

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 **18:30 PM on Tuesday 26 August 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, Town Clerk
26 August 2025

Lowestoft Town Council
Full Council
Lowestoft Town Council
18:30 on Tuesday 26 August 2025

AGENDA

90 Welcome

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

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

92 Declarations and dispensations

92.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests, and of bias and pre-determination on items on the agenda

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

93 To consider the draft minutes and confidential note of the Full Council meetings on 10 June and 22 July 2025

94 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.

95 Finance and Governance

95.1 To receive and consider the following:

1. 2024 - 2025 budget and reserves
2. Any bank reconciliations
3. Payments and income for the month ending 31 July 2025 and August 2025 to date (see schedules)
4. Payments for approval

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

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95.3 To consider the following recommendations from the Finance and Governance Committee:

1. To appoint the Town Clerk and Finance Manager and RFO as bank signatories
2. To adopt the amended Financial Regulations
3. To receive a recommendation regarding financial and governance support to a third party charitable organisation (some aspects may be confidential)

95.4 To consider setting up a bank deposit account (rent deposits)

96 Town Hall Project

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

96.2 To consider a recommendation from the Town Hall Project Committee regarding the Town Hall Manager's salary banding (confidential)

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

97 Marina Theatre

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

98 Assets, Inclusion and Development

98.1 To receive and note the draft minutes of the Assets, Inclusion and Development Committee meeting on 4 August 2025

98.2 To consider a recommendation from the Assets, Inclusion and Development Committee to make the Lowestoft 10K Race an annual event

99 Planning

99.1 To receive and note the draft minutes of the Planning Committee meeting on 14 August 2025

100 Personnel

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100.1 To receive and note the draft minutes of the Personnel Committee meeting on 7 August 2025

100.2 To consider the following recommendations from the Personnel Committee:

1. To ratify the application of the Local Government Pay Award for the 2025 - 2026 financial year
2. For organisational resilience and contingency/succession planning to be taken forward by an external consultant as part of the Business Plan
3. To consider appointing a named person to receive any queries which would be directed to the Town Clerk, during any period of leave or absence
4. To approve a variation to the application of Flexible Working and Family Related Leave (Chapter 4 Employee Handbook) for a member of staff (confidential)
5. To approve a variation of a temporary contract of employment to permanent (confidential)
6. To approve a variation of a contract of employment from part-time to full-time (confidential)
7. To approve an increase in hours on a part-time contract of employment (confidential)

101 Climate and Ecological Emergency

101.1 To receive and note the draft minutes of the Climate and Ecological Emergency Committee meeting on 21 July 2025

101.2 To consider the following recommendation from the Climate and Ecological Emergency Committee:

1. To support a Scheme on a Page bid to be submitted by the East Suffolk Travel Association for two bus shelters on Peto Way

102 Outside Bodies

102.1 To appoint a representative to the Waveney Domestic Violence and Abuse Forum

Cllr Brooks has been attending meetings and the Forum has requested she be formally appointed as the Town Council's representative.

102.2 To receive the notes from the Lowestoft Place Board meeting on 6 June 2025

103 To consider the following legal matters (confidential):

An update report on legal matters

104 Date of next meeting

Tuesday 23 September 2025 at 18:30.

Lowestoft Town Council
Full Council
Lowestoft Town Council
18:30 on Tuesday 26 August 2025

105 Items for the next agenda and close

106 Admission to Meetings

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any legal and employment issues relating to the matters on this agenda, including the following:

Any matters, including those above as required

Lowestoft Town Council

Extraordinary Full Council

Lowestoft Town Council
Tuesday 10 June 2025 at 18:30

MINUTES

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

In attendance: Sarah Foote (Acting Town Clerk)

Public: There were no members of the public in attendance

38 Welcome

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

39 Apologies for absence

Apologies were received from Cllrs Sonia Barker, Robert Breakspear, Janet Craig, Neil Coleby, Christian Newsome, Graham Parker, Keith Patience and John Pitts, with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Jones; all in favour.

40 Declarations and dispensations

40.1 Declarations of disclosable pecuniary, other registerable and non-registerable interests, and of bias and pre-determination on items on the agenda

There were none.

40.2 Written requests for dispensations for interests and note dispensations granted

There were none.

41 The draft minutes and confidential note of the Full Council meetings on 20 and 27 May 2025

The minutes of the meeting on 20 May had been provided. The confidential note from that meeting, and the draft minutes and confidential note of the meeting on 27 May were still being prepared. Cllr Jones proposed to approve the minutes of the meeting on 20 May 2025; seconded by Cllr Rappensberger; all in favour.

42 Public Forum

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

43 Legal matters (confidential):

43.1 The May 2025 legal update report – To be considered during the confidential session.

43.2 Further considering a statement regarding the Town Council's position relating to the Tingdene Heras fencing – To be considered during the confidential session.

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

44 Date of next meeting

Tuesday 24 June 2025 at 18:30.

45 Items for the next agenda and close

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

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

46 Admission to meetings

Lowestoft Town Council
Extraordinary Full Council

Lowestoft Town Council
Tuesday 10 June 2025 at 18:30

The meeting was closed at

Signed:
19 August 2025

Lowestoft Town Council
Extraordinary Full Council

Lowestoft Town Council
Tuesday 10 June 2025 at 18:30

Lowestoft Town Council

Full Council

Lowestoft Town Council
Tuesday 22 July 2025 18:30

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum (Mayor), Robert Breakspear, Wendy Brooks, Jen Jones, John Murray, Christian Newsome, Graham Parker, Keith Patience, Andy Pearce, John Pitts, Bernie Rappensberger and Nick Webb

In attendance: Sarah Foote (Acting Town Clerk) and Taylor Williams (Committee Clerk and Planning Assistant)

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

73 Welcome

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

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

Apologies were received from Cllrs Connor Blowers, Neil Coleby, Janet Craig, Christine Moore, Paul Page, Deborah Ray and Elise Youngman with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Rappensberger; all in favour.

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 – Cllrs Parker and Patience declared they were East Suffolk Council (ESC) members. Cllr Patience declared he was a member of the Resilience Board.
- 75.2 To consider written requests for dispensations for interests and note dispensations granted – No written requests for dispensations had been received.

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

Cllr Brooks proposed approval of the draft minutes and requested a query she had on the confidential note be addressed in confidential session; seconded by Cllr Pearce with a request to amend the proposal to correct a grammatical error under item 54.2, Cllr Brooks accepted the amendment and a vote was held with all in favour.

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

78 Finance and Governance

78.1 To receive and consider the following:

- a. 2024 - 2025 budget and reserves – Cllr Pearce proposed approval of the budget and reserves report as a true and accurate record; seconded by Cllr Barker; all in favour.
- b. Any bank reconciliations – May 2025 was up-to-date and June 2025 was in progress.
- c. Payments and income for the month ending 30 June 2025 and July 2025 to date (see schedules) – Budget and Loan were due to review the Grants and Events budget due to concerns on the expenditure to-date, with recommendations to be made to the Finance and Governance Committee.

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Tuesday 22 July 2025 18:30

Cllr Pearce proposed approval of the report as a true and accurate record, with the following clarifications to be provided to the Finance and Governance Committee (F&G): to clarify why an invoice was received for the cancellation of a hired vehicle and to confirm the net income for Whitton Hall and clarify if rental income for Community Halls was credited to the Community Hall reserves; seconded by Cllr Brooks; all in favour.

Cllr Brooks requested a query on payments be raised in confidential session.

d. Payments for approval – There were no payments to consider for approval.

78.2 To receive and note the draft minutes of the Finance and Governance Committee meeting on 14 July 2025 – The minutes of the meeting were in progress.

78.3 To consider the Peer Challenge Initiative – F&G has recommended for officers to engage on the development of the initiative, but for no decision to be made until the new Business Plan has been adopted.

Cllr Pearce proposed to endorse this recommendation on the basis it would not be instituted until the Business Plan has been agreed and adopted; seconded by Cllr Jones; twelve votes in favour and one vote against.

78.4 To consider a recommendation from the Finance and Governance Committee to amend its meeting schedule - The recommendation was to amend the schedule to the second Wednesday of the month at 10:00. Cllr Pearce proposed to approve the recommendation schedule the Committee to meet on the second Wednesday of the month at 10:00; seconded by Cllr Begum; all in favour.

79 Town Hall Project

79.1 To receive and note the draft minutes of the Town Hall Project Committee meeting on 10 July 2025 – The minutes were received and noted.

79.2 To receive and note a progress report from the Project Manager (some aspects may be confidential) – Cllr Pearce requested a query in relation to the progress report be taken to confidential session.

A delay notification had been received from Barnes Construction due to the condition of the roof with the ongoing damp, dry rot and insect infestation to be dealt with. This has necessitated extensive replacement of timbers in all roofs, except for the Council Chamber, and as the roof plates need to be supported from the ground floor level to enable these works, there has been a delay to project timeline.

The Project Manager confirmed more detail on the implications of this delay in terms of timeline and budget would be given at a later date, but noted that it would require use of the contingency provision in the budget.

UK Power Networks (UKPN) would begin installing the power for the substation from 4 August. No lease was signed at this time, but the Project Manager confirmed the intention was to progress at risk (if UKPN agreed, as they may decide to not commence the work until a lease was in place) as a substation was required for a functioning Town Hall.

The tender was out for a Pop Culture Project Facilitator to lead an inter-generational project, which including curating an exhibit at the Town Hall.

The job specification for the Town Hall Manager was nearing completion and it was intended to bring the Town Hall Manager onboard in autumn 2025 in order to build up the team and to understand the policies, procedures and documentation needed for opening the Town Hall.

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The Project Manager was invited to attend the confidential session at the end of the meeting.

80 Marina Theatre

- 80.1 To receive and note the draft minutes of the Marina Theatre Project Committee meeting on 10 July 2025 – The draft minutes were received and noted.
- 80.2 To receive and note a progress report from the Project Manager – The progress report was received and it was requested a related matter be discussed in confidential session.

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 – The draft minutes were received and noted.
- 81.2 To consider a recommendation from the Assets, Inclusion and Development Committee to re-allocate funding from a trailer to a woodchipper – Cllr Pearce proposed approval and noted the budget was already allowed for and the rationale for the reallocation had been provided to the Assets, Inclusion and Development Committee (AID); seconded by Cllr Jones; all in favour.
- 81.3 To consider a recommendation from the Assets, Inclusion and Development Committee regarding future use of the Belle Vue Park thatched cottage (confidential) – This item would be discussed in confidential session.

82 Planning

- 82.1 To receive and note the draft minutes of the Planning Committee meetings on 26 June and 10 July 2025 – The draft minutes were received and noted.

83 Personnel

- 83.1 To receive and note the draft minutes of the Personnel Committee meeting on 3 July 2025 – The draft minutes were received and noted.
- 83.2 To consider a recommendation from the Personnel Committee to join a Cycle to Work Scheme – Cllr Brooks proposed approval to join the scheme; seconded by Cllr Pearce; all in favour.
- 83.3 To approve recommendations from the Personnel Committee regarding staff terms and conditions (confidential) – This item would be discussed in confidential session.

84 Climate and Ecological Emergency

- 84.1 To receive an update on appropriate activity to raise the profile of the flood risk to Lowestoft – The following activity had been proposed to raise the profile of the flood risk to Lowestoft:
 - A strong letter to be written to Jess Asato MP, Emma Hardy (Under Secretary of State for Water and Flooding), DEFRA and the Environment Agency, ESC and Suffolk County Council (SCC) to state that Lowestoft Town Council (LTC) represents the people of Lowestoft and are concerned by the cancellation of the flood barrier and the town's consequent vulnerability to the ravages of the North Sea. Attention should also be brought to the effect this has had on restricting inward investments to the town due to the uncertainty over flooding.
 - Engage with ESC and SCC 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 ESC and SCC 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.

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- Seek clarification on the reason why the Lowestoft Flood Defence Group was 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 Associated British Ports regarding their position on current and future development of flood defence for Lowestoft.
- LTC 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.

Cllr Pearce proposed to endorse the recommendation; seconded by Cllr Brooks; all in favour.

Cllrs Parker and Patience temporarily left the chamber at 19:11 due to their declared interest as East Suffolk Council members

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 – It was requested a fourth bullet point under the first item be added to have a strategic discussion on the approach to parking availability. It was requested an item be added to receive an update on the Crown Hotel.

Cllrs Brooks, Jones and Pearce volunteered to attend.

Cllr Begum registered her apologies for the meeting and it was agreed to contact Cllr Youngman to attend as the Deputy Mayor.

As Cllr Murray was unable to attend to speak on the flood risk, it was suggested Cllr Page be contacted to attend as the Chair of the Climate and Ecological Emergency Committee.

Cllr Pearce proposed to appoint Cllrs Brooks, Jones, Page, Pearce and Youngman as attendees for the meeting; seconded by Cllr Jones; all in favour.

Cllrs Parker and Patience returned to the chamber at 19:15

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

As LTC did not own the building it was limited on the action that could be taken, but as a stakeholder it could be an advocate for views on the matter.

Cllr Pearce proposed the Planning Committee have an item on the agenda every few months to track the progress of the site, members of the Committee and members of the public would be able to speak to the current updates, but it would be emphasised that this was not a lobbying forum and would be concerned with current updates and not reflecting on past events; seconded by Cllr Newsome; all in favour.

Cllr Murray proposed the relevant community group be contacted to confirm if they would like a representative of LTC to join the group to facilitate communication and liaison between the group and the Council; seconded by Cllr Brooks.

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Cllr Pearce requested an amendment to nominate Cllr Murray as the representative. Cllr Murray accepted the nomination and amended the proposal, and declared his spouse attended the community group meetings.

LTC concluded it had no position at this time, furthermore, having a representative attend the community group meetings would not obligate LTC to agree with the community group, this was a means of representation and for the two parties to discuss the matter. A vote was held with all in favour.

87 To consider an update report legal matters (confidential)

This item would be discussed in confidential session.

88 Date of next meeting

Tuesday 26 August 2025 at 18:30.

89 Items for the next agenda and close

No items were requested for the next agenda.

90 Admission to meetings

To resolve that under the Public Bodies (Admission to meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any employment matters and legal issues relating to the matters on this agenda – Cllr Jones proposed the meeting be moved into confidential session; seconded by Cllr Pearce; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 19:29

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

There was a discussion on the confidential note for the meeting on 24 June and it was agreed to amend the confidential note to add a comment made by a Councillor in the meeting.

78.1c. Payments and income for the month ending 30 June 2025 and July 2025 to date (see schedules)
– A concern was raised in relation to the budgets and it was concluded that F&G would continue to review the budget closely with a relevant standing item on the agenda.

79.2 To receive and note a progress report from the Project Manager (some aspects may be confidential) – There was a confidential discussion with the Project Manager regarding the progress report.

Cllr Brooks temporarily left the chamber at 19:38

Cllr Brooks returned to the chamber at 19:40

80.2 To receive and note a progress report from the Project Manager – There was a discussion on an item in the progress report. Cllr Pearce made a confidential proposal; seconded by Cllr Webb; all in favour.

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- 81.3 To consider a recommendation from the Assets, Inclusion and Development Committee regarding future use of the Belle Vue Park thatched cottage (confidential) – AID had made a recommendation on the future use of the property.

Cllr Patience temporarily left the chamber at 19:51

Cllr Pearce proposed to endorse the recommendation; seconded by Cllr Rappensberger; all in favour.

Cllr Patience returned to the chamber at 19:52

87 To consider an update report on legal matters (confidential)

Cllrs Parker and Patience left the chamber at 19:53 due to their declared interests as East Suffolk Council members

The legal report had been provided with items highlight for Council consideration.
There was a discussion on lease renewals for several assets owned by LTC including Kensington Gardens, Uplands Community Centre and the Marina Theatre.

Cllrs Parker and Patience returned to the chamber at 19:57

Cllrs Parker and Patience left the chamber at 20:12

Cllr Pearce made a confidential proposal in relation to the Uplands Community Centre; seconded by Cllr Newsome; all in favour.

The Committee Clerk and Planning Assistant left the chamber at 20:20 for the consideration of the remaining items

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

Signed:

26 August 2025

Lowestoft Town Council
Finance and Governance Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 14 July 2025 15:00

Minutes

Present: Cllrs Wendy Brooks, Graham Parker, Andy Pearce (Deputy Chair) and Bernie Rappensberger

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

15 Welcome

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

16 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Nasima Begum, Neil Coleby, Jen Jones, Paul Page, Keith Patience and Deborah Ray with reasons provided. Cllr Parker proposed approval of the apologies received; seconded by Cllr Rappensberger; all in favour.

Cllr Connor Blowers was absent with no apologies provided.

17 Declarations of interests and dispensations

17.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from Councillors on items on the agenda – Cllr Rappensberger declared she was aware of the Friends of Kirkley Ham Group but had not spoken with the group regarding this grant application.

17.2 To consider written requests for dispensations for disclosable pecuniary interests and note dispensations granted:

17.2(a) To note a dispensation has been granted to all Councillors who form the corporate body that is the Trust Board of Arnold's Bequest to participate in agenda item 24.2 – The dispensation was noted and it was clarified that Arnold's Bequest was not owned by Lowestoft Town Council (LTC) and was instead managed under a Trust and the LTC members formed the Corporate Trustee Board.

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

Cllr Pearce proposed approval of the draft minutes with a request to check if at item 6.2 the recorded vote was one abstention or one against and at item 9.1 for a spelling error to be corrected; seconded by Cllr Brooks; all in favour.

19 Public Forum

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public – No advance comments had been received and no members of the public were in attendance.

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

A poll had been sent to all members and Tuesday 10:00 and 13:00 and Wednesday 10:00 and 13:00 were identified as dates when most members were available in the second week of the month.

Cllr Pearce proposed the schedule for the Committee be changed to the second Wednesday of the month at 10:00; seconded by Cllr Rappensberger; all in favour.

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

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Finance and Governance Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 14 July 2025 15:00

Both groups were currently formed as Working Group and whilst they had both been Sub-Committees before, neither group ever had any delegation to make decisions as their role was to undertake annual work for LTC and make recommendations to the Finance and Governance Committee (F&G). The Acting Town Clerk confirmed that there was no obligation for Sub-Committee meetings to be held in public session, this rule only applied to meetings of LTC and its Committees. Therefore, both Working Groups could be formed as a Sub-Committee and not be required to be held in public session due to the confidential nature of the information.

The Acting Town Clerk recommended both groups be formed as Sub-Committee as the formal summons required of a Sub-Committee could improve attendance to the group and the formal minutes would ensure a record of discussions is maintained and presented to F&G.

Cllr Pearce proposed to accept the recommendation from officers for both groups to be formed as Sub-Committees and not be held in public session; seconded by Cllr Brooks; all in favour.

22 Budget and Loan

- 22.1 To monitor the budget for 2025-2026, including delegated Committee and Sub-Committee budgets – The concerns raised regarding the Grants budget would be discussed by the Budget and Loan Sub-Committee over the summer and the Legal budget was due to be discussed in this meeting. The Finance Manager confirmed there were no further concerns to be raised.
- 22.2 To note any bank reconciliations – April and May had been completed and June in progress.

23 Payments and Receipts:

- 23.1 To note the income and expenditure reports for June 2025 and July 2025 to date, including payments made under delegated authority (see schedules) – Cllr Pearce proposed the reports be accepted as a true and accurate record; seconded by Cllr Parker; all in favour.
- 23.2 To consider any payments for approval (see schedule) – There were no payments to consider.

24 Grants and Sponsorships

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

- 24.1 Friends of Kirkley Ham - £870.28 – The group were awaiting approval from Suffolk County Council to obtain a lease to work on the land.
Cllr Brooks proposed to approve the application, permitting a 10% buffer should the group need to re-quote on the insurance policy, but subject to a lease or licence to occupy being provided by the landowner; seconded by Cllr Pearce; all in favour.
- 24.2 Arnold's Bequest Charity Board - £10,000 – The Trust has limited funding, which had been challenged by the capital works that had to be undertaken this year. It was explained that this grant would help ensure the continued maintenance and upkeep of the land and there would be no risk created by the Trust not having long-term, adequate funding.
Cllr Brooks proposed the grant be approved with funding splits between the Climate and Ecological Emergency budget and the Parks Capital budget; seconded by Cllr Pearce; all in favour.
- 24.3 To receive a grant feedback report from the Hightide Theatre Company – The Committee received the report and requested it be clarified with the company that there had been no requirement for the selected schools to be local authority maintained.

25 Other financial and governance matters, including:

- 25.1 To note the successful Community Infrastructure Levy bids – The Committee noted the successful bids: £10,000 for the Triangle Market project and £27,705 for the Thirlmere Walk

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play area refurbishment. Lauren Elliott (Senior Committee and Project Clerk) was thanked for her work on the grant applications and for securing the bids.

- 25.2 To note timetable and process for insurance procurement – A quote had been received to survey LTC's assets. As the matter was contractually sensitive it was agreed to discuss the item further in confidential session.
- 25.3 To consider initial proposal on an East Suffolk Town Council Peer Challenge Initiative – This initiative from East Suffolk Council (ESC) would enable Parish Councils to review and challenge other Parish Council to help improve their work.

Some elements of this initiative were already under active consideration for LTC's Business Plan, therefore it was suggested the Consultant be provided this meeting paper and asked to continue the development of the Business Plan with consideration of this initiative.

Cllr Pearce proposed a recommendation be made to Full Council to consider this initiative and have officers continue to engage with ESC on the development of the initiative, but that no decision should be made on participation until the new Business Plan has been adopted; seconded by Cllr Brooks; all in favour.

- 25.4 To make a recommendation to Full Council on budget allocation for Town Hall Manager salary costs if recruitment date is brought forward – This item would be discussed in confidential session as it concerned salary ranges.
- 25.5 To note a written update on the forthcoming Council Business Plan – The update was noted. It was mentioned that a prior Councillor workshop for the Business Plan had poor attendance, therefore it was suggested extra dates be arranged for future workshops to ensure more members could attend and contribute to the formation of the Business Plan.

26 Marina Theatre (some aspects may be confidential)

- 26.1 Update on negotiations on lease, Management Services Agreement, Funding Agreement and consider making a recommendation to Full Council on next steps
- 26.2 Budget allocation for legal costs relating to negotiations with Marina Theatre Trust on lease, Management Services Agreement, and Funding Agreement
- Both items would be discussed in confidential session.

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

This item would be discussed in confidential session.

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

This item would be discussed in confidential session.

29 Date of next meeting

Wednesday 13 August 10:00

30 Items for the next agenda and close

No items were requested for the next agenda.

31 Admission to meetings

To resolve that under the public bodies (admission to meetings) act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any employment matters and legal

Lowestoft Town Council
Finance and Governance Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 14 July 2025 15:00

issues relating to the matters on this agenda – Cllr Rappensberger proposed the meeting be moved into confidential session; seconded by Cllr Parker; all in favour.

The chair closed the meeting to the public and moved into confidential session at 15:56

25.2 To note timetable and process for insurance procurement – Quotes were provided for a new insurance arrangement.

Cllr Brooks proposed approval with a maximum budget provided, the allocation of which was delegated to officers; seconded by Cllr Pearce; all in favour.

25.4 To make a recommendation to Full Council on budget allocation for Town Hall Manager salary costs if recruitment date is brought forward – Cllr Pearce proposed to provisionally ring-fence the salary costs against the Staff Contingency budget, which would be monitored by the Budget and Loan Sub-Committee; seconded by Cllr Brooks; all in favour.

26.2 Budget allocation for legal costs relating to negotiations with Marina Theatre Trust on lease, Management Services Agreement, and Funding Agreement – There was a confidential discussion on the legal costs and a confidential proposal was made by Cllr Pearce regarding the allocation of the costs; seconded by Cllr Brooks; all in favour.

26.1 Update on negotiations on lease, Management Services Agreement, Funding Agreement and consider making a recommendation to Full Council on next steps – An update was provided on the negotiations and a confidential proposal was made by Cllr Pearce; seconded by Cllr Parker; all in favour.

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

This item had been raised due to a query at a recent Full Council meeting on whether the LTC could lease an electric vehicle.

The Grounds Maintenance Team had reviewed the practicalities of electric vehicles and concluded the expense and time needed to safely charge the vehicles would heavily detract from their work hours.

Cllr Brooks temporarily left the chamber at 16:36

It was agreed to make no recommendation on this topic and keep it under review.

Cllr Brooks returned to the chamber at 16:38

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

The Assets, Inclusion and Development Committee (AID) had made a recommendation to Full Council for officers to produce a report on the options for the cottage. Cllr Pearce proposed to endorse the recommendation from AID; seconded by Cllr Brooks; all in favour.

The Chair closed the meeting at 16:46



Signed:

13 August 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.

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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

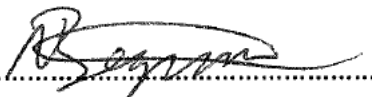
18 The draft minutes of the meeting on 12 June 2025 – A consideration of the Project Manager had not been included in the confidential note of the previous meeting. The Project Manager did not however wish to amend the confidential note. Cllr Brooks proposed to approve the confidential note of the meeting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



14 August 2025

Lowestoft Town Council
Assets, Inclusion and Development Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 04 August 2025 19:00

MINUTES

Present: Cllrs Jen Jones, Andy Pearce, Bernie Rappensberger (Chair) and Elise Youngman

In attendance: Lauren Elliott (Senior Committee and Project Clerk), Jonny Hawes (Parks and Grounds Maintenance Manager) and Taylor Williams (Committee Clerk and Planning Assistant)

28 Welcome

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

29 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Wendy Brooks, John Murray, John Pitts, Deborah Ray and Nick Webb with reasons provided. Cllr Jones proposed approval of the apologies received; seconded by Cllr Pearce; all in favour.

Cllr Neil Coleby was absent with no apologies received.

30 Declarations of interests and dispensations

30.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests on items on the agenda – Cllr Pearce declared he was Chair of Gunton Residents Association and was the Lowestoft Town Council (LTC) representative on the Lowestoft Kittiwake Partnership.

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

31 To consider the draft minutes and confidential note of the meeting on 7 July 2025

Cllr Pearce proposed approval of the draft minutes and confidential note; seconded by Cllr Youngman; all in favour.

32 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 To consider a request to carry out bird ringing at the North Denes

This item was brought to the top of the agenda and the Parks and Grounds Maintenance Manager was invited to speak on the item.

The Parks and Grounds Maintenance Manager felt this would be a positive addition to the site as the North Denes was an important migratory route, and had met with the individual to discuss the details. Any data gathered would be shared with LTC, such as species, numbers, sex, age, weight and size.

Health and safety matters had also been discussed and the Parks and Grounds Maintenance Manager noted the individual had many years of experience, was appropriately licensed and signage would be placed in the area with the site constantly monitored.

Cllr Pearce proposed to accept the approach and give permission to the individual to carry out bird ringing at the North Denes; seconded by Cllr Jones; all in favour.

The individual had queried other opportunities and it was suggested officers recommend the kittiwake colony on the Marina Theatre, as that colony was not on monitoring lists and it could be beneficial to

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receive data on nesting kittiwakes on a LTC asset. The Parks and Grounds Maintenance Manager would discuss this with the individual and provide any proposals.

The Parks and Grounds Maintenance Manager left the chamber at 19:11

- 33 To monitor expenditure by this Committee and its Sub-Committees from their delegated budgets**
There was no update on expenditure.

34 Parks and Open Spaces:

34.1 To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 15 July 2025 – The draft minutes were received and noted.

35 Events and Communications:

35.1 To consider a recommendation for the 10K run to be made an annual event with an allocated budget – Cllr Pearce proposed a recommendation be made to Full Council for the 10K run to be made an annual event, with funds to be ring-fenced in the Events budget to cover upfront costs that would be recouped through ticket sales, and a request to the Sports Development Officer to consider organising shorter-distance races throughout the year and advise on the feasibility; seconded by Cllr Youngman; all in favour.

36 To consider a request for a memorial plaque in Kensington Gardens

Cllr Pearce proposed to approve this request, with the clarification that it was to be treated as a one-off approval and a precedent was not being set regarding memorial plaques, pending the potential development of a policy, with the location and any associated costs to be delegated to officers to arrange in liaison with the member of public; seconded by Cllr Jones; all in favour.

Cllr Pearce proposed officers and the Grounds Maintenance Team discuss the feasibility of a memorial plaque policy and provide feedback at a future meeting for the development of a policy, which could then be expanded to include memorial benches and memorial trees under a single memorial policy; seconded by Cllr Youngman; all in favour.

The Senior Committee and Project Clerk notified the Committee that some parks were reaching the saturation point with memorial benches and noted a paper had been submitted to the Committee previously to consider alternative options for memorials. Officers would consider this further and bring feedback to a future meeting.

37 To consider a request to carry out bird ringing at the North Denes

This item was brought to the top of the agenda.

38 Date of next meeting

Monday 1 September 19:00

39 Items for the next agenda and close

No items were requested for the next agenda.

The Chair closed the meeting at 19:26

Signed:

1 September 2025

Lowestoft Town Council
Planning Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 14 August 2025 18:45

MINUTES

Present: Cllrs Nasima Begum (ex-officio), Jen Jones (Chair), John Murray, Christian Newsome and Elise Youngman

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

47 Welcome

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

48 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Wendy Brooks and Bernie Rappensberger with reasons provided. Cllr Youngman proposed approval; seconded by Cllr Murray; all in favour. Cllr Coleby was absent with no apologies received.

49 Declarations of interests and dispensations

49.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the agenda – The Committee declared application DC/25/2521/ADI concerned a Town Council asset. Cllr Newsome declared an interest in item 55 as he had historical vehicles stored on the land concerned and would leave the room during discussions.

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

50 To consider the draft minutes of the meeting on 10 July 2025

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

51 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 members of public were in attendance. A public comment had been submitted regarding application DC/25/2517/FUL which the Committee had reviewed and would discuss further when considering the application.

52 Planning Applications

52.1 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/25/2800/FUL	225 Yarmouth Road - Single storey extension of existing outbuilding and use as 'Granny Annexe'	Gunton and St Margarets
It was proposed by Cllr Youngman, seconded by Cllr Murray and unanimously agreed to recommend approval of the application.		
DC/25/2891/FUL	12 Hillcrest Gardens - Rear extension, garage extension and conversion	Gunton and St Margarets
It was proposed by Cllr Youngman, seconded by Cllr Murray and unanimously agreed to recommend approval of the application.		
DC/25/2892/FUL	20 Windermere Park - Partial loft conversion and dormer	Gunton and St Margarets

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It was proposed by Cllr Murray, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application.		
DC/25/2521/ADI	Marina Theatre - Illuminated Advertisement Consent - 1 - LED wrap around screen to front of fascia of canopy above new entrance porch (see planning permission PP-12293474). 2 - Freestanding letters on top of canopy above new entrance porch (see planning permission PP-12293474). 3 - New poster advertisement banner on existing rotunda. 4 - Individual illuminated letters on brick buttress.	Harbour and Normanston
It was proposed by Cllr Youngman, seconded by Cllr Newsome and unanimously agreed to recommend approval of the application, subject to the requests submitted by Highways, Environmental Protection and Street Lighting being fulfilled to satisfaction.		
DC/25/2608/FUL	East Coast College Rotterdam Road - Creation of 6m x 12m concrete slab and erection of temporary industrial tent-like tarpaulin structure to provide an overflow Bricklaying workshop as an educational space.	Harbour and Normanston
It was proposed by Cllr Newsome, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application.		
DC/25/2920/VOC	5 Battery Green Road - Variation of Condition No.3 of DC/24/2166/FUL - Change of use from Class E Offices to Sui Generis to allow for a 8 bed HMO. No significant external changes will be made as part of the proposed works - The applicant wishes for the condition to be changed due to the specific tenant type being too restrictive on the potential use of the HMO.	Harbour and Normanston
Cllr Murray proposed a holding objection be submitted until there has been further detail provided on who the intended residents would be further to the applicant's request to expand the tenant type to 'vulnerable people' and what facilities would be provided to support the vulnerable people and the wider community; seconded by Cllr Newsome; three votes in favour (Cllrs Murray, Newsome and Youngman), one vote against (Cllr Begum) and one abstention (Cllr Jones).		
DC/25/2949/FUL	48 Royal Avenue - Insertion of two velux roof lights to facilitate loft conversion	Harbour and Normanston
It was proposed by Cllr Youngman, seconded by Cllr Begum and unanimously agreed to recommend approval of the application.		
DC/25/2517/FUL	43 St Johns Road - Extension of detached property to form three storey dwelling	Kirkley and Pakefield
Cllr Begum proposed to recommend approval of the application, the proposal was not seconded. Cllr Murray proposed to recommend refusal of the application as it was overdevelopment of the area and it did not adhere to the Waveney Local Plan 8.24, which required demonstration of why an application should be granted planning permission when the area is at risk of flooding; seconded by Cllr Youngman; four votes in favour (Cllrs Jones, Murray, Newsome and Youngman) and one vote against (Cllr Begum).		
DC/25/2751/CLE	312 London Road South - Certificate of Lawful Use (Existing) - 5 self-contained C3 dwellinghouses as shown on the plans submitted	Kirkley and Pakefield
It was proposed by Cllr Youngman, seconded by Cllr Begum and unanimously agreed to recommend approval of the application.		
DC/25/2762/FUL	4 Sunningdale Avenue - Two storey rear extension	Kirkley and Pakefield
It was proposed by Cllr Begum, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application.		

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DC/25/2775/CLE	6A Stradbroke Road - Certificate of Lawful Use (Existing) - Existing use is a hot food takeaway and has been for some time, we'd like a certificate of lawfulness to confirm this. This use was under Class A but since 2020 was under the Sui Generis Planning class	Kirkley and Pakefield
It was proposed by Cllr Youngman, seconded by Cllr Murray and unanimously agreed to recommend approval of the application.		
DC/25/2810/FUL	St Margarets Church Hollingsworth Road - Replacement of timber fence within the grounds of a Grade 1 listed building.	Harbour and Normanston
It was proposed by Cllr Youngman, seconded by Cllr Begum and unanimously agreed to recommend approval of the application.		

52.2 Applications for tree works

The Committee noted the Planning Authority had 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/25/3051/TCA	44 Corton Road - 2no. Leylandii (T1 & T2 on submitted plan) - Fell 1no. Holly (T3 on submitted plan) - Fell	Gunton and St Margarets

52.3 Applications for window repair/replacement

The Committee noted the Planning Authority had received the following applications for repair/replacement windows within a Conservation Area, which would be assessed in line with East Suffolk Council's Historic Environment Supplementary Planning Document | June 2021 | Windows, Doors and Porches:

Reference	Address and Description	District Ward
DC/25/0072/FUL	South Beach B & B 43 Kirkley Cliff Road - Replacement windows, removal of front door and replacement of inner door and surround.	Kirkley and Pakefield

52.4 The Committee noted the following recommendations had been made under delegated authority when the Planning Committee did not meet on 24 July 2025

Reference	Address and Description	District Ward
DC/25/1662/FUL	8 Broadwaters Road - Single storey extensions to front and rear, construction of roof dormer (as amended) .	Carlton and Whitton
It was agreed to recommend approval.		
DC/25/2584/FUL	237 Long Road - Single storey rear extension	Carlton and Whitton
It was agreed to recommend approval.		
DC/25/2672/FUL	17 Harrington Avenue - Single Storey Rear Extension	Gunton and St Margarets
It was agreed to recommend approval.		
DC/25/0872/FUL	97A Normanston Drive - Add first floor to existing bungalow, re-build conservatory on rear to be a single storey rear extension	Harbour and Normanston

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It was agreed to recommend approval.		
DC/25/2420/FUL	Triangle Market High Street - To install seating planters and children's play panels	Harbour and Normanston
It was agreed to recommend approval.		
DC/25/2601/FUL	Natwest Bank Plc 53 London Road North - Removal of ATM's & Night Safe Bezel, existing signage and reinstate materials where required	Harbour and Normanston
It was agreed to recommend approval.		
DC/25/2602/LBC	Natwest Bank Plc 53 London Road North - Listed Building Consent - Removal of ATM's & Night Safe Bezel, existing signage and reinstate materials where required	Harbour and Normanston
It was agreed to recommend approval.		
DC/25/2210/FUL	16 Cliftonville Road - Extensions front and rear, pitch roof to existing garage and materials	Kirkley and Pakefield
A consultee response could not be submitted as the application had expired.		
DC/25/2232/FUL	Kirkley Care Clinic Economy Road - Demolition of 2 no. buildings and installation of tarmacadam car park to provide additional 40 no. parking bays. Works also include installation of car park lighting and 2 no. new EV electric chargers.	Kirkley and Pakefield
It was agreed to recommend approval.		
DC/25/2642/ADI	Pakefield Caravan Park Arbor Lane - Illuminated Advertisement Consent - Erection of 2 illuminated entrance signs and 2 flag poles for Pakefield Holiday Park	Kirkley and Pakefield
It was agreed to recommend approval, subject to compliance with Suffolk County Council's Street Lighting Engineer's comments.		

53 To receive a report from Cllr Brooks on the East Suffolk Town and Parish Planning Forum

It was agreed to defer this item to the next agenda as Cllr Brooks was not in attendance.

54 To consider responses for the following consultations

54.1 East Suffolk Council - Consultation on community involvement in developing planning policy for East Suffolk – Cllr Murray suggested, to encourage participation, there be a method to refine collected public views, such as using AI to capture written and verbal comments and categorise them in line with relevant planning policies.

The Committee agreed to defer consideration of the consultation to the next meeting.

54.2 Broads Authority - Local Plan for the Broad – The Committee agreed to defer consideration of the consultation to the next meeting.

Cllr Newsome temporarily left the chamber at 19:26 due to his declared interests

Lowestoft Town Council

Planning Committee

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55 To note the new guidance published on the redevelopment of the Kirkley Waterfront

East Suffolk Council has published guidance on the redevelopment of Kirkley Waterfront, which can be found here: [Kirkley Waterfront Planning Position Statement](#) – It was noted that the flood risk and the lack of the flood barrier was not accounted for in the guidance, in part due to the failure of the Waveney Local Plan to be updated to reflect the lack of a flood barrier.

Cllr Newsome returned to the chamber at 19:29

56 To consider the following requests for double yellow lines from members of the public

56.1 Double yellow lines on the junction of The Croft and Norwich Road NR32 2BQ – Cllr Youngman proposed the Committee give its support to the member of public, noting they would need to apply to Suffolk Highways for the double yellow lines; seconded by Cllr Begum; all in favour.

56.2 Double yellow lines outside property on Westwood Avenue NR33 9RS – Cllr Begum proposed the Committee give its support to the member of public, noting they would need to apply to Suffolk Highways for the double yellow lines; seconded by Cllr Begum; all in favour.

57 Date of next meeting

Thursday 28 August 18:45

58 Items for the next agenda and close

No items were requested for the next agenda.

The Chair closed the meeting at 19:34

Signed:

28 August 2025

Lowestoft Town Council
Climate and Ecological Emergency Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 21 July 2025 15:30

MINUTES

Present: Cllrs Wendy Brooks, John Murray, Paul Page (Chair), Graham Parker and John Pitts. Non-Councillor member Cathy Williams.

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

Public: Two members of the public (in person) and Cllr Deborah Ray attended the meeting via Teams

24 Welcome

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

25 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Neil Coleby with reasons provided, Cllr Ray was unable to attend in person and joined the meeting via Teams. Cllr Parker proposed approval of the apologies received; seconded by Cllr Murray; all in favour.

Non-Councillor member Rachel Bunn was absent with no apologies received.

26 Declarations of interests and dispensations

26.1 To receive declarations of disclosable Pecuniary, Other Registerable and Non-Registerable interests from Councillors on items on the agenda – Cllr Parker declared he was a member of East Suffolk Council (ESC).

26.2 To consider written requests for dispensations for disclosable pecuniary interests and note dispensations granted – No written requests for dispensation had been received.

27 To consider the draft minutes of the extraordinary meeting on 9 June and the meeting on 16 June 2025

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

28 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 – A member of the public attended as a representative of A Future Without Rubbish to make comments on items 32 and 34. The representative informed the Committee of the success of their Beach Clean event on 4 July 2025 and suggested, in relation to item 34.1, Lowestoft Town Council (LTC) consider including recognition of historic landfill sites and associated risks in the Climate Action Plan.

Cllr Ray raised the following queries: what the requested £1,250 would cover for the Planet Positive event per item 29.2, when the second water bottle refill station would be installed in Normanston Park per item 31 and regarding item 33.1, Cllr Ray suggested a strong letter be sent to Emma Hardy, Jess Asato, DEFRA, Environment Agency, ESC, and Suffolk County Council (SCC) stating that Lowestoft remained unprotected and vulnerable with no flood barrier and to press on what their intended action was.

29 Finance and Budget

29.1 To monitor expenditure by this Committee from the Climate Emergency budget, under delegated authority – There was no update to provide on expenditure.

29.2 To consider a request from Events and Communications Sub-Committee to allocate £1,250 from the Climate Emergency budget for the Planet Positive Event – Officers confirmed this

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would cover half the cost for the outdoor marquee. Cllr Brooks proposed approval of the allocation; seconded by Cllr Pitts; all in favour.

30 To consider the standard procedure of speakers and presenters in the Public Forum to ensure consistency across all committees

Cllr Murray requested this item due to noted inconsistencies between Committees in the conduct of the Public Forum and suggested this be given further consideration to ensure consistency across the Council.

Standing Orders currently permitted three minutes for a member of the public to speak in Public Forum and a suggestion was made that as the rule was already in place it just needed better application across the Committees to ensure consistent standards. Further comments were made that whilst consistency was needed, it was important to ensure the atmosphere was not hostile for members of the public.

Cllr Parker proposed the Standing Orders and Policies Sub-Committee discuss consistent application of the Standing Orders at their next meeting; seconded by Cllr Brooks; all in favour.

31 To receive an update on the installation of a water bottle refill station in Kensington Gardens

Officers confirmed the water bottle refill station would be installed at the back of the bowls pavilion where there was a suitable mains water supply and a surface water drainage connection point. The Facilities and Contracts Manager had spoken with the bowls club on the matter and dates were being reviewed to schedule the installation in August, alongside the new tennis court water cleaning point.

The Grounds Maintenance Team would then explore feasible installation points in Normanston Park for the second water bottle refill station.

A suggestion was made for the Committee to consider the future installation of a water bottle refill station at Denes Oval, should the current installations be successful.

Cllr Parker left the chamber at 16:08

32 To consider the following issues relating to waste and pollution and relevant actions:

32.1 Discuss East Suffolk Council's bin and waste collection scheme – Cllr Brooks proposed this item be added to the Quarterly Liaison meeting with ESC; seconded by Cathy Williams; all in favour.

33 To consider the following in relation to community engagement and relevant actions:

33.1 Identify what Lowestoft Town Council can do to assist with the improvement of the town's flood defences – Cllr Murray proposed the following actions be taken to assist with the improvement of the town's flood defences:

- Write a strong letter to Jess Asato MP, Emma Hardy (Under Secretary of State for Water and Flooding), DEFRA and the Environment Agency, ESC and SCC to state LTC represents the people of Lowestoft and are concerned by the cancellation of the flood barrier and the town's consequent vulnerability to the ravages of the North Sea, highlighting the restrictive effect this has on inward investments to the town due to the uncertainty over flooding.
- Engage with ESC and SCC 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.

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- Engage with ESC and SCC to ask what their plans were 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 was 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 Associated British Ports regarding their position on current and future development of flood defence for Lowestoft.
- LTC to arrange a meeting with Jess Asato MP to seek clarification as to whether the pre-election pledge to establish a Flood Resilience Taskforce to meet before 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.

Cllr Brooks seconded the proposal and a vote was held with all in favour.

An item was requested on the next agenda to discuss how nature can be harnessed to help defend against flooding.

An item was requested on the next agenda to discuss the changing coastline and coastal erosion.

34 To consider the following in relation to Lowestoft Town Council's draft climate action plan:

- 34.1 Receive an update on the plan and confirm the date of the next meeting – The Committee requested dates be arranged for September.

35 To consider the following in relation to public transport and alternative methods of travel and relevant actions:

- 35.1 Confirm the date for the next Public Transport Working Group meeting – The Committee confirmed the date of the next meeting would be 7 August 14:00.

36 Date of next meeting

Monday 18 August 15:30

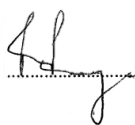
37 Items for the next agenda and close

No further items were requested for the next agenda.

38 Admission to meetings

To resolve that under the Public Bodies (Admission to meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any employment matters and legal issues relating to the matters on this agenda – There were no resolutions.

The Chair closed the meeting at 16:34



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Signed:

18 August 2025

Lowestoft Town Council
Climate and Ecological Emergency Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 21 July 2025 15:30

Lowestoft Town Council
Personnel Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 7 August 2025 at 10:00

MINUTES

Present: Sonia Barker, Nasima Begum, Wendy Brooks, Jen Jones, Christian Newsome (Chair), Graham Parker, Andy Pearce and Bernie Rappensberger

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

Public: There were no members of the public in attendance

27 Welcome

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

28 Apologies for absence

Apologies were received from Cllrs Connor Blowers, John Murray, Keith Patience, Nick Webb and Elise Youngman with reasons provided. Cllr Rappensberger proposed approval of the apologies received; seconded by Cllr Parker; all in favour.

29 Declarations of interests and dispensations:

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

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

30 The draft minutes and confidential note of the meeting on 3 July 2025

Cllr Pearce had provided his confidential note for the section of the meeting where no officers were in attendance. The confidential note from 3 July as prepared by officers would be deferred. Cllr Pearce proposed approval of the minutes of the meeting on 3 July 2025 and the confidential note which had been provided; seconded by Cllr Begum; one Councillor abstained; one Councillor voted against.

31 Public forum

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

32 Finance:

32.1 Monitoring expenditure from the staffing contingency budget – The budget monitoring document had been provided. Currently, it was anticipated the year-end position would be an £8,800 surplus. Cllr Brooks had a matter relating to the staffing contingency budget to raise during the confidential session.

32.2 The local government pay award agreement – This had been settled at 3.2%, which was slightly below inflation. Unless there were any objections, this would be applied to all staff and backdated to 1 April.

32.3 Budget for extension of temporary contracts (some aspects may be confidential) – To be considered during the confidential session.

33 Staffing (confidential):

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Personnel Committee

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

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33.1 Review of the Committee Clerks' job descriptions in light of staffing structure changes –

To be considered during the confidential session.

33.2 Line management and governance arrangements for accountability of the Town Clerk –

To be considered during the confidential session.

33.3 Staff terms and conditions (confidential): - To be considered during the confidential session.

- a. Application of the Local Government Pay Award for the 25/26 financial year
- b. Updates on model contract of employment
- c. Updates on the employee handbook
- d. Variations to the application of Flexible Working and Family Related Leave (Chapter 4 Employee Handbook)
- e. Variation of temporary contract of employment to permanent
- f. Variation of contract of employment from part-time to full-time
- g. Agreeing working arrangements for Christmas and New Year period

33.4 An update on any matters relating to recruitment – The Town Hall Heritage Apprentice had been appointed and would be starting on 8 September. The advertisement for the Town Hall Manager was due to be published in September. The advertisement had been provided to the Town Hall Project Committee. At its meeting in July, the Finance and Governance Committee had made a recommendation regarding the salary banding. The contingency budget allowed for six months' salary pro-rata, at the top end of the salary banding that the position will be advertised at.

34 Organisational resilience and contingency/succession planning – This had been considered by the Personnel Working Group and Personnel Committee, who had made a recommendation for the external consultant to take this forward as part of the staffing and organisational structure elements of business plan. Cllr Pearce proposed to endorse this as a recommendation to Full Council; seconded by Cllr Barker. Cllr Pearce had circulated the confidential notes of the Personnel Working Group meeting to Councillors via email, and they had also been provided as a confidential document with the agenda. Seven Councillors voted in favour; one Councillor abstained from the vote.

35 Review and formalisation of recruitment processes

The Working Group had considered this item at its meeting on 25 June. No particular issues had been raised and a standardised recruitment process had already been adopted by the Council, however it was noted that there had been deviations from this process, particularly for the Town Hall and some Grounds Maintenance Team positions. Where a delegation had been agreed with regard to the recruitment process, this would need to be made clear, if not the agreed process should be adhered to.

36 Date of next meeting

Thursday 4 September 2025 at 10:00.

37 Items for the next agenda and close

There were no requests.

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

38 Admission to meetings

Lowestoft Town Council

Personnel Committee

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

Thursday 7 August 2025 at 10:00

32.1 Monitoring expenditure from the staffing contingency budget – An independent HR consultancy had been commissioned to undertake salary benchmarking for senior posts in recent months. An external consultant would also be reviewing this as part of the business plan.

32.3 Budget for extension of temporary contracts (some aspects may be confidential) – This would be covered under item 33.3f.

33.1 Review of the Committee Clerks' job descriptions in light of staffing structure changes – These had been reviewed by the Personnel Working Group. The job descriptions for both Committee Clerks required amending to remove outdated references and typographical errors. Cllr Brooks proposed to approve an addition to the Senior Committee and Project Clerk's job description; seconded by Cllr Pearce; all in favour.

Depth of cover for when the Town Clerk is on leave or absent was considered. Cllr Pearce proposed to endorse a recommendation of the Personnel Working Group to Full Council regarding this; seconded by Cllr Barker; seven Councillors voted in favour; one Councillor voted against. It was considered this would form part of the Council's resilience and risk management, and Cllr Begum therefore proposed for the external consultant to also consider this as part of her work on the business plan; seconded by Cllr Barker; all in favour.

IT resilience was also considered. The Town Council had moved over to a new provider.

33.2 Line management and governance arrangements for accountability of the Town Clerk – The Personnel Working Group had considered this item but had made no recommendations and had asked the Personnel Committee to consider it. It was agreed to move this item to the end of the meeting.

33.3a Application of the Local Government Pay Award for the 25/26 financial year – It was noted the 3.2 % increase would be applied to all staff in August's pay, backdated to 1 April 2025. This had been budgeted for, up to 5%.

33.3b (Updates on model contract of employment), 33.3c (Updates on the employee handbook) and 33.3d (Variations to the application of Flexible Working and Family Related Leave - Chapter 4 Employee Handbook) – The Senior Committee and Project Clerk gave an update to the Committee on her personal circumstances.

Regarding items 33.3b and 33.3c, an external HR provider had been asked to review the model contract of employment, and had also applied updates to the employee handbook, reflecting new legislation. It was suggested the Working Group could meet to review the changes.

Cllr Pearce proposed for the Personnel Working Group to review the model contract of employment and updates to the employee handbook and make recommendations back to the Personnel Committee at its September meeting; seconded by Cllr Brooks; all in favour.

It was agreed to move item 33.3d to the end of the meeting.

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33.3e Variation of temporary contract of employment to permanent - Cllr Brooks made a recommendation to Full Council to approve the variation of a temporary contract of employment to permanent; seconded by Cllr Pearce. It was requested the Finance Manager budget for this on a pro-rata basis. All Councillors voted in favour.

33.3f Variation of contract of employment from part-time to full-time – Cllr Brooks proposed a recommendation to Full Council to approve the variation of a contract of employment from part-time to full-time; seconded by Cllr Pearce. It was again requested the Finance Manager budget for this on a pro-rata basis. All Councillors voted in favour. It was requested for the Grounds Maintenance Team’s requirements and justifications for equipment to be provided no later than September.

Cllr Pearce proposed a recommendation to Full Council to delegate authority to the Clerk to authorise a contractual change for an officer’s hours to be increased, in consultation with the Finance Assistant and Town Hall Project Manager to agree the appropriate time to do this. Cllr Begum seconded the proposal and all Councillors voted in favour.

33.3g Agreeing working arrangements for Christmas and New Year period – Cllr Pearce proposed a recommendation to Full Council to close the office on Christmas Eve this year. For any staff required to work that day, they would instead be permitted to take an alternative day, before the end of January 2026, by arrangement with their Line Manager. Cllr Begum seconded the proposal and all Councillors voted in favour.

In appreciation of officers, Cllr Pearce proposed to set aside funds from the staff contingency fund for a staff Christmas wellbeing event; seconded by Cllr Jones; all in favour. In previous years, this included a round-up of work completed and achievements that year, and planning for the year ahead.

The Senior Committee and Project Clerk left the meeting 11:21 for consideration of the remaining items

Signed:

21 August 2025



FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 23 July 2024

1. General

- 1.1. These Financial Regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial Regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial Regulations must be observed in conjunction with the council's Standing Orders and any individual financial regulations relating to contracts.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations may bring the office of councillor into disrepute.
- 1.3. Deliberate or wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, in force at the time, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Council has appointed an RFO and statutory duties as outlined below apply. The Council has also appointed a Clerk who shares some of the governance responsibilities with the RFO. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO:
 - acts under the policy direction of the council,
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices,
 - determines on behalf of the council its accounting records and accounting control systems,
 - ensures the accounting control systems are observed,
 - maintains the accounting records of the Council and ensures these are kept up to date in accordance with proper practices.
 - assists the Council to secure economy, efficiency and effectiveness in the use of council resources, and

- produces financial management information as required by the council.

1.6. **The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular, any decision regarding:**

- **setting the final budget or the precept (council tax requirement)**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements**
- **approving an annual governance statement**
- **borrowing**
- **writing off bad debts**
- **declaring eligibility for the General Power of Competence, and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts
- authorise any grant or single commitment in excess of £10,000, unless it has specifically delegated a higher commitment within a set budget.
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its Terms of Reference.

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The ~~Clerk~~ Clerk and/or RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the ~~Clerk~~ Clerk and/or RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement, which shall be in accordance with proper practices.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed.**
 - **ensure the prompt, accurate recording of financial transactions.**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records.**

- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

- 2.6. These Financial Regulations demonstrate how the council meets these responsibilities and requirements.
- 2.7. At least once in each quarter, and at each financial year end, an appointed member other than the Chair or payment signatory, shall verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity, including any exceptions, shall be reported to and noted by the Finance and Governance Committee.
- 2.8. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate.**
 - **a record of the assets and liabilities of the council.**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council.
 - reports to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year.
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council.
 - initiate or approve accounting transactions.
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors, and confirmation that the council has been provided with these reports shall be recorded.
- 3.13. The RFO shall provide an action plan to take forward any measures identified for action by the internal and external auditors for consideration and implementation where agreed by the council and minuted accordingly.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed ~~by the council~~ at least annually for the following financial year and ~~the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the council~~

~~or accepted by the relevant committee~~council. The RFO will inform committees of any salary implications before they consider draft budgets.

- 4.3. No later than December each year, the council shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure, and the use of reserves and all sources of funding for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement. This will be considered by the relevant Committee(s) and approved by Full Council.
- 4.4. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year, but shall be allocated within the budget as considered appropriate by council. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee shall review its forecast of revenue and capital receipts and payments and submit any proposals for the following financial year to the Budget and Loan Sub-Committee not later than the end of November each year.
- 4.6. The draft budget, with any committee proposals and forecasts, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance and Governance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and forecasts, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of January** and supply the council with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned. The approved annual budget shall form the basis of financial control for the ensuing year.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council, or relevant committee (where delegated).

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining three or more quotations or estimates from appropriate suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024, or any superseding legislation ('the Legislation'), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £25,000 excluding VAT, the Clerk shall seek formal tenders from at least three suppliers or advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £10,000 excluding VAT the Clerk shall seek at least three fixed-price quotes.
- 5.9. Where the value is between £2,500 and £10,000 excluding VAT, the Clerk shall try to obtain three estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For purchases where the value is below £2,500, the Clerk shall still seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
 - i. specialist services, such as legal professionals acting in disputes.
 - ii. repairs to, or parts for, existing machinery or equipment.
 - iii. works, goods or services that constitute an extension of an existing contract.
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council, or relevant committee where delegated. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk under delegated authority, as defined in the prevailing scheme of delegation as agreed by the council
- a duly delegated committee of the council for all items of expenditure within their delegated budgets under £7,500 excluding VAT or £10,000 in the case of the Finance and Governance Committee.
- a duly delegated sub-committee of the council for all items of expenditure within their delegated budgets under £3,750 excluding VAT.
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £10,000.

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members, may issue an official order or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference. During the budget year, and with the approval of council, having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement')

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk may authorise expenditure of up to £25,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair of the Council or relevant Committee as soon as practicable.

5.19. No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, government borrowing approval has been obtained first.

5.20. All capital works shall be administered in accordance with the council's Standing Orders and financial regulations relating to contracts.

6. Banking and Payments

6.1. **The RFO shall regularly provide the council and Finance and Governance Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial**

Commented [SF1]: Does Council want to review financial delegations to make them to Clerk and/or RFO?

quarter and shall show explanations of material variances. For this purpose, “material” shall be in excess of £100 or 15% of the budget.

- 6.2. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The arrangements shall be reviewed annually for security and efficiency.
- 6.3. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.4. All invoices for payment should be addressed to the council, examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified. The RFO shall take all steps to pay all invoices submitted, and which are in order, in a timely manner.
- 6.5. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.6. All payments shall be made by online banking in accordance with a resolution of the council unless the council resolves to use a different payment method.
- 6.7. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council, or a duly delegated committee, may authorise in advance for the year, provided the requirements of the regulation relating to Budgetary Controls are adhered to.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance and Governance Committee for information only.
- 6.9. The Clerk shall have delegated authority to authorise payments only in the following circumstances:
 - i. any payments as defined in the scheme of delegation. See 5.15.
 - ii. payments of up to £25,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises. See 5.18.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Governance committee.

Commented [SF2]: Please see previous comment

- iv. Fund transfers within the council's banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Governance Committee.
- v. An expenditure item authorised under the Regulation for continuing contracts and obligations, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or the Finance and Governance Committee.

6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council or relevant committee. The council, or relevant committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the Clerk and RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and at least one authorised signatory will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

Commented [SF3]: Should this be RFO as well?

7.2. All authorised signatories shall have access to view the council's bank accounts online. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to an authorised signatory.

~~7.5. In the prolonged absence of the Service Administrator, an authorised signatory shall set up any payments due before the return of the Service Administrator.~~

~~7.6.~~ 7.5. One authorised signatory shall check the payment details against the invoices before approving each payment using the online banking system.

~~7.7.~~ 7.6. Evidence shall be retained showing who approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes

~~7.8.~~ 7.7. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.

~~7.9.7.8.~~ With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed annually as part of the budget process.

~~7.10.7.9.~~ Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by an authorised bank signatory evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be reviewed by resolution of the council at least every two years.

~~7.11.7.10.~~ If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed annually as part of the budget process.

~~7.12.7.11.~~ Account details for suppliers may only be changed upon written notification by the supplier verified by the RFO and authorised signatory. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers regularly.

~~7.13.7.12.~~ Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

~~7.14.7.13.~~ Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by at least one authorised signatory
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment cards

- 9.1. Any corporate credit card or trade card account opened by the council will be restricted to use by any post authorised by the Finance and Governance Committee or Full Council and any balance shall be paid in full each month. Transaction limits will be in line with existing officer delegations.
- 9.2. Personal credit or debit cards of members or staff shall not be used except with the express permission of the council (Finance and Governance Committee or Full Council)

10. Payment of salaries and allowances

- 10.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE and National Insurance legislation.**
- 10.2. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or a duly delegated committee
- 10.3. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 10.4. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 10.5. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by an authorised signatory to ensure that the correct payments have been made. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by the council or a duly delegated committee a who can demonstrate a need to know.
 - b) by the internal auditor.
 - c) by the external auditor; or
 - d) by any person authorised under any relevant legislation.
- 10.6. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 10.7. Before employing interim staff, the council must consider a full business case.

11. Loans and investments

- 11.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 11.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the purpose and value for money of the proposed transaction.
- 11.3. The council does maintain an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which is written in accordance with relevant

regulations, proper practices and guidance. This Strategy and Policy is reviewed by the council at least annually.

- 11.4. All investment of money under the control of the council shall be in the name of the council.
- 11.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 11.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

12. Income

- 12.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 12.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process.
- 12.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the ~~Clerk~~ RFO and shall be written off within the year. The council's approval shall be shown in the accounting records.
- 12.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 12.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 12.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 12.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 12.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

13. Payments under contracts for building or other construction works

- 13.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 13.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

14. Stores and equipment

- 14.1. A designated officer will be responsible for care and custody of stores and equipment at each location.
- 14.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 14.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15. Assets, properties and estates

- 15.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 15.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 15.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a compliance and health and safety inspection of assets.
- 15.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council or a delegated committee or officer together with any other consents required by law, except where the estimated value of any one item does not exceed £250. In each case a written report shall be provided to council with a full business case.

16. Insurance

- 16.1. The Clerk **and RFO** shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 16.2. The Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 16.3. The Clerk shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council or duly delegated committee at the next available meeting. The Clerk shall affect all insurances and negotiate all claims on the council's insurers.

16.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

17. Charities

17.1. Where the council is sole managing trustee of a charitable body the Clerk shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

18. Suspension and revision of Financial Regulations

18.1. The council shall review these Financial Regulations at least annually and following any change of Clerk or RFO. The Clerk and RFO shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

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Cashbook 1

User: COXJ

Unity Bank Account

For Month No: 4

Receipts for Month 4

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		1,748,795.00					1,748,795.00	
7057	Banked 01/07/2025	5,907.73						
7057	Ecolab	5,907.73		984.62	1210	650	5,482.58	Avishock Refund
					5045	650	-559.47	Avishock Jan 2024
7056	Banked 02/07/2025	10,975.99						
7056	Total Race Timing Ltd	10,975.99		1,829.33	1105	300	11,716.67	10k Event
					4465	300	-2,570.01	10k Event Services
7050	Banked 04/07/2025	10,000.00						
7050	East Suffolk Council	10,000.00			1095	100	10,000.00	Triangle Market CIL
7051	Banked 04/07/2025	200.00						
	Sales Recpts Page 453	200.00	200.00		100			Sales Recpts Page 453
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
7048	Banked 11/07/2025	762,500.00						
7048	East Suffolk Council	762,500.00			1092	350	762,500.00	MT Grant
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
7049	Banked 16/07/2025	250,000.00						
7049	East Suffolk Council	250,000.00			1091	160	250,000.00	TH Grant from Towns Fund
7045	Banked 18/07/2025	200.00						
	Sales Recpts Page 450	200.00	200.00		100			Sales Recpts Page 450
7046	Banked 21/07/2025	194.16						
	Sales Recpts Page 451	194.16	194.16		100			Sales Recpts Page 451
7047	Banked 21/07/2025	1,540.00						
	Sales Recpts Page 452	1,540.00	1,540.00		100			Sales Recpts Page 452
7052	Banked 24/07/2025	1.44						
7052	Stripe	1.44			1200	435	2.00	Denes Oval Floodlights
					4365	435	-0.56	Denes Oval Floodlights

Continued on Page 77

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>
7053	Banked 25/07/2025	200.00						
	Sales Recpts Page 454	200.00	200.00		100			Sales Recpts Page 454
7054	Banked 25/07/2025	184,372.72						
7054	National Heritage	184,372.72			1091	160	184,372.72	Town Hall NLHF
7055	Banked 28/07/2025	1,782.23						
	Sales Recpts Page 455	1,782.23	1,782.23		100			Sales Recpts Page 455
7058	Banked 29/07/2025	200,000.00						
7058	East Suffolk Council	200,000.00			1091	160	200,000.00	Town Hall Grant
Total Receipts for Month		1,456,585.67	5,102.39	2,813.95			1,448,669.33	
Cashbook Totals		3,205,380.67	5,102.39	2,813.95			3,197,464.33	

Payments for Month 4					Nominal Ledger				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/07/2025	Alan Elvin	7504	86.49			4150	650	86.49	Mileage reimburse - AE
01/07/2025	DVLA	7511	30.18			6500	100	30.18	Road tax DN70ZYZ
01/07/2025	DVLA	7512	30.18			6500	100	30.18	Road tax AX72BVL
01/07/2025	DVLA	7513	29.31			6500	100	29.31	Road tax AV72 ZGM
01/07/2025	DVLA	7514	29.31			6500	100	29.31	Road Tax AY72 HNM
01/07/2025	COLLEGE OF ARMS	7490	1,450.00	1,450.00		500			Digital artwork - coat of arms
01/07/2025	East Coast Mower Services	7491	240.00	240.00		500			Repair John Deere cutting deck
01/07/2025	Folkes Plant & Aggregates Ltd	7492	119.31	119.31		500			Type 1 Ex pit & top soil
01/07/2025	R J Pryce & Co Ltd	7493	19.55	19.55		500			Security bit & socket
01/07/2025	Herts Enviro Services	7494	1,610.40	1,610.40		500			Water hygiene L8 regime Jun25
01/07/2025	Munnings Supplies Ltd	7495	45.00	45.00		500			Hi vis t shirt, shorts
01/07/2025	East Coast Waste	7496	389.47	389.47		500			Unit 2 waste disposal
01/07/2025	Origin Amenity Solutions	7497	111.54	111.54		500			Blue water soluble
01/07/2025	Lound Plant Centre	7498	23.96	23.96		500			Grow bag tray
01/07/2025	Wilco Motor Spares Ltd	7499	28.00	28.00		500			Ratchet handle/torx key set
01/07/2025	Seletar Signs	7500	126.00	126.00		500			Signs
01/07/2025	Ben Burgess GroundsCare Equipm	7501	63.26	63.26		500			Wheel Kit
01/07/2025	R J Pryce & Co Ltd	7502	22.27	22.27		500			Hessian sandbags
01/07/2025	Smith Bros Timber (East Anglia	7503	77.08	77.08		500			Hammerite/ratchet straps etc
01/07/2025	East Suffolk Council	7505	180.00	180.00		500			BVP rates to Mar 26
01/07/2025	East Suffolk Council	7506	220.00	220.00		500			WHall Rates Apr 25 - Mar 26
01/07/2025	East Suffolk Council	7507	761.00	761.00		500			Unit 2 rates Apr25-Mar26
01/07/2025	East Suffolk Council	7508	998.00	998.00		500			HH Rates Apr25-Mar26
01/07/2025	East Suffolk Council	7509	104.00	104.00		500			SN Bowls Club Rates 25/26
01/07/2025	East Suffolk Council	7510	212.00	212.00		500			Links Rd Car Park Rates 25/26
02/07/2025	Novuna Business Finance	7515	1,137.61	1,137.61		500			Transit Van hire Apr25-Mar26
02/07/2025	Novuna Business Finance	7516	1,207.38	1,207.38		500			Transit Tipper hire Apr-Mar26
02/07/2025	Wave Ltd	7673	77.50	77.50		500			Kensington Garden Water Q1
02/07/2025	Wave Ltd	7674	56.37	56.37		500			TH Water Q1
02/07/2025	Wave Ltd	7675	61.06	61.06		500			TH Water Q1
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

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Cashbook 1

User: COXJ

Unity Bank Account

For Month No: 4

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	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
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

Continued on Page 80

Payments for Month 4					Nominal Ledger				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
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
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)

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>
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
18/07/2025	John Chamberlain	7607	212.15		31.84	5020	160	180.31	Materials/craft supplies - JC
18/07/2025	Lauren Elliott	7608	28.50		4.05	4160	150	20.45	LE reimburse Jul 25
						4143	200	4.00	Photo - Plaisir gift
18/07/2025	Nasima Begum	7610	33.75			4150	200	33.75	Mileage Melton meeting NB
18/07/2025	Ewan Gallagher	7618	77.42		2.58	4150	650	49.82	EG Mileage Jun/Jul
						4160	150	13.02	EG Parking Jun/Jul
						4120	100	12.00	EG Water at LTA Level 2 course
18/07/2025	East Coast Waste	7609	389.47	389.47		500			Waste disposal Unit 2
18/07/2025	Munnings Supplies Ltd	7611	52.80	52.80		500			Trainers
18/07/2025	Durrants	7612	792.00	792.00		500			Rent advice KG cafe/kiosk/lake
18/07/2025	Jewson	7613	274.54	274.54		500			Concrete sand/Lignacite block
18/07/2025	Chiltern Sports Contractors Lt	7614	5,582.52	5,582.52		500			Final Cert NP tennis courts
18/07/2025	Win Entertainment	7615	470.00	470.00		500			Performer at Pride
18/07/2025	Paul J Taylor	7616	175.00	175.00		500			Performer at Pride
18/07/2025	Screwfix	7617	297.71	297.71		500			Hi vis polo shirt
18/07/2025	R J Pryce & Co Ltd	7619	79.31	79.31		500			Drain cleaner
18/07/2025	Need2Store Ltd	7620	240.00	240.00		500			Unit 164 to 17/8/25
18/07/2025	Kompan Ltd	7739	703.71	703.71		500			Swing chairs
21/07/2025	Fuel Card Services Ltd	7621	187.66	187.66		500			Fuel Jul 25
21/07/2025	EE Limited	7622	1,050.91	1,050.91		500			Phone charges to 6/8/25
21/07/2025	Public Works Loan	7623	6,613.25			9980	355	6,613.25	Repayment of PWL
22/07/2025	Toilets To Go	7624	2,664.00	2,664.00		500			Portaloos Pride
22/07/2025	Jewson	7625	108.00	108.00		500			Mini excavator hire NP 16/7/25
22/07/2025	Jewson	7626	13.28	13.28		500			Building sand
22/07/2025	Blok 'N' Mesh Global Ltd	7627	98.40	98.40		500			40 couplers
22/07/2025	Lound Plant Centre	7628	37.98	37.98		500			Grass seed & aquagel
22/07/2025	Claxton Creative Ltd	7629	520.00	520.00		500			Photography 10K
22/07/2025	Will Power (Lauren Bryant)	7630	200.00	200.00		500			Performer Pride
22/07/2025	Apex Scaffolding Anglia Limite	7631	2,174.40	2,174.40		500			Scaffold Maritime Museum roof
22/07/2025	Wilco Motor Spares Ltd	7632	21.00	21.00		500			Ratchet straps
22/07/2025	Munnings Supplies Ltd	7633	59.70	59.70		500			Fleece jacket & shorts
22/07/2025	Garden Discount Centre Ltd	7634	49.15	49.15		500			Chain
22/07/2025	Kat Richards	7635	100.00	100.00		500			Community Choir Pride
23/07/2025	British Gas	7643	83.92	83.92		500			P/Ledger Electronic Payment
23/07/2025	SALARIES	SALARY JUL	49,267.92			4000	140	49,267.92	July Salaries
24/07/2025	NPower Ltd	7636	66.34	66.34		500			Electric PC R'dam Rd Jun 25
24/07/2025	NPower Ltd	7637	98.56	98.56		500			Electric KG PC Jun25
24/07/2025	NPower Ltd	7638	126.40	126.40		500			Electric Pav chg NP Jun

Payments for Month 4					Nominal Ledger				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									25
24/07/2025	NPower Ltd	7639	130.00	130.00		500			Electric KG Jun 25
24/07/2025	NPower Ltd	7640	403.13	403.13		500			Electric DO Jun 25
24/07/2025	NPower Ltd	7641	77.28	77.28		500			Electric PC P'field St Jun 25
24/07/2025	NPower Ltd	7642	157.91	157.91		500			Electric TH Jun 25
24/07/2025	CLA Fabrications Ltd	7644	240.00	240.00		500			Carriage re fencing SN Bowls
25/07/2025	Nasima Begum	7646	68.94			4150	200	68.94	Mayoral travel to Newmarket
25/07/2025	Goto Hire	7645	1,000.00	1,000.00		500			PA system for 10k
25/07/2025	MJ Training	7647	1,296.00	1,296.00		500			First response FP 5/8/25
25/07/2025	R J Pryce & Co Ltd	7648	18.30	18.30		500			Drain cleaner
25/07/2025	Charlie Houghton (Ivy Aphrodit	7649	110.00	110.00		500			Performer at Pride Event
25/07/2025	Gaming Events 2 U Ltd	7650	225.00	225.00		500			4.5 gaming van hire TM
25/07/2025	R J Pryce & Co Ltd	7651	34.53	34.53		500			Cistern lever kit A12 toilet
25/07/2025	Munnings Supplies Ltd	7652	162.60	162.60		500			Fleeces & insoles
25/07/2025	Smith Bros Timber (East Anglia	7653	129.96	129.96		500			Screws/washers/rawlplug etc
25/07/2025	Aura Visions Ltd	7654	12,448.80	12,448.80		500			Refurb of 3 stained windows
25/07/2025	Barnes Construction	7658	150,000.00	150,000.00		500			Works re Cert No 5 LTH286
25/07/2025	The Input Group	7660	150,000.00	150,000.00		500			Job 668, cert no 8
28/07/2025	Fuel Card Services Ltd	7655	241.61	241.61		500			Fuel Jul 25
28/07/2025	Foster Wilson Size LLP	7656	18,624.00	18,624.00		500			RIBA Stage 5 construct 8/12
28/07/2025	Barnes Construction	7657	24,957.72	24,957.72		500			Works re Cert No 5 LTH286
28/07/2025	The Input Group	7659	111,060.00	111,060.00		500			Job 668, cert no 8
28/07/2025	Eon Energy	7661	25.52	25.52		500			P/Ledger Electronic Payment
29/07/2025	Stewart Overy	7662	100.00	100.00		500			DJ Set - summer market
29/07/2025	Munnings Supplies Ltd	7663	126.00	126.00		500			Nitrile gloves/t shirts
29/07/2025	Vintage Chic Event Hire	7664	150.00	150.00		500			Summer Market Decor
29/07/2025	Mulberry & Co	7665	540.00	540.00		500			Bespoke planning training
29/07/2025	Glasdon UK Ltd	7666	1,722.23	1,722.23		500			Bench & 2 plaques NP
29/07/2025	Lound Plant Centre	7667	99.47	99.47		500			Grass seed & rake
31/07/2025	Wave Ltd	7668	3,142.54	3,142.54		500			Water KG lake 17/4-16/7/25
31/07/2025	John Grose	7669	224.39			6500	100	224.39	Luton AX72 BVL
31/07/2025	Unity Trust Bank	7670	34.05			4110	130	34.05	Bank charge
31/07/2025	Nicholsons Solicitors LLP	7671	5,339.76	5,339.76		500			Employment advice Oct/Dec24
31/07/2025	Sarah Foote	7672	400.70			5000	100	400.70	W'screen re stone damage GMT
01/08/2025	East Suffolk Council	7680	212.00	212.00		500			Links Rd Car Park Rates 25/26
01/08/2025	East Suffolk Council	7681	104.00	104.00		500			SN Bowls Club Rates 25/26
01/08/2025	East Suffolk Council	7682	998.00	998.00		500			HH Rates Apr25-Mar26

Payments for Month 4					Nominal Ledger				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/08/2025	East Suffolk Council	7683	761.00	761.00		500			Unit 2 rates Apr25-Mar26
01/08/2025	East Suffolk Council	7684	220.00	220.00		500			WHall Rates Apr 25 - Mar 26
01/08/2025	East Suffolk Council	7685	180.00	180.00		500			BVP rates to Mar 26
01/08/2025	Cloudy Group Ltd	7688	1,804.90	1,804.90		500			Microsoft & support
01/08/2025	Peter Colby Commercials Ltd	7689	2,230.11	2,230.11		500			Unit 2
01/08/2025	Charles Roberts and Sons	7690	840.00	840.00		500			Electrical work Martellos
01/08/2025	Megan Anderson	7691	150.00	150.00		500			Summer TM x5
01/08/2025	Munnings Supplies Ltd	7692	142.80	142.80		500			Hand towels & dispenser
01/08/2025	Munnings Supplies Ltd	7693	44.40	44.40		500			Holster trousers
01/08/2025	Mulberry & Co	7694	216.00	216.00		500			Calc of pension/termination
01/08/2025	Broadland Security Alarms	7695	151.20	151.20		500			Disconnect items
01/08/2025	St John Ambulance	7696	343.20	343.20		500			Provide first aid at Pride
01/08/2025	Wilco Motor Spares Ltd	7697	58.48	58.48		500			Bucket/sponge/chamois
01/08/2025	Munnings Supplies Ltd	7698	94.20	94.20		500			Gloves/clothes
01/08/2025	The Society of Local Council C	7699	72.00	72.00		500			TW Reforms to Nat Plan Policy
01/08/2025	Smith Bros Timber (East Anglia	7700	27.30	27.30		500			Marxman pencil/screws/shackles
01/08/2025	Travis Perkins Trading Company	7701	192.20	192.20		500			Bollard & cutting disc
01/08/2025	Ben Burgess GroundsCare Equipm	7702	397.73	397.73		500			Grass Mulching attachment
01/08/2025	Cloudy Group Ltd	7703	5,145.60	5,145.60		500			New laptops
01/08/2025	R J Pryce & Co Ltd	7704	41.94	41.94		500			Padlock/drill bit etc
01/08/2025	Kirkley People's Forum	7705	1,395.00	1,395.00		500			Kirkley Centre costs Jul-Sep25
04/08/2025	Novuna Business Finance	7686	1,137.61	1,137.61		500			Transit Van hire Apr25-Mar26
04/08/2025	Novuna Business Finance	7687	1,207.38	1,207.38		500			Transit Tipper hire Apr-Mar26
04/08/2025	Fuel Card Services Ltd	7707	218.04	218.04		500			Fuel Jul 25
05/08/2025	V.C. Cooke	7708	1,007.40	1,007.40		500			July waste collection
05/08/2025	Garden Plants Online	7709	757.71	757.71		500			W'ping Willow/Maidenhair Trees
05/08/2025	Travis Perkins Trading Company	7711	162.49	162.49		500			Postcrete
05/08/2025	Jewson	7714	23.02	23.02		500			Cement
05/08/2025	The Marina Theatre Trust	7715	266.50	266.50		500			Storage Unit
05/08/2025	Total-Play Ltd	7717	2,024.40	2,024.40		500			Cricket nets 3of3
05/08/2025	CIA Fire & Security Ltd	7718	685.20	685.20		500			KG SmartAccess 1yr to 31/8/26
05/08/2025	OPR Consulting Ltd	7719	4,096.11	4,096.11		500			Fees - HH paper/TM charter etc
08/08/2025	Sage Global Services Ltd	7720	49.80	49.80		500			Payroll to 4/9/25
11/08/2025	Fuel Card Services Ltd	7721	383.85	383.85		500			Fuel Aug
14/08/2025	C&C Consulting Services Ltd	7722	54.00	54.00		500			Mileage H&S advisor 8/7/25
14/08/2025	Lowestoft Town Football Club L	7723	414.00	414.00		500			2 football sessions NP July
14/08/2025	Birketts LLP	7724	6,359.99	6,359.99		500			Employment advice SB
14/08/2025	Burgh Castle Nursery	7725	108.00	108.00		500			80 Gazanias

Payments for Month 4					Nominal Ledger				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
14/08/2025	Smith Bros Timber (East Anglia	7726	129.66	129.66		500			Exterior plywood KG Mem Gdn
14/08/2025	Ace Drainage & Groundworks Ltd	7727	288.00	288.00		500			Clear blocked drain NP toilets
14/08/2025	Fleet 96 Rentals Ltd	7728	1,953.05	1,953.05		500			3days hire Aug HV74GJU
14/08/2025	Polycastle Limited	7729	2,325.00	2,325.00		500			Install doors at Gunton Hall
14/08/2025	Seletar Signs	7731	240.00	240.00		500			Signs for vehicle
14/08/2025	Fleet 96 Rentals Ltd	7732	1,030.00	1,030.00		500			Repair HV74GJU on return
14/08/2025	Excelsior Trust	7733	4,370.38	4,370.38		500			Barge 9 Grant
14/08/2025	Ernest Doe & Sons Ltd	7734	18,930.00	18,930.00		500			New Chipper
14/08/2025	Travis Perkins Trading Company	7735	315.51	315.51		500			Dewalt grinder unit
14/08/2025	Strange Fascination Theatre	7736	325.00	325.00		500			Dino Jam at FP balance
14/08/2025	South Pier Lowestoft Limited	7737	3,500.00	3,500.00		500			South Pier Sponsorship 25
14/08/2025	Garden Discount Centre Ltd	7738	74.40	74.40		500			Line CF3 Pro
Total Payments for Month			1,014,645.70	911,176.89	53.01			103,415.80	
Balance Carried Fwd			2,190,734.97						
Cashbook Totals			3,205,380.67	911,176.89	53.01			2,294,150.77	

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 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	2,844	0	0	0	0	0
1090	Grants	0	0	0	500	0	0	0	0	0
1095	CIL	0	58,116	0	40,841	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	184	0	0	0	0	0
Total Income		2,090,222	2,165,189	2,413,263	1,255,000	0	0	0	0	0
4070	Office Supplies and Stationery	2,000	3,948	2,060	710	0	0	0	0	0
4105	IT	10,550	14,725	9,959	5,670	0	0	0	0	0
4120	Miscellaneous & Meetings	1,398	1,626	1,440	839	0	0	0	0	0
4155	Compliance	33,620	49,310	31,333	8,222	0	0	0	0	0
4175	HR & Payroll	7,000	5,200	7,210	4,412	0	0	0	0	0
4375	Van Hire	10,800	13,598	40,000	28,322	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	11,757	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	3,979	0	2,086	0	0	0
5200	Tarmacking	40,801	373	42,026	0	0	0	0	0	0
5205	Fencing and Walls	7,000	0	0	0	0	0	0	0	0
5210	Gutter Clearing	10,000	0	0	0	0	0	0	0	0
5215	Goods	10,000	0	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 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	23,293	0	0	0	0	0
	Overhead Expenditure	333,908	281,147	430,430	93,736	0	2,086	0	0	0
	100 Net Income over Expenditure	1,756,314	1,884,043	1,982,833	1,161,264	0	-2,086	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>1,161,264</u>	<u>0</u>		<u>0</u>		
110	<u>Neighbourhood Plan</u>									
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	<u>Capital Works</u>									
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	<u>Elections and Professional Fee</u>									
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	170	0	0	0	0	0
4115	Professional Fees and Subscrip	4,968	4,407	5,617	4,991	0	0	0	0	0
4130	Legal Costs	40,000	79,984	50,000	28,998	0	0	0	0	0
4135	Elections	0	6,921	13,743	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4165	Consultancy and H&S	12,000	47,867	22,600	9,991	0	0	0	0	0
	Overhead Expenditure	93,338	169,688	125,095	67,968	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>(67,968)</u>	<u>0</u>		<u>0</u>		
140	Staff, Training and CPD									
4000	Salaries - Gross	913,377	755,524	810,081	274,884	0	0	0	0	0
4005	Employers National Insurance	0	76,017	99,345	34,699	0	0	0	0	0
4010	Employers Superannuation	0	157,331	158,960	53,466	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	3,645	0	0	0	0	0
4056	Councillor Training	3,750	3,735	3,000	450	0	0	0	0	0
	Overhead Expenditure	1,008,127	1,020,318	1,184,765	367,144	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>(367,144)</u>	<u>0</u>		<u>0</u>		
150	Office Accommodation									
1200	Room and Land Hire Income	0	80	0	80	0	0	0	0	0
	Total Income	0	80	0	80	0	0	0	0	0
4160	Parking	1,500	438	1,545	243	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	3,158	0	0	0	0	0
4710	IT Service Charge	19,000	26,293	30,000	15,672	0	0	0	0	0
4715	Hamilton House Loan Repayment	13,430	13,430	13,834	6,715	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 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	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	56,929	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(102,125)</u>	<u>(107,494)</u>	<u>(115,621)</u>	<u>(56,849)</u>	<u>0</u>		<u>0</u>		
160	<u>Town Hall</u>									
1091	Town Hall Grant	144,717	1,456,147	0	702,725	0	0	0	0	0
Total Income		144,717	1,456,147	0	702,725	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	563	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	951,648	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	953,497	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>125,409</u>	<u>812,823</u>	<u>(92,271)</u>	<u>(250,772)</u>	<u>0</u>		<u>0</u>		
170	<u>Workshop</u>									
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	293	0	0	0	0	0
4720	Premises Rent	20,500	20,214	24,000	6,833	0	0	0	0	0
4725	Premises Service Charge	0	3,563	0	600	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		34,110	35,824	40,110	15,790	0	0	0	0	0
Movement to/(from) Gen Reserve		(34,110)	(35,824)	(40,110)	(15,790)	0		0		
180	<u>Waterways and Ponds</u>									
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	<u>Art, Heritage & Museums</u>									
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	800	0	0	0	0	0
4143	Arts and Heritage	30,000	24,759	30,000	3,384	0	0	0	0	0
4150	Travel Expenses	1,000	7	1,000	326	0	0	0	0	0
Overhead Expenditure		33,400	27,206	33,400	4,510	0	0	0	0	0
Movement to/(from) Gen Reserve		(33,400)	(1,542)	(33,400)	(30,174)	0		0		
250	<u>Tingdene - Camping & Caravan</u>									
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		
300	<u>Events & Grants</u>									
1085	Donations	0	500	0	0	0	0	0	0	0
1090	Grants	0	1,351	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1105	Events	0	0	0	11,717	0	0	0	0	0
	Total Income	0	1,851	0	11,717	0	0	0	0	0
4100	Community Engagement	21,462	12,861	21,506	7,643	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	39,625	0	957	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	15,428	0	0	0	0	0
4480	Major Events	58,599	42,063	65,540	35,327	0	220	0	0	0
	Overhead Expenditure	183,061	131,504	210,876	123,319	0	1,178	0	0	0
	300 Net Income over Expenditure	-183,061	-129,654	-210,876	-111,602	0	-1,178	0	0	0
6000	plus Transfer from EMR	0	96	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(183,061)</u>	<u>(129,558)</u>	<u>(210,876)</u>	<u>(111,602)</u>	<u>0</u>		<u>0</u>		
350	<u>Marina Theatre</u>									
1092	Marina Theatre Grant	0	1,012,500	0	762,500	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	772,500	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
5000	Repairs & Maintenance	27,939	39,037	28,778	0	0	0	0	0	0
5020	Project Expenditure	0	785,012	244,000	729,563	0	0	0	0	0
	Overhead Expenditure	182,501	976,697	422,778	879,563	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	350 Net Income over Expenditure	-182,501	35,803	-412,778	-107,063	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>(107,063)</u>	<u>0</u>		<u>0</u>		
355	<u>Box Office Building</u>									
1000	Property Lettings - Exempt	20,000	20,000	20,000	0	0	0	0	0	0
	Total Income	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
9980	DMO Repayments	13,406	13,406	13,167	6,613	0	0	0	0	0
	Overhead Expenditure	<u>13,406</u>	<u>13,406</u>	<u>13,167</u>	<u>6,613</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>6,594</u>	<u>6,594</u>	<u>6,833</u>	<u>(6,613)</u>	<u>0</u>		<u>0</u>		
400	<u>Allotments and Open Spaces</u>									
1100	Allotment Income	601	601	620	0	0	0	0	0	0
	Total Income	<u>601</u>	<u>601</u>	<u>620</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
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	<u>17,842</u>	<u>4,128</u>	<u>18,378</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>(17,241)</u>	<u>(3,527)</u>	<u>(17,758)</u>	<u>0</u>	<u>0</u>		<u>0</u>		
401	<u>Parks and Open Spaces</u>									
1200	Room and Land Hire Income	0	3,464	0	0	0	0	0	0	0
	Total Income	<u>0</u>	<u>3,464</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5000	Repairs & Maintenance	25,750	14,113	26,523	6,440	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5030	Parks Development	0	2,120	0	0	0	0	0	0	0
5105	Capital Investment	45,000	38,762	46,350	16,806	0	0	0	0	0
	Overhead Expenditure	70,750	54,995	72,873	23,246	0	0	0	0	0
	401 Net Income over Expenditure	-70,750	-51,531	-72,873	-23,246	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>(23,246)</u>	<u>0</u>		<u>0</u>		
410	<u>Great Eastern Linear Park</u>									
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	<u>Sparrows Nest</u>									
1000	Property Lettings - Exempt	25,200	25,900	25,900	0	0	0	0	0	0
1205	Memorial Benches	0	325	0	82	0	0	0	0	0
	Total Income	25,200	26,225	25,900	82	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	2,044	0	0	0	0	0
5000	Repairs & Maintenance	0	4,000	0	0	0	0	0	0	0
5031	Memorial Bench	0	0	0	57	0	0	0	0	0
5100	Capital Repairs	100,000	0	0	0	0	0	0	0	0
5105	Capital Investment	0	36,550	0	0	0	0	0	0	0
	Overhead Expenditure	114,973	46,896	15,391	3,136	0	0	0	0	0
	425 Net Income over Expenditure	-89,773	-20,671	10,509	-3,054	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
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	(3,054)	0		0		
430	<u>Belle Vue Park</u>									
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	<u>Denes Oval</u>									
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	181	0	0	0	0	0
	Total Income	0	24,343	0	181	0	0	0	0	0
4365	Utilities	7,500	12,030	10,722	2,941	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	43,190	0	0	0	0	0
	Movement to/(from) Gen Reserve	(7,500)	(25,377)	(10,722)	(43,009)	0		0		
440	<u>Normanston Park</u>									

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Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
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
1205	Memorial Benches	0	0	0	1,485	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	1,485	0	0	0	0	0
4365	Utilities	6,180	10,301	5,386	909	0	0	0	0	0
5031	Memorial Bench	0	0	0	1,435	0	0	0	0	0
5105	Capital Investment	85,000	65,730	0	4,652	0	0	0	0	0
Overhead Expenditure		91,180	76,031	5,386	6,997	0	0	0	0	0
440 Net Income over Expenditure		-84,930	-57,984	864	-5,512	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		<u>(84,930)</u>	<u>(52,984)</u>	<u>864</u>	<u>(5,512)</u>	<u>0</u>		<u>0</u>		
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	1,584	0	0	0	0	0
1300	Capital Works	0	0	0	0	0	0	0	0	0
Total Income		3,145	13,256	3,145	1,584	0	0	0	0	0
4365	Utilities	10,000	5,207	3,506	3,258	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	3,258	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 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>(6,855)</u>	<u>(2,800)</u>	<u>(361)</u>	<u>(1,674)</u>	<u>0</u>		<u>0</u>		
450	Kirkley Fen Park									
4365	Utilities	5,000	142	5,150	25	0	0	0	0	0
	Overhead Expenditure	<u>5,000</u>	<u>142</u>	<u>5,150</u>	<u>25</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(5,000)</u>	<u>(142)</u>	<u>(5,150)</u>	<u>(25)</u>	<u>0</u>		<u>0</u>		
482	<u>Play Areas - General</u>									
4155	Compliance	6,665	7,493	8,000	2,720	0	1,539	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	3,410	0	0	0	0	0
5000	Repairs & Maintenance	30,000	4,847	15,000	1,073	0	0	0	0	0
	Overhead Expenditure	<u>191,665</u>	<u>114,299</u>	<u>68,000</u>	<u>7,203</u>	<u>0</u>	<u>1,539</u>	<u>0</u>	<u>0</u>	<u>0</u>
6000	plus Transfer from EMR	0	89,505	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(191,665)</u>	<u>(24,794)</u>	<u>(68,000)</u>	<u>(7,203)</u>	<u>0</u>		<u>0</u>		
488	<u>Walmer Road</u>									
1200	Room and Land Hire Income	0	500	0	0	0	0	0	0	0
	Total Income	<u>0</u>	<u>500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6001	less Transfer to EMR	0	500	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>		
500	<u>Public Conveniences</u>									
4315	Cleaning	8,718	15,348	9,480	1,226	0	0	0	0	0
4355	Refurbishment	70,000	77,743	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 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	6,000	3,463	4,000	1,066	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	2,292	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	<u>(84,718)</u>	<u>(18,811)</u>	<u>(13,480)</u>	<u>(2,292)</u>	<u>0</u>		<u>0</u>		
505	<u>The Triangle Market</u>									
1020	Market Income	0	605	0	130	0	0	0	0	0
	Total Income	0	605	0	130	0	0	0	0	0
4365	Utilities	5,356	7,789	5,517	2,080	0	0	0	0	0
4465	Events	0	3,932	6,000	1,131	0	0	0	0	0
5000	Repairs & Maintenance	5,000	12,891	5,000	149	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	3,360	0	0	0	0	0
	505 Net Income over Expenditure	-10,356	-24,256	-16,517	-3,230	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	<u>(10,356)</u>	<u>(13,836)</u>	<u>(16,517)</u>	<u>(3,230)</u>	<u>0</u>		<u>0</u>		
510	<u>Links Road Car Park</u>									
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

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Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 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>(2,185)</u>	<u>59</u>	<u>(2,251)</u>	<u>(4,301)</u>	<u>0</u>		<u>0</u>		
515	Whitton Estate Meeting Hall									
1200	Room and Land Hire Income	0	2,786	0	1,748	0	0	0	0	0
	Total Income	<u>0</u>	<u>2,786</u>	<u>0</u>	<u>1,748</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>0</u>	<u>2,786</u>	<u>0</u>	<u>1,748</u>	<u>0</u>		<u>0</u>		
555	<u>Community Halls</u>									
1000	Property Lettings - Exempt	1,000	1,000	1,000	0	0	0	0	0	0
	Total Income	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
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	75	0	0	0	0	0
5000	Repairs & Maintenance	5,150	2,359	5,305	2,417	0	0	0	0	0
	Overhead Expenditure	<u>14,111</u>	<u>9,359</u>	<u>8,417</u>	<u>4,863</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(13,111)</u>	<u>(8,359)</u>	<u>(7,417)</u>	<u>(4,863)</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>		

Continued on next page

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2025

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
650	Climate Emergency									
1210	Recharges	0	0	0	5,483	0	0	0	0	0
	Total Income	0	0	0	5,483	0	0	0	0	0
4150	Travel Expenses	10,500	11,881	15,000	4,187	0	0	0	0	0
5045	Climate Emergency	15,000	16,471	60,450	559	0	0	0	0	0
5220	Waste Disposal	22,289	20,276	21,554	9,435	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	61,718	73,231	124,129	14,182	0	0	0	0	0
	650 Net Income over Expenditure	-61,718	-73,231	-124,129	-8,699	0	0	0	0	0
6000	plus Transfer from EMR	0	5,922	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(61,718)	(67,309)	(124,129)	(8,699)	0		0		
655	Horticulture									
4365	Utilities	1,000	33	0	0	0	0	0	0	0
6515	Bulbs	7,500	4,176	10,000	157	0	0	0	0	0
6520	Mulching	0	137	0	0	0	0	0	0	0
	Overhead Expenditure	8,500	4,346	10,000	157	0	0	0	0	0
	Movement to/(from) Gen Reserve	(8,500)	(4,346)	(10,000)	(157)	0		0		
	Total Budget Income	2,395,118	4,854,354	2,584,427	2,724,869	0	0	0	0	0
	Expenditure	2,755,755	4,008,400	3,077,888	2,687,042	0	4,803	0	0	0
	Net Income over Expenditure	-360,637	845,954	-493,461	37,826	0	-4,803	0	0	0

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Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2025

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
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>37,826</u>	<u>0</u>		<u>0</u>		

Receipts for Month 5				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		2,190,734.97					2,190,734.97	
7066	Banked 01/08/2025	200.00						
	Sales Recpts Page 457	200.00	200.00		100			Sales Recpts Page 457
7067	Banked 05/08/2025	1.44						
7067	Stripe	1.44			1200	435	2.00	Denes Oval Floodlights
					4365	435	-0.56	Denes Oval Floodlights
7068	Banked 08/08/2025	80.00						
	Sales Recpts Page 458	80.00	80.00		100			Sales Recpts Page 458
7069	Banked 08/08/2025	200.00						
	Sales Recpts Page 459	200.00	200.00		100			Sales Recpts Page 459
7070	Banked 11/08/2025	1.69						
7070	Stripe	1.69			1200	435	2.00	Denes Oval floodlights
					4365	435	-0.31	Denes Oval floodlights
7071	Banked 11/08/2025	1,900.56						
	Sales Recpts Page 460	1,900.56	1,900.56		100			Sales Recpts Page 460
7072	Banked 13/08/2025	1.69						
7072	Stripe	1.69			1200	435	2.00	Denes Oval floodlights
					4365	435	-0.31	Denes Oval floodlights
7073	Banked 14/08/2025	1.21						
7073	Stripe	1.21			1200	435	1.50	Denes Oval floodlights
					4365	435	-0.29	Denes Oval floodlights
7074	Banked 15/08/2025	3.86						
7074	Stripe	3.86			1200	435	4.50	Denes Oval floodlights
					4365	435	-0.64	Denes Oval floodlights
7075	Banked 15/08/2025	200.00						
	Sales Recpts Page 461	200.00	200.00		100			Sales Recpts Page 461
7076	Banked 18/08/2025	1.44						
7076	Stripe	1.44			1200	435	2.00	Denes oval floodlights
					4365	435	-0.56	Denes oval floodlights
Total Receipts for Month		2,591.89	2,580.56	0.00			11.33	
Cashbook Totals		2,193,326.86	2,580.56	0.00			2,190,746.30	

Payments for Month 5					Nominal Ledger				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/08/2025	DVLA	7676	29.31			6500	100	29.31	AY72HNM
01/08/2025	DVLA	7677	29.31			6500	100	29.31	AV72ZGM
01/08/2025	DVLA	7678	30.18			6500	100	30.18	AX72BVL
01/08/2025	DVLA	7679	30.18			6500	100	30.18	DN70ZYZ
01/08/2025	Taylor Williams	7706	20.80		3.44	4160	150	17.36	July reimburse
05/08/2025	HMRC	7712	19,347.73			525		19,347.73	PAYE/NIC Mth 4
05/08/2025	DWP	7713	552.90			4000	140	552.90	AEO Mth 4
05/08/2025	Suffolk Pension Fund	7716	16,712.77			530		16,712.77	Pension July 25
08/08/2025	Ewan Gallagher	7755	57.00		0.86	4150	650	13.80	EG July mileage
						4340	150	38.00	EG T shirts
						4160	150	4.34	EG parking
13/08/2025	Atkins Dellow LLP	7754	600.00	600.00		500			S Bendix legal fees
14/08/2025	Michael Winter	7730	20.80		3.44	4160	150	17.36	Aug reimburse
15/08/2025	Andy The Clown	7740	350.00	350.00		500			Children's party SN 31/7/25
15/08/2025	Wilco Motor Spares Ltd	7741	15.00	15.00		500			Gunk remover/wheel cleaner
15/08/2025	Folkes Plant & Aggregates Ltd	7742	70.51	70.51		500			Top soil Thirlmere park
15/08/2025	Jewson	7743	507.60	507.60		500			JCB hire 11 days July
15/08/2025	Brewers Decorator Centres	7744	31.55	31.55		500			5m roll & paint - TM
15/08/2025	Smith Bros Timber (East Anglia	7745	58.63	58.63		500			Screws/wallplugs/glue etc
15/08/2025	Munnings Supplies Ltd	7746	312.00	312.00		500			Yellow soft shell
15/08/2025	Roftek Ltd T/A Binny	7747	102.00	102.00		500			Disposable sanitary bin
15/08/2025	Lunar Stretch Tents	7748	1,500.00	1,500.00		500			Tents dep for Planet Positive
15/08/2025	C&C Consulting Services Ltd	7750	990.90	990.90		500			H&S support
15/08/2025	Chipsaway	7751	432.00	432.00		500			Repair to car from GMT vehicle
18/08/2025	Fuel Card Services Ltd	7749	242.59	242.59		500			Fuel Aug 25
18/08/2025	Need2Store Ltd	7752	240.00	240.00		500			Unit 164 rental to 17/9/25
18/08/2025	Credit Card Account	7753	2,413.65			220		2,413.65	Pay credit card
Total Payments for Month			44,697.41	5,452.78	7.74			39,236.89	
Balance Carried Fwd			2,148,629.45						
Cashbook Totals			2,193,326.86	5,452.78	7.74			2,187,866.34	