

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 27 January 2026**.

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
26 January 2026

Lowestoft Town Council

Full Council

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

18:30 Tuesday 27 January 2026

AGENDA

193 Welcome

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

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

195 Declarations and dispensations

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

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

196 To consider the draft minutes and confidential note of the Full Council meeting on 16 December 2025

197 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.

198 Finance and Governance

198.1 To receive and consider the following:

1. 2025 - 2026 budget and reserves
2. Any bank reconciliations
3. Payments and income for the month ending December 2025 and January 2026 to date (see schedules)
4. Payments for approval
5. Options for short-term investment

198.2 To approve the 2026-2027 budget and precept

198.3 To note the cost of producing a leaflet to accompany the 2026-2027 Council Tax bill, and approve the draft

198.4 To consider a recommendation from the Budget and Loan Sub-Committee to transfer £40,000 from the Sparrows Nest EMR to the Belle Vue EMR

This will be to contribute towards the refurbishment of public conveniences

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198.5 To receive and note the draft minutes of the Finance and Governance Committee meeting on 10 December 2025

198.6 To consider the following matters from the Finance and Governance Committee:

1. If Lowestoft Town Council should commit to an annual payment for the maintenance of the Lowestoft Collection
2. A recommendation to renew the IT Support Services contract for three years
3. A recommendation to amend the General Reserves target in the Reserves Policy to the equivalent of four months of revenue expenditure
4. Adoption of the following policies:
 - a. Co-option
 - b. Complaints Procedure
 - c. Data Protection
 - d. Data Retention
 - e. Freedom of Information, Publication Scheme and availability schedule
 - f. Public Participation Protocol
 - g. Representation on Outside Bodies
 - h. Protocol for Reporting at meetings of the Council
 - i. Safeguarding
 - j. Video Meeting Protocol
5. Adoption of the amended Meeting Announcement document

199 Town Hall Project

199.1 To receive and note the draft minutes of the Town Hall Project Committee meeting on 8 January 2026

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

200 Marina Theatre

200.1 To receive and note the draft minutes of the Marina Theatre Project Committee meeting on 11 December 2025

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

201 Marina Theatre Options Appraisal (confidential)

201.1 To receive of the notes of the Town Council and Marina Theatre Trust meeting on 16 January 2026

201.2 To receive and consider supporting information provided by Marina Theatre Trust

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201.3 To review legal and professional advice in relation to the options appraisal and agree future model

202 Planning

202.1 To receive and note the draft minutes of the Planning Committee meetings on 8 January and 22 January 2026

202.2 To approve a change to the Planning Committee's Terms of Reference
Planning proposed their Terms of Reference be amended to include responsibilities for reviewing and approving applications for Street Trading Licenses

203 Personnel

203.1 To receive and note the draft minutes of the Extraordinary Personnel Committee meeting on 7 January 2026

203.2 To consider a recommendation from the Personnel Committee to amend the mandatory training document and proposed restrictions

203.3 To consider options for alternative pension provision (confidential)

204 Climate and Ecological Emergency

204.1 To receive and note the draft minutes of the Climate and Ecological Emergency Committee meeting on 15 December 2025 and 19 January 2026

204.2 To consider the following recommendation from the Climate and Ecological Emergency Committee
To invite the Suffolk County Council Integrated Transport and Enhanced Partnership Manager to arrange a meeting in Lowestoft with all relevant groups and stakeholders to discuss transport

205 To consider the following legal matters (confidential):
An update report on legal matters

206 Date of next meeting
Tuesday 24 February 18:30

207 Items for the next agenda and close

208 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

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Tuesday 16 December 2025 18:30

MINUTES

Present: Cllrs Nasima Begum (Chair), Jen Jones, Christian Newsome, John Murray, Graham Parker, Andy Pearce, Deborah Ray and Nick Webb

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

Also in attendance: Sheila Moss King (Town Hall Project Manager) and Emma Bellward (Marina Theatre Project Manager) attended the meeting via the webinar

176 Welcome

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

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

Apologies were received from Cllrs Sonia Barker, Connor Blowers, Wendy Brooks, Neil Coleby, Christine Moore, Paul Page, John Pitts, Bernie Rappensberger and Elise Youngman with reasons provided. Cllr Pearce proposed approval of apologies received; seconded by Cllr Jones; all in favour. Cllrs Janet Craig and Keith Patience were absent with no apologies received.

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 – There were no declarations.

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

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

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

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

181 Finance and Governance

181.1 To receive and consider the following:

1. 2025 - 2026 budget and reserves – Cllr Pearce proposed the report be accepted as a true and accurate record of the budget and reserves; seconded by Cllr Webb; all in favour.
2. Any bank reconciliations – November 2025 reconciliations were outstanding.
3. Payments and income for the month ending 30 November 2025 and December 2025 to date (see schedules) – Cllr Pearce proposed the report be accepted as a true and accurate record of payment and income for the period specified; seconded by Cllr Webb; all in favour.
4. Payment for approval: Sprayer - £1,615 – The sprayer would primarily be used to maintain the tennis courts. Cllr Pearce proposed to approve the payment with funding to be allocated from the dedicated budget for tennis court maintenance; seconded by Cllr Webb; all in favour. In the interest of advance budgeting, it was clarified that items such

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as this could be included in the budget requests submitted to the Budget and Loan Sub-Committee by the Grounds Maintenance Team, as those budget requests were not limited to larger expenditure items.

- 181.2 To receive and note the draft minutes of the Finance and Governance Committee meeting on 12 November 2025 – The draft minutes were received and noted.
- 181.3 To consider the following recommendations from the Finance and Governance Committee:
1. Amendments to item G3 on the Risk Register – Cllr Pearce proposed approval of the amendments; seconded by Cllr Jones; all in favour.
 2. Business Plan and Risk Register implementation and review by Committees and Sub-Committees – Lowestoft Town Council (LTC) had resolved to have different Committees be given responsibility for reviewing different sections of the Risk Register on a quarterly basis. It had been recommended the Business Plan also be reviewed on a quarterly basis. Cllr Pearce proposed the Business Plan be tabled on agendas on a quarterly basis for review, with the Committees and Sub-Committees to review the core objectives they are listed against, but to ensure the reviews were not tabled on an agenda at the same time as the Risk Register reviews; seconded by Cllr Jones; all in favour.
 3. Adoption of the following policies:
 - a. Financial Regulations
 - b. Grants Awarding (and application form)Cllr Pearce proposed to endorse the amendments and adopt both policies; seconded by Cllr Parker; all in favour.
 4. Agree an energy supply contract from 1 January 2026 – Officers endeavoured to obtain an alternative quote had been sought from a supplier suggested by the Climate and Ecological Emergency Committee with environmental credentials, however a quote could not be confirmed in time for the meeting due to the size of the contract.

The total utility bill from the current supplier for electricity across all assets was currently £34,000 a year, this was set to increase to £45,000. Should LTC sign on to a three-year contract, the annual fee would be reduced to £20,000.

Cllr Pearce proposed to enter into the three-year contract due to the financial savings, with a request that the recently acquired piece of land, which has an electrical supply with a different provider, be moved to this contract if possible, and for the Climate and Ecological Emergency Committee to examine the environmental and ethical considerations to inform a contract renewal for the end of this three-year period, in keeping with LTC's objectives, the climate emergency declaration and the net-zero target.

The Town Clerk confirmed the recently acquired piece of land was within an existing contract. Cllr Pearce amended the proposal to request officers monitor the inherited contract and make preparations to transfer it to the three-year contract when it nears the end. Cllr Murray seconded the amended proposal and a vote was held with all in favour.

- 181.4 To consider the following recommendations from the Budget and Loan Sub-Committee
1. A resolution authorising a short-investment – This item related to the drawn down amount from the Public Works Loan. The repayments of the loan would not be due for six months and it was suggested the loan be safely invested for that period to get a return before the repayments were due. It has been cleared with the regulators that to do so would be legally compliant and there would be appropriate avenues for low-volatility, low-risk investment.

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Cllr Pearce proposed the loan be appropriately put in a low-volatile, low-risk investment; seconded by Cllr Parker. It was commented that the investment would need to immune to the stock market risk. Cllr Pearce amended his proposal to add a delegation to officers to take one-off financial advice on a suitable investment avenue for a period of six months that would maximise the investment return whilst guarding against volatility and loss. A vote was held with six votes in favour and two abstentions.

- 181.5 To consider payment of charges relating to storage and maintenance of the Lowestoft Collection – LTC had been approached by a trustee of the Lowestoft Museum, where a large element of the Lowestoft Collection (including paintings, porcelain and civic insignia) was held, in relation to a significant increase in their electricity bill. As this concerned the care and custody LTC items, it was suggested it would be fair and equitable to contribute to the bill, which could be covered by the existing reserve for maintenance of the Lowestoft Collection.

Cllr Pearce proposed LTC make a contribution equivalent to 20% of the electricity bill (in proportion to the number of items in the museum) for the maintenance and upkeep of LTC items in the custody of the museum, with consideration to be given as to whether this would be an ongoing item of expenditure. The contribution would cover the 2024-2025 and 2025-2026 financial years, and officers were asked to assist the museum in interrogation of the electricity bill to help reduce the amount.

Clarification was requested on what would be covered in the contribution as the supporting meeting paper listed the total bill, not just the electricity portion. Cllr Pearce amended the proposal to specify the 20% contribution would cover the total bill of the museum, not just electricity, for the years 2024-2025 and 2025-2026. An item was requested for the January 2026 Full Council agenda to consider whether LTC should commit to pay an annual amount for the maintenance of the Lowestoft Collection. Officers would maintain ongoing liaison with the museum to monitor the bill. A vote was held with all in favour.

182 Town Hall Project

- 182.1 To receive and note the draft minutes of the Town Hall Project Committee meeting on 11 December 2025 – The draft minutes were received and noted.
- 182.2 To receive and note a progress report from the Project Manager (some aspects may be confidential) – The Project Manager reported on the progress of the main construction phase and informed attendees the site would be closed over the Christmas holiday with full security maintained, including 24-hour CCTV.

Completion of the project was likely to go on to the end of 2026, for which the Project Manager would have more details in the new year.

A further Extension of Time request had been received and was under review by the Contract Administrator.

To date, Barnes Construction have awarded £1.2million worth of contracts within the Lowestoft constituency, demonstrating a high inward investment in the area.

Cllr Jones temporarily left the chamber at 19:09

183 Marina Theatre

- 183.1 To receive and note the draft minutes of the Extraordinary Marina Theatre Project Committee meeting on 18 November 2025 – The draft minutes were received and noted.

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- 183.2 To receive and note a progress report from the Project Manager (some aspects may be confidential) – The Project Manager reported the theatre was in full business with the pantomime season. Since the previous meeting, further elements of the project have been completed, including the fire escape, which had been signed off by building control, the community room and the Manager's office.

Cllr Jones returned to the chamber at 19:12

Work would continue on the remaining snagging items to ensure practical completion could be issued. Work would finish onsite this week for the Christmas period and commence 5 January 2026. There were no queries raised.

- 183.3 To receive an update on legal and contractual matters relating to project completion – This item would be discussed in confidential session.
- 183.4 To receive and consider the Marina Theatre options appraisal (confidential) – This item would be discussed in confidential session.

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 – The draft minutes were received and noted.

185 Planning

- 185.1 To receive and note the draft minutes of the Planning Committee meetings on 4 December 2025 – The draft minutes were received and noted.

186 Personnel

- 186.1 To receive and note the draft minutes of the Personnel Committee meeting on 4 December 2025 – The draft minutes were received and noted.
- 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 – Cllr Pearce proposed the notice periods for employer and employee be aligned; seconded by Cllr Murray; all in favour.
 2. To consider pension provision for apprentices – This item would be discussed in confidential session.
 3. Resolve that Councillors who do not attend mandatory data protection training will not be privy to confidential data – Councillors and staff members were required to undertake annual data protection training. This recommendation had been made to protect LTC's data and minimise the legal, financial and reputational risk.

Cllr Pearce proposed to endorse this recommendation and effective from the 2026-2027 Civic Year, Councillors who do not attend mandatory data protection training will not be privy to confidential documents or confidential emails. This restriction would be applied appropriately and consider the circumstances of Councillors who are unable to attend training due to illness or other explained absences. Cllr Murray seconded the proposal and a vote was held with all in favour.

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 – The draft minutes were received and noted.

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- 187.2 To consider a recommendation from the Climate and Ecological Emergency Committee on a policy position on fireworks – It was reported the Committee had not been in favour of an outright ban on fireworks and instead recommended a licensing criteria be considered to outline what LTC could and could not support, with a resolution for officers to draft a policy with the key points raised in the meeting that would guide future event or grant applications. It was noted the exact recommendation had not included a delegation to officers to draft a policy, but it was agreed for this action to be taken forward and await a further recommendation from the Climate and Ecological Emergency Committee.

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](#)

It was noted that Councillors could submit responses as individuals, but as the largest town in East Suffolk it was agreed LTC should submit a response. Cllr Pearce declared he had been lobbied by One Suffolk but had not responded to any communications received from them.

Cllr Pearce proposed an extraordinary meeting, or a standalone meeting to which all Councillors are invited, be arranged in early January before the consultation deadline. Cllr Pearce amended the proposal so should a standalone meeting be called, then a delegation would be given to all Councillors in that meeting to agree and submit the consultee response on behalf of LTC; seconded by Cllr Begum; all in favour.

189 To consider the following legal matters (confidential):

An update report on legal matters – This item would be discussed in confidential session.

190 Date of next meeting

Tuesday 27 January 18:30

191 Items for the next agenda and close

No items were requested for the next agenda.

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 – Cllr Pearce proposed the meeting be moved into confidential session; seconded by Cllr Murray; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 19:38

- 183.3 To receive an update on legal and contractual matters relating to project completion – A confidential update regarding legal and contractual matters was provided.

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- 183.4 To receive and consider the Marina Theatre options appraisal (confidential) – The options provided was reviewed and discussed.

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

- 186.2. To consider the following recommendations from the Personnel Committee
2. To consider pension provision for apprentices – Cllr Pearce made a confidential proposal; seconded by Cllr Murray; all in favour.

189 To consider the following legal matters (confidential):

The legal update was provided.

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

The Chair closed the meeting at 20:29

Signed:

27 January 2025

Receipts for Month 9

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		7,133,668.14					7,133,668.14	
7170	Banked 01/12/2025	18.50						
7170	Robinson M & MA	18.50			1020	505	18.50	Weekly market income 28/11
7171	Banked 02/12/2025	80.00						
	Sales Recpts Page 498	80.00	80.00		100			Sales Recpts Page 498
7172	Banked 02/12/2025	2.66						
7172	Stripe	2.66			1200	435	3.00	Denes Oval Floodlights
					4365	435	-0.34	Denes Oval Floodlights
7173	Banked 03/12/2025	1.44						
7173	Stripe	1.44			1200	435	2.00	Denes Oval floodlights
					4365	435	-0.56	Denes Oval floodlights
7174	Banked 04/12/2025	4.83						
7174	Stripe	4.83			1200	435	5.50	Denes Oval floodlights
					4365	435	-0.67	Denes Oval floodlights
7175	Banked 04/12/2025	60.00						
	Sales Recpts Page 499	60.00	60.00		100			Sales Recpts Page 499
7176	Banked 05/12/2025	1.92						
7176	Stripe	1.92			1200	435	2.50	Denes Oval floodlights
					4365	435	-0.58	Denes Oval floodlights
7177	Banked 05/12/2025	775.00						
	Sales Recpts Page 500	775.00	775.00		100			Sales Recpts Page 500
7178	Banked 05/12/2025	200.00						
	Sales Recpts Page 501	200.00	200.00		100			Sales Recpts Page 501
7180	Banked 08/12/2025	1.69						
7180	Stripe	1.69			1200	435	2.00	Denes Oval floodlights
					4365	435	-0.31	Denes Oval floodlights
7181	Banked 10/12/2025	49.68						
	Sales Recpts Page 502	49.68	49.68		100			Sales Recpts Page 502
7182	Banked 11/12/2025	-100.00						
	Sales Recpts Page 503	-100.00	-100.00		100			Sales Recpts Page 503
7183	Banked 11/12/2025	19.73						
7183	Stripe	19.73			1200	435	22.00	Denes Oval floodlights
					4365	435	-2.27	Denes Oval floodlights
7184	Banked 12/12/2025	5.07						
7184	Stripe	5.07			1200	435	6.00	Denes Oval floodlights
					4365	435	-0.93	Denes Oval floodlights
7185	Banked 12/12/2025	200.00						
	Sales Recpts Page 504	200.00	200.00		100			Sales Recpts Page 504
7186	Banked 16/12/2025	18.50						
7186	Robinson M & MA	18.50			1020	505	18.50	Weekly market income 12/12

Receipts for Month 9				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
7187	Banked 18/12/2025	3.61						
7187	Stripe	3.61			1200	435	4.00	Denes Oval floodlights
					4365	435	-0.39	Denes Oval floodlights
7188	Banked 18/12/2025	152.50						
	Sales Recpts Page 505	152.50	152.50		100			Sales Recpts Page 505
7189	Banked 19/12/2025	200.00						
	Sales Recpts Page 506	200.00	200.00		100			Sales Recpts Page 506
7190	Banked 19/12/2025	18.50						
7190	Robinson M & MA	18.50			1020	505	18.50	Weekly market income
7191	Banked 22/12/2025	1,575.00						
	Sales Recpts Page 507	1,575.00	1,575.00		100			Sales Recpts Page 507
7192	Banked 22/12/2025	1,000.00						
	Sales Recpts Page 508	1,000.00	1,000.00		100			Sales Recpts Page 508
7193	Banked 23/12/2025	-100.00						
	Sales Recpts Page 509	-100.00	-100.00		100			Sales Recpts Page 509
7194	Banked 23/12/2025	-100.00						
	Sales Recpts Page 510	-100.00	-100.00		100			Sales Recpts Page 510
7195	Banked 30/12/2025	625.00						
	Sales Recpts Page 511	625.00	625.00		100			Sales Recpts Page 511
7196	Banked 31/12/2025	853.78						
7196	EventBrite	853.78			4485	320	853.78	Santa Dash income
Total Receipts for Month		5,567.41	4,617.18	0.00			950.23	
Cashbook Totals		7,139,235.55	4,617.18	0.00			7,134,618.37	

Date: 22/01/2026

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Time 13:47

Cashbook 1

User: COXJ

Unity Bank Account

For Month No: 9

Payments for Month 9

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/12/2025	DVLA	7C86	29.31			6500	175	29.31	Road tax AY72HNM
01/12/2025	DVLA	7C87	29.31			6500	175	29.31	Road tax AV72 ZGM
01/12/2025	DVLA	7C88	30.18			6500	175	30.18	Road tax AX72 BVL
01/12/2025	DVLA	7C89	30.18			6500	175	30.18	Road tax DN70 ZYZ
01/12/2025	East Suffolk Council	7C90	212.00	212.00		500			Links Rd Car Park Rates 25/26
01/12/2025	East Suffolk Council	7C91	104.00	104.00		500			SN Bowls Club Rates 25/26
01/12/2025	East Suffolk Council	7C92	998.00	998.00		500			HH Rates Apr25-Mar26
01/12/2025	East Suffolk Council	7C93	761.00	761.00		500			Unit 2 rates Apr25-Mar26
01/12/2025	East Suffolk Council	7C94	220.00	220.00		500			WHall Rates Apr 25 - Mar 26
01/12/2025	East Suffolk Council	7C95	180.00	180.00		500			BVP rates to Mar 26
01/12/2025	Event Stuff Ltd	7C96	552.00	552.00		500			Xmas Photo Boards
01/12/2025	Northgate Vehicle Hire Ltd	7C97	1,553.32	1,553.32		500			NU74YCK to 24/11/25
01/12/2025	Tudor Environmental	7C98	390.59	390.59		500			Blower, rakes, shovels
01/12/2025	R J Pryce & Co Ltd	7C99	140.28	140.28		500			Drill bit/pipe cutter/sealant
01/12/2025	Garden Discount Centre Ltd	7D00	289.57	289.57		500			Helmets
01/12/2025	Travis Perkins Trading Company	7D01	7.36	7.36		500			Christmas signs TM
01/12/2025	Shine by ES Consultancy Limite	7D02	800.00	800.00		500			BHM awards host & speaker
01/12/2025	Munnings Supplies Ltd	7D03	102.90	102.90		500			Safety wellington
01/12/2025	Fuel Card Services Ltd	7D04	146.63	146.63		500			Fuel Nov 25
02/12/2025	Novuna Business Finance	7D05	1,137.61	1,137.61		500			Transit Van hire Apr25-Mar26
02/12/2025	Novuna Business Finance	7D06	1,207.38	1,207.38		500			Transit Tipper hire Apr-Mar26
02/12/2025	HMRC	7D10	73,307.64			525		73,307.64	PAYE/NIC Mth 8 Nov 25
02/12/2025	Nick Walker Thatching	7D07	7,770.00	7,770.00		500			Thatching BVP cottage
02/12/2025	Natalie Willis	7D08	150.00	150.00		500			The Vibettes Xmas Mkt
02/12/2025	A1 Clearance and Recycling Lim	7D09	2,580.00	2,580.00		500			November Bulky Waste
02/12/2025	Face Off Art Designs - Kelsey	7D11	300.00	300.00		500			4 hrs facepainting Xmas mkt
02/12/2025	Environment Agency	7D34	125.00			5220	650	125.00	Waste carrier registration
03/12/2025	Suffolk Pension Fund	7D12	17,581.57			530		17,581.57	Pension Mth 8
03/12/2025	BNP Paribas Leasing	7D13	230.74		38.46	4070	100	192.28	Copier Hire
04/12/2025	Sonia Barker	7D15	22.95			4150	650	22.95	S Barker mileage to High Lodge
04/12/2025	Chris Meek	7D23	229.60			4150	650	59.08	CM Mileage Jul-Nov
						4120	100	48.02	Refreshments - milk etc
						4479	300	122.50	Pumpkins for Halloween market
04/12/2025	Ewan Gallagher	7D24	134.80		3.19	4160	150	16.11	EG parking Nov
						4150	650	15.50	EG mileage Nov
						4485	320	100.00	Facebook EG reimburse
04/12/2025	Redlynch Leisure Installations	7D14	9,669.60	9,669.60		500			Play panels TM
04/12/2025	Wilco Motor Spares Ltd	7D16	80.00	80.00		500			Socket set
04/12/2025	Travis Perkins Trading Company	7D17	39.08	39.08		500			Broom/tape measure/knife
04/12/2025	Ronan Williams	7D18	75.00	75.00		500			Performer Xmas mkt

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Unity Bank Account

For Month No: 9

Payments for Month 9

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/12/2025	Munnings Supplies Ltd	7D19	42.00	42.00		500			Thermo gloves
04/12/2025	Ben Burgess GroundsCare Equipm	7D20	25.89	25.89		500			Key starter switch
04/12/2025	Nicholsons Solicitors LLP	7D21	1,808.40	1,808.40		500			Gunton Cliff Covenants
04/12/2025	The Marina Theatre Trust	7D22	266.50	266.50		500			Storage unit
04/12/2025	Suffolk Artlink	7D25	150.00	150.00		500			Heritage Skills Mkt Artlink
04/12/2025	Garden Discount Centre Ltd	7D26	80.79	80.79		500			Credit for starter battery
04/12/2025	Cloudy Group Ltd	7D27	1,869.58	1,869.58		500			Microsoft support etc
04/12/2025	TP Fire & Security	7D28	300.00	300.00		500			MT Fire system annual service
04/12/2025	Hero Hire	7D29	150.00	150.00		500			Grinch at Xmas Mkt
04/12/2025	V.C. Cooke	7D30	696.00	696.00		500			Waste disposal rental Nov
04/12/2025	Foster Wilson Size LLP	7E35	54.40	54.40		500			Pay Less Notice 668-27
04/12/2025	The Input Group	7E36	134,808.00	134,808.00		500			MT Refurb Job 668 Cert 12
05/12/2025	Jill Hook	7D32	15.60		2.58	4160	150	13.02	JHK reimbursements
05/12/2025	Foster Wilson Size LLP	7D31	18,554.40	18,554.40		500			RIBA Stage 5
05/12/2025	LEC Pubs	7D35	120.00	120.00		500			Music at Xmas TM
08/12/2025	Suffolk Artlink	7D33	1,800.00	1,800.00		500			TH 'Your Lowestoft Memories'
08/12/2025	Fuel Card Services Ltd	7E14	288.31	288.31		500			Fuel Nov25
09/12/2025	Norfolk Exterior Cleaning Ltd	7D36	4,200.00	4,200.00		500			P/Ledger Electronic Payment
09/12/2025	Screwfix	7D37	1,064.95	1,064.95		500			Safety wellingtons
09/12/2025	Wolseley	7D38	202.04	202.04		500			Overflow pipe/solvent/clips
09/12/2025	R J Pryce & Co Ltd	7D39	83.32	83.32		500			Blade, copper tube etc
09/12/2025	Nick Walker Thatching	7D40	7,770.00	7,770.00		500			Thatching BVP cottage
09/12/2025	Munnings Supplies Ltd	7D41	51.60	51.60		500			Safety boots
09/12/2025	Evolve Business Solutions Ltd	7D42	398.61	398.61		500			Printing Q3
09/12/2025	R J Pryce & Co Ltd	7D43	30.31	30.31		500			Overhead door closer
09/12/2025	Origin Amenity Solutions	7D44	1,581.90	1,581.90		500			Soluble Iron 10kg
09/12/2025	Nicholsons Solicitors LLP	7D45	4,748.40	4,748.40		500			JCT advice
09/12/2025	OPR Consulting Ltd	7D46	1,575.00	1,575.00		500			Legal/TH interview/Apprentices
09/12/2025	KGB Commercial Heating	7D47	414.00	414.00		500			Annual service MT
09/12/2025	Austen Group Ltd	7D48	1,395.00	1,395.00		500			Wheelie bin liners
09/12/2025	East Coast Mower Services	7D49	489.03	489.03		500			Service toro petrol mower
09/12/2025	EDF Energy	7D50	140.57	140.57		500			Electric T'gdene car park Nov
10/12/2025	Sage Global Services Ltd	7E33	49.80	49.80		500			Payroll December 2025
11/12/2025	Broadland Security Alarms	7D51	1,706.09	1,706.09		500			2nd fix intruder alarm MT
11/12/2025	Kirwin & Simpson	7D52	5,510.28	5,510.28		500			50% contract seating
12/12/2025	Holly Bryant	7D62	128.16			4120	100	18.00	4 storage boxes & white card
						4120	100	12.25	Refreshments
						4150	650	10.41	HB travel Oct/Nov
						4160	150	87.50	HB parking Oct/Nov 25
12/12/2025	Brewers Decorator Centres	7D53	44.99	44.99		500			2.5l paint
12/12/2025	Herts Enviro Services	7D54	1,932.48	1,932.48		500			Water hygiene Nov 25

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Payments for Month 9

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
12/12/2025	Tudor Environmental	7D55	129.53	129.53		500			21 litter pickers
12/12/2025	Wilco Motor Spares Ltd	7D56	5.00	5.00		500			Rubber van mat set
12/12/2025	Smith Bros Timber (East Anglia	7D57	87.74	87.74		500			2.4mx25mmx38mm pse
12/12/2025	Northgate Vehicle Hire Ltd	7D58	1,180.36	1,180.36		500			Panel van hire to 5Dec NU23HNV
12/12/2025	Smith Bros Timber (East Anglia	7D59	29.08	29.08		500			Screws bolts washers
12/12/2025	Goto Hire	7D60	2,050.00	2,050.00		500			PA system Ness Pk bomb plaque
12/12/2025	MJ Training	7D61	189.60	189.60		500			1st aid training NP/DH
15/12/2025	Sarah Foote	7D77	27.20		4.50	4160	150	22.70	SF Parking Oct/Nov
15/12/2025	C&C Consulting Services Ltd	7D63	369.90	369.90		500			H&S support
15/12/2025	Fuel Card Services Ltd	7D64	227.38	227.38		500			Fuel Dec 25
15/12/2025	Great Yarmouth Heating Company	7D65	85.00	85.00		500			Annual serv GH boiler
15/12/2025	Daniel Connal LLP	7D66	1,692.00	1,692.00		500			Prov of CDM Advisor duties
15/12/2025	Blok N Mesh Global Ltd	7D67	276.00	276.00		500			Rubber blocks
15/12/2025	Jess Johnston	7D68	825.00	825.00		500			Heritage Proj Mgr services Oct
15/12/2025	Andrew Morton Associates Ltd	7D69	3,117.70	3,117.70		500			Stage 5
15/12/2025	Barnes Construction	7D70	150,000.00	150,000.00		500			Works on TH
15/12/2025	Smith Bros Timber (East Anglia	7D71	34.60	34.60		500			Drill bits, bolts etc
15/12/2025	Octopus Energy Limited	7D72	18.62	18.62		500			Electric 6/11-5/12/25
15/12/2025	MossKing Associates Ltd	7D73	5,307.00	5,307.00		500			Project Mgt Nov 25
15/12/2025	Origin Amenity Solutions	7D74	1,225.32	1,225.32		500			Drag mat, dew brushes etc
15/12/2025	HAT Projects Ltd	7D75	19,744.37	19,744.37		500			Stage 5 construction
15/12/2025	Harriet Foster	7D76	2,719.00	2,719.00		500			Attend activities/catchups etc
15/12/2025	Claxton Creative Ltd	7D78	779.31	779.31		500			Workshop/drone filming Oct
15/12/2025	R J Pryce & Co Ltd	7D79	25.76	25.76		500			Padlock Fen Park
16/12/2025	Credit Card Account	7D81	1,231.26			220		1,231.26	Credit card payment
16/12/2025	Eon Energy	7D80	9.05	9.05		500			Electric FP PC Nov 25
16/12/2025	NPower Ltd	7D82	654.10	654.10		500			Electric Oct 25 RNPSM
16/12/2025	Festivals and Events Internati	7D83	6,000.00	6,000.00		500			MT options appraisal 50%
16/12/2025	Barnes Construction	7D84	150,000.00	150,000.00		500			Works on TH
16/12/2025	BUNZL Cleaning & Hygiene Suppl	7D85	230.40	230.40		500			Blue paper/sacks/wup liquid
16/12/2025	St Luke's Church	7D86	2,000.00	2,000.00		500			St Lukes food pantry
16/12/2025	Oulton Broad Water Sports Cent	7D87	6,658.00	6,658.00		500			Grant to OBWSC
16/12/2025	Munnings Supplies Ltd	7D88	61.20	61.20		500			Hi Vis
17/12/2025	Barnes Construction	7D89	133,841.44	133,841.44		500			Works on TH
18/12/2025	Sarah Foote	7D93	51.00			4055	140	51.00	Reimbursement
18/12/2025	Rouse Forestry	7D90	7,020.00	7,020.00		500			Pollard 10 poplars FP
18/12/2025	Peter Colby Commercials Ltd	7D91	120.00	120.00		500			P/Ledger Electronic Payment
18/12/2025	Folkes Plant & Aggregates Ltd	7D92	100.80	100.80		500			Top soil KG
18/12/2025	The Marina Theatre Trust	7D94	1,071.01	1,071.01		500			Ladder inspection-Alum Access
18/12/2025	Hags-SMP Ltd	7D95	63,509.83	63,509.83		500			P/Ledger Electronic

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For Month No: 9

Payments for Month 9

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
									Payment
18/12/2025	Brewers Decorator Centres	7D96	169.83	169.83		500			Paint KG memorial bed
18/12/2025	Nicholsons Solicitors LLP	7D97	13,664.20	13,664.20		500			General property advice
18/12/2025	Peter Colby Commercials Ltd	7D98	2,291.04	2,291.04		500			P/Ledger Electronic Payment
18/12/2025	Wave Ltd	7D99	613.92	613.92		500			DO water 12/9-11/12/25
18/12/2025	East Point Business Services	7E00	16,515.48	16,515.48		500			Adv svce chg Fix mgt 1/1-31/3
18/12/2025	R J Pryce & Co Ltd	7E01	44.41	44.41		500			Side cutters & Gorilla tub
18/12/2025	Need2Store Ltd	7E02	240.00	240.00		500			Unit 164 rental 18/12-17/1/26
18/12/2025	NPower Ltd	7E03	991.88	991.88		500			Electric TM Nov25
19/12/2025	Grounds Management Association	7E04	52.00	52.00		500			AL-Intro Football Pitch maint
19/12/2025	R J Pryce & Co Ltd	7E05	143.99	143.99		500			Handrail tube etc KG
19/12/2025	Fenland Leisure Products Ltd	7E06	258.60	258.60		500			Quick repair links
19/12/2025	SCH Supplies Ltd	7E07	1,938.00	1,938.00		500			Power sprayer for tennis crts
19/12/2025	Folkes Plant & Aggregates Ltd	7E08	136.76	136.76		500			Concrete for GELP
19/12/2025	Community Action Suffolk	7E09	330.00	330.00		500			Safeguarding training Feb26
19/12/2025	Taylor Williams	7E11	62.40		10.32	4160	150	52.08	Oct-Dec reimburse
19/12/2025	Holly Bryant	7E12	48.20		5.73	4150	650	13.40	HB Inch allowance/mileage
						4160	150	29.07	HB parking
19/12/2025	SALARIES	DEC SALARY	51,293.52			4000	140	51,293.52	December Salaries
19/12/2025	Nicholas Everitt Park Trust	7E34	3,660.00	3,660.00		500			Lowestoft Collection Utilities
22/12/2025	Fuel Card Services Ltd	7E10	357.23	357.23		500			Fuel Dec 25
22/12/2025	EE Limited	7E13	1,130.63	1,130.63		500			Mobile charges
22/12/2025	The Input Group	7E37	79,920.00	79,920.00		500			Pay Less Notice Cert 12
23/12/2025	British Gas	7E15	83.92	83.92		500			P/Ledger Electronic Payment
23/12/2025	R J Pryce & Co Ltd	7E16	50.59	50.59		500			Batteries The Thatch
23/12/2025	Tudor Environmental	7E17	143.64	143.64		500			Gloves & rake
23/12/2025	Goto Hire	7E18	650.00	650.00		500			PA hire Santa Dash
23/12/2025	Smith Bros Timber (East Anglia	7E19	75.60	75.60		500			Fence Posts
23/12/2025	Munnings Supplies Ltd	7E20	26.40	26.40		500			Gloves
23/12/2025	Fuel Card Services Ltd	7E32	89.72	89.72		500			Fuel Dec
24/12/2025	NPower Ltd	7E21	128.24	128.24		500			Electric PC KG Nov 25
24/12/2025	NPower Ltd	7E22	347.80	347.80		500			Electric KG Nov 25
24/12/2025	NPower Ltd	7E23	695.02	695.02		500			Electric NP chg room Nov25
24/12/2025	NPower Ltd	7E24	781.45	781.45		500			Electric DO Nov 25
24/12/2025	NPower Ltd	7E25	92.23	92.23		500			Electric PC P'field St Nov 25
24/12/2025	NPower Ltd	7E26	188.90	188.90		500			Electric TH Nov 25
24/12/2025	NPower Ltd	7E27	619.21	619.21		500			Electric RNPSM Nov 25
29/12/2025	Eon Energy	7E28	25.52	25.52		500			P/Ledger Electronic Payment
29/12/2025	EE Limited	7E29	34.99	34.99		500			Broadband 17/12-16/1
29/12/2025	NPower Ltd	7E30	81.83	81.83		500			Electric PC R'dam Rd Nov25

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Payments for Month 9				Nominal Ledger				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
31/12/2025	Unity Trust Bank	7E31	33.00			4110	130	33.00 Service charge
Total Payments for Month			1,056,477.71	911,836.09	64.78			144,576.84
Balance Carried Fwd			6,082,757.84					
Cashbook Totals			7,139,235.55	911,836.09	64.78			6,227,334.68

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		6,082,757.84					6,082,757.84	
7197 Banked 05/01/2026		4,725.00						
	Sales Recpts Page 513	4,725.00	4,725.00		100			Sales Recpts Page 513
7198 Banked 05/01/2026		1,750.00						
	Sales Recpts Page 514	1,750.00	1,750.00		100			Sales Recpts Page 514
7199 Banked 09/01/2026		300.00						
	Sales Recpts Page 515	300.00	300.00		100			Sales Recpts Page 515
7200 Banked 09/01/2026		45.00						
	Sales Recpts Page 516	45.00	45.00		100			Sales Recpts Page 516
7201 Banked 09/01/2026		200.00						
	Sales Recpts Page 517	200.00	200.00		100			Sales Recpts Page 517
7202 Banked 14/01/2026		150.00						
	Sales Recpts Page 518	150.00	150.00		100			Sales Recpts Page 518
7203 Banked 15/01/2026		8.15						
7203 Stripe		8.15			1200	435	10.72	Denes Oval floodlights
					4365	435	-2.57	Denes Oval floodlights
7204 Banked 15/01/2026		420.00						
	Sales Recpts Page 519	420.00	420.00		100			Sales Recpts Page 519
7205 Banked 16/01/2026		200.00						
	Sales Recpts Page 520	200.00	200.00		100			Sales Recpts Page 520
7206 Banked 20/01/2026		6,000.00						
	Sales Recpts Page 521	6,000.00	6,000.00		100			Sales Recpts Page 521
7207 Banked 22/01/2026		11.28						
7207 Stripe		11.28			1200	435	13.69	Denes Oval floodlights
					4365	435	-2.41	Denes Oval floodlights
Total Receipts for Month		13,809.43	13,790.00	0.00			19.43	
Cashbook Totals		6,096,567.27	13,790.00	0.00			6,082,777.27	

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Payments for Month 10

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
20/01/2025	Eon Energy	7F14	21.74	21.74		500			P/Ledger Electronic Payment
02/01/2026	DVLA	7E41	29.31			6500	175	29.31	Road Tax AY72 HNM
02/01/2026	DVLA	7E42	29.31			6500	175	29.31	Road tax AV72 ZGM
02/01/2026	DVLA	7E43	30.18			6500	175	30.18	Road tax
02/01/2026	DVLA	7E44	30.18			6500	175	30.18	Road tax
02/01/2026	Novuna Business Finance	7E38	1,137.61	1,137.61		500			Transit Van hire Apr25-Mar26
02/01/2026	Novuna Business Finance	7E39	1,207.38	1,207.38		500			Transit Tipper hire Apr-Mar26
02/01/2026	Novuna Business Finance	7E40	4,506.00	4,506.00		500			P/Ledger Electronic Payment
02/01/2026	Wave Ltd	7E45	233.22	233.22		500			Water 17/9-16/12 Kensington Rd
02/01/2026	Wave Ltd	7E46	60.73	60.73		500			Water PC High St 17/9-16/12
02/01/2026	Wave Ltd	7E47	56.05	56.05		500			Water TH 17/9-16/12
02/01/2026	East Suffolk Council	7E48	212.00	212.00		500			Links Rd Car Park Rates 25/26
02/01/2026	East Suffolk Council	7E49	104.00	104.00		500			SN Bowls Club Rates 25/26
02/01/2026	East Suffolk Council	7E50	998.00	998.00		500			HH Rates Apr25-Mar26
02/01/2026	East Suffolk Council	7E51	761.00	761.00		500			Unit 2 rates Apr25-Mar26
02/01/2026	East Suffolk Council	7E52	220.00	220.00		500			WHall Rates Apr 25 - Mar 26
02/01/2026	East Suffolk Council	7E53	180.00	180.00		500			BVP rates to Mar 26
06/01/2026	Charles Roberts and Sons	7E54	527.36	527.36		500			Hand dryer SN gents PC
06/01/2026	Kirwin & Simpson	7E55	4,408.22	4,408.22		500			40% mid works seating
06/01/2026	Wilco Motor Spares Ltd	7E56	31.00	31.00		500			2in1 shampoo & foam
06/01/2026	Gaming Events 2 U Ltd	7E57	200.00	200.00		500			4hr gaming 2/1/26
06/01/2026	TRUE COLOURS OF LOWESTOFT	7E58	76.00	76.00		500			Room funding Feb/Mar Trucolour
06/01/2026	BUNZL Cleaning & Hygiene Suppl	7E59	276.49	276.49		500			Black sacks/toilet paper
06/01/2026	Lowestoft & District Independe	7E60	1,250.00	1,250.00		500			2nd 1/4ly instal - LADI
06/01/2026	MJ Training	7E61	556.80	556.80		500			1st Aid Lvl 3 DR/ED/SB/IB
06/01/2026	A1 Clearance and Recycling Lim	7E62	2,682.00	2,682.00		500			Dec Bulky Waste
06/01/2026	Travis Perkins Trading Company	7E63	29.10	29.10		500			Oval shank/aviation snips
06/01/2026	St John Ambulance	7E64	205.92	205.92		500			1st aid cover Santa Dash
06/01/2026	Northgate Vehicle Hire Ltd	7E65	1,079.90	1,079.90		500			BN75TMX Dec hire
06/01/2026	C & C Sheds and Timber Supplie	7E66	1,890.00	1,890.00		500			Fencing FP Allotments
06/01/2026	Wave Ltd	7E67	23.35	23.35		500			Water K'ley cliff 19/9-18/12
06/01/2026	The Marina Theatre Trust	7E68	266.50	266.50		500			Storage unit rent
08/01/2026	Sage Global Services Ltd	7E69	49.80	49.80		500			Payroll to 4/2/26
09/01/2026	HMRC	7E73	17,126.72			525		17,126.72	PAYE/NIC Mth 9 Dec 25
09/01/2026	Suffolk Pension Fund	7E74	17,464.33			530		17,464.33	Pension Mth 10
09/01/2026	Wayne Vermaut	7E79	149.97		2.50	5000	350	147.47	Dolly/Ex Fan/Spur Flex
09/01/2026	Screwfix	7E70	404.04	404.04		500			Hi Vis yellow waistcoat

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User: COXJ

Unity Bank Account

For Month No: 10

Payments for Month 10

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
09/01/2026	Lound Plant Centre	7E71	327.81	327.81		500			Scrubber/compost/dams etc
09/01/2026	Lowestoft Arts Centre	7E72	757.99	757.99		500			Lowestoft Arts Centre grant
09/01/2026	Alan M Walker	7E75	50.00	50.00		500			Santa Dash photographer
09/01/2026	R J Pryce & Co Ltd	7E76	96.69	96.69		500			Digital angle rule
09/01/2026	The Rob Clarke Community Trust	7E77	853.78	853.78		500			Donation - Foodbank Santa Dash
09/01/2026	V.C. Cooke	7E78	108.00	108.00		500			Rental charge Dec
09/01/2026	Omnex Profilm Ltd	7E80	2,268.00	2,268.00		500			Marina Projector
09/01/2026	Seletar Signs	7E81	312.00	312.00		500			Graphics to transit flatbed
09/01/2026	OPR Consulting Ltd	7E82	1,575.00	1,575.00		500			MT/Legal/Apprentice/Fun
09/01/2026	Thomson Environmental Consulta	7E83	1,648.50	1,648.50		500			Tree survey
09/01/2026	MJ Training	7E84	561.00	561.00		500			Level 1 Fire safety x9 23/1/26
09/01/2026	Foster Wilson Size LLP	7E85	18,554.40	18,554.40		500			Stage 5 construction to 14.12.
09/01/2026	The Input Group	7E86	111,432.00	111,432.00		500			Job 668 Cert 13
12/01/2026	Fuel Card Services Ltd	7E87	349.21	349.21		500			Fuel Dec 25
13/01/2026	Jill Hook	7E90	15.60		2.58	4160	150	13.02	JHo Dec reimburse
13/01/2026	Peter Colby Commercials Ltd	7E88	531.22	531.22		500			Container rent Jan 26
13/01/2026	Cloudy Group Ltd	7E89	1,869.58	1,869.58		500			Microsoft support etc
13/01/2026	Northgate Vehicle Hire Ltd	7E91	95.00	95.00		500			Tyre for NU23HMV
13/01/2026	East Suffolk Services Ltd	7E92	375.18	375.18		500			Trade waste collection Jan-Mar
13/01/2026	Broadland Security Alarms	7E93	204.00	204.00		500			Alarm contract NP to Jan 27
13/01/2026	Broadland Security Alarms	7E94	204.00	204.00		500			Alarm contract KG to Jan 27
13/01/2026	Rouse Forestry	7E95	2,678.40	2,678.40		500			Footpath clearance Tom Crisp
13/01/2026	Rouse Forestry	7E96	936.00	936.00		500			Remove rotten Poplar tree KG
13/01/2026	Garden Plants Online	7E97	500.00	500.00		500			1 x Pinus for the Ness
15/01/2026	Smith Bros Timber (East Anglia	7E98	162.79	162.79		500			Weedkiller and screws
15/01/2026	Stems Florist	7E99	130.00	130.00		500			2 wreaths HMD
15/01/2026	EDF Energy	7F00	142.31	142.31		500			Electric T'dene car park Dec25
15/01/2026	Herts Enviro Services	7F01	1,288.32	1,288.32		500			Water Hygiene Dec25
15/01/2026	Paperworks (Books and Prints)	7F02	1,076.76	1,076.76		500			Paperworks grant Jan-Dec26
15/01/2026	Wave Ltd	7F03	104.37	104.37		500			Water FP 2/10/25-1/1/26
15/01/2026	Apex Scaffolding Anglia Limite	7F04	2,663.66	2,663.66		500			Scaffold BVL thatching
15/01/2026	Munnings Supplies Ltd	7F05	331.02	331.02		500			Safety specs & ear plugs
15/01/2026	Giardino Restaurant	7F06	780.00	780.00		500			Staff xmas meal
15/01/2026	Lound Plant Centre	7F07	4.98	4.98		500			Saucer
15/01/2026	Wilco Motor Spares Ltd	7F08	31.00	31.00		500			Screenwash/deicer/coola
16/01/2026	Credit Card Account	7F09	804.31			220		804.31	Credit card payment
19/01/2026	Fuel Card Services Ltd	7F10	175.66	175.66		500			Fuel Jan 26

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Payments for Month 10

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
19/01/2026	Need2Store Ltd	7F11	240.00	240.00		500			Unit 164 rent to 17/2/26
19/01/2026	East Coast Mower Services	7F12	354.69	354.69		500			Service back pack leaf blower
19/01/2026	Public Works Loan	7F41	6,553.50			9980	350	6,553.50	MT PWLB repayment
20/01/2026	J P Hawes	7F13	430.41		30.01	4150	650	128.04	JH mileage Jun-Dec 25
						4160	150	64.71	JH Parking Jun-Dec25
						4120	100	113.03	Refreshments Unit 2 Jun-Dec25
						4335	175	6.66	Size 9 Tuff Riggers
						5000	100	52.46	Spray paint/hand winch etc
						4055	140	35.50	Staff training meal allowance
20/01/2026	Ewan Gallagher	7F36	89.48		7.43	4150	650	17.05	EG Dec/Jan reimburse
						4160	150	29.13	EG Dec/Jan reimburse
						4120	100	35.87	EG Dec/Jan reimburse
20/01/2026	East Coast Insulations Ltd	7F15	234.00	234.00		500			NP allotments asbestos removal
20/01/2026	Pakefield Pastures CIC	7F16	100.00	100.00		500			Donkeys for Xmas market
20/01/2026	Demograffix Ltd	7F17	241.16	241.16		500			Graffiti W'shop Valentines Mkt
20/01/2026	Kirkley People's Forum	7F18	1,395.00	1,395.00		500			Kirkley Centre rent Jan-Dec 26
20/01/2026	Burgh Castle Nursery	7F19	720.02	720.02		500			Pansies etc for planters at TM
20/01/2026	Flowers By Your Design	7F20	120.00	120.00		500			Silk posies for HMD
20/01/2026	PI Group Consultants Ltd	7F21	2,392.74	2,392.74		500			Annual insp & life exp 21 loca
20/01/2026	S&G Fabrications (Lowestoft) L	7F22	720.00	720.00		500			Repairs height barrier ND CPar
20/01/2026	John Hutchings Services Ltd	7F23	7,276.06	7,276.06		500			Pressure Washer
20/01/2026	Garden Discount Centre Ltd	7F24	748.00	748.00		500			Turf SN
20/01/2026	Travis Perkins Trading Company	7F25	335.40	335.40		500			Building sand and concrete
20/01/2026	V.C. Cooke	7F26	789.00	789.00		500			Waste disposal Dec25
20/01/2026	Tudor Environmental	7F27	157.64	157.64		500			Edging shears & knives
20/01/2026	Wilco Motor Spares Ltd	7F28	18.00	18.00		500			Screenwash & oil
20/01/2026	Orbis Furniture Ltd	7F29	216.00	216.00		500			Mesh back chair
20/01/2026	Herts Enviro Services	7F30	1,610.40	1,610.40		500			Water Hygiene Jan 26
20/01/2026	R J Pryce & Co Ltd	7F31	117.05	117.05		500			Sealant adhesive
20/01/2026	Smith Bros Timber (East Anglia	7F32	115.12	115.12		500			2.4m Sawn reg
20/01/2026	Munnings Supplies Ltd	7F33	456.90	456.90		500			Hi viz/trousers/trainers etc
20/01/2026	Seletar Signs	7F34	216.00	216.00		500			Graphics on Renault van
20/01/2026	Origin Amenity Solutions	7F35	2,184.34	2,184.34		500			Enclean 5ltr x8
21/01/2026	Mark Smith	7F40	52.94			5000	100	52.94	Pruners
21/01/2026	Tudor Environmental	7F37	327.06	327.06		500			Rake/pruning saw/dock scraper
21/01/2026	NPower Ltd	7F38	433.57	433.57		500			Electric TH Dec 25
21/01/2026	EE Limited	7F39	1,130.11	1,130.11		500			Mobile charges
22/01/2026	Octopus Energy Limited	7F42	15.87	15.87		500			Electric BV Lodge to 5/1/26

Total Payments for Month	242,303.21	199,496.97	42.52	42,763.72
Balance Carried Fwd	5,854,264.06			
Cashbook Totals	<u>6,096,567.27</u>	<u>199,496.97</u>	<u>42.52</u>	<u>5,897,027.78</u>



MEETING PAPER

Subject: Options for Short Term Investment
Meeting: Agenda Item 198.1.5. Full Council
Date: 27 January 2026
Author: Sarah Foote and James Cox

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

Background Information

£4.1m Public Works Loan for the Town Hall project was drawn down early December 2025 and funds currently sit in LTC current account with no interest payment.

Detail

The funds are not likely to be needed for the project for approximately six months. Therefore, it is necessary to consider a short-term investment to earn some interest on this large amount.

Options are:

1. To move to Unity Bank Savings Account at an interest rate of 1.95%. Council funds are already held in this account
2. To move to Unity Bank 6-month Fixed Term Deposit account at an interest rate of 3.45%.
3. To consider investment via CCLA Public Sector Deposit Fund at an interest rate of 3.7%. Note this is not a fixed rate unlike 2. above.

Consideration could be given to splitting funds across two options.

Recommendation/Decision

To agree preferred investment option with delegation to RFO to progress.

Annual Budget - By Centre (Actual YTD Month 9)

Note: 31st December 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
100	Administration											
1076	Precept	2,090,222	2,090,222	0	0	2,413,263	0	2,413,263	2,413,263	2,664,909	0	0
1080	Bank Interest Received	0	12,844	0	0	0	0	0	9,732	40,000	0	0
1090	Grants	0	0	0	0	0	0	0	500	0	0	0
1095	CIL	0	58,116	0	0	0	0	0	43,727	0	0	0
1210	Recharges	0	792	0	0	0	0	0	4,000	0	0	0
1215	Vehicle Sale	0	3,000	0	0	0	0	0	0	0	0	0
1220	Scrap Metal	0	216	0	0	0	0	0	429	0	0	0
Total Income		2,090,222	2,165,189	0	0	2,413,263	0	2,413,263	2,471,652	2,704,909	0	0
4070	Office Supplies and Stationery	2,000	3,948	0	0	2,060	0	2,060	2,024	2,500	0	0
4105	IT Purchases	10,550	14,725	0	-9,959	9,959	0	0	0	0	0	0
4120	Miscellaneous & Meetings	1,398	1,626	0	0	1,440	0	1,440	1,387	2,000	0	0
4155	Compliance	33,620	49,310	0	-31,333	31,333	0	0	0	0	0	0
4175	HR	7,000	5,200	0	-7,210	7,210	0	0	0	0	0	0
4375	Van Hire	10,800	13,598	0	-40,000	40,000	0	0	0	0	0	0
4376	Vehicles	0	44,710	0	0	0	0	0	0	0	0	0
4470	Festive Lights	7,689	7,620	0	-8,437	8,437	0	0	0	0	0	0
5000	Repairs & Maintenance	90,000	77,089	0	-7,500	92,700	0	85,200	34,934	70,000	25,000	0
5010	Sports Ground Maintenance	15,000	12,294	0	-15,450	15,450	0	0	0	0	0	0
5040	Horticultural	60,000	22,207	0	-81,750	81,750	0	0	0	0	0	0
5200	Surfacing	40,801	373	0	0	42,026	0	42,026	6,340	0	0	0
5205	Fencing and Walls	7,000	0	0	0	0	0	0	0	0	0	0
5210	Gutter Clearing	10,000	0	0	0	0	0	0	0	0	0	0
5215	Goods	10,000	0	0	0	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

Note: 31st December 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6500	Ground Maintenance	28,050	28,447	0	-98,065	98,065	0	0	0	0	0	0
	Overhead Expenditure	333,908	281,147	0	-299,704	430,430	0	130,726	44,685	74,500	25,000	0
	100 Net Income over Expenditure	1,756,314	1,884,043	0	299,704	1,982,833	0	2,282,537	2,426,967	2,630,409	-25,000	0
6000	plus Transfer from EMR	0	2,000	0	0	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	4,716	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>1,756,314</u>	<u>1,881,327</u>			<u>1,982,833</u>		<u>2,282,537</u>	<u>2,426,967</u>	<u>2,630,409</u>		
105	IT											
4105	IT Purchases	0	0	0	6,179	0	0	6,179	5,685	4,500	0	0
4106	IT Licences and Subscriptions	0	0	0	11,280	0	0	11,280	14,779	12,000	0	0
4107	Mobile Phones	0	0	0	11,500	0	0	11,500	8,584	12,000	0	0
4710	IT Service Charge	0	0	0	18,500	0	0	18,500	15,784	22,500	0	0
	Overhead Expenditure	0	0	0	47,459	0	0	47,459	44,833	51,000	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>			<u>0</u>		<u>(47,459)</u>	<u>(44,833)</u>	<u>(51,000)</u>		
110	Neighbourhood Plan											
4800	Neighbourhood Plan	0	540	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	540	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(540)</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>		
120	Capital Works											
5105	Capital Investment	0	13,230	0	0	0	0	0	0	0	60,000	0
	Overhead Expenditure	0	13,230	0	0	0	0	0	0	0	60,000	0
6000	plus Transfer from EMR	0	13,230	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>		

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Annual Budget - By Centre (Actual YTD Month 9)

Note: 31st December 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
125	Compliance											
4155	Compliance	0	0	0	31,333	0	0	31,333	16,633	35,000	0	0
	Overhead Expenditure	0	0	0	31,333	0	0	31,333	16,633	35,000	0	0
	Movement to/(from) Gen Reserve	0	0			0		(31,333)	(16,633)	(35,000)		
130	Elections and Professional Fee											
4090	Audit Fees	5,058	4,690	0	0	5,210	0	5,210	871	5,000	0	0
4095	Insurance	30,900	25,343	0	0	27,500	0	27,500	26,863	45,000	0	0
4110	Bank Charges	412	475	0	0	425	0	425	403	600	0	0
4115	Professional Fees and Subscrip	4,968	4,407	0	0	5,617	0	5,617	5,736	6,000	0	0
4130	Legal Costs	40,000	79,984	0	0	50,000	0	50,000	65,667	50,000	0	0
4135	Elections	0	6,921	0	0	13,743	0	13,743	0	21,250	0	0
4165	Consultancy	12,000	47,867	0	-8,000	22,600	0	14,600	30,738	20,000	0	0
4166	Health and Safety	0	0	0	8,000	0	0	8,000	6,197	4,000	0	0
	Overhead Expenditure	93,338	169,688	0	0	125,095	0	125,095	136,476	151,850	0	0
6000	plus Transfer from EMR	0	6,921	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(93,338)	(162,766)			(125,095)		(125,095)	(136,476)	(151,850)		
140	Staff, Training and CPD											
4000	Salaries - Gross	913,377	755,524	0	0	810,081	0	810,081	734,519	881,881	0	0
4005	Employers National Insurance	0	76,017	0	0	99,345	0	99,345	90,279	108,115	0	0
4010	Employers Superannuation	0	157,331	0	0	158,960	0	158,960	120,525	149,938	0	0
4025	Job Adverts	0	3,174	0	0	7,500	0	7,500	950	5,000	0	0
4050	Staffing Contingency	70,000	1,164	0	0	84,249	0	84,249	92	40,000	0	0
4055	Staff Training	21,000	23,373	0	0	21,630	0	21,630	9,504	21,630	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

Note: 31st December 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4056	Councillor Training	3,750	3,735	0	0	3,000	0	3,000	1,611	3,000	0	0
4175	HR	0	0	0	7,210	0	0	7,210	5,135	6,000	0	0
4180	Payroll	0	0	0	0	0	0	0	369	600	0	0
Overhead Expenditure		1,008,127	1,020,318	0	7,210	1,184,765	0	1,191,975	962,983	1,216,164	0	0
Movement to/(from) Gen Reserve		<u>(1,008,127)</u>	<u>(1,020,318)</u>			<u>(1,184,765)</u>		<u>(1,191,975)</u>	<u>(962,983)</u>	<u>(1,216,164)</u>		
150	<u>Office Accommodation</u>											
1200	Room and Land Hire Income	0	80	0	0	0	0	0	160	0	0	0
Total Income		0	80	0	0	0	0	0	160	0	0	0
4160	Parking	1,500	438	0	0	1,545	0	1,545	711	750	0	0
4300	Business Rates	9,956	9,980	0	0	10,266	0	10,266	9,980	6,480	0	0
4305	BID Levy	350	350	0	0	350	0	350	350	263	0	0
4340	Furniture & Equipment	8,941	12,023	0	-7,500	9,210	0	1,710	583	2,000	0	0
4710	IT Service Charge	19,000	26,293	0	-30,000	30,000	0	0	-54	0	0	0
4715	Hamilton House Loan Repayment	13,430	13,430	0	0	13,834	0	13,834	13,430	31,748	0	0
4720	Premises Rent	14,700	15,435	0	0	15,141	0	15,141	15,435	11,356	0	0
4725	Premises Service Charge	34,248	29,479	0	0	35,275	0	35,275	24,079	27,780	0	0
5020	Project Expenditure	0	147	0	0	0	0	0	0	0	0	0
Overhead Expenditure		102,125	107,574	0	-37,500	115,621	0	78,121	64,515	80,377	0	0
Movement to/(from) Gen Reserve		<u>(102,125)</u>	<u>(107,494)</u>			<u>(115,621)</u>		<u>(78,121)</u>	<u>(64,355)</u>	<u>(80,377)</u>		
160	<u>Town Hall</u>											
1091	Town Hall Grant	144,717	1,456,147	0	0	0	0	0	1,940,741	0	0	0
1190	DMO Loan	0	0	0	0	0	0	0	4,100,000	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

Note: 31st December 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Income		144,717	1,456,147	0	0	0	0	0	6,040,741	0	0	0
4110	Bank Charges	0	0	0	0	0	0	0	1,435	0	0	0
4305	BID Levy	1,325	1,286	0	0	1,365	0	1,365	1,286	1,286	0	0
4365	Utilities	7,983	-9,821	0	0	8,223	0	8,223	1,520	2,500	0	0
4465	Events	0	0	0	0	0	0	0	0	0	9,165	0
5000	Repairs & Maintenance	10,000	0	0	0	0	0	0	0	0	0	0
5020	Project Expenditure	0	651,859	0	0	0	0	0	2,643,023	10,906	0	0
5045	Climate Emergency	0	0	0	45,000	0	0	45,000	0	45,000	0	0
9980	DMO Repayments	0	0	0	0	82,683	0	82,683	0	187,785	0	82,683
Overhead Expenditure		19,308	643,324	0	45,000	92,271	0	137,271	2,647,264	247,477	9,165	82,683
Movement to/(from) Gen Reserve		125,409	812,823			(92,271)		(137,271)	3,393,476	(247,477)		
170	<u>Workshop</u>											
4095	Insurance	0	0	0	750	0	0	750	459	480	0	0
4300	Business Rates	7,610	7,610	0	0	7,610	0	7,610	7,610	8,424	0	0
4340	Furniture & Equipment	0	0	0	0	2,500	0	2,500	180	3,000	0	0
4365	Utilities	6,000	4,438	0	0	6,000	0	6,000	1,376	6,000	0	0
4720	Premises Rent	20,500	20,214	0	-3,500	24,000	0	20,500	15,675	24,500	0	0
4725	Premises Service Charge	0	3,563	0	2,750	0	0	2,750	1,503	5,450	0	0
Overhead Expenditure		34,110	35,824	0	0	40,110	0	40,110	26,802	47,854	0	0
Movement to/(from) Gen Reserve		(34,110)	(35,824)			(40,110)		(40,110)	(26,802)	(47,854)		
175	<u>Grounds Maintenance</u>											
4335	PPE	0	0	0	7,500	0	0	7,500	5,516	7,500	0	0
4375	Van Hire	0	0	0	40,000	0	0	40,000	37,733	53,146	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

Note: 31st December 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6500	Ground Maintenance	0	0	0	64,445	0	0	64,445	38,144	50,000	0	10,000
6501	Grass Cutting	0	0	0	8,320	0	0	8,320	6,350	8,320	0	0
6502	GM Equipment Maintenance	0	0	0	15,000	0	0	15,000	7,907	15,000	0	0
6503	GM Contingency	0	0	0	10,300	0	0	10,300	0	2,360	0	7,640
	Overhead Expenditure	0	0	0	145,565	0	0	145,565	95,650	136,326	0	17,640
	Movement to/(from) Gen Reserve	0	0			0		(145,565)	(95,650)	(136,326)		
180	<u>Waterways and Ponds</u>											
5000	Repairs & Maintenance	40,800	5,698	0	0	9,150	0	9,150	2,604	8,000	0	0
	Overhead Expenditure	40,800	5,698	0	0	9,150	0	9,150	2,604	8,000	0	0
	Movement to/(from) Gen Reserve	(40,800)	(5,698)			(9,150)		(9,150)	(2,604)	(8,000)		
200	<u>Art, Civic and Heritage</u>											
1000	Property Lettings - Exempt	0	25,665	0	0	0	0	0	0	0	0	0
	Total Income	0	25,665	0	0	0	0	0	0	0	0	0
4140	Civic & Ceremonial	2,400	2,440	0	0	2,400	0	2,400	1,800	2,400	0	0
4143	Arts and Heritage	30,000	24,759	0	0	30,000	0	30,000	19,888	30,000	0	0
4150	Travel Expenses	1,000	7	0	0	1,000	0	1,000	549	1,000	0	0
4460	Lowestoft and Plaisir Twinning	0	0	0	0	0	0	0	0	300	0	0
	Overhead Expenditure	33,400	27,206	0	0	33,400	0	33,400	22,238	33,700	0	0
	200 Net Income over Expenditure	-33,400	-1,542	0	0	-33,400	0	-33,400	-22,238	-33,700	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	3,660	0	0	0
	Movement to/(from) Gen Reserve	(33,400)	(1,542)			(33,400)		(33,400)	(18,578)	(33,700)		
250	<u>Caravan Site</u>											

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Annual Budget - By Centre (Actual YTD Month 9)

Note: 31st December 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1000	Property Lettings - Exempt	101,212	78,317	0	0	104,249	0	104,249	-25,665	105,000	0	0
	Total Income	101,212	78,317	0	0	104,249	0	104,249	-25,665	105,000	0	0
4365	Utilities	0	0	0	0	0	0	0	134	1,800	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	134	1,800	0	0
	Movement to/(from) Gen Reserve	101,212	78,317			104,249		104,249	(25,798)	103,200		
300	<u>Events & Communications</u>											
1085	Donations	0	500	0	0	0	0	0	0	0	0	0
1090	Grants	0	1,351	0	0	0	0	0	0	0	0	0
1105	Event Income	0	0	0	0	0	0	0	11,717	10,000	0	0
	Total Income	0	1,851	0	0	0	0	0	11,717	10,000	0	0
4075	Communication	0	0	0	6,506	0	0	6,506	0	23,600	0	0
4100	Community Engagement	21,462	12,861	0	-6,506	21,506	0	15,000	8,728	0	0	0
4101	Sponsorship	23,000	22,500	0	-33,380	33,380	0	0	0	0	0	0
4450	Community Grants	65,000	46,051	0	-50,000	50,000	0	0	731	0	0	0
4451	Social and Food Relief	0	0	0	-25,000	25,000	0	0	0	0	0	0
4465	Events	15,000	8,029	0	-5,500	15,450	0	9,950	4,957	5,000	10,000	0
4470	Festive Lights	0	0	0	8,437	0	0	8,437	7,650	8,437	0	0
4471	Holocaust Memorial Day	0	0	0	0	0	0	0	0	2,000	0	0
4475	Remembrance and Armistice Day	0	0	0	5,000	0	0	5,000	2,882	3,500	0	0
4476	Music Event	0	0	0	7,210	0	0	7,210	0	5,000	0	0
4477	Suffolk Day	0	0	0	10,000	0	0	10,000	12,377	0	0	0
4478	VE & VJ Day	0	0	0	10,000	0	0	10,000	9,827	0	0	0
4479	Market Events	0	0	0	6,000	0	0	6,000	3,100	11,000	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

Note: 31st December 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4480	Major Events	58,599	42,063	0	-65,540	65,540	0	0	0	0	0	0
4481	Climate Event	0	0	0	6,250	0	0	6,250	3,772	7,500	0	0
4482	Christmas Event	0	0	0	2,000	0	0	2,000	2,696	7,000	0	0
4483	Black History Month	0	0	0	1,250	0	0	1,250	347	2,500	0	0
4484	Pride Event	0	0	0	11,330	0	0	11,330	9,377	10,000	0	0
4486	Summer Events	0	0	0	3,000	0	0	3,000	2,780	6,000	0	0
4487	IWD Events	0	0	0	1,250	0	0	1,250	0	1,500	0	0
4488	Running Events	0	0	0	0	0	0	0	10,751	10,000	0	0
4489	Armed Forces Day	0	0	0	0	0	0	0	0	12,500	0	0
4490	RNPS Event	0	0	0	0	0	0	0	0	1,200	0	0
Overhead Expenditure		183,061	131,504	0	-107,693	210,876	0	103,183	79,975	116,737	10,000	0
300 Net Income over Expenditure		-183,061	-129,654	0	107,693	-210,876	0	-103,183	-68,258	-106,737	-10,000	0
6000	plus Transfer from EMR	0	96	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(183,061)</u>	<u>(129,558)</u>			<u>(210,876)</u>		<u>(103,183)</u>	<u>(68,258)</u>	<u>(106,737)</u>		
310	<u>Grants & Sponsorships</u>											
4101	Sponsorship	0	0	0	0	0	0	0	0	15,000	0	0
4450	Community Grants	0	0	0	50,000	0	0	50,000	59,565	40,000	20,000	0
4451	Social and Food Relief	0	0	0	25,000	0	0	25,000	6,000	15,000	0	0
4452	Excelsior Sponsor	0	0	0	15,000	0	0	15,000	15,000	15,000	0	0
4453	South Pier Sponsor	0	0	0	3,500	0	0	3,500	3,500	3,500	0	0
4454	Lowestoft Cricket Club Sponsor	0	0	0	2,000	0	0	2,000	2,000	3,000	0	0
4455	Kirkley Peoples Forum Sponsor	0	0	0	5,580	0	0	5,580	1,395	6,600	0	0
4456	Music Prescription Sponsor	0	0	0	4,800	0	0	4,800	4,900	4,900	0	0
4457	Scores Race Sponor	0	0	0	5,000	0	0	5,000	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

Note: 31st December 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4458	Heritage Open Days Sponsor	0	0	0	5,000	0	0	5,000	0	0	0	0
4459	MIND Sponsor	0	0	0	5,000	0	0	5,000	5,000	5,000	0	0
4460	Lowestoft and Plaisir Twinning	0	0	0	1,000	0	0	1,000	0	1,000	0	0
4461	Friends Groups	0	0	0	1,000	0	0	1,000	0	1,000	0	0
4462	Wherry Lines Sponsor	0	0	0	500	0	0	500	0	500	0	0
Overhead Expenditure		0	0	0	123,380	0	0	123,380	97,360	110,500	20,000	0
Movement to/(from) Gen Reserve		0	0			0		(123,380)	(97,360)	(110,500)		
320	Sports											
4200	EMR Contribution	0	0	0	25,000	0	0	25,000	1,615	25,000	30,000	0
4485	Sports and Development	0	0	0	20,000	0	0	20,000	10,471	25,000	0	0
5010	Sports Ground Maintenance	0	0	0	15,450	0	0	15,450	15,116	15,000	0	0
Overhead Expenditure		0	0	0	60,450	0	0	60,450	27,201	65,000	30,000	0
Movement to/(from) Gen Reserve		0	0			0		(60,450)	(27,201)	(65,000)		
350	Marina Theatre											
1000	Property Lettings - Exempt	0	0	0	20,000	0	0	20,000	20,000	20,000	0	0
1092	Marina Theatre Grant	0	1,012,500	0	0	0	0	0	1,525,000	0	0	0
1211	Loan Repayment	0	0	0	0	10,000	0	10,000	10,000	0	0	0
Total Income		0	1,012,500	0	20,000	10,000	0	30,000	1,555,000	20,000	0	0
4315	Cleaning	4,562	2,648	0	0	0	0	0	0	0	0	0
4340	Furniture & Equipment	0	0	0	0	0	0	0	20,105	21,800	0	0
4505	Marina Theatre Management Fee	150,000	150,000	0	0	150,000	0	150,000	150,000	150,000	0	0
5000	Repairs & Maintenance	27,939	39,037	0	0	28,778	0	28,778	32,592	20,000	0	0
5020	Project Expenditure	0	785,012	0	0	244,000	0	244,000	2,018,535	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

Note: 31st December 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
9980	DMO Repayments	0	0	0	13,167	0	0	13,167	6,613	12,929	0	0
	Overhead Expenditure	182,501	976,697	0	13,167	422,778	0	435,945	2,227,845	204,729	0	0
	350 Net Income over Expenditure	-182,501	35,803	0	6,833	-412,778	0	-405,945	-672,845	-184,729	0	0
6000	plus Transfer from EMR	0	7,508	0	0	0	0	0	1,890	0	0	0
	Movement to/(from) Gen Reserve	<u>(182,501)</u>	<u>43,311</u>			<u>(412,778)</u>		<u>(405,945)</u>	<u>(670,955)</u>	<u>(184,729)</u>		
355	<u>Box Office Building</u>											
1000	Property Lettings - Exempt	20,000	20,000	0	-20,000	20,000	0	0	0	0	0	0
	Total Income	20,000	20,000	0	-20,000	20,000	0	0	0	0	0	0
9980	DMO Repayments	13,406	13,406	0	-13,167	13,167	0	0	0	0	0	0
	Overhead Expenditure	13,406	13,406	0	-13,167	13,167	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>6,594</u>	<u>6,594</u>			<u>6,833</u>		<u>0</u>	<u>0</u>	<u>0</u>		
400	<u>Allotments</u>											
1100	Allotment Income	601	601	0	0	620	0	620	583	620	0	0
	Total Income	601	601	0	0	620	0	620	583	620	0	0
4600	Administration Fee - Allotment	1,812	1,812	0	0	1,867	0	1,867	0	1,867	0	0
4601	Allotment Maintenance	16,030	2,316	0	0	16,511	0	16,511	5,602	0	0	10,000
	Overhead Expenditure	17,842	4,128	0	0	18,378	0	18,378	5,602	1,867	0	10,000
	Movement to/(from) Gen Reserve	<u>(17,241)</u>	<u>(3,527)</u>			<u>(17,758)</u>		<u>(17,758)</u>	<u>(5,019)</u>	<u>(1,247)</u>		
401	<u>Parks and Open Spaces</u>											
1200	Room and Land Hire Income	0	3,464	0	0	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

Note: 31st December 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Income		0	3,464	0	0	0	0	0	0	0	0	0
4625	GELP Railway Rent	0	0	0	25	0	0	25	0	25	0	0
5000	Repairs & Maintenance	25,750	14,113	0	0	26,523	0	26,523	13,133	27,500	0	0
5030	Parks Development	0	2,120	0	0	0	0	0	0	0	0	0
5105	Capital Investment	45,000	38,762	0	0	46,350	0	46,350	49,120	55,550	0	0
Overhead Expenditure		70,750	54,995	0	25	72,873	0	72,898	62,254	83,075	0	0
401 Net Income over Expenditure		-70,750	-51,531	0	-25	-72,873	0	-72,898	-62,254	-83,075	0	0
6000	plus Transfer from EMR	0	2,120	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(70,750)</u>	<u>(49,411)</u>			<u>(72,873)</u>		<u>(72,898)</u>	<u>(62,254)</u>	<u>(83,075)</u>		
410 Great Eastern Linear Park												
4625	GELP Railway Rent	24	0	0	-25	25	0	0	0	0	0	0
Overhead Expenditure		24	0	0	-25	25	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(24)</u>	<u>0</u>			<u>(25)</u>		<u>0</u>	<u>0</u>	<u>0</u>		
425 Sparrows Nest												
1000	Property Lettings - Exempt	25,200	25,900	0	0	25,900	0	25,900	25,900	25,900	0	0
1205	Memorial Benches	0	325	0	0	0	0	0	82	0	0	0
Total Income		25,200	26,225	0	0	25,900	0	25,900	25,982	25,900	0	0
4300	Business Rates	1,068	1,035	0	0	1,068	0	1,068	1,035	1,016	0	0
4365	Utilities	13,905	5,311	0	0	14,323	0	14,323	4,582	5,500	0	0
5000	Repairs & Maintenance	0	4,000	0	0	0	0	0	0	0	0	0
5031	Memorial Bench	0	0	0	0	0	0	0	57	0	0	0
5100	Capital Repairs	100,000	0	0	0	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

Note: 31st December 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
5105	Capital Investment	0	36,550	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	114,973	46,896	0	0	15,391	0	15,391	5,675	6,516	0	0
	425 Net Income over Expenditure	-89,773	-20,671	0	0	10,509	0	10,509	20,307	19,384	0	0
6000	plus Transfer from EMR	0	36,550	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(89,773)</u>	<u>15,879</u>			<u>10,509</u>		<u>10,509</u>	<u>20,307</u>	<u>19,384</u>		
430	<u>Belle Vue Park</u>											
1000	Property Lettings - Exempt	2,771	1,599	0	0	0	0	0	0	0	0	0
	Total Income	2,771	1,599	0	0	0	0	0	0	0	0	0
4301	Council Tax	0	61	0	0	0	0	0	1,798	1,900	0	0
4365	Utilities	0	0	0	0	0	0	0	97	250	0	0
5000	Repairs & Maintenance	10,849	0	0	0	0	0	0	3,239	0	0	0
5030	Parks Development	0	3,566	0	0	0	0	0	0	0	0	0
5105	Capital Investment	0	0	0	0	0	0	0	38,850	7,000	40,000	0
	Overhead Expenditure	10,849	3,626	0	0	0	0	0	43,985	9,150	40,000	0
	430 Net Income over Expenditure	-8,078	-2,028	0	0	0	0	0	-43,985	-9,150	-40,000	0
6000	plus Transfer from EMR	0	3,076	0	0	0	0	0	42,089	0	0	0
	Movement to/(from) Gen Reserve	<u>(8,078)</u>	<u>1,048</u>			<u>0</u>		<u>0</u>	<u>(1,896)</u>	<u>(9,150)</u>		
435	<u>Denes Oval</u>											
1085	Donations	0	8,000	0	0	0	0	0	0	0	0	0
1090	Grants	0	15,635	0	0	0	0	0	0	0	0	0
1200	Room and Land Hire Income	0	708	0	0	0	0	0	2,200	0	0	0
	Total Income	0	24,343	0	0	0	0	0	2,200	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

Note: 31st December 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4365	Utilities	7,500	12,030	0	0	10,722	0	10,722	8,790	12,500	0	0
5105	Capital Investment	0	37,691	0	0	0	0	0	41,936	0	0	0
	Overhead Expenditure	7,500	49,720	0	0	10,722	0	10,722	50,726	12,500	0	0
	Movement to/(from) Gen Reserve	(7,500)	(25,377)			(10,722)		(10,722)	(48,526)	(12,500)		
440	<u>Normanston Park</u>											
1000	Property Lettings - Exempt	6,250	6,250	0	0	6,250	0	6,250	6,250	6,250	0	0
1090	Grants	0	3,900	0	0	0	0	0	0	0	0	0
1200	Room and Land Hire Income	0	115	0	0	0	0	0	-222	0	0	0
1205	Memorial Benches	0	0	0	0	0	0	0	1,485	0	0	0
1210	Recharges	0	7,783	0	0	0	0	0	0	0	0	0
	Total Income	6,250	18,048	0	0	6,250	0	6,250	7,513	6,250	0	0
4365	Utilities	6,180	10,301	0	0	5,386	0	5,386	3,394	12,000	0	0
5031	Memorial Bench	0	0	0	0	0	0	0	1,435	0	0	0
5105	Capital Investment	85,000	65,730	0	0	0	0	0	4,652	0	0	0
	Overhead Expenditure	91,180	76,031	0	0	5,386	0	5,386	9,481	12,000	0	0
	440 Net Income over Expenditure	-84,930	-57,984	0	0	864	0	864	-1,968	-5,750	0	0
6000	plus Transfer from EMR	0	5,000	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(84,930)	(52,984)			864		864	(1,968)	(5,750)		
445	<u>Kensington Garden Park</u>											
1000	Property Lettings - Exempt	3,145	3,100	0	0	3,145	0	3,145	3,100	3,100	0	0
1090	Grants	0	9,831	0	0	0	0	0	0	0	0	0
1205	Memorial Benches	0	325	0	0	0	0	0	1,584	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

Note: 31st December 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1300	Capital Works	0	0	0	0	0	0	0	0	0	0	0
	Total Income	3,145	13,256	0	0	3,145	0	3,145	4,684	3,100	0	0
4365	Utilities	10,000	5,207	0	0	3,506	0	3,506	8,703	5,500	0	0
5031	Memorial Bench	0	0	0	0	0	0	0	1,334	0	0	0
5105	Capital Investment	0	10,848	0	0	0	0	0	1,018	0	0	0
	Overhead Expenditure	10,000	16,055	0	0	3,506	0	3,506	11,054	5,500	0	0
	Movement to/(from) Gen Reserve	(6,855)	(2,800)			(361)		(361)	(6,370)	(2,400)		
450	<u>Kirkley Fen Park</u>											
4365	Utilities	5,000	142	0	0	5,150	0	5,150	68	5,000	0	0
	Overhead Expenditure	5,000	142	0	0	5,150	0	5,150	68	5,000	0	0
	Movement to/(from) Gen Reserve	(5,000)	(142)			(5,150)		(5,150)	(68)	(5,000)		
482	<u>Play Areas - General</u>											
4155	Compliance	6,665	7,493	0	0	8,000	0	8,000	4,722	4,400	0	0
4200	EMR Contribution	25,000	12,454	0	-25,000	25,000	0	0	0	0	0	0
4355	Refurbishment	130,000	89,505	0	0	0	0	0	52,925	81,454	9,656	0
4485	Sports and Development	0	0	0	-20,000	20,000	0	0	0	0	0	0
5000	Repairs & Maintenance	30,000	4,847	0	0	15,000	0	15,000	1,464	5,000	10,000	0
	Overhead Expenditure	191,665	114,299	0	-45,000	68,000	0	23,000	59,111	90,854	19,656	0
6000	plus Transfer from EMR	0	89,505	0	0	0	0	0	52,925	0	0	0
	Movement to/(from) Gen Reserve	(191,665)	(24,794)			(68,000)		(23,000)	(6,186)	(90,854)		
488	<u>Walmer Road</u>											
1200	Room and Land Hire Income	0	500	0	0	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

Note: 31st December 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Income		0	500	0	0	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	500	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		0	0			0		0	0	0		
500	<u>Public Conveniences</u>											
4315	Cleaning	8,718	15,348	0	0	9,480	0	9,480	3,318	8,000	0	0
4355	Refurbishment	70,000	77,743	0	0	0	0	0	0	0	0	0
4365	Utilities	6,000	3,463	0	0	4,000	0	4,000	2,406	4,000	0	0
5105	Capital Investment	0	200	0	0	0	0	0	0	0	0	0
Overhead Expenditure		84,718	96,755	0	0	13,480	0	13,480	5,723	12,000	0	0
6000	plus Transfer from EMR	0	77,943	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(84,718)	(18,811)			(13,480)		(13,480)	(5,723)	(12,000)		
505	<u>The Triangle Market</u>											
1020	Market Income	0	605	0	0	0	0	0	370	0	0	0
Total Income		0	605	0	0	0	0	0	370	0	0	0
4355	Refurbishment	0	0	0	0	0	0	0	20,996	0	0	0
4365	Utilities	5,356	7,789	0	0	5,517	0	5,517	5,968	8,000	0	0
4465	Events	0	3,932	0	-6,000	6,000	0	0	2,629	0	0	0
5000	Repairs & Maintenance	5,000	12,891	0	0	5,000	0	5,000	1,894	5,000	0	0
5105	Capital Investment	0	250	0	0	0	0	0	0	0	0	0
Overhead Expenditure		10,356	24,861	0	-6,000	16,517	0	10,517	31,487	13,000	0	0
505 Net Income over Expenditure		-10,356	-24,256	0	6,000	-16,517	0	-10,517	-31,117	-13,000	0	0
6000	plus Transfer from EMR	0	10,420	0	0	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

Note: 31st December 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(10,356)</u>	<u>(13,836)</u>			<u>(16,517)</u>		<u>(10,517)</u>	<u>(31,117)</u>	<u>(13,000)</u>		
510	Links Road Car Park											
1200	Room and Land Hire Income	0	2,180	0	0	0	0	0	280	2,400	0	0
	Total Income	<u>0</u>	<u>2,180</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>280</u>	<u>2,400</u>	<u>0</u>	<u>0</u>
4300	Business Rates	2,185	2,121	0	0	2,251	0	2,251	2,121	1,944	0	0
	Overhead Expenditure	<u>2,185</u>	<u>2,121</u>	<u>0</u>	<u>0</u>	<u>2,251</u>	<u>0</u>	<u>2,251</u>	<u>2,121</u>	<u>1,944</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(2,185)</u>	<u>59</u>			<u>(2,251)</u>		<u>(2,251)</u>	<u>(1,841)</u>	<u>456</u>		
515	Whitton Estate Meeting Hall											
1200	Room and Land Hire Income	0	2,786	0	0	0	0	0	2,749	0	0	0
	Total Income	<u>0</u>	<u>2,786</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,749</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>0</u>	<u>2,786</u>			<u>0</u>		<u>0</u>	<u>2,749</u>	<u>0</u>		
555	Community Halls											
1000	Property Lettings - Exempt	1,000	1,000	0	0	1,000	0	1,000	1,000	1,000	0	0
1200	Room and Land Hire Income	0	0	0	0	0	0	0	83	0	0	0
	Total Income	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>1,083</u>	<u>1,000</u>	<u>0</u>	<u>0</u>
4115	Professional Fees and Subscrip	0	910	0	0	0	0	0	0	0	0	0
4155	Compliance	679	1,046	0	0	500	0	500	44	0	0	0
4300	Business Rates	0	1,758	0	0	0	0	0	2,197	2,247	0	0
4315	Cleaning	5,784	1,928	0	0	612	0	612	491	500	0	0
4365	Utilities	2,498	1,359	0	0	2,000	0	2,000	819	2,000	0	0
5000	Repairs & Maintenance	5,150	2,359	0	0	5,305	0	5,305	2,513	3,000	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

Note: 31st December 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	14,111	9,359	0	0	8,417	0	8,417	6,064	7,747	0	0
	Movement to/(from) Gen Reserve	(13,111)	(8,359)			(7,417)		(7,417)	(4,982)	(6,747)		
600	<u>Community Safety</u>											
5055	Defibrillators	10,300	4,769	0	0	5,000	0	5,000	0	5,000	0	0
5060	Community Safety	0	910	0	0	1,000	0	1,000	0	0	0	0
6505	CCTV	0	0	0	0	20,000	0	20,000	0	0	0	20,000
	Overhead Expenditure	10,300	5,679	0	0	26,000	0	26,000	0	5,000	0	20,000
	Movement to/(from) Gen Reserve	(10,300)	(5,679)			(26,000)		(26,000)	0	(5,000)		
650	<u>Climate Emergency</u>											
1210	Recharges	0	0	0	0	0	0	0	5,483	0	0	0
	Total Income	0	0	0	0	0	0	0	5,483	0	0	0
4150	Travel Expenses	10,500	11,881	0	0	15,000	0	15,000	9,515	15,000	0	0
4315	Cleaning	0	0	0	0	0	0	0	0	3,000	0	0
5045	Climate Emergency	15,000	16,471	0	-46,250	60,450	0	14,200	8,489	25,000	0	0
5220	Waste Disposal	22,289	20,276	0	0	21,554	0	21,554	14,965	25,000	0	0
5225	Bulky Waste	11,303	24,604	0	0	27,125	0	27,125	11,125	36,775	0	6,125
5230	Water Refill Stations	2,626	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	61,718	73,231	0	-46,250	124,129	0	77,879	44,095	104,775	0	6,125
	650 Net Income over Expenditure	-61,718	-73,231	0	46,250	-124,129	0	-77,879	-38,612	-104,775	0	-6,125
6000	plus Transfer from EMR	0	5,922	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(61,718)	(67,309)			(124,129)		(77,879)	(38,612)	(104,775)		
655	<u>Trees & Horticulture</u>											

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Annual Budget - By Centre (Actual YTD Month 9)

Note: 31st December 2025

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4365	Utilities	1,000	33	0	0	0	0	0	0	0	0	0
6515	Bulbs	7,500	4,176	0	0	10,000	0	10,000	3,047	10,000	0	0
6520	Mulching	0	137	0	0	0	0	0	0	0	0	0
6525	Tree Planting	0	0	0	10,000	0	0	10,000	762	5,000	0	0
6530	Tree Works	0	0	0	63,750	0	0	63,750	27,242	35,000	0	15,000
6540	Tree Inspections	0	0	0	8,000	0	0	8,000	3,460	0	0	0
Overhead Expenditure		8,500	4,346	0	81,750	10,000	0	91,750	34,511	50,000	0	15,000
Movement to/(from) Gen Reserve		<u>(8,500)</u>	<u>(4,346)</u>			<u>(10,000)</u>		<u>(91,750)</u>	<u>(34,511)</u>	<u>(50,000)</u>		
Total Budget Income		2,395,118	4,854,354	0	0	2,584,427	0	2,584,427	10,104,530	2,879,179	0	0
Expenditure		2,755,755	4,008,400	0	0	3,077,888	0	3,077,888	6,869,154	3,001,942	213,821	151,448
Net Income over Expenditure		<u>-360,637</u>	<u>845,954</u>	<u>0</u>	<u>0</u>	<u>-493,461</u>	<u>0</u>	<u>-493,461</u>	<u>3,235,376</u>	<u>-122,763</u>	<u>-213,821</u>	<u>-151,448</u>
plus Transfer from EMR		0	260,290	0	0	0	0	0	100,564	0	0	0
less Transfer to EMR		0	5,216	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(360,637)</u>	<u>1,101,029</u>			<u>(493,461)</u>		<u>(493,461)</u>	<u>3,335,940</u>	<u>(122,763)</u>		

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1076	Precept	100	Administration	£122,763 coming from reserves, Community Halls EMR £40583 plus GR/TD/MT offset £82,180
1080	Bank Interest Received	100	Administration	40k estimated PWLB interest
4070	Office Supplies and Stationery	100	Administration	Printing, stationery etc.
4120	Miscellaneous & Meetings	100	Administration	For tea, coffee, milk & anything office based not covered under other budgets
5000	Repairs & Maintenance	100	Administration	To cover R&M not individually budgeted
4105	IT Purchases	105	IT	For new/replacement laptops and peripherals
4106	IT Licences and Subscriptions	105	IT	For Shiresystem, RBS, Website, Canva, Broadband etc.
4107	Mobile Phones	105	IT	For officer phones
4710	IT Service Charge	105	IT	For IT support, Microsoft licenses and associated software
5105	Capital Investment	120	Capital Works	£60,000 ringfenced in Capital EMR for a Pump Track
4155	Compliance	125	Compliance	To cover the LTC's Compliance requirements including legionella, asbestos etc.
4090	Audit Fees	130	Elections and Professional Fee	Internal and External Audit
4095	Insurance	130	Elections and Professional Fee	Main insurance and vehicles
4110	Bank Charges	130	Elections and Professional Fee	Unity and Credit Card fees
4115	Professional Fees and Subscrip	130	Elections and Professional Fee	SALC, SLCC, NABMA, ICO, VAT, GMT
4130	Legal Costs	130	Elections and Professional Fee	For legal advice and documents
4135	Elections	130	Elections and Professional Fee	To build a reserve to cover the May 2027 elections and for any by-elections
4165	Consultancy	130	Elections and Professional Fee	For external consultants and projects
4166	Health and Safety	130	Elections and Professional Fee	To cover our Health and Safety contract and additional advice
4000	Salaries - Gross	140	Staff, Training and CPD	Gross Salary cost including anticipated NJC increase
4005	Employers National Insurance	140	Staff, Training and CPD	Employers NI including anticipated NJC increase
4010	Employers Superannuation	140	Staff, Training and CPD	Employers Pension including anticipated NJC increase
4025	Job Adverts	140	Staff, Training and CPD	External advertising for our job vacancies
4050	Staffing Contingency	140	Staff, Training and CPD	% Increase on 25/26 budget less NJC increase
4055	Staff Training	140	Staff, Training and CPD	To cover training for office and grounds maintenance staff

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4056	Councillor Training	140	Staff, Training and CPD	To cover any Councillor training
4175	HR	140	Staff, Training and CPD	To cover our HR contract and additional advice
4180	Payroll	140	Staff, Training and CPD	To cover our Sage subscription for in house payroll
4160	Parking	150	Office Accommodation	To cover officer parking
4300	Business Rates	150	Office Accommodation	Hamilton House NNDR at £20,000 * 9/12 * 0.432
4305	BID Levy	150	Office Accommodation	Hamilton House BID Levy at £350 * 9/12
4340	Furniture & Equipment	150	Office Accommodation	To cover new and replacement office equipment
4715	Hamilton House Loan Repayment	150	Office Accommodation	Amount owed for HH capital refurbishment loan at 1/4/26
4720	Premises Rent	150	Office Accommodation	9/12ths of HH Rent
4725	Premises Service Charge	150	Office Accommodation	9/12ths of HH Service Charge + RPI
4305	BID Levy	160	Town Hall	Town Hall BID Levy
4365	Utilities	160	Town Hall	Town Hall Electric
4465	Events	160	Town Hall	TH Opening event from TH Reserve
5020	Project Expenditure	160	Town Hall	To cover net operating cost for Town Hall when open, needs splitting closer to open
5045	Climate Emergency	160	Town Hall	To cover LTC's contribution to PV panels
9980	DMO Repayments	160	Town Hall	To repay the £4,100,000 loan for the Town Hall refurbishment
4095	Insurance	170	Workshop	Unit 2 Insurance
4300	Business Rates	170	Workshop	Unit 2 NNDR
4340	Furniture & Equipment	170	Workshop	To cover new and replacement Unit 2 Furniture
4365	Utilities	170	Workshop	Unit 2 Utilities including additional yard space
4720	Premises Rent	170	Workshop	Unit 2 rent including additional yard space
4725	Premises Service Charge	170	Workshop	Unit 2 Service Charge including additional yard space
4335	PPE	175	Grounds Maintenance	To cover new and replacement personal protective equipment
4375	Van Hire	175	Grounds Maintenance	2x Renault Van £5,837 &, Dropside £11,731, 4x4 £7,680, Transit £11,376 and Tipper £12,074
6500	Ground Maintenance	175	Grounds Maintenance	New Equipment Purchases + £4,600 gritting equipment
6501	Grass Cutting	175	Grounds Maintenance	Grass cutting by external contractors

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
6502	GM Equipment Maintenance	175	Grounds Maintenance	Servicing and maintenance of existing GM equipment
6503	GM Contingency	175	Grounds Maintenance	To cover unforeseen GM costs following moving GM in house
5000	Repairs & Maintenance	180	Waterways and Ponds	Fen Park aeration £6000 and replacement life preservers
4140	Civic & Ceremonial	200	Art, Civic and Heritage	Civic Artefact Storage
4143	Arts and Heritage	200	Art, Civic and Heritage	Arts and Heritage projects, purchases and refurbishment
4150	Travel Expenses	200	Art, Civic and Heritage	Mayoral expenses
4200	EMR Contribution	200	Art, Civic and Heritage	Eventual mayoral robe replacement
4460	Lowestoft and Plaisir Twinning	200	Art, Civic and Heritage	£100 gift, £200 Currently included for flights
4365	Utilities	250	Caravan Site	Whapload Road car park lighting
1105	Event Income	300	Events & Communications	Expected income from 10k event
4075	Communication	300	Events & Communications	New line, £12,000 Major Project, £10,000 BAU, £1600 CTax Leaflet
4465	Events	300	Events & Communications	Includes £4,000 for TM feasibility study
4470	Festive Lights	300	Events & Communications	Moved into Events and Communications committee Christmas 2026 contract ends
4471	Holocaust Memorial Day	300	Events & Communications	Split from Remembrance Day
4475	Remembrance and Armistice Day	300	Events & Communications	Renamed from Remembrance and HMD
4476	Music Event	300	Events & Communications	Benjamin Britten Day
4477	Suffolk Day	300	Events & Communications	Not budgeted 26-27
4478	VE & VJ Day	300	Events & Communications	Not budgeted 26-27
4479	Market Events	300	Events & Communications	1 Market a month at £1,000
4481	Climate Event	300	Events & Communications	Split from Major events to individual line
4482	Christmas Event	300	Events & Communications	£2,000 Market, £5,000 Santa Dash
4483	Black History Month	300	Events & Communications	Split from Major events to individual line
4484	Pride Event	300	Events & Communications	Split from Major events to individual line
4486	Summer Events	300	Events & Communications	8 Events at £750 each
4487	IWD Events	300	Events & Communications	Split from Major events to individual line
4488	Running Events	300	Events & Communications	10K Event, Chargable
4489	Armed Forces Day	300	Events & Communications	Split from Major events to individual line

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4490	RNPS Event	300	Events & Communications	Split from Major events to individual line
4101	Sponsorship	310	Grants & Sponsorships	For new sponsorships raised in 2026-2027
4450	Community Grants	310	Grants & Sponsorships	For quarterly grants, £10,000 moved from Social and Food Relief
4451	Social and Food Relief	310	Grants & Sponsorships	For Social and Food Relief grants, £10,000 moved to main grant line
4452	Excelsior Sponsor	310	Grants & Sponsorships	3 Year sponsorship 2024-2026 for £15,000 p/a FC240227
4453	South Pier Sponsor	310	Grants & Sponsorships	3 Year sponsorship 2023-2025 for £3,500 p/a FC230725
4454	Lowestoft Cricket Club Sponsor	310	Grants & Sponsorships	2 Year sponsorship 2026-2027 for £3,000 p/a FG251112
4455	Kirkley Peoples Forum Sponsor	310	Grants & Sponsorships	3 Year sponsorship 2026-2028 for £6,600 p/a FG251112
4456	Music Prescription Sponsor	310	Grants & Sponsorships	2 Year sponsorship 2025-2026 for £4,900 p/a FG250113
4459	MIND Sponsor	310	Grants & Sponsorships	Festival of Kindness
4460	Lowestoft and Plaisir Twinning	310	Grants & Sponsorships	Annual Sponsorship
4461	Friends Groups	310	Grants & Sponsorships	Support available to Friends Groups on request
4462	Wherry Lines Sponsor	310	Grants & Sponsorships	Annual Sponsorship
4200	EMR Contribution	320	Sports	Tennis court contribution £25,000, £30,000 from GR ringfenced for paddle tennis
4485	Sports and Development	320	Sports	Includes £10,000 for summer sports events
5010	Sports Ground Maintenance	320	Sports	Maintenance of LTC's cricket, bowls and football pitches
4340	Furniture & Equipment	350	Marina Theatre	Relacement projector
4505	Marina Theatre Management Fee	350	Marina Theatre	Annual management fee
5000	Repairs & Maintenance	350	Marina Theatre	For R&M of the Marina Theatre including scheduled works
9980	DMO Repayments	350	Marina Theatre	Repayment of the PWLB for the Box Office Building
4601	Allotment Maintenance	400	Allotments	Allotment maintenance to be funded by 2025/26 underspend
4625	GELP Railway Rent	401	Parks and Open Spaces	£25 rent to Railway Paths
5000	Repairs & Maintenance	401	Parks and Open Spaces	For R&M relating to specific parks and open spaces
5105	Capital Investment	401	Parks and Open Spaces	To enhance our Parks and Open spaces in line with the 5 year plan, includes the Box up for £6,200

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4300	Business Rates	425	Sparrows Nest	NNDR for the Bowls Pavilion
4365	Utilities	425	Sparrows Nest	2025/26 Underspend to balance other utilities
4301	Council Tax	430	Belle Vue Park	Council Tax for BVP Lodge
4365	Utilities	430	Belle Vue Park	BVP Lodge Utilities
5105	Capital Investment	430	Belle Vue Park	BVP Toilets £40,000 from EMR, £7k amount needed to convert lodge
4365	Utilities	435	Denes Oval	DO Utilities, Water Bowser is often filled up here
5105	Capital Investment	435	Denes Oval	2025/26 spend is for the cricket nets and was funded from general reserves
4365	Utilities	440	Normanston Park	Changing Room and PC Utilities
4365	Utilities	445	Kensington Garden Park	PC utilities and water for boating lake
4365	Utilities	450	Kirkley Fen Park	PC Utilities
4155	Compliance	482	Play Areas - General	Play Inspection App and Annual Inspection
4355	Refurbishment	482	Play Areas - General	BD 2k, BR 11k, CC £3.2k, FP £11,910, FP Gym £12,344+EMR, NP £1k, RP £40k
5000	Repairs & Maintenance	482	Play Areas - General	R&M for play areas including replacement parts
4315	Cleaning	500	Public Conveniences	Cleaning Supplies for GM team
4365	Utilities	500	Public Conveniences	Utilities for Pakefield Street, Kirkley Cliff Rd & Lowestoft Cemetery PCs
4365	Utilities	505	The Triangle Market	Utilities for TM PCs
4465	Events	505	The Triangle Market	Moved to 300
5000	Repairs & Maintenance	505	The Triangle Market	R&M for the Triangle Market Kiosks
4300	Business Rates	510	Links Road Car Park	NDR for Links Road Car Park
4300	Business Rates	555	Community Halls	NNDR for Whitton Hall
4315	Cleaning	555	Community Halls	Whitton Hall Hygiene Service

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4365	Utilities	555	Community Halls	Whitton Hall Utilities
5000	Repairs & Maintenance	555	Community Halls	Whitton and Gunton Hall R&M
5055	Defibrillators	600	Community Safety	New LTC defibrillators, match funding for other organisations and for maintenance of existing defibs
6505	CCTV	600	Community Safety	New CCTV system from underspend in 2025/26
1210	Recharges	650	Climate Emergency	25/26 Refund of Avishock system
4150	Travel Expenses	650	Climate Emergency	For grounds maintenance equipment including vehicles and for travel
4315	Cleaning	650	Climate Emergency	For Marina Theatre cleaning
5045	Climate Emergency	650	Climate Emergency	Includes £10,000 for LTC climate impact survey
5220	Waste Disposal	650	Climate Emergency	Waste disposal of all of our bins across LTC parks and open spaces
5225	Bulky Waste	650	Climate Emergency	Bulky waste service, increasing by £1,000 per month plus RPI
6515	Bulbs	655	Trees & Horticulture	Planting across LTC assets
6525	Tree Planting	655	Trees & Horticulture	Tree planting across LTC assets
6530	Tree Works	655	Trees & Horticulture	Routine tree works in line with tree survey and Emergency works



MEETING PAPER

Subject: The 2026-2027 Budget and Precept
Meeting: Agenda Item 198.2 Full Council
Date: 22 January 2026
Author: James Cox, Finance Manager and RFO

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

Background/Introduction

The Budget and Loan Sub-Committee has been meeting since September to produce a balanced budget for 2026-2027 to cover the Town Council's running costs and ambitions for the following year. The recommended budget went to the Finance and Governance Committee meeting on the 14th January where it was reviewed and has been recommended for approval by Full Council.

The precept recommendation is £2,664,909 for 2026/2027. This equates to £199.17 per annum for a band D property which is an increase of 9.9% or £17.96 per annum and £154.91 for a band B property which is an increase of £13.95 per annum.

Details

The key inclusions for the 2026/2027 budget are listed below, a full description of each budget line's purpose can be found in the budget notes document.

Insurance: This budget has a large increase compared to 2025/2026 as our current insurance contract is ending in March. We are in the process of tendering for a new insurance contract which will be at the current market rate.

Legal Costs: £20,000 to be transferred from the £244,000 Marina Theatre support to cover the 2025/2026 overspend.

Salary: The Gross Salary, Employer NI and Employer Pension lines include the anticipated NJC increase in 2026/2027 compared to the 2025/2026 budget where this amount was included in the contingency budget line.

Hamilton House Loan Repayment: This line has increased to show the full amount owing at the 1st April 2026.

Town Hall Climate: £45,000 has been included as the LTC contribution to the Town Hall redevelopment project for the PV panels.

Town Hall Debt Management Office Repayment: £270,468 has been budgeted for next year following the drawdown of £4,100,000 in December, this includes £82,693 carried forward underspend from 2025/26 and is balanced against tenant income and previous savings as specified in the original Town Hall affordability calculation.

Grounds Maintenance: New and replacement equipment for the grounds maintenance team.

Arts and Heritage: £30,000 has been included in the budget for Arts and Heritage projects, purchases and refurbishment.

Communications: A new line of the budget to promote the Council's projects, events and assets.

Events: In total £84,700 is budgeted for events in 2026/2027 made of £58,700 for major events such as Armed Forces Day, Pride and Remembrance Day, £11,000 for Market events and £15,000 for other events.

Grants: The Grants budget has been maintained at £75,000 with £15,000 of that specifically for Social and Food relief.

Sponsorship: Lowestoft Town Council has committed to £40,500 of sponsorship for 2026/2027 and has budgeted an additional £15,000 for new sponsorships.

Sports: £25,000 has been budgeted for sports and development for next year which includes £10,000 for summer sports events. £30,000 has also been ringfenced in General Reserves for a paddle tennis court and grant funding will be sought to fund the remaining cost.

Parks and Open Spaces: The Capital Investment budget for 2026/2027 has been increased to £55,550 to include the cost of the Box Up at Denes Oval.

Belle Vue Park: £7,000 has been budgeted to convert the lodge and £40,000 has been ringfenced in reserves to refurbish the toilet block.

Play Areas: £81,454 has been budgeted for Play Area refurbishment including £40,000 for Rosedale Park and £24,254 for Fen Park plus £9,656 ringfenced from reserves

Capital EMR: £60,000 has been ringfenced within the Capital earmarked reserve to fund the pump track and grant funding will be sought to fund the remaining cost.

EMR Usage: £40,583 from the Community Halls EMR and £82,180 from the £244,000 Marina Theatre support have been used to reduce the precept demand.



MEETING PAPER

Subject: Council Tax Leaflet
Meeting: Agenda Item 198.3 Full Council
Date: 27 January 2026

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

Each year, the Town Council produces a leaflet that is delivered to residents as part of their Council Tax information for the next financial year. Residents who receive their Council Tax bills by post receive a paper copy whilst anyone who is paperless will get a digital copy sent to them. The printing and delivery of this is managed by Democratic Services.

Leaflet Costs

The cost for an A4 folded leaflet is £54.94 per 1000 copies. Democratic Services estimate a print circulation of 21,000 bringing the total cost for the leaflet to **£1,153.74**.

Leaflet Draft

Attached to this meeting paper is the draft leaflet for 2026/2027. The deadline for submitting the leaflet is Friday 30th January. Councillors are welcome to suggest any amendments by Thursday 29th January to allow for these changes to be made.



Your Local Council

Our Commitments for 2026/2027



lowestofttowncouncil.gov.uk

I am delighted to be sharing with you **Lowestoft Town Council's vision** for what the coming financial year will bring and our plans for continuing to deliver for local people and put Lowestoft on the map! It was an honour to welcome dignitaries from across Suffolk to Lowestoft as we hosted Suffolk Day. This was a fantastic opportunity to showcase Lowestoft and the great work of the Town Council.

The start of **2025 saw construction work start on the Town Hall** which will be the future home for the Town Council, Suffolk Registrars and a place for our community. The coming year will see **plenty of opportunities for you to be a part of the project**, including attending guided tours of the Town Hall to see how the project is developing.

Our **parks and open spaces continue to be places with increased improvements**. The past year has seen **refurbished and improved play areas opened up at Pakefield Green, Britten Road and Thirlmere Walk**, whilst our in-house Grounds and Building Maintenance Team have created **new wildflower areas across our parks**.

Our **free-to-access Bulky Waste Collection Scheme has continued to make a positive impact** to our Town and will remain a key service that we deliver into the year ahead.

Lowestoft Town Council has made significant strides in heritage restoration, environmental leadership, community wellbeing, youth engagement, and strategic town planning during 2025/26. From repurposing key cultural landmarks to launching new services and embedding sustainability, these achievements are actively shaping a vibrant, inclusive Lowestoft for current and future generations.

There are many ways for people to engage with the Town Council, whether it be by attending meetings in-person or online, coming along to our events or activities, or interacting with us on social media. Everyone is welcome to share their views and ideas as we continue our aim of being the voice for the people of Lowestoft.

Councillor Nasima Begum
Mayor of Lowestoft, 2025/26 Civic Year



Our Objectives

In October 2025, Lowestoft Town Council adopted a Business Plan which sets the focus for the Town Council for the period October 2025 to March 2029.

This is a time of major transition for the Council as it continues with its major project to regenerate the Town Hall. The Plan includes the Council's objectives and actions that will deliver either directly or by working with partners.



Objective 1

Maintain and improve all our assets and deliver our services in an environmentally sustainable manner, in keeping with our declared climate and ecological emergency, for the benefit of current and future generations



Objective 2

Support Lowestoft residents through events, activities and grants programmes aimed at building community cohesion; improving social wellbeing and civic pride; and addressing our declared health emergency



Objective 3

Ensure Lowestoft Town Council is well managed and governed, delivering value for money for local residents and communities

Maintaining and Improving our Assets and Services

In 2025/2026 we delivered:



Marina Theatre

alongside delivering the Town's Fund supported refurbishment project, we funded **repairs to the stage**, with works completed by our Buildings Maintenance Team, and **purchased a new projector** for film showings.



Parks and Open Spaces Improvements

from **re-thatching the Belle Vue Cottage** to **new wildflower areas in our parks**. **Thirlmere Walk Play Area** also received new equipment and the next stage of the **Triangle Market Project** was delivered.



Bulky Waste Scheme

our **free-to-access Bulky Waste Collection** scheme became a permanent service, in collaboration with a local contractor.

In 2026/2027 we have a budget to:

- **Manage and further improve our parks and open spaces**, including refurbishments and replacements to equipment at Bentley Drive, Britten Road, Fen Park and Rosedale Park
- **Continue development of our facilities**, including **public conveniences** at Belle Vue Park and Sparrows Nest Gardens, and a **new Pump Track facility** at Normanston Park
- **Continue our free-to-access Bulky Waste Collection Scheme**

Building Community Cohesion and Improving Social Wellbeing

In 2025/2026 we delivered:



£115,000

in **Grant Funding, Food & Social Relief and Sponsorship** to local organisations.



25+ Events

throughout the year, ranging from **Commemorative Events** (*Remembrance Sunday, Commemorative Plaques*) to **Community Events** (*Pride, VE-Day, Planet Positive*) and **themed markets**.



FREE Sports Activities

including free access to sports facilities

- **150+ Tennis & Pickleball Sessions**
- **80+ Circuit Training Sessions**
- **28 Summer Sports Activities** reaching 730 participants

In 2026/2027 we have a budget to:

- Continue our **Community Grant Funding Scheme and Sponsorships**
- Deliver and support a **varied programme of events** throughout the year
- Deliver our programme of **free-to-access sports activities and events**
- **Expanding our free Summer Activities offering**, including partnerships with local sports clubs and entertainers

Delivering Value for Money

In 2025/2026 we delivered:



A Business Plan

to give a focus for all decisions made by Lowestoft Town Council for the **next four years**.



Local Job Opportunities

Becoming a **major local employer** to deliver high-quality services in-house



Good Financial Practice

including achieving a clean internal and external audit

In 2026/2027 we are planning to:

- Implement the actions in our **Business Plan**
- Increase our **community engagement and outreach**
- Increase our **Staff Development Programme** to bring more work "in-house" and **ensure the highest quality of work**

Our Budget for 2026/2027

The money raised through the Council Tax helps manage and develop services and assets in your town and deliver our commitments to you.

For 2026-2027 our precept will be £2,664,909.

For a **Band D** property this is **£199.17 per year.**

This is a **9.9% increase** on the cost to each household compared to the 2025-2026 precept (**£2,413,263** which was **£181.23** for Band D).

For **£3.82** per week* your council provides:

- ✓ Free-to-access Bulky Waste Collection Scheme
- ✓ Food and Social Relief funding and Community Grant funding to local organisations and charities
- ✓ Maintenance of your local parks and open spaces, including investing in improvements to these
- ✓ Free-to-access sports and fitness activities alongside free use of our sports facilities
- ✓ A full calendar of events throughout the year
- ✓ Support to the Marina Theatre, providing a leisure and cultural offer to the Town.

**based on a Band D property*



How to contact us

- 📍 Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
- ✉ admin@lowestofttowncouncil.gov.uk
- ☎ 0330 053 6019
- 🌐 www.lowestofttowncouncil.gov.uk

Find us on:    

Upcoming Events in 2026



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

MINUTES

Present: Wendy Brooks, Neil Coleby, Jen Jones, Paul Page, Graham Parker, Andy Pearce and Deborah Ray

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

84 Welcome

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

85 To receive and consider approval of apologies for absence

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

Cllrs Connor Blowers and Keith Patience were absent with no apologies received.

86 Declarations of Interests and dispensations

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

Cllr Pearce declared he was the Town Council representative for the Kittiwake Partnership at item 91.10 and would leave the chamber for its consideration. Cllr Pearce also declared he had prior knowledge of the Oulton Broad Water Sports Centre grant application but was not a part of the project and was not predetermined.

Cllr Parker declared he had made a contribution in March 2025 to NaturePlay, at item 92.1, as an East Suffolk Councillor and would leave the chamber for its consideration.

Cllr Jones declared she was friends with the applicant but was not part of the grant application for Living with Mental Health at item 91.8 and would leave the chamber for its consideration.

Cllr Brooks declared she has no financial interest in Lowestoft Arts, at item 91.5, but advised them to apply.

Cllr Ray was aware Paperworks were going to submit a grant application but confirmed she was not part of the application process.

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

87 To consider the draft minutes of the meeting on 12 November 2025

Cllr Pearce proposed the draft minutes be approved; seconded by Cllr Brooks; all in favour

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

88 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.

89 Budget and Loan

- 89.1 To monitor the budget for 2025-2026, including delegated Committee and Sub-Committee budgets – there were no matters to discuss
- 89.2 To note any bank reconciliations – September and October bank reconciliations had been reviewed and November was completed.
- 89.3 To receive the minutes of the Budget and Loan Sub Committee meetings from 10th November to 1 December – the minutes were received

90 Payments and Receipts:

- 90.1 To note the income and expenditure reports for November 2025 and December 2025 to date, including payments made under delegated authority – Cllr Pearce proposed to accept the report as a true and accurate record of expenditure and income for the dates provided; seconded by Cllr Brooks; all in favour.
- 90.2 To consider any payments for approval (see schedule) – There were no payments for approval.

91 Grants

The RFO gave an overview of the current Grants budget. Following the Full Council virement transfer of £15,000 to Community Grants from the Community Engagement budget, the total Grants budget was £65,000. £61,532 had been spent to date, leaving a balance of £3,468, with an EMR of £33,900. The Food Relief budget had a surplus of approximately £21,000.

To consider the following grant applications:

- 91.1 MN Well Child Support - £5,100 – This application had been withdrawn
- 91.2 St Luke's Whitton Pantry - £2,000 and to receive the Grant Feedback Form. Cllr Brooks proposed approval and to allocate against the Food Relief budget; seconded by Cllr Page; all in favour.
- 91.3 TruColours - £76 – Cllr Brooks proposed approval of the grant application; seconded by Cllr Jones; all in favour.

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- 91.4 Lowestoft Shopmobility - £175 – Cllr Brooks proposed approval of the grant application. Cllr Pearce declared he knew the Chair of Shopmobility but was not biased and seconded the proposal; all in favour.
- 91.5 Lowestoft Arts - £757.99 – Cllr Brooks proposed approval of the grant application; seconded by Cllr Ray; all in favour.
- 91.6 Paperworks - £1,076.76 and to receive the Grant Feedback Form. Cllr Pearce proposed approval of the grant application; seconded by Cllr Ray; six in favour, one abstention.
- 91.7 Inspire Suffolk - £1,235.95 – Cllr Brooks proposed approval of the grant application; seconded by Cllr Pearce; all in favour.

Cllr Jones temporarily left the chamber at 10:23 due to their declared interest.

- 91.8 Living with Mental Health - £1,346.82 – The organisation had been recently formed by one member but had connections with a well-known local charity. Cllr Brooks proposed to defer the decision until January 2026 requesting the organisation to attend the next Finance and Governance meeting with a presentation to provide more information about their work; seconded by Cllr Page; all in favour.

Cllr Jones returned to the chamber at 10:27.

- 91.9 Lydia Eva and Mincarlo Trust - £7,000 – The members deferred the decision for officers to request the following information from the Trust:
- When the funds were required
 - Whether they were contributing towards the cost from their reserves
 - What the reserves are used for and
 - A copy of their accounts for the year ended March 2025

Cllr Pearce temporarily left the chamber at 10:32 due to their declared interest.

- 91.10 Kittiwake Partnership - £2,000 – The request for such a high contribution in comparison to the East Suffolk Council offering was questioned.

Cllr Parker temporarily left the chamber at 10:34 due to them being an East Suffolk Councillor

The members of the committee agreed the need for promoting positive views on the kittiwakes. Cllr Jones proposed for officers to question why the value requested was considerably higher compared to the East Suffolk Council contribution and to question what is being done in the town for the Kittiwakes in relation to what the Town Council provides at the Marina Theatre; seconded by Cllr Coleby; all in favour.

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

Cllrs Pearce and Parker returned to the chamber at 10:40.

An update was provided to the returning councillors.

- 91.11 Oulton Broad Water Sports Centre - £6,658 and to receive the Grant Feedback Form – The training cost was for a paid member of staff and did not cover their salary. The high value was a concern but if it helped to save a life then this was considered a worthy cause. Cllr Pearce proposed approval of the grant application; seconded by Cllr Page; all in favour.
- 91.12 To consider a delegation to officers to determine if an application merits urgent consideration outside of the usual grant awarding cycle and, if necessary, any amendments to the grant awarding policy to support this – Cllr Pearce proposed to update the application form to include the date of the next grant review meeting and a new section to explain why an early decision is required, if the applicant feels this necessary. When the application is received, officers would be given an interim delegation to assess the urgency of the application. This will be reviewed at the end of the financial year. If officers were uncertain as to the urgency, this would be included on the forthcoming Finance and Governance agenda for the committee to consider; seconded by Cllr Ray; all in favour. This would be reviewed at the April 2026 Finance and Governance committee meeting.

92 Sponsorships

To consider the following sponsorships:

- 92.1 NaturePlay Sponsorship £14,400 - To consider a two year sponsorship of £600 per month

Cllr Parker temporarily left the chamber at 10:57 due to their declared interest.

Concerns were raised over the sum of money being applied for. Cllr Pearce requested to comment on this matter in confidential session. Cllr Ray proposed to defer a decision and invite the organisation to a Finance and Governance committee meeting to discuss their application; seconded by Cllr Brooks; all in favour.

Cllr Parker returned to the chamber at 11:03

Cllr Page temporarily left the chamber at 11:03.

- 92.2 To consider formalising the current Lowestoft Plaisir Twinning arrangement as a sponsorship with reviewable terms – Cllr Brooks confirmed she does not have any voting rights or official position at the Lowestoft Plaisir Twinning association as the Lowestoft Town Council representative.

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Wednesday 10 December 2025 at 10:00

Previous funding for this association was made before sponsorship arrangements were in place at the Town Council.

Cllr Page returned to the chamber at 11:06

With the sponsorship arrangements now in place, Cllr Pearce proposed to begin a sponsorship from 2026/27, with a review every 3 years; seconded by Cllr Ray; six votes in favour and one abstention.

93 Other financial and governance matters, including:

- 93.1 To consider a recommendation from the Budget and Loan Sub Committee to use the Town Hall reserves of £9,165 for Town Hall publicity costs – The costs would be used to fund the publicity of the Town Hall before its official opening. Cllr Pearce proposed to approve the recommendation; seconded by Cllr Coleby; all in favour.
- 93.2 To review the Complaints Log – The complaints log should include the detail of calls being received in relation to other Councils, to highlight trends. The information would be reviewed in three months.
- 93.3 To consider recommendations from Standing Orders and Policies Sub-Committee regarding the meeting announcement – Cllr Pearce proposed to endorse the recommendations; seconded by Cllr Jones; all in favour.

Cllrs Parker and Jones left the chamber at 11:35.

- 93.4 To give a delegation to the Finance Manager and Sports Development Officer to sign on behalf of the council when making claims from the FA Grass Pitch – Cllr Pearce proposed approval of the delegation; seconded by Cllr Coleby; all in favour.
- 93.5 To discuss the project tracker and consider how the system is working, what it achieves and whether it could or should be further developed – This matter related to the Decisions tracker. The members requested the Communications and IT Officer provide training on the software as it was a useful tool. Cllr Pearce proposed to authorise staff to refine and develop the tracker; seconded by Cllr Coleby; all in favour.
- 93.6 To consider a recommendation to Full Council to agree an energy supplier contract from 1st January 2026 (Some aspects may be confidential) – This matter was deferred to the confidential session.

94 To consider the following Standing Order Policies:

- 94.1 Co-option
- 94.2 Complaints Procedure

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

- 94.3 Data Protection
- 94.4 Data Retention
- 94.5 Freedom of Information Publication Scheme and availability schedule
- 94.6 Public Participation Protocol
- 94.7 Representation on Outside Bodies
- 94.8 Protocol for Reporting at Meetings of the Council or Committees
- 94.9 Safeguarding
- 94.10 Video Meeting Protocol

Cllr Coleby proposed to recommend all policies to Full Council; seconded by Cllr Pearce on the basis that if anyone has strong views to submit them to officers who can forward on for consideration by Full Council when they are being discussed; four votes in favour and one against.

95 Date of next meeting

14th January 2026

96 Items for the next agenda and close

97 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 – Cllr Pearce proposed the meeting be moved into confidential session; seconded by Cllr Page; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 11:50.

- 92.1 NaturePlay Sponsorship £14,400 - To consider a two year sponsorship of £600 per month – A confidential discussion was held.

- 93.6 To consider a recommendation to Full Council to agree an energy supplier contract from 1st January 2026 (Some aspects may be confidential) – There was a confidential discussion on contracted costs with a specific energy supplier. Cllr Pearce made a confidential proposal; seconded by Cllr Coleby; four votes in favour and one abstention.

The chair closed the meeting at 12:08.

Signed:
08 January 2026



MEETING PAPER

Subject: Annual payment for maintenance of Lowestoft Collection
Meeting: Agenda Item 198.6.1 .Full Council
Date: 27 January 2026
Author: Sarah Foote, Town Clerk

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

Background/Introduction

A decision was made at December Full Council to contribute to the 2025/26 and 2024/25 costs incurred by the NEP Trust for the storage and maintenance of the Lowestoft Collection at Lowestoft Museum (Oulton Broad). Minute reference 181.5 refers

181.5 To consider payment of charges relating to storage and maintenance of the Lowestoft Collection – LTC had been approached by a trustee of the Lowestoft Museum, where a large element of the Lowestoft Collection (including paintings, porcelain and civic insignia) was held, in relation to a significant increase in their electricity bill. As this concerned the care and custody LTC items, it was suggested it would be fair and equitable to contribute to the bill, which could be covered by the existing reserve for maintenance of the Lowestoft Collection.

Cllr Pearce proposed LTC make a contribution equivalent to 20% of the electricity bill (in proportion to the number of items in the museum) for the maintenance and upkeep of LTC items in the custody of the museum, with consideration to be given as to whether this would be an ongoing item of expenditure. The contribution would cover the 2024-2025 and 2025-2026 financial years, and officers were asked to assist the museum in interrogation of the electricity bill to help reduce the amount.

Clarification was requested on what would be covered in the contribution as the supporting meeting paper listed the total bill, not just the electricity portion. Cllr Pearce amended the proposal to specify the 20% contribution would cover the total bill of the museum, not just electricity, for the years 2024-2025 and 2025-2026. An item was requested for the January 2026 Full Council agenda to consider whether LTC should commit to pay an annual amount for the maintenance of the Lowestoft Collection. Officers would maintain ongoing liaison with the museum to monitor the bill. A vote was held with all in favour.

Details

A payment of £3,000 has been made for the 2025/26 costs. Despite chasing, no invoice has been received for the 2024/25 costs. Officers have also fed back suggestions made directly to NEP Trust from the LTC Facilities and Contracts Manager on how savings could be made, but so far the only response has been that they have moved their electricity contract to Utility Aid.

Recommendations/Decision

To consider annual payments commencing 2026/2027 financial year and if council is happy that the Trust are taking necessary measures to reduce energy and other outgoings relating to the Lowestoft Collection.



Councillor Co-option Policy

Introduction

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of Councillors to Lowestoft Town Council. The co-option procedure is entirely managed by the Town Council and this policy will ensure that a fair and transparent process is carried out.

Lowestoft Town Council has 20 Councillors, split across eight wards (Elmtree, Gunton, Harbour and Normanston, Kirkley, Pakefield, St Margaret's East, St Margaret's West, Tom Crisp), who typically serve a full four year term.

What is Co-option

The co-option of a Town Councillor can occur at:

- Ordinary Election

A seat has been left vacant because no eligible candidate or insufficient candidates stood for election at the full elections, which happen every four years. Provided that those elected constitute at least a quorum (one third of the total number of Councillors).

In this instance the Town Clerk will be notified of vacancies by East Suffolk Council and advised that efforts must be made to fill the vacancies by co-option. The Town Council will be notified and they must give public notice of the vacancies and intention to co-opt.

The time period to complete a co-option in these circumstances is 35 days (not including weekends, public holidays and other notable days), from the election date. After 35 days, East Suffolk Council will advise the Town Council whether there will be a further election or to take other appropriate action to fill the vacancies.

If the Town Council is not quorate following an election, East Suffolk Council has powers to do anything necessary to constitute the Town Council, including the temporary appointment of Councillors pending a further election.

- During the four year term of Council

A casual vacancy arises when:

- a Councillor fails to make their declaration of acceptance of office at the proper time
- a Councillor resigns
- a Councillor dies
- a Councillor becomes disqualified
- a Councillor fails for six months to attend meetings of the Council including Committees or Sub-committees of which they are a member or as a representative of the Council at a meeting unless they have a 'statutory excuse' (broadly speaking, military service during war or an emergency) or the failure to attend is due to a reason approved by the Council.



Councillor Co-option Policy

The Town Clerk will notify East Suffolk Council that a seat has fallen vacant. (However, if the vacancy is within the six months period prior to an election, then the Town Council may choose whether to fill the vacancy or not).

The Notice of a Vacancy would be advertised which would give the electorate the opportunity to call for a poll (by-election).

If a by-election is called within 14 days (not including weekends, public holidays and other notable days), if only one candidate is nominated they will be duly elected unopposed without a ballot. If there are two or more candidates nominated then a polling station will be set up in the ward by East Suffolk Council and the electorate of the ward will be asked to go to the polls to vote – either at a polling station or via postal vote - for a candidate who has put themselves forward by way of a nomination paper.

Lowestoft Town Council will pay the costs of the election.

If the required ten electors of the parish do not claim a poll (by-election) within the legally specified time period (currently 14 days) following publication of the Notice of Vacancy, the Town Clerk will be notified by East Suffolk Council that the vacancy can be filled by co-option. The Town Council will be notified and they must give public notice of the vacancy and intention to co-opt.

Confirmation of Co-option

On receipt, of written confirmation, from East Suffolk Council, the casual vacancy can be filled by means of co-option, the Town Clerk will:

- Advise the Town Council that the co-option process has been instigated
- Advertise the vacancy for four weeks on the Town Council notice boards and website
- Promote the vacancy on social media platforms and any other relevant media and publications
- If the vacancy is as a result of the death of a Councillor, no advertisement will be posted until after the funeral

The Town Council will ensure an open and transparent co-option process and engage as fully as possible to attract a diverse range of potential candidates. The process for standing for co-option will be accessible and have due regard to equality and diversity. If the Town Council is not satisfied that the vacancy has been adequately advertised and a sufficient diversity of candidates has not been sought, it will postpone the co-option until this is addressed.

Councillors elected by co-option are full members of Lowestoft Town Council.

Eligibility of Candidates



Councillor Co-option Policy

The Town Council is able to consider any person to fill a vacancy provided that (see section 79 of the Local Government Act 1972):

- Over 18 years of age
- A British or Commonwealth Citizen or citizen of the European Union and either
 - An elector
 - Or resided in the parish for the past 12 months
 - Or within three miles/4.8 kms (direct) of it
 - Or occupied as an owner or tenant land or premises therein
 - Or have their principal place of work in the parish.

There are certain disqualifications for election, of which the main are (see section 80 of the Local Government Act 1972):

- Holding a paid office within the Town Council or other local authority¹
- Bankruptcy
- Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and
- Being disqualified under any enactment relating to corrupt or illegal practices.

Candidates found to be offering inducements of any kind will be disqualified.

Application Process

All potential candidates will be requested to put their request for consideration in writing with the following information:

- Confirm their eligibility (as set out in the Local Government Act 1972 section 79)
- Confirm that they do not meet any of the criteria to be disqualified from being a Councillor (as set out in the Local Government Act 1972 section 80)
- Reason for wishing to become Councillor
- Previous community and/or Council work
- Other skills and experience that may be relevant in support of their application

Candidates will be informed it is a condition of a being a Town Councillor that a means of contact by email will be public information and that being a Town Councillor entails having contact details in the public domain. However for the purpose of co-option, private email addresses and other personal data will not be in the public domain, except for their name and the supporting information above.

Following receipt of applications, the next suitable Full Council meeting will have an agenda item:

'To receive written applications for the office of Town Councillor and to co-opt a candidate to fill the

¹ Local Government Act 1972 Section 80

Councillor Co-option Policy

Applications must be received at least seven days prior to a Full Council meeting as copies of the candidates' applications will be circulated to all Councillors by the Town Clerk, at least five clear days prior to the meeting of the Full Council, when the co-option will be considered. All such documents will be treated by the Town Clerk and all Councillors as Strictly Private and Confidential.

Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment, together with a copy of the Code of Conduct, Standing Orders and Financial Regulations of the Town Council, and this Co-option Policy.

Candidates will also be informed that they will be invited to speak about their application at the meeting. If a candidate is unable to attend the meeting, a written apology should be submitted ahead of the meeting. A candidate's application would still be considered regardless of being in attendance.

At the Co-option Meeting (a meeting of the Full Council)

At the co-option meeting, candidates will be given three minutes maximum to introduce themselves to Councillors, give information on their background and experience and explain why they wish to become a Lowestoft Town Councillor.

All discussions will be in public, but the Council reserves the right to give the opportunity for candidates to give their presentation to the Council without the other candidates present, to offer fairness and equal opportunity to all candidates. The Town Council will proceed to a vote on the acceptability of each candidate by the Town Councillors in attendance by a vote by a show of hands.

In order for a candidate to be elected to the Town Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. In the case of an equality of votes, the Chair of the meeting, typically the Mayor, has a second casting vote.

Once the Chair has declared the successful candidate(s) duly elected and after their declaration of acceptance of office has been signed, they may take their seat immediately.

The decision of Full Council is final.

The Town Clerk will notify East Suffolk Council of the new Councillor appointment. The successful candidate(s) must complete the 'register of interests' within 28 days of being elected. The form should be submitted to the Monitoring Officer at East Suffolk Council or may be completed on-line. Further details will be provided to the successful candidate(s).

If insufficient candidates come forward for co-option, the vacancies will be re-advertised.

Revisions	
Date	Amendment
July 2021	Updated to reflect the decision of the Council to reserve the right to give the opportunity for candidates to give their presentation to the Council without the other candidates present, to offer fairness and equal opportunity to all candidates.
April 2022	Under the heading "Confirmation of Co-option", added the word "Town" to the third sentence of paragraph 2 Included 4.8kms to Eligibility of Candidates In disqualifications, added "or other local council" to bullet point 1 Added "(a meeting of the Full Council)" to the heading "At the Co-option Meeting"
March 2025	



Lowestoft Town Council Complaints Procedure

Definition: A complaint is defined as “any expression of dissatisfaction made directly to the office, either verbally or any form of written communication.”

1.0 Complaints Against Procedures or Administration, Town Councillors or Staff

The following procedure should be followed by anyone wishing to make a complaint against the Council’s procedures or administration:

If you have a complaint against a Town Councillor you should write to:

The Monitoring Officer
East Suffolk Council
Council Offices
4 Canning Rd
Riverside
Lowestoft
NR33 0EQ

If you have a complaint against an employee of the Town Council, you should write to the Clerk. If the complaint is about the Clerk, you should write to the Mayor, whose details can be found on the Town Council’s website:
www.lowestofttowncouncil.gov.uk.

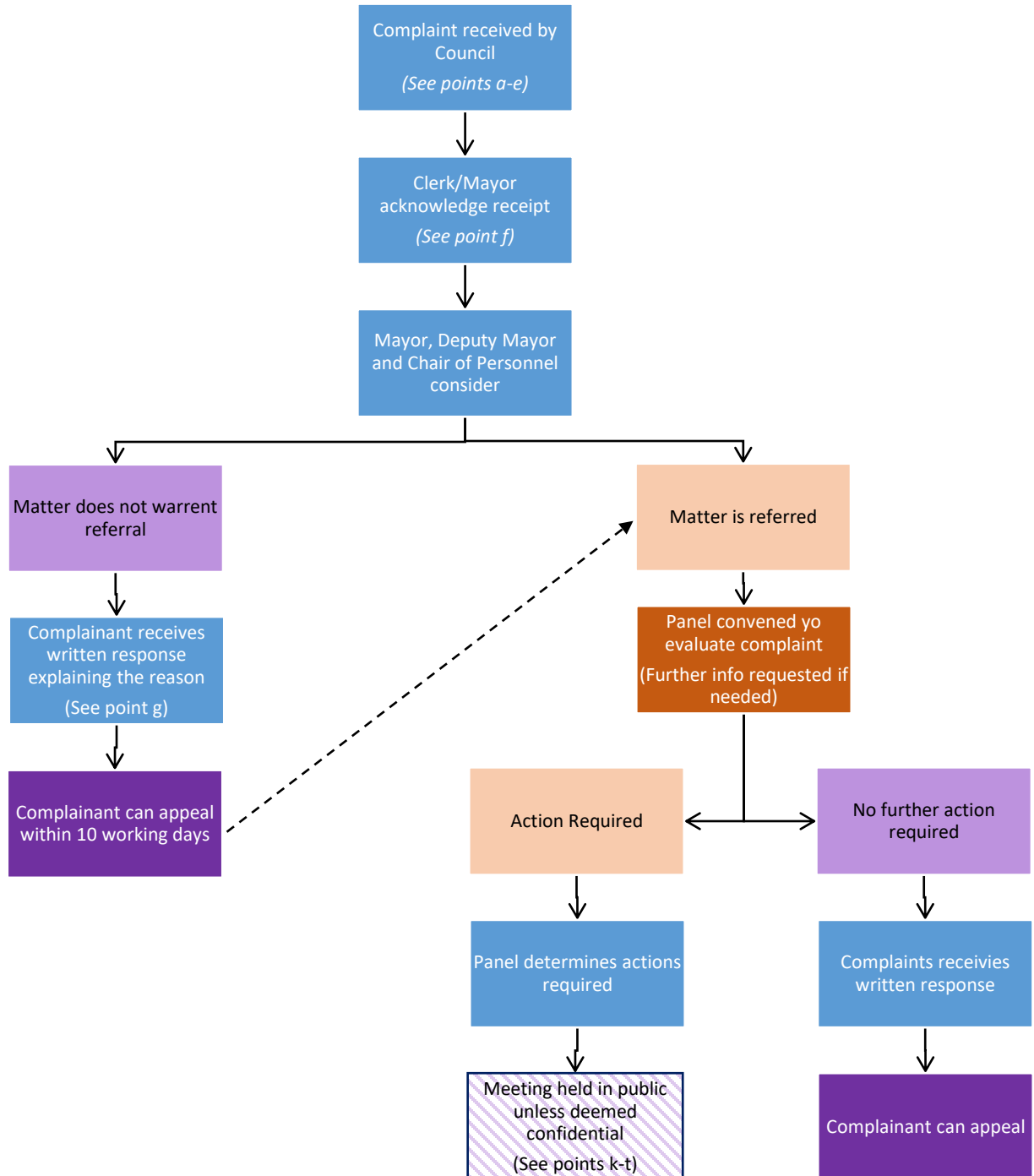
Contact for Complaints
Lowestoft Town Council
First Floor
Hamilton House
Battery Green Road
Lowestoft
Suffolk
NR32 1DE

admin@lowestofttowncouncil.gov.uk.

2.0 Complaints Procedure

- 2.1 Complaints about the Town Council’s administration or procedure will be dealt with as shown in the following diagram and explained in subsequent paragraphs.

Lowestoft Town Council Complaints Procedure





Lowestoft Town Council Complaints Procedure

- a. The Council will not deal with anonymous complaints.
- b. Complaints made to the Clerk are complaints made to the Council. The Clerk cannot accept complaints made on the basis that the information is not passed to the Council. The right to report relevant matters to enforcing authorities will be reserved.
- c. The complainant shall be asked to put the complaint about the Council's procedures or administration in writing.
- d. Reasonable support will be provided to any person with a disability which affects their ability to put a complaint in writing.
- e. If the complainant does not wish to put the complaint to the Clerk, they will be advised to put it to the Mayor.
- f. The Clerk or Mayor will acknowledge the receipt of the complaint and advise the complainant that the matter will be passed for consideration to the Mayor, Deputy Mayor and the Chair of the Personnel Committee to consider with the Clerk.
- g. If they consider the matter does not warrant referral, they shall explain in writing why the matter will not be referred, which might include how the matter has been resolved or why the matter is not appropriate or does not warrant referral, including where the matter is repetitious or vexatious. An appeal request must be made within ten working days and will be referred to the Council/Committee unless they have previously considered this, related matters or the complainant (or an associated person) repetitious or vexatious.
- h. In the event of a referral, the complaint will be considered by a panel comprising three appointed Councillors nominated by the Personnel Committee from amongst its members. The three Councillors on the panel will evaluate the complaint and if they feel no further action is required by the Council they will provide a response as to why. Should they decide that further action is required, they will decide how this is taken forward and by whom.
- i. At any stage in this process, documentation and further information may be required of the complainant, and the complainant may be requested to attend a meeting.
- j. Consideration will be given as to whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint will be announced at the meeting in public, excluding any confidential information.

In the event of a formal process, the following guidance applies:

- k. The Chair of the meeting will introduce everyone.
- l. The Chair of the meeting will explain the procedure.
- m. The Complainant (or any representative permitted, at the discretion of the panel, to attend) will outline the grounds for complaint.



Lowestoft Town Council Complaints Procedure

- n. The panel will then ask any question of the complainant.
- o. If relevant or necessary the Clerk will explain the Council's position.
- p. The panel will ask any question of the Clerk.
- q. The Clerk and the complainant will be offered a final opportunity to sum up the respective positions.
- r. The Clerk and the complainant will be asked to leave the room while the panel decides whether the grounds for the complaint have been made and to decide the outcome of the complaint. If a point of clarification is necessary then both parties will be invited back.
- s. The Clerk and the complainant will return to hear the panel's decision or will be advised as to when the decision will be made.
- t. The decision will be confirmed in writing within ten working days together with details of any action to be taken.

3.0 Appeals Against Decisions

- 3.1 If the complainant feels that it wishes to appeal against the process in which the decision was reached, they should appeal in writing, stating the full grounds of appeal, to the Clerk within ten working days of the decision being made.
- 3.2 The Clerk will have delegated responsibility for making arrangements for an appeal, where it is appropriate to do so and will give written notice of the date, time and place of the appeal hearing. The appeal should be able to set aside the original decision if it is found that the decision is incompatible with the facts or that the correct procedures were not followed.
- 3.3 The appeal hearing will be conducted by Councillors who were not previously involved in the procedure. Those Councillors not on the Personnel Committee may be called upon should the complaint go to appeal.
- 3.4 Following the appeal hearing the Clerk will confirm, in writing and within ten working days, the outcome of the appeal.

Revisions	
Date	Amendment
20220704	3.1h amended 'panel comprising any three from six appointed Councillors formed by the Personnel Committee, from amongst its members' to 'three appointed Councillors nominated by the Personnel Committee from amongst its members' 4.2 amended 'The appeal hearing will be limited to a review of the procedures that were followed and not a review of the original decision



Lowestoft Town Council Complaints Procedure

	given.' to 'The appeal should be able to set aside the original decision if it is found that the decision is incompatible with the facts or that the correct procedures were not followed' 4.3 Deleted 'Where possible' from first sentence
March 2025	2.1 added "shown in following diagram and explained in subsequent paragraphs" Added diagram



Lowestoft Town Council

Data Protection Policy

1.0 Policy Statement

1.1 Everyone has rights with regard to how their personal information is handled. During the course of the Town Council's activities, it will collect, store and process personal information about its staff, Councillors and electorate, and it recognises the need to treat it in an appropriate and lawful manner.

1.2 The types of information that the Town Council may be required to handle include details of current, past and prospective employees, suppliers and customers, in accordance with our document retention policy. The information which may be held on paper or on a computer or other media is subject to certain legal safeguards specified in the UK Data Protection Act 2018 (the Act), General Data Protection Regulation 2018 and any other prevailing legislation. The Act imposes restrictions on how it may use that information.

1.3 This policy does not form part of any employee's contract of employment and it may be amended at any time. Any breach of this policy will be taken seriously and may result in disciplinary action.

2.0 Status of the Policy

2.1 This policy sets out the Town Council's rules on data protection and the legal conditions that must be satisfied in relation to the obtaining, handling, processing, storage, transportation and destruction of personal information.

2.2 If you consider that the policy has not been followed in respect of personal data about yourself or other you should raise the matter with the Data Protection officer.

3.0 Definition of Data Protection Terms

3.1 Data is information which is stored electronically, on a computer, or in certain paper-based filing systems.

3.2 Data Subjects for the purpose of this policy include all living individuals about whom we hold personal data. A data subject need not be a UK national or resident. All data subjects have legal rights in relation to their personal data.

3.3 Personal Data means data relating to a living individual who can be identified from that data (or from that data and other information in our possession). Personal data can be factual (such as a name, address or date of birth) or it can be an opinion (such as a performance appraisal).

3.4 Data Controller is the Proper Officer (Town Clerk) of Lowestoft Town Council and its Councillors, who determines the purposes for which, and the manner in which, any personal data is processed. They have a responsibility to establish practices and policies in line with the Act, or prevailing legislation. They are the data controller of all personal data used in our business.

3.5 Data Users include employees whose work involves using personal data. Data users have a duty to protect the information they handle by following our data protection and security policies at all times.

3.6 Data Processors include any person who processes personal data on behalf of a data controller. Employees of data controllers are excluded from this definition but it could include suppliers who handle personal data on our behalf.

3.7 Data Protection Officer is responsible for all data protection procedures and policies and subject access requests. Local Councils are not required to appoint a Data Protection Officer, but Lowestoft Town Council has appointed an officer of the Council to be responsible for the day-to-day execution of data protection procedures and policies and dealing with subject access requests.



Lowestoft Town Council Data Protection Policy

3.8 Processing is any activity that involves use of the data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transferring personal data to third parties.

3.9 Sensitive Personal Data includes information about a person's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health or condition or sexual life, or about the commission of, or proceedings for, any offence committed or alleged to have been committed by that person, the disposal of such proceedings or the sentence of any court in such proceedings. Sensitive personal data can only be accessed under strict conditions, and will usually require the express consent of the person concerned.

4.0 Data Protection Principles

4.1 Anyone processing personal data must comply with the eight enforceable principles of good practice. These stipulate that personal data must be:

- Processed fairly and lawfully
- Processed for limited purposes and in an appropriate way
- Adequate, relevant and not excessive for the purpose
- Accurate
- Not kept longer than necessary for the purpose
- Processed in line with data subjects' rights
- Secure
- Not transferred to people or organisations situated in countries without adequate protection

5.0 Fair and Lawful Processing

5.1 The Act is intended not to prevent the processing of personal data, but to ensure that it is done fairly and without adversely affecting the rights of the data subject. The data subject must be told who the data controller is, the purpose for which the data is to be processed by us, and the identities of anyone to whom the data may be disclosed or transferred.

5.2 For personal data to be processed lawfully, certain conditions have to be met. These may include, among other things, requirements that the data subject has consented to the processing, or that the processing is necessary for the legitimate interest of the data controller or the party to whom the data is disclosed. When sensitive personal data is being processed, more than one condition must be met. In most cases the data subject's explicit consent to the processing of such data will be required.

5.3 Processing for Limited Purposes

5.3.1 Personal data may only be processed for the specific purposes notified to the data subject when the data was first collected or for any other purposes specifically permitted by the Act. This means that personal data must not be collected for one purpose and then used for another. If it becomes necessary to change the purpose for which the data is processed, the data subject must be informed of the new purpose before any processing occurs.

5.4 Accurate Data and Adequate, Relevant and Non-Excessive Processing

5.4.1 Personal data must be accurate and kept up to date. Information which is incorrect or misleading is not accurate and steps should therefore be taken to check the accuracy of any



Lowestoft Town Council

Data Protection Policy

personal data at the point of collection and at regular intervals afterwards. Inaccurate or out-of-date data should be destroyed.

5.5 Data Retention

5.5.1 Personal data should not be kept longer than is necessary for the purpose. This means that data should be destroyed or erased from the Town Council's systems when it is no longer required. For guidance on how long certain data is likely to be kept before being destroyed, contact the officer referred to in 3.4.

5.6 Processing In Line With Data Subjects' Rights

5.6.1 Data must be processed in line with data subjects' rights. Data subjects have a right to:

- Request access to any data about them by a data controller
- Prevent the processing of their data for direct-marketing purposes
- Ask to have inaccurate data amended
- Prevent processing that is likely to cause damage or distress to themselves or anyone else

6.0 Data Security

6.1 The Town Council must ensure that appropriate security measures are taken against unlawful or unauthorised processing of personal data, and against accidental loss of, or damage to, personal data. Data subjects may apply to the courts for compensation if they have suffered damage from such a loss.

6.2 The Act requires us to put in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction. Personal data may only be transferred to a third-party data processor if they agree to comply with those procedures and policies, or if they put in place adequate security measures themselves.

6.3 Maintaining data security means guaranteeing the confidentiality, integrity and availability of the personal data, defined as follows:

- Confidentiality means that only the Proper Officer, or a member of staff authorised by the Proper Officer, is authorised to use the data and can access it
- Integrity means that personal data should be accurate and suitable for the purpose for which it is processed
- Availability means that authorised users should be able to access the data if they need it for authorised purposes

6.4 Security procedures include:

- Data stored on computers should be protected by strong passwords that are changed regularly
- Secure lockable desks and cupboards. Desks and cupboards should be kept locked if they hold confidential information of any kind. (Personal information is always considered confidential)
- Methods of disposal. Paper documents should be shredded.
- Equipment. Data users should ensure that individual monitors do not show confidential information to passers-by



Lowestoft Town Council Data Protection Policy

- All servers containing sensitive data must be approved and protected by security software and a strong firewall

7.0 Subject Access Requests

7.1 Under the UK Data Protection Act 2018 or prevailing legislation, individuals are entitled, subject to certain exceptions, to request access to information held about them. Any subject access request received will be immediately referred to the officer responsible, who may ask other officers and Councillors to help comply with those requests. Please contact the Town Council if you would like to correct or request information that Council holds about you. There are also restrictions on the information to which an individual is entitled under applicable law.

8.0 Providing Information over the Telephone

8.1 Any member of staff dealing with telephone enquiries should be careful about disclosing any personal information held by the Town Council. They should ask the caller to put their request in writing and refer to the Town Clerk for assistance in difficult situations. No one should be bullied into disclosing personal information.

9.0 GDPR and Data Protection Act Provisions

9.1 Where not specified previously in this policy, the following provisions will be in effect on or before 25 May 2018.

9.1.1 Privacy Notice – transparency of data protection

Being transparent and providing accessible information to individuals about how the Council will use individuals' personal data is important for our organisation.

9.1.2 Conditions for Processing

The Council will ensure any use of personal data is justified using at least one of the conditions for processing and this will be specifically documented.

9.1.3 Justification for Personal Data

9.2 The Council will process personal data in compliance with the following six data protection principles:

- Personal data is processed lawfully, fairly and in a transparent manner
- Personal data is collected only for specified, explicit and legitimate purposes
- Personal data is processed only where adequate, relevant and limited to what is necessary for the purposes of processing
- Personal data is kept accurate and all reasonable steps are taken to ensure that inaccurate personal data is rectified or deleted without delay
- Personal data is kept only for the period necessary for processing
- Appropriate measures are adopted to ensure that personal data is secure and protected against unauthorised or unlawful processing and accidental loss, destruction or damage

9.3 The Council will document the additional justification for the processing of sensitive data and will ensure any biometric and genetic data is considered sensitive.

9.4 Consent The data that the Council collects is subject to active consent by the data subject. This consent can be revoked at any time.

9.5 Criminal Record Checks Any criminal record checks are justified by law. Criminal record checks cannot be undertaken based solely on the consent of the subject.



Lowestoft Town Council Data Protection Policy

9.6 Data Portability Upon request, a data subject should have the right to receive a copy of their data in a structured format. These requests should be processed within one month, provided there is no undue burden and it does not compromise the privacy of other individuals. A data subject may also request that their data is transferred directly to another system. This must be done for free.

9.7 Right to be Forgotten A data subject may request that any information held on them is deleted or removed, and any third parties who process or use that data must also comply with the request. An erasure request can only be refused if an exemption applies.

9.8 Privacy by Design and Default Privacy by design is an approach to projects that promote privacy and data protection compliance from the start. The officer responsible for data protection compliance will be responsible for conducting Privacy Impact Assessments and ensuring that all IT projects commence with a privacy plan. When relevant, and when it does not have a negative impact on the data subject, privacy settings will be set to the most private by default.

9.9 Data Audit and Register Regular data audits to manage and mitigate risks will inform the data register. This contains information on what data is held, where it is stored, how it is used, who is responsible and any further regulations or retention timescales that may be relevant.

9.10 Reporting Breaches All members of staff have an obligation to report actual or potential data protection compliance failures, and must do so within 48 hours of discovery. This allows the Council to:

- Investigate the failure and take remedial steps if necessary
- Notify the ICO of any compliance failures that are material either in their own right or as part of a pattern of failures with 72 hours of discovery
- To report a breach, please contact the officer responsible via admin@lowestofttowncouncil.gov.uk

9.11 Monitoring Everyone must observe this policy. The officer responsible for data protection compliance has overall responsibility for this policy. They will monitor it regularly to make sure it is being adhered to.

9.12 Consequences of Failing to Comply Compliance with this policy is taken very seriously. Failure to comply puts both the individual (Councillor or Officer) and the Council at risk. The importance of this policy means that failure to comply with any requirement may lead to disciplinary action under the Council's procedures which may result in dismissal.

Revisions	
Date	Amendment
September 2021	Amended Point 2.2 to raise concerns with the Data Protection officer, rather than the Chair of the Finance and Governance Committee.
September 2023	Requirement for staff to sign as acceptance of how data will be handled added.



Lowestoft Town Council Data Retention Policy

The Council considers it necessary to implement a system of records management which also incorporates arrangements for the disposal of all or some of its records. This policy also sets out how long employment-related information will normally be held and when information will be confidentially destroyed.

1.0 Our Process

- 1.1 Information (hard copy and electronic) will be retained for at least the period specified in our Records retention schedule (sometimes known as a Data retention schedule or guidelines) (see Error! Reference source not found.).
- 1.2 All information must be reviewed before destruction to determine whether there are special factors that mean destruction should be delayed, such as potential litigation, complaints or grievances.
- 1.3 Hard copy and electronically-held documents and information must be deleted at the end of the retention period.
- 1.4 *Hard copy documents and information must be disposed of* placing in confidential waste bins for shredding.

2.0 General

- 2.1 Any such system or policies relating to record management will include a review of council documentation on an annual basis
- 2.2 Where it is necessary to retain or manage documents due regard will be made of the option to securely hold that information electronically, instead of in paper form and due regard will be made to the requirements of mandatory Data Protection legislation (General Data Protection Regulation and UK Data Protection Act 2018)
- 2.3 Anything that is no longer of use or value can be destroyed but if the council is in any doubt it will professional advice and retain that document until that advice has been received.
- 2.4 Documents of historical importance, if not retained by the council, will be offered to a repository agreed by the Council.

3.0 Retention of Documents

- 3.1 Attached is an Annex which indicates the appropriate retention period for audit and other purposes and the reasons for retention. In respect of the retention of documents in case of a legal dispute, Council's policy is set out under Section 3.

3.2 Other documents not mentioned in the Annex will be treated as follows:

Planning Papers

- Where planning permission is granted, the planning application, any plans and the decision letter will be retained until the development has been completed, so that, if necessary, the Clerk can check that the development proceeds in accordance with the terms and conditions of the permission.
- Where planning permission is granted on appeal, a copy of the appeal decision will also be retained likewise
- Where planning permission is refused, the papers will be retained until the period within which an appeal can be made has expired. If an appeal is made, and dismissed, the decision letter will be retained against further applications relating to that site.
- Copies of Structure Plans, Local Plans and similar documents will be retained as long as they are in force.



Lowestoft Town Council Data Retention Policy

Insurance Policies

- Insurance policies and significant correspondence will be kept for as long as it is possible to make a claim under the policy.
- Article 4 of the Employers Liability (Compulsory Insurance) Regulations 1998 (SI 2753) requires that local councils, as employers, retain certificates of insurance against liability for injury or disease to their employees arising out of their employment for a period of 40 years from the date on which the insurance is commenced or renewed.

Information from other bodies

- Circulars and legal topic notes from the National Association of Local Councils and other bodies such as principal authorities will be retained for as long as the information contained therein is useful and relevant.

Correspondence

- If related to audit matters, correspondence will be kept for the appropriate period specified to the Annex thereto.
- In planning matters correspondence will be retained for the same period as suggested for other planning papers.
- All other correspondence will be kept for as long as the matter contained therein is still of interest or use to the council and or the town.

Personnel matters

Documentation relating to staff will be kept securely and for as long as it would be possible for a claim to be made against the council. The keys for the secure location for hard copies of data are held by the Mayor and Chair of Personnel.

4.0 Retention of Documents for Legal Purposes

4.1 Most legal proceedings are governed by 'the Limitation Acts' which state that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question.

4.2 The table below sets out the limitation periods for the different categories of claim.

Claims under category	Limitation period
Negligence (and other Torts)	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal injury	3 years
To recover land	12 years
Rent	6 years



Lowestoft Town Council Data Retention Policy

Breach of Trust

None

5.0 Annex to Policy

5.1 Record Retention Schedule - Employment

Introduction

This Record retention schedule accompanies and is incorporated into Lowestoft Town Council's Data Retention policy. It sets out the time periods that different types of (employment-related) business records must be retained for business and legal purposes. This is a relatively lengthy document listing the many types of employment-related records used by Lowestoft Town Council and the applicable retention periods for each record type.

The retention periods are based on business needs and legal requirements. If you maintain any types of records that are not listed in this Schedule, and it is not clear from the existing record types in this Schedule what retention period should apply, please contact the data protection officer for guidance.

Any deviation from the retention periods in this Schedule must be approved in advance by the Town Council.

Employment records

Personnel records

Record	Recommended retention period	Storage format	Reference
Rejected job applicant records, including: contact details application letters or forms CVs references certificates of good conduct interview notes	Six months after applicant is notified of rejection or <i>a</i> longer period if there is a clearly communicated policy to keep candidates' CVs for future reference.	Paper or electronic	ICO Employment Practices Code para 1.7 Equality Act 2010, s 123



Lowestoft Town Council Data Retention Policy

Record	Recommended retention period	Storage format	Reference
assessment and psychological test results			
Application records of successful candidates, including: - application letters or forms - copies of academic and other training received - references - correspondence concerning employment - CVs - interview notes and evaluation forms - assessment and psychological test papers and results	Seven years after employment ceases	Paper or electronic	Limitation Act 1980 (LA 1980), s 5
Criminal records information: - criminal records requirement assessments for a particular post - criminal records information forms - the Disclosure and	Criminal records requirement assessments for a particular post—12 months after the assessment was last used All other information in this category—as soon as practicable after the check has been completed and the outcome recorded (ie whether satisfactory or not) unless, in exceptional circumstances, the	Paper or electronic	DBS guidance for employers: Duration of criminal record check validity ICO Employment Practices Code Nov 2011, part 1.7.4



Lowestoft Town Council Data Retention Policy

Record	Recommended retention period	Storage format	Reference
Barring Service (DBS) check forms DBS certificates	data protection officer assesses that it is clearly relevant to the ongoing employment relationship eg to allow for consideration and resolution of any disputes or complaints in which case, six months If the data protection officer considers it necessary to keep the information for longer than six months, the DBS should be consulted		
Employment contracts, including: personnel and training records written particulars of employment changes to terms and conditions	Seven years after employment ceases, unless document executed as a deed, in which case 13 years after employment ceases	Paper or electronic	LA 1980, ss 5, 8
Directors' service contracts and any variations	Seven years from termination or expiry of the contract, unless executed as a deed, in which case 13 years from termination or expiry	Paper or electronic	LA 1980, ss 5, 8 Companies Act 2006, ss 227 and 228
Copies of identification documents (eg passports)	Not less than two years from date of termination of employment	Paper or electronic	Immigration (Restrictions on Employment) Order SI 2007/3290, Art 6(1)(b)
Identification documents of foreign nationals (including right to work)	Not less than two years from date of termination of employment	Paper or electronic	Immigration (Restrictions on Employment) Order SI 2007/3290, art 6(1)(b)



Lowestoft Town Council Data Retention Policy

Record	Recommended retention period	Storage format	Reference
Records concerning a temporary worker	Seven years after employment ceases	Paper or electronic	LA 1980, s 5
Employee performance records, including: probationary period reviews review meeting and assessment interviews appraisals and evaluations promotions and demotions	Seven years after employment ceases	Paper or electronic	LA 1980, s 5
Records relating to and/or showing compliance with Working Time Regulations 1998 including: registration of work and rest periods working time opt-out forms	Two years from the date on which the record was made	Paper or electronic	Working Time Regulations 1998, SI 1998/1833, reg 9
Redundancy records	Seven years from date of redundancy	Paper or electronic	LA 1980, s 5
Annual leave records	Seven years after the end of each tax year	Paper or electronic	LA 1980, s 5
Parental leave records	Seven years after the end of each tax year	Paper or electronic	LA 1980, s 5



Lowestoft Town Council Data Retention Policy

Record	Recommended retention period	Storage format	Reference
Sickness records	Seven years after the end of each tax year	Paper or electronic	LA 1980, s 5
Records of return to work meetings following sickness, maternity etc	Seven years the end of each tax year	Paper or electronic	LA 1980, s 5
Records relating to Disciplinary procedures and Grievance procedures.	Seven years after employment ceases	Paper or electronic	LA 1980, s 5

Payroll and salary records

Record	Recommended retention period	Storage format	Reference
Records for the purposes of tax returns including wage or salary records, records of overtime, bonuses and expenses	Seven years	Paper or electronic	Taxes Management Act, 1970 s 12B Finance Act 1998, Schedule 18, para 21
Pay As You Earn (PAYE) records, including: wage sheets deductions working sheets calculations of the PAYE income of employees and relevant payments to them, the deduction of tax from, or accounting for tax in respect of, such	Three years after the end of the tax year to which they relate	Paper or electronic	Income Tax (Pay As You Earn) Regulations 2003, SI 2003/2682, reg 97



Lowestoft Town Council Data Retention Policy

Record	Recommended retention period	Storage format	Reference
payments all documents relating to any information which an employer is required to provide to HMRC under Form P11D (benefits in kind)			
Income tax and NI returns, income tax records and correspondence with HMRC	Three years after the end of the financial year to which they relate	Paper or electronic	Income Tax (Employments) Regulations 1993, SI 1993/744, reg 55
Records demonstrating compliance with national minimum wage requirements, including hours worked	Three years beginning with the day upon which the pay reference period immediately following that to which they relate ends	Paper or electronic	National Minimum Wage Regulations 2015, SI 2015/621, reg 59
Details of benefits in kind, income tax records (P45, P60, P58, P48 etc), annual return of taxable pay and tax paid	Six years (but general time limit under the TMA 1970 is reducing to four years from 1 April 2012)	Paper or electronic	Taxes Management Act 1970
Employee income tax and national insurance returns and associated HMRC correspondence	Three years from end of tax year to which they relate	Paper or electronic	Income Tax (Pay as You Earn) Regulations 2003, SI 2003/2682, reg 97
Statutory sick pay (SSP) records	Three years after the end of the tax year to which they relate	Paper or electronic	The requirement to maintain SSP records for three years after the end of the tax year to which they relate was revoked in 2014, but an employer may still be required by HMRC to produce such



Lowestoft Town Council Data Retention Policy

Record	Recommended retention period	Storage format	Reference
			records as are in his possession or power which contain, or may contain, information relevant to satisfy HMRC that statutory sick pay has been and is being paid. The Statutory Sick Pay (General) Regulations 1982, SI 1982/894, reg 13(A)
Wage or salary records (including overtime, bonuses and expenses)	Seven years	Paper or electronic	Taxes Management Act 1970, s 43
Records relating to hours worked and payments made to workers	Three years	Paper or electronic	National Wage Act 1998, s 9 The National Wage Regulations 1999, reg 38
Statutory maternity, paternity and shared parental pay records, calculations, certificates or other evidence	Three years after the end of the tax year in which the period of statutory pay ends	Paper or electronic	Statutory Maternity Pay (General) Regulations 1986, SI 1986/1960, reg 26

Record Retention Schedule – Health and Safety

Record	Recommended retention period	Storage format	Reference
Records of reportable injuries, diseases or dangerous occurrences reportable incidents reportable diagnoses injury arising out of accident at work (including Lowestoft	Three years from date of the entry	Paper or electronic	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013), SI 2013/1471, reg 12



Lowestoft Town Council Data Retention Policy

Record	Recommended retention period	Storage format	Reference
Town Council's accident book)			
Lists or register of employees who have been exposed to asbestos dust, including health records of each employee	40 years from the date of the last entry made in the record	Paper or electronic	Control of Asbestos Regulations 2012, SI 2012/63, reg 22(1)
Medical records and details of biological tests under the Control of Lead at Work Regulations	40 years from the date of the last entry made in the record	Paper or electronic	The Control of Lead at Work Regulations 2002 (CLAW 2002), SI 2002/2676, reg 10
Medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)	40 years from the date of the last entry made in the record	Paper or electronic	The Control of Substances Hazardous to Health Regulations 2002 (COSHH 2002), SI 2002/2677, reg 11
Records of monitoring of exposures to hazardous substances (where exposure monitoring is required under COSHH)	Where the record is representative of the personal exposures of identifiable employee—40 years from the date of the last entry made in the record Otherwise, five years from the date of the last entry made in the record	Paper or electronic	COSHH 2002, reg 10(5)
Records of tests and examinations of control systems and protective equipment under COSHH	Five years from the date on which the record was made	Paper or electronic	COSHH 2002, reg 9

Retention of documents required for the audit of Town Councils

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
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Lowestoft Town Council Data Retention Policy

Minutes Book	Indefinite	Archive
Receipt and payment accounts	Indefinite	Archive
Receipt books	Six years	VAT
Bank Statements	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations/tenders	Last completed audit year	Statute of Limitations
Paid invoices	Six years	VAT
Paid cheques	Six years	Statute of Limitations
VAT records	Six years	VAT
Petty cash, postage	Six years	Tax. VAT. Statute of Limitations
Timesheets	Last completed audit year	Audit
Insurance policies	While valid	Management
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management.
Title deeds, leases, agreements and contracts	Indefinite	Audit. Management
Members allowances registers	Six years	Tax, Statute of Limitations

Revisions	
Date	Amendment
September 2023	



FREEDOM OF INFORMATION ACT 2000 MODEL PUBLICATION SCHEME

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.



Classes of information

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.



Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public. Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.



Information available from Lowestoft Town Council under the model publication scheme:

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Website	Free
Who's who on the Council and its Committees	Website	Free
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Website Accounts available hard copy	Free 10p per sheet + second class postage
Annual return form and report by auditor	Website or Hard copy	Free 10p per sheet + second class postage
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Hard copy	10p per sheet +



		second class postage
Members' allowances and expenses, if applicable	Hard copy	10p per sheet + second class postage
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual Report to Parish (available 2018)	Website	Free
Class 4 – How we make decisions		
Timetable of meetings (Council and any committee/sub-committee meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to consultation papers	Website	Free
Responses to planning applications	These are included in the Councils minutes and also available on the East Suffolk Council website	Free
Bye-laws	Hard copy	10p per sheet + second class postage
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business:	Website	Free



Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website or hard copy; some information may only be available by inspection	Free or 10p per sheet + second class postage
Information security policy	Website	Free
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies	Website	Free
Schedule of charges (for the publication of information)	Website	Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list	Website	Free
Assets register	Website	Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by town councils)	Website	Free
Register of members' interests	Website	Free



Register of gifts and hospitality	Hard copy from the Town Council offices	10p per sheet + second class postage
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only		
Allotments	Website	Free
Burial grounds and closed churchyards	n/a	n/a
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting, CCTV	Website	Free
Bus shelters	Website	Free
Markets	Website	Free
Public conveniences	Website	Free
Agency agreements	Hard copy from the Town Council offices	10p per sheet + second class postage
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	Free

Contact details:

Shona Bendix, Clerk, Lowestoft Town Council, First Floor, Hamilton House, Battery Green Road, Lowestoft, NR32 1DE.

Email: admin@lowestofttowncouncil.gov.uk Website: www.lowestofttowncouncil.gov.uk



SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost incurred by the public authority
	Photocopying @ 25p per sheet (colour)	Actual cost incurred by the public authority
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

Revisions	
Date	Amendment
January 2021	In the 'information to be published' table, added 'if applicable' after 'Members' allowances and expenses'
November 2021	Added that cost of 'Any publicly available register or list' is free



Protocol for Public Participation in Council Meetings

The Council is committed to being open and transparent in the way decisions are made and welcomes public attendance at Council meetings. The following protocols enable the Council to conduct its business whilst ensuring that there is an opportunity to engage with the electorate and for them to duly bring matters to the Council's attention. Please note that Council meetings are not the only opportunity for you to engage with your Council. Please contact the Council by phoning 0330 053 6019 or email admin@lowestofttowncouncil.gov.uk

1) Participation in the public forum

A council meeting is not a public meeting, it is a meeting conducted in public. There is no requirement in law to provide a public forum.

As the council meets and makes its decisions in public and is committed to community engagement, we warmly invite members of the public, the press, the police and district and county councillors to attend our meetings and contribute **during the public forum**.

Please respect that this is a meeting to conduct council business. Interjections are not permitted and if you disrupt business in any way you may be asked to leave. If you feel that you do not wish to take part in the public forum or if your problem is complex, you might wish to provide information to the council prior to the meeting (at least seven days if possible).

Following amendments made to the law in 2014, any person attending a council (or committee) meeting can report on the proceedings of the meeting. 'Reporting' is defined as filming, photographing, audio recording, written reporting (e.g. blogging) or oral commentary (not during the meeting).

The following rules will apply to the public forum:-

- The agenda will indicate when the forum will take place, which will generally be early on the agenda so that councillors can take account of any views expressed. The public participation session will normally be for a maximum period of 15 minutes.
- Questions and comments must relate to business on the agenda and only one question on a topic will generally be received from each person and supplementary questions will be at the Chair's discretion. No question shall normally be asked again within a six month period but is subject to the Chair's discretion. The Chair may direct that a written or oral response be given.
- A person shall raise their hand when requesting to speak. Questions must be addressed to the Chair and a member of the public must not speak for more than three minutes.

2) Reports in the public forum

The Council provides an opportunity for the police and district or county councillors to present reports. An opportunity will be given to ask questions, at the council's discretion, subject to the relevant conditions above and within an overall time limit of 15 minutes.



Protocol for Public Participation in Council Meetings

Revisions	
Date	Amendment
January 2022	Three minutes extended at Chair's discretion



Lowestoft Town Council

Representation on Outside Bodies Protocol

1.0 Purpose of Representation

- 1.1 Lowestoft Town Council is committed to achieving genuine benefits and outcomes for the community.
- 1.2 The Council's representation on other bodies takes place for a variety of reasons in line with this intention including to help foster positive relations, to help valued community organisations, to promote the social, environmental and economic well-being of Lowestoft and to safeguard its interests in specific assets and services.
- 1.3 Councillors and staff have an important role in championing and representing the Council as part of their roles; representing the Council on other bodies is one significant responsibility which, depending on the role, can carry specific duties and responsibilities.

2.0 The Role of the Council Representative and the Council

- 2.1 A person appointed by the Council to be its representative on an outside body represents the Council as a whole, rather than acting in personal capacity and the Council reserves the right to vary the term and conditions of the appointment and to change the person representing the Council at any time. Bodies will have their own constitution, rules and procedures and might impose certain conditions and terms.
- 2.2 Although being appointed as the Council's representative initially, under the body's own constitution, that representative might become a trustee or otherwise become a representative in their own right. This might mean, for example, being bound by trustee rules and responsibilities and, potentially their primary allegiance, continuing in this role even if they cease being a councillor or employee.
- 2.3 All representatives of the Council must always act in accordance with Council policies and procedures and the Council's Code of Conduct. Staff should conduct themselves as if they were bound by the Code of Conduct.
- 2.4 All representatives should:
 - Understand the terms of their appointment and the scope of the activities they are entitled to undertake
 - Familiarise themselves with the Constitution, rules and procedures of the outside body
 - Bear in mind that individual councillors do not and cannot have delegated authority to make decisions on behalf of the Council
 - Be aware of the parameters within which the Council acts e.g. subject to restrictions on expenditure a Council representative cannot commit Council resources or support, whether financial or 'in kind', to an outside body. If anything of this nature is requested it should be brought back to the Council, through the Town Clerk, for consideration.
 - Help the outside body to gain an understanding of the Council's procedures, policies and relevant decisions
 - Help the outside body and Council to work together and communicate effectively for the benefit of Lowestoft.
 - Provide the Council with reports to be noted at its Full Council/Committee meetings (as appropriate). These can be submitted in a format of the Councillors choosing but, for guidance, may contain:
 - Essential information about meetings or associated developments



Lowestoft Town Council

Representation on Outside Bodies Protocol

-A description on how their attendance made a difference in terms of providing or influencing genuine benefits and outcomes for the community

- Agendas, minutes and any updates may also be submitted to the Town Clerk for circulation to all councillors. This is a very effective and efficient way of keeping the Council updated and enables other members to pose any questions to the representative that they might have. Minutes of the outside body's meeting will only be shared where they are not confidential

- Alert the Town Clerk to any matters that needs to be considered by Full Council or a Committee and will prepare any report necessary for this purpose.
- Submit an end of year report to be used for the Council's Annual Report and, as relevant, for the Council's Annual Meeting and the Annual Assembly. A standard form for this report will be made available to you by the Town Clerk and as much information as possible should be shared.

2.5 Administrative support by Council staff is not available to outside bodies nor to Council representatives on outside bodies. Council representatives are responsible for carrying out the administration to support their own role. An exception to the above might be at liaison or management committee meetings where Council Officers may be present, as it has been deemed in the Council's best interest to have an Officer directly involved or representing the Council.

3.0 Attendance

3.1 Representatives should attend as many meetings of an outside body as they are reasonably able and should send apologies if they are not able to attend, copied to the Town Clerk.

3.2 Representatives should try to ensure that there are arrangements on the outside body for a substitute. In the event that a substitute is needed, the representative should make arrangements with the substitute direct and should ensure that the outside body and Town Clerk are aware.

3.3 Should a representative fail to attend meetings of an outside body for three meetings (or six consecutive months where meetings are less frequent than monthly) they will be automatically removed from the position and a replacement representative appointed at the next available Full Council meeting.

4.0 Appointment

4.1 Council representatives will be appointed at each Annual Meeting of the Council and the Council reserves the right to vary its representatives or their terms at other times as the need arises.

5.0 Change of Representation by the Outside Body

5.1 An outside body is free to reject a specific Council representative where this is provided for under their own constitution. Where the Council is prepared to do so, a replacement will be sought by the Council, not by the outside body. The Council considers repeated non-attendance at meetings without good reason to be a valid ground to reject a specific Council representative.

5.2 An outside body is free to inform the Council at any time that Council representatives are no longer required, if its constitution so allows.

5.3 A representative wishing to stand down from their role should inform the outside body itself and the Town Clerk, in writing. Where relevant, a report will then be taken to the next available Full Council meeting to appoint a replacement. Where reasonably possible, the Town Clerk will invite other councillors to substitute on this body until a representative can be formally appointed by the Council.



Lowestoft Town Council Representation on Outside Bodies Protocol

Revisions	
Date	Amendment
20/11/2020	Point 3.3 (removal from position following persistent non-attendance) added following discussions by the Standing Orders and Policies Sub-Committee on 18/11/2020.
24/11/2020	Point 3.3 further refined in line with Full Council discussions of this date - three months absence (or 6 consecutive months where less frequent).
09/03/2022	Point 2.2 the words 'primary allegiance' were added.

Protocol for the Reporting at Meetings of the Council or Committees

1. Except where members of the public have been excluded due to the confidential nature of the business, any person may film, photograph, audio record or use social media to report on meetings of the Council, or a committee, including any public participation session.
2. Reporting is restricted by legislation to the proceedings of the meeting, in other words from the official welcome (calling the meeting to order) to the official closure of the meeting. Nothing will prevent the Chair, in their role as presiding Councillor, from keeping order, in line with the Town Council's Standing Orders.
3. In accordance with Government guidelines, Council policy does not permit the filming or photographing of persons under the age of eighteen or vulnerable adults without permission of a responsible adult. Any persons who object to being filmed or photographed and have moved to an area designated for this purpose should also not be filmed or photographed. However, the Council cannot guarantee that anyone will not be filmed or photographed.
4. Any person intending to report should give notice before the commencement of the meeting to the Clerk or Chair of the Council. This will enable reasonable facilities to be afforded.
5. A notice indicating that meetings may be reported by use of filming etc. will be displayed at the meeting venue and a statement about reporting will also be included in relevant notices of meetings.
6. At the start of each meeting, the Chair will announce that proceedings may be filmed, photographed or recorded and invite any members of the public not wishing to be filmed or photographed to move to the designated area.
7. Any filming or recording of meetings should be conducted overtly from a fixed point in an area of the meeting room specified by the Clerk or Chair.
8. Live oral commentary will not be permitted at any time.
9. The use of flash photography or additional lighting will not be allowed unless agreement has been reached in advance of the meeting.
10. Recordings will not be made for reporting by the Council or any other person during any part of the meeting when the public and press are excluded.
11. Persons reporting on a meeting who act improperly or in a disruptive manner could be excluded from the meeting. 'Disruptive behaviour' would include any action or activity which disrupts the conduct of the meeting or impedes other members of the public from being able to see, hear or film etc., the proceedings. This might include:
 - Moving outside designated public areas
 - Excessive noise during debate
 - Intrusive lighting and use of flash photography
 - Asking people to repeat for the purpose of recording
 - Failure to observe this protocol

Protocol for the Reporting at Meetings of the Council or Committees

12. Those reporting on meetings should not edit the recordings, films or photographs in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing an image or views expressed in a way that may ridicule, or show a lack of respect towards those being photographed, filmed or recorded.
13. Recording and reporting the council's meetings is subject to the law and it is the responsibility of those recording and reporting to ensure compliance, including data protection and defamation. They will be responsible for any allegations of breaches of the law which may result from their use of recorded material and are admitted to the Council Meeting on the basis that they accept this responsibility. The Council reserves the right to initiate legal proceedings in appropriate circumstances.
14. The Council takes no responsibility for any recording made by others. It also takes no responsibility where a recording which it makes is subsequently used by any third party. Any third party making or editing a recording of a meeting shall in doing so be taken to have indemnified the Council against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses whatsoever relating to the making or use of that recording.
15. The Council asserts no copyright or control over recordings of meetings made by itself or others whilst on Council premises, subject to paragraph 12 above.
16. Generally, archived recordings made by the Council will be available on request.

Revisions	
Date	Amendment
March 2021	At point 2 clarified that calling the meeting to order refers to the official opening of the meeting, and that nothing will prevent the Chair from keeping order.



Lowestoft Town Council Safeguarding Policy

1.0 Introduction

1.1 The purpose of this policy is to make clear to all members, staff, volunteers and contractors what is required in relation to the protection of children, young people and adults at risk of harm. Children, young people and adults at risk of harm have the right to participate, have fun and be safe in the services provided for them and the activities they choose, or their parents / carers choose for them. This policy will help to maintain a safe and positive environment for children and adults at risk of harm.

2.0 Policy Coverage

2.1 This policy applies to all members, employees, volunteers and contractors working in partnership with Lowestoft Town Council. Under the Children Act 1989 and the Domestic Abuse Act 2021, Lowestoft Town Council has a duty to co-operate with other agencies and authorities to promote the well-being of children and young people. Suffolk County Council is the lead agency for the protection of adults at risk of harm.

2.2 It is not the role of Lowestoft Town Council to investigate allegations of abuse. However, all members, employees, volunteers and contracted services providers have a responsibility to take action when they suspect or recognise that a child or adults at risk of harm may be a victim of significant harm or abuse. This policy is to be used in conjunction with the Council's Risk Management Policy, Health and Safety Policies, Equal Opportunities Policy, Complaints Policy and Procedure, Disciplinary and Grievance Procedures.

2.3 The phrase '**children and young people**' refers to:

Anyone under the age of 18 years,

The phrase '**Adult at Risk**' refers to:

b) Someone who is over the age of 18 who is (para 42.1 of the Care Act 2014 refers)

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect
- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.
- If someone has care and support needs but is not currently receiving care or support from a health or care service they may still be an adult at risk

When the term '**parents**' is used, it is used in the broadest sense to include parents, carers and guardians.

3.0 Policy Principles

3.1 Lowestoft Town Council recognises that all have an equal right to protection from abuse. It is committed to safeguarding children and adults at risk of harm and protecting them from abuse when they are engaged in services organised and provided by, or on behalf of, the Council.

3.2 Referrals of suspicions of abuse cannot be anonymous and should be made in the knowledge that, during the course of enquiries, the agency that made that referral will be made clear.

Lowestoft Town Council will not tolerate the harassment of any member, employee, volunteer, contracted service provider or child/vulnerable adult who raises concerns of abuse.

4.0 Policy Statement

4.1 Lowestoft Town Council is committed to taking all reasonable precautions to safeguard the welfare of children and adults at risk of harm that use its services and will promote a safeguarding culture and

Lowestoft Town Council Safeguarding Policy

environment.

- It will endeavour to keep children and adults at risk of harm safe from abuse.
- Suspicion of abuse will be responded to promptly and appropriately.
- It will act in the best interests of the child or adult at risk of harm at all times.
- It will proactively seek to promote the welfare and protection of all children and adults at risk of harm.
- It will endeavour to ensure that unsuitable people are prevented from working with children and adults at risk of harm through, as appropriate, its recruitment and selection policy and by reminding hirers of their safeguarding responsibilities.
- It will take any safeguarding concern and act in line with Suffolk safeguarding policies and procedures for reporting abuse

5.0 Procedure and Systems

5.1 Definitions of Abuse:

- **Abuse** covers any form of physical, emotional, mental and sexual abuse including bullying, including lack of care that leads to injury or harm. For adults at risk of harm abuse may also be financial.
- **Neglect** is where people fail to meet a child's or vulnerable person's basic physical / psychological needs and is likely to result in the serious impairment of their health or development, e.g. failure to ensure that a child is protected from unnecessary risk of injury, or exposing them to undue cold.
- **Physical Abuse** is where physical pain or injury is caused, e.g. hitting, shaking, biting, etc.
- **Sexual Abuse** is where children or adults at risk of harm knowingly or unknowingly take part in an activity that meets the sexual needs of the other person or persons involved. This includes inappropriate photography or videoing.
- **Emotional / Mental Abuse** is where there is persistent emotional ill treatment that causes severe and persistent adverse effects on the child's or vulnerable person's emotional status e.g. bullying (including cyber and text bullying), constant criticism and unrealistic pressure to perform.

5.2 It is important to recognise that disabled children may be particularly vulnerable to abuse and may have added difficulties in communicating what is happening to them. Dependency on others for primary needs, e.g. feeding and clothing may make a person feel powerless to report abusive treatment.

5.3 This policy is inclusive of all children, young people and adults at risk of harm, not least irrespective of their age, gender, race or ethnicity, religion, disability or sexual preference and as per the protected characteristics for the Equalities Act 2010.

5.4 Use of Video and Photography

The use of photographs and images of young people will be controlled to prevent possible misuse. In general, agreement will be sought from parents or guardians that images can be used as appropriate.

6.0 Responding to Allegations

6.1 If a person discloses abuse by someone else:

- Stay calm, take the allegation seriously
- Allow the person to speak without interruption, accepting what is said, but DO NOT investigate
- Only ask questions for clarification, do not ask leading questions

Lowestoft Town Council Safeguarding Policy

- Alleviate feelings of guilt and isolation, while passing no judgement. Reassure them that they did the right thing by talking to you
- Advise that you will try to offer support, but that you **MUST** pass the information on, do not offer to keep secrets
- Record the facts as you know them.
- Refer the allegation immediately and directly to the appropriate person. If an employee or volunteer is implicated, refer to their Line Manager. If a manager or another young person is implicated, refer directly to the Town Clerk. If the Town Clerk is implicated, refer to the Town Mayor. All allegations must be referred, no matter how insignificant they seem to be, or when they occur.
- Try to ensure that no-one is placed in a position which could cause further compromise.

6.2 As soon as possible after the incident or disclosure has occurred:

- Write down notes, dates, times, facts, observations, and verbatim speech.
- Ensure the correct details are available, the young person's / vulnerable adult's name and address, and the name and address of their parent or guardian.
- Immediately contact the relevant agencies through the Suffolk Referral Process

Referral details can be found here <https://suffolksp.org.uk/concerned/>

Prepare a confidential file. Record all notes, conversations and advice from Social Services. Every effort should be made to ensure that confidentiality is maintained for all concerned.

- Store information in a secure place with limited access to designated people, in line with data protection legislation.

6.3 Responding to concerns about a child's welfare where there has been no specific disclosure or allegation

All members, employees, volunteers and organisations contracted to provide services on behalf of the Council are encouraged to share concerns with the Town Clerk, the Council's Designated Safeguarding Lead. The Town Clerk will, if appropriate, make a referral to Social Services.

Recognising abuse is not always easy. The list below provides some indicators of abuse; however the list is not exhaustive and contains only indicators, not confirmation, of abuse:

- unexplained bruising, marks or injuries on any part of the body e.g. cigarette burns, bite marks
- bruises which reflect hand marks or fingertips (from slapping or pinching)
- an injury for which the explanation seems inconsistent or which has not been treated adequately
- sudden changes in behaviour, including becoming withdrawn or becoming aggressive, severe temper outbursts
- reluctance to get changed e.g. for swimming.
- neglected in appearance, dirty or 'smelly'
- constant hunger, sometimes stealing food from others
- inappropriate dress for the conditions
- fear of parents or carers being approached for an explanation
- flinching when approached or touched

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- neurotic behaviour e.g. hair twisting, rocking
- being unable to play
- fear of making mistakes
- self harm
- fear of being left with a specific person or group of people, lack of trust in adults
- sexual knowledge which is beyond their age or development age
- sexual drawings or language
- saying they have secrets they cannot tell anyone about
- not allowed to have friends

6.4 Contact Details for the Suffolk Referral Process

<https://suffolksp.org.uk/concerned/>

Social Services Child Protection – Suffolk County Council:

Telephone: 0808 800 4005

East Suffolk Council – Monitoring Officer:

Telephone: 0333 0162 000

Suffolk Police:

Telephone: 101 or in an emergency 999

6.5 Confidentiality

Members, employees, volunteers and contracted service providers must not discuss allegations of abuse, substantiated or not, with anyone other than in connection with the formal investigation. Where it is necessary to put in procedures to prevent continuing abuse the matter should be shared with the Town Clerk so that appropriate risk assessments may be undertaken.

7.0 Prevention

7.1 Recruitment

- Prospective employees will be interviewed and previous, relevant experience will be noted. Two appropriate references will be taken up for all employees. All employees will undergo a probationary period.
- All members, employees and volunteers who are required to carry out duties that involve working with children or adults at risk of harm or whose roles mean they come directly into contact with children or adults at risk of harm will be checked by the Government's Disclosure and Barring Service (DBS) and / or appropriate safeguarding agency. In line with best practice, these checks will be repeated every three years.

7.2 Training

- The council will make the Safeguarding policy available to all members, staff and volunteers. Line managers will encourage good practice and identify any training needs required through the Council's Appraisal System.
- All members and employees will be expected to read this policy and sign the Declaration at the end of the document.

Lowestoft Town Council Safeguarding Policy

- Members and employees will need to undertake appropriate training on safeguarding children and adults at risk of harm once every two years (for councillors this will mean at the start of their terms of office and two years thereafter). Councillors joining during the four year term of office will be required to undertake training on election to the council

7.3 Reporting

The Council is committed to maintaining an open culture where members, employees, volunteers, children, vulnerable persons, parents, guardians and carers feel able to express concerns both about child protection, adults at risk and issues of poor practice.

In addition to the procedures outlined in this policy, the Council's Complaints Policy are available to all members, staff, volunteers, and the general public.

8.0 Codes of Practice and Behaviour

These guidelines have been devised to protect children and adults at risk of harm from abuse, as well as to protect members, staff and volunteers from situations where false allegations may occur.

The guidelines apply to those working with children or vulnerable persons involved in activities organised by or on behalf of Lowestoft Town Council or at services provided by Lowestoft Town Council.

8.1 Members, staff and volunteers must:

- Treat everyone with respect, regardless of their age, ethnicity, social background, ability, sexual orientation, culture or religious beliefs
- Provide an example of good conduct they wish others to follow
- Plan activities which involve more than one other person being present, or at least which are within sight or hearing of others
- Respect a person's right to personal privacy.
- Provide access for young people to talk to others about any concerns they may have.
- Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviours they do not like.
- Remember that someone else might misinterpret their actions, no matter how well-intentioned
- Recognise that special caution is required when discussing sensitive issues, such as bullying, bereavement, abuse or personal development.
- Recognise that some children or adults at risk of harm will be more vulnerable to abuse than others, and may face extra barriers in getting help because of their race, gender, age, religion, disability, sexual orientation, social background or culture.
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse.
- Be identifiable and wear a name badge at all times.

8.2 Members, staff and volunteers must not:

- Engage in physical horseplay, such as wrestling or tickling
- Have any inappropriate verbal or physical contact with children or vulnerable people, or make suggestive remarks or gestures
- Permit abusive youth peer activities (e.g. initiation ceremonies, ridiculing, bullying etc.)

Lowestoft Town Council Safeguarding Policy

- Play physical contact games with children or adults at risk of harm
- Jump to conclusions about others without checking the facts
- Ask children or adults at risk of harm to do things that are potentially dangerous, illegal or otherwise unreasonable
- Exaggerate or trivialise abuse issues
- Show favouritism to any individual
- Rely on just their good name to protect them
- Believe it could “never happen to me”
- Take chances when common sense, policy or practice suggest a more prudent approach
- Allow allegations to go unchallenged, unrecorded and not acted upon

Lowestoft Town Council takes its responsibility very seriously. Employees who breach these guidelines will face investigation and may face disciplinary action, which could lead to a dismissal. Volunteers in breach of the above (8.2) will have their services terminated with immediate effect and their parent organisation (as appropriate) will be informed. If a Councillor does not adhere to the policy, there may be grounds for reporting their behaviour to the Monitoring Officer, who may require an investigation under the Suffolk Code of Conduct. Where there is evidence of illegal activity, the member, employee or volunteer will be reported to the relevant authorities and may face a criminal investigation.

9.0 Procedure in Relation to Specific Services

9.1 Work Experience

Lowestoft Town Council may offer work experience placements. The Council will ensure that employees are provided with a copy of Town Council’s Safeguarding Policy. Line managers are responsible for the health, safety and welfare of work experience students who under law are regarded as employees.

9.2 Leisure services / Hall hire

Independent sports clubs and private individuals who regularly use the facilities operated by Lowestoft Town Council must have appropriate safeguarding policies and procedures in place, commensurate with the level of contact they have. Furthermore, their employees or volunteers who have significant and regular unsupervised contact with children and adults at risk of harm must have satisfactory DBS checks.

The Council will state on its Booking Forms and on posters in its Halls for hire that it is the Council’s expectation that groups will follow good practice procedures in relation to safeguarding.

9.3 Use of Contractors

Lowestoft Town Council will take reasonable care that contractors doing work on behalf of the Council are monitored appropriately. Any contractor or sub-contractor engaged by the Council in areas where workers are likely to come into regular contact with children, young people or adults at risk of harm, must have its own equivalent Child Protection and adult at risk of harm policies, or failing this, must comply with the terms of this policy. This requirement will be written into the contract. If this is not met, the contractor will be deemed to be in breach of their contract.

9.4 Internet and e-mail Policy

Please refer to Lowestoft Town Council’s Data Protection policy and IT Policy

9.5 First Aid

The administration of first aid to children, young people and adults at risk of harm can present risks. Under ordinary circumstances, a child or young person can be administered with first aid only if their parent or



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guardian expressly permits this course of action.

When administering first aid, wherever possible, employees should ensure that another adult is present, or is aware of the action being taken. Parents/carers should always be informed when first aid is administered. Child welfare is of paramount importance. In certain circumstances councillors, employees, volunteers and contracted service providers may undertake first aid as a last resort, notifying parents / carers as soon as possible, to minimise a child's or vulnerable adult's distress.

9.6 Special Events - Photography

Anyone using cameras or film recorders for or on behalf of the Council should obtain consent from the carers of children being photographed or filmed before the activity commences. Members, employees, volunteers and contracted service providers should be vigilant at all times.

When commissioning professional photographers or inviting the press to cover Council services, events and activities the Council's expectations must be made clear in relation to child protection by checking the credentials of any photographers, ensuring identification is worn and by not allowing unsupervised access to children or one to one photographic sessions.

9.7 Misuse of Procedure

Complaints about a member or an employee(s) and/or serious abuse of these safeguarding policies and procedures will not be tolerated and will be dealt with through Lowestoft Town Council's disciplinary process where the complaint affects an employee and via the Code of Conduct when the complaint affects a member.

10.0 Policy Monitoring and Review

10.1 All incidents and allegations of abuse and complaints will be recorded and monitored.

Declaration

Lowestoft Town Council is fully committed to safeguarding the wellbeing of children, young people and adults at risk of harm and promoting their welfare. Representing Lowestoft Town Council as an Elected Member or working as an employee, volunteer or contracted service provider of Lowestoft Town Council it is important that you have taken the time to thoroughly read the Safeguarding Policy and Procedures document.

In making its employees, volunteers, contractors, and elected members aware of this policy, it is our intention to ensure that all are proactive in providing a safe and secure environment for the children and adults at risk of harm in our community.

.....

I have received, read and understood the Lowestoft Town Council Safeguarding Policy and Procedures document. By signing, I agree to adhere to the principles of the policy.

Signed: _____

Name (please print): _____



Lowestoft Town Council Safeguarding Policy

Date: _____

Revisions	
Date	Amendment
March 2022	Item 9.2 'should have' changed to 'must have'. 9.4 'and IT Policy' added. 9.7 final sentence amended to include code of conduct reference for members. 2 nd para of declaration 'employees, volunteers, contractors and elected members' added.
March 2023	Policy reviewed by CAS and amendments made throughout. Particularly the term vulnerable people being amended to Adults at Risk.



Lowestoft Town Council Video Meeting Protocol

1. Background

1.1 This protocol is intended to guide councillors, officers and any other participants, who are using video meetings.

1.2 All councillors and officers are provided with a tablet/laptop by Lowestoft Town Council, have a dedicated @lowestofttowncouncil.gov.uk email address and are understood to have internet access at home. Where reasonably practicable, Council equipment and email addresses should be used for Council communications.

1.3 The Council will use a mainstream and reputable video meeting platform such as Zoom or Skype and will have due regard to data protection and other relevant laws.

1.4 This protocol was developed during the COVID-19 pandemic but is intended for use in all video meetings held by or participated in by the Council. It will be reviewed by the Clerk as needed in light of any developments, and by the Council prior to being presented for formal adoption at its Annual Meeting.

2. Current Legislation

2.1. Where local authorities are required to hold formal meetings in public, the Local Government Act 1972 requires councillors to be physically present in order for a meeting to take place.

2.2. There was temporary flexibility permitting online meetings during part of the pandemic under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020. However, this flexibility is no longer available and primary legislation is being considered.

2.3 Nevertheless, it is recognised that there are situations where the Council does not have to meet in person when use of Video Meetings remains valuable. It is also foreseeable that emergency situations will arise from time to time when Video Meetings will again be important. The advantages include not having to travel (which fits well with the Council's environmental commitments), and fitting in better with work-life balance including for councillors with mobility issues, childcare responsibilities etc. It is recognised that there are also disadvantages and adherence to this protocol is designed to ameliorate this.

2.4 Whilst the council has always facilitated such, there is no legislation that states public participation sessions have to be provided for as part of a council meeting whether in person or remotely. However, this Council is committed to enabling the public to view and participate in a public forum via video meeting portals for any formal online and in-person meetings where it is appropriate and practical to do so. . Regardless of the media platform used, the controls will be set by the meeting host (the Clerk to the Council). Formal Council meetings may be streamed via YouTube and it should be recognised that any members of the public observing these meetings may make recordings of such. The streaming will stop when confidential items of business are transacted. A public protocol on the observation of meetings will also be adopted. The public are given advance notice of meetings with the link to access the online platform of the meeting and can provide written or verbal statements or questions on matters relating to the agenda in advance of the meeting. A webinar facility for participation will also be provided where appropriate and reasonably practicable. Additionally non-confidential papers and minutes of meetings will be published on the website in advance or subsequent to meetings, as appropriate. Normal telephone and email contacts routes remain.



Lowestoft Town Council Video Meeting Protocol

2.5 It is recognised that officers and councillors may use video conferencing for other aspects of their Council activities e.g. meetings with stakeholders and discussions with the public. All Council users need to be mindful of the ease of video and audio recording and that images are personal data. Subject to appropriate consideration of data, information, safeguarding and other legal issues, video conferencing is a useful communication tool.

3. Detail

3.1 Video meeting groups will be set up for Full Council, Committees and some other groupings, where needed, and, in most circumstances, only those councillor and officer participants using their dedicated Town Council email address will be enabled to join these meetings.

3.2 Officers will create video meetings and will start them normally at least 5 minutes before the meeting.

3.3. Officers will ensure all video meetings are audio and/or video recorded.

3.4 The YouTube recordings of meetings will be stored by the Town Council for the calendar year and be available for public viewing via the Town Council's YouTube channel.

3.5 Officers will ensure there are minutes or notes, as relevant, of all relevant video meetings. The confirmed minutes will remain the official document of proceedings of the Town Council.

3.6 At the beginning of meetings, checks may be made on video and audio functioning.

3.7 It is recognised that it will not always be possible to facilitate the participation of all intended participants at the meeting but all reasonable endeavours will be made, while prioritising the need to progress the business of the meeting.

3.8 Where appropriate, the Chair will open the meeting with a provided statement covering key issues regarding recording and participation.

3.9 To avoid background noise and enable orderly participation, all participants should mute their audio when not speaking, clearly indicate when they wish to speak (by whatever means is indicated by the Chair) and await the Chair's indication that they can speak.

3.10 In the interests of efficiency, participants should avoid duplication and unnecessary, irrelevant, and lengthy comments; a time limit may be applied by the Chair.

3.11 All users may opt to use the 'subtitle' function where platforms have this facility but should note that they are unlikely to provide a perfect translation of all spoken words.

3.12 If a vote is required, councillors will cast their vote as directed by the Chair of the meeting.

3.13 All supporting documents required for the video meeting will be uploaded to the members' area of the Town Council website or shared at the meeting.



Lowestoft Town Council Video Meeting Protocol

3.14 Councillors must comply with the Code of Conduct and at formal meetings of the council must declare disclosable pecuniary and other registerable interests.

3.15 For confidential items, councillors and staff must not participate unless they are sure that any members of the public, including family, are not present or within earshot.

3.16 Training on use of the relevant video conferencing platform will be given.

3.17 Conduct, visible backgrounds, and dress, must be appropriate for an in person meeting. This includes, but is not limited to, refraining from consuming alcohol and smoking during the meeting. There may be facility to blur your background via some platforms.

3.18 Video conferencing is only undertaken by agreement between parties and any non-meeting business, apologies for absence, requests for dispensations and other matters connected to meetings but not forming part of the meeting, should be undertaken through the usual email and telephone media.

4. Troubleshooting

4.1 Any questions regarding about video meetings should be emailed to james.cox@lowestofttowncouncil.gov.uk. During emergency situations, officers will not be able to meet in person with councillors to assist with operating issues.

4.2 Any participant not abiding with the above protocol and causing disruption during the meeting will be removed, subject to 1) a warning being issued by the Chair and, in the event of continued problems, 2) a majority vote of the meeting.

Revisions	
Date	Amendment
July 2021	Updated to reflect that regulations permitting online Council meetings during the pandemic have now ceased, but there are still circumstances in which video meetings remain valuable. Also updated to reflect that the webinar function enables members of the public to participate in the public forum section of meetings. Some wording rationalised.
May 2022	3.17 business meeting dress was replaced with appropriate in-person meeting and smoking was added to items to refrain from during meeting.
April 2023	Amended 3.14 to reflect the updated Code of Conduct
December 2023	Amended 3.4 to reflect Full Council decision for YouTube recordings to be available for a calendar year



Meeting Announcement

Welcome to the meeting.

In the event of a fire, please follow instructions and directions to the fire exits, and make your way to the assembly point adjacent to the Kwik Fit building.

Please put your phones on silent mode and put phones away for the duration of the meeting, and adhere to the no-smoking policy of this building and its grounds.

In the interests of openness and transparency, the law permits recording and photography to report on the proceedings of Council meetings when they are open to the public. No flash photography or additional lighting should be used without prior consent. Anyone wishing to report on the meeting, or anyone not wishing to be filmed or photographed, should notify the Clerk or Chair.

The meeting will be livestreamed on YouTube, therefore please remember to speak clearly and use your microphone, remembering to switch it off when you have finished.

~~As the Chair of the meeting, I have the discretion to suspend or terminate the livestreaming, if, in my opinion, continuing to do so would prejudice the proceedings of the meeting. Improper conduct or disruptive behaviour will not be tolerated.~~

Please raise your hand to indicate your wish to speak and wait for me to call upon you. ~~As Chair of the meeting, To ensure the efficiency of the meeting, I will determine the order in which members will be invited to speak. To ensure the efficiency of the meeting, and~~ no member may speak for more than three minutes on one item or more than once, therefore please make your points as concisely as possible. ~~Please may I also remind you to be polite and respectful towards one another at all times.~~

~~As the Chair of the meeting, I have the discretion to suspend or terminate the livestreaming, if, in my opinion, continuing to do so would prejudice the~~

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Meeting Announcement

proceedings of the meeting. Improper conduct or disruptive behaviour will not be tolerated.

~~Please put your phones on silent mode and put phones away for the duration of the meeting, and adhere to the no-smoking policy of this building and its grounds.~~

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Lowestoft Town Council
Town Hall Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 8 January 2026 10:00

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum (Chair), Wendy Brooks, Andy Pearce and Nick Webb. Non-Councillor members Helen Johnson and Ben Porter (East Suffolk Council)

In attendance: Sarah Foote (Town Clerk, via Teams), Taylor Williams (Committee Clerk and Planning Assistant), John Chamberlain (Heritage Officer) and Holly Bryant (Heritage Apprentice)

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

84 Welcome

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

85 To receive and consider approval of apologies for absence

Apologies were received from Cllr Neil Coleby with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Barker; all in favour.

Cllr Bernie Rappensberger was absent with no apologies received.

86 Declarations of interests and dispensations

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

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

87 To consider the draft minutes and confidential note of the meeting on 11 December 2025

Cllr Brooks proposed approval of the draft minutes and confidential note; seconded by Cllr Webb; six votes in favour and one abstention.

88 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.

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

89.1 An update on contractual matters – There was no progress to report due to the site closure for the holiday period from 19 December 2025 to 5 January 2026. No security incidents had been reported over the closure period.

Roof works were ongoing and the temporary roof had been removed from the front of the building and the Compass Street elevation.

The clock dials were due to be reinstalled next week, after which the methods of illumination of the dials could be tested.

Temporary works were underway on the New Market Inn building to enable structural changes to take place, such as floor realignment.

The Project Team were awaiting a decision from Barnes Construction on whether they would change the programme to run the new build work for the Events Hall concurrently with the

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Thursday 8 January 2026 10:00

restoration of the rest of the building in order to enhance the chances of meeting a completion in this calendar year, though this option would be more complex and costly rather than undertaking the works sequentially.

- 89.2 Any planned actions to be authorised for progression – There were no planned actions that required authorisation.
- 89.3 The Risk Register – The Project Manager was due to discuss updates to the risk register with the Town Clerk as discussed at the previous meeting.
- 89.4 Updated Business Plan – Outcomes of the project were considered in the Business Plan. This included how the Town Hall would be judged in the wider context of the High Street as the public were aware the Town Hall was part of a wider regeneration project of the town, this would include the regeneration impact of the Town Hall, the cleanliness of the area and the condition of the properties. Communication activities were being considered to ensure it was clear what this project would deliver and the aspirations for the wider area.
- 89.5 An update on the Activity Plan – The Heritage Officer spoke on the success of the recent activities, noting the well-attended workshops in November and December 2025 held in the Battery of Ideas with fifteen to twenty attendees per session. The workshops were also a good avenue to share news and updates on the Town Hall.

Sessions on the digitisation of the Lowestoft Collection continue to be held at Hamilton House with a team of five volunteers.

Town Hall talks were scheduled for the end of January and currently forty-one of fifty places have been booked. Further Town Hall talks were planned: on the 25th February the talks would focus on Lowestoft Porcelain, on the 25th March the topic would be crime and punishment in England prior to the 21st century and on the 25th April the talks would cover folklore and ghost stories in Lowestoft.

The 'When Lowestoft Rocked' project was due to commence at the end of January 2026.

The Heritage Officer and Apprentice were thanked for their work so far on the project.

The Project Manager highlighted the importance of the Activity Plan as a visible aspect of the project and an important method to communicate the project with the public and also thanked the Heritage Officer and Apprentice for their hard work.

90 Finance, budget monitoring and payments (see report):

To note and consider income and expenditure

- 90.1 Monitoring the budget – There was no update due to the holiday closure period. The Project Manager confirmed budget provisions were being arranged should the Contract Administrator grant the Extension of Time. The Project Manager confirmed if the extension was accepted it would be within the contingency budget in the contract.
- 90.2 Any payments for approval – There were no payments to approve.

91 To discuss bus transport infrastructure for the Town Hall

The Public Transport Working Group had recently agreed to submit a new Scheme on A Page to Suffolk County Council to cover public transport on the High Street. The three non-Councillor members of the working group would draft the bid and would specifically reference the Town Hall and other projects on the High Street.

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Thursday 8 January 2026 10:00

The Project Committee queried if the Town Hall Project Manager would agree to liaise with the non-Councillor members, via the office, to share information on the project regarding projected footfall on the High Street and other relevant statistics. The Project Manager agreed and offered to send the Transport Statement to the working group to provide further information. The Committee Clerk would send the Scheme on A Page questions to the Project Manager and Ben Porter for feedback and information.

Cllr Pearce declared he was a Trustee of Disability Advice North East Suffolk (DANES) and suggested the working group collaborate with DANES and Waveney Disability Forum as consultees on disability access in the High Street.

92 Date of next meeting

Thursday 12 February 10:00

93 Items for the next agenda and close

An item was requested to receive an update on public transport on the High Street.

An item was requested to consider the creation of a new Roll of Honours board to list the Mayors of Lowestoft Town Council, to be displayed at the Town Hall.

94 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

The Chair closed the meeting at 10:50

Signed:

12 February 2026

Lowestoft Town Council
Marina Theatre Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 11 December 2025 14:00

MINUTES

Present: Cllrs Nasima Begum (Chair), Wendy Brooks, Neil Coleby, Christine Moore, Andy Pearce. Non-Councillor members Emma Bellward (Project Manager, East Suffolk Council), Andy Gallant, Norman Cullingford and Sam Vallerius (Marina Theatre Trust)

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

51 Welcome

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

52 To receive and consider approval of apologies for absence

Apologies were received from Cllr Sonia Barker and Non-Councillor member Darren Newman (East Suffolk Council) with reasons provided. Cllr Coleby proposed approved of the apologies received; seconded by Cllr Pearce; all in favour.

53 Declarations of interests and dispensations

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

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

54 To consider the draft minutes and confidential note of the extraordinary meeting on 18 November 2025

Cllr Pearce proposed approval of the draft minutes and confidential note; seconded by Cllr Brooks; six votes in favour and two abstentions.

55 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.

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

56.1 The highlight report update (some aspects may be confidential) – A Completion Programme has yet to be issued. Work has continued onsite to complete the defects and snagging items. The new fire escape was in place and had been signed off by Building Control. The theatre now has use of the Community Room and Manager's Office on the first floor.

The total estimated project cost was £3,318,118 and 5% of the contingency remained.

The next urgent actions were the Completion Programme to detail the outstanding work and provide dates to support the theatre. Once the works have been completed then Practical Completion could be issued. Without the Completion Programme it would be difficult to supply an estimated timeframe to reach Practical Completion.

56.2 To receive a report on progress to project completion and to note any legal and contractual matters (confidential) – This item would be discussed in confidential session.

56.3 The risk register (some aspects may be confidential) – This item would be discussed in confidential session.

Lowestoft Town Council
Marina Theatre Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 11 December 2025 14:00

57 Date of next meeting

The next scheduled date was Thursday 8 January 14:00. As there would be no financial information or update to contractual matters it was agreed to reschedule the meeting for 15 January 14:00.

58 Items for the next agenda and close

No items were requested for the next agenda.

59 Admission to Meetings

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

The Chair closed the meeting to the public and moved into confidential session at 14:15

56.2 To receive a report on progress to project completion and to note any legal and contractual matters (confidential) – The Project Manager provided updates on the snagging list and the works to be concluded on site.

56.3 The risk register (some aspects may be confidential) – This item would be discussed in confidential session - An update was provided on the Risk Register

The Project Manager, Sam Vallerius and Mark Smith were thanked for their work to date on the project.

The Chair closed the meeting at 15:26

Signed:

8 January 2026

Lowestoft Town Council
Planning Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 8 January 2026 18:45

MINUTES

Present: Cllrs Jen Jones, Christian Newsome, John Murray and Andy Pearce

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

154 Welcome

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

155 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Wendy Brooks, Neil Coleby and Elise Youngman with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Murray; all in favour.

Cllr Bernie Rappensberger was absent with no apologies received.

156 Declarations of interests and dispensations

156.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from Councillors on items on the agenda – Cllr Pearce declared a non-registerable interest as Chair of the Gunton Residents Association.

156.2 To consider written requests for dispensations for interests and note dispensations granted – There were no declarations.

157 To consider the draft minutes of the extraordinary meeting on 4 December 2025

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

158 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 160 and would be reviewed with the item.

159 Planning Applications

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

Reference	Address and Description	District Ward
DC/25/4824/FUL	86 Cowslip Crescent - Single Storey Front Extension	Carlton and Whitton
It was proposed by Cllr Murray, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application.		
DC/25/4793/FUL	39 Gunton Drive - Replacement side and rear extension, proposed porch and proposed entrance drive widening	Gunton and St Margarets
It was proposed by Cllr Pearce, seconded by Cllr Murray and unanimously agreed to recommend approval of the application.		
DC/25/3602/FUL	61 Royal Avenue - Retrospective application - Installation of EV charger	Harbour and Normanston
It was proposed by Cllr Murray, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application, though to note that the procedure for this scheme seemed overly complex and suggest the procedure be less bureaucratic.		

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The Committee requested the Case Officer be contact to highlight that the Suffolk County Council information pack for this scheme seems to encourage retrospective applications, specifying that members of the public may apply for the required planning permission after the home charger has been installed.		
DC/25/4338/FUL	183 The Avenue - To construct a vehicular access over the public footpath to the front of my property. This access will be constructed to the standard Highways specification and by an approved contractor. There is already a vehicular access to neighbouring properties each side of my own, so this will link the three together.	Kirkley and Pakefield
It was proposed by Cllr Pearce, seconded by Cllr Newsome and unanimously agreed to recommend approval of the application.		
DC/25/4460/FUL	454 London Road South - Retrospective Application - Home Charger point This was pre approved with a local council scheme for a charging channel for non driveway participants.	Kirkley and Pakefield
It was proposed by Cllr Pearce, seconded by Cllr Murray and unanimously agreed to recommend approval of the application, though to note that the procedure for this scheme seemed overly complex and suggest the procedure be less bureaucratic. The Committee requested the Case Officer be contact to highlight that the Suffolk County Council information pack for this scheme seems to encourage retrospective applications, specifying that members of the public may apply for the required planning permission after the home charger has been installed.		
DC/25/4765/FUL	8 Honeysuckle Close - Front porch	Kirkley and Pakefield
It was proposed by Cllr Newsome, seconded by Cllr Murray and unanimously agreed to recommend approval of the application.		

160 To consider if the Town Council should support a request from a member of public for double yellow lines on Pinebanks, NR32 2QE

Members felt more information was needed on alternative options and agreed to defer this item to the next agenda. Cllr Pearce proposed officers speak with East Suffolk Parking Enforcement to determine alternative options, such as if the company vehicles could be compelled to park elsewhere, and officers would also confirm if the request was supported by the other residents in Pinebanks. Cllrs Jones seconded the proposal and a vote was held with all in favour.

161 To consider a Traffic Regulation Order proposal for Commercial Road, NR32 2TD and provide feedback to Suffolk Highways

A Traffic Regulation Order has been proposed to amend the loading restrictions on Commercial Road, Lowestoft NR32 2TD as the current loading restrictions caused difficulties for vital businesses to receive deliveries, and congestion on the south side of the road created safety and access issues. The adjusted loading restrictions would ensure businesses could operate effectively whilst keeping the south side of the road clear for improved traffic flow and safety. The deadline for feedback was 21st January 2026.

Cllr Newsome proposed the request for feedback be acknowledged and the Town Council raise no issue with the Traffic Regulation Order.

Cllr Pearce declared a non-registerable interest as a trustee of Disability Advice North East Suffolk (DANES) and due to his association with the owner of Shopmobility (who was a fellow trustee of

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DANES), which was highlighted on the plan as an affected business. Cllr Pearce requested the proposal be amended to approve the change in principal, but to delegate to officers to liaise with Shopmobility to seek their views on the proposal and submit the Town Council's response, taking into account the views of Shopmobility as an affected organisation. Cllr Newsome accepted the amendment and Cllr Pearce seconded the amended proposal. A vote was held with all in favour.

162 Date of next meeting

Thursday 22 January 18:45

163 Items for the next agenda and close

An item was requested to consider the schedule of meetings for this Committee. The Committee Clerk noted this item had been considered recently and would check if any resolutions had been made.

The Chair closed the meeting at 19:16

Signed:

22 January 2026

Lowestoft Town Council
Extraordinary Personnel Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Wednesday 7 January 2026 10:00

MINUTES

Present: Cllrs Sonia Barker, Wendy Brooks, Neil Coleby, Jen Jones, John Murray, Christian Newsome, Andy Pearce and Nick Webb

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

87 Welcome

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

88 To receive and consider approval of apologies for absence

Apologies were received from Cllr Nasima Begum with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Coleby; all in favour.

Cllrs Keith Patience and Bernie Rappensberger were absent with no apologies received.

89 Declarations of interests and dispensations

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

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

90 To consider the draft minutes and confidential note of the meeting on 4 December 2025

Cllr Pearce proposed approval of the public minutes and to defer the approval of the confidential note to the next meeting; seconded by Cllr Murray; all in favour.

91 Public Forum

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

92 To monitor expenditure from the staffing contingency budget

There were no comments.

93 To refine the mandatory training document and make a recommendation on restrictions to be implemented for Councillors who fail to complete mandatory training

The Councillor Training Programme was reviewed.

Item five (Data Protection Training) had already been reviewed and the recommendation to Full Council had been approved.

Item six required Councillors who sit on the Planning Committee to undertake relevant training within three months of joining the Committee. Cllr Pearce proposed a recommendation be made that any Councillors who do not attend the required training are not permitted to sit on the Planning Committee until the training has been completed.

Cllr Jones temporarily left the chamber at 10:17

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Cllr Webb seconded the proposal. An amendment was made to the proposal to specify the purpose of this measure was to protect the integrity of the Town Council's consultee responses. A vote was held with all in favour.

Cllr Jones returned to the chamber at 10:19

Item seven stated that members of the Personnel Committee may undertake training relating to employment law. It was requested the minutes be checked as to whether it had been agreed for this training to be made mandatory, in which case the wording of the item would need to be amended.

Cllr Pearce proposed, subject to confirmation of that resolution, a recommendation be made that any Councillors on the Personnel Committee must undertake employment law training within three months of joining the Committee, otherwise they would not be permitted to sit on the Personnel Committee until the training has been completed.

Concerns were raised on the timetable of mandatory training for Councillors who also had full time employment and may find it difficult to fulfil all training requirements. It was queried if there could be a general approach where training has been identified for Committees for appropriate training to be delivered within three months of joining the Committee, or an alternative, reasonable period if there are appropriate mitigating circumstances.

Cllr Pearce amended the proposal for items one, six and seven to stipulate that appropriate training must be undertaken within three months of the Committee's formation after the Annual General Meeting, though preferably sooner, and for item two the appraisal training required of the Mayor and Chair of Personnel, and their deputies, must be undertaken annually before any appraisals are carried out.

Cllr Coleby requested an amendment be made to the opening statement of the programme to explain the mandatory training would ensure Councillors could fully engage and participate in meetings, whilst reducing risk to the Town Council and its employees, and where specified that training be undertaken within three months, unless mitigating circumstances were presented. Cllr Pearce accepted the amendment and clarified that rather than repeat this stance on each item, there be an opening statement on the training programme to explain the premise of training and that all training, with the exception of item two, should be completed within three months of the Annual General Meeting. Cllr Coleby seconded the amended proposal.

Cllr Pearce clarified in relation to item one, should the Chair of Committee or Sub-Committee not complete the required training, then the Councillor would not be permitted to continue holding the position of Chair. A vote was held with all in favour.

Items three and four covered Equality and Diversity training and Safeguarding training. As the training was not related to a specific role or Committee, members were uncertain on what restrictions could be implemented if a Councillor failed to attend the training.

Cllr Pearce proposed a recommendation be made that with effect from the 2026-2027 civic year, attendance at meetings and the completion of mandatory training be published on the Town Council's website to be accountable and demonstrate that elected members are compliant with training. For items three and four on the training programme, it was recommended that Councillors who do not complete the training would not be permitted to sit on Committees or Sub-Committees of the Town

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Council until the training has been undertaken. It was requested the Town Clerk confirm if the Town Council were able to legally enforce the recommendation.

Cllr Pearce amended the proposal so that the restriction extended to appointments to Outside Bodies, with a request to the Town Clerk to check if that could also be legally enforced, with confirmation to be brought back to the next meeting should any enforcement provision need to be added to the document. Cllr Murray seconded the amended proposal.

Cllr Coleby requested a phrase be added to the proposal that Councillors must engage with the training within three months rather than not be permitted to join Committees. Cllr Pearce confirmed that was already covered in the proposal as the three months' timeframe for training applied to all items on the programme, with the exception of item two.

A vote was held with five votes in favour, one vote against and two abstentions.

94 To consider the following regarding staffing (confidential):

94.1 To consider matters relating to salary parity and payment of real living wage – To be discussed in confidential session.

95 Date of next meeting

Thursday 5 February 10:00

96 Items for the next agenda and close

No items were requested for the next agenda.

97 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 – Cllr Coleby proposed the meeting be moved into confidential session; seconded by Cllr Webb; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 10:59

94.1 To consider matters relating to salary parity and payment of real living wage – Cllr Coleby made a confidential proposal. It was requested an amendment be made to the proposal so that it would take effect from the 2026-2027 financial year. Cllr Coleby accepted the amendment and Cllr Brooks seconded the amended proposal. A vote was held with seven votes in favour and one abstention.

The Chair closed the meeting at 11:48

Signed:
5 February 2026



COUNCILLOR TRAINING PROGRAMME

The following has been agreed as minimum training requirements for members of Lowestoft Town Council: to ensure Councillors fully engage and to improve participation in meetings, whilst reducing the risk to the Town Council and its employees. Unless specified, training should be undertaken within three months of the Annual General Meeting, unless mitigating circumstances have been presented

1. All Mayor, Deputy Mayor and Chairs of Committees should undertake relevant Chairpersons training. Councillors who do not complete relevant training will not be permitted to remain a Chair of a Committee or Sub-Committee.
2. The Mayor and Chair of Personnel, and their respective deputies, must undertake training of the carrying out of performance reviews annually before the Clerk's annual performance review is due regardless of prior professional qualifications or experience. Training is to be undertaken annually before the individuals carry out any appraisals. ~~within three months of the Annual Meeting.~~
3. All Councillors should complete Equality and Diversity training in the year of local council elections and two years thereafter or on any changes in legislation and policy. Councillors who do not complete Equality and Diversity training will not be permitted to sit on Committees or Sub-Committees of the Town Council.
4. All Councillors should complete Safeguarding ~~Training-training~~ in the year of local council elections, two years thereafter or on any changes in legislation and policy. Councillors who do not complete Safeguarding training will not be permitted to sit on Committees or Sub-Committees of the Town Council.
5. All Councillors should complete Data Protection ~~Training-training~~ and this should be renewed on an annual basis. Councillors who do not attend complete Data Protection training will not be privy to confidential documents or emails.

Commented [TW1]: The Town Clerk was asked to confirm if the Town Council was able to enforce this legally.

Commented [TW2]: The Town Clerk was asked to confirm if the Town Council was able to enforce this legally.

6. Councillors sitting on the Planning Committee must undertake relevant training within three months of joining the committee. Councillors who do not complete relevant training are not permitted to be a member of the Committee. This measure is to protect the integrity of the Town Council's consultee responses.

7. Personnel Committee members ~~may~~ must undertake training relating to employment law within three months of joining the committee. Councillors who do not complete relevant training are not permitted to be a member of the Committee.

Adopted May 2025.

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

MINUTES

Present: Cllrs Wendy Brooks, John Murray, Paul Page (Chair), Graham Parker, Andy Pearce, John Pitts and Deborah Ray (Deputy Chair). Non-Councillor member John Ellerby

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

Also in attendance: Charlie Smith (East Suffolk Council Resilience Coordinator)

Public: Two members of the public were in attendance (in person)

88 Welcome

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

89 To receive and consider approval of apologies for absence

Apologies were received from Cllr Neil Coleby and non-Councillor members Rachel Bunn and Cathy Williams with reasons provided. Cllr Parker proposed approval of the apologies received; seconded by Cllr Pearce; all in favour.

90 Declarations of interests and dispensations

90.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from Councillors on items on the agenda – Cllr Parker declared he was a member of East Suffolk Council.

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

91 To consider the draft minutes of the meeting on 17 November 2025

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

92 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 – The members of public in attendance did not wish to speak on any items on the agenda.

93 Finance and Budget

93.1 To monitor expenditure by this Committee from the climate emergency budget, under delegated authority – The expenditure report was received and noted. This has been reviewed by the Budget and Loan Sub-Committee and it was requested the Finance Manager consider how to reflect the commitment for heat pumps and PV Panels from the Climate Emergency budget (for the years 2025-2026 and 2026-2027) on the finance system in accordance with the resolution to precept the funds as part of the Climate Emergency budget to be used for environmental measures for the Town Hall.

94 To consider the following avenues of community engagement and relevant actions:

94.1 Receive a verbal report from the East Suffolk Council Resilience Coordinator, discuss their role and consider any supporting actions – Charlie Smith spoke on the new role and explained it was intended to help build resilience in the community and provide support so that residents were prepared for adverse weather conditions. The role was focussed on climate action, specifically flooding and coastal erosion, and communicating the information made available by the

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responsible authorities, such as the Joint Emergency Planning Unit, who the officer would be working closely with.

It was queried if Lowestoft Town Council (LTC) could contribute to the communication of the emergency plan with parish residents and it was suggested LTC consider what elements of the emergency plan would be appropriate to adopt and implement in the town.

Cllr Murray proposed there be further consideration on what elements of the East Suffolk Council initiative would be applicable to LTC and taken forward in the appropriate forum; seconded by Cllr Pearce who noted the appropriate forum would be ongoing liaison with Charlie Smith and consideration by Community Safety Sub-Committee; a vote was held with seven votes in favour and one abstention.

- 94.2 Discuss plans for the Climate Event in May 2026 – This would be a standing item on the agenda to receive updates from the Events and Officer Manager and to be notified of any decisions to be made.

The Events and Office Manager has met with relevant stakeholders, including Use Your Voice, and there has been consideration of holding the event in the Town Centre, which the Committee would need to make a decision on.

95 To consider the following in relation to the Earth Protector Town status of Lowestoft Town Council and relevant actions:

- 95.1 The commissioning of a new Carbon Emissions report for Lowestoft Town Council – The current report was based on data from 2019 and whilst it could form the baseline to measure LTC's carbon levels to reach its pledged net zero target for 2030, the information was considered to not be comprehensive. It was noted no direct action had been taken with the 2019 report and data needed to be monitored.

The Committee needed to decide if a new report should be commissioned now or after the Town Hall has reopened, as that would have a significant impact on LTC's carbon emissions.

Cllr Brooks proposed the report be commissioned now and the Town Hall be added once it is an operational building.

The Committee would need to agree on the specification of work, for example the report could cover the existing portfolio, with a follow up on the Town Hall. This would then be written into a procurement exercise. It was agreed the commission a report before the opening of the Town Hall would not allow for a true reflection of LTC's carbon emissions.

As LTC had recently commissioned a survey of all its assets for insurance tender renewal, officers confirmed the data required for a new report, therefore officers could create a specification on what was required from the report and how the information could be supplied to a possible contractor and bring that information back to this Committee. It was agreed the specification should also carbon literacy training for officers in order to monitor LTC's carbon emissions.

It was suggested the tender explain LTC has fixed assets that were directly managed, fixed assets that were tenanted, and mobile operations, with a request for the contractor to explain how these elements would be built into the cost.

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Cllr Page proposed the Town Clerk bring this information together in time for the next meeting so a decision could be made on the specification for the report; seconded by Cllr Brooks; all in favour.

The Town Clerk would discuss this further with the Finance Manager regarding a contingency budget to commission the report as the 2026-2027 budget was due to be submitted by the next meeting of this Committee.

John Ellerby temporarily left the chamber at 16:24

96 To consider the following regarding the natural environment, other ecology related matters and relevant actions:

- 96.1 A recommendation to Full Council on a policy position on fireworks for Lowestoft Town Council – Cllr Brooks proposed LTC's policy position be mindful of the negative impact of fireworks and not allow firework displays on its land or fund firework displays.
Cllr Pearce objected as this was identical to the proposal made at the last meeting, which had not been approved and was therefore contrary to Standing Orders Section 7 which does not permit a resolution to be revisited within six months.

John Ellerby returned to the chamber at 16:26

Cllr Murray proposed, per the public comment submitted, the LTC policy have a license-based approach to fireworks, be it a request to use fireworks on LTC land or a grant request for funding firework displays; seconded by Cllr Brooks.

It was requested the proposal be clarified.

Cllr Murray explained the proposal was for LTC's policy position to not outright ban firework displays, but that support for, or granting permission for fireworks, would be based on a licensing approach, with LTC to set the terms of the license, the nature of the fireworks to be used and any other factors that LTC may prescribe. This was to ensure a balanced approach with each case judged on its merit.

A vote was held with seven votes in favour and one abstention. This would be a recommendation to Full Council.

- 96.2 Review and monitor developments related to Lowestoft's flood risk, changing coastline and coastal erosion – The Committee agreed there needed to be more awareness of coastal erosion, particularly in Pakefield area. The Pakefield Coastal Erosion Committee have formed a CIC to pursue and encourage funding opportunities.

Cllr Parker temporarily left the chamber at 16:36 due to his declared interests

Cllr Pitts requested this item be on the next agenda when the intended guest speakers have confirmed their availability to speak on tidal beaches and surges.

The Town and Country Planning Association had recently provided a webinar presentation on flooding and highlighted Lowestoft as a town with the highest risk from tidal flooding.

It was noted LTC had created a new working group to coordinate with other local organisations and stakeholders to lobby for the completion of flood protection in Lowestoft.

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John Ellerby proposed the Town and Country Planning Association be invited speak to Full Council to highlight the significance of the flood risk. As the working group were due to meet and begin networking, it was agreed there was no need to bring speakers to Full Council at this time, though this could be considered for a future Full Council meeting.

It was suggested members of the Pakefield Erosion Committee and East Suffolk Council's Resilience Coordinator be invited to the working group meeting.

Cllr Parker returned to the chamber at 17:00

97 Date of next meeting

Monday 19 January 15:30

98 Items for the next agenda and close

An item was requested to discuss public transport on the High Street.

Cllr Murray proposed flood risk be maintained as a standing item on the agenda; seconded by Cllr Page; all in favour.

An item was requested to receive an update from the Lowestoft Kittiwake Partnership ahead of the 2026 breeding season, with an invitation to the meeting to be extended to the Kittiwake Officer.

99 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 17:05

Signed:
19 January 2026