilities	5,000	142	5,150	-13	0	0	0	0	0
Overhead Expenditure		5,000	142	5,150	-13	0	0	0	0	0
Movement to/(from) Gen Reserve		(5,000)	(142)	(5,150)	13	0		0		
482 Play Areas - General										
4155	Compliance	6,665	7,493	8,000	2,900	0	0	0	0	0
4200	EMR Contribution	25,000	12,454	25,000	0	0	0	0	0	0
4355	Refurbishment	130,000	89,505	0	0	0	0	0	0	0
4485	Sports and Development	0	0	20,000	2,723	0	0	0	0	0
5000	Repairs & Maintenance	30,000	4,847	15,000	487	0	0	0	0	0
Overhead Expenditure		191,665	114,299	68,000	6,110	0	0	0	0	0
6000	plus Transfer from EMR	0	89,505	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(191,665)	(24,794)	(68,000)	(6,110)	0		0		
488 Walmer Road										
1200	Room and Land Hire Income	0	500	0	0	0	0	0	0	0
Total Income		0	500	0	0	0	0	0	0	0

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11:57 Annual Budget - By Centre (Actual YTD Month 3)

Note: 30th June 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6001	less Transfer to EMR	0	500	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		0	0	0	0	0		0		
500	Public Conveniences									
4315	Cleaning	8,718	15,348	9,480	1,053	0	0	0	0	0
4355	Refurbishment	70,000	77,743	0	0	0	0	0	0	0
4365	Utilities	6,000	3,463	4,000	757	0	0	0	0	0
5105	Capital Investment	0	200	0	0	0	0	0	0	0
Overhead Expenditure		84,718	96,755	13,480	1,810	0	0	0	0	0
6000	plus Transfer from EMR	0	77,943	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(84,718)	(18,811)	(13,480)	(1,810)	0		0		
505	The Triangle Market									
1020	Market Income	0	605	0	111	0	0	0	0	0
Total Income		0	605	0	111	0	0	0	0	0
4365	Utilities	5,356	7,789	5,517	1,392	0	0	0	0	0
4465	Events	0	3,932	6,000	506	0	0	0	0	0
5000	Repairs & Maintenance	5,000	12,891	5,000	0	0	0	0	0	0
5105	Capital Investment	0	250	0	0	0	0	0	0	0
Overhead Expenditure		10,356	24,861	16,517	1,898	0	0	0	0	0
505 Net Income over Expenditure		-10,356	-24,256	-16,517	-1,787	0	0	0	0	0
6000	plus Transfer from EMR	0	10,420	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(10,356)	(13,836)	(16,517)	(1,787)	0		0		

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Note: 30th June 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
510	Links Road Car Park									
1200	Room and Land Hire Income	0	2,180	0	-2,180	0	0	0	0	0
	Total Income	0	2,180	0	-2,180	0	0	0	0	0
4300	Business Rates	2,185	2,121	2,251	2,121	0	0	0	0	0
	Overhead Expenditure	2,185	2,121	2,251	2,121	0	0	0	0	0
	Movement to/(from) Gen Reserve	(2,185)	59	(2,251)	(4,301)	0		0		
515	Whitton Estate Meeting Hall									
1200	Room and Land Hire Income	0	2,786	0	28	0	0	0	0	0
	Total Income	0	2,786	0	28	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	2,786	0	28	0		0		
555	Community Halls									
1000	Property Lettings - Exempt	1,000	1,000	1,000	0	0	0	0	0	0
	Total Income	1,000	1,000	1,000	0	0	0	0	0	0
4115	Professional Fees and Subscrip	0	910	0	0	0	0	0	0	0
4155	Compliance	679	1,046	500	0	0	0	0	0	0
4300	Business Rates	0	1,758	0	2,197	0	0	0	0	0
4315	Cleaning	5,784	1,928	612	174	0	0	0	0	0
4365	Utilities	2,498	1,359	2,000	24	0	0	0	0	0
5000	Repairs & Maintenance	5,150	2,359	5,305	353	0	0	0	0	0
	Overhead Expenditure	14,111	9,359	8,417	2,748	0	0	0	0	0

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11:57 Annual Budget - By Centre (Actual YTD Month 3)

Note: 30th June 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(13,111)</u>	<u>(8,359)</u>	<u>(7,417)</u>	<u>(2,748)</u>	<u>0</u>		<u>0</u>		
600	Community Safety									
5055	Defibrillators	10,300	4,769	5,000	0	0	0	0	0	0
5060	Community Safety	0	910	1,000	0	0	0	0	0	0
6505	CCTV	0	0	20,000	0	0	0	0	0	0
Overhead Expenditure		<u>10,300</u>	<u>5,679</u>	<u>26,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(10,300)</u>	<u>(5,679)</u>	<u>(26,000)</u>	<u>0</u>	<u>0</u>		<u>0</u>		
650	Climate Emergency									
4150	Travel Expenses	10,500	11,881	15,000	2,938	0	0	0	0	0
4160	Parking	0	0	0	34	0	0	0	0	0
5045	Climate Emergency	15,000	16,471	60,450	0	0	0	0	0	0
5220	Waste Disposal	22,289	20,276	21,554	5,372	0	0	0	0	0
5225	Bulky Waste	11,303	24,604	27,125	0	0	0	0	0	0
5230	Water Refill Stations	2,626	0	0	0	0	0	0	0	0
Overhead Expenditure		<u>61,718</u>	<u>73,231</u>	<u>124,129</u>	<u>8,345</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6000	plus Transfer from EMR	0	5,922	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(61,718)</u>	<u>(67,309)</u>	<u>(124,129)</u>	<u>(8,345)</u>	<u>0</u>		<u>0</u>		
655	Horticulture									
4365	Utilities	1,000	33	0	0	0	0	0	0	0
6515	Bulbs	7,500	4,176	10,000	114	0	0	0	0	0
6520	Mulching	0	137	0	0	0	0	0	0	0
Overhead Expenditure		<u>8,500</u>	<u>4,346</u>	<u>10,000</u>	<u>114</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Continued on next page

Annual Budget - By Centre (Actual YTD Month 3)

Note: 30th June 2025

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(8,500)</u>	<u>(4,346)</u>	<u>(10,000)</u>	<u>(114)</u>	<u>0</u>		<u>0</u>		
Total Budget Income	2,395,118	4,854,354	2,584,427	1,266,926	0	0	0	0	0
Expenditure	2,755,755	4,008,400	3,077,888	1,930,011	0	0	0	0	0
Net Income over Expenditure	<u>-360,637</u>	<u>845,954</u>	<u>-493,461</u>	<u>-663,085</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	260,290	0	0	0	0	0	0	0
less Transfer to EMR	0	5,216	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(360,637)</u>	<u>1,101,029</u>	<u>(493,461)</u>	<u>(663,085)</u>	<u>0</u>		<u>0</u>		

Receipts for Month 4				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		1,748,170.00					1,748,170.00	
7038	Banked 08/07/2025	5.00						
	Sales Recpts Page 446	5.00	5.00		100			Sales Recpts Page 446
7039	Banked 08/07/2025	27,705.00						
7039	East Suffolk Council	27,705.00			1095	100	27,705.00	Thirlmere Walk CIL
Total Receipts for Month		27,710.00	5.00	0.00			27,705.00	
Cashbook Totals		1,775,880.00	5.00	0.00			1,775,875.00	

Payments for Month 4				Nominal Ledger				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
01/07/2025	Alan Elvin	7504	86.49			4150 650	86.49	Mileage reimburse - AE
01/07/2025	DVLA	7511	30.18			6500 100	30.18	Road tax DN70ZYZ
01/07/2025	DVLA	7512	30.18			6500 100	30.18	Road tax AX72BVL
01/07/2025	DVLA	7513	29.31			6500 100	29.31	Road tax AV72 ZGM
01/07/2025	DVLA	7514	29.31			6500 100	29.31	Road Tax AY72 HNM
01/07/2025	COLLEGE OF ARMS	7490	1,450.00	1,450.00		500		Digital artwork - coat of arms
01/07/2025	East Coast Mower Services	7491	240.00	240.00		500		Repair John Deere cutting deck
01/07/2025	Folkes Plant & Aggregates Ltd	7492	119.31	119.31		500		Type 1 Ex pit & top soil
01/07/2025	R J Pryce & Co Ltd	7493	19.55	19.55		500		Security bit & socket
01/07/2025	Herts Enviro Services	7494	1,610.40	1,610.40		500		Water hygiene L8 regime Jun25
01/07/2025	Munnings Supplies Ltd	7495	45.00	45.00		500		Hi vis t shirt, shorts
01/07/2025	East Coast Waste	7496	389.47	389.47		500		Unit 2 waste disposal
01/07/2025	Origin Amenity Solutions	7497	111.54	111.54		500		Blue water soluble
01/07/2025	Lound Plant Centre	7498	23.96	23.96		500		Grow bag tray
01/07/2025	Wilco Motor Spares Ltd	7499	28.00	28.00		500		Ratchet handle/torx key set
01/07/2025	Seletar Signs	7500	126.00	126.00		500		Signs
01/07/2025	Ben Burgess GroundsCare Equipm	7501	63.26	63.26		500		Wheel Kit
01/07/2025	R J Pryce & Co Ltd	7502	22.27	22.27		500		Hessian sandbags
01/07/2025	Smith Bros Timber (East Anglia	7503	77.08	77.08		500		Hammerite/ratchet straps etc
01/07/2025	East Suffolk Council	7505	180.00	180.00		500		BVP rates to Mar 26
01/07/2025	East Suffolk Council	7506	220.00	220.00		500		WHall Rates Apr 25 - Mar 26
01/07/2025	East Suffolk Council	7507	761.00	761.00		500		Unit 2 rates Apr25-Mar26
01/07/2025	East Suffolk Council	7508	998.00	998.00		500		HH Rates Apr25-Mar26
01/07/2025	East Suffolk Council	7509	104.00	104.00		500		SN Bowls Club Rates 25/26
01/07/2025	East Suffolk Council	7510	212.00	212.00		500		Links Rd Car Park Rates 25/26
02/07/2025	Novuna Business Finance	7515	1,137.61	1,137.61		500		Transit Van hire Apr25-Mar26
02/07/2025	Novuna Business Finance	7516	1,207.38	1,207.38		500		Transit Tipper hire Apr-Mar26
04/07/2025	East Suffolk Services Ltd	7517	985.20	985.20		500		Hire fence panels & sandbags
04/07/2025	Fleet 96 Rentals Ltd	7518	840.00	840.00		500		Van hire to 2.7.25
04/07/2025	Towmate Trailers	7519	73.20	73.20		500		Gas strut for trailers
04/07/2025	St Luke's Church	7520	2,000.00	2,000.00		500		Grant-Food St Lukes Church
04/07/2025	Technix Rubber & Plastics Ltd	7521	219.16	219.16		500		Grasslok & pegs
04/07/2025	Claxton Creative Ltd	7522	296.89	296.89		500		Filming & editing Apr25
04/07/2025	Claxton Creative Ltd	7523	927.76	927.76		500		Filming/editing Jun25
04/07/2025	Haward Horological Ltd	7524	6,360.00	6,360.00		500		TH wind vane restoration
04/07/2025	Jess Johnston	7525	3,240.00	3,240.00		500		Consultancy May 25
04/07/2025	Andrew Morton Associates Ltd	7526	3,091.22	3,091.22		500		Val'n & cost reports
04/07/2025	Hutton & Rostron Environmental	7527	5,928.00	5,928.00		500		Roof timber investigation
04/07/2025	Modes Users Association	7528	1,080.00	1,080.00		500		Modes compact licence 1yr

Payments for Month 4

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/07/2025	The Marina Theatre Trust	7529	266.50	266.50		500			Storage unit
04/07/2025	The Society of Local Council C	7530	240.00	240.00		500			SLCC membership TW
04/07/2025	R J Pryce & Co Ltd	7531	30.00	30.00		500			Block plane
04/07/2025	Cloudy Group Ltd	7532	1,804.90	1,804.90		500			Microsoft & support
04/07/2025	Lauren Elliott	7536	54.70		9.05	4160	150	45.65	June Reimburse
04/07/2025	HMRC	7543	23,898.86			525		23,898.86	PAYE/NIC Mth 3
04/07/2025	DWP	7544	552.90			4000	140	552.90	AEO Mth 3
04/07/2025	Nasima Begum	7548	73.10			4150	200	73.10	Mayor travel TC Conf/SALC AGM
04/07/2025	Taylor Williams	7549	28.20		4.66	4160	150	23.54	TW June reimburse
04/07/2025	Suffolk Pension Fund	7551	19,597.91			530		19,597.91	Pension Mth 3
04/07/2025	R J Pryce & Co Ltd	7533	17.20	17.20		500			Barrier tape/masking tape
04/07/2025	Munnings Supplies Ltd	7534	74.10	74.10		500			Trousers
04/07/2025	Smith Bros Timber (East Anglia	7535	103.20	103.20		500			OSB
04/07/2025	Danielle Morgan	7537	50.00	50.00		500			Materials
04/07/2025	Nicholsons Solicitors LLP	7538	18,849.60	18,849.60		500			Transfers re Sea Wall
04/07/2025	OPR Consulting Ltd	7539	1,575.00	1,575.00		500			Fees-Legal/Dip Farm/Complaints
04/07/2025	Smith Bros Timber (East Anglia	7540	44.38	44.38		500			Screw/washers/wallplugs etc
04/07/2025	Munnings Supplies Ltd	7541	70.20	70.20		500			T shirts
04/07/2025	Munnings Supplies Ltd	7542	11.40	11.40		500			Marking spray paint
04/07/2025	V.C. Cooke	7545	102.00	102.00		500			June waste disposal
04/07/2025	V.C. Cooke	7546	747.00	747.00		500			General waste disposal Jun25
04/07/2025	Wave Ltd	7547	23.50	23.50		500			Water standpipe KG 19/3-18/6
04/07/2025	Luminescence Theatre Company	7550	93.00	93.00		500			Queer Voices Workshop- Pride
04/07/2025	East Suffolk Council	7568	149.00			5000	505	149.00	Plan Appl'n TM
07/07/2025	Fuel Card Services Ltd	7552	314.27	314.27		500			Fuel
08/07/2025	Mark Smith	7553	51.99		0.83	5000	100	4.00	Glue for Mayors chain
						5000	100	16.99	Water test kit KG lake
						5000	100	4.17	KG key (invoiced KG Bowls)
						4465	300	26.00	Extra water 10k run
08/07/2025	R J Pryce & Co Ltd	7554	17.12	17.12		500			Heating torch
08/07/2025	Brewers Decorator Centres	7555	389.27	389.27		500			Filler & paint
08/07/2025	Jewson	7556	134.82	134.82		500			Asphalt NP
08/07/2025	Jewson	7557	126.90	126.90		500			Mini excavator hire 4/7/25
08/07/2025	Munnings Supplies Ltd	7558	81.00	81.00		500			Grip gloves
08/07/2025	R J Pryce & Co Ltd	7559	63.88	63.88		500			Oil/cable ties/padlock
08/07/2025	Rouse Forestry	7560	540.00	540.00		500			Fen Park trees
08/07/2025	East Coast Mower Services	7561	115.88	115.88		500			Hedge cutter repairs
08/07/2025	St John Ambulance	7562	684.60	684.60		500			First aid provision 10K
08/07/2025	Phoenix Events (East) Ltd	7563	778.20	778.20		500			Signs & traffic mgt set 10K
08/07/2025	East Coast Mower Services	7564	120.00	120.00		500			Repairs to dennis cassette
08/07/2025	Citizens Advice East Suffolk	7565	3,000.00	3,000.00		500			Grant CAB

Payments for Month 4					Nominal Ledger			
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
08/07/2025	NPower Ltd	7566	722.28	722.28		500		Electric TM Jun25
08/07/2025	C R Hales	7569	102.00	102.00		500		Green Waste
10/07/2025	Sage Global Services Ltd	7567	48.60	48.60		500		Payroll to 4/8/25
Total Payments for Month			110,140.19	65,528.06	14.54			44,597.59
Balance Carried Fwd			1,665,739.81					
Cashbook Totals			1,775,880.00	65,528.06	14.54			1,710,337.40