Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Finance and Governance Committee** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE** at **10:00** on **Wednesday, November 12, 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 the following link: Teams. The meeting can also be observed via YouTube on the following link: https://www.youtube.com/live/cIwerSkxXYg.

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
06 November 2025

Lowestoft Town Council

Finance and Governance Committee

Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:00 on Wednesday, November 12, 2025

AGENDA

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

72 To receive and consider approval of apologies for absence

73 Declarations of Interests and dispensations

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

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

74 To consider the draft minutes of the meeting on 8 October 2025

75 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.

76 Budget and Loan

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

76.2 To note any bank reconciliations

76.3 To receive the minutes of the Budget and Loan Sub Committee meetings from 8th September to 3 November

#budget

77 Payments and Receipts:

77.1 To note the income and expenditure reports for October 2025 and November 2025 to date, including payments made under delegated authority

(see schedules)

77.2 To consider any payments for approval (see schedule)

78 Grants

To consider the following grant applications, their urgency and to receive feedback forms

#grants

78.1 To receive the Grant Feedback Form from Lydia Eva and Mincarlo Charitable Trust

78.2 MN Well Child Support CIC grant - £5,100

78.3 Use It All - £1,680

79 Sponsorships

79.1 Lowestoft Town Cricket Club sponsorship - £6,000

To consider the renewal of sponsorship for the 2026/27 and 2027/28 season of £3,000 per annum

79.2 Kirkley Peoples Forum sponsorship - £1,320 per annum

To consider the sponsorship increase from £5,280 to £6,600 per annum to March 2028

79.3 Nature Play sponsorship - £14,400

To consider a two year sponsorship of £600 per month

80 Other financial and governance matters, including:

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

Risk numbers G1 to G5

80.2 To appoint new members of the Budget and Loan Sub-Committee

#budget

80.3 To receive the minutes of the Standing Orders and Policies Sub Committee meetings on 21 October 2025 and 5 November 2025

80.4 To receive recommendations from the Standing Orders and Policies Sub Committee on the following policies:

1. Standing Orders
2. Financial Regulations
3. Grant Awarding
4. Sponsorship and Advertising
5. Infrastructure and Investment
6. Investment Policy

81 Date of next meeting

Wednesday 10 December at 10:00

82 Items for the next agenda and close

83 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 Meeting

Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
Wednesday 08 October 2025 AT 10:00

MINUTES

Present: Cllrs Connor Blowers, Wendy Brooks, Neil Coleby, Jen Jones, Graham Parker, Andy Pearce, and Deborah Ray

In attendance: Sarah Foote (Town Clerk), James Cox (Finance Manager) and Jill Hook (Finance Assistant)

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

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

Cllr Keith Patience was absent with no apologies received.

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 – Cllr Pearce declared he had advance notice of items 67.5 and 67.7 and had advised the organisations on the application process. Cllr Pearce also declared he is involved with a local primary school that may use the services of the organisation in 67.3 but not been involved in the applications and had no pre-determination.
Cllr Blowers declared he is a member of the Management Committee of the Kirkley Peoples Forum and would leave the room for consideration of item 67.6.
Cllr Parker declared he had already contributed towards Nature Play as an East Suffolk Councillor, so would leave the room for consideration of item 67.7.

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

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

Cllr Brooks proposed approval of the minutes and confidential note subject to amendment of item 51.1 to state a grant applicant must provide reasons for why their grant application required consideration before the specified quarterly dates; seconded by Cllr Jones; all in favour.

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

65 Budget and Loan

65.1 To monitor the budget for 2025-2026, including delegated Committee and Sub-Committee budgets – There were no matters to discuss.

65.2 To note any bank reconciliations - August 2025 was to go to Councillors for approval and September 2025 was in progress.

65.3 To receive any report and recommendations from the Budget and Loan Sub-Committee – A concern was raised that the Budget and Loan meetings were not well attended, and a request was made for more Councillors to attend. Cllr Ray offered to attend but was not able to commit on a weekly basis. An item was requested for the next agenda to recruit additional Councillors for the Budget and Loan Sub-Committee.
The Finance Manager proposed to recommend bringing the current accounting software in line with budget proposals for the 2026/27 budget by moving existing budgets to their new headings and a virement of £5,000 from the 'Community Engagement' Budget to a new line for 'Communications'. This would enable promotional work to be carried out for the Neighbourhood Plan and Business Plan.
Cllr Pearce proposed to accept the recommendations from the Budget and Loan Sub-Committee and recommend approval to Full Council; seconded by Cllr Parker; all in favour.

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) – Cllr Pearce proposed to accept the September payments; seconded by Cllr Ray; six in favour, one abstention.

66.2 To consider any payments for approval (see schedule) – There were no matters to discuss.

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'.
Cllr Pearce proposed to approve the grant. The Committee considered that the organisation had not looked for funding from other sources. The Grants budget of £50,000 had £8,860 remaining with approximately £30,000 in the Earmarked Reserve.
The proposal was seconded by Cllr Ray; six votes in favour; one vote against. The Committee requested officers ask the organisation to recognise the Town Council on their social media accounts when notifying them of the approval.

67.2 Lowestoft Town Football Club - £4,800.00 – The Committee considered the possibility of providing sponsorship in future years as this appeared to be an annual event. It was confirmed the grant application had been incomplete when it was originally submitted, therefore it was being considered at a late stage.
Cllr Pearce proposed to approve the application, requested officers to question whether the organisation would require an annual sponsorship in future (for the Budget and Loan Sub Committee to consider) and whether a girls' team would be attending in future; seconded by Cllr Jones; all in favour.

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'.

The Committee supported the work, but noted the main costs included within the application appeared to be for staffing costs, which the Town Council does not provide funding for. Cllr Brooks proposed to recommend deferral of the application because the Town Council's criteria had not been satisfied, for officers to seek clarification of the qualifications and employment status of the personnel, further details on the organisation, how the funding would be used and whether other funding sources had been approached; seconded by Cllr Pearce; all in favour.

67.4 Kirkley Pantry - £2,000.00 – Cllr Brookes proposed to approve from the Food and Social relief budget; seconded by Cllr Pearce; all in favour.

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.'

The organisation had not approached other organisations for additional funding.

Cllr Jones temporarily left the chamber at 10:51.

The repairs would need to be completed over the winter ahead of the next sailing season. Cllr Brooks proposed to offer £5,000 from Grants, with the option to reapply for funding from April 2026 for the remaining £5,000 and suggested funding was sought from other organisations.

Cllr Jones returned to the chamber at 10:54

The proposal was seconded by Cllr Ray; three in favour; two against; two abstentions.

Cllr Blowers temporarily left the chamber at 10:57

67.6 Kirkley Peoples Forum - £660.00 - Cllr Brooks proposed to approve; seconded by Cllr Pearce; all in favour. An item was requested for the next agenda to consider the sponsorship increase detailed on the application.

Cllr Blowers returned to the chamber at 10:59

67.7 Nature Play – The item was deferred as an application had not been submitted.

68 Other financial and governance matters, including:

68.1 To receive the report on asset revaluations and consider the tender process for insurance renewal – The Town Clerk updated the Committee on the data produced by the Chartered Surveyors, commissioned following the approval by the Finance and Governance Committee. All reinstatement values had been included along with site plans, measurements, descriptions and insurance values with corresponding photographs for each asset/location. The current insurance contract expires on 1st April and the Town Council now has the required information to put together a tender. The report did not cover the Marina Theatre or the Town Hall as works are still ongoing. A new fleet policy was required for the Town Council's vehicles. The Marina Theatre would be operational before 1st April so the current policy would incorporate it. The Town Hall would become operational after 1st April 2026. The insurers would need to be made aware at the time of tender to ensure the policy can be amended to incorporate the Town Hall. The Committee considered the implications for insurance purposes of having AV charging points installed on site when the Town Hall was operational due to the proximity to the building. Officers were aware of the problem this may cause for insurance purposes. The insurance policy also covered long term sickness. Cllr Pearce proposed to keep the insurance policy as an active item on each agenda; seconded by Cllr Coleby; all in favour.

68.2 To consider the Budget & Loan Sub-Committee Terms of Reference amendment (6.1.1) – Cllr Pearce proposed approval of the amendment from 'decisions' to 'recommendations; seconded by Cllr Jones; all in favour.

68.3 To note the interim internal audit report for period 1st April 2025 to 30th September 2025 – One action from the report would be provided to the Standing Orders Sub-Committee to consider an amendment to the Financial Regulations. Cllr Pearce proposed to note the report and outcome, and to record a note of thanks to the Town Clerk, Finance Manager and RFO and all members of staff involved; seconded by Cllr Jones; all in favour.

68.4 To consider the lease of two new vehicles within the current financial year – The Committee considered the increase in staff that has led to a requirement for additional Grounds Maintenance vehicles. Cllr Brooks proposed to recommend to Full Council to approve the 3 year lease costing £6,275 within the current year and £13,516 for a full year, be taken from Repairs and Maintenance; seconded by Cllr Pearce; all in favour.

68.5 To note the conclusion of the trial period of the dissatisfaction log and to consider its implementation as an official process – The initial trial was for a 2 month period and was reviewed during the Finance and Governance meeting on 10th September 2025. A decision was not made on whether to continue the log and the matters it would include. The Committee considered the need to log the number of calls that related to other Councils.

Cllr Jones temporarily left the chamber at 11:29

Cllr Jones returned to the chamber at 11:32

Cllr Pearce proposed to continue the complaints log in its current format using the definition of a complaint as the basis and for the Finance and Governance Committee to receive a quarterly report, with the requirement of the log being reviewed annually commencing May 2026; seconded by Cllr Parker; six in favour, one against.

69 Date of next meeting

Wednesday 12 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 -There were no resolutions.

The meeting was closed at 11:35

Signed:
12 November 2025

Annual Budget - By Centre (Actual YTD Month 7)

Note: 31st October 2025

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
100	**Administration**											
1076	Precept	2,090,222	2,090,222	0	0	2,413,263	0	2,413,263	2,413,263	1	0	0
1080	Bank Interest Received	0	12,844	0	0	0	0	0	6,949	1	0	0
1090	Grants	0	0	0	0	0	0	0	500	1	0	0
1095	CIL	0	58,116	0	0	0	0	0	43,727	1	0	0
1210	Recharges	0	792	0	0	0	0	0	4,000	1	0	0
1215	Vehicle Sale	0	3,000	0	0	0	0	0	0	1	0	0
1220	Scrap Metal	0	216	0	0	0	0	0	388	1	0	0
	Total Income	2,090,222	2,165,189	0	0	2,413,263	0	2,413,263	2,468,827	7	0	0
4070	Office Supplies and Stationery	2,000	3,948	0	0	2,060	0	2,060	1,383	1	0	0
4075	Communication	0	0	0	0	0	0	0	0	1	0	0
4105	IT Purchases	10,550	14,725	0	-9,959	9,959	0	0	-78	0	0	0
4120	Miscellaneous & Meetings	1,398	1,626	0	0	1,440	0	1,440	1,044	1	0	0
4155	Compliance	33,620	49,310	0	-31,333	31,333	0	0	0	0	0	0
4175	HR	7,000	5,200	0	-7,210	7,210	0	0	-42	0	0	0
4375	Van Hire	10,800	13,598	0	-40,000	40,000	0	0	0	0	0	0
4376	Vehicles	0	44,710	0	0	0	0	0	0	0	0	0
4470	Festive Lights	7,689	7,620	0	-8,437	8,437	0	0	-2,778	0	0	0
5000	Repairs & Maintenance	90,000	77,089	0	-7,500	92,700	0	85,200	25,970	1	0	0
5010	Sports Ground Maintenance	15,000	12,294	0	-15,450	15,450	0	0	0	0	0	0
5040	Horticultural	60,000	22,207	0	-81,750	81,750	0	0	0	0	0	0
5200	Surfacing	40,801	373	0	0	42,026	0	42,026	6,340	1	0	0
5205	Fencing and Walls	7,000	0	0	0	0	0	0	0	0	0	0
5210	Gutter Clearing	10,000	0	0	0	0	0	0	0	0	0	0

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Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 7)

Note: 31st October 2025

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
5215	Goods	10,000	0	0	0	0	0	0	0	0	0	0
6500	Ground Maintenance	28,050	28,447	0	-98,065	98,065	0	0	-639	0	0	0
	Overhead Expenditure	333,908	281,147	0	-299,704	430,430	0	130,726	31,200	5	0	0
	100 Net Income over Expenditure	1,756,314	1,884,043	0	299,704	1,982,833	0	2,282,537	2,437,627	2	0	0
6000	plus Transfer from EMR	0	2,000	0	0	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	4,716	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	1,756,314	1,881,327			1,982,833		2,282,537	2,437,627	2		
105	**IT**											
4105	IT Purchases	0	0	0	6,179	0	0	6,179	5,628	0	0	0
4106	IT Licences and Subscriptions	0	0	0	11,280	0	0	11,280	6,001	0	0	0
4107	Mobile Phones	0	0	0	11,500	0	0	11,500	6,700	0	0	0
4710	IT Service Charge	0	0	0	18,500	0	0	18,500	14,197	1	0	0
	Overhead Expenditure	0	0	0	47,459	0	0	47,459	32,526	1	0	0
	Movement to/(from) Gen Reserve	0	0			0		(47,459)	(32,526)	(1)		
110	**Neighbourhood Plan**											
4800	Neighbourhood Plan	0	540	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	540	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(540)			0		0	0	0		
120	**Capital Works**											
4200	EMR Contribution	0	0	0	0	0	0	0	0	1	0	0
5105	Capital Investment	0	13,230	0	0	0	0	0	0	1	0	0
	Overhead Expenditure	0	13,230	0	0	0	0	0	0	2	0	0

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Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 7)

Note: 31st October 2025

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6000	plus Transfer from EMR	0	13,230	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	(2)		
125	**Compliance**											
4155	Compliance	0	0	0	31,333	0	0	31,333	14,345	0	0	0
	Overhead Expenditure	0	0	0	31,333	0	0	31,333	14,345	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		(31,333)	(14,345)	0		
130	**Elections and Professional Fee**											
4090	Audit Fees	5,058	4,690	0	0	5,210	0	5,210	871	1	0	0
4095	Insurance	30,900	25,343	0	0	27,500	0	27,500	26,863	1	0	0
4110	Bank Charges	412	475	0	0	425	0	425	311	1	0	0
4115	Professional Fees and Subscrip	4,968	4,407	0	0	5,617	0	5,617	5,736	1	0	0
4130	Legal Costs	40,000	79,984	0	0	50,000	0	50,000	48,802	1	0	0
4135	Elections	0	6,921	0	0	13,743	0	13,743	0	1	0	0
4165	Consultancy	12,000	47,867	0	-8,000	22,600	0	14,600	25,705	1	0	0
4166	Health and Safety	0	0	0	8,000	0	0	8,000	5,864	1	0	0
	Overhead Expenditure	93,338	169,688	0	0	125,095	0	125,095	114,152	8	0	0
6000	plus Transfer from EMR	0	6,921	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(93,338)	(162,766)			(125,095)		(125,095)	(114,152)	(8)		
140	**Staff, Training and CPD**											
4000	Salaries - Gross	913,377	755,524	0	0	810,081	0	810,081	484,343	1,135,310	0	0
4005	Employers National Insurance	0	76,017	0	0	99,345	0	99,345	60,456	0	0	0
4010	Employers Superannuation	0	157,331	0	0	158,960	0	158,960	93,921	0	0	0
4025	Job Adverts	0	3,174	0	0	7,500	0	7,500	950	1	0	0

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Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 7)

Note: 31st October 2025

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4050	Staffing Contingency	70,000	1,164	0	0	84,249	0	84,249	92	40,000	0	0
4055	Staff Training	21,000	23,373	0	0	21,630	0	21,630	8,630	21,630	0	0
4056	Councillor Training	3,750	3,735	0	0	3,000	0	3,000	1,281	3,000	0	0
4175	HR	0	0	0	7,210	0	0	7,210	5,135	1	0	0
4180	Payroll	0	0	0	0	0	0	0	328	600	0	0
4200	EMR Contribution	0	0	0	0	0	0	0	0	1	0	0
	Overhead Expenditure	1,008,127	1,020,318	0	7,210	1,184,765	0	1,191,975	655,134	1,200,543	0	0
	Movement to/(from) Gen Reserve	(1,008,127)	(1,020,318)			(1,184,765)		(1,191,975)	(655,134)	(1,200,543)		
150	**Office Accommodation**											
1200	Room and Land Hire Income	0	80	0	0	0	0	0	160	0	0	0
	Total Income	0	80	0	0	0	0	0	160	0	0	0
4160	Parking	1,500	438	0	0	1,545	0	1,545	448	750	0	0
4300	Business Rates	9,956	9,980	0	0	10,266	0	10,266	9,980	6,654	0	0
4305	BID Levy	350	350	0	0	350	0	350	350	234	0	0
4340	Furniture & Equipment	8,941	12,023	0	-7,500	9,210	0	1,710	29	2,000	0	0
4710	IT Service Charge	19,000	26,293	0	-30,000	30,000	0	0	-1,612	0	0	0
4715	Hamilton House Loan Repayment	13,430	13,430	0	0	13,834	0	13,834	10,072	29,277	0	0
4720	Premises Rent	14,700	15,435	0	0	15,141	0	15,141	11,576	10,094	0	0
4725	Premises Service Charge	34,248	29,479	0	0	35,275	0	35,275	17,532	24,693	0	0
5020	Project Expenditure	0	147	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	102,125	107,574	0	-37,500	115,621	0	78,121	48,376	73,702	0	0
	Movement to/(from) Gen Reserve	(102,125)	(107,494)			(115,621)		(78,121)	(48,216)	(73,702)		
160	**Town Hall**											

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Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 7)

Note: 31st October 2025

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1091	Town Hall Grant	144,717	1,456,147	0	0	0	0	0	1,679,475	1	0	0
	Total Income	144,717	1,456,147	0	0	0	0	0	1,679,475	1	0	0
4095	Insurance	0	0	0	0	0	0	0	0	1	0	0
4305	BID Levy	1,325	1,286	0	0	1,365	0	1,365	1,286	1	0	0
4365	Utilities	7,983	-9,821	0	0	8,223	0	8,223	1,105	1	0	0
4465	Events	0	0	0	0	0	0	0	0	0	9,165	0
5000	Repairs & Maintenance	10,000	0	0	0	0	0	0	0	1	0	0
5020	Project Expenditure	0	651,859	0	0	0	0	0	1,501,256	1	0	0
5045	Climate Emergency	0	0	0	45,000	0	0	45,000	0	0	0	0
9980	DMO Repayments	0	0	0	0	82,683	0	82,683	0	265,000	0	82,683
	Overhead Expenditure	19,308	643,324	0	45,000	92,271	0	137,271	1,503,647	265,005	9,165	82,683
	Movement to/(from) Gen Reserve	125,409	812,823			(92,271)		(137,271)	175,828	(265,004)		
170	**Workshop**											
4095	Insurance	0	0	0	750	0	0	750	274	480	0	0
4300	Business Rates	7,610	7,610	0	0	7,610	0	7,610	7,610	7,610	0	0
4340	Furniture & Equipment	0	0	0	0	2,500	0	2,500	180	3,000	0	0
4365	Utilities	6,000	4,438	0	0	6,000	0	6,000	1,376	6,000	0	0
4720	Premises Rent	20,500	20,214	0	-3,500	24,000	0	20,500	12,058	1	0	0
4725	Premises Service Charge	0	3,563	0	2,750	0	0	2,750	1,101	1	0	0
	Overhead Expenditure	34,110	35,824	0	0	40,110	0	40,110	22,600	17,092	0	0
	Movement to/(from) Gen Reserve	(34,110)	(35,824)			(40,110)		(40,110)	(22,600)	(17,092)		
175	**Grounds Maintenance**											
4095	Insurance	0	0	0	0	0	0	0	0	1	0	0

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Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 7)

Note: 31st October 2025

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4200	EMR Contribution	0	0	0	0	0	0	0	0	1	0	0
4335	PPE	0	0	0	7,500	0	0	7,500	4,583	1	0	0
4375	Van Hire	0	0	0	40,000	0	0	40,000	34,555	1	0	0
4376	Vehicles	0	0	0	0	0	0	0	0	1	0	0
6500	Ground Maintenance	0	0	0	64,445	0	0	64,445	35,077	55,000	0	0
6501	Grass Cutting	0	0	0	8,320	0	0	8,320	6,350	0	0	0
6502	GM Equipment Maintenance	0	0	0	15,000	0	0	15,000	7,391	0	0	0
6503	GM Contingency	0	0	0	10,300	0	0	10,300	0	0	0	0
6525	Tree Planting	0	0	0	0	0	0	0	0	1	0	0
	Overhead Expenditure	0	0	0	145,565	0	0	145,565	87,956	55,006	0	0
	Movement to/(from) Gen Reserve	0	0			0		(145,565)	(87,956)	(55,006)		
180	**Waterways and Ponds**											
5000	Repairs & Maintenance	40,800	5,698	0	0	9,150	0	9,150	2,189	1	0	0
	Overhead Expenditure	40,800	5,698	0	0	9,150	0	9,150	2,189	1	0	0
	Movement to/(from) Gen Reserve	(40,800)	(5,698)			(9,150)		(9,150)	(2,189)	(1)		
200	**Art, Civic and Heritage**											
1000	Property Lettings - Exempt	0	25,665	0	0	0	0	0	0	0	0	0
	Total Income	0	25,665	0	0	0	0	0	0	0	0	0
4140	Civic & Ceremonial	2,400	2,440	0	0	2,400	0	2,400	1,400	2,400	0	0
4143	Arts and Heritage	30,000	24,759	0	0	30,000	0	30,000	4,978	30,000	0	0
4150	Travel Expenses	1,000	7	0	0	1,000	0	1,000	549	1,000	0	0
4460	Lowestoft and Plaisir Twinning	0	0	0	0	0	0	0	0	300	0	0

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Note: 31st October 2025

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	33,400	27,206	0	0	33,400	0	33,400	6,928	33,700	0	0
	Movement to/(from) Gen Reserve	(33,400)	(1,542)			(33,400)		(33,400)	(6,928)	(33,700)		
250	**Caravan Site**											
1000	Property Lettings - Exempt	101,212	78,317	0	0	104,249	0	104,249	-25,665	1	0	0
	Total Income	101,212	78,317	0	0	104,249	0	104,249	-25,665	1	0	0
	Movement to/(from) Gen Reserve	101,212	78,317			104,249		104,249	(25,664)	1		
300	**Events & Communications**											
1085	Donations	0	500	0	0	0	0	0	0	1	0	0
1090	Grants	0	1,351	0	0	0	0	0	0	1	0	0
1105	Event Income	0	0	0	0	0	0	0	11,717	10,000	0	0
	Total Income	0	1,851	0	0	0	0	0	11,717	10,002	0	0
4075	Communication	0	0	0	6,506	0	0	6,506	0	23,600	0	0
4100	Community Engagement	21,462	12,861	0	-6,506	21,506	0	15,000	8,728	0	0	0
4101	Sponsorship	23,000	22,500	0	-33,380	33,380	0	0	0	0	0	0
4450	Community Grants	65,000	46,051	0	-50,000	50,000	0	0	0	0	0	0
4451	Social and Food Relief	0	0	0	-25,000	25,000	0	0	0	0	0	0
4465	Events	15,000	8,029	0	-5,500	15,450	0	9,950	1,954	15,000	0	0
4470	Festive Lights	0	0	0	8,437	0	0	8,437	7,650	1	0	0
4475	Remembrance and Holocaust Day	0	0	0	5,000	0	0	5,000	1,600	5,000	0	0
4476	Music Event	0	0	0	7,210	0	0	7,210	0	0	0	0
4477	Suffolk Day	0	0	0	10,000	0	0	10,000	12,377	0	0	0
4478	VE & VJ Day	0	0	0	10,000	0	0	10,000	9,827	0	0	0
4479	Market Events	0	0	0	6,000	0	0	6,000	2,650	11,000	0	0

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Note: 31st October 2025

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4480	Major Events	58,599	42,063	0	-65,540	65,540	0	0	-100	0	0	0
4481	Climate Event	0	0	0	6,250	0	0	6,250	3,772	7,500	0	0
4482	Christmas Event	0	0	0	2,000	0	0	2,000	1,000	7,000	0	0
4483	Black History Month	0	0	0	1,250	0	0	1,250	0	2,500	0	0
4484	Pride Event	0	0	0	11,330	0	0	11,330	9,377	10,000	0	0
4486	Summer Events	0	0	0	3,000	0	0	3,000	2,780	6,000	0	0
4487	IWD Events	0	0	0	1,250	0	0	1,250	0	1,500	0	0
4488	Running Events	0	0	0	0	0	0	0	10,751	10,000	0	0
4489	Armed Forces Day	0	0	0	0	0	0	0	0	12,500	0	0
4490	RNPS Event	0	0	0	0	0	0	0	0	1,200	0	0
	Overhead Expenditure	183,061	131,504	0	-107,693	210,876	0	103,183	72,366	112,801	0	0
	300 Net Income over Expenditure	-183,061	-129,654	0	107,693	-210,876	0	-103,183	-60,650	-102,799	0	0
6000	plus Transfer from EMR	0	96	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(183,061)	(129,558)			(210,876)		(103,183)	(60,650)	(102,799)		
310	**Grants & Sponsorships**											
4101	Sponsorship	0	0	0	0	0	0	0	0	15,000	0	0
4450	Community Grants	0	0	0	50,000	0	0	50,000	52,073	75,000	0	0
4451	Social and Food Relief	0	0	0	25,000	0	0	25,000	4,000	15,000	0	0
4452	Excelsior Sponsor	0	0	0	15,000	0	0	15,000	15,000	0	0	0
4453	South Pier Sponsor	0	0	0	3,500	0	0	3,500	3,500	0	0	0
4454	Lowestoft Cricket Club Sponsor	0	0	0	2,000	0	0	2,000	2,000	0	0	0
4455	Kirkley Peoples Forum Sponsor	0	0	0	5,580	0	0	5,580	1,395	0	0	0
4456	Music Prescription Sponsor	0	0	0	4,800	0	0	4,800	4,900	0	0	0
4457	Scores Race Sponor	0	0	0	5,000	0	0	5,000	0	0	0	0

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Note: 31st October 2025

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4458	Heritage Open Days Sponsor	0	0	0	5,000	0	0	5,000	0	0	0	0
4459	MIND Sponsor	0	0	0	5,000	0	0	5,000	5,000	0	0	0
4460	Lowestoft and Plaisir Twinning	0	0	0	1,000	0	0	1,000	0	0	0	0
4461	Friends Groups	0	0	0	1,000	0	0	1,000	0	0	0	0
4462	Wherry Lines Sponsor	0	0	0	500	0	0	500	0	0	0	0
	Overhead Expenditure	0	0	0	123,380	0	0	123,380	87,868	105,000	0	0
	Movement to/(from) Gen Reserve	0	0			0		(123,380)	(87,868)	(105,000)		
320	**Sports**											
4200	EMR Contribution	0	0	0	25,000	0	0	25,000	0	25,000	0	0
4485	Sports and Development	0	0	0	20,000	0	0	20,000	9,511	25,000	0	0
5010	Sports Ground Maintenance	0	0	0	15,450	0	0	15,450	14,986	1	0	0
	Overhead Expenditure	0	0	0	60,450	0	0	60,450	24,497	50,001	0	0
	Movement to/(from) Gen Reserve	0	0			0		(60,450)	(24,497)	(50,001)		
350	**Marina Theatre**											
1000	Property Lettings - Exempt	0	0	0	20,000	0	0	20,000	15,000	20,000	0	0
1092	Marina Theatre Grant	0	1,012,500	0	0	0	0	0	1,525,000	0	0	0
1211	Loan Repayment	0	0	0	0	10,000	0	10,000	10,000	10,000	0	0
	Total Income	0	1,012,500	0	20,000	10,000	0	30,000	1,550,000	30,000	0	0
4315	Cleaning	4,562	2,648	0	0	0	0	0	0	1	0	0
4340	Furniture & Equipment	0	0	0	0	0	0	0	0	13,000	0	0
4505	Marina Theatre Management Fee	150,000	150,000	0	0	150,000	0	150,000	150,000	150,000	0	0
5000	Repairs & Maintenance	27,939	39,037	0	0	28,778	0	28,778	4,945	1	0	0
5020	Project Expenditure	0	785,012	0	0	244,000	0	244,000	1,706,840	0	0	0

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Note: 31st October 2025

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
5105	Capital Investment	0	0	0	0	0	0	0	0	1	0	0
9980	DMO Repayments	0	0	0	13,167	0	0	13,167	6,613	12,929	0	0
	Overhead Expenditure	182,501	976,697	0	13,167	422,778	0	435,945	1,868,397	175,932	0	0
	350 Net Income over Expenditure	-182,501	35,803	0	6,833	-412,778	0	-405,945	-318,397	-145,932	0	0
6000	plus Transfer from EMR	0	7,508	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(182,501)	43,311			(412,778)		(405,945)	(318,397)	(145,932)		
355	**Box Office Building**											
1000	Property Lettings - Exempt	20,000	20,000	0	-20,000	20,000	0	0	0	0	0	0
	Total Income	20,000	20,000	0	-20,000	20,000	0	0	0	0	0	0
9980	DMO Repayments	13,406	13,406	0	-13,167	13,167	0	0	0	0	0	0
	Overhead Expenditure	13,406	13,406	0	-13,167	13,167	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	6,594	6,594			6,833		0	0	0		
400	**Allotments**											
1100	Allotment Income	601	601	0	0	620	0	620	583	1	0	0
	Total Income	601	601	0	0	620	0	620	583	1	0	0
4600	Administration Fee - Allotment	1,812	1,812	0	0	1,867	0	1,867	0	1	0	0
4601	Allotment Maintenance	16,030	2,316	0	0	16,511	0	16,511	3,832	1	0	0
	Overhead Expenditure	17,842	4,128	0	0	18,378	0	18,378	3,832	2	0	0
	Movement to/(from) Gen Reserve	(17,241)	(3,527)			(17,758)		(17,758)	(3,249)	(1)		
401	**Parks and Open Spaces**											
1200	Room and Land Hire Income	0	3,464	0	0	0	0	0	0	0	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Total Income	0	3,464	0	0	0	0	0	0	0	0	0
4625	GELP Railway Rent	0	0	0	25	0	0	25	0	0	0	0
5000	Repairs & Maintenance	25,750	14,113	0	0	26,523	0	26,523	12,096	1	0	0
5030	Parks Development	0	2,120	0	0	0	0	0	0	0	0	0
5105	Capital Investment	45,000	38,762	0	0	46,350	0	46,350	46,920	55,550	0	0
	Overhead Expenditure	70,750	54,995	0	25	72,873	0	72,898	59,016	55,551	0	0
	401 Net Income over Expenditure	-70,750	-51,531	0	-25	-72,873	0	-72,898	-59,016	-55,551	0	0
6000	plus Transfer from EMR	0	2,120	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(70,750)	(49,411)			(72,873)		(72,898)	(59,016)	(55,551)		
410	**Great Eastern Linear Park**											
4625	GELP Railway Rent	24	0	0	-25	25	0	0	0	0	0	0
	Overhead Expenditure	24	0	0	-25	25	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(24)	0			(25)		0	0	0		
425	**Sparrows Nest**											
1000	Property Lettings - Exempt	25,200	25,900	0	0	25,900	0	25,900	19,425	1	0	0
1205	Memorial Benches	0	325	0	0	0	0	0	82	1	0	0
	Total Income	25,200	26,225	0	0	25,900	0	25,900	19,507	2	0	0
4300	Business Rates	1,068	1,035	0	0	1,068	0	1,068	1,035	1	0	0
4365	Utilities	13,905	5,311	0	0	14,323	0	14,323	3,370	1	0	0
5000	Repairs & Maintenance	0	4,000	0	0	0	0	0	0	0	0	0
5031	Memorial Bench	0	0	0	0	0	0	0	57	1	0	0
5100	Capital Repairs	100,000	0	0	0	0	0	0	0	0	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
5105	Capital Investment	0	36,550	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	114,973	46,896	0	0	15,391	0	15,391	4,462	3	0	0
	425 Net Income over Expenditure	-89,773	-20,671	0	0	10,509	0	10,509	15,045	-1	0	0
6000	plus Transfer from EMR	0	36,550	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(89,773)	15,879			10,509		10,509	15,045	(1)		
430	**Belle Vue Park**											
1000	Property Lettings - Exempt	2,771	1,599	0	0	0	0	0	0	1	0	0
	Total Income	2,771	1,599	0	0	0	0	0	0	1	0	0
4301	Council Tax	0	61	0	0	0	0	0	1,798	1	0	0
4365	Utilities	0	0	0	0	0	0	0	70	0	0	0
5000	Repairs & Maintenance	10,849	0	0	0	0	0	0	2,172	0	0	0
5030	Parks Development	0	3,566	0	0	0	0	0	0	0	0	0
5105	Capital Investment	0	0	0	0	0	0	0	15,540	0	0	0
	Overhead Expenditure	10,849	3,626	0	0	0	0	0	19,580	1	0	0
	430 Net Income over Expenditure	-8,078	-2,028	0	0	0	0	0	-19,580	0	0	0
6000	plus Transfer from EMR	0	3,076	0	0	0	0	0	17,712	0	0	0
	Movement to/(from) Gen Reserve	(8,078)	1,048			0		0	(1,868)	0		
435	**Denes Oval**											
1085	Donations	0	8,000	0	0	0	0	0	0	0	0	0
1090	Grants	0	15,635	0	0	0	0	0	0	0	0	0
1200	Room and Land Hire Income	0	708	0	0	0	0	0	1,610	1	0	0
	Total Income	0	24,343	0	0	0	0	0	1,610	1	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4365	Utilities	7,500	12,030	0	0	10,722	0	10,722	6,855	1	0	0
5105	Capital Investment	0	37,691	0	0	0	0	0	41,936	1	0	0
	Overhead Expenditure	7,500	49,720	0	0	10,722	0	10,722	48,791	2	0	0
	Movement to/(from) Gen Reserve	(7,500)	(25,377)			(10,722)		(10,722)	(47,180)	(1)		
440	**Normanston Park**											
1000	Property Lettings - Exempt	6,250	6,250	0	0	6,250	0	6,250	4,688	1	0	0
1090	Grants	0	3,900	0	0	0	0	0	0	0	0	0
1200	Room and Land Hire Income	0	115	0	0	0	0	0	-222	1	0	0
1205	Memorial Benches	0	0	0	0	0	0	0	1,485	1	0	0
1210	Recharges	0	7,783	0	0	0	0	0	0	0	0	0
	Total Income	6,250	18,048	0	0	6,250	0	6,250	5,951	3	0	0
4365	Utilities	6,180	10,301	0	0	5,386	0	5,386	2,502	1	0	0
5031	Memorial Bench	0	0	0	0	0	0	0	1,435	1	0	0
5105	Capital Investment	85,000	65,730	0	0	0	0	0	4,652	0	0	0
	Overhead Expenditure	91,180	76,031	0	0	5,386	0	5,386	8,590	2	0	0
	440 Net Income over Expenditure	-84,930	-57,984	0	0	864	0	864	-2,639	1	0	0
6000	plus Transfer from EMR	0	5,000	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(84,930)	(52,984)			864		864	(2,639)	1		
445	**Kensington Garden Park**											
1000	Property Lettings - Exempt	3,145	3,100	0	0	3,145	0	3,145	2,325	1	0	0
1090	Grants	0	9,831	0	0	0	0	0	0	0	0	0
1205	Memorial Benches	0	325	0	0	0	0	0	1,584	1	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1300	Capital Works	0	0	0	0	0	0	0	0	0	0	0
	Total Income	3,145	13,256	0	0	3,145	0	3,145	3,909	2	0	0
4365	Utilities	10,000	5,207	0	0	3,506	0	3,506	4,348	1	0	0
5031	Memorial Bench	0	0	0	0	0	0	0	1,334	0	0	0
5105	Capital Investment	0	10,848	0	0	0	0	0	1,018	0	0	0
	Overhead Expenditure	10,000	16,055	0	0	3,506	0	3,506	6,699	1	0	0
	Movement to/(from) Gen Reserve	(6,855)	(2,800)			(361)		(361)	(2,790)	1		
450	**Kirkley Fen Park**											
4365	Utilities	5,000	142	0	0	5,150	0	5,150	45	1	0	0
	Overhead Expenditure	5,000	142	0	0	5,150	0	5,150	45	1	0	0
	Movement to/(from) Gen Reserve	(5,000)	(142)			(5,150)		(5,150)	(45)	(1)		
482	**Play Areas - General**											
4155	Compliance	6,665	7,493	0	0	8,000	0	8,000	2,728	1	0	0
4200	EMR Contribution	25,000	12,454	0	-25,000	25,000	0	0	0	1	0	0
4355	Refurbishment	130,000	89,505	0	0	0	0	0	0	1	0	0
4485	Sports and Development	0	0	0	-20,000	20,000	0	0	0	0	0	0
5000	Repairs & Maintenance	30,000	4,847	0	0	15,000	0	15,000	1,073	1	0	0
	Overhead Expenditure	191,665	114,299	0	-45,000	68,000	0	23,000	3,802	4	0	0
6000	plus Transfer from EMR	0	89,505	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(191,665)	(24,794)			(68,000)		(23,000)	(3,802)	(4)		
488	**Walmer Road**											
1200	Room and Land Hire Income	0	500	0	0	0	0	0	0	0	0	0

Continued on next page

Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 7)

Note: 31st October 2025

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Total Income	0	500	0	0	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	500	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	0		
500	**Public Conveniences**											
4315	Cleaning	8,718	15,348	0	0	9,480	0	9,480	2,895	1	0	0
4355	Refurbishment	70,000	77,743	0	0	0	0	0	0	0	0	0
4365	Utilities	6,000	3,463	0	0	4,000	0	4,000	2,278	1	0	0
5105	Capital Investment	0	200	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	84,718	96,755	0	0	13,480	0	13,480	5,173	2	0	0
6000	plus Transfer from EMR	0	77,943	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(84,718)	(18,811)			(13,480)		(13,480)	(5,173)	(2)		
505	**The Triangle Market**											
1020	Market Income	0	605	0	0	0	0	0	241	0	0	0
	Total Income	0	605	0	0	0	0	0	241	0	0	0
4355	Refurbishment	0	0	0	0	0	0	0	12,938	0	0	0
4365	Utilities	5,356	7,789	0	0	5,517	0	5,517	4,106	1	0	0
4465	Events	0	3,932	0	-6,000	6,000	0	0	2,629	0	0	0
5000	Repairs & Maintenance	5,000	12,891	0	0	5,000	0	5,000	1,782	1	0	0
5105	Capital Investment	0	250	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	10,356	24,861	0	-6,000	16,517	0	10,517	21,455	2	0	0
	505 Net Income over Expenditure	-10,356	-24,256	0	6,000	-16,517	0	-10,517	-21,214	-2	0	0
6000	plus Transfer from EMR	0	10,420	0	0	0	0	0	0	0	0	0

Continued on next page

Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 7)

Note: 31st October 2025

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	(10,356)	(13,836)			(16,517)		(10,517)	(21,214)	(2)		
510	**Links Road Car Park**											
1200	Room and Land Hire Income	0	2,180	0	0	0	0	0	280	1	0	0
	Total Income	0	2,180	0	0	0	0	0	280	1	0	0
4300	Business Rates	2,185	2,121	0	0	2,251	0	2,251	2,121	1	0	0
	Overhead Expenditure	2,185	2,121	0	0	2,251	0	2,251	2,121	1	0	0
	Movement to/(from) Gen Reserve	(2,185)	59			(2,251)		(2,251)	(1,841)	0		
515	**Whitton Estate Meeting Hall**											
1200	Room and Land Hire Income	0	2,786	0	0	0	0	0	2,164	0	0	0
	Total Income	0	2,786	0	0	0	0	0	2,164	0	0	0
	Movement to/(from) Gen Reserve	0	2,786			0		0	2,164	0		
555	**Community Halls**											
1000	Property Lettings - Exempt	1,000	1,000	0	0	1,000	0	1,000	1,000	1	0	0
	Total Income	1,000	1,000	0	0	1,000	0	1,000	1,000	1	0	0
4115	Professional Fees and Subscrip	0	910	0	0	0	0	0	0	1	0	0
4155	Compliance	679	1,046	0	0	500	0	500	44	1	0	0
4300	Business Rates	0	1,758	0	0	0	0	0	2,197	1	0	0
4315	Cleaning	5,784	1,928	0	0	612	0	612	491	1	0	0
4365	Utilities	2,498	1,359	0	0	2,000	0	2,000	75	1	0	0
5000	Repairs & Maintenance	5,150	2,359	0	0	5,305	0	5,305	2,417	1	0	0
	Overhead Expenditure	14,111	9,359	0	0	8,417	0	8,417	5,224	6	0	0

Continued on next page

Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 7)

Note: 31st October 2025

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	(13,111)	(8,359)			(7,417)		(7,417)	(4,224)	(5)		
600	**Community Safety**											
5055	Defibrillators	10,300	4,769	0	0	5,000	0	5,000	0	1	0	0
5060	Community Safety	0	910	0	0	1,000	0	1,000	0	1	0	0
6505	CCTV	0	0	0	0	20,000	0	20,000	0	1	0	0
	Overhead Expenditure	10,300	5,679	0	0	26,000	0	26,000	0	3	0	0
	Movement to/(from) Gen Reserve	(10,300)	(5,679)			(26,000)		(26,000)	0	(3)		
650	**Climate Emergency**											
1210	Recharges	0	0	0	0	0	0	0	5,483	0	0	0
	Total Income	0	0	0	0	0	0	0	5,483	0	0	0
4150	Travel Expenses	10,500	11,881	0	0	15,000	0	15,000	7,212	1	0	0
4315	Cleaning	0	0	0	0	0	0	0	0	3,000	0	0
5045	Climate Emergency	15,000	16,471	0	-46,250	60,450	0	14,200	6,809	1	0	0
5220	Waste Disposal	22,289	20,276	0	0	21,554	0	21,554	13,200	1	0	0
5225	Bulky Waste	11,303	24,604	0	0	27,125	0	27,125	6,740	1	0	0
5230	Water Refill Stations	2,626	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	61,718	73,231	0	-46,250	124,129	0	77,879	33,961	3,004	0	0
	650 Net Income over Expenditure	-61,718	-73,231	0	46,250	-124,129	0	-77,879	-28,479	-3,004	0	0
6000	plus Transfer from EMR	0	5,922	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(61,718)	(67,309)			(124,129)		(77,879)	(28,479)	(3,004)		
655	**Trees & Horticulture**											
4365	Utilities	1,000	33	0	0	0	0	0	0	0	0	0

Continued on next page

Lowestoft Town Council 2025-2026

Annual Budget - By Centre (Actual YTD Month 7)

Note: 31st October 2025

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
5040	Horticultural	0	0	0	0	0	0	0	0	1	0	0
6515	Bulbs	7,500	4,176	0	0	10,000	0	10,000	3,047	1	0	0
6520	Mulching	0	137	0	0	0	0	0	0	1	0	0
6525	Tree Planting	0	0	0	10,000	0	0	10,000	762	0	0	0
6530	Tree Works	0	0	0	63,750	0	0	63,750	18,380	0	0	0
6540	Tree Inspections	0	0	0	8,000	0	0	8,000	2,086	0	0	0
	Overhead Expenditure	8,500	4,346	0	81,750	10,000	0	91,750	24,275	3	0	0
	Movement to/(from) Gen Reserve	(8,500)	(4,346)			(10,000)		(91,750)	(24,275)	(3)		
	Total Budget Income	2,395,118	4,854,354	0	0	2,584,427	0	2,584,427	5,725,241	40,023	0	0
	Expenditure	2,755,755	4,008,400	0	0	3,077,888	0	3,077,888	4,819,207	2,147,387	9,165	82,683
	Net Income over Expenditure	-360,637	845,954	0	0	-493,461	0	-493,461	906,034	-2,107,364	-9,165	-82,683
	plus Transfer from EMR	0	260,290	0	0	0	0	0	17,712	0	0	0
	less Transfer to EMR	0	5,216	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(360,637)	1,101,029			(493,461)		(493,461)	923,746	(2,107,364)		

Lowestoft Town Council

Budget and Loan Sub-Committee

Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
Monday 08 September 2025 AT 13:00

MINUTES

Present: Cllrs Wendy Brooks, Andy Pearce and Bernie Rappensberger

In attendance: Sarah Foote (Town Clerk), James Cox (Finance Manager) and Jill Hook (Finance Assistant)

1 To appoint the Chair of this Sub-Committee

Cllr Rappensberger nominated Cllr Pearce. Cllr Brooks objected on the grounds that Cllr Pearce was Deputy Chair of the Standing Orders Sub-Committee and the Finance and Governance Committee which may become problematic if he was voted in as Chair of the Budget and Loan Sub-Committee. As there were only three members of the Sub-Committee present, Cllr Pearce proposed to roll over the vote to the next meeting and put himself forward to preside over today's meeting as the Chair; seconded by Cllr Rappensberger; 2 in favour, 1 against.

2 Welcome

This item was not considered necessary.

3 To consider the Sub-Committee arrangements:

3.1 To note the membership of the Budget and Loan Sub-Committee - Cllr Pearce confirmed the membership of the committee to be Councillors Wendy Brooks, Neil Coleby, Graham Parker, Keith Patience, Andy Pearce and Bernie Rappensberger.

3.2 To appoint the Deputy Chair of the Budget and Loan Sub-Committee - This item would also be rolled over to the next Budget and Loan meeting.

3.3 To review and consider adoption of the Terms of Reference and make any necessary recommendations – It was suggested the word 'decisions' within section 6.1.1 be changed to a more suitable word, to be decided by officers, due to the committee not making decisions. Alternatives could be assessments, valuations or recommendations. Cllr Pearce proposed to accept the Terms of Reference with the requested amendment; seconded by Cllr Brooks; all in favour.

3.4 To review and recommend the meeting schedule – Cllr Pearce proposed the regular weekly meetings be held on a Monday at 13:00 from September to December; seconded by Cllr Rappensberger; all in favour.

4 To receive and consider approval of apologies for absence

Apologies were received from Cllr Parker. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Rappensberger; all in favour.

Cllrs Neil Coleby and Keith Patience were absent with no apologies received.

The Sub-Committee returned to Agenda item 3.1 due to concerns over the membership of Cllr Patience on this Sub-Committee, as he was a member of a Committee for another Council, and due to recent comments made on social media. It was suggested this concern be dealt with when Cllr Patience attended a Budget and Loan meeting. The Town Clerk

stated the opportunity to raise these concerns was when appointing members to their subsequent Committees.

5 Declarations of interests and dispensations

5.1 To receive declarations of disclosable pecuniary, other registerable and non-registerable interests from Councillors on items on the agenda – No declarations were made but the concerns raised over Cllr Patience's membership with another Council were noted.

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

6 To review the 2025-2026 Lowestoft Town Council budget and reserves (some aspects may be confidential)

The grants budget for the current year was reviewed. The total budget is £50,000 and £40,000 has already been spent. Cllr Pearce proposed a recommendation be made to the Finance and Governance Committee (F&G) to utilise the budgeted reserves; seconded by Cllr Rappensberger. A concern was raised on whether this may result in the reserves being depleted. Cllr Pearce clarified the figure did not have to be spent. A vote was held with all in favour.

Staff Contingency – The Finance Manager confirmed the final cost should be within budget but would consume all the reserves.

Legal – The Sub-Committee discussed the current year's expenditure and agreed the personnel legal costs would not be repeated going forward.
The Finance Manager agreed to provide a schedule of the Marina Theatre legal costs.
The Town Clerk confirmed the legal costs in relation to the asset transfers were coming to an end.
It was agreed that legal costs in relation to lease renewals would occur in the future and forward planning was needed to build up reserves.
The Finance Manager confirmed the budget had approximately £14,500 remaining for the 2025/26 financial year, with additional costs from Nicholsons still to be received.
It was agreed the monitoring Committee for the legal budget would be F&G.

7 To review the 2026–2027 Lowestoft Town Council Budget and reserves (some aspects may be confidential) - The Finance Manager suggested using the Council's finance software, Rialtas, for the setting of the 2026/27 budget as opposed to a spreadsheet, in order to make the process simpler and reduce the duplication of work although for the transition year the spreadsheet would be used as a guide. The Finance Manager would review the software to ensure items could be adjusted at the end of the budget process to enable the consideration of differing scenarios. It was requested that text notes were included to provide reasons for the decision making.

The Finance Manager identified 3 layers of budget reporting (by Committee, Cost Centre and Nominal Code) making it possible to generate reports by Committee. It was agreed that each committee needed to be provided with and be made aware of their individual budgets.

The Finance Manager agreed to keep the larger parks as separate cost centres.

The Finance Manager confirmed transferring from Hamilton House to the Town Hall could be suitably budgeted and reported within Rialtas.

It was agreed a timetable would be drawn up to schedule items for forthcoming meetings, with December to be used for a general review and completion of the budget.

The Town Clerk confirmed the Grounds Maintenance Team were currently working on their requirements for the forthcoming budget.

8 DATE OF NEXT MEETING

15th September 2025 at 13:00.

9 ITEMS FOR THE NEXT AGENDA AND CLOSE

The Finance Manager suggested reviewing the specific Committees, Cost Centres, Nominal Codes and Budget lines that would be required for the budget process. It was noted the challenge would be allocating cost centres to specific Committees.

The meeting was closed at 14:27

Signed: ……
15 September 2025

Lowestoft Town Council

Budget & Loan Sub Committee

Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 15 September 2025 AT 13:00

MINUTES

Present: Cllrs Wendy Brooks, Graham Parker, Keith Patience, Andy Pearce and Bernie Rappensberger

In attendance: James Cox (Finance Manager) and Jill Hook (Finance Assistant),

10 To appoint the Chair of this Sub-Committee – Cllr Parker nominated Cllr Pearce; seconded by Cllr Rappensberger. Cllr Brooks objected on the grounds that Cllr Pearce was Deputy Chair of the Standing Orders Sub-Committee and the Finance and Governance Committee which may become problematic if he was voted in as Chair of the Budget and Loan Sub-Committee. Cllr Pearce confirmed he would review the situation in October if Cllr Coleby was unable to fulfil his position as Chair at the October Finance & Governance Committee meeting. Cllr Parker proposed Cllr Pearce; 4 in favour, 1 against.

11 Welcome

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

12 To consider the Sub-Committee arrangements

12.1 To appoint the Deputy Chair of the Budget and Loan Sub-Committee – Cllr Parker nominated Cllr Patience; seconded by Cllr Rappensburger. Cllr Patience accepted the nomination but informed the Sub-Committee that he was not able to attend all scheduled meetings including 22nd September 2025. Cllr Parker recommended recruiting more members to the Sub-Committee and for this to be raised at the next Full Council meeting. No other nominations were raised. A vote was held; 4 in favour, 1 against.

13 To receive and consider approval of apologies for absence

Cllr Coleby was absent with no apologies received.

14 Declarations of interests and dispensations

14.1 To receive declarations of disclosable pecuniary, other registerable and non-registerable interests from Councillors on items on the agenda – It was suggested any members of the Sub-Committee with a vested interest in another Council's budget should declare it. It was agreed if anything specific was discussed a declaration would be made.

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

15 To consider the draft minutes of the meeting on 8 September 2025

Cllr Brooks proposed the draft minutes; seconded by Cllr Rappensberger; 3 in favour, 2 abstentions

16 To review the 2025-2026 Lowestoft Town Council budget and reserves (some aspects may be confidential) - No items to be reviewed.

17 To review the 2026–2027 Lowestoft Town Council Budget and reserves (some aspects may be confidential)

17.1 The Finance Manager suggested reviewing the format of the 2026-27 budget including cost centres and nominal codes and allocating each Committee a budget with relevant notes.

The budget would consist of three layers – Committees, Cost Centres and Nominal Codes.

It was agreed to allocate the following Cost Centres to the respective Committees

100 Admin	10 Finance and Governance
110 Neighbourhood Plan	50 Planning
120 Capital Works	20 AID

It was agreed this item would include any large projects without a specific budget

130 Elections and Professional Fees	10 Finance and Governance
140 Staff, Training and CPD	30 Personnel
150 Office Accommodation	20 AID

It was suggested AID would be the most relevant Committee as the item was more representative of assets than personnel

160 Town Hall	20 AID

It was suggested the Town Hall could have a separate Committee when it becomes operational.

170 Workshop	20 AID
180 Waterways and Ponds	20 AID
200 Arts, Civic and Heritage	23 Events and Communications

It was suggested to rename this cost centre from 'Arts, Heritage and Museums' and allocate it to the AID Committee. It was decided to allocate it to Events and Communications due to AID being the Parent Committee thereby also receiving the budget reports.

250 Caravan Site	10 Finance and Governance

It was suggested to rename this Cost Centre from 'Tingdene – Camping and Caravan'.

300 Events & Communications	23 Events and Communications

It was agreed to separate and rename this Cost Centre from 'Events and Grants'

310 (new) Grants & Sponsorships	10 Finance and Governance
350 Marina Theatre	20 AID
355 Box Office Building	

It was agreed to merge this Cost Centre with the Marina Theatre (350) as it included the PWLB loan repayment and rent costs.

400 Allotments	24 Allotments
401 Parks and Open Spaces	21 Parks and Open Spaces
405-422, 452- 480 and 484-488	It was agreed to remove the smaller play areas and use 482 'Play Areas – General' and to remove the smaller open spaces and use 401 'Parks and Open Spaces'
425 Sparrows Nest	21 Parks and Open Spaces

430 Belle Vue Park	21 Parks and Open Spaces
440 Normanston Park	21 Parks and Open Spaces
445 Kensington Garden Park	21 Parks and Open Spaces
450 Kirkley Fen Park	21 Parks and Open Spaces
482 Play Areas – General	21 Parks and Open Spaces
500 Public Conveniences	20 AID
505 The Triangle Market	20 AID
510 Links Road Car Park	20 AID

515-550 It was agreed to remove all the individual meeting hall Cost Centres and only use Cost Centre 555.

555 Community Halls	20 AID
600 Community Safety	22 Community Safety
650 Climate Emergency	40 Climate
655 Trees and Horticulture	21 Parks and Open Spaces

It was agreed to include 'Trees' within this Cost Centre

The following new Cost Centres were set up:

105 IT budget	10 Finance and Governance
125 Compliance	20 AID
175 Grounds Maintenance	21 Parks and Open Spaces
320 Sports	23 Events and Communications

It was suggested the Sports Cost Centre could also be allocated to the Parks Committee but could be reviewed in later discussions.

The Sub Committee discussed Cleaning that is currently allocated to the Grounds Maintenance. It was suggested a separate cleaning budget be dedicated to the Town Hall when this is open and operational. The Finance Manager confirmed this was possible.
The Finance Manager confirmed Public Conveniences had a separate Cost Centre with those located within parks being included within the park's individual Cost Centre.

The Finance Manager then suggested reviewing the Nominal Codes. It was established that all income codes began with a 1 and it was suggested to keep them the same for the forthcoming budget year and any future income from the Town Hall would need to be set up. It was confirmed the income from the Denes Oval floodlights and the use of the courts from the tennis coaches were allocated to 'Room and Land Hire Income'.
It was suggested discussions needed to take place regarding the Town Hall Cost Centres. The Finance Manager suggested a date of 27th October for these discussions.
The Finance Manager agreed to discuss with the Town Clerk the costs associated with the CCTV support to be included within the budget.

The Finance Manager suggested the inclusion of notes for each Nominal Code, allocating ongoing costs such as utilities, % increases and contractual costs to himself in the notes.

Cllr Patience temporarily left the chamber at 14:02

The Sub Committee discussed changing utility providers. It was confirmed the Facilities and Contracts Manager would facilitate this when time was available. It was suggested the reason for transferring accounts would be for ethical reasons over financial and should be put forward to the relevant Committee.

Cllr Patience returned to the chamber at 14:05

The Finance Manager confirmed some nominal codes had to remain due to historic data.
The Finance Manager suggested reviewing all Nominal codes within the 'Administration' Cost Centre. The following decisions were made:

4070 Office Supplies	Delegated to staff
4105 IT	Allocated to the new Cost Centre 105 IT.

It was established, the replenishment of IT equipment, and the service contract were separate in prior year budgets. It was suggested to re-allocate these costs under the IT cost centre with separate nominal codes for capital replenishment, service charge and subscriptions. The Finance Manager agreed to confirm with the Communications and IT Officer whether the running costs of the AV equipment in the Town Hall would be added to the current IT contract when installed and operational.

4155 Compliance	Allocated to the new Cost Centre
4175 HR & Payroll	Allocated to Cost Centre 140 Staff, Training and CPD

It was suggested to separate these costs into two separate nominal codes. It was suggested the Finance Manager discussed whether there were additional HR costs to be considered for the budget with the Town Clerk. The Sub Committee discussed who would be the most suitable officer to oversee the HR budget. It was agreed the role had not been finalised so this could not be confirmed. It was agreed nominal code 4175 would be amended to 'HR' and 4180 'Ethical Advice' would be amended to 'Payroll'.

4375 Van Hire	Re-allocated to the 'Grounds Maintenance' Cost Centre from 'Admin'
4470 Festive Lights	Re-allocated to the 'Events' Cost Centre from 'Admin'
5000 Repairs and Maintenance	It was agreed Finance and Governance and Full Council would remain responsible for this budget, but AID would also require all reports.
5010 Sports Ground Maintenance	Re-allocated to the new Cost Centre 320. The Finance Manager agreed to check with the Parks and Grounds Maintenance Manager that all work from the tree audit had been completed.
5200 Tarmacing	It was agreed to rename this Nominal Code to 'Surfacing'. The Sub Committee agreed to allocate the budgets to individual park Cost Centres when budgeting for individual projects.
5205 Fencing and Walls	It was agreed to delete this Nominal Code when possible and include any costs for this specific item within Repairs and Maintenance.

The Sub Committee agreed to budget for individual projects separately under relevant park cost centres.

5210 Gutter Clearing It was agreed to delete this Nominal Code when possible and include any costs for this specific item within Repairs and Maintenance

5215 Goods It was agreed to delete this Nominal Code when possible and include any costs for this specific item within Repairs and Maintenance

6500 Grounds Maintenance The Finance Manager confirmed the current year budget included capital purchases, grass cutting, servicing and contingency. He confirmed these costs could be separated in the forthcoming budget.

18 Date of next meeting

22nd September 2025 at 13:00**.**

19 Items for the next agenda and close

The Sub-Committee agreed to finish the format and layout of the budget. Cllr Parker confirmed he would be attending the meeting on 22nd September but would be unavailable on 29th September.

The meeting was closed at 14:31

Signed:
18 September 2025

Lowestoft Town Council

Budget and Loan Sub Committee

Hamilton House, Battery Green Road, Lowestoft, Suffolk NR32 1DE
Monday 22 September 2025 AT 13:00

MINUTES

Present: Cllrs Andy Pearce, Wendy Brooks, Graham Parker

In attendance: Sarah Foote (Town Clerk), James Cox (Finance Manager) and Jill Hook (Finance Assistant)

20 Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report – This item was not considered necessary.

21 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Keith Patience, Bernie Rappensberger and Neil Coleby with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Parker; two votes in favour and one abstention.

22 Declarations of interests and dispensations

22.1 To receive declarations of disclosable pecuniary, other registerable and non-registerable interests from Councillors on items on the agenda – No declarations were made.

22.2 To consider written requests for dispensations for interests and note dispensations granted - No written requests for dispensations had been received.

23 To consider the draft minutes of the meeting on 15 September 2025

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

24 Public Forum

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public – no members of the public were in attendance. It was agreed to remove the agenda item from all future Budget and Loan Sub Committee meetings.

25 To review the 2025-2026 Lowestoft Town Council budget and reserves (some aspects may be confidential) – No items to be reviewed.

26 To review the 2026–2027 Lowestoft Town Council Budget and reserves (some aspects may be confidential)

It was agreed to continue reviewing the Cost Centre codes from the previous Budget and Loan Sub Committee meeting. The Finance Manager suggested inserting the Town Hall budget once the figures were received from the Project Manager.

110 Neighbourhood Plan - It was agreed to keep this Cost Centre and Nominal code 4800 for historic reasons.

120 Capital Works – It was established that this Cost Centre was for items that did not relate to specific costs such as storm damage, accidents, emergency tree works etc that could not

be envisaged when setting the budget. It was confirmed the current reserve was £93,000 and there had been no spend to date against the budget in this current financial year. It was agreed to add a new Nominal Code (4200) titled 'EMR Contribution' and the current Nominal Code will remain for any future capital works with the intent it will not be used.

130 Elections and Professional Fees - It was confirmed the following Nominal Codes were included within this Cost Centre:
Audit fees, Insurance, Bank Charges, Professional Fees and Subscriptions, Legal Costs, Elections, Consultancy and Health and Safety.
4095 Insurance - It was recommended to split Insurance costs between the Cost Centres for Workshop (170), the Town Hall (160) and Grounds Maintenance Vehicles (175).
4115 Professional Fees and Subscriptions – The Finance Manager agreed to confirm with the Town Hall Project Manager if future staff at the Town Hall would require membership of any professional organisations.
4165 Consultancy and Health and Safety – It was agreed to separate this Nominal Code: 4165 Consultancy and 4166 Health and Safety.
It was suggested to allocate ad-hoc consultancy work to this consultancy budget whereas any work undertaken in relation to contracted HR consultancy work should be allocated to the HR budget (4175/140).

140 Staff, Training and CPD – It was suggested to include the NJC pay increase within the relevant payroll Nominal Codes of Gross pay, Employers National Insurance and Pension instead of Staff Contingency due to this being a known cost. It was suggested to add an additional Nominal Code for EMR Contribution.

150 Office Accommodation – It was agreed new lines may be required for the Town Hall costs.
4160 Parking – It was suggested to increase the budget due to limited parking at the Town Hall.
4340 Furniture & Equipment – It was agreed there would be no requirement for a furniture budget for Hamilton House; the Town Hall would be separate as part of the project costs and PPE would be split out into a new Nominal Code within the Grounds Maintenance Cost Centre (4335/175).
4710 IT Service Charge – It was agreed to re-allocate this budget to the new IT cost centre (105) and separate between Hamilton House and the Town Hall.
4715 – Hamilton House Loan Repayment. The Town Clerk and Finance Manager agreed to check and confirm the repayment terms of the loan.

160 Town Hall – It was agreed to review this Cost Centre in a future meeting.

170 Workshop
4070 Office supplies – It was agreed to remove this Nominal Code.
4095 Insurance – It was agreed to include Insurance as a new Nominal Code.

175 Grounds Maintenance – It was agreed to retain all current Nominal Codes and add additional codes for Insurance (4095), EMR Contribution (4200), Grounds Maintenance (6500,) to be used for equipment, and Grass Cutting (6525). It was suggested a new line could be included for Vehicle Purchases but a decision on any purchases had not been made.

180 Waterways and Ponds – It was agreed to retain the Repairs and Maintenance Nominal Code, other codes being unnecessary.

200 Art, Civic and Heritage - It was agreed to retain all the Nominal Codes but more specific detail would be required for the 'Arts and Heritage' budget (4143).

300 Events and Communications – It was agreed to separate the income into chargeable events and chargeable sporting events.

Cllr Parker left the chamber at 14:19

As the meeting was no longer quorate, it was agreed to have a recommendation in the next Budget and Loan Sub Committee meeting to approve any suggestions made after Cllr Parker's departure.

'Event Income' (1105) was added within the Sports Cost Centre.

It was confirmed the contractual agreement with the LTA to maintain the tennis courts was included within the EMR Play Areas codes, with a current reserve of £25,000. It was agreed to re-allocate to the Sports Cost Centre (320) with a new EMR Contribution Nominal Code added (4200).

It was decided to transfer the budgeting for Sponsorship (4101), Grants (4450) and Social and Food Relief (4451) to the new Grants and Sponsorships Cost Centre (310) from 'Events and Communications'.

It was suggested to separate the Lowestoft Town Council communications from the Community Engagement budget and potentially rename 'Grants' to 'Grants and Community Engagement'. It was agreed to maintain separate budgets and include the Town Council communications within the Events & Communications Cost Centre but to clarify the details of each when discussing the budget in more detail. It was agreed to re-allocate the 'Community Engagement' budget to the 'Grants and Sponsorships' Cost Centre so it was not used to supplement the Events budget.

4465 Events – It was confirmed this budget related to any event that was not classified as a major event.
4480 Major Events – It was suggested to include new budget lines for individual events but there would be a need to distinguish between Events the Council would be hosting or Sponsorships the Council would award. It was agreed to discuss these at a future meeting.

It was discussed, the remaining Cost Centres were site specific so would be reviewed in more detail at future meetings. The Finance Manager suggested he would review the remaining Cost Centres: Community Safety (600), Climate Emergency (650) and Trees and Horticulture (655) within the forthcoming week and advise the Sub Committee of his recommendations before the next meeting.

27 Date of next meeting

29th September 2025 at 13:00

28 Items for the next agenda and close

The meeting was closed at 14:41

Signed:
02 October 2025

Lowestoft Town Council

Budget & Loan Sub Committee

Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
Monday 06 October 2025 AT 13:00

MINUTES

Present: Cllrs Wendy Brooks, Andy Pearce, Bernie Rappensberger

In attendance: James Cox (Finance Manager) and Jill Hook (Finance Assistant)

37 To receive and consider approval of apologies for absence

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

Cllrs Neil Coleby and Keith Patience were absent with no apologies received.

38 Declarations of interests and dispensations

38.1 To receive declarations of disclosable pecuniary, other registerable and non-registerable interests from Councillors on items on the agenda - No declarations were made.

38.2 To consider written requests for dispensations for interests and note dispensations granted - No written requests for dispensations had been received.

39 To consider the draft minutes of the meeting on 22nd September 2025

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

40 To review the 2025-2026 Lowestoft Town Council budget and reserves – The Finance Manager provided a document comparing new budget lines for the 2025/26 budget. He confirmed the two main changes were:

- The extraction of the Black History Month event from 'Events' to a separate budget line totalling £2,500.
- The extraction of £5,000 from the Community Engagement Budget to be used specifically for communications in the current year. It was confirmed communications would be for the promotion of the Town Council.

Cllr Pearce proposed to recommend to the Finance and Governance committee the re-allocation of budget lines be approved for comparison purposes, being £5,000 allocated from the Community Engagement Budget to the Communications budget for the Town Council's communications, the Black History Month event of £2,500 being included as a separate Major Event budget and International Women's Day be separated also as a Major Event with immediate effect; seconded by Cllr Rappensberger; all in favour.

41 To consider the recommendations made on budget lines at the meeting on 22nd September 2025 – This matter was dealt with and discussed at item 40

42 To review the 2026–2027 Lowestoft Town Council Budget and reserves – Events, Communications and Sport budgets were discussed:

<u>Events and Communications</u>

The Finance Manager temporarily left the chamber at 13:20.
The Finance Manager, the Events Manager and the Communications Officer entered the chamber at 13:21.

It was suggested to keep the income budget lines for 'Donations' and 'Grants' in the event these were received by the Town Council.

It was suggested to rename Grants to 'Community Grants' and to discuss this matter at a later meeting.

Community Engagement – It was agreed to delete the current 'Community Engagement' budget and add a new budget line titled 'Communications and Community Engagement'. This would be used for publicising smaller community projects based around the Council's assets. It would include £12,500 for major projects (including devolution), £1,600 for the Council Tax leaflets and £10,000 for mass media and local communication costs.

Councillor Brooks temporarily left the chamber at 13:38 and returned at 13:39.

The staff delegation would be £3,750 per item of expenditure.

Social and Food Relief (4451) – It was suggested to maintain the budget at £25k.
Events (4465) – The current year cost overspend included the Lowestoft 10k run, costing approximately £8,000. The income for this event was included within Event Income totalling £11,716. It was suggested to maintain the budget at £15,000 and include the 10k run under the Events budget and not Sports.
Festive Lights (4470) – There may be the need for additional lights in 26/27 for the Town Hall and requested the Senior Committee and Project Clerk to review the current contract to estimate a lead time for ordering new lights and include this item at the Town Hall budget meeting.
Major Events – It was agreed to separate Major Events onto separate budget lines and the Music event, Suffolk Day and VE/VJ would not be budgeted for in 26/27.
Triangle Market events – It was agreed to increase the budget to £11,000 to increase the frequency to monthly instead of bi-monthly. The Christmas Market was included on a separate budget line. The monitoring of the staff delegation would remain with the Events and Communications Sub Committee.
Xmas Events (4471) – This would include £5,000 for the Santa Dash and £2,000 for the Christmas Market.
Remembrance and Holocaust Day (4475) – It was agreed to budget £5,000.
Climate (4481) – It was agreed to budget £7,500k to include the stretch tents.
Black History Month (4483) - It was agreed to maintain the budget at £2,500.
Pride Event (4484) – It was agreed to maintain the budget at £10,000.
Summer Events (4486) – It was agreed to budget £6,000 for eight events costing £750 each with four taking place at the Sparrows Nest and four at other Council owned parks. Delegation would be assigned to staff.
International Women's Day (4487) – It was agreed to budget £1,500.

Armed Forces Day (4489) – It was agreed to include a budget of £12,500.
Running Events (4488) – It was agreed to budget £10,000 for the cost of the 10k run.

There may be additional events at the Town Hall, but this would be discussed during the Town Hall budget meeting with the Project Manager, with a new cost centre being required.
The General Events budget (4465) was included at £15,000.
The Wellness Festival would be discussed at a 'Sponsorships' Budget & Loan meeting.
The Scores Race and the HODS event would not be included within the budget as the Council had not been contacted for funding.
RNPS (4490) – It was agreed to budget £1,200.

The budget had been completed with current information but any changes materializing from Martins Law & Climate would need to be cascaded down.

The Sports Development Officer entered the chamber at 14:30 and the Events Manager and the Communications Officer left the chamber.

Sports

The Sports Development Officer suggested maintaining the budget at £20,000 for coaching, equipment and the summer sports programme. He confirmed the cost of the summer events cost £7,500 so it was suggested to increase this to £10,000 and increase the overall budget to £25,000 to include an additional summer event at Normanston Park and potentially increasing the summer sports to outside entities like Oulton Broad Water Sports.
It was suggested the Sports Development Officer produced a budget for the Summer Sports Day where a separate budget line could be included for this as an individual event.
It was requested the Sports Development Officer attends the Events and Communications Sub Committee meeting with new ideas for the year ahead. The Sports Development Officer confirmed he would aim to achieve grant funding specifically for girls. He confirmed he had applied for funding for a new Box Up for Kensington Gardens and would update the AID committee with the outcome.
The EMR Contribution of £25,000 was for the maintenance of the tennis courts, including items such as new nets for the Denes Oval and not solely for re-surfacing the courts.

It was suggested the Sports Development Officer produced an estimated cost for an apprentice sports development officer to provide additional sports activities. This would be taken from the Personnel budget and not Sports.

The Sports Ground Maintenance budget was to be reviewed at a later meeting once details had been provided by the Grounds Maintenance Team.

43 Date of next meeting

13th October 2025 at 13:00

44 Items for the next agenda and close

Parks & Play Area budgets

The meeting was closed at 14:55

Signed:
10 October 2025

Lowestoft Town Council

Budget & Loan Sub Committee

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

Monday 06 October 2025 AT 13:00

Lowestoft Town Council

Budget and Loan Sub-Committee

Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
Monday 13 October 2025 AT 13:00

MINUTES

Present: Cllrs Wendy Brooks, Neil Coleby, Graham Parker and Andy Pearce

In attendance: James Cox (Finance Manager and RFO), Jill Hook (Finance Assistant), Lauren Elliott (Senior Committee and Project Clerk - SCPC) and Jonny Hawes (Parks and Grounds Maintenance Manager - PGMM)

45 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Keith Patience and Bernie Rappensberger with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Parker; three in favour, one abstention.

46 Declarations of interests and dispensations

46.1 To receive declarations of disclosable pecuniary, other registerable and non-registerable interests from Councillors on items on the agenda - No declarations were made.

46.2 To consider written requests for dispensations for interests and note dispensations granted - No written requests for dispensations had been received.

47 To consider the draft minutes of the meeting on 6th October 2025 – Cllr Pearce proposed approval of the draft minutes; seconded by Cllr Brooks; all in favour

48 To review the 2025-2026 Lowestoft Town Council budget and reserves – there were no matters to discuss.

49 To review the 2026–2027 Lowestoft Town Council Budget and reserves

Parks & Play Areas

The Sub-Committee considered the need for a contingency item in the budget for potential fencing around Play Areas on land that may be transferred to the Council from East Suffolk Council. The transfers of land would not be finalised before the completion of the budget. The AID Committee requested for the Parks Capital Budget to be no less than the current year budget plus the RPI.

The Meeting Paper from Parks and Open Spaces Sub-Committee was considered as follows:

- Bentley Drive - £2,000 budgeted for a new bucket swing.
- Britten Road – £11,000 was budgeted for a replacement toddler swing set (£3,500) and a toddler multiplay unit (£7,500). The PGMM confirmed the current swing set is very low and therefore a danger that someone could walk into it.
- Cotman Close – The games table (£545) had already been budgeted so could be taken from the earmarked reserve. A new basket swing would cost approximately £3,200 but is only possible if the land transfer completes from East Suffolk Council. The PGMM agreed to price up new fencing and easy gates on the larger play area if the land transfer occurs.

- Fen Park – The cost of a new climbing frame would be £27,000 with £23,190 previously earmarked for improvements to this area. Additional costs for matting would be required. The PGMM agreed to provide estimated costs for various safety matting together with the longevity expected from each and the ease of maintaining if damage occurred. A new roundabout, including safety surfacing, was included costing £8,100. The suggestion of a café had been recommended by the AID Committee to Full Council. The recommendation was for work to begin at the start of the 2026/27 budget year for the cafe to be ready for the summer season. Costs for the budget were to be confirmed.
  The AID Committee had recommended to Full Council to purchase two items of Adult Gym equipment that could cost up to £22,000. The current reserve for Outdoor Equipment totalled £9,656, therefore £12,344 was included within the 2026/27 budget with the agreement this could be reduced once the items of equipment had been agreed.
- The Ness - £1,000 was included for surface levelling.
- Rosedale Park – A new multiplay unit for juniors and teens costing up to a total of £40,000 had been suggested.

The items listed totalled £81,454. The Rosedale Park multiplay unit of £40,000 could be deferred for a year. The current year's budget should have an underspend for Thirlmere Park, resulting from a 50% grant being received. The balance from this could be used for the Rosedale Park equipment.
A replenishment plan for play areas would be required. The Sub-Committee requested the PGMM and the Facilities and Contracts Manager to estimate when each park and play area would need to be refurbished or replaced to establish a five to ten year plan.

Cllr Brooks temporarily left the chamber at 14:02.

Fen Park, Gunton Community Park & Clarkes Lane were play areas that have not yet been refurbished by the Town Council.

Cllr Brooks returned to the chamber at 14:04

The PGMM confirmed the big basket swing in Gunton Community Park had been purchased but a cost was required for replacement chains.

Clarkes Lane – This would be an individual capital project and grant funding could be sought. No recommendations could be made for the budget.

Belle Vue Park – The addition of toilet facilities was to be considered by Full Council. The estimated cost is £80,000 of which £40,000 could be taken from reserves and £40,000 would be precepted. The reserves could be replenished in the 2027/28 budget with work commencing in 2026/27.

Denes Oval – The wall turrets and pavilion require work but would be a capital project. Funding could be sought from grants and/or a PWLB loan.
Normanston Park – The changing rooms and toilets already have funding in place totalling £94,000 – Changing rooms £50,000, Toilets £44,000. Officers were asked to confirm with the Facilities and Contracts Manager the current estimate for the toilet refurbishment.

Sparrows Nest – The current reserves totalled £198,000 for the toilet refurbishment therefore a precept was not required. Officers were asked to confirm the timescale with the Facilities and Contracts Manager and if there would be additional capital priorities. One suggested project would be the repairs to the wall on Cart Score following a recent collision. No costs had been obtained.

<u>Horticulture</u>
The budget line nominal codes were amended to: 'Tree Planting', 'Tree inspections and Management', 'Bulbs and Planting' and 'Mulching'. The PGMM was requested to provide plans for the replacement of trees and the subsequent cost of buying and maintaining them to the Parks and Open Spaces Sub Committee before any budget could be considered.

It was recommended to include £70,000 for the Tree Inspections and Management budget due to multiple issues arising with trees due to the changes in the weather.

Bulbs and Planting were included at £10,300.

The PGMM agreed to discuss the Mulching policy with the relevant committee before any costs could be included within the 2026/27 budget.

The Parks Capital and Repairs and Maintenance budget were included at the current year budget plus RPI.

The water collection system at Sparrows Nest would be considered as a separate budget item.

50 Date of next meeting
20th October 2025

51 Items for the next agenda and close

The meeting was closed at 14:59

Signed:

Lowestoft Town Council

Budget and Loan Sub-Committee

Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
Monday 20 October 2025 AT 13:00

MINUTES

Present: Cllrs Wendy Brooks, Neil Coleby, Graham Parker and Andy Pearce

In attendance: James Cox (Finance Manager and RFO), Jill Hook (Finance Assistant), Johnny Hawes (Parks and Grounds Maintenance Manager - PGMM) and Damon Hickinbotham (Buildings and Grounds Maintenance Team Leader - BGMTL)

52 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Bernie Rappensberger and Keith Patience with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Parker; three in favour, one against.

53 Declarations of interests and dispensations

53.1 To receive declarations of disclosable pecuniary, other registerable and non-registerable interests from Councillors on items on the agenda - No declarations were made.

53.2 To consider written requests for dispensations for interests and note dispensations granted - No written requests for dispensations had been received.

54 To consider the draft minutes of the meeting on 13th October 2025 - Cllr Pearce proposed approval of the draft minutes; seconded by Cllr Parker; all in favour.

55 To review the 2025-2026 Lowestoft Town Council budget and reserves – The Kittiwake Partnership have been advised to apply for funding before the end of the year, if required, for inclusion within the budget. The Marina Theatre end of year deep clean would be needed within the climate budget.

The Buildings and Grounds Maintenance Team Leader entered the chamber at 13:11

The Sports Development Officer entered the chamber at 13:13

The cost of the replacement 6 locker Box-Up at Normanston Park has been allocated against the Parks Capital budget. The Denes Oval 4 locker Box-up is currently being leased for two years so the cost to purchase, of £6,200, would need to be included within the Parks Capital budget. Officers were requested to include this matter on the Parks and Open Spaces Sub-Committee agenda. The supplier replaces equipment within the Box-up for 4 years after the purchase of the locker.
The Sports Development Officer was requested to notify the Sub-Committee of the grant funding outcome for the Kensington Gardens Box-Up.

The Sports Development Officer left the chamber at 13:16

56 To review the 2026–2027 Lowestoft Town Council Budget and reserves

Grounds & Community Safety

The PGMM and BGMTL supplied a list of items of equipment they would like to be purchased within the 2026/27 budget year. Each item was discussed:

Kersten Brush costing £13,630 + VAT – This item would be used to clean brick weave at locations such as the Triangle Market and Gunton Community Park with ease. It has a good life expectancy; multiple heads can be attached and completes the job much quicker than current manual labour. It could be used on the tennis courts if the nylon head was used.

Indespension Flatbed trailer £6,600 – The sides on the trailer can be taken off to provide an additional overhang with a ramp attached to the back for the easy transportation of smaller vehicles such as diggers.

Dennis Tungsten Verticut £1,950 - This is a mower attachment. The current item is at the end of its life, as the metal becomes older it also becomes weaker. This is used at the end of the season for the collection of grass.

Wessex Hedgecutter with joystick control £8,100 – This item can be driven along the hedges instead of the Grounds Maintenance Team standing on platforms using manual tools. It would be used on the Kensington Gardens hedge and at the GELP. It would be transported on the current Iseki. The cost of renting was unknown and whether this item would be available to rent. The disadvantages of renting would be that equipment was not always available due to seasonal demand and the uncertainty of the weather.

The PGMM and BGMTL were requested to provide a replenishment timetable of equipment for the five and ten year plan so funds could be built up over time.

Ecotech Wheeled Strimmer £1,400 – This item uses standard strimmer line so maintenance costs would be low. It would not replace the current strimmers but would provide an option for flat ground and would offer less vibrations through the hands when operating and reduce back aches.

The storage space for these items was questioned. The PGMM confirmed space was limited but an empty storage unit was available whereby a quote has been requested for the lease. Officers were requested to provide the cost to the Finance and Governance Committee or Full Council if time constraints were an issue.

Grab & Hydraulics for the Iseki & Loader £2,100 – The current loader bucket on the front of the Iseki was efficient at picking up solid items but not vegetation. This item would be added to the bucket to grab the vegetation to remove the need for manual handling. The PGMM thought the price was too low, so the cost was increased to £5,000.

Dewalt Mitre Saw £1,600 + VAT – This would be used for the builder maintenance staff who currently cut items at the workshop and then transport to site. This item of equipment is

mobile and can be transported in the vans for cutting on site, reducing staff time and fuel. It uses Dewalt batteries which are expensive but efficient.

Dewalt Plunge saw £1,100 +VAT – This is also battery operated and allows for more accurate cuts on site.

Line Marker £620 + VAT – The Grounds Maintenance Team currently only have one very old line marker so another would be beneficial.

Tipper Truck Sep-Nov £2,000 for 3 months – This currently requires approval from Full Council.

COSHH cabinets for KG & SN, total cost £600 +VAT – These would be used to store hazardous chemicals, such as weedkiller, safely on site.

Arbortech multitool £1,500 + VAT – This tool has extensive uses such as cutting tree roots, turf and cutting out bricks and tarmac. It also uses Dewalt batteries. The Sub-Committee requested the manufacturers life expectancy.

The suppliers of all the items of equipment would provide demonstrations/training on their usage and handling once purchased so no additional training would be required.

Dewalt Battery Concrete Mixer £460 + VAT – This tool is used to mix up small amounts of mortar, cement and plaster in a bucket without the need for a power supply. One member of the GMT has carpel tunnel so is unable to mix cement manually in a bucket. It also uses existing Dewalt batteries.

Fence Master Post Puller £2,300 + VAT – This hydraulic machine is used to pull fence posts and tree stumps out of the ground with a sack barrow attached making it easier to move the post/stump. It also includes a grabber attachment that can be used to move items such as heavy boulders. This would save time and intensive labour. A potential use could be to rearrange the fencing at the top of Normanston Park. A suggestion was made to include a recommendation on the next Full Council Agenda to purchase this item before the end of the financial year due to its potential use through the winter months.

Shelving for Unit 2 £3,000 – This is flat pack shelving and would improve organisation.

Heras Fencing, Crowd Control and Chapter 8 Safety Fencing £3,330 + VAT – Heras fencing gets vandalised and is £37.50 per panel. These additional items would be beneficial due to the frequency of use.

Safety signage £1,000 max – These signs would be, for example, ‘Footpath Closed’.
Cones & safety toppers approximately £500.

The PGMM agreed to check and confirm the cost of the hedgecutter excluding VAT.

The cost for all items of equipment (excluding the fence puller that may be purchased this financial year and the shelving units, as these would be Unit 2 costs) totalled £49,390. This would be the price of the items at today's value, so a 10% increase was discussed.

Cllr Brooks proposed to include £55,000 in the budget; seconded by Cllr Coleby; three in favour, one abstention.

The need for an apprentice within the Grounds Maintenance Team was discussed and the PGMM confirmed the need for an apprentice bricklayer/grounds work member due to the nature of these skills missing from the team. The request was also made to employ an additional full-time member that would be qualified to carry out building work. There is currently a variety of work needed at various locations that cannot be completed by current members of the team due to their skillset. The PGMM agreed to cost up an apprentice with the Town Clerk and the Finance Manager along with a full-time experienced buildings maintenance worker.

Cllr Pearce proposed to support the employment of an apprentice and full time GMT member; seconded by Cllr Parker; all in favour.

A recommendation was made to include this matter on the Personnel Agenda on 6th November.

The Community Safety agenda item was agreed to be discussed at a later Budget and Loan meeting.

The PGMM advised the Sub-Committee that the Play Area Inspector offered to provide his professional opinion on the longevity of each of the Council's play areas.

57 Date of next meeting

27th October 2025 at 14:30 was agreed.

58 Items for the next agenda and close

Town Hall, Hamilton House and Christmas Lights

The meeting was closed at 14:33.

Signed:
23 October 2025

Lowestoft Town Council

Budget and Loan Sub Committee

Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
Monday 27 October 2025 at 14:30

MINUTES

Present: Wendy Brooks, Neil Coleby, Graham Parker and Andy Pearce

In attendance: James Cox (Finance Manager and RFO) and Jill Hook (Finance Assistant)

59 To receive and consider approval of apologies for absence
No apologies for absence were received.

60 Declarations of interests and dispensations

60.1 To receive declarations of disclosable pecuniary, other registerable and non-registerable interests from Councillors on items on the agenda – No declarations were made

60.2 To consider written requests for dispensations for interests and note dispensations granted - No written requests for dispensations had been received

61 To consider the draft minutes of the meeting on 20th October 2025 – Cllr Brooks proposed approval of the draft minutes; seconded by Cllr Parker; all in favour.

62 To review the 2025-2026 Lowestoft Town Council budget and reserves – No matters were reviewed

63 To review the 2026–2027 Lowestoft Town Council Budget and reserves

Hamilton House

Cllr Brooks proposed to recommend to Full Council to leave Hamilton House on 30 November 2026; seconded by Cllr Coleby; all in favour. If the Town Hall was unavailable to move in to, Councillors could meet at Community Halls and officers could work remotely.

Business Rates, BID levy, Premises Rent and Premises Service charge were calculated and included for eight months.

Councillors requested the Finance Manager to contact the appropriate body to provide an estimated calculation and cost for the BID Levy for the Town Hall.

The amount owed for the Capital Loan as of 1 April 2026 was included at £29,277.

Office Parking would be required for eight months at Hamilton House and 4 months at the Town Hall. It was unclear what parking facilities would be available at the Town Hall and the associated costs. Based on the current year spend, £750 was included. Officers were asked to establish whether Registrar staff costs would need to be included.

The Furniture & Equipment current year spend includes PPE. This has been separated into a new budget line for the forthcoming budget. The office equipment at Hamilton House will be re-located to the Town Hall therefore the only budget needed was £2,000 for potential breakages.

The IT service charge would be under a new cost centre and calculated separately.

Town Hall

The Public Works Loan will cost £265,000 per year (at today's value) payable bi-annually. £82,683 is included in the current year's budget so may help to offset against the first payment.
Of the total borrowing cost of £4.1 million, £2.5 million would be needed now and £1.6 million in the summer. Confirmation has been received that these funds can be transferred to an investment account complying with the Council's Investment Policy. There would be potential interest income of £30,000 for half a year.
The Finance Manager agreed to include the Project Expenditure and Town Hall Grant at a later date.
The Insurance would be discussed by the Finance Manager, Town Clerk and Contracts and Facilities Manager to be included at a later date.
The BID Levy and Business Rates would be included following queries as per Hamilton House above.

The operational costs provided by the Town Hall Project Manager were reviewed. It was confirmed the Heritage Officer and apprentice were grant funded and were not included. Staff costs included the Town Hall Manager and a Marketing Manager. It was suggested the Marketing Manager role had not been agreed.
Officers were requested to invite the Project Manager to attend a Budget and Loan Sub Committee meeting to discuss the staffing needs including the associated costs and commencement dates. This should include cleaners, security staff and the concierge along with the Town Hall and Marketing Managers. Job descriptions were also requested for the Town Hall and Marketing Managers.
The Finance Manager agreed to include all the headings in the budget but defer entering the figures until after discussions with the Project Manager.

Christmas Lights

£510 was included for the County Council licences calculated at £170 per street for three streets.
A new budget line was included for the Town Hall lights. A request was made to include this matter on the AID and Town Hall project agendas.
The Finance Manager agreed to calculate and include the Events Festive Lights.

64 Date of next meeting

3rd November 2025 at 13:00.

65 Items for the next agenda and close

Marina Theatre, Grants and Sponsorship

The meeting was closed at 16:22.

Signed:

Lowestoft Town Council

Budget and Loan Sub Committee

Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
Monday 03 November 2025 at 13:00

MINUTES

Present: Wendy Brooks, Neil Coleby and Andy Pearce

In attendance: James Cox (Finance Manager and RFO) and Jill Hook (Finance Assistant)

66 To receive and consider approval of apologies for absence – Apologies were received from Cllrs Graham Parker, Keith Patience and Bernie Rappensberger with reasons provided. Cllr Pearce proposed approval; seconded by Cllr Coleby; all in favour.

67 Declarations of interests and dispensations

67.1 To receive declarations of disclosable pecuniary, other registerable and non-registerable interests from Councillors on items on the agenda – No declarations were made

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

68 To consider the draft minutes of the meeting on 27th October 2025 – Cllr Pearce proposed approval of the draft minutes; seconded by Cllr Coleby; all in favour.

69 To review the 2025-2026 Lowestoft Town Council budget and reserves – there were no matters to discuss.

70 To review the 2026–2027 Lowestoft Town Council Budget and reserves

<u>Marina Theatre</u>

The Box Office Rent income and Loan repayments were removed from cost centre 355 (Box Office Building) and included within the Marina Theatre cost centre (350).
The rental income of £20,000 was included together with the PWL cost of £12,929. The Finance Manager agreed to confirm whether penalties would be charged for early settlement of the loan.
Loan Repayment income (1211) of £10,000 was included.
The Repairs and Maintenance and Capital Investment budgets would be included at a later date once discussions had taken place between the Finance Manager and Facilities and Contracts Manager (FCM). These costs were to include the exterior painting of the theatre.
Furniture & Equipment of £13,000 was included for the projector.
The external cleaning budget of £3,000 was moved to the Climate cost centre (650). There had been no costs in the current year due to the refurbishment.

The necessary compliance surveys need to be planned and budgeted for and discussions between the Finance Manager and the FCM would confirm these costs.

<u>Community Grants</u>

The Grants Policy was an item on the next Standing Orders Agenda.

The current year Social and Food Relief grant of £25,000 had only £2,000 spent against it for the year to date. The 25/26 budget was reduced to £15,000 with the additional £10,000 to be added to the Community Grants budget along with an additional £15,000 for Community Engagement.

14:04 Cllr Brooks temporarily left the chamber

14:07 Cllr Brooks returned to the chamber

It was proposed to recommend to Full Council a total grant budget of £75,000.

Sponsorships

The Sponsorship Policy was an item on the next Standing Orders Agenda with the Town Clerk currently developing a new policy.
A new budget line of £15,000 was included for any new sponsorships. All current sponsorships would be entered on separate budget lines for transparency. This would include the Wherry Line Partnership of £500 and Plaisir twinning of £1,000 that were currently in Community Engagement and £1,000 for Friends Groups.
It was proposed to recommend to Full Council a budget of £15,000 for new sponsorship agreements.

71 Date of next meeting

10 November 2025 at 13:00.

72 Items for the next agenda and close

Climate, Civic, Staff and Apprentice

The meeting was closed at 14:22

Signed:
07 November 2025

Lowestoft Town Council

Budget and Loan Sub Committee

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

Monday 03 November 2025 at 13:00

Receipts for Month 7 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**2,289,739.37**					**2,289,739.37**	
7144	Banked **01/10/2025**	**1.21**						
7144	Stripe	1.21			1200	435	2.00	Denes Oval floodlights
					4365	435	-0.79	Denes Oval floodlights
7113	Banked **02/10/2025**	**8.67**						
7113	Stripe	8.67			1200	435	10.00	Denes Oval floodlights
					4365	435	-1.33	Denes Oval floodlights
7114	Banked **03/10/2025**	**762,500.00**						
7114	East Suffolk Council	762,500.00			1092	350	762,500.00	MT Grant
7115	Banked **03/10/2025**	**9.63**						
7115	Stripe	9.63			1200	435	11.00	Denes Oval Floodlights
					4365	435	-1.37	Denes Oval Floodlights
7116	Banked **06/10/2025**	**2,952.00**						
	Sales Recpts Page 475	2,952.00	2,952.00		100			Sales Recpts Page 475
7117	Banked **06/10/2025**	**160.00**						
	Sales Recpts Page 476	160.00	160.00		100			Sales Recpts Page 476
7118	Banked **06/10/2025**	**11.84**						
7118	Stripe	11.84			1200	435	13.00	Denes Oval floodlights
					4365	435	-1.16	Denes Oval floodlights
7119	Banked **07/10/2025**	**283,772.13**						
7119	HMRC	283,772.13			105		283,772.13	VAT refund
7128	Banked **08/10/2025**	**4,725.00**						
	Sales Recpts Page 480	4,725.00	4,725.00		100			Sales Recpts Page 480
7129	Banked **08/10/2025**	**1,750.00**						
	Sales Recpts Page 481	1,750.00	1,750.00		100			Sales Recpts Page 481
7120	Banked **09/10/2025**	**4.33**						
7120	Stripe	4.33			1200	435	5.50	Denes Oval Floodlights
					4365	435	-1.17	Denes Oval Floodlights
7121	Banked **14/10/2025**	**6.45**						
7121	Stripe	6.45			1200	435	8.12	Denes Oval Floodlights
					4365	435	-1.67	Denes Oval Floodlights
7141	Banked **15/10/2025**	**196.66**						
7141	Plaisir Jumelage	196.66			4150	200	196.66	Reimburse Plaisir flights
7122	Banked **16/10/2025**	**3.13**						
7122	Stripe	3.13			1200	435	4.00	Denes Oval Floodlights
					4365	435	-0.87	Denes Oval Floodlights
7123	Banked **17/10/2025**	**200.00**						
	Sales Recpts Page 477	200.00	200.00		100			Sales Recpts Page 477
7124	Banked **17/10/2025**	**1.69**						
7124	Stripe	1.69			1200	435	2.00	Denes Oval Floodlights

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Receipts for Month 7 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
					4365	435	-0.31	Denes Oval Floodlights
7131	Banked **17/10/2025**	**800,000.00**						
7131	East Suffolk Council	800,000.00			1091	160	800,000.00	Ref GAF20251014
7125	Banked **20/10/2025**	**6.01**						
7125	Stripe	6.01			1200	435	7.00	Denes Oval Floodlights
					4365	435	-0.99	Denes Oval Floodlights
7132	Banked **21/10/2025**	**250.00**						
7132	Historic England	250.00			1091	160	250.00	Milestone One (25%)
7135	Banked **21/10/2025**	**-100.00**						
	Sales Recpts Page 483	-100.00	-100.00		100			Sales Recpts Page 483
7130	Banked **22/10/2025**	**18,000.00**						
	Sales Recpts Page 482	18,000.00	18,000.00		100			Sales Recpts Page 482
7133	Banked **22/10/2025**	**3.15**						
7133	Stripe	3.15			1200	435	4.17	Denes Oval Floodlights
					4365	435	-1.02	Denes Oval Floodlights
7134	Banked **23/10/2025**	**3.38**						
7134	Stripe	3.38			1200	435	4.00	Denes Oval Floodlights
					4365	435	-0.62	Denes Oval Floodlights
7136	Banked **24/10/2025**	**200.00**						
	Sales Recpts Page 484	200.00	200.00		100			Sales Recpts Page 484
7137	Banked **28/10/2025**	**583.00**						
	Sales Recpts Page 485	583.00	583.00		100			Sales Recpts Page 485
7138	Banked **28/10/2025**	**32.27**						
7138	Stripe	32.27			1200	435	37.00	Denes Oval floodlights
					4365	435	-4.73	Denes Oval floodlights
7139	Banked **28/10/2025**	**2,886.84**						
7139	East Suffolk Council	2,886.84			1095	100	2,886.84	CIL
7140	Banked **30/10/2025**	**5.07**						
7140	Stripe	5.07			1200	435	6.00	Denes Oval floodlights
					4365	435	-0.93	Denes Oval floodlights
7140	Banked **30/10/2025**	**-100.00**						
	Sales Recpts Page 486	-100.00	-100.00		100			Sales Recpts Page 486
7142	Banked **31/10/2025**	**200.00**						
	Sales Recpts Page 487	200.00	200.00		100			Sales Recpts Page 487
7143	Banked **31/10/2025**	**5.32**						
7143	Stripe	5.32			1200	435	6.00	Denes Oval Floodlights
					4365	435	-0.68	Denes Oval Floodlights

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Total Receipts for Month	1,878,277.78	28,570.00	0.00	1,849,707.78
Cashbook Totals	4,168,017.15	28,570.00	0.00	4,139,447.15

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Payments for Month 7 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/10/2025	DVLA	7982	29.31			6500	100	29.31	Road Tax AY72HNM
01/10/2025	DVLA	7983	29.31			6500	100	29.31	Road Tax AV72ZGM
01/10/2025	DVLA	7984	30.18			6500	100	30.18	Road Tax AX72BVL
01/10/2025	DVLA	7985	30.18			6500	100	30.18	Road Tax DN70ZYZ
01/10/2025	East Suffolk Council	7986	212.00	212.00		500			Links Rd Car Park Rates 25/26
01/10/2025	East Suffolk Council	7987	104.00	104.00		500			SN Bowls Club Rates 25/26
01/10/2025	East Suffolk Council	7988	998.00	998.00		500			HH Rates Apr25-Mar26
01/10/2025	East Suffolk Council	7989	761.00	761.00		500			Unit 2 rates Apr25-Mar26
01/10/2025	East Suffolk Council	7990	220.00	220.00		500			WHall Rates Apr 25 - Mar 26
01/10/2025	East Suffolk Council	7991	180.00	180.00		500			BVP rates to Mar 26
01/10/2025	The Input Group	7992	150,000.00	150,000.00		500			Construct 3 story link Cert 10
01/10/2025	Peter Colby Commercials Ltd	7993	120.00	120.00		500			Container rent Oct 25
01/10/2025	Lowestoft & District Independe	7994	1,250.00	1,250.00		500			1st qtrly sponsorship LADIA
01/10/2025	Peter Colby Commercials Ltd	7995	2,291.04	2,291.04		500			Unit 2 servicce chg Oct25
02/10/2025	Novuna Business Finance	7996	1,137.61	1,137.61		500			Transit Van hire Apr25-Mar26
02/10/2025	Novuna Business Finance	7997	1,207.38	1,207.38		500			Transit Tipper hire Apr-Mar26
02/10/2025	Wave Ltd	7998	61.38	61.38		500			Water High St 17/6-16/9
02/10/2025	Wave Ltd	7999	56.66	56.66		500			Water TH 17/6-16/9
02/10/2025	Wave Ltd	7A00	196.59	196.59		500			Water Kens'ton Rd 17/6-16/9
02/10/2025	Peter Colby Commercials Ltd	7A01	1,300.05	1,300.05		500			Electric Unit 2 Aug 25
02/10/2025	A1 Clearance and Recycling Lim	7A02	2,310.00	2,310.00		500			Sep collections
02/10/2025	V.C. Cooke	7A03	102.00	102.00		500			Rental Sep 25
02/10/2025	Folkes Plant & Aggregates Ltd	7A04	770.08	770.08		500			Soil and Type 1 TW & SN
02/10/2025	PPL PRS Ltd	7A05	589.02	589.02		500			Music licence WH
02/10/2025	The Input Group	7A06	145,164.00	145,164.00		500			Construct 3 story link Cert 10
02/10/2025	The Marina Theatre Trust	7A07	266.50	266.50		500			Storage
02/10/2025	Lowestoft Vision Ltd	7A08	1,000.00	1,000.00		500			Xmas lights switch on
02/10/2025	V.C. Cooke	7A09	694.80	694.80		500			Waste collection Sep 25
03/10/2025	Suffolk Pension Fund	7A18	16,996.56			530		16,996.56	Mth 6 Pension
03/10/2025	Taylor Williams	7A22	36.40		6.02	4160	150	30.38	Aug/Sep reimburse
03/10/2025	Ewan Gallagher	7A25	62.36		2.94	4160	150	14.86	EG parking Sep 25
						4150	650	13.14	EG mileage sep 25
						4485	482	31.42	Whistles & Facebook
03/10/2025	HMRC	7A28	19,415.96			525		19,415.96	PAYE/NIC Mth 6 Sep 25
03/10/2025	Jill Hook	7A29	15.60		2.58	4160	150	13.02	Sept parking JH
03/10/2025	East Coast Mower Services	7A10	347.65	347.65		500			Repair/service mower
03/10/2025	Mulberry & Co	7A11	668.10	668.10		500			Internal audit 25/26
03/10/2025	OPR Consulting Ltd	7A12	4,100.75	4,100.75		500			Business plan development
03/10/2025	Jess Johnston	7A13	1,140.00	1,140.00		500			Heritage consultancy Aug 25

Continued on Page 89

Payments for Month 7 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/10/2025	Alan M Walker	7A14	50.00	50.00		500			Photos of tennis courts
03/10/2025	R J Pryce & Co Ltd	7A15	14.00	14.00		500			Black dustbin
03/10/2025	Barnes Construction	7A16	150,000.00	150,000.00		500			Works re interim cert 7
03/10/2025	Travis Perkins Trading Company	7A17	245.84	245.84		500			Barrier fencing
03/10/2025	Andrew Morton Associates Ltd	7A19	3,090.45	3,090.45		500			Stage 5 costs
03/10/2025	Origin Amenity Solutions	7A20	1,327.20	1,327.20		500			Ongar loam 140 x 25kg
03/10/2025	Smith Bros Timber (East Anglia	7A21	39.05	39.05		500			Mts 50mmx100mm pse
03/10/2025	Nicholsons Solicitors LLP	7A23	13,232.40	13,232.40		500			Lease of KG cafe
03/10/2025	Harriet Foster	7A24	1,075.00	1,075.00		500			Services Jul-Aug 25
03/10/2025	Travis Perkins Trading Company	7A26	14.24	14.24		500			Woodscrews
03/10/2025	Cloudy Group Ltd	7A27	4,143.58	4,143.58		500			Decisions to Oct 26 + mthy chg
03/10/2025	Munnings Supplies Ltd	7A30	204.60	204.60		500			Hivis/gloves/rain trousers
06/10/2025	Fuel Card Services Ltd	7A31	309.35	309.35		500			Fuel Sep 25
06/10/2025	Barnes Construction	7A32	116,459.95	116,459.95		500			Works re interim cert 7
07/10/2025	Jewson	7A33	253.80	253.80		500			JCB hire 7 days from 24/9
07/10/2025	Emigrant Frames - Aladar Somog	7A34	400.00	400.00		500			Bike repairs Planet Positive
07/10/2025	Natalie Willis	7A35	300.00	300.00		500			The Vibettes RNSPA event
07/10/2025	Anglia Print Ltd	7A36	95.00	95.00		500			RNSPA Order of services
07/10/2025	Broadland Security Alarms	7A37	99.60	99.60		500			Call out fire alarm Unit 2
07/10/2025	Nicholsons Solicitors LLP	7A38	1,784.60	1,784.60		500			Th & Allotments
07/10/2025	Origin Amenity Solutions	7A39	392.40	392.40		500			Loam 40x25g
09/10/2025	Sage Global Services Ltd	7A40	49.80	49.80		500			Sep usage & Oct service
09/10/2025	Smith Bros Timber (East Anglia	7A41	65.19	65.19		500			2.4m beading
09/10/2025	Cyclescheme Ltd	7A42	635.99	635.99		500			RD Bike
13/10/2025	Lauren Elliott	7A47	31.57		5.16	4150	650	0.37	LE Mileage
						4160	150	26.04	LE parking Oct25
13/10/2025	Patricia Day	7A43	150.00	150.00		500			Mrs Sew & Sew Heritage Mkt
13/10/2025	Nick Walker Thatching	7A44	7,770.00	7,770.00		500			Thatching at BVP
13/10/2025	Travis Perkins Trading Company	7A45	32.14	32.14		500			Hammerite black aerosol
13/10/2025	East Coast Mower Services	7A46	270.92	270.92		500			John Deere filter changes
13/10/2025	Racket Sports Academy	7A48	810.00	810.00		500			3 x summer sports camps
13/10/2025	East Coast Waste	7A49	389.47	389.47		500			Waste collection
13/10/2025	ForgeWorks - Daniel Johnson	7A50	150.00	150.00		500			Blacksmithing Live Demo
13/10/2025	Excelsior Trust	7A51	267.44	267.44		500			Water/Electric 7/1-30/3
13/10/2025	Garden Discount Centre Ltd	7A52	28.80	28.80		500			Vee Belt Kevlar
13/10/2025	Wolseley	7A53	3.88	3.88		500			Parts for TM chip shop
13/10/2025	Excite Solutions Ltd	7A54	624.00	624.00		500			Contracted GM Sept
13/10/2025	Fuel Card Services Ltd	7B35	77.64	77.64		500			Fuel Sep
15/10/2025	C&C Consulting Services Ltd	7A55	369.90	369.90		500			H&S Oct 25
16/10/2025	Eon Energy	7A56	8.88	8.88		500			Electric PC FP Sep 25
16/10/2025	Credit Card Account	7A57	806.72			220		806.72	Credit card payment Oct
20/10/2025	Need2Store Ltd	7A58	240.00	240.00		500			Unit 164 to 17/11/25
20/10/2025	NPower Ltd	7A59	725.70	725.70		500			Electric TM Sep 25

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Payments for Month 7 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
21/10/2025	Kirkley People's Forum	7A60	660.00	660.00		500			Rent increase Oct-Mar25
21/10/2025	Alexander Brain	7A61	1,500.00	1,500.00		500			Brass Quintet for Remembrance
21/10/2025	Wave Ltd	7A62	74.62	74.62		500			Water KP 2/7-1/10/25
21/10/2025	Excite Solutions Ltd	7A63	1,380.00	1,380.00		500			Contract GM Oct 24
21/10/2025	Origin Amenity Solutions	7A64	4,089.60	4,089.60		500			Topdressing KG
21/10/2025	The Norfolk Event Company - K	7A65	545.00	545.00		500			H'ween Mkt Ecto1/Ghostbusters
21/10/2025	Gaming Events 2 U Ltd	7A66	225.00	225.00		500			Gaming van hire H'ween
21/10/2025	Munnings Supplies Ltd	7A67	104.40	104.40		500			Boots
21/10/2025	East Coast Waste	7A68	389.47	389.47		500			Waste disposal
21/10/2025	Smith Bros Timber (East Anglia	7A69	10.80	10.80		500			Heat resistant cable
21/10/2025	Travis Perkins Trading Company	7A70	92.44	92.44		500			Barrier fencing
21/10/2025	Blachere Illuminaton UK Ltd	7A71	5,234.40	5,234.40		500			Year 2 installation/switch on
21/10/2025	R J Pryce & Co Ltd	7A72	200.63	200.63		500			Parts credit for TM chip shop
21/10/2025	Peter Colby Commercials Ltd	7A73	2,291.04	2,291.04		500			P/Ledger Electronic Payment
21/10/2025	Jupiter Play and Leisure Limit	7A74	18,930.00	18,930.00		500			Boxup Locker NP
21/10/2025	Wilco Motor Spares Ltd	7A75	51.00	51.00		500			Oil & screenwash
21/10/2025	S&G Fabrications (Lowestoft) L	7A76	144.00	144.00		500			Folded aluminium
21/10/2025	Excelsior Trust	7A77	5,000.00	5,000.00		500			Grant for replacement of spars
21/10/2025	Smith Bros Timber (East Anglia	7A78	46.25	46.25		500			Wood
21/10/2025	Kirkley Pantry	7A79	2,000.00	2,000.00		500			Food grant - Kirkley Pantry
21/10/2025	PHS Group	7A80	547.75	547.75		500			Hygiene serv 16/11/25-15/11/26
21/10/2025	Apex Scaffolding Anglia Limite	7A81	2,418.00	2,418.00		500			Museum scaffold Sep/Oct
21/10/2025	WorkNest Limited	7A82	1,062.00	1,062.00		500			EAP Yr 1 (Oct 25-Mar 26)
21/10/2025	Kirkley People's Forum	7A83	1,395.00	1,395.00		500			Kirkley Centre rent Oct-Dec25
21/10/2025	EE Limited	7B16	1,131.14	1,131.14		500			Mobile charge
21/10/2025	C&C Consulting Services Ltd	7B36	59.40	59.40		500			H&S mileage 17.9.25
22/10/2025	R J Pryce & Co Ltd	7A84	3.36	3.36		500			Round head centre punch
22/10/2025	East of England LGA	7A85	472.20	472.20		500			Talent Bank 1/2 day Aug 25
22/10/2025	Claxton Creative Ltd	7A86	713.20	713.20		500			Filming & editing Jul-Sep
22/10/2025	PI Group Consultants Ltd	7A87	3,947.00	3,947.00		500			Play inspection training
22/10/2025	MossKing Associates Ltd	7A88	5,163.00	5,163.00		500			TH Project Mgt Sep 25
22/10/2025	MJ Training	7A89	139.20	139.20		500			CM 1st aid course 19/11
22/10/2025	Screwfix	7A90	342.59	342.59		500			Shower curtain refund NP
22/10/2025	Smith Bros Timber (East Anglia	7A91	74.44	74.44		500			Wood filler/paint/bulbs
22/10/2025	Lound Plant Centre	7A92	310.68	310.68		500			Plants & bulbs KG
22/10/2025	MJ Training	7A93	94.80	94.80		500			IB manual handling 17Oct
22/10/2025	Andrew Morton Associates Ltd	7A94	3,185.46	3,185.46		500			Stage 5 TH Project
22/10/2025	HAT Projects Ltd	7A95	21,208.97	21,208.97		500			Stage 5 fees

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Payments for Month 7 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
22/10/2025	A J Robb Trees	7A96	2,716.00	2,716.00		500			120 trees (fruit & ornamental)
22/10/2025	Wilco Motor Spares Ltd	7A97	11.50	11.50		500			Halogen spotlamp bulb
22/10/2025	Garden Discount Centre Ltd	7A98	790.80	790.80		500			Pruner & angled gear head
22/10/2025	Jess Johnston	7A99	2,670.00	2,670.00		500			Heritage Manager Sep 25
22/10/2025	Nicholsons Solicitors	7B06	6,240.00			5200	100	6,240.00	Tingdene lighting bollards
23/10/2025	Lowestoft Town Football Club L	7B00	4,800.00	4,800.00		500			Grant U12 trip to Plaisir
23/10/2025	Travis Perkins Trading Company	7B01	25.75	25.75		500			Sealant gun, caulk, cement
23/10/2025	Ewan Gallagher	7B02	107.93		3.44	4160	150	17.36	EG Parking Oct
						4150	650	13.28	EG Mileage Oct
						4485	482	73.85	Advertising EG reimbursements
23/10/2025	Essex and Suffolk Water	7B03	1,212.54	1,212.54		500			Sewerage Volume credit
23/10/2025	British Gas	7b04	83.92	83.92		500			P/Ledger Electronic Payment
23/10/2025	HM Land Registry	7B05	70.00			4115	130	70.00	Land Registry
23/10/2025	SALARIES	SALARY OCT	50,736.69			4000	140	50,736.69	October salaries
23/10/2025	Strictly Tables and Chairs	7B07	424.50	424.50		500			Plastic folding chairs
24/10/2025	Pearce & Kemp Limited	7B08	117.00	117.00		500			Floodlight call out at DO
24/10/2025	Nick Walker Thatching	7B09	7,770.00	7,770.00		500			Thatching BV Park Lodge
24/10/2025	Jewson	7B10	17.99	17.99		500			Cement
24/10/2025	Smith Bros Timber (East Anglia	7B11	8.34	8.34		500			3.6m Half round
24/10/2025	BUNZL Cleaning & Hygiene Suppl	7B12	440.51	440.51		500			Cleaning cloth & toilet tissue
24/10/2025	Munnings Supplies Ltd	7B13	16.20	16.20		500			Drivers gloves
24/10/2025	Brewers Decorator Centres	7B14	207.29	207.29		500			Paint etc
24/10/2025	SALARIES	SALARY ADJ	244.36			4000	140	244.36	October Salary adjustments
24/10/2025	NPower Ltd	7B17	110.32	110.32		500			Electric KG PC Sep25
24/10/2025	NPower Ltd	7B18	111.76	111.76		500			Electric KG Oct 25
24/10/2025	NPower Ltd	7B19	91.42	91.42		500			Electric NP chg rooms Sep25
24/10/2025	NPower Ltd	7B20	488.91	488.91		500			Electric DO Sep 25
24/10/2025	NPower Ltd	7B22	80.70	80.70		500			Electric PC P'field St Sep 25
24/10/2025	NPower Ltd	7B23	454.76	454.76		500			Electric RNPSM Sep 25
24/10/2025	NPower Ltd	7B24	166.86	166.86		500			Electric TH Sep 25
27/10/2025	Fuel Card Services Ltd	7B15	699.18	699.18		500			Fuel
27/10/2025	NPower Ltd	7B21	68.86	68.86		500			Electric PC R'dam Rd Sep 25
27/10/2025	EE Limited	7B34	34.99	34.99		500			Broadband Unit 2
28/10/2025	Eon Energy	7B25	25.52	25.52		500			P/Ledger Electronic Payment
28/10/2025	Foster Wilson Size LLP	7B26	18,624.00	18,624.00		500			RIBA Stage 5 11/12
28/10/2025	Octopus Energy Limited	7B27	73.07	73.07		500			Electric sdg chg BVL 4-5/10/25
28/10/2025	Jewson	7B28	826.34	826.34		500			JCB hire 18 days Oct
28/10/2025	R J Pryce & Co Ltd	7B29	18.58	18.58		500			Black cable ties
28/10/2025	Munnings Supplies Ltd	7B30	196.20	196.20		500			Bomber jacket
28/10/2025	Richard Thornhill	7B31	73.90	73.90		500			Santa Dash course

Continued on Page 92

Payments for Month 7 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									measurement
28/10/2025	Excite Solutions Ltd	7B32	240.00	240.00		500			Line marking NP football 29/8
28/10/2025	Thomson Environmental Consulta	7B33	2,503.50	2,503.50		500			Tree survey & location plan
28/10/2025	Ace Drainage & Groundworks Ltd	7B37	240.00	240.00		500			CCTV survey
30/10/2025	Nicholsons Solicitors	7B47	545.00			4130	130	545.00	Unit 2 Stamp Duty Land Tax
30/10/2025	Goto Hire	7B38	750.00	750.00		500			PA system VJ Day
30/10/2025	Munnings Supplies Ltd	7B39	96.00	96.00		500			Hi vis jacket
30/10/2025	Tudor Environmental	7B40	286.20	286.20		500			10 steel 20ltr jerricans
30/10/2025	Smith Bros Timber (East Anglia	7B41	64.90	64.90		500			Paint tools
30/10/2025	R J Pryce & Co Ltd	7B42	4.75	4.75		500			Silicone sealant
30/10/2025	Herts Enviro Services	7B43	1,610.40	1,610.40		500			Water hygiene L8 Oct 25
30/10/2025	A Piece of Cake Foods Ltd	7B44	110.04	110.04		500			Afternoon tea buffet 6/11
30/10/2025	Postpullers (UK) Ltd	7B45	2,874.00	2,874.00		500			Fence Master Postpuller
30/10/2025	Wilco Motor Spares Ltd	7B46	6.00	6.00		500			Screenwash
30/10/2025	The Input Group	7B48	120,840.00	120,840.00		500			Refurbishment of MT
31/10/2025	The Input Group	7B49	120,840.00	120,840.00		500			Refurbishment of MT
31/10/2025	Wave Ltd	7B50	326.63	326.63		500			Water KG lake 17/7-16/10/25
31/10/2025	MJ Training	7B51	570.00	570.00		500			HB Lvl 3 1st aid 3 days
31/10/2025	Northgate Vehicle Hire Ltd	7B52	1,553.32	1,553.32		500			NU74YCK van hire 1-29/9/25
31/10/2025	Travis Perkins Trading Company	7B53	84.48	84.48		500			Trowel & drill bit
31/10/2025	East Coast Mower Services	7B54	210.00	210.00		500			Repairs to John Deere tractor
31/10/2025	Glasdon UK Ltd	7B55	5,039.76	5,039.76		500			10 black bins
31/10/2025	Tradevault Ltd t/a Tradefence	7B56	4,598.38	4,598.38		500			Temp fencing re muntjacs
31/10/2025	Royal Naval Patrol Service Ass	7B57	179.28	179.28		500			1st aid cover at RNPSA event
31/10/2025	Unity Trust Bank	7B58	40.65			4110	130	40.65	Service charge
	Total Payments for Month		1,110,640.39	1,015,171.61	20.14			95,448.64	
	Balance Carried Fwd		3,057,376.76						
	Cashbook Totals		4,168,017.15	1,015,171.61	20.14			3,152,825.40	

Receipts for Month 8 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**3,057,376.76**					**3,057,376.76**	
7145	Banked **03/11/2025**	**28.00**						
	Sales Recpts Page 488	28.00	28.00		100			Sales Recpts Page 488
7146	Banked **06/11/2025**	**6.42**						
7146	Stripe	6.42			1200	435	8.09	Denes Oval floodlights
					4365	435	-1.67	Denes Oval floodlights
7147	Banked **07/11/2025**	**200.00**						
	Sales Recpts Page 489	200.00	200.00		100			Sales Recpts Page 489
7148	Banked **07/11/2025**	**45.00**						
	Sales Recpts Page 490	45.00	45.00		100			Sales Recpts Page 490
7149	Banked **07/11/2025**	**75.00**						
	Sales Recpts Page 491	75.00	75.00		100			Sales Recpts Page 491
7150	Banked **10/11/2025**	**2.64**						
7150	Stripe	2.64			1200	435	3.50	Denes Oval floodlights
					4365	435	-0.86	Denes Oval floodlights
	Total Receipts for Month	357.06	348.00	0.00			9.06	
	Cashbook Totals	3,057,733.82	348.00	0.00			3,057,385.82	

Continued on Page 86

Payments for Month 8 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/11/2025	DVLA	7B61	29.31			6500	100	29.31	Road Tax AY72HNM
03/11/2025	DVLA	7B62	29.31			6500	100	29.31	Road Tax AV72 ZGM
03/11/2025	DVLA	7B63	30.18			6500	100	30.18	Road tax AX72BVL
03/11/2025	DVLA	7B64	30.18			6500	100	30.18	Road tax DN70ZYZ
03/11/2025	Jill Hook	7B72	10.40		1.72	4160	150	8.68	JH Parking Oct 25
03/11/2025	Novuna Business Finance	7B59	1,137.61	1,137.61		500			Transit Van hire Apr25-Mar26
03/11/2025	Novuna Business Finance	7B60	1,207.38	1,207.38		500			Transit Tipper hire Apr-Mar26
03/11/2025	Fuel Card Services Ltd	7B65	126.22	126.22		500			Fuel Oct 25
03/11/2025	East Suffolk Council	7B66	212.00	212.00		500			Links Rd Car Park Rates 25/26
03/11/2025	East Suffolk Council	7B67	104.00	104.00		500			SN Bowls Club Rates 25/26
03/11/2025	East Suffolk Council	7B68	998.00	998.00		500			HH Rates Apr25-Mar26
03/11/2025	East Suffolk Council	7B69	761.00	761.00		500			Unit 2 rates Apr25-Mar26
03/11/2025	East Suffolk Council	7B70	220.00	220.00		500			WHall Rates Apr 25 - Mar 26
03/11/2025	East Suffolk Council	7B71	180.00	180.00		500			BVP rates to Mar 26
04/11/2025	Royal British Legion	7B86	100.00			4480	300	100.00	5 Poppy wreaths
04/11/2025	A1 Clearance and Recycling Lim	7B73	3,108.00	3,108.00		500			October bulky waste
04/11/2025	Garden Discount Centre Ltd	7B74	35.24	35.24		500			Chain oil
04/11/2025	Munnings Supplies Ltd	7B75	234.00	234.00		500			Grip gloves & joggers
04/11/2025	Rouse Forestry	7B76	2,820.00	2,820.00		500			Sycamore removed on Ravine
04/11/2025	Travis Perkins Trading Company	7B77	181.12	181.12		500			Cement/scaffold boards/trowel
04/11/2025	Tudor Environmental	7B78	1,136.36	1,136.36		500			Rock salt
04/11/2025	Wilco Motor Spares Ltd	7B79	14.00	14.00		500			Giant funnel
04/11/2025	BUNZL Cleaning & Hygiene Suppl	7B80	331.14	331.14		500			Hand towels & toilet tissue
04/11/2025	Smith Bros Timber (East Anglia	7B81	36.85	36.85		500			Screws & washers
04/11/2025	Kirkley Run Service Station	7B82	54.00	54.00		500			Puncture repair grass cutter
04/11/2025	Smith Bros Timber (East Anglia	7B83	37.92	37.92		500			2.4m sleepers
04/11/2025	Cooks Blinds and Shutters Ltd	7B84	295.20	295.20		500			Serv & inspect overhead door
04/11/2025	R J Pryce & Co Ltd	7B85	6.16	6.16		500			Evostik
04/11/2025	Cloudy Group Ltd	7B87	1,869.58	1,869.58		500			Microsoft and support
05/11/2025	Wave Ltd	7B88	0.09	0.09		500			Wter Putting Green 23/4/25
05/11/2025	Blachere Illuminaton UK Ltd	7B89	3,333.80	3,333.80		500			Yr2 lights removal & storage
05/11/2025	Claranet Ltd	7B90	93.47	93.47		500			Domain reg'n 2/11/25-1/11/26
05/11/2025	Wilco Motor Spares Ltd	7B91	135.00	135.00		500			Adblue
05/11/2025	Community Action Suffolk	7B92	62.50	62.50		500			DBS HB + service fee
05/11/2025	V.C. Cooke	7B93	915.60	915.60		500			Rental Oct 25
06/11/2025	OPR Consulting Ltd	7B95	1,575.00	1,575.00		500			Legal/complaint report/MT
06/11/2025	East Point Business Services	7B96	13,985.96	13,985.96		500			Advance service chg HH 25

Continued on Page 87

Payments for Month 8 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
06/11/2025	The Marina Theatre Trust	7B97	266.50	266.50		500			Storage unit
06/11/2025	Fleet Line Markers Ltd	7B98	225.60	225.60		500			Pitchmarker
06/11/2025	Festivals and Events Internati	7B99	6,000.00	6,000.00		500			MT options appraisal 50%
07/11/2025	Wave Ltd	7B94	16.24	16.24		500			Water P Green 24/4-23/10/25
10/11/2025	Fuel Card Services Ltd	7C00	106.80	106.80		500			Fuel Oct 25
10/11/2025	Sage Global Services Ltd	7C01	49.80	49.80		500			Payroll to 4/12/25
	Total Payments for Month		42,101.52	41,872.14	1.72			227.66	
	Balance Carried Fwd		3,015,632.30						
	Cashbook Totals		3,057,733.82	41,872.14	1.72			3,015,859.96	

MEETING PAPER

Meeting: Finance & Governance Committee
Date: 12th November 2025
NON-CONFIDENTIAL

Details:

As Sports Development Officer, I would like to request approval for a budget of up to £1,000 from the Tennis Court EMR contribution budget to commission site inspections and written maintenance reports for our tennis and pickleball courts from a local tennis court cleaning company.

The purpose of this work is to obtain site-specific maintenance guidance, outlining what tasks should be completed, when, and how, along with key points to avoid. This report will enable our grounds team to carry out all future maintenance work in-house, ensuring consistency and quality while significantly reducing long-term costs.

External quotations for ongoing maintenance came back at approximately £15,000, so this approach represents a highly cost-effective alternative, providing our team with the necessary expertise and reference materials to manage the courts internally.

Sent: 09 October 2025 09:52
To: Taylor Williams
Subject: Re: Application for Grant Funding

Hi Taylor

Having watched yesterdays' meeting on the livestream I thought I would preempt your email.

I will try to respond to all the various queries raised by councillors in this email.

1. Eligibility - for this project (if funded) we would use freelance (self employed staff) practitioners. These would present invoices for their work and be paid accordingly. This is partly why the hourly rate is £35ph. I heard Councillors refer to these as "consultants' but we would consider them to be freelance staff - hence the terminology used. We operate with a core staff who are salaried and then use freelance staff for additional work like this project. When we are able to increase our work longer term we intend to move as many staff as possible onto salary as this is more cost effective, but for the duration of this project all work undertaken as part of the project would be delivered by freelancers.

2. Other funders

We rely on funders for a large proportion of our work and consistently have funding applications pending. We currently have applications pending with

Suffolk Community Foundation (two different applications for two different funds)

Abbvie Foundation

Adnams Chartitable foundation

Hornsea Community Fund

Lentonbrook Foundation

These are a mixture of funding for group work and 1:1 work. Our policy is make each application a distinct piece of work, as this avoids the situation whereby one application is successful but the overall project fails because a second application which completes the project, failed. Hence the Town Council application is stand alone and covers a distinct set of work.

One councillor made reference to funding from East Suffolk Council - we have received various funding from both East Suffolk and Suffolk County councils, but in each case these are "project funding" which funds a specific piece of work (as with this application to the town council) the fact that these have ended simply means that we

have fulfilled the project, it does not represent any negative connotation on our work. On the contrary we receive excellent feedback from funders and participants.

We note and share Councillor Brooks stated concern about funding “this type of organisation” Sadly there are many under qualified and unregulated organisations and individuals seeking to make money by working with vulnerable families. Many of these are unqualified counsellors or people posing as therapists with only very scant qualifications. Understandably it can be hard to distinguish between genuine organisations and others. We would therefore like to explain our legitimacy.

Firstly staff qualifications.

We are a not for profit organisation which was set up by myself and Melanie Nicholls in 2020. I am a former teacher and headteacher who spent 20+ years in both mainstream and specialist education. In my last 13 years in that career I was a specialist in supporting children with mental health. As head teacher I ran the largest academy in England for children with emotional and mental health needs and was a senior officer in two different local authorities with the same responsibilities. I was also a safeguarding in education specialist for 17 years of my career and was a qualified ofsted inspector and worked as a consultant supporting schools with managing mental health in young people. In addition to this teaching experience, I worked collaboratively with the Norfolk and Suffolk NHS foundation trust to set up and run one of the only jointly staffed mental health schools for children in the country and regularly recruited and worked with clinical physiologists and other specialist mental health staff.

All the work I undertake for the organisation is pro bono - I do not take a salary.

Melanie has a similar 20 year career working in specialist mental health facilities as well as schools. Her experience is more front line than mine and includes working in some of the highest need provisions in both Norfolk and Suffolk. Melanie has also worked for many years as an advisor to schools across the region, supporting them with managing the mental health of children.

In terms of qualifications, both Mel and I hold higher degrees, and a range of specialist certifications, these include

Thrive, Team Teach, Steps, Solution focused approaches, Unisafe, Safeguarding Level 6, and a large number of specialist approaches.

We are very specifically not a counselling service. Both Mel and I hold basic counselling qualifications, but we do not offer this as counselling needs to be undertaken within the framework of a larger organisation which can offer staff appropriate supervision and has the means to refer onwards for additional support. We operate at a pre statutory stage - this means cases which do not qualify for statutory services like CAMHS and therefore we would not expect our families to require significant counselling from us.

We also use a small number of freelancers, and have just employed a new part time practitioner with funding from another project. These practitioners are recruited based on their previous experience or training, and generally have psychology degrees or similar professional training.

Some comment was made by councillors regarding the costs in our application. These are predominantly just the cost of staff. The nature of our work is such that the primary cost is for the skilled workers who undertake the work. Our workers typically ask for a lower rate than they would get in other organisations, simply because they believe in the early intervention nature of our work. If it is helpful we can provide a benchmarking exercise to show that our staff are paid below the market average for this type of work.

This leads us on the thorny topic of what exactly we do. When applying for funding it is often difficult to convey the nature of our work, which is why we provide the case studies in our annual report to try and provide narrative examples. The work we undertake could be described in a number of different ways - some would call it relationship building, others would say solution focused work, or you may consider it to be parenting support. In reality it is all of these things and more. Our approach is bespoke for each family we support, and is determined by the needs identified by the family as well as the age and needs of the child(ren) Early in our involvement we spend time just building relationships - this is often based around fun activities, craft sessions or similar, which in themselves do not seem to have a "therapeutic" value, but which serve to build trust. Once a trusting relationship has been established (how long this takes varies) we are able to get a better view of the issues at play, and choose from our toolkit of different approaches to offer support. In many cases this support will be very practical, things in this category include accompaying a young person to school, attending meeting with the family or helping them to complete application forms or writing letters. In other cases the support is more around modelling, this would include things like showing a family how to implement toilet training, bed time routines or reward systems. This modelling work, as with our practical work, takes place in the family home directly with the family.

Other forms of support include approaches which are more "therapeutic" such as anger management strategies, thought mapping, and ways to manage difficult thoughts.

The main things which make our service different to others are :

1. Open ended commitment - we do not generally offer a set amount of appointments, we continue to work with families as long as they feel they need us.

2. In the family home - we work in the family home - often in the early evenings (we do also work in schools for logistical reasons that some children are obviously in school during the day)

3. Local credibility - both Mel and I are local people with long term histories in the town. We find this a very important element to engaging with some of our families.

Lastly we absolutely welcome councillors being cautious about funding this type of work. It is important to ensure that provision funded is suitable and safe. Our work has previously been through the due diligence processes for the local NHS trust, Suffolk Public Health, Norfolk County Council, and a number of other funders. We are happy to similarly adhere to any due diligence the council requires.

If it would be helpful I would be more than happy to attend the next meeting to allow councillors to direct question me about our work.

Hope thats helpful

Cheers

Des

Des Reynolds

MN Well Child Support CIC

REDACTED

Sent: 09 October 2025 09:52
To: Taylor Williams <taylor.williams@lowestofttowncouncil.gov.uk>
Subject: Re: Application for Grant Funding

You don't often get email from support@well-child.co.uk. Learn why this is important

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3. Local credibility - both Mel and I are local people with long term histories in the town. We find this a very important element to engaging with some of our families.

Lastly we absolutely welcome councillors being cautious about funding this type of work. It is important to ensure that provision funded is suitable and safe. Our work has previously been through the due diligence processes for the local NHS trust, Suffolk Public Health, Norfolk County Council, and a number of other funders. We are happy to similarly adhere to any due diligence the council requires.

If it would be helpful I would be more than happy to attend the next meeting to allow councillors to direct question me about our work.

Hope thats helpful

Cheers

Des

Des Reynolds

MN Well Child Support CIC

07955382118

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_____

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.

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

GOLD PACKAGE

Main Club Sponsor £6,000
(2-year commitment)
Year 1 £3,000
Year 2 £3,000

Playing Shirts

Your company logo/branding on the prime front position on the playing shirts worn by all 4 senior teams and 4 junior teams during matches throughout the season.

Social Media

Your company will be promoted online via our popular social media channels.

Advertising board

We will place your logo on a 1200mm x 600mm reinforced advertising board permanently fixed to our pavilion in prime location.

Around The Ground

Company name/logo will be printed on to our stumps for use in home cricket matches.

Functions

Your company will be entitled to 4 tickets to the annual club presentation evening and be invited to present the trophies to all the senior trophy winners.

Local press Release

The club will arrange a main sponsor article in the local press with pictures of the new playing shirt being presented to chosen representatives of your company.

Club Handbook

Your company logo will feature in the club handbooks distributed to all Members & supporters.

Lowestoft Town Council
Grant Feedback Form

Lowestoft Town Council's grant as part of your project	ANODIES FOR MINCARLO WHEN DRYDOCKED
Contact details	
Name	[redacted]
Address	
Telephone number/s	
E-mail	
Position within organisation	SLIP MANAGER LYDIA EVA VICE CHAIRMAN
Additional Information	
Have you included any photos, social media posts, press releases, newsletters or publicity of your project as part of the feedback form? Please give details	YES
Do you authorise us to use the above information, including quotes and photos, about your project and organisation as part of our publicity and promotion of our grants programme?	YES
If your photos include children under the age of 16, do you have permission to share these with us and for the Town Council to use ?	N/A

Signed.....EEAS.....

Date.....

Lowestoft Town Council
Grant Feedback Form

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

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

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

General Details	
Name of organisation	LYDIA EVA AND MINCARLO CHARITABLE TRUST
Company or Charity Registration Number	803654
Summary of the Project details (max 250 words)	To drydock MINCARLO AND replace ANODES on hull to give vessel a few more years life AND keep hull clean of growth.
Timescale of the project	SEPTEMBER – OCTOBER Put back to end October And going into November 2025
Date of grant funding award	MAY 2025
Amount of grant funding awarded	£2000
What did the grant funding help you to achieve?	MINCARLO WAS drydocked on 13/10/25 The grant help to replace ANODES on hull to give hull protection against electrolisis and keep growth of hull
What impact did the grant funding have on your project? *Please include any information on engagement with the local community, sustainability of the project and the impact on local need*	The grant INPACTED MINCARLO life to keep operational as floating museum on history of Lowestoft fishing industry
Please evidence or explain how you acknowledged	Signage will be put up Thanking Council for grant.

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.

To: Lowestoft Town Council
From: Nature Play CIC
Date: 02/10/2025
Subject: Proposal for a Two-Year Community Partnership

1. Introduction: A Partnership for Lowestoft's Future

Nature Play CIC is a community interest company dedicated to enriching the lives of children and families in Lowestoft through outdoor learning, play, and nature connection. We believe that every child deserves the profound developmental, health, and well-being benefits that come from regular time spent in nature.

We are writing to propose a strategic two-year sponsorship partnership with Lowestoft Town Council. This partnership is not merely a request for funding, but an invitation to co-invest in the health, happiness, and resilience of our community's youngest members and their families. By joining forces, we can ensure these vital services remain accessible and sustainable for the 4,000 families within the Lowestoft Parish.

2. Our Impact in the Community

Our work is centred on providing regular, structured, and accessible nature-based activities. Our key programmes include:

- **Regular Nature Play Sessions:** Weekly groups for families with young children, fostering early social skills, physical development, and a love for the outdoors.
- **Home Education Support:** A critically important service for approximately **30 Lowestoft families**. We provide specialised, curriculum-linked outdoor learning sessions, offering a subsidised rate to keep them affordable.
- **Community Outreach Projects:** We actively bid for and deliver targeted outreach, including recent applications for the Sizewell Fund and projects supporting fostering families, ensuring we reach the most vulnerable in our community.

3. The Sponsorship Opportunity: A Two-Year Commitment

We are seeking a committed partner to help us stabilise and grow our operations. We propose a sponsorship of **£600 per month for a period of 24 months** (£14,400 total).

This two-year commitment will provide the stability we need to plan effectively and maximise our long-term impact, moving away from a hand-to-mouth funding model.

4. How Your Investment Will Be Used

Your sponsorship will be strategically allocated to cover our core operating costs, directly supporting our work within the Lowestoft Parish. A key focus is sustaining our essential services, as illustrated by our Home Education programme:

Case Study: The True Cost of Home Education Support

- Our actual cost per child per session is **£30**.
- To ensure accessibility, we charge families a subsidised rate of **£8**.
- This results in a loss of **£22 per child, per session**.
- With **30 children from Lowestoft families** regularly using this service, the financial gap is significant, but the social return is immense.

Your sponsorship would directly bridge this gap and cover other essential operating costs such as:

- Expert session leaders
- High-quality, safe equipment and resources
- Site maintenance and rental fees
- Administrative costs to ensure robust and efficient operations

We are concurrently exploring all options to ensure our long-term viability, including a review of our service model to manage ever-increasing costs. Your partnership would provide the secure foundation needed to navigate this process without reducing our vital community impact.

Nature play EQUAL OPPORTUNITIES POLICY

Nature play is committed to achieving equal opportunities, respects and values diversity, and is committed to applying equality of opportunity in all its practices and objective/service delivery with regard to ethnic origin, age, gender, religion or belief, sexual orientation, marital status and disability or any other criterion not relevant to the point at issue.

Nature play Trustees/Committee Members have overall responsibility for the effective operation of this policy. However, all Committee Members/Trustees volunteers and service users have a duty as part of their involvement with the group/organisation to do everything they can to ensure that the policy works in practice. Trustees and members of Nature play will bring to the attention of all committee members/trustees and volunteers the existence of this policy, and will provide such training as is necessary to ensure that the policy is effective and that everyone is aware of it.

Equal Opportunities Policy Implementation General activities of nature play as a provider of a service to the community, accepts responsibility to promote equal opportunities and challenge discrimination wherever it occurs.

This document sets out the main consequences of this commitment and the action to be taken in order to achieve equal opportunities. We will actively monitor all activities to ensure that we are serving the needs of all communities and groups. It is the responsibility of all staff, volunteers and service users to ensure that no other committee member, volunteer or service user receives less favourable treatment than another on the grounds of age, ethnic origin, disability, sexual orientation, religion or belief, marital status or gender. We will encourage our committee, volunteers and the staff of any organisation working with us to take positive steps to ensure that the needs of minority communities and disadvantaged people are met.

We will listen carefully to what people tell us they need from Nature play and do everything in our power and within our resources to ensure their needs are met. This policy will be reviewed every (three) years or when new legislation requires it. Physical access nature play premises will be reviewed regularly so that access by committee, staff and users with disabilities can be maintained and improved where necessary.

Recruitment and Employment Practices It is vitally important that Nature play committee members/staff understand the full diversity of their clientele. As far as it lies within our power we will ensure that our recruitment processes are designed to ensure equal access for all. All committee or job vacancies will initially be advertised internally to encourage service users and volunteers to apply.

Nature play CIC work force is never likely to be large enough to reflect the full diversity of our users. However, we will do everything we can to ensure that those we do employ share our belief in the value of everyone and reflect that belief in their work.

Adopted by the Management Committee on 1 /7/24

REDACTED

Adult Safeguarding Policy for Nature Play CIC

Introduction:

Nature play CIC believes in protecting an adult's right to live in safety, free from abuse and neglect. This policy sets out the roles and responsibilities nature play in working together in promoting the adult's welfare and safeguarding them from abuse and neglect. Employees, trustees and volunteers should be made aware of how this policy can be accessed.

Definitions:

The Care Act 2014 definition of an adult at risk of abuse:

- Where a local authority has reasonable cause to suspect that an adult in its area (whether or not ordinarily resident there)
  (a) has needs for care and support (whether or not the authority is meeting any of those needs),
  (b) is experiencing, or is at risk of, abuse or neglect, and
  (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Key Principles of Adult Safeguarding:

In the safeguarding of adults, nature play are guided by the six key principles set out in The Care Act 2014 and Making Safeguarding Personal. Nature play aims to demonstrate and promote these six principles in our 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.

Recognising the signs of abuse:

Employees, trustees and volunteers are well-placed to identify abuse. The adult may say or do things that let you know something is wrong. It may come in the form of a disclosure, complaint, or an expression of concern. Everyone within the organisation should understand what to do, and where to go to get help, support and advice.

Types of Abuse:

The Care Act 2014 defines the following ten areas of abuse. Wigan borough also includes self-neglect as an additional category. These are not exhaustive but are a guide to behaviour that may lead to a safeguarding enquiry. This includes:

- **Physical abuse -** Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

- **Domestic violence/ Domestic abuse -** This could be any of the indicators of abuse relating to physical, psychological/emotional, sexual or financial but by a person with whom you have a close family or intimate relationship such as a partner, child, parent.
- **Sexual abuse -** Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography. Witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological or emotional abuse -** Including threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse -** Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse of misappropriation of property, possessions or benefits.
- **Modern slavery -** Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and those who coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Discriminatory abuse -** Including forms of harassment, slurs or similar treatment because you are, or are perceived to be different due to race, gender and gender identity, age, disability, sexual orientation or religion.
- **Organisational or institutional abuse -** Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example or in relation to care provided in one's own home. This may range from one off incidents to long-term ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes or practices within an organisation.
- **Neglect or acts of omission -** Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Self-neglect -** This covers a wide range of behavior, neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. There is a difference between what constitutes a safeguarding incident that requires a statutory response and an incident that is rooted in concern for someone's general wellbeing.

Radicalisation to Terrorism:

The Government through its PREVENT programme has highlighted how some adults may be vulnerable to exploitation and radicalisation and involvement in terrorism. Signs and indicators of radicalisation may include:

- Being in contact with extremist recruiters.
- Articulating support for violent extremist causes or leaders.
- Accessing violent extremist websites, especially those with a social networking element.
- Possessing violent extremist literature.
- Using extremist narratives to explain personal disadvantage.
- Justifying the use of violence to solve societal issues.
- Joining extremist organisations.

- Significant changes to appearance and/or behaviour.

Reporting Concerns:

Any employee, trustee or volunteer who becomes aware that an adult is or is at risk of, being abused or radicalised must raise the matter immediately with their supervisor /or with the organisation's designated safeguarding person.

Early sharing of information is the key to providing an effective response where there are emerging concerns. To ensure effective safeguarding arrangements no one should assume that someone else will do it.

Nature play will

- Inform the adult of the action we propose to take.
- Seek their agreement for any referral.
- Ensure that they are kept informed about what will happen next, so they can be reassured about what to expect.
- Endeavour to ensure that they are safe and supported before proceeding with any other action.
- Inform the adult at nature play they are planning to seek advice from or report concerns to an external agency.

In most situations there will not be an immediate threat and the decision about protecting the person with safeguarding needs will be taken in consultation with themselves and through referral to Adult Social Care.

If the adult requires immediate protection from harm, contact the emergency services.

Safe Recruitment & Selection:

Nature play is committed to safe employment and safe recruitment practices, that reduce the risk of harm to adults with care and support needs from people unsuitable to work with them.

Nature play has policies and procedures that cover the recruitment of all Trustees, employees and volunteers.

Social Media:

All employees and volunteers should be aware of social media policy and procedures and the code of conduct for behaviour towards the adults we support.

Is there a Person in a Position of Trust Involved?

In any instance of safeguarding, consideration must be given as to whether an allegation has been made against a person in a position of trust (PiPoT) and who may be a risk to others. This can be anyone from a formal employee or volunteer, to an informal carer.

Training and Awareness:

Nature play will ensure an appropriate level of safeguarding training is available to its Trustees, Employees, Volunteers and any relevant persons linked to the organisation who requires it (e.g. contractors).
For all employees who are working or volunteering with adults at risk this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in Safeguarding Adults.
- Recognise an adult potential in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with individuals.
- Have knowledge of the Safeguarding Adults Policy.

Similarly, employees and volunteers may encounter concerns about the safety and wellbeing of children/young people. For more information about children's safeguarding, refer to Nature plays Children and Young People's Safeguarding Policy.

Mental Capacity:

The Mental Capacity Act Mental is about whether an individual has the capacity to make a specific decision at a specific time and if they are unable because they lack capacity as a result a mental disorder of the mind . This includes not being able to

- Understand information given to them about a particular decision
- Retain that information long enough to be able to make the decision
- Weigh up the information available to make the decision
- Communicate their decision. Refer to the Mental Capacity Act Code of Practice, https://www.gov.uk/government/publications/mental-capacity-act-code-of-practice. will need to involve an advocate if the person lacks capacity to make decisions about a safeguarding concern.

Support and guidance will be sought from West Berkshire Council Adult Social Care should anyone have concerns regarding an adult's capacity.

Confidentiality and Information Sharing:

Nature play expects all employees, volunteers and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if an adult is deemed to be at risk of harm or they pose a risk of harm to another. **You should contact the police if they are in immediate danger, or a crime has been committed**.

Recording and Record Keeping:

A written record must be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

Whistleblowing:

Nature play is committed to ensuring that employees and volunteers who in good faith whistle-blow in the public interest, will be protected from reprisals and victimisation.

Important Contacts:

Designated Senior Lead for Safeguarding
Name: REDACTED

Designated Trustee for Safeguarding
Name: REDACTED

Local Authority Designated Officers

Email on LADO@suffolk.gov.uk or. LADO central telephone number 0300 123 2044.

Police
Emergency – 999
Non-emergency – 101

Nature play CIC Safe Guarding Policy

Nature play CiC is a educational programme that believes in the power of play, we carry out nature play based activities and educational workshops for children and adults of all ages.

The purpose of this policy statement is:

• To protect children and young people who use Nature play CIC 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 Nature play CIC including senior managers and the board of trustees, 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 and guidance is available from nspcc.org.uk/childprotection.

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

• role description for the designated safeguarding officer

• dealing with disclosures and concerns about a child or young person

• managing allegations against staff and volunteers

• recording concerns and information sharing

• child protection records retention and storage

• code of conduct for staff and volunteers

• behaviour codes for children and young people

• photography and sharing images guidance

• safer recruitment

• online safety

• anti-bullying

• managing complaints

• whistleblowing

• health and safety

• induction, training, supervision and support

• adult to child supervision ratios.

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

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

• 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 , extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

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, a deputy and a lead trustee/board member for safeguarding

• adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers

• 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 and storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: ico.org.uk/fororganisations]

• sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and 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 and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise

• ensuring that we have effective complaints and whistleblowing measures in place

• 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

Trustee/Senior lead for safeguarding and child protection

Name: REDACTED

NSPCC Helpline 0808 800 5000

We are committed to reviewing our policy and good practice annually. This policy was last reviewed on: …1st July 2024)

Signed:

REDACTED

REDACTED

More information regarding keeping children safe please contact –

NSPCC Helpline 0808 800 5000

Health and Safety Policy of Nature play CIC

Health and Safety Policy

1. Legislation The main piece of formal legislation that sets out health and safety requirements in law is the Health and Safety at Work etc Act 1974. This governs legal health and safety requirements for any organisation that uses any paid workers or controls any premises. It contains specific requirements aimed at protecting people who are doing paid work. This includes, “as far as is reasonably practicable”, providing: • safe equipment
2. • safe substances • necessary information, instruction, supervision and training • a safe and healthy workplace • a safe and healthy working environment.

3. Nature play CIC will be responsible for the health and safety of staff and visitors; on the premises as set out in the tenancy agreement, and within our outreach programme.

4. Nature play volunteers are not included in Health and Safety legislation in the same way as paid staff, any organisation involving volunteers has a legal responsibility and a ‘duty of care’ towards their volunteers. ‘Duty of care’ is a common law duty to take reasonable care to avoid causing harm to others. A duty of care is required when delivering an activity that might harm another person – physically, mentally, or economically.

5. Statement of intent The policy of Nature play cic is to provide and maintain safe and healthy working conditions and environment for all staff and our volunteers and members, plus any other people who are directly affected by our activities, such as members of the public at our events.

6. 3. Responsibility Overall and final responsibility for health and safety at events and activities organised by the Nature play lies with the Management Committee. This responsibility will be delegated to a named member of staff for each event or activity.

7. This staff will be responsible for ensuring that this policy is upheld.

8. 4. Volunteers should: • Co-operate with the Management Committee / paid staff and representative on health and safety matters • Take reasonable care of their own health and safety

9. • Report all health and safety concerns to an appropriate person.

10. 5. Arrangements for health and safety

11. •Nature play will complete relevant risk assessments and take appropriate action to minimise hazards at events and activities

12. • Nature play will review risk assessments when working habits or conditions change • will give volunteers appropriate health and safety information and training if necessary • Nature play will provide personal protective equipment as necessary. 6. Review This policy will be reviewed as necessary, but at least annually

Signed REDACTED

REDACTED

Signed REDACTED

REDACTED

Nature play CIC Constitution

Aim:

To improve nature connection within the community, to bringing the community closer to nature via play, workshops and nature connection experiences.

Objects (Purpose of the group):

We provide quality play experiences as a playgroup setting, we aim to move away from plastic toys and reuse, recycle and find treasures for play. Rescuing Childhoods and believing in the power of play.
As an education programme our aim is to connect families and the wider community to nature and to have a outreach footprint within the school community too.

Methods of Achieving Objectives

a) To provide a variety of playgroups across the ages. Such as baby group, toddler group and after school group.
b) To provide cross generational workshops for wellbeing and nature connection.
c) To run inspiration workshops for educational staff
d) To run community inspirational workshops to combat nature deficit and turn our local area into a place that looks after wildlife.
e) To raise awareness of local wildlife and its issues/ needs.
f) To undertake training, as and when identified as a need
g) To raise awareness of the group among other voluntary and statutory groups, so that new and existing initiatives can be identified, and to exchange information and advice with them.
h) Charge for our services as well as offering free workshops if funded.
i) The group shall have the power to raise funds by means of contributions, legacies, grants and fundraising, by lawful means
j) All funds and property of the group shall be used solely to promote its objectives as set forth within this constitution

5. Area of benefit – Local Community and local wildlife.

6. Powers

may hire or purchase premises or equipment; hire tutors and facilitators; fundraise; attend training; charge for activities; facilitate events and workshops: and collaborate with other groups and organisations in order to carry out its objects.

7. Application of income and property:

i. The income and property of nature play cic shall be applied solely towards the promotion of the objects.

8. Accounts:

i. The Lead / nominated Trustee shall present to each ordinary meeting an up-to-date statement of the accounts

ii. The Lead / Nominated Trustee shall prepare annual statements of accounts which shall be presented at the Annual General Meeting. Good practice is to have the accounts independently examined

iii. Where funds are received by donation, grant, gift, bequest or otherwise for specifically defined purposes, such funds shall be held as restricted funds and shall be used only for the purposes defined by the donor(s). They shall be reported in the accounts as restricted funds. Any unspent balance shall be returned to the donors or to their trustees, or otherwise used only as the donors or trustees require or permit. In the absence of such requirement or permission, after reasonable notice to the donor(s) or trustee(s), the Management Committee shall apply such funds to purposes as near as possible to those for which they were granted.

9. Membership (Not currently Operating To commence 2026)

i. **Full Membership** is open to anyone over the age of eighteen who lives, works, volunteers or is otherwise connected to the Nature play CIC

ii. **Membership will be to access Nature play services, newsletters and exclusive events.**

iii. The Management Committee will reply within 28 days, with a reason, if people are not accepted for membership

iv. Individuals may appeal to the whole committee, at a meeting convened for that purpose, if membership is turned down or revoked. The decision of the whole committee is final.

v. Membership may be revoked if a member is found to have brought the organisation into disrepute

vi. Everyone should abide by the group's Code of Conduct

8. Working Groups

i. The Management Committee may nominate working groups to organise events, training or activities.

ii. Each working group will be chaired by a member of the Management Committee, but not all members of the working group need be a member of the Management Committee.

iii. The working group will remain responsible to the Management Committee and will provide a report of its work, through the Chair of the group, at Management Committee Meetings. If the Working Group Chair is unable to attend a

Management Committee meeting, another member of the sub-group may attend to give a report.

9. Extraordinary Meetings / General Meetings

Meetings with Staff, trustees and volunteers, parent support. These meetings take place to discuss events,fundraise, help with sessions or to raise any concerns or policies every quarter.

Constitution adopted at initial meeting on the
DATE: 10/1/2024

REDACTED – Fonder / Manager

REDACTED – Lead policy officer

REDACTED -Trustee / administrator

REDACTED - play worker /independent complaints officer.

Updated 9/92025.

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	Use It All, a sub-project of Most Easterly Community Group (MECG)
Name of account to which payment to be made (explain if not your organisation's name)	REDACTED Most Easterly Community Group Sort Code: REDACTED A/c No: REDACTED
What does your organisation do? (100 words max)	MECG is a community group. Use It All is a recycling group.
What relevant local area does your organisation cover?	MECG covers the North Lowestoft Heritage Action Zone (with the spine of the High Street).
Who are the main beneficiaries of your work?	Residents and businesses
Are you a charity? If yes, describe the type of charity	No
If registered, what is the charity number?	N/A
Not-for-profit?	Unincorporated Association

Lowestoft Town Council
Grant Application Form

If no, describe the organisation	
Organisation income (last complete financial year)	
Organisation expenditure (last complete financial year)	£108
Contact details	
Name	MEC Chair Christine Newman Project Leader John Ellerby
Address	John Ellerby REDACTED
Telephone number/s	REDACTED
E-mail	REDACTED
Position within organisation	Committee member
Explain how you are authorised to make this application on behalf of the organisation	I've been leading the Use It All project for several years.
About your project	
Please provide details of the project and how the project will	Medicine Blister Packs are a recycling nightmare. Manufacturers and distributors find them an efficient and safe packaging solution. Users, like you and me, find them convenient and easy to use. The only problem is that they are usually composite materials, and composite means expense. And we

benefit the people of Lowestoft (250 words max).	generate billions of them, every year. Most get incinerated or go to land-fill. As I understand it, no NHS Trust has a specific recycling scheme for them. Right now, few pharmacies have implemented any scheme, though Boots have recently done so, with reFactory. Use It All was awarded a grant earlier this year to initiate a small very local pilot scheme recycling medicine blister packs. Four local venues held collection boxes. (Trinity Church, Uncle Sid's Zero Waste Store, The Mayfly, The Olive Centre) The scheme has been successful. At least 100,000 packs have been recycled. Use It All is currently trying to create a scheme involving the three tiers of local government. In the meantime the blister packs continue to pour in. This application is, in effect, Stage One of a larger project. It's main purpose is to be able to dispose of the huge backlog of blister packs, mainly stored at Uncle Sid's, but also in my flat and North Lowestoft Men's Shed, while Stage Two, the bigger scheme, is finalised. This application does not include anything for publicity or leaflets etc, just recycling boxes. I have circulated a document describing the current status, and a possible longer scheme. I have attached this in case it can be sent to relevant committee members. (Both Terracycle and reFactory's business models work in the same way: The collector buys a box, designed for the purpose, from the recycler. This is delivered to them. The box is filled. It is then sent back to the recycler, with 'free' postage.)
Total cost of project	£1680
Breakdown of cost	Backlog costs — 110 litre boxes — £112.00 — X 15 — £1,680.00
Grant requested from Lowestoft Town Council	£1680.00

Lowestoft Town Council
Grant Application Form

What specifically would the grant from the Council fund?	Recycle costs
Have any funds been requested/agreed from other sources? Provide details	A wider scheme is in process of development
When are the funds required?	ASAP
Project start date	26/11/25
Project completion date	1/2/2026

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

Lowestoft Town Council
Grant Application Form

REDACTED
Signed…… Date. 4th November 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.

Medicine Blister Pack Update
May 24th 2025

LTC awarded in January 2025 a grant of £1322 to Most Easterly Community Group to enable the recycling of medicine blister packs, and to initiate a pilot local collection scheme.

This is a report on the scheme, and next steps.

Bare facts

Amount collected: 8 x 110 litre boxes = 60,000 blister packs, 6 x 55 litre boxes = 22,500 blister packs

Total
82,500 blister packs (very approx)

Current Scheme
4 venues
There's 1 x 55 litre box at each venue.
Trinity Church, Uncle Sid's Zero Waste Store, The Olive Centre and Mayfly have all built regular users.

Example
Uncle Sid's Zero Waste Store:
The first **55** litres took **36** days to collect. **The next 110 litres took 20 days.**

Response from the community has obviously been very good, partly built on previous work done by MECG and Use It All, also partly funded by LTC. All the venues are keen to keep the scheme going, and have ideas to help with funding, and using their experience to increase local pressure on packaging and product producers.

Actions undertaken

- Boxes ordered, distributed, collected, stored, sent to ReFactory
- Leaflets – information and signage – designed, home printed and distributed to venues (attached)
- Article carried on Lowestoft Old and Now website
- Article carried on Lowestoft Journal website
- Article published in Lowestoft Journal
- Article published in EDP
- Info posted on various local Facebook pages and subsequently re-shared multiple times
- The scheme has spent 97% of its funding. When the currently deployed boxes are full, the scheme will not be able to send any more packs for recycling, However, we intend to use other (ie not paid-for boxes) boxes to collect, as we have established a service that is being used, and hope to continue. (In case you are wondering, neither reFactory or Terracycle will accept random boxes)

The future
The grant funded waste **collected in the past,** and waste **collected in the last two months.**

The future concept is to negotiate an arrangement with ReFactory to reduce cost of the collection boxes by ordering a large quantity in one go, and further reduce capital outlay by having collecting money boxes at each venue, collecting money voluntarily contributed by users of the scheme, perhaps further augmented by contributions from the venues organisations themselves.

Talking with ReFactory will require LTC participation.

At the moment, packet collection, storage and posting is done by three volunteers, which has worked well so far. However, if the scheme continues at the rate of collection growth that it is showing, some other way of organising it may become necessary.

I would like to arrange a meeting of the four venues + Use It All + and Lowestoft Town Council, to take place very soon, to explore options for the future.

John Ellerby, Use It All and Most Easterly Community Group.
Below is part of a FoI to James Paget Hospital about blister packs

In particular, tablet packs - are they recycled? What is the process etc?

Blister packs that have been in contact with medicine are placed within a pharmaceutical waste stream and taken by our contractor.

Cardboard packaging associated with medicines is either disposed of in the confidential waste stream if there are patient details on them (i.e. a dispensing label) or put into the appropriate alternative waste stream if not

NORTH LOWESTOFT MEDICINE BLISTER PACK SCHEME SUMMARY

The Blister Pack Arc

The underlying aim, as it always has been, is not to provide a permanent localised scheme, but to **highlight what is a national and international recycling failure of monumental proportions, and provoke some large scale action by manufacturers, government and local authorities.**

Important Background

Some years ago Most Easterly Group formed a sub-project called *Use It All.* This was a campaigning group around effective recycling and climate change. To engage with citizens, it developed a system of regular street stalls which collected hard-to-recycle items, like one-use batteries, toothpaste tubes and the like. Eventually, we were doing three stalls a month - one in the High Street, one in London Road North, and another in an office on North Quay Retail Park. Material poured in, and we utilised an empty shop in Lowestoft's High Street which we used as a storage depot (and collection point in the cold, wet and windy winter months).

The two most popular items were tetra-paks and medicine blister packs.

About once a month, we would take a builder's bag of tetra-paks to our local recycling centre in Hadenam Road, but this became problematical as they didn't like community collections of recycle materials (that's another story).

Medicine blister packs had to be sent to TerraCycle or reFactory. This costs money. We got a small grant from Lowestoft Town Council.

At which point we lost the use of the shop. We had a massive backlog of recycled materials.

Use It All entered a period of stasis. Boxes and bags of medicine blister packs were stored in friends' houses, in back yards, at the embryonic North Lost Men's Shed. But people were still bringing the blister packs. 'Hey John, got a few blisters for you' became a familiar form of greeting.

Use It All was now - though still a part of MEC - basically - me.

I decided to set up a small organised pilot collection scheme in local businesses and community organisations and see how it went. Lowestoft Town Council backed this idea with a grant. Eventually, the backlog was packed and sent off to the recyclers in Hull, and collection boxes placed in four venues - Trinity Church, Uncle Sid's Zero Waste Store, The Mayfly Cafe and The Olive Centre (next to Lowestoft's central library).

The scheme took-off. Within three months every venue had become an established collection point, and we'd recycled around a hundred thousand packs. We ran out of money. Uncle Sid's cellar was rapidly filling with bags of collected blisters.

What to do?

Medicine Blister Packs are a recycling nightmare. Manufacturers and distributors find them an efficient and safe packaging solution. Users, like you and me, find them convenient and easy to use. The only problem is that they are usually composite materials, and composite means expense. And we generate billions of them, every year. Most get incinerated or go to land-fill. As I understand it, no NHS Trust has a specific recycling scheme for them. Right now, few pharmacies have implemented any scheme, though Boots have recently done so, with reFactory.

I first tried to approach local pharmacies with the idea of discussing some kind of joint co-operatively funded scheme (see a specimen letter previously circulated - this was before Boots announced its scheme) but the silence was, as they say, deafening.

The next thought was to see if a bigger scheme - either in time, or reach, or both - might be directly funded by a collaborative effort across the three tiers of local government.

And this where we are now.

The underlying aim, as it always has been, is not to provide a permanent localised scheme, but to **highlight what is a national and international recycling failure of monumental proportions, and provoke some large scale action by manufacturers, government and local authorities.**

Funding Figures

The problem is - it all depends.

Which was why I had thought, somewhat naively, I would be able to get interested councillors from the three tiers **in a room**, explain the issue, and explore with them the possible solutions.

One of the problems is speed - every LA has different cycles, different procedures, different levels of decision-making. Other potential difficulties are collaboration and communication.

When I was directly asked 'how much?' I rapidly created a spreadsheet for a year's scheme, based on what had already been done, and that is where the £7,100 number came from. But in terms of a year's duration, that is already out of date. I'm still collecting, still storing, and so the funding automatically becomes retrospective.

Possible route

Stage One
LTC funds backlog to the end of 2025 (somewhere around £1,700)
In theory, using Councillor Pearces's useful summary received early this morning, this could be done by the end of November

5/11/25	Bid is in to LTC Finance and Guidance for their agenda
10/11/25	Necessary wording in for Agenda Item on Climate and Ecological Emergency Committee
12/11/25	LTC Finance and Guidance Committee
26/11/25	LTC Full Council for ratification?

Stage Two
All three (or a permutation of the three) LAs work out full scheme, which would include whether to widen the scheme, and try to negotiate a reduced cost deal with reFactory. This scheme would include flexibility of implementation ie requests from other organisations to join (already happening), asking participating organisations to contribute to costs etc. The funding pots would be identified in the collaborative process eg councillors Enabling Budget (ESC) and Locality Budget (SCC), and perhaps Greener Suffolk.

The aim would be to have this in place (agreed and funded) by the end of January 2026, at the

latest.

The above obviously immediately commits LTC, on the hope that the other LA's join in. However, it would at least mean the threat of scheme termination is lifted for a period. Stopping it now would undo several years of work. . .

I am quite happy to meet anyone to talk about it all.

John Ellerby
28/10/2025

Press Release
Wednesday 9th April 2025
From Use It All (Most Easterly Community Group)

Starts

Local group tackles blister pack scandal

A new recycling scheme for medicine blister packs has just started. There are now four different locations you can now take your empty blister packs.

They are Trinity Church, Uncle Sid's Zero Waste Store, and the Mayfly Cafe, all in the High Street, and The Olive Centre, next to the library in Clapham Road.

The scheme is a Most Easterly Community Group initiative, called *Use It All,* supported by Lowestoft Town Council. It's very much a pilot scheme, designed in part to estimate need.

Uncle Sid's Facebook page has already got many positive remarks about the scheme, including “Brilliant. We bring mine in”, “Oh, fabulous”, “So pleased you have this now”

“Medicine blister packs are notoriously difficult to recycle. *Use It All*'s scheme collects them, and then they go to a factory in Hull who recycle them - making garden furniture and other items,” said *Use It All*'s John Ellerby.

He went on “The country's drowning in medicine plastic packaging. At least quarter of a billion paracetamol packs are sold in every year in the UK. Another 150 million spew out of the NHS. But there are NO reliable figures. All we do know is that the numbers are huge.

“Hardly ANY get recycled. It's a recycling scandal.”

Most of the packs are composite, made from two materials, plastic and metal foil. This makes them difficult to economically recycle. There's few schemes which even attempt it.

As well as *Use It All's* pilot scheme, Boots Store in London Road North has just started their own scheme.

All-metal/foil packs (it's vital they are all metal) CAN be put in your Blue Bin, according to Suffolk County Council.

If you cannot get to any collection point, they must go in your black general waste bin.







Ends

For further info about this scheme: John Ellerby EMAIL REDACTED
For information on Most Easterly Community Group: Christine on EMAIL REDACTED
www.useitall.org
https://www.mosteasterlycommunitygroup.co.uk/

Some facts (though real data information is hard to come by)

The NHS in the UK uses around 150 million blister packs per year

retailers and private healthcare providers use even more.

On average, each person in the UK takes around 70 paracetamol tablets per year, which is equivalent to just over four blister packs – so annually, around 4 x 60m = 180 million packs.

The NHS does not have an official scheme, and few individual trusts have schemes.

Superdrug seem to have stopped their partnership with Terracyle

Around 7,500 packs will go into 110 litre recycling collection box

Constitution of
*The **"Most Easterly Community Group"***

1. Name

The name of the association is '*Most Easterly Community Group*' (referred to below as 'The Group' or MECG). The Group is a not-for-profit organisation.

2. Aims

1) To foster a sense of belonging and neighbourliness amongst the diverse communities of the former North Lowestoft Heritage Action Zone (HAZ area) and to work together to improve the area's social and physical environment.
2) To promote the area as a 'positive place to live, work and play'.
3) To represent the common interests of residents, businesses and organisations in the area to official bodies
4) To liaise with other relevant groups to achieve these ends

3. Powers

The Group shall achieve these aims by opening a bank account, raising funds, holding events, acquiring equipment and working in partnership with other like-minded institutions, *groups and organisations.*

4.A Membership

The boundaries of the group are the former North Lowestoft Heritage Action Zone area (see 'fish' map attached) – referred to below as 'The Area'. Membership is open to:

1) any resident of the area,
2) anyone working in the area
3) anyone having a business in the area
4) or anyone with positive *and active* interest in the area.

By joining all members agree to the aims of the group.

Anyone wishing to join should provide personal details i.e. name, address, telephone number and email if they have it. The committee will ensure that any new member is made aware of the constitution of the Group. The committee will ensure that members' details are kept confidential unless otherwise agreed.

Personal data will be used in accordance with the General Data Protection Regulations 2018 [GDPR].

Activities of the Group will be publicised in The Area and circulated to members through a variety of communication channels and as widely as possible.

4.B Ceasing to be a member of the Group

Members may resign at any time and should inform the secretary to have their name taken off the mailing list.

Members cease to be members if they move away from the area, unless Membership criterion 4.4 can be appropriately invoked.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

5. Equality and Diversity

The Group and individual members of the Group will not discriminate against anyone or any other group on the basis of gender, race, ethnic or national origin, religion, sexuality, disability, or age.

6. Management

The Most Easterly Community Group will be administered by a Management Committee of not less than six people (and no more than 12) who will be elected at the Group's Annual General Meeting or at an appropriate General Meeting in the event of a Management Committee member's resignation. All those standing must be proposed and seconded.

The officers of the Management Committee shall be:

- Chairperson
- Treasurer
- Secretary
- and any other officers the Group deem necessary

The Management Committee shall meet a minimum of three times a year.

If the Chair or Secretary cannot attend a meeting then a member of the Committee will stand in for them.

7. Duties of Officers

The officers' roles are briefly as follows:

1. Chair, who shall chair both general and committee meetings

2. Secretary, who shall be responsible for the taking of minutes and the distribution of all papers, and keeping Action Minutes

3. Treasurer who shall be responsible for maintaining accounts, and reporting them to the Management Committee at each MC Meeting and at the AGM (Fuller descriptions available as a separate document)

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.

8. Finance

An account will be maintained on behalf of the Group at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by the appropriate number of signatories required by our bank.

For cheque payments, the signatories will sign the cheque.

For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer. Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each Management Committee meeting.

All money raised by or on behalf of The Group is only to be used to further the aims of the group, as specified in item 2 of this constitution.

9. Meetings

9.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time. The AGM Agenda will be circulated at least 7 days before the meeting and will include the previous AGM's minutes. Nominations for the committee can be made to the Secretary before the meeting as well as at the meeting.

At the AGM:-

- The Committee will present a report of the work of The Group over the year.
- The Committee will present the accounts of The Group for the previous year.
- The officers and Committee for the next year will be elected.

9.2 Management Committee Meetings

Committee meetings will take place at least three times in a 12 month period

- Meetings will be have an Agenda and will be minuted.
- Committee meetings may be called by the Chair or Secretary
- The quorum for Management Committee will be three members.

9.3 General Meetings

General Meetings are open to all members and will be held at least once every 3 months or more often if necessary. All members will be given notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 5 members.

9.4 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request. The meeting will take place within twenty-one days of the request. All members will be given notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post. The quorum for the Special General Meeting will be 10 members.

10. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached on a particular topic, and a decision is not reached the issue will go back to the committee for further reflection. The committee will bring the issue back for discussion to a meeting at a later date.

Should any of the officers be absent for a meeting, other committee members will be authorized to stand in.

12. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

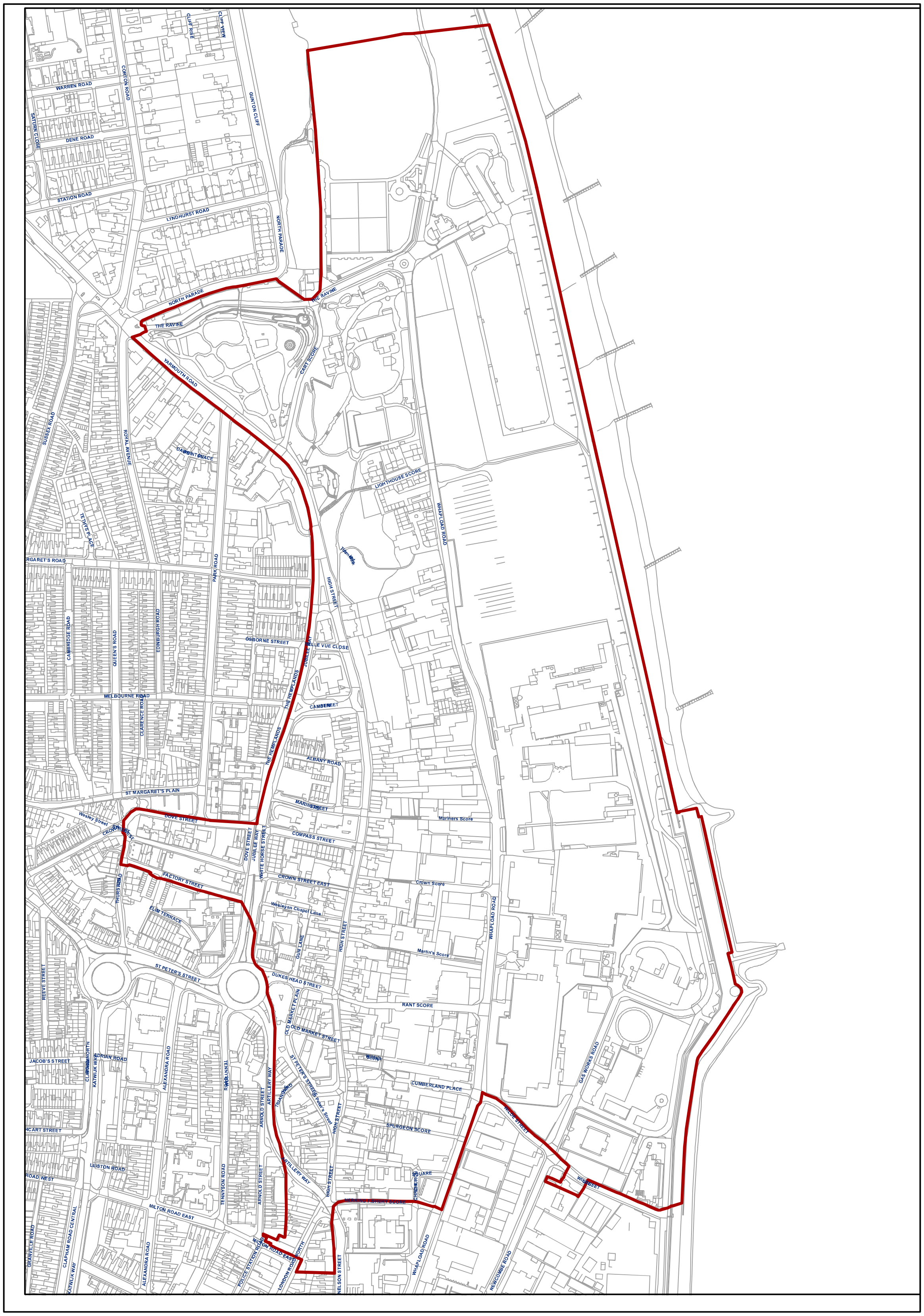
Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

13. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting that agrees the dissolution.



Map of former HAZ – ‘area’ of the Group

Lowestoft Town Council
Grant Feedback Form

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

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

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

General Details	
Name of organisation	Most Easterly Community Group
Company or Charity Registration Number	
Summary of the Project details (max 250 words)	For two or more years Use It All operated a regular recycling collection service in the High Street. Though its main focus was information, what became apparent was the vast quantities of TetraPaks and medicine blister packs were going in the black bin. Both are 'hard to recycle'. MEC/Use It All wishes to link up with Pharmacies and GPs, and local community businesses, to pilot a scheme for diverting blister packs from landfill/incinerator to recycle. The two chemists are the main Boots in LRN and Haydens, Boots because they are a national company which should be taking a lead in this, and maybe they can be prompted by a successful local scheme, and Haydens because they are a local company with six outlets in the town. As a starter publicity, and to save filling up a couple of black wheelie bins with somewhere around 55,000 blister packs already collected, seven 110 litre boxes would go to reFactory in Hull. Then collecting boxes would be placed in Boots and Haydens, and as an incentive, they would be offered a half-price discount, with the hope that they would take on responsibility for their part in the waste chain, and fund boxes as needed in their outlets. Further smaller boxes would be placed in The Mayfly cafe, and Uncle Sid's Zero Waste Store, both in Lowestoft's High Street. These boxes would be fully funded by this scheme. (Both Terracycle and reFactory's business models work in the same

Lowestoft Town Council
Grant Feedback Form

	way: The collector buys a box, designed for the purpose, from the recycler. This is delivered to them. The box is filled. It is then sent back to the recycler, with 'free' postage.)
Timescale of the project	1/1/2025
Date of grant funding award	9/12/2024 (informed on 13th Dec). Due to us changing banks, grant received in March 2025.
Amount of grant funding awarded	£1320
What did the grant funding help you to achieve?	Cleared the huge backlog of blister packs, and enabled us to set up a collection scheme across 4 venues. This rapidly gained traction, and by May I had sent a summary to LTC saying a proper scheme would be needed soon. A large number (probably in excess of 100,000) of blister packs have been recycled.
What impact did the grant funding have on your project? *Please include any information on engagement with the local community, sustainability of the project and the impact on local need*	It enabled it to happen. Venues reported strong support from their customers. Many pieces of anecdotal support 'eg that's great. Good on the Council for supporting it, why doesn't the government do something, etc etc. All feedback was positive, the venues support it, and want to continue. On the downside, we did not receive any feedback, let alone support, from local pharmacies.
Please evidence or explain how you acknowledged Lowestoft Town Council's grant as part of your project	Logo on posters, LTC support mentioned in press releases etc.
Contact details	
Name	John Ellerby
Address	REDACTED
Telephone number/s	REDACTED

Lowestoft Town Council
Grant Feedback Form

E-mail	REDACTED
Position within organisation	Committee Member
Additional Information	
Have you included any photos, social media posts, press releases, newsletters or publicity of your project as part of the feedback form? Please give details	Attached: Report and Plan to LTC May 2025 Full Briefing Doc Oct 2025 Posters etc
Do you authorise us to use the above information, including quotes and photos, about your project and organisation as part of our publicity and promotion of our grants programme?	Yes
If your photos include children under the age of 16, do you have permission to share these with us and for the Town Council to use ?	No

Signed……John Ellerby……
Date.....5/11/2025.....

RECYCLE YOUR EMPTY MEDICINE BLISTER PACKS

HERE!

Use It All
re-use re-pair re-cycle

Most Easterly Community Group

Lowestoft Town Council

RECYCLE YOUR EMPTY MEDICINE BLISTER PACKS

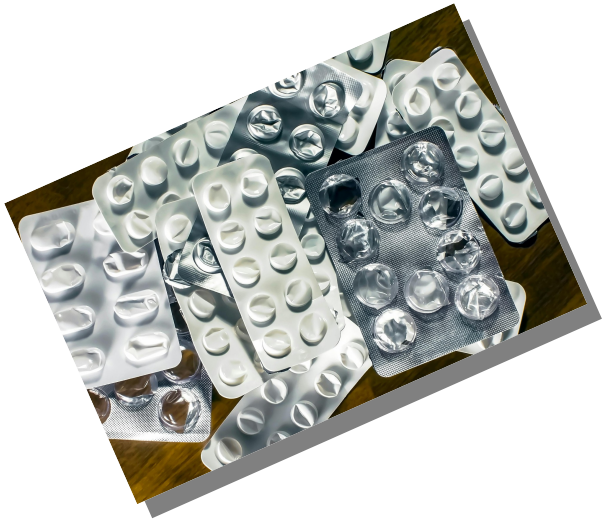
HERE!

Use It All
re-use re-pair re-cycle

Most Easterly Community Group

Lowestoft Town Council

recycle
medicine blister packs



- Trinity Church, top of High Street
- Uncle Sid's Zero Waste Store, High Street
- The Olive Centre, Clapham Road
- The Mayfly, High Street

The Medicine Blister Pack Recycling Project is a Most Easterly Community Group scheme, supported & funded by Lowestoft Town Council

www.useitall.org

Use It All
re-use re-pair re-cycle

Lowestoft Town Council

There are medicine blister pack collection boxes at

- **Trinity Church, High Street**
- **Uncle Sid's Zero Waste Store, High Street**
- **The Olive Centre (formerly Over-60's Club), Clapham Road.**
- **The Mayfly, High Street**

1.5 billion medication package units were distributed in 2020 in Germany. That's a lot. The UK won't be much different. A small, unknown, percentage is recycled

The NHS has no **organisation-wide** system of recycling. And in fact few GPs or Trusts have any programme of recycling.

Locally, Boots Store in London Road North has just started a collection scheme. You need an app. If you can, use it.

The Recycling Centre in Hadeham Road does accept packs, but they do not publicise it. You also have to separate *all-plastic* from *all-metal* packs.

As usual with recycling, the problem is 'mixed-materials'. With blister packs, they're often metal foil and some variety of plastic. This makes it complicated, and complicated means costly.

How Does it Work?
Recycling the packs is expensive. The only way currently to make it viable is for there to be no cost to the recycler.

So people groups who want to recycle have to buy the box, and transport costs. That's why we were given a grant by Lowestoft Town Council.

We want to discover the amount there is to potentially collect, and then persuade organisations to pay for their own collection boxes.

Use It All has already delivered FIVE large (approx 110 litre) boxes to ReFactory in Hull.



Risk Register

Introduction

Lowestoft Town Council has a robust approach to risk management and reviews and adopts its policy on an annual basis. The attached report provides an overview of the Council's approach to risk management, an updated Risk Management Policy, Internal Control Statement and fully revised Risk Register. The key changes to each section of the attached paper are set out below, followed by a recommendation to Council.

1. Introductory Paper setting out approach to risk management: updated from 2024 to improve clarity with further detail provided on the Council approach to considering risk.

2. Annex 1: Review of Risk Management Policy (introduced by Council in May 2017, reviewed and updated annually)
    - Expanded ORGANISATIONAL ARRANGEMENTS
        - Risks allocated to Committees to review on a quarterly basis and recommend amendments to Council
        - Clerk undertakes a full review of risk register each quarter
    - Added in IMPACT category of OPERATIONAL IMPACT within the Risk Assessment Rating Criteria

3. Annex 2: Internal Control Statement for Year Ending 31 March 2026
    - Internal Control Statement from Internal Auditors

4. Annex 3: Lowestoft Town Council Risk Register
    - External consultant ompleted a full review of all risks and discussed with Acting Town Clerk, Facilities and Contracts Manager and Senior Committee and Projects Clerk
    - Re-grouped risks into 7 categories and tested impact and likelihood scores for each risk
    - The Risk Register contains a total of 36 risks categorised as followed:

Risk Category	Red	Amber	Green	Total
Finance and Governance	2	7	5	**14**
Assets & facilities		2		**2**
Staffing		1	3	**4**
Major projects		2	2	**4**
Health & safety & emergencies	1	2		**3**
Information & communications	1		2	**3**
Reputational		3	3	**6**
Total	**4**	**17**	**15**	**36**

Recommendations

Council to review and adopt Risk Management Policy and Internal Statement of Control.

Council to review Risk Register and approve changes to risks, ratings and organisational management of risks.

Lowestoft Town Council
Council paper
Risk Management: Policy, Internal Control Statement and Risk Register
April 2025

Introduction

The Council introduced a Risk Management Policy in May 2017 which included risk assessment criteria and an initial risk register.

The Council has grown substantially over the past seven years, going from a staffing team of 4 to a team of nearly 30 with an annual precept of £2.4m. Additional income is received from capital grants and loans to deliver a programme of major projects such as the refurbishment of the Town Hall (£10m) and Marina Theatre (£3.4m).

As a result of this growth and the multi-faceted programme of work now being pursued by the Council it is appropriate that Council review and update its

- Risk Management Policy
- Risk Assessment Criteria and Council's Appetite for Risk
- Risk Register

What is risk management?

Risk management is the on-going process of identifying the actual and potential risks that an organisation is facing, assessing the impact of these risks and putting in place actions (controls) intended to lessen (mitigate) the risk to an acceptable level. Council officers and members should work together to review the risk register on a regular basis – in the case of Lowestoft Town Council this review is via Full Council – recognising while risks are unlikely to be fully eliminated, through robust and timely management, they can be brought to within an acceptable level.

In line with the newly issued *Model Financial Regulations for Local Councils*, updated April 2024, NALC states:

- ***The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.***
- *The Clerk / RFO shall prepare, for approval by [the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.*

Annual approach to risk management

LTC has a robust approach to risk management that includes:

- A Risk Management Policy, adopted by Full Council and reviewed on an annual basis at Annual General Meeting (May) – see Annex 1.

- Internal Control Statement – reviewed and updated each year at the Annual General Meeting (May) – see Annex 2.

- Annual audit of accounts (internal auditor) with full internal audit report – submitted to Full Council, in June (accounts to be approved by 30th June)

- Submission of Annual Governance and Accountability Return (to government appointed external body)

- Risk Register, owned by Full Council and considered each year at the Annual General Meeting (AGM) in May – see Annex 3.

In April 2025 it is proposed:

- each Committee review the full Risk Register and confirm those risks they should consider in detail as part of their annual programme (e.g. AID should review the Assets & Facilities risks, Personnel the staffing risks, F&G the financial and governance risks etc). The Risk Register contained within this Paper provides an initial allocation of risks for consideration.

- Full Council retains ownership of the Risk Register with Committees reporting recommendations for changes to the Risk Register on a quarterly basis.

Updates to the Risk Management Policy

Lowestoft Town Council introduced a Risk Management Policy in May 2017. This policy has been updated and is included in Annex 1.

Updated Risk Register (2025)

The previous risk register has been fully reviewed and updated and is presented as the Lowestoft Town Council Risk Register 2025, available in Annex 3.

Annex 1:

Risk Management Policy

1. Purpose

To ensure the Council identifies, manages and mitigates risks which may impact Council members, officers, the public, operational services and / or capital investments.

2. Definition of Risk

An uncertainty of outcome of actions or events which impacts upon Lowestoft Town Council achieving its objectives or which might create legal, regulatory, financial or reputational exposure for the Town Council

3. Approach to Risk

Lowestoft Town Council is committed to good management of risks as part of its wider internal control procedures. This ensures the Council can:

- Have increased confidence in achieving its objectives and deliver core services
- Contain threats to levels it considers reasonably acceptable.
- Take informed decisions about exploiting opportunities.
- Assist the Clerk in completing the annual governance statement; and
- Identify, monitor, and manage any exposure to legal, regulatory, financial or reputational risk

The Council recognises that to achieve its objectives it must manage risk within its assessment of reasonable levels. The following principles outline the Council's approach to risk management:

- The Town Council, as a whole, has responsibility for overseeing its own risk management;
- An open and receptive approach to managing risk is adopted by the Town Council;
- The approach to assessing risk will be consistent and will include an assessment of likelihood and impact.

In addition to corporate risk, members and officers have a responsibility to assess and appropriately manage risk as part of the evaluation of project proposals, business cases and grant applications including where the Town Council is working in partnership with external agencies. Officers will include the detailed outcome of project and business case risk assessment in any Council agenda item that considers major financial investment.

Where risks lie beyond the risk appetite of the Council, members and officers will take appropriate action to reduce those risks. A schedule of corporate risks will be maintained in a corporate risk register for review and approval by members.

Responsibility for assessing and managing Health and Safety risks associated with Council activity, events, serious and emergency situations will be managed by the Clerk with expert advice from the Town Council's appointed Health and Safety Consultant. Methods of safe working will be communicated to and adhered by members, officers and contractors.

Officers are responsible for assessing and managing risk as an integral part of their day-to-day role in ensuring the Council's objectives are met, recognising that all risk categories must be considered, including reputation, health and safety and financial risk. Where risks are identified which have the potential to impact upon the Council's objectives, operational or service delivery, these will be referred to the Clerk for consideration for inclusion in the corporate risk register.

Members are required to review (on an annual basis) the risk management policy and corporate risk register. This will include ensuring there is:

- A review of the risk assessment criteria, risk appetite and approaches to managing risk;
- An identification and updating of the schedule of risks;
- An evaluation of the likelihood and potential impact to the Council of each risk materialising;
- A decision on measures to avoid, reduce or control each risk, as appropriate; and
- A record made of the decisions reached.

4. Organisational Arrangements

The Town Clerk will ensure that all officers are aware of their responsibility in managing and reporting risk. Each officer shall make appropriate arrangements to ensure risk is continually assessed in relation to their area of responsibility.

Risks are allocated to Council Committees on the basis of the Committee's remit. Each Committee should review their risks on a regular basis and put forward recommendations for amendments to Full Council on a quarterly basis.

The Clerk will review the full risk register quarterly advance of it being submitted to the Council highlighting any Committee recommendations for amendments.

The Council will adopt the risk management policy and corporate risk register on at least an annual basis.

5. Risk Assessment Rating Criteria

Risks will be rated based on the likelihood of occurrence and the impact that could result. The matrix below sets out the rating criteria and gradings.

RELATIVE LIKELIHOOD						
	76-99%	**4**				
	51-75%	**3**				
	26-50%	**2**				
	1-25%	**1**				
			1	**2**	**3**	**4**
			Minor	Moderate	Serious	Major
			IMPACT			
FINANCIAL IMPACT			Loss of up to £1000	Loss of up to £10,000	Loss of up to £50,000	Loss of over £50,000
and/or REPUTATIONAL IMPACT			Minimal / localised damage to reputation	Moderate and/or medium term damage to reputation.	Serious damage to reputation within the area and potentially beyond.	National and/or long-standing damage to reputation; intervention by Government
and/or HEALTH & SAFETY IMPACT			No health and safety impact	Minor injury, possibly requiring treatment by health care professional	Serious injuries	Fatality or life-changing injuries
and/or LEGAL/REGULATORY EXPOSURE IMPACT			No legal/regulatory exposure	Moderate findings against the Council/moderate impact on the public/services/assets	Serious findings against the Council/serious impact on the public/services/assets	Major findings against the Council/major impact on the public/services/assets
and/or OPERATIONAL IMPACT			Risk can be quickly and effectively be managed by staff	Risk requires input from senior staff over a number of days / instances	Risk requires input from Mayor / a Committee and officers resulting in a diversion from core service delivery	Risk requires significant input from Council and officers, resulting in a failure to deliver core services

6. Lowestoft Town Council Approach to Managing Risk

Given the multi-faceted programme of work that is being taken forward by the Council it is not possible to eliminate all risks and the Council, through this policy, has agreed to be open and receptive to risk – ensuring appropriate measures (captured through the Risk Register) are in place to mitigate / manage risks.

The matrix below sets out the Council's approach to managing risk, demonstrating that activities with a medium to very high likelihood of occurrence (from 26-99%) and a major or serious impact will be managed down or terminated – as shown in the red squares.

LIKELIHOOD						
	Very high: 76-99%	**4**				
	High: 51-75%	**3**				
	Medium: 26-50%	**2**				
	Low: 1-25%	**1**				
			1	2	3	4
			Minor	Moderate	Serious	Major
			IMPACT			

Risks rated as **GREEN** are reasonably acceptable to the Council on the presumption that the identified control mechanisms remain in place and are followed. The risk level will remain monitored as part of the risk management.

Risks rated as **AMBER** are reasonably acceptable to the Council with identified measures to control the risk and so reduce exposure to the Council.

Risks rated as **RED** are high risk to the Council and must be monitored with immediate action(s) put in place to bring the risk down to a lower category. *Any action taken must be in accordance with the Council's Standing Orders and Financial Regulations.*

Annex 2

Internal Control Statement for Year Ending 31 March 2026

1. SCOPE OF RESPONSIBILITY

Lowestoft Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

The Council is responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The Council reviews its obligations and objectives and usually approves budgets for the following year at its November/December meeting. The January meeting of the Council usually approves the level of precept for the following financial year.

The Council has appointed a Finance and Governance Committee. The Committee meets not less than 10 times during the financial year. Members of the Committee monitor progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters. The minutes of the meetings of the Committee are circulated to all members of the Council. A councillor responsible for bank reconciliation checks has been appointed.

The Full Council meets at least 11 times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the Finance and Governance Committee and the Town Clerk and Responsible Financial Officer.

The Council carries out regular reviews of its internal controls, systems and procedures.

Clerk to the Council/Responsible Finance Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk manages the Responsible Financial Officer who is responsible for administering the Council's finances. The Clerk is responsible for advising on the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also provides advice to help the Council ensure that its procedures, control systems

and policies are adhered to. The Responsible Financial Officer (or the Clerk in their absence) takes particular responsibility in relation to these responsibilities in relation to financial matters.

Payments:

All payments are reported to the Council or Finance and Governance Committee or Clerk for Approval where delegations permit. All payments must be reported to Council. Any delegations are only as authorised by s.101(1)(a) of the Local Government Act 1972 and the Council's financial regulations or as authorised by Full Council.

Two members of the Council must sign every cheque or order for payment. The signatories should consider each cheque against the relevant invoice, sign the invoice and initial the cheque counterfoil or relevant online banking paperwork. All authorised cheque signatories are members of the Council. No officer of the Council can sign cheques. All payments should align with the Council's financial regulations unless authorised by Full Council.

Income:

All income is received and banked in the Council's name in a timely manner and reported to the Council.

Risk Assessments/Risk Management:

The Council reviews its risk assessment policy annually, usually in May, and regularly reviews its systems and controls.

Managing risk is a key feature of good governance. If Lowestoft Town Council can manage risks effectively then they are more likely to delivery on their aims and ambitions.

Risk management is not just about health and safety, it applies to all elements of the Council's work.

Managing risk involves:

- Risk identification and assessment
    - Introduce controls to mitigate the risk
    - Transfer the risk (e.g. through insurance)
    - Tolerate the risk (if the risk is deemed acceptable and if controls to mitigate are not cost-effective or efficient)
    - Terminate the risk – if the risk is assessed as unacceptable then stop

Internal Audit:

The Council appoints an independent and competent internal auditor who reports to the Council on a half-yearly basis on the adequacy of its:

- Records
- Procedures
- Systems

- Internal control
- Regulations
- Risk management

External Audit:

The Council's external auditors submit an annual certificate of audit which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control and will also review the effectiveness of internal audit. The results of that review will be considered by the Council, which will also approve the related Statement on Internal Control.

Annex 3

Lowestoft Town Council Risk Register (2025)

The Corporate Risk Register contains a total of 36 risks categorised as followed:

Risk Category	Red	Amber	Green	Total
Finance and Governance	2	7	5	**14**
Assets & facilities		2		**2**
Staffing		1	3	**4**
Major projects		2	2	**4**
Health & safety & emergencies	1	2		**3**
Information & communications	1		2	**3**
Reputational		3	3	**6**
Total	**4**	**17**	**15**	**36**

The risk register will be reviewed on a quarterly basis and the table above updated to reflect amendments.

Risk number	Risk	Impact	Likeli-hood	Risk rating	Controls in place	Timeframe	Responsible officer	Committee
FINANCIAL AND GOVERNANCE								
F.1	Precept inadequate	4	1		Finance and Governance Cttee consider throughout year – quarterly review of budget to actual undertaken by Full Council. Annual Internal Audit – Risk Assessment and Management (Financial) review confirms appropriate procedures in place. 3 year business plan in development and will set out forecast spend against priorities	Precept submitted January	RFO	Finance and Governance (F&G)
F.2	Breach of Financial Regulations	4	1		Financial Regulations adopted by Full Council and reviewed / re-adopted on annual basis. Updated in line with changes to legislation and guidance from NALC. Members and officers are required to comply with Financial Regulations.	Monthly	RFO	F&G
F.3	Council spend is not aligned to Council priorities	4	2		Areas of spend closely monitored by RFO and Council with regular reporting to Council. Details of committed spend provided to members to inform decision making through the year and at budget planning stage. Reserves policy in place and reviewed annually. 3 year business plan in development and will set out forecast spend against priorities.	Monthly	RFO	F&G
F.4	Payroll inaccurate	2	1		Payroll brought in house 2024/25 3 year business plan in development and set out forecast spend against staffing need	Ongoing	RFO	F&G / Personnel
F.5	Spend and activity in areas in which the Council has no power (ie Council behaves *ultra vires*)	2	1		Clerk / RFO qualifications on the scope of Council's legal powers an essential criterion for role. Access to legal advice through the Council's solicitors. Appropriate training made available for councillors and provided for staff and particularly for the Clerk and RFO. Other specialist advisors and subscriptions provide support. Council has adopted "General Power of Competence" at term of office (once every 4 years)	Ongoing	TC	F&G
F.6	Incorrect VAT claim and / or VAT non-compliance leads to a loss of income for Council.	4	1		RFO scrutinises all invoices received to assess / Finance Officer trained in procedures for VAT. Specialist advice secured as needed. VAT registration has taken place. Making Tax Digital rules complied with including software upgrades. Annual Internal Audit – Risk Assessment and Management (Financial) review confirms appropriate procedures in place.	Quarterly	RFO	F&G

Risk number	Risk	Impact	Likeli-hood	Risk rating	Controls in place	Timeframe	Responsible officer	Committee
FINANCIAL AND GOVERNANCE								
F.7	Failure to monitor monthly spend and / or banking errors and charges arising / risk of reconciliation mis-match	2	1		Finance Officer regularly reviews spend against invoice, with all payment records validated by bank signatories (2 members). Bank reconciliations undertaken monthly. Regular scrutiny of financial records undertaken to ensure payments supported by invoices, authorised and minuted (undertaken by non-bank signatories to ensure transparency). Bank account held with a reputable organisation.	Monthly	RFO	F&G
F.8	Fraud by staff	2	1		Fidelity Guarantee value appropriately set. Electronic banking verified by 2 members prevents fraudulent transactions.	Ongoing	RFO	F&G
F.9	Contracts & procurements processes do not match Financial Regulations / current legislation.	4	1		Specialist procurement advice contracted for major projects. Financial regulations state threshold limits and all contracts monitored for adherence to these limits. Additional procurement training arranged as needed.	As needed	RFO	F&G and Major Project Committees
G.1	Breach of Standing Orders by Councillors / Officers or during Council meetings	3	2		Standing Orders adopted by Full Council and reviewed on an annual basis. Induction and training arranged for officers and members – log of training held for members. Members sign Code of Conduct and agree to Nolan Principles setting a baseline for behaviours Attendance recorded as part of minute taking to evidence a quorum. / House style used and regularly reviewed for agendas and meeting minutes. / Minutes and agenda published as per legal requirements. / Minutes approved by the Council as a true and accurate record.	Annual	TC	F&G
G.2	New members not sufficiently trained / aware of roles	3	2		Member training and induction programme developed – all new members to complete relevant training in a timely manner. Planning Committee training to be undertaken within 3 months of Committee appointment.	Ongoing	TC	F&G
G.3	Members fail to behave in accordance with the Member Code of Conduct	3	3		Code of Conduct policy adopted by Council. All members to sign declaration of acceptance of office and attend induction / training on Code of Conduct / Nolan Principles of Public Office. Training to be reviewed on a regular basis if complaints are received. Complaints procedure in place and reviewed on a regular basis. Monitoring Officer role in place (via East Suffolk Council)	Reviewed and signed at each AGM	TC	F&G
G.4	Conflict of interest or Councillor bias / pre-determination not declared or dealt with appropriately	3	2		Councillors required to declare any and all conflicts of interest or previous engagement on issues at the start of each meeting. All new members to attend induction / training. Monitoring Officer maintains register of interests which is published on the internet.	After every election and reviewed annually.	TC	F&G

Risk number	Risk	Impact	Likeli-hood	Risk rating	Controls in place	Timeframe	Responsible officer	Committee
G.5	Multiple refereda or by-elections required	2	1		Annual provision included in budget for cost of a by-election or referendum Business Continuity Plan in place	Autumn of the relevant year	RFO	F&G
ASSETS AND FACILITIES								
AF.1	Failure to comply with ownership responsibilities and law regarding assets	4	1		Financial Regulations require a full asset register to be prepared and maintained by RFO. The asset register is reviewed on a quarterly basis by the F&G Cttee. Facilities and Contracts Manager in post and leads on all elements of asset risk including: - Implementation of SHIRE system to monitor all FM jobs. Full asset register will be put on SHIRE by 1st April 2025. - Regular inspections (RoSPA) undertaken by Qualified Inspectors for play areas / equipment. - Asbestos, legionella, fixed wire testing (5 year), gas servicing, fire risk and other regulatory compliance testing programmed - Use of VISION to manage operational risks - EPC – reviewed every 10 years, all to be at correct rating for tenants	Ongoing	F&C Mgr	Assets, Inclusion and Dev't (AID)
AF.2	Damage / loss or theft of assets	3	2		Condition surveys undertaken on a 5 yearly cycle, with plan of works to be monitored by Facilities and Contracts Manager. Assets to be kept secure and appropriately insured. Insurance levels reviewed on an annual basis.	Ongoing	F&C Mgr	AID

Risk number	Risk	Impact	Likeli-hood	Risk rating	Controls in place	Timeframe	Responsible officer (s)	Committee
STAFFING								
S.1	Insufficient staffing due to staff absence or failure to fill roles	3	2		New management structure in place and matrix management approach adopted Consultancy budget in place to cover immediate staff shortage needs. 3 year business plan in development and will set out forecast spend against priorities Business Continuity Plan in place	Ongoing	TC	Personnel
S.2	Inadequate staff training and / or qualifications	2	1		All new staff to take part in organisational induction programme with training needs identified and recorded in personnel file. Training plan (external, on the job) developed within 3 months of start date. Staff training policy established and regularly reviewed. All staff training needs and programme completions recorded in personnel files and reviewed as part of annual performance management reviews. Personnel committee receive annual updates.	Ongoing	TC	Personnel
S.3	Safe and inclusive working environment is provided for staff and councillors	3	1		Hamilton House security procedures detailed in lease / operating practices (e.g. visitor badges) New accommodation at Town Hall being developed to ensure safe and inclusive environment.	Ongoing	TC	Personnel
S.4	Staff at risk of harm or injury while lone working	3	1		Officer WhatsApp Group monitored by on-call manager. Lone working procedures set out in Employee Handbook and reviewed with all staff. Staff required to sign compliance with Employee Handbook.	Ongoing	On-call manager	Personnel
MAJOR PROJECTS								
MP.1	Lack of funding for major projects	3	2		Project specific governance arrangements in place and external project managers appointed for largest projects (Town Hall / Marina Theatre).	Monthly	TC F&C Mgr	Project specific committees
MP2	Project slippage	3	2		Monthly project governance meetings to review project delivery.	Monthly	TC F&C Mgr	Project specific committees
MP.3	Grant funding / joint project funding not used appropriately	2	2		Project managers appointed for major external capital projects – monthly meetings to ensure adherence to LTC / partner spend approvals. Annual Internal Audit – Risk Assessment and Management (Financial) review confirms claims applications and procedures are complied with.	Monthly	TC F&C Mgr	Project specific committees
MP.4	Major Projects not delivered in line with grant conditions or contractual requirements	3	1		Project teams and committees set up to monitor and manage major projects. Regular reviews of conditions undertaken and reported to Full Council. 5	Monthly	External Project Managers as commissioned	Project specific committees

Risk number	Risk	Impact	Likeli-hood	Risk rating	Controls in place	Timeframe	Responsible officer	Committee
HEALTH AND SAFETY								
HS.1	Member of public, staff or members injured at Lowestoft Town Council premises or event	4	2		Health and Safety Policy in place Public & employers liability insurance in place. Contractors required to state liability insurance status prior to securing work with Lowestoft Town Council. All staff and members are aware of H&S responsibilities through Induction Programme.	Annually in May policy reviewed	TC F&C Mgr	AID and Events and Communications (E&C)
HS.2	Emergency situations causing unforeseen health, safety, financial and other concerns	4	1		Risk assessments made as needed. Events and Communications Officer leads on emergency planning and business continuity plans. Legal advice available via contract to update on changes to law / regulations.	As needed	TC F&C Mgr	AID
HS.3	A safeguarding issue arises at a LTC venue hire	3	2		Event hire form redeveloped to ensure safeguarding is up to standard. All venue hires required to state requirements for DBS as appropriate to hire..	Ongoing	TC	AID
INFORMATION TECHONOLOGY								
IT.1	Freedom of Information requests are complex and time-consuming to respond to with penalties for non-compliance	2	2		ICO registration in place as data controllers (Council and councillors), subject to payment by the Council. Council policies developed and monitored. Publication Scheme in place. Minutes and spend over £500 published on the Lowestoft Town Council website. Public and press welcome to attend council meetings.	Ongoing	TC	F&G
IT.2	Loss of data	3	1		Backup system in place through Cloudy IT plus all contractors dealing with relevant data have secure and backed up systems. Virus protection in place and regularly reviewed.	Ongoing	TC	F&G
IT.3	Breach of data protection / information security	3	4		All staff and members receive information security / principles of data protection as part of Induction Programme. Staff / consultancy contracts include information security clause. Staff / member policy in place. Network password protected. Breaches of data protection required to be reported to council. Council registered as a data controller with ICO	Ongoing. Policy reviewed annually in May	TC	F&G Personnel

Risk number	Risk	Impact	Likeli-hood	Risk rating	Controls in place	Timeframe	Responsible officer	Committee
REPUTATIONAL								
R.1	Adverse press / social media coverage	4	2		Public and press welcome to attend/film Council meetings. Clerk, Chair and Comms Officer respond to media enquiries on behalf of the Council. Standing Orders / Social Media Policy in place All staff have been trained in social media use Social media protocol to be reviewed and updated	Ongoing	TC	E&C
R.2	Negative feedback received about Council governance / operations / events	4	2		Risk assessment carried out for each event / core Council services All members sign Code of Conduct and adhere to Nolan Principles. Council wide Communications and Engagement Plan in development	Ongoing	TC Comms Officer	F&G E&C
R.3	Libel or slander claims received	2	1		Insurance in place with annual review to ensure sufficient coverage Record of all claims received maintained.	Q4 FY and May AGM	RFO	F&G
R.4	Lack of community engagement and recognition	2	2		Council wide Communications and Engagement Plan in development.	Ongoing	TC	E&C
R.5	Breakdown in partner relationships leading to a loss of joint working / goodwill / reputational damage to parties.	4	2		Regular engagement with other Councils through Clerk and Cllr liaison meetings. All members regularly trained in different roles and responsibilities of a local council and a principal authority. On-going work to complete outstanding legal matters / land transfer following Reorganisation Order and establish way forward on joint projects with ESC / partners. Lowestoft Town Council engages with MP and other decision-makers and influencers as appropriate. Council wide Communications and Engagement Plan in development.	Ongoing	TC	Full Council
R.6	Undue negative influence of political parties on council policy	2	2		Election nominations open and promoted to all residents/workers who meet the qualification criteria Promote outcome focused council working for the benefit of the community. Training sessions held for potential new candidates.	Ongoing	TC	F&G

TC = Town Clerk RFO = Responsible Financial Officer

Lowestoft Town Council

Extraordinary Standing Orders and Policies Sub-Committee

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

Tuesday 21 October 2025 14:00

MINUTES

Present: Cllrs Neil Coleby, Wendy Brooks, Andy Pearce (Deputy Chair) and Nick Webb (Chair)

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

1 Welcome

The fire evacuation procedure was explained and the meeting was welcomed.

2 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Nasima Begum and Bernie Rappensberger with reasons provided. Cllr Brooks proposed approval; seconded by Cllr Coleby; all in favour.

3 Declarations of interests and dispensations

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

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

4 To consider the draft minutes of the meeting on 3 September 2025

Cllr Pearce proposed approval; seconded by Cllr Coleby; all in favour.

5 To review the following Town Council policy:

5.1 Standing Orders

<u>Section 8 – Voting on appointments</u>

No amendments were suggested.

<u>Section 9 – Motions for a meeting that require written notice to be given to the Proper Officer</u>

It was agreed this section needed to highlight the majority of decisions by this Council were made following a debate and therefore clarify the purpose of this section was to inform Councillors on the process to submit a motion. It was suggested the section title be amended and a new item be inserted to explain this further.

Officers were asked to check if there was a specific section in Standing Orders on how to submit items for an agenda. If there was not, then consideration could be given to add a section prior to sections 9 and 10.

An item was requested for the next agenda to review the meeting introduction script and ensure it was in-line with the Standing Orders.

<u>Section 10 – Motions at a meeting that do not require written notice</u>

It was suggested point 12 be amended to require the motion to specify whether the Councillor would not be heard further from in relation to the current item or for the remainder of the meeting.

<u>Section 11 – Management of Information</u>

No amendments were suggested.

Section 12 – Draft minutes

A query raised on last sentence of item a, which reads 'all agendas and minutes will be supplied to all Councillors'. It was confirmed that all agendas and minutes were available on the website, with all minutes are provided to their respective parent Committees or to Full Council.

A query was raised on item f and if it referred to livestream recordings when it stated draft minutes or recordings of a meeting shall be destroyed when the meeting has approved minutes. Officers confirmed it did not relate to livestream recordings and there was no further issue.

Section 13 – Code of conduct and dispensations

No amendments were suggested.

Section 14 – Code of conduct complaints

No amendments were suggested.

Section 15 – Proper Officer

A concern was raised on the requirement to publish an agenda five clear days before the meeting as this meant with national holidays the agenda would be published more than five days in advance, resulting in some Councillors not having the time to submit their item requests to the office. Cllr Coleby proposed a recommendation be made to include under the 'date of next meeting' item on the agenda, the date for when items for the next agenda needed to be submitted to the office; seconded by Cllr Pearce. A vote was not called and the proposal was not resolved.

Another suggestion was made for a reminder to be put in the weekly Councillor Update when bank holidays were approaching to notify members on the deadline for agenda items to be submitted to the office.

Cllr Pearce proposed a recommendation be made for item b/ii to be removed as it did not relate to the current processes of the Council; seconded by Cllr Coleby; all.

Section 16 – Responsible Financial Officer

No amendments were suggested.

Section 17 – Accounts and accounting statements

No amendments were suggested.

Section 18 – Financial controls and procurement

No amendments were suggested.

Section 19 – Handling staff matters

No amendments were suggested.

Section 20 – Responsibilities to provide information

No amendments were suggested.

Section 21 – Responsibilities under Data Protection Legislation

It was suggested there be amendments to the wording so it reads as data incidents rather than breaches.

Section 22 – Relations with the press/media

No amendments were suggested.

Section 23 – Execution and sealing of legal deeds
No amendments were suggested.

Section 24 – Communicating with District and County councillors
It was agreed to suggest an amendment to the wording as it currently stipulates an invitation shall be sent to Ward Councillors of the District and County Council, which was not current procedure. However, it was agreed there should be a renewed attempt to send invitations to the Ward Councillors for Council meetings.

Section 25 – Restrictions on councillor activities
No amendments were suggested.

Section 26 – Standing orders generally
No amendments were suggested.

The Standing Orders document had been fully reviewed and all suggested amendments would be sent to the Finance and Governance Committee for review.

6 Date of next meeting

Wednesday 5 November 10:00

7 Items for the next agenda and close

Item on meeting introduction with the cross-referenced statement on the ability of the chair to suspend the meeting.
Noted financial regs need amendment as arisen from internal audit.
Items from finance batch: acquisitions and disposal, financial regulations, grant awarding and infrastructure investment plan.

The Chair closed the meeting at 15:46

Signed: ……
5 November 2025

Lowestoft Town Council

Standing Orders and Policies Sub-Committee

Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Wednesday 5 November 2025 10:00

MINUTES

Present: Cllrs Nasima Begum, Wendy Brooks, Andy Pearce, Nick Webb,

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

8 Welcome

The fire evacuation procedure was explained and the meeting was welcomed.

9 To receive and consider approval of apologies for absence

Apologies were received from Cllr Bernie Rappensberger with reasons provided. Cllr Pearce proposed approval; seconded by Cllr Begum; all in favour.
Cllr Neil Coleby was absent with no apologies received.

10 Declarations of interests and dispensations

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

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

11 To consider the draft minutes of the extraordinary meeting on 21 October 2025

Cllr Pearce proposed approval; seconded by Cllr Webb; all in favour.

12 To review the introduction to the meeting script

The script was reviewed, and it was suggested paragraphs be re-ordered so housekeeping-related topics (such as the fire exit procedure and attendees putting phones on silent) were together. It was also suggested the section detailing the Chair's authority to suspend livestreaming be the final paragraph in the script. Suggestions were made to amend the penultimate paragraph so it would be less repetitive. Cllr Begum proposed the amendments suggested be recommended to the Finance and Governance Committee for adoption; seconded by Cllr Pearce; all in favour.

13 To review the following town council policies:

13.1 Acquisitions and Disposal – The Sub-Committee noted that a policy was due to be drafted concerning the management of the Lowestoft Collection and agreed to defer this item until that policy has been drafted, noting it must adhere to this current policy.

13.2 Financial Regulations – Section 6.1 was reviewed per recommendation from the Internal Auditor to review the 'material variances' being defined as in excess of £100 or 15% of the budget, as the Auditor considered this amount to be impractical for a Council of this size. It was noted that the Council already receives and reviews all items of income and expenditure, regardless of the variance. Cllr Pearce proposed the Finance Manager speak with the Auditor to clarify the recommendation and query what would be considered an appropriate threshold for this Council, subject to that clarification the Financial Regulations would be recommended to the Finance and Governance Committee for adoption; seconded by Cllr Begum; all in favour.

13.3 Grant Awarding – The Town Clerk suggested there be consideration of whether to request applicants to submit a copy of their accounts as this would help the Council determine the financial standing or an organisation before they are given a grant funded by public money. The Town Clerk also noted that it was often standard practice by Parish Councils for an organisation to only be given one grant payment in a financial year and suggested this be considered for standard practice by this Council.

Cllr Pearce proposed the suggestions from the Town Clerk be built into the policy, though noting that the request for a copy of accounts should take into consideration how long the organisation has been established for; seconded by Cllr Begum; all in favour.

Cllr Brooks proposed sections 1.4 and 5.1c be amended to set the standard grant amount for consideration as £3,000 with anything in excess of that requiring justification from the applicant; seconded by Cllr Pearce; three votes in favour and one vote against.

Cllr Brooks proposed section 6.1a be highlighted bold to strengthen the need for Town Council support to be acknowledged by the applicant, to support this when the applicant is notified of the grant, they must sign an agreement to acknowledge the Town Council's contribution to the project; seconded by Cllr Pearce; all in favour.

Cllr Brooks proposed to strengthen section 8.1 regarding grant applications being considered on a quarterly basis. Cllr Pearce requested an amendment that a caveat be included in the policy that allows for consideration of an application outside the quarterly schedule if the applicant can demonstrate that funding is urgently required, or a decision is needed from the Town Council to assist match-funding requirements. Cllr Brooks approved the amendment and Cllr Pearce seconded the proposal. A vote was held with all in favour.
It was suggested the grant application form state the schedule for quarterly considerations of grants at the top, with the caveat on explanations for urgent considerations stated at the end of the application form.

Cllr Pearce proposed section 6.1d also be highlighted bold to strengthen the requirement for applicants to report the outcome and impact of the grant within six months of the grant being made; seconded by Cllr Webb; all in favour.

Currently, sponsorship applications were considered in line with the Grants policy. Cllr Pearce proposed officers draft a Sponsorship Policy for the Sub-Committee to consider, this policy would be adapted from the Grants policy and would cover the ongoing relationship between the Town Council and applicant during the sponsorship term and the requirement for regular reports from sponsored parties; seconded by Cllr Webb; all in favour.

13.4 Infrastructure Investment Plan – Cllr Pearce proposed the policy be maintained in its current form, acknowledging it will need to be reviewed this year, particularly if the Neighbourhood Plan is adopted; seconded by Cllr Begum; all in favour.

13.5 Reserves – It was noted that the current policy had not enacted the previous year's resolution to remove the appendices from the policy and put the information on a separate table, so that the policy would be reduced in length and not duplicate information. Officers would review the actions from last year and re-draft the policy, ready for the Sub-Committee to review.

Cllr Pearce proposed the core text of the policy be maintained as is, noting that Budget and Loan are due to discuss the general reserves interim and ultimate targets and is therefore subject to review, that the rest of the policy be considered valid and with the appendices to be removed per prior resolution and moved to a separate excel table that details the name, target and purpose of reserve; seconded by Cllr Begum; three votes in favour and one abstention.

13.6 Sponsorship and Advertising – Cllr Pearce proposed the policy be recommended to the Finance and Governance Committee for adoption with no amendments; seconded by Cllr Webb; all in favour.

14 Date of next meeting
Wednesday 3 December 10:00

15 Items for the next agenda and close

The Chair closed the meeting at 11:15

Signed: ……
3 December 2025

STANDING ORDERS

Standing orders are the written rules of a local council. They are used to confirm a council's internal organisational, administrative and procurement procedures and procedural matters for meetings. They are not the same as the policies of a council but they may refer to them. A local council must have standing orders for the procurement of contracts.

Meetings of full council, councillors, the Responsible Financial Officer and Proper Officer are subject to many statutory requirements. A council should have standing orders to confirm those statutory requirements. A council should have standing orders to control the number, place, quorum, notices and other procedures for committee and sub-committee meetings because these are subject to fewer statutory requirements. If it does not, committees and sub-committees may adopt their own standing orders.

The standing orders that are in bold type contain statutory requirements. It is recommended that councils adopt them without changing them. Other standing orders not in bold are designed to help councils operate effectively but do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. For convenience, the word "councillor" is used in the standing orders and includes a non-councillor with or without voting rights unless otherwise stated.

The standing orders do not include the financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the Responsible Financial Officer.

List of standing orders

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Standing orders

1. Rules of debate at meetings

a Resolutions in a meeting of the Council or its Committees can be reached via a motion or a proposal made following debate by the Councillors.

b Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.

c A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

d A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.

e If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

f An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

g If an amendment to the original motion is carried, the amended original motion becomes the substantive motion upon which further amendment(s) may be moved.

h An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.

i A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

j If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair.

k Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.

l One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.

m A councillor may not move more than one amendment to an original or substantive motion.

n The mover of an amendment has no right of reply at the end of debate on it.

o Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

p Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor;
ii. to move or speak on another amendment if the motion has been amended since they last spoke;
iii. to make a point of order;
iv. to give a personal explanation; or
v. in exercise of a right of reply.

q During the debate of a motion, a councillor may only interrupt on a point of order and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached.

r A point of order shall be decided by the Chair of the meeting and their decision shall be final.

s When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;
ii. to adjourn the debate;
iii. to put the motion to a vote;
iv. to ask a person to be no longer heard or to leave the meeting;
v. to refer a motion to a committee or sub-committee for consideration;
vi. to exclude the public and press;
vii. to adjourn the meeting; or

viii. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.

s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

t Excluding motions moved under Standing Order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the Chair of the meeting.

2. Disorderly conduct at meetings

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) above is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

▲ Full Council meetings
● Committee meetings
■ Sub-committee meetings

▲ a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

▲ b **The minimum** five **clear days for notice of a meeting does not include the day**

on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

c **The minimum** five **clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**

d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

e A full calendar of all scheduled Full Council meetings shall be provided at the Annual Meeting of Lowestoft Town Council.

f Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

g The period of time designated for public participation at a meeting in accordance with standing order 3(f) above shall not exceed 15 minutes unless directed by the Chair of the meeting.

h Subject to standing order 3(f) above, a member of the public shall not speak for more than three minutes. This may be extended at the discretion of the Chair particularly when a disability may prevent the speaker from adhering to the set three minutes.

i In accordance with standing order 3(f) above, a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.

j A person shall raise their hand when requesting to speak and wait for the Chair's permission to speak, unless it is a point of order when the person shall state the point of order.

k A person who speaks at a meeting shall direct their comments to the Chair of

the meeting.

l Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking fairly to facilitate councillors being heard



m **Subject to standing order 3**n**, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or late to persons not present.**

n **A person at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**



o **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present**.



p **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if any).**



q **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**



r **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**



s **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**
See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chair of the Council at the annual meeting of the council.

t **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.**

u The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;
ii. the names of councillors present and absent;
iii. interests that have been declared by councillors and non-councillors with voting rights;
iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
v. if there was a public participation session; and
vi. the resolutions made;
vii. date of next meeting.



v **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or other interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**



w **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.



x **If a meeting is or becomes inquorate no business shall be transacted** . The business on the agenda for the meeting shall be adjourned to another meeting.



y Meetings shall not exceed two hours.

4. Committees and sub-committees

a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**

c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d Appropriate training for councillors and staff will be supported.

e Members of Committees must have attended appropriate training as per the Councillor Training Policy prior to taking up Committee membership.

f The council will appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;
ii. shall include the Mayor and Deputy Mayor as ex-officio members with voting rights and whose attendance will count towards quorum. Should both the Mayor and Deputy Mayor be in attendance ex-officio in a meeting, only one would retain voting rights for the meeting.
iii. shall determine the number and frequency of ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
iv. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
v. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
vi. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer three days before the meeting that they

are unable to attend;

vii. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;

viii. no person shall be Chair of more than one Full Committee; The Mayor and Deputy Mayor shall not also be Chair of a Full Committee. The Chair of a Committee shall not also be Chair or Deputy Chair of any of that Committee's Sub-Committees.

ix. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;

x. shall determine if the public may participate at a meeting of a committee;

xi. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

xii. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xiii. may dissolve a committee.

5. Ordinary council meetings

a **In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**

b **In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**

c **If no other time is fixed, the annual meeting of the council shall take place at 6pm.**

d **In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**

e **The first business conducted at the annual meeting of the council shall be the election of the Chair and Vice-Chair (if any) of the Council.**

f **The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the council.**

g **The Vice-Chair of the Council, if any, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the council.**

h **In an election year, if the current Chair of the Council has not been re-elected as a member of the council, they shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.**

i **In an election year, if the current Chair of the Council has been re-elected as a member of the council, they shall preside at the meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.**

j Following the election of the Chair of the Council and Vice-Chair (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:

i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date**. **In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the council resolves for this to be done at a later date;**
ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
iii. Receipt of the minutes of the last meeting of a committee;
iv. Consideration of the recommendations made by a committee;
v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
vi. Review of the Terms of Reference for committees;
vii. Appointment of members to existing committees;
viii. Appointment of any new committees in accordance with standing order 4 above;
ix. Review and adoption of appropriate standing orders and financial regulations;
x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
xi. Review of representation on or work with external bodies and

arrangements for reporting back;

xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
xiii. Review of inventory of land and assets including buildings and office equipment;
xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
xv. Review of the council's and/or staff subscriptions to other bodies;
xvi. Review of the council's complaints procedure;
xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 or any successor legislation;
xviii. Review of the council's policy for dealing with the press/media;
xix. Review of the Council's employment policies and procedures
xx. Review of the Council's expenditure incurred under s137 of the Local Government Act or the General Power of Competence.
xxi. Determining the time and place of ordinary meetings of the full council and standing committees up to and including the next annual meeting of full council.

6. Extraordinary meetings of the council and committees and sub-committees

a **The Chair of the Council may convene an extraordinary meeting of the council at any time.**

b **If the Chair of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**

c The Chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.

d If the Chair of a committee or a sub-committee does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the

committee and the sub-committee may convene an extraordinary meeting of a committee and a sub-committee.

7. Previous resolutions

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least eleven councillors, in the case of a Full Council decision, or the appropriate quorum number of Councillors for a Committee or Sub-Committee decision, to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee, or where unforeseen circumstances or pertinent new information make an urgent reconsideration imperative.

b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

9. Procedure to follow should a motion be submitted for a meeting that requires written notice to be given to the Proper Officer

a Items for an agenda can be requested in a meeting or submitted to the office in advance of the next meeting. This section sets out the procedure for a motion that requires written notice to be given to the Proper Officer.

b A motion shall relate to the responsibilities of the meeting which it is tabled for and, in any event, shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.

c The Proper Officer may correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least seven clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f Subject to standing order 9(d) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.

h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

a The following motions may be moved at a meeting without written notice to the Proper Officer;

i. to correct an inaccuracy in the draft minutes of a meeting;
ii. to move to a vote;
iii. to defer consideration of a motion;
iv. to refer a motion to a particular committee or sub-committee;
v. to appoint a person to preside at a meeting;
vi. to change the order of business on the agenda;

vii. to proceed to the next business on the agenda;
viii. to require a written report;
ix. to appoint a committee or sub-committee and their members;
x. to extend the time limits for speaking;
xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
xii. to not hear further from a councillor or a member of the public, with specification on whether this relates to the item or the remainder of the meeting;
xiii. to exclude a councillor or member of the public for disorderly conduct;
xiv. to temporarily suspend the meeting;
xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
xvi. to adjourn the meeting; or
xvii. to close a meeting.

11. Management of Information. See also SO 20

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure (including personal data) which is holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.

d Councillors, staff the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. Draft minutes

a The draft minutes of a preceding meeting will be served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy and shall be taken as read by the recipients. For the information of all Councillors, all agendas and minutes will be supplied to all Councillors.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The Chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

e If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.

f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(t) above.

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.

b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest or other relevant interest. They may return to the meeting after it has considered the matter in which they had the interest.

c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest as required by the council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.

f A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other relevant interest to which the request for the dispensation relates;
ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required. See e above.

h A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:

i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion

of the meeting transacting the business as to impede the transaction of the business or

ii. **granting the dispensation is in the interests of persons living in the council's area or**

iii. **it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

15. Proper Officer

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. at least five clear days before a meeting of the council, a committee or a sub-committee, serve on councillors **by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).
Other Councillors shall be informed of the agenda for all Committee Meetings.
See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.

ii. **convene a meeting of full council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**

iii. **facilitate inspection of the minute book by local government electors**;
iv. **receive and retain copies of byelaws made by other local authorities;**
v. retain acceptance of office forms from councillors;
vi. retain a copy of every councillor's register of interests;
vii. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998 or any successor legislation, in accordance with and subject to the council's policies and procedures relating to the same;
viii. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
ix. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
x. arrange for legal deeds to be executed;
See also standing order 23 below.
xi. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
xii. manage access to information about the council via the publication scheme; and
xiii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.
See also standing order 23 below.

16. Responsible Financial Officer

a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England)

b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.

c The Responsible Financial Officer shall supply to each councillor as soon as practicable

after 30 June, 30 September and 31 December in each year a statement to summarise:

i. the council's receipts and payments for each quarter;
ii. the council's aggregate receipts and payments for the year to date;
iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
ii. to the full council the accounting statements for the year in the form of Section 2 of the annual Governance and Accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

18. Financial controls and procurement

a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;
ii. the assessment and management of financial risks faced by the council;
iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
v. Whether contracts with an estimated value below £25,000 due to

special circumstances are exempt from a tendering process or procurement exercise.

b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up;
ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
iii. the invitation to tender may be advertised in any other appropriate manner;
iv. tenders are to be submitted in writing via email to the Town Council office
v. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee or officers with delegated responsibility;

d. Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

e. **Where the value of a contract is likely to exceed the threshold specified by the government from time to time, the council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the council must comply with procurement rules. NALC's procurement guidance contains futher details.**

19. Handling staff matters

a A matter personal to a member of staff that is being considered by a meeting of council, the committee, or sub-committee is subject to standing order 11 above.

b Subject to any policy regarding absences from work, the council's most senior member of staff shall notify the Chair of the relevant committee or, if they are not available, the vice-Chair of the relevant committee of absence occasioned by illness or other reason and that person shall report such absence to the relevant committee at its next meeting.

c The Chair of the relevant committee or in their absence, the vice-Chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer. The reviews and appraisals shall be reported in writing and are subject to approval by resolution by the Personnel committee. The performance and annual appraisal of other staff shall be undertaken by the Proper Officer.

d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the Chair of the relevant committee, or in their absence the vice-Chair of the relevant committee, in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of committee.

e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by any employee relates to the Chair or vice-Chair of the said committee this shall be communicated to another member of the committee which shall then be reported back and progressed by resolution of the committee.

f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.

g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.

h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.

i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to Proper Officer and Chair of the relevant committee.

20. Responsibilities to provide information See also SO21

a **In accordance with Freedom of Information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the council.**

b **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. Responsibilities under Data Protection Legislation

Below is not an exhaustive list. See also SO11

a The Council may appoint a Data Protection Officer

b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data

c The Council shall have a written policy in place for responding to and managing a personal data incident .

d The Council shall keep a record of all personal data incidents comprising the facts relating to the personal data incident; its effects and the remedial action taken.

e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.

f The Council shall maintain a written record of its processing activities.

22. Relations with the press/media

a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with any Council policy in respect of dealing with the press and/or other media (currently the Media Policy).

23. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii) above.

a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.

b **Subject to standing order 23(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**

24. Communicating with District and County councillors

a An invitation to attend a full meeting of the council and its main committees may be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the council.

25. Restrictions on councillor activities

a Councillors may not individually exercise any functions on behalf of the Council.

b Unless authorised by a resolution, no councillor shall:

i. inspect any land and/or premises which the council has a right or duty to inspect; or

ii. issue orders, instructions or directions.

26. Standing orders generally

a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b One or more of the council's standing orders can be varied or revoked by resolution of

the Full Council following review and recommendation from the Finance and Governance committee. Alternatively, a motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, can be proposed by a special motion, the written notice by at least eleven councillors to be given to the Proper Officer in accordance with standing order 9 above.

c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after they have delivered their acceptance of office form.

d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

Revisions	
Date	**Amendment**
March 2022	General neutral language throughout
February 2023	Five days' notice removed from bold text as this is not a legislative requirement.

FINANCIAL REGULATIONS

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

1. General

1.1. These Financial Regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial Regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial Regulations must be observed in conjunction with the council's Standing Orders and any individual financial regulations relating to contracts.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations may bring the office of councillor into disrepute.

1.3. Deliberate or wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, in force at the time, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Council has appointed an RFO and statutory duties as outlined below apply. The Council has also appointed a Clerk who shares some of the governance responsibilities with the RFO. The RFO:

- acts under the policy direction of the council,
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices,
- determines on behalf of the council its accounting records and accounting control systems,
- ensures the accounting control systems are observed,
- maintains the accounting records of the Council and ensures these are kept up to date in accordance with proper practices.
- assists the Council to secure economy, efficiency and effectiveness in the use of council resources, and
- produces financial management information as required by the council.

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

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

1.7. In addition, the council shall:

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

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk and/or RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk and/or RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement, which shall be in accordance with proper practices.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed.**
- **ensure the prompt, accurate recording of financial transactions.**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records.**
- **identify the duties of officers dealing with transactions and**

- **ensure division of responsibilities.**

2.6. These Financial Regulations demonstrate how the council meets these responsibilities and requirements.

2.7. At least once in each quarter, and at each financial year end, an appointed member other than the Chair or payment signatory, shall verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity, including any exceptions, shall be reported to and noted by the Finance and Governance Committee.

2.8. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate.**
- **a record of the assets and liabilities of the council.**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council.
- reports to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year.
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council.
- initiate or approve accounting transactions.
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors, and confirmation that the council has been provided with these reports shall be recorded.

3.13. The RFO shall provide an action plan to take forward any measures identified for action by the internal and external auditors for consideration and implementation where agreed by the council and minuted accordingly.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed at least annually for the following financial year and accepted by the council. The RFO will inform committees of any salary implications before they consider draft budgets.

4.3. No later than December each year, the council shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure, and the use of reserves and all sources of funding for the following financial year, taking account of the lifespan of

assets and cost implications of repair or replacement. This will be considered by the relevant Committee(s) and approved by Full Council.

4.4. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year, but shall be allocated within the budget as considered appropriate by council. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee shall review its forecast of revenue and capital receipts and payments and submit any proposals for the following financial year to the Budget and Loan Sub-Committee not later than the end of November each year.

4.6. The draft budget, with any committee proposals and forecasts, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance and Governance committee and a recommendation made to the council.

4.7. Having considered the proposed budget and forecasts, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**

4.9. The RFO shall **issue the precept to the billing authority no later than the end of January** and supply the council with a copy of the agreed annual budget.

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned. The approved annual budget shall form the basis of financial control for the ensuing year.

4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council, or relevant committee (where delegated).

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining three or more quotations or estimates from appropriate suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act**

2023 and The Procurement Regulations 2024, or any superseding legislation ('the Legislation), must be followed in respect of the tendering, award and notification of that contract.

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

5.6. For contracts estimated to exceed £25,000 excluding VAT, the Clerk shall seek formal tenders from at least three suppliers or advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

5.8. For contracts greater than £10,000 excluding VAT the Clerk shall seek at least three fixed-price quotes.

5.9. Where the value is between £2,500 and £10,000 excluding VAT, the Clerk shall try to obtain three estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For purchases where the value is below £2,500, the Clerk shall still seek to achieve value for money.

5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes.

ii. repairs to, or parts for, existing machinery or equipment.

iii. works, goods or services that constitute an extension of an existing contract.

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council, or relevant committee where delegated. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

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

- the Clerk and RFO under delegated authority, as defined in the prevailing scheme of delegation as agreed by the council

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

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

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

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

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

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

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

6. Banking and Payments

6.1. **The RFO shall regularly provide the council and Finance and Governance Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £100 or 15% of the budget.**

6.2. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The arrangements shall be reviewed annually for security and efficiency.

6.3. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.4. All invoices for payment should be addressed to the council, examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified. The RFO shall take all steps to pay all invoices submitted, and which are in order, in a timely manner.

6.5. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.6. All payments shall be made by online banking in accordance with a resolution of the council unless the council resolves to use a different payment method.

6.7. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council, or a duly delegated committee, may authorise in advance for the year, provided the requirements of the regulation relating to Budgetary Controls are adhered to.

6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance and Governance Committee for information only.

6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:

i. any payments as defined in the scheme of delegation. See 5.15.

ii. payments of up to £25,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises. See 5.18.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Governance committee.

iv. Fund transfers within the council's banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Governance Committee.

v. An expenditure item authorised under the Regulation for continuing contracts and obligations, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or the Finance and Governance Committee.

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

7. Electronic payments

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

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

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

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

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

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

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

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

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

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

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

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

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

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by at least one authorised signatory

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment cards

9.1. Any corporate credit card or trade card account opened by the council will be restricted to use by any post authorised by the Finance and Governance Committee or Full Council and any balance shall be paid in full each month. Transaction limits will be in line with existing officer delegations.

9.2. Personal credit or debit cards of members or staff shall not be used except with the express permission of the council (Finance and Governance Committee or Full Council)

10. Payment of salaries and allowances

10.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE and National Insurance legislation.**

10.2. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or a duly delegated committee

10.3. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

10.4. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

10.5. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by an authorised signatory to ensure that the correct payments have been made. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

a) by the council or a duly delegated committee a who can demonstrate a need to know.

b) by the internal auditor.

c) by the external auditor; or

d) by any person authorised under any relevant legislation.

10.6. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

10.7. Before employing interim staff, the council must consider a full business case.

11. Loans and investments

11.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

11.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the purpose and value for money of the proposed transaction.

11.3. The council does maintain an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which is written in accordance with relevant regulations, proper practices and guidance. This Strategy and Policy is reviewed by the council at least annually.

11.4. All investment of money under the control of the council shall be in the name of the council.

11.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

11.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

12. Income

12.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

12.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process.

12.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off within the year. The council's approval shall be shown in the accounting records.

12.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

12.5. Personal cheques shall not be cashed out of money held on behalf of the council.

12.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

12.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

12.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

13. Payments under contracts for building or other construction works

13.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

13.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

14. Stores and equipment

14.1. A designated officer will be responsible for care and custody of stores and equipment at each location.

14.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

14.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15. Assets, properties and estates

15.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

15.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

15.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a compliance and health and safety inspection of assets.

15.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

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

16. Insurance

16.1. The Clerk and RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

16.2. The Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

16.3. The Clerk shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council or duly delegated committee at the next available meeting. The Clerk shall affect all insurances and negotiate all claims on the council's insurers.

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

17. Charities

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

audit or independent examination as may be required by Charity Law or any Governing Document.

18. Suspension and revision of Financial Regulations

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

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

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

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.

2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.

3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.

5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.

6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Lowestoft Town Council
Grant Awarding Policy

1.0 General Information for Applicants

1.1 Lowestoft Town Council has statutory powers to make funds available to local organisations for the overall benefit of Lowestoft and its residents. These provide an option (not an obligation) to make grants and Lowestoft Town Council has adopted this policy to help guide relevant decisions. Any groups or organisations wishing to apply for a grant should read this policy carefully.

1.2 In addition to outlining Lowestoft Town Council's guidelines for awarding grants, this document also formalises the application process to provide clarity, openness and fairness. The Town Council reserves the right to deviate from this policy where it considers it appropriate to do so.

1.3 It is Lowestoft Town Council's intention to support initiatives from local community groups and organisations and it has set an annual budget for this. Applications will be considered every three months by the Finance and Governance Committee (for further details on when grant applications are considered, please see 8.1 of this policy). The annual budget set is the maximum budgeted total amount for all grants and does not represent an obligation by the Town Council to spend this money on grants.

1.4 The size of any grant awarded is at the discretion of the Town Council, but would not normally exceed £3,000 in any one application.

1.5 Where the application provides a breakdown of costs, a quotation or other supporting evidence must be provided in respect of the sum being applied for.

2.0 Who is Eligible?

2.1 The following organisations are eligible to apply:

a. Lowestoft-based charities, clubs, associations, groups or other organisations whose activities benefit all or some of the Lowestoft community.
b. Local branches of regional or national charities, clubs, associations, groups or other organisations whose activities benefit all or some of the Lowestoft community.

3.0 Who is not Eligible?

3.1 Applications will normally be rejected:

a. From statutory bodies or for statutory purposes normally funded through the taxpayer or central government funding.
b. From individuals, private businesses and "for profit" commercial organisations or for projects which improve or benefit privately owned land or property.
c. From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for Lowestoft residents.
d. From organisations with political or religious affiliations unless for a specific non-discriminatory purpose offered without exclusivity to a particular political group or religion.
e. From organisations or in connection with projects which negatively discriminate.

4.0 What Can Be Funded?

4.1 It is expected that the project will:

a. In some significant way make Lowestoft a better place to live, work or play.
b. Provide a long lasting and sustainable benefit to all or part of Lowestoft.
c. Improve the social, environmental and/or economic profile of Lowestoft.
d. Add value and help make projects self-sustaining

5.0 What Is Unlikely to be Funded?

5.1 It is unlikely that projects will be considered where:

a. They simply replace existing facilities with no significant improvement (funding to replace equipment that is demonstrably end-of-life may be considered).
b. There is no clear business or project plan.
c. On larger budget projects with a budget in excess of £3,000, where there is a shortfall with limited or no other contributory funding, unless a decision is required to secure match funding.
d. The project or applicant has been previously funded and there has been a failure to comply with the conditions of grants detailed below.
e. Expenditure on general business overheads (running costs).

6.0 Conditions of Grant

6.1 It is a condition of acceptance of a grant that:

a. Lowestoft Town Council support **must be acknowledged** appropriately on all related publicity and promotional material including posters, advertisements, press releases and leaflets.
b. Grants awarded can only be used for the purpose for which they were given and in compliance with any conditions applied.
c. Grants must not be distributed to any other organisation, other than as agreed as part of the grant award.
d. The outcome and impact of the grant **must be reported to the Council within six months of the grant being made**. The Council reserves the right to specify the form, content and any different timescale for reporting. Grant recipients should complete and return the attached proforma to provide the council with the required information. Failure to provide an outcome and impact report to the Council will reduce the likelihood of success of any future grant application.

7.0 What factors will be considered as part of the decision making?

7.1 The following are among those matters which are likely to be taken into account:

a. General eligibility
b. Organisational credibility
c. Impact on identified local need
d. Community support
e. Value for money
f. Any match-funding and other efforts to self-fund the project
g. Social, environmental or economic impact
h. Community involvement

i. Likely effectiveness
j. Soundness of the business or project plan
k. Added value and sustainability

8.0 When Will Decisions Be Made?

8.1 Applications will be considered by the Finance and Governance Committee every three months (at its meetings in March, June, September and December). Where it can be demonstrated that urgent consideration is required, the Committee reserves the right to consider the grant application outside of the three-month cycle. If you feel that your application requires consideration outside of the regular three-monthly cycle please ensure this is clearly indicated on your application form. Please refer to Lowestoft Town Council's website (www.lowestofttowncouncil.gov.uk) for the meeting schedules or contact the office on 0330 053 6019/ admin@lowestofttowncouncil.gov.uk for details.

Revisions	
Date	**Amendment**
February 2021	Amendment made to reflect Council's decision that applications will be considered quarterly, rather than twice per year (with effect from the Annual Meeting in May 2021).
June 2021	Removed the sentence *'For sports clubs, a grant fund is available equivalent to the sum Lowestoft Town Council receives via income from the clubs.'* from point 1.3, as it is not applicable for the 2021 – 2022 year.
June 2021	Amended the amount specified at point 1.3 from £500 to £2,000.
June 2021	Amended point 8.1 to reflect that applications will be considered monthly rather than quarterly.
July 2021	Added point 1.5 to specify that a quotation or supporting evidence must be provided where there is a breakdown of costs.
November 2021	Amended point 1.3 to reflect that applications are now considered monthly rather than quarterly. Also removed reference to sports clubs as not applicable under the fee waiver.
November 2021	At point 5.1d added 'unless a decision is required to secure match funding'.
November 2021	At points 7.2a and 7.2b replaced references to specific years to 'the preceding year'.
May 2022	Point 5a removed (~~There is a large shortfall in the funding required to complete the project~~). 'On larger budget projects with a budget in excess of £2,000, where there is a shortfall' added at point 5c.

	Point 5d removed (~~The project or applicant has been provided with a Council grant recently, especially in one or more of the previous three years~~). Words 'or equivalent' added at sections a and b of the application form.
October 2022	Amended point 1.3 and 8.1 to reflect the decision for applications to be considered every three months, rather than monthly.
November 2024	8.1 amended with additional wording *"Where it can be demonstrated that urgent consideration is required, the Committee reserves the right to consider the grant application outside of the three-month cycle".* 1.3 includes reference to 8.1 with wording *"(for further details on when grant applications are considered, please see 8.1 of this policy)."* 5.1a added *"(funding to replace equipment that is demonstrably end-of-life may be considered)."*

Lowestoft Town Council
Sponsorship and Advertising Policy

1.0 Aim

1.1 This policy is designed to outline the Council's approach to accepting sponsorship and related advertising. The Council believes that careful guardianship of the Council's finances and assets is economically, socially and environmentally important. Sponsorship can help, for example, by providing more sustainable or disability-friendly products than could normally be afforded. This policy is designed to help provide a positive framework for actively seeking and accepting sponsorship, while providing the necessary controls to protect the Council's reputation and to ensure any related advertising is appropriate.

2.0 Definition

2.1 In the context of this policy the following definitions apply:

'Sponsorship'

This is a contractual arrangement between parties whereby one meets all the costs of an activity or project, usually in exchange for a benefit such as advertising.

'Advertising'

This is a contractual arrangement between parties for the promoting of a product (or service) to potential and current customers and is typically displayed on signs, websites and emails etc.

3.0 General principles

3.1 The Council reserves its right in all circumstances to refuse or apply any conditions but the following is a list of general principles which will be applied to sponsorship and advertising arrangements:

3.2 The council actively seeks local and national opportunities of mutual benefit and welcomes sponsorship and advertising where this saves money for the taxpayer and helps provide added value for services to the public.

3.3 Sponsorship is for additions and improvements, not for the Council's statutory and core contractual and service obligations.

3.4 Transparency of process will apply to protect the Council's reputation and manage expectations.

3.5 The Code of Conduct applies to all councillors in respect of transparency and interests in contracts and officers must also disclose interests in contracts.

3.6 Sponsorship and related advertising agreements must also comply with the law and council's policies, including those which relate to equality and diversity.

3.7 Any advertising should be proportionate and not indicate that LTC endorses or accepts any liability connected with the company or product. Sponsors shall be informed of the following disclaimer in writing 'DISCLAIMER Acceptance of advertising or sponsorship does not imply endorsement by the council of products and services.' In order to make this clear all publications, or other media, with advertising or sponsorship should carry the following disclaimer: 'Whilst every effort has been made to ensure advertising within this publication complies with all relevant legislation, Lowestoft Town Council cannot accept any liability for errors or omissions contained in any material provided by an advertiser. The council does not accept any liability for any information or claims made by the advertisement or by the advertisers. Any inclusion of the council's name on a publication should not be taken as an endorsement by the council. Where it is not possible to print a disclaimer, for example in the case of an advertising hoarding, the material should identify Lowestoft Town Council as being the owner and that this policy is available on the council's website.

3.8 Any logos of sponsors should not be more prominent or compelling than those of the council.

3.9 Explicit sales messages with trading claims, including those relating to relative superiority, exclusivity of supply, health benefits or other claims that are controversial, judgmental or difficult to substantiate should be avoided e.g. 'no.1 provider of baked beans', 'the only provider of play equipment in the UK', '40% of cats are happier after eating this' and 'eat meat, run faster, live longer'.

3.10 It is accepted that most sponsorship will be offered on the basis that it is in return for publicity or an advertising platform. However, the council warmly welcomes any philanthropic sponsorship (donation) that is offered with no expectation of any benefit to the donor.

3.11 All potential sponsors and advertisers must sign a declaration to confirm that they are not in arrears on any payments to the council or the subject of investigation or legal dispute with the council or any other statutory body.

3.12 The council reserves its right to refuse sponsorship and remove any advertising where any declarations or conditions are contravened; a fundamental condition of any sponsorship agreement is that should any reputational risk arise from the sponsorship for the council shall end the agreement without any financial loss to the council.

3.13 A list of sponsors and details of what they have sponsored will be published on the council's website except where the donor wishes to remain anonymous (and the council agrees to the anonymity).

3.14 There is no bar on county, district and parish councils or councillors, or other statutory bodies offering sponsorship to the council either by sponsoring council events or activities. However, apart from the conditions that apply to all potential sponsors, care must be taken that the sponsorship would not contravene the councillors' Code of Conduct or the restrictions on council publicity, particularly during the sensitive pre-election period. If necessary, the advice of the Monitoring Officer will be sought should a councillor put forward a sponsorship proposal.

4.0 Circumstances where sponsorship and advertising may be considered

4.1 The following is a (non-exhaustive) list of factors affecting whether sponsorship or advertising may be considered, namely where:

a. The opportunity aligns with the council's statutory obligations; which include to promote biodiversity, and make decisions which ameliorate crime and disorder concerns.
b. Help address the climate emergency and health emergency
c. It does not, and could not reasonably be perceived as, influencing the way the council exercises a statutory function, the outcome of a decision to be made by the council; or the allocation of council resources;
d. It could not reasonably be perceived as being used by the sponsor to gain favourable terms.
e. It complies with the relevant Committees of Advertising Practice (CAP) code; where it relates to advertising to children and young people, any advertising shall be lawful, appropriate taking into any related CAP Code, shall not foster 'pester power' and shall not feed stereotypes and prejudice.
f. It complies with the rules laid out in the UK Code of Non-broadcast Advertising, Sales Promotion and Direct Marketing (CAP Code)
g. It complies with relevant legislation and the appropriate Code of Recommended Practice on Local Authority publicity.
h. Promotes and supports the Council's declared values and aspirations, including the Earth Protector Town Declaration.

Lowestoft Town Council
Sponsorship and Advertising Policy

5.0 Co-ordination and approval procedure

5.1 Approaches to or by potential sponsors/advertisers must be through the Clerk who will determine the route for decision in line with this policy and the table below:

Table of Delegations

Value	Procedure note	Level of Approval
£1 to £100	Sponsorships sought and accepted must be reported to Finance and Governance Committee.	Clerk or relevant sub-committee or committee
£101-£5000	Clerk to ensure the availability of sponsorship opportunities will be made known at least through the Council's website and for a minimum of 7 days. All accepted sponsorships to be reported to Finance and Governance Committee.	Clerk or relevant sub-committee or committee
£5001-£10,000	Clerk to ensure the availability of sponsorship opportunities will be made known at least through the Council's website and for a minimum of 7 days.	Finance and Governance Committee (unless delegated)
£10,001to £24,999	Clerk to ensure the availability of sponsorship opportunities will be made known at least through the Council's website and for a minimum of 7 days.	Full Council (unless delegated)
£25,000+	Clerk to ensure the availability of sponsorship opportunity be made known at least through the Council's website and for a minimum of 7 days and in compliance with the Public Contracts Regulations 2015, on Contracts Finder, where required.	Full Council (unless delegated)

Contacts

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Revisions	
Date	**Amendment**
May 2022	Item 4 a 'statutory obligations replaces the word 'values'. Item 4 b 'health emergency added'. Item 4g 'relevant legislation added'. Item 4h added, items 4 j to 4s removed. Table of delegation, item 1 and 2, 'or relevant sub-committee or committee' added.
April 2023	Amended 4.1h to include reference to Earth Protector Town
March 2025	Amended 1.1 to added the word "accepting" into the first sentence.

TOWN INFRASTRUCTURE INVESTMENT PLAN

This plan sets out the Town Council's strategy for the expenditure of Community Infrastructure Levy (CIL) and Section 106 – (developer contribution) payments.

The Lowestoft Neighbourhood Development Plan (NDP) is an emerging statutory planning document that once made will set policy for development, infrastructure and the environment and all projects derived from this strategy will align with the NDP.

Parish name	Lowestoft Town Council
Area covered	Lowestoft, East Suffolk
Date of PIIP	June 2020
Date of next review	May 2026
Date adopted by Town Council	June 2020
Existing infrastructure audit – list of services and facilities within the local area, their condition, location, existing capacity and catchment area.	The Town Council has an extensive range of assets including the Town Hall (Grade II Listed building undergoing renovation), the Marina Theatre (currently undergoing a programme of improvement), many parks and open spaces, community halls, allotments, cafes, sports pitches, a market area and car parks. The original list of the Town Council's assets can be found in the reorganisation order: https://lowestofttowncouncil.gov.uk/assets/Webpage-Important-Documents/Reorganisation-Order/Waveney-District-Council-Reorganisation-of-Community-Governance-Order-2017.pdf An Asset Register is maintained by the Town Council's website, which reflects any subsequent amendments, disposals and acquisitions.
External infrastructure audit – as above, identifying the services and facilities outside the PIIP area that are used by the community.	In Lowestoft, there are twelve primary schools and four high schools, several parks (which are not in the Town Council's ownership), cemeteries, the beach and sea front. The coastal path and adjoining green spaces are also used by the community. There are a range of gyms and sports related venues but these are mainly in private ownership.
Community Infrastructure needs and/ or aspirations. This should be based upon the gaps and/or deficits identified in the preceding two rows Once completed, please order ordering these needs according to priority	It is recognised that the public services provided by the Town Council for the people of Lowestoft need to grow as the town grows. The growth of our assets will enable them to support a growing population. The social demographic of the town is part of our considerations and therefore the aspiration is to provide free, or low cost, facilities and activities which encourage active life-styles and mitigate against social isolation. The Town Council has declared climate, ecological and health emergencies and all projects and subsequent expenditure will be assessed in line with the positive environmental, ecological and health

	impacts that can be achieved. The Town Council has also pledged to the Plastic Free Communities and is an Earth Protector Town. The Town Council is also mindful of the harm coastal erosion could bring to the geography of the area and that this will be compounded by the cancellation of the flood barrier.
Community engagement record details of how you have sought the views of your community and how they have helped to inform your current and future needs	The Town Council has a continuous programme of engagement with its electorate including: their attendance at Town Council meetings where comments are always welcome, the livestreaming and recording of Council meetings to enable remote viewing, publication of agendas and minutes of Council meetings, surveys, social media, vibrant and maintained website, events and Councillors' individual case work. The NDP will require statutory engagement events as part of its consultation process and within this the electorate will be able view and comment on policies for development and infrastructure as well as protection of open spaces. The NDP will only be adopted when voted on at public referendum.
Expected growth – location, size and timing of development sites. What impact would these have on your community needs?	Kirkley Waterfront – 59.76 hectares, 1380 dwellings, will contain a playing field. Near to Britten Road play area, Whitton Green and Normanston Park Former Lowestoft Hospital – 0.72 hectares, 45 homes, near to Triangle Market North of Lowestoft Garden Village – 71 hectares, 1300 dwellings, will contain a playing field and play areas The impact of these developments will undoubtedly see an increase footfall in the town and use of our public spaces such as our parks. The NDP will not usually bring forward any additional residential development sites.
Projected income – from all sources including external grants, CIL and s106 income (legal agreements attached to planning permissions).	The current level of CIL and information relating to where it has been collected from can be viewed at https://pfm.exacom.co.uk/eastsuffolk/cil.php Grant funding from external sources; particularly Towns Fund and heritage related funding for the restoration of the Town Hall are ongoing.
Your investment priorities – the list of infrastructure projects to be funded over the next 3 to 5 year period, in order of their priority	The Town Council has set out an objective for the use of CIL and Section 106 and that is to use the funds to improve Town Council owned assets for the benefit of the people of the town and visitors to Lowestoft. The priorities will be considered via further consultation with the electorate, detailed budgeting and work by the Council's committees including; Asset, Inclusion and Development and Planning Committees (and their sub-committees such as the Neighbourhood Plan and the Parks and Open Spaces). All expenditure will be scrutinised by either the Finance and Governance Committee and/or Full Council.

	The priorities will all support the social, economic and environmental well-being of the town and will include the following which are currently NOT SET OUT IN ORDER OF THEIR PRIORITY: 1. Ongoing renovation of the Town Hall 2. Development of parks and opens spaces to support biodiversity and active life styles (planting schemes, upgrade of sports facilities, capital renovations and outdoor exercise equipment). 3. To provide facilities for all which encourage active lifestyles and mitigate against social isolation. The Town Council has agreed a capital refurbishment programme for its play areas, with the next priorities being Thirlmere Walk and Clarkes Lane. We aim to make all of our play areas as inclusive as possible, routinely including sensory and wheelchair accessible elements. Our vision for Clarkes Lane is a brand new, fully inclusive and accessible play space. 4. The Town Council has agreed a capital refurbishment programme for its public conveniences, with the next priorities being Sparrows Nest and Normanston Park (including the refurbishment of the changing rooms in Normanston Park to support its status as the Town Council's designated sports park). 5. Enhancement of the area adjacent to the Triangle Market (formally the area beneath the Sails), with the addition of shaped seating to naturally encourage social interaction, a variety of play panels, providing sensory, imaginative, educational and inclusive play opportunities, and raised planters, which we intend to plant with low maintenance, pollinator-friendly plants. 6. Ongoing Marina Theatre renovation project. 7. Improvements to Community Halls and allotments.

Revisions	
Date	**Amendment**
July 2021	Under 'Priorities' added that the Town Council is within the first year of a five year investment plan for its parks and open spaces, that it has agreed a capital refurbishment programme for its play areas and for its public conveniences.
September 2021	Under 'Expected Growth' amended wording of the last sentence to 'The Neighbourhood Development Plan will not **usually** bring forward any additional residential development sites', to enable more flexibility.
April 2023	CIL database details added

Lowestoft Town Council
Investment Policy and Strategy

1.0 Introduction

1.1 Lowestoft Town Council acknowledges the importance of prudently investing any temporary surplus funds held by the Council.

1.2 In preparing the Investment Policy and Strategy the Council is required under Section 15(1) of the Local Government Act 2003 to have regard to such Guidance as the Secretary of State may issue.

1.3 The current statutory Investments Guidance Note is the 3rd edition and is appended to this document.

1.4 The Guidance Note makes the distinction between investments that are:

a) high security and high liquidity (specified investments);
b) loans; and
c) those with potentially greater risks and lower liquidity (non-specified investments)

1.5 A 'specified investment' is one which is made in sterling, is not long term (less than 12 months), not defined as capital expenditure and is placed with a body which has a high credit rating or made with the UK Government, a UK Local Authority or a Parish or Community Council. Any other type of investment is considered 'Non-Specified Investment' to which there can be greater risk and where professional investment advice might be sought.

1.6 This Investment Policy and Strategy is prepared with regard to the appended guidance.

2.0 Investment Objectives

2.1 The Council's priorities will be on the security of reserves (protecting the capital sum from loss) and then the liquidity of its investments (keeping cash readily available for expenditure when needed).

2.2 All investments will be made in Sterling.

2.3 The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and that the Council will not engage in such activity.

2.4 If external investment managers are used, they will be contractually required to comply with the policy.

2.5 The Council has declared a climate and ecological emergency and health emergency and pledged Lowestoft as an Earth Protector Town. The Council recognises the value of investing in a way that does not harm and, where reasonably possible, improves the environment and health (this is likely to have linked financial benefits) and will apply due weight to these matters when making investment decisions. The Council recognises that there are limitations on the extent to which it can make Environmental, Social and Governance comparisons and assessments, not least owing to:

2.5.1 Multiple and diverse sustainability frameworks and standards including on sustainability disclosure

2.5.2 The lack of common definition of sustainable activities

2.5.3 Greenwashing (a difficulty establishing the depth of claimed green credentials)

2.5.4 The lack of clear data and information on aspects of public health.

3.0 Specified Investments

3.1 Specified Investments are, by definition in the Guidance Notes, those offering high security and high liquidity, made in sterling and with a maturity date no longer than a year. Such short-term investments made with the UK Government or a Local Authority to Town/Parish Councils will automatically be Specified Investments, as will those with bodies or investment schemes of "high credit quality".

3.2 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:

a) deposits with UK banks, UK building societies, UK local authorities or other UK public authorities; and
b) the Debt Management Office of HM Government
c) CCLA

The Council initially held investments with the UK Governments Debt Management Office (DMO) and its day-to-day banking arrangements will be undertaken by Unity Trust Bank Plc. Subsequent balances will continue to be prudently invested in organisations falling within the above categories.

4.0 Non-Specified Investments

4.1 These investments have greater potential risk – examples include investment in the money market, permanent interest-bearing shares from building societies and corporate stocks and shares. ***Given the unpredictability and uncertainties surrounding such investments, the Council will not use this type of investment.***

5.0 Liquidity of Investments

5.1 Subject to retaining no less than three months' average working capital requirement in the current and deposit facilities giving immediate access, the Council's Responsible Financial Officer, will determine the amounts and maximum period for which funds may be prudently invested, in accordance with paragraph 3 above, so as not to compromise liquidity.

5.2 The placement of surplus funds shall be delegated to the Responsible Financial Officer, such delegated authority will be confirmed at the Annual Council Meeting each year.

5.3 All delegations under this paragraph are subject to the safeguard arrangements in place within the Council's Financial Regulations, including payment signatory authorisations, reconciliations and reporting to Council, as appropriate.

5.4 Credit Ratings will be monitored at regular intervals. If the credit ratings fall during that period, the Town Clerk, in consultation with the Chair of the Finance and Governance Committee, will decide on the appropriate action.

6.0 Long Term Investments

6.1 Long term investments are defined in the Guidance Notes as greater than 12 months and it requires that, should any Council wish to invest for periods greater that 12 months, it must identify procedures for monitoring, assessing and mitigating the risk of loss of invested sums.

The Town Council does not currently hold any funds in long-term investments. An instant-access savings account is currently used. Long-term investments are envisaged but have to be carefully considered to take account of cash-flow and borrowing needs within the investment period.

7.0 End of Year Report

7.1 Investment forecast for the coming financial year will be included in the Council's budget preparation. At the end of the financial year, the Responsible Finance Officer will report on investment activity to the Finance and Governance Committee.

7.2 The Investment Policy & Strategy will be reviewed annually by the Finance and Governance Committee and approved by Full Council before the commencement of a new financial year.

7.3 Council will be able to amend or make variations to the Investment Policy and Strategy at any time.

8.0 Freedom of Information

8.1 In accordance with the Freedom of Information Act 2000 this document will be posted on the Council's website

STATUTORY GUIDANCE ON LOCAL GOVERNMENT INVESTMENTS -

Guidance_on_local_government_investments.pdf

Revisions	
Date	**Amendment**
February 2021	Added point 2.5 – effect of the Council's climate and health emergency declarations
February 2021	At point 3.2b added that ***Subsequent balances will continue to be prudently invested in organisations falling within the above categories.***
February 2021	At point 6.1 added that ***An instant-access savings account is used and long-term investments are envisaged for the financial year 2020 and beyond and have been carefully considered to take account of cash-flow and borrowing needs within the investment period.***
April 2023	At point 2.5 added reference to the Earth Protector Town declaration