

**Lowestoft Town Council**  
**Finance and Governance Committee**  
**Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**Wednesday 13 May 2026 at 10:00**

**MINUTES**

**Present:** Nasima Begum, Wendy Brooks, Neil Coleby, Jen Jones, Graham Parker, Andy Pearce, Bernie Rappensberger, Deborah Ray and Dom Taylor

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

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

**148 Welcome**

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

**149 To receive and consider approval of apologies for absence**

No apologies were received.

**150 Declarations of Interests and dispensations**

150.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda – Cllr Rappensberger declared she was an associate member and the Town Council representative of Kirkley People’s Forum of which Kirkley Pocket Parks sits under the umbrella. She confirmed she is not involved in the running or management of the group.

Cllr Parker declared he was an East Suffolk Councillor and if any matters were discussed in relation to East Suffolk Council he would leave the chamber.

Cllr Begum declared she had met with one of the members of the public the previous day, but it was not in relation to any matters on the agenda. She also confirmed she would need to leave the meeting at 11:00.

Cllr Taylor declared he was an associate member of Kirkley People’s Forum but had no pecuniary interest.

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

**151 To consider the draft minutes of the meeting on 8 April 2026**

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

**152 Public forum**

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public.

One member of the public stated he was present to answer any questions the committee may have on the grant application for Armed Forces Day. He confirmed that due to the volume of attendees, the public toilets at the park would not be sufficient. The security was required for the whole site and for the setting up of the event that would start the evening before.

*Cllr Paul Page entered the chamber at 10:08*

Cllr Pearce proposed to recommend to Full Council approval of the application for the Lowestoft Armed Forces Day; seconded by Cllr Brooks; nine in favour, one abstention.

*The member of the public left the chamber at 10:16*

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The member of the public confirmed he was present to answer any questions the committee may have on the grant application for Sunrise Film Festival. He confirmed the prior year admission was at least 2,000 people and any ticket sales from the current year would be fed back into funds for the following year's event.

Cllr Pearce proposed to approve the grant application for Sunrise Film Festival with officers to enter discussions for sponsorship in future years and request the Communications Officer help to support joint promotion of the event; seconded by Cllr Taylor; all in favour.

*The member of the public left the chamber at 10.25*

**153 Budget and Loan**

153.1 To monitor the budget for 2026-2027, including delegated Committee and Sub-Committee budgets – The Finance Manager confirmed the year end close down for 2025/26 was scheduled for Monday 18 May and the 2026-2027 budget would be available once the year end closedown was completed.

Invoices for business rates on the Triangle Market kiosks had been received for 2026/27 plus 2 years back rent, totalling approximately £6,500 across the three years. These costs had not been budgeted. A discussion was held as to how these costs could be queried or challenged and whether the beach huts, that are owned by East Suffolk Council, were eligible for Business Rates.

*Cllr Parker temporarily left the chamber at 10:33*

Cllr Pearce suggested to pay the costs from reserves, include an agenda item on the next Finance and Governance meeting or Full Council, if a decision could be made earlier, to decide the budget allocation with a recommendation from the Finance Manager along with raising a query on the rationale and question whether it was consistent with the treatment of the beach huts.

Item 154.2 was brought forward and Cllr Pearce proposed to delegate the budget allocation to the Finance Manager; seconded by Cllr Begum; all in favour.

*Cllr Parker returned to the chamber at 10:41*

153.2 To note any bank reconciliations – there were no updates.

**154 Payments and Receipts**

154.1 To note the income and expenditure reports for April 2026 to date, including payments made under delegated authority (see schedules) – The year end close down was scheduled for Monday 18 May so transactions for April were incomplete. The precept was received at the end of April of £1.3 million. The income and expenditure report is to be provided to Full Council.

154.2 To consider any payments for approval (see schedule) – The Committee agreed to bring this item forward in the agenda.

**155 Grant Feedback Forms**

To receive the following grant feedback forms:

155.1 The Sunrise Film Festival

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- 155.2 The Excelsior Trust  
The grant feedback forms were received.

**156 Grant Applications**

To consider the following grant applications:

- 156.1 21 Young Hearts CIC - £2,274.46  
Concerns were raised on the following:
- Grants do not cover staff costs but can cover freelances for project delivery.
  - The application covers the area of Carlton Colville and surrounding villages. The grant criteria should benefit the residents of Lowestoft.
  - The organisation has a high level of income
- Cllr Brooks proposed to request further information; seconded by Cllr Pearce; all in favour.
- 156.2 Sunrise Film Festival - £5,000  
The Committee agreed to bring this item forward in the agenda and permitted the member of the public to answer questions on the item.
- 156.3 To consider the request from Kirkley Pocket Parks for the remaining grant funds of £493.52 be used to pay their annual insurance cost – Councillors were appreciative the group had been honest and upfront. Cllr Brooks proposed to approve the remaining funds be used for their annual insurance; seconded by Cllr Rappensberger. It was established there would still be a small underspend. Officers were requested to notify the group that the remaining funds could be used for planting but if they intend to use the grant for anything other than that then they would be required to submit a variation.  
A vote was held; all in favour.
- 156.4 To consider making a recommendation to Full Council on the Lowestoft Armed Forces Day grant - £12,000  
The Committee agreed to bring this item forward in the agenda and permitted the member of the public to speak on the item.

**157 Other financial and governance matters, including:**

- 157.1 To consider implementation of the objectives of the Business Plan pertinent to this Committee – The committee agreed to re-schedule this matter to the next Finance and Governance meeting and for officers to stipulate the sections to be reviewed.

*Cllr Begum left the chamber at 10:58*

- 157.2 To consider the annual review of officer delegations and make recommendations ahead of the May 2026 AGM – A recent event was discussed where a decision was time critical, but the relevant committee meeting was inquorate, hence delaying a non-financial decision. The Town Clerk to decide whether there is the need for a non-financial contingency delegation alongside the emergency financial delegation.  
Officers were asked to consider whether a financial delegation for Personnel was required for sensitive charges such as job advertisements.  
Cllr Pearce recommended to approve the recommendation from officers and for the delegations to automatically expire after one year; seconded by Cllr Jones; all in favour.

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*Cllr Jones left the chamber at 11:09.*

157.3 To review the Asset Register – Assets purchased with grant funding that held restrictions on the sale had those restrictions recorded elsewhere and not in the Asset Register. All buildings were valued in 2025 for insurance purposes. Cllr Pearce proposed to accept the asset register and recommend for adoption at the AGM; seconded by Cllr Coleby. Health and Safety compliance data on properties was confirmed as being held elsewhere and any items below the value of £500 were not included in the Asset Register. A vote was held; all in favour.

157.4 To review fees and charges – There was a discussion on the current level of fees. There was a low uptake on the Triangle market kiosk hire and it was suggested to include as an agenda item on the Assets, Inclusion and Development agenda to discuss the reasons why.

*Cllr Parker left the chamber at 11:23*

Cllr Pearce proposed to roll over the fees with no increases, with the Triangle Market kiosk discussion to be included on the Asset, Inclusion and Development agenda which may result in a change to the hire fees; seconded by Cllr Coleby; all in favour.

The annual business rates would need to be considered when setting kiosk hire rates.

**158 To consider the following Standing Order Policies:**

158.1 Reserves Policy

158.2 IT Policy

158.3 Memorial Planting and Benches Policy

158.4 Mulch Policy

158.5 Ponds and Waterways Policy

158.6 Tree Policy

158.7 Wild Flower Meadows Policy

158.8 Defibrillator Policy

158.9 Legionella Control and Water Hygiene Policy

158.10 Councillor Well Being Policy

158.11 Risk Assessment and Management Policy

A discussion was held and policies 158.3 to 158.7 would not be recommended as they were due to be discussed during the Open Spaces Strategy review meeting. Any

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suggested amendments should be sent to officers for inclusion in the meeting paper. The policies could not be recommended without the Standing Order minutes. Cllr Pearce proposed policies 158.3 to 158.7 inclusive be considered at the Open Spaces strategy review and all other policies be considered at the AGM with the draft Standing Orders minutes with a recommendation that officers redraft the introduction on policy 158.10; seconded by Cllr Rappensberger; all in favour. Officers were requested to amend the word 'effect' in the last paragraph of the Reserves Policy to 'affect'.

**159 Date of next meeting**

To be confirmed after the AGM.

**160 Items for the next agenda and close**

*The Finance Manager temporarily left the chamber at 11:45*

Surveying the public's awareness of the Town Council was suggested but the Business Plan includes a consultation within Year 2. Any ideas for the survey were to be sent to the Town Clerk to determine which committee should consider the matter.

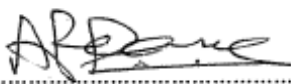
*The Finance Manager returned to the chamber at 11:48*

A discussion was held to determine the meeting schedules for the forthcoming year. A suggestion was made for members to specify the committees they would like to join and any day or time restrictions they may have at the AGM. An alternative would be to convene the first meeting in the new civic year as an Extraordinary Meeting and recommendations would then be considered by Full Council.

**161 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 meeting was closed at 11:57

  
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Signed:  
10 June 2026