

Lowestoft Town Council
Finance and Governance Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
Wednesday 12 November 2025 at 10:00

MINUTES

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

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

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

Apologies were received from Cllrs Connor Blowers, Nasima Begum, Paul Page, Bernie Rappensberger and Deborah Ray 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.

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 – Cllr Parker declared, as an East Suffolk Councillor, he had been involved in providing locality funding under item 79.3 but was not pre-determined. Cllr Pearce declared he had prior knowledge of the application under item 79.3 but had not been involved in the preparation of the grant application.

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

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

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

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

76 Budget and Loan

76.1 To monitor the budget for 2025-2026, including delegated Committee and Sub-Committee budgets – The Finance Manager explained the 2026/27 budget was being prepared on the Town Council's software system, Rialtas, including more accurate nominal codes and cost centres. The 25/26 budget had been transferred to the new budget lines. The Budget and Loan Sub-Committee proposed a virement of £15,000 from the Community Engagement budget to Community Grants.

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Cllr Pearce proposed to recommend to Full Council a virement of £15,000 from the Community Engagement Budget to the Grants Budget; seconded by Cllr Parker; all in favour. Cllr Coleby thanked the Finance Manager for his work on Rialtas.

- 76.2 To note any bank reconciliations – September and October bank reconciliations were to be sent to Cllrs for approval.
- 76.3 To receive the minutes of the Budget and Loan Sub Committee meetings from 8th September to 3 November – Cllr Coleby proposed to adopt the minutes; seconded by Cllr Brooks; all in favour.

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 – Cllr Pearce proposed the reports be accepted as a true and accurate record; seconded by Cllr Pearce; all in favour.
- 77.2 To consider any payments for approval (see schedule) – A £1,000 site inspection and written maintenance report of the tennis and pickleball courts had been requested from the Sports Development Officer so the Grounds Maintenance Team could carry out future maintenance at a much lower cost than using an external provider. Cllr Pearce proposed to approve the request and the cost allocation against the tennis court EMR; seconded by Cllr Brooks; all in favour.

78 Grants

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

- 78.1 To receive the Grant Feedback Form from Lydia Eva and Mincarlo Charitable Trust – Members of the Committee received the report.
- 78.2 MN Well Child Support CIC grant - £5,100 – The matter had been deferred from the previous Finance and Governance Committee meeting. Cllr Pearce noted the response from the applicant and proposed to defer a decision and invite the applicant to the Finance and Governance Committee meeting being held on 10 December 2025; seconded by Cllr Brooks; all in favour.
- 78.3 Use It All - £1,680 - This matter was considered outside of the quarterly grants review. The viability of the scheme was questioned, with Boots the Chemist collecting blister packs for recycling and providing an incentive of Advantage card rewards. It was suggested the Town Council should not be encouraging manufacturers to continue to use materials that cannot be recycled. Cllr Pearce proposed to approve this grant.

Cllr Jones temporarily left the chamber at 10:26

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Seconded by Cllr Parker; three in favour, one against. Cllr Pearce proposed to request the Climate and Ecological Emergency Committee to fund the cost of this grant from the Climate Emergency Budget but if the committee declined to allocate against the Grant reserve; seconded by Cllr Coleby; three in favour, one against and one abstention.

Cllr Jones returned to the chamber at 10:29

79 Sponsorships

Cllr Coleby confirmed a formal sponsorship policy was being prepared.

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 – Cllr Pearce proposed approval of the sponsorship for the 26/27 & 27/28 seasons; seconded by Cllr Brooks; all in favour.

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 – Cllr Brooks proposed approval of the increased sponsorship; seconded by Cllr Pearce; all in favour.

79.3 Nature Play sponsorship - £14,400

To consider a two year sponsorship of £600 per month – The sponsorship was a new application, and a suggestion was made to defer the matter until the Sponsorship Policy had been finalised. Councillors had questions regarding the organisation's Governance and rent costs and confirmed the rent arrears could not be funded. Cllr Coleby proposed to defer the application to the next meeting; seconded by Cllr Brooks; four in favour, one abstention.

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

The Finance Manager confirmed individual Committees were responsible for reviewing their risks and the Governance (G) matters were to be considered. The risks highlighted in red were confirmed as being the highest risk because if controls were not implemented these would have the greatest impact. The controls were documented to help reduce the risk.

Members of the Committee discussed item F3 on the risk register, but this was a Finance risk that had been discussed at a previous meeting, so it was agreed to consider this matter at the next meeting scheduled for review.

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G3 – It was suggested the Town Council’s complaints procedure was removed from the controls as it cannot be used if Councillors fail to behave in accordance with the Code of Conduct. Those matters would be considered by the Monitoring Officer. The complaints procedure was used for members of the public to make a complaint against the Town Council as an organisation. It was suggested to merge the complaints procedure controls with the Monitoring Officer role. Cllr Pearce proposed to amend the controls to ‘East Suffolk Council Code of Conduct complaints procedure in place administered by East Suffolk Council Monitoring Officer’; seconded by Cllr Brooks; all in favour. Cllr Pearce proposed to amend the training control from ‘Training to be reviewed on a regular basis if complaints are received’ to ‘Training to be reviewed on a regular basis as a preventative measure.’; seconded by Cllr Coleby; all in favour.

80.2 To appoint new members of the Budget and Loan Sub-Committee – Cllr Ray requested to join the Sub-Committee. Cllr Coleby proposed to appoint Cllr Ray; seconded by Cllr Pearce; all in favour.

80.3 To receive the minutes of the Standing Orders and Policies Sub Committee meetings on 21 October 2025 and 5 November 2025 – The Members of the Committee received the minutes.

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

Cllr Coleby proposed to recommend policy 1. Standing Orders to Full Council; seconded by Cllr Pearce; four in favour, one against.

Cllr Coleby proposed to recommend policies 2-6 to Full Council; seconded by Cllr Pearce; all in favour.

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

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employment matters and legal issues relating to the matters on this agenda – There were no resolutions.

The meeting was closed at 11:20



Signed:
10 December 2025