

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Full Council** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** at **18:30** on **Tuesday 25 November 2025**.

The meeting is held in accessible premises and open to the public and press to attend.

Those attending shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitting regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via [Teams](#). The meeting can also be observed via [YouTube](#).

In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.

Councillors must register relevant interests and declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011, a councillor with relevant interests in matters on the agenda cannot take part or vote on those matters, unless they have been granted a dispensation. Under the Council's Code of Conduct, a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined in which case they will need to consider whether they should leave the room.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

S. L. Foote

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Sarah Foote, Town Clerk
21 November 2025

Lowestoft Town Council

Full Council

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

18:30 on Tuesday 25 November 2025

AGENDA

160 Welcome

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

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

162 Declarations and dispensations

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

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

163 To consider the draft minutes and confidential note of the extraordinary Full Council meeting on 13 November 2025

164 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.

165 Finance and Governance

165.1 To receive and consider the following:

1. 2025 - 2026 budget and reserves
2. Any bank reconciliations
3. Payments and income for the month ending 30 October 2025 and November 2025 to date (see schedules)
4. Payments for approval

165.2 To receive and note the draft minutes of the Finance and Governance Committee meeting on 8 October 2025

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

1. Recommendations regarding adoption of the following policies:
 - a. Standing Orders
 - b. Sponsorship and Advertising
 - c. Town Infrastructure Investment Plan
 - d. Investment

Lowestoft Town Council

Full Council

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

18:30 on Tuesday 25 November 2025

2. A virement of £15,000 from the Community Engagement budgets to Community Grants budgets

165.4 To consider the following recommendations from the Budget and Loan Sub-Committee:

1. A total grant budget of £75,000 (£10,000 from a reduced Social and Food grant and £15,000 for Community Engagement).
2. A £15,000 budget for new sponsorships.

166 Town Hall Project

166.1 To receive and note the draft minutes of the Town Hall Project Committee meeting on 13 November 2025

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

167 Marina Theatre

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

167.2 To receive a report on contractual matters (confidential)

167.3 To consider correspondence relating to the funding agreement (confidential)

168 Assets, Inclusion and Development

168.1 To receive and note the draft minutes of the Extraordinary Assets, Inclusion and Development Committee meeting on 10 November 2025

168.2 To consider the following recommendations from the Assets, Inclusion and Development Committee

1. Budgeting for the proposed development of a pump track
2. Approval of the draft Fencing Policy as a working document

169 Planning

169.1 To receive and note the draft minutes of the Planning Committee meeting on 13 November 2025

170 Personnel

170.1 To receive and note the draft minutes of the Personnel Committee meeting on 6 November 2025

170.2 To consider the following recommendations from the Personnel Committee

1. For any future requests for unpaid leave to be delegated to the Town Clerk, and for policy to be developed incorporating some rationale for the Town Clerk to use in

Lowestoft Town Council

Full Council

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

18:30 on Tuesday 25 November 2025

exercising this delegation.

2. For all Councillors to receive training on the Town Council's Standing Orders and their application

171 Climate and Ecological Emergency

171.1 To receive and note the draft minutes of the Climate and Ecological Emergency Committee meeting on 20 October

171.2 To consider the following recommendations from the Climate and Ecological Emergency Committee:

1. To submit a Scheme on a Page bid to extend evening services of buses in Lowestoft.
2. To increase the Bulky Waste budget by £12,000 for 2026-2027

171.3 To consider establishing a Working Group to discuss the flood defences and sanction that working group to meet with officers to consider the progress of the action list

172 To consider the following legal matters (confidential):

172.1 To consider a deed of easement for East Suffolk Council to install a waterpipe under land at Kensington Gardens

172.2 To consider matters relating to the Town Council's occupation of Hamilton House

172.3 To consider costs and legal matters relating to an extension of curtilage of the Town Council's workshop facilities

172.4 To receive an update report on legal matters

173 Date of next meeting

Tuesday 16 December 2025

174 Items for the next agenda and close

175 Admission to Meetings

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

Any matters, including those above as required

Lowestoft Town Council
Extraordinary Full Council
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 13 November 2025 18:00

MINUTES

Present: Cllrs Wendy Brooks, Neil Coleby, Jen Jones, Christian Newsome, Andy Pearce, Nick Webb and Elise Youngman (Deputy Chair)

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

150 Welcome

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

151 To receive and consider approval of apologies for absence from any councillors not in attendance

Apologies were received from Cllrs Sonia Barker, Nasima Begum, Connor Blowers, Janet Craig, John Murray, Graham Parker, John Pitts, Bernie Rappensberger and Deborah Ray with reasons provided. Cllr Pearce proposed approval; seconded by Cllr Coleby; five votes in favour and two abstentions.

Cllrs Robert Breakspear, Christine Moore, Paul Page and Keith Patience were absent with no apologies received.

152 Declarations and dispensations

152.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests, and of bias and pre-determination on items on the agenda – There were no declarations.

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

153 To consider the draft minutes and confidential note of the Full Council meeting on 28 October 2025

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

154 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.

155 To consider a recommendation from the Town Hall Project Committee regarding the appointment of the Town Hall Manager (some aspects may be confidential)

This item would be discussed in confidential session.

156 To consider the following recommendations from the Personnel committee (some aspects may be confidential):

156.1 To apply the Real Living Wage increase immediately, backdated to 22 October – Cllr Pearce proposed approval; seconded by Cllr Coleby; all in favour.

156.2 To recruit an additional Building Maintenance Officer, with effect from January 2026 – Cllr Brooks proposed approval; seconded by Cllr Pearce who noted the underspend of the pro rata salary for the Town Hall Manager would be sufficient to cover the pro rata cost of this role so it could still be funded from contingency; all in favour.

157 Date of next meeting

Tuesday 25 November 18:30

Lowestoft Town Council
Extraordinary Full Council
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 13 November 2025 18:00

158 Items for the next agenda and close

159 Admission to Meetings

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

Any matters, including those above as required – Cllr Coleby proposed the meeting be moved into confidential session; seconded by Cllr Pearce; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 18:18

155 To consider a recommendation from the Town Hall Project Committee regarding the appointment of the Town Hall Manager (some aspects may be confidential)

Cllr Brooks made a confidential proposal on the appointment of the Town Hall Manager; seconded by Cllr Jones; all in favour.

The Chair closed the meeting at 18:26

Signed:
25 November 2025

Annual Budget - By Centre (Actual YTD Month 7)

Note: 31st October 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		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	1,392	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	1,083	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	25,999	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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Annual Budget - By Centre (Actual YTD Month 7)

Note: 31st October 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		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	31,278	5	0	0
	100 Net Income over Expenditure	1,756,314	1,884,043	0	299,704	1,982,833	0	2,282,537	2,437,550	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	2,437,550	2		
105	<u>IT</u>											
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	<u>Capital Works</u>											
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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Annual Budget - By Centre (Actual YTD Month 7)

Note: 31st October 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		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	<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>(2)</u>		
125	<u>Compliance</u>											
4155	Compliance	0	0	0	31,333	0	0	31,333	14,345	0	0	0
	Overhead Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>31,333</u>	<u>0</u>	<u>0</u>	<u>31,333</u>	<u>14,345</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>			<u>0</u>		<u>(31,333)</u>	<u>(14,345)</u>	<u>0</u>		
130	<u>Elections and Professional Fee</u>											
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	<u>93,338</u>	<u>169,688</u>	<u>0</u>	<u>0</u>	<u>125,095</u>	<u>0</u>	<u>125,095</u>	<u>114,152</u>	<u>8</u>	<u>0</u>	<u>0</u>
6000	plus Transfer from EMR	0	6,921	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(93,338)</u>	<u>(162,766)</u>			<u>(125,095)</u>		<u>(125,095)</u>	<u>(114,152)</u>	<u>(8)</u>		
140	<u>Staff, Training and CPD</u>											
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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Annual Budget - By Centre (Actual YTD Month 7)

Note: 31st October 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		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		<u>(1,008,127)</u>	<u>(1,020,318)</u>			<u>(1,184,765)</u>		<u>(1,191,975)</u>	<u>(655,134)</u>	<u>(1,200,543)</u>		
150	<u>Office Accommodation</u>											
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	31,748	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	76,173	0	0
Movement to/(from) Gen Reserve		<u>(102,125)</u>	<u>(107,494)</u>			<u>(115,621)</u>		<u>(78,121)</u>	<u>(48,216)</u>	<u>(76,173)</u>		
160	<u>Town Hall</u>											

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Annual Budget - By Centre (Actual YTD Month 7)

Note: 31st October 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		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	1,822,007	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	1,824,398	265,005	9,165	82,683
Movement to/(from) Gen Reserve		125,409	812,823			(92,271)		(137,271)	(144,923)	(265,004)		
170	<u>Workshop</u>											
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	<u>Grounds Maintenance</u>											
4095	Insurance	0	0	0	0	0	0	0	0	1	0	0

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Annual Budget - By Centre (Actual YTD Month 7)

Note: 31st October 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		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	7,596	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	88,161	55,006	0	0
Movement to/(from) Gen Reserve		0	0			0		(145,565)	(88,161)	(55,006)		
180	<u>Waterways and Ponds</u>											
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	<u>Art, Civic and Heritage</u>											
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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Annual Budget - By Centre (Actual YTD Month 7)

Note: 31st October 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		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	<u>Caravan Site</u>											
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	<u>Events & Communications</u>											
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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Annual Budget - By Centre (Actual YTD Month 7)

Note: 31st October 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		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		<u>(183,061)</u>	<u>(129,558)</u>			<u>(210,876)</u>		<u>(103,183)</u>	<u>(60,650)</u>	<u>(102,799)</u>		
310	<u>Grants & Sponsorships</u>											
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	3,000	0	0
4455	Kirkley Peoples Forum Sponsor	0	0	0	5,580	0	0	5,580	1,395	6,600	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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Annual Budget - By Centre (Actual YTD Month 7)

Note: 31st October 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		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	114,600	0	0
Movement to/(from) Gen Reserve		0	0			0		(123,380)	(87,868)	(114,600)		
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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Annual Budget - By Centre (Actual YTD Month 7)

Note: 31st October 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		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	<u>(182,501)</u>	<u>43,311</u>			<u>(412,778)</u>		<u>(405,945)</u>	<u>(318,397)</u>	<u>(145,932)</u>		
355	<u>Box Office Building</u>											
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	<u>6,594</u>	<u>6,594</u>			<u>6,833</u>		<u>0</u>	<u>0</u>	<u>0</u>		
400	<u>Allotments</u>											
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	<u>(17,241)</u>	<u>(3,527)</u>			<u>(17,758)</u>		<u>(17,758)</u>	<u>(3,249)</u>	<u>(1)</u>		
401	<u>Parks and Open Spaces</u>											
1200	Room and Land Hire Income	0	3,464	0	0	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 7)

Note: 31st October 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		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		<u>(70,750)</u>	<u>(49,411)</u>			<u>(72,873)</u>		<u>(72,898)</u>	<u>(59,016)</u>	<u>(55,551)</u>		
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		<u>(24)</u>	<u>0</u>			<u>(25)</u>		<u>0</u>	<u>0</u>	<u>0</u>		
425 Sparrows Nest												
1000	Property Lettings - Exempt	25,200	25,900	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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Annual Budget - By Centre (Actual YTD Month 7)

Note: 31st October 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		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	<u>(89,773)</u>	<u>15,879</u>			<u>10,509</u>		<u>10,509</u>	<u>15,045</u>	<u>(1)</u>		
430	<u>Belle Vue Park</u>											
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	<u>(8,078)</u>	<u>1,048</u>			<u>0</u>		<u>0</u>	<u>(1,868)</u>	<u>0</u>		
435	<u>Denes Oval</u>											
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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Annual Budget - By Centre (Actual YTD Month 7)

Note: 31st October 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		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	<u>Normanston Park</u>											
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	<u>Kensington Garden Park</u>											
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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Annual Budget - By Centre (Actual YTD Month 7)

Note: 31st October 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		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	<u>Kirkley Fen Park</u>											
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	<u>Play Areas - General</u>											
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	<u>Walmer Road</u>											
1200	Room and Land Hire Income	0	500	0	0	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 7)

Note: 31st October 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		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	<u>Public Conveniences</u>											
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	<u>The Triangle Market</u>											
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	1,887	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	21,560	2	0	0
505 Net Income over Expenditure		-10,356	-24,256	0	6,000	-16,517	0	-10,517	-21,319	-2	0	0
6000	plus Transfer from EMR	0	10,420	0	0	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 7)

Note: 31st October 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	<u>(10,356)</u>	<u>(13,836)</u>			<u>(16,517)</u>		<u>(10,517)</u>	<u>(21,319)</u>	<u>(2)</u>		
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	<u>0</u>	<u>2,180</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>280</u>	<u>1</u>	<u>0</u>	<u>0</u>
4300	Business Rates	2,185	2,121	0	0	2,251	0	2,251	2,121	1	0	0
	Overhead Expenditure	<u>2,185</u>	<u>2,121</u>	<u>0</u>	<u>0</u>	<u>2,251</u>	<u>0</u>	<u>2,251</u>	<u>2,121</u>	<u>1</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(2,185)</u>	<u>59</u>			<u>(2,251)</u>		<u>(2,251)</u>	<u>(1,841)</u>	<u>0</u>		
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	<u>0</u>	<u>2,786</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,164</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>0</u>	<u>2,786</u>			<u>0</u>		<u>0</u>	<u>2,164</u>	<u>0</u>		
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	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>1</u>	<u>0</u>	<u>0</u>
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	<u>14,111</u>	<u>9,359</u>	<u>0</u>	<u>0</u>	<u>8,417</u>	<u>0</u>	<u>8,417</u>	<u>5,224</u>	<u>6</u>	<u>0</u>	<u>0</u>

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Annual Budget - By Centre (Actual YTD Month 7)

Note: 31st October 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	<u>(13,111)</u>	<u>(8,359)</u>			<u>(7,417)</u>		<u>(7,417)</u>	<u>(4,224)</u>	<u>(5)</u>		
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	<u>10,300</u>	<u>5,679</u>	<u>0</u>	<u>0</u>	<u>26,000</u>	<u>0</u>	<u>26,000</u>	<u>0</u>	<u>3</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(10,300)</u>	<u>(5,679)</u>			<u>(26,000)</u>		<u>(26,000)</u>	<u>0</u>	<u>(3)</u>		
650	Climate Emergency											
1210	Recharges	0	0	0	0	0	0	0	5,483	0	0	0
	Total Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,483</u>	<u>0</u>	<u>0</u>	<u>0</u>
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	13,513	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	<u>61,718</u>	<u>73,231</u>	<u>0</u>	<u>-46,250</u>	<u>124,129</u>	<u>0</u>	<u>77,879</u>	<u>34,274</u>	<u>3,004</u>	<u>0</u>	<u>0</u>
	650 Net Income over Expenditure	<u>-61,718</u>	<u>-73,231</u>	<u>0</u>	<u>46,250</u>	<u>-124,129</u>	<u>0</u>	<u>-77,879</u>	<u>-28,792</u>	<u>-3,004</u>	<u>0</u>	<u>0</u>
6000	plus Transfer from EMR	0	5,922	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(61,718)</u>	<u>(67,309)</u>			<u>(124,129)</u>		<u>(77,879)</u>	<u>(28,792)</u>	<u>(3,004)</u>		
655	Trees & Horticulture											
4365	Utilities	1,000	33	0	0	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 7)

Note: 31st October 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		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		<u>(8,500)</u>	<u>(4,346)</u>			<u>(10,000)</u>		<u>(91,750)</u>	<u>(24,275)</u>	<u>(3)</u>		
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	5,140,659	2,159,458	9,165	82,683
Net Income over Expenditure		<u>-360,637</u>	<u>845,954</u>	<u>0</u>	<u>0</u>	<u>-493,461</u>	<u>0</u>	<u>-493,461</u>	<u>584,582</u>	<u>-2,119,435</u>	<u>-9,165</u>	<u>-82,683</u>
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		<u>(360,637)</u>	<u>1,101,029</u>			<u>(493,461)</u>		<u>(493,461)</u>	<u>602,294</u>	<u>(2,119,435)</u>		

Receipts for Month 8

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		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
7151 Banked 11/11/2025		160.00						
	Sales Recpts Page 492	160.00	160.00		100			Sales Recpts Page 492
7152 Banked 11/11/2025		1.69						
7152 Stripe		1.69			1200	435	2.00	Denes Oval floodlights
					4365	435	-0.31	Denes Oval floodlights
7153 Banked 12/11/2025		261,265.59						
7153 National Heritage		261,265.59			1091	160	261,265.59	TH NHLF funding
7154 Banked 12/11/2025		405,961.96						
7154 HMRC		405,961.96			105		405,861.88	VAT refund Q2
					1080	100	100.08	VAT interest rec'd Q2
7155 Banked 12/11/2025		5.32						
7155 Stripe		5.32			1200	435	6.00	Denes Oval floodlights
					4365	435	-0.68	Denes Oval floodlights
7157 Banked 12/11/2025		18.50						
7157 Robinson M & MA		18.50			1020	505	18.50	Weekly market income
7158 Banked 12/11/2025		18.50						
7158 Robinson M & MA		18.50			1020	505	18.50	Weekly market income 3/10
7156 Banked 13/11/2025		7.94						
7156 Stripe		7.94			1200	435	9.61	Denes Oval floodlights
					4365	435	-1.67	Denes Oval floodlights
7159 Banked 14/11/2025		1.69						
7159 Stripe		1.69			1200	435	2.00	Denes Oval floodlights
					4365	435	-0.31	Denes Oval floodlights
7160 Banked 14/11/2025		200.00						

Receipts for Month 8				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Sales Recpts Page 493	200.00	200.00		100			Sales Recpts Page 493
7161 Banked 17/11/2025		1.69						
7161 Stripe		1.69			1200	435	2.00	Denes Oval floodlights
					4365	435	-0.31	Denes Oval floodlights
7162 Banked 18/11/2025		130.00						
	Sales Recpts Page 494	130.00	130.00		100			Sales Recpts Page 494
7163 Banked 20/11/2025		1.92						
7163 Stripe		1.92			1200	435	2.50	Denes Oval Floodlights
					4365	435	-0.58	Denes Oval Floodlights
Total Receipts for Month		668,131.86	838.00	0.00			667,293.86	
Cashbook Totals		3,725,508.62	838.00	0.00			3,724,670.62	

Date: 21/11/2025

Lowestoft Town Council 2025-2026

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Time 15:52

Cashbook 1

User: COXJ

Unity Bank Account

For Month No: 8

Payments for Month 8

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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

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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
11/11/2025	HMRC	7C03	19,272.57			525		19,272.57	PAYE/NIC Mth 7 Oct 25
11/11/2025	Suffolk Pension Fund	7C04	17,228.84			530		17,228.84	Mth 7 Pension
11/11/2025	Lauren Elliott	7C14	41.60		6.88	4160	150	34.72	LE Oct reimbursement
11/11/2025	Nick Walker Thatching	7C02	7,770.00	7,770.00		500			Thatching BVP Lodge
11/11/2025	Smith Bros Timber (East Anglia	7C05	56.42	56.42		500			Mts 47x50mm Reg
11/11/2025	Munnings Supplies Ltd	7C06	664.80	664.80		500			Various PPE
11/11/2025	Excite Solutions Ltd	7C07	624.00	624.00		500			Grounds maint Oct
11/11/2025	Wolseley	7C08	160.91	160.91		500			Screwdriver set
11/11/2025	Octopus Energy Limited	7C09	10.21	10.21		500			Electric Sdg chg BVL20/10-5/11
11/11/2025	Screwfix	7C10	445.32	445.32		500			Boots
11/11/2025	NBB Recycled Furniture	7C11	1,986.00	1,986.00		500			Activity top benches
11/11/2025	Kirkley Pocket Parks	7C12	731.28	731.28		500			Kirkley Pocket Parks plants
11/11/2025	NBB Recycled Furniture	7C13	654.00	654.00		500			Activity table bench
13/11/2025	Peter Colby Commercials Ltd	7C15	120.00	120.00		500			Unit 2 rent Nov 25
13/11/2025	Peter Colby Commercials Ltd	7C16	2,291.04	2,291.04		500			P/Ledger Electronic Payment
13/11/2025	LaserUs	7C17	500.00	500.00		500			Bomb disposal plaque
13/11/2025	Peter Colby Commercials Ltd	7C18	120.00	120.00		500			P/Ledger Electronic Payment
14/11/2025	Parkers Pitches Ltd	7C19	156.00	156.00		500			Fertiliser applied to wickets
14/11/2025	Butler and Castell	7C20	3,412.50	3,412.50		500			Picture cleaning & reframing
14/11/2025	Aura Visions Ltd	7C21	18,931.20	18,931.20		500			Stained glass window restor'n
14/11/2025	Plastica	7C22	497.40	497.40		500			Argonaut Pump SN Koi pond
14/11/2025	Smith Bros Timber (East Anglia	7C23	155.87	155.87		500			Screws and washers
14/11/2025	East Coast Mower Services	7C24	60.00	60.00		500			Repairs to Hyundai compressor
14/11/2025	Apex Scaffolding Anglia Limite	7C25	1,080.00	1,080.00		500			Scaffold 13/1-10/11 Museum SN
14/11/2025	HAT Projects Ltd	7C26	18,088.97	18,088.97		500			Stage 5 fees 33rd drawdown
14/11/2025	Andrew Morton Associates Ltd	7C27	3,068.02	3,068.02		500			Valuations & cost reports
14/11/2025	Harriet Foster	7C28	1,779.00	1,779.00		500			Sep/Oct 25 observ'ns & meeting
14/11/2025	Barnes Construction	7C29	150,000.00	150,000.00		500			Interim Cert no 8
14/11/2025	Claxton Creative Ltd	7C30	760.76	760.76		500			Filming & editing Sep/Oct
14/11/2025	MossKing Associates Ltd	7C31	6,422.00	6,422.00		500			Project Mgr Oct 25
14/11/2025	Fleet Line Markers Ltd	7C32	451.20	451.20		500			Pitchmarker
14/11/2025	R J Pryce & Co Ltd	7C33	27.02	27.02		500			Plastikote twist & spray

Payments for Month 8					Nominal Ledger				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
14/11/2025	Elecosoft UK Ltd	7C34	10,498.80	10,498.80		500			Shiresystem to 23/10/26
14/11/2025	Jess Johnston	7C35	1,290.00	1,290.00		500			Oct 25 Heritage Proj Mgr costs
14/11/2025	Ernest Doe & Sons Ltd	7C39	1,864.02	1,864.02		500			Wessex Land Roller
17/11/2025	C&C Consulting Services Ltd	7C36	369.90	369.90		500			H&S Support
17/11/2025	Credit Card Account	7C37	1,414.87			220		1,414.87	Credit card Oct 25
17/11/2025	Barnes Construction	7C38	150,000.00	150,000.00		500			Interim Cert no 8
18/11/2025	Barnes Construction	7C40	59,854.45	59,854.45		500			Interim Cert no 8
18/11/2025	Eon Energy	7C41	14.71	14.71		500			Electric FP PCs Oct 25
20/11/2025	Travis Perkins Trading Company	7C42	493.61	493.61		500			Fencing pins for Santa Dash
20/11/2025	The Marina Theatre Trust	7C43	971.43	971.43		500			Rechge TP Fire inv 14629
20/11/2025	Ben Burgess GroundsCare Equipm	7C44	547.05	547.05		500			Service of Climber 10-27
20/11/2025	R J Pryce & Co Ltd	7C45	7.86	7.86		500			Rat traps
20/11/2025	East Suffolk Services Ltd	7C46	375.18	375.18		500			Trade Waste Oct-Dec 25
20/11/2025	Seletar Signs	7C47	96.00	96.00		500			'Viewing Area' sign for R Day
20/11/2025	Wilco Motor Spares Ltd	7C48	23.50	23.50		500			Air hose & brass air fittings
20/11/2025	NPower Ltd	7C49	964.16	964.16		500			Electric TM Oct 25
Total Payments for Month			528,453.99	490,266.73	8.60			38,178.66	
Balance Carried Fwd			3,197,054.63						
Cashbook Totals			3,725,508.62	490,266.73	8.60			3,235,233.29	

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Unity Bank Account

For Month No: 7

Receipts for Month 7

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		2,289,739.37					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

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
					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

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

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

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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Unity Bank Account

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Payments for Month 7

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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 spotlight 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

Payments for Month 7					Nominal Ledger				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
28/10/2025	Excite Solutions Ltd	7B32	240.00	240.00		500			measurement 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	

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.

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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.

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- 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.

Lowestoft Town Council
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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.

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- 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.

Lowestoft Town Council
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Wednesday 08 October 2025 AT 10:00

The meeting was closed at 11:35

Signed:
12 November 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.

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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 3n, 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.

ab 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.

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

cd 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.

de 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.

ef 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.

fg Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.

gh 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

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- 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 ~~If the~~ 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 order 20(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.⁷

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. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at~~

- ~~least seven days before the meeting confirming their withdrawal of it;~~
- ~~iii-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;**
- ~~iv-iii.~~ **facilitate inspection of the minute book by local government electors;**
- ~~v-iv.~~ **receive and retain copies of byelaws made by other local authorities;**
- ~~vi-v.~~ retain acceptance of office forms from councillors;
- ~~vii-vi.~~ retain a copy of every councillor's register of interests;
- ~~viii-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;
- ~~ix-viii.~~ receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- ~~x-ix.~~ manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- ~~xi-x.~~ arrange for legal deeds to be executed;
- See also standing order 23 below.*
- ~~xii-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;
- ~~xiii-xii.~~ manage access to information about the council via the publication scheme; and
- ~~xiv-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 further 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 is 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 is subjectare 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

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- a In accordance with ~~F~~freedom of ~~i~~nformation 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~~y~~ shall ~~published~~ 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 ~~his~~~~-their~~ personal data
- c The Council shall have a written policy in place for responding to and managing a personal data ~~-incident breach~~.
- d The Council shall keep a record of all personal data ~~breaches incidents~~ comprising the facts relating to the personal ~~al~~ data ~~breach 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 shall](#) 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 shall 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 hasve 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.



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.



Lowestoft Town Council

Sponsorship and Advertising Policy

- 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.

Adopted September 2019.

Reviewed May 2025.

Next Review May 2026.



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)
£10,001 to £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.
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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 maintains⁵ 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



Lowestoft Town Council Investment Policy and Strategy

- 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

~~b)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~~ 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 ~~Town Clerk, as 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 ~~Town Clerk, as 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 than 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; ~~and~~ Long-term investments are envisaged ~~and-but~~ have to be carefully considered to take account of cash-flow and borrowing needs within the investment period.



Lowestoft Town Council Investment Policy and Strategy

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 ~~Town Clerk~~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~~

~~(3rd Edition)~~

~~Issued under section 15(1)(a) of the Local Government Act 2003 and effective for financial years commencing on or after 1 April 2018~~

~~POWER UNDER WHICH THE GUIDANCE IS ISSUED~~

- ~~1. The following Guidance is issued by the Secretary of State under section 15(1)(a) of the Local Government Act 2003. Under that section local authorities are required to "have regard" to "such guidance as the Secretary of State may issue".~~

~~DEFINITION OF TERMS~~

- ~~2. In this guidance the **2003 Act** means the Local Government Act 2003.~~
- ~~3. **Local authority** has the meaning given in section 23 of the 2003 Act. To the extent that this guidance applies to parish councils and charter trustees (see paragraph 11) a reference to a local authority includes those councils and trustees.~~
- ~~4. The definition of an **investment** covers all of the financial assets of a local authority as well as other non-financial assets that the organisation holds primarily or partially to generate a profit; for example, investment property portfolios. This may therefore include investments that are not managed as part of normal treasury management processes or under treasury management delegations.~~
- ~~5. For the avoidance of doubt, the definition of an investment also covers loans made by a local authority to one of its wholly-owned companies or associates, to a joint venture, or to a third party.~~

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Lowestoft Town Council Investment Policy and Strategy

~~The term does not include pension funds or trust fund investments, which are subject to separate regulatory regimes and therefore are not covered by this guidance.~~

~~6. A credit rating agency is one of the following three companies:~~

- ~~• Standard and Poor's;~~
- ~~• Moody's Investors Service Ltd; and~~
- ~~• Fitch Ratings Ltd.~~

~~7. For the purposes of this guidance a loan is a written or oral agreement where a local authority temporarily transfers cash to a third party, joint venture, subsidiary or associate who promises to return it according to the terms of the agreement, normally with interest. This definition does not include a loan to another local authority, which is classified as a specified investment.~~

~~8. The Treasury Management Code means the statutory code of practice issued by CIPFA: "Treasury Management in the Public Services: Code of Practice and Cross Sectoral Guidance Notes, 2017 Edition".~~

~~9. The Prudential Code means the statutory code of practice, issued by CIPFA: "The Prudential Code for Capital Finance in Local Authorities, 2017 Edition".~~

~~10. The Capital Strategy is the strategy required by the updates to the Prudential Code and Treasury Management Code.~~

APPLICATION

Effective date

~~11. This guidance applies for financial years commencing on or after 1 April 2018. It supersedes all previous editions of the Statutory Guidance on Local Authority Investments.~~

~~12. Strategies presented to Council or equivalent before 1 April 2018 but relating to 2018-19 and future financial years do not need to include all of the additional disclosures required by this edition of the guidance should it not prove practical or cost effective to do so. If a local authority chooses not to include the new disclosures in its 2018-19 Strategy, it must include the disclosures in full in the first Strategy presented to full Council or equivalent after 1 April 2018.~~

Local authorities

~~13. This guidance applies to all local authorities in England.~~

~~14. This guidance applies to parish councils and charter trustees, providing their total investments exceed or are expected to exceed £100,000 at any time during the financial year. Where a parish council or charter trustee expects its total investments to be between £10,000 and £100,000, it is encouraged to adopt the principles in this guidance.~~



Lowestoft Town Council Investment Policy and Strategy

KEY PRINCIPLES

Transparency and democratic accountability

15. For each financial year, a local authority should prepare at least one Investment Strategy ("the Strategy"). The Strategy should contain the disclosures and reporting requirements specified in this guidance.
16. The Strategy should be approved by the full council. For authorities without a full Council, the Strategy should be approved at the closest equivalent level. The Secretary of State recommends that the Strategy should be presented for approval prior to the start of the financial year.
17. Where a local authority proposes to make a material change to its Strategy during the year a revised Strategy should be presented to full council or equivalent for approval before the change is implemented.
18. The Strategy should be publicly available on a local authority's website. Where a parish council or charter trustee does not maintain its own website, they should post a public notice detailing how local residents can obtain a copy of the Strategy, free of charge.
19. Where a local authority prepares a Capital Strategy in line with the requirements of the Prudential Code, a Treasury Management Strategy in line with the requirements of the Treasury Management Code, or any other publicly available document, the disclosures required to be included in the Strategy can be published in those documents instead of in the Strategy.

Contribution

20. Investments made by local authorities can be classified into one of two main categories:
 - Investments held for treasury management purposes; and
 - Other investments.
21. Where local authorities hold treasury management investments, they should apply the principles set out in the Treasury Management Code. They should disclose that the contribution that these investments make to the objectives of the local authority is to support effective treasury management activities. The only other element of this Guidance that applies to treasury management investments is the requirement to prioritise Security, Liquidity and Yield in that order of importance.
22. Local authorities should disclose the contribution that all other investments make towards the service delivery objectives and/or place making role of that local authority. It is for each local authority to define the types of contribution that investments can make and a single investment can make more than one type of contribution.



Lowestoft Town Council Investment Policy and Strategy

Use of indicators

23. The Strategy should include quantitative indicators that allow Councillors and the public to assess a local authority's total risk exposure as a result of its investment decisions. This should include how investments are funded and the rate of return received. Where investment decisions are funded by borrowing the indicators used should reflect the additional debt servicing costs taken on.
24. Local authorities should consider the most appropriate indicators to use, given their risk appetite and capital and investment strategies. Whilst this guidance does not prescribe specific indicators or thresholds, the indicators used should be consistent from year to year and should be presented in a way that allows elected members and the general public to understand a local authorities' total risk exposure from treasury management and other types of investment.
25. Where a local authority has entered into a long term investment or has taken out long term debt to finance an investment the indicators used should allow Councillors and the general public to assess the risks and opportunities of the investment over both its payback period and over the repayment period of any debt taken out.

Security, Liquidity and Yield

26. A prudent investment policy will have two underlying objectives:
- **Security** – protecting the capital sum invested from loss; and
 - **Liquidity** – ensuring the funds invested are available for expenditure when needed.
27. The generation of **yield** is distinct from these prudential objectives. However, this does not mean that local authorities are recommended to ignore potential revenues. Once proper levels of security and liquidity are determined, it will then be reasonable to consider what yield can be obtained consistent with these priorities.
28. When entering into treasury management investments, local authorities should consider security, liquidity and yield in that order of importance.
29. When entering into other types of investments local authorities should consider the balance between security, liquidity and yield based on their risk appetite and the contribution(s) of that investment activity.

Security

Financial Investments

30. Financial investments can fall into one of three categories:
- **Specified investments;**
 - **Loans; and**
 - **Other Non-specified investments.**



Lowestoft Town Council Investment Policy and Strategy

Specified Investments

31. An investment is a specified investment if all of the following apply:

- ▲ The investment is denominated in sterling and any payments or repayments in the respect of the investment are payable only in sterling.
- ▲ The investment is not a long term investment. This means that the local authority has contractual right to repayment within 12 months, either because that is the expiry term of the investment or through a nonconditional option.
- ▲ The making of the investment is not defined as capital expenditure by virtue of Regulation 25(1)(d) of the *Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 [as amended]*.
- ▲ The investment is made with a body or in an investment scheme described as high quality (see paragraph 33 or with one of the following bodies:
 - i. The United Kingdom Government;
 - ii. A local authority in England or Wales (as defined in section 23 of the 2003 Act) or a similar body in Scotland or Northern Ireland; or
 - iii. A parish council or community council.

32. For the purposes of paragraph 32 the Strategy should define high credit quality. Where this definition incorporates ratings provided by credit rating agencies paragraph 42 is relevant.

Loans

33. A local authority may choose to make loans to local enterprises, local charities, wholly owned companies and joint ventures as part of a wider strategy for local economic growth even though these loans may not all be seen as prudent if adopting a narrow definition of prioritising security and liquidity.

34. Local authorities can make such loans whilst continuing to have regard to this guidance if they can demonstrate in their Strategy that:

- ▲ Total financial exposure to these type of loans is proportionate;
- ▲ They have used an allowed "expected credit loss" model for loans and receivables as set out in International Financial Reporting Standard (IFRS) 9 *Financial Instruments* as adopted by proper practices to measure the credit risk of their loan portfolio;
- ▲ They have appropriate credit control arrangements to recover overdue repayments in place; and
- ▲ The local authority has formally agreed the total level of loans by type that it is willing to make and their total loan book is within their self-assessed limit.

Non-specified investments

35. A non-specified investment is any financial investment that is not a loan and does not meet the criteria to be treated as a specified investment.



Lowestoft Town Council Investment Policy and Strategy

36. For non-specified investments (i.e. those not meeting the criteria in paragraph 31), the Strategy should:

- Set out procedures for determining which categories of investments may be prudently used (and where these procedures involve the use of credit ratings, paragraph 32 is relevant).
- Identify which categories of investments have been defined as suitable for use.
- State the upper limits for the maximum amounts both individually and cumulatively that may be held in each identified category and for the overall amount held in non-specified investments and confirm that investments made have remained within those limits.

Non-financial investments

37. As defined in paragraph 4 of this guidance non-financial investments are nonfinancial assets that the organisation holds primarily or partially to generate a profit. Where a local authority holds a non-financial investment, it will normally have a physical asset that can be realised to recoup the capital invested. Local authorities should consider whether the asset retains sufficient value to provide security of investment using the fair value model in *International Accounting Standard 40: Investment Property* as adapted by proper practices.

38. Where the fair value of non-financial investments is sufficient to provide security against loss, the Strategy should include a statement that a fair value assessment has been made within the past twelve months, and that the underlying assets provide security for capital investment.

39. Where the fair value of non-financial investments is no longer sufficient to provide security against loss, the Strategy should provide detail of the mitigating actions that the local authority is taking or proposes to take to protect the capital invested.

40. Where a local authority recognises a loss in the fair value of a non-financial investment as part of the year-end accounts preparation and audit process, an updated Strategy should be presented to full council detailing the impact of the loss on the security of investments and any revenue consequences arising therefrom.

Risk Assessment

41. The Strategy should state the local authority's approach to assessing risk of loss before entering into and whilst holding an investment, making clear in particular:

- How it has assessed the market that it is/will be competing in, the nature and level of competition, how it thinks that the market/customer needs will evolve over time, barriers to entry and exit and any ongoing investment requirements.
- Whether and, if so how, a local authority uses external advisors be they treasury management advisors, property investment advisors or any other relevant persons.
- How the local authority monitors and maintains the quality of advice provided by external advisors.



Lowestoft Town Council Investment Policy and Strategy

- ~~■ To what extent, if at all, any risk assessment is based on credit ratings issued by credit ratings agencies;~~
- ~~■ Where credit ratings are used, how frequently they are monitored and the procedures for taking action if credit ratings change;~~
- ~~■ What other sources of information are used to assess and monitor risk;~~

Liquidity

- ~~42. For financial investments that are not treasury management investments or loans the Strategy should set out the procedures for determining the maximum periods for which funds may prudently be committed and state what those maximum periods are and how the local authority will stay within its stated investment limits.~~
- ~~43. For non-financial investments the Strategy should set out the procedures for ensuring that the funds can be accessed when they are needed, for example to repay capital borrowed. It should also state the local authority's view of the liquidity of the investments that it holds, recognising that assets can take a considerable period to sell in certain market conditions. Where local authorities hold non-financial investment portfolios they can choose to assess liquidity by class of asset or at a portfolio level if appropriate.~~

Proportionality

- ~~44. Where a local authority is or plans to become dependent on profit generating investment activity to achieve a balanced revenue budget, the Strategy should detail the extent to which funding expenditure to meet the service delivery objectives and/or place making role of that local authority is dependent on achieving the expected net profit. In addition, the Strategy should detail the local authority's contingency plans should it fail to achieve the expected net profit.~~
- ~~45. The assessment of dependence on profit generating investments and borrowing capacity allocated to funding these should be disclosed as a minimum over the life cycle of the Medium Term Financial Plan. However, an assessment of longer term risks and opportunities is recommended.~~

Borrowing in advance of need

- ~~46. Authorities must not borrow more than or in advance of their needs purely in order to profit from the investment of the extra sums borrowed.~~
- ~~47. Where a local authority chooses to disregard the Prudential Code and this Guidance and borrows or has borrowed purely to profit from the investment of the extra sums borrowed the Strategy should explain:~~
- ~~■ Why the local authority has decided not to have regard to this Guidance or to the Prudential Code in this instance; and~~
 - ~~■ The local authority's policies in investing the money borrowed, including management of the risks, for example, of not achieving the desired profit or borrowing costs increasing.~~



Lowestoft Town Council Investment Policy and Strategy

Capacity, skills and culture

48. The Strategy should disclose the steps taken to ensure that those elected members and statutory officers involved in the investments decision making process have appropriate capacity, skills and information to enable them to take informed decisions as to whether to enter into a specific investment, to assess individual assessments in the context of the strategic objectives and risk profile of the local authority and to enable them to understand how the quantum of these decisions have changed the overall risk exposure of the local authority.
49. The Strategy should disclose the steps taken to ensure that those negotiating commercial deals are aware of the core principles of the prudential framework and of the regulatory regime within which local authorities operate.
50. Where appropriate the Strategy should comment on the corporate governance arrangements that have been put in place to ensure accountability, responsibility and authority for decision making on investment activities within the context of the local authority's corporate values.

ANNEX A – INFORMAL COMMENTARY ON THE STATUTORY GUIDANCE ON LOCAL GOVERNMENT INVESTMENTS

Power under which this Guidance is issued [paragraph 1]

1. The **Local Government Act 2003**, section 15(1), requires a local authority "...to have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify...".
2. The guidance on investments in the main part of this document is issued under section 15(1) of the 2003 Act and authorities are therefore required to have regard to it. This part (**Annex A**) contains an informal commentary ("the commentary") on the Statutory Guidance.
3. Two codes of practice issued by the *Chartered Institute of Public Finance and Accountancy* (CIPFA) contain investment guidance which complements the MHCLG guidance. These publications are:
 - ▲ *Treasury Management in the Public Services: Code of Practice and Cross Sectoral Guidance Notes*
 - ▲ *The Prudential Code for Capital Finance in Local Authorities*
4. Local authorities are required to have regard to the current editions of the CIPFA codes by regulations 2 and 24 of the *Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 [SI 3146] as amended*.



Lowestoft Town Council Investment Policy and Strategy

Objectives in updating the Guidance

5. ~~The 2nd edition of this Guidance, which was issued in 2010, reflected concerns raised by the CLG and Treasury Select committees as part of their enquiries into the financial crash of 2007-8. The key areas of focus were:~~

- ~~• The practice of investing for yield, especially in Icelandic Banks; • The need for transparent investment strategies; and~~
- ~~• The use of Treasury Management advisors.~~

6. ~~The changes made to the 3rd edition of this Guidance reflect changes in patterns of local authority behaviour. Some local authorities are investing in non-financial assets, with the primary aim of generating profit. Others are entering into very long term investments or providing loans to local enterprises or third sector entities as part of regeneration or economic growth projects that are in line with their wider role for regeneration and place-making.~~

7. ~~In addition, the National Audit Office and the Public Accounts Committee have raised a number of concerns about local authority behaviour that this guidance aims to address. These are:~~

- ~~• Local authorities are exposing themselves to too much financial risk through borrowing and investment decisions;~~
- ~~• There is not enough transparency to understand the exposure that local authorities have as a result of borrowing and investment decisions; and~~
- ~~• Members do not always have sufficient expertise to understand the complex transactions that they have ultimate responsibility for approving.~~

Effective Date [paragraphs 11-12]

8. ~~This Guidance applies from 1 April 2018. It supersedes all previous editions of the Guidance.~~

9. ~~The Guidance requires local authorities to produce a number of additional disclosures. Many local authorities already produce these as part of internal reporting and risk management procedures. However, if these disclosures are not currently produced, then local authorities do not need to prepare them in full for Strategies presented to full Council or equivalent before 1 April 2018. Those local authorities who do not include the required disclosures in their 2018-19 strategies, should present them for approval the first time the relevant Strategy is updated or superseded.~~

Local Authorities [paragraphs 12-13]

10. ~~This Guidance applies to all local authorities, who hold or during the next financial year intend to hold financial or non-financial investments, solely or in part to generate revenue income.~~

11. ~~It applies to parish councils whose investments exceed the thresholds set out in paragraph 14. The decision to lower the financial threshold for parish councils has been taken in recognition that some~~



Lowestoft Town Council Investment Policy and Strategy

parishes have begun to engage in commercial ventures. As parish councils tend to be fairly small and to obtain a greater percentage of their funding directly from council tax payers than other types of local authority, it is right that they demonstrate that they have carefully considered the expertise that they need to manage the risks arising from their strategy.

Transparency and democratic accountability [paragraphs 15-19]

12. The Government believes that local authorities need to be better at explaining “why” not just “what” they are doing with their investment activity. That means that the sector needs to demonstrate more transparency and openness and to make it easier for informed observers to understand how good governance and democratic accountability have been exercised.
13. The additional disclosures required by the Guidance should be included in a single document presented to full Council or the equivalent. Although the Guidance refers to an Investment Strategy, providing that all of the disclosures are easy for interested parties to find and are in or linked from a single document, a separate Strategy does not need to be prepared. The Strategy should be updated at least annually.
14. Subject to the provisions in paragraph 35 and 36 of the commentary, local authorities can exclude specific non-financial investments from the required disclosures on grounds of commercial confidentiality. The Government expects that non-disclosure on grounds of commercial confidentiality will be an exceptional circumstance. A local authority should only determine that it would breach commercial confidentiality to include an investment in the disclosures on receipt of appropriate professional advice, using the same criteria as would be used to exclude the public from a Council meeting. Local authorities should reassess whether the commercial confidentiality test is met every time a new Strategy is presented to full Council or the equivalent.
15. Under Regulation 17 of the *The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012* as amended overview and scrutiny committee members have right of access to any confidential information relating to any decision by any committee or any member of the executive of their council. Nothing in this Guidance has the power to override this regulation.
16. Assets that generate revenue income solely through fees and charges for discretionary services levied under Section 93 of the *Local Government Act 2003* should not be classified as non-financial investments for this purpose.
17. If disclosures are already produced in another document that is publicly available then a local authority can provide a link to the disclosures from the Strategy rather than reproducing them. The exception is disclosures contained in the Statutory Accounts, which do not meet the requirements of this Strategy. This is because local authority statutory accounts can be complex and difficult for users who are not familiar with local government accounting to understand and statutory accounts



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are prepared to a higher level of materiality than local authorities should use for internal risk management.

Contribution [paragraphs 20-22]

18. Local authorities may have several different objectives, when deciding to acquire an asset. If an asset is not solely held for yield, then a local authority may have a different risk appetite or be willing to accept a lower return than it otherwise would.

19. Each local authority should determine how it categorises different types of contribution, and each investment can have more than one type of contribution. A non-exhaustive list of types of contribution include:

- ▲ Yield/profit
- ▲ Regeneration
- ▲ Economic benefit/business rates growth
- ▲ Responding to local market failure
- ▲ Treasury management

20. Where a local authority classifies an investment as contributing to regeneration or local economic benefit, it should be able to demonstrate that the investment forms part of a project in its Local Plan.

Use of indicators [paragraphs 23-25]

21. Local authorities should present a range of indicators to allow members and other interested parties to understand the total exposure from borrowing and investment decisions. The indicators should cover both the local authority's current position and the expected position assuming all planned investments for the following year are completed. The indicators do not need to take account of Treasury Management investments unless these are expected to be held for more than 12 months.

22. The Guidance requires local authorities to develop quantitative indicators that allow Councillors and the public to assess a local authority's total risk exposure as a result of its investment decisions. We recommend that, the indicators in the table below are used. Where local authorities have a different risk appetite or different expectation of returns depending on the contribution(s) each type of investment makes, they should consider presenting the indicators, classified by type of contribution or risk appetite.

Debt to net service expenditure (NSE) ratio	Gross debt as a percentage of net service expenditure, where net service expenditure is a proxy for the size and financial strength of a local authority.
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Lowestoft Town Council Investment Policy and Strategy

Commercial income to NSE ratio	<i>Dependence on non-fees and charges income to deliver core services. Fees and charges should be netted off gross service expenditure to calculate NSE.</i>
Investment cover ratio	<i>The total net income from property investments, compared to the interest expense.</i>
Loan to value ratio	<i>The amount of debt compared to the total asset value.</i>
Target income returns	<i>Net revenue income compared to equity. This is a measure of achievement of the portfolio of properties.</i>
Benchmarking of returns	<i>As a measure against other investments and against other council's property portfolios.</i>
Gross and net income	<i>The income received from the investment portfolio at a gross level and net level (less costs) over time.</i>
Operating costs	<i>The trend in operating costs of the non-financial investment portfolio over time, as the portfolio of non-financial investments expands.</i>
Vacancy levels and Tenant exposures for nonfinancial investments	<i>Monitoring vacancy levels (voids) ensure the property portfolio is being managed (including marketing and tenant relations) to ensure the portfolio is productive as possible.</i>

23. Where appropriate, local authorities should consider including targets or limits set by members alongside the outturn. Where there has been a significant change in year on year performance against any of the indicators presented local authorities should include an explanation in the Strategy.

24. Local authorities can choose to present additional indicators in the Strategy should they believe that it would enhance understandability and transparency to do so.

Security, liquidity and yield [paragraphs 26-29]

25. For treasury management and other financial investments local authorities should continue to prioritise **SECURITY, LIQUIDITY** and **YIELD** in that order of importance.



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~~26. Whilst consideration of security and liquidity is important for loans and nonfinancial investments, the relative balance between objectives may be different depending on the nature and objectives in making a specific investment.~~

Security and liquidity

Loans [paragraphs 33 – 34, 40]

~~27. Loans to joint ventures, local SMEs or third sector bodies, and wholly owned companies fall within the scope of the Guidance. When considering security and liquidity of loans local authorities should set limits for their total exposure and apply the expected loss model in line with the requirements of IFRS 9 Financial Instruments.~~

Non financial investments [paragraphs 37-40, 43]

~~28. Where a local authority has a non-financial investment, it will have an asset that can be realised to recoup the sums invested. Therefore, the Guidance requires local authorities to consider security by reference to the value of the asset relative to purchase price and to set out the plans to recoup the investment if realising the asset would not recoup the sums invested. In the period immediately after purchase, it is normal for the directly attributable costs of purchasing a nonfinancial investment to be greater than the realisable value of the asset. In this scenario, all the Strategy needs to disclose is how long the local authority expects it to take for the increase in asset values to provide security for the sums invested and the assumptions underpinning that expectation.~~

~~29. Non-financial investments are by their nature illiquid. However, this does not mean that the local authority does not need to plan for realising a part of its nonfinancial investment portfolio, for example to repay debt. The liquidity of the nonfinancial investment portfolio should be considered over the repayment period of any debt taken out to acquire assets, which could be very long term. Given current trends such as the scale and pace of technology driven change, there is no guarantee that non-financial investments will continue to deliver value over their lifetime. To manage this risk, local authorities need to have plans to realise the capital tied up in non-financial investments if required. In addition, the Strategy should consider the trade-offs between accepting capital loss and refinancing debt incurring additional debt servicing costs by doing so, if appropriate.~~

Proportionality [paragraphs 44-45]

~~30. Local authorities need to consider the long term sustainability risk implicit in becoming too dependent on commercial income or in taking out too much debt relative to net service expenditure.~~

~~31. In addition, whilst under statute, local authority debt is secured on the revenues of that authority, in practice, there is no realistic prospect of the revenues of any local authority being sufficient to pay back debt equating to many multiples of the sum of NNDR and Council Tax Income, without a pervasive and long term impact on service delivery. It is unclear whether local authorities who have adopted a debt financed commercial investment strategy have realistic plans to manage failure. Whilst the Government recognises the importance of local authorities taking on debt to enhance~~



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service provision, irrespective of the source of finance, it does not believe that it should do the same for commercial investments.

32. For this reason, the Guidance introduces a new requirement that in every local authority, full council or its nearest equivalent, sets limits that cannot be exceeded for gross debt compared to net service expenditure, and for commercial income as a percentage of net service expenditure.

33. If a local authority has exceeded these limits through investments taken out prior to the introduction of this Guidance, it does not need to dispose of investments currently held. However, authorities who have exceeded their self-assessed limits should not enter into any further investments, irrespective of how these are financed, other than short term investments required for efficient treasury management.

Borrowing in advance of need [paragraphs 46-47]

34. The Prudential Code, issued by CIPFA has always contained a statement that local authorities should not borrow more than, or in advance of their needs purely in order to profit from the investment of the extra sums borrowed. The purpose of repeating that statement in this Guidance is to make it clear that it extends to borrowing taken on to finance the acquisition of non-financial as well as financial investments.

35. Local authorities can still finance the acquisition of financial or non-financial investments from capital receipts generated from the sale of surplus assets. However, they should not repurpose receipts allocated to the acquisition of assets that contribute to service delivery to fund the purchase of investments, solely to avoid the requirements against borrowing in advance of need.

36. If exceptionally a local authority chooses not to have regard to the provision on borrowing to fund investment activity the Guidance requires them to explain, in their Strategy, the rationale for this decision.

37. The purpose of this disclosure is to allow external auditors, tax-payers and other interested parties to understand why the local authority has chosen to disregard the Guidance, and to hold the authority to account should they believe there is not sufficient reason for doing so.

Capacity, Skills and Culture [paragraphs 48-50]

38. In the Public Accounts Committee report of 18 November 2016¹, members raised concerns that, locally elected members may not always have the background and expertise to understand the risks associated with the decisions that they are being asked to make. For this reason the Guidance

¹ <https://www.parliament.uk/business/committees/committees-a-z/commons-select/public-accountscommittee/inquiries/parliament-2015/financial-sustainability-local-authorities-16-17/>



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~~extends the requirements on capacity and skills to members and any statutory officers involved in or responsible for signing off on investment decisions.~~

~~39. Members do not necessarily need formal training in understanding investment risks to satisfy the requirements of the Guidance. Depending on their level of expertise a presentation setting out the risks and opportunities of an investment strategy/specific investment in terms a layman would understand, may be sufficient to meet the new requirements.~~

~~40. The Government is aware that many local authorities have brought in outside expertise to identify and negotiate investment opportunities. Whilst this can be an effective method of risk management, it is important that those negotiating deals understand that they are not operating in a purely commercial environment and that the prime purpose of a local authority is to deliver statutory services to local residents. Therefore, the Strategy should comment on how they have been made aware of this.~~

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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 <i>Subsequent balances will continue to be prudently invested in organisations falling within the above categories.</i>
February 2021	At point 6.1 added that <i>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.</i>
April 2023	At point 2.5 added reference to the Earth Protector Town declaration

Lowestoft Town Hall Project

Progress Report for November 2025 Steering Committee

This report covers the period 8 October to 11 November 2025.

Construction

- New build for the New Market Inn extension is underway. This is the area to the north of the existing building at the west end of the Compass Street range. The extension will provide sufficient space for toilets and circulation at ground floor, plus the coworking space and Council offices on the first and second floors respectively.
- Roof strengthening works are continuing to provide support for MVHR equipment to go in the loft spaces (MVHR = mechanical ventilation with heat recovery, ie the systems that will provide fresh air within the building and recover and reuse heat produced in the building when needed).
- Roof work continues, with the Mariners Street elevation now felted and battened ready for slates.
- The substation roof has been screeded and is complete.
- A sash window sample, showing the standard/extent of repair and conservation proposed, has been prepared for signoff by the conservation architects. Once agreed, this will determine the amount of work required for each window, without the need for a detailed assessment of every historic window.
- Once wallpaper had been removed from the south wall of the Council Chamber, large cracks were visible around the windows. These have now had appropriate structural repairs.
- Lime plastering in the Council Chamber will be considerably more extensive, as many areas have failed and were hidden by layers of wallpaper. There is also more plastering to do in the Registrars' suite and heritage area. Timing of the works is challenging, as lime plaster must be applied when the ambient temperature is consistently above 5C. Barnes and HAT Projects are discussing how best to progress this, as we have grant funding deadlines to meet.
- Where we have internal walls or ceilings that have been replaced, we will use standard gypsum plaster. This will be quicker and cheaper than lime plaster, which is not required in any case on internal modern walls. External walls will be lime plastered to ensure the breathability of the building.
- IT requirements for Registrars are more complex than originally anticipated as they require their own secure fibre into, and network around, the building. A meeting held with all parties last week identified several 'doable' solutions.
- The construction continues to run behind programme. A meeting was held at Barnes HQ on 10 November to review the detailed programme, and to discuss potential mitigations to reduce the delays. However, some delay is inevitable given the structural roof issues that have been encountered. I will discuss this at the meeting in confidential session given the contractual issues involved. A confidential appendix to this document will be provided.



Grant Funding

- Last month's quarterly review with National Lottery Heritage Fund identified no specific issues, and the grant reclaim has been approved, with £261,265 due to be paid over in the next day or two.
- The lead architect and conservation architect joined our monthly review meeting with Historic England, to discuss conservation issues. This meeting went well, and a good relationship is developing.

Activity & Interpretation

- Our next Town Hall tours will be scheduled in January, along with a further drop in session for local people to meet Barnes and raise any questions. The venue for this latter is yet to be finalised, but it will definitely be indoors, after our wet September experience!
- Activities since the last report include a filmmaking workshop with Julian Claxton, our resident filmmaker, and further crafting with Food in School Holidays (FISH) attendees. A free career development workshop, to be run by Menta, didn't have sufficient uptake, despite extensive advertising, and has been cancelled. We will look at other opportunities in the new year.
- John Chamberlain, heritage officer, will attend the steering committee to give an update on recent activities/current plans.

Business Plan/Staffing

- The Town Hall Manager role attracted a very high-quality field, and it was encouraging to see the level of interest in the project. A recommendation for appointment will be made to the committee and in turn to Full Council.
- I have updated the operational financials to include forecasts for budgeting purposes for the end of next financial year and into the 27/28 year. This is based on the eight-week plan on which the full eight years of operational financials are built but tuned down to reflect the early days of the Town Hall, where appropriate. It also includes those fixed costs that will be attracted from day one, such as insurance, business rates etc.
- I will attend Budget and Loans Committee on 17/11 to present this and answer any questions arising.

Financials

- Total spend to date is below:

Spend to date	TOTALS
Budget	£ 12,561,234
Actual spend to date	£ 2,904,230
Balance remaining	£ 9,657,004

- Invoices since the last report are below (note this includes several settled directly by LTC, but now incorporated in the reclaims to NLHF:

Invoice								Project
Date	Inv Ref N	Supplier	Description	Amount	VAT	Total inc VA		PO
19/06/25	LTH306	Danielle Morgan	Materials for hoardings for activity	£ 50.00	£ -	£ 50.00		TH97
14/03/25	LTH307	East Suffolk Council	Business rates for pop up shop (venue) part Fe	£ 536.19	£ -	£ 536.19		TH87
14/03/25	LTH308	East Suffolk Council	Business rates for pop up shop (venue) Apr/Ma	£ 740.60		£ 740.60		TH87
24/09/25	LTH309	Free Range Collective	Initial fee re Pop Culture activity/exhibition	£ 2,500.00	£ -	£ 2,500.00		TH111
01/12/24	LTH310	HSPA	Final fee main contractor procurement	£ 1,100.00	£ 220.00	£ 1,320.00		TH78
12/08/24	LTH311	HSPA	Addition fee re main contractor procurement	£ 300.00	£ 60.00	£ 360.00		TH78
18/07/25	LTH312	John Chamberlain	Expenses re activities equipment	£ 180.31	£ 31.84	£ 212.15		TH97
23/09/25	LTH313	Lowestoft Town Council	Payroll	£ 949.79		£ 949.79		TH112
23/09/25	LTH314	Lowestoft Town Council	Payroll	£ 17,438.48	£ -	£ 17,438.48		TH88
17/02/25	LTH315	Atlassian	Trello software licence for heritage team	£ 288.58	£ -	£ 288.58		TH96
08/10/25	LTH316	Auravisions Ltd	Stained glass repairs & cleaning inv c	£ 7,282.00	£ 1,456.40	£ 8,738.40		TH83
25/07/25	LTH317	Auravisions Ltd	Stained glass repairs & cleaning inv b	£ 8,494.00	£ 1,698.80	£ 10,192.80		TH83
31/10/25	LTH318	Barnes Group	Main construction contract cert 8, Oct 25	£ 299,878.71	£ 59,975.74	£ 359,854.45		TH99
07/11/25	LTH319	Butler & Castell	Picture frame restoring/picture cleaning	£ 2,843.75	£ 568.75	£ 3,412.50		TH104
31/10/25	LTH320	Andrew Morton Associates	QS October 25	£ 2,556.68	£ 511.34	£ 3,068.02		TH52
06/11/25	LTH321	HAT Projects	Design team fees Oct 25	£ 12,474.14	£ 2,494.83	£ 14,968.97		TH51
06/11/25	LTH321	HAT Projects	Contract Admin Oct 25	£ 2,600.00	£ 520.00	£ 3,120.00		TH63
02/11/25	LTH322	Jess Johnston	Heritage PM Oct 25	£ 1,290.00	£ -	£ 1,290.00		TH53
31/10/25	LTH323	Dr Harriet Foster	Evaluaton Sept/Oct 25	£ 1,779.00	£ -	£ 1,779.00		TH82
31/10/25	LTH324	Julian Claxton	Filmmaking Sep/Oct 25	£ 760.76		£ 760.76		TH83
10/11/25	LTH325	MossKing Associates Limited	Project Management Oct 25	£ 6,422.00	£ -	£ 6,422.00		TH50

- The contingency spend to date is £333,545, which is within budget.

PWLB Loan

- Having taken the decision at Full Council to draw down the £4.74m agreed PWLB loan, we have been monitoring interest rates in the hope of timing a drawdown at an optimum point. Interest rates have softened to 6.12% from 6.47% reported last month, meaning an annual repayment of £257k compared to £274k on the higher rate. Note that there inevitably will be a short delay between submission of the application to DMO and the drawdown of the loan, so the applicable interest rate is somewhat outside LTC's control.

Next steps

- Over the next month, I will be managing/undertaking the following:
 - Responding to construction related queries, attending site meetings and approving instructions in liaison with nominated officers.
 - Working with the professional team and Barnes to review the time and cost implications of construction delay.
 - Continuing to drive business requirements/design issues in liaison with staff.
 - Financial control over expenditure to support the above (in line with approved budgets).
 - Reporting as necessary to funders including Historic England.

Sheila Moss King
Project Manager

Lowestoft Town Council
Extraordinary Assets, Inclusion and Development Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 10 November 2025 19:00

MINUTES

Present: Cllrs Neil Coleby, Jen Jones, Christian Newsome, Andy Pearce, Nick Webb (Deputy Chair) and Elise Youngman

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

87 Welcome

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

88 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Wendy Brooks, John Murray, Bernie Rappensberger and Deborah Ray with reasons provided. Cllr Neil Coleby sent his apologies that he may be late to the meeting. Cllr Youngman proposed approval of apologies received; seconded by Cllr Pearce; all in favour. Cllr John Pitts was absent with no apologies received.

89 Declarations of interests and dispensations

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

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

90 To consider the draft minutes of the meeting on 6 October 2025

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

91 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.

92 To monitor expenditure by this Committee and its Sub-Committees from their delegated budgets

Cllr Pearce proposed approval of the report as a true and accurate record expenditure; seconded by Cllr Youngman; all in favour.

93 Parks and Open Spaces:

93.1 To receive and note the draft minutes of the Parks and Open Spaces Sub-Committee meeting on 21 October 2025 – The draft minutes were received and noted.

93.2 To receive advice regarding parking enforcement at Clarkes Lane and note further information regarding external funding for the project – The Committee noted the intention was for the carpark to be attached to the play area in order to offer accessible parking for users of the play area. Advice had been sought on how to enforce the carpark so that it would not be misused as a general amenity carpark. Two options had been received from Parking Enforcement, one was to attach the play area to East Suffolk Council's Off-Street Parking Order, which they can then enforce, or opt for private land enforcement.

Cllr Pearce proposed officers explore the option of the play area being attached to East Suffolk Council's Off-Street Parking Order (such as whether this would provide enforcement and if a

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management fee would be required) and bring the information back to next appropriate meeting to discuss the viability and cost; seconded by Cllr Newsome; all in favour.

On to topic of funding for the project, officers had reviewed a potential grant funding body, and it was estimated the amount granted would be £50,000 and with 20% match-funding required. Unless further funding bodies could be identified, the remainder of the project cost would be directly funded by the Town Council. Whilst Community Infrastructure Levy funding could be applied for, a full specification of the project would be needed as well as all other funding accounted for before an application could be submitted. Should a majority of the project budget need to be directly funded, delivery of the project would need to be considered over a two-to-three-year period.

Cllr Pearce proposed the query on funding be deferred to the same meeting when further information will be received on parking enforcement, with consideration of delivering the project over a minimum of two years, depending on the grant funding available, and consider if contributory funding should be set aside in the 2026-2027 budget so that the costs could be spread over three years; seconded by Cllr Youngman; all in favour.

93.3 To consider a maximum budget of £660 for rockery planting in Sparrows Nest around the bowls green – Cllr Youngman proposed approval with the budget allocated from the Horticulture budget; seconded by Cllr Pearce; all in favour.

93.4 To consider a recommendation from officers regarding the closure of steps in Sparrows Nest and remedial actions (some aspects may be confidential) – The Committee noted these steps were not a main route of access to the public and a public safety issue had been raised with the steps remaining open in their current conditions. Two options were provided, either to undertake remedial works at a significant cost, or to close the steps and plant over the area at a cost of £500.

Cllr Coleby entered the chamber at 19:16

Cllr Youngman proposed to close the steps and plant over the area, as the entrance has been closed for a significant amount of time, it was not a main route of access to the area and no members of the public have raised an issue with the closure with the office; seconded by Cllr Pearce; five votes in favour and one abstention.

Cllr Pearce proposed the £500 for the closure and planting works be allocated from the Parks Repair and Maintenance budget; seconded by Cllr Youngman; all in favour.

94 Allotments

94.1 To receive and note the draft minutes of the extraordinary Allotments Sub-Committee meeting on 29 October 2025 – The draft minutes were received and noted.

95 Community Safety:

95.1 To receive and note the draft minutes of the Community Safety Sub-Committee meeting on 15 October 2025 – The draft minutes were received and noted.

96 To note data received from recent bird ringing at the North Denes

The data was noted.

Lowestoft Town Council
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Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 10 November 2025 19:00

97 To receive and consider a meeting paper for the development of a pump track and an active track in Normanston Park

The Committee noted there was a nearby housing development that was due to build a pump track and concerns were expressed on its proximity to the proposed track at Normanston Park.

The Sports Development Officer had attempted to start submissions from grant funding, only to find that a major funding body had already received an application from the Town Council for the Town Hall project, therefore a grant application could not be submitted until June 2026, as the funding body only accepted one grant application per year from an organisation.

Cllr Pearce proposed a recommendation be made to Full Council to make provision for the requested grant match-funding to be allocated from the Reserves so that the amount would not be precepted in the 2026-2027 budget, and if the grant applications were successful in 2026, then the amount could be precepted in the following financial year to replenish the Reserves as an Earmarked Reserve Recovery. This would enable budgeting preparation and provide the Sports Development Officer with the financial commitment from the Town Council when submitting applications for grant funding. In the meantime, the Sports Development Officer would follow up on the concerns raised about the pump track at the nearby housing development and provide alternative sites for the pump track, in particular the south of Lowestoft, such as Fen Park or the Elm Tree ward. Cllr Coleby seconded the proposal and a vote was held with all in favour.

For the active track, potential funding sources had been identified but would fall into the 2027-2028 financial year. Cllr Pearce proposed the Sports Development Officer establish the feasibility of the development, and if considered feasible, then there would need to be an internal, in-principal commitment in 2027-2028 to ring-fence the amount for the development from the Reserves; seconded by Cllr Youngman; all in favour.

98 To receive a draft policy for fencing and consider recommendation to the Finance and Governance Committee

This policy would not make a recommendation on which play areas must be fenced, it would identify factors to consider and inform decisions on individual play areas.

Cllr Pearce proposed to accept the draft policy as a working document and recommend it to Full Council; seconded by Cllr Coleby; all in favour.

99 To consider a recommendation and budget on the provision of Christmas lights on the Town Hall for 2026-2027

The Town Council's existing contract was due to end in 2026, therefore officers recommended the existing contract not be amended, unless the Town Council wishes to continue to contract with the same provider, as any additional provision at the Town Hall could be progressed under a separate arrangement.

Officers were asked to check the current contract due to expire in 2026 would still cover the Town Council for the 2026 Christmas period.

A decision would need to be made by February/March 2026, particularly if the Town Council were to opt with the same contractor on a separate arrangement, in order to accommodate the lead-in time.

Cllr Coleby proposed officers have exploratory conversations with consideration of whether to pursue this provision with the current contractor or seek different contractors, noting this would consider

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Extraordinary Assets, Inclusion and Development Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 10 November 2025 19:00

what to do for the Town Hall in isolation for Christmas lights in 2026 and note the lead-in times with a decision to be made in the first quarter of 2026. The Conservation Officer should also be engaged in the process. Cllr Pearce seconded the proposal and a vote was held with all in favour.

100 To consider whether and how to progress exploratory discussions for a possible twinning arrangement

At a previous Mayoral visit to Geesthacht in 2024, a town also twinned with Plaisir, an invitation to twin with Geesthacht had been received from the Municipal Authority. Officers were working to put together a briefing paper outlining the formal process to twin with a town.

Cllr Pearce proposed no decision be made at this time and to receive the briefing paper at the next meeting when a decision could be made on whether to have formal correspondence with the town and how to progress a potential twinning arrangement; seconded by Cllr Webb; all in favour.

101 To consider making a formal approach to East Suffolk Council regarding a potential transfer of land and confirm the boundaries (some aspects may be confidential)

This item would be discussed in confidential session.

102 Date of next meeting

Monday 1 December 2025

103 Items for the next agenda and close

No items were requested for the next agenda.

104 Admissions to Meeting

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

The Chair closed the meeting at 19:42

101 To consider making a formal approach to East Suffolk Council regarding a potential transfer of land and confirm the boundaries (some aspects may be confidential)

Cllr Pearce proposed to table the request to transfer land to East Suffolk Council and progress it accordingly with officers to confirm the boundaries of the piece of land to be transferred on the SK map and submit the map to East Suffolk Council for formal consideration; seconded by Cllr Coleby; all in favour.

The Chair closed the meeting at 19:53

Signed:

1 December 2025



MEETING PAPER

Subject: Recommendation from the Assets, Inclusion and Development Committee on budgeting for the proposed development of a pump track

Meeting: Full Council – Item 168.2.1

Date: 25 November 2025

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

The following recommendation was made by the Assets, Inclusion and Development Committee:

Cllr Pearce proposed a recommendation be made to Full Council to make provision for the requested grant match-funding to be allocated from the Reserves so that the amount would not be precepted in the 2026-2027 budget, and if the grant applications were successful in 2026, then the amount could be precepted in the following financial year to replenish the Reserves as an Earmarked Reserve Recovery. This would enable budgeting preparation and provide the Sports Development Officer with the financial commitment from the Town Council when submitting applications for grant funding. In the meantime, the Sports Development Officer would follow up on the concerns raised about the pump track at the nearby housing development and provide alternative sites for the pump track, in particular the south of Lowestoft, such as Fen Park or the Elm Tree ward. Cllr Coleby seconded the proposal and a vote was held with all in favour.

For the active track, potential funding sources had been identified but would fall into the 2027-2028



Lowestoft Town Council

Play Areas Fencing Policy

1.0 Aim

- 1.1 This policy is designed to set out Lowestoft Town Council's position regarding the provision of perimeter fencing around its play areas.

2.0 Position Statement

- 2.1 Lowestoft Town Council will install appropriate perimeter fencing around its play areas, unless there is a compelling reason which would prevent this.

3.0 Factors to Consider

- 3.1 **Visitor safety** – Many of the Town Council's play areas sit within parks or open spaces which are popular sites for people to exercise their dogs. Whilst the Town Council embraces the versatility and mixed use of its assets, it also recognises its duty of care to ensure play area users can enjoy their visit without fear of dogs and the mess they may leave behind. Additionally, perimeter fencing around a play area provides the reassurance to parents/guardians of an enclosed space for their children to enjoy.
- 3.2 **Cost** – The Town Council is aware that the purchase of appropriate perimeter fencing and gates for its play areas can come at a significant cost, however, cost has never been a factor in compromising on health and safety, and the Town Council will ensure it has the appropriate funds in place to meet requirements, via its rigorous budget setting process.
- 3.3 **Accessibility** – The installation of fencing and gates can make access to play areas more difficult for wheelchair users, mobility vehicle users and visitors with prams/buggies. The Town Council will ensure the fences and gates it installs around its play areas are compliant with the relevant safety standards, which dictate the acceptable dimensions and operation of gates.
- 3.4 **Creation of new hazards** – The fences and gates themselves can become hazards in a play area, if not properly maintained. Members of the Town Council's staff have undertaken the appropriate training to carry out regular routine and operational inspections of all the Town Council's play areas. Where possible, any required repair or maintenance work will be undertaken immediately, or the area will be secured and the hazard reported for remedial action. In addition to this, the Town Council's play areas are inspected on a monthly and quarterly basis by two separate, ROSPA qualified, independent organisations.
- 3.5 **Land ownership** – For any sites which are subject to dual ownership with another authority, the Town Council will work in partnership with that authority to progress the installation of fencing. If appropriate, the Town Council may seek transfer of ownership of the land, but on the basis this will not delay the process of installing fencing.

4.0 Design and Specification

- 4.1 ROSPA guidance states there is no legal requirement for children's play areas to be fenced, and not all fence types are suitable for play areas.
- 4.2 The Town Council will consider the design and specification of the fencing to be used on a site-by-site basis, but in all cases will ensure the design is robust and sympathetic to the surroundings.



Lowestoft Town Council

Play Areas Fencing Policy

- 4.3 In line with ROSPA recommendations, all fencing will be compliant with the regulations BS 1722 and EN 1176, and be a minimum of 1.0m in height.

Revisions	
Date	Amendment

Lowestoft Town Council
Planning Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 13 November 2025 18:45

MINUTES

Present: Cllrs Wendy Brooks, Neil Coleby, Jen Jones (Chair), Christian Newsome, Andy Pearce (Substitute Member) and Elise Youngman

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

114 Welcome

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

115 To receive and consider approval of apologies for absence

Apologies were received from Cllrs John Murray and Bernie Rappensberger with reasons provided. Cllr Pearce proposed approval; seconded by Cllr Youngman; all in favour.

It was noted that Cllr Pearce was attending as a substitute member and had completed his mandatory Planning training.

116 Declarations of interests and dispensations

116.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from Councillors on items on the agenda – Cllr Pearce noted application DC/25/3291/FUL provided an alternative education facility and declared he was on a local Primary School Committee, whose students may benefit from the development, but was not biased or predetermined. The Committee declared they had previously worked with Pathways Care Farm, but as this development was not on Lowestoft Town Council land there were no issues with the Committee considering the application.

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

117 To consider the draft minutes of the meeting on 9 October 2025

Cllr Brooks proposed approval; seconded by Cllr Youngman; five votes in favour and one abstention, as the Councillor was not a member of the Committee at the time.

118 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.

119 Planning Applications

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

Reference	Address and Description	District Ward
DC/25/3914/FUL	53 Elm Tree Road - Construction of new out building to rear garden for purpose of summer room & Hobby workshop.	Carlton and Whitton
It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application.		
DC/25/4034/FUL	2 Belaugh Avenue - Single Storey Rear Extension	Carlton and Whitton

Lowestoft Town Council

Planning Committee

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

Thursday 13 November 2025 18:45

It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application, subject to the advice in East Suffolk Council's Environmental Protection report on unexpected contamination being adhered to.		
DC/25/3291/FUL	Pathways Leonard Drive - Proposed new learning center and site alterations to suit and change of use of Farm Building from Office/Meeting Rooms back to a residential dwelling	Gunton and St Margarets
It was proposed by Cllr Pearce, seconded by Cllr Brooks and unanimously agreed to recommend approval, subject to such conditions as may be necessary to manage the environmental impact of the development in accordance with the East Suffolk Council Ecology and Natural England consultee responses, and to address and mitigate the concerns raised by the public regarding increase traffic volume being attached to any consent.		
DC/25/3654/FUL	2 Burton Street - Retrospective application - Pod point attached to the property	Harbour and Normanston
It was proposed by Cllr Pearce, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application.		
The Committee would add a general statement, not a condition, on the need for the Government to consider a more sympathetic system for members of the public to install EV chargers, noting the increase in applications of this type and the fees members of the public have to pay. This was felt to not be a conducive method to encourage the public to use electric vehicles.		
DC/25/3742/P3G	6 Suffolk Road - Prior Notification - Change of use of ground floor into 1 bedroom flat with front part to remain as a shop, and change of first floor to a 3 bedroom flat	Harbour and Normanston
It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend refusal of the application per the comments made by the Environmental Agency.		
DC/25/3750/DEM	Former East Suffolk Housing Department Rotterdam Road Depot - Prior Notification Demolition - Single storey obsolete and vacant office block and workshop of brick construction - approximate GIA = 1124m2. Building is obsolete and additional site car parking is required for the implementation of the better recycling scheme. Demolition will be down to ground level and a hardstanding area to go over the existing footprint to be used as car parking	Harbour and Normanston
The Committee noted this application had expired and no extension could be provided by the Planning Authority as it was permitted development.		
DC/25/3861/ADN	209 Whapload Road - Non-Illuminated Advertisement Consent - Display of 1no non-illuminated wall sign to front elevation.	Harbour and Normanston
It was proposed by Cllr Youngman, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application.		
DC/25/3878/FUL	54 High Street - Change of Use - Part of retail shop to be converted into a 2 bedroom flat.	Harbour and Normanston
Cllr Brooks proposed approval, noting the applicant may need to satisfy conditions on providing carparking, bike storage and an area for bins. Cllr Pearce requested an amendment that the East Suffolk Council Design and Conservation Officer be satisfied by the Design and Access Statement and the claims of low impact on the Conservation Area are accurate. Cllr Brooks amended the proposal accordingly and Cllr Pearce seconded the amended proposal. A vote was held with all in favour.		
DC/25/3977/FUL	Land Fronting 5 To 32 London Road North - Installation of 1no. BT Street Hub and removal of associated BT payphones	Harbour and Normanston

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It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend refusal of the application, supporting the statements from the East Suffolk Council Economic Development report.		
DC/25/3978/AD	Land Fronting 5 To 32 London Road North - Illuminated Advertisement Consent - 2no. digital 75" LCD display screens, one on each side of the Street Hub unit	Harbour and Normanston
It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend refusal of the application per the comments submitted for application DC/25/3977/FUL.		
DC/25/4153/VOC	117 London Road North - Variation of Condition No.2 of DC/25/1074/FUL - Change of Use from Offices to Apartments including external Stair & Canopy - Revised plan submitted to resolve stair layout and levels with alternative stair location	Harbour and Normanston
This application was a variation on a condition of a prior application which the Town Council had recommended approval of. It was proposed by Cllr Pearce; seconded by Cllr Youngman and unanimously agreed to recommend approval of the application, subject to the Planning Authority having no objection with the revised drawing and the variation not materially changing the original consent.		
DC/25/3826/FUL	82 Stradbroke Road - Single storey rear and side extension (existing conservatory to be removed).	Kirkley and Pakefield
It was proposed by Cllr Brooks, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application.		
DC/25/3860/FUL	22 Kirkley Run - Erection of an outbuilding at the back of the garden comprising a Gym area.	Kirkley and Pakefield
It was proposed by Cllr Pearce, seconded by Cllr Youngman and unanimously agreed to recommend approval of the application, subject to clarification that this was intended for private and not commercial use.		
DC/25/3790/FUL	15 Snape Drive - Single storey side and front extension	Oulton Broad
It was proposed by Cllr Pearce, seconded by Cllr Brooks and unanimously agreed to recommend approval, subject to the applicant and Local Planning Authority working to address the neighbour request concerning shared access on the boundary.		

120 To note the following recommendations had been made under delegated authority when the Planning Committee did not meet on 23 October 2025:

Reference	Address and Description	District Ward
DC/25/3604/FUL	97B Elm Tree Road Lowestoft Suffolk NR33 9ES - Proposed single storey annexe	Carlton and Whitton
It was agreed to request a holding objection until the applicant has clarified Section 7 of the application form.		
DC/25/1993/FUL	61 Hollow Grove Way Lowestoft Suffolk NR33 8NS - 1 No. New Dwelling (Self Build)	Carlton and Whitton
It was agreed to request a holding objection until the concerns from Natural England have been addressed.		
DC/25/3573/FUL	136 London Road South Lowestoft Suffolk - Change of use from storage building to 1No. 2 bedroom residential unit.	Kirkley and Pakefield
It was agreed to recommend refusal of the application as it was considered overdevelopment, furthermore the flood risk assessment needed to be clarified and the mitigations explained.		
DC/25/3754/FUL	10 Grand Avenue Lowestoft Suffolk NR33 7AR - Single storey rear extension	Kirkley and Pakefield
It was agreed to recommend approval of the application.		

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121 To note the clarifications received on application DC/25/3604/FUL and consider the recommendation of the Council

A holding objection was placed on this application and the applicant has clarified under Section 7 that there were trees or hedges on their property, or the adjoining property, that are within falling distance of the proposed development, per the drawing submitted, and that no trees or hedges will need to be removed or pruned to carry out the proposal.

Cllr Pearce proposed the holding objection be removed and the application recommended for approval; seconded by Cllr Brooks; all in favour.

122 Consultations

To consider the following consultations

122.1 Suffolk Water Recycling, Transfer and Storage - Winter Consultation 2025

The consultation runs from Wednesday 29 October to Wednesday 10 December 2025 and seeks feedback on:

- The proposed location of a new Advanced Water Recycling Plant in Lowestoft
- The proposed locations for two service reservoirs, one close to the existing Lodgewood Water Tower near Sibton and one near Eye airfield
- The pipeline corridors connecting these key infrastructure components

Consultation materials (including the brochure, Book of Plans, interactive map, Scheme Development Summary, and Q&A document) can be found here:

<https://suffolkwaternet.co.uk>

The Committee noted a consultation event was scheduled for 29 November and members were encouraged to attend. Cllr Pearce proposed to defer the consultation to allow for further consideration; seconded by Cllr Youngman; all in favour

122.2 East Suffolk Council Local Plan - Call for Sites

The Call for Sites has now opened and will take place from Monday 20th October 2025 until Friday 9th January 2026.

The Call for Sites is part of the early preparatory work for the new Local Plan. The new Local Plan will set out a spatial strategy seeking to ensure that future needs are met, identifying sites for development and setting policies against which applications for planning permission are determined. The new Local Plan will replace the Waveney Local Plan adopted in 2019 and the Suffolk Coastal Local Plan adopted in 2020, which both plan for the period up to 2036. The new Local Plan will plan up to at least 2044.

The Call for Sites invites submissions of land to be put forward for consideration for allocation in the Local Plan. This is the very start of the process, and later decisions on preferred site allocations will be informed by a range of evidence and assessments and consideration of a strategy and vision for the plan, as well as by public consultation which will be undertaken during preparation of the plan. The submission form and associated guidance can be found here <https://www.eastsuffolk.gov.uk/new-local-plan>

This phase of consultation was aimed at landowners, community groups and the wider public. It was noted the purpose was to identify areas for development to adhere to the housing

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Planning Committee
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targets set by Central Government. The Committee agreed it would be more appropriate to await the second phase when the sites submitted are considered for inclusion in the new Local Plan. When the next phase of consultation is due to commence, a standalone meeting will be arranged with Committee members to consider and discuss the proposed sites.

123 Date of next meeting

Thursday 27 November 18:45

124 Items for the next agenda and close

An item was requested for the next agenda to note the progress on the auctioning of 144/145 High Street.

The Chair closed the meeting at 19:22

Signed:

27 November 2025

Lowestoft Town Council
Personnel Committee
Lowestoft Town Council
Thursday 06 November 2025 at 10:00

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum, Wendy Brooks, John Murray, Andy Pearce and Nick Webb (Deputy Chair and presiding over this meeting)

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

Public: There were no members of the public in attendance

65 Welcome

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

66 Apologies for absence

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

67 Declarations of interests and dispensations:

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

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

68 The draft minutes and confidential notes of the meeting on 2 October 2025

Cllr Pearce noted a typographical error in the confidential note, which had since been amended. Cllr Brooks had identified a possible typographical error in the minutes, which did not affect the validity of the minutes themselves. Cllr Pearce proposed to approve the minutes and confidential note; seconded by Cllr Brooks; all in favour.

69 Public forum

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

70 Monitoring expenditure from the staffing contingency budget

There was no expenditure to report.

71 Councillors:

- a. An update on the completion of training as per the Town Council's training policy – The Town Clerk had provided a meeting paper on items 71a and 71b. As individuals were named in the paper, it was suggested to move these items to the confidential session, however, discussion in public session was acceptable if there was no reference to named individuals. Cllr Pearce proposed for another session to be organised for those Councillors who did not attend either of the previously arranged sessions, and for those Councillors to be reminded that the training is mandatory; seconded by Cllr Begum; all in favour. Cllr Brooks requested for all supporting meeting documents to be attached to the agenda. The Town Clerk had circulated a confidential meeting paper to the Committee via email, as it contained sensitive

Lowestoft Town Council
Personnel Committee
Lowestoft Town Council
Thursday 06 November 2025 at 10:00

detail which was not to be accessed by other members of staff. This had been reported to the Communications Officer. The Town Clerk noted the cost of an additional safeguarding training session would be £500. It would be for Council to decide any sanctions for wilful non-attendance of the sessions. The Council had previously considered limiting access to confidential data for any Councillor who did not undertake the mandatory data protection training. Cllr Pearce proposed that from the next civic year, details of all mandatory training required by and attended by Councillors be published on the Town Council's website; seconded by Cllr Barker; five Councillors voted in favour; one Councillor abstained from the vote. Data protection training had been arranged to take place immediately prior to November's Full Council meeting. Daytime and evening sessions had been previously arranged for the safeguarding and equality and diversity training, in an attempt to maximise attendance. Given the cost of the sessions, Cllr Murray proposed for no further 'sweep up' sessions to be arranged following this one, if the Councillors who did not attend previously are still unable to attend; seconded by Cllr Brooks. It was noted that the equality and diversity training could be completed remotely. All Councillors voted in favour.

- b. Further training to support the recommendations in a recent confidential outcome report – The report had been provided as a confidential document, but the training outcomes could be discussed in public session. Full Council had considered the recommendations in the report. Cllr Pearce proposed for all Councillors who have not already attended Chairs' training this year to be given the opportunity to do so before the end of the civic year. Cllr Murray seconded the proposal; five Councillors voted in favour; one Councillor voted against. Cllr Pearce proposed a recommendation to Full Council for all Councillors to receive training on the Town Council's Standing Orders and their application. Should Full Council approve this recommendation, Cllr Pearce proposed for the training to be arranged within two months of November's Full Council meeting; seconded by Cllr Webb; all in favour. The report had identified that some Councillors felt bullied or intimidated. Whilst the training was intended to address certain behaviours, this was considered a serious concern, and it was agreed more needed to be done to ensure the Council was a safe space where Councillors felt confident to speak and share their ideas. It was considered that Code of Conduct complaints did not always result in satisfactory outcomes. Cllr Murray proposed for the issue of Councillors feeling intimidated and bullied to be addressed by the appropriate Committee. Cllr Pearce seconded the proposal and requested an amendment that all actions and recommendations arising from the report be added to agendas for the appropriate Committees to consider. Cllr Murray accepted the amendment and all Councillors voted in favour. Cllr Brooks proposed for suggestions to be sought from Councillors on how this situation may be improved; seconded by Cllr Begum; all in favour.

72 Staffing (confidential): - All items under this heading to be considered during the confidential session.

- a. The completion of staff appraisals and forthcoming training schedule
- b. The increase to the Real Living Wage
- c. A request from a member of staff for unpaid leave
- d. A paper on a proposal for a Lowestoft Town Council apprenticeship scheme
- e. Reviewing Grounds Maintenance and Buildings Maintenance staffing requirements and making any budget recommendations as appropriate
- f. Mentoring arrangements
- g. Alignment of employer and employee notice periods in model contract of employment

Lowestoft Town Council
Personnel Committee
Lowestoft Town Council
Thursday 06 November 2025 at 10:00

73 Date of next meeting

Thursday 4 December 2025 at 10:00.

74 Items for the next agenda and close

There were no requests. Councillors were advised to send any requests to the office.

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

75 Admission to meetings

72a. The completion of staff appraisals and forthcoming training schedule – Cllr Begum would circulate information ahead of the next meeting, and an appropriate item would be added to the next agenda.

72b. The increase to the Real Living Wage – Cllr Pearce made a recommendation to Full Council, and requested for the Finance Manager to provide the pro rata cost between 22 October and the end of the current financial year to Full Council. Cllr Murray seconded the proposal; all in favour.

72c. A request from a member of staff for unpaid leave – The request was discussed. Cllr Pearce made a proposal following this; seconded by Cllr Begum.

Cllr Brooks temporarily left the meeting 10:57

The handling of any future requests was considered.

Cllr Begum temporarily left the meeting 10:58

An appropriate delegation to decide on future requests was discussed.

Cllrs Begum and Brooks returned 11:00

Cllr Pearce reiterated his proposal. Cllr Begum seconded the proposal; five Councillors voted in favour; one Councillor voted against. Cllr Pearce proposed a recommendation to Full Council regarding the handling of future requests and the development of a policy to support this; seconded by Cllr Murray; all in favour.

72d. A paper on a proposal for a Lowestoft Town Council apprenticeship scheme – The full paper had not yet been prepared. It was anticipated that further details could be provided to the next meeting.

72e. Reviewing Grounds Maintenance and Buildings Maintenance staffing requirements and making any budget recommendations as appropriate - The Grounds Maintenance Team had made a request to the Budget and Loan Sub-Committee. Cllr Pearce proposed a recommendation to Full Council to approve the request in principle, and to ask the Finance Manager to provide details of the pro-rata cost, including on-costs, to the Full Council meeting. Cllr Brooks seconded the proposal and all Councillors voted in favour.

72f. Mentoring arrangements – A role which had been subject to mentoring arrangements was discussed.

Cllr Barker left the meeting 11:28

It was agreed for progress to be reported at the next meeting.

72g. Alignment of employer and employee notice periods in model contract of employment – Cllr Brooks proposed for the employer and employee notice periods to be aligned. Cllr Pearce seconded the proposal, and it was agreed on what the alignment of the notice periods should be. All Councillors voted in favour.

The meeting was closed at 11:58.

Lowestoft Town Council
Personnel Committee
Lowestoft Town Council
Thursday 06 November 2025 at 10:00

Signed:
19 November 2025

Lowestoft Town Council
Climate and Ecological Emergency Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 20 October 2025 15:30

MINUTES

Present: Cllrs Wendy Brooks, Neil Coleby, John Murray, Paul Page (Chair) and Deborah Ray (Deputy Chair).
Non-Councillor members Penelope Dack and John Ellerby

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

Public: Two members of the public attended in person

61 Welcome

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

62 To receive and consider approval of apologies for absence

Apologies were received from Cllr Graham Parker and non-Councillor members Rachel Bunn and Cathy Williams with reasons provided. Cllr Coleby proposed approval; seconded by Cllr Murray; all in favour. Cllr John Pitts was absent with no apologies received.

63 Declarations of interests and dispensations

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

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

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

Cllr Brooks proposed approval; seconded by Cllr Ray; five votes in favour and two abstentions.

65 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 - One member of the public spoke on item 70.2 as a member of the Public Transport Working Group. The Working Group produced this bid to request extended evening services for bus routes, this decision had been informed by the previous Lowestoft Town Council (LTC) public transport survey, the results of which indicated many residents felt bus services in the town ended too early.

Cllr Page proposed item 70.2 be brought forward in the agenda order; seconded by Cllr Ray; all in favour.

70.2 Receive and consider the draft Scheme On A Page bid from the Public Transport Working Group for onward recommendation to Full Council – The Working Group had taken advice from a bus driver on what type of bid could be successful and it had been agreed to pursue extended evening services.

Cllr Page proposed the bid be recommended to Full Council for submission; seconded by Cllr Brooks; all in favour.

66 Finance and Budget

66.1 To monitor expenditure by this Committee from the Climate Emergency budget, under delegated authority – The budget report was received and expenditure was noted.

66.2 To consider recommendations for the 2026-2027 budget – It was suggested the budget for the bulky waste service be increased. It was noted Full Council had agreed this Committee's budget

Lowestoft Town Council
Climate and Ecological Emergency Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 20 October 2025 15:30

would directly fund up to £90,000 for PV Panels for the Town Hall, with £45,000 budgeted this year and the remainder to be budgeted for in 2026-2027.

Cllr Andy Pearce was attending as a member of the public and requested permission to speak outside the public forum on this item, which was granted by the Chair. Cllr Pearce informed the Committee the current budget for the bulky waste services was £27,125 and if Full Council wanted to increase the number of collections, then the budget would need to be increased by £12,000 as confirmed by the contractor.

Non-Councillor member John Ellerby declared he was affiliated with the Most Easterly Community Group and Use it All. John Ellerby informed the Committee this affiliated organisation have been attempting to create a scheme to recycle blister packs and would like to develop the scheme with cooperation across the three tiers of Council. John Ellerby recommended this scheme be considered.

An item was requested for the next agenda to discuss this further and receive a proposal.

Cllr Pearce requested permission to speak outside the public forum, which was granted by the Chair. Cllr Pearce informed the Committee Use it All had previously applied for a grant for the recycling scheme and agreed an item should go on the next agenda with an outline of the project, and if it involved a funding element then the decision could be made on whether it should be applied for through the Town Council's grant process or directly funded from the Climate Emergency budget.

John Ellerby confirmed at this time Use It All were unable to give a clear cost for the project as it would depend on the level of contribution and funding available.

It was stated that this Committee could not be used to further the interests of an external group, as John Ellerby was a member of Use It All and would potentially be asking for funding, he had an interest in the matter and would not be permitted a vote on this matter should it be on the next agenda.

67 To consider the following in relation to the natural environment in Lowestoft's parks and open spaces and discuss relevant actions:

- 67.1 Discuss the changing coastline and coastal erosion – This item had been requested by Cllr Pitts and deferred over three meetings, per the procedure of the Council the item will be removed from the agenda. Cllr Murray notified the Committee he will request an item for the next agenda that is of a similar nature to this item.

68 To consider avenues of community engagement and relevant actions:

- 68.1 Review the Planet Positive event – The Committee noted the excellence of the event with good speakers and stallholders, in particular the larger tents had helped shelter attendees from the rain. The weather had unfortunately affected attendance to the event.

Cllr Page thanked the Events and Office Manager for his work in organising the event.

On the topic of improvements for next year's event, there were suggestions to reconsider the date as there had been a high concentration of events in September, which may have affected attendance. It was also agreed that there needed to be more publicity of the event, perhaps

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with large wooden boards set in public areas, though it was noted this would incur advertising and permission fees.

The Committee agreed it should take on a greater role when organising next year's climate event and an item was requested for the next agenda to decide on the date and commence planning. It was suggested the Events and Office Manager be invited to the meeting.

68.2 To consider inviting East Suffolk Council's new Community Resilience Officer to a future meeting to advise the Committee on the remit of her role – Cllr Ray proposed the Community Resilience Officer be invited to speak to the Committee with the potential to discuss actions Lowestoft Town Council can take to assist; seconded by Cllr Page; all in favour. Cllr Ray offered to provide contact details to the office.

68.3 To consider inviting a member of East Suffolk Council's Coastal Management team to a meeting to advise their position on coastal defences – A meeting had been held with Associated British Ports regarding the flood barrier of the town, and it had been agreed to form connections with other bodies to discuss the failure to provide the town with a flood defence.

Cllr Murray proposed, per the item and in the context of the wider action by LTC to increase engagement with other groups on the flood barrier, to invite a member of East Suffolk Council's Coastal Management team to speak on their position on coastal defences; seconded by Cllr Ray; all in favour.

An item was requested for an agenda to consider improvement of the Project Tracker with regard to actions undertaken by Officers and Councillors.

69 To consider issues relating to waste and pollution:

69.1 Discuss the bulky waste arrangements for 2026-2027 and the feasibility of expanding the service – Councillors had met with the contractor and discussed arrangements for 2026-2027 with a suggestion that the contractor consider how to reduce the time delay for bookings. The contractor had informed Councillors that to extend the scheme would require a £12,000 increase to the existing budget.

Cllr Brooks proposed to recommend this extension of the service with the appropriate budget increase to the Budget and Loan Sub-Committee to factor into the 2026-2027 budget preparations; seconded by Cllr Coleby; all in favour.

70 To consider public transport and alternative methods of travel and relevant actions:

70.1 Receive the notes of the Public Transport Working Group meeting on 1 October 2025 – The notes were received.

70.2 Receive and consider the draft Scheme On A Page bid from the Public Transport Working Group for onward recommendation to Full Council – This item was brought forward in the agenda.

71 Date of next meeting

Monday 17 November 15:30

72 Items for the next agenda and close

An item was requested to consider improvement of the project tracker.

An item was requested to review the litter pick due to held at Arnold's Bequest on 29 October and consider future dates.

An item was requested to discuss the report of the meeting with Associated British Ports.

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73 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 – none.

The Chair closed the meeting at 16:58

Signed:
17 November 2025

S.O.A.P.

1.

Provide a description of the project

Please include what your organisation needs to do or change to help deliver the project and what you need from other organisations (for example SCC, bus operators, other partners) to make this happen.

Increase the frequency of evening bus services for the town and nearby parishes with First Bus services 101, 109 and 122. We propose an hourly evening service added to the current timetables so that the last departures from the town centre would be around 11pm. The town council would help publicise the new services which would be operated by First Bus using the BSIP money from SCC.

2.

What will this project deliver both in terms of outputs and outcomes

Example output: increase in service frequency from 1 bus per day to 4 buses per day or a new link between X and Y locations. Example

Outcome: supporting a reduction in social isolation for a community of XX people, increases community X in getting access to shops and services.

Output :

*Increasing the frequency of existing routes 101 & 109 with **four** hourly services at approximately 8, 9, 10 and 11pm and introducing evening services on the 122 route (which combines the 102 and 105 weekday service) with **four** evening services at approximately 7.30, 8.30, 9.30 and 10.30pm.*

Note : Route 122, as stated combines town routes 102 and 105 but currently is a Sundays only route, our proposal would make route 122 an evening service as well. Our proposal means two vehicles would be needed to run the extra services as 101 and 122 are 26 minute circular routes and the 109 is a 45 minute return route.

Outcomes :

This will help increase footfall to the town centre. It will also increase footfall and audiences to the existing town centre cultural and entertainment areas. This will mean better chance of success of the new and existing areas for leisure/meeting/socialising/education venues and the proposed new town centre development, helping to fulfil the ambitions of East Suffolk Council and Suffolk County Council. The Lowestoft Town Council Bus Survey 2024 showed support for extended bus times. However, scores indicated dissatisfaction with the current limited service, particularly by those not currently using the bus due to the unsatisfactory service.

Greater access to culture and arts events will reduce social isolation. A report in 2023 by the charity Mind Suffolk & Suffolk County Council confirms that the inability to get out and about to cultural and group activities contributes to poor mental wellbeing in Lowestoft.

An East Suffolk Council report of 2019 shows over 6,000 dwellings out of 19,000 dwellings in Lowestoft have no car – a much higher percentage than the Suffolk average. Good evening bus coverage would be an excellent way to improve social inclusion for those either unable to afford their own transport or do not wish to use a car.

Carbon emissions from cars need to reduce significantly and quickly to meet the ambition of net zero by 2050. Therefore if we can encourage people not to drive we are helping to meet the climate ambitions of Lowestoft Town Council, East Suffolk Council and Suffolk County Council.

3.

Describe what are the implications if this project is not supported

New developments planned for the town centre may not attract as a wider custom from households without cars and go against the principal authority's priorities for the town centre (ESC & SCC).

There will be no improvement to social isolation which could lead to further costly mental health interventions.

It will go against climate change pledges for using more public transport to reduce carbon emissions.

4.

We will evaluate the delivery and outcomes of the project throughout the life of the funding. What factors do you think should be covered in measuring success

A survey taken by Lowestoft Town Council in 2018 showed public transport was second behind employment opportunities as what is bad about Lowestoft. Lowestoft Town Council recently carried out a survey about public transport and residents of Lowestoft's views. Over 600 people responded. The survey showed a high level of dissatisfaction about bus services with 3,4 or 5 out of 10 being the most common scores. After a trial of 3 years we expect to see an improvement on that. We'd measure that by repeating such a survey to measure if local people are more satisfied with bus services if improvements are agreed. We'd also consider feedback to town councillors including conversations with residents.

5.

What is the estimated cost to deliver this project

Please provide as much detail as you can including how long you think funding would be required to support the project.

Suffolk County Council have told us a bus costs £100,000 per year to keep on the road. That rounds up to approximately £300 per day. If the usage was over 10 hours then that indicates a figure of £30 per hour. If we increase the running time for 4 extra hours then the cost would be £120 X 2 vehicles = £240 less fares per day. We'd want the service 7 days a week, 52 weeks a year for a 3 year evaluation period.

6

What financial and non-financial benefits this project will bring to the community

Where possible and applicable this should include estimates of additional patronage and farebox revenues.

Financial : Greater revenues for the local economy.

Non Financial : Greater opportunities for better mental health with less intervention and support from SCC. Reduction in carbon emissions. Help towards a fair society (Marmot Report) by greater access to facilities and a better experience for post 16 students who have indicated that limited public transport makes traveling to and from the college a stressful experience.

7.

What are you and any partner organisation delivering as part of the project

Publicity using the Town Council and its partners and its local stakeholders such as ESTA, Community Rail Partnerships using websites, social media, press statements and including influence in other related forums. Monitoring and collating feedback, regular meetings to appraise findings and raising this with the principal authorities on a quarterly basis using existing channels.

8.

Please detail any time constraints your organisation may have in helping to deliver this project

Example: time to recruit volunteers, timelines for purchasing new vehicles etc

None