Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Finance and Governance Committee Meeting** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE** at **10:00** on **Wednesday, October 8, 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
02 October 2025

Lowestoft Town Council

Finance and Governance Committee Meeting

Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:00 on Wednesday October 8 2025

AGENDA

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

61 To receive and consider approval of apologies for absence

62 Declarations of Interests and dispensations

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

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

63 To consider the draft minutes and confidential note of the meeting on 10 September 2025

64 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.

65 Budget and Loan

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

65.2 To note any bank reconciliations

65.3 To receive any report and recommendations from the Budget and Loan Sub-Committee

66 Payments and Receipts:

66.1 To note the income and expenditure reports for September and October 2025 to date, including payments made under delegated authority (see schedules)

66.2 To consider any payments for approval (see schedule)

67 Grants and Sponsorships

To note the following grant applications have been received and discuss if any require urgent consideration

67.1 Kirkley Pocket Parks Group - £731.28

The group only have £50 left in their account and will need to buy Autumn/Winter bedding plants and bulbs in November.

67.2 Lowestoft Town Football Club - £4,800.00

67.3 MN Well Child Support CIC - £5,100.00

'The period from October to December is amongst our busiest period. All of our current 1:1 provision is fully booked which means we are currently unable to accept any new referrals. That said we are trying to squeeze in those that we continue to receive - but if our funding could be considered and approved earlier than December it will give us confidence in commissioning more staff time. Equally if the result is negative it would give us a steer as to when to stop accepting any referrals'.

67.4 Kirkley Pantry - £2,000.00

67.5 The Excelsior Trust - £10,000.00

'You may be aware that the vessel suffered some damage during its last voyage particularly Topmast failure, bowsprit breakage and some rigging damage all of which is considered wear and tear and unfortunately not covered by our marine insurance.

We are making an urgent request for financial support to allow us to begin work on repairs sooner rather than later.

We would be most grateful if you would consider our application which will support our overall winter refit budget which is higher than expected due to the damage sustained.'

67.6 Kirkley Peoples Forum - £660.00

67.7 Nature Play - amount to be confirmed

68 Other financial and governance matters, including:

68.1 To receive the report on asset revaluations and consider the tender process for insurance renewal

68.2 To consider the Budget & Loan Sub-Committee Terms of Reference amendment (6.1.1)

68.3 To note the interim internal audit report for period 1st April 2025 to 30th September 2025

68.4 To consider the lease of two new vehicles within the current financial year

68.5 To note the conclusion of the trial period of the dissatisfaction log and to consider its implementation as an official process

69 Date of next meeting

Wednesday 12th November 10:00

70 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

Lowestoft Town Council

Finance and Governance Committee

Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
Wednesday 10 September 2025 AT 10:00

Minutes

Present: Cllrs Nasima Begum, Wendy Brooks, Jen Jones, Graham Parker, Andy Pearce, Deborah Ray

In attendance: James Cox (Finance Manager), Taylor Williams (Committee Clerk & Planning Assistant), Jill Hook (Finance Assistant) and Karen Chapman (OPR Consulting)

46 Welcome

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

47 To receive and consider approval of apologies for absence

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

Cllrs Paul Page and Keith Patience were absent with no apologies received.

48 Declarations of Interests and dispensations

48.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda – Cllr Pearce declared he had been the Secretary to Save our Records Office (SORO) and Lowestoft Independent Archives (the predecessor organisations) and was an ordinary member of the Lowestoft and District Independent Archives (LADIA) and would leave the room for consideration of item 54.

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

49 To consider the draft minutes and confidential note of the meeting on 13 August 2025

Cllr Pearce proposed approval of the minutes and confidential note with a request to delete the duplicated text under item 42.1; seconded by Cllr Brooks; all in favour.

50 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.

51 Budget and Loan

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

a. Legal budget

The recommendation from Budget & Loan Sub-Committee was to use the Grants underspend from the prior year's budget to supplement the current year's grants

expenditure, if it was needed. Cllr Brooks proposed approval of the recommended allocation; seconded by Cllr Begum; all in favour.
Cllr Brooks proposed to review grants on a quarterly cycle, unless specific reasons had been provided to review an application at an earlier meeting; seconded by Cllr Pearce; all in favour. The dates for review were confirmed as the end of June, September, December and March. Officers would notify applicants when their application would be reviewed within the quarterly schedule.
No other budgets were considered.

51.2 To note any bank reconciliations – July 2025 was to go to Councillors for approval and August 2025 was in progress.

51.3 To receive any report from the Budget and Loan Sub-Committee **–** The Town Clerk had prepared a summary of the recent Budget and Loan Sub-Committee meeting:

- The appointment of the Chair and Deputy Chair was put on hold
- The budget process would use the current accounting software, Rialtas
- The schedule of meetings would be reviewed on a weekly basis to ensure all cost centres would be agreed by the end of December 2025
- Future budget years would be reviewed before January.

It was confirmed the meetings would be held weekly, unless there was a need to meet on a less frequent basis, and if further meetings were required then extraordinary meetings would be called.
It was agreed that members of the Grounds Maintenance Team could attend Budget and Loan Sub-Committee meetings if required.
The Committee would receive cumulative reports from the Budget and Loan Sub-Committee meetings.

52 Payments and Receipts:

52.1 To note the income and expenditure reports for August and September 2025 to date, including payments made under delegated authority (see schedules) – Cllr Pearce proposed to accept the August 2025 report; seconded by Cllr Jones; all in favour. The September 2025 report was due to be completed.

52.2 To consider any payments for approval (see schedule) – A cement mixer costing £1,197 + VAT had been requested from the Grounds Maintenance Team. Cllr Brooks proposed to approve the purchase; seconded by Cllr Jones; all in favour. The Finance Manager confirmed the cost would be allocated against the General Repairs and Maintenance budget.

53 Grants

53.1 To consider revisiting a prior decision to amend the caveat on a grant to the Friends of Kirkley Ham – Suffolk County Council had provided written evidence the lease would be granted to Friends of Kirkley Ham on the condition they had Public Liability Insurance in place, which would be covered by the grant. Cllr Brooks proposed to amend the caveat on the grant application and permit the grant to be paid to enable

the Friends of Kirkley Ham to fulfil the requirements for a lease; seconded by Cllr Begum; all in favour.

54 Sponsorships

54.1 To consider the allocation of the Lowestoft and District Independent Archive sponsorship

Cllr Pearce temporarily left the chamber at 10:38 due to his declared interest.

Cllr Begum proposed to elect Cllr Brooks as Chair; seconded by Cllr Ray; all in favour. Cllr Brooks proposed to allocate the sponsorship against the Arts & Heritage budget; seconded by Cllr Begum; all in favour.

Cllr Pearce returned to the chamber at 10:39.

55 Other financial and governance matters, including:

55.1 To receive an update of the Business Plan (some aspects may be confidential) – The Consultant spoke on the draft plan, noting the objectives had been set out along with the actions and services required to achieve it. The draft would next be considered by Full Council on 23 September and any comments from members of the Committee should be provided to the consultant by 15 September.

55.2 To note the purpose of the Lord Kitchener's Remembrance Ball fundraiser – It was confirmed the Remembrance Ball fundraiser was for the Lord Kitchener's '1 in a Million' campaign.

55.3 To consider the budget allocation for purchase of equipment, subject to an asset transfer (some aspects may be confidential) - This item would be discussed in confidential session.

55.4 To consider the following in relation to the Risk Register:

a. How the risk ratings for red status are determined – It was confirmed the red status was determined by multiplying the risk score of the likelihood of a risk occurring by the risk score of the severity of the risk.

Cllr Jones temporarily left the chamber at 10:47

b. Discuss the rationalisation for risks F3 and G3 being rated red – The two risks related to the Code of Conduct and if spending was not aligned with the Town Council's priorities. The Town Council was now moving to a long-term strategic plan, with corporate priorities and objectives, and the development and acceptance of the Business Plan would mitigate this risk.

Cllr Jones returned to the chamber at 10:51

55.5 To note the complaints log to date and determine future ownership of reviewing its data – The Committee agreed the complaints log was informative and requested officers include a separate column to track the completion of actions and outcome of the complaints. Cllr Pearce proposed a quarterly report be provided to the Finance and Governance Committee; seconded by Cllr Pearce; all in favour.

55.6 To consider the replacement of IT equipment and necessary security measures (confidential) – This item would be discussed in confidential session.

55.7 To consider matters relating to the Hamilton House lease and transition to the Town Hall (confidential) – This item would be discussed in confidential session.

56 To consider the following recommendations from the Standing Orders and Policies Sub-Committee

56.1 That the Rules of Debate in Standing Orders be applied to all meetings of the Council. This would be on the basis that debate would not be supressed, and the rules be applied fairly and consistently with a review to be scheduled in six months – A query was raised on how this rule would be monitored. It was suggested any concerns from Committees could be raised with officers who would collate the information and refer back to the Standing Orders Sub-Committee. Cllr Begum proposed to recommend this to Full Council for approval; seconded by Cllr Pearce; five in favour, one vote against.

56.2 To amend Section 6d to allow for two members to convene an extraordinary meeting of a Committee or Sub-Committee, if not convened by the Chair – Cllr Pearce proposed to recommend to Full Council that the number of members required to convene an extraordinary meeting be reduced from five to two; seconded by Cllr Begum; all in favour.

56.3 To amend Section 7a to allow the motion to reverse a prior resolution to be submitted by the quorum of the Committee or Sub-Committee - For Committees this would require four Councillors and for Sub-Committees this would require three Councillors. Currently the Standing Order requires eleven Councillors to submit the motion. Cllr Begum proposed to recommend approval of the amendment; seconded by Cllr Parker; all in favour.

56.4 To amend Section 7a to add that a motion to reverse a prior resolution could be brought about by pertinent new information. Currently the Standing Order stipulates unforeseen circumstances may require a resolution to be reconsidered – Cllr Parker proposed to recommend approval of the amendment to Full Council; seconded by Cllr Begum; all in favour.

57 Date of next meeting

Wednesday 8th October 10:00

58 Items for the next agenda and close

There would be a standing item on the agenda to receive recommendation from the Budget and Loan and Standing Orders Sub-Committees.

59 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 – Cllr Begum proposed the meeting be moved to confidential session; seconded by Cllr Jones; all in favour

The Chair closed the meeting to the public and moved into confidential session at 11:32

Councillor Brooks temporarily left the chamber at 11:32
Councillor Brooks returned to the chamber at 11:33

55.1 To receive an update of the Business Plan (some aspects may be confidential) – The Consultant provided an overview of the draft Business Plan to come into effect in October 2025

At 12:00 Cllr Pearce proposed to suspend Standing Order 3y and extend the meeting for a maximum of fifteen minutes; seconded by Cllr Begum; all in favour.

The Committee thanked the Consultant for her work on the Business Plan.

55.3 To consider the budget allocation for purchase of equipment, subject to an asset transfer (some aspects may be confidential) - Cllr Brooks proposed to allocate the cost of the equipment against the Tarmac budget; seconded by Cllr Begum; all in favour.

55.6 To consider the replacement of IT equipment and necessary security measures (confidential) – The replacement of IT equipment and relevant security measures were discussed. Cllr Pearce made a confidential proposal; seconded by Cllr Parker; all in favour.
Cllr Begum proposed a recommendation be made to Full Council to adjust the IT policy so any necessary security measures for IT equipment is undertaken automatically; seconded by Cllr Brooks; all in favour.
Cllr Begum made a confidential proposal; seconded by Cllr Parker; five in favour, one abstention.

55.7 To consider matters relating to the Hamilton House lease and transition to the Town Hall (confidential) – There were no matters to discuss.

The Chair closed the meeting at 12:15

Signed: ……
8 October 2025

Receipts for Month 6 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**2,016,600.38**					**2,016,600.38**	
7088	Banked **01/09/2025**	**200.00**						
	Sales Recpts Page 466	200.00	200.00		100			Sales Recpts Page 466
7089	Banked **02/09/2025**	**3.38**						
7089	Stripe	3.38			1200	435	4.00	Denes Oval floodlights
					4365	435	-0.62	Denes Oval floodlights
7090	Banked **03/09/2025**	**4.35**						
7090	Stripe	4.35			1200	435	5.00	Denes Oval Floodlights
					4365	435	-0.65	Denes Oval Floodlights
7091	Banked **05/09/2025**	**200.00**						
	Sales Recpts Page 467	200.00	200.00		100			Sales Recpts Page 467
7092	Banked **11/09/2025**	**2.41**						
7092	Stripe	2.41			1200	435	3.00	Denes Oval floodlights
					4365	435	-0.59	Denes Oval floodlights
7093	Banked **12/09/2025**	**200.00**						
	Sales Recpts Page 468	200.00	200.00		100			Sales Recpts Page 468
7094	Banked **12/09/2025**	**3.63**						
7094	Stripe	3.63			1200	435	4.00	Denes Oval floodlights
					4365	435	-0.37	Denes Oval floodlights
7095	Banked **15/09/2025**	**30.00**						
7095	Lord Kitcheners	30.00			4150	200	30.00	Partial refund Mayor tickets
7098	Banked **18/09/2025**	**1.69**						
7098	Stripe	1.69			1200	435	2.00	Denes Oval floodlights
					4365	435	-0.31	Denes Oval floodlights
7099	Banked **18/09/2025**	**105.00**						
	Sales Recpts Page 469	105.00	105.00		100			Sales Recpts Page 469
7100	Banked **19/09/2025**	**200.00**						
	Sales Recpts Page 470	200.00	200.00		100			Sales Recpts Page 470
7101	Banked **19/09/2025**	**98.28**						
	Sales Recpts Page 471	98.28	98.28		100			Sales Recpts Page 471
7102	Banked **19/09/2025**	**3.37**						
7102	Stripe	3.37			1200	435	4.00	Denes Oval floodlights
					4365	435	-0.63	Denes Oval floodlights
7103	Banked **22/09/2025**	**2.66**						
7103	Stripe	2.66			1200	435	3.00	Denes Oval floodlights
					4365	435	-0.34	Denes Oval floodlights
7104	Banked **22/09/2025**	**56.00**						
	Sales Recpts Page 472	56.00	56.00		100			Sales Recpts Page 472
7105	Banked **22/09/2025**	**100.00**						
	Sales Recpts Page 473	100.00	100.00		100			Sales Recpts Page 473

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Receipts for Month 6 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
7106	Banked **23/09/2025**	**7.94**						
7106	Stripe	7.94			1200	435	9.00	Denes Oval floodlights
					4365	435	-1.06	Denes Oval floodlights
7107	Banked **24/09/2025**	**4.35**						
7107	Stripe	4.35			1200	435	5.00	Denes Oval floodlights
					4365	435	-0.65	Denes Oval floodlights
7108	Banked **25/09/2025**	**4.34**						
7108	Stripe	4.34			1200	435	5.50	Denes Oval floodlights
					4365	435	-1.16	Denes Oval floodlights
7109	Banked **26/09/2025**	**5.53**						
7109	Stripe	5.53			1200	435	6.50	Denes Oval Floodlights
					4365	435	-0.97	Denes Oval Floodlights
7110	Banked **30/09/2025**	**1.67**						
7110	Stripe	1.67			1200	435	2.50	Denes Oval Floodlights
					4365	435	-0.83	Denes Oval Floodlights
7111	Banked **30/09/2025**	**1,206,631.50**						
7111	East Suffolk Council	1,206,631.50			1076	100	1,206,631.50	Precept
7112	Banked **30/09/2025**	**176,500.00**						
7112	Historic England	176,500.00			1091	160	176,500.00	Milestone 1 (25%)
	Total Receipts for Month	1,384,366.10	1,159.28	0.00			1,383,206.82	
	Cashbook Totals	3,400,966.48	1,159.28	0.00			3,399,807.20	

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Payments for Month 6 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/09/2024	Lound Plant Centre	7824	87.95	87.95		500			Scissors
01/09/2024	Lound Plant Centre	7824REV	-87.95	-87.95		500			P/Ledger Electronic Payment
01/08/2025	East Suffolk Council	7807	180.00	180.00		500			BVP rates to Mar 26
01/08/2025	Nasima Begum	7829	213.16			4150	200	196.66	Flights for Plaisir visit 18/9
						4143	200	16.50	Flowers for Mayoral event
01/08/2025	DVLA	7831	29.31			6500	100	29.31	Road Tax AY72HNM
01/08/2025	DVLA	7832	29.31			6500	100	29.31	Road Tax AV72ZGM
01/08/2025	DVLA	7833	30.18			6500	100	30.18	Road Tax AX72 BVL
01/08/2025	DVLA	7834	30.18			6500	100	30.18	Road tax DN70 ZYZ
01/08/2025	East Suffolk Council	7807REV	-180.00	-180.00		500			BVP rates to Mar 26
01/08/2025	Nasima Begum	7829REV	-213.16			4150	200	-196.66	Flights for Plaisir trip
						4143	200	-16.50	Flowers for Mayorla event
01/08/2025	DVLA	7831REV	-29.31			6500	100	-29.31	Road tax AY72HNM
01/08/2025	DVLA	7832REV	-29.31			6500	100	-29.31	Road tax AV72ZGM
01/08/2025	DVLA	7833REV	-30.18			6500	100	-30.18	Road tax AX72BVL
01/08/2025	DVLA	7834REV	-30.18			6500	100	-30.18	Road tax DN70ZYZ
02/08/2025	A1 Clearance and Recycling Lim	7835	2,670.00	2,670.00		500			August collections
02/08/2025	A1 Clearance and Recycling Lim	7835REV	-2,670.00	-2,670.00		500			P/Ledger Electronic Payment
01/09/2025	East Suffolk Council	7802	212.00	212.00		500			Links Rd Car Park Rates 25/26
01/09/2025	East Suffolk Council	7803	104.00	104.00		500			SN Bowls Club Rates 25/26
01/09/2025	East Suffolk Council	7804	998.00	998.00		500			HH Rates Apr25-Mar26
01/09/2025	East Suffolk Council	7805	761.00	761.00		500			Unit 2 rates Apr25-Mar26
01/09/2025	East Suffolk Council	7806	220.00	220.00		500			WHall Rates Apr 25 - Mar 26
01/09/2025	Anglia Print Ltd	7808	262.80	262.80		500			Planet Positive Banners
01/09/2025	Screwfix	7809	18.45	18.45		500			Gloves
01/09/2025	Net World Sports	7810	157.93	157.93		500			'Rope' crowd barriers
01/09/2025	East of England LGA	7811	472.20	472.20		500			Talent Bank 1/2 day Jul 25
01/09/2025	Sarah Foote	7830	52.38		0.86	4150	650	3.68	Mileage SF
						4120	100	43.50	Meeting refreshments
						4160	150	4.34	Car Parking SF
01/09/2025	The Input Group	7812	131,100.00	131,100.00		500			Construct/refurb MT cert no 9
01/09/2025	Smith Bros Timber (East Anglia	7814	48.71	48.71		500			Featheredge
01/09/2025	Cloudy Group Ltd	7815	64.68	64.68		500			Microsoft 365 Business Basic
01/09/2025	BUNZL Cleaning & Hygiene Suppl	7816	1,017.25	1,017.25		500			Cleaning supplies
01/09/2025	Fuel Card Services Ltd	7817	220.70	220.70		500			Fuel Aug 25
01/09/2025	Travis Perkins Trading Company	7818	74.52	74.52		500			Sand/cement/trowel/buc
01/09/2025	Rouse Forestry	7819	14,100.00	14,100.00		500			Sycamore coppicing Gunton
01/09/2025	Andy The Clown	7820	350.00	350.00		500			Children's disco SN 21/8/25
01/09/2025	Fatstickman Ltd	7821	32.40	32.40		500			T Shirts

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Payments for Month 6 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/09/2025	R J Pryce & Co Ltd	7822	7.52	7.52		500			Pliers
01/09/2025	DM Steger-Lewis	7823	100.00	100.00		500			Performer at Pride Event
01/09/2025	Birketts LLP	7825	158.40	158.40		500			Employment advice - SB
01/09/2025	Grounds Management Association	7826	104.00	104.00		500			Lvl 1 Gnd Maint member EG/JH
01/09/2025	St John Ambulance	7827	171.60	171.60		500			1st aid at Suffolk Day
01/09/2025	Suffolk Assn. of Local Council	7828	43.20	43.20		500			Writing Grant App'n - CM
01/09/2025	East Suffolk Council	7807	180.00	180.00		500			BVP rates to Mar 26
01/09/2025	Nasima Begum	7829A	213.16			4150	200	196.66	Flights for Plaisir visit
						4143	200	16.50	Flowers for mayoral event
01/09/2025	DVLA	7831A	29.31			6500	100	29.31	Road tax AY72HNM
01/09/2025	DVLA	7832A	29.31			6500	100	29.31	Road tax AV72ZGM
01/09/2025	DVLA	7833A	30.18			6500	100	30.18	Rod tax AX72BVL
01/09/2025	DVLA	7834A	30.18			6500	100	30.18	Road tax DN70ZYZ
01/09/2025	Lound Plant Centre	7824	87.95	87.95		500			P/Ledger Electronic Payment
02/09/2025	The Input Group	7813	131,100.00	131,100.00		500			Construct/refurb MT cert no 9
02/09/2025	Fleet 96 Rentals Ltd	7836	1,010.96	1,010.96		500			Repairs HD21CZX when ret'd
02/09/2025	SDEG Limited	7837	444.70	444.70		500			Gym equipment
02/09/2025	Charles Roberts and Sons	7838	537.90	537.90		500			Pat testing
02/09/2025	Novuna Business Finance	7839	1,137.61	1,137.61		500			Transit Van hire Apr25-Mar26
02/09/2025	Novuna Business Finance	7840	1,207.38	1,207.38		500			Transit Tipper hire Apr-Mar26
02/09/2025	A1 Clearance and Recycling Lim	7835	2,670.00	2,670.00		500			P/Ledger Electronic Payment
03/09/2025	BNP Paribas Leasing	7841	230.74		38.46	4070	100	192.28	Copier hire
03/09/2025	BNP Paribas Leasing	7842	48.00		8.00	4070	100	40.00	Copier hire
05/09/2025	Lowestoft North Cliff Communit	7843	300.00	300.00		500			Grant
05/09/2025	Friends of Fen Park	7844	337.98	337.98		500			Grant for shelving & DBS
05/09/2025	Northgate Vehicle Hire Ltd	7845	1,553.32	1,553.32		500			Hire BK74WLN Aug 25
05/09/2025	Munnings Supplies Ltd	7846	120.60	120.60		500			T shirts, gloves rainsuit
05/09/2025	Broadland Security Alarms	7847	129.60	129.60		500			Service F Extinguishers TM
05/09/2025	OPR Consulting Ltd	7848	4,095.75	4,095.75		500			Business Plan prep inv3
05/09/2025	East Suffolk One (Radio Networ	7849	400.00	400.00		500			Music/commentary Pride 25
05/09/2025	Glasdon UK Ltd	7850	1,600.56	1,600.56		500			Bench for M Wilkinson
05/09/2025	Cloudy Group Ltd	7851	1,869.58	1,869.58		500			Microsoft & Support
05/09/2025	Wilco Motor Spares Ltd	7852	47.00	47.00		500			Screenwash & blade set
05/09/2025	R J Pryce & Co Ltd	7853	81.01	81.01		500			Misc parts
05/09/2025	Lowestoft Town Football Club L	7854	1,242.00	1,242.00		500			4 Football sessions Aug 25
05/09/2025	Lowestoft Town Cricket Club	7855	810.00	810.00		500			Cricket sessions (75%) Aug
05/09/2025	V.C. Cooke	7856	940.80	940.80		500			Rental charge Aug 25
05/09/2025	Smith Bros Timber (East Anglia	7857	61.42	61.42		500			Screws, nails etc
05/09/2025	Wolseley	7858	9.97	9.97		500			Spanner
05/09/2025	The Marina Theatre Trust	7859	266.50	266.50		500			Storage unit
05/09/2025	Fleet 96 Rentals Ltd	7860	1,080.00	1,080.00		500			Hire Ford ranger Jun25

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Payments for Month 6 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
05/09/2025	Smith Bros Timber (East Anglia	7861	4,882.68	4,882.68		500			Plywood for stage area MT
05/09/2025	Lawn and Power Limited	7862	104.30	104.30		500			Replacement brushes for weeder
05/09/2025	Ewan Gallagher	7863	136.70		1.64	4150	650	21.84	EG mileage
						4160	150	4.34	EG parking
						4055	140	105.00	EG LTA
						5000	100	3.88	EG Dustpan
08/09/2025	Fuel Card Services Ltd	7864	328.42	328.42		500			Fuel Aug 25
12/09/2025	Origin Amenity Solutions	7865	1,836.00	1,836.00		500			Ongar loam 200x 25kg
12/09/2025	Munnings Supplies Ltd	7866	66.00	66.00		500			Gloves
12/09/2025	Screwfix	7867	114.93	114.93		500			Gloves CN
12/09/2025	Smith Bros Timber (East Anglia	7868	354.52	354.52		500			Tarmac
12/09/2025	Travis Perkins Trading Company	7869	473.05	473.05		500			Postcrete
12/09/2025	Evolve Business Solutions Ltd	7870	276.85	276.85		500			Printing Q2
12/09/2025	Rouse Forestry	7871	1,008.00	1,008.00		500			Normanston Park Tree Works
12/09/2025	East Coast Mower Services	7872	90.00	90.00		500			John Deere Repair
12/09/2025	East Coast Mower Services	7873	250.00	250.00		500			John Deere Repair
12/09/2025	Suffolk Assn. of Local Council	7874	388.80	388.80		500			Cllr Finance Training
12/09/2025	HAT Projects Ltd	7875	19,288.97	19,288.97		500			Stage 5 Fees
12/09/2025	MossKing Associates Ltd	7876	3,007.00	3,007.00		500			TH Delivery Project
12/09/2025	East Coast Waste	7877	389.47	389.47		500			Waste Disposal
12/09/2025	Wilco Motor Spares Ltd	7878	54.00	54.00		500			Jerry can
12/09/2025	Catch 22 Charity Ltd	7879	1,680.00	1,680.00		500			8x Summer Sport Sessions
12/09/2025	Charles Roberts and Sons	7880	3,294.11	3,294.11		500			Normanston Fuse Board
12/09/2025	Munnings Supplies Ltd	7881	241.20	241.20		500			Gloves and Waders
12/09/2025	Fleet 96 Rentals Ltd	7882	787.50	787.50		500			Vehicle Repair
12/09/2025	R J Pryce & Co Ltd	7883	32.72	32.72		500			Hammerite Yellow Aerosol
12/09/2025	Jewson	7884	57.54	57.54		500			Cement
12/09/2025	Peter Colby Commercials Ltd	7885	240.00	240.00		500			Unit 2 rent/service charge Sep
12/09/2025	TC & HS Crick	7886	57.00	57.00		500			8 bales of straw - TM
12/09/2025	Alan Elvin	7889	107.01			4150	650	107.01	Mileage reimburse Jul/Aug
12/09/2025	Lauren Elliott	7890	20.80		3.44	4160	150	17.36	LE parking reimburse
12/09/2025	Herts Enviro Services	7891	1,610.40	1,610.40		500			Water Hygiene L8 regime Aug 25
15/09/2025	C&C Consulting Services Ltd	7887	59.40	59.40		500			H&S mileage
15/09/2025	C&C Consulting Services Ltd	7888	990.90	990.90		500			H&S support
15/09/2025	Barnes Construction	7893	135,745.08	135,745.08		500			TH Construction
16/09/2025	Credit Card Account	7892	750.41			220		750.41	Credit card payment
16/09/2025	Barnes Construction	7894	135,745.08	135,745.08		500			TH Construction
16/09/2025	MJ Training	7895	432.00	432.00		500			First response cover-climate
16/09/2025	Lunar Stretch Tents	7896	1,500.00	1,500.00		500			Stretch tent hire - climate
16/09/2025	Marshalls Produce	7897	160.00	160.00		500			Fruit for 10k
16/09/2025	Travis Perkins Trading Company	7898	74.04	74.04		500			Spax T-star wood screws

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Payments for Month 6 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
16/09/2025	Red Band UK Ltd	7899	1,436.40	1,436.40		500			Cement Mixer
16/09/2025	Nasima Begum	7900	48.10			4150	200	48.10	Mayoral travel Ipswich
16/09/2025	Eon Energy	7940	12.34	12.34		500			Electric FP PC Aug 25
18/09/2025	Jewson	7901	92.06	92.06		500			Cement
18/09/2025	The Marina Theatre Trust	7902	200.00	200.00		500			Arts & Crafts for Climate
18/09/2025	Jewson	7903	50.09	50.09		500			Cement
18/09/2025	Hestia Home Heating Ltd	7904	374.58	374.58		500			Connect LPG gas at TM
18/09/2025	Jess Morgan Artist	7905	202.09	202.09		500			Attendee Planet Positive
18/09/2025	Lowestoft Studio Ceramics	7906	150.00	150.00		500			Pottery demos Heritage Skills
18/09/2025	Net World Sports	7907	286.44	286.44		500			Gym equipment
18/09/2025	Gary Breeze	7908	150.00	150.00		500			Lettering sculptor Heritage Mk
18/09/2025	Ewan Gallagher	7909	88.54		1.47	4150	650	45.02	EG Mileage Sep
						4160	150	7.43	EG Parking Sep
						4485	482	15.00	Towels for Whitton Hall sports
						4485	482	19.62	Meta Business Facebook Ads
18/09/2025	Christine Moore	7910	52.69			4150	200	52.69	Airport parking - Plaisir trip
18/09/2025	Need2Store Ltd	7919	240.00	240.00		500			Unit 164 rental 18/9-17/10
18/09/2025	NPower Ltd	7941	704.02	704.02		500			Electric TM Aug 25
19/09/2025	HMRC	7915	22,991.23			525		22,991.23	PAYE/NIC Mth 5
19/09/2025	Suffolk Pension Fund	7916	19,067.21			530		19,067.21	Pension Aug 25
19/09/2025	Apex Scaffolding Anglia Limite	7911	2,556.40	2,556.40		500			Scaffold for B Vue thatching
19/09/2025	Community Action Suffolk	7912	700.00	700.00		500			Intro to Safeg'ding 22/10&4/11
19/09/2025	Excite Solutions Ltd	7913	2,496.00	2,496.00		500			Contracted G Maint May-Aug 25
19/09/2025	Travis Perkins Trading Company	7914	71.22	71.22		500			Woodscrews
19/09/2025	Damon Hickinbotham	7939	41.70		1.43	6500	100	40.27	Groundsfest reimburse DH
19/09/2025	Garden Discount Centre Ltd	7942	53.82	53.82		500			Cool Gard & Oil
19/09/2025	The Input Group	7943	17,015.95	17,015.95		500			Carpet dispatch pmt
22/09/2025	Fuel Card Services Ltd	7917	88.67	88.67		500			Fuel Sep
22/09/2025	EE Limited	7918	1,130.11	1,130.11		500			Mobiles charge
23/09/2025	Aartwork	7920	500.00	500.00		500			Music for Heritage Day
23/09/2025	Myriad Norfolk	7921	125.00	125.00		500			Entertainer at Climate event
23/09/2025	Furnitubes International Ltd	7922	15,525.62	15,525.62		500			Planters & benches
23/09/2025	East-Point Sports Ltd	7924	20.50	20.50		500			Yellow/corner flags
23/09/2025	Great Yarmouth Heating Company	7925	100.00	100.00		500			Annual serv/l'lords cert DO
23/09/2025	Chiltern Sports Contractors Lt	7926	1,221.29	1,221.29		500			KG tennis crts Final Cert
23/09/2025	Newsquest Media Group Ltd	7927	1,140.00	1,140.00		500			Recruitment Adverts
23/09/2025	Travis Perkins Trading Company	7928	62.32	62.32		500			Power scrub, tubs, handsaw
23/09/2025	Wave Ltd	7929	1,890.89	1,890.89		500			Water W'load Rd 12/6-11/9

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Payments for Month 6 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
23/09/2025	East Surveyors Limited	7923	7,680.00	7,680.00		500			Asset insurance valuations
23/09/2025	British Gas	7938	83.92	83.92		500			P/Ledger Electronic Payment
23/09/2025	SALARIES	SALARY SEP	51,409.73			4000	140	51,409.73	September salaries
24/09/2025	NPower Ltd	7930	71.16	71.16		500			Electric PC R'dam Rd Aug25
24/09/2025	NPower Ltd	7931	125.36	125.36		500			Electric PC KG Aug 25
24/09/2025	NPower Ltd	7932	129.87	129.87		500			Electric KG Aug 25
24/09/2025	NPower Ltd	7933	157.01	157.01		500			Electric NP Aug 25
24/09/2025	NPower Ltd	7934	673.76	673.76		500			Electric DO Aug 25
24/09/2025	NPower Ltd	7935	84.47	84.47		500			Electric PC P'field St Aug 25
24/09/2025	NPower Ltd	7936	166.88	166.88		500			Electric TH Aug 25
24/09/2025	NPower Ltd	7937	463.75	463.75		500			Electric RNPSM Aug 25
25/09/2025	Free Range Collective Limited	7944	2,500.00	2,500.00		500			Deliver Pop Culture Project
25/09/2025	Zenith Catering Equipment Ltd	7945	648.00	648.00		500			Service/repair frying range
25/09/2025	Smith Bros Timber (East Anglia	7946	126.80	126.80		500			Door closer-A12 toilets
25/09/2025	R J Pryce & Co Ltd	7947	34.04	34.04		500			Padlock
26/09/2025	LEC Pubs	7949	210.00	210.00		500			Music at Planet Positive
26/09/2025	Smith Bros Timber (East Anglia	7950	147.12	147.12		500			Wood
26/09/2025	Travis Perkins Trading Company	7951	39.88	39.88		500			Woodscrews
26/09/2025	Wolseley	7952	11.81	11.81		500			Brass stopcock
26/09/2025	Martello Coffee House Ltd	7953	270.00	270.00		500			Cold buffet - Wellbeing event
26/09/2025	Sustrans	7954	867.94	867.94		500			Bikes Planet Positive
26/09/2025	Herts Enviro Services	7955	1,610.40	1,610.40		500			Water hygiene L8 Sep 25
26/09/2025	Wave Ltd	7956	23.61	23.61		500			Water Kirkley Cliff 19/6-18/9
26/09/2025	Foster Wilson Size LLP	7957	18,624.00	18,624.00		500			RIBA Stage 5 Const 10/12
29/09/2025	Gavin Barker	7967	25.70			4150	650	25.70	Mileage reimburse August GB
29/09/2025	Christine Moore	7968	118.35			4150	200	118.35	Mileage to Luton airport re NB
29/09/2025	Sarah Foote	7969	53.59			4120	100	19.09	Teabags/food for ITea session
						4150	200	34.50	Gifts for Plaisir
29/09/2025	Fuel Card Services Ltd	7958	258.54	258.54		500			Fuel Sep25
29/09/2025	PKF Littlejohn LLP	7959	4,032.00	4,032.00		500			Annual Governance & Accountabi
29/09/2025	The Input Group	7960	150,000.00	150,000.00		500			Construct 3 story link Cert 10
29/09/2025	Travis Perkins Trading Company	7961	49.15	49.15		500			Woodscrews & carpet glue
29/09/2025	Command Pest Control	7962	252.00	252.00		500			Rodent control KG Aug25
29/09/2025	Munnings Supplies Ltd	7963	5.40	5.40		500			Drivers gloves
29/09/2025	Re-Utilise CIC	7964	120.00	120.00		500			Attendance at Planet positive
29/09/2025	Wolseley	7965	476.11	476.11		500			Repairs TM

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Payments for Month 6 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
29/09/2025	Parkers Pitches Ltd	7966	5,664.00	5,664.00		500			End of season renovation
29/09/2025	Eon Energy	7978	25.52	25.52		500			P/Ledger Electronic Payment
30/09/2025	HM Land Registry	7970	28.00			4115	130	28.00	Land Registry
30/09/2025	The Input Group	7971	150,000.00	150,000.00		500			Construct 3 story link Cert 10
30/09/2025	Friends of Kirkley Ham	7972	870.28	870.28		500			Grant PLI, laptop, etc
30/09/2025	Polycastle Limited	7973	1,450.00	1,450.00		500			Replacement toilet door NP
30/09/2025	Stems Florist	7974	205.00	205.00		500			P/Ledger Electronic Payment
30/09/2025	Folkes Plant & Aggregates Ltd	7975	136.08	136.08		500			Graded concrete SN
30/09/2025	Smith Bros Timber (East Anglia	7976	42.48	42.48		500			Pack of tile batten
30/09/2025	Unity Trust Bank	7977	31.95			4110	130	31.95	Service charge
	Total Payments for Month		1,112,309.03	1,016,674.06	55.30			95,579.67	
	Balance Carried Fwd		2,288,657.45						
	Cashbook Totals		3,400,966.48	1,016,674.06	55.30			2,384,237.12	

Lowestoft Town Council
Grant Application Form

Please complete this form and send it with:

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

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

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	Kirkley Pocket Parks Group
Name of account to which payment to be made (explain if not your organisation's name)	Kirkley Pocket Parks Group
What does your organisation do? (100 words max)	Kirkley Pocket Parks Group (KPPG) takes responsibility for rejuvenating unloved areas and giving them new life. It was responsible for renovating several stone planters in various local residential roads, for rejuvenating the derelict site on the corner of Cleveland Road, for tidying the disused railway line at the rear of Windsor and Cleveland Roads and for installing planters along London Rd. South and on Kirkley seafront. Volunteers water, weed and replace plants when necessary and clean the area around the various plant sites.
What relevant local area does your organisation cover?	Kirkley
Who are the main beneficiaries of your work?	The people of Kirkley, local businesses and tourists
Are you a charity? If yes, describe the type of charity	No
If registered, what is the charity number?	N/A
Not-for-profit? If no, describe the organisation	We are a Constituted Community group.

Lowestoft Town Council
Grant Application Form

Organisation income (last complete financial year)	Our financial year is 5th April to 4th April. During the 24/25 period we had a total income of £869.63. At the end of 2024 - 2025 financial year we had a balance of £334.55 remaining in our budget. We have received no further income in 2025 (except for a £10 donation) and have spent much of the remaining balance on Public Liability insurance, replacement plants, binbags etc. Our current bank balance is £68.72.
Organisation expenditure (last complete financial year)	£535.08
Contact details	
Name	[redacted]
Address	[redacted]
Telephone number/s	[redacted]
E-mail	[redacted]
Position within organisation	Chairperson
Explain how you are authorised to make this application on behalf of the organisation	Authorised as Chair of Kirkley Pocket Parks Group
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	KPPG exists to bring love to 'unloved' areas in Kirkley and support local initiatives to improve residential areas. In August 2022 we replaced the steel planters with colourful polymer planters along London Rd. South and planted them with Cordylines and summer bedding. In June 2023 we worked with a local artist to create the mural on the corner of Cleveland Road and planted the area surrounding it. This initiative has won the Lowestoft in Bloom award 2 years running. In 2024 we installed and planted 8 large polymer planters with grasses to emulate grasses growing on the beach. The planters contain directional signs to the London Road South shopping area. We have also planted polymer tubs along London

	Road South. All these projects have proved popular with local residents, visiting public and tourists. However, the upkeep of these sites is costly. There is regular need for plant replacement through natural causes, vandalism and theft. Although we receive sponsorship for 3 of the 8 seafront planters (£16.50 in the last financial year) and some LRS planters are cared for to a limited extent by local shops, we are financially responsible for Cleveland Road and for other plants and Cordylines along London Rd. South and the remaining 5 seaside planters. Without funding these projects would become unkempt and empty spaces becoming unsightly to all who use a very busy street/area. We believe that we have made a significant contribution to the general aspect and welcoming nature of the Kirkley area but cannot continue to do this without further funding.
Total cost of project	£800.00
Breakdown of cost	14 x Cordylines @£25.00 = £350.00, Perennial plants £250.00, ornamental grasses £150.00, horticultural gravel £50.00. Obviously, it would not be the intention to spend this amount in one go, but experience tells us that we need to spend around £67.00 per month to replace plants that have died or have been damaged or stolen. Some months will require greater expenditure than others. The Cordylines are a frequent target for vandalism and theft. The last theft occurred during the First Light Festival. There are additional monthly costs for feeding, soil and gravel and general upkeep.
Grant requested from Lowestoft Town Council	£800 less current balance of £68.72 = £731.28
What specifically would the grant from the Council fund?	The upkeep and improvement of established flower beds at Cleveland Road Corner mural, the planters at Lovewell Rd., Richmond Place, St. Leonards Rd., planters along London Road South and seafront planters with direction signs to Kirkley shops, opposite Clairmont and near Waterloo Gdns.
Have any funds been requested/agreed from other sources? Provide details	No, not in the current year. For full disclosure, Kirkley Pocket Parks did benefit from some HAZ funding for the creation of the Cleveland Road mural and planting in 2023. We also received funding from ESC towards the Cleveland Road mural and planting in 22/23 and from Kirkley Poors Trust for clearing and tidying the Old Railway Path in 23/24.

Lowestoft Town Council
Grant Application Form

When are the funds required?	As soon as possible please
Project start date	The project started in August 2022
Project completion date	On-going

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

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

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

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

You will need to create an account.

Vulnerable Adults

In emergency call the Police on 999

Make a safeguarding referral online using Suffolk Adult Care Portal.

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

You will need to create an account.

Unable to Access Portal

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

Data Protection and Confidentiality

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

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

Review

This policy will be reviewed every year.

Chair: [redacted] Date: 11/9/2025.

Constitution - The Kirkley Pocket Parks Group

1. Name of the Association:

The Association shall be known as The Kirkley Pocket Park Group, it was established in 2022 to help residents set up small projects with a group of likeminded people within their area

to enhance the area they live in and take pride in their local surroundings.

2. Aims.

(a) To support residents who want to enhance the area of Kirkley by improving the small, neglected open spaces.

(b) To work with all Kirkley residents, businesses, and organisations in a spirit of goodwill, unity, and friendship.

(c) To improve people's vision of the area and increase the health and wellbeing of the Kirkley Resident's.

(d) To support residents to help one another so by creating a community feel to the area.

3. Objectives.

(a) Helping communities work together regardless of age, ethnic origin, ability, sex, belief, or political affiliation recognising the value of our many differences.

(b) Helping people to set up groups of like-minded people to work together.

(c) To help residents organise meetings and events.

(d) To take action that is lawful, which would help it to fulfil its aims.

(e) To help find funds and receive contributions where appropriate to finance the work

3. Membership and Voting Rights

(a) Membership of the Association is open to all Kirkley Residents.

(b) New members must be proposed and seconded by existing members and receive the votes of a majority of those present at any meeting.

(c) Voting rights shall be at the rate of one vote per Member attending the meeting of said item, if necessary, the casting vote being held by the Chairperson. Except for amendments to the Constitution, and expulsions, all votes shall be passed on a simple majority. There shall be no provision for postal votes, but proxy votes may be arranged by agreement at a General Meeting.

(d) Any member whose conduct or action discredits the Association may be expelled by a resolution carried by a two-thirds majority of votes of the membership.

(e) Prospective members may attend up to three meetings of the Association within a six-month period without becoming members.

(f) Every member shall be under a continuing duty to notify the Secretary of their up- to-date address and, where applicable, the details of his/her telephone number and e-mail address.

Constitution for the Kirkley Crew Group

(g) Declaration of Interest - A member must disclose to the Chair of a General Meeting or the Committee or any Sub-Committee on which he/she sits any interest which may conflict with the proper consideration of a matter under discussion. If the disclosing member is the Chair of the meeting, he/she shall disclose his/her interest to the next most senior person. A member disclosing an interest shall not be entitled to vote on the matter under discussion and the other members at the meeting shall decide whether the disclosing member may participate in discussion thereof.

4. Membership Categories:

The membership shall consist of:

(a) Full Members - These members shall have the full privileges of membership and full voting rights.

(b) Associate Members – members who cease to be Kirkley-based, but wish to continue active links to the Association. These members shall have the full privileges of membership and full voting rights.

5. Officers and Committee:

(a) The Officers of the Association are Chairperson, Secretary and Treasurer, and any variant posts which are subject to Association elections.

(b) The Committee will consist of an odd number of no more than eleven persons selected from the elected Officers, enhanced if necessary, by the election of Committee Members.

(c) Nominations for Officers for election at the Annual General Meeting shall be proposed and seconded by members and given to the Secretary before or at the

Annual General Meeting.

(d) The Committee may co-opt other members as per Paragraph 6(b), or temporarily into a vacant or new role until such time as an election can be arranged or until the next Annual General Meeting, whichever is sooner (at the Chairperson's discretion).

(e) Sub-Committees may be formed as required for specific activities as decided upon at a General Meeting.

(f) The Secretary shall, as instructed, call meetings, take minutes and deal with correspondence.

(g) The Treasurer shall keep an account of monies received and paid by him/her on behalf of the Association and shall present, to the Annual General Meeting, a Statement of Accounts to the last day of May in each year. The Statement of Accounts will be examined by a person agreed by a majority of members at a General Meeting and any issues will be reported to the Committee.

(h) Any member who breeches the code of conduct will be removed from the group

6. Meetings:

(a) General Meetings shall be held on the first Saturday of every calendar month, or as considered necessary by the Committee. Five members being either Full or Associate Members shall constitute a quorum.

(b) Any proposal can be made by a Full or Associate Member at an appropriate point in a General Meeting. The Chairperson will use his/her discretion as to whether the proposal can proceed to be seconded and voted upon or whether it should be dealt with differently i.e., referred to the Committee or put to the full membership etc.

(c) Any six members shall be entitled to demand an Extraordinary General Meeting on giving one month's written notice to the Secretary.

(d) Revisions to the Constitution require a Resolution passed by a two-thirds majority at a General Meeting. The Resolution will be notified to all members in advance of the Meeting, having been discussed at a previous Meeting.

(e) The Committee shall meet when considered necessary by the Chairperson or Secretary. Three members shall constitute a quorum. The Committee shall have

powers to take such steps and make such decisions as its members feel desirable to further the objects of the Association.

(f) The Annual General Meeting shall be held as soon as convenient following the last day of March in each year.

(g) Notice of all Resolutions to be put to the Annual General Meeting shall be given to the Secretary no later than the General Meeting preceding the Annual General Meeting

8. Distribution:

A copy of the Constitution shall be available to each Member.

Constitution adopted by Members in General Meeting dated 2nd April 2022

Signed by:-

Chairperson …….

Secretary …….

Treasurer ……..

KIRKLEY POCKET PARKS K.P.P.	Kirkley Pocket Parks Group Equity Diversity and Inclusion (EDI) Policy	Version: 1 Date: 31/07/25

Aims

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

Accessibility

KPPG is committed to assessing every activity they undertake and making it as accessible as is within their means.

Diversity

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

Inclusion and respect

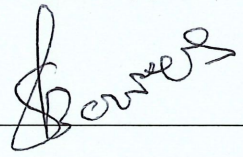
All volunteers and visitors to KPPG's activities or events will be made to feel equally welcome and included.
Sexist, racist, homophobic, transphobic, or otherwise offensive or inflammatory remarks and behaviour are not acceptable. These constitute harassment and have no place in the group.

Dealing with discrimination and harassment.

If any volunteer feels they have been discriminated against by the group or harassed at a KPPG's event or by the group they should raise this with the management committee.
The committee will investigate the complaint, listening to all members involved (if the complaint is against a committee member, that member will not take part in conducting the investigation).
If the complaint is against a particular individual, this person will have the opportunity to express their point of view, accompanied by a friend. The person making the complaint will also have this opportunity.
If the complaint is against the group, the committee must work to ensure that such discrimination is not repeated in the future and must inform the members of how they propose to do this.
Any decision to exclude a person from the organisation due to discriminatory or harassing behaviour will be made with reference to the KPPG Constitution. The group will support people who feel they have been harassed or discriminated against and will not victimise or treat them less well because they have raised this.

Review

This policy will be reviewed every year.

Chair:  : 4/9/2025

Adapted from Kirkley People's Forum Policy

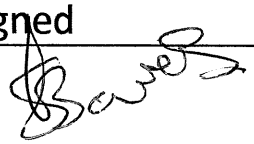
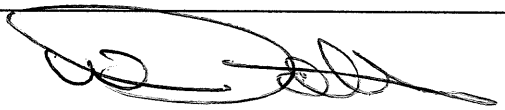
days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

11 Alterations to the Constitution

a. Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any meeting or the AGM.

12 Dissolution

a. The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with similar aims.

This Constitution was adopted at the General Meeting of the Group on:		
	Name	Signed
Chairperson	Stewart Bowers	
Treasurer	Angela Bowers	
Secretary	Wendy Dalton	

Created:	
Reviewed:	
EDI reviewed	

Lowestoft Town Council
Grant Application Form

Project start date	The project started in August 2022
Project completion date	On-going
Compliance Agreements (insert 'YES' to indicate your agreement to the questions below. If you do not intend to comply, insert 'NO'.)	
Do you authorise us to hold and use information that you have provided, for the purpose of processing and monitoring this grant application? You can ask us for details of the information we use for this purpose at any time.	Yes
Do you acknowledge that if you provide false or misleading information in your application or at any point in the life of any grant, we will provide information to relevant enforcement agencies and take any action to recover any funds and damages, as we deem appropriate?	Yes
Do you authorise us to use information about your project and organisation as part of our publicity and promotion of our grants programme?	Yes
Do you agree to acknowledge the Council appropriately on all of your related publicity and promotional material including posters, advertisements, press releases and leaflets?	Yes
Do you agree not to distribute funds granted to any other organisation, other than as agreed as part of the grant award?	Yes
Do you agree to report the outcome and impact of the grant to the Council as required in the Council's Grant Awarding Policy?	Yes
Do you agree that any grant awarded will only be used for the purpose for which it was given and in compliance with any conditions applied?	Yes

Signed..... Date.....4/9/2025.

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

Lowestoft Town Council
Grant Application Form

Please complete this form and send it with:

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

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

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	Lowestoft Town FC
Name of account to which payment to be made (explain if not your organisation's name)	Lowestoft Town Football Club [redacted]
What does your organisation do? (100 words max)	We are a local football club with both male and female pathways. Our teams range from adult down to U-8 teams playing in advanced levels of grassroots football through to the FA Pyramid at Step 4. We are in the early stages if setting up a Trust that will deliver various football and other activities for the local community and beyond.
What relevant local area does your organisation cover?	The whole of Lowestoft and surrounding areas
Who are the main beneficiaries of your work?	Anyone who enjoys football can access our club in various ways.
Are you a charity? If yes, describe the type of charity	No
If registered, what is the charity number?	N/A
Not-for-profit? If no, describe the organisation	Lowestoft Town Football Club is a limited company

Lowestoft Town Council
Grant Application Form

Organisation income (last complete financial year)	£346,734.00
Organisation expenditure (last complete financial year)	£392,775.00
Contact details	
Name	[redacted]
Address	Lowestoft Town FC, Love Road, Lowestoft, Suffolk, NR32 2PA
Telephone number/s	[redacted]
E-mail	[redacted] academy@lowestofttownfc.co.uk
Position within organisation	First Team & Community Manager
Explain how you are authorised to make this application on behalf of the organisation	As Community Manager I am authorised to seek all funding opportunities for the club to improve the facilities, opportunities & experiences for our members and community.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	We are now annually invited to attend a youth football tournament in Plaisir by the club and Twinning Committee. The committee generously host our players and families for the trip and along with the club host a celebration evening to promote some education around twinning. The competition itself has teams from across Europe and allows plenty of social time where we have found our youngsters and parents engaging with other nationalities and use the power of sport to create new bonds.
Total cost of project	£4,800.00
Breakdown of cost	£4200 - Travel expenses - coach and ferry £250 - meals during travel/trip £350 - travel and playing kit with printing
Grant requested from Lowestoft Town Council	We would be grateful for the continued support of covering travel costs for our families as has been done in previous seasons.

What specifically would the grant from the Council fund?	It would cover travel costs and allow us to ensure price isn't a barrier to a once in a lifetime experience for our families. Our experiences of the previous couple of years has shown us that this really does place football back of the line and promotes social interactions, education of twinning, understanding different cultures and the spirit of sport.
Have any funds been requested/agreed from other sources? Provide details	None
When are the funds required?	We are required to pay for our travel by October 10th 2025.
Project start date	24th October (depart UK)
Project completion date	27th October (return UK)

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

Lowestoft Town Council
Grant Application Form

Signed……[redacted]…… Date….11/09/2025..
(Signatory must be authorised to act on behalf of the organisation and, if different from the main contact listed above, this should be explained.

LOWESTOFT TOWN FOOTBALL CLUB

Challenge Cup
Plaisir • U12



2025/2026

The Challenge Cup Plaisir is a premier youth football tournament, held in Plaisir, France, Lowestoft's twinning town. It delivers an amazing experience for young footballers, combining high-level football with cultural discovery, team spirit, and the pure joy of the game. Every detail is designed to create lasting memories, both on and off the pitch.

Now recognised as one of France's leading youth football events, the tournament attracts renowned clubs from across Europe. Previous participants include prestigious sides such as Stade Brestois, SCO Angers, Toulouse FC, Braga, and Bruges, each showcasing their talent.

The competition format offers exciting group-stage action and builds suspense as the top squads progress to the decisive knock-out rounds, ensuring a dramatic finale.

Every participating team will take home a trophy in recognition of their involvement, while each player will receive a medal celebrating their effort, dedication, and teamwork.

Our accommodation is with hosts of the Plaisir Twinning Committee.

Our club is extremely grateful to have been able to receive funding from Lowestoft Town Council to ensure that finance isn't a barrier for anyone to have this truly unique experience.

Lowestoft Town Council







YOUR VIEWS ON THE STANDARD OF FOOTBALL:

- The standard of football is fantastic and to give young players from our area the opportunity to play against potential champions league players of the future isn't something that happens normally. *Alan Wagner*

- A real eye opener into the high standard of U12 football in France. Strong powerful and quick players for their age. Which the LTFC were not used! *Chris Burton*

- Fantastic and even better than the year before. *Alan Wagner*

- Outstanding levels of football from all teams in attendance. *Chris Foskett-Smith*

BENEFITS OF ATTENDING THE TRIP:

- Cultural exchange and allowing young people the opportunity to create a better understanding of cultural differences alongside a love for football. *Alan Wagner*

- Team bonding through a multiple experiences such as, travel, matches, accommodation, and experiencing other cultures and hospitality. *Chris Burton*

- Witnessing how different levels of football is played. Being together as a team from travelling to playing and for the boys especially experiencing the culture from the families we resided with. *Chris Foskett-Smith*







FAVOURITE MEMORY FOR YOU OR YOUR CHILD:

- Ollie scoring a goal! And the boys singing on the coach! *Chris Burton*

- Hearing about the experience of others in their host families. *Alan Wagner*

- From both myself and my son. The whole experience is a fantastic memory but for my son it's lining up against some pro European Academies. Not something that comes around often or ever for a lot of players. *Chris Foskett-Smith*

- Holding Club Brugge KV to 0-0 for 10 minutes, great team effort. *Alan Wagner*











2025/2026 SCHEDULE

Friday 24th October: Depart UK

Saturday & Sunday 25th/26th October: Football

Sunday 26th October: Depart Plaisir

Monday 27th October: Arrive UK

OTHER COMMENTS:

- It's a tiring trip but we'll worth it. The first year we stayed with French family which they went out of their way to make our stay as comfortable as possible. *Chris Burton*

- The team came together more after this visit and still talk about it, not for the football but the bus journey, ferry crossing and the people. *Alan Wagner*

- Thanks for letting us as a club, have this opportunity. *Chris Foskett-Smith*

- The whole trip was a fantastic opportunity to experience football through a different lens. With teams from across France and Europe. Host families gave this a special edge with a real connection to the host town with local families support Lowestoft from the side lines. *Alan Wagner*













LOWESTOFT TOWN FOOTBALL CLUB LIMITED
(Lowestoft Town FC & Lowestoft Town Football Academy)

SAFEGUARDING CHILDREN

This policy applies to the Board of Directors, paid staff, management, and volunteers. The purpose of this policy is to protect children and young people who attend the football club and academy.

This club believes that a child or young person should never experience abuse of any kind. The club has a responsibility to promote the welfare of children and young people and keep them safe.

We recognize that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989
- All children regardless of age, gender, disability, racial heritage, religious belief, sexual orientation or identity have a right to equal protection from all types of abuse or harm.
- Working in partnership with children, young people, their parents, carers and other organisations is essential in promoting the young peoples welfare.

We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them
- Appointing a Designated Safeguarding Officer (DSO) for children and young people and a director from the board for safeguarding.
- Providing effective management for all staff and volunteers.
- Using the procedures appropriately to manage any allegations against staff of volunteers.
- Ensuring we have a 'no secrets' policy
- Abiding by all the club's policies on Health & Safety and the Match Day Risk Assessment.

Name of Designated Safety Officer (DSO): [redacted]

Telephone Number: [redacted]
E mail: info@lowestofttownfc.co.uk

Name of Head of Safeguarding: [redacted]

Telephone Number: [redacted]
E mail: safeguarding@lowestofttownfc.co.uk

Updated August 2024

LOWESTOFT TOWN FOOTBALL CLUB LIMITED

A PRIVATE COMPANY LIMITED BY GUARANTEE

COMPANY NUMBER 08896217

14TH FEBRUARY 2014

ARTICLES OF ASSOCIATION

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PART 1

INTERPRETATION AND LIMITATION OF LIABILITY

Defined terms

1. In the articles, unless the context requires otherwise—

"articles" means the company's articles of association;

"bankruptcy" includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;

"chairman" has the meaning given in article 12;

"chairman of the meeting" has the meaning given in article 25;

"Companies Acts" means the Companies Acts (as defined in section 2 of the Companies Act 2006), in so far as they apply to the company;

"director" means a director of the company, and includes any person occupying the position of director, by whatever name called;

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

"electronic form" has the meaning given in section 1168 of the Companies Act 2006;

"member" has the meaning given in section 112 of the Companies Act 2006;

"ordinary resolution" has the meaning given in section 282 of the Companies Act 2006;

"participate", in relation to a directors' meeting, has the meaning given in article 10;

"proxy notice" has the meaning given in article 31;

"special resolution" has the meaning given in section 283 of the Companies Act 2006;

"subsidiary" has the meaning given in section 1159 of the Companies Act 2006; and

"writing" means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

Unless the context otherwise requires, other words or expressions contained in these articles bear the same meaning as in the Companies Act 2006 as in force on the date when these articles become binding on the company.

Liability of members

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

(a) payment of the company's debts and liabilities contracted before he ceases to be a member,

(b) payment of the costs, charges and expenses of winding up, and

(c) adjustment of the rights of the contributories among themselves.

PART 2

DIRECTORS

DIRECTORS' POWERS AND RESPONSIBILITIES

Directors' general authority

3.—Subject to the articles, the directors are responsible for the management of the company's business, for which purpose they may exercise all the powers of the company.

Members' reserve power

4.—(1) The members may, by special resolution, direct the directors to take, or refrain from taking, specified action.
(2) No such special resolution invalidates anything which the directors have done before the passing of the resolution.

Directors may delegate

5.—(1) Subject to the articles, the directors may delegate any of the powers which are conferred on them under the articles—

(a) to such person or committee;
(b) by such means (including by power of attorney);
(c) to such an extent;
(d) in relation to such matters or territories; and
(e) on such terms and conditions;

as they think fit.
(2) If the directors so specify, any such delegation may authorise further delegation of the directors' powers by any person to whom they are delegated.
(3) The directors may revoke any delegation in whole or part, or alter its terms and conditions.

Committees

6.—(1) Committees to which the directors delegate any of their powers must follow procedures which are based as far as they are applicable on those provisions of the articles which govern the taking of decisions by directors.
(2) The directors may make rules of procedure for all or any committees, which prevail over rules derived from the articles if they are not consistent with them.

DECISION-MAKING BY DIRECTORS

Directors to take decisions collectively

7.—(1) The general rule about decision-making by directors is that any decision of the directors must be either a majority decision at a meeting or a decision taken in accordance with article 8.

(2) If—

(a) the company only has one director, and

(b) no provision of the articles requires it to have more than one director,

the general rule does not apply, and the director may take decisions without regard to any of the provisions of the articles relating to directors' decision-making.

Unanimous decisions

8.—(1) A decision of the directors is taken in accordance with this article when all eligible directors indicate to each other by any means that they share a common view on a matter.

(2) Such a decision may take the form of a resolution in writing, copies of which have been signed by each eligible director or to which each eligible director has otherwise indicated agreement in writing.

(3) References in this article to eligible directors are to directors who would have been entitled to vote on the matter had it been proposed as a resolution at a directors' meeting.

(4) A decision may not be taken in accordance with this article if the eligible directors would not have formed a quorum at such a meeting.

Calling a directors' meeting

9.—(1) Any director may call a directors' meeting by giving notice of the meeting to the directors or by authorising the company secretary (if any) to give such notice.

(2) Notice of any directors' meeting must indicate—

(a) its proposed date and time;

(b) where it is to take place; and

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

(3) Notice of a directors' meeting must be given to each director, but need not be in writing.

(4) Notice of a directors' meeting need not be given to directors who waive their entitlement to notice of that meeting, by giving notice to that effect to the company not more than 7 days after the date on which the meeting is held. Where such notice is given after the meeting has been held, that does not affect the validity of the meeting, or of any business conducted at it.

Participation in directors' meetings

10.—(1) Subject to the articles, directors participate in a directors' meeting, or part of a directors' meeting, when—

(a) the meeting has been called and takes place in accordance with the articles, and

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

(2) In determining whether directors are participating in a directors' meeting, it is irrelevant where any director is or how they communicate with each other.

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

Quorum for directors' meetings

11.—(1) At a directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
(2) The quorum for directors' meetings may be fixed from time to time by a decision of the directors, but it must never be less than two, and unless otherwise fixed it is two.
(3) If the total number of directors for the time being is less than the quorum required, the
directors must not take any decision other than a decision—

(a) to appoint further directors, or

(b) to call a general meeting so as to enable the members to appoint further directors.

Chairing of directors' meetings

12.—(1) The directors may appoint a director to chair their meetings.
(2) The person so appointed for the time being is known as the chairman.
(3) The directors may terminate the chairman's appointment at any time.
(4) If the chairman is not participating in a directors' meeting within ten minutes of the time at which it was to start, the participating directors must appoint one of themselves to chair it.

Casting vote

13.—(1) If the numbers of votes for and against a proposal are equal, the chairman or other director chairing the meeting has a casting vote.
(2) But this does not apply if, in accordance with the articles, the chairman or other director is not to be counted as participating in the decision-making process for quorum or voting purposes.

Conflicts of interest

14.—(1) If a proposed decision of the directors is concerned with an actual or proposed
transaction or arrangement with the company in which a director is interested, that director is not to be counted as participating in the decision-making process for quorum or voting purposes.
(2) But if paragraph (3) applies, a director who is interested in an actual or proposed transaction or arrangement with the company is to be counted as participating in the decision-making process for quorum and voting purposes.
(3) This paragraph applies when—

(a) the company by ordinary resolution disapplies the provision of the articles which would otherwise prevent a director from being counted as participating in the decision-making process;

(b) the director's interest cannot reasonably be regarded as likely to give rise to a conflict of interest; or

(c) the director's conflict of interest arises from a permitted cause.

(4) For the purposes of this article, the following are permitted causes—

(a) a guarantee given, or to be given, by or to a director in respect of an obligation incurred by or on behalf of the company or any of its subsidiaries;

(b) subscription, or an agreement to subscribe, for securities of the company or any of its subsidiaries, or to underwrite, sub-underwrite, or guarantee subscription for any such securities; and

(c) arrangements pursuant to which benefits are made available to employees and directors or former employees and directors of the company or any of its subsidiaries which do not provide special benefits for directors or former directors.

(5) For the purposes of this article, references to proposed decisions and decision-making
processes include any directors' meeting or part of a directors' meeting.

(6) Subject to paragraph (7), if a question arises at a meeting of directors or of a committee of directors as to the right of a director to participate in the meeting (or part of the meeting) for voting or quorum purposes, the question may, before the conclusion of the meeting, be referred to the chairman whose ruling in relation to any director other than the chairman is to be final and conclusive.

(7) If any question as to the right to participate in the meeting (or part of the meeting) should arise in respect of the chairman, the question is to be decided by a decision of the directors at that meeting, for which purpose the chairman is not to be counted as participating in the meeting (or that part of the meeting) for voting or quorum purposes.

Records of decisions to be kept

15. The directors must ensure that the company keeps a record, in writing, for at least 10 years from the date of the decision recorded, of every unanimous or majority decision taken by the directors.

Directors' discretion to make further rules

16. Subject to the articles, the directors may make any rule which they think fit about how they take decisions, and about how such rules are to be recorded or communicated to directors.

APPOINTMENT OF DIRECTORS

Methods of appointing directors

17.—(1) Any person who is willing to act as a director, and is permitted by law to do so, may be appointed to be a director—

(a) by ordinary resolution, or

(b) by a decision of the directors.

(2) In any case where, as a result of death, the company has no members and no directors, the personal representatives of the last member to have died have the right, by notice in writing, to appoint a person to be a director.

(3) For the purposes of paragraph (2), where 2 or more members die in circumstances rendering it uncertain who was the last to die, a younger member is deemed to have survived an older member.

Termination of director's appointment

18. A person ceases to be a director as soon as—

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

(b) a bankruptcy order is made against that person;

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

(d) a registered medical practitioner who is treating that person gives a written opinion to the company stating that that person has become physically or mentally incapable of acting as a director and may remain so for more than three months;

(e) [paragraph omitted pursuant to The Mental Health (Discrimination) Act 2013]

(f) notification is received by the company from the director that the director is resigning from office, and such resignation has taken effect in accordance with its terms.

Directors' remuneration

19.—(1) Directors may undertake any services for the company that the directors decide.

(2) Directors are entitled to such remuneration as the directors determine—

(a) for their services to the company as directors, and

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

(3) Subject to the articles, a director's remuneration may—

(a) take any form, and

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

(4) Unless the directors decide otherwise, directors' remuneration accrues from day to day.

(5) Unless the directors decide otherwise, directors are not accountable to the company for any remuneration which they receive as directors or other officers or employees of the company's subsidiaries or of any other body corporate in which the company is interested.

Directors' expenses

20. The company may pay any reasonable expenses which the directors properly incur in
connection with their attendance at—

(a) meetings of directors or committees of directors,

(b) general meetings, or

(c) separate meetings of the holders of debentures of the company,

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

PART 3

MEMBERS

BECOMING AND CEASING TO BE A MEMBER

Applications for membership

21. No person shall become a member of the company unless—

(a) that person has completed an application for membership in a form approved by the directors, and

(b) the directors have approved the application.

Termination of membership

22.—(1) A member may withdraw from membership of the company by giving 7 days' notice to the company in writing.

(2) Membership is not transferable.

(3) A person's membership terminates when that person dies or ceases to exist.

ORGANISATION OF GENERAL MEETINGS

Attendance and speaking at general meetings

23.—(1) A person is able to exercise the right to speak at a general meeting when that person is in a position to communicate to all those attending the meeting, during the meeting, any information or opinions which that person has on the business of the meeting.

(2) A person is able to exercise the right to vote at a general meeting when—

(a) that person is able to vote, during the meeting, on resolutions put to the vote at the meeting, and

(b) that person's vote can be taken into account in determining whether or not such

resolutions are passed at the same time as the votes of all the other persons attending the meeting.

(3) The directors may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it.

(4) In determining attendance at a general meeting, it is immaterial whether any two or more members attending it are in the same place as each other.

(5) Two or more persons who are not in the same place as each other attend a general meeting if their circumstances are such that if they have (or were to have) rights to speak and vote at that meeting, they are (or would be) able to exercise them.

Quorum for general meetings

24. No business other than the appointment of the chairman of the meeting is to be transacted at a general meeting if the persons attending it do not constitute a quorum.

Chairing general meetings

25.—(1) If the directors have appointed a chairman, the chairman shall chair general meetings if present and willing to do so.

(2) If the directors have not appointed a chairman, or if the chairman is unwilling to chair the meeting or is not present within ten minutes of the time at which a meeting was due to start—

(a) the directors present, or

(b) (if no directors are present), the meeting,

must appoint a director or member to chair the meeting, and the appointment of the chairman of the meeting must be the first business of the meeting.

(3) The person chairing a meeting in accordance with this article is referred to as "the chairman of the meeting".

Attendance and speaking by directors and non-members

26.—(1) Directors may attend and speak at general meetings, whether or not they are members.

(2) The chairman of the meeting may permit other persons who are not members of the company to attend and speak at a general meeting.

Adjournment

27.—(1) If the persons attending a general meeting within half an hour of the time at which the meeting was due to start do not constitute a quorum, or if during a meeting a quorum ceases to be present, the chairman of the meeting must adjourn it.

(2) The chairman of the meeting may adjourn a general meeting at which a quorum is present if—

(a) the meeting consents to an adjournment, or

(b) it appears to the chairman of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or ensure that the business of the meeting is conducted in an orderly manner.

(3) The chairman of the meeting must adjourn a general meeting if directed to do so by the meeting.

(4) When adjourning a general meeting, the chairman of the meeting must—

(a) either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the directors, and

(b) have regard to any directions as to the time and place of any adjournment which have been given by the meeting.

(5) If the continuation of an adjourned meeting is to take place more than 14 days after it was adjourned, the company must give at least 7 clear days' notice of it (that is, excluding the day of the adjourned meeting and the day on which the notice is given)—

(a) to the same persons to whom notice of the company's general meetings is required to be given, and

(b) containing the same information which such notice is required to contain.
(6) No business may be transacted at an adjourned general meeting which could not properly have been transacted at the meeting if the adjournment had not taken place.

VOTING AT GENERAL MEETINGS

Voting: general

28. A resolution put to the vote of a general meeting must be decided on a show of hands unless a poll is duly demanded in accordance with the articles.

Errors and disputes

29.—(1) No objection may be raised to the qualification of any person voting at a general
meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid.
(2) Any such objection must be referred to the chairman of the meeting whose decision is final.

Poll votes

30.—(1) A poll on a resolution may be demanded—
(a) in advance of the general meeting where it is to be put to the vote, or
(b) at a general meeting, either before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared.
(2) A poll may be demanded by—
(a) the chairman of the meeting;
(b) the directors;
(c) two or more persons having the right to vote on the resolution; or
(d) a person or persons representing not less than one tenth of the total voting rights of all the members having the right to vote on the resolution.
(3) A demand for a poll may be withdrawn if—
(a) the poll has not yet been taken, and
(b) the chairman of the meeting consents to the withdrawal.
(4) Polls must be taken immediately and in such manner as the chairman of the meeting directs.

Content of proxy notices

31.—(1) Proxies may only validly be appointed by a notice in writing (a "proxy notice")
which—
(a) states the name and address of the member appointing the proxy;
(b) identifies the person appointed to be that member's proxy and the general meeting in
relation to which that person is appointed;
(c) is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the directors may determine; and

(d) is delivered to the company in accordance with the articles and any instructions contained in the notice of the general meeting to which they relate.

(2) The company may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.

(3) Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.

(4) Unless a proxy notice indicates otherwise, it must be treated as—

(a) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting, and

(b) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

Delivery of proxy notices

32.—(1) A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the company by or on behalf of that person.

(2) An appointment under a proxy notice may be revoked by delivering to the company a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.

(3) A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.

(4) If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf.

Amendments to resolutions

33.—(1) An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if—

(a) notice of the proposed amendment is given to the company in writing by a person entitled to vote at the general meeting at which it is to be proposed not less than 48 hours before the meeting is to take place (or such later time as the chairman of the meeting may determine), and

(b) the proposed amendment does not, in the reasonable opinion of the chairman of the meeting, materially alter the scope of the resolution.

(2) A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if—

(a) the chairman of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed, and

(b) the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.

(3) If the chairman of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the chairman's error does not invalidate the vote on that resolution.

PART 4

ADMINISTRATIVE ARRANGEMENTS

Means of communication to be used

34.—(1) Subject to the articles, anything sent or supplied by or to the company under the articles may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the company.
(2) Subject to the articles, any notice or document to be sent or supplied to a director in
connection with the taking of decisions by directors may also be sent or supplied by the means by which that director has asked to be sent or supplied with such notices or documents for the time being.
(3) A director may agree with the company that notices or documents sent to that director in a particular way are to be deemed to have been received within a specified time of their being sent, and for the specified time to be less than 48 hours.

Company seals

35.—(1) Any common seal may only be used by the authority of the directors.
(2) The directors may decide by what means and in what form any common seal is to be used.
(3) Unless otherwise decided by the directors, if the company has a common seal and it is
affixed to a document, the document must also be signed by at least one authorised person in the presence of a witness who attests the signature.
(4) For the purposes of this article, an authorised person is—
(a) any director of the company;
(b) the company secretary (if any); or
(c) any person authorised by the directors for the purpose of signing documents to which the common seal is applied.

No right to inspect accounts and other records

36. Except as provided by law or authorised by the directors or an ordinary resolution of the company, no person is entitled to inspect any of the company's accounting or other records or documents merely by virtue of being a member.

Provision for employees on cessation of business
37. The directors may decide to make provision for the benefit of persons employed or formerly employed by the company or any of its subsidiaries (other than a director or former director or shadow director) in connection with the cessation or transfer to any person of the whole or part of the undertaking of the company or that subsidiary.

DIRECTORS' INDEMNITY AND INSURANCE

Indemnity

38.—(1) Subject to paragraph (2), a relevant director of the company or an associated company may be indemnified out of the company's assets against—

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

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

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

(2) This article does not authorise any indemnity which would be prohibited or rendered void by
any provision of the Companies Acts or by any other provision of law.

(3) In this article—

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

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

Insurance

39.—(1) The directors may decide to purchase and maintain insurance, at the expense of the company, for the benefit of any relevant director in respect of any relevant loss.

(2) In this article—

(a) a "relevant director" means any director or former director of the company or an
associated company,

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

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

LOWESTOFT TOWN FOOTBALL CLUB LIMITED
(Lowestoft town FC and Lowestoft Town Football Academy)

SAFEGUARDING ADULTS
(Vulnerable Adults policy)

According to the Department of Health a vulnerable adult who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of unable to protect him or herself against significant harm or exploitation". This definition of an Adult covers all people over 18 years of age.

In the normal day to day running of a football club or academy it may not be apparent who is a vulnerable person as described in the forgoing paragraph. One of the barriers is not being able to access sensitive information to be able to put in place suitable safeguards depending on the ability of the vulnerable person. However if it becomes known to us that we are supporting a vulnerable adult being either a player or an academy attendee then the following general safeguards will come into play. This also includes any abuse to a fan by another fan on match days, the behaviour of which is unacceptable. The club has a zero tolerance to such matters.

The club has a data controller who is registered with the Information Commissioners Office to ensure that all information of staff, players, volunteers and academy attendees is kept secure, either on a password protected PC or in a locked cabinet and furthermore:-

1. If the club is asked to support and train an adult who is in the care of a statutory body then the club, with the permission of the adult, will work in partnership with that agency.
2. With the permission of the adult, the club would expect to receive sufficient information from the agency so that the club can train and assist the individual so they are able to realise their full potential.
3. That any payments received are duly receipted and recorded in the income ledger subject to any audit as deemed necessary.
4. That the club will operate a no secrets policy and therefore any suspected abuse in whatever form will be passed on to the Chairman of the Board of Directors, who after an investigation, may report it to the relevant authority.

Updated September 2024

Lowestoft Town Council
Grant Application Form

Please complete this form and send it with:

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

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

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	MN Well Child Support CIC
Name of account to which payment to be made (explain if not your organisation's name)	MN Well-child Support CIC
What does your organisation do? (100 words max)	We provide 1:1 and group support to families and children experiencing the early stages of poor mental health. We operate at a pre-statutory level working with those who do not meet the thresholds for support from the NHS or other services. We are not a counselling service, instead we offer practical advice and relationship building. Our approach is based on strategies common in specialist schools and care settings. Commonly our children are those with axiety, depression, self harm, low or no school attendance, emotional dysregulation and autistic traits. We offer open ended support for children from 3 years to 18 – with no limit on the number of sessions.
What relevant local area does your organisation cover?	We work exclusively in Lowestoft and surrounding villages, with 87% of our families coming from the 10% most deprived areas nationally.
Who are the main beneficiaries of your work?	Children and families living in poverty who are experiencing the early stages of poor mental health but who cannot access other support.
Are you a charity? If yes, describe the type of charity	No we are a community interest company
If registered, what is the charity number?	

Lowestoft Town Council
Grant Application Form

Not-for-profit? If no, describe the organisation	We are entirely not for profit, our CIC has an asset lock and our directors do not receive remuneration for their role.
Organisation income (last complete financial year)	£71,491
Organisation expenditure (last complete financial year)	£72553
Contact details	
Name	[redacted]
Address	[redacted]
Telephone number/s	[redacted]
E-mail	[redacted]
Position within organisation	Director
Explain how you are authorised to make this application on behalf of the organisation	I am one of the four directors of the organisation. I primarily do administrative functions and receive no remuneration for this work.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	We are seeking funding for our 1:1 service which provides direct intervention for children and families experiencing the early stages of poor mental health. Whilst the situations for families vary – usually this provision is provided for children/families experiencing some or all of the following Anxiety – often leading to school phobia or self isolation Depression – often leading to self harmful behaviour and again self isolation Emotional Dysregulation – often leading to school exclusion and anti social behaviour.

<table>
<tr><td></td><td>Undiagnosed neurodiversity – often leading to school absence and underperformance.
Over the course of several sessions our qualified and experienced practitioners build positive relationships with the child and family, before offering strategies from a wide toolkit to address the challenges they face. What these are will vary tremendously, but might include, support with putting in place boundaries, anger management, practical support with accessing meetings or making applications for EHCP or funding, putting in place bedtime routines or helping with toileting. Our support is practical and based on over 50 years of experience from across our team.
The benefit to people of lowestoft is primarily increased wellbeing, better educational attainment, reduction of impact on services and happier healthier families.</td></tr>
<tr><td>Total cost of project</td><td>£5520</td></tr>
<tr><td>Breakdown of cost</td><td>
<table>
<tr><td>Facilitator</td><td>£35 per hour</td><td>8 sessions</td><td>15 families</td><td>£ 4,200.00</td></tr>
<tr><td>Project Management</td><td>£35 hour</td><td>2 hours per month</td><td>6 months</td><td>£ 420.00</td></tr>
<tr><td>Travel</td><td>0.45p per mile</td><td>200 miles per month</td><td>6 months</td><td>£ 540.00</td></tr>
<tr><td>Resources</td><td>£3 per session</td><td>8 sessions</td><td>15 families</td><td>£ 360.00</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td>Total Cost</td><td>£ 5,520.00</td></tr>
<tr><td></td><td></td><td></td><td>Funding request</td><td>£ 5,100.00</td></tr>
</table>
</td></tr>
<tr><td>Grant requested from Lowestoft Town Council</td><td>£5100 – we appreciate that this is higher than the normal grant given, but hope that you will recognise the specialist nature of this work and the impact we have on families.</td></tr>
<tr><td>What specifically would the grant from the Council fund?</td><td>We are asking for funding to expand our capacity and increase the number of families / children we can support. The number of families seeking our support regularly surpasses our capacity and to control this we rarely if ever advertise. Purely by word of mouth we receive a new referral on average every other week. On one occasion we advertised for 24 hours and received 27 referrals.</td></tr>
</table>

	We have recently appointed a new part time practitioner and have the scope to take on more cases if we can find funding. We are asking for £5100 which would fund 8 sessions for each of 15 new families / children. Our sessions cost £35 for a one hour session. Whilst the number of sessions that a family receives does vary, 8 would provide a good starting place. On average 8 sessions on a fortnightly basis would last 4 – 5 months and will be enough to demonstrate positive impact. We have attached with this request our last annual report which will demonstrate the impact we can show for the cases we support. We anticipate that the funding would be used over a period of 6 – 9 months to support 15 families. This would mean that 15 individual children would have the most direct benefit, but that up to 3 additional family members (siblings, parents etc) will receive indirect benefit. At the same time our wider community within Lowestoft will receive benefit from reduced levels of anti-social behaviour, improved academic performance and generally improved wellbeing for some of the most vulnerable families. We wish to emphasise that this work is all NON STATUTORY – these are families who will not otherwise receive support until their issues deteriorate further. By funding this early intervention work, the council is supporting families to tackle their own challenges before the situation becomes so poor that statutory services have to intervene. Our provision also reduces the pressure on those services and avoids families falling further into crisis and risking breakdown. We regularly monitor the impact of our work and can provide targets and feedback for the use of the funds provided.
Have any funds been requested/agreed from other sources? Provide details	We have included in our budget the cost of Project Management which is provided pro bono by our Directors
When are the funds required?	The level of need sadly never seems to decrease – so funds can be used whenever they can be offered – but preferably in the autumn period as this tends to be a particular hot spot.
Project start date	01/11/25
Project completion date	01/07/26
Compliance Agreements (insert ‘YES’ to indicate your agreement to the questions below. If you do not intend to comply, insert ‘NO’.)	

Lowestoft Town Council
Grant Application Form

Do you authorise us to hold and use information that you have provided, for the purpose of processing and monitoring this grant application? You can ask us for details of the information we use for this purpose at any time.	Yes
Do you acknowledge that if you provide false or misleading information in your application or at any point in the life of any grant, we will provide information to relevant enforcement agencies and take any action to recover any funds and damages, as we deem appropriate?	Yes
Do you authorise us to use information about your project and organisation as part of our publicity and promotion of our grants programme?	Yes
Do you agree to acknowledge the Council appropriately on all of your related publicity and promotional material including posters, advertisements, press releases and leaflets?	Yes
Do you agree not to distribute funds granted to any other organisation, other than as agreed as part of the grant award?	Yes
Do you agree to report the outcome and impact of the grant to the Council as required in the Council's Grant Awarding Policy?	Yes
Do you agree that any grant awarded will only be used for the purpose for which it was given and in compliance with any conditions applied?	Yes

Signed: [redacted] Date: 9.9.25

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

MN Well Child Support

2024 Annual Report

Registered CIC : 12989017

www.well-child.co.uk

MN Well Child Support

AT A GLANCE

MN Well Child Support CIC is a not for profit social enterprise offering 1:1 and small group support for children and families experiencing the early stages of poor wellbeing. Since 2020 the organisation has operated in Lowestoft and surrounding areas, focusing on those areas in the 10% most deprived nationally.

In 2024 we delivered 355 hours of support across 55 families, impacting over 100 parents, children and siblings.

Our provision is early intervention and focuses on those families who do not meet the criteria for statutory services.



MN Well ChildSupport

WHAT WE DO

Our practice is best described as solution focused, emotional literacy support. We concentrate initially on relationship building both with the young person themselves, but also between family members. This is the bedrock of our later work, which identifies practicl strategies which the family can implement for themselves with our support.

It is a highly personalised approach, which relies on a broad range of recognised strategies, often drawn from the specialist education and care sector.

We are not a counselling service. Whilst we recognise the value of talking therapies, our approach is based more on practical interventions.



Our work is delivered both in the family home, and in school. For some cases we also offer an offsite location.

MN Well ChildSupport

ART GROUPS

In addition to our one one provision we also offer group work which is usually based around arts and crafts.



Our saturday morning group is aimed at younger children who would benefit from a more play based approach. The group supports children who may be vulnerable to exploitation or who need support in making friends.



Our afternoon group is more targetted at those older young people who may be experiencing the early stages of poor mental health. The craft activities offer a distraction which often facilitates more in depth conversations to arise.

MN Well ChildSupport

KEY FEATURES OF OUR PROVISION



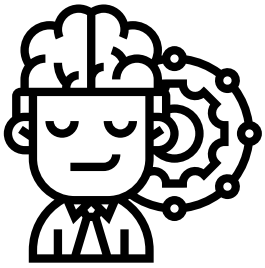
Listening - we respond to the issues that the family and young person raise themselves.



Believing - we address the issues which the family say are the most important to them.



Trust - our work is based on building honest, trusting relationships



Learning - we trial different approaches until we find something that works



Sharing - we model strategies and help families to enact their solutions and find their own answers

MN Well ChildSupport

IMPACT ON CHILDREN AND FAMILIES - 2024









MN Well ChildSupport

IMPACT ON CHILDREN AND FAMILIES - 2024

100% of Parents/ Carers report improved wellbeing for their child / young person during our intervention

86% of cases where going to school was an issue, improved their attendance during our intervention

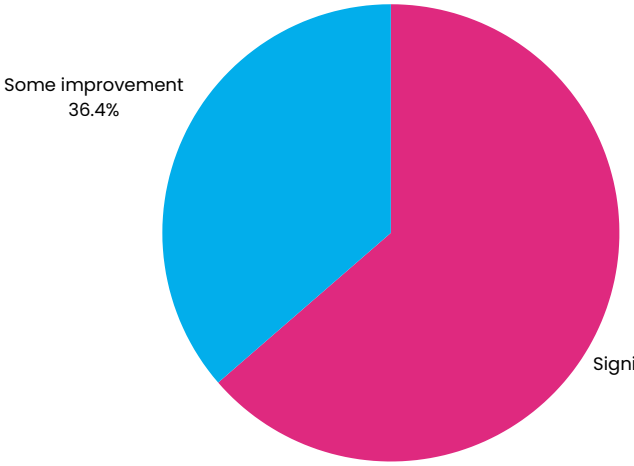
84% of families reported improved school performance and engagement during our intervention

100% of parents/carers would recommend the service to friends/ family

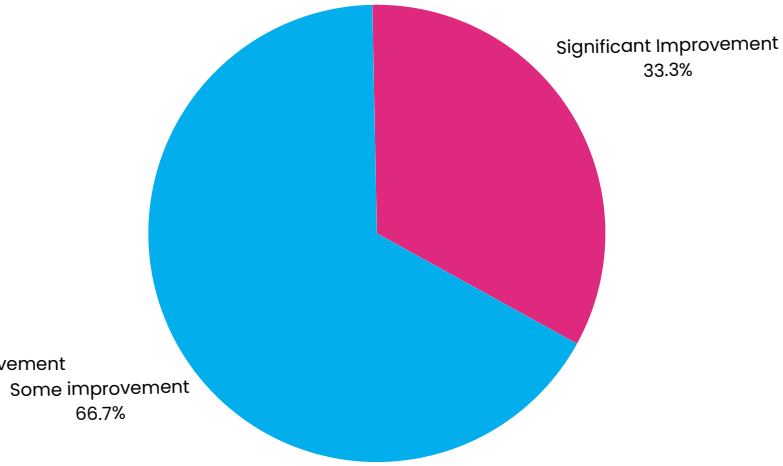
IMPACT ON CHILDREN AND FAMILIES - 2024

Impact by Challenge

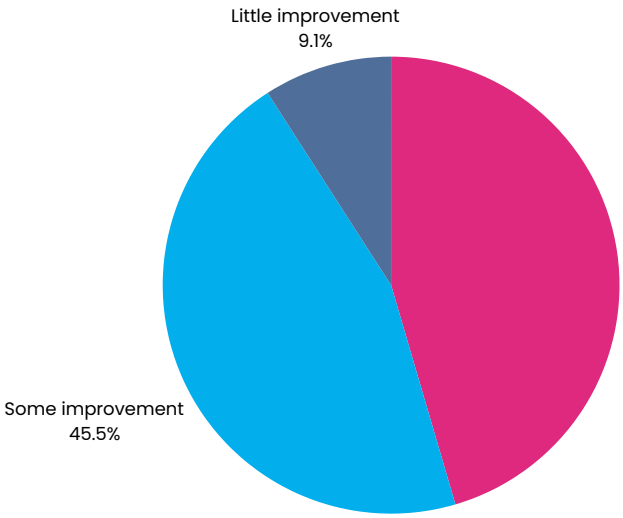
Anxiety



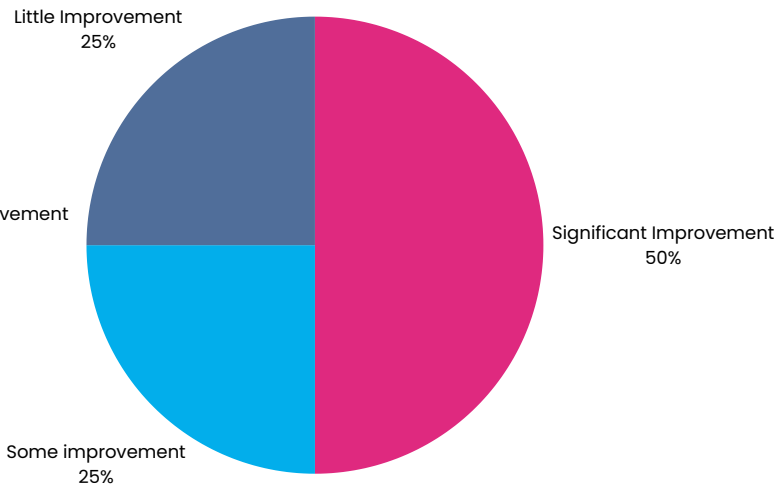
Self harm



Low Self Esteem



Bullying / Friendship issues

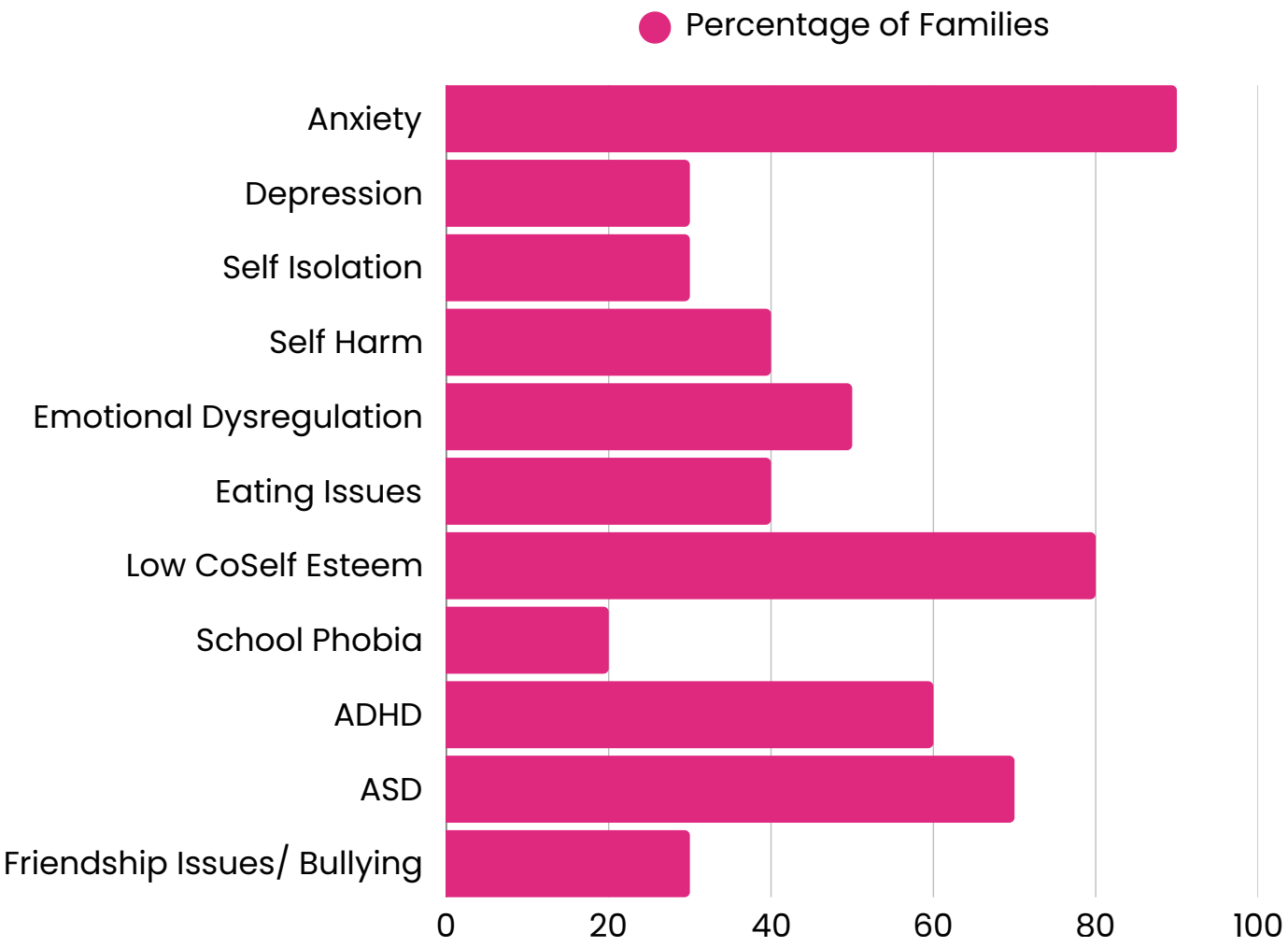


MN Well ChildSupport

IMPACT ON CHILDREN AND FAMILIES - 2024

Issues most commonly presented by families

Each year we see a wide range of needs within the families we support. The table below gives an indication of the most common issues addressed



MN Well ChildSupport

TESTIMONIALS

"Mel has been amazing my daughter loves her time with her she is open warm and very informed"

"Mel has been amazing. My child struggles to trust adults and form bonds and tends to not share how she's feeling with any one.
Mel's approach has meant that she can feel at ease with Mel and open up. And Mel's practical advice and guidance has meant a huge improvement in all elements of my child's life.
The support of MN wellchild has been truly invaluable and I really hope that the service can continue to support our family and also many others"

"Support is extremely child centered, he always comes home from school with a smile instead of a meltdown or big cry on a Mel day."

Amazing support so grateful for this my daughter has really flourished under Mels guidence.

MN Well ChildSupport

TESTIMONIALS

"My daughter was so happy to attend sessions-showing joy and enthusiasm where previously she had no interest in things."

"I cannot express how grateful we are to Mel and the help she gave. Mel was really amazing and gave re-assurance, security and consistency she was able to communicate so well and understood the needs and support required. Mel was our support for nearly 3 years and supported us through everything and made an amazing difference I honestly believe without the support that was given I think we would be still struggling today. Without a doubt the difference made was insurmountable and i could not praise Mel and Des enough for showing such understanding, support and dedication. Without a doubt they deserve very high praise and recognition."

My daughter has come on leaps and bounds! From having no trust in any support workers, to engaging fully. She has gained confidence and is attending school much more regularly.

MN Well ChildSupport

CASE STUDIES

(ANONYMISED)

Mark - aged 10

Mark is a young man whose parents reached out to our service as a result of his emotional dysregulation and poor behaviour at school. Mark was experiencing repeated incidents of school exclusion and his behaviour at home was causing significant issues for his large family.

We spent several months building a relationship with Mark, which was based initially on playing games and developing his art skills. We discovered that Mark was a very caring young man whose behavior was often driven by his concerns for his family. We also identified that the extent of Mark's challenges were such that an Education and Health Care plan would be required to secure him the appropriate support.

We worked with his family to apply for Mark to be assessed and ultimately were able to obtain and EHCP for Mark. This led to him having short term placements in alternative provision environments where we continued to support his progress, often being able to provide staff with additional information and strategies to best meet his needs.

Ulitmately we supported his family to obtain a full time specialist education placement for Mark which he continues to attend and is thriving.

MN Well ChildSupport

CASE STUDIES

(ANONYMISED)

Mary - Aged 16

We first met Mary when she was 13 and she attended one of our group sessions with her sister. Mary was very withdrawn and struggled with social contact. She declared that she had very few friends and demonstrated many facets of a depressed young person.

We have provided both 1:1 and group support for Mary over the course of the last 3 years as her life has been through many changes. Mary has experienced significant trauma and upheaval due to her family situation and has required ongoing support to discover her own strategies to manage her emotions.

We have provided ongoing support at gradually lengthening intervals, which started with weekly support before progressing to fortnightly, then monthly and now occasional support.

As well as managing her home situation, we have supported Mary through the process of exploring her friendships and relationships and have been lucky to see her flourish as a young adult.

MN Well ChildSupport

CASE STUDIES

(ANONYMISED)

Martin - Aged 5

Like many of our referrals, Martin's mum contacted us as another client had spoken to her of our service. Martin was then a very small child who was demonstrating signs of global delay in his development. Martin was non verbal at the age of 3 and was emotionally very dysregulated, lashing out at both his parents and himself.

Over a period of 2 years we supported Martin and his mum through a very difficult time. This included a period of involvment from Children's services and the departure of Martin's father. We continued our work with Martin when he and his mother moved out of our normal area as we remained the only consistent support that the family had in place.

After some very tricky times, Martin continues to offer high levels of need, but is making significant progress. Martin's mum has successfully developed many strategies to support Martin, who has himself begun to develop speech. With our support, a full diagnosis is now in place along with and EHCP and a special school placement. Martin will always remain a high needs young person, but we supported mum to develop strategies and networks which which enable her to better meet his needs.

MN Well ChildSupport

ACKNOWLEDGEMENTS

We received support from a range of organisations, without which we would be unable to operate.

COMMUNITY FUND

Funded by UK Government

SUFFOLK Community Foundation

Made possible with Heritage Fund

the seagull
transforming our community through the arts

EASTSUFFOLK COUNCIL

Creative Lives

THE ALLEN LANE FOUNDATION

The Tudwick Foundation

PEOPLE'S POSTCODE LOTTERY

PEOPLE'S POSTCODE TRUST

Suffolk Police and Crime Commissioner
Making Suffolk a safer place to live, work, travel and invest

Suffolk County Council

The Companies Act 2006

Community Interest Company Limited by Guarantee

Articles of Association[1]

of

MN Well-Child Support CIC

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

The Companies Act 2006
Community Interest Company Limited by Guarantee

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The Companies Act 2006

Articles of Association

of

MN Well-Child Support CIC

INTERPRETATION

1. Defined Terms

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

COMMUNITY INTEREST COMPANY AND ASSET LOCK

2. Community Interest Company

The Company is to be a community interest company.

3. Asset Lock[2]

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

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

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

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

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

3.4 If:

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

3.4.2 all its liabilities have been satisfied

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

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

Name: The Seagull Lowestoft CIC
(Please note that a community interest company cannot nominate itself as the asset locked body. It also cannot nominate a non-asset locked body. An asset locked body is defined as a CIC or charity, a permitted society or non-UK based equivalent.)

Company Registration Number (if applicable): 06230379

Registered Office: 17 All Saints Road, Lowestoft Suffolk NR33 0JL

4. Not for profit

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

OBJECTS, POWERS AND LIMITATION OF LIABILITY

5. Objects[3]

The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) to the promotion and delivery of wellbeing related therapeutic activities for children in the East of England.
].

6. Powers

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

7. Liability of members[4]

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

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

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

7.3 adjustment of the rights of the contributories among themselves.

DIRECTORS

DIRECTORS' POWERS AND RESPONSIBILITIES[5]

8. Directors' general authority

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

9. Members' reserve power

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

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

10. Chair

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

11. Directors may delegate[6]

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

11.1.1 to such person or committee;

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

11.1.3 to such an extent;

11.1.4 in relation to such matters or territories; and

11.1.5 on such terms and conditions;

as they think fit.

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

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

DECISION-MAKING BY DIRECTORS

12. Directors to take decisions collectively[7]

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

13. Calling a Directors' meeting

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

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

13.2.1 all the Directors agree; or

13.2.2 urgent circumstances require shorter notice.

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

13.4 Every notice calling a Directors' meeting must specify:

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

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

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

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

14. Participation in Directors' meetings

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

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

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

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

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

15. Quorum for Directors' meetings[9]

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

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

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

15.3.1 to appoint further Directors; or

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

16. Chairing of Directors' meetings

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

17. Decision-making at meetings [10]

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

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

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

18. Decisions without a meeting[12]

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

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

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

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

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

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

19. Conflicts of interest[13]

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

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

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

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

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

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

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

20. Directors' power to authorise a conflict of interest

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

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

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

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

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

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

21. Register of Directors' interests

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

APPOINTMENT AND RETIREMENT OF DIRECTORS[14]

22. Methods of appointing Directors

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

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

23. Termination of Director's appointment[15]

A person ceases to be a Director as soon as:

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

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

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

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

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

(f) the Director ceases to be a member.

24. Directors' remuneration[16]

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

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

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

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

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

(a) take any form; and

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

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

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

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

25. Directors' expenses

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

(a) meetings of Directors or committees of Directors;

(b) general meetings; or

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

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

MEMBERS[17]

BECOMING AND CEASING TO BE A MEMBER[18]

26. Becoming a member[19]

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

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

26.3 Each member of the company shall be a Director.

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

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

27. Termination of membership[20]

27.1 Membership is not transferable to anyone else.

27.2 Membership is terminated if:

27.2.1 the member dies or ceases to exist;

27.2.2 otherwise in accordance with the Articles; or

27.2.3 a member ceases to be a Director.

DECISION MAKING BY MEMBERS

28. Members' meetings[21]

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

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

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

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

29. Written resolutions

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

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

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

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

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

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

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

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

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

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

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

ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS

30. Means of communication to be used

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

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

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

31. Irregularities

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

32. Minutes

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

32.1.1 of all appointments of officers made by the Directors;

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

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

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

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

33. Records and accounts[24]

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

33.1 annual reports;

33.2 annual returns; and

33.3 annual statements of account.

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

34. Indemnity

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

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

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

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

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

34.3 In this Article:

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

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

35. Insurance

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

35.2 In this Article:

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

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

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

36. Exclusion of model articles

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

SCHEDULE

INTERPRETATION

Defined terms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Safeguarding Policy

The purpose and scope of this policy statement

The purpose of this policy statement is:

- to protect children and young people who receive our services from harm. This includes the children of adults who use our services
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of MN Child Support including paid staff, volunteers, sessional workers, agency staff and students.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.
A summary of the key legislation is available from nspcc.org.uk/learning

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children and young people
- adopting child protection and safeguarding best practice through our policies and procedures
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently

- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- sharing information about safeguarding and good practice with children and their families via one-to-one discussions
- making sure that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

Contact details

Nominated child protection lead Name:
[redacted]

Phone:
[redacted]

Email
info@well-child.co.uk

NSPCC Helpline:
0808 800 5000

This policy statement came into force on
3rd Dec 2020

We are committed to reviewing our policy and good practice annually.

This policy statement and accompanying procedures were last reviewed on
1st November 2024

Signed: [redacted]

Date: 1st November 2024

Appendix

Definitions and signs of child abuse

Child abuse happens when a person – adult or child – harms a child. It can be physical, sexual or emotional, but can also involve a lack of love, care and attention. Neglect can be just as damaging to a child as physical or sexual abuse. Children may be abused by:

- Family members
- Friends
- People working or volunteering in organisational or community settings
- People they know
- Or, much less commonly, by strangers

Children suffering abuse often experience more than 1 type of abuse. The abuse usually happens over a period time, rather than being a single, isolated incident. Increasingly, abuse can happen online.

General signs of abuse

Children who suffer abuse may be afraid to tell anybody about the abuse. They may struggle with feelings of guilt, shame or confusion – particularly if the abuser is a parent, caregiver or other close family member or friend. Many of the signs that a child is being abused are the same regardless of the type of abuse. Anyone working with children or young people needs to be vigilant to the signs listed below.

- Regular flinching in response to sudden but harmless actions, for example someone Raising a hand quickly
- Showing an inexplicable fear of particular places or making excuses to avoid particular people
- Knowledge of 'adult issues' for example alcohol, drugs and/or sexual behaviour which is inappropriate for their age or stage of development
- Angry outbursts or behaving aggressively towards other children, adults, animals or toys
- Becoming withdrawn or appearing anxious, clingy or depressed
- Self-harming or thoughts about suicide
- Changes in eating habits or developing eating disorders
- Regularly experiencing nightmares or sleep problems
- Regularly wetting the bed or soiling their clothes
- In older children, risky behaviour such as substance misuse or criminal activity
- Running away or regularly going missing from home or care
- Not receiving adequate medical attention after injuries.

These signs do not necessarily mean that a child is being abused. There may well be other reasons for changes in a child's behaviour such as a bereavement or relationship problems

between parents/carers. In assessing whether signs are related to abuse or not, they need to be considered in the context of the child's development and situation.

Physical abuse

Physical abuse happens when a child is deliberately hurt, causing injuries such as cuts, bruises, burns and broken bones. It can involve hitting, kicking, shaking, throwing, poisoning, burning or suffocating. It's also physical abuse if a parent or carer makes up or causes the symptoms of illness in children. For example, they may give them medicine they don't need, making them unwell. This is known as fabricated or induced illness (FII).

Spotting the signs of physical abuse

All children have trips, falls and accidents which may cause cuts, bumps and bruises. These injuries tend to affect bony areas of their body such as elbows, knees and shins and are not usually a cause for concern. Injuries that are more likely to indicate physical abuse include:

Bruising

- Bruises on babies who are not yet crawling or walking
- Bruises on the cheeks, ears, palms, arms and feet • bruises on the back, buttocks, tummy, hips and backs of legs
- Multiple bruises in clusters, usually on the upper arms or outer thighs
- Bruising which looks like it has been caused by fingers, a hand or an object, like a belt or shoe
- Large oval-shaped bite marks.

Burns or scalds

- Any burns which have a clear shape of an object, for example cigarette burns
- Burns to the backs of hands, feet, legs, genitals or buttocks. Other signs of physical abuse include multiple injuries (such as bruising, fractures) inflicted at different times.

If a child is frequently injured, and if the bruises or injuries are unexplained or the explanation doesn't match the injury, this should be investigated. It's also concerning if there is a delay in seeking medical help for a child who has been injured.

Neglect

Neglect is persistently failing to meet a child's basic physical and/or psychological needs usually resulting in serious damage to their health and development. Neglect may involve a parent's or carer's failure to:

- Provide adequate food, clothing or shelter
- Supervise a child (including leaving them with unsuitable carers) or keep them safe from harm or danger
- Make sure the child receives appropriate health and/or dental care
- Make sure the child receives a suitable education

- Meet the child's basic emotional needs – parents may ignore their children when they are distressed or even when they are happy or excited. This is known as emotional neglect.

Neglect is the most common type of child abuse. It often happens at the same time as other types of abuse.

Spotting the signs of neglect

Neglect can be difficult to identify. Isolated signs may not mean that a child is suffering neglect, but multiple and persistent signs over time could indicate a serious problem. Some of these signs include:

- Children who appear hungry - they may come to school without lunch money or even try to steal food
- Children who appear dirty or smelly and whose clothes are unwashed or inadequate for the weather conditions
- Children who are left alone or unsupervised
- Children who fail to thrive or who have untreated injuries, health or dental problems
- Children with poor language, communication or social skills for their stage of development
- Children who live in an unsuitable home environment, for example the house is very dirty and unsafe, perhaps with evidence of substance misuse or violence
- Children who have taken on the role of carer for other family members

Sexual abuse

Sexual abuse is forcing or enticing a child to take part in sexual activities. It doesn't necessarily involve violence and the child may not be aware that what is happening is abuse. Child sexual abuse can involve contact abuse and/or non-contact abuse. Contact abuse happens when the abuser makes physical contact with the child. It includes:

- Sexual touching of any part of the body whether the child is wearing clothes or not
- rape or penetration by putting an object or body part inside a child's mouth, vagina or anus
- Forcing or encouraging a child to take part in sexual activity • making a child take their clothes off, touch someone else's genitals or masturbate.

Non-contact abuse involves non-touching activities. It can happen online or in person and includes:

- Encouraging a child to watch or hear sexual acts
- Not taking proper measures to prevent a child being exposed to sexual activities by others
- Showing pornography to a child
- Making, viewing or distributing child abuse images
- Allowing someone else to make, view or distribute child abuse images.

Online sexual abuse includes:

- Persuading or forcing a child to send or post sexually explicit images of themselves, this is sometimes referred to as sexting
- Persuading or forcing a child to take part in sexual activities via a webcam or smartphone
- Having sexual conversations with a child by text or online
- Meeting a child following online sexual grooming with the intent of abusing them.

Abusers may threaten to send sexually explicit images, video or copies of sexual conversations to the young person's friends and family unless they take part in other sexual activity. Images or videos may continue to be shared long after the abuse has stopped. Abusers will often try to build an emotional connection with a child in order to gain their trust for the purposes of sexual abuse. This is known as grooming.

Spotting the signs of sexual abuse

There may be physical signs that a child has suffered sexual abuse. These include:

- Anal or vaginal soreness or itching
- Bruising or bleeding near the genital area
- Discomfort when walking or sitting down
- An unusual discharge
- Sexually transmitted infections (STI)
- Pregnancy

Changes in the child's mood or behaviour may also cause concern. They may want to avoid spending time with specific people. In particular, the child may show sexual behaviour that is inappropriate for their age. For example:

- They could use sexual language or know things about sex that you wouldn't expect them to
- A child might become sexually active at a young age
- They might be promiscuous

Child sexual exploitation

Sexual exploitation (CSE) is a type of sexual abuse. Young people in exploitative situations and relationships receive things such as gifts, money, drugs, alcohol, status or affection in exchange for taking part in sexual activities.

Young people may be tricked into believing they're in a loving, consensual relationship. They often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening. They might be invited to parties and given drugs and alcohol before being sexually exploited. They can also be groomed and exploited online.

Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs (Berelowitz et al, 2013).

Child sexual exploitation can involve violent, humiliating and degrading sexual assaults and involve multiple perpetrators.

Spotting the signs of child sexual exploitation

Sexual exploitation can be very difficult to identify. Warning signs can easily be mistaken for 'normal' teenage behaviour. Young people who are being sexually exploited may:

- Go missing from home, care or education
- Be involved in abusive relationships, appearing intimidated and fearful of certain people or situations
- Hang out with groups of older people, or anti-social groups, or with other vulnerable peers
- Get involved in gangs, gang fights, gang membership
- Have older boyfriends or girlfriends
- spend time at places of concern, such as hotels or known brothels
- Not know where they are, because they have been moved around the country
- Be involved in petty crime such as shoplifting
- Have access to drugs and alcohol
- Have new things such as clothes and mobile phones which they can't or won't explain
- Have unexplained physical injuries

Harmful sexual behaviour

Children and young people who develop harmful sexual behaviour (HSB) harm themselves and others. HSB can include:

• Using sexually explicit words and phrases

• Inappropriate touching

• Using sexual violence or threats

• Full penetrative sex with other children or adults.

Sexual behaviour between children is also considered harmful if 1 of the children is much older – particularly if there is more than 2 years' difference in age or if 1 of the children is pre-pubescent and the other isn't (Davies, 2012). However, a younger child can abuse an older child, particularly if they have power over them – for example, if the older child is disabled (Rich, 2011).

Spotting the signs of harmful sexual behaviour

It's normal for children to show signs of sexual behaviour at each stage in their development. Children also develop at different rates and some may be slightly more or less advanced than other children in their age group. Behaviours which might be concerning depend on the child's age and the situation. If you're unsure whether a child's sexual behaviour is healthy, Brook provide a helpful, easy-to-use Traffic Light Tool. The traffic light system is used to

describe healthy (green) sexual behaviours, potentially unhealthy (amber) sexual behaviours and unhealthy (red) sexual behaviours.

Emotional abuse

Emotional abuse is persistent, and, over time, it severely damages a child's emotional health and development. It involves:

- Humiliating, putting down or constantly criticising a child
- Shouting at or threatening a child or calling them names
- Mocking a child or making them perform degrading acts
- Constantly blaming or scapegoating a child for things which are not their fault
- Trying to control a child's life and not recognising their individuality
- Not allowing them to have friends or develop socially
- Pushing a child too hard or not recognising their limitations
- Manipulating a child
- Exposing a child to distressing events or interactions such as drug taking, heavy drinking or domestic abuse
- Persistently ignoring them
- Being cold and emotionally unavailable during interactions with a child
- Never saying anything kind, positive or encouraging to a child and failing to praise their achievements and successes

Spotting the signs of emotional abuse

There aren't usually any obvious physical signs of emotional abuse, but you may spot signs in a child's actions or emotions. It's important to remember that some children are naturally quiet and self-contained whilst others are more open and affectionate. Mood swings and challenging behaviour are also a normal part of growing up for teenagers and children going through puberty. Be alert to behaviours which appear to be out of character for the individual child or are particularly unusual for their stage of development. Babies and pre-school children who are being emotionally abused may:

- Be overly affectionate towards strangers or people they haven't known for very long
- Not appear to have a close relationship with their parent, for example when being taken to or collected from nursery
- Lack confidence or become wary or anxious
- Be unable to play be aggressive or nasty towards other children and animals.

Older children may:

- Use language, act in a way or know about things that you wouldn't expect for their age
- Struggle to control strong emotions or have extreme outbursts
- Seem isolated from their parents
- Lack social skills or have few, if any, friends
- Fear making mistakes
- Fear their parent being approached regarding their behaviour

- Self-harm

Domestic abuse

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people who are or were in an intimate relationship. There are many different types of abusive behaviours that can occur within intimate relationships, including emotional, sexual, financial, psychological and physical abuse. Domestic abuse can be underpinned by an on-going pattern of psychologically abusive behaviour (coercive control) that is used by 1 partner to control or intimidate the other partner.

In situations of domestic abuse, both males and females can be abused or be abusers. Domestic abuse can happen in any relationship regardless of age, sexuality, gender identity, race or religious identity. Research by the NSPCC has indicated that many young people experience domestic abuse in their own intimate relationships (Barter, 2009). The UK's cross-government definition of domestic abuse also covers relationships between young people aged 16 and 17 (Home Office, 2013).

Children's exposure to domestic abuse between parents and carers is child abuse. Children can be directly involved in incidents of domestic abuse or they may be harmed by seeing or hearing abuse happening. The developmental and behavioural impact of witnessing domestic abuse is similar to experiencing direct abuse. Children in homes where there is domestic abuse are also at risk of other types of abuse or neglect.

Spotting the signs of domestic abuse

It can be difficult to tell if domestic abuse is happening, because it usually takes place in the family home and abusers can act very differently when other people are around. Children who witness domestic abuse may:

- Become aggressive
- Display anti-social behaviour
- Suffer from depression or anxiety
- Not do as well at school - due to difficulties at home or disruption of moving to and from refuges

Bullying and cyberbullying

Bullying is behaviour that hurts someone else. It usually happens over a lengthy period of time and can harm a child both physically and emotionally. Bullying includes:

- Verbal abuse, such as name calling
- Non-verbal abuse, such as hand signs or glaring
- Emotional abuse, such as threatening, intimidating or humiliating someone
- Exclusion, such as ignoring or isolating someone
- Undermining, by constant criticism or spreading rumours
- Controlling or manipulating someone

- Racial, sexual or homophobic bullying
- Physical assaults, such as hitting and pushing
- Making silent, hoax or abusive calls.

Bullying can happen anywhere – at school, at home or online. When bullying happens online it can involve social networks, games and mobile devices. Online bullying can also be known as cyberbullying.

Cyberbullying includes:

- Sending threatening or abusive text messages
- Creating and sharing embarrassing images or videos
- 'Trolling' - sending menacing or upsetting messages on social networks, chat rooms or online games
- Excluding children from online games, activities or friendship groups
- Setting up hate sites or groups about a particular child
- Encouraging young people to self-harm
- Voting for or against someone in an abusive poll
- Creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name

Spotting the signs of bullying and cyberbullying

It can be hard to know whether or not a child is being bullied. They might not tell anyone because they're scared the bullying will get worse. They might also think that the bullying is their fault. No one sign indicates for certain that a child's being bullied, but you should look out for:

- Belongings getting 'lost' or damaged
- Physical injuries such as unexplained bruises
- Being afraid to go to school, being mysteriously 'ill' each morning, or skipping school
- Not doing as well at school
- Asking for, or stealing, money (to give to a bully)
- Being nervous, losing confidence or becoming distressed and withdrawn
- Problems with eating or sleeping
- Bullying others

Child trafficking

Child trafficking is child abuse. It involves recruiting and moving children who are then exploited. Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another. Children are trafficked for:

- Child sexual exploitation
- Benefit fraud
- Forced marriage
- Domestic servitude such as cleaning, childcare, cooking

- Forced labour in factories or agriculture
- Criminal exploitation such as cannabis cultivation, pickpocketing, begging, transporting, drugs, selling pirated DVDs and bag theft

Children who are trafficked experience many forms of abuse and neglect. Physical, sexual and emotional abuse is often used to control them and they're also likely to suffer physical and emotional neglect.

Child trafficking can require a network of organised criminals who recruit, transport and exploit children and young people. Some people in the network might not be directly involved in trafficking a child but play a part in other ways, such as falsifying documents, bribery, owning or renting premises or money laundering (Europol, 2011).

Child trafficking can also be organised by individuals and the children's own families. Traffickers trick, force or persuade children to leave their homes. They use grooming techniques to gain the trust of a child, family or community. Although these are methods used by traffickers, coercion, violence or threats don't need to be proven in cases of child trafficking - a child cannot legally consent to their exploitation, so child trafficking only requires evidence of movement and exploitation. Modern slavery is another term which may be used in relation to child trafficking.

Modern slavery encompasses slavery, servitude, forced and compulsory labour and human trafficking (HM Government, 2014). The Modern Slavery Act passed in 2015 in England and Wales categorises offences of slavery, servitude, forced or compulsory labour and human trafficking (NCA, 2017).

Spotting the signs of child trafficking

Signs that a child has been trafficked may not be obvious, but you might notice unusual behaviour or events. These include a child who:

- Spends a lot of time doing household chores
- Rarely leaves their house, has no freedom of movement and no time for playing
- Is orphaned or living apart from their family, often in unregulated private foster care
- Lives in substandard accommodation • isn't sure which country, city or town they're in
- Is unable or reluctant to give details of accommodation or personal details
- Might not be registered with a school or a GP practice
- Has no documents or has falsified documents
- Has no access to their parents or guardians
- Is seen in inappropriate places such as brothels or factories
- Possesses unaccounted for money or goods
- Is permanently deprived of a large part of their earnings, required to earn a minimum amount of money every day or pay off an exorbitant debt
- Has injuries from workplace accidents
- Gives a prepared story which is very similar to stories given by other children

There are also signs that an adult is involved in child trafficking, such as:

- Making multiple visa applications for different children
- Acting as a guarantor for multiple visa applications for children
- Travelling with different children who they're not related to or responsible for
- Insisting on remaining with and speaking for the child
- Living with unrelated or newly arrived children
- Abandoning a child or claiming not to know a child they were previously with

Female genital mutilation

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting.

The age at which FGM is carried out varies. It may be carried out when a girl is new-born, during childhood or adolescence, just before marriage or during pregnancy (Home Office et al, 2016).

Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence.

There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It's used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

Spotting the signs of female genital mutilation

A girl at immediate risk of FGM may not know what's going to happen. But she might talk about or you may become aware of:

- A long holiday abroad or going 'home' to visit family
- Relative or cutter visiting from abroad
- A special occasion or ceremony to 'become a woman' or get ready for marriage
- A female relative being cut – a sister, cousin or an older female relative such as a mother or aunt
- Missing school repeatedly or running away from home

A girl who has had FGM may:

- Have difficulty walking, standing or sitting
- Spend longer in the bathroom or toilet
- Appear withdrawn, anxious or depressed
- Have unusual behaviour after an absence from school or college
- Be particularly reluctant to undergo normal medical examinations
- Ask for help, but may not be explicit about the problem due to embarrassment

Reporting requirements

Regulated health and social care professionals and teachers in England and Wales must report 'known' cases of FGM in under-18s to the police (Home Office, 2016)

Pro-forma for recording concerns/allegations of abuse

Name of Child:
Age:
Address and telephone number:
Name of parents/carers:
Name of other siblings (if known):
Any special circumstances relating to the child (e.g. special needs, health and welfare issues):
What is the nature of your concern (e.g. allegation by a child, young person or vulnerable adult or a suspicion of abuse by a concerned adult)
If a child has alleged abuse, give the name of the person they spoke to and the time and place when this allegation was made
If a user has alleged abuse, record as quickly as possible what was said. Thus should be as accurate as possible and in the child's own words

If another adult has expressed concern about the safety of a user record their concerns and ask them to confirm that the details are correct
Have any possible signs or indicators of abuse been identified? By whom?
If known record the name(s) of the person(s) implicated in the abuse
Record when the referral to social work, police or reporter was made and the name of the person who received your call and advice given
What advice was given about liaising with the user's parent(s)/carer(s)?

Signed Safeguarding Officer : _____

Date_____

Signed Director : _____

Date_____

Policy

Equality and Diversity

MN Well-Child CIC is committed to encouraging equality and diversity among our workforce, and eliminating unlawful discrimination.

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

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

The policy's purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

The organisation commits to:

- encourage equality and diversity in the workplace as they are good practice and make business sense
- create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued

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

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

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

  Such acts will be dealt with as misconduct under the organisation's disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice

  Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence

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

- decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)

- review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law

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

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

The equality policy is fully supported by the CIC Board of Directors.

[redacted]

Reviewed 1.11.24

Safeguarding Procedures

Dealing with Concerns of Abuse

The following action should be taken if you suspect a child or vulnerable adult may be suffering abuse in some way:

- Do not attempt to investigate
- Privately voice your concerns to the supervising teacher/youth worker/carer/ parent if appropriate
- If you continue to feel concerned speak immediately to the Safeguarding Officer who will contact the relevant authorities
- As soon as possible after becoming aware of possible abuse, make notes about your concerns.
- Pass on your written record to the Safeguarding Officer. Do not discuss the incident with anyone else
- Ask for support for yourself if you feel you need it

Dealing with Disclosures

The following action should be taken if a child who has suffered abuse confides in you:

- Listen attentively to what the child or young person is saying
- Do not promise confidentiality. The child, or young person, must be supported to understand that you will have to pass on information and why it is important
- Ask open non-leading questions which help to clarify what the child is say but not lead into an investigative situation. Intrusive questioning could contaminate a subsequent child protection investigation.
- Reassure the child, that s/he has been courageous in speaking to you about this.
- Do not make judgements about what is disclosed or about the alleged abuser.
- Explain the next step, the child should know that they will be kept informed and supported as appropriate
- Treat the allegation seriously and report it immediately to the Safeguarding Officer.

- Write down exactly what was said using the pro-forma attached to this policy (Pro-forma for recording concerns/allegations of abuse)
- On no account should you speak to the parent or carer about what has been alleged until the Safeguarding Officer has considered the matter and discussed concerns with the Police or Social Worker if appropriate.
- Ask for support for yourself if you feel you need it

Dealing with disclosures against a staff member

- Good practice in both the recruitment and supervision of staff and volunteers should be designed in such a way that the risk of abuse is reduced and staff can protect themselves from false allegations. However, the possibility of abuse cannot be eliminated and constant vigilance is necessary.
- If a user tells you that someone in the organisation has caused them harm, this should be treated in the same way as any other disclosure a child may make.
- The information should be passed on to the Safeguarding Officer and handled in the same manner.

Please note that in managing concerns/disclosures it is not your responsibility to decide whether or not abuse has taken place. You must abide by these guidelines if you are concerned about the welfare of a user.

Storing of and access to confidential child protection data

The CIC abides by all relevant data protection legislation**.** We follow best practice for the processing of information relating to individuals, including obtaining, holding, use or disclosure of such information. Children are entitled to the same duty of confidence as adults, provided they have the ability to understand the choices and their consequences relating to the proposed lines of action. Where consent had not been obtained the law permits disclosure of confidential information necessary to safe guard a child where s/he is considered to be at risk. All child protection information will be stored securely and will only be shared with authorised personnel and appropriate authorities**.**

Safer Recruitment

We are committed to:

- safeguarding and protecting all children and young people by implementing robust safer recruitment practices
- identifying and rejecting applicants who are unsuitable to work with children and young people
- responding to concerns about the suitability of applicants during the recruitment process
- responding to concerns about the suitability of employees and volunteers once they have begun their role
- ensuring all new staff and volunteers participate in an induction which includes child protection

All roles which involve working unsupervised with children will be subject to successful completion of an enhanced DBS check. Such checks will be organised and funded by us.

All volunteers and staff will be required to undertake Safeguarding awareness training at least every 12 months.

All employed staff working with children in an unsupervised role will be subject to providing two references, one of which will be a previous employer.

Managing Information from the Disclosure and Barring Service

The CIC is committed to the development of best practice in relation to the safeguarding of children and young people and will ensure the following practice:

- Disclosures will only be requested when necessary and relevant to a particular post/role and the information provided on a Disclosure certificate will only be used for these purposes.
- Disclosure information will only be shared with the Safeguarding Officer and Directors who are authorised to see it in the course of their duties

- Where additional disclosure information is provided to CIC this be discussed with the individual should the Disclosure information have an impact on the outcome on the employment/ continued volunteering of the individual.

Contact Numbers

NSPCC : 0808 800 5000

Suffolk CC : 0808 800 4005

Suffolk LADO : 0300 123 2044

Norfolk CC : 0344 800 8020

Norfolk LADO: LADO@norfolk.gov.uk.

Police : 101 / 999

Reviewed 1st November 2024

Lowestoft Town Council
Grant Application Form

Please complete this form and send it with:

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

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

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	The Excelsior Trust
Name of account to which payment to be made (explain if not your organisation's name)	[redacted] The Excelsior Trust
What does your organisation do? (100 words max)	Sail Training for underserved and disadvantaged community members.
What relevant local area does your organisation cover?	Lowestoft
Who are the main beneficiaries of your work?	Young and socially disadvantaged individuals that benefit from maritime heritage teamwork and training aboard Excelsior and ashore at the Lowestoft Excelsior shipyard
Are you a charity? If yes, describe the type of charity	A charitable company limited by guarantee (company number 0670772)
If registered, what is the charity number?	285899
Not-for-profit? If no, describe the organisation	
Organisation income (last complete financial year)	£310,921
Organisation expenditure (last complete financial year)	299,396

Lowestoft Town Council
Grant Application Form

Contact details	
Name	[redacted]
Address	The Excelsior Trust Harbour Rd Lowestoft NR32 3LY
Telephone number/s	[redacted]
E-mail	sailing@excelsiortrust.co.uk
Position within organisation	Trustee / Director
Explain how you are authorised to make this application on behalf of the organisation	Member of the Fundraising subcommittee appointed by the Board of Trustees
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	Restoration, renovation and urgent repairs to Excelsior following its return to Lowestoft 29/September/2025 Replacement of spurs & rigging that were broken and damaged during the 2025 Tall ships race - Providing volunteering and supported places for local people on board and ashore
Total cost of project	£45,000
Breakdown of cost	Total refit, repair and re-equip for the winter season - around 200 jobs for staff and volunteers
Grant requested from Lowestoft Town Council	£10,000
What specifically would the grant from the Council fund?	Replacement of spars (Bowsprit / Topmast) that were broken on the return journey of the vessel from Denmark
Have any funds been requested/agreed from other sources? Provide details	No
When are the funds required?	Urgently please - materials need to be purchased October 2025
Project start date	01/10/25
Project completion date	30/3/2026

Lowestoft Town Council
Grant Application Form

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



Signed…… Date.....30/09/2025.....
(Signatory must be authorised to act on behalf of the organisation and, if different from the main contact listed above, this should be explained.

The Excelsior Trust

Harbour Rd, Lowestoft, Suffolk NR32 3LY
Phone 07821 281950 www.theexcelsiortrust.co.uk
Registered Charity Number 285899. Company 01670772 Limited by Guarantee

The Clerk of the Town Council
First Floor
Hamilton House
Battery Green Rd
Lowestoft
Suffolk NR32 1DE

Wednesday, 01 October 2025

Reference: Application for Grant award

Dear Councillors,

I write with reference to the attached application for consideration of a grant award for The Excelsior Trust which the council has been highly supportive of in recent years.

As you may know, the vessel returned recently from the tall ships race across northern Europe and has “flown the flag” for the town of Lowestoft in many ports and cities during the season. The vessel is maintained in a safe and seaworthy condition partly by the funding we receive and partly by the goodwill and support of the volunteers and crew from Lowestoft and the surrounding area.

We are proud of our sailing heritage and we are delighted to welcome and support local underserved and disadvantaged people from the area to help provide life-affirming experiences.

You may be aware that the vessel suffered some damage during its last voyage particularly Topmast failure, bowsprit breakage and some rigging damage all of which is considered wear and tear and unfortunately not covered by our marine insurance.

We are therefore making an urgent request for financial support to allow us to begin work on repairs sooner rather than later.

We would be most grateful if you would consider our application which will support our overall winter refit budget which is higher than expected due to the damage sustained.

Thank you for your consideration

[redacted]
Trustee & Director
The Excelsior Trust

Patron: Her Royal Highness The Princess Royal
Jamie Campbell (Chairman) – The Lord Somerleyton, John Wylson (Life Vice President) John Irving (Hon Secretary)
Trustees: Mark Trevitt, Alice Taylor, Gerry Skews, Paul Lucas, Douglas Nunn Mary George, Joe Farrow

The Excelsior Trust
Harbour Rd, Lowestoft, Suffolk NR32 3LY
Phone 07821 281950 www.theexcelsiortrust.co.uk
Registered Charity Number 285899. Company 01670772 Limited by Guarantee

UK Charity Commission

Constitution and Governance

The Excelsior Trust

Lowestoft

We are a duly incorporated Charitable Organisation operating for the purpose of providing life-affecting sailing and shipbuilding experiences for people of all abilities and social backgrounds.

Registration history: 02 February 1983: Standard registration

Organisation type: Charitable company

Other names: No other names

Company number: 01670772

Gift aid: Recognised by HMRC for gift aid

Other regulators: No information available

Policies:

- **Bullying and harassment policy and procedures**
- **Complaints handling**
- **Complaints policy and procedures**
- **Conflicting interests**
- **Financial reserves policy and procedures**
- **Internal charity financial controls policy and procedures**
- **Internal risk management policy and procedures**
- **Investment**
- **Paying staff**
- **Risk management**
- **Safeguarding policy and procedures**
- **Safeguarding vulnerable beneficiaries**
- **Serious incident reporting policy and procedures**
- **Social media policy and procedures**
- **Trustee conflicts of interest policy and procedures**
- **Trustee expenses policy and procedures**
- **Volunteer management**

Land and property:
This charity owns and/or leases land or property

Governing document (Subject to current review Sept 2025)

Details of the type of governing document the charity has and when it was established.
It is not the full text of the charity's governing document.

MEMORANDUM AND ARTICLES OF ASSOCIATION INCORPORATED 8TH OCTOBER 1982

Charitable objects

(A) TO ACQUIRE, RESTORE, RE-RIG AND MAINTAIN THE LOWESTOFT SMACK "EXCELSIOR", (EX "SVINOR", EX "EXCELSIOR" LT 472) USING AS FAR AS IS REASONABLY PRACTICAL, SIMILAR MATERIALS AND TECHNIQUES TO THOSE USED IN HER ORIGINAL CONSTRUCTION SO THAT SHE MAY BE PRESERVED AND OPENED TO INSPECTION BY THE PUBLIC AS PART OF BRITAIN'S MARITIME HERITAGE FOR FUTURE GENERATIONS AND FULFIL THE OTHER AIMS AND OBJECTIVES OF THE TRUST. (B) TO PROVIDE FACILITIES FOR YOUNG PEOPLE TO SAIL, AN WORK AN HISTORIC VESSEL AT SEA THEREBY KEEPING ALIVE THEIR MARITIME HERITAGE. (C) TO PROVIDE FACILITIES FOR DISABLED PEOPLE TO SAIL AT SEA AS FULL MEMBERS OF AN INTEGRATED TEAM ALONGSIDE THE ABLE BODIED, THEREBY INCULCATING A SENSE OF RESPONSIBILITY IN EACH AND EVERY MEMBER OF THE TEAM WHATEVER THEIR ABILITIES.

Less

Area of benefit

The area the charity can operate in, as set out in its governing document.

The Excelsior Trust,

Registered Charity: 285899 Company Number: 160722

Safeguarding & Child Protection

Policy

This policy applies to all staff, including the Council of Management, paid staff, volunteers and anyone working on behalf of The Excelsior Trust.

As defined in the 1989 Children Act, for the purposes of this policy anyone under the age of 18 should be considered a child. This policy also applies to vulnerable adults.

The Excelsior Trust wishes to safeguard children and young people taking part in sail training from physical, sexual or emotional harm. The Excelsior Trust will take all reasonable steps ensure that, through appropriate procedures and staff training, young people participating in training do so in a safe environment.

The Excelsior Trust recognises that:

The welfare of the child is paramount, as enshrined in the Children Act 1989.

All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.

Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

The Excelsior Trust actively seeks to:

Create a safe and welcoming environment, both on and off the water; where children can have fun and develop their skills and confidence.

Keep up to date with any changes to child protection law and informing and advising fellow trustees, staff and volunteers of such changes.

To operate a culture that encourages the sharing and disclosure of any concerns relating to child protection and safeguarding.

We will:

Treat all children with respect and celebrate their achievements.

Value, listen and respect young people.

Carefully recruit and select all employees and volunteers that come into contact with children, ensuring all necessary checks are made to implement safe recruitment and selection procedures.

Share information about child protection and good practice with fellow trustees, staff and volunteers.

Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual abuse by sharing with agencies who need to know and involving parents and children appropriately.

This Safeguarding and Child Protection policy supercedes that adopted by The Excelsior Trust, Council of Management on 28th February 2014.

We are committed to reviewing our policy and good practice annually.

Adopted by the Council of Management of the Excelsior Trust 1st April 2022

Implementation

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Introduction

This document sets out the Excelsior Trust's Safeguarding & Child Protection Policy, related guidelines and provides a toolkit of practical information.

This document has been developed to reflect the guidance and procedures of the Norfolk Local Safeguarding Adults Board and the Association of Sail Training Operators. It also reflects the principles set out in the RYA's Safeguarding and Child Protection Policy Guidelines.

In line with safeguarding best practice, The Excelsior Trust has designated individuals with formal responsibilities for safeguarding matters. The team comprises a **Designated Safeguarding Lead (DSL)** and **Safeguarding Officers (Onshore and Offshore).** Names and contact numbers are in the Toolkit. Their roles are as follows:

The **Designated Safeguarding Lead** has an overarching responsibility for safeguarding matters with particular responsibility for handling any allegations made against staff.

The **Onshore Safeguarding Officer** provides day to day support to the DSL and acts as a deputy when the DSL is on leave or unavailable.

When the vessel is at sea, the **Offshore Safeguarding Officers** have responsibility for the initial handling of a report of abuse. The DSL and Onshore Safeguarding Officer seek to provide 24/7 support and guidance to the Offshore Safeguarding Officers.

When safeguarding incidents arise whilst at sea, ultimate responsibility remains with the DSL except when the DSL cannot be contacted or in an emergency situation, when the Skipper will assume ultimate responsibility for that incident until the DSL is contacted.

The responsibilities of the safeguarding team are as follows:

To advise and act on all suspicions, belief or evidence of abuse reported to him/her.

To raise safeguarding alerts with the external; agencies where appropriate

To be the first point of contact with the external agencies in respect of safeguarding matters.

To monitor the keeping, confidentiality and storage of records relating to reports of abuse

Excelsior's crew are all expected to have read and abide by the Trust's Safeguarding and Child Protection Policy. There is a form at the rear of this folder for individual crewmembers to sign to this effect at the beginning of every season, or their first trip on board. The Safeguarding and Child Protection folder is to remain on board the vessel at all times.

All crew, Trustees or volunteers who come in contact with young people should expect to be the subject of DBS checks by the Trust

Guidelines. Part 1.

Aims of guidelines

The aims of these guidelines are to raise awareness amongst our staff (both onshore and offshore), volunteers and voyage crew of the issues of Abuse and our duties in relation to it, so that our community can play its part in preventing abuse wherever possible and in identifying and responding to Abuse.

Help people understand the different types of Abuse and to recognise signs of abuse

Guide people as to what to do when Abuse is suspected, including how to record and report it:

Inform people as to what happens when a concern of abuse is raised.

Help our community to keep themselves safe from Abuse

Provide useful contact details and references.

When do safeguarding duties apply?

Safeguarding duties are constant and apply all the time:

To young people.

To a vulnerable adult who has a need for care and support (whether or not those needs are being met) and is experiencing or at risk of abuse and as a result of those care and support needs is unable to protect themselves from either the risk of or experience of Abuse.

What is meant by an adult with 'needs for care and support'.

Under the Care Act 2014 the definition of care and support needs is based on a person's ability to achieve key outcomes in their daily life. The following table outlines the range of needs that fall within that definition.

What are the key outcomes of daily life?

Maintaining personal hygiene

Managing toilet needs

Being appropriately clothed

Managing and maintaining nutrition

Being able to make use of their home safely

Maintaining a habitable home environment

Developing and maintaining family and other personal relationships

Accessing and engaging in work, training or volunteering

Making use of necessary facilities or services in the local community

Carrying out any caring responsibility for a child

What is Abuse?

Abuse is a form of maltreatment of a Young Person or Vulnerable adult. Abuse may occur in a family or in a community setting by those known to them or more rarely, by others. A person may be Abused by an adult or adults or another child or children. Intent is not an issue at the point of deciding whether an act or a failure to act is Abuse. Rather it is the impact of the act on the person and the harm or risk of harm to that individual.

Abuse may :

Consist of a single act or repeated acts affecting more than one person;

Occur as a result of a failure to undertake action or appropriate care tasks;

Be an act of neglect or omission;

Occur where a Young Person or Vulnerable Adult is persuaded to enter into a financial or sexual transaction to which they do not or cannot consent;

Occur in any relationship and any setting and may result in significant harm to or exploitation of the individual

In many cases Abuse may be a criminal offence.

Patterns of abuse may vary and include:

Serial abusing in which the perpetrator seeks out and 'grooms' individuals (sexual abuse sometimes falls into this pattern as do some forms of financial abuse); long term abuse in the context of an ongoing family relationship such as domestic violence between spouses or generations or persistent psychological abuse; or opportunistic abuse such as theft occurring because money or jewellery has been left lying around.

The table below describes the different types of Abuse and examples of behaviours that amount to Abuse.

Physical abuse may involve inflicting physical harm

- Hitting, shaking, pushing, kicking, throwing, poisoning, burning or scalding, drowning or suffocating
- Restraint or inappropriate sanctions
- Misuse of medication
- Giving Young People alcohol or inappropriate drugs
- In a sail training environment, physical abuse may occur when the nature and intensity of the physical demands exceeds the Young Person or Vulnerable Adult's physical capacity.

Emotional abuse is persistent emotional maltreatment such as to cause severe and persistent adverse emotional effects.

- intimidation, coercion, harassment, verbal abuse,

serious bullying (including cyber bullying), causing a Young Person or Vulnerable Adult frequently to feel frightened or in danger
▪ conveying to someone that they are worthless, unloved or inadequate
▪ not giving the Young Person or Vulnerable Adult opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
▪ imposing expectations which are beyond the person's
age or developmental capability
▪ overprotection and limitation of exploration and learning or preventing the person from participating in normal social interaction
▪ emotional abuse in a sail training environment might also include situations where Young Person or Vulnerable Adult is subjected to constant criticism, bullying or pressure to perform at a level that they cannot realistically be expected to achieve.
Sexual abuse involves an individual (male or female, or another child)
▪ physical contact (eg. kissing, touching, masturbation, rape or oral sex)
▪ indecent exposure forcing or enticing a Young Person or Vulnerable Adult to take part in sexual activities to gratify their own sexual needs.
▪ involving a Young Person or Vulnerable Adult in looking at, or in the production of, sexual images
▪ sexual teasing or innuendo or encouraging a Young Person or Vulnerable Adult to behave in sexually inappropriate ways
▪ grooming a Young Person in preparation for sexual Abuse or exploitation (including via the internet)
▪ in a sail training environment, the potential for physical contact could create situations where sexual abuse may go unnoticed.

Financial or material abuse
▪ Theft, fraud, exploitation.
▪ The misuse or misappropriation of property, possessions or benefits.
Discriminatory abuse
▪ Racism,
▪ Sexism or acts based on a person's disability, age or sexual orientation.
Other forms of harassment, slurs or similar treatment such as disability hate crime
Neglect is the persistent failure to meet a Young Person or Vulnerable Adult's basic physical and/or psychological needs, likely to result in the serious impairment of health or development.

Failing to:
▪ ensure adequate supervision
▪ ensure access to appropriate medical care or treatment
▪ respond to a Young Person or Vulnerable Adult's basic emotional needs
▪ neglect in a sailing situation might occur if an instructor or coach fails to ensure that a Young Person or Vulnerable Adult is safe, or exposes them to undue cold or risk of injury or repeatedly fails to involve them an individual in activities. Self-Neglect Covers a wide range of behaviour including neglecting to care for one's personal hygiene, health or surroundings and behaviour such as hoarding.

Signs of grooming
The signs of grooming aren't always obvious. Groomers will go to great lengths not to be identified. Young People may:
● have access to drugs and alcohol
● have new things such as clothes or mobile phones they can't or won't explain
● be very secretive, including about what they are doing online
● have older boyfriends or girlfriends
● go to unusual places to meet friends
In older children, signs of grooming can easily be mistaken for "normal" teenage behaviour, but you may notice unexplained changes in behaviour or personality, or inappropriate sexual behaviour for their age.

Detecting abuse
It is not always easy to spot when a person has been Abused. However, some of the more typical symptoms which should trigger your suspicions would include:
▪ unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries;
▪ sexually explicit language or actions;
▪ a sudden change in behaviour (eg. becoming very quiet, withdrawn or displaying sudden outbursts of temper);
▪ the Young Person or Vulnerable Adult describes what appears to be an abusive act involving him/her;
▪ a Young Person has a general distrust and avoidance of adults, especially those with whom a close relationship would be expected;
▪ an unexpected reaction to normal physical contact;
▪ difficulty in making friends or abnormal restrictions on socialising with others.

It is important to note that a Young Person or Vulnerable Adult could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that they are being Abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the Young Person or Vulnerable Adult's behaviour, first talk to them. It may be that something has happened which has caused them to be unhappy, but which does not raise any concern about Abuse. If you have concerns that a Young Person or Vulnerable Adult may be being Abused, don't assume that someone else is doing something about the situation.

Abuse outside of the Excelsior environment
You may become concerned that a Young Person / Vulnerable Adult who you meet on a voyage or activity has been Abused outside of the Excelsior environment (for example the Young Person or Vulnerable Adult may divulge something which is happening or has happened at home, school, college or care facility). Even though the concern relates to possible Abuse outside of the Excelsior environment, our Policy still applies and you should follow these Guidelines.

Guidelines Part 2: action to take when there is a suspicion or allegation of Abuse

Raising the initial concern or complaint
Anyone suspecting or hearing a complaint of Abuse should:
▪ listen carefully and calmly to what they are being told;
▪ report their concerns immediately to any Safeguarding Officer (or if the concern relates to a Safeguarding Officer to the DSL); or to the DSL (or if the concern relates to the DSL to the Vice President. When at sea, the Skipper must be informed of all concerns (unless the concern relates to the Skipper).

You may be upset about what the young or vulnerable person has said, or you may worry about the consequences of your actions. However, you cannot ignore it. If you are concerned that a Young Person or Vulnerable Adult may be being abused, it is NOT your responsibility to investigate further BUT it is your responsibility to act on your concerns and report in accordance with these guidelines.

Protecting the safety of the individual: the first priority
When a concern of Abuse is raised, the priority of the Safeguarding Officers and the DSL is to secure the safety and wellbeing of the person at risk. You must ensure that the young or vulnerable person is safe and feels safe. If the person is in immediate danger the relevant emergency services must be contacted. If the concern arises aboard the ship, the Master should consider whether, in order to secure the safety of the person at risk, it is necessary to discharge the individual suspected of Abuse. If time permits, the Master should discuss such steps with the onshore safeguarding team.

Preserving the evidence
Any forensic or other evidence (scribbled notes, mobile phones containing photos or text messages, clothing etc) must be preserved if possible.

Understanding the allegations
The Safeguarding Officer should discuss the concern with the Young Person or Vulnerable Adult concerned. The Safeguarding Officer should:
▪ listen clearly and calmly and keep an open mind;
▪ show and tell the Young Person or Vulnerable Adult that you are taking what he/she says seriously;
▪ reassure the Young Person or Vulnerable Adult that they have done the right thing by raising the concerns;
▪ be careful about physical contact, it may not be what the Young Person or Vulnerable Adult wants;
▪ be honest, explain that you will have to pass the information to the DSL, who will ensure that the correct action is taken;
▪ seek clarification from the DSL if he or she is uncertain how to proceed;
▪ avoid being seen to make a judgement or express a view about the information gained to any alerter or alleged abused.

The Safeguarding Officer should not:
▪ make a decision as to whether Abuse has taken place;
▪ give a guarantee of absolute confidentiality;
▪ ask leading questions (as they may jeopardise any formal investigation).

What is a leading question?
A leading question is where you suggest an answer or provide options that only need a 'yes' or 'no' answer, instead of allowing a person to explain things in their own words. An example would be asking 'did X hit you?'. Use open questions such as 'how did you get that bruise?' and 'what happened next?'

Making and keeping a record of the incident
It is vital that the Safeguarding Officer makes a written record of any incident or allegation of Abuse as soon as possible after the information is obtained. Written records must reflect as accurately as possible what was said and done by the people initially involved in the incident.

What to record
▪ Details of the alleged victim (name, contact details, DOB, gender, ethnicity, language, any disability, any communication needs)
▪ Details of the alleged abuser and whether they are also a Vulnerable Adult at risk or Young Person
▪ Action already taken to protect the person at risk and any information already shared
▪ Nature of the concerns, reasons and context for these and how they came to light
▪ Any impression of the seriousness related to the situation
▪ Any concerns or doubts about the mental capacity of the person at risk
▪ The perspective of the person at risk about the situation and whether the person is aware of and has consented to the referral
▪ Any other professionals, carers and significant family members, friends, or neighbours involved

Confidentiality and use of records
▪ The notes you keep must be kept safe as it may be necessary to make records available to the authorities or to a court. All information must be treated as confidential and only shared with those who need to know.
▪ If the allegation or suspicion concerns Abuse of a Young Person/Vulnerable Adult by someone within the Excelsior organisation, only the young persons parents/carers, the DSL and the Vice President (unless they are the subject of the allegation) and the relevant authorities should be informed.
▪ If the alleged abuse relates to a Young Person and took place outside the Excelsior environment, the Local Authority will decide who else needs to be informed, including the Young Person's parents/carers. It should not be discussed by anyone within The Excelsior Trust, other than the person who received or initiated the allegation, the Safeguarding Officer and the DSL.
▪ Confidential information must be stored securely. Microsoft Outlook is not secure and should not be used to store confidential data. All documents should be stored electronically

in a password protected file on Excelsior's Dropbox internal storage system. All printed copies must be stored in a locked filing cabinet. Confidential information should be retained for at least 3 years and then destroyed by secure means, e.g. by shredding or burning.

Reporting the incident

The Safeguarding Officer must report the incident or allegation of Abuse within 24 hours of the disclosure or expression of concern of Abuse. If that timescale cannot be met, the reasons should be recorded. The Safeguarding Officer should make the report:
to the DSL; or to the Vice President, if the concern relates to the DSL. A template report form is included in the Toolkit.

Obtaining consent of the Vulnerable Adult or Young Person to share information

It is best practice to gain the consent of a Vulnerable Adult or Young Person before sharing their information. Ordinarily, anyone over the age of 16 should give informed consent to their information being shared. "Informed consent" means that the Young Person or Vulnerable Adult must understand the situation and willingly agree to their information being shared. In practice, that means that:
the Safeguarding Officer must assess whether the Young Person or Vulnerable Adult can give informed consent. If so, their consent should be sought
▪ there should be some form of communication (written, verbal, sign language) where the individual knowingly indicates their consent;
▪ if the Young Person or Vulnerable Adult states that they do not want to share their information, their wishes should ordinarily be respected;
In certain circumstances, the Safeguarding Officer can share information even though the Young Person or Vulnerable Adult does not give their consent. Those circumstances are:
▪ where it is in the public interest to do so because not acting will put others at risk;
▪ where there is a duty of care to intervene (eg a crime has or may have been committed).

In some circumstances the Safeguarding Officer should not seek the Young Person or Vulnerable Adult's consent before sharing their information. Consent should not be sought where doing so would:
▪ place the Young Person or Vulnerable Adult at increased risk of significant harm; or
▪ prejudice the prevention, detection or prosecution of a serious crime. In those circumstances you can communicate the information without consent. In fact, you have a duty of care to do so. You will not be breaching any confidentiality legislation as long as the information is shared in a confidential manner with the DSL.

Raising a Safeguarding Alert with the external authorities

The DSL will not investigate the complaint; rather the DSL will make the decision as to whether the report requires that a Safeguarding Alert should be raised with the Local Authority. The DSL will raise a Safeguarding Alert with the Local Authority if the following criteria are satisfied:
Is there an allegation of Abuse of a Young Person?
Is there an allegation of abuse of an adult with needs of care and support?
AND Is the adult unable to take care of him or herself?

OR Is the adult unable to protect him or herself against significant harm or exploitation?

A Safeguarding Alert should be raised by the DSL within 24 hours of the disclosure or expression of concern of abuse to the DSL. If that timescale cannot be met, the reasons should be recorded.

A Safeguarding Alert will be raised with one or more of the following contacts, as appropriate.

If a Vulnerable Adult is at risk Suffolk Adult Care portal or Customer First. Telephone: 0800 917 1109.

If a Young Person is at risk Customer First. Tel; 0808 800 4005 (freephone)
LADO. (Local Authority Designated Officer) LADO@Suffolk.gov.uk, Tel: 0300123 2044.

▪ If a crime has been or may have been committed Contact the Police in the relevant geographic area.

These contact details will be reviewed every three months by the onshore Safeguarding Officer and any updates will be communicated to all Safeguarding Officers and to the DSL.

Each Local Authority will have a single point of contact for safeguarding alerts/referrals. If the Young Person or Vulnerable Adult is already allocated within the Local Authority, the referral will be directed to the team holding the case. If the Young Person or Vulnerable Adult is not known to the Local Authority the alert/referral will be directed to the Multi Agency Safeguarding Hub or equivalent team.
In many cases, the Young Person or Vulnerable Adult will have a home address in an Authority other than Suffolk. If so, consideration should be given to informing that Council, in addition to Suffolk, as responsibility for any on-going investigation may be the responsibility of the person's "home" Council. Suffolk will give advice about this.

What happens after a Safeguarding Alert is raised?

Not all alerts will necessarily result in a safeguarding process for example, where there is no abuse, or the person requires signposting to another service or a review of their current care. The Local Authority will initiate the following process.

- Within 24 hours of the Safeguarding Alert, the Local Authority will screen the information to determine whether or not the circumstances of the case engage the statutory duty to make a safeguarding enquiry.
- Within 72 hours of the alert, the Local Authority will make initial contact with the Vulnerable Adult or the parent or carers of the Young Person to ascertain their views and determine the outcomes the Vulnerable Adult or the parent or carer wishes to see. Immediate safety will be discussed. An initial safeguarding support plan will be agreed
- Within 7 days of the initial contact, if it is decided that there is a duty to conduct a safeguarding enquiry, the Local Authority will hold a planning meeting and agree a safeguarding action plan and lead roles
- Within 28 days of the planning meeting, the Local Authority will conduct the safeguarding enquiry. The purpose of the safeguarding enquiry is to establish with the individual and/or their representatives, what (if any) action is needed in relation to the situation and to establish who should take such action.

In addition, the following steps will be taken after a Safeguarding Alert:

The DSL will inform the Vice President that a Safeguarding Alert has been raised (or if the alert concerns the DSL, the Vice President will inform the Trustees. No details of the incident or allegation will be disclosed to the Vice President or Trustees at this stage, as this may prejudice the outcome of a Local Authority investigation

- The DSL will discuss with the Local Authority whether to

(1) inform the person against whom the allegation was made of the fact that an investigation is taking place and what the likely process will involve;
(2) refer the matter to the Disclosure and Barring Service (if the if the individual concerned has caused harm or poses a future risk of harm to Young People or Vulnerable Adults); and
(3) inform the Care Quality Commission.

Other possible steps after an incident or allegation is reported

If the reported incident or allegation concerns an Excelsior Trust employee, the issue will be considered in accordance with the Trust's internal disciplinary procedures.

It is possible that the incident or allegation might not require a Safeguarding Alert to be raised but nevertheless still does represent inappropriate behaviour or poor practice by the member of staff/volunteer.

It is also possible that the allegation might be shown to be false or malicious.

Guidelines Part 3: protecting yourself

At The Excelsior Trust we strive to promote good practice to minimise situations where adults are supervising Young People or Vulnerable Adults unobserved. Good practice protects everyone – including volunteers and staff.

Given the unique nature of the work The Excelsior Trust carries out, we should expect situations requiring support to Young People or Vulnerable Adults. We must never stop or discourage that support but we must ensure that such support is provided in a way that is appropriate and cannot be misconstrued by the Young Person or Vulnerable Adult or by Onlookers and that it does not expose the person providing the support to the risk of false or malicious allegations.
These guidelines are designed to foster the supportive ethos, which is at the heart of The Excelsior Trust.

How to minimise the risks to you

▪ Avoid spending any significant time working with a Young Person or Vulnerable Adult in isolation
▪ Do not socialise alone with a Young Person or Vulnerable Adult ashore
▪ Avoid being alone in a cabin with a Young Person or Vulnerable Adult.
▪ Do not take a Young Person or Vulnerable Adult alone in a car or Ship's boat, however short the journey
▪ Do not take a Young Person or Vulnerable Adult to your home
▪ Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of a senior member of staff or crew, or the individual's parents or guardian
▪ If you find yourself in a situation where you need to help or handle a Young Person or Vulnerable Adult (for example if they have fallen over), apply good judgement; be polite and whenever possible, request permission from them before you handle them, particularly if there is no-one else around.

You should never with a Young Person or Vulnerable Adult:

▪ Engage in rough, physical or sexually provocative games
▪ Allow or engage in inappropriate touching of any form
▪ Use physical restraint, except in certain limited circumstances (see the box below)
▪ Allow a Young Person to use inappropriate language unchallenged, or use such language yourself when with them
▪ Make sexually suggestive comments even in fun
▪ Do things of a personal nature that they can do for themselves, or with a known friend or carer
▪ Fail to respond to an allegation of Abuse.

When is physical restraint permissible?

Any physical restraint is only permissible when a Young Person or Vulnerable Adult is in imminent danger of inflicting an injury on himself/herself or on another, and then only as a last resort when all efforts to defuse the situation have failed and after a verbal warning has been given .

▪ Another member of staff/volunteer should, if possible, be present to act as a witness.
▪ Only "reasonable force" should be used – in proportion to the circumstances of the

incident and the seriousness of the behaviour or consequences it is intended to prevent and always be the minimum needed to achieve the desired result. All incidents of the use of physical restraints should be recorded in writing and reported immediately to the Safeguarding Officer or DSL.

Sexual Relationships with Young People; coping with crushes

It is an offence under the Sexual Offences Act 2003 for a person over 18 to have a sexual relationship with a Young Person where that person is in a position of trust in respect of that Young Person. The law uses the age of 18 to recognise that many young people, while over the age of consent for sexual activity (16), are still reliant on adults who hold some responsibility for their care and that young people are, therefore, vulnerable to the potential abuse of power by those adults. The offence acknowledges that a person in a position of trust is expected to respect their position and not abuse it.

Managing a Young Person's crush can be difficult. The adult concerned can feel isolated and vulnerable, and uncertain how to deal with this unwanted attention without offending the Young Person. An adult who suspects that they are the subject of a Young Person's crush must always seek help and advice from a Safeguarding Officer in dealing with the situation at the earliest opportunity, rather than attempting to manage the situation on their own, which is likely to make matters worse and raise suspicions

Sexual relationships are defined as including:

- sexual activity including sexual touching through to intercourse
- causing or inciting sexual activity with a child
- sexual activity in the presence of a child
- causing a child to watch a sexual act

Sexual relationships between any member of The Excelsior Trust staff and any Young Person, will be treated as 'gross misconduct' and will almost certainly result in dismissal. The Trust undertakes to report such incidents to the Disclosure and Barring Service, within one month of leaving.

Guidelines Part 4: Managing safeguarding on Excelsior

The following guidelines reflect matters that have arisen in practice during voyages and day sails. These guidelines should be updated annually to create an evolving body of guidelines for how to address issues and questions arising in the application of this Safeguarding Policy and its other guidelines.

Landing Vulnerable Adults and Young People
If the need arises to consider landing a Young Person or Vulnerable Adult, the Skipper and/or Mate should, if circumstances) permit, consult with the Designated Safeguarding Lead or Onshore Safeguarding Officer (who can in turn seek advice from the Local Authority).
Factors to be considered in reaching that decision should include any risk of Abuse of the Young Person or Vulnerable Adult on their return journey home and steps that can be taken to safeguard them from that risk of Abuse.
If a decision is made that a Young Person or Vulnerable Adult should be landed, their next of kin, guardian or agency should be contacted (usually by the Designated Safeguarding Lead or Onshore Safeguarding Officer) as soon as possible and asked to make or help make safeguarding arrangements.

Safeguarding considerations could include the following:
If the Young Person or Vulnerable Adult are travelling with a known friend, that friend should be asked to leave the voyage and accompany them on the journey home.
▪ If the voyage is in the UK an Excelsior volunteer of member of staff should wait with them until their next of kind, guardian or agency can collect them and take them home.
▪ If the voyage is not in the UK a member of permanent crew or an appropriate volunteer should accompany them to the airport/station/hospital whilst the Designated Safeguarding Lead or Onshore Safeguarding Officer should seek support from the police or the local Consular official.
▪ Can the Young Person or Vulnerable Adult safely complete all of the journey home alone or should they be accompanied for part of it?
▪ If the voyage is not in the UK, can a member of permanent crew or a volunteer accompany the Young Person or Vulnerable Adult to the airport check in and arrange for a member of airport staff to accompany them to the boarding gate? Will their next of kin, guardian or agency meet them on arrival? Should assistance be requested from the local police, a local consular office or other authority?

Bunk and cabin allocation for large numbers of Young People
For Safeguarding Policy purposes, there is no concept of a youth voyage or day sail and there is no distinct policy requirement driven by the number of Young People aboard. This policy applies just as it would to any voyage.

If the voyage is a charter voyage for Young People (for example with the Guides, the Cadets, a school charter etc), the following guidelines apply:
▪ Safeguarding should be discussed with the partner organisation at an early stage in the planning process (and before the contract is signed)

▪ Those discussions should establish any particular safeguarding needs or expectations (both on the part of the partner and The Excelsior Trust).
▪ Bunk and cabin allocation should be part of that discussion, including whether areas should be allocated by gender and whether adults should sleep amongst the Young People's bunks or in separate areas.
▪ The charterer should be advised if any arrangements requested will reduce the number of bunks available
▪ Those discussions should also address responsibility for safety, safeguarding and welfare whilst aboard the ship: ordinarily, whilst the Skipper will retain ultimate authority and legal responsibility for everyone aboard, any teachers, leaders or carers will be expected to retain an active role and responsibility for the welfare and safeguarding of the Young People
▪ The permanent crew should be advised early and as part of the project brief.

Guidance for staff and volunteers on communications and E-Safety
The following guidelines are to help staff protect themselves. We strongly recommend that they are followed by all permanent, relief, supernumerary, volunteer crew and office staff.
Do
▪ communicate with voyage crew regarding organisational matters, not for social or personal contact.
▪ wherever possible, use a business phone or email address.
When using social media
▪ it is recommended that you have separate personal and professional pages
▪ if you see a comment from a Young Person or Vulnerable Adult that is inappropriate, challenge it.
▪ set your privacy settings as high as possible on your personal account.
Don't
▪ give your personal mobile phone numbers or email addresses to Young People.
▪ establish or seek to establish social contact with Young People by text or instant messaging, personal email or via social media for the purpose of securing a friendship.
▪ engage in inappropriate electronic communication with a Young Person.

If a Young Person/Vulnerable Adult seeks to establish contact with you, you should exercise your professional judgement in making a response and be aware that social contact could be misconstrued.

Guidelines Part 5: Complaints and escalation procedures

If you are concerned that action to safeguard has not been followed in accordance with this Policy or these Guidelines, you should first raise your complaint with the DSL (or if your complaint concerns the DSL, with the Vice President. Your complaint should be in writing (or if that is not practicable, by telephone) and should:

- explain your concern in as much detail as possible;
- describe the outcome you are hoping for;
- include your contact details (name, address, daytime telephone number and/ or email).

We will aim to acknowledge your complaint within 48 hours and to respond to your complaint with a resolution within 10 working days.

If, for any reason, you are not satisfied with our response and wish to take your complaint further, please contact Suffolk County Council.
Contact details for the DSL and Vice President are set out in the Toolkit.

Tool kit 1

Forms to use

These forms are to be used by a Safeguarding Officers reporting to the Designated Safeguarding Lead. This form should be submitted within 24 hours of the disclosure or expression of concern of abuse. These forms are entirely confidential and once completed, should be stored under lock and key.

PRIVATE & CONFIDENTIAL

Recording Form for Safeguarding Concerns

ONLY RECORD FACTS - DO NOT INVESTIGATE

Full name of child/vulnerable adult	**Date of birth**	**Tutor/Group**	**Your name and position**

Nature of concern/disclosure	
Please indicate where you were when the child/vulnerable adult made a disclosure, what you saw, who else was there, what did the child say or do and what you said. **Date and time of incident:**	
Was there an injury? Yes / No	Did you see it? Yes / No
Have you filled in a body plan to show where the injury is and its approximate size? Yes / No	
Was anyone else with you?	Who?
Has this happened before?	Did you report the previous incident?

Who are you passing this information on to? Name: Position:
Your signature: Time & date **Contact telephone number**

Date:

Action taken by DSL/OSO:

Referred to …?

Date: **Time:**

Parents informed? Yes / No (If 'No' state reason)

Police crime report number:

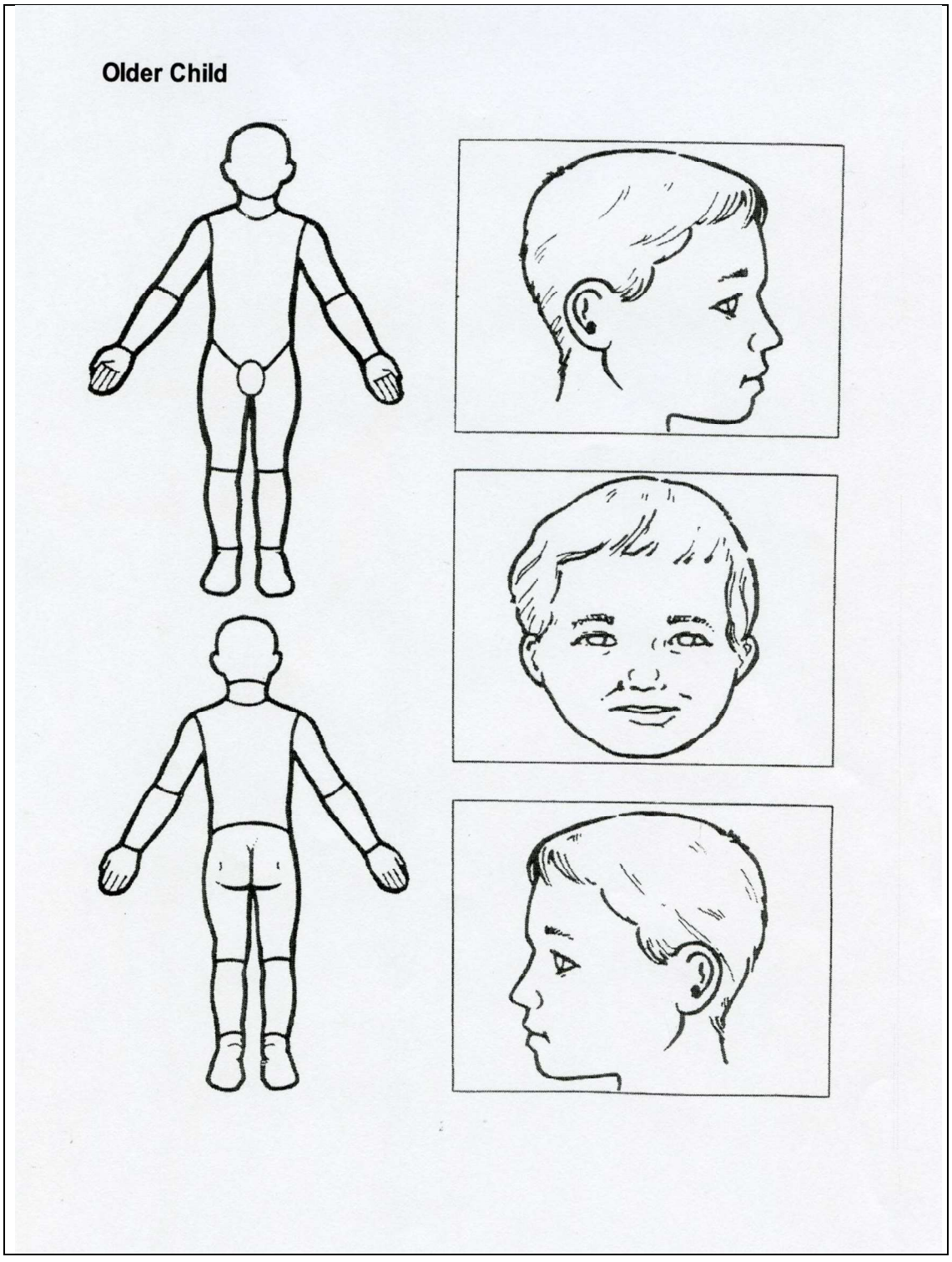
Feedback given to …?

Any further action agreed

Full name:

DSL Signature:

Date:



Form to be used by Safeguarding Officer reporting to the Designated Safeguarding Lead. *This form should be submitted within 24 hours of the of the disclosure or expression of concern of Abuse.*

Tool kit 2

The Excelsior Trust's Safeguarding Team

OnshoreSafeguarding Officer: [redacted]

Offshore Safeguarding Officer: tba. Skipper. Mobile: tba Email: skipper@excelsiortrust.co.uk

Offshore Safeguarding Officer: [redacted]

Designated Safeguarding Lead: [redacted]

In the event of a complaint concerning the conduct of the DSL, the complainant should refer to the Vice President, [redacted] Tel: [redacted] Email [redacted]

Use**ful external contacts**

Suffolk MASH Team: 0808 800 4005 / 0345 606 1499

Norfolk MASH Team: 0344 800 8021 professionals. 0344 800 8020 public.

DBS Helpline. LADO. Children's Services, 1 Norwich Business Park, Whiting Road, Norwich. NR4 6DJ.

Norfolk Police: 01953 - 42442

Suffolk Police: 01473 - 613500

All **Police** forces can be contacted by dialling 999 if urgent or 101 for non-urgent enquiries. Both Norfolk and Suffolk Constabularies operate a 'Silent Solution' scheme. Those in danger can call 999 and when prompted, press 55. The Police will then know someone is in danger and respond more swiftly.

Toolkit Part 3

Glossary

Abuse Abuse is a form of maltreatment of a Young Person or Vulnerable Adult. Somebody may abuse a Young Person or Vulnerable Adult by inflicting harm, or by failing to act to prevent harm. Young Persons or Vulnerable Adults may be abused in a family or in a community setting by those known to them or, more rarely, by others. They may be abused by an adult or adults, or another child or children. Abuse includes neglect (which is the persistent failure to meet a Young Person or Vulnerable Adult's basic physical and/or psychological needs, likely to result in the serious impairment of health or development).

Designated Safeguarding Lead or DSL means the person nominated by the Trust as having overarching responsibility for safeguarding matters. The DSL has a particular responsibility for handling any allegations made against staff. The DSL's contact details are set out in Toolkit 2.

Guidelines means the Guidelines contained in this document.

Needs of care and support refers to a person who is in, or may be in need of, community care services by reason of mental or other disability, age or illness; and who is, or may be unable, to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Safeguarding Alert means an alert regarding abuse of a Young Person or Vulnerable Adult raised by the DSL with the Local Authority. The DSL will raise a Safeguarding Alert if certain criteria are satisfied, as set out in the Guidelines.

Safeguarding Officer means the person(s) nominated by the Trust as having supporting responsibility for safeguarding matters. The Safeguarding Officer's contact details are set out in the Toolkit.

Significant harm means ill treatment (including sexual abuse and forms if ill treatment which are not physical); the impairment of, or an avoidable deterioration in, physical or mental health; and/ or the impairment of physical, intellectual, emotional, social or behavioural development.

Toolkit means the toolkit set out in this document.

Vulnerable Adult means an adult with *needs of care and support* . The Trust is aware that the term "Vulnerable Adult" ceased to be used in legislation when the *Care Act 2014* came into force and was replaced by the term "Adult". The 2016 version of this Policy adopted the term "Adult". However, this version of the Policy reverts to the term "Vulnerable Adult" reflecting concerns raised by users of the Policy that terms used within the Policy should be clear and unambiguous.

Young Person means anyone under the age of 18 (eighteen) years.

Toolkit Part 4: Case studies

Examples of where there is or might be a safeguarding concern that should be reported to a Safeguarding Officer.

A member of staff or Voyage Crew buys alcohol for a Young Person/excessive alcohol for a Vulnerable Adult and encourages drunken/inappropriate behaviour.

A member of staff or Voyage Crew repeatedly makes sexually suggestive comments towards a Young Person or Vulnerable Adult, or touches them inappropriately.

A Vulnerable Adult with an acquired head injury caresses Vulnerable Adult with a physical or learning disability in a cabin or in a taxi.

A Watchleader repeatedly and knowingly fails to include a Vulnerable Adult in watch activities.

A buddy who is a carer at home for a Young Person or Vulnerable Adult is witnessed abusing the Young Person or Vulnerable Adult (physically or verbally) or seen to neglect them.

Examples where there is not or probably is not a safeguarding concern
A Vulnerable Adult engages in a fully consensual sexual relationship on Board.
Consensual relationship between two 16/17 year olds.
A person with a physical disability consumes too much alcohol and caresses another person with a physical disability, but where neither individual has needs for care and support or where both individuals are able to protect themselves from Abuse.
Comforting someone who is upset.

Toolkit Part 5: Training, further information and resources

Educare's Safeguarding Young People program:
http://lms.educareforeducation.com/

Norfolk County Council Children and Families
https://www.norfolk.gov.uk/children-and-families

Norfolk Safeguarding Children Board including details on MASH (Multi Agency Safeguarding Hub)
https://www.norfolklscb.org/

Norfolk Safeguarding Adults Board
https://www.norfolksafeguardingadultsboard.info/

NSPCC Safeguarding Information and Advice
www.safenetwork.org.uk

NSPCC: Grooming at a glance
https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/grooming/

The Excelsior Trust is a member of the Safer Schools organisation.

Excelsior Crew Record

This is to confirm that I have read and understood the Excelsior Trust's Safeguarding and Child Protection policy.

Name	Date	Signature

This page to be retained on the vessels operating manual.

Lowestoft Town Council
Grant Awarding Policy

Grant Application Form

Please complete this form and send it with:

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

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

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	Kirkley People's Forum
Name of account to which payment to be made (explain if not your organisation's name)	Kirkley People's Forum [redacted]
What does your organisation do? (100 words max)	We aim to support a resilient community, reduce inequalities, promote good relationships and improve the quality and accessibility of our public spaces. Our aim is that everyone in the community can access the resources they need to reach their economic, physical and intellectual aspirations. We help the community to work with organisations and agencies to make sure that people are proud to live in Kirkley. We help people achieve great things by ensuring that the community is at the heart of the design and implementation of everything we do. We help underrepresented parts of the community to have a voice.
What relevant local area does your organisation cover?	Kirkley, South Lowestoft Activities based in Kirkley but open to all Lowestoft residents
Who are the main beneficiaries of your work?	Young people (13-19) People affected by disability Socially isolated people including those affected by old age Whole community, including children and families. People in recovery from addiction (especially drugs/alcohol)
Are you a charity? If yes, describe the type of charity	No
If registered, what is the charity number?	N/A
Not-for-profit?	Constituted Community Group

If no, describe the organisation	
Organisation income (last complete financial year)	Please find our accounts attached (2024/2025). Our most recent bank statement is attached.
Organisation expenditure (last complete financial year)	
Contact details	
Name	[redacted]
Address	Kirkley People's Forum. The Kirkley Centre, 154 London Road South, Lowestoft, NR33 0AZ
Telephone number/s	[redacted]
E-mail	[redacted]
Position within organisation	Chairperson
Explain how you are authorised to make this application on behalf of the organisation	I am given permission by Kirkley People's Forum to apply for grant funding.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	KPF has sub-groups which tackle issues that have been identified through consultation with the community: **The Kirkley Conversation** ensures that the voice of Kirkley people is always heard and listened to. It manages a "Kirkley Conversation" Facebook group. It hosts a weekly drop-in session called Kirkley Chat which attracts up to 30 people with regular visits from local Police, Councillors and representatives of relevant agencies. They consult with our community (polls, surveys, questionnaires). **Kirkley Youth** provide a weekly "youth club" for 13-19 year olds. Currently 17 to 20 young people attend regularly. When they were asked, young people said they wanted a safe space with activities. **Enabling Kirkley** aims to improve accessibility for all people affected by disability (physical, mental, sensory impairment etc.). **Kirkley Photography Group** meets weekly. It is a supportive, friendly, group of people of varying age and expertise. Everyone is welcome. Group members give each other excellent support and encouragement. They have arranged outings and document KPF events. Up to 20 people attend regularly. **Technology Support Group** has between 2 and 5 attendees who

	experience problems with digital issues including using a new phone, setting up email and applying for a passport. In addition to the above there are 6 'supported groups' some of which KPF originally set up but are now formally constituted. These groups are:- Friends of Kensington Gardens, Friends of Fen Park, Pocket Parks Group, TrueColours, Suffolk Sober Spaces and a support group for people in recovery from addiction.
Total cost of project	From April 2025 ongoing: £6,600 per annum day-time room hire (3 days per week fully inclusive) £8000 Kirkley Youth activity £3,162 out of hours use of the Community Suite **Total £17,762**
Breakdown of cost	£6,600 - Hire of the Community Suite at the Kirkley Centre for 3 days per week inclusive of cleaning and utilities for 1 year. This has increased from £5,580. We moved to a larger room with greater capacity (see room use attachment) in April 2025. £8000 - Kirkley Youth activity, hosting and equipment. £3,162 Out of hours reception cover for evening and weekend meetings and activities per annum.
Grant requested from Lowestoft Town Council	£660 From October 2025 to March 2026 (shortfall of grant already awarded by LTC) Increase sponsorship of Kirkley People's Forum to March 2028 (already granted) from £5,280 to £6,600 per annum.
What specifically would the grant from the Council fund?	This funding will cover the shortfall we face because our room costs increased from April 2025. We moved to a larger room to safely and comfortably accommodate growing group sizes (see room use attachment). Our old space was not big enough. KPF has been able to meet the shortfall in daytime costs by using reserves. These are now exhausted.
Have any funds been requested/agreed from other sources? Provide details	**We are extremely grateful that Lowestoft Town Council agreed to sponsor Kirkley People's Forum to March 2028. We are asking for help to meet the shortfall of £110 per month.**
When are the funds required?	October 2025
Project start date	On-going
Project completion date	On-going
Compliance Agreements (insert 'YES' to indicate your agreement to the questions below. If you do not intend to comply, insert 'NO'.)	

Do you authorise us to hold and use information that you have provided, for the purpose of processing and monitoring this grant application? You can ask us for details of the information we use for this purpose at any time.	YES
Do you acknowledge that if you provide false or misleading information in your application or at any point in the life of any grant, we will provide information to relevant enforcement agencies and take any action to recover any funds and damages, as we deem appropriate?	YES
Do you authorise us to use information about your project and organisation as part of our publicity and promotion of our grants programme?	YES
Do you agree to acknowledge the Council appropriately on all of your related publicity and promotional material including posters, advertisements, press releases and leaflets?	YES
Do you agree not to distribute funds granted to any other organisation, other than as agreed as part of the grant award?	YES
Do you agree to report the outcome and impact of the grant to the Council as required in the Council's Grant Awarding Policy?	YES
Do you agree that any grant awarded will only be used for the purpose for which it was given and in compliance with any conditions applied?	YES

Signed…… Date 29th September 2025.....
(Signatory must be authorised to act on behalf of the organisation and, if different from the main contact listed above, this should be explained.

Constitution of Kirkley Peoples Forum

1 Name

The name of the Group shall be: Kirkley Peoples Forum or shortened to KPF.

2 Mission, Values, Aims and Objectives

Mission

a. To make Kirkley an even better place to live.

Values

a. We believe in Kirkley.
b. We are inclusive and want everyone to feel valued.
c. We respect our community.

Aim

- To support all Kirkley residents and young people to have a voice and influence over matters that affect them.

Objectives

a. Continuing the ethos of the Local Conversation through active engagement with the Kirkley community.
b. Providing the opportunity for Kirkley residents to plan and prioritise actions which reduce social isolation, improve overall wellbeing and connections with their community.
c. Facilitating collective actions that will improve Kirkley and the lives of its residents.
d. Recognising and celebrating the diversity of people in Kirkley.

3 Scope

In order to achieve its aims the group may:

a. Raise money by receiving grants and donations.
b. Open and maintain a bank account.
c. Take out insurance.
d. Work with other groups and exchange information.
e. Do anything that is lawful to fulfil its aims.

4 Membership

a. Membership of the group shall be open to any person living or located in the Kirkley area who is interested in helping the group to achieve its aims and willing to abide by the rules of the Group.
b. Minimum number members is 6 and the maximum is 22.
c. If membership falls below the minimum number, dissolution will be considered.
d. Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.
e. Every member shall have one vote at General Meetings.
f. The membership of any member may be terminated for good reason by the Management Committee, but the member has a right to be heard by the Management Committee before a final decision is made.

5 Management

a. The Group shall be administered by a Management Committee of not more than 5 group members (at least 3) elected at the Group's Annual General Meeting (AGM).
b. The Management Committee shall be the Chairperson, the Vice chairperson (optional), the Treasurer and the Secretary, plus up to 2 others are also optional.
c. The tenure of all posts is 1 year (until the AGM) Committee members can stand for re-election.
d. The Management Committee shall meet at least 4 times a year
e. The Chairperson shall chair all meetings of the Committee if possible (or a nominated member of the Management Committee).
f. The quorum for Management Committee meetings shall be 3 members.
g. Voting at Management Committee meetings shall be by show of hands. If there is a tied vote, then the Chairperson shall have the casting vote.
h. The Management Committee may by a two-thirds majority vote, and for a good and proper reason, remove any Committee member. That person has the right to be heard before a final decision is made.
i. The Management Committee may appoint another member of the Group as a Committee member to fill a vacancy provided the maximum number is not exceeded. The appointment will last until the next AGM.

6 Duties of the Management Committee members

a. The duties of the Chairperson are to:
- Chair meetings of the Committee and the Group.
- Represent the Group at functions/meetings that the Group has been invited to.
- Act as spokesperson for the Group when necessary.

b. The duties of the Vice-chairperson (optional) are to:
- To support the activities of the Chairperson.
- To act on behalf of the Chairperson when needed.
- Other activities/projects which fulfil the aims of the group.

c. The duties of the Secretary are to:
- Take and keep minutes of meetings and prepare agendas.
- Prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson.
- Maintain the membership list.
- Deal with correspondence.
- Collect and circulate any relevant information within the Group.

d. The duties of the Treasurer are to:
- Supervise the financial affairs of the Group.
- Keep proper accounts that show all monies collected and paid out by the Group.
- Provide budgetary updates and any audit information that may be required.

7 Finance

a. Any money obtained by the Group shall be used only for the Group and, if appropriate, the purpose specified in grant conditions.
b. Any bank accounts opened for the group shall be in the name of the Group.
c. Any cheques issued shall be signed by the Treasurer and one other nominated official who is not related or from the same household.

8 General (regular) Meeting

a. The frequency of the meetings will be set by the management committee but at least bi-monthly.
b. The meetings may be chaired by any Forum member (with agreement from the Management Committee).
c. Members of KPF will be invited to every General Meeting and will be able to vote on issues.
d. Guests may attend meetings (not during confidential business) and cannot vote on issues.
e. For General Meetings to be quorate, at least 6 members (including Management Committee) must attend/
f. If a meeting is not quorate the General Meeting will be postponed.
g. Minutes of General Meetings will be distributed to the Forum only and (unless notified) be confidential.
h. If a member has a conflict of interest on an agenda item then they will not be able to contribute to the discussion or vote. When appropriate they may be asked to leave the room.

9 Annual General Meeting (AGM)

a. The Group shall hold an Annual General Meeting (AGM) in the month of October and it will be open to residents of Kirkley.
b. All members of the Forum and public shall be given at least fourteen days' notice of the AGM and shall be entitled to attend. The quorum for an AGM will be at least 12 persons.
c. The business of the AGM shall include:

- Receiving a report from the Chairperson on the Group's activities over the year.
- Receiving a report from the Treasurer on the finances of the Group.
- The election a new Management Committee will take place by a private (undisclosed) ballot for roles that are contested. Nominations will be invited when notice of AGM is given. All members will have 1 vote each (per role).
- Considering any other matter as may be decided.
- Minutes of Annual General Meetings will be publicly viewable. Confidential items will be redacted.

10 Special General Meeting

a. A Special General Meeting may be called by the Management Committee or by any members to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

11 Alterations to the Constitution

a. Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any meeting or the AGM.

12 Dissolution

a. The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with similar aims.

This Constitution was adopted at the General Meeting of the Group on 22/02/2024		
	Name	Signed
Chairperson	[redacted]	
Treasurer	[redacted]	
Secretary	[redacted]	
Vice-chair	[redacted]	
Community Connecter	[redacted]	

Created:	
Reviewed:	
EDI reviewed	

	Kirkley People's Forum Safeguarding Policy (Children and adults at risk of harm)	Version: Date:

1. Purpose

Safeguarding and promoting the welfare of children and adults at risk of harm or neglect.

This policy defines how Kirkley People's Forum operates to safeguard children, young people and adults at risk of harm or neglect.

We have a duty of care and are committed to the protection and safety of everyone who comes in to contact with it including; children, young people and adults at risk involved as visitors and as participants in all of our activities both on and off site. We also have a duty to safeguard and support our staff and volunteers.

Definitions
Children and young people are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors and volunteers and will be used to support their work.

"Safeguarding and promoting the welfare of children" is defined in Working Together 2018 as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Adult at risk of abuse or neglect
For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to paragraph 42.1 of the Care Act 2014:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.
- If someone has care and support needs but is not currently receiving care or support from a health or care service they may still be an adult at risk

2. Persons affected

- All staff (committee members), paid and unpaid, this includes Trustees and all volunteers
- All service users
- All visitors and contractors

3. Safeguarding policy
Kirkley People's Forum has a zero-tolerance approach to abuse. Kirkley People's Forum recognises that under the Care Act 2014 it has a duty for the care and protection of adults who are at risk of abuse. It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004 and the Domestic Abuse Act 2021.

It is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised. Adults will be included in swift and personalised safeguarding responses.

It is also committed to inter agency collaboration on the development and implementation of procedures for the protection of adults vulnerable from abuse, it has a duty and responsibility for making arrangements to ensure all its

functions are discharged having regard to safeguarding and promoting the adults at risk of abuse. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

There can be no excuses for not taking all reasonable action to protect adults at risk of abuse, exploitation, radicalisation and mistreatment. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age or illness.

Kirkley People's Forum is committed to following the six key Adult principles of safeguarding adults, Making Safeguarding personal and Capacity, Consent and decision making. (Appendix 1 for details)

Kirkley People's Forum is committed to the following principles:

- The welfare of the child, young person or adult at risk is paramount;
- All children, young people and adults at risk have the right to protection from abuse
- safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately
- arrangements which set out clearly the processes for sharing information procedures with other professionals and with the Suffolk Safeguarding Partnership.

- Committee members, contractors, and volunteers must be clear on appropriate behaviour and responses. Where appropriate, failure by committee members, volunteers and contractors to maintain standards may be asked to leave a project.

- We promote a culture that enables issues about safeguarding and promoting welfare to be addressed.

- All Committee members are aware of the policy and procedures for the protection of children, young people and adults at risk through appropriate safeguarding training, supervision and support for staff and for creating an environment where people feel able to raise concerns and feel supported in meeting their safeguarding role.

- Committee members are given a mandatory induction, which includes familiarisation with safeguarding responsibilities and procedures to be followed if anyone has any concerns.

- a clear line of accountability for the provision of safe services exists

- a designated lead for safeguarding at Kirkley People's Forum.

- clear policies in line with those from the Suffolk Safeguarding Partnership for dealing with allegations against people who work with children. Such policies should make a clear distinction between an allegation, a concern about the quality of care or practice or a complaint. An allegation may relate to a person who works with children who has:

    - behaved in a way that has harmed a child, or may have harmed a child;

    - possibly committed a criminal offence against or related to a child; or

    - behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

Kirkley People's Forum will ensure that Committee members understand;

- Core legal safeguarding requirements and their responsibility to keep children and adults at risk safe.
- That all who come into contact with children and adults at risk are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose to children and adults at risk;
- The requirement to share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues and local authority children's and adults social care
- The issues of capacity, consent and decision making in relation to safeguarding adults. (see appendix 1)

4. REVISION HISTORY

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

Date approved or amended	Amendments	Signed
	•	

Appendix 1

Key six key principles that underpin safeguarding adults work*

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent
- **Prevention** – It is better to take action before harm occurs
- **Proportionality** – The least intrusive response appropriate to the risk presented
- **Protection** – Support and representation for those in greatest need
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
- **Accountability** – accountability and transparency in delivering safeguarding

*From Suffolk County Council Safeguarding Adults Policy and Operational Guidance 2015-17

Making Safeguarding Personal

Making Safeguarding Personal is a shift in culture and practice in response to what we now know about what makes safeguarding more or less effective from the perspective of the person being safeguarded. It is about seeing people as experts in their own lives and working alongside them in a way that is consistent with their rights and capacity and that
prevents abuse occurring wherever possible.

Safeguarding should be person-led and outcome focused, engaging the adult at risk in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety. In most cases this can only happen by making sure people get the care and
support that they need. It is also important that the people who care for them also get this support and recognition. Most importantly it is about listening and providing the options that permit individuals to help themselves.

It is also important that all safeguarding partners take a broad community approach to establishing safeguarding arrangements. It is vital that all organisations recognise that Safeguarding Adults arrangements are there to protect individuals, bearing in mind different preferences, histories, circumstances and lifestyles.

In order to evidence that the Safeguarding process is personalised, it is necessary to collect information about the extent to which this shift has a positive impact on people's lives.

Whilst every effort must be made to work with adults experiencing abuse within the present legal framework there will be some occasions on which adults at risk will choose to remain in dangerous situations. It may be that even after careful scrutiny of the legal framework, staff will conclude that they have no power to gain access to a particular adult at risk. Staff may find that they have no power to remove the adult from a situation of risk, investigate the adult's financial affairs, or intervene positively because the adult refuses all help or wants to terminate contact with the professionals.

It may not always be possible to provide satisfactory solutions. At the age of 18, people are legally entitled to adult status regardless of any disability or impairment they may have. It is, therefore, essential that wherever possible it is the adult at risk who will decide on the chosen course of action, taking into account the impact of the adult at risk's mental capacity where relevant. However, the people and organisations caring for, or assisting them, must do everything they can to identify and prevent abuse happening wherever possible and evidence their efforts.

In these extremely difficult circumstances, staff will be expected to continue to exercise as much vigilance as possible.

Safeguarding Managers will give full support to staff over problems when handling cases of adults remaining in high-risk situations, provided that:

- It is evident from case records that Safeguarding Adults procedures have been properly followed;
- Every effort has been made, on a multi-agency basis, to intervene positively to protect the adult at risk;
- Legal advice has been obtained and acted upon

And ultimately that the adult at risk has been fully consulted and involved as far as practicable in every decision relating to their situation

Capacity, Consent and Decision Making

The consideration of capacity is crucial at all stages of Safeguarding Adults procedures. For example determining the ability of an adult at risk to make lifestyle choices, such as choosing to remain in a situation where they risk abuse; determining whether a particular act or transaction is abusive or consensual; or determining how much an adult at risk can be involved in making decisions in a given situation.

The key development affecting this area of work is the implementation of the Mental Capacity Act 2005, which provides a statutory framework to empower and protect adults at risk who may not be able to make their own decisions. It makes it clear who can take decisions in which situations and how they should go about this. It enables people to plan ahead for a time when they may lose capacity. It applies to anyone aged 16 years and over therefore appropriate liaison needs to occur for young people aged 16 to 18 years with Children's Services where relevant as part of Safeguarding Adults work.

The whole Act is underpinned by a set of five key principles:

• **A presumption of capacity** - every adult has the right to make his or her own decisions and must be assumed to have capacity to do so unless it is proved otherwise;

• **The right for individuals to be supported to make their own decisions** - people must be given all appropriate help before anyone concludes that they cannot make their own decisions;

• That individuals must retain the right to make what might be seen as eccentric or **unwise decisions**;

• **Best interests** - anything done for or on behalf of people without capacity must be in their best interests; and

• **Least restrictive intervention** - anything done for or on behalf of people without capacity should be the least restrictive of their basic rights and freedoms.

For full guidance refer to the Suffolk Safeguarding Partnership guidance on their website

	Kirkley People's Forum Equity Diversity and Inclusion (EDI) Policy	Version: 1 Date: June 2023

Aims

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

Accessibility

Kirkley Peoples Forum is committed to assessing every activity they undertake and making it as accessible as is within their means.

Diversity

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

Inclusion and respect

All volunteers and visitors to Kirkley Peoples Forum activities or events will be made to feel equally welcome and included.

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

Dealing with discrimination and harassment.

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

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

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

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

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

Review

This policy will be reviewed every year.

Chair: _____ : _____

Secretary: _____ Date: _____

Treasurer: _____ Date: _____

Lowestoft Town Council

Terms of Reference for the Budget and Loan Sub-Committee of the Finance and Governance Committee

1. **Appointment**
   1.1. The Budget and Loan Sub-Committee has been established by the Finance and Governance Committee of Lowestoft Town Council.

2. **Duties**
   2.1. The Sub-Committee's duties, as set out in these Terms of Reference, are defined and agreed by the Finance and Governance Committee, which may vote, at any time, to modify, remove or increase the Sub-Committee's term.

3. **Meetings**
   3.1. Meetings will usually be held on a weekly basis from September to December, with extraordinary meetings scheduled when needed.

4. **Record of Proceedings**
   4.1. The Sub-Committee will meet weekly to fulfil the responsibilities below (see section 6).
   4.2. Written minutes will be taken to record the Sub-Committee's decisions and will be received at the next Finance and Governance Committee meeting.
   4.3. The Clerk will be responsible for arranging the recording and distribution of the minutes.
   4.4. The approved written minutes will be the official record of the meeting.

5. **Membership**
   5.1. The membership of the Sub-Committee will be no fewer than quorum plus one (i.e. four Councillors)
   5.2. The Chair will be elected at the first meeting of the Sub-Committee each Council year.
   5.3. All members of the Sub-Committee are expected to represent the interest of the whole Council area.
   5.4. Any elected member can preside by agreement in the absence of the Chair and Deputy Chair.
   5.5. A quorum will be three members of the Sub-Committee.
   5.6. Substitutes may be appointed to ensure that meetings are quorate.

Adopted: September 2020
Last reviewed: May 2023 Next review date:

5.7. The Mayor and Deputy Mayor may attend meetings in an ex-officio capacity, if both are in attendance in this capacity then only one may have voting rights.

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

6. Responsibilities

6.1. The Sub-Committee has delegated authority from the Finance and Governance Committee to fulfil the following responsibilities:

6.1.1. To prepare the Town Council's budget annually, by making informed recommendations ~~decisions~~ through scrutiny of the current budget, any new financial responsibilities or significant events impacting of the Town Council, steers and recommendations from the Finance and Governance Committee, and through considering the impact of the budget and precept on the Lowestoft taxpayer.

6.1.2. To make recommendations to the Finance and Governance Committee on the budget and precept.

6.1.3. To scrutinise the budget throughout the year, on a quarterly basis, particularly where there have been areas of unexpected overspend or underspend, and feed back to the Finance and Governance Committee.

6.1.4. To review its own remit and make recommendations to the Finance and Governance Committee annually, or as required, on its Terms of Reference.

6.1.5. To explore options for a loan for capital works on the Town Council's assets, by identifying priorities and considering the costs involved, and making recommendations to the Finance and Governance Committee on such.

7. Climate and Ecological Emergency

7.1. This Sub-Committee's review and recommendations on the budget and precept should include consideration where possible on ensuring sufficient provision to facilitate progressing climate emergency actions. When looking at projects for the Town Council's loan application for capital works, due consideration should be given to ensuring that work is in line with the Town Councils climate emergency declaration and supports biodiversity where possible.

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Mrs S Foote
Lowestoft Town Council
Hamilton House
Battery Green Road
Lowestoft
NR32 1DE

29 September 2025

Dear Sarah

Re: Lowestoft Town Council
Internal Audit for Financial Year Ended 31 March 2026 – Interim Audit report

Executive summary
Following completion of our interim internal audit on 29 September 2025 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines, and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. **Recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Lowestoft Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 35 years' experience in the financial sector with the last 15 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter and inherent risk assessment

An engagement letter was previously issued to the council covering the 2025/26 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

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A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been kept properly during the year.

Audit findings

The audit was conducted on site with the council's Responsible Financial Officer (RFO). The RFO made available the information advised in advance of the visit, and overall, I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the RFO and a review of the council website www.lowestofttowncouncil.gov.uk

I note that the council is currently engaged in two large capital projects, and a review of the website shows that detailed information was made available to residents as part of a consultation process prior to staring the projects, and updates on progress are regularly provided.

The Town Clerk also shared with me the council's new Business Plane covering the period October 2025 to March 2029, which includes a timeline of the council's progress since its inception in 2017 and sets outs its key objectives for the future.

The council uses the Rialtas Business Solutions (RBS) accounting package for recording the council's finances. This is an industry specific accounting package. The accounting package is updated regularly and used to produce management information reports for review at council meetings.

I reviewed the nominal ledger entries for the year to date. Transactional information appears to be processed with sufficient narrative detail to explain the source and purpose of each payment and are assigned to logical budget codes. From my review, I did not identify any instances of netting off income against expenditure. This has confirmed that the accounting package is being properly used.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit

The External Auditor's Report for 2024/25 was not qualified and has been published on the council website along with the Notice of Conclusion of Audit and will be reported to the council meeting in October 2025, having been received too late for the September meeting.

I note the council received and considered the year-end internal audit report at the council meeting held on 24 June 2024 (minute ref 53.2).

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. I note that at the council meeting held on 20 May 2025, the council resolved for councillors to receive information by electronic means (minute ref 13).

The council website includes a link to the East Suffolk council website where the individual Register of Members' Interests forms are published. I note the council website also includes details of any registered interests for non-councillor members of any committees or sub-committees, providing full transparency to the public.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide (March 2025) contains updated guidance on the matter as below, including details of the new Governance Assertion to be included in the 2025/26 AGAR:

Assertion 10 - Digital and data compliance

To warrant a positive response to this assertion, the authority needs to have taken the following actions:

1.47 Email management - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.

1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.

1.49 All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).

1.50 All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency Code for Smaller Authorities (where applicable).

1.51 All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.

1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.

1.53 The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.

1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

From a review of the council website, I was able to locate a Privacy Notice, Data Protection Policy, Website Accessibility Statement, FOI Publication Scheme and an IT Policy. It is clear the council has made every effort to comply with the requirements of Governance Assertion 10.

Confirm that the council is compliant with the relevant transparency code

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has a committee structure in place, with committees for Assets, Inclusion and Development, Climate and Ecological Emergency, Finance and Governance, Marina Theatre Project, Planning, Personnel, and Town Hall Project.

There are also established sub-committees for Community Safety, Allotments, Budget and Loan, Events and Communications, Parks and Open Spaces, and Standing Orders and Policies.

The main meetings page provides a summary of the purpose of each committee and sub-committee, and the terms of reference for each is then published on its own page along with details of future meeting dates and historic agendas and minutes.

Check that agendas for meetings are published giving 3 clear days' notice

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

I note that the council published the non-confidential supporting papers as part of the agenda pack in accordance with the requirements of the Information Commissioner's Office.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are uploaded to the council website and clearly annotated as draft.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council in May 2025 (minute ref 9).

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations

Financial Regulations are based on the current NALC model and were last reviewed and adopted by council in May 2025 (minute ref 9). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed

The council has thresholds in place at which authorisations to spend must be obtained as below:

FR 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.

FR 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.

Based on the level of financial activity of the council, and through discussion with the Clerk, these authorisation thresholds appear appropriate.

Financial Regulation 6.10 states *'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.'*

I tested a sample of invoices and was able to confirm that amounts have been properly authorised in accordance with the adopted Financial Regulations, and payment lists are appended to the minutes of relevant meetings with the minutes recording the approval of such.

The adopted Financial Regulations include reference to the making of electronic payments, and include the following:

FR 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.

FR 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.

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

FR 7.7 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

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

The council has in place a system to segregate duties in terms of the setting up and subsequent release of payments made via online banking. The RFO was able to provide confirmation that the council are adhering to this Financial Regulation, with copies of confirmed transactions attached to the original invoices and detailing the individuals setting up and releasing the payments.

Financial Regulation 9.1 relates to the use of payments cards and states *'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.'*

There is reference within the minutes of the May 2025 Finance & Governance Committee meeting of a review and amendment to the authorisation levels of card holders.

Confirm the council has adopted the General Power of Competence (GPC) and met the eligibility criteria at the time of adoption, or if GPC not adopted, confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £11.10 per elector
The council has confirmed its eligibility and adopted the General Power of Competence (GPC) and the section 137 threshold does not apply.

Check receipt of VAT refund matches last submitted VAT return
The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 31 March 2025 which showed a refund amount due of £152,794.45 and was fully supported by the required details. I was able to confirm receipt of £152,823.75 to the council's bank account on 13 May 2025.

From a review of the nominal ledger report, I was able to confirm that the difference of £29.30 has been correctly processed as an interest receipt rather than as part of the VAT refund.

Due to the increased claim for the first quarter of 2025/26 relating to the large financial projects the council is undertaking, HMRC have delayed payments pending further checks. The council is up to date with its VAT submissions.

Confirm that checks of the accounts are made by a councillor
The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

The council's adopted Financial Regulations include a section covering Risk Management and state:

FR 2.1 *The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.*

FR 2.2 *The Clerk 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.*

FR 2.3 *When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.*

FR 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.*

The council has a robust risk management approach in place, comprising a Riak Management Policy, Internal Control Statement and Risk Register.

These documents are reviewed annually by the council, with the most recent review and approval taking place at the meeting held on 20 May 2025 (minute refs 10 and 18.5).

The Risk Management Policy includes a risk matrix outlining the likelihood and impact of a risk occurring, with detailed analysis as to what constitutes a minor/moderate/serious/major risk across a range of factors based on financial, reputational, health and safety, legal and regulatory and operational matters, and then explains the council's approach to accepting these risks or taking action where required to minimise the risk.

The Internal Control Statement includes the requirement for the council to review the effectiveness of its system of internal controls and of internal audit annually, and there is evidence within the minutes of meetings confirming this takes place.

The Risk Register then looks at each identified risk across the different areas of the council's operations and assigns it a risk rating based on the likelihood and impact as defined by the risk matrix, lists the mitigation controls in place, provides a timeframe and responsible officer for review of each risk, and which committee of the council the risk applies to.

This is a comprehensive approach and includes analysis of all risks typically associated with a council of this size with its range of services and facilities and I have no doubt that the council takes its risk management responsibilities seriously.

I note that an internal control review is completed, and this was done on 4 June 2025 and reported to the council at the meeting held on 24 June (minute ref 53.1).

I confirmed that the council has a valid insurance policy in place with Zurich Insurance which covers the year under review. The policy includes Public Liability cover of £15 million, Employers Liability cover of £10 million and a Fidelity Guarantee level of £5 million which is sufficient for a council of this size.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The council set a precept of £2,413,263 for 2025/26. With a tax base of 13,315.91, this equates to a band D equivalent of £181.23 (compared to the average in England of £92.92).

The RFO confirmed that the 2026/27 budget setting process is underway, with meetings of the Budget and Loan Sub-Committee working in the draft proposals. These are then reviewed by the Finance & Governance Committee prior to being considered by Full Council. The final budget and precept are scheduled to be approved in December 2025, although the council also has a meeting in January 2026 if required.

Financial Regulation 6.1 states *'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 quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £100 or 15% of the budget.'*

There is evidence within the minutes of meetings of regular reporting of the financial position, allowing councillors to make informed financial decisions. The RFO confirmed that he provides councillors with explanations for any significant variances at the meeting, and we discussed the need to increase the £100 material financial threshold in FR 6.1 as it is impractical for a council of this size.

The council currently holds circa £2,462,500 in earmarked reserves, spread across a range of clearly identifiable projects, including amounts received from Community Infrastructure Levy (CIL) which are identified separately. I checked the purpose of these earmarked reserves with the RFO and am satisfied they are all for legitimate future planned projects of the council.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

5.33 The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.34 The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.35 The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.36 In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.

5.37 Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

I note the council has an adopted Reserves Policy, which is published on the council website and was last reviewed and approved in May 2025. The general principles within the council's policy align with the SAPPP guidance. A review of the general reserve balance will be conducted at the final internal audit.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Apart from the precept, the council receives other income from lettings and allotments. From a review of the accounting records, income appears to be recorded with sufficient narrative detail to identify the source and allocated to the most appropriate nominal code.

FR 12.2 states *'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.'*

I note that at the council meeting held in May 2025, confirmation of the approved fees was noted by council (minute ref 18.6).

I reviewed the outstanding ledger entries with the RFO. While the council does not currently have a wide range of other income sources, the ledger shows minimal amounts outstanding. This confirms that good credit control principles are in place, and the RFO was able to provide an explanation for any large amounts outstanding, confirming that repayment arrangements are in place where required.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for.

Audit findings

The council has no petty cash and the testing for this internal control objective does not apply.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

The council had 27 employees on the payroll at the date of the most recent payroll. All staff members have a signed contract of employment, and the council is a member of the Local Government Pension Scheme (LGPS). The backdated NJC pay rise was paid to eligible staff members in August salaries.

Payroll is processed in house by the RFO using the SAGE payroll software. I reviewed the payroll summary and a sample payslip, and the payroll deductions appear correct. I was able to confirm HMRC, and pensions payments are up to date and that the council is correctly not claiming the employment allowance for national insurance contributions.

There are no councillor allowances, although the RFO is aware if paid to eligible (elected) members, these must be processed through payroll and assessed for tax and national insurance.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on assets and asset registers as below:

5.58 The asset register should contain in its most simple form the date of acquisition, cost of acquisition, useful life estimate and location along with value held for investments; however, it is desirable for the register to contain other such supplementary information to enable the user to better understand the nature and scope of the use of the fixed asset. It is therefore recommended to show insurance value, replacement value, custodian, date last physically vouched.

5.59 Each authority may choose an appropriate minimum value for deciding between fixed assets and general consumables. The limit chosen will relate to expected useful life, whether the item would be included on an insurance claim and whether it is included in the risk assessment of the authority in any way. This minimum level is to be minuted and reviewed at least annually. The rationale and methodology should be recorded in the minutes.

5.60 One item or group of similar items shall be regarded for inclusion in the fixed asset register.

5.61 Assets should be first recorded in the asset register at their actual purchase cost.

5.62 Assets that are either under construction or have not been brought into use should be included on the asset register only once complete and they benefit the community.

5.63 Obsolete assets that are no longer in use or are awaiting disposal should be clearly recorded as such.

5.64 Where an authority receives an asset as a gift at zero cost, for example by community asset transfer, it should be included with a nominal one-pound (£1) value as a proxy for the zero cost.

5.65 Assets that do not have a functional purpose or any intrinsic resale value (for example, a village pond or war memorial) are often referred to as 'community assets'. Authorities should record community assets in the asset register in the same way as gifted assets.

5.66 The particular method of asset valuation is not specified in proper practices so authorities may use any reasonable approach to be applied consistently from year to year. The method of asset valuation adopted should be set out in a policy approved by the authority and recorded in the authority's minutes and in the asset register.

5.67 For authorities covered by this guide, the most appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that the recorded value of the asset will not change from year to year, unless it is materially enhanced.

5.68 Commercial concepts of depreciation, impairment adjustments, and revaluation are not required nor appropriate for this method of asset valuation.

5.69 The total value of an authority's assets recorded on the asset register as at 31 March each year is reported at Line 9 on the authority's AGAR. Authorities should be able to track and explain fully any changes in the asset register from year to year.

The council has a fixed asset register in place, maintained in an Excel format, which includes a summary page and then tabs for different areas of the council's operations. The register then lists each asset, its location, a description and supplier details where known, the date of acquisition, acquisition cost and insurance value.

Assets are correctly listed at cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register.

Financial Regulation 15.3 states *'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.'*

Through discussion with the RFO, it was determined that a check of assets does take place, but evidence of this is not recorded on the asset register and the council may wish to consider the addition of a column to confirm when the asset's existence was last verified.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on investments, and defines a long-term investment as below:

2.23 Short-term investments, which mainly include deposit and savings accounts typically provided by banks, are those that display the following characteristics:

a. are denominated in pounds Sterling;
b. be realisable at full value on demand or have a maturity end date of not more than 12 months;
c. the whole of the original sum invested can, from the time that the investment is made, be accessed for use by the authority without any reduction; and
d. the authority has assessed the counterparty and is satisfied that the original sum invested is not subject to unreasonable risk.

2.26 A long-term investment arises where the authority invests money in anything other than a short-term investment.

1.11 Arrangements need to be in place to ensure that the authority's funds are managed properly and that any amounts surplus to requirements is invested appropriately, in accordance with an approved strategy which needs to have regard to the government's Statutory Guidance on Local Government Investments. If total investments are to exceed the threshold specified in the statutory guidance at any time during a financial year, the authority needs to produce and approve an annual Investment Strategy in accordance with the guidance.

The council has adopted an Investment Policy and Strategy to support its future decision making on placement of funds in accordance with the statutory guide. The Investment Policy and Strategy was most recently reviewed and adopted by the council at the meeting held in May 2025.

The council has borrowing through the Public Works Loan Board (PWLB) and confirmation of the figures for in year payments (box 5) and year-end balance (box 10) will be completed at the final internal audit against the PWLB statement and remittance advices.

I. BANK AND CASH

Internal audit requirement

Periodic bank account reconciliations were properly carried out during the year.

Audit findings

Financial Regulation 2.7 states *'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.'*

I reviewed the June 2025 bank reconciliation and was able to confirm the balances to the bank statements and found no errors.

I was able to confirm that the bank reconciliation had been verified in accordance with Financial Regulations, with the councillor completing the checks signing the bank reconciliation and bank statement, along with the list of reconciled entries. There is evidence of this activity taking place is recorded within the minutes of meetings.

As the council's annual budget exceeds the €500,000 (£430,950 as of 3 July comparative date) threshold, it is not protected by the Financial Services Compensation Scheme (FSCS).

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.

Audit findings

To be tested at the final internal audit.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.

Audit findings

The council did not certify itself exempt in 2024/25 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority publishes information on a free to access website/webpage, up to date at the time of the internal audit in accordance with relevant legislation

Audit findings

The council is reminded that the following requirements apply.

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority's website)

(a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and

(b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

(a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and

(b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority's website)

(c) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and

(d) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

(c) keep copies of those documents for purchase by any person on payment of a reasonable sum; and

(d) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

Testing for publication to meet this requirement will be completed at the final internal audit.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority, during the previous year, correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2024/25 Actual
Date AGAR signed by council	24 June 2025
Date inspection notice issued	30 June 2025
Inspection period begins	1 July 2025
Inspection period ends	11 August 2025
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2024/25, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority complied with the publication requirements for the prior year AGAR.

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2025 authorities must publish:
• Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited
• Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4
• Section 2 - Accounting Statements 2024/25, approved and signed, page 5

Not later than 30 September 2025 authorities must publish:
•Notice of conclusion of audit
•Section 3 - External Auditor Report and Certificate
•Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.
It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

I was able to confirm that the Notice of the Period of Public Rights and Section 1 (Annual Governance Statement) and Section 2 (Accounting Statement) were published on the council's website before 1 July 2025.

I was able to confirm that the Notice of Conclusion of Audit and External Auditor Report and Certificate were published on the council's website before 30 September 2025.

The council has therefore met the publication requirements for 2024/25 have been met.

O. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council is the trustee of Frank Thomas Arnold for a Park or Recreation Ground (charity number 304785). I reviewed the information available on the Charity Commission website and was able to confirm that all reporting is up to date and that the council is correctly listed as the sole trustee.

I was able to confirm that trustee meetings and accounts are recorded separately from those of the council, and that trust funds are held in a separate bank account.

The level of financial activity of the charity does not require an independent examination of the charity accounts.

The council has met its responsibilities as a trustee.

Achievement of control assertions at final internal audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives to date are summarised in the table below.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			✓
G	Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.	To be tested at final internal audit		
K	If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.			✓
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	To be tested at final internal audit		
M	The authority, during the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
N	The authority complied with the publication requirements for prior year AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

Should you have any queries please contact me directly on andy@mulberrylas.co.uk or 07428 647069.

Yours sincerely



Andy Beams
Director, Mulberry Local Authority Services Ltd

Interim Internal Audit - Points Carried Forward

Audit Point	Interim Audit Findings	Council comments
D. BUDGET, PRECEPT AND RESERVES	There is evidence within the minutes of meetings of regular reporting of the financial position, allowing councillors to make informed financial decisions. The RFO confirmed that he provides councillors with explanations for any significant variances at the meeting, and we discussed the need to increase the £100 material financial threshold in FR 6.1 as it is impractical for a council of this size.	
H. ASSETS AND INVESTMENTS	Through discussion with the RFO, it was determined that a check of assets does take place, but evidence of this is not recorded on the asset register and the council may wish to consider the addition of a column to confirm when the asset's existence was last verified.	