

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Full Council** meeting of Lowestoft Town Council, which will be held at **Lowestoft Town Council** at **6:30 PM** on **Tuesday, July 22, 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](#). 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
22 July 2025

Lowestoft Town Council
Full Council

Lowestoft Town Council
6:30 PM on Tuesday, July 22, 2025

AGENDA

73 Welcome

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

74 To receive and consider approval of apologies for absence from any Councillors not in attendance

75 Declarations and dispensations

75.1 To receive declarations of disclosable pecuniary, other registerable and non-registerable interests, and of bias and pre-determination on items on the agenda

75.2 To consider written requests for dispensations for interests and note dispensations granted

76 To consider the draft minutes and confidential note of the Full Council meetings on 24 June and 15 July 2025

77 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.

78 Finance and Governance

78.1 To receive and consider the following:

1. 2024 - 2025 budget and reserves
2. Any bank reconciliations
3. Payments and income for the month ending 30 June 2025 and July 2025 to date (see schedules)
4. Payments for approval

78.2 To receive and note the draft minutes of the Finance and Governance Committee meeting on 14 July 2025

78.3 To consider the Peer Challenge Initiative

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The Finance and Governance Committee has recommended for officers to engage on the development of the initiative, but no decision to be made until the new Business Plan has been adopted.

78.4 To consider a recommendation from the Finance and Governance Committee to amend its meeting schedule

The recommendation is to amend the schedule to the second Wednesday of the month at 10:00.

79 Town Hall Project

79.1 To receive and note the draft minutes of the Town Hall Project Committee meeting on 10 July 2025

79.2 To receive and note a progress report from the Project Manager (some aspects may be confidential)

80 Marina Theatre

80.1 To receive and note the draft minutes of the Marina Theatre Project Committee meeting on 10 July 2025

80.2 To receive and note a progress report from the Project Manager

81 Assets, Inclusion and Development

81.1 To receive and note the draft minutes of the Assets, Inclusion and Development Committee meeting on 7 July 2025

81.2 To consider a recommendation from the AID Committee to re-allocate funding from a trailer to a woodchipper

81.3 To consider a recommendation from the AID Committee regarding future use of the Belle Vue Park thatched cottage (confidential)

82 Planning

82.1 To receive and note the draft minutes of the Planning Committee meetings on 26 June and 10 July 2025

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83 Personnel

83.1 To receive and note the draft minutes of the Personnel Committee meeting on 3 July 2025

83.2 To consider a recommendation from the Personnel Committee to join a Cycle to Work Scheme

83.3 To approve recommendations from the Personnel Committee regarding staff terms and conditions (confidential)

84 Climate and Ecological Emergency

84.1 To receive an update on appropriate activity to raise the profile of the flood risk to Lowestoft

85 Outside bodies

85.1 To request any agenda items and appoint attendees to the Quarterly Liaison Meeting with East Suffolk Council on 28 July

86 To consider the Town Council's position on the former Lowestoft Hospital

87 To consider an update report legal matters (confidential)

88 Date of next meeting
Tuesday 26 August 2025 at 18:30.

89 Items for the next agenda and close



INFORMATION – THE OLD HOSPITAL, LOWESTOFT

Background - The Town Council is often asked “what is happening about the Old Hospital?” or “what is the Town Council going to do about the Old Hospital”. The Town Council has no legal powers in relation to a building that is not under its ownership.

Purpose - The purpose of this statement is to provide interested parties with the information currently available and the places where further information can be sought if they so wish.

Detail

1. James Paget Hospital Trust – were previous owners of the site.

2. Future development of the site- The site has been owned by a private individual since 2019

- The site is included in the **Waveney Local Plan** (adopted Winter 2018) Policy number WLP2.8 which confirms that the site has been designated for residential development. The Policy gives guidance on the retention of original features of the site as well as an area designated as public open space. <http://www.eastsuffolk.gov.uk/planning/local-plans/waveney-local-plan/new-waveney-local-plan/>

- Lowestoft Town Council is in the process of developing a **Neighbourhood Plan** and the site will be referenced within the plan.

3. Stakeholder engagement – it is understood that the Integrated Care Board and the MP for Lowestoft have met to consider future uses of the site with the Lowestoft Hospital Contact Group and there were greatly differing opinion of what the ICB believed was possible to deliver at the site compared to what the Contact Group wished for.

4. Listing of the building – we have been advised by East Suffolk Council that there has been a previous attempt to list the building (2013) and the history of this can be viewed at

https://www.heritagegateway.org.uk/Gateway/Results_Single.aspx?uid=1415592&resourceID=7

This sets out why the complex was deemed not to be of Listable quality.

5. Asset of Community Value – the Town Council have been advised by the relevant granting authority (East Suffolk Council) that it would not be appropriate to submit an application to register the building as an asset of community value as it does not currently have a community use; such as a shop, pub or park would have.



MEETING PAPER

Subject: Climate and Ecological Emergency - Flood Barrier

Meeting: Full Council - Item 84.1

Date: 22 July 2025

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

The Climate and Ecological Emergency Committee recommended that the following actions be taken in relation to the flood barrier for the town:

Following the 2013 floods, measures to protect Lowestoft against further flooding from the sea were developed. This plan has been partially completed although a significant element, the barrage at the harbour mouth has not. Various reasons have contributed to this and currently there is no plan to complete the flood defences despite predictions that Lowestoft remains at risk of severe, if not catastrophic, flooding in the future. This impacts Lowestoft's population, property and infrastructure as well as having a negative impact on regeneration of the town.

Many in the town believe the town is protected against flooding and this is only partially correct, a major risk of flooding from the sea remains.

Proposal:

- *Write a strong letter stating Lowestoft Town Council represents the people of Lowestoft and are concerned that the community are vulnerable to the ravages of the North Sea with the cancellation of the barrier, furthermore, inwards investments to the town is restricted due to the uncertainty over flooding. This letter should be addressed to the following contacts: Jess Asato MP, Emma Hardy (Under Secretary of State for Water and Flooding), DEFRA and the Environment Agency, East Suffolk Council, Suffolk County Council.*
- *Engage with East Suffolk Council and Suffolk County Council to request an updated flood risk assessment for Lowestoft is conducted with the maps used to be updated to reflect the current infrastructure and have greater usability than maps used in previous surveys.*
- *Engage with East Suffolk Council and Suffolk County Council to ask what their plans are to protect Lowestoft against further flooding.*
- *To compile a list of, and consider engagement with, local active groups regarding the flood risk to Lowestoft.*
- *Seek clarification on the reason why the Lowestoft Flood Defence Group is inactive.*
- *Identify a list of national bodies with flood risk interest and consider appropriate engagement.*
- *Consider contact with Crown Estate as a potential funding body for completion of flood defence.*

- *Engage with ABP regarding their position on current and future development of flood defence for Lowestoft.*
- *The Town Council to arrange a meeting with Jess Asato MP to seek clarification as to whether the pre-election pledge to establish a Flood Resilience Taskforce that meets before every winter to protect communities, has been honoured, what measures it is taking and what it proposes for Lowestoft.*
- *Build on the meeting with Jess Asato MP and invite the four MPs to discuss this matter further, as the flood risk concerns the east coast and requires a coordinated effort.*

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MINUTES

Present: Cllrs Sonia Barker, Nasima Begum (Mayor), Robert Breakspear, Wendy Brooks, Christine Moore, John Murray, Paul Page, Graham Parker, Keith Patience, Andy Pearce, John Pitts, Deborah Ray and Elise Youngman

In attendance: Sarah Foote (Acting Town Clerk) and Lauren Elliott (Senior Committee and Project Clerk)

Also in attendance: Sheila Moss King (Town Hall Project Manager) (via Teams) and Emma Bellward (Marina Theatre Project Manager) (via Teams)

Public: There were no members of the public in attendance

47 Welcome

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

48 Apologies for absence

Apologies were received from Cllrs Neil Coleby, Jen Jones, Christian Newsome, Bernie Rappensberger and Nick Webb, with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Barker; all in favour.

49 Declarations and dispensations:

49.1 To receive declarations of disclosable pecuniary, other registerable and non-registerable interests, and of bias and pre-determination on items on the agenda

Regarding item 59.2, Cllr Begum declared she knows Rachel Bunn personally. Cllr Moore declared she is an employee of East Suffolk Council. Regarding item 56.3, Cllr Pearce declared he is the Town Council's appointed representative to the Lowestoft and Northern Parishes Community Partnership, and noted this item would also be relevant to District Councillors and members of the Communities Team. The Acting Town Clerk confirmed District Councillors and employees would be required to leave the room for the consideration of item 56.3. Cllrs Parker and Patience declared they are members of East Suffolk Council.

49.2 Written requests for dispensations for interests and note dispensations granted

The Acting Town Clerk had granted a dispensation to Cllr Pearce to report on agenda item 56.3.

50 The draft minutes and confidential notes of the Full Council meetings on 27 May and 10 June 2025

The draft minutes and confidential notes of 10 June were not yet available. Cllr Pearce proposed to approve the minutes and confidential note of the meeting on 27 May; seconded by Cllr Brooks; all in favour.

51 Public Forum

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

52 Finance and Governance:

52.1 Receipt and consideration of the following:

1. 2024 - 2025 budget and reserves – Cllr Pearce proposed to accept the spreadsheet provided as a true and accurate record of the current position; seconded by Cllr Brooks; all in favour. Some had found the spreadsheet difficult to read. Officers would review the format in which it was provided.

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2. Any bank reconciliations – April and May's bank reconciliations had been provided to the relevant Councillors.
3. Payments and income for the month ending 31 May 2025 and June 2025 to date (see schedules) – Cllr Pearce proposed to accept the income and expenditure reports as a true and accurate record; seconded by Cllr Barker; all in favour.
4. Payments for approval – There were none.

52.2 The draft minutes of the Finance and Governance Committee meeting on 9 June 2025

The draft minutes were not available for this meeting.

52.3 A recommendation from the Finance and Governance Committee on the definition of a complaint

This being any expression of dissatisfaction, subject to it being communicated directly to the office. Officers to provide feedback on the logistic feasibility of this.

It was clarified this would be any expression of dissatisfaction made to the office either verbally or in writing. Any expressions of dissatisfaction misdirected to the Town Council could be dealt with by return email and would not require investigation, but would still need to be logged. The office received numerous telephone calls expressing dissatisfaction, but were often not related to the Town Council. The logging of these would need to be resourced, which would take officers away from answering other calls. It was considered important for Councillors to be aware of the nature of the calls being received by the office, to identify any patterns, which could then inform the Council's communications and any services which needed to be improved. The Town Council already had a clear message on its telephone system to direct calls, but the office still received several calls not intended for the Town Council. Cllr Brooks proposed to approve the recommendation of the Finance and Governance Committee, and to begin a two-month trial of logging all expressions of dissatisfaction made to the office verbally or in writing, commencing 1 July 2025; seconded by Cllr Pearce; eleven Councillors voted in favour; two Councillors abstained from the vote.

52.4 Approval of lease hire of drop side vehicle and a van for a three year period to replace current vehicle hires

A meeting paper had been provided. The proposed new vehicles were not electric. Whilst these could be considered in the future, the Council currently had no facilities to charge them, and would not be able to install a vehicle charging point at Unit 2. Electric vehicles were also out of the Town Council's price range and their specifications did not generally suit the Town Council's requirements. The Climate and Ecological Emergency Committee had considered the pros and cons of electric vehicles on several occasions, but the Council had not resolved to use only electric vehicles. The lease hire of the proposed new vehicles would be a slight reduction to what the Town Council is paying for the current vehicles, plus a one-off cost of £620 plus VAT to have the logo and graphics added to the new vehicles. Cllr Pearce proposed to approve the lease hire of a drop-side vehicle and a van for a three-year period, to replace current vehicles; seconded by Cllr Brooks; ten Councillors voted in favour; two Councillors voted against; one Councillor abstained from the vote.

52.5 Appointing additional members to the Youth Forum Working Group

The current membership was Cllrs Barker, Blowers and Coleby. Cllr Youngman had been unable to attend due to the scheduling of the meetings. Cllr Pearce put his name forward to join the Working Group. Cllr Barker proposed to approve Cllr Pearce's membership; seconded by Cllr Youngman; all in favour.

52.6 Any items from the Suffolk County Council presentation on Local Government reform

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A presentation had been delivered ahead of the Full Council meeting. The process was still in its early stages, and the figures provided would likely change. Proposals from the District and Borough Councils had not yet been received. Cllr Pearce proposed to maintain a watching brief; seconded by Cllr Barker; twelve Councillors voted in favour; one Councillor abstained from the vote.

53 Audit and year-end returns:

53.1 The internal control review completed on 4 June 2025

Cllr Youngman had completed the internal control checks, and had found no issues.

53.2 Receipt of the internal audit report

The report had been supplied to Councillors. This was the year-end report and the Internal Auditor had also completed the relevant section of the Annual Governance and Accountability Return. Cllr Pearce proposed a vote of thanks to the Finance Manager for supporting the process and the positive outcomes achieved.

53.3 Accepting the accounts for the year ending 31 March 2025

Cllr Pearce proposed to accept the accounts for the year ending 31 March 2025; seconded by Cllr Barker; all in favour.

53.4 The Annual Governance and Accountability Return for 2024 - 2025 and associated papers and processes for external audit, including:

1. Approving the Annual Governance Statement (Section 1 AGAR) – Each year the Town Council was compelled to complete the Annual Governance and Accountability Return, and was required to consider and agree to the nine statements therein. The Acting Town Clerk read out the statements. Cllr Pearce proposed to agree to all of the statements; seconded by Cllr Youngman; all in favour. The Mayor and Acting Town Clerk duly signed the document.
2. Approving the Accounting Statement (Section 2 AGAR) and noting the associated papers, including Statement of Significant Variances and bank reconciliation – The papers had been provided to Councillors. The Annual Accounting Statement contained the figures for last year and the figures for this year, which were tied to the accounts as approved at the previous agenda item. Cllr Pearce proposed to approve the Annual Accounting Statement as a true and accurate record; seconded by Cllr Barker; all in favour. The Mayor and Acting Town Clerk duly signed the document. Cllr Pearce identified a possible typographical error on the internal audit report, which would be investigated.

54 Town Hall Project

54.1 The draft minutes of the Town Hall Project Committee meeting on 12 June 2025

The draft minutes were not available for this meeting.

54.2 A progress report from the Project Manager (some aspects may be confidential)

The Town Hall Project Manager joined the meeting 19:05

Two site visits had been held recently, with approximately thirty-two guests from the Town Council and the Heritage Focus Group. It had been useful for guests to see the extent of the stripping-back works, and members of the Heritage Focus Group had been impressed to see materials being reused. Works to the roof had uncovered significant degradation of some of the wooden elements, and the impact of this was being costed up. A large quantity of pigeon guano had also been uncovered and would need to be removed professionally removed, as it was a hazardous substance. Quotations were being sought. The weathervane had been installed and the stained-glass windows had been removed for repair. Extensive stonework cleaning and mortar repairs were being undertaken. Barnes had committed to sub-contract £1.22million worth of work to local contractors, and training opportunities would be offered to young people in the construction

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industry. Made two grant applications. A grant application of just over £700,000 had been submitted to Historic England, for conservation works. A grant application of approximately £50,000 had been submitted to the Hornsea Community Fund for the photovoltaic panels. Site visits for local people would be offered later in the year. An update on the artwork for the hoardings would be given at the next Project Committee meeting. The Heritage Apprentice advertisement was still live, with a closing date of 4 July.

The Town Hall Project Manager left the meeting 19:14

55 Marina Theatre

55.1 The draft minutes of the Marina Theatre Project Committee meeting on 12 June 2025

The draft minutes were not available for this meeting.

55.2 A progress report from the Project Manager

The Marina Theatre Project Manager joined the meeting 19:14

Cllr Brooks temporarily left the meeting 19:15

The project was 60% of the way through. Works were starting on the auditorium and café. To support these works, the building had been temporarily closed to the public and the staff temporarily relocated. Work on the new link building was progressing well. The lift shaft had been completed and the lift was due to be delivered shortly.

The Marina Theatre Project Manager left the meeting 19:16

55.3 A recommendation from the Marina Theatre Project Committee to approve the out of project scope works to the first floor auditorium seating

Cllr Brooks returned 19:16

This had originally been declined on the basis the cost of just over £30,000 would be coming from the project variance funding. There were concerns that the Funding Agreement between the District and Town Councils requiring a signed lease could lead to East Suffolk Council taking back the funding if a lease could not be negotiated. East Suffolk Council were satisfied with the efforts to settle the lease and had given assurances it would not take back the funding. Ideally, the works needed to be done for building regulation purposes. The Project Committee had recommended for the works to proceed, funded from the variance budget within the grant funding. Cllr Pearce proposed to support this recommendation, subject to the Town Council receiving written confirmation of certain assurances; seconded by Cllr Barker; twelve Councillors voted in favour; one Councillor voted against.

55.4 An update on the status of the lease and funding agreement and giving early consideration to alternative options, should a lease not be agreed (confidential)

To be considered during the confidential session.

56 Assets, Inclusion and Development

56.1 The draft minutes of the Assets, Inclusion and Development Committee meeting on 2 June 2025

The draft minutes were not available for this meeting.

56.2 A recommendation from the Parks and Open Spaces Sub-Committee on the award of the contract for the Thirlmere Walk play area (confidential)

To be considered during the confidential session.

56.3 The installation of a Town Council owned and funded Boxup facility in Normanston Park, given East Suffolk Council's decision to remove facility

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Cllrs Moore, Parker and Patience were asked to temporarily leave the meeting for the consideration of this item. When questioned by Cllr Patience, the Acting Town Clerk explained the item related to one of their registerable interests.

Cllrs Moore, Parker and Patience temporarily left the meeting 19:23

A meeting paper detailing the cost had been provided. There was lots of sensitive background information to consider and it was agreed to deal with this item during the confidential session.

Cllrs Moore, Parker and Patience returned 19:24

57 Planning

57.1 The draft minutes of the Planning Committee meeting on 12 June 2025

The draft minutes were not available for this meeting.

58 Personnel

58.1 The draft minutes of the Personnel Committee meeting on 5 June 2025

The draft minutes had been provided and there were no comments.

58.2 Matters relating to legal advice and staff terms and conditions (confidential)

To be considered during the confidential session.

59 Climate and Ecological Emergency

59.1 The draft minutes of the Climate and Ecological Emergency Committee meetings on 9 and 16 June 2025

The draft minutes of the meeting on 9 June had been received. There were comments regarding the accuracy of the minutes, which would be considered by the Committee at its next meeting. Councillors were reminded that draft minutes are provided to Full Council so that it has an awareness of the work of its Committees.

59.2 A recommendation from the Climate and Ecological Emergency Committee to appoint Rachel Bunn as a non-Councillor member to the Committee

Cllr Pearce proposed to approve this recommendation; seconded by Cllr Ray; all in favour.

59.3 A recommendation from the Climate and Ecological Emergency Committee to amend its Terms of Reference

Specifically, to remove the sentence which states that the committee 'is not a campaigning or political group'.

There had been a concern that the appointment of non-Councillor members may result in particular interest groups attempting to take the Committee over, however, the Committee was still required to work under the direction of Full Council, and it was considered advocacy actions undertaken in the Town Council's name did not need to be further constrained by the Terms of Reference. Cllr Brooks proposed to approve the recommendation; seconded by Cllr Pearce; all in favour.

60 Legal and governance matters (confidential):

1. The June 2025 legal update report – To be considered during the confidential session.

61 Date of next meeting

22 July 2025 at 18:30.

62 Items for the next agenda and close

Cllr Murray requested an item to consider the Town Council's role in the Lowestoft Hospital debate, and the future of the Lowestoft Hospital.

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Cllr Pearce proposed to move the meeting into confidential session; seconded by Cllr Youngman; all in favour.

63 Admission to meetings

Cllrs Parker and Patience left the meeting 19:33

Cllr Youngman temporarily left the meeting 19:33

55.4 An update on the status of the Marina Theatre lease and funding agreement and giving early consideration to alternative options, should a lease not be agreed (confidential) –

Cllr Youngman returned 19:34

An update was provided. Cllr Pearce made a proposal following this; seconded by Cllr Barker; all in favour.

It was confirmed the Town Council did require the written confirmation, as discussed at item 55.3.

56.2 A recommendation from the Parks and Open Spaces Sub-Committee on the award of the contract for the Thirlmere Walk play area (confidential) – Cllr Brooks proposed to support the recommendation of the Parks and Open Spaces Sub-Committee; seconded by Cllr Pearce; all in favour.

56.3 The installation of a Town Council owned and funded Boxup facility in Normanston Park, given East Suffolk Council's decision to remove facility –

Cllr Moore temporarily left the meeting 19:51 for the consideration of this item

Background information was provided as to why the current facility in Normanston Park was being removed. The cost for a six-box locker would be £14,500 plus VAT. Cllr Pearce proposed to approve this expenditure for a six-box facility to be installed in Normanston Park, in replacement of the facility being removed by East Suffolk Council, and to be installed as close as possible to the date that East Suffolk Council removes its facility from the park. Cllr Brooks seconded the proposal and suggested expenditure to come from the parks budget. The vote was taken and all Councillors voted in favour.

Cllr Moore returned 20:01

58.2 Matters relating to legal advice and staff terms and conditions (confidential) – The legal report had been provided, with headline items on the first page for Council consideration. Cllr Brooks made a proposal regarding a car park on Whapload Road; seconded by Cllr Pearce; all in favour.

The lease for Unit 2 had been finalised and was available for signing that evening.

There was discussion regarding the Euroscope, as per a previous Council resolution.

The Uplands Community Centre lease renewal would be considered at the next meeting, and a briefing paper from officers was requested.

The Senior Committee and Project Clerk left the meeting 20:16 for the consideration of the remaining items

Signed:

16 July 2025

Lowestoft Town Council
Planning Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 10 July 2025 18:45

MINUTES

Present: Cllrs Wendy Brooks, Jen Jones (Chair), Christian Newsome, Bernie Rappensberger and Elise Youngman

In attendance: Sarah Foote (Acting Town Clerk)

32 Welcome

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

33 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Neil Coleby and John Murray with reasons provided. Cllr Rappensberger proposed approval of the apologies received; seconded by Cllr Youngman; all in favour.

34 Declarations of interests and dispensations

34.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda – There were no declarations.

34.2 To consider written requests for dispensations for interests and note dispensations granted – No written requests had been received.

35 To consider the draft minutes of the meeting on 26 June 2025

Cllr Brooks proposed approval of the draft minutes; seconded by Cllr Youngman; all in favour.

36 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.

37 Planning Applications

37.1 To consider the following planning applications (all available on www.eastsuffolk.gov.uk) and decide the recommendations of the council:

Reference	Address and Description	District Ward
DC/25/0636/FUL	318 Beccles Road Carlton Colville - Rear Extension	Carlton And Whitton
It was proposed by Cllr Brooks, seconded by Cllr Youngman and unanimously agreed to recommend refusal of the application due to loss of amenity.		
DC/25/2365/FUL	8 Cypress Way - Demolition of garage and construction of a single storey rear extension	Carlton and Whitton
It was proposed by Cllr Brooks, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the application.		
DC/25/2385/FUL	157 St Peters Street - Change Opening Times & Add Roller Shutters for Security	Harbour And Normanston
It was proposed by Cllr Brooks, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application.		

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DC/25/2492/ADI	Lloyds Tsb Bank Plc 47 - 49 London Road North - Illuminated Advertisement Consent - New external bank signage	Harbour And Normanston
It was proposed by Cllr Brooks, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application.		
DC/25/2563/VOC	12 Beach Road - Variation of Condition No. 3 of DC/24/2368/FUL - Change of use of existing property, from class E (hairdressers at ground floor) and class C3 (residential apartment at first and second floor) to 8-bedroom house of multiple occupancy (Sui Generis) (ground, first and second floor) - Multiple Occupation Circumstances	Harbour And Normanston
It was proposed by Cllr Brooks, seconded by Cllr Rappensberger and unanimously agreed to recommend refusal of the application as the property is situated in a conservation area and the variation of the condition would remove the exceptional circumstances under which this application was originally approved.		
DC/25/1914/FUL	87 - 91 London Road South - Change of use of existing offices to create 3 self contained flats	Kirkley And Pakefield
It was proposed by Cllr Brooks, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the application.		
DC/25/2443/FUL	14 Nightingale Road - To replace outbuildings with rear single storey extension	Kirkley And Pakefield
It was proposed by Cllr Brooks, seconded by Cllr Rappensberger and unanimously agreed to recommend approval of the application.		

37.2 Applications for tree works

It was noted that the Planning Authority received the following applications for works for trees subject to a tree preservation order (TPO) and/or proposed works to trees within a Conservation Area (TCA):

Reference	Address and Description	District Ward
DC/25/2444/TPO	Foxburrow Wood - TPO/119/2022 - W1 All works to be carried out as detailed in the submitted Woodland Management Plan by A. T. Coombs Associates Ltd over a 10-year period	Gunton and St Margarets
The Committee were pleased to note that the Woodland Management Plan had been submitted for Foxburrow Wood.		
DC/25/2512/TPO	Potters Kiln Leisure Way - TPO/101/2021 - W1 1no. Group (G1 on submitted plan) - Crown raise to 5.2m from ground level roadside, prune road encroachment to main stems	Gunton and St Margarets
DC/25/2526/TPO	8 Gainsborough Drive - Proposal: TPO 1-4(3) - G13 1no. Oak (T1 on submitted plan) - 3m whole crown reduction, remove epicormic growth from main stem	Gunton and St Margarets

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DC/25/2573/TCA	46 Kirkley Park Road - 1no Ash (marked on submitted plan) - Fell	Kirkley and Pakefield
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38 Date of next meeting

Thursday 24 July 18:45

39 Items for the next agenda and close

An item was requested for the next agenda to receive a feedback report from Cllr Brooks on the East Suffolk Planning Forum.

The Chair closed the meeting at 19:01

Signed:

24 July 2025

Lowestoft Town Council
Planning Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 26 June 2025 at 6:45 PM

MINUTES

Present: Cllrs Wendy Brooks, Jen Jones (Chair), Christian Newsome and Elise Youngman

In attendance: Taylor Williams (Committee Clerk and Planning Assistant)

23 Welcome

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

24 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Neil Coleby, John Murray and Bernadette Rappensberger with reasons provided. Cllr Brooks proposed approval; seconded by Cllr Youngman; all in favour.

25 Declarations of interests and dispensations

25.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from Councillors on items on the agenda – There were no declarations.

25.2 To consider written requests for dispensations for interests and note dispensations granted – No written requests for dispensations had been received.

26 To consider the draft minutes of the meeting on 12 June 2025

Cllr Youngman proposed approval; seconded by Cllr Newsome; all in favour.

27 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.

28 Planning applications

28.1 To consider the following planning applications (all available on www.eastsuffolk.gov.uk) and decide the recommendations of the Council:

Reference	Address and Description	District Ward
DC/25/1226/FUL	316 Long Road - Change of Use for static caravan in situ to use as therapy rooms	Carlton and Whitton
It was proposed by Cllr Brooks, seconded by Cllr Newsome and unanimously agreed to recommend approval of the application.		
DC/25/2168/FUL	60 Edgerton Road - Construction of a single-storey porch at the main entrance of the property, featuring brick walls, a tiled roof, and a new front door, and window.	Carlton and Whitton
It was proposed by Cllr Brooks, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application.		
DC/25/2246/VOC	6 Elizabeth Close - Variation of Condition No.2 of DC/20/3899/FUL - Extension above existing flat roofed and new workshop	Harbour and Normanston
It was proposed by Cllr Brooks, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application.		

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DC/25/2286/FUL	84 St Margarets Road - Change of Use from Dwellinghouse to Small House in Multiple Occupation for up to 4 people	Harbour and Normanston
It was proposed by Cllr Brooks, seconded by Cllr Newsome and unanimously agreed to recommend refusal of the application due to overdevelopment.		
DC/25/2297/ADI	Lloyds Tsb Bank Plc 47 - 49 London Road North - Replacement illuminated ATM & MFD and collars with updated branding	Harbour and Normanston
It was proposed by Cllr Brooks, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application.		
DC/25/2210/FUL	16 Cliftonville Road - Extensions front and rear, pitch roof to existing garage and materials	Kirkley and Pakefield
It was proposed by Cllr Brooks, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application.		

28.2 Applications for tree works

The Committee noted that the Planning Authority received the following applications for works for trees subject to a tree preservation order (TPO) and/or proposed works to trees within a Conservation Area (TCA):

Reference	Address and Description	District Ward
DC/25/2266/TPO	54 Gainsborough Drive - TPO 1-4(4) - T50 1no. Oak (T1 on submitted plan) - Remove 2 low limbs overhanging No. 52 Gainsborough Drive.	Gunton and St Margarets
DC/25/2368/TPO	5 Rembrandt Close - TPO 1-4(2) - T13 1no. Oak (marked on submitted plan) - Remove epicormic growth, remove deadwood	Gunton and St Margarets
DC/25/2409/TCA	28 Corton Road - 1no. Holm Oak (marked on submitted plan) - Reduce overhang to perimeter and neighbouring property and reshape, reshape laterals back to boundary fence of No. 28	Gunton and St Margarets

29 To appoint a representative to attend the East Suffolk Council Town and Parish Forum on Wednesday 23 July 9:30-12:30

Cllr Newsome nominated Cllr Brooks to attend the forum; seconded by Cllr Youngman; all in favour.

30 Date of next meeting

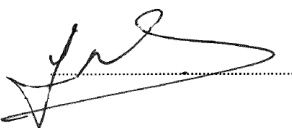
Thursday 10 July 18:45

31 Items for the next agenda and close

No items were requested.

The Chair closed the meeting at 18:57

Signed:
10 July 2025



Lowestoft Town Council

Personnel Committee

Lowestoft Town Council
Thursday 03 July 2025 at 10:00

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum, Wendy Brooks, Jen Jones, Christian Newsome (Chair), Keith Patience, Andy Pearce, Bernie Rappensberger, Nick Webb and Elise Youngman

In attendance: Sarah Foote (Acting Town Clerk) and Lauren Elliott (Senior Committee and Project Clerk)

Public: There were no members of the public in attendance

14 Welcome

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

15 Apologies for absence

Apologies were received from Cllrs Neil Coleby, John Murray and Graham Parker with reasons provided. Cllr Webb proposed approval of the apologies received; seconded by Cllr Jones; all in favour.

16 Declarations of interests and dispensations

16.1 Declarations of disclosable pecuniary, other registerable and non-registerable interests, and of bias and pre-determination from Councillors – There were none.

16.2 Written requests for dispensations for interests and note dispensations granted – There were none.

17 The draft minutes and confidential notes of the meetings on 1 May and 5 June and confidential notes of 6 March and 3 April 2025

Cllr Brooks proposed approval of the minutes and confidential notes as listed, and requested that they be labelled with their dates, where multiple documents are supplied. Cllr Pearce seconded the proposal and all Councillors voted in favour.

18 Public forum

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

19 Monitoring expenditure from the staffing contingency budget

There had been no expenditure. There were however several matters relating to staff contingency budget, which would be considered later on the agenda.

20 Whether or not to join a cycle to work scheme, as an employee benefit

Additional information had been provided. Cllr Brooks proposed for the Town Council to join the cycle to work scheme, as an employee benefit; seconded by Cllr Pearce; all in favour.

21 Reviewing the risks relevant to this committee, as identified on the risk register, and implementation of the control measures

The Committee had previously been provided with the register as adopted by Council, and would be focussing on the sections relevant to this Committee. The Acting Town Clerk noted there was one amber risk, which was an ongoing consideration, some aspects of which were being brought to fruition. Business planning was underway to set the Council's priorities and objectives. The Acting Town Clerk recommended the Committee should note the amber risk, but that control measures are being worked through. It was suggested a progress update be brought to September's meeting. Cllr Pearce proposed to accept the Acting Town Clerk's recommendation; seconded by Cllr Jones; all in favour.

22 Staff terms and conditions (confidential):

22.1 A recommendation from the Personnel Working Group on staff appointments, terms and conditions and reporting lines – To be considered during the confidential session.

Lowestoft Town Council

Personnel Committee

Lowestoft Town Council

Thursday 03 July 2025 at 10:00

22.2 Any recommendations for pay awards – To be considered during the confidential session.

22.3 A review of job evaluation and recruitment processes – To be considered during the confidential session.

22.4 The appraisal timetable and consider process for reporting to Personnel Committee – To be considered during the confidential session.

22.5 The training and development record – This had been supplied to the Committee and was noted.

22.6 A report on matters relating to legal advice and terms and conditions – To be considered during the confidential session.

23 Consideration of the following regarding Councillors:

23.1 Forthcoming training in support of Councillor Training and Development Policy – Bespoke training for Planning Committee members was being arranged for July. Seventeen Councillors had received Decisions training. Charing meetings training was being held in August and eleven Councillors so far had signed up for it. The adopted training programme required Councillors to undertake equality and diversity and safeguarding training in an election year and two years thereafter. Data protection training was also required on an annual basis. In terms of the format, equality and diversity training was available as a webinar, however it was considered the safeguarding training would work best and be more cost effective as a group booking. It was suggested a couple of sessions could be offered at different times of the day, covering equality and diversity, safeguarding and data protection. There was general agreement that the training would be more effective as a group session, rather than Councillors individually undertaking webinar training, but it was considered that the training should be a hybrid arrangement, enabling Councillors to select whether they attended remotely or in person. Cllr Begum proposed to delegate authority to the Acting Town Clerk to make arrangements for the training; seconded by Cllr Pearce; all in favour. The Mayor and the Chair of the Personnel Committee were required to undertake performance review training every civic year, which officers would arrange.

23.2 Any additional training requirements – No additional requirements were raised.

24 Date of next meeting

Thursday 7 August 2025 at 10:00.

25 Items for the next agenda and close

Councillors were advised to send any requests to the office.

Cllr Rappensberger proposed to move the meeting into confidential session; seconded by Cllr Begum; all in favour.

26 Admission to meetings

22.2 Any recommendations for pay awards – The Acting Town Clerk had provided recommendations to the Committee regarding two members staff, and explained the justification for this to the Committee. Cllr Brooks proposed to approve the Acting Town Clerk's recommendations; seconded by Cllr Pearce; nine Councillors voted in favour; one Councillor voted against.

The Acting Town Clerk explained the salary scale bandings. The Town Council did not yet have a benchmarking system for pay awards, but individual recommendations had always been justified. Cllr Pearce made a proposal relating to the salary scale bandings for the two members of staff; seconded by Cllr Barker; nine Councillors voted in favour; one Councillor voted against.

22.3 A review of job evaluation and recruitment processes – Job evaluation had been discussed as part of the previous item. A briefing paper had been provided to support the merits of it and to consider how this may be put into place. A review of the recruitment process had also been requested, including which appointments Councillors should be involved with at interview stage. The benchmarking of pay awards was discussed and Cllr Brooks made a proposal to approach an external consultant regarding this; seconded by Cllr Pearce; all in favour.

Lowestoft Town Council

Personnel Committee

Lowestoft Town Council

Thursday 03 July 2025 at 10:00

22.4 The appraisal timetable and consider process for reporting to Personnel Committee – The Senior Committee and Project Clerk had booked in all staff appraisals. The Acting Town Clerk's appraisal would be undertaken following completion of performance review training by the Mayor and the Chair of the Personnel Committee. The Personnel Committee would wish to see general outcomes of appraisals and feed in any points to be discussed, but Councillors would not be directly involved in appraisals, other than those of the Acting Town Clerk and Facilities and Contracts Manager.

The Senior Committee and Project Clerk left the meeting 10:58, for consideration of the remainder of the agenda items

Signed:

16 July 2025

Lowestoft Town Council

Marina Theatre Project Committee

Thursday 10 July 2025 at 14:00

MINUTES

Present: Sonia Barker, Nasima Begum (Chair), Andy Pearce and non-Councillor members Emma Bellward (Project Manager, East Suffolk Council), Norman Cullingford, Andy Gallant, Robin Townley and Sam Vallerius (Marina Theatre Trust)

In attendance: Sarah Foote (Acting Town Clerk) and Lauren Elliott (Senior Committee and Project Clerk)

Public: There were no members of the public in attendance

15 Welcome

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

16 Apologies for absence

Apologies were received from Cllrs Wendy Brooks, Neil Coleby and Darren Newman, with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Barker; all in favour. As there were three Town Councillors in attendance, only three of the non-Councillor members in attendance at this meeting would be able to vote. The Project Manager was one of those, and it was agreed Andy Gallant and Robin Townley would be the voting members on behalf of the Trust.

17 Declarations of interests and dispensations

17.1 Declarations of disclosable pecuniary, other registerable and non-registerable interests – There were none.

17.2 Written requests for dispensations for disclosable pecuniary interests and note dispensations granted – There were none.

18 The draft minutes of the meeting on 12 June 2025

Cllr Pearce identified a typographical error in the last paragraph of item 8 of the 12 June 2025 minutes, but proposed approval of the minutes and confidential note with the amendment; seconded by Cllr Barker; all in favour.

19 Public Forum

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

20 Revisiting a prior resolution on the appointment of the Deputy Chair of this Committee, in light of legal advice received

In law, the Chair of the meeting had a casting vote. The National Association of Local Councils considered it inappropriate for a non-Councillor member to have casting vote, which could be used to benefit the organisation they are representing. The original proposal to appoint a Trustee as the Deputy Chair was to give both parties an equal voice. In light of the advice received, Cllr Pearce proposed to follow the arrangement adopted by the Town Hall Project Committee to not have a Deputy Chair, but to appoint a Councillor member of the Committee to preside over the meeting, in the event of the Chair's absence; seconded by Cllr Barker; all in favour.

21 An update report from the Project Manager, including the following:

21.1 The Highlight Report (some aspects may be confidential) – The project was nearly 70% complete. A programme meeting had been held recently. Input Group had reported a four-week delay. The targeted 'soft opening' was on 23 October and this did not impact the Theatre's schedule. An update programme had been requested and would be circulated the following week. From the Quantity Surveyor's report, the total project estimate was £3,014,000. 49% of the contingency budgets had been spent to date. There had recently been a break-in at the site. Hand tools and

Lowestoft Town Council

Marina Theatre Project Committee

Thursday 10 July 2025 at 14:00

accessories had been stolen. The Police had responded promptly and additional security cameras and hoardings had been erected to secure the site. Site security would be considered further during the confidential session. An update was provided on works to the café, toilet area and new link building. The Town Council had made the decision to proceed with the additional works to the Circle seating area in the auditorium. Building Control were visiting the site regularly and had reported no issues. An application had been submitted for advertisement consent. Ventilation, installation of the accessible toilet, brickwork, glazing, partitions, assessing of the floors and laying of the new carpet were due to take place over the coming month.

21.2 The Risk Register (some aspects may be confidential) – To be considered during the confidential session.

22 Any acceptance of the Funding Agreement and other legal matters regarding payments issued to the Marina Theatre Trust to cover closed period (confidential)

To be considered during the confidential session.

23 Date of next meeting

Thursday 14 August 14:00.

24 Items for the next agenda and close

There were no requests for items to be added to the next agenda.

Cllr Pearce proposed to move the meeting into confidential session; seconded by Cllr Barker; all in favour.

25 Admission to meetings

21.1 The Highlight Report (some aspects may be confidential) – There was a further discussion regarding site security.

21.2 The Risk Register (some aspects may be confidential) – The Project Manager reported on an issue which had not yet been added to the Risk Register but would be. It was considered the Town Council should seek legal advice on its ability to intervene if required.

22 Any acceptance of the Funding Agreement and other legal matters regarding payments issued to the Marina Theatre Trust to cover closed period (confidential) – An update was provided on the lease, Funding Agreement and Management Services Agreement.

The meeting was closed at 14:40.

Signed:

16 July 2025

Lowestoft Town Council

Town Hall Project Committee

Thursday 10 July 2025 at 10:00

MINUTES

Present: Sonia Barker, Nasima Begum (Chair), Wendy Brooks Andy Pearce, Bernie Rappensberger, Nick Webb and non-Councillor members Helen Johnson and Ben Porter (East Suffolk Council)

In attendance: Sarah Foote (Acting Town Clerk) and Lauren Elliott (Senior Committee and Project Clerk)

Also in attendance: Sheila Moss King (Town Hall Project Manager)

Public: There were no members of the public in attendance

15 Welcome

The Acting Town Clerk temporarily left the meeting 10:01

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

16 Apologies for absence

Apologies were received from Cllr Neil Coleby, with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Rappensberger; all in favour.

The Acting Town Clerk returned 10:02

17 Declarations of interests and dispensations

17.1 Declarations of disclosable pecuniary, other registerable and non-registerable interests from members on items on the agenda – There were none.

17.2 Written requests for dispensations for disclosable pecuniary interests and note dispensations granted – There were none.

18 The draft minutes of the meeting on 12 June 2025

Cllr Brooks proposed approval of the minutes, but had a comment regarding the confidential notes to raise during the confidential session. Cllr Brooks proposed to approve the minutes of 12 June 2025; seconded by Cllr Barker; all in favour.

19 Public Forum

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

20 An update report from the Project Manager, including the following:

20.1 Contractual matters – There had been no specific new procurements in this period. The main construction project was progressing well. All the asbestos found to date had been removed from the building. The majority of the opening up works had been completed. Removal of the roof tiles had exposed significant damp and dry rot problems in timbers across most of the roof. Work to replace them would cause a delay to the project. This and the cost implication would be discussed during the confidential session. Barnes were scaling up the team working on the roof. Work on the Compass Street elevation would prevent other work taking place, due to the need for scaffolding through the building. There was a structural issue to a gable wall on the Compass Street side. The wall had been stabilised and would be rebuilt. This would not cause any significant delays to the project. The removal of pigeon guano would cost approximately £5,500, plus an additional cost to remove rubble from the roof void. The space would also need to be sprayed for mites. Some foundation works were happening and there were some service trenches to be dug. Some risk remained that further anomalies may be discovered. It was requested for spend against contingency to be included in the report in future. This would be discussed further during the finance section of the meeting.

20.2 Any planned actions to be authorised for progression – There were none.

Lowestoft Town Council

Town Hall Project Committee

Thursday 10 July 2025 at 10:00

20.3 The Risk Register – An updated register had been provided by the Project Manager. The update was principally to increase the risk rating of delays and the impact of this was being worked on. The work on the roof would delay the project completion. The extent of the delay and cost implications would be calculated. The first operational quarter for the Town Hall would likely be starting around Christmas-time, which could be challenging in terms of footfall. Barnes had however increased the workforce for the roof and may have the opportunity to make up time elsewhere. The encapsulation of the building and temporary roof offered protection against challenging weather conditions.

20.4 Updated Business Plan – The Plan had been updated to reflect revised arrangements for the running of the café. The Project Manager and Acting Town Clerk were working on the job description for the Town Hall Manager. The rest of the Business Plan has been brought up to date and work continued on it. The Committee was aware of comments concerned that the café may impact some similar businesses in the area. The project objective had always been to do no harm to existing businesses, and to generate income and footfall for the North end of the High Street. The cafes in the area had been visited and it was considered there were gaps in the market which the Town Hall café could fill. Increased footfall to that part of the town could also be beneficial to the existing businesses.

20.5 Tenant-related matters (some aspects may be confidential) – The Heads of Terms for the rental agreement had been received. The Project Manager had shared floor plans and the lettable area information with Suffolk County Council, so the service charge could be confirmed to the tenants. The plans had been amended to provide a breakout area for the Registrars, and they had recently been given a tour of the premises. It was noted that the Mariners Street car park seemed significantly busier than it had been previously. All the car parks in the area had been assessed as part of the transport statement for the planning application, and it was understood there was capacity there and at St Peters Street for visitors. This may not still be the case. The Registrars had requested a couple of allocated spaces, and the Project Manager was looking into this. East Suffolk Council's enforcement of the parking limitations on the High Street may however make more casual, short-stay spaces available there.

21 Finance, budget monitoring and payments (see report)

The report had been provided. The spend to date had been £1.77million, though this had increased slightly since the report had been produced. The full project financials and overall project budget overview had been provided in the report, and so far the project was slightly under budget and was nowhere near to using all of the contingency budget. None of the Public Works Loan had been drawn down yet and this would remain the case for as long as possible, to minimise the overlap of servicing the loan and paying rent and service charges for the Hamilton House office. If necessary, it should be possible to use other premises for meetings and officers were able to work flexibly anyway.

22 Recruitment (some aspects may be confidential):

22.1 Heritage Apprentice – Applications were now closed. The assessment day was to be held the following week.

22.2 Town Hall Manager – The role description and job specification was being finalised. It was anticipated the recruitment process would start from the middle of September. Given recruitment had been brought forward, the Finance and Governance Committee would consider the budget allocation for the additional salary. The salary range would be provided to the Finance and Governance Committee.

23 Financial planning for the year

The transition from Hamilton House to the Town Hall would need to be time mapped. Budgeting for Town Hall staff would need to be determined for the finalisation of the 2026 – 2027 budget by the end of this calendar year.

Lowestoft Town Council

Town Hall Project Committee

Thursday 10 July 2025 at 10:00

24 Date of next meeting

Thursday 14 August 10:00

25 Items for the next agenda and close

An item was requested to more fully consider the feasibility of provision of a public transport service to that part of town.

It was reported that solar powered electric bicycle chargers had been installed at Carlton Marshes, and this could be considered for the Town Hall. Cllr Brooks would provide further details for consideration at the next meeting.

Referring back to item 20, the Project Manager reported that an advertisement for a freelance pop culture project facilitator had recently been published. It was likely this would be linked to the inaugural exhibition in the Town Hall. The work of five students from East Coast College was being printed to display on the hoarding surrounding the Town Hall.

Cllr Rappensberger proposed to move the meeting into confidential session; seconded by Cllr Barker; all in favour.

26 Admission to meetings

18 The draft minutes of the meeting on 12 June 2025 – A consideration of the Project Manager had not been included in the confidential note of the previous meeting. The Project Manager did not however wish to amend the confidential note. Cllr Brooks proposed to approve the confidential note of the meeting on 12 June 2025; seconded by Cllr Barker; all in favour.

20.1 Contractual matters – Details of the potential project delay and cost implications were discussed.

21 Finance, budget monitoring and payments (see report) – Savings in other areas of the project had reduced the amount of contingency expenditure. Budget allocations had been generous and the project was still well within the allocated contingency budget. The cost implications of the project overrunning, the potential for external funding streams and exhausting the contingency budget were discussed.

The meeting was closed at 11:05.

Signed:

16 July 2025

Lowestoft Town Council
Extraordinary Full Council
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Tuesday 15 July 2025 at 18:00

MINUTES

Present: Cllrs Nasima Begum (Mayor), Wendy Brooks, Janet Craig, Jen Jones, John Murray, Graham Parker, Andy Pearce, Bernie Rappensberger, Nick Webb and Elise Youngman

In attendance: Sarah Foote (Acting Town Clerk) and Lauren Elliott (Senior Committee and Project Clerk)

Public: There were no members of the public in attendance

64 Welcome

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

65 Apologies for absence

Apologies were received from Cllrs Sonia Barker, Robert Breakspear, Neil Coleby, Christian Newsome, Paul Page, Keith Patience, John Pitts and Deborah Ray, with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Jones; all in favour. Cllrs Connor Blowers and Christine Moore had not provided apologies and were absent. There would not be an announcement in meetings of those who had not provided apologies, but this would be recorded in the minutes.

66 Declarations and dispensations:

66.1 Declarations of disclosable pecuniary, other registerable and non-registerable interests, and of bias and pre-determination on items on the agenda – There were none.

66.2 Written requests for dispensations for interests and note dispensations granted – There were none.

67 Public Forum

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

68 A report on matters relating to legal advice and staff terms and conditions (confidential)

To be considered during the confidential session.

69 Marina Theatre:

69.1 An update report on project status and any necessary actions (some aspects may be confidential)

To be considered during the confidential session.

70 Date of next meeting

Tuesday 22 July 2025 at 18:30.

71 Items for the next agenda and close

There were no requests.

Cllr Rappensberger proposed to move the meeting to confidential session; seconded by Cllr Pearce; all in favour.

72 Admission to meetings

69.1 An update report on the Marina Theatre project status and any necessary actions (some aspects may be confidential) – The Acting Town Clerk highlighted some concerns which had been raised and discussed at the recent Project Committee meeting. Cllr Pearce made a proposal regarding this; seconded by Cllr Rappensberger; all in favour.

The latest position on the lease, Funding Agreement and Management Services Agreement was relayed. At its meeting the previous day, the Finance and Governance Committee had made a recommendation regarding expenditure from the Town Council's legal budget. Cllr Pearce

Lowestoft Town Council

Extraordinary Full Council

Hamilton House, Battery Green Road, Lowestoft, NR32 1DE

Tuesday 15 July 2025 at 18:00

proposed to endorse that recommendation; seconded by Cllr Brooks; all in favour. The Finance and Governance Committee had made a further proposal on this matter. Cllr Pearce proposed to endorse this recommendation also; seconded by Cllr Brooks; all in favour.

The Senior Committee and Project Clerk left the meeting 18:32 for the consideration of the remaining agenda item

Signed:

17 July 2025

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
7040	Banked 11/07/2025	200.00						
	Sales Recpts Page 447	200.00	200.00		100			Sales Recpts Page 447
7041	Banked 11/07/2025	18.50						
7041	Market Income	18.50			1020	505	18.50	Weekly market income
7042	Banked 11/07/2025	180.00						
	Sales Recpts Page 448	180.00	180.00		100			Sales Recpts Page 448
7043	Banked 14/07/2025	601.00						
	Sales Recpts Page 449	601.00	601.00		100			Sales Recpts Page 449
7044	Banked 14/07/2025	1.90						
7044	Stripe	1.90			1200	435	3.00	Denes Oval floodlights
					4365	435	-1.10	Denes Oval floodlights
Total Receipts for Month		28,711.40	986.00	0.00			27,725.40	
Cashbook Totals		1,776,881.40	986.00	0.00			1,775,895.40	

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>
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
11/07/2025	Laura Jackman	7578	96.62			5020	160	96.62	Artwork equipment
11/07/2025	Paul Snailham	7580	56.49			5020	160	56.49	Drawing Kit
11/07/2025	East Suffolk Services Ltd	7570	2,878.98	2,878.98		500			Waste collections Jul-Sep25
11/07/2025	Smith Bros Timber (East Anglia	7571	30.39	30.39		500			Paint/screw/knife etc
11/07/2025	Ernest Doe & Sons Ltd	7572	11,868.00	11,868.00		500			New Dennis dart aerator
11/07/2025	Lowestoft Town Cricket Club	7573	270.00	270.00		500			25% coaching - 6 sessions
11/07/2025	MJ Training	7574	284.40	284.40		500			3 x Level 3 annual refresher
11/07/2025	Birketts LLP	7575	9,600.00	9,600.00		500			Employment Advice re SB
11/07/2025	Garden Discount Centre Ltd	7576	668.70	668.70		500			Stihl hedgetrimmer
11/07/2025	R J Pryce & Co Ltd	7577	40.00	40.00		500			Cable ties & side cutters
11/07/2025	S&S Sound and Lighting Hire Lt	7579	5,880.00	5,880.00		500			PA system for Pride
11/07/2025	Harriet Foster	7581	1,117.70	1,117.70		500			Services May-Jun 25
11/07/2025	MossKing Associates Ltd	7582	5,046.00	5,046.00		500			Project mgt Jun 25
11/07/2025	Jess Johnston	7583	2,790.00	2,790.00		500			Consultancy Jun 25
11/07/2025	Andrew Morton Associates Ltd	7584	3,085.78	3,085.78		500			Stage 4/5 work
11/07/2025	PLB Projects Ltd	7585	2,640.00	2,640.00		500			RIBA Stage 4 technical design
11/07/2025	HAT Projects Ltd	7586	18,280.97	18,280.97		500			Stage 5 fees
11/07/2025	Auditel Rental & Service Ltd	7587	47,116.28	47,116.28		500			Av Supply & Installation
11/07/2025	Barnes Construction	7588	150,000.00	150,000.00		500			Works re Certificate No 4
14/07/2025	Barnes Construction	7589	12,772.20	12,772.20		500			Works re Certificate No 4
14/07/2025	C&C Consulting Services Ltd	7590	59.40	59.40		500			H&S mileage Jun 25
14/07/2025	Fuel Card Services Ltd	7591	507.80	507.80		500			Fuel Jul 25
15/07/2025	East Suffolk Council	7599	84.00			5020	350	84.00	Illuminated Advertism't appl'n
15/07/2025	Peter Colby Commercials Ltd	7592	351.10	351.10		500			Electric Unit 2 31/3-1/5/25
15/07/2025	Wave Ltd	7593	107.98	107.98		500			Water FP 2 Apr-1 Jul 25
15/07/2025	Origin Amenity Solutions	7594	8.50	8.50		500			Hose tail
15/07/2025	V.C. Cooke	7595	102.00	102.00		500			Waste disposal May 25
15/07/2025	Bigg Taystee (Sol Crane)	7596	140.00	140.00		500			Performer at Pride Event
15/07/2025	Daniel Withers	7597	150.00	150.00		500			Performer at Pride Event
15/07/2025	Norfolk Security Ltd	7598	864.00	864.00		500			4 security officers for Pride
15/07/2025	East Suffolk Services Ltd	7600	375.18	375.18		500			Bin collect'n Links Rd Jul-Sep
15/07/2025	The Marina Theatre Trust	7601	200.00	200.00		500			Arts & crafts for Pride
15/07/2025	Re-Utilise CIC	7602	144.00	144.00		500			Activity at Pride
15/07/2025	BannerBuzz	7603	452.28	452.28		500			Fabric Mesh banners (comp)
15/07/2025	Suffolk County Council	7604	75.00	75.00		500			Heritage Apprentice advert
16/07/2025	Eon Energy	7605	9.58	9.58		500			Electric FP PC Jun 25
16/07/2025	Credit Card Account	7606	1,658.50			220		1,658.50	Credit card payment

Total Payments for Month	389,952.02	343,444.28	14.54	46,493.20
Balance Carried Fwd	1,386,929.38			
Cashbook Totals	1,776,881.40	343,444.28	14.54	1,433,422.58

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Unity Bank Account

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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

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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>
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 (Karpet 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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Date 11/07/2025

Lowestoft Town Council 2025-2026

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Cashbook 1

User: COXJ

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

Continued on Page 80

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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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
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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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		

Continued on next page

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
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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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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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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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
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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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
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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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>

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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
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>		