

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 16 December 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
10 December 2025

Lowestoft Town Council
Full Council
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
18:30 Tuesday 16 December 2025

AGENDA

176 Welcome

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

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

178 Declarations and dispensations

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

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

179 To consider the draft minutes and confidential note of the Full Council meeting on 25 November 2025

180 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.

181 Finance and Governance

181.1 To receive and consider the following:

1. 2024 - 2025 budget and reserves
2. Any bank reconciliations
3. Payments and income for the month ending 30 November 2025 and December 2025 to date (see schedules)
4. Payment for approval: Sprayer - £1,615

181.2 To receive and note the draft minutes of the Finance and Governance Committee meeting on 12 November 2025

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

1. Amendments to item G3 on the Risk Register
2. Business Plan and Risk Register implementation and review by Committees and Sub-Committees
3. Adoption of the following policies:
 - a. Financial Regulations

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b. Grants Awarding (and application form)

4. Agree an energy supply contract from 1 January 2026

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

1. A resolution authorising a short-investment

181.5 To consider payment of charges relating to storage and maintenance of the Lowestoft Collection

182 Town Hall Project

182.1 To receive and note the draft minutes of the Town Hall Project Committee meeting on 11 December 2025

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

183 Marina Theatre

183.1 To receive and note the draft minutes of the extraordinary Marina Theatre Project Committee meeting on 18 November 2025

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

183.3 To receive an update on legal and contractual matters relating to project completion

183.4 To receive and consider the Marina Theatre Options Appraisal (confidential)

184 Assets, Inclusion and Development

184.1 To receive and note the draft minutes of the Assets, Inclusion and Development Committee meeting on 1 December 2025

185 Planning

185.1 To receive and note the draft minutes of the Planning Committee meetings on 4 December 2025

186 Personnel

186.1 To receive and note the draft minutes of the Personnel Committee meeting on 4 December 2025

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186.2 To consider the following recommendations from the Personnel Committee

1. Changes to Contracts of Employment to align notice periods for employer and employee
2. To consider pension provision for apprentices
3. Resolve that Councillors who do not attend mandatory data protection training will not be privy to confidential data

187 Climate and Ecological Emergency

187.1 To receive and note the draft minutes of the Climate and Ecological Emergency Committee meeting on 17 November 2025

187.2 To consider a recommendation from the Climate and Ecological Emergency Committee on a policy position on fireworks

188 Outside bodies

188.1 To consider a response to the Government Consultation on Local Government Reorganisation

The Government consultation on LGR in Suffolk will run until 11th January.

The different proposals can be viewed on the Government's website: [Consultation on Proposals for Local Government Reorganisation in Norfolk and Suffolk - Ministry of Housing, Communities and Local Government - Citizen Space](#)

189 To consider the following legal matters (confidential):

An update report on legal matters

190 Date of next meeting

Tuesday 27 January 18:30

191 Items for the next agenda and close

192 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
Full Council
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Tuesday 25 November 2025 18:30

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum, Wendy Brooks, Neil Coleby, Jen Jones, Christine Moore, John Murray, Christian Newsome, Paul Page, Andy Pearce, Deborah Ray, Nick Webb and Elise Youngman

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

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

160 Welcome

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

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

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

Cllrs Janet Craig and Keith Patience were absent with no apologies received.

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 – Cllr Newsome declared an interest in item 171.2(1) and would leave the chamber for its consideration. Cllr Moore declared she was an employee of East Suffolk Council (ESC).

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

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

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

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

165 Finance and Governance

165.1 To receive and consider the following:

1. 2025 - 2026 budget and reserves – Cllr Pearce proposed to accept the report as a true and accurate record, noting the budget was being actively monitored by the Budget and Loan Sub-Committee; seconded by Cllr Coleby; all in favour.
2. Any bank reconciliations – September 2025 and October 2025 have been completed.
3. Payments and income for the month ending 30 October 2025 and November 2025 to date (see schedules) – Cllr Pearce proposed to accept the report as a true and accurate record of expenditure and income for the dates provided; seconded by Cllr Coleby; all in favour.
4. Payments for approval – There were no payments for approval.

165.2 To receive and note the draft minutes of the Finance and Governance Committee meeting on 8 October 2025 – The minutes were received and noted.

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Full Council

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- 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. InvestmentCllr Coleby proposed to approve the recommendations and adopt the policies; seconded by Cllr Pearce; twelve votes in favour and one abstention.
 2. A virement of £15,000 from the Community Engagement budgets to Community Grants budgets – Cllr Pearce proposed to endorse the virement; seconded by Cllr Coleby; all in favour.
- 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) – Cllr Pearce proposed to endorse the request; seconded by Cllr Coleby; all in favour.
 2. A £15,000 budget for new sponsorships – Cllr Pearce proposed to include a £15,000 contingency allowance should Lowestoft Town Council (LTC) be approached to sponsorship local organisations during the year, thereby ensuring there is no spend from unallocated grant money; seconded by Cllr Coleby; all in favour.

166 Town Hall Project

- 166.1 To receive and note the draft minutes of the Town Hall Project Committee meeting on 13 November 2025 – The draft minutes were received and noted.
- 166.2 To receive and note a progress report from the Project Manager (some aspects may be confidential) – The Project Manager reported on the ongoing construction works and noted some scaffolding had been removed to allow access to the roof. Roof works had been completed on Compass Street and Mariner's Street and was nearing completion on the Council Chamber and clock tower. Three of the mechanical ventilation units have been installed in the Compass Street elevation, these are renewable energy systems that will provide fresh air to the building and allow the building to recover heat.

Following an inspection by the Considerate Contractors Scheme, Barnes Construction received a perfect score, and the Project Manager would be in contact with them regarding any press releases.

On the topic of social value, Barnes Construction have awarded a further £679,000 worth of contracts to businesses within the Lowestoft constituency, making their direct investment into the Lowestoft constituency over £1.3million.

The Town Hall Manager has been appointed and will bring a wealth of experience to the role. Cllr Begum thanked all members who had been involved in the recruitment process.

Expenditure to date was £2.9million, of which £333,000 was contingency spend (which was within the contingency budget).

167 Marina Theatre

- 167.1 To receive and note a progress report from the Project Manager – The progress report was received and noted.
- 167.2 To receive a report on contractual matters (confidential) – To be discussed in confidential session.

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- 167.3 To consider correspondence relating to the funding agreement (confidential) – To be discussed in confidential session.

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 – The draft minutes were received and noted.
- 168.2 To consider the following recommendations from the Assets, Inclusion and Development Committee
1. Budgeting for the proposed development of a pump track – Cllr Brooks proposed to support the recommendation and make provision in the budget for the pump track and progress the project in phases; seconded by Cllr Pearce.

The progress of the active track was queried and it was confirmed the Sports Development Officer needed to establish the feasibility of the project.

It was clarified that the approval for provision in the budget was to enable the Sports Development Officer to approach grant funders with assured match funding. Should the pump track proceed to delivery, then Full Council would need to permit the acceptance of funding, approve the new asset and resolve the maintenance regime.

A vote was held with twelve votes in favour and one abstention.

2. Approval of the draft Fencing Policy as a working document – Cllr Murray proposed adoption of the document as a working policy, with the following amendment to be considered for section 4.1: *‘ROSPA advises that, in the UK, while playground fencing is not a legal requirement, it is considered good practice and can be beneficial in the event of an accident claim. They further advise that: Not all playgrounds need fencing and not all fence types are suitable for playgrounds. The legal and safeguarding risks of not fencing children’s play areas in public areas include potential liability for injuries and the failure to meet health and safety standards. Often, fencing is essential for protecting children from potential hazards and promoting their safety whilst playing’*. Cllr Pearce seconded the proposal and a vote was held with all in favour.

169 Planning

- 169.1 To receive and note the draft minutes of the Planning Committee meeting on 13 November 2025 – The draft minutes were received and noted.

170 Personnel

- 170.1 To receive and note the draft minutes of the Personnel Committee meeting on 6 November 2025 – The draft minutes were received and noted.
- 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 exercising this delegation – Cllr Pearce proposed to endorse the recommendation and for all future requests to be delegated to the Town Clerk, who will handle the requests in a consistent manner with consideration of the circumstances presented, and for a policy to be incorporated, with a delegation to officers in conjunction with the Personnel Committee to develop a framework policy to recommend to Full Council; seconded by Cllr Newsome; all in favour.
 2. For all Councillors to receive training on the Town Council's Standing Orders and their

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application – Cllr Pearce proposed approval for all Councillors to receive training; seconded by Cllr Murray; all in favour.

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 – The minutes were received and noted.

Cllr Newsome temporarily left the chamber at 19:03 due to his declared interest

- 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 – This bid had been drafted by the Public Transport Working Group. The extension of evening services had been informed by LTC's recent public transport survey, wherein a key issue raised was the need for later services. The bid requested the frequency of routes 101 and 109 be increased to four hourly services in the evening and to introduce an evening service on the 122 route.

Cllr Brooks proposed to approve submission of the bid; seconded by Cllr Pearce; all in favour. It was requested the Committee Clerk submit the bid.

Cllr Newsome returned to the chamber at 19:07

2. To increase the Bulky Waste budget by £12,000 for 2026-2027 – It was clarified the increased budget was not due to a surge in costs, but to increase the frequency of collections a reduce the waiting time for bookings. Cllr Pearce proposed to approve the increased budget for 2026-2027; seconded by Cllr Coleby; all in favour.

- 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 – Cllr Murray proposed to approve the creation of a Working Group as an effective method to involve Councillors in delivering the actions resolved by Full Council and to ultimately work with other stakeholders to improve the situation regarding flood defences in the town; seconded by Cllr Pearce; twelve votes in favour and one vote against.

Cllrs Coleby, Newsome, Murray, Page, Pearce and Ray requested to join the Working Group. Cllr Newsome proposed approval of the membership requests; seconded by Cllr Jones; all in favour. Non-Councillor members can also be invited to join this Working Group.

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 – This item would be discussed in confidential session.
- 172.2 To consider matters relating to the Town Council's occupation of Hamilton House – This item would be discussed in confidential session.
- 172.3 To consider costs and legal matters relating to an extension of curtilage of the Town Council's workshop facilities – This item would be discussed in confidential session.
- 172.4 To receive an update report on legal matters – This item would be discussed in confidential session.

173 Date of next meeting

Tuesday 16 December 2025

Lowestoft Town Council

Full Council

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

Tuesday 25 November 2025 18:30

174 Items for the next agenda and close

No items were requested for the next agenda.

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 – Cllr Coleby proposed the meeting be moved to confidential session; seconded by Cllr Barker; all in favour.

The Chair closed the meeting at 19:19

- 167.2 To receive a report on contractual matters (confidential) – There was a confidential discussion on contractual matters concerning the Marina Theatre project.

Cllr Coleby proposed a vote of thanked be recorded to Mark Smith (Facilities and Contracts Manager), Sarah Foote (Town Clerk), Sam Vallerius (General Manager, Marina Theatre) and all supporting staff for their work to complete this project; seconded by Cllr Barker; all in favour.

- 167.3 To consider correspondence relating to the funding agreement (confidential) – There was a confidential discussion on correspondence relating to the funding agreement.

Cllr Pearce made a confidential proposal; seconded by Cllr Brooks; all in favour.

Cllr Moore temporarily left the chamber at 19:46 due to her declared interests

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 – Cllr Brooks proposed approval; seconded by Cllr Barker; eleven votes in favour and one abstention.

Cllr Moore returned to the chamber at 19:47

- 172.2 To consider matters relating to the Town Council's occupation of Hamilton House – Cllr Murray made a confidential proposal; seconded by Cllr Pearce; all in favour.

- 172.3 To consider costs and legal matters relating to an extension of curtilage of the Town Council's workshop facilities – Cllr Brooks proposed approval; seconded by Cllr Jones; all in favour.

- 172.4 To receive an update report on legal matters – The legal update was received.

Cllr Pearce made a confidential proposal; seconded by Cllr Murray; all in favour.

The Chair closed the meeting at 19:58

Signed:

16 November 2025



MEETING PAPER

Subject: Payments for Approval
Meeting: Agenda Item 181.1.4 - Full Council
Date: 16th December 2025
Author: James Cox, Finance Manager and RFO

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

Powered Sprayer for £1,615 – This will be primarily used to spray the tennis courts across our site. This needs doing twice a year over a total area of 11,000 square meters and is currently being done by a small knapsack sprayer that is less time efficient and worse for manual handling.

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

MINUTES

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

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

71 Welcome

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

72 To receive and consider approval of apologies for absence

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

Cllr Keith Patience was absent with no apologies received.

73 Declarations of Interests and dispensations

73.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda – Cllr Parker declared, as an East Suffolk Councillor, he had been involved in providing locality funding under item 79.3 but was not pre-determined. Cllr Pearce declared he had prior knowledge of the application under item 79.3 but had not been involved in the preparation of the grant application.

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

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

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

75 Public forum

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

76 Budget and Loan

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

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

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

77 Payments and Receipts:

- 77.1 To note the income and expenditure reports for October 2025 and November 2025 to date, including payments made under delegated authority – Cllr Pearce proposed the reports be accepted as a true and accurate record; seconded by Cllr Pearce; all in favour.
- 77.2 To consider any payments for approval (see schedule) – A £1,000 site inspection and written maintenance report of the tennis and pickleball courts had been requested from the Sports Development Officer so the Grounds Maintenance Team could carry out future maintenance at a much lower cost than using an external provider. Cllr Pearce proposed to approve the request and the cost allocation against the tennis court EMR; seconded by Cllr Brooks; all in favour.

78 Grants

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

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

Cllr Jones temporarily left the chamber at 10:26

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

Cllr Jones returned to the chamber at 10:29

79 Sponsorships

Cllr Coleby confirmed a formal sponsorship policy was being prepared.

79.1 Lowestoft Town Cricket Club sponsorship - £6,000

To consider the renewal of sponsorship for the 2026/27 and 2027/28 season of £3,000 per annum – Cllr Pearce proposed approval of the sponsorship for the 26/27 & 27/28 seasons; seconded by Cllr Brooks; all in favour.

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

To consider the sponsorship increase from £5,280 to £6,600 per annum to March 2028 – Cllr Brooks proposed approval of the increased sponsorship; seconded by Cllr Pearce; all in favour.

79.3 Nature Play sponsorship - £14,400

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

80 Other financial and governance matters, including:

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

Risk numbers G1 to G5

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

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

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

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

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

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

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

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

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

81 Date of next meeting

Wednesday 10 December at 10:00

82 Items for the next agenda and close

83 Admission to meetings

To resolve that under the Public Bodies (Admission to meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any

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

The meeting was closed at 11:20

Signed:
10 December 2025



Risk Register

Introduction

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

1. Introductory Paper setting out approach to risk management: updated from 2024 to improve clarity with further detail provided on the Council approach to considering risk.
2. Annex 1: Review of Risk Management Policy (introduced by Council in May 2017, reviewed and updated annually)
 - Expanded ORGANISATIONAL ARRANGEMENTS
 - Risks allocated to Committees to review on a quarterly basis and recommend amendments to Council
 - Clerk undertakes a full review of risk register each quarter
 - Added in IMPACT category of OPERATIONAL IMPACT within the Risk Assessment Rating Criteria
3. Annex 2: Internal Control Statement for Year Ending 31 March 2026
 - Internal Control Statement from Internal Auditors
4. Annex 3: Lowestoft Town Council Risk Register
 - External consultant completed a full review of all risks and discussed with Acting Town Clerk, Facilities and Contracts Manager and Senior Committee and Projects Clerk
 - Re-grouped risks into 7 categories and tested impact and likelihood scores for each risk
 - The Risk Register contains a total of 36 risks categorised as followed:

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

Recommendations

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

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

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

INTRODUCTION

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

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

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

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

WHAT IS RISK MANAGEMENT?

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

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

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

ANNUAL APPROACH TO RISK MANAGEMENT

LTC has a robust approach to risk management that includes:

- A Risk Management Policy, adopted by Full Council and reviewed on an annual basis at Annual General Meeting (May) – see Annex 1.
- Internal Control Statement – reviewed and updated each year at the Annual General Meeting (May) – see Annex 2.

- Annual audit of accounts (internal auditor) with full internal audit report – submitted to Full Council, in June (accounts to be approved by 30th June)
- Submission of Annual Governance and Accountability Return (to government appointed external body)
- Risk Register, owned by Full Council and considered each year at the Annual General Meeting (AGM) in May – see Annex 3.

In April 2025 it is proposed:

- each Committee review the full Risk Register and confirm those risks they should consider in detail as part of their annual programme (e.g. AID should review the Assets & Facilities risks, Personnel the staffing risks, F&G the financial and governance risks etc). The Risk Register contained within this Paper provides an initial allocation of risks for consideration.
- Full Council retains ownership of the Risk Register with Committees reporting recommendations for changes to the Risk Register on a quarterly basis.

UPDATES TO THE RISK MANAGEMENT POLICY

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

UPDATED RISK REGISTER (2025)

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

Annex 1:

Risk Management Policy

1. Purpose

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

2. Definition of Risk

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

3. Approach to Risk

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

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

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

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

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

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

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

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

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

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

4. Organisational Arrangements

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

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

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

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

5. Risk Assessment Rating Criteria

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

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

6. Lowestoft Town Council Approach to Managing Risk

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

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

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

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

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

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

Annex 2

Internal Control Statement for Year Ending 31 March 2026

1. SCOPE OF RESPONSIBILITY

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

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

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

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

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

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

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

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

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

Clerk to the Council/Responsible Finance Officer:

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

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

Payments:

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

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

Income:

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

Risk Assessments/Risk Management:

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

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

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

Managing risk involves:

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

Internal Audit:

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

- Records
- Procedures
- Systems

- Internal control
- Regulations
- Risk management

External Audit:

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

4. REVIEW OF EFFECTIVENESS

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

Annex 3

Lowestoft Town Council Risk Register (2025)

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

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

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

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

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

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

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

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

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

TC = Town Clerk RFO = Responsible Financial Officer



FINANCIAL REGULATIONS

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

1. General

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

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

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

1.7. In addition, the council shall:

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

2. Risk management and internal control

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

- **ensure division of responsibilities.**

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

3. Accounts and audit

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

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council.
- reports to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year.
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council.
- initiate or approve accounting transactions.
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors, and confirmation that the council has been provided with these reports shall be recorded.

3.13. The RFO shall provide an action plan to take forward any measures identified for action by the internal and external auditors for consideration and implementation where agreed by the council and minuted accordingly.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed at least annually for the following financial year and accepted by the council. The RFO will inform committees of any salary implications before they consider draft budgets.

4.3. No later than December each year, the council shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure, and the use of reserves and all sources of funding for the following financial year, taking account of the lifespan of

assets and cost implications of repair or replacement. This will be considered by the relevant Committee(s) and approved by Full Council.

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

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining three or more quotations or estimates from appropriate suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act**

2023 and The Procurement Regulations 2024, or any superseding legislation ('the Legislation'), must be followed in respect of the tendering, award and notification of that contract.

- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £25,000 excluding VAT, the Clerk shall seek formal tenders from at least three suppliers or advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £10,000 excluding VAT the Clerk shall seek at least three fixed-price quotes.
- 5.9. Where the value is between £2,500 and £10,000 excluding VAT, the Clerk shall try to obtain three estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For purchases where the value is below £2,500, the Clerk shall still seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
 - i. specialist services, such as legal professionals acting in disputes.
 - ii. repairs to, or parts for, existing machinery or equipment.
 - iii. works, goods or services that constitute an extension of an existing contract.
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council, or relevant committee where delegated. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
 - the Clerk and RFO under delegated authority, as defined in the prevailing scheme of delegation as agreed by the council

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

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

- 5.16. No individual member, or informal group of members, may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference. During the budget year, and with the approval of council, having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement')
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk may authorise expenditure of up to £25,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair of the Council or relevant Committee as soon as practicable.
- 5.19. No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, government borrowing approval has been obtained first.
- 5.20. All capital works shall be administered in accordance with the council's Standing Orders and financial regulations relating to contracts.

6. Banking and Payments

- 6.1. **The RFO shall regularly provide the council and Finance and Governance Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £100 or 15% of the budget.**
- 6.2. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The arrangements shall be reviewed annually for security and efficiency.

Commented [SF1]: Internal Auditor recommendation to review this amount.

- 6.3. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.4. All invoices for payment should be addressed to the council, examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified. The RFO shall take all steps to pay all invoices submitted, and which are in order, in a timely manner.
- 6.5. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.6. All payments shall be made by online banking in accordance with a resolution of the council unless the council resolves to use a different payment method.
- 6.7. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council, or a duly delegated committee, may authorise in advance for the year, provided the requirements of the regulation relating to Budgetary Controls are adhered to.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance and Governance Committee for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
 - i. any payments as defined in the scheme of delegation. See 5.15.
 - ii. payments of up to £25,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises. See 5.18.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Governance committee.
 - iv. Fund transfers within the council's banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Governance Committee.

- v. An expenditure item authorised under the Regulation for continuing contracts and obligations, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or the Finance and Governance Committee.

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

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the Clerk and RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and at least one authorised signatory will be involved in any online approval process. The Clerk and RFO may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to an authorised signatory.
- 7.5. One authorised signatory shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.6. Evidence shall be retained showing who approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes
- 7.7. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed annually as part of the budget process.

- 7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by an authorised bank signatory evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be reviewed by resolution of the council at least every two years.
- 7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed annually as part of the budget process.
- 7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by the RFO and authorised signatory. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers regularly.
- 7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.13. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

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

9. Payment cards

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

10. Payment of salaries and allowances

- 10.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE and National Insurance legislation.**
- 10.2. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or a duly delegated committee

- 10.3. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 10.4. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 10.5. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by an authorised signatory to ensure that the correct payments have been made. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by the council or a duly delegated committee a who can demonstrate a need to know.
 - b) by the internal auditor.
 - c) by the external auditor; or
 - d) by any person authorised under any relevant legislation.
- 10.6. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 10.7. Before employing interim staff, the council must consider a full business case.

11. Loans and investments

- 11.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 11.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the purpose and value for money of the proposed transaction.
- 11.3. The council does maintain an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which is written in accordance with relevant regulations, proper practices and guidance. This Strategy and Policy is reviewed by the council at least annually.
- 11.4. All investment of money under the control of the council shall be in the name of the council.
- 11.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

- 11.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

12. Income

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

13. Payments under contracts for building or other construction works

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

14. Stores and equipment

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

15. Assets, properties and estates

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

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

16. Insurance

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

17. Charities

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

audit or independent examination as may be required by Charity Law or any Governing Document.

18. Suspension and revision of Financial Regulations

- 18.1. The council shall review these Financial Regulations at least annually and following any change of Clerk or RFO. The Clerk and RFO shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

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

Lowestoft Town Hall Project

Progress Report for December 2025 Steering Committee

This report covers the period 12 November to 6 December 2025.

Construction

- Striking of some of the scaffolding is now underway, over the Compass Street section, now that the roofs are complete there. This will enable access to further works. Similarly, scaffolding around the clock tower is being reduced, which will allow the reinstatement of the clock faces in mid-January. We will then be able to trial illumination of the faces.
 - Floor joists have been installed along the ground floor of the Compass Street section including the heritage hub and messy space.
- 
- A new lintel has been installed above the double doors into the Council Chamber, to address structural issues on that wall.
 - It has been agreed to include a teapoint in the green room adjacent to the Council Chamber. This will be used for drinks during meetings in the Council Chamber (now that the café will be leased to a third party, there will be no free access to the café kitchen).
 - The AV schematics have been signed off and shared with Laressi, Barnes' M&E subcontractor.
 - First fix electrics are ongoing in the café area.
 - The construction continues to run behind programme. A follow-up meeting was held on 1 December at Barnes' offices, at which potential mitigations were discussed. I will share this at the meeting in confidential session given the contractual issues involved.
 - Barnes had a further inspection as part of the Considerate Contractor Scheme and scored 100%. This is a rare score and is in part due to the social value activities being undertaken, as specified in the contract (and beyond).

Social Value

- Barnes has delivered £500 of social value relating to educational activities and delivering employability support sessions. A careers talk was given brick and carpentry students at East Coast College and a site visit was organised for Lofty Heights students. Two students also participated in mock interviews.
- Two orders have recently been placed with PJ Spillings and WFP Plasterers, within the Lowestoft constituency boundary, generating £679k in social value (against a Barnes' target of £500k

Grant Funding

- Our design team lead, Contract Admin, QS and I met with Historic England's architect and QS to review the programme, eligible costs etc. In the light of delays, it is probable that some conservation elements planned to be funded by Historic England will not fit within their tight timescales eg lime plastering.
- We reviewed Barnes' programme and our list of potential conservation elements. Several other areas may well fit within the approved funding (eg secondary glazing to the Council Chamber windows), to ensure that we utilise the full grant.
- Our design team and QS are now working to provide the detailed information that Historic England requires in order to agree any additional costs.

Activity & Interpretation

- An update on the activity plan has been issued to the committee, and our Heritage Officer will attend to give a verbal report.
- We have agreed that artwork for interpretation will not start until the new year, given delays to the programme.
- I will be meeting with PLB to review the capital costs in the light of later procurement. Orders have not yet been placed for manufacture, and it is inevitable given the delays that some inflation will have arisen.

Business Plan/Staffing

- The Town Hall Manager has been appointed and will begin on 2 March 2026. This will give us the opportunity to develop the Town Hall's operating model as a team and will also provide a direct line manager for the heritage staff.
- I attended Budget and Loans in mid-November to provide an overview of the Town Hall's financial impacts on the 26/27 budget. I have subsequently updated the operational financials once more to take into account potential construction project delays.

Financials

- Total spend to date is below:

Lowestoft Town Hall Project (NL-21-00031)	
Spend to date	TOTALS
Budget	£ 12,561,234
Actual spend to date	£ 3,270,598
Balance remaining	£ 9,290,636

- Invoices since the last report are below (note that several more will be settled prior to Christmas):

Invoice								Project
Date	Inv Ref N	Supplier	Description	Amount	VAT	Total inc VA	PO	
28/11/25	LTH326	Daniel Connal Partnership	CDM to Oct 25	£ 1,410.00	£ 282.00	£ 1,692.00	TH71	
01/12/25	LTH327	Jess Johnston	Heritage PM Nov 25	£ 825.00	£ -	£ 825.00	TH53	
02/12/25	LTH328	Barnes Group	Main construction cert 9, Nov 25	£ 361,534.53	£ 72,306.91	£ 433,841.44	TH99	
03/12/25	LTH329	Andrew Morton Associates	QS November 25	£ 2,598.08	£ 519.62	£ 3,117.70	TH52	

- The contingency spend to date is £603k, which is within budget. Note that this figure has increased significantly since the last period as I have amended the way I report contingency – both the budget and the spend have increased by the amount saved at value engineering. I will discuss this at the meeting.
- A second Extension of Time claim has been received (8/12/25). This will be assessed over the next couple of weeks, based on the evidence provided by the contractor.
- The previous claim was assessed by the contract administrator, and a total of eight weeks' delay was granted (out of a potential 12.2 weeks). I confirmed we would support this additional cost, which was already including in our contingency expenditure.

PWLB Loan

- The PWLB loan for £4.074m has been drawn down and the money received.

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 and the options for mitigation.
 - Supporting the Historic England grant process, including the review of eligible expenditure.
 - 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 Marina Theatre Project Committee

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

Tuesday 18 November 2025 11:15

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum (Chair), Wendy Brooks, Neil Coleby and Andy Pearce. Non-Councillor members Emma Bellward (Project Manager) and Darren Newman (East Suffolk Council). Hazel Clover, David Blythe, Robin Townley and Sam Vallerius (Marina Theatre Trust). Ed Wilson (Foster Wilson Size - Architect).

In attendance: Sarah Foote (Town Clerk), Mark Smith (Facilities and Contracts Manager) and Taylor Williams (Committee Clerk and Planning Assistant)

42 Welcome

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

43 To receive and consider approval of apologies for absence

No apologies had been received.

Cllr Christine Moore was absent with no apologies received.

44 Declarations of interests and dispensations

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

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

45 To consider the draft minutes and confidential note of the meeting on 9 October 2025

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

46 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.

47 To receive an update report from the Project Manager, including the following:

47.1 The highlight report update (some aspects may be confidential) – The theatre reopened on 23 October 2025 with high attendance at the opening show. The Project Manager thanked everyone involved for ensuring the project achieved this milestone. The total estimated project cost was £3,305,578, which was £196,670 below the overall project budget. 7% of the contingency budget remained, equating to £33,914 and £194,464 remained in the variance budget. Further works were due to take place per the snagging list report which would be discussed further in confidential session.

47.2 The risk register (some aspects may be confidential) – A risk of the theatre being unable to deliver the capital project on time, avoiding pre booked shows in October 2025 had been reduced from amber to green at the last meeting. The Project Manager felt at this stage this risk could be removed from the register as the theatre has reopened. Cllr Coleby proposed removal of the risk per the Project Manager's recommendation; seconded by Cllr Pearce; all in favour.

Lowestoft Town Council
Extraordinary Marina Theatre Project Committee

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

Tuesday 18 November 2025 11:15

48 To receive a report from the Council's Facilities and Contracts Manager and the Project's Contract Administrator on post-project requirements

Cllr Coleby proposed the meeting be moved into confidential session due to contractual matters to be discussed; seconded by Cllr Pearce; all in favour.

49 Date of next meeting

Thursday 11 December 14:00.

50 Items for the next agenda and close

No items were requested for the next agenda.

51 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 – This was resolved under item 47.2.

The Chair closed the meeting at 11:28

48 To receive a report from the Council's Facilities and Contracts Manager and the Project's Contract Administrator on post-project requirements

The Committee review the report on post-project requirements and all areas highlighted were discussed and considered in terms of issues identified and the timeline to complete the requirements.

Cllr Pearce made a confidential proposal regarding post-project works; seconded by Cllr Brooks; all in favour.

At 13:14 Cllr Coleby proposed to suspend Standing Order 3y for fifteen minutes; seconded by Cllr Pearce; all in favour.

Cllr Begum made a confidential proposal; seconded by Cllr Pearce; seven votes in favour and four abstentions.

The Chair closed the meeting at 13:25

Signed:

11 December 2025

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

MINUTES

Present: Cllrs Wendy Brooks, John Murray, Andy Pearce, Deborah Ray and Nick Webb

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

Public: One member of the public was in attendance (via Teams)

As the Chair and Deputy Chair were not in attendance, the Committee would need to elect a member to preside as Chair for this meeting. Cllr Brooks nominated herself; seconded by Cllr Pearce; all in favour.

105 Welcome

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

106 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Neil Coleby, Jen Jones, Christian Newsome, John Pitts, Bernie Rappensberger and Elise Youngman with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Ray; all in favour.
Cllr Nick Webb was absent with no apologies received.

107 Declarations of interests and dispensations

107.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from Councillors – Cllr Pearce declared he was the Chair of Gunton Residents Association. Cllr Brooks declared she was the representative on the Lowestoft and Plaisir Twinning Association.

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

108 To consider the draft minutes and confidential note of the extraordinary meeting on 10 November 2025

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

109 Public forum

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public – A representative of the Lawn Tennis Association (LTA) was in attendance to speak on item 111 and introduce padel tennis to the Committee and discuss potential opportunities. The representative noted this was a popular sport and LTA were keen to work with partners in Lowestoft to add padel tennis to the sporting activities offered in the town, noting there were currently no padel tennis courts in East Suffolk. The representative asked if Lowestoft Town Council (LTC) would be interested in exploring provision of padel tennis in the town, noting this would meet the Town Council's ambitions to get residents more active.

The Committee asked the representative if there were any areas of land they thought could accommodate padel tennis. The representative had spoken with the Sports and Development Officer who had suggested Normanston Park and Denes Oval for consideration, but LTA would prefer to not repurpose the existing courts, LTA would instead want to look for additional land or identify other partners or venues within the town where there might be space to install the courts.

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

It was queried if the current courts could be repurposed. The representative confirmed there were examples of temporary courts, but long-term it would be preferable to develop an established site.

The Committee noted LTA had provided a variety of funding options for the courts and queried the option of private partnership models and how that would work with LTC's long-standing policy of free-to-access sports facilities. The representative explained the list of funding options was to provide an overview of possibilities, but LTA were aware of LTC's policy on free-to-access and the private partnership models would likely be removed.

The Committee asked if LTA would be open to having further discussions on this matter at a standalone meeting to explore available options. The representative agreed.

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

There was no update on expenditure. All budgets were being actively monitored by the Budget and Loan Sub-Committee and the Committee had submitted its budget priorities and requirements for all its budgets to be index-linked to maintain their value in real terms.

111 To receive a presentation on padel tennis and potential future opportunities

Cllr Pearce proposed to agree in-principal to consider accommodating padel tennis courts in Lowestoft, with further exploratory discussions to be held with the LTA with the Sports Development Officer in attendance; seconded by Cllr Ray; all in favour.

112 Parks and Open Spaces:

112.1 To receive a memorial bench application for Kensington Gardens – The applicant requested a location near the Kensington Gardens bowls greens. Cllr Pearce proposed to in- principle approve the application and delegate to the Grounds Maintenance Team to liaise with the applicant to decide the location of the bench; seconded by Cllr Murray; all in favour.

112.2 To consider acceptance of a grant fund for a new four-locker Box-Up unit at Kensington Gardens and provide the required match-funding – The Committee noted the Sports Development Officer's success in securing grant funding. Cllr Brooks proposed to accept the grant fund and the required match-funding element; seconded by Cllr Pearce; all in favour. The Committee agreed to delegate the decision on budget allocation to the Finance Manager and Sports Development Officer.

112.3 To consider granting landowner permission to Lowestoft Town Tennis and Pickleball Club for signage at Denes Oval – Cllr Brooks proposed approval; seconded by Cllr Pearce who requested an amendment to ask the Club to ensure durable materials were used and, if possible, for a phone number to be added to the sign, the amendment was accepted and a vote was held with all in favour.

113 Events and Communications:

113.1 To receive and note the draft minutes of the Events and Communications Sub-Committee meeting on 22 October 2025 – The draft minutes were received and noted.

114 Allotments

114.1 To receive and note the draft minutes of the extraordinary Allotments Sub-Committee meeting on 25 November 2025 – The draft minutes were received and noted.

114.2 To receive a recommendation from the Allotments Sub-Committee regarding their Terms of Reference – Cllr Pearce proposed approval of the amendment to not have the Chair of Lowestoft and District Allotments Ltd specified as the non-Councillor member permitted on

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

the Sub-Committee and to instead allow any approved delegate from their Committee;
seconded by Cllr Brooks; all in favour.

115 To receive an update on exploratory discussions for a possible twinning arrangement

The office had contacted the embassy to discuss a possible twinning arrangement and were awaiting a response.

It was understood that any new twinning arrangement would not be administered by the Lowestoft and Plaisir Twinning Association.

This item had been raised following the Mayor's visit to Geesthacht where a dignitary had queried the possibility of the two towns twinning. Queries were raised as to whether there was an appetite for a new twinning arrangement in the town and if the office had the resources to administer this. It was clarified that part of this process would include consideration of whether this arrangement was agreed by both parties, or even if there was a more appropriate town to consider twinning with.

The Committee agreed to await a response from the embassy before considering the matter further.

116 Date of next meeting

Monday 5 January 2026

117 Items for the next agenda and close

It was queried if the land transfer resolved at the last meeting would be tabled for the next East Suffolk Council Quarterly Liaison meeting.

118 Admission to Meetings

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

The Chair closed the meeting at 19:46

Signed:
5 January 2025

Lowestoft Town Council
Extraordinary Planning Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 4 December 2025 18:45

MINUTES

Present: Cllrs Nasima Begum (ex officio), Neil Coleby, Jen Jones (Chair) and Christian Newsome

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

134 Welcome

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

135 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Wendy Brooks, John Murray, Bernie Rappensberger and Elise Youngman with reasons provided. Cllr Begum proposed approval of the apologies received; seconded by Cllr Newsome, all in favour.

136 Declarations of interests and dispensations

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

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

137 To consider the draft minutes of the meeting on 13 November 2025

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

138 Public Forum

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public – No members of the public were in attendance. A public comment had been submitted in relation to item 143 and would be considered with that item.

139 Planning Applications

139.1 The Committee considered the following planning applications (all available on www.eastsuffolk.gov.uk) and made recommendations:

Reference	Address and Description	District Ward
DC/25/4309/FUL	6 Elm Tree Road West - Proposed First Floor, Extensions & Front Boundary Wall	Carlton and Whitton
It was proposed by Cllr Coleby, seconded by Cllr Newsome and unanimously agreed to recommend approval of the application.		
DC/25/4277/FUL	20 Gunton Church Lane - Construction of a new dwelling	Gunton and St Margarets
It was proposed by Cllr Newsome, seconded by Cllr Coleby and unanimously agreed to recommend approval of the application.		

139.2 Applications for tree works

The Committee noted the Planning Authority received the following applications for works for trees subject to a tree preservation order (TPO) and/or proposed works to trees within a Conservation Area (TCA):

Reference	Address and Description	District Ward
DC/25/4495/TPO	Premier Inn Yarmouth Road - 1no. Oak (marked on submitted plan) - Crown raise to 5m from ground level, reduce west lateral limb to	Gunton and St Margarets

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	2m from building 2no. Ash (marked on submitted plan) - Reduce away from building to give 3-4m clearance	
DC/25/4549/TPO	14 Rembrandt Close - TPO 1-4(2) - T19 1no. Oak (marked on submitted plan) - Raise crown by removing three lowest limbs and removing epicormic growth	Gunton and St Margarets
DC/25/4364/TCA	261 London Road South - T1 Leylandii - Fell to ground level Reason - Tree offers no amenity value to the area and is causing friction between neighbouring properties	Kirkley and Pakefield
DC/25/4548/TCA	97 The Avenue - 1no. Sycamore (T1 on submitted plan) - Re-pollard to previous pollard points 1no. Cherry (T2 on submitted plan) - Crown thin by 30%, raise crown to 2.5m from ground level 2no. Beech (T3 & T4 on submitted plan) - Crown thin by 40%, Reduce to shape 1no. Macrocarpa (T5 on submitted plan) - Reduce sides 1no. Lombardy Poplar (T6 on submitted plan) - Reduce to 10ft from ground level 1no. Holly (T7 on submitted plan) - Trim to shape	Kirkley and Pakefield

140 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://suffolkwaternetwork.co.uk>.

The Committee had no objections to raise in relation to the project, noting if the intent was to protect supplies in the future, then it was a necessary development.

Cllr Begum proposed the consultation be sent to all Councillors and they be invited to submit their own individual response, but for no official response to be sent from Lowestoft Town Council (LTC); seconded by Cllr Coleby; all in favour.

141 To note East Suffolk Council's new Street Trading Policy and consider relevant actions

Roads listed as undesignated would be the responsibility of Lowestoft Town Council in terms of applications for, and renewal of, street trading licenses.

There was a suggestion to consider creating a Licensing Sub-Committee to handle any applications. It was instead agreed to have such applications handled by the Planning Committee.

Cllr Coleby proposed the Terms of Reference for this Committee be amended and recommended to Full Council to include responsibilities for reviewing and approving applications for Street Trading licenses; seconded by Cllr Begum; all in favour.

142 To note the auctioning of property 144/145 on the High Street and discuss its progress

The property has not been sold, and a second auction was planned in the New Year. It was requested an item be added to the agenda, either at the end of January or beginning of February, to revisit the progress. It was suggested this also be added to the next East Suffolk Council Quarterly Liaison agenda.

Lowestoft Town Council
Extraordinary Planning Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 4 December 2025 18:45

143 To consider if the Town Council should support a request from a member of the public for double yellow lines, or a no parking sign, on Royal Avenue NR32 4HH

Cllr Begum proposed the Town Council support the request from the member of public. The Committee also suggested the member of public consider petitioning to have traffic wardens survey the area. Cllr Newsome seconded the proposal and a vote was held with all in favour.

144 Date of next meeting

Thursday 18 December 18:45

145 Items for the next agenda and close

No items were requested for the next agenda.

The Chair closed the meeting at 19:09

Signed:
18 December 2025

Lowestoft Town Council
Climate and Ecological Emergency Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 17 November 2025 15:30

MINUTES

Present: Cllrs Wendy Brooks, Paul Page (Chair), Graham Parker, John Pitts and Andy Pearce. Non-Councillor members Penelope Dack and John Ellerby

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

Public: One member of the public was in attendance (via Teams)

74 Welcome

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

75 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Neil Coleby, John Murray and Deborah Ray with reasons provided. Cllr Pearce proposed approval; seconded by Cllr Parker; all in favour.

Non-Councillor members Rachel Bunn and Cathy Williams were absent with no apologies received.

76 Declarations of interests and dispensations

76.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from members on items on the agenda – John Ellerby declared an interest in item 83.1 and 83.2. Cllr Parker declared he was on the East Suffolk Council Working Group for Public Transport.

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

77 To consider the draft minutes of the meeting on 20 October 2025

Cllr Brooks proposed approval; seconded by John Ellerby; four votes in favour and two abstentions.

78 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 – John Ellerby spoke on items 83.1 and 83.2 in the public forum due to his declared interest as the organiser of the Use It All scheme. John Ellerby informed the Committee that Use It All were seeking to establish a scheme that brought together all three tiers of Local Government in the area to recycle blister packs, highlight the national recycling failure and provoke large scale action by manufacturers, Central Government and Local Authorities. Cllr Caroline Topping had indicated interest from East Suffolk Council, but at this time there was no evidence of how East Suffolk Council might help fund the scheme.

79 Finance and Budget

79.1 To monitor expenditure by this Committee from the Climate Emergency budget, under delegated authority – There were no queries raised regarding expenditure.

79.2 To consider recommendations for the 2026-2027 Climate Emergency budgets – The Climate Emergency budgets had been committed to directly fund the energy efficiency measures for the Town Hall at a total of £90,000 split over the 2025-2026 and 2026-2027 financial years. The Committee had previously recommended the bulky waste budget be increased, this had been discussed by the Budget and Loan Sub-Committee and needed to be ratified by Full Council in November.

Penelope Dack entered the chamber at 15:48

Lowestoft Town Council
Climate and Ecological Emergency Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 17 November 2025 15:30

80 To consider whether the Town Council should form a policy position on fireworks and make a recommendation to full council

Cllr Brooks had requested this be considered due to the recent public interest concerning control over the sale of fireworks and criteria to be considered for public displays of fireworks for the protection of wildlife and the public.

It was suggested Lowestoft Town Council (LTC) form a policy and support a recent petition that called for firework displays to only be held on public land, for firework displays to have reduced noise levels and to restrict the sale of fireworks to the general public. The purpose of this was to minimise the harm caused by fireworks to wildlife and vulnerable members of the public. This petition was due to be received by Parliament. The RSPCA had commented on the petition and expressed the need for reduced noise levels, restricted sales of fireworks and the establishment of firework-free zones. Cheltenham Animal Centre also commented in support of the petition and called for a restriction of firework sales to licensed venues only with a limit on the number of days in the year when fireworks could be set off.

A query was raised on whether this Committee would be making a decision to support this petition, even though it made no mention of low-noise fireworks, or if the Committee would be seeking a different resolution.

Cllr Brooks considered there was no need to publicly support the petition as it had enough signatures to require Parliament to consider it, and suggested LTC instead release a statement to support the comments submitted by the RSPCA on the distress caused to animals and the public, and develop its own position on the use of fireworks, which may include the support of low-noise fireworks and alternatives to firework displays.

The Committee noted LTC does not hold firework displays and would not be able to make a policy position on the activities of a third party, the policy would only concern what would be permitted on LTC's land.

Cllr Brooks temporarily left the chamber at 16:08

Cllr Brooks returned to the chamber at 16:09

Cllr Brooks proposed LTC create a policy that states no firework display would be permitted on LTC and LTC would not fund public firework displays due to the distress fireworks cause to wildlife and the public and the damage to the environment. The Town Clerk noted in such a case the policy would need to be introduced after 1 January 2026 as a successful grant applicant earlier in the year was due to host their final firework display at the end of 2025. Cllr Page seconded the proposal and a vote was held with two votes in favour, three votes against and two abstentions.

Cllr Pearce raised concerns over the restrictive nature of the proposed position and whether it would be preferable to opt for an approach that considered local terms and conditions and treated each case on its merits.

Cllr Pitts proposed LTC formulate a policy position on fireworks and firework displays; seconded by Cllr Brooks; all in favour. The Committee agreed to table an item on the next agenda to formulate ideas into a draft policy for recommendation.

Cllr Pitts left the chamber at 16:24

Lowestoft Town Council
Climate and Ecological Emergency Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 17 November 2025 15:30

81 To consider avenues of community engagement and relevant actions:

- 81.1 Receive a report and discuss plans for the Climate Event for 2026 – The Committee received the report which recommended a climate event in May 2026.

John Ellerby declared he was a member of Use Your Voice and informed the Committee that they were planning to host an event in September across Lowestoft, he requested to speak with the Events Officer to collaborate on the events, which was agreed by the Committee.

Cllr Pearce proposed to accept the recommendation in the briefing paper and schedule the next climate event for May 2026; seconded by John Ellerby; all in favour.

- 81.2 Review the litter pick held at Arnold's Bequest on 29 October 2025 and consider future dates for litter picks – Two Councillors and members of the Grounds Maintenance Team had attended the litter pick. It was deemed a successful event with a good amount of clearing achieved in the area. The event had not been open to the public due to the difficult terrain in the area.

John Ellerby temporarily left the chamber at 16:32

An item was requested for the January 2026 agenda to consider the date and location of the next litter pick.

82 To consider the following in relation to public transport and alternative methods of travel:

- 82.1 Receive the notes of the Public Transport Working Group meeting on 3 November 2025 – The notes were received by the Committee.
- 82.2 A recommendation from the Public Transport Working Group to fund the production of leaflets to promote the new 107 bus service in Gunton – The Public Transport Working Group wanted to help promote the new bus route established in Gunton and had recommended this Committee fund the production of leaflets to be distributed in the Gunton ward with information on the new bus route.

John Ellerby returned to the chamber at 16:35

Further information on the bus service was still required from East Suffolk Travel Association. Cllr Pearce proposed the Committee approve a maximum budget of £300, allocated from the Climate Emergency budget, to fund the production of up to 3,000 A5 leaflets, subject to the final number of leaflets being confirmed and no expenditure to be permitted until the contents of the leaflet has been agreed; seconded by Cllr Page; all in favour.

John Ellerby temporarily left the chamber at 16:38 due to his declared interests

83 To consider the following items relating to waste and pollution:

- 83.1 To consider funding the grant for recycling of blister packs direct from the Climate Emergency budget – The grant application had been approved by the Finance and Governance Committee, who had requested this Committee consider funding the grant as it was for a recycling initiative. Cllr Brooks proposed to approve funding the grant from the Climate Emergency budget; seconded by Cllr Pearce; all in favour.
- 83.2 To consider if and how to support the wider successor scheme for recycling of blister packs, including financial support – The Committee acknowledged the scheme's intention to highlight the recycling failure and put pressure on manufacturers to provoke large-scale action.

Lowestoft Town Council
Climate and Ecological Emergency Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 17 November 2025 15:30

A query was raised on the evidence of this pressure being exerted on manufacturers and whether it was an appropriate use of public money to be funding work that the manufacturers were responsible for.

It was noted that from a grant given by LTC in 2024, 100,000 blister packs had been recycled, which demonstrated the success and demand for the scheme.

Cllr Pearce proposed to give in principal support to the scheme and work with other Principal Authorities and, through the MP, bring about legislative change from Central Government to put pressure on the manufacturers to resolve this issue. At this time there was no budget to set as the methods of support were under consideration. Cllr Parker seconded the proposal and a vote was held with four votes in favour and one vote against.

The Town Clerk temporarily left the chamber at 16:54

The Town Clerk and John Ellerby returned to the chamber at 16:55

84 To consider the following items relating to the energy and water supply of the built environment of Lowestoft:

84.1 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

The Planning Committee was due to submit the consultation response at its next meeting.

Cllr Pearce proposed members submit their comments to the next Planning Committee meeting to be considered as part of the consultee response; seconded by Cllr Parker; all in favour.

85 Date of next meeting

Monday 15 December 15:30

86 Items for the next agenda and close

No items were requested for the next agenda.

87 Admission to Meetings

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

The Chair closed the meeting at 17:01

Signed:

15 December 2025