

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 26 May 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
22 May 2026

Lowestoft Town Council

Full Council

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

18:30 on Tuesday 26 May 2026

AGENDA

23 Welcome

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

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

25 Declarations and dispensations

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

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

26 To consider the draft minutes of the Annual General Meeting on 19 May 2026

27 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.

28 Finance and Governance

28.1 To receive and consider the following:

1. 2026 - 2027 budget and reserves
2. Any bank reconciliations
3. Payments and income for the month ending April 2026 and May 2026 to date (see schedules)
4. Payments for approval

28.2 To consider a recommendation from the Finance and Governance Committee to approve a grant application to Armed Forces Day for £12,000

28.3 To receive an update on the formation of the Youth Council

28.4 To further consider outcomes and recommendations of ESC Audit and Governance Committee in relation to a Town Councillor Code of Conduct complaint (confidential)

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29 Town Hall Project

29.1 To receive and note the draft minutes of the Town Hall Project Committee meeting on 14 May 2026

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

29.3 To note an extraordinary Full Council meeting will be scheduled for Tuesday 9 June 18:30 to consider matters relating to the land at the rear of the Town Hall

30 Marina Theatre

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

31 Personnel

31.1 To consider a recommendation on salary banding (confidential)

31.2 To receive an update on the Town Council Apprenticeship Scheme, including a recommendation on extension of the scheme (confidential)

32 Climate and Ecological Emergency

32.1 To consider a request from Cllr Wendy Brooks to join the Climate and Ecological Emergency Committee

32.2 To receive and note the minutes of the Climate and Ecological Emergency Committee meeting on 20 April 2026 and the draft minutes of the meeting on 18 May 2026

32.3 To consider the following recommendations from the Climate and Ecological Emergency Committee

- 1. To send a letter to the MP to support improved public transport on the High Street**
- 2. To send a letter to East Suffolk Council to state LTC wished to be involved in the governance body and discussions on the flood barrier as an active participant to engage positively and accelerate the process**

33 Outside bodies

33.1 To receive and note a report from the First Light Festival Steering Group meeting on 23 April 2026

33.2 To receive and note a report from the National Literacy Trust meeting on 8 May 2026

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34 To consider the following legal matters (confidential):

34.1 Leases and Licences

1. Marina Theatre
2. Uplands Community Centre

34.2 To receive the officer's report on engagement with a tenant

35 Date of next meeting

Tuesday 23 June 18:30

36 Items for the next agenda and close

37 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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MINUTES

Present: Cllrs Sonia Barker, Nasima Begum, Wendy Brooks, Neil Coleby, Kinsey Foster, Jen Jones, Christine Moore, John Murray, Christian Newsome, Paul Page, Graham Parker, Andy Pearce, John Pitts, Bernie Rappensberger, Deborah Ray, Terry Robinson, Dom Taylor, Nick Webb and Elise Youngman

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

1 To elect the mayor

1.1 The elected member will duly sign the Declaration of Acceptance of Office

Cllr Pearce nominated Cllr Youngman; seconded by Cllr Rappensberger.

Cllr Parker nominated Cllr Begum; seconded by Cllr Robinson.

Cllr Brooks nominated Cllr Webb; seconded by Cllr Pitts.

An opportunity to ask questions of the candidates was permitted before proceeding to the vote.

Votes were called for Cllr Begum who received eight votes in favour.

Votes were called for Cllr Webb who received three votes in favour.

Votes were called for Cllr Youngman who received eight votes in favour.

Per the Local Government Act 1972, in the event of a tie in votes the incumbent Mayor was required to use their casting vote. Cllr Begum used her casting vote for her nomination.

Cllr Begum was elected the Mayor for the civic year 2026-2027 and signed the Declaration of Acceptance of Office.

2 To appoint the Deputy Mayor

Cllr Pearce nominated Cllr Youngman; seconded by Cllr Rappensberger.

Cllr Page nominated Cllr Barker; seconded by Cllr Brooks.

Votes were called for Cllr Youngman who received eleven votes in favour. As this was an absolute majority, Cllr Youngman was appointed the Deputy Mayor.

3 Mayor's Welcome

The Mayor explained the fire evacuation procedure, welcomed the meeting and reminds Councillors and members of the public of the right to report.

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

Apologies were received from Cllrs Joe Hynes with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Jones; all in favour. Cllrs Foster and Hynes were welcomed. The new Councillors were welcomed to their first Full Council meeting.

5 Declarations and dispensations

5.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests, and of bias and pre-determination on items on the agenda – Cllr Moore declared she was an employee of East Suffolk Council (ESC). Cllr Parker declared he was a member of ESC. Cllr Foster declared she had a business in the town. Cllr Brooks declared she was a member of Suffolk Wildlife Trust.

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

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6 To consider the draft minutes and confidential note of the Full Council meeting on 28 April 2026

Cllr Brooks proposed approval; seconded by Cllr Murray; all in favour.

7 To receive the minutes from the following Committees and note any recommendations will be considered at the Full Council meeting on 26 May 2026

7.1 Personnel Committee meeting 30 April 2026

7.2 Assets, Inclusion and Development Committee meeting 11 May 2026

7.3 Planning Committee meeting 14 May 2026

The minutes were received and noted.

8 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.

9 To review and adopt the Council's policies and procedures, including Standing Orders and Financial Regulations, and the following from the Finance and Governance Committee:

1. Reserves Policy

2. IT Policy

3. Memorial Planting and Benches Policy

4. Mulch Policy

5. Ponds and Waterways Policy

6. Tree Policy

7. Wild Flower Policy

8. Defibrillator Policy

9. Legionella Control and Water Hygiene Policy

10. Councillor Wellbeing Policy

11. Risk Assessment and Management Policy

Cllr Pearce proposed to approve and adopt all policies, including those with recommended amendments; seconded by Cllr Coleby; all in favour.

9.1 To consider the review cycle for the Town Council's policies – A draft review cycle was provided which suggested policies to be reviewed on an annual basis (such as Standing Orders and Financial Regulations) and policies to be reviewed at the start of the Council term and on a biennial basis thereafter. Cllr Pearce proposed to endorse the recommendation and adopt the review cycle; seconded by Cllr Murray; all in favour.

10 To review the Council's approach to risk management and appropriate policies and documents

Cllr Coleby proposed the risk register and supporting policies be accepted as fit for purpose and note Committees would continue to review the risk register every quarter; seconded by Cllr Pearce; all in favour.

11 To note the requirements of the Town Council's training policies

Cllr Pearce proposed approval of the requirements, noting that mandatory Councillor training was specified to be achieved within three months of the new civic year; seconded by Cllr Barker; eighteen votes in favour and one abstention.

12 To review and adopt delegated authority and Committee arrangements

12.1 Committees, including the following:

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1. To review and consider adoption of the Terms of Reference – Cllr Pearce proposed approval, noting that the relevant Committees have absorbed the responsibilities of their Sub-Committees and the training requirements of each Committee have been added.

Council was reminded of a recent resolution to advise all members to be mindful of how many Committees they joined to encourage participation of all Councillors and improve representation across all the Committees.

2. To appoint members and substitute members to Committees, including a delegation to the Climate and Ecological Emergency Committee to appoint non-Councillor members

Assets, Inclusion and Development Committee

Cllrs Sonia Barker, Wendy Brooks, Neil Coleby, Kinsey Foster, Jen Jones, John Murray, Christian Newsome, Andy Pearce, Bernie Rappensberger, Deborah Ray, Terry Robinson, Dom Taylor and Elise Youngman requested to join the Committee. Cllr Coleby proposed to approve all requests; seconded by Cllr Youngman; all in favour.

Climate and Ecological Emergency Committee

Cllrs Neil Coleby, John Murray, Paul Page, Graham Parker, Deborah Ray and Dom Taylor requested to join the Committee. Cllr Pearce proposed to approve all requests; seconded by Cllr Ray; all in favour.

Events and Communications Committee

Cllrs Sonia Barker, Nasima Begum, Wendy Brooks, Kinsey Foster, Andy Pearce, Bernie Rappensberger and Dom Taylor requested to join the Committee. Cllr Pearce proposed to approve all requests; seconded by Cllr Rappensberger; all in favour.

Finance and Governance Committee

Cllrs Nasima Begum, Neil Coleby, Jen Jones, Christian Newsome, Paul Page, Graham Parker, Andy Pearce, Bernie Rappensberger, Deborah Ray and Dom Taylor requested to join the Committee. Cllr Pearce proposed to approval all requests; seconded by Cllr Rappensberger; all in favour.

Personnel Committee

Cllrs Nasima Begum, Wendy Brooks, Jen Jones, John Murray, Christian Newsome, Andy Pearce, Bernie Rappensberger, Terry Robinson, Dom Taylor and Nick Webb requested to join the Committee. Cllr Rappensberger proposed to approve all requests; seconded by Cllr Pearce; all in favour.

Planning Committee

Cllrs Wendy Brooks, Jen Jones, John Murray, Christian Newsome, Bernie Rappensberger and Elise Youngman requested to join the Committee. Cllr Jones proposed to approve all requests; seconded by Cllr Newsome; all in favour.

Cllrs Pearce and Ray request to join the Committee as substitute members. Cllr Jones proposed to approve all requests; seconded by Cllr Pearce; all in favour.

Town Hall Project Committee

Cllrs Sonia Barker, Nasima Begum, Wendy Brooks, Neil Coleby, Kinsey Foster, Andy Pearce and Bernie Rappensberger requested to join the Committee. Cllr Pearce proposed to approve all requests; seconded by Cllr Barker; all in favour.

Marina Theatre Project Committee

Cllrs Sonia Barker, Nasima Begum, Wendy Brooks, Neil Coleby and Andy Pearce requested to join the Committee. Cllr Pearce proposed to approve all requests; seconded by Cllr Jones; all in favour.

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Cllr Coleby proposed to delegate to the Climate and Ecological Emergency Committee to appoint its own non-Councillor members; seconded by Cllr Rappensberger; all in favour.

3. To appoint Committee Chairs

Assets, Inclusion and Development Committee

Cllr Coleby nominated Cllr Rappensberger; seconded by Cllr Jones; all in favour.

Climate and Ecological Emergency Committee

Cllr Parker nominated Cllr Page; seconded by Cllr Jones; all in favour.

Events and Communications Committee

Cllr Jones nominated Cllr Barker; seconded by Cllr Parker; all in favour.

Finance and Governance

Cllr Pearce nominated Cllr Coleby; seconded by Cllr Parker; all in favour.

Personnel Committee

Cllr Robinson nominated Cllr Murray; seconded by Cllr Brooks; all in favour.

Planning Committee

Cllr Robinson nominated Cllr Jones; seconded by Cllr Parker.

Cllr Brooks nominated herself; seconded by Cllr Foster.

Votes were called in order of nomination. Cllr Jones received sixteen votes in favour and secured the absolute majority.

12.2 To review officer delegations and signatory delegations – Cllr Pearce proposed to endorse the request from officers for officer delegations for the 2026-2027 civic year; seconded by Cllr Youngman; eighteen votes in favour and one abstention.

Cllr Pearce proposed approval of the signatory delegations; seconded by Cllr Jones; all in favour.

13 To review and agree the Full Council and Committee meeting schedule for 2026-2027

Cllr Pearce proposed to provisionally approve the draft schedule and delegated to each Committee to make amendments and approve its own schedule, subject to the clerking officer being observant to clashes in timings; seconded by Cllr Rappensberger; all in favour.

14 To consider receipt of summons to meetings electronically

Standing Order 15.b(i) refers

Cllr Coleby proposed to approve receipt of summons to meetings electronically; seconded by Cllr Youngman; all in favour.

A comfort break was taken at 19:26

Cllr Pitts left the meeting at 19:28

The meeting resumed at 19:36

15 To review the register of land and assets, including building and office equipment

Cllr Pearce proposed to approve the asset register; seconded by Cllr Coleby; all in favour.

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16 To review and appoint representatives of the Council on external bodies

Outside Body	Cllr Appointed and Agreed Substitute
Board of Trustees of Lowestoft Charity Board Charities (Trustee position)	The current representatives were Cllrs Page and Pearce. Both Councillors withdrew from consideration for the role due to clashes in schedules. There were no appointments for the trustee position.
CEFAS and Promoting Pakefield Group	Cllr Taylor put himself forward for the appointment. Cllr Youngman proposed to appoint Cllr Taylor as the representative; seconded by Cllr Rappensberger; all in favour.
East Suffolk Community Safety Partnership	Cllr Brooks put herself forward for the appointment. Cllr Jones put herself forward as the substitute. Cllr Webb proposed to appoint Cllr Brooks as the representative and Cllr Jones as the substitute; seconded by Cllr Rappensberger; eighteen votes in favour and one abstention.
East Suffolk Planning Alliance	No appointment was made.
EP Passenger Interest Group	The Climate and Ecological Emergency Committee recommended Cllrs Brooks and Parker be appointed the representatives. Cllr Brooks nominated herself and Cllr Parker as the representatives; seconded by Cllr Rappensberger; all in favour.
ESCEP Energy Projects	Cllr Youngman proposed to appoint Cllrs Brooks and Ray as the representatives; seconded by Cllr Ray; all in favour.
First Light Festival Environmental Task Force	Cllr Ray was the current representative and Cllr Page was the substitute. Cllr Robinson proposed to appoint Cllr Ray as the representative and Cllr Page as the substitute; seconded by Cllr Pearce; all in favour.
First Light Festival Steering Group	Cllrs Barker and Ray were the current representatives. Cllr Barker nominated herself and Cllr Ray as the representatives; seconded by Cllr Ray; all in favour.
Friends of Fen Park	Cllr Newsome was the current representative and Cllr Rappensberger was the current substitute. Cllr Rappensberger proposed to appoint Cllr Newsome as the representative and herself as the substitute; seconded by Cllr Pearce; all in favour.
Jack Rose Old Lowestoft Society	Cllr Coleby was the current representative and Cllr Rappensberger was the current substitute. Cllr Coleby nominated himself as the representative and Cllr Rappensberger as the substitute; seconded by Cllr Pearce; all in favour.
Joint Coastal Projects Board	Cllr Murray was the current substitute and informed the Council he had received no contact from the group this past year and was uncertain if they were the group ESC intended to form to discuss the flood barrier. Cllr Pearce proposed to provisionally appoint Cllrs Murray and Ray as the representatives and for officers to clarify the nature of the organisation and how many representative posts needed to be appointed; seconded by Cllr Coleby; all in favour.
Kindertransport Statue Working Group	No appointment was made as there was no live project.
Kirkley People's Forum	The current representatives were Cllrs Newsome and Rappensberger. Cllr Rappensberger nominated herself and Cllr

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	Newsome as the representatives; seconded by Cllr Newsome; all in favour.
Kirkley Pocket Park Group	The current representative was Cllr Newsome with Cllr Rappensberger appointed as the substitute. Cllr Parker proposed to appoint Cllr Newsome as the representative and Cllr Rappensberger as the substitute; seconded by Cllr Pearce; all in favour.
Lowestoft and District Allotment Association	The current representative was Cllr Pearce with Cllr Coleby as the substitute. Cllr Pearce nominated himself as the representative and Cllr Coleby as the substitute; seconded by Cllr Rappensberger; all in favour.
Lowestoft and Northern Parishes Community Partnership	The current representatives were Cllrs Coleby and Pearce. Cllr Parker proposed to appoint Cllrs Coleby and Pearce as the representatives; seconded by Cllr Foster; eighteen votes in favour and one abstention.
Lowestoft and Plaisir Twinning Association	The current representative was Cllr Brooks with Cllr Pearce as the substitute. Cllr Pearce withdrew from consideration of the substitute role. Cllr Brooks nominated herself as the representative and Cllr Moore as the substitute; seconded by Cllr Pearce; all in favour.
Lowestoft Food Network	Cllrs Begum and Pearce were the current representatives with Cllr Coleby as the substitute. Cllr Pearce nominated himself and Cllr Begum as the representatives with Cllr Coleby appointed as the substitute; seconded by Cllr Robinson; all in favour. Cllr Moore informed the Council that ESC formed the Lowestoft Food Partnership in January 2026 and would be inviting representatives from parish councils. Officers requested that invite be sent to the office.
Lowestoft Hospital Contact Group	The current representative was Cllr Murray. Cllr Murray nominated himself as the representative; seconded by Cllr Brooks; all in favour.
Lowestoft in Bloom	No appointment was made as there had been no contact from the Outside Body.
Lowestoft Kittiwake Partnership	Cllr Pearce was the current representative with Cllr Brooks as the substitute. Cllr Parker proposed to appoint Cllr Pearce as the representative and Cllr Brooks as the substitute; seconded by Cllr Rappensberger; all in favour.
Lowestoft Museum (Trustee position)	The current representative was Cllr Pitts who may not have availability for the role. Cllrs Brooks and Youngman put themselves forward for consideration as it was suggested two representatives be appointed. Cllr Pearce proposed Cllrs Brooks and Youngman be appointed, if the Trust approved two appointments being made, with Cllr Pitts as the substitute; seconded by Cllr Rappensberger; all in favour. Officers would clarify with the Museum if two trustees could be appointed and if a substitute would be permitted.
Lowestoft North Cliff Community Garden CIO	Cllrs Page and Ray were the current representatives. Cllr Ray nominated herself and Cllr Page as the representatives; seconded by Cllr Page; eighteen votes in favour and one abstention.

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Lowestoft Place Board	Cllr Coleby proposed to appoint Cllr Begum as the representative and Cllr Youngman as the substitute; seconded by Cllr Rappensberger; eighteen votes in favour and one abstention.
Lowestoft South Pier Ltd's Management Committee	Cllr Pearce was the current representative with Cllr Rappensberger as the substitute. Cllr Pearce nominated himself as the representative with Cllr Rappensberger as the substitute; seconded by Cllr Rappensberger; all in favour.
Lowestoft Vision Management Committee	Cllr Begum was the current representative. Cllr Rappensberger proposed to appoint Cllr Begum as the representative; seconded by Cllr Pearce; all in favour.
Marmot Place	Cllrs Barker and Pearce were the current representatives. Cllr Parker proposed to appoint Cllrs Barker and Pearce as the representatives; seconded by Cllr Jones; all in favour.
National Literacy Trust in Suffolk	Officers were asked to ascertain if the body wanted representatives as it had not met over the past year.
Pakefield Coast Protection Steering Group	The current representative was Cllr Pitts. Cllr Newsome put himself forward as the substitute. Cllr Pearce proposed to appoint Cllr Pitts as the representative and Cllr Newsome as the substitute; seconded by Cllr Rappensberger; all in favour.
Plastic Free Communities Steering Group	The current representative was Cllr Ray. Cllr Taylor put himself forward as an additional representative. Cllr Ray nominated herself and Cllr Taylor as the representatives; seconded by Cllr Pearce; all in favour.
Suffolk Enhanced Passenger Interest Group	The current representative was Cllr Coleby. Cllr Coleby nominated himself as the representative; seconded by Cllr Pearce; all in favour.
Waveney Disability Forum	Cllr Coleby was the current representative with Cllr Brooks as the substitute. Cllr Brooks nominated herself as the representative and Cllr Coleby as the substitute; seconded by Cllr Coleby; all in favour.
Waveney Domestic Violence and Abuse Forum	Cllr Brooks was the current representative. Cllr Taylor put himself forward as the substitute. Cllr Pearce proposed to appoint Cllr Brooks as the representative and Cllr Taylor as the substitute; seconded by Cllr Rappensberger; all in favour.
Wherry Lines Community Rail Partnership Steering Group	The current representative was Cllr Parker with Cllr Newsome as the substitute. Cllr Parker nominated himself as the representative and Cllr Newsome as the substitute; seconded by Cllr Newsome; all in favour.

Cllr Brooks temporarily left the chamber at 20:09

The Marina Quarterly Liaison, though not an outside body, would be appointed and run until November 2026. Cllrs Barker, Brooks, Coleby, Pearce and Rappensberger requested to join to group. Cllr Rappensberger proposed approval of all requests; seconded by Cllr Coleby; all in favour.

Cllr Brooks returned to the chamber at 20:11

It was queried if Pride in Place intended to take on representatives from the Town Council. Cllrs Coleby, Foster and Ray declared they had applied to be a member of the Pride in Place Board.

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The Town Clerk had been in communication with the board and been informed of their decision to keep governance rooted in the community with no representation sought from statutory bodies. Officers were asked to continue their liaison and clarify the reasoning for this since the Chair the board had been appointed by the MP and Principal Authority.

17 To confirm the arrangements for insurance cover

Cllr Coleby proposed to accept the arrangements for insurance cover; seconded by Cllr Pearce; all in favour.

18 To review subscriptions

Cllr Brooks proposed to approve the subscriptions; seconded by Cllr Coleby; all in favour.

19 To consider the following financial matters for 2026-2027

19.1 To appoint the bank signatories – The current signatories were Cllrs Barker, Begum, Brooks, Coleby and Pearce. Cllr Brooks proposed to reappoint the existing bank signatories; seconded by Cllr Pearce; all in favour.

19.2 To appoint bank reconciliation signatories – The current bank signatories were Cllrs Page and Rappensberger. Cllr Pearce proposed to reappoint the existing signatories; seconded by Cllr Page; all in favour.

19.3 To review internal control arrangements – Cllr Coleby proposed to approve the arrangements; seconded by Cllr Pearce; all in favour.

19.4 To appoint internal controllers and substitute – The current internal controller was Cllr Youngman with Cllr Jones as the substitute. Cllr Youngman proposed to continue with the existing arrangements; seconded by Cllr Jones; all in favour.

19.5 To note a review of fees and charges applicable from 1 April 2026 has been undertaken by the Finance and Governance Committee, and approved amendments implemented – Cllr Coleby proposed approval of the review of fees and charges; seconded by Cllr Youngman; all in favour.

19.6 To consider approval of the use of BACS and CHAPS payment methods – Cllr Coleby proposed to approve the payment methods; seconded by Cllr Foster; all in favour.

20 Date of next meeting

Tuesday 26 May 18:30

21 Items for the next agenda and close

Cllr Brooks requested an item to approve a request to join the Climate and Ecological Emergency Committee.

Apologies for the next meeting were received from Cllrs Brooks, Murray, Parker, Ray and Robinson.

22 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 – There were no resolutions.

The Chair closed the meeting at 20:20

Signed:

23 June 2026



Lowestoft Town Council Grant Application Form

Please complete this form and send it with:

- Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
- Your constitution or equivalent
- A copy of your latest audited accounts, or draft accounts for the last financial year (whichever is the most recent)

to *The Town Clerk, Lowestoft Town Council, First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE* or e-mail admin@lowestofttowncouncil.gov.uk

Applications will be considered by the Finance and Governance Committee on a quarterly basis (March, June, September and December).

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	Lowestoft Armed Forces Day
Name of account to which payment to be made (explain if not your organisation's name)	Lowestoft Armed Forces Day
What does your organisation do? (100 words max)	Lowestoft Armed Forces Day is an informal group of veterans dedicated to organising a celebration of the Armed Forces — past, present and future — for the people of Lowestoft and the surrounding area. The group organises a community event at Sparrows Nest to honour the service and sacrifice of military personnel, raise awareness of the Armed Forces community, and bring together veterans, serving personnel and the general public in a spirit of pride and appreciation.
What relevant local area does your organisation cover?	Lowestoft and the surrounding area of Suffolk
Who are the main beneficiaries of your work?	Veterans, serving Armed Forces personnel, their families, and the wider public of Lowestoft
Are you a charity? If yes, describe the type of charity	
If registered, what is the charity number?	



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Not-for-profit? If no, describe the organisation	Yes — informal veterans group, not-for-profit
Organisation income (last complete financial year)	0
Organisation expenditure (last complete financial year)	
Contact details	
Name	[REDACTED]
Address	Lord Kitcheners Memorial Holiday Centre
Telephone number/s	[REDACTED]
E-mail	[REDACTED]
Position within organisation	Chairman
Explain how you are authorised to make this application on behalf of the organisation	As Chairman of Lowestoft Armed Forces Day, I am authorised by the group to submit this grant application on its behalf
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	Lowestoft Armed Forces Day is a community celebration honouring the service of Armed Forces personnel — past, present and future — to be held on 27th June at Sparrows Nest, Lowestoft. The event will feature live entertainment, displays, stalls and performances from local groups, providing a free, family-friendly day out for the people of Lowestoft. It will bring together veterans, serving personnel and the general public to celebrate and reflect on the contribution of the Armed Forces to our community and nation. The event directly benefits the people of Lowestoft by providing a high-quality, inclusive community event at no cost to attendees. It

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	supports the wellbeing of local veterans by recognising their service and fostering community pride. It also raises awareness of the Armed Forces community and provides a platform for local performers, traders and community organisations. All organising is done voluntarily by a group of veterans with no income, meaning grant funding is essential to cover the costs of staging a safe and professional event.
Total cost of project	£15,785.60
Breakdown of cost	Sound & PA (S&S Sound & Lighting): £1,764 Security (MGPC): £2,277 First Aid (MJ Training): £1,056 Bins (Lowestoft Town Council): £386.69 Toilets (Stan): £300 Banners: £1,000 Corex advertising Boards: £1000 Stage Entertainment (Arron Boulton): £4,000 Insurance (Protective): £251.91 TV Lorry Adds: £1200 Spitfire (500 deposits): £2,150 Post-event meal: £2,000 Vibettes 6pm (Penny): £300 Dog display: £200 EMMC Craft: TBC 3GDT: TBC Viking Group Belton: £100
Grant requested from Lowestoft Town Council	£12,000
What specifically would the grant from the Council fund?	The grant would contribute towards the core costs of staging the event, including sound and PA equipment, security, first aid provision, stage entertainment, toilets, banners, Lorry Adds, Corex advertising boards and insurance.
Have any funds been requested/agreed from other sources? Provide details	£3500 from our own fundraising events
When are the funds required?	As soon as possible
Project start date	01/01/2026



Lowestoft Town Council Grant Application Form

Project completion date	27/06/2026
Compliance Agreements (insert 'YES' to indicate your agreement to the questions below. If you do not intend to comply, insert 'NO'.)	
Do you authorise us to hold and use information that you have provided, for the purpose of processing and monitoring this grant application? You can ask us for details of the information we use for this purpose at any time.	Yes
Do you acknowledge that if you provide false or misleading information in your application or at any point in the life of any grant, we will provide information to relevant enforcement agencies and take any action to recover any funds and damages, as we deem appropriate?	Yes
Do you authorise us to use information about your project and organisation as part of our publicity and promotion of our grants programme?	Yes
Do you agree to acknowledge the Council appropriately on all of your related publicity and promotional material including posters, advertisements, press releases and leaflets?	Yes
Do you agree not to distribute funds granted to any other organisation, other than as agreed as part of the grant award?	Yes
Do you agree to report the outcome and impact of the grant to the Council as required in the Council's Grant Awarding Policy?	Yes
Do you agree that any grant awarded will only be used for the purpose for which it was given and in compliance with any conditions applied?	Yes

Signed... [REDACTED] Date.....5th May 2026.....

(Signatory must be authorised to act on behalf of the organisation and, if different from the main contact listed above, this should be explained).

Should you require your application to be considered outside the Finance and Governance Committee's quarterly schedule (as detailed at the top of this form), you will need to provide credible evidence of why urgent consideration should be given:

Lowestoft Armed Forces Day Committee

Annual Accounts

Period: 1 January 2025 – 31 December 2025

Income & Expenditure Statement

Description

Amount (£)

Opening Balance (1 January 2025)

9,150.78

Expenditure

Xero Subscription (£6.60 x 11 months)

72.60

Website Fees (£10.00 x 12 months)

120.00

Domain Payment (one-off)

15.59

Total Expenditure

208.19

Closing Balance (31 December 2025)

8,942.59

Notes

The Committee maintained its financial records using Xero accounting software throughout the financial year.

Website hosting and domain fees were paid to maintain the official online presence of Lowestoft Armed Forces Day.

All expenditure related directly to the administration and operation of the Committee.

Balance Summary

Description

Amount (£)

Opening Funds

9,150.78

Less Total Expenditure

(208.19)

Balance Difference

0.00

Closing Funds

8,942.59

Approved By

These accounts were approved by the Lowestoft Armed Forces Day Committee.

Date Approved: __01/01/2026_____

Signatures

Chairman: [REDACTED]

Treasurer: [REDACTED]

Deputy Treasurer: [REDACTED]

Equality and Diversity Policy

Lowestoft Armed Forces Day Committee

1. Policy Statement

The Lowestoft Armed Forces Day Committee is committed to promoting equality, diversity, and inclusion in all aspects of its activities and events.

The Committee aims to create an environment where all individuals are treated fairly, with dignity and respect, regardless of:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- Socio-economic background

The Committee will not tolerate discrimination, harassment, bullying, or victimisation in any form.

2. Purpose of the Policy

This policy is intended to ensure that:

- Everyone involved with the Committee is treated equally and fairly.
 - Opportunities to volunteer, participate, or attend events are open to all.
 - The Committee complies with the principles of the Equality Act 2010.
 - A welcoming and inclusive atmosphere is maintained at all events and meetings.
-

3. Scope

This policy applies to:

- Committee members
- Volunteers
- Event participants
- Contractors and suppliers
- Members of the public attending Committee events

4. Responsibilities

Committee Responsibilities

The Committee will:

- Promote equality and inclusion in all activities.
- Ensure decisions are made fairly and without discrimination.
- Challenge inappropriate behaviour where necessary.
- Make reasonable adjustments where possible to support accessibility and inclusion.

Individual Responsibilities

All members and volunteers are expected to:

- Treat others with dignity and respect.
 - Behave in a professional and inclusive manner.
 - Report any concerns relating to discrimination or harassment.
-

5. Accessibility

The Committee will aim, where reasonably practical, to:

- Make events accessible to people with disabilities.
 - Consider mobility and access requirements during event planning.
 - Provide clear information to attendees and participants.
-

6. Complaints

Any complaints relating to discrimination, harassment, or unfair treatment should be reported to a Committee Officer.

Complaints will be:

- Taken seriously
- Handled fairly and confidentially where possible
- Investigated appropriately by the Committee

Appropriate action may be taken where misconduct is identified.

7. Monitoring and Review

This policy will be reviewed periodically by the Committee to ensure it remains appropriate and effective.

Adopted By

This Equality and Diversity Policy was adopted by the Lowestoft Armed Forces Day Committee on:

Date:01/04/01/2026

Signatures

Chairman: [Redacted]

Deputy Chair: [Redacted]

Treasurer: [Redacted]

Deputy Treasurer: [Redacted]

Secretary: _____

Constitution for Lowestoft Armed Forces Day Committee

1. Name

The name of the organisation shall be **Lowestoft Armed Forces Day Committee** (“the Committee”).

2. Purpose

The purpose of the Committee is to organise, promote, and support the annual Lowestoft Armed Forces Day event and any associated activities that:

- Honour serving members of the Armed Forces, veterans, cadets, and military families.
- Promote community spirit and remembrance.
- Encourage public engagement and support for the Armed Forces community.
- Raise funds where necessary to support the event and its activities.

The Committee shall operate on a non-profit basis.

3. Committee Officers

The Committee shall consist of the following officers:

- **Chairman** – [REDACTED]
 - **Deputy Chair** – [REDACTED]
 - **Treasurer** – [REDACTED]
 - **Deputy Treasurer** – [REDACTED]
 - **Secretary** – Vacancy
-

4. Main Event Organisers

The following individuals are recognised as the Main Event Organisers for Lowestoft Armed Forces Day:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

- [REDACTED]

The Main Event Organisers shall oversee the planning, coordination, setup, and delivery of the annual event.

5. Committee Members

The following individuals shall serve as Committee Members:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Additional committee members may be appointed by agreement of the Committee.

6. Roles and Responsibilities

Chairman

The Chairman shall:

- Lead Committee meetings.
- Oversee the organisation of the event.
- Act as the main representative of the Committee.
- Ensure decisions are carried out fairly and efficiently.

Deputy Chair

The Deputy Chair shall:

- Support the Chairman.
- Stand in for the Chairman when required.
- Assist with coordination of Committee activities.

Secretary

The Secretary shall:

- Arrange meetings and circulate agendas.
- Keep accurate minutes and records.
- Handle correspondence on behalf of the Committee.

Treasurer

The Treasurer shall:

- Maintain accurate financial records.
- Manage the Committee bank account and funds.
- Present financial updates to the Committee.
- Ensure funds are used solely for Committee purposes.

Deputy Treasurer

The Deputy Treasurer shall:

- Support the Treasurer with financial administration.
- Assist in maintaining financial records.
- Stand in for the Treasurer when required.

Committee Members

Committee Members shall:

- Attend meetings where possible.
 - Assist with planning, fundraising, and event delivery.
 - Support the aims and reputation of the Committee.
-

7. Meetings

- The Committee shall meet as required throughout the year.
 - A minimum of three Committee members, including at least one officer, shall form a quorum.
 - Decisions shall normally be made by majority vote.
 - The Chairman shall have the casting vote in the event of a tie.
-

8. Finance

- Any funds raised shall be used solely for the purposes of the Committee.
 - The Treasurer shall keep records of all income and expenditure.
 - Any payment or expenditure over **£500** must be agreed and authorised by at least **two Committee members**.
 - The financial year shall run from 1st January to 31st December.
-

9. Membership and Conduct

All Committee members are expected to:

- Act respectfully and professionally.
- Support the aims of the Committee.
- Avoid conduct that could damage the reputation of the event or Committee.

The Committee may remove a member by majority vote if their conduct is deemed inappropriate or harmful.

10. Amendments

This constitution may be amended by agreement of a majority of Committee members present at a properly convened meeting.

11. Dissolution

Should the Committee cease to operate:

- Any remaining funds, after debts are settled, shall be donated to a local Armed Forces or veterans' charity agreed upon by the Committee.
-

Adopted By

This constitution was adopted by the Lowestoft Armed Forces Day Committee on:

Date: __01/01/2026_____

Signatures

Chairman: [REDACTED]

Deputy Chair: [REDACTED]

Treasurer: [REDACTED]

Deputy Treasurer: [REDACTED]

Secretary: _____

Committee Member: [REDACTED]

Lowestoft Town Council
Town Hall Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 14 May 2026 10:00

MINUTES

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

In attendance: Sarah Foote (Town Clerk), Francis Guildea (Town Hall Manager), 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)

128 Welcome

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

129 To receive and consider approval of apologies for absence

No apologies were received and all members were in attendance.

130 Declarations of interests and dispensations

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

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

131 To consider the draft minutes of the meeting on 9 April 2026

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

132 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.

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

133.1 An update on contractual matters – The new build work for the Events Hall and Gallery continues to progress. Plasterwork through the Compass Street range remains difficult to manage due to the discovery of more oil paint. The lime plastering work was also ongoing with additional work required to deal with the depth of plaster being repaired.

The revised practical completion date, according to new programme from Barnes Construction, was 22 February 2027, this was a total slippage of twenty-seven weeks from the original completion date.

133.2 Any planned actions to be authorised for progression – There were no actions to be authorised.

133.3 The Risk Register – The Project Manager had made no changes to the Risk Register. A concern was raised on the adjacent land to the rear of the Town Hall and the need to increase the likelihood rating of the risk in light of recent information from East Suffolk Council. Cllr Pearce proposed the likelihood of the risk be raised to a three; seconded by Cllr Barker; seven votes in favour and two abstentions.

133.4 The updated Business Plan – The updates related to the café operations, which would be discussed in confidential session.

Lowestoft Town Council
Town Hall Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 14 May 2026 10:00

133.5 An update on the Activity Plan – The final Town Hall talk took place with thirty-eight attendees. The team continued to work on various engagements, including events related to the When Lowestoft Rocked project. The Town Hall Team were congratulated on the success of the activities undertaken to date.

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

To note and consider income and expenditure

134.1 Monitoring the budget - £5.2 million had been spent with £7.3 million remaining. There had been a significant increase in use of contingency which would be discussed in confidential session.

134.2 Any payments for approval – There were no payments to approve.

134.3 Update on contingency expenditure (confidential) – This item would be discussed in confidential.

135 To consider catering operations for the Town Hall (confidential)

This item would be discussed in confidential session.

136 Date of next meeting

To be confirmed at the Annual General Meeting

137 Items for the next agenda and close

An item was requested to discuss the land at the rear of the Town Hall.

138 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 10:28

133.3 The Risk Register – There were further discussions on the entries on the Risk Register.

134.3 Update on contingency expenditure (confidential) – There was a confidential update provided on contingency expenditure.

Cllr Brooks and Ben Porter temporarily left the chamber at 11:10

Ben Porter and Cllr Brooks returned to the chamber at 11:13

135 To consider catering operations for the Town Hall (confidential)

The catering options for the Town Hall were considered. The options provided by the Town Hall Manager would cover the full catering provision of the Town Hall, not just the café area.

Cllr Brooks proposed a recommendation be made to Full Council to support the recommendation from officers; seconded by Cllr Coleby; all in favour.

The Chair closed the meeting at 11:46

Lowestoft Town Council
Town Hall Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 14 May 2026 10:00

Signed:

11 June 2026

Lowestoft Town Council
Climate and Ecological Emergency Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 20 April 2026 15:30

MINUTES

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

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

140 Welcome

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

141 To receive and consider approval of apologies for absence

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

142 Declarations of interests and dispensations

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

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

143 To consider the draft minutes of the meeting on 16 March 2026

Cllr Brooks proposed approval; seconded by Cllr Ray; five votes in favour and one abstention.

144 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.

145 Finance and budget

145.1 To monitor expenditure by this Committee from the Climate Emergency budget, under delegated authority – The expenditure report was received and noted. It was requested the Finance Manager confirm there would be a virement of funds from the Climate Emergency budget to the Town Hall Project budget for the Town Hall PV panels, since the expenditure would be taken from the Town Hall Project budget.

146 To consider the following item in relation to the Earth Protector Town status of Lowestoft Town Council:

146.1 Note the tenders received for the Carbon Emissions Report and approve the formation of a working group to review and make recommendations – Cllr Brooks proposed the working group be formed to review and make a recommendation on the awarding of the contract; seconded by Cllr Pearce. The proposal was amended to give a delegation to the working group to make a recommendation directly to Full Council. A vote was held with all in favour.

Cllrs Brooks, Page, Pearce and Ray put their names forward to join the working group. It was agreed for the meeting to be scheduled for Thursday 23 April 14:00, and for Cllr Coleby to be contact to join the working group as well. The tender specification and tender submission bids would be sent to all members prior to the meeting.

Lowestoft Town Council
Climate and Ecological Emergency Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 20 April 2026 15:30

147 To consider the following item in relation to the natural environment and other ecology related matters:

- 147.1 Review and monitor developments related to Lowestoft's flood risk – There was no update.
- 147.2 The draft Fireworks Position Statement – It was requested section 3.4 on the statement be strengthened and state Lowestoft Town Council (LTC) would not organise public firework displays on its land.

It was requested section 3.3 be amended to state the noise from fireworks was also distressing to pets and the wildlife.

Cllr Brooks proposed to amend the statement to state LTC would not permit firework displays on its land and that if an application would be received for funding a firework display on land not owned by LTC would be judged in line with this policy, with consideration of whether low-noise fireworks were to be used, effects on ecology and the provision of appropriate risk management and assessments from the applicant; seconded by Cllr Pearce.

Officers were asked to make contact with an organisation who represents veterans and operated in Lowestoft to obtain their views on firework displays.

The Events and Officer Manager entered the chamber at 16:21

Cllr Brooks amended the proposal to also include pets and wildlife in section 3.3; seconded by Cllr Pearce; all in favour.

Cllr Brooks temporarily left the chamber at 16:24

148 To consider the following item in relation to community engagement:

- 148.1 Discuss plans for the Wild Lowestoft event in May 2026 – Preparations for the event were progressing well. Officers have networked with the Green Print Forum at their eco event the previous weekend and obtained further contacts for Wild Lowestoft.

Wild Lowestoft would be enhanced with two showings held at the Marina Theatre. Officers were seeking support from Councillors to staff the event. On Wednesday 13 May there would be a standalone event with Job Centre, to which all Councillors and members of public were welcome to attend.

Cllr Brooks returned to the chamber at 16:26

The Events and Office Manager reported on all stakeholders, organisations and community groups that would participate in the event. It was confirmed there would be a gazebo for Councillors to occupy for engagement with the public.

The Events and Office Manager left the chamber at 16:31

- 148.2 Receive a report on the Plastic Free Communities launch litter pick on 11 April and further information on the steering group's next steps – Cllr Ray reported on a successful litter pick with thirty-five volunteers in attendance and fifty-five kilograms of litter collected. The next step for the steering group was to contact various businesses to support the initiative. One business has already been approached.

149 To consider the following item in relation to waste and pollution:

Lowestoft Town Council
Climate and Ecological Emergency Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 20 April 2026 15:30

- 149.1 Receive data from the bulky waste collection service for 2025-2026 – The Committee requested the supplier provide information on which collected items could be repurposed. Since the additional budget had been granted for the scheme to increase collections for 2026-2027, it was requested feedback be sought from the provider as to whether the operator has increased the frequency of collections.

It was requested officers from East Suffolk Council be invited to a future Committee meeting, or a standalone meeting, to discuss fly tipping in the town, understand the process for fly tipping and what the LTC could do to collaborate with the relevant authorities.

150 Date of next meeting
Monday 18 May 15:30

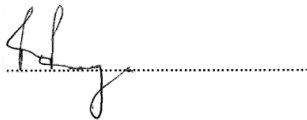
151 Items for the next agenda and close

An item was requested for the next agenda by John Ellerby, who declared he was a member of the Most Easterly Community Group, to devise a plan to collaborate with all levels of Council for a new community scheme for medical blister pack recycling.

152 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 17:02

A handwritten signature in black ink, appearing to be 'J. Ellerby', written over a dotted line.

Signed:
18 May 2026

Lowestoft Town Council
Climate and Ecological Emergency Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 18 May 2026 15:30

MINUTES

Present: Cllrs Wendy Brooks, John Murray, Paul Page, Graham Parker, Deborah Ray and Dom Taylor. Non-Councillor members John Ellerby and Cathy Williams

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

153 Welcome

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

154 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Neil Coleby, Andy Pearce and John Pitts with reasons provided. Cllr Parker proposed approval of the apologies received; seconded by Cllr Brooks; all in favour. Rachel Bunn was absent with no apologies received.

155 Declarations of interests and dispensations

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

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

156 To consider the draft minutes of the meeting on 20 April 2026

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

157 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.

158 Finance and Budget

158.1 To monitor expenditure by this Committee from the Climate Emergency budget, under delegated authority – Year end has been completed and there was no update to provide on expenditure. It was requested the Finance Manager confirm how much of the overall budget had been spent and how much remained by the end of the financial year, including the spend to date was for the bulky waste service.

159 To consider the following item in relation to community engagement:

159.1 To receive a report on the Wild Lowestoft event – Cllr Ray reported it had been a positive event with a good level of community engagement. The location of London Road North was felt to be very beneficial for the event. It was suggested more street theatre be arranged to increase the level of available entertainment.

The Events and Office Manager and supporting staff members were thanked for their work and organisation of a successful event.

Cllr Brooks proposed Lowestoft Town Council (LTC) consider timetabling more environmental events on London Road North.

Lowestoft Town Council
Climate and Ecological Emergency Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 18 May 2026 15:30

Cllr Ray declared she was a member of Use Your Voice and informed the Committee the group intended to hold an event in September. Cllr Ray suggested LTC collaborate with Use Your Voice on this event.

Cllr Page seconded Cllr Brooks' proposal, noting that officers would need to be consulted on the availability of resourced before LTC committed to holding further events; all in favour.

160 To consider the following item in relation to the natural environment and other ecology related matters:

- 160.1 Review and monitor developments related to Lowestoft's flood risk – Officers were still awaiting confirmation from ESC on when the flood barrier discussion group would be formed. The MP's office has also queried this.

Cllr Parker temporarily left the chamber at 15:56

John Ellerby declared he was a member of Use Your Voice and informed the Committee this group has had several meetings with the Chief Officers of ESC about the flood risk protection. There was a huge volume of work for ESC to complete before any information could be presented and it was highlighted that the flood barrier was a national infrastructure issue under Central Government.

Cllr Brooks proposed a recommendation be made to Full Council for communication to be sent to ESC to state LTC wished to be involved in the discussion and be an active participant to engage positively and accelerate the process; seconded by Cllr Murray; all in favour.

Cllr Parker returned to the chamber at 16:11

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

- 161.1 Receive the notes of the Public Transport Working Group meeting on 27 April 2026 and consider the following recommendations:
1. For Lowestoft Town Council to contact Jess Asato MP to request support for the SOAP bid to introduce bus services on the High Street – This communication would outline the aspirations for public transport on the High Street and seek support from the MP to help remove barriers to the proposal.

Cllr Parker proposed a recommendation be made to Full Council to approve and send the letter, subject to an amendment to remove the X2 bus from the letter as it was not part of the proposals; seconded by Cllr Taylor; all in favour.

2. Recommend representatives for the EP Passenger Interest Group – Cllr Parker nominated himself and Cllr Brooks to be the representatives; seconded by Cathy Williams; seven votes in favour and one abstention. This would be a recommendation to Full Council.

162 Date of next meeting

To be confirmed at the Annual General Meeting

163 Items for the next agenda and close

An item was requested to receive a proposal on blister pack recycling from non-Councillor member John Ellerby.

An item was requested to review biodiversity in LTC's parks and open spaces, if deemed appropriate for this Committee to consider.

Lowestoft Town Council
Climate and Ecological Emergency Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 18 May 2026 15:30

Cllr Parker left the chamber at 16:35

164 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 16:36

Signed:
15 June 2026