Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Finance and Governance Meeting** Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE** at **10:00** on **Wednesday, June 10, 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 submitted 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
08 June 2026

Lowestoft Town Council

Finance and Governance Meeting

Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:00 on Wednesday, June 10, 2026

AGENDA

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

2 To receive and consider approval of apologies for absence

3 Declarations of Interests and dispensations

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

3.2 To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted

4 To consider the draft minutes of the meeting on 13 May 2026

5 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.

6 To review and adopt Committee arrangements:

6.1 To note the membership of the Finance and Governance Committee

6.2 To appoint the Deputy Chair of the Finance and Governance Committee

6.3 To note the Terms of Reference

6.4 To agree the meeting schedule

6.5 To review the delegations of this Committee

6.6 To note the financial responsibilities of this Committee

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

7 To review and adopt Budget and Loan Sub-Committee arrangements, including the following

#budget

7.1 To consider composition

7.2 To review and consider adoption of the Terms of Reference

7.3 To agree the meeting schedule

8 Budget and Loan

8.1 To monitor the budget for 2026-2027, including delegated Committee and Sub-Committee budgets

#budget

8.2 To note any bank reconciliations

9 Payments and Receipts:

9.1 To note the income and expenditure reports for April, May and June 2026 to date, including payments made under delegated authority (see schedules)

9.2 To consider any payments for approval (see schedule)

10 Grants and Sponsorships

To consider the following grant applications and receive feedback forms

10.1 St Luke's Whitton Pantry feedback form and grant application - £2,000

10.2 Suffolk FA - £3,000

10.3 Waveney Valley Athletics Club - £5,000

10.4 21 Young Hearts CIC - £2,274.46

10.5 Lowestoft North Cliff Community Garden - £200

10.6 Music Prescription CIC feedback form and grant application - £4,800

11 Other financial and governance matters, including:

11.1 To note DBS checks requirements for Councillors

11.2 To review the Business Plan

12 Date of next meeting

Wednesday 8th July 2026 - to be confirmed

13 Items for the next agenda and close

14 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

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 Sufolk 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

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

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.

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 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

Signed:
04 June 2026

Lowestoft Town Council

Terms of Reference for the Finance and Governance Committee

1. Appointment

1.1. The Finance and Governance Committee is appointed by and solely responsible to Lowestoft Town Council.

2. Duties

2.1. The Committee's duties, as set out in these terms of reference, are defined and agreed by Full Council, which may vote, at any time, to modify, remove or increase the Committee's term.

3. Meetings

3.1. Meetings are to be held on a monthly basis, with extraordinary meetings to be scheduled when needed.

4. Record of Proceedings

4.1. The Committee will meet monthly to fulfil the responsibilities below (see section 6).

4.2. Written minutes will be taken to record the Committee's decisions and will be received at the next Full Council meeting and tabled as an appendix.

4.3. The Clerk will be responsible for arranging the recording and distribution of the minutes.

4.4. The approved, written minutes will be the official recording of the meeting.

5. Membership

5.1. The membership of the Committee will be no fewer than quorum plus one (i.e. five Councillors).

5.2. Full Council will elect a Chair for the Committee at the Annual Meeting of the Council every May.

5.3. All members of the Committee are expected to represent the interest of the whole Council area.

5.4. Any elected member can preside by agreement in the absence of the Chair and Deputy Chair.

5.5. A quorum will be four members of the Committee.

5.6. Substitutes may be appointed to ensure that meetings are quorate.

5.7. Members of the Committee will be required to complete the following training, as per the Councillor Training Programme:

- The Chair of the Committee shall complete relevant Chairpersons training
- All members shall complete Equality and Diversity training in the year of local council elections and two years thereafter, or on any changes in legislation and policy

Adopted: May 2017
Last reviewed: May 2026 Next review date: May 2027

- All members shall complete safeguarding training in the year of local council elections and two years thereafter, or on any changes in legislation and policy
- All members shall complete Data Protection training on an annual basis

5.8. The Mayor and Deputy Mayor may attend meetings in an ex-officio capacity, if both are in attendance in this capacity then only one may have voting rights.

5.9. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed within the Public Forum.

6. Responsibilities

6.1. The Committee has delegated authority from the Council to work with the Responsible Financial Officer and Clerk, as appropriate, to fulfil the following responsibilities, in line with Financial Regulations and any other framework that is required in law or that the Council puts in place:

6.2. Financial Planning and Operation Procedures

6.2.1. Making annual estimates of expenditure and income to inform budget recommendations to the Full Council.

6.2.2. Monitoring the Council's approved budget against actual expenditure throughout the year and performing reconciliations as required by Financial Regulations.

6.2.3. Recommending to Full Council the amount of the annual precept demand.

6.2.4. Ensuring a suitable framework for tendering and purchasing arrangements is set in Financial Regulations and adhered to.

6.2.5. Making approval of payments on the Council's behalf either made already or in advance of payment, in line with Financial Regulations.

6.2.6. Developing the Council's Financial Plan.

6.2.7. Developing and reviewing the Council's Investment Strategy and making related recommendations, including on banking, to the Council.

6.2.8. Ensuring that the Council is appropriately transparent and accountable with its finances in line with any legislation, mandatory Transparency Codes and any framework set by the Council itself.

6.3. Audit Procedures

6.3.1. Reviewing internal audit arrangements and making recommendations to Full Council on appointing an independent Internal Auditor.

6.3.2. Ensuring the Council is fully prepared and cooperative with an audit regime.

6.3.3. Ensuring there is evidence of adequate systems of internal control and audit throughout the year and for presentation for external audit.

6.3.4. Reviewing original audit reports, developing an action plan to address any accepted recommendations from the auditors and ensuring this is presented for consideration and adoption by the Council. Monitoring implementation of the plan.

6.3.5. Approving annual financial reports.

6.4. Risk and Performance Management

6.4.1. Ensuring that appropriate risk management, including due maintenance, of the Council's properties and their leases or hires etc., takes place.

6.4.2. Reviewing the Council's insurance of all the Council's property and liabilities, at least annually, and making connected recommendations as required.

6.4.3. Developing and monitoring the Council's Risk Management Strategy.

6.4.4. Developing the Council's strategic objectives and monitor the Council's performance against these objectives.

6.5. Policies

6.5.1. Awarding grants to local organisations as per the Council's Grant Awarding Policy.

6.5.2. Reviewing Financial Regulations annually in order to ensure suitable regulations can be recommended to Council for adoption.

6.5.3. Ensuring that essential policies (not covered by other committees) are developed, created, monitored, maintained and adhered to with appropriate recommendations to Full Council for amendment and/or adoption.

6.5.4. Considering and responding to any consultations on significant policy matters and advising the Council, as appropriate.

6.6. To consider and implement the objectives of the Town Council's Business Plan relevant to this Committee.

6.7. To review its own remit and make recommendations to Council annually on its Terms of Reference.

7. Financial Delegations

7.1. This Committee has delegated authority from the Council for expenditure of up to £10,000 per decision within maximum budgets set by the Council, excluding those reserved by Full Council.

8. Sub-Committees and Working Groups

8.1. The Committee may appoint Sub-Committees to carry out or make recommendations on certain responsibilities.

8.2. The Committee may form temporary Working Groups to carry out a task-and-finish project in the event the Committee's workload does not permit enough time to consider the project during its standard meeting schedule.

8.3. The Committee has a responsibility to review and monitor the progress of its Sub-Committees and Working Groups.

8.4. Should the Working Group require an officer to attend its meetings to take notes, a business case must be submitted to the Town Clerk for consideration and approval.

9. Climate and Ecological Emergency

9.1. This Committee recognises that its work is fundamental to the Council's ability to respond to the climate emergency. Sustainability and financially robust services and risk management are essential to the Council's approach of acting on the climate emergency, increasing efficiency and reducing undue use of resources and waste. Some 'green' initiatives and products will cost more money the Council will wish to accommodate this expenditure within its existing budget where possible. Its actions will include ensuring:

9.1.1. Suitable risk management is in place as reasonably needed to safeguard against adverse environmental impacts arising from the Council's activities or assets.

9.1.2. Suitable emergency and business continuity planning are in place.

9.1.3. Efficient and effective procurement takes place, including, where relevant, joint, bulk and local purchasing and investment where this gains environmental benefits.

9.1.4. Appropriate disposal of items no longer reasonably usable by the Council.

9.1.5. Contract arrangements are established or reviewed, where reasonably possible, to ensure they include appropriate environmental measures and safeguards.

9.1.6. Due consideration of the climate emergency is integrated within office arrangements, e.g. optimum reuse and recycle practises.

9.1.7. Water and energy use is as efficient and environmentally friendly as is reasonably possible, using Salix loans where needed.

9.1.8. Appropriate investment in low risk, sustainable banks or investment funds.

9.1.9. Appropriate recommendations to Council on its budget and policies, e.g. encouraging leisure and use of open spaces and creating sustainable assets and services.

9.1.10. Ensuring efficient water and energy use in public lavatories and other buildings.

9.1.11. Lobby for Government support to town and parish councils, to assist them with the switch to carbon neutrality and environmental friendliness.

Decisions regarding the setting of precept and borrowing must be made by Full Council.

Risk Register

Introduction

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

1. Introductory Paper setting out approach to risk management: updated from 2024 to improve clarity with further detail provided on the Council approach to considering risk.

2. Annex 1: Review of Risk Management Policy (introduced by Council in May 2017, reviewed and updated annually)
    - Expanded ORGANISATIONAL ARRANGEMENTS
        - Risks allocated to Committees to review on a quarterly basis and recommend amendments to Council
        - Clerk undertakes a full review of risk register each quarter
    - Added in IMPACT category of OPERATIONAL IMPACT within the Risk Assessment Rating Criteria

3. Annex 2: Internal Control Statement for Year Ending 31 March 2026
    - Internal Control Statement from Internal Auditors

4. Annex 3: Lowestoft Town Council Risk Register
    - External consultant ompleted a full review of all risks and discussed with Acting Town Clerk, Facilities and Contracts Manager and Senior Committee and Projects Clerk
    - Re-grouped risks into 7 categories and tested impact and likelihood scores for each risk
    - The Risk Register contains a total of 36 risks categorised as followed:

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

Recommendations

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

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

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

Introduction

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

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

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

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

What is risk management?

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

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

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

Annual approach to risk management

LTC has a robust approach to risk management that includes:

- A Risk Management Policy, adopted by Full Council and reviewed on an annual basis at Annual General Meeting (May) – see Annex 1.

- Internal Control Statement – reviewed and updated each year at the Annual General Meeting (May) – see Annex 2.

- Annual audit of accounts (internal auditor) with full internal audit report – submitted to Full Council, in June (accounts to be approved by 30th June)

- Submission of Annual Governance and Accountability Return (to government appointed external body)

- Risk Register, owned by Full Council and considered each year at the Annual General Meeting (AGM) in May – see Annex 3.

In April 2025 it is proposed:

- each Committee review the full Risk Register and confirm those risks they should consider in detail as part of their annual programme (e.g. AID should review the Assets & Facilities risks, Personnel the staffing risks, F&G the financial and governance risks etc). The Risk Register contained within this Paper provides an initial allocation of risks for consideration.

- Full Council retains ownership of the Risk Register with Committees reporting recommendations for changes to the Risk Register on a quarterly basis.

Updates to the Risk Management Policy

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

Updated Risk Register (2025)

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

Annex 1:

Risk Management Policy

1. Purpose

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

2. Definition of Risk

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

3. Approach to Risk

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

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

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

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

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

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

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

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

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

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

4. Organisational Arrangements

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

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

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

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

5. Risk Assessment Rating Criteria

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

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

6. Lowestoft Town Council Approach to Managing Risk

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

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

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

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

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

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

Annex 2

Internal Control Statement for Year Ending 31 March 2026

1. SCOPE OF RESPONSIBILITY

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

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

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

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

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

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

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

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

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

Clerk to the Council/Responsible Finance Officer:

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

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

Payments:

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

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

Income:

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

Risk Assessments/Risk Management:

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

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

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

Managing risk involves:

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

Internal Audit:

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

- Records
- Procedures
- Systems

- Internal control
- Regulations
- Risk management

External Audit:

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

4. REVIEW OF EFFECTIVENESS

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

Annex 3

Lowestoft Town Council Risk Register (2025)

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

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

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

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

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

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

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

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

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

TC = Town Clerk RFO = Responsible Financial Officer

Lowestoft Town Council

Terms of Reference for the Budget and Loan Sub-Committee of the Finance and Governance Committee

1. **Appointment**
   1.1. The Budget and Loan Sub-Committee has been established by the Finance and Governance Committee of Lowestoft Town Council.

2. **Duties**
   2.1. The Sub-Committee's duties, as set out in these Terms of Reference, are defined and agreed by the Finance and Governance Committee, which may vote, at any time, to modify, remove or increase the Sub-Committee's term.

3. **Meetings**
   3.1. Meetings will usually be held on a weekly basis from September to December, with extraordinary meetings scheduled when needed.

4. **Record of Proceedings**
   4.1. The Sub-Committee will meet weekly to fulfil the responsibilities below (see section 6).
   4.2. Written minutes will be taken to record the Sub-Committee's decisions and will be received at the next Finance and Governance Committee meeting.
   4.3. The Clerk will be responsible for arranging the recording and distribution of the minutes.
   4.4. The approved written minutes will be the official record of the meeting.

5. **Membership**
   5.1. The membership of the Sub-Committee will be no fewer than quorum plus one (i.e. four Councillors)
   5.2. The Chair will be elected at the first meeting of the Sub-Committee each Council year.
   5.3. All members of the Sub-Committee are expected to represent the interest of the whole Council area.
   5.4. Any elected member can preside by agreement in the absence of the Chair and Deputy Chair.
   5.5. A quorum will be three members of the Sub-Committee.
   5.6. Substitutes may be appointed to ensure that meetings are quorate.

Adopted: September 2020
Last reviewed: October 2025 Next review date:

5.7. The Mayor and Deputy Mayor may attend meetings in an ex-officio capacity, if both are in attendance in this capacity then only one may have voting rights.

5.8. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed with the Public Forum.

6. Responsibilities

6.1. The Sub-Committee has delegated authority from the Finance and Governance Committee to fulfil the following responsibilities:

6.1.1. To prepare the Town Council's budget annually, by making informed recommendations through scrutiny of the current budget, any new financial responsibilities or significant events impacting of the Town Council, steers and recommendations from the Finance and Governance Committee, and through considering the impact of the budget and precept on the Lowestoft taxpayer.

6.1.2. To make recommendations to the Finance and Governance Committee on the budget and precept.

6.1.3. To scrutinise the budget throughout the year, on a quarterly basis, particularly where there have been areas of unexpected overspend or underspend, and feed back to the Finance and Governance Committee.

6.1.4. To review its own remit and make recommendations to the Finance and Governance Committee annually, or as required, on its Terms of Reference.

6.1.5. To explore options for a loan for capital works on the Town Council's assets, by identifying priorities and considering the costs involved, and making recommendations to the Finance and Governance Committee on such.

7. Climate and Ecological Emergency

7.1. This Sub-Committee's review and recommendations on the budget and precept should include consideration where possible on ensuring sufficient provision to facilitate progressing climate emergency actions. When looking at projects for the Town Council's loan application for capital works, due consideration should be given to ensuring that work is in line with the Town Councils climate emergency declaration and supports biodiversity where possible.

Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 1)

Note: 30th April 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
100	**Administration**											
1076	Precept	2,413,263	2,413,263	0	0	2,664,909	0	2,664,909	1,332,455	0	0	0
1080	Bank Interest Received	0	27,033	0	0	40,000	0	40,000	0	0	0	0
1090	Grants	0	7,300	0	0	0	0	0	0	0	0	0
1095	CIL	0	43,727	0	0	0	0	0	710	0	0	0
1210	Recharges	0	4,000	0	0	0	0	0	0	0	0	0
1220	Scrap Metal	0	429	0	0	0	0	0	0	0	0	0
	Total Income	2,413,263	2,495,753	0	0	2,704,909	0	2,704,909	1,333,164	0	0	0
4070	Office Supplies and Stationery	2,060	3,157	0	0	2,500	0	2,500	0	0	0	0
4120	Miscellaneous & Meetings	1,440	1,915	0	0	2,000	0	2,000	0	0	0	0
5000	Repairs & Maintenance	85,200	48,418	0	0	70,000	25,000	95,000	3,584	0	0	0
5020	Project Expenditure	0	20	0	0	0	0	0	-20	0	0	0
5200	Surfacing	42,026	6,340	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	130,726	59,849	0	0	74,500	25,000	99,500	3,564	0	0	0
	100 Net Income over Expenditure	2,282,537	2,435,904	0	0	2,630,409	-25,000	2,605,409	1,329,600	0	0	0
6001	less Transfer to EMR	0	12,822	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	2,282,537	2,423,081			2,630,409		2,605,409	1,329,600	0		
105	**IT**											
4105	IT Purchases	6,179	6,726	0	0	4,500	0	4,500	0	0	0	0
4106	IT Licences and Subscriptions	11,280	10,756	0	0	12,000	0	12,000	5,940	0	0	0
4107	Mobile Phones	11,500	11,417	0	0	12,000	0	12,000	998	0	0	0

Continued on next page

Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 1)

Note: 30th April 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4710	IT Service Charge	18,500	20,663	0	0	22,500	0	22,500	1,704	0	0	0
	Overhead Expenditure	47,459	49,563	0	0	51,000	0	51,000	8,641	0	0	0
	Movement to/(from) Gen Reserve	(47,459)	(49,563)			(51,000)		(51,000)	(8,641)	0		
120	**Capital Works**											
5105	Capital Investment	0	0	0	0	0	60,000	60,000	0	0	0	0
	Overhead Expenditure	0	0	0	0	0	60,000	60,000	0	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		(60,000)	0	0		
125	**Compliance**											
4155	Compliance	31,333	25,013	0	0	35,000	0	35,000	4,230	0	0	0
	Overhead Expenditure	31,333	25,013	0	0	35,000	0	35,000	4,230	0	0	0
	Movement to/(from) Gen Reserve	(31,333)	(25,013)			(35,000)		(35,000)	(4,230)	0		
130	**Elections and Professional Fee**											
4090	Audit Fees	5,210	4,671	0	0	5,000	0	5,000	-3,800	0	0	0
4095	Insurance	27,500	26,863	0	0	45,000	0	45,000	37,937	0	0	0
4110	Bank Charges	425	531	0	0	600	0	600	38	0	0	0
4115	Professional Fees and Subscrip	5,617	5,842	0	0	6,000	0	6,000	3,811	0	0	0
4130	Legal Costs	50,000	84,078	0	0	50,000	0	50,000	696	0	0	0
4135	Elections	13,743	11,212	0	0	21,250	0	21,250	0	0	0	0
4165	Consultancy	14,600	36,065	0	0	20,000	0	20,000	-864	0	0	0
4166	Health and Safety	8,000	7,364	0	0	4,000	0	4,000	358	0	0	0

Continued on next page

Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 1)

Note: 30th April 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	125,095	176,626	0	0	151,850	0	151,850	38,176	0	0	0
	Movement to/(from) Gen Reserve	(125,095)	(176,626)			(151,850)		(151,850)	(38,176)	0		
140	**Staff, Training and CPD**											
4000	Salaries - Gross	810,081	939,478	0	0	881,881	0	881,881	72,075	0	0	0
4005	Employers National Insurance	99,345	115,741	0	0	108,115	0	108,115	8,964	0	0	0
4010	Employers Superannuation	158,960	160,831	0	0	149,938	0	149,938	12,370	0	0	0
4025	Job Adverts	7,500	950	0	0	5,000	0	5,000	0	0	0	0
4050	Staffing Contingency	84,249	1,755	0	0	40,000	0	40,000	0	0	0	0
4055	Staff Training	21,630	10,555	0	0	21,630	0	21,630	2,235	0	0	0
4056	Councillor Training	3,000	1,683	0	0	3,000	0	3,000	0	0	0	0
4175	HR	7,210	5,165	0	0	6,000	0	6,000	6,273	0	0	0
4180	Payroll	0	529	0	0	600	0	600	10	0	0	0
	Overhead Expenditure	1,191,975	1,236,686	0	0	1,216,164	0	1,216,164	101,926	0	0	0
	Movement to/(from) Gen Reserve	(1,191,975)	(1,236,686)			(1,216,164)		(1,216,164)	(101,926)	0		
150	**Office Accommodation**											
1200	Room and Land Hire Income	0	160	0	0	0	0	0	0	0	0	0
	Total Income	0	160	0	0	0	0	0	0	0	0	0
4160	Parking	1,545	1,006	0	0	750	0	750	5	0	0	0
4300	Business Rates	10,266	9,980	0	0	6,480	0	6,480	8,840	0	0	0
4305	BID Levy	350	350	0	0	263	0	263	350	0	0	0
4340	Furniture & Equipment	1,710	605	0	0	2,000	0	2,000	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 1)

Note: 30th April 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4715	Hamilton House Loan Repayment	13,834	13,430	0	0	31,748	0	31,748	3,357	0	0	0
4720	Premises Rent	15,141	15,435	0	0	11,356	0	11,356	3,859	0	0	0
4725	Premises Service Charge	35,275	24,136	0	0	27,780	0	27,780	6,547	0	0	0
	Overhead Expenditure	78,121	64,941	0	0	80,377	0	80,377	22,958	0	0	0
	Movement to/(from) Gen Reserve	(78,121)	(64,781)			(80,377)		(80,377)	(22,958)	0		
160	**Town Hall**											
1091	Town Hall Grant	0	2,922,434	0	0	0	0	0	282,800	0	0	0
1190	DMO Loan	0	4,100,000	0	0	0	0	0	0	0	0	0
	Total Income	0	7,022,434	0	0	0	0	0	282,800	0	0	0
4110	Bank Charges	0	1,435	0	0	0	0	0	0	0	0	0
4305	BID Levy	1,365	1,286	0	0	1,286	0	1,286	1,278	0	0	0
4365	Utilities	8,223	2,850	0	0	2,500	0	2,500	-55	0	0	0
4465	Events	0	0	0	0	0	9,165	9,165	0	0	0	0
5020	Project Expenditure	0	4,156,045	0	0	10,906	0	10,906	23,212	0	0	0
5045	Climate Emergency	45,000	0	0	0	45,000	0	45,000	0	0	0	0
9980	DMO Repayments	82,683	0	82,683	0	187,785	0	270,468	0	0	0	0
	Overhead Expenditure	137,271	4,161,616	82,683	0	247,477	9,165	339,325	24,434	0	0	0
	160 Net Income over Expenditure	-137,271	2,860,818	-82,683	0	-247,477	-9,165	-339,325	258,366	0	0	0
6000	plus Transfer from EMR	0	3,119,508	0	0	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	6,709,857	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(137,271)	(729,531)			(247,477)		(339,325)	258,366	0		

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Note: 30th April 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
170	**Workshop**											
4095	Insurance	750	507	0	0	480	0	480	258	0	0	0
4300	Business Rates	7,610	7,610	0	0	8,424	0	8,424	7,990	0	0	0
4340	Furniture & Equipment	2,500	838	0	0	3,000	0	3,000	0	0	0	0
4365	Utilities	6,000	3,876	0	0	6,000	0	6,000	-2,500	0	0	0
4720	Premises Rent	20,500	21,652	0	0	24,500	0	24,500	2,142	0	0	0
4725	Premises Service Charge	2,750	2,106	0	0	5,450	0	5,450	1,661	0	0	0
	Overhead Expenditure	40,110	36,588	0	0	47,854	0	47,854	9,551	0	0	0
	Movement to/(from) Gen Reserve	(40,110)	(36,588)			(47,854)		(47,854)	(9,551)	0		
175	**Grounds Maintenance**											
4335	PPE	7,500	7,327	0	0	7,500	0	7,500	1,364	0	0	0
4375	Van Hire	40,000	47,512	0	0	53,146	0	53,146	25,844	0	0	0
6500	Ground Maintenance	64,445	51,650	10,000	0	50,000	0	60,000	9,521	0	0	0
6501	Grass Cutting	8,320	7,390	0	0	8,320	0	8,320	-1,040	0	0	0
6502	GM Equipment Maintenance	15,000	13,576	0	0	15,000	0	15,000	1,950	0	0	0
6503	GM Contingency	10,300	0	7,640	0	2,360	0	10,000	0	0	0	0
	Overhead Expenditure	145,565	127,456	17,640	0	136,326	0	153,966	37,638	0	0	0
	Movement to/(from) Gen Reserve	(145,565)	(127,456)			(136,326)		(153,966)	(37,638)	0		
180	**Waterways and Ponds**											
5000	Repairs & Maintenance	9,150	4,851	0	0	8,000	0	8,000	0	0	0	0
	Overhead Expenditure	9,150	4,851	0	0	8,000	0	8,000	0	0	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	(9,150)	(4,851)			(8,000)		(8,000)	0	0		
200	**Art, Civic and Heritage**											
4140	Civic & Ceremonial	2,400	2,400	0	0	2,400	0	2,400	200	0	0	0
4143	Arts and Heritage	30,000	24,014	0	0	30,000	0	30,000	0	0	0	0
4150	Mileage & Operation Fuel Costs	1,000	0	0	0	1,000	0	1,000	0	0	0	0
4460	Lowestoft and Plaisir Twinning	0	0	0	0	300	0	300	0	0	0	0
	Overhead Expenditure	33,400	26,414	0	0	33,700	0	33,700	200	0	0	0
6000	plus Transfer from EMR	0	6,536	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(33,400)	(19,878)			(33,700)		(33,700)	(200)	0		
250	**Caravan Site**											
1000	Property Lettings - Exempt	104,249	109,212	0	0	105,000	0	105,000	-26,975	0	0	0
	Total Income	104,249	109,212	0	0	105,000	0	105,000	-26,975	0	0	0
4365	Utilities	0	566	0	0	1,800	0	1,800	149	0	0	0
	Overhead Expenditure	0	566	0	0	1,800	0	1,800	149	0	0	0
	Movement to/(from) Gen Reserve	104,249	108,646			103,200		103,200	(27,124)	0		
300	**Events & Communications**											
1105	Event Income	0	11,717	0	0	10,000	0	10,000	0	0	0	0
	Total Income	0	11,717	0	0	10,000	0	10,000	0	0	0	0
4075	Communication	6,506	1,311	0	0	23,600	0	23,600	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 1)

Note: 30th April 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4144	Mayoral Expenditure	0	549	0	0	0	0	0	0	0	0	0
4465	Events	9,950	6,904	0	0	5,000	10,000	15,000	280	0	0	0
4470	Festive Lights	8,437	7,650	0	0	8,437	0	8,437	4,362	0	0	0
4471	Holocaust Memorial Day	0	0	0	0	2,000	0	2,000	0	0	0	0
4475	Remembrance and Armistice Day	5,000	3,447	0	0	3,500	0	3,500	0	0	0	0
4476	Music Event	7,210	0	0	0	5,000	0	5,000	0	0	0	0
4477	Suffolk Day	10,000	12,377	0	0	0	0	0	0	0	0	0
4478	VE & VJ Day	10,000	9,827	0	0	0	0	0	0	0	0	0
4479	Market Events	6,000	4,895	0	0	11,000	0	11,000	400	0	0	0
4481	Climate Event	6,250	3,772	0	0	7,500	0	7,500	2,134	0	0	0
4482	Christmas Event	2,000	2,796	0	0	7,000	0	7,000	0	0	0	0
4483	Black History Month	1,250	2,172	0	0	2,500	0	2,500	0	0	0	0
4484	Pride Event	11,330	9,377	0	0	10,000	0	10,000	324	0	0	0
4486	Summer Events	3,000	2,780	0	0	6,000	0	6,000	0	0	0	0
4487	IWD Events	1,250	1,200	0	0	1,500	0	1,500	0	0	0	0
4488	Running Events	0	10,751	0	0	10,000	0	10,000	3,112	0	0	0
4489	Armed Forces Day	0	0	0	0	12,500	0	12,500	0	0	0	0
4490	RNPS Event	0	0	0	0	1,200	0	1,200	0	0	0	0
	Overhead Expenditure	88,183	79,808	0	0	116,737	10,000	126,737	10,612	0	0	0
	Movement to/(from) Gen Reserve	(88,183)	(68,091)			(106,737)		(116,737)	(10,612)	0		
310	**Grants & Sponsorships**											
4101	Sponsorship	0	0	0	0	15,000	0	15,000	0	0	0	0
4450	Community Grants	65,000	87,631	0	0	40,000	20,000	60,000	3,100	0	0	0

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Note: 30th April 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4451	Social and Food Relief	25,000	6,000	0	0	15,000	0	15,000	0	0	0	0
4452	Excelsior Sponsor	15,000	15,000	0	0	15,000	0	15,000	15,000	0	0	0
4453	South Pier Sponsor	3,500	3,500	0	0	3,500	0	3,500	0	0	0	0
4454	Lowestoft Cricket Club Sponsor	2,000	2,000	0	0	3,000	0	3,000	3,000	0	0	0
4455	Kirkley Peoples Forum Sponsor	5,580	1,395	0	0	6,600	0	6,600	0	0	0	0
4456	Music Prescription Sponsor	4,800	4,900	0	0	4,900	0	4,900	3,182	0	0	0
4457	Scores Race Sponor	5,000	0	0	0	0	0	0	0	0	0	0
4458	Heritage Open Days Sponsor	5,000	0	0	0	0	0	0	0	0	0	0
4459	MIND Sponsor	5,000	5,000	0	0	5,000	0	5,000	0	0	0	0
4460	Lowestoft and Plaisir Twinning	1,000	0	0	0	1,000	0	1,000	0	0	0	0
4461	Friends Groups	1,000	0	0	0	1,000	0	1,000	0	0	0	0
4462	Wherry Lines Sponsor	500	0	0	0	500	0	500	0	0	0	0
	Overhead Expenditure	138,380	125,426	0	0	110,500	20,000	130,500	24,282	0	0	0
	Movement to/(from) Gen Reserve	(138,380)	(125,426)			(110,500)		(130,500)	(24,282)	0		
320	**Sports**											
1090	Grants	0	11,470	0	0	0	0	0	0	0	0	0
	Total Income	0	11,470	0	0	0	0	0	0	0	0	0
4200	EMR Contribution	25,000	3,435	0	0	25,000	30,000	55,000	0	0	0	0
4485	Sports and Development	20,000	12,498	0	0	25,000	0	25,000	416	0	0	0
5010	Sports Ground Maintenance	15,450	18,218	0	0	15,000	0	15,000	4,258	0	0	0
	Overhead Expenditure	60,450	34,152	0	0	65,000	30,000	95,000	4,674	0	0	0
	Movement to/(from) Gen Reserve	(60,450)	(22,682)			(65,000)		(95,000)	(4,674)	0		

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
350	**Marina Theatre**											
1000	Property Lettings - Exempt	20,000	20,000	0	0	20,000	0	20,000	5,000	0	0	0
1092	Marina Theatre Grant	0	2,208,188	0	0	0	0	0	0	0	0	0
1211	Loan Repayment	10,000	0	0	0	0	0	0	0	0	0	0
	Total Income	30,000	2,228,188	0	0	20,000	0	20,000	5,000	0	0	0
4340	Furniture & Equipment	0	5,839	0	0	21,800	0	21,800	14,266	0	0	0
4505	Marina Theatre Management Fee	150,000	150,000	0	0	150,000	0	150,000	37,500	0	0	0
5000	Repairs & Maintenance	28,778	32,906	0	0	20,000	0	20,000	4,448	0	0	0
5020	Project Expenditure	244,000	2,108,411	0	0	0	0	0	26,081	0	0	0
9980	DMO Repayments	13,167	13,167	0	0	12,929	0	12,929	0	0	0	0
	Overhead Expenditure	435,945	2,310,322	0	0	204,729	0	204,729	82,295	0	0	0
	350 Net Income over Expenditure	-405,945	-82,134	0	0	-184,729	0	-184,729	-77,295	0	0	0
6000	plus Transfer from EMR	0	2,086,603	0	0	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	1,525,000	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(405,945)	479,468			(184,729)		(184,729)	(77,295)	0		
400	**Allotments**											
1100	Allotment Income	620	583	0	0	620	0	620	0	0	0	0
	Total Income	620	583	0	0	620	0	620	0	0	0	0
4600	Administration Fee - Allotment	1,867	0	0	0	1,867	0	1,867	0	0	0	0
4601	Allotment Maintenance	16,511	7,455	10,000	0	0	0	10,000	0	0	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	18,378	7,455	10,000	0	1,867	0	11,867	0	0	0	0
	Movement to/(from) Gen Reserve	(17,758)	(6,872)			(1,247)		(11,247)	0	0		
401	**Parks and Open Spaces**											
1210	Recharges	0	1,121	0	0	0	0	0	0	0	0	0
	Total Income	0	1,121	0	0	0	0	0	0	0	0	0
4625	GELP Railway Rent	25	0	0	0	25	0	25	0	0	0	0
5000	Repairs & Maintenance	26,523	19,266	0	0	27,500	0	27,500	203	0	0	0
5105	Capital Investment	46,350	61,195	0	0	55,550	0	55,550	0	0	0	0
	Overhead Expenditure	72,898	80,462	0	0	83,075	0	83,075	203	0	0	0
	401 Net Income over Expenditure	-72,898	-79,341	0	0	-83,075	0	-83,075	-203	0	0	0
6000	plus Transfer from EMR	0	10,772	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(72,898)	(68,570)			(83,075)		(83,075)	(203)	0		
425	**Sparrows Nest**											
1000	Property Lettings - Exempt	25,900	25,900	0	0	25,900	0	25,900	6,475	0	0	0
1205	Memorial Benches	0	82	0	0	0	0	0	0	0	0	0
	Total Income	25,900	25,982	0	0	25,900	0	25,900	6,475	0	0	0
4300	Business Rates	1,068	1,035	0	0	1,016	0	1,016	921	0	0	0
4365	Utilities	14,323	6,143	0	0	5,500	0	5,500	-150	0	0	0
5031	Memorial Bench	0	57	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	15,391	7,235	0	0	6,516	0	6,516	771	0	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	10,509	18,747			19,384		19,384	5,704	0		
430	**Belle Vue Park**											
4301	Council Tax	0	1,932	0	0	1,900	0	1,900	3,785	0	0	0
4365	Utilities	0	153	0	0	250	0	250	2	0	0	0
5000	Repairs & Maintenance	0	3,659	0	0	0	0	0	0	0	0	0
5105	Capital Investment	0	38,850	0	0	7,000	40,000	47,000	0	0	0	0
	Overhead Expenditure	0	44,593	0	0	9,150	40,000	49,150	3,787	0	0	0
6000	plus Transfer from EMR	0	42,509	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(2,084)			(9,150)		(49,150)	(3,787)	0		
435	**Denes Oval**											
1200	Room and Land Hire Income	0	2,854	0	0	0	0	0	185	0	0	0
	Total Income	0	2,854	0	0	0	0	0	185	0	0	0
4365	Utilities	10,722	11,729	0	0	12,500	0	12,500	3	0	0	0
5105	Capital Investment	0	39,681	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	10,722	51,410	0	0	12,500	0	12,500	3	0	0	0
	Movement to/(from) Gen Reserve	(10,722)	(48,556)			(12,500)		(12,500)	182	0		
440	**Normanston Park**											
1000	Property Lettings - Exempt	6,250	6,250	0	0	6,250	0	6,250	1,563	0	0	0
1200	Room and Land Hire Income	0	289	0	0	0	0	0	1,656	0	0	0
1205	Memorial Benches	0	1,485	0	0	0	0	0	0	0	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Total Income	6,250	8,024	0	0	6,250	0	6,250	3,219	0	0	0
4365	Utilities	5,386	5,805	0	0	12,000	0	12,000	0	0	0	0
5031	Memorial Bench	0	1,435	0	0	0	0	0	0	0	0	0
5105	Capital Investment	0	4,652	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	5,386	11,893	0	0	12,000	0	12,000	0	0	0	0
	Movement to/(from) Gen Reserve	864	(3,868)			(5,750)		(5,750)	3,219	0		
445	**Kensington Garden Park**											
1000	Property Lettings - Exempt	3,145	3,100	0	0	3,100	0	3,100	775	0	0	0
1200	Room and Land Hire Income	0	0	0	0	0	0	0	150	0	0	0
1205	Memorial Benches	0	3,059	0	0	0	0	0	0	0	0	0
1210	Recharges	0	46	0	0	0	0	0	0	0	0	0
	Total Income	3,145	6,205	0	0	3,100	0	3,100	925	0	0	0
4365	Utilities	3,506	13,692	0	0	5,500	0	5,500	265	0	0	0
5031	Memorial Bench	0	1,334	0	0	0	0	0	0	0	0	0
5105	Capital Investment	0	1,018	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	3,506	16,044	0	0	5,500	0	5,500	265	0	0	0
	Movement to/(from) Gen Reserve	(361)	(9,839)			(2,400)		(2,400)	660	0		
450	**Kirkley Fen Park**											
4355	Refurbishment	0	0	0	0	0	0	0	0	0	0	0
4365	Utilities	5,150	277	0	0	5,000	0	5,000	-86	0	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	5,150	277	0	0	5,000	0	5,000	-86	0	0	0
	Movement to/(from) Gen Reserve	(5,150)	(277)			(5,000)		(5,000)	86	0		
482	**Play Areas - General**											
4155	Compliance	8,000	4,722	0	0	4,400	0	4,400	2,720	0	0	0
4201	EMR Expenditure	0	0	0	0	0	0	0	2,665	0	0	0
4355	Refurbishment	0	56,300	0	0	81,454	9,656	91,110	12,344	0	0	0
5000	Repairs & Maintenance	15,000	1,464	0	0	5,000	10,000	15,000	104	0	0	0
	Overhead Expenditure	23,000	62,486	0	0	90,854	19,656	110,510	17,833	0	0	0
6000	plus Transfer from EMR	0	28,595	0	0	0	0	0	2,665	0	0	0
	Movement to/(from) Gen Reserve	(23,000)	(33,891)			(90,854)		(110,510)	(15,168)	0		
500	**Public Conveniences**											
4315	Cleaning	9,480	4,062	0	0	8,000	0	8,000	379	0	0	0
4365	Utilities	4,000	3,315	0	0	4,000	0	4,000	0	0	0	0
	Overhead Expenditure	13,480	7,377	0	0	12,000	0	12,000	378	0	0	0
	Movement to/(from) Gen Reserve	(13,480)	(7,377)			(12,000)		(12,000)	(378)	0		
505	**The Triangle Market**											
1020	Market Income	0	370	0	0	0	0	0	0	0	0	0
	Total Income	0	370	0	0	0	0	0	0	0	0	0
4300	Business Rates	0	2,495	0	0	0	0	0	-2,495	0	0	0
4355	Refurbishment	0	21,070	0	0	0	0	0	0	0	0	0

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Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 1)

Note: 30th April 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4365	Utilities	5,517	7,512	0	0	8,000	0	8,000	0	0	0	0
5000	Repairs & Maintenance	5,000	2,670	0	0	5,000	0	5,000	0	0	0	0
	Overhead Expenditure	10,517	33,746	0	0	13,000	0	13,000	-2,495	0	0	0
	505 Net Income over Expenditure	-10,517	-33,376	0	0	-13,000	0	-13,000	2,495	0	0	0
6000	plus Transfer from EMR	0	11,392	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(10,517)	(21,984)			(13,000)		(13,000)	2,495	0		
510	**Links Road Car Park**											
1200	Room and Land Hire Income	0	660	0	0	2,400	0	2,400	440	0	0	0
	Total Income	0	660	0	0	2,400	0	2,400	440	0	0	0
4300	Business Rates	2,251	2,121	0	0	1,944	0	1,944	1,989	0	0	0
	Overhead Expenditure	2,251	2,121	0	0	1,944	0	1,944	1,989	0	0	0
	Movement to/(from) Gen Reserve	(2,251)	(1,461)			456		456	(1,549)	0		
515	**Whitton Estate Meeting Hall**											
1200	Room and Land Hire Income	0	3,034	0	0	0	0	0	0	0	0	0
	Total Income	0	3,034	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	3,034			0		0	0	0		
555	**Community Halls**											
1000	Property Lettings - Exempt	1,000	1,000	0	0	1,000	0	1,000	45	0	0	0
1200	Room and Land Hire Income	0	155	0	0	0	0	0	0	0	0	0

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Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 1)

Note: 30th April 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Total Income	1,000	1,155	0	0	1,000	0	1,000	45	0	0	0
4155	Compliance	500	710	0	0	0	0	0	0	0	0	0
4300	Business Rates	0	2,197	0	0	2,247	0	2,247	2,038	0	0	0
4315	Cleaning	612	448	0	0	500	0	500	198	0	0	0
4365	Utilities	2,000	1,338	0	0	2,000	0	2,000	11	0	0	0
5000	Repairs & Maintenance	5,305	2,513	0	0	3,000	0	3,000	0	0	0	0
	Overhead Expenditure	8,417	7,207	0	0	7,747	0	7,747	2,248	0	0	0
	Movement to/(from) Gen Reserve	(7,417)	(6,053)			(6,747)		(6,747)	(2,203)	0		
600	**Community Safety**											
5055	Defibrillators	5,000	0	0	0	5,000	0	5,000	428	0	0	0
5060	Community Safety	1,000	2,455	0	0	0	0	0	0	0	0	0
6505	CCTV	20,000	0	20,000	0	0	0	20,000	0	0	0	0
	Overhead Expenditure	26,000	2,455	20,000	0	5,000	0	25,000	428	0	0	0
6000	plus Transfer from EMR	0	2,455	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(26,000)	0			(5,000)		(25,000)	(428)	0		
650	**Climate Emergency**											
1210	Recharges	0	5,483	0	0	0	0	0	0	0	0	0
	Total Income	0	5,483	0	0	0	0	0	0	0	0	0
4150	Mileage & Operation Fuel Costs	15,000	13,109	0	0	15,000	0	15,000	1,227	0	0	0
4315	Cleaning	0	0	0	0	3,000	0	3,000	0	0	0	0

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Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 1)

Note: 30th April 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
5045	Climate Emergency	14,200	8,570	0	0	25,000	0	25,000	0	0	0	0
5220	Waste Disposal	21,554	22,209	0	0	25,000	0	25,000	4,868	0	0	0
5225	Bulky Waste	27,125	20,390	6,125	0	36,775	0	42,900	1,005	0	0	0
	Overhead Expenditure	77,879	64,278	6,125	0	104,775	0	110,900	7,100	0	0	0
	Movement to/(from) Gen Reserve	(77,879)	(58,796)			(104,775)		(110,900)	(7,100)	0		
655	**Trees & Horticulture**											
6515	Bulbs	10,000	3,087	0	0	10,000	0	10,000	57	0	0	0
6525	Tree Planting	10,000	1,874	0	0	5,000	0	5,000	0	0	0	0
6530	Tree Works	63,750	35,238	15,000	0	35,000	0	50,000	1,620	0	0	0
6540	Tree Inspections	8,000	3,460	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	91,750	43,659	15,000	0	50,000	0	65,000	1,677	0	0	0
	Movement to/(from) Gen Reserve	(91,750)	(43,659)			(50,000)		(65,000)	(1,677)	0		
	Total Budget Income	2,584,427	11,934,403	0	0	2,879,179	0	2,879,179	1,605,278	0	0	0
	Expenditure	3,077,888	8,962,576	151,448	0	3,001,942	213,821	3,367,211	407,432	0	0	0
	Net Income over Expenditure	-493,461	2,971,827	-151,448	0	-122,763	-213,821	-488,032	1,197,846	0	0	0
	plus Transfer from EMR	0	5,308,369	0	0	0	0	0	2,665	0	0	0
	less Transfer to EMR	0	8,247,680	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(493,461)	32,516			(122,763)		(488,032)	1,200,511	0		

Receipts for Month 1 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**967,542.79**					**967,542.79**	
8000	Banked **01/04/2026**	**107,901.02**						
	Sales Recpts Page 545	107,901.02	107,901.02		100			Sales Recpts Page 545
8001	Banked **02/04/2026**	**200.00**						
	Sales Recpts Page 546	200.00	200.00		100			Sales Recpts Page 546
8002	Banked **02/04/2026**	**60.00**						
	Sales Recpts Page 547	60.00	60.00		100			Sales Recpts Page 547
8003	Banked **07/04/2026**	**42.00**						
	Sales Recpts Page 548	42.00	42.00		100			Sales Recpts Page 548
8004	Banked **09/04/2026**	**6,000.00**						
	Sales Recpts Page 549	6,000.00	6,000.00		100			Sales Recpts Page 549
8005	Banked **09/04/2026**	**1,750.00**						
	Sales Recpts Page 550	1,750.00	1,750.00		100			Sales Recpts Page 550
8006	Banked **09/04/2026**	**4,725.00**						
	Sales Recpts Page 551	4,725.00	4,725.00		100			Sales Recpts Page 551
8007	Banked **10/04/2026**	**200.00**						
	Sales Recpts Page 552	200.00	200.00		100			Sales Recpts Page 552
8008	Banked **10/04/2026**	**-100.00**						
	Sales Recpts Page 553	-100.00	-100.00		100			Sales Recpts Page 553
8009	Banked **13/04/2026**	**775.00**						
	Sales Recpts Page 554	775.00	775.00		100			Sales Recpts Page 554
8010	Banked **17/04/2026**	**683,188.00**						
8010	East Suffolk Council	683,188.00			1092	350	683,188.00	MT Grant
8011	Banked **22/04/2026**	**210.00**						
	Sales Recpts Page 555	210.00	210.00		100			Sales Recpts Page 555
8012	Banked **24/04/2026**	**709.66**						
8012	East Suffolk Council	709.66			1095	100	709.66	CIL
8013	Banked **24/04/2026**	**456.00**						
	Sales Recpts Page 556	456.00	456.00		100			Sales Recpts Page 556
8014	Banked **27/04/2026**	**200.00**						
	Sales Recpts Page 557	200.00	200.00		100			Sales Recpts Page 557
8015	Banked **29/04/2026**	**282,800.00**						
8015	Historic England	282,800.00			1091	160	282,800.00	Historic England
8016	Banked **29/04/2026**	**1,332,454.50**						
8016	East Suffolk Council	1,332,454.50			1076	100	1,332,454.50	Precept instalment 26/27
8017	Banked **29/04/2026**	**7.23**						
8017	Stripe	7.23			1200	435	10.00	Denes Oval Floodlights
					4365	435	-2.77	Denes Oval Floodlights

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Receipts for Month 1 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
8018	Banked **30/04/2026**	**150.00**						
	Sales Recpts Page 558	150.00	150.00		100			Sales Recpts Page 558
8019	Banked **30/04/2026**	**750.00**						
	Sales Recpts Page 559	750.00	750.00		100			Sales Recpts Page 559
	Total Receipts for Month	2,422,478.41	123,319.02	0.00			2,299,159.39	
	Cashbook Totals	3,390,021.20	123,319.02	0.00			3,266,702.18	

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Payments for Month 1 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/04/2026	Nest	27-1	121.68			530		121.68	P12 NEST pension
01/04/2026	DVLA	27-2	30.27			6500	175	30.27	Road tax AV72ZGM
01/04/2026	DVLA	27-3	30.18			6500	175	30.18	Road Tax AX72 BVL
01/04/2026	DVLA	27-4	30.18			6500	175	30.18	Road Tax DN70 ZYZ
01/04/2026	Wave Ltd	27-5	60.05	60.05		500			Water High St PC 17/12-16/3/26
01/04/2026	Wave Ltd	27-6	55.43	55.43		500			Water TH 17/12/25 - 16/3/26
01/04/2026	Wave Ltd	27-7	134.65	134.65		500			Water K'ton Rd 17/12-16/3/26
01/04/2026	East Suffolk Council	27-8	198.00	198.00		500			Bus rates Links Rd car park
01/04/2026	East Suffolk Council	27-9	93.20	93.20		500			Bus rates SN Bowls Club 26/27
01/04/2026	East Suffolk Council	27-10	884.00	884.00		500			HH Rates 2026/27
01/04/2026	East Suffolk Council	27-11	799.24	799.24		500			Business rates Unit 2 26/27
01/04/2026	East Suffolk Council	27-12	202.40	202.40		500			Business rates WH 26/27
01/04/2026	East Suffolk Council	27-13	515.94	515.94		500			Council tax BVLodge 26/27
02/04/2026	Novuna Business Finance	27-14	1,137.61	1,137.61		500			Lease Transit Van
02/04/2026	Novuna Business Finance	27-15	1,207.38	1,207.38		500			Lease of Tipper
02/04/2026	Munnings Supplies Ltd	27-16	240.60	240.60		500			Hi vis t shirts/trousers/polo
02/04/2026	A1 Clearance and Recycling Lim	27-17	2,796.00	2,796.00		500			March collections
02/04/2026	The Input Group	27-18	22,230.00	22,230.00		500			MT refurbishment
02/04/2026	P.J. Spillings (Builders) Ltd	27-19	330.22	330.22		500			Window repair SN
02/04/2026	R J Pryce & Co Ltd	27-20	401.42	401.42		500			Stanley knife blades
02/04/2026	Evolve Business Solutions Ltd	27-21	437.24	437.24		500			Printing Q4
02/04/2026	Jewson	27-22	95.46	95.46		500			Sealant KG
02/04/2026	Broadland Security Alarms	27-23	228.00	228.00		500			Alarm repairs at KG
02/04/2026	S&G Fabrications (Lowestoft) L	27-24	60.00	60.00		500			3m & 11m Flat bars DO
02/04/2026	East Point Business Services	27-25	16,515.48	16,515.48		500			Advance Serv chg HH Apr-Jun
02/04/2026	Barnes Construction	27-26	150,000.00	150,000.00		500			TH refurbishment
02/04/2026	Claxton Creative Ltd	27-27	531.91	531.91		500			TH filming
02/04/2026	Free Range Collective Limited	27-28	2,500.00	2,500.00		500			Pop Culture Project
02/04/2026	Vinyl Installation Ltd	27-29	324.00	324.00		500			Sign for display cabinet
02/04/2026	Norfolk Security Ltd	27-30	201.60	201.60		500			Annual Assembly security
02/04/2026	Brewers Decorator Centres	27-31	39.44	39.44		500			Wood oil/rags for TM
07/04/2026	Fuel Card Services Ltd	27-32	157.48	157.48		500			Fuel March
07/04/2026	Foster Wilson Size LLP	27-33	3,879.60	3,879.60		500			Architect fees Stage 5
07/04/2026	Nicholsons Solicitors LLP	27-34	11,208.20	11,208.20		500			Lease yard & portac'n Dec-Feb
07/04/2026	Lowestoft Town Cricket Club	27-35	3,000.00	3,000.00		500			LTCC sponsorship 2026
07/04/2026	Apex Scaffolding Anglia Limite	27-36	1,236.00	1,236.00		500			Scaffold at MM 16/2-16/3/26
07/04/2026	The Marina Theatre Trust	27-37	268.90	268.90		500			Storage unit rent
07/04/2026	The Marina Theatre Trust	27-38	45,000.00	45,000.00		500			Qtrly Mgt fee 25/3-24/6/26

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Payments for Month 1 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
07/04/2026	Cloudy Group Ltd	27-39	2,044.29	2,044.29		500			IT Support Apr26
08/04/2026	Barnes Construction	27-40	150,000.00	150,000.00		500			TH refurbishment
09/04/2026	Barnes Construction	27-41	150,000.00	150,000.00		500			TH refurbishment
10/04/2026	Sonia Barker	27-46	19.80			4150	650	19.80	S Barker mileage Marmot Place
10/04/2026	Sage Global Services Ltd	27-42	52.20	52.20		500			Payroll software to 4/5/26
10/04/2026	Wilco Motor Spares Ltd	27-43	19.00	19.00		500			3 in 1 oil spouts
10/04/2026	East Coast Waste	27-44	408.95	408.95		500			Waste disposal Unit 2
10/04/2026	Garden Discount Centre Ltd	27-45	1,481.25	1,481.25		500			PPE & 2 in 1 easyfile
10/04/2026	EKS Event Performers	27-47	350.00	350.00		500			Easter mkt - bunny/butterfly
10/04/2026	R J Pryce & Co Ltd	27-48	10.70	10.70		500			Heritage casement DO
10/04/2026	EDF Energy	27-49	156.94	156.94		500			Electric VAT adj nov 25
10/04/2026	Munnings Supplies Ltd	27-50	254.70	254.70		500			Spray paint, joggers, etc
10/04/2026	Peter Colby Commercials Ltd	27-51	120.00	120.00		500			P/Ledger Electronic Payment
10/04/2026	Peter Colby Commercials Ltd	27-52	400.00	400.00		500			P/Ledger Electronic Payment
10/04/2026	Lowestoft and Plaisir Twinning	27-53	1,500.00	1,500.00		500			Low & Plaisir
10/04/2026	Samantha Penman Music (Retro F	27-54	50.00	50.00		500			Performer Easter market
10/04/2026	Barnes Construction	27-55	150,000.00	150,000.00		500			TH refurbishment
10/04/2026	Norwich City Services Ltd	27-56	465.56	465.56		500			Draining NP football pitches
13/04/2026	Fuel Card Services Ltd	27-57	154.85	154.85		500			Fuel Apr
13/04/2026	Barnes Construction	27-58	78,320.41	78,320.41		500			TH refurbishment
14/04/2026	The Seagull Lowestoft CIC	27-59	1,600.00	1,600.00		500			Seagull Theatre grant
14/04/2026	Goto Hire	27-60	345.00	345.00		500			Banners for TM
14/04/2026	Community Heartbeat Trust Ltd	27-61	26.34	26.34		500			Rescue Kit CL/Torch El Tree Rd
14/04/2026	Peter Colby Commercials Ltd	27-62	2,291.04	2,291.04		500			P/Ledger Electronic Payment
14/04/2026	Antony Chambers	27-63	250.00	250.00		500			Deposit Gazebo hire 16/5/26
15/04/2026	C&C Consulting Services Ltd	27-64	369.90	369.90		500			H&S support Apr 26
16/04/2026	DVLA	27-65	30.27			6500	175	30.27	Road Tax AY72 HNM
16/04/2026	Credit Card Account	C CARD APR	1,247.79			220		1,247.79	C Card Payment
17/04/2026	Eon Energy	27-66	43.38	43.38		500			Electric Mar 26 FP PC
17/04/2026	C&C Consulting Services Ltd	27-67	59.40	59.40		500			H&S mileage 4/3/26
17/04/2026	Community Heartbeat Trust Ltd	27-68	361.20	361.20		500			Defib battery 4 yr life SN
17/04/2026	Wave Ltd	27-69	23.09	23.09		500			Water 19/12-18/3 Kirkley Cliff
17/04/2026	Norfolk Trailers	27-70	6,456.00	6,456.00		500			Ifor Williams dropsides ramp
17/04/2026	East Suffolk Council	27-71	350.00	350.00		500			HH BID Levy
17/04/2026	East Suffolk Council	27-72	1,277.50	1,277.50		500			Town Hall BID Levy to 31.3.27
17/04/2026	Broadland Security Alarms	27-73	332.86	332.86		500			Work on Texecom Smartcom
17/04/2026	Broadland Security Alarms	27-74	228.00	228.00		500			SN intruder alarm cont - Mar27
17/04/2026	Rialtas Business Solutions Ltd	27-75	2,055.60	2,055.60		500			Rialtas annual cost
17/04/2026	Allport Keys and Lock Supplier	27-76	134.58	134.58		500			4 mortice keys cut

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Payments for Month 1 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
17/04/2026	Wilco Motor Spares Ltd	27-77	237.50	237.50		500			Screwdriver set
20/04/2026	Fuel Card Services Ltd	27-78	514.06	514.06		500			Fuel Apr 26
20/04/2026	Essex and Suffolk Water	27-79	935.77	935.77		500			Water NP 4/10-30/3/26
20/04/2026	Need2Store Ltd	27-80	240.00	240.00		500			Unit 164 rental to 17/5/26
21/04/2026	EE Limited	27-81	1,197.65	1,197.65		500			Mobiles
21/04/2026	R J Pryce & Co Ltd	27-82	283.07	283.07		500			Shower hose washer
21/04/2026	East Angles Brass Band	27-83	200.00	200.00		500			Brass Band Climate 16/5 dep
21/04/2026	Great Yarmouth Heating Company	27-84	85.00	85.00		500			Boiler service WHall 2/4
21/04/2026	V.C. Cooke	27-85	792.60	792.60		500			Bin rental March 26
21/04/2026	HAT Projects Ltd	27-86	23,324.57	23,324.57		500			Stage 5 work March 26
21/04/2026	Blachere Illuminaton UK Ltd	27-87	5,234.40	5,234.40		500			Xmas lights Yr 3
21/04/2026	MossKing Associates Ltd	27-88	4,204.50	4,204.50		500			Project Mgt Mar 26
21/04/2026	East Suffolk Services Ltd	27-89	2,985.37	2,985.37		500			Waste collection Apr-Jun
21/04/2026	Travis Perkins Trading Company	27-90	217.09	217.09		500			Wood blade & starter ties KG
21/04/2026	Power Precision and Fabricatio	27-91	3,744.00	3,744.00		500			Poweroll hire 2/3/26-31/8/26
21/04/2026	Andrew Morton Associates Ltd	27-92	3,418.66	3,418.66		500			Quantity Surveyor services
21/04/2026	Smith Bros Timber (East Anglia	27-93	306.22	306.22		500			Posts and knee rail straps
21/04/2026	Northgate Vehicle Hire Ltd	27-94	1,010.68	1,010.68		500			NU75BVA hire 11/3-8/4/26
21/04/2026	Jewson	27-95	11.54	11.54		500			Sealant KG
21/04/2026	Origin Amenity Solutions	27-96	2,392.02	2,392.02		500			Xtend CRF & Grass seed
21/04/2026	CIA Fire & Security Ltd	27-97	693.80	693.80		500			NP smartaccess 1/5/26-30/4/27
21/04/2026	Community Heartbeat Trust Ltd	27-98	151.86	151.86		500			Defib adult pads DO
21/04/2026	Jess Johnston	27-99	690.00	690.00		500			Heritage PM Consultancy Mar26
21/04/2026	East Suffolk Services Ltd	27-100	189.00	189.00		500			Barriers for Santa Dash
21/04/2026	Munnings Supplies Ltd	27-101	96.60	96.60		500			Trainers
21/04/2026	Northgate Vehicle Hire Ltd	27-102	656.45	656.45		500			YK72ZCT 27/2-25/3/26
21/04/2026	Harriet Foster	27-103	1,114.89	1,114.89		500			Support services Feb & Mar 26
21/04/2026	Garden Discount Centre Ltd	27-104	85.37	85.37		500			2 Autoct C26-2
21/04/2026	East Suffolk Services Ltd	27-105	389.22	389.22		500			New collect Apr-Jun Links Hill
21/04/2026	Nicholsons Solicitors LLP	27-106	660.00	660.00		500			P/Ledger Electronic Payment
21/04/2026	MJ Training	27-107	278.40	278.40		500			Lvl 3 1st aid MS/FG 18/5
21/04/2026	Ashleigh Print & Design Limite	27-108	336.00	336.00		500			Exhibition foamex prints
22/04/2026	Octopus Energy Limited	27-109	15.53	15.53		500			Electric 6/3-5/4/26
22/04/2026	NPower Ltd	27-110	402.45	402.45		500			Electric Mar 26 TM
23/04/2026	British Gas	27-111	65.97	65.97		500			P/Ledger Electronic Payment
23/04/2026	Huckle Ecology Ltd	27-112	385.00	385.00		500			Water vole survey
23/04/2026	Allport Keys and Lock Supplier	27-113	28.00	28.00		500			Keys DO cricket & KG
23/04/2026	Huckle Ecology Ltd	27-112	-1.00	-1.00		500			Water vole survey
23/04/2026	SALARIES	SALARIES 1	55,854.95			4000	140	55,854.95	P1 Salaries
27/04/2026	Suffolk Pension Fund	27-120	16,836.59			530		16,836.59	P1 SCC Pension

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Payments for Month 1 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
27/04/2026	Fuel Card Services Ltd	27-114	443.34	443.34		500			Fuel April
27/04/2026	EE Limited	27-115	39.64	39.64		500			Broadband Unit 2
27/04/2026	Luminescence Theatre Company	27-116	162.00	162.00		500			Theatre company Pride
27/04/2026	East Coast Mower Services	27-117	220.00	220.00		500			Sharpen dennis blade cassettes
27/04/2026	Zurich Municipal	27-118	7,810.72	7,810.72		500			Vehicle ins 2/5/26-1/5/27
27/04/2026	Suffolk Sober Spaces	27-119	3,181.94	3,181.94		500			Suffolk Sober Spaces 2nd yr
27/04/2026	MJ Training	27-121	94.80	94.80		500			EG 1st aid Lvl 3 refresh 27/4
27/04/2026	Wilco Motor Spares Ltd	27-122	24.00	24.00		500			9Pc Torx Key Set
28/04/2026	Eon Energy	27-123	34.50	34.50		500			P/Ledger Electronic Payment
28/04/2026	NPower Ltd	27-124	46.53	46.53		500			Electric R'dam Rd PC Mar 26
28/04/2026	NPower Ltd	27-125	64.22	64.22		500			Electric Mar 26 KG PC
28/04/2026	NPower Ltd	27-126	144.03	144.03		500			Electric NP
28/04/2026	NPower Ltd	27-127	192.04	192.04		500			Electric Mar 26 KG
28/04/2026	NPower Ltd	27-128	467.15	467.15		500			Electric Mar 26 DO
28/04/2026	NPower Ltd	27-129	105.98	105.98		500			Electric P'field St PC Mar 26
28/04/2026	NPower Ltd	27-130	358.83	358.83		500			Electric RNPSM Mar 26
28/04/2026	Wave Ltd	27-131	86.16	86.16		500			Water FP PC 2/1-1/4/26
29/04/2026	WorkNest Limited	27-132	468.00	468.00		500			P/Ledger Electronic Payment
30/04/2026	Stephen Birrane	27-135	24.79			5000	100	24.79	File kit for chainsaw course
30/04/2026	Francis Guildea	27-146	21.33		0.93	4160	150	4.67	FG reimburse Apr26
						5020	160	10.73	Easter market treat bags
						5020	160	5.00	Tape - Heritage activity board
30/04/2026	Unity Trust Bank	27-147	37.75			4110	130	37.75	Bank charge Apr
30/04/2026	Bago Tools	27-133	96.00	96.00		500			Litter collection equipment
30/04/2026	Munnings Supplies Ltd	27-134	22.20	22.20		500			Black hoodie
30/04/2026	Kirkley Run Service Station	27-136	195.80	195.80		500			2 tyres AY72 HNM
30/04/2026	Laser Brand Ltd	27-137	2,842.25	2,842.25		500			10k medals
30/04/2026	East Coast Mower Services	27-138	374.88	374.88		500			Sharpen dennis blade cassettes
30/04/2026	East Coast Mower Services	27-139	407.18	407.18		500			Service Movano DN70 ZYZ
30/04/2026	OPR Consulting Ltd	27-140	1,575.00	1,575.00		500			OPR - Legal/BPlan/staffing
30/04/2026	R J Pryce & Co Ltd	27-141	29.54	29.54		500			Cable ties Oval nets
30/04/2026	R J Pryce & Co Ltd	27-142	46.56	46.56		500			Gutters/downpipes
30/04/2026	Garden Discount Centre Ltd	27-143	1,536.00	1,536.00		500			Stihl backpack blower
30/04/2026	Ace Drainage & Groundworks Ltd	27-144	168.00	168.00		500			Clear drain runs and urinal
30/04/2026	Excite Solutions Ltd	27-145	1,248.00	1,248.00		500			Contracted grds maint Mar 26

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Total Payments for Month	973,305.30	899,019.72	0.93	74,284.65
Balance Carried Fwd	2,416,715.90			
Cashbook Totals	3,390,021.20	899,019.72	0.93	2,491,000.55

Receipts for Month 2 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**2,416,715.90**					**2,416,715.90**	
8020	Banked **01/05/2026**	**750.00**						
	Sales Recpts Page 560	750.00	750.00		100			Sales Recpts Page 560
8021	Banked **01/05/2026**	**200.00**						
	Sales Recpts Page 561	200.00	200.00		100			Sales Recpts Page 561
8022	Banked **07/05/2026**	**528.00**						
	Sales Recpts Page 562	528.00	528.00		100			Sales Recpts Page 562
8023	Banked **08/05/2026**	**45.00**						
	Sales Recpts Page 563	45.00	45.00		100			Sales Recpts Page 563
8024	Banked **11/05/2026**	**200.00**						
	Sales Recpts Page 564	200.00	200.00		100			Sales Recpts Page 564
8025	Banked **13/05/2026**	**350,036.73**						
8025	HMRC	350,036.73			105		349,931.27	Vat refund Q4
					1080	100	105.46	Vat refund interest
8026	Banked **22/05/2026**	**200.00**						
	Sales Recpts Page 565	200.00	200.00		100			Sales Recpts Page 565
8032	Banked **27/05/2026**	**100,000.00**						
8032	East Suffolk Council	100,000.00			1092	350	100,000.00	MT Grant from ESC
8027	Banked **28/05/2026**	**30.00**						
	Sales Recpts Page 566	30.00	30.00		100			Sales Recpts Page 566
8028	Banked **28/05/2026**	**30.00**						
	Sales Recpts Page 567	30.00	30.00		100			Sales Recpts Page 567
8029	Banked **29/05/2026**	**240.00**						
	Sales Recpts Page 568	240.00	240.00		100			Sales Recpts Page 568
8030	Banked **29/05/2026**	**187.50**						
	Sales Recpts Page 569	187.50	187.50		100			Sales Recpts Page 569
8031	Banked **29/05/2026**	**4.20**						
8031	Stripe	4.20			1200	435	8.00	Denes Oval floodlights
					4365	435	-3.80	Denes Oval floodlights
	Total Receipts for Month	452,451.43	2,410.50	0.00			450,040.93	
	Cashbook Totals	2,869,167.33	2,410.50	0.00			2,866,756.83	

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Payments for Month 2 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/05/2026	DVLA	27-148	30.18			6500	175	30.18	Road tax AY72 HNM
01/05/2026	DVLA	27-149	30.18			6500	175	30.18	Road tax AV72 ZGM
01/05/2026	DVLA	27-150	31.50			6500	175	31.50	Road tax AX72 BVL
01/05/2026	Wave Ltd	27-151	1,725.70	1,725.70		500			Water B'g Lake KG 17/1-16/4/26
01/05/2026	NPower Ltd	27-152	1,056.86	1,056.86		500			Electric TH Mar 26
01/05/2026	East Suffolk Council	27-153	199.00	199.00		500			Bus rates Links Rd car park
01/05/2026	East Suffolk Council	27-154	92.00	92.00		500			Bus rates SN Bowls Club 26/27
01/05/2026	East Suffolk Council	27-155	884.00	884.00		500			HH Rates 2026/27
01/05/2026	East Suffolk Council	27-156	799.00	799.00		500			Business rates Unit 2 26/27
01/05/2026	East Suffolk Council	27-157	204.00	204.00		500			Business rates WH 26/27
01/05/2026	East Suffolk Council	27-158	378.00	378.00		500			Council tax BVLodge 26/27
01/05/2026	Foster Wilson Size LLP	27-159	4,029.60	4,029.60		500			Architect fees to 14/4/26
05/05/2026	DVLA	27-163	31.50			6500	175	31.50	Road tax DN70 ZYZ
05/05/2026	Novuna Business Finance	27-160	1,137.61	1,137.61		500			Lease Transit Van
05/05/2026	Novuna Business Finance	27-161	1,207.38	1,207.38		500			Lease of Tipper
05/05/2026	Fuel Card Services Ltd	27-162	147.76	147.76		500			Fuel
08/05/2026	Nest	27-164	128.94			530		128.94	P2 Nest Pension
08/05/2026	Sonia Barker	27-165	50.80			4150	650	50.80	S Barker Event 18/4/26
08/05/2026	HMRC	27-166	20,534.76			525		20,534.76	P1 PAYE/NIC
08/05/2026	Ewan Gallagher	27-179	135.12		3.35	4160	150	16.75	April reimbursement EG
						4488	300	21.00	EG - temp event notice 10k
						4485	320	80.00	EG Facebook advertising
						4150	650	14.02	April reimbursement EG
08/05/2026	Sage Global Services Ltd	27-165	52.20	52.20		500			P/Ledger Electronic Payment
08/05/2026	Apex Scaffolding Anglia Limite	27-167	1,506.00	1,506.00		500			Scaffold SN museum 23/3-27/4
08/05/2026	Charles Roberts and Sons	27-168	120.00	120.00		500			Car Park bollard lights SN
08/05/2026	Charles Roberts and Sons	27-169	96.00	96.00		500			Check hand dryer SN PC
08/05/2026	Charles Roberts and Sons	27-170	120.00	120.00		500			Smoke alarms Belle Vue cottage
08/05/2026	Allport Keys and Lock Supplier	27-171	132.80	132.80		500			Keys-mortice/plastic/security
08/05/2026	A1 Clearance and Recycling Lim	27-172	4,002.00	4,002.00		500			April bulky waste
08/05/2026	Wolseley	27-173	27.41	27.41		500			Radiator key/inhibitor
08/05/2026	R J Pryce & Co Ltd	27-174	10.92	10.92		500			Plastic packing
08/05/2026	Wilco Motor Spares Ltd	27-175	30.50	30.50		500			Black elephant tape
08/05/2026	The Digital Media Company Limi	27-176	792.00	792.00		500			4 advertising hires - 10k
08/05/2026	Oulton Broad Water Sports Cent	27-177	416.00	416.00		500			Deposit re summer watersports
08/05/2026	Munnings Supplies Ltd	27-178	19.80	19.80		500			Blue centre feed rolls
08/05/2026	Rouse Forestry	27-179	1,944.00	1,944.00		500			Holm oaks KG
08/05/2026	DK Fibreglass Works Ltd	27-180	2,760.00	2,760.00		500			Repairs Luton Van cab

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Payments for Month 2 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									pod
08/05/2026	BE Sports	27-181	775.00	775.00		500			Drawstring bags for 10K
08/05/2026	Northgate Vehicle Hire Ltd	27-183	2,260.26	2,260.26		500			NU23HMV 30/1-27/2
08/05/2026	Royal British Veterans Enterpr	27-182	1,000.00	1,000.00		500			Great Tommy Sleep Out donation
11/05/2026	Fuel Card Services Ltd	27-184	231.04	231.04		500			Fuel
11/05/2026	Wave Ltd	27-185	16.16	16.16		500			Water Putting Gn KG 24/10-23/4
12/05/2026	Munnings Supplies Ltd	27-186	45.60	45.60		500			Disposable gloves
12/05/2026	Kirkley People's Forum	27-187	1,650.00	1,650.00		500			KPF rent Apr-Jun26
12/05/2026	Rouse Forestry	27-188	3,648.00	3,648.00		500			Tree maint Gain Pond/NP
12/05/2026	Lound Plant Centre	27-189	227.92	227.92		500			Patio plant SN
12/05/2026	John Grose Group Ltd	27-190	740.00	740.00		500			Service Transit AY72 HNM
12/05/2026	Seletar Signs	27-191	456.00	456.00		500			Vinyl graphics Isuzu Truck
12/05/2026	Jewson	27-192	268.35	268.35		500			White diesel
15/05/2026	The Marina Theatre Trust	27-193	268.90	268.90		500			Storage unit
15/05/2026	Nicholsons Solicitors LLP	27-194	835.20	835.20		500			General property HH
15/05/2026	Ben Burgess GroundsCare Equipm	27-195	2,100.00	2,100.00		500			New Dennis verticutter
15/05/2026	Ben Burgess GroundsCare Equipm	27196	1,641.60	1,641.60		500			New Grillo Brushcutter
15/05/2026	Munnings Supplies Ltd	27-197	30.60	30.60		500			Gloves
15/05/2026	Excelsior Trust	27-198	15,000.00	15,000.00		500			Excelsior Trust sponsorship
15/05/2026	The Input Group	27-199	28,080.00	28,080.00		500			MT refurbishment
15/05/2026	The Input Group	27-200	1,128.60	1,128.60		500			Radiators Zenith building
15/05/2026	C&C Consulting Services Ltd	27-218	369.90	369.90		500			H&S mthly fee
15/05/2026	Alvin Key Clamp	27-221	1,124.99	1,124.99		500			Elbows/flanges/steel tubes
18/05/2026	Need2Store Ltd	27-201	240.00	240.00		500			Unit hire to 17.6.26
18/05/2026	Fuel Card Services Ltd	27-220	235.07	235.07		500			Fuel
19/05/2026	Credit Card Account	C Card May	923.76			220		923.76	C Card payment
19/05/2026	Norfolk Security Ltd	27-202	554.40	554.40		500			Security at Wild Lowestoft
19/05/2026	East Angles Brass Band	27-203	800.00	800.00		500			Brass Band Climate Event Bal
19/05/2026	Optimistic Foundation CIC	27-204	600.00	600.00		500			Screening of power station
19/05/2026	MossKing Associates Ltd	27-205	5,452.00	5,452.00		500			SK Proj Delivery Stge Apr
19/05/2026	Barnes Construction	27-206	150,000.00	150,000.00		500			TH Refurb Cert 14
19/05/2026	Jess Johnston	27-207	675.00	675.00		500			Heritage Consultancy Apr 26
19/05/2026	Cahill Design Consultants Limi	27-208	1,920.00	1,920.00		500			Fire engineering support
19/05/2026	HAT Projects Ltd	27-209	24,328.97	24,328.97		500			HAT fees April 26
19/05/2026	Andrew Morton Associates Ltd	27-210	3,587.23	3,587.23		500			Q Surveyor work
19/05/2026	PLB Projects Ltd	27-211	18,900.00	18,900.00		500			Qube3 database & 15 miniCPU
19/05/2026	Broadland Tail Lift Services	27-212	201.60	201.60		500			Lift service on AX72BVL
19/05/2026	Antony Chambers	27-213	800.00	800.00		500			Gazebo Hire Wild

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Payments for Month 2 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									Lowestoft
19/05/2026	Daniel Connal LLP	27-268	3,384.00	3,384.00		500			CDM advisor duties
20/05/2026	Eon Energy	27-219	28.40	28.40		500			Electric FP PC Apr 26
21/05/2026	C&C Consulting Services Ltd	27-214	59.40	59.40		500			H&S mileage 7.4.26
21/05/2026	EE Limited	27-215	1,198.68	1,198.68		500			Mobiles
21/05/2026	NPower Ltd	27-216	390.58	390.58		500			Electric TM Apr 26
21/05/2026	Barnes Construction	27-217	150,000.00	150,000.00		500			TH Refurb Cert 14
22/05/2026	Information Commissioners Offi	27-222	73.00			4115	130	73.00	Information Commisioner
22/05/2026	Wave Ltd	27-223	53.19	53.19		500			Water PC P'field St 8/2-7/5/26
22/05/2026	Barnes Construction	27-224	150,000.00	150,000.00		500			TH Refurb Cert 14
22/05/2026	Octopus Energy Limited	27-225	14.97	14.97		500			Electric BV 6/4-5/5/26
22/05/2026	SALARIES	MAY SALARY	56,218.53			4000	140	56,218.53	May Salaries
26/05/2026	EE Limited	27-226	37.99	37.99		500			Broadband Unit 2 to 16/6/26
26/05/2026	Fuel Card Services Ltd	27-227	703.69	703.69		500			Fuel
26/05/2026	Barnes Construction	27-228	55,112.03	55,112.03		500			TH Refurb Cert 14
26/05/2026	OPR Consulting Ltd	27-229	1,575.00	1,575.00		500			Legal/TH/staffing
26/05/2026	Oasis Norfolk	27-230	150.00	150.00		500			IDAHOBIT Oasis
26/05/2026	YMCA Trinity Group	27-231	200.00	200.00		500			IDAHOBIT YMCA
26/05/2026	The Marina Theatre Trust	27-232	200.00	200.00		500			Arts & Crafts IDAHOBIT
26/05/2026	The Marina Theatre Trust	27-233	150.00	150.00		500			Arts & Crafts Wild Lowestoft
26/05/2026	City College Norwich	27-234	1,050.00	1,050.00		500			Chainsaw training AL/SB
26/05/2026	Wolseley	27-235	130.18	130.18		500			SN Bushes/waste pipe/tubes...
26/05/2026	Northgate Vehicle Hire Ltd	27236	706.94	706.94		500			YK75EZX 25/3-22/4
26/05/2026	Lound Plant Centre	27-237	19.95	19.95		500			Pinecones for TH project
26/05/2026	Herts Enviro Services	27-238	1,690.49	1,690.49		500			Water hygiene Apr 26
26/05/2026	Origin Amenity Solutions	27-239	291.60	291.60		500			Bluewater sachets
26/05/2026	Smith Bros Timber (East Anglia	27-240	223.11	223.11		500			Paint/brushes/mallett
26/05/2026	Folkes Plant & Aggregates Ltd	27-241	124.34	124.34		500			Ballast for SN play area
26/05/2026	Brewers Decorator Centres	27-242	30.97	30.97		500			Paint and brushes
26/05/2026	BUNZL Cleaning & Hygiene Suppl	27-243	411.98	411.98		500			Cleaning supplies
26/05/2026	Screwfix	27-244	356.94	356.94		500			Dewalt Battery pack
26/05/2026	Suffolk Assn. of Local Council	27-245	3,189.00	3,189.00		500			2026/27 SALC sub
26/05/2026	Travis Perkins Trading Company	27-246	3,133.34	3,133.34		500			Postcrete Rosedale
26/05/2026	V.C. Cooke	27-247	1,098.00	1,098.00		500			April rental charge for bins
26/05/2026	Friends Of Lowestoft Library	27-248	143.00	143.00		500			IDAHOBIT craft materials
26/05/2026	Pakefield Pastures CIC	27-249	100.00	100.00		500			Wild Lowestoft P'field Pasture
26/05/2026	Allport Keys and Lock Supplier	27-250	60.00	60.00		500			3 Key Boxes
26/05/2026	Cloudy Group Ltd	27-251	1,069.20	1,069.20		500			Dell laptop
26/05/2026	Tamara Abrey	27-252	50.00	50.00		500			Violinist Wild Lowestoft
26/05/2026	Glasdon UK Ltd	27-253	1,664.59	1,664.59		500			Memorial bench KG re S Meadows
26/05/2026	Thomas Fattorini Ltd	27-254	986.22	986.22		500			Honorary Freeman Badge
26/05/2026	Apex Scaffolding Anglia Limite	27-255	2,779.20	2,779.20		500			Scaffold at NP changing

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Payments for Month 2 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									rooms
26/05/2026	Kompan Ltd	27-256	18,011.00	18,011.00		500			Fen Park Fitness equipment
26/05/2026	Sunrise Film Festival CIC	27-257	5,000.00	5,000.00		500			Sunrise Film Festival grant
26/05/2026	British Gas	27-258	65.97	65.97		500			P/Ledger Electronic Payment
27/05/2026	NPower Ltd	27-259	59.55	59.55		500			Electric KG PC Apr26
27/05/2026	NPower Ltd	27-260	80.99	80.99		500			Electric KG Bowls Apr 26
27/05/2026	NPower Ltd	27-261	107.20	107.20		500			Electric NP Apr 26
27/05/2026	NPower Ltd	27-262	285.28	285.28		500			Electric DO Apr 26
27/05/2026	NPower Ltd	27-263	101.97	101.97		500			Electric PC P'field St Apr 26
27/05/2026	NPower Ltd	27-264	312.70	312.70		500			Electric RNPSM Apr 26
27/05/2026	NPower Ltd	27-265	798.94	798.94		500			Electric TH Apr 26
28/05/2026	Debt Management Office	27-267	135,233.61			9980	160	135,233.61	PWLB Town Hall
28/05/2026	Eon Energy	27-266	34.50	34.50		500			Electric WH 14/4-13/5/26
29/05/2026	Francis Guildea	27-274	39.45		4.84	4150	650	14.25	FG May parking
						5020	160	20.36	FG - TH reimbursements
29/05/2026	Suffolk Pension Fund	27-288	16,777.27			530		16,777.27	Mth 2 SCC Pension
29/05/2026	Damon Hickinbotham	27-289	18.71		0.38	4120	100	18.33	DH-refreshm'ts Unit 2/training
29/05/2026	My Rock Choir	27-269	65.00	65.00		500			Rock choir Wild Lowestoft
29/05/2026	Ronan Williams	27-270	60.00	60.00		500			RW performance Wild Lowestoft
29/05/2026	Robbis Cooman	27-271	60.00	60.00		500			Guitar performer Wild Lowestof
29/05/2026	Northgate Vehicle Hire Ltd	27-272	3,310.00	3,310.00		500			NU74YCK 29/9-27/10/25
29/05/2026	Orbis Furniture Ltd	27-273	354.00	354.00		500			Mobile drawers
29/05/2026	Ben Burgess GroundsCare Equipm	27-275	370.46	370.46		500			Chainoil/combican
29/05/2026	R J Pryce & Co Ltd	27-276	69.05	69.05		500			Magnetic catch
29/05/2026	The Marina Theatre Trust	27-277	3,221.40	3,221.40		500			2x2m storage units
29/05/2026	Garden Discount Centre Ltd	27-278	167.49	167.49		500			Blades
29/05/2026	Pearce & Kemp Limited	27-279	468.00	468.00		500			Repairs to floodlights DO
29/05/2026	Munnings Supplies Ltd	27-280	48.00	48.00		500			Work shorts
29/05/2026	Herts Enviro Services	27-281	3,300.89	3,300.89		500			Water hygiene Mar 26
29/05/2026	Wilco Motor Spares Ltd	27-282	380.00	380.00		500			Dust extractor
29/05/2026	Rouse Forestry	27-283	5,198.40	5,198.40		500			Reduce 2 poplar trees SN
29/05/2026	Emigrant Frames - Aladar Somog	27-284	400.00	400.00		500			Bike servicing Wild Lowestoft
29/05/2026	AGA Print Ltd t/a Solopress	27-285	330.99	330.99		500			Sports & Events brochures
29/05/2026	Charles Roberts and Sons	27-286	1,470.35	1,470.35		500			Install lights at museum SN
29/05/2026	Northgate Vehicle Hire Ltd	27-287	615.98	615.98		500			Vehicle Hire
29/05/2026	Net World Sports	27-289	235.41	235.41		500			P/Ledger Electronic Payment
29/05/2026	MRA Transport Ltd	27-290	1,080.00	1,080.00		500			Container haulage 15/5
29/05/2026	East Coast Mower Services	27-291	103.49	103.49		500			Service Stihl rotavator

Continued on Page 90

Payments for Month 2 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
29/05/2026	Ernest Doe & Sons Ltd	27-292	16,356.00	16,356.00		500			Hort Kersten Power unit K2100
29/05/2026	NPower Ltd	27-293	45.20	45.20		500			Electric PC R'dam Rd Apr 26
31/05/2026	Unity Trust Bank	27-294	36.40			4110	130	36.40	May service charge
	Total Payments for Month		969,511.83	739,218.12	8.57			230,285.14	
	Balance Carried Fwd		1,899,655.50						
	Cashbook Totals		2,869,167.33	739,218.12	8.57			2,129,940.64	

Lowestoft Town Council
Grant Feedback Form

As part of the conditions of your grant, we ask that you complete the below form to provide the council with information on the outcome and impact of the grant. This should be completed within six months of the grant being made.You are welcome to include any photos, press releases, newsletters or publicity of your project as part of the feedback form.

Please send the completed form, and any additional information, to *Lowestoft Town Council, First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE or e-mail admin@lowestofttowncouncil.gov.uk*

Lowestoft Town Council reserves the right to specify different timescales for reporting were appropriate.

General Details	
Name of organisation	St Luke's Whitton Pantry.
Company or Charity Registration Number	1131698
Summary of the Project details (max 250 words)	Food inflation, energy prices and the cost of living are still rising; for some this means cutting down but for others it means cutting out. The St Luke's Whitton Pantry uses money from subscriptions, grants and other donations to purchase good quality food items and assist local people dealing with the stress of food poverty by providing access to nutritious meal items at a reduced cost. The Pantry opens on for an hour on Wednesday afternoons at St Luke's Church Centre, Homefield Avenue and for a weekly payment of £3, a selection of 12 food items are offered from the Pantry stocks. Currently the average value of a food item taken is £0.90p, effectively turning the £3 subscription into £11 worth of nutritious food. In addition, food donations from St Mark's Community Allotment, Morrison's, the bread table and donated hygiene goods are available "free". However, it is not just the food but the social value of the Pantry that is important. We provide tea, biscuits, cake, warmth and time for our users to sit and enjoy each other's company. New friendships have sprung up and problems shared. We have a wonderful team of 14 unpaid volunteers each week who set out and clear away the Pantry stock, make tea and most importantly, engage with our users The Pantry started in November 2022 and so far we have had 3098 individual visits. We know there is real need for the Pantry by the continued visits of

Lowestoft Town Council
Grant Feedback Form

	subscribers.
Timescale of the project	The project is ongoing
Date of grant funding award	December 2025
Amount of grant funding awarded	£2,000
What did the grant funding help you to achieve?	The continued provision of good quality food items for distribution to those in need; a help in increasingly difficult times
What impact did the grant funding have on your project? *Please include any information on engagement with the local community, sustainability of the project and the impact on local need*	The grant assisted us to keep the St Luke's Whitton Pantry running to the benefit of local people trying to deal with food poverty, higher food prices and the increasing cost of living. We cannot sustain the project without the financial help you provide.
Please evidence or explain how you acknowledged Lowestoft Town Council's grant as part of your project	We don't normally spend money on publicity, but we do sometimes have donations to produce leaflets inviting new subscribers to join and we mention the Lowestoft Town Hall grant as a benefactor
Contact details	
Name	[redacted]
Address	[redacted]
Telephone number/s	[redacted]
E-mail	[redacted]
Position within organisation	St Luke's Whitton Pantry Team Leader and Co-ordinator.
Additional Information	
Have you included any photos, social media posts, press releases, newsletters or publicity of your project as part of the feedback form? Please give details	No
Do you authorise us to use the above information, including quotes and photos, about your project and organisation as part of our publicity and promotion of our	Yes

grants programme?	
If your photos include children under the age of 16, do you have permission to share these with us and for the Town Council to use?	N\A

Signed. [redacted] Date 31/5/2026

Lowestoft Town Council
Grant Awarding Policy

Grant Application Form

Please complete this form and send it with:

a. Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
b. Your constitution or equivalent

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*

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	St Luke's Whitton Pantry.
Name of account to which payment to be made (explain if not your organisation's name)	St Luke's Church [redacted]
What does your organisation do? (100 words max)	St Luke's Whitton Pantry aims to provide local people who find themselves worried or trapped by food poverty with access to nutritious meal items at a reduced cost. A weekly payment of £3 allows 12 food items to be taken from Pantry stocks. Various "free" items can be added to the weekly "shop" when available. Started in November 2022, the Pantry is open to all. Run entirely by 14 volunteers, the pantry opens each Wednesday between 4:00 to 5:00 pm at St Luke's Church Centre in Homefield Avenue. To date some 37,176 purchased food items have been distributed to subscribers.
What relevant local area does your organisation cover?	South Lowestoft including the Whitton estate in the Elmtree ward.
Who are the main beneficiaries of your work?	Those experiencing food poverty and financial hardship due to inflation and the still rising cost of energy and living.
Are you a charity? If yes, describe the type of charity	Yes. We are part of the Church of England Oulton Team Ministry and operate under the Church of England constitution.

	The Pantry is based at St Luke's Church Centre in Homefield Avenue.
If registered, what is the charity number?	1131698
Not-for-profit? If no, describe the organisation	The St Luke's Whitton Pantry is Not-for-profit
Organisation income (last complete financial year)	The Pantry financial records are held as a restricted fund within the Oulton Broad Team Ministry accounts but are not augmented from Church funds. From 1st January 2025 to 31st December 2025, the Pantry income from donations, subscriptions, grants etc was £13,385.
Organisation expenditure (last complete financial year)	From 1st January 2024 to 31st December 2024, the Pantry expenditure was £8612.
Contact details	
Name	[redacted]
Address	[redacted]
Telephone number/s	[redacted]
E-mail	[redacted]
Position within organisation	St Luke's Whitton Pantry Team Leader and Co-ordinator.
Explain how you are authorised to make this application on behalf of the organisation	Authorised by the St Mark's with St Luke's Church Council to act on their behalf in these matters.

Lowestoft Town Council
Grant Awarding Policy

About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	Inflation and the cost of living are still rising; for some this means cutting down but for others it means cutting out. St Luke's Whitton Pantry uses money from subscriptions, grants and other donations to purchase good quality food items and assist local people caught in the stress of food poverty by providing access to nutritious meal items at a reduced cost. The Pantry opens on Wednesday afternoons at St Luke's Church Centre and for a weekly payment of £3, a selection of 12 items are offered. Currently the average value of a food item taken is £0.90p, turning the £3 subscription into £11.00p worth of nutritious food. Additionally, food donations from the St Mark's Community Allotment, Morrison's, the bread table, the knit wear table and donated hygiene goods are available "free". However, it is not just the food but the social strength of the Pantry that is important. We provide tea, biscuits, cake, warmth and time for our users to sit and enjoy each other's company. New friendships have sprung up and problems shared. We have a wonderful team of 14 unpaid volunteers each week who set out and clear away the Pantry stock, make tea and most importantly, engage with our users Since the Pantry started in 2022, we have opened 184 times serving 3098 individual visits. There is real need but the Pantry can only continue to succeed if there are significant contributions to its finances to cover food provision. Hence we turn to you for help with these costs.
Total cost of project	The project is ongoing.
Breakdown of cost	Income will be wholly used to purchase good quality food items for distribution.
Grant requested from Lowestoft Town Council	£2,000 from the Lowestoft Town Council Food Fund.

Lowestoft Town Council
Grant Awarding Policy

What specifically would the grant from the Council fund?	The grant would be used to fund the purchase of Pantry food items in 2026.
Have any funds been requested/agreed from other sources? Provide details	Currently there are no requests for grants other than this one.
When are the funds required?	01.07.2026
Project start date	The project started in November 2022 and is ongoing.
Project completion date	Ongoing

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 acknowledgethe 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 awardedwill only be used for the purpose for which it was given and in compliance with any conditions applied?	Yes

Signed..... Date.....31/5/2026.....

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

The Constitution of St Luke's Church

The Constitution of St Luke's Church is enacted by the Parochial Church Council (PCC); the following is relevant.

The Church of England have agreed with the Charity Commission that for the purposes of agreeing 'governing documents', Parochial Church Councils (PCCs) are governed by two pieces of legislation:

The Parochial Church Councils (Powers) Measure 1956 as amended. This defines the principal function, or purpose, of the PCC as "promoting in the parish the whole mission of the Church". The full text of the PCC Powers Measure in its currently amended form can be found on the legislation.gov.uk database at: www.legislation.gov.uk/ukcm/Eliz2/4-5/3/contents,

and

The Church Representation Rules (contained in Schedule 3 to the Synodical Government Measure 1969 as amended) The full text of the Church Representation Rules in its currently amended form can be found on the legislation.gov.uk database at: www.legislation.gov.uk/ukcm/1969/2/schedule/3

Equality, diversity and inclusion policy

St Luke's Church is committed to encouraging equality, diversity and inclusion among our workforce and volunteer base, and eliminating unlawful discrimination.

The aim is for our workforce and volunteer base to be truly representative of all sections of society and our customers, and for each person to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of church members, beneficiaries, guestsor the public.

The policy's purpose is to:

- provide equality, fairness and respect for all in our employment or offering help as a volunteer, whether temporary, part-time or full-time
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

Notwithstanding the above, it may be a requirement for some paid and volunteer roles within the Church that the applicant be a practising Christian, under the "occupational requirement" regulations of the Equality Act.

The organisation commits to:

- Encourage equality, diversity and inclusion

- Create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all employees and volunteers are recognised and valued.

  This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities, and prevent bullying, harassment, victimisation and unlawful discrimination.

  All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, volunteers, church members, beneficiaries, guests, suppliers and the public

- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

  Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

  Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

- Make opportunities for training, development and progress available to staff and volunteers.

- Decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

- Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

- Monitor the make-up of the workforce and volunteer base regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

  Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

The equality, diversity and inclusion policy is fully supported by senior management.

Details of the organisation's grievance and disciplinary policies and procedures can be found at The Oulton Broad Team Ministry office. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Appendix A

THE CHURCH OF ENGLAND
Diocese of Norwich

Safeguarding Principles Policy Children and Young People in the Church

This Safeguarding Principles Policy should be read and used in conjunction with Promoting a Safer Church Policy Statement which was approved by Diocesan Synod on 21/10/2017.

This policy was adopted by St. marks with St Luke's (Parish) at the Parochial Church Council meeting held on 2/9/2025. It will be displayed in a prominent position, reviewed annually, and amended as necessary.

1. It is the responsibility of all church members to do their best to prevent the physical, sexual, emotional and spiritual abuse or neglect of children and young people, and to report abuse that is alleged or suspected.
2. This church will observe Church of England guidelines with regard to Children and Young People. It will support and resource workers who are appointed by the PCC, and provide for them supervision as a way of maintaining good practice.
3. Workers will be expected to undertake the Safeguarding Training that is offered by the Diocese and they may be required to obtain a DBS disclosure and complete a Confidential Declaration before commencing their work.
4. Responsibility for the appointment of workers shall rest with the PCC.

The Parish Safeguarding Officer (PSO) appointed by the PCC to oversee the implementation of this policy and to represent the concerns and views of children and young people is [redacted]

Signed by :- [redacted]

Parish Safeguarding Officer: [redacted] Tel: [redacted]

Incumbent : [redacted]

Churchwarden: [redacted]

Churchwarden: [redacted]

Date: 2/9/2025

Appendix A

THE CHURCH OF ENGLAND
Diocese of Norwich

Safeguarding Principles Policy

Adults at Risk (Vulnerable Adults)

This Safeguarding Principles Policy should be read and used in conjunction with Promoting a Safer Church Policy Statement which was approved by Diocesan Synod on 21/10/2017

This policy was adopted by St Mark with St Luke (Parish) at the Parochial Church Council meeting held on 2/9/2025. It will be displayed in a prominent position, reviewed annually, and amended as necessary

1. We recognise that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives. It is the responsibility of all church members to do their best to prevent the physical, sexual, emotional or spiritual abuse or neglect of adults who are vulnerable, and to report abuse that is alleged or suspected.

2. This church will observe Church of England guidelines with regard to Vulnerable Adults. It will support and resource workers who are appointed by the PCC, and provide for them supervision as a way of maintaining good practice.

3. Workers will be expected to undertake the Safeguarding Training that is offered by the Diocese and they may be required to obtain a DBS disclosure and complete a Confidential Declaration before commencing their work

4. Responsibility for the appointment of workers shall rest with the PCC.

The Named Person appointed by the PCC to oversee the implementation of this policy and to represent the concerns and views of Adults at Risk is [redacted]

Signed by :- [redacted]

Named Person: [redacted] Tel:

Incumbent: [redacted]

Churchwarden: [redacted]

Churchwarden: [redacted]

Date: 2/9/2025

October 2017

St Luke's Whitton Pantry accounts 01.01.2025 to 31.012.2025

To accompany grant application form, June 2026

St Luke's Church, Oulton Broad

Income and Expenditure account for the year ended 31 December 2025

Incoming resources				**Resources expended**			
General Fund (Unrestricted)							
		2025	2024			2025	2024
Voluntary income	£			Church Ministry	£		
Standing orders		7255	7332	Parish share		17337	16804
FWO envelopes		3294	4375	Clergy expenses		0	0
Plate collections		2591	2215	Fees outwards		0	0
Online giving		0	0	Worship expenses		260	96
Donations		1469	260	To charities (b)		703	778
For charities		0	0	Musicians		100	120
Grants		0 (a)	0	Young persons exps		0	25
Gift Aid + GASDS claimed		3372	4575	Share of admin costs		2354	2756
subtotal 2025	17981			Subtotal 2025	20754		
Church activities							
Hall rental		8385	11197				
Events		1451	1208	Buildings and contents			
Subtotal 2025	9836			Buildings (c)		2413	3483
				Insurance		711	672
				Utilities		2468	3448
Bank interest		200	232	Cleaning and mowing		2944	3399
				Sundries (d)		548	299
				Subtotal 2025	9084		
Insurance claims		0	0				
				Depreciation		0	0
Total		28017	31394			29838	31880
Movement in funds		-1821	-486				
St Luke's fabric fund (restricted)							
Fund raising		0	0	Floor treatment		0	2440
Grant (e)		0	500				
Bank interest		3	18				
Total		3	518			0	2440
Movement in funds		3	-1922				
St Luke's quinquennial fund (restricted)							
Donations		4500	0	Expenses		0	0
Fund raising		298	0				
Bank interest		35	0				
Total		4833	0	Total		0	0
Movement in Funds		4833	0				
Whitton Pantry Fund (restricted)							
Subs and donations		3605	3949	Food purchases		8612	8364
Grants (f)		9700	2800				
Bank interest		80	66				
Total		13385	6815	Total		8612	8364
Movement in funds		4773	-1549				
Total incoming resources		46238	38727	Total use of resources		38450	42684

Notes:

(a) See detail in footnotes (e) and (f).

(b) In 2025 to Casa Hogar (£703); donations to Macmillan and Suffolk Historic Churches paid separately.

(c) In 2025 included payment for boiler and plumbing (£638); fire extinguisher maintenance (£319); extra cleaning (£150).

(d) Includes running expenses, food for events etc.

(e) In 2024 from Diocesan youth grant to make good some of floor wear.

(f) In 2025 from Lowestoft Town Council (£6000) and Hornsea 3 Community Fund via Grantscape (£3700).

St Luke's Church, Oulton Broad

Statement of Financial Activites (SOFA) for the year ended 31 December 2025

	General (Unrestricted)	Fabric Fund (Restricted)	Quinquennial Fund (Restricted)	Whitton Pantry Fund (Restricted)	Total 2025	Total 2024
	£	£				
Incoming resources						
Voluntary income	17981	0	4798	3605	26384	22706
Church activities	9836	0	0	0	9836	12405
Bank interest	200	3	35	80	318	316
Insurance claims	0	0	0	0	0	0
Grants and Legacies	0	0	0	9700 (a)	9700	3300
Total incoming resources	28017	3	4833	13385	46238	38727
Use of resources						
Church Ministry	20754	0	0	8612	29366	28943
Buildings	9084	0	0	0	9084	13741
Cost of fund raising	0	0	0	0	0	0
Depreciation	0	0	0	0	0	0
Total resources used	29838	0	0	8612	38450	42684
Net movement in funds	-1821	3	4833	4773	7788	-3957
Reconciliation of funds						
Funds brought forward from 2024	15231	145	0	4100	19476	23433
Funds carried forward to 2026	13410	148	4833	8873	27264	19476

Balance sheet as at 31 December 2025

	Notes	2025	2024
		£	£
Fixed Assets			
Current Assets			
Debtors		0	0
Current account		11809	6217
Uncredited cheques		0	0
Deposit account (b)		5072	5021
Charity account (c)		10282	8215
Cash in hand		101	23
Total Assets		27264	19476
Current liabilities			
Creditors		0	0
Unpresented cheques		0	0
Assets less liabilities		27264	19476
Funds			
General fund (unrestricted)		13410	15231
Fabric Fund (restricted)		148	145
Quinquennial Fund (restricted)		4833	
Whitton Pantry Fund (restricted)		8873	4100
Total funds		27264	19476

Notes:
(a)See note (f) of income and expenditure account.
(b) With Santander plc.
(c) With Charity Bank Ltd.

These accounts are as at 31.12.2025; additional expenditure for food items to 31.05.2026 amounts to £3,310

Lowestoft Town Council
Grant Application Form

Please complete this form and send it with:

a. Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
b. Your constitution or equivalent
c. 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	Suffolk Football Association
Name of account to which payment to be made (explain if not your organisation's name)	Suffolk Football Association Ltd
What does your organisation do? (100 words max)	Suffolk FA is the not-for-profit, (charity) governing body of football in Suffolk. We grow participation, promote diversity and regulate the sport for everyone to enjoy. Suffolk FA is proud to support football for all. Suffolk FA's vision is 'A Thriving Local Game'. We work with the whole local football community to support, develop and strengthen our game to achieve the vision of football in Suffolk, based on their motivations, expectations and needs. We operate Barnards Meadow Football Centre in Lowestoft, ensuring football can be accessed to all, improving the physical and mental health to all those that access the facility. This regenerated community facility is vital to the residents of North Suffolk and in particular the Lowestoft region which can sometimes be seen as divorced from the rest of the county.
What relevant local area does your organisation cover?	North Lowestoft (Harbour and Normanston, St Margaret's (East & West), Gunton.

	After successfully delivery the £860k regeneration project of Barnards Meadow we are now aiming to ensure we are able to keep costs low to residents. During the process we have consulted with the local community who identify the need for the site to remain a community venue with key low cost health programmes identified as a priority of the site.
Who are the main beneficiaries of your work?	Suffolk FA have taken on the long-term tenancy of the thriving community football facility at Barnards Meadow Football Centre. As stated, after completing the £860k regeneration of the site and ensuring its survival first and foremost, we are now planning phase 2. Phase 2 enables the site to offer low cost health and community programmes by keeping our own costs lows. The main beneficiaries of the facility will be the local community. Not only traditional footballers of all ages but also non-traditional sports people who wish to become active and healthy or those who are currently inactive and need some support. The site will host a magnitude of ages, abilities and gender. The majority of the usage will be utilised by youth provision from U6 through to U18s through the local grassroots clubs. We have increased our women and girls provision on site with new traditional female teams and also a new yoga session in the community space during the week with scope to do much much more. Lowestoft has an aging population and there is clear need to offer this group of individuals a safe space to come and take part in informal physical activity sessions. This combined with a safe and warm indoor space for social interaction, tea and coffee will give those who need it most new chances to reduce social isolation. We know that the most successful community sport and physical spaces are designed and delivered in partnership with local people and we have consulted with both current users and non users of the site. They have told us that the site can open its doors to community programmes, health and physical activity sessions, coffee mornings, activities for low-income families, dementia cafes and more. The aim of phase 2 is to not only reduce our own overheads but to also reduce our carbon footprint and make significant steps towards our

	decarbonisation plan. The reduction in overheads will enable us to offer low cost physical and mental wellbeing groups such as dementia cafés and classes to improve long-term conditions, something the site has never had before. These will ensure the local community benefits from the facility and not just the traditional footballing offer. Barnards Meadow Football Centre is located, directly in the middle of the most deprived 20% areas in the county. Barnards Meadow Football Centre sits within the Harbour & Normanston Ward. The area suffers from long-term conditions and the site is key to help support this with providing local activity to those that need it most. Below is the Office for National Statistics - Census 2021 data for Lowestoft. - 76.4% of the population are aged 4-69yrs. Lowestoft has an aging population when compared to England. - Lowestoft has a lower proportion of not deprived household compared to England. - Lowestoft has a higher proportion of households deprived in two, three and four dimensions - Lowestoft as a higher proportion of Disabled residents under the Equality Act compared to England. - Lowestoft has a higher percentage of residents who are not in employment compared to England. - Lowestoft has a lower percentage of classes of high NC-SeC groups compared to England. - Lowestoft as higher percentage of classes of low NC-SeC groups compared to England. - Lowestoft has a higher percentage of children not in school. Barnards Meadow Football Centre, is vital to support the local community in reducing these inequalities. The site can harness the power of sport, and physical activity to improve the health and wellbeing of the local community. The site offers support for those who are in low-income families with assistance through not only club run sessions but the partners that utilise the site. Since the regeneration we have manage to begin to tackle social isolation with groups with our new Saturday morning Walking Football with added tea and coffee social elements to the sessions.

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Are you a charity? If yes, describe the type of charity	YES
If registered, what is the charity number?	1198767
Not-for-profit? If no, describe the organisation	YES
Organisation income (last complete financial year)	£798,253
Organisation expenditure (last complete financial year)	£768,388
Contact details	
Name	[redacted]
Address	Suffolk FA Barnards Meadow Football Centre Barnards Way Lowestoft NR32 2HF
Telephone number/s	
E-mail	[redacted]@suffolkfa.com
Position within organisation	Football Development Manager & Facility and Investment Lead (SLT)
Explain how you are authorised to make this application on behalf of the organisation	The FDM role sits on the Senior Management Team and oversees Barnards Meadow Football Centre and its strategic role within the organisation, including its staff. I am able to report to board level on key decisions each quarter including capital investment and budget management. As F&L, I am able to make decisions for relevant investment into the counties football facilities based on strategic need.
About your project	

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Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	**Installation of Solar Panels and Solar PV** - reduce our carbon emissions cost to participants by increasing low-cost initiatives. We have already upgraded the internal lights and 3G floodlights to LEDs. We have introduced recycling points and have 2x battery energy storage boxes being installed on site to support the wider National Grid energy infrastructure. The hub will use not only football as a driver for change, but community led physical activity programmes to increase participation in one of the highest IMD areas in the country. The community hub will further extend its reach into health, education, and social value activity across the wider community. The introduction of the greener infrastructure: New Solar PV & Battery Storage, LEDs would contribute to: - reduction in estimated 3.74 tCO2e/year annually - reduction in estimated kWh/year by 18,062kWh/year **Package of female-focused facility upgrades** - make the site more welcoming, inclusive, and accessible for women and girls. Breastfeeding stations - create a private, safe, and supportive environment for new mothers, enabling them to participate in or attend activities without barriers related to childcare or dignity. Coffee machine and soft seating areas - create a warm, social hub within the site, supporting interaction, wellbeing, and a sense of belonging—particularly important for retaining women and girls who value the social aspects of sport. CCTV and enhanced site security - improve safety across the facility, especially during evening sessions. This will increase confidence for women and girls using the site independently and support safeguarding best practice. Upgrades to changing facilities, including hairdryers, - improve comfort and dignity, particularly for users attending before or after work or education.

	Provision of free period products – ensuring menstruation is not a barrier to participation, promoting equality, dignity, and uninterrupted access to football activities. These improvements will transform the site into a safer, more comfortable, and more inclusive environment, supporting increased participation, improved retention, and long-term engagement of women and girls in activity.
Total cost of project	**Greener Infrastructure** £34,154.00 **Female Friendly** £19,275.00 **TOTAL** **£53,429.00**
Breakdown of cost	**Greener Infrastructure** 13.8kWp Solar & 17.4kWh Battery £27,954 Install LED Lamp to Car Park £3,200 Install LED and Controls £3,000 **Female Friendly** Coffee Machine £3,000 CCTV £5,000 Drain £7,000 Seating £630 Breastfeeding Chair & Screen £750 Sanitary Products £500 Storage / Workstation £1,395 Hairdryers, Shelf, Sockets £1,000
Grant requested from Lowestoft Town Council	£1,500 – Greener Infrastructure £1,500 – Female Friendly
What specifically would the grant from the Council fund?	Contribution to the project. (hairdryers, sanitary products) (part of the solar pv system).
Have any funds been requested/agreed from	FA Greener Game - £15,000 (Greener Infrastructure) Suffolk FA - £17,654 (Greener Infrastructure)

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other sources? Provide details	Cllr Jenny Cesa - £2,527 (Female Friendly) Suffolk FA - £800 (Female Friendly) Football Foundation - £14,448, in application (Female Friendly).
When are the funds required?	June/July 2026
Project start date	June/July 2026
Project completion date	September 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…… Date.....20/03/2026.....
(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:

Company No: 03831570

ARTICLES OF ASSOCIATION OF SUFFOLK COUNTY FOOTBALL ASSOCIATION LIMITED

1. INTERPRETATION

1.1 In these Articles:

"Affiliated Club"	means a football club which the Council has accepted may affiliate to the Association.
"Articles"	means these Articles of Association.
"Association"	means the company intended to be regulated by these articles.
"Authenticated Document"	means a document sent (a) by hard copy that is signed by the person sending it, or (b) electronically in which the identity of the sender is confirmed in a manner specified by the Association (or where no such manner has been specified, which contains or is accompanied by a statement of the identity of the sender and the Association has no reason to doubt the truth of that statement).
"Board"	means the board of Trustees of the Association.
"Chair"	means the person appointed from time to time to be the chair of the Association in accordance with Article 6.2.1.
"Charities Act"	means the Charities Act 2011.
"Charity Commission"	means the Charity Commission of England and Wales.
"Chief Executive Officer"	means the person appointed to be the chief executive for the Association appointed in accordance with Article 34.
"clear days"	in relation to the period of a notice means that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect.
"Companies Act"	means the Companies Act 2006 modified by any statutory modification or re-enactment thereof for the time being in force.
"Competitions"	means a competition of Affiliated Clubs which the Council has accepted may affiliate to the Association.
"Connected Person"	means (a) a child, parent, grandchild, grandparent, brother or sister of a Trustee; (b) the spouse or civil partner of a Trustee or anyone falling within paragraph (a); (c) a person carrying on business in partnership with a Trustee or with any person falling within paragraph (a) or (b); (d) an institution which is controlled by a Trustee or by any person falling within paragraphs (a) (b) or (c) (or which is controlled by any two or more such persons when taken together); (e) a body corporate in which a Trustee or any person within paragraphs (a) to (c) has a substantial interest (or in which two or more such persons, taken together, have a substantial interest);

"Co-opted Members"	means the persons appointed from time to time to be co-opted members of the Council in accordance with Article 25.
"Council"	means the council of the Association as constituted under these Articles.
"Council Members"	means the persons appointed or elected from time to time to be members of the Council in accordance with these Articles.
"Council Terms"	means any standing orders or terms of reference regulating the conduct of business of council adopted by the council from time to time pursuant to Article 30.1.
"County"	means such area as shall be determined from time to time by The Football Association.
"executed"	includes any mode of execution.
"FA Affiliated League"	means a league containing Affiliated Club(s) which is affiliated to The Football Association but is not affiliated to the Association.
"FA Representative"	means the person appointed in accordance with Article 35 to be the Association's representative from time to time at The Football Association under the Rules of The Football Association.
"Financial Expert"	means an individual, company or firm who is an authorised person or an exempted person within the meaning of the Financial Services and Markets Act 2000.
"The Football Association"	means Football Association Limited of Wembley Stadium, PO Box 1966, London SW1P 9EQ.
"Game"	means the game of association football.
"Geographical Area"	means such geographical areas of the County as is determined by the Board from time to time.
"Geographical Area Delegate"	means a Council Member elected pursuant to Article 20 and in accordance with Article 21 to serve as the delegate for a Geographical Area.
"Honorary Life Vice Presidents"	means the persons appointed from time to time to be the life members of the Association in accordance with Article 28.
"Laws of the Game"	means the laws of Association Football as settled by the Fédération Internationale de Football Associations ("FIFA") from time to time.
"Material Benefit"	means a benefit which may or may not be financial but which has a monetary value.
"Members"	means those Affiliated Clubs, SFA Affiliated Leagues, competitions and individuals admitted into membership of the Association in accordance with Article 15.
"Membership Rules"	means the membership rules of the Association created and amended from time to time pursuant to Article 15.5.

"Objects"	means the objects of the Association set out in Article 2.
"Office"	means the registered office of the Association.
"Ordinary Resolution"	means a resolution of the Members that is passed by a simple majority.
"President"	means the person appointed from time to time to be the president of the Association in accordance with Article 27.
"Rules"	means the rules, regulations, standing-orders and bye-laws of the Association as amended from time to time.
"Rules of The Football Association"	means the rules of The Football Association as amended from time to time.
"Secretary"	means the company secretary of the Association or any other person appointed to perform the duties of the company secretary of the Association pursuant to Section 270 of the Companies Act, if any, including a joint, assistant or deputy secretary.
"Senior Independent Trustee"	has the meaning given in Article 9.5.
"SFA Affiliated League"	means a league of Affiliated Clubs which is affiliated to the Association as set out in Article 23.
"Special Resolution"	means a resolution of the Members that is passed by a majority of 75% or more.
"Suffolk County Schools' Football Association"	means the Suffolk County division of the English Schools Football Association recognised by the Council from time to time.
"Suffolk Referees Association"	means the representative body for the referees operating within the County.
"Taxable Trading"	means carrying on a trade or business on a continuing basis for the principal purpose of raising funds and not for the purpose of actually carrying out the Objects, and the profits of which are liable to tax.
"Treasurer"	means the person appointed from time to time to be the treasurer of the Association in accordance with Article 9.4.
"Trustees"	means the trustees of the Association, who are charity trustees as defined by section 177 of the Charities Act, and also company law directors as defined by section 250 of the Companies Act.
"United Kingdom"	means the United Kingdom of Great Britain and Northern Ireland.
"Vice Chair"	means the person appointed from time to time to be the vice chair of the Association in accordance with Article 6.2.1.
"written" or "in writing"	refers to a legible document on paper or a document that can be printed onto paper including a fax message or electronic mail.

"Youth Council"	means the youth council of the Association as constituted under these Articles.
"Youth Council Terms"	means any standing orders or terms of reference regulating the conduct of business and membership of the Youth Council adopted by the Youth Council from time to time pursuant to Article 32.2.

1.2 Unless the context otherwise requires, words or expressions contained in these Articles bear the same meaning as in the Companies Act but excluding any statutory modification thereof not in force when these Articles become binding on the Association.

1.3 Words denoting the singular number include the plural number and vice versa; and words denoting persons include bodies corporate (however incorporated) and unincorporated, including unincorporated associations of persons and partnerships.

1.4 Headings are inserted for convenience only and do not affect the construction of these Articles.

2. OBJECTS

2.1 The objects of the Association are for the public benefit generally but with particular reference to the inhabitants of the County and its surrounding areas:

2.1.1 to promote, develop and support community participation in healthy recreation by providing or assisting in the provision of facilities for the playing of the Game and such other sports or physical activities which improve fitness and health (and "facilities" in this Article 2 means land, buildings, equipment and organising sporting activities);

2.1.2 to advance amateur sport by promoting the amateur playing of the Game and such other sports or games which promote health by involving physical or mental skills or exertion and which are undertaken on an amateur basis;

2.1.3 to advance education (including academic and physical education) by such means as the Trustees think fit, including by:

(a) helping and educating children and young people by providing facilities for the playing of the Game and other sports as to develop their physical, mental and social capacities that they may grow to full maturity as individuals and members of the community; and

(b) helping and educating persons involved in the coaching and/or refereeing of the Game by providing relevant tuition and/or resources;

2.1.4 to support people with disabilities, learning difficulties or ill-health by the provision of facilities for the playing of the Game and other sport, recreation or leisure time occupation in the interests of social welfare and with the object of improving the conditions of life of such people.

3. POWERS

In furtherance of the Objects, but not otherwise, the Association may exercise the following powers:

3.1 to promote, foster, develop and support the Game in every way, without discrimination;

3.2 to provide for, organise and deal with the affiliation and registration of clubs and other organisations, leagues, cup competitions, and tournaments;

3.3 to provide for the affiliation and registration of players, referees, coaches and others involved in the Game;

3.4 to provide for sports coaching and training, holding matches and organising related activities;

3.5 to take steps as shall be thought necessary to prevent infringement of the Laws of the Game or any improper methods of practices of the Game;

3.6 to make, adopt, vary and publish rules for regulation of the Game within the County or such other area as the Trustees shall determine;

3.7 to support the principle of fair play in the Game by encouraging everyone involved to show respect to each other and to behave in a sporting manner both on and off the field;

3.8 to promote, foster, develop and support organisations designed to promote, foster, develop and support the Game, including playing, training and regulation of players, coaches and referees, the promotion of sportsmanship, the advancement of sciences and medicine as they apply to the Game and in any way in relation to all other aspects of the Game;

3.9 to cooperate with The Football Association in all matters relating to the Game including compliance with the Rules of The Football Association;

3.10 to promote or carry out research (provided that the useful results of such research shall be made available to the public);

3.11 to provide advice;

3.12 to organise meetings, lectures, conferences, broadcasts or courses of instruction;

3.13 to publish or distribute information;

3.14 to co-operate or collaborate with other bodies and engage in joint ventures;

3.15 to enter into any funding or other arrangement with any government or any other authority (municipal, local or otherwise) and to obtain from such government or authority any rights, concessions, privileges, licences and permits;

3.16 alone or with other organisations to seek to influence public opinion and to make representations to and to seek to influence governmental and other bodies and institutions regarding the reform, development and implementation of appropriate policies, legislation and regulations (provided that at all times all such activities shall be confined to those which a charity may properly undertake);

3.17 to support, administer or set up other charities and undertake and execute charitable trusts;

3.18 to raise funds (but not by means of Taxable Trading);

3.19 to take and accept any gift of money, property or other assets whether subject to any special trusts or not or to disclaim any such gift;

3.20 to borrow money and give security for loans (but only in accordance with the restrictions imposed by the Charities Act);

3.21 to lend money and give credit and take security for loans;

3.22 to acquire or hire property rights or privileges of any kind and to construct, restore, improve, maintain and alter such property;

3.23 to let or dispose of or turn to account property of any kind (but only in accordance with the restrictions imposed by the Charities Act);

3.24 to make planning applications, applications for consent under bye-laws or building regulations or other similar applications;

3.25 to pay any rent and other outgoings and expenses in relation to property and to do all such other things as may be necessary for (or incidental to) the use, maintenance, alteration or improvement of such property;

3.26 to purchase lease or hire and operate and maintain any equipment necessary or convenient for the administration of the Association;

3.27 to pay grants, prizes, awards, scholarships, bursaries or loans of money and to give guarantees;

3.28 to apply the capital or income of the Association:

3.29 to set aside funds for special purposes or as reserves against future expenditure;

3.30 to draw, make, accept, endorse, discount, negotiate, execute and issue promissory notes, bills, cheques and other instruments and to operate bank accounts;

3.31 to deposit or invest funds in any manner (but to invest only after obtaining advice from a Financial Expert, unless the Trustees reasonably conclude that in all the circumstances it is unnecessary or inappropriate to do so, and having regard to the suitability of investments and the need for diversification);

3.32 to delegate the management of investments to a Financial Expert, but only on terms that:

3.32.1 require the Financial Expert to comply with any investment policy (and any revision of that policy) set down in writing for the Financial Expert by the Trustees;

3.32.2 require the Financial Expert to report every transaction to the Trustees promptly;

3.32.3 require the Financial Expert to review the performance of the investments with the Trustees regularly;

3.32.4 entitle the Trustees to cancel the delegation arrangement at any time;

3.32.5 require the investment policy and the delegation arrangement to be reviewed with the Trustees at least once a year;

3.32.6 require all payments to the Financial Expert to be on a scale or at a level that is agreed in advance and to be notified promptly to the Trustees on receipt;

3.32.7 prohibit the Financial Expert from doing anything outside the powers of the Trustees;

3.33 to arrange for investments or other property of the Association to be held in the name of a nominee (being a corporate body controlled by the Trustees or by a Financial Expert acting under the instructions of the Trustees) and to pay any reasonable fee required;

3.34 to insure the property of the Association against any foreseeable risk and take out other insurance policies to protect the Association when required;

3.35 to insure the Trustees against the costs of a successful defence to a criminal prosecution brought against them as Association Trustees or against personal liability incurred in respect of any act or omission that is or is alleged to be a breach of trust or breach of duty, provided that such insurance may not cover any personal liability where the Trustee concerned knew that, or was reckless whether, the act or omission was a breach of trust or breach of duty;

3.36 subject to Article 5, to engage employees, consultants, advisers, agents and volunteers;

3.37 to provide and contribute to superannuation or pension funds for the employees and workers of the Association or any of them or otherwise to make provision for such employees and workers and their dependants;

3.38 to enter into contracts to provide services to or on behalf of other bodies;

3.39 to arrange for the amalgamation or merger of the Association with any charitable organisation the purposes of which in the opinion of the Trustees are similar to the purposes of the Association either alone or as amalgamated;

3.40 to establish or acquire subsidiary companies;

3.41 to pay the reasonable and proper costs of administering the Association including its registration with the Charity Commission and HM Revenue & Customs; and

3.42 to do anything else within the law that promotes or helps to promote the Objects.

4. INCOME AND EXPENDITURE

4.1 The income and property of the Association shall be applied solely towards the promotion of the Objects.

4.2 Except as provided below, no part of the income or property of the Association may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any Member of the Association. This shall not prevent any payment in good faith by the Association of:

4.2.1 a benefit to any Member in the capacity of a beneficiary of the Association;

4.2.2 reasonable and proper remuneration to any Member for any goods or services supplied to the Association, provided that Article 5 applies if such a Member is a Trustee;

4.2.3 interest on money lent by a Member to the Association at a reasonable and proper rate;

4.2.4 reasonable and proper rent for premises demised or let by a Member to the Association; and

4.2.5 any payment to a Member who is also a Trustee which is permitted under Article 5.

5. BENEFITS AND PAYMENTS TO TRUSTEES AND CONNECTED PERSONS

5.1 A Trustee:

5.1.1 is entitled to be reimbursed reasonable out-of-pocket expenses (including hotel and travel costs) properly incurred when acting on behalf of the Association;

5.1.2 may benefit from trustee indemnity insurance purchased by the Association in accordance with section 189 of the Charities Act;

5.1.3 may receive payment under an indemnity from the Association in the circumstances set out in Article 40;

5.1.4 may not receive any other financial benefit or payment from the Association unless it is authorised by this Article 5.

5.2 Unless the benefit or payment is permitted under Article 5.3, no Trustee (including a Member who is also a Trustee) or Connected Person may:

5.2.1 buy any goods or services from the Association on terms preferential to those applicable to members of the public;

5.2.2 sell goods, services, or any interest in land to the Association;

5.2.3 be employed by, or receive any remuneration from, the Association; or

5.2.4 receive any other financial benefit from the Association.

5.3 A Trustee or a Connected Person may:

5.3.1 receive a benefit from the Association in the capacity of a beneficiary of the Association;

5.3.2 enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the Association where that is permitted in accordance with, and subject to the conditions in, sections 185 and 186 of the Charities Act;

5.3.3 subject to 5.4, enter into a contract for the supply of goods to the Association that are not supplied in connection with services provided to the Association by the Trustee or Connected Person;

5.3.4 receive reasonable and proper rent for premises let to the Association;

5.3.5 receive interest at a reasonable and proper rate on money lent to the Association;

5.3.6 take part in the normal trading and fundraising activities of the Association on the same terms as members of the public; and

5.3.7 receive or retain any other payment or benefit for which prior written authorisation has been obtained from the Charity Commission.

5.4 The Association and its Trustees may only rely upon the authority provided by Article 5.3.3 if each of the following conditions is satisfied:

5.4.1 the amount or maximum amount of the payment for the goods:

(a) is set out in an agreement in writing between the Association and the Trustee or Connected Person supplying the goods (the "Supplier") under which the Supplier is to supply the goods in question to the Association;

(b) does not exceed what is reasonable in the circumstances for the supply of the goods in question;

5.4.2 the other Trustees are satisfied that it is in the best interests of the Association to contract with the Supplier rather than someone who is not a Trustee or Connected Person. In reaching that decision, which must be recorded in the minutes of the meeting, the Trustees must balance the advantages of contracting with a Trustee against the disadvantages of doing so;

5.4.3 the Supplier:

(a) is absent from the part of the meeting at which there is discussion of the proposal to enter into a contract or arrangement with regard to the supply of goods to the Association by them;

(b) does not vote on any such matter and is not counted when calculating whether a quorum of Trustees is present at the meeting; and

5.4.4 a majority of the Trustees then in office are not in receipt of remuneration or payments authorised by Article 5.

5.5 In Article 5.3 and Article 5.4, the "Association" includes any company in which the Association:

5.5.1 holds more than 50% of the shares; or

5.5.2 controls more than 50% of the voting rights attached to the shares; or

5.5.3 has the right to appoint one or more Trustees to the company.

6. THE TRUSTEES' GENERAL AUTHORITY.

6.1 The Trustees are responsible for the management of the Association's business, for which purpose they may exercise all of the powers of the Association and do on behalf of the Association all such acts as may be done by the Association as are not by the Companies Act or by the Articles required to be done by the Association in general meeting.

6.2 Without prejudice to Article 6.1, the Trustees may:

6.2.1 appoint a Chair and Vice Chair from among their number;

6.2.2 make regulations consistent with the Articles and the Companies Act to govern:

(a) proceedings at general meetings;

(b) proceedings at meetings of Trustees and meetings of committees; and

(c) the administration of the Association;

6.2.3 establish procedures to assist the resolution of disputes within the Association; and

6.2.4 exercise any powers of the Association which are not reserved to a general meeting.

7. DELEGATION OF TRUSTEES' POWERS

7.1 Subject to the Articles, the Trustees may delegate any of their powers:

7.1.1 to such person (including the Chief Executive Officer) or committee;

7.1.2 by such means (including by power of attorney);

7.1.3 to such an extent;

7.1.4 in relation to such matters or territories; and

7.1.5 on such terms and conditions, as they think fit.

7.2 Any such delegation may authorise further delegation of the Trustees' powers by any person to whom they are delegated.

7.3 The Trustees may revoke any delegation in whole or part or alter its terms and conditions.

7.4 Committees to which the Trustees delegate any of their powers must contain at least one Trustee and must follow procedures which are based as far as they are applicable on those provisions of the Articles which govern the taking of decisions by Trustees.

7.5 The Trustees may make rules of procedure for all or any committees, which prevail over any rules or bye-laws derived from the Articles if they are not consistent with them.

7.6 As a minimum the Trustees shall maintain an Equality Committee and any other committees required by the Rules from time to time.

7.7 The Trustees shall also maintain a Finance, Risk and Audit Committee and a Nominations Committee unless the Trustees consider it appropriate for the Trustees to act in place of such

committees, as well as such other committees as the Trustees consider necessary to support them.

8. NUMBER OF TRUSTEES

8.1 Unless otherwise determined by Ordinary Resolution, the number of Trustees shall be subject to a maximum of twelve but shall be not less than four.

9. APPOINTMENT OF TRUSTEES

9.1 Save as otherwise provided in the Articles, the Trustees shall be such persons as are willing to serve as Trustees who are:

9.1.1 proposed by the Nominations Committee; and

9.1.2 appointed by the Board.

9.2 No person may be appointed as a Trustee:

9.2.1 unless he or she has attained the age of 18 years; or

9.2.2 in circumstances such that, had he or she already been a Trustee, he or she would have been disqualified from acting under the provisions of Article 11.1.

9.3 The Equality Committee established pursuant to Article 7.6 shall be entitled to nominate one member who is not otherwise a Trustee to attend Trustees' meetings as an observer. In this capacity, the person so nominated shall be entitled to receive notice of, and attend and speak at, all Trustees' meetings and to receive copies of all Board papers as if he or she were a Trustee, but shall not be entitled to vote on any resolutions proposed, shall not count towards the quorum for the meeting or have any rights of a Trustee and shall not hold himself or herself out as a Trustee in any way.

9.4 The Trustees shall nominate one of their number to act as the Treasurer.

9.5 The Trustees shall nominate one of their number to act as the Senior Independent Trustee. The Senior Independent Trustee shall act as a sounding board for the Chair, serve as an intermediary for the other Trustees when necessary, act as an alternative contact for members of Council if the normal channels of communication to the Trustees through the Chair or the Association's executive team fail to resolve matters or where the use of such channels may be inappropriate, and lead on the process of appraising the performance of the Chair.

10. TERMS OF OFFICE OF TRUSTEES

10.1 A Trustee shall retire on the third anniversary of his or her appointment but may offer himself or herself for re-appointment by the Board. A Trustee shall not be entitled to offer himself or herself for reappointment on more than two occasions on which he or she is eligible for reappointment in accordance with this Article, provided that:

10.1.1 a Trustee may stand for further re-election and serve for a period of up to twelve years from the date of his or her first appointment as a Trustee if he or she is appointed as Chair or appointed to the council of The Football Association during his or her term of office as a Trustee; and

10.1.2 the Board may in exceptional circumstances permit a Trustee to hold office for a period up to a further year beyond the date on which he or she would otherwise have retired without being eligible for re-appointment in accordance with this Article.

10.2 If a Trustee retires pursuant to Article 10.1, he or she shall not be eligible for re-appointment to the Board until a period of four years has passed from the date of his or her retirement.

10.3 The term limits in this Article 10 shall apply retrospectively from 1 January 2019, so that the first term of office of any Trustee in office as at the date of adoption of these Articles shall be taken to have commenced:

10.3.1 on the date of his or her appointment, if he or she were appointed on or after 1 January 2019; or

10.3.2 on 1 January 2019, if he or she were appointed before 1 January 2019.

11. TERMINATION OF APPOINTMENT OF TRUSTEES

11.1 A person ceases to be a Trustee if:

11.1.1 they cease to be a Trustee by virtue of any provision of the Companies Act or they become prohibited by law from being a Trustee; or

11.1.2 they become bankrupt or makes any arrangement or composition with their creditors generally; or

11.1.3 they die or if a registered medical practitioner who is treating them gives a written opinion to the company stating that they have become physically or mentally incapable of acting as a Trustee and may remain so for more than three months; or

11.1.4 they resign their office by notice to the Association; or

11.1.5 they shall without sufficient reason for more than two consecutive meetings of the Board meetings have been absent without permission of the Trustees and the Trustees resolve that their office be vacated; or

11.1.6 they are suspended from holding office or from taking part in any footballing activity relating to the administration or management of the Association by a decision of The Football Association; or

11.1.7 they are subject to a decision from The Football Association that they be suspended permanently or for a specified period from taking part in football management and/or football administration and/or any football-related activity pursuant to any applicable disciplinary provisions under the rules or statutes of UEFA or FIFA (as appropriate); or

11.1.8 if they no longer comply with a declaration of good character given by the Trustee upon taking office or the Association's code for Trustees from time to time; or

11.1.9 they are removed from office by the Members by a resolution duly passed pursuant to section 168 of the Companies Act; or

11.1.10 they are convicted of any criminal offence, other than any minor motoring or similar offence that cannot reasonably damage the reputation of the Association.

12. PROCEEDINGS OF TRUSTEES

12.1 Subject to the provisions of these Articles, the Trustees may regulate their proceedings as they think fit.

12.2 A Trustee may, and the Chief Executive Officer at the request of a Trustee shall, call a meeting of the Trustees.

12.3 Any such notice shall specify where, when and how the meeting is to be held. Any Trustee may waive notice of any meeting and any such waiver may be retrospective. It shall not be necessary to give notice of a meeting to a Trustee who is absent from the United Kingdom.

12.4 The quorum for the transaction of the business of the Trustees may be fixed from time to time by the Trustees and, unless so fixed at any other number, shall be three.

12.5 The continuing Trustees or a sole continuing Trustee may act notwithstanding any vacancies in their number, but, if the number of Trustees is less than the number fixed as the quorum, the continuing Trustees or Trustee may act only for the purpose of admitting persons to membership, calling Council meetings, filling vacancies or of calling a general meeting.

12.6 A meeting of the Trustees at which a quorum is present shall be competent to exercise all the authorities, powers and discretions by or under the regulations of the Association for the time being vested in the Association generally.

12.7 In the absence of any expression to the contrary in the Articles, rules or any regulations, or standing orders, or decisions of the Trustees, questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the chair of the meeting shall be entitled to a casting vote in addition to any other vote he or she may have.

12.8 Any Trustee may participate in a meeting of the Board, or of a committee of Trustees, by way of video conferencing or conference telephone or similar equipment which allows every person participating to hear and speak to one another throughout such meeting. A person so participating shall be deemed to be present in person at the meeting and shall accordingly be counted in the quorum and be entitled to vote. Such a meeting shall be deemed to take place where the largest group of those participating is assembled, or if there is no such group, where the chair of the meeting is.

12.9 Unless they are unwilling to do so, the Chair shall preside at every meeting of Trustees at which they are present. But if there is no person holding that office or if the Chair is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Vice Chair shall preside. If there is no Vice Chair or if they are unwilling to preside, of if they are not present within five minutes after the time appointed for the meeting, the Trustees present may appoint one of the number to be chair of the meeting.

12.10 All acts carried out by a meeting of Trustees, or of a committee of Trustees, or by a person acting as a Trustee shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any Trustee or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a Trustee and had been entitled to vote.

12.11 A resolution in writing signed by all the Trustees entitled to receive notice of a meeting of Trustees or of a committee of Trustees shall be as valid and effectual as if it had been passed at a meeting of Trustees or (as the case may be) a committee of Trustees duly convened and held and may consist of several documents in the like form each signed by one or more Trustees.

13. CONFLICTS OF INTEREST

13.1 A Trustee must avoid a situation in which he or she has an interest or duty that conflicts or possibly may conflict with the interests of the Association. This duty is not infringed if:

13.1.1 the situation cannot reasonably be regarded as likely to give rise to a conflict of interest;

13.1.2 the situation is authorised by the Trustees in accordance with Article 13.2; or

13.1.3 the situation relates to the purchase of trustee indemnity insurance in accordance with Article 3.35.

13.2 If a conflict of interests arises for a Trustee, the unconflicted Trustees may authorise such a conflict of interests provided that:

13.2.1 the procedure in Article 13.3 is followed;

13.2.2 authorisation will not result in any direct or indirect Material Benefit being conferred on any Trustee or any Connected Person in respect of that Trustee that would not be permitted by Article 5; and

13.2.3 the unconflicted Trustees consider it is in the best interests of the Association to authorise the conflict of interest in the circumstances.

13.3 Whenever a Trustee has an interest in a matter to be discussed at a meeting of the Trustees or a committee the Trustee concerned must:

13.3.1 declare his or her interest before discussion begins on the matter;

13.3.2 withdraw from the meeting for that item unless expressly invited to remain in order to provide information;

13.3.3 not be counted in the quorum for that part of the meeting;

13.3.4 withdraw during the vote and have no vote on the matter.

13.4 If a question arises at a meeting of Trustees or of a committee of Trustees as to the right of a Trustee to vote, the question may, before the conclusion of the meeting, be referred to the chair of the meeting and their ruling in relation to any Trustee other than themselves shall be final and conclusive.

13.5 A Trustee's duty under the Companies Act to avoid a conflict of interest with the Association does not apply to any transaction authorised by Article 5.

14. LIABILITY OF MEMBERS

The liability of the Members is limited. Every Member undertakes to contribute such amount as may be required (not exceeding £10) to the Association's assets if it should be wound-up while he or she is a Member or within one year after he or she ceases to be a Member, for payment of the Association's debts and liabilities contracted before he or she ceases to be a Member, and the costs, charges and expenses of winding-up, and for the adjustment of the rights of the contributors among themselves.

15. MEMBERS OF THE CHARITY

15.1 The Members as at the date of adoption of these Articles and such other persons as are admitted to membership by the Council in accordance with the Articles shall be the Members of the Association.

15.2 Every person who wishes to become a Member shall deliver to the Association an application for membership in such form as the Council requires. The provisions of Section 113 of the Companies Act shall be observed by the Association and every Member shall either sign a written consent to become a Member or sign the register of Members on becoming a Member. For the purposes of registration the number of Members is declared to be unlimited. Every corporation and unincorporated association which is admitted to membership may exercise such powers as are prescribed by Section 323 of the Companies Act.

15.3 Council Members (save for Honorary Life Vice Presidents) shall be Members but any person who ceases to be a Council Member shall automatically cease to be a Member and their name shall be erased from the register of Members.

15.4 Member may withdraw from membership of the Association on seven days' clear notice to the Association. Membership shall not be transferable in any event and shall cease immediately on death or dissolution or on the failure of the Member to comply or to continue to comply with any condition of membership set out in these Articles or the Rules or the Membership Rules.

15.5 The Trustees may from time to time make, vary and revoke Rules relating to the levels of affiliation fees, county cup competition fees and any other fees to be paid by the different categories of Members.

15.6 The Trustees may from time to time make, vary and revoke Membership Rules relating to all aspects of membership of the Association.

15.7 It shall be the duty of the Trustees, if at any time they shall be of the opinion that the interests of the Association so require, by notice, to request that Member to withdraw from membership of the Association within a time specified in such notice. No such notice shall be sent except on a vote of the majority of the Trustees present and voting, which majority shall include one half of the total number of the Trustees for the time being.

15.8 If, on the expiry of the time specified in such notice, the Member concerned has not withdrawn from membership by submitting written notice of their resignation, or if at any time after receipt of the notice requesting him or her to withdraw from membership the Member shall so request in writing, the matter shall be submitted to a properly convened and constituted meeting of the Trustees. The Trustees and the Member whose expulsion is under consideration shall be given at least 14 days' notice of the meeting, and such notice shall specify the matter to be discussed. The Member concerned shall at the meeting be entitled to present a statement in their defence either verbally or in writing, and they shall not be required to withdraw from membership unless half of the Trustees present and voting shall, after receiving the statement in their defence, vote for their expulsion, or unless the Member fails to attend the meeting without sufficient reason being given. If such a vote is carried, or if the Member shall fail to attend the meeting without sufficient reason being given, they shall thereupon cease to be a Member and their name shall be erased from the register of Members.

15.9 The Members shall pay any affiliation fees, county cup competition fees and any other fees set by the Trustees. Any Member whose subscription or affiliation fee is in arrears by more than such period as the Trustees shall decide shall be deemed to have resigned their membership of the Association.

16. GENERAL MEETINGS

16.1 The Association shall hold a general meeting in every calendar year as its annual general meeting at such time and place as may be determined by the Trustees, and shall specify the meeting as such in the notices calling it.

16.2 The annual general meeting shall be held for the following purposes:

16.2.1 to receive the minutes of the previous annual general meeting and any extraordinary general meetings held since the last annual general meeting;

16.2.2 to receive from the Trustees a full statement of account, pursuant to Article 37.3;

16.2.3 to receive from the Trustees a report of the activities of the Association since the previous annual general meeting;

16.2.4 to elect the Geographical Area Delegates;

16.2.5 to appoint the Association's auditors; and

16.2.6 to transact such other business as may be brought before it in accordance with these Articles.

16.3 All general meetings other than annual general meetings shall be called extraordinary general meetings.

16.4 The Trustees may call general meetings whenever they think fit and, on the requisition of 25 Members pursuant to the provisions of the Companies Act, shall within twenty one days proceed to

convene an extraordinary general meeting for a date not later than twenty eight days after the date of the notice convening the meeting. Such requisition must state the object of the meeting. If there are not within the United Kingdom sufficient Trustees to call a general meeting, any Trustee or the Secretary may call a general meeting.

17. NOTICE OF GENERAL MEETINGS

17.1 An annual general meeting and an extraordinary general meeting called for the passing of a special resolution shall be called by at least 21 clear days' notice and every other extraordinary general meeting shall be called by at least 14 days' notice. A general meeting may be called by shorter notice if it is so agreed:

17.1.1 in the case of an annual general meeting, by all the Members entitled to attend and vote thereat; and

17.1.2 in the case of any other meeting, by a majority in number of the Members having a right to attend and vote being a majority together holding not less than 95% of the total voting rights at the meeting of all the Members.

17.2 The notice shall specify the time and place of the meeting and, in the case of special business, the general nature of such business. All business shall be deemed special that is transacted at an extraordinary general meeting and also all business that is transacted at an annual general meeting with the exception of:

17.2.1 the consideration and adoption of the accounts and balance sheet and the reports of the Trustees and auditors and other documents required to be annexed to the accounts; and

17.2.2 the appointment of auditors (and the fixing of their remuneration) where special notice of the resolution for such appointment is not required by the Companies Act.

17.3 The notice shall, in the case of an annual general meeting, specify the meeting as such, and, in the case of a meeting to pass a special resolution, specify the intention to propose the resolution as a special resolution.

17.4 The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate any resolution passed or the proceedings at that meeting.

18. PROCEEDINGS AT GENERAL MEETINGS

18.1 A person is able to exercise the right to speak at a general meeting when that person is in a position to communicate to all those attending the meeting, during the meeting, any information or opinions which that person has on the business of the meeting.

18.2 A person is able to exercise the right to vote at a general meeting when:

18.2.1 that person is able to vote, during the meeting, on resolutions put to the vote at the meeting; and

18.2.2 that person's vote can be taken into account in determining whether or not such resolutions are passed at the same time as the votes of all the other persons attending the meeting.

18.3 The Trustees may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it.

18.4 In determining attendance at a general meeting, it is immaterial whether any two or more Members attending it are in the same place as each other.

18.5 Two or more persons who are not in the same place as each other attend a general meeting if their circumstances are such that if they have (or were to have) rights to speak and vote at that Meeting, they are (or would be) able to exercise them.

18.6 No business shall be transacted at any meeting unless a quorum of 25 Members is present in person or by proxy.

18.7 If such a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting such a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the Trustees may determine and if at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting the Members present shall be a quorum.

18.8 The Chair or in their absence the Vice-Chair shall preside as chair of the meeting, but if neither the Chair nor the Vice-Chair are present within 15 minutes after the time appointed for holding the meeting and willing to act, the Trustees present shall elect one of their number to be chair of the meeting and, if there is only one Trustee present and willing to act, they shall be chair of the meeting.

18.9 If no Trustee is willing to act as chair of the meeting, or if no Trustee is present within 15 minutes after the time appointed for holding the meeting, the Members entitled to vote and present in person or by proxy shall choose one of their number to be chair of the meeting.

18.10 The chair of the meeting may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for 14 days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.

18.11 The chair of the meeting may at any time without the consent of the meeting adjourn any meeting (whether or not it has commenced or a quorum is present) either without fixing a day for the meeting or to another time or place where it appears to them that:

(a) Members wishing to attend cannot be conveniently accommodated in the place appointed for the meeting;

(b) the conduct of persons present prevents or is likely to prevent the orderly continuation of business; or

(c) an adjournment is otherwise necessary so that the business of the meeting may be properly conducted.

18.12 If an amendment shall be proposed to any resolution under consideration but shall in good faith be ruled out of order by the chair of the meeting, the proceedings on the substantive resolution shall not be invalidated by any error in such ruling. With the consent of the chair of the meeting, an amendment may be withdrawn by its proposer before it is voted upon. In the case of a resolution duly proposed as a special, no amendment thereto (other than a mere clerical amendment to correct a typographical error) may in any event be considered or voted upon.

18.13 A resolution put to the vote of a meeting shall be decided on a show of hands unless before, or on the declaration of the result of, the show of hands a poll is duly demanded. Subject to the provisions of the Companies Act, a poll may be demanded:

18.13.1 by the chair of the meeting; or

18.13.2 by at least five Members present in person or by proxy and having the right to vote at the meeting.

18.14 Unless a poll is duly demanded a declaration by the chair of the meeting that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.

18.15 The demand for a poll may, before the poll is taken, be withdrawn but only with the consent of the chair and a demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made.

18.16 A poll shall be taken at such time and place and in such manner as the chair of the meeting directs and they may appoint scrutineers (who need not be Members) and fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

18.17 In the case of an equality of votes, whether on a show of hands or on a poll, the chair of the meeting shall be entitled to a casting vote in addition to any other vote they may have.

18.18 A poll demanded on the election of a chair of the meeting or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either forthwith or at such time and place as the chair of the meeting directs not being more than 14 days after the poll is demanded. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll was demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.

18.19 No notice need be given of a poll not taken forthwith if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In any other case at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.

18.20 Subject to Article 18.21, a resolution in writing agreed by a simple majority (or in the case of a Special Resolution by a majority of not less than 75%) of the Members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective provided that a copy of the proposed resolution has been sent to every eligible Member and a simple majority (or in the case of a Special Resolution by a majority of not less than 75%) of Members has signified its agreement to the resolution in an Authenticated Document that has been received at the registered office within the period of 28 days beginning with the circulation date. A resolution in writing may comprise several copies to which one or more Members have signified their agreement. In the case of a Member that is a corporation or unincorporated association, its Authorised Representative may signify agreement.

18.21 The following may not be passed as a written resolution:

18.21.1 a resolution to remove a Trustee before his or her period of office expires; and

18.21.2 a resolution to remove an auditor before his or her period of office expires.

19. VOTES OF MEMBERS

19.1 Subject to Article 18.17, on a show of hands every Member who is present in person shall have one vote and on a poll every Member present in person or by proxy shall have one vote.

19.2 Proxies may be appointed in accordance with this Article:

19.2.1 Proxies may only validly be appointed by a notice in writing which:

(a) states the name and address of the Member appointing the proxy;

(b) identifies the person appointed to be that Member's proxy and the general meeting in relation to which that person is appointed; and

(c) is signed by or on behalf of the Member appointing the proxy, or is authenticated in is delivered to the Association in accordance with the Articles and any instructions contained in the notice of the general meeting to which they relate;

19.2.2 a person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the Association by or on behalf of that person;

19.2.3 an appointment under a proxy notice may be revoked by delivering to the Association a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given. A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates;

19.2.4 the Association may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes;

19.2.5 proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions; and

19.2.6 unless a proxy notice indicates otherwise, it must be treated as:

(a) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and

(b) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

19.3 If any votes are given or counted at a general meeting which shall afterwards be discovered to be improperly given or counted, the same shall not affect the validity of any resolution or thing passed or done at the said meeting, unless the objection to such votes be taken at the same meeting, and not in that case, unless the chair of the meeting shall then and there decide that the error is of sufficient magnitude to affect such resolution or thing. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chair of the meeting whose decision shall be final and conclusive.

20. COUNCIL

20.1 There shall be a body known as the Council. The Council shall comprise:

20.1.1 the President;

20.1.2 the Chair;

20.1.3 the Vice-Chair;

20.1.4 the Honorary Life Vice Presidents;

20.1.5 the Chief Executive Officer;

20.1.6 the Treasurer;

20.1.7 the Trustees will be Council Members by right of office with full voting rights associated therewith;

20.1.8 two Geographical Area Delegates for each Geographical Area;

20.1.9 the persons as nominated by the FA Affiliated Leagues in accordance with Article 22.1;

20.1.10 the persons as nominated by each of the SFA Affiliated Leagues in accordance with Article 23.1;

20.1.11 the persons nominated by each Affiliated Club playing in the Premier League, the Football League, the FA Women's Super League or the FA Women's Championship as nominated in accordance with Article 24.1;

20.1.12 one delegate from the Suffolk Referees' Association as nominated in accordance with Article 24.2;

20.1.13 one delegate from the Suffolk County Schools' Association as nominated in accordance with Article 24.3;

20.1.14 one delegate from the Youth Council as nominated in accordance with Article 24.4; and

20.1.15 the persons appointed to the Council in accordance with Article 25.1.

21. COUNCIL MEMBERS (GEOGRAPHICAL AREA DELEGATES)

21.1 The persons proposed to be nominated as Geographical Area Delegates to fill any vacancies must be nominated by two Affiliated Clubs from within the relevant Geographical Area on the nomination form prescribed by the Board. Such nomination form, containing a brief statement regarding the nominee, must be submitted to the Chief Executive Officer at the Office four weeks before the annual general meeting each year. No Affiliated Club may nominate more than one candidate for any one Geographical Area.

21.2 Any person nominated as a Geographical Area Delegate must reside within the Geographical Area they represent.

21.3 If there is more than one candidate nominated to be one of the Geographical Area Delegates there shall be a paper ballot at the annual general meeting. Only Affiliated Clubs within that particular Geographical Area shall participate in such a ballot. If there are no candidates for Geographical Area Delegate for a particular area the position shall remain vacant.

21.4 If there is only one candidate nominated to be the Geographical Area Delegate for a particular Geographical Area that candidate shall be declared elected unopposed.

21.5 If there is an election, the candidate receiving the largest number of votes shall be declared elected.

21.6 If two, three or more candidates poll an equal number of votes, they shall go forward to an additional ballot. This process shall be repeated if required until a winner is declared.

21.7 Those persons elected as Geographical Area Delegates shall hold office for a period of three years following the annual general meeting at which their election is announced but shall be eligible for re-election in accordance with Article 29. If a vacancy occurs during the year, the Council shall elect a replacement who will serve until the following annual general meeting and who shall then be eligible for re-election in accordance with Article 29.

22. COUNCIL MEMBERS (FA AFFILIATED LEAGUES)

22.1 The Council shall from time to time designate the number of Council Members to represent the Affiliated Clubs playing in each FA Affiliated League at Steps 1-4 and 5-6 of the National League System and the Women's Football Pyramid (Tiers 5-6) groups as follows:

22.1.1 a maximum of one Council Member in respect of each group containing less than ten Affiliated Clubs; and

22.1.2 two Council Members in respect of each group containing ten or more Affiliated Clubs.

22.2 Pursuant to Article 22.1 each Affiliated Club playing in an FA Affiliated League are entitled to nominate a candidate to be a Council Member. Those candidates proposed to be nominated as Council Members must be nominated on the form prescribed by the Trustees and such form must be submitted to the Chief Executive Officer four weeks before the annual general meeting.

22.3 If there are more nominations than vacancies there shall be a ballot prior to the annual general meeting. If there are no candidates for a Council Member position it shall remain vacant.

22.4 If a vacancy for Council Member arising during the season, the appropriate Affiliated Clubs shall be invited to nominate a replacement who shall serve until the next annual general meeting.

22.5 FA Affiliated Leagues are permitted to nominate a replacement to attend Council meetings should the original Council Member be unavailable. They shall have such rights and privileges as the Council Member being replaced. The FA Affiliated League should advise the Chief Executive Officer at the Office of any such replacement at least two hours before the meeting.

23. COUNCIL MEMBERS (SFA AFFILIATED LEAGUES)

23.1 Council Members may be appointed in accordance with this Article:

23.1.1 the following SFA Affiliated Leagues (being at the date of the adoption of these Articles, Step 7 and below) are each entitled to nominate a person to be a Council Member:

(a) Bury & District Sunday League (1965);

(b) Ipswich & Suffolk Youth Football League (1957)

(c) Ipswich Sunday Football League (1966);

(d) Lowestoft & District League (1888);

(e) Norfolk & Suffolk Veterans' League;

(f) Sudbury & Haverhill District Sunday League (1987);

(g) Suffolk Youth Football League;

(h) Suffolk & Ipswich League (1896);

(i) Suffolk Girls & Women's League (2003) – two representatives, one to represent Girls football and one to represent Women's football;

(j) Norfolk and Suffolk Youth League (1982);

(k) Suffolk WAYS (Western Area Youth Soccer) League;

(l) Suffolk iCan Football League; and

(m) Suffolk Walking Football League.

23.1.2 the SFA Affiliated Leagues must advise the Chief Executive Officer at the Office of the name of the person elected at their annual general meeting as their delegate within fourteen days of that meeting;

23.1.3 the SFA Affiliated Leagues are permitted to nominate a replacement to attend Council meetings should the original nominated person be unavailable who shall have such rights and privileges as the Council Member being replaced; and

23.1.4 the SFA Affiliated Leagues should advise the Chief Executive Officer at the Office of any such replacement at least two hours before the meeting.

24. COUNCIL MEMBERS (OTHER)

24.1 Each Affiliated Club playing in the Premier League, the Football League, the FA Women's Super League or the FA Women's Championship is entitled to nominate one person to be a Council Member and shall advise the Chief Executive Officer at the Office of the name of this delegate prior to the first meeting of Council following the annual general meeting.

24.2 The Suffolk Referees' Association is entitled to nominate one person to be a Council Member and shall advise the Chief Executive Officer at the Office of the name of this delegate prior to the first meeting of Council following the annual general meeting.

24.3 The Suffolk County Schools' Association is entitled to nominate one person to be a Council Member and shall advise the Chief Executive Officer at the Office of the name of this delegate prior to the first meeting of Council following the annual general meeting.

24.4 The Youth Council is entitled to nominate one person to be a Council Member and shall advise the Chief Executive Officer at the Office of the name of this delegate prior to the first meeting of Council following the annual general meeting.

24.5 Council members referred to in Articles 24.1 to 24.4 may appoint a deputy to attend Council meetings.

24.6 The Council Members appointed in accordance with Articles 23.1 to 24.4 shall hold office until the last meeting of Council before the annual general meeting.

24.7 The Council Members covered by Articles 22.1 and 23.1 to 24.4 may fill any casual vacancy which may arise in relation to their delegate during the year. Any person so appointed shall hold office until the person who was replaced was due to retire.

25. COUNCIL MEMBERS (CO-OPTED)

25.1 The Trustees shall have the power to appoint up to five persons who shall have skills deemed beneficial to the Association to serve as Council Members.

25.2 Those persons co-opted to the Council shall serve a maximum of twelve months ending at the Council meeting following the annual general meeting, at which time they shall be eligible for re-appointment in accordance with Article 29.

26. ELECTION REGULATIONS

26.1 A candidate shall not, neither shall any person on behalf of any candidate, offer any bribe, consideration or other improper inducement to any Member for the purpose of procuring the vote of the said Member in the election of such candidates to the Council. Breach of this Article shall be deemed serious misconduct. In addition to any other penalty which the Council may deem fit to impose, this offence shall render void the election of such candidate, if he or she shall be elected as a Council Member.

27. PRESIDENT

At the Council meeting before the annual general meeting in each year the President shall retire but shall be eligible for re-appointment in accordance with Article 29. No person may be nominated to be President unless he or she resides within the County. The Council shall decide who shall be appointed as President. Such person shall hold office for a three-year term from the Council meeting at which he or she is appointed until the last Council meeting before the next annual general meeting but shall be eligible for re-appointment. The President shall have such rights and privileges as the Trustees shall from time to time prescribe.

28. HONORARY LIFE VICE PRESIDENTS

Council may nominate for election, at the Annual General Meeting, Honorary Life Vice Presidents who are either current or previous members of council who have given exceptional service to the County FA. Honorary Life Vice Presidents shall be entitled to remain on the Council for the rest of their lives without the need to be re-elected but will not be entitled to voting rights and (pursuant to Article 15.3) will not be Members.

29. COUNCIL TERM LIMITS

29.1 Each member of Council shall serve from the date of his or her appointment until his or her replacement or vacation of office in accordance with these Articles. No member of Council shall serve office for more than three terms of three years, at which point he or she shall retire. Each term shall run from the date of his or her appointment or most recent re-appointment until the Council meeting immediately preceding the end of the time period of a term of office at which point, subject to any provisions of any Council Terms, he or she shall be eligible for re-appointment at such Council meeting.

29.2 A member of Council who is also a Trustee shall be entitled to remain on Council as an honorary member of Council, entitled to attend but not vote at Council meetings, for such period beyond which he or she would otherwise be required to retire in accordance with Article 29.1 as he or she remains a Trustee.

30. POWERS AND PROCEEDINGS OF COUNCIL

30.1 Subject to approval of the Board, the Council may amend or adopt standing orders or terms of reference regulating the conduct of business of Council (the **Council Terms**).

30.2 The Council shall have the powers set out in the Council Terms, and may have rights to consult and challenge the Trustees on matters agreed in the Council Terms, but in no event can the council make any decision on any financial or commercial matter or override the ultimate decision making authority and powers of the Trustees.

30.3 Council Members may be paid all travelling and other expenses properly incurred by them in connection with their attendance at meetings or otherwise in connection with the discharge of their duties save where the Rules provide otherwise.

31. MINUTES OF COUNCIL

31.1 The Council Members shall cause minutes to be made in books kept for the purpose:

31.1.1 of all appointments it makes; and

31.1.2 of all its proceedings.

32. YOUTH COUNCIL

32.1 There shall be a body known as the Youth Council to represent the interests of young people.

32.2 Subject to approval of the Board, the Youth Council may amend or adopt standing orders or terms of reference regulating the business and membership of Youth Council (the **Youth Council Terms**).

32.3 The Youth Council shall have the powers set out in the Youth Council Terms, and may have rights to consult and challenge the Trustees on matters agreed in the Youth Council Terms, but in no event can the Youth Council make any decision on any financial or commercial matter or override the ultimate decision making authority and powers of the Trustees.

33. SECRETARY

33.1 Subject to the provisions of the Companies Act, the Trustees may (if they wish) appoint a Secretary for such term, at such remuneration and upon such conditions as they may think fit; and any Secretary so appointed may be removed by them. For the avoidance of doubt the Chief Executive Officer may be appointed as the Secretary.

34. CHIEF EXECUTIVE OFFICER

A Chief Executive Officer shall be appointed by the Trustees under the terms of a service contract agreed by both parties. Any person appointed to the office of Chief Executive Officer may be removed by the Trustees at any time (subject to the Officer's contractual terms and employment legislation at the time). If there is a vacancy in the position of Chief Executive Officer, the Trustees may at their discretion appoint a replacement on such terms and for such period as they see fit. This appointment will be considered a permanent position subject to the terms of the aforementioned service contract.

35. FA REPRESENTATIVE

The Trustees shall decide which person should be the Association's FA Representative at such time as the Trustees shall determine. Nominations for persons to be the Association's FA Representative must be submitted in writing to the Chief Executive Officer by such time as the Board shall prescribe each year. Such person shall be appointed to serve for a three-year term from the date on which they are appointed and upon such conditions as the Trustees think fit. The retiring FA Representative shall be eligible for re-appointment. Any person so appointed may be removed at any time by the Board. If a vacancy arises during the term the Board may appoint a replacement.

36. MINUTES

36.1 The Trustees shall cause minutes to be made in books kept for the purpose:

36.1.1 of all appointments made by the Trustees; and

36.1.2 of all proceedings at meetings of the Association, which shall include without limitation proceedings of the Trustees, and of committees of Trustees, including the names of the Trustees present at each such meeting but not proceedings of Council,

36.2 Any such minutes of any meeting, if purporting to be signed by the chair of such meeting, or by the chair of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated.

37. ACCOUNTS AND RECORDS

37.1 The Trustees shall comply with the requirements of the Companies Act and the Charities Act as to maintaining a Members' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Charity Commission of:

37.1.1 annual reports;

37.1.2 annual returns; and

37.1.3 annual statements of account.

37.2 Accounting records relating to the Association must be made available for inspection by any Trustee at any reasonable time during normal office hours.

37.3 A copy of the Association's latest available statement of account shall be supplied on request to any Trustee or Member, or to any other person who makes a written request and pays the Association's reasonable costs of fulfilling the request, within two months of such request.

38. NOTICES

38.1 Any notice to be given to or by any person pursuant to the Articles shall be in writing except that a notice calling a meeting of the Trustees need not be in writing.

38.2 The Association may give any notice to a Member either personally, by e-mail or by sending it by post in a prepaid envelope addressed to the Member at their registered address or by leaving it at that address. A Member whose registered address is not within the United Kingdom and who gives to the Association an address within the United Kingdom at which notices may be given to them shall be entitled to have notices given to them at that address, but otherwise no such Member shall be entitled to receive any notice from the Association.

38.3 A Member present at any meeting of the Association shall be deemed to have received notice of the meeting and, where requisite, of the purposes for which it was called.

38.4 Proof that an e-mail or envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. A notice shall, unless the contrary is proved, be deemed to be given at the expiration of 48 hours after the envelope containing it was posted.

39. RULES

39.1 The Trustees have the power from time to time to make, repeal and amend regulations for the better administration of the Association.

39.2 Any such rules made pursuant to Article 39.1 must be consistent with and subject to the Rules of The Football Association.

39.3 The Association and its Members shall be bound by and subject to and shall act in accordance with the Rules and the Rules of The Football Association and any regulations, standing orders, decisions, rulings or other findings or orders of any nature made pursuant to the Rules or the Rules of The Football Association. In the case of any difference between provisions under these Articles, the Rules and the Rules of The Football Association, the Rules of The Football Association and any provisions made pursuant to them shall take precedence provided that such Rules shall not cause the Association to cease to be a charity or be in breach of the law of charity or any other rule of law from time to time.

40. INDEMNITY

Subject to the provisions of the Companies Act but without prejudice to any indemnity to which a Trustee may otherwise be entitled, every Trustee or other officer or auditor of the Association shall be indemnified out of the assets of the Association against any liability incurred by him or her in defending any proceedings, whether civil or criminal, in which judgment is given in their favour or in which they are acquitted or in connection with any application in which relief is granted to them by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Association.

41. ALTERATIONS TO THE ARTICLES

41.1 Subject to Article 41.2, any proposal to alter the Articles not being such as by statute requires a Special Resolution or to wind-up the Association shall require the approval of the Association in general meeting and the same may be passed or approved by a resolution of the Association passed by a majority of not less than three-quarters (3/4) of the members of the Association for the time being entitled to vote who may be present in person in accordance with the Companies Act

and (in the case of a winding-up) in accordance with the provisions of the Insolvency Act 1986 (as amended from time to time).

41.2 Any alteration of Article 2 (*Objects*), Article 5 (*benefits and payments to trustees and connected persons*), this Article 41, Article 42 (*Dissolution*) or of any other provision where the alteration would provide authorisation for any benefit to be obtained by Trustees or members of the Association or persons connected with them, requires the prior written consent of the Charity Commission.

42. DISSOLUTION

42.1 On the winding up or dissolution of the Association, after provision has been made for all its debts and liabilities, any assets or property that remain (the "Association's remaining assets") shall not be paid or distributed to the Members (except to a Member that is itself a charity and qualifies to benefit under this Article) but shall be applied or transferred:

42.1.1 directly for the Objects; or

42.1.2 by transfer to any charity or charities for purposes similar to the Objects; or

42.1.3 to any charity or charities for use for particular purposes that fall within the Objects.

42.2 The decision on who is to benefit from the Association's remaining assets, pursuant to Article 42.1, may be made by resolution of the Members at or before the time of winding up or dissolution and, subject to any such resolution of the Members, may be made by resolution of the Trustees at or before the time of winding up or dissolution.

42.3 In the event that no resolution is passed by the Members or by the Trustees in accordance with this Article, the Association's remaining assets shall be applied for charitable purposes as directed by the court or the Charity Commission.

43. EXCLUSION OF MODEL ARTICLES

The model articles in Schedule 2 of the Companies (Model Articles) Regulations 2008 do not apply to the Association.

Suffolk County Football Association

A THRIVING LOCAL GAME

SUFFOLK COUNTY
FOOTBALL ASSOCIATION

Equality Policy

FOREWORD by the Chair

The Suffolk County Football Association are fully committed to ensuring ay everyone can take part of football across the county in an enjoyable, friendly, safe, and inclusive environment. Both the Board of Directors and staff believe that everyone should have the opportunity to be part of the football family, regardless of the difference and we are working hard to ensure that this is a reality.

Our Equality Policy below confirms of clear commitment to equality and that we will take firm action if required against anyone who behaves in a way that is discriminatory.

[redacted]

Chair

June 2023

Policy Statement

As the governing body of the game for the County of Suffolk, Suffolk Football Association is responsible for setting standards and values to apply throughout the game at every level. Football is For All and should be enjoyed by anyone who wants to participate in it.

All participants should abide and adhere to this policy and to the requirements of the Equality Act 2010.

The Equality Policy has been created to provide a framework for the Suffolk FA to implement an agreed set of guidelines that ensures that everyone has equal access to opportunities to participate in Suffolk football. The aim of this policy is to ensure that everyone is treated fairly and with respect, and that people from all backgrounds can participate in Suffolk FA's activities and make use of its services free from discrimination.

Suffolk FA endorses the principle of sports equality and will strive to ensure that everyone who wishes to be involved in football, whether as participants, team members, volunteers, coaches, referee's, office-bearers, or those within the County Football Association. We will ensure that everyone involved in football:

- Has a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities, without regard to their age, sex, gender identity, disability, marital or civil partnership status, pregnancy or maternity, religion, race or ethnicity or sexual orientation: and
- Can be assured of an environment in which their rights, dignity and individual worth are respected, and that they are able to enjoy football without the threat of intimidation, victimisation, harassment, or abuse.

Suffolk FA is committed to promoting equality by recognising that inequalities may exist, and as a result will take positive action to address any such inequalities.

Legal obligations

Suffolk County FA is committed to avoiding and eliminating unfair discrimination of any kind in football and will under no circumstances condone unlawful discriminatory practices. The organisation takes a zero-tolerance approach to harassment. Examples of the relevant legislation and the behaviours in question are given in the appendix.

Positive action

The principle of equality goes further than simply complying with legislation. It allows the SFA to take positive steps to counteract the effects of physical or cultural barriers – whether real or perceived – that restrict the opportunity for all sections of the community to participate equally and fully in football should they chose to.

Suffolk FA will therefore seek to institute, support, or contribute to appropriate measures or initiatives that enable access to football and participation associated activities by people from any age group that is underrepresented in the sport or has difficulty accessing it.

Implementation

The following steps will be taken to publicise this policy and promote equality in football: -

- A copy of this document will be published on our website.
- The Suffolk FA Chair will take overall responsibility for ensuring that the policy is observed.
- The Board of Suffolk FA will take full account of the policy in arriving at all decisions in relation to activities of the County FA.
- Suffolk FA will collaborate fully with any surveys or other initiatives designed to assess the level of participation of different sections of the community in football and will take account of the findings in developing measures to promote and enhance equality for all involved in football.
- Suffolk FA Board, staff and Council members will undertake equality training and keep up to date with equality legislation.
- It will be a condition of Suffolk FA affiliation that member clubs:
    - Formally adopt this policy, or produce their own equality and diversity policy in terms that are consistent with it; and
    - Take steps to ensure that their committees, members, players, coaches and volunteers behave in accordance with the policy, including where appropriate taking disciplinary action under the Club's constitution; and
    - Ensure that access to membership is open and inclusive
    - Support such measures and initiatives that Suffolk FA may institute or take part in to advance the aims of this policy.
- It will be a condition of Suffolk FA affiliation that individuals and members.
    - Commit to act in accordance with this policy; and
    - Support such measures and initiatives that Suffolk FA may institute or take part in to advance the aims of this policy.
    -

Suffolk FA will continue to follow Football Association guidance in equality, which will support the Association in its commitment to ensuring that this Equality Policy is purposefully monitored, evaluated and developed.

Responsibility, Monitoring and Evaluation

The Board will be responsible for ensuring the implementation of this policy.

The Board will review all Suffolk FA activities and initiatives against the aims of the policy on an annual basis, and the chairman will report formally on this issue at the AGM.

The Board, or where appropriate a designated Equality Champion (who will be a Board member and representative of the Inclusion Advisory Group), will review and measures or initiatives that Suffolk FA may institute or take part in to promote equality in football across the County and will report their findings formally to the AGM annually.

The Board will review the policy annually (or more regularly due to changes in legislation) and will report with recommendations to the AGM.

Complaints and compliance

Suffolk FA regards all the forms of discriminatory behaviour, including (but not limited to) behaviour described in the Appendix as unacceptable, and is concerned to ensure that individuals feel able to raise any bona fide grievance or complaint related to such behaviour without fear of being penalised for doing so.

Appropriate disciplinary action will be taken against any employee, Board or Council member, player, coach, referee, or volunteer who breaches the Suffolk FA Equality Policy.

Any person who believes that he or she or they have been treated in a way that they consider to be in breach of this policy by a member club, individual, staff, Board or Council member should follow the Suffolk FA's complaints procedure. Anyone wishing to make a complaint should first complain to that person, organisation, or club. If this does not resolve the matter, or in the case of allegations of discriminatory behaviour against Suffolk FA staff, Board or Council members, this person may raise the mater by writing directly to the Chairman via the office address - Bill Steward House, The Buntings, Stowmarket, IP14 5GZ.

The Chairman will investigate the complaint personally or appoint a Board member to do so. The investigation will be conducted impartially, confidentially, and without avoidable delay. Any person or organisation against who a complaint has been made will be informed of what is alleged and given the opportunity to present their side of the matter.

The outcome of the investigation will be notified to the parties in writing and reported to the Suffolk FA Board. If the investigation reveals unacceptable discriminatory behaviour on the part of an individual or member club the Board may impose sanctions on that person or organisation in line with Suffolk FA's Constitution. Sanctions may range from a written reminder concerning future conduct up to and including temporary or permanent suspension and expulsion from the County FA and any club or league that affiliates it. In deciding what sanction is appropriate in a particular case the Board will consider the severity of the matter and take account of any mitigating circumstances.

Where the violation of the Equality Policy by way if harassment, victimisation, or discrimination amount to a criminal offence, the police or appropriate authority will be informed.

In the event that an individual, club or league associated with Suffolk FA is subject to allegations of unlawful discrimination in a court or tribunal, Suffolk FA will co-operate fully with any investigation carried out by the relevant lawful authorities and subject the outcome, may consider taking further action in relation to the matter concerned.

Suffolk FA

June 2023

Charity registration number 1198767

Company registration number 03831570 (England and Wales)

SUFFOLK COUNTY FOOTBALL ASSOCIATION LIMITED

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2024

SUFFOLK COUNTY FOOTBALL ASSOCIATION LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr P Lawler Miss J Mulcahy Mr N Johnson Mr B Badcock Mr R Peace Mr E J May Ms J Ogogo Mr A Dale Mr O Langner Mr N Sharp Ms N Clemo	 (Appointed 1 February 2024)
CEO	Richard Neal	
Charity number	1198767	
Company number	03831570	
Registered office	Bill Steward House The Buntings Stowmarket Suffolk IP14 5GZ	
Auditor	Ensors Accountants LLP Connexions 159 Princes Street Ipswich Suffolk IP1 1PB	
Solicitors	Prettys Solicitors LLP Elm House 25 Elm Street Ipswich Suffolk IP1 2AD	

SUFFOLK COUNTY FOOTBALL ASSOCIATION LIMITED

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SUFFOLK COUNTY FOOTBALL ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 30 JUNE 2024

The Trustees present their annual report together with the financial statements and auditors' report of Suffolk County Football Association from 1st July 2023 to 30th June 2024. The annual report serves the purposes of both a Trustee's report and a Directors' report under company law.

The accounts have been prepared in accordance with the accounting policies set out in note 1 of the accounts and comply with the charity's Articles of Association, as amended by special resolution 29th July 2021, the Companies Act 2006, and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Trustees

The Trustees shown below have held office since 1 July 2023.

P S Lawler
B A Badcock
N Johnson
J Mulcahy
K I Clarke (resigned 27 November 2023)
E J May
R D Peace
N S Sharp
A J Dale
O A Langner
J Ogogo
N Clemo (appointed 1 February 2024)

No Trustee has an interest in the company as it is limited by guarantee and does not have a share capital.

No Trustee had, during or at the end of the period, a material interest in any contract that was significant in relation to the company's activities.

The company maintains qualifying third-party liability insurance for the benefit of the directors.

Method of Recruitment and Appointment of Trustees

The recruitment and appointment of Trustees is the responsibility of the Board of Trustees. Recruitment is by open advertisement, with interviews held with shortlisted candidates based on skills-match against required skills. The Nominations Committee annually reviews and recommends to the Board of Trustees the skills and experience that should be available to the Board. New Trustees are sought to enhance the Boards' skill base, particularly where certain skills and experience may be limited, either as additional Trustees or as part of the Boards succession plan.

Induction and Training of Trustees

New Trustees are inducted into the organisation over a period of time and which includes a full appraisal of the organisation, the processes for governance and operational delivery, as well as outlining the specific roles and responsibilities for each Trustee to undertake as a member of the Board. This includes mandatory training requirements.

An annual self-evaluation of the Boards effectiveness is undertaken each year to monitor effectiveness together to inform on the training and development strategy for the Trust. An external evaluation of the Board will be undertaken every three years.

Organisation Structure

The Trust is overseen by the Board of Trustees which is also supported by a number of sub-committees namely:

- Finance, Risk & Audit Committee
- HR & Remuneration Committee
- Nominations Committee
- Inclusion Advisory Group

Each sub-committee has a Terms of Reference.

There is also both a Council and Youth Council who also represent the various members throughout the County.

The Board of Trustees meet at least six times a year. The agenda for these meetings contain a number of standing items including sub committee meeting reports.

Objectives and activities

The objects of the Association are for the public benefit generally but with particular reference to the inhabitants of the County and its surrounding areas:

- To promote, develop and support community participation in healthy recreation by providing or assisting in the provision of facilities for the playing of the Game and such other sports or physical activities which improve fitness and health (and "facilities" in this Article 2 means land, buildings, equipment and organising sporting activities);

- To advance amateur sport by promoting the amateur playing of the Game and such other sports or games which promote health by involving physical or mental skills or exertion and which are undertaken on an amateur basis;

- To advance education (including academic and physical education) by such means as the Trustees think fit, including by:
  (a)helping and educating children and young people by providing facilities for the playing of the Game and other sports as to develop their physical, mental and social capacities that they may grow to full maturity as individuals and members of the community; and
  (b)helping and educating persons involved in the coaching and/or refereeing of the Game by providing relevant tuition and/or resources;

- To support people with disabilities, learning difficulties or ill-health by the provision of facilities for the playing of the Game and other sport, recreation or leisure time occupation in the interests of social welfare and with the object of improving the conditions of life of such people.

Our Mission

Work together to support, develop and strengthen the local football community.

Our Vision

Suffolk FA's vision is 'A Thriving Local Game'

Our Core Values are

Suffolk FA commit to;
- Always put the participant first to ensure our game is safe, inclusive and respectful for all
- Work collaboratively to strive for excellence
- Operate with integrity and transparency

'Reviving the Local Game' Strategy 2021-2024

Published for the funding period 2021-2024, the organisations 'Reviving the Local Game' was produced to outline how we would bring the organisation and local football out of the pandemic, returning participation and furthering our charitable objects.

The Strategy includes objectives and measures to achieve by the end of the strategy, some of which are included as part of our contract with The FA, others have been devised to meet local need.

These overall goals are broken down into annual targets, which are included in the annual Business Plan of the organisation and further individual performance and development review process, progress against which is monitored by both the Suffolk FA Board at Board meetings and The FA in quarterly review meetings.

2023-24 was the third and final season of our 2021-2024 'Reviving the Local Game' Strategy, and the 2023-24 season will live long in the memory of Suffolk football!

Unprecedented success across all levels of the male National League System, to coincide with Ipswich Town's promotion to the Premier League, and a number of other fantastic achievements for teams and participants across Suffolk football mean the 2023-24 season will long be remembered in the county.

The 2023-24 season was the final season of Suffolk FA's 2021-2024 'Reviving the Local Game' Strategy. For the 2024-2028 period, a new strategy will be launched to run in parallel with The FA's Grassroots Strategy for the same period.

Whilst Covid-19 thankfully is no longer having a major impact on the local football scene, the weather certainly is. We may have been talking about the weather for time immemorial, but anecdotally it certainly seems to be more extreme and inconsistent in recent seasons, with this season being milder and wetter in the winter and wetter conditions in the spring and summer. Grounds teams across the county are doing an admirable job of maintaining pitches despite conditions, exemplified by us being able to play a County Cup semi-final at Hadleigh United FC just a short period after a significant portion of the pitch had been underwater. Supporting and recognising grounds teams, coupled with investment into grass pitches, has been a focal point of our previous strategy and that is set to continue into the next one.

Credit must also go to the League Fixture Secretary's whose job is made increasingly difficult by the number of postponements. This role, and that of all League Committee colleagues, is often unsung but is so important in the running and completion of seasons, and the experience of participants throughout. The Trustees send their thanks and appreciation to all League Committee Members for their efforts throughout the season.

Internally, staffing changes occurred within the Workforce team with Ben Pugh and Jak Clark departing during the season. We waited some months before recruiting to one of the vacant posts, allowing us time to explore options ahead of the new strategic period, but were delighted to appoint Ben Bowles as Referee Development Officer to start in June 2024. The Trustees thank those who filled the gap by undertaking additional tasks to allow our refereeing work to continue, and the refereeing community of Suffolk for their understanding and cooperation throughout this period.

The Board of Suffolk FA recruited one new Trustee following the resignation of Kirsty Clarke to take up an employed role within the County FA network. Niki Clemo OBE joined as Board Safeguarding Champion in February 2024 following an open recruitment process. This allowed Joanne Ogogo to transition to the lead for Inclusion on the Board.

A key ambition of the Board was realised in August 2023 as Suffolk FA became the 16th County FA to achieved compliance against version 1.2 of The FA's Code of Governance for County FA's. The Code represents a 'Gold Standard' of governance, made up of 65 requirements based on Sport England and UK Sport's Code for Sports Governance, all of which have to be evidenced as being met prior to final assessment and sign-off as being "compliant". A commemorative plaque was presented to Suffolk FA by The FA at an event for partners and sponsors in September 2023.

The code is continually updated and adapted, with version 2.0 having additional requirements in line with the updated Code for Sports Governance, and a compliance deadline of July 2024 for those County FA's who achieved compliance against version 1.2. The Trustees are delighted that compliance against version 2.0 was achieved on 1st July 2024, demonstrating our continued commitment to operating Suffolk FA in accordance with best governance practice.

Achievements and Performance

On behalf of the Trustees and Staff at Suffolk FA, we extend a heartfelt congratulations the Suffolk football community on a number of notable achievements throughout the season, including:

- Ipswich Town FC achieving back-to-back promotions into the Premier League, finishing second in the Championship.
- Needham Market FC winning the Southern League Central Premier Division to achieve promotion to Step 2.
- Having been promoted in 2022-23, AFC Sudbury secured their status as a Step 3 club for next season with an excellent run of results at the end of the season.
- Lowestoft Town FC winning the Isthmian League North Division to achieve promotion to Step 3.
- Bury Town FC and Felixstowe & Walton United FC finished second and third respectively in the Isthmian League North Division, but both lost in the semi-finals of the league playoffs.
- Having been promoted in 2022-23, Ipswich Wanderers FC secured their status as a Step 4 club for next season with an combination of significant groundworks to achieve the required ground-grading standard, and good results on the pitch.
- Mildenhall Town FC winning the Thurlow Nunn League Premier Division to achieve promotion to Step 4.
- Cornard United FC winning the Thurlow Nunn League Division One North playoffs to achieve promotion to Step 5.
- Henley Athletic FC winning their third successive Suffolk & Ipswich League Senior Division title.
- Tattingstone United FC winning the first cup in their history with victory over Debenham LC FC in the Suffolk & Ipswich League Morrisons Freight Cup.
- Beccles Town FC finishing runners-up in the Anglian Combination League Mummery Cup.
- Bungay Town FC achieving promotion to the Anglian Combination League Premier Division having finished second in Division 1.
- Mutford & Wrentham FC winning a league and cup double, achieving their fifth promotion in a row by finishing first in the Anglian Combination League Division 2 and beating Norton Athletic FC in the Cyril Ballyn Cup.
- Lowestoft Town FC Reserves going the season unbeaten to win the Lowestoft & District League Division 1 title.
- Thurlow FC achieving promotion from the Cambridgeshire County League Division 1A and winning the Creake Shield.
- Lakenheath Casuals AFC winning the Cambridgeshire County League Division 3B.
- Haverhill Town FC Senior A going the whole season unbeaten to win the Cambridgeshire County League Division 4A.
- Moulton Veterans FC winning all league matches to finish first in the Cambridgeshire County League Vets Division 2.
- Assington Stanley FC winning the Essex & Suffolk Border League Division 5 title.
- Emily Heaslip promoted to the FIFA list of referees, meaning Emily can now officiate women's international matches.
- Ian Moore being High Commended in the Inspirational Role Model category at the national Referee Recognition Awards.
- Hadleigh United FC and Framlingham Town FC each receiving a brand-new kitchen from kitchen supplier Howdens as part of The FA's Howdens Game Changer programme.
- Emily Heaslip and Isabel Chaplin chosen by the PGMOL to represent the English FA at the Dallas Cup.
- Ella Karkoska invited by The FA to be an assistant referee at the Isle of Man International Women's Day Festival.

- Henry Harvey invited to officiate at the Iber Cup in Portugal by The FA.
- Isabel Chaplin selected to officiate in the Women's Champions League.
- Halesworth Town FC groundskeeper Trevor Chenery invited to help prepare the pitch at Wembley Stadium ahead of the Lionesses' game against the Netherlands.
- Leiston FC club photographer Ben Cunningham shortlisted as one of 40 photographs in the amateur category of the World Sports Photography Awards 2023.
- Suffolk FA and BSC Multicultural Services winning the Coach Development category at the County FA Recognition Awards at Wembley Stadium.
- The New Croft in Haverhill opening a community 3G pitch to become the first site in Suffolk to have two 11v11 3g pitches.
- Bruce Badcock receiving a Lifetime Achievement Award at the Active Suffolk Awards.
- FA 50-Year Service Awards presented to Alan Sparkes and Tony Lyes.

Two areas in particular continued to be a challenge – the number of adult male teams who are unable to complete seasons, and referee coverage in youth football, particularly Saturday morning.

Amongst other teams, 2023-24 sadly saw senior clubs Westerfield United, Benhall St Mary, Claydon, Bildeston Rangers fold between the end of the 2022-23 season and end of 2023-24. Whilst participation numbers are continually increasing, it's clear the ability to commit to playing a full season is diminishing for players. This is a trend, felt nationally aswell as locally, that all parties within football are trying to find solutions for, including Suffolk FA.

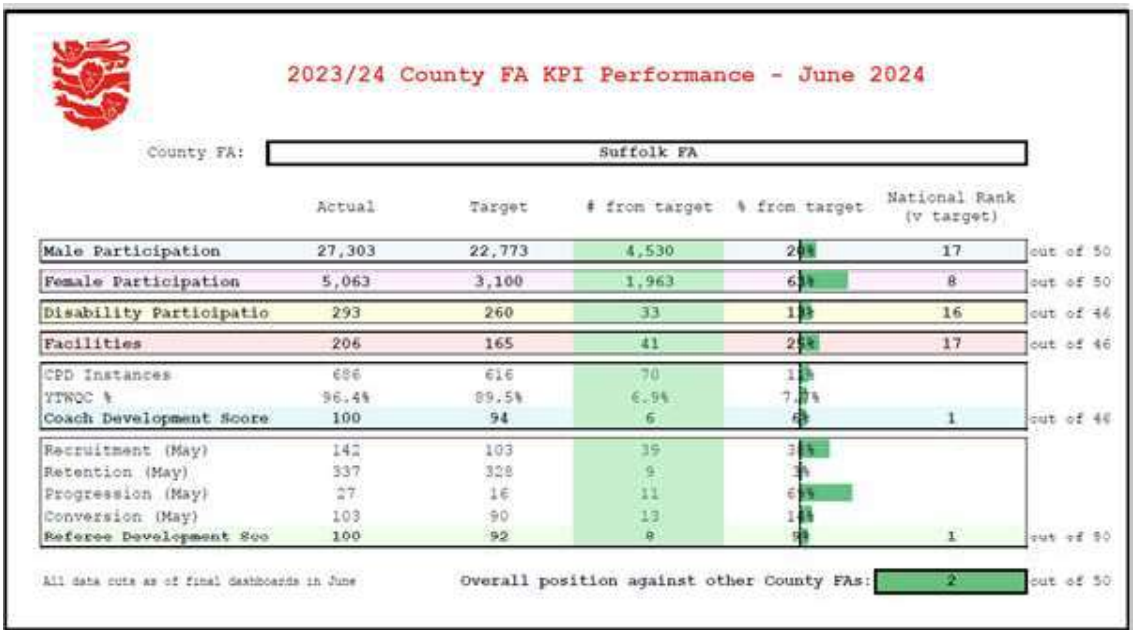
For referee coverage, we are still feeling the effects of not being able to recruit any new referees during 2020-21 or 2021-22 due to the pandemic. In normal circumstances, we recruit around 100 new referees per season, many of them officiate youth football – during the 2023-24 season, 142 new referees attended the Basic Referee Course. We expect to retain 80% of officials from one season to the next, meaning the Covid period leads us to being 140 referees fewer in the system than we would have expected to be in normal circumstances. In the same period, the number of youth teams, particularly on a Saturday morning, has continued to increase because whilst participation was interrupted during the pandemic seasons, new teams did still come through. So we are catching up, slowly because just flooding the system with new referees doesn't help as a) there is isn't the market, and b) new referees need to be mentored into the system to retain them in the game during and beyond their first five games, and there isn't the mentoring workforce to facilitate a deluge of new referees.

Both of these areas will continue to be a focus of attention into the 2024-28 period as we launch our new strategy in parallel with the new FA Grassroots Strategy.

Sadly, over the course of the season Suffolk football lost a number of colleagues who will be forever remembered. These include Peter Vardon (Hadleigh United FC, Suffolk FA), Maurice Scrivener (SIL, Thurlow Nunn Youth League, Referee), David Hackney (Kirkley & Pakefield FC, Referee), Sam Parsons (Cornard United FC), Derrick Bloomfield (Needham Market FC), Sheila Sharp (Stowmarket Town FC), John Green (Whitton United FC).

FA Contract Performance

The below table depicts Suffolk FAs performance against Key Performance Indicators as part of our FA contract.



2023/24 County FA KPI Performance - June 2024

County FA: Suffolk FA

	Actual	Target	# from target	% from target	National Rank (v target)	
Male Participation	27,303	22,773	4,530	20%	17	out of 50
Female Participation	5,063	3,100	1,963	63%	8	out of 50
Disability Participatio	293	260	33	13%	16	out of 46
Facilities	206	165	41	25%	17	out of 46
CPD Instances	686	616	70	11%		
YTWQC %	96.4%	89.5%	6.9%	7.7%		
Coach Development Score	100	94	6	6%	1	out of 46
Recruitment (May)	142	103	39	38%		
Retention (May)	337	328	9	3%		
Progression (May)	27	16	11	69%		
Conversion (May)	103	90	13	14%		
Referee Development Sco	100	92	8	9%	1	out of 50

All data cuts as of final dashboards in June

Overall position against other County FAs: 2 out of 50

Equity, Inclusion and Diversity work

During the 2023-24 season, Suffolk FA achieved the Preliminary Level of the Equality Standard. In achieving this level, Suffolk FA was able to meet outcomes in four categories, as below:

- The organisation is aware of its current external profile and position in terms of equality.
- The organisation has a robust equality action plan to advance equality and increase participation. Staff (paid and unpaid) understand how this plan relates to their role.
- All board members and staff (paid and unpaid) within your organisation understand the general principles of equality and how it relates to their sport.
- Our recruitment practices and policies seek to advance equality.

In July 2023, Suffolk FA partnered with BSC Multicultural Services to deliver the football element of the One Big Multicultural Festival in Ipswich.

In October 2023, Suffolk FA signed the Muslim Athlete Pledge, pledging to build an environment and culture that actively supports Muslim players.

In October 2023, as part of Black History Month Suffolk FA profiled David Primus, Irvin Flaherty, Derren Haynes, and Ian Moore to celebrate their contribution to Suffolk football.

Suffolk FA again took part in the Rainbow Laces campaign, handing our hundreds of pairs of rainbow-coloured laces to local clubs and participants to wear throughout the two weeks of the campaign to show support for LGBTQ + inclusion in football and all sport.

Suffolk FA funded BSC Multicultural Services to restart their weekly football session at Goals Ipswich on Sunday's.

In partnership with Suffolk New College, Suffolk FA delivered two Football Welcomes events for students on their ESOL (English for Speakers of Other Languages) course.

In November 2023, Suffolk FA and BSC Multicultural Services won the Coach Development category at The FA's County FA Recognition Awards. The winning project was a collaboration between the two organisations to hold a face-to-face Playmaker course as a first step into coaching for those from historically under-represented groups, many for whom English is not their first language.

Since the award, Suffolk FA's partnership with BSC Multicultural Services has seen a similar project held for refereeing, with a cohort of 16 completing the Basic Referee Course to boost the diversity of referees in the county.

Suffolk FA Benevolent Fund, Safe Eyewear Fund, Youth Retention Fund

A total of £6,832.00 was awarded to 8 players from 7 clubs across 10 payments (some claims were awarded more than one payment), compared to £5,733.00 in 2022-23.

36 claimants were awarded a total of £4,099.63 through the Safe Eyewear Fund, compared to 23 claimants awarded £1,519.00 in 2022-23.

Both of the above increases can be attributed to the increased payout thresholds announced at the start of the 2023-24 season.

The Youth Retention Fund supported 20 players from 10 clubs to a total amount of £2,455.00, compared to £3,342.00 in 2022-23.

The total amount awarded in Player Support across the 2023-24 season was £13,386.63, compared to £10,594 in 2022-23.

Suffolk Grounds Team of the Year sponsored by Jacobsen Ltd

Step 3-6 Competition – new for 2023-24
Winner – Needham Market FC (Ken Thorpe)
Runner-Up – Framlingham Town FC (Ken Able)
3rd Place – Bury Town FC (Paul Arnold)

Grassroots Competition
Winner – Beccles Town FC (Shaun Solomon)
Runner-Up – Bacton United 89 FC (Bryan Symonds)
3rd Place – Halesworth Town FC (Trevor Chenery)

Grassroots Festival

The 2024 Grassroots Festival, by East Suffolk Councillors through their Enabling Communities Budget, and a County Councillor through their Locality Budget and held in conjunction with Felixstowe & Walton United FC and Felixstowe & Walton United Youth FC, took place on Saturday 18th and Sunday 19th May at a new location - Eastward Ho in Felixstowe.

More than 160 teams aged from under-7s to under-15s took part across the weekend which also included a pan-disability adult festival within the programme. Referees were supplied for all 9v9 and 11v11 festivals, many of whom were mentored and coached as part of their first five games since undertaking the Basic Referee Course.

The Festival not only bookends the season, but is used as a transition festival for those who are progressing to a different format of the game in the following season, allowing players and coaches to try new ideas as they introduce 9v9 or 11v11 matchplay.

Refereeing
Please see a list below of successful promotions during the 2023-24 season:

FIFA List of Referees Promotion
Emily Heaslip

National Group of Assistant Referees Promotion (mid-season)
Jonathon Block

Step 1 to National Group (Level 1) Merger

Referees:	Assistant Referees:
Alan Dale	Nick Cooper
Callum Walchester	Andy Gray
	Bradley Mingay
	Alex Shipp

L3F-3E Promotion (mid-season)
Alexander Shipp

L3-2B Promotion
Chay Hathway

L4-3 Promotion
Liam Botten

Level 4W-3W Nominations
Calin Rogojan
Victoria Anderson
Samuel Holman
Ella Karkoska
Mathew Gribbin
Antony Wickenden

L5-4 Promotions
Daniel McKenzie
George Rampling
Henry Harvey
Isabel Chaplin
Jarrod Dobing
Sully Mapplebeck
**Lee Wood – RAF FA*

L6-5 Promotions
Daniel Barrack
Adrian Hammond
Keith Phair
Marcus Sanders
Samuel Bell
Samuel Holman
Aaron Etti
Ben Martin
Calin Rogojan
Jason Smith
Victoria Anderson
Adam Burroughs

Alexandre Filipe Martins Da Silveira
Ella Karkoska
Ashley Moore
Trevor Standring
Lee Abbott

L7-6 Promotions
Victoria Anderson
Adrian Hammond
Bob Fitzpatrick
Calin Rogojan
Ashley Moore
Mark Dyer
Craig Parcell
Dean East
Nathan Aldous
Stephen Clarke
Stephen Gray
Darren Cooper
Barry Gladwish
Steven Mee

Suffolk FA CORE
12 officials, ranging from current Level 7 to current Level 5, were invited to join the Suffolk FA CORE group following an assessment process.

Assigned to one of six coaches, Suffolk CORE referees were regularly observed throughout the season, received telephone support after matches, and attended quarterly meetings to work on specific elements of performance.

Three of the officials included in the Suffolk FA CORE group for 2023-24 have been invited to join the FA CORE group for 2024-25.

Young Referee Academy
Suffolk FA again appointed young, talented officials to Ipswich Town Academy matches. Each match official was coached during each game to review and improve their performance.

County Cups

Endeavour Automotive Suffolk Premier Cup – Final hosted by Bury Town FC
Winners: Needham Market FC
Runners-up: Felixstowe & Walton United FC
Officials: George Laflin, Carl Fitch-Jackson, Nick Cooper, Alex Shipp
Referee Support Officer: Trevor Pollard

CNet Training Suffolk Senior Cup – Final hosted by Ipswich Town FC
Winners: Trimley Red Devils FC
Runners-up: Leiston FC Reserves
Officials: Lee Kendrick, Reg Barker, Daren Bigg, Kevin Harrington
Referee Support Officer: John Tythcott

MH Goals Suffolk Women's Cup – Final hosted by Ipswich Town FC
Winners: AFC Sudbury
Runners-up: Stowupland Falcons FC
Officials: Isabel Chaplin, Victoria Anderson, Inez Matty, Sarah Sullivan-Clark
Referee Support Officer: Chris Dale

Suffolk Senior Reserve Cup – Final hosted by Leiston FC
Winners: Stowmarket Town FC Reserves
Runners-up: Beccles Town FC Reserves
Officials: Alexandre Filipe Martins da Silveira, Ryan Stanton, Bob Fitzpatrick, Keith Howlett

Parkers Pitches Suffolk Junior Cup – Final hosted by Ipswich Town FC
Winners: Thurston FC
Runners-up: Woolverstone United FC
Officials: Andrew Eley, Sully Mapplebeck, Ian Copping, Stephen Henderson-Holmes
Referee Support Officer: Justin Butcher

McDonald's Suffolk Primary Cup – Final hosted by Colchester United FC
Winners: Redgrave Rangers FC
Runners-up: Cavendish
Officials: Terry Rackley, Antony Wickenden, Mark Paget, Bob Bullamore
Referee Support Officer: Robert Symonds

Best Badges Suffolk Sunday Cup – Final hosted by Needham Market FC
Winners: Kitchener Taverners FC
Runners-up: Moreton Hall Youth FC Ferals FC
Officials: James Tebbit, Patrick Case, Stephen Gray, Adam Burroughs

Best Badges Suffolk Sunday Shield – Final hosted by Needham Market FC
Winners: Thetford Wanderers FC
Runners-up: Bury Bowl FC
Officials: Carl Phillips, David Primus, Darren Cooper, Jerry Thompson

Best Badges Suffolk Sunday Trophy – Final hosted by Needham Market FC
Winners: Gardeners Arms FC
Runners-up: Barton Mills FC
Officials: Ashley Moore, Bryan Allen, Ian Evans, Leslie King

Best Badges Suffolk Veterans Cup – Final hosted by Needham Market FC
Winners: Ransomes Sports FC
Runners-up: Whitton Colts FC
Officials: George Rampling, Julian Gibbons, Saxon Binks, Gary High

Veo Suffolk U18 Midweek Cup – Final hosted by Colchester United FC
Winners: Haverhill Rovers FC
Runners-up: Bury Town FC
Officials: Anthony Coulter, Stephen Clarke, Oscar Goodman, Nathan Aldous
Referee Support Officer: Ian Smillie

Videndum Girls U12 Cup – Final hosted at The New Croft, Haverhill
Winners: Kesgrave Kestrels FC U12 Girls
Runners-up: Waveney FC U12 Lionesses

Videndum Girls U13 Cup – Final hosted at The New Croft, Haverhill
Winners: Waveney FC U13 Lionesses
Runners-up: Debenham Youth FC U13 Girls

Videndum Girls U14 Cup – Final hosted during the Suffolk FA Grassroots Festival
Winners: Bury Town Community FC U14 Girls
Runners-up: Coplestonians FC U14 Girls

Videndum Girls U15 Cup – Final hosted at The New Croft, Haverhill
Winners: Ipswich Valley Rangers FC U15 Girls Blue
Runners-up: Debenham Youth FC U15 Girls

Videndum Girls U16 Cup
Winners: Ipswich Town Foundation JPL U15 Girls

Portable Space Mixed U12 Cup – Final hosted at The New Croft, Haverhill
Winners: Woodbridge Town FC U12 Black
Runners-up: Wickham Market FC U12 Navy

Portable Space Mixed U13 Cup – Final hosted at The New Croft, Haverhill
Winners: Needham Market FC U13 EJA
Runners-up: Bury Town Community FC U13 EJA

Mixed U13 Plate – Final hosted at The New Croft, Haverhill
Winners: Needham Market Phoenix FC U13 Red
Runners-up: Kirkley & Pakefield Youth FC U13 Cavaliers

Portable Space Mixed U14 Cup – Final hosted at The New Croft, Haverhill
Winners: Bury Town Community FC U14 EJA
Runners-up: Needham Market FC U14 EJA

Mixed U14 Plate – Final hosted at The New Croft, Haverhill
Winners: Kesgrave Kestrels FC U14 Kestrels
Runners-up: Maritime FC U14

Portable Space Mixed U15 Minor Cup – Final hosted at AFC Sudbury
Winners: AFC Sudbury U15 EJA Blue
Runners-up: AFC Sudbury U15 EJA Yellow

Mixed U15 Plate – Final hosted at The New Croft, Haverhill
Winners: Bury Town Community FC U15 Rams
Runners-up: Needham Market Phoenix FC U15

Portable Space Mixed U16 Cup – Final hosted at The New Croft, Haverhill
Winners: AFC Sudbury U16 EJA
Runners-up: Haverhill Rovers FC U16 EJA

Mixed U16 Plate – Final hosted at The New Croft, Haverhill
Winners: Waveney FC U16 Tigers
Runners-up: Kirkley & Pakefield Youth FC U16 Royals

Portable Space Mixed U18 Cup – Final hosted at The New Croft, Haverhill
Winners: Redgrave Rangers FC U18
Runners-up: Long Melford Youth U18

Schools Football

U11 7v7 School Finals
Together with Suffolk's School Games Organiser network, Suffolk FA held the Finals of the U11 7v7 Schools competition.

U11 Girls Champions – Hadleigh Community Primary School
U11 Mixed Champions – Great Waldingfield CoE VC Primary School

Suffolk County Schools FA
12 Suffolk County Schools' FA County Cup Finals were held for U12, U13, U14, U15, U16, and U18 females, and U12, U13, U14, U15, U16 and U18 males

U12 Girls Champions – Chantry Academy
U12 Mixed Champions – Kesgrave High School
U13 Girls Champions – Chantry Academy
U13 Mixed Champions – Kesgrave High School
U14 Girls Champions – Northgate High School
U14 Mixed Champions – East Bergholt High School
U15 Girls Champions – Farlingaye High School
U15 Mixed Champions – Copleston High School
U16 Girls Champions – Debenham High School
U16 Mixed Champions – Copleston High School
U18 Girls Champions – St Joseph's College
U18 Mixed Champions – Suffolk New College

SCSFA run representative teams for boys at U14, U15 & U16 and for girls at U14 & U16. They play in the South East England Schools Football Association (SEESFA) against counties which include, Essex, Bedfordshire, Hertfordshire, Norfolk & Cambridgeshire.

Futsal
Suffolk Schools Futsal Cup

U11 Girls Champions – Heath Primary School
U11 Mixed Champions – The Oaks Primary School
U12 Girls Champions – Chantry Academy
U12 Mixed Champions – East Bergholt High School
U13 Girls Champions – Bungay High School
U13 Mixed Champions – Kesgrave High School
U14 Girls Champions – East Point Academy
U14 Mixed Champions – Mildenhall College Academy
U15 Girls Champions – Farlingaye High School
U15 Mixed Champions – No winner

The FA Futsal Cup (Suffolk Region)
Because of changes to the national competition, only the U14 age group competition was delivered this season.

U14 Girls Champions – Woodbridge Town
U14 Mixed Champions – Haverhill Rovers

North Suffolk Futsal League
The North Suffolk Futsal League launched in November 2023 in Lowestoft, taking place on Saturday mornings at Waterlane Leisure Centre. The league aimed to complement the existing football provision in the area by offering an additional pathway for clubs interested in futsal and expanding football opportunities for youth players, with traditional football formats primarily taking place on Sundays.

The inaugural season saw the participation of five U8 teams. While this was fewer teams than initially hoped for, it allowed the league to establish itself and provide consistent futsal opportunities for the teams involved. Teams competed in a festival-style format, where each team played multiple shorter games against every other team each week.

Looking ahead, the league plans to continue offering U8 divisions and will expand to include U9 teams in the upcoming season. The format of the league will be adapted based on the number of participating teams, ensuring a flexible and engaging structure. The league is collaborating with the Norfolk & Suffolk Youth League (NSYL) to promote the futsal league to a wider audience. The NSYL supports this initiative and is committed to helping grow and develop the league further.

England Football and McDonald's Grassroots Football Awards 2024

Bobby Moore Award
Winner – Bob Morrison (Capel Plough FC)
High Commended – John Beer (Kirton Kestrels FC)

Club of the Year
Winner – Lakenheath Youth FC
Highly Commended – Chantry Grasshoppers FC

Coach of the Year Male Pathway
Winner – Lewis Arlow (Corton Cobras FC)
Highly Commended - Bruno Dos Reis Cabral (Ipswich Athletic FC) and Karl Orton (Honington Foxes Youth FC)

Grassroots Coach of the Year Female Pathway
Winner – David Sutton (Kirkley & Pakefield FC)
Highly Commended – Si Stewart (Woodbridge Town FC)

Grassroots Coach of the Year Disability Pathway
Winner – Sharon Wilson (Lavenham All Stars Pan Disability)
Highly Commended – Alex Wilson (Lavenham All Stars Pan Disability)

Keeping Football Positive Award
Winner - Mags Fortune (Wot's Up Disability League)
Highly Commended - Stuart Buckle and Mark Burgess (both Debenham Hornets FC)

League of the Year
Winner – Suffolk FA Wot's Up Disability league

Match Official of the Year
Winner – Stephen Gray
Highly Commended – Reg Barker

New Volunteer of the Year
Winner – Liz Baalham (Brantham Athletic FC)
Highly Commended – Harrison Mayhew-Kemp (ITFC Foundation)

Young Volunteer of the Year
Winner – Edward Rolls (Coplestonians FC)

Football Foundation Investment
Total Grant Value – £1.95m
Total Project Value – £2.66m

Premier League Stadium Fund Total Grant Value – £84k
Premier League Stadium Fund Total Project Value – £130k

Football Foundation Total Grant Value – £1.65m
Football Foundation Total Project Value – £2.23m

Grass Pitch Maintenance Fund Total Grant Value – £209.5k
Grass Pitch Maintenance Fund Total Project Value – £297k

Babergh
Total Grant Value – £25.5k
Total Project Value – £32k
Headlines – Copdock & Old Ipswichian Cricket Club grass pitch improvement (£13k), Boxford Playing Fields grass pitch improvement (£9k), Chelmondiston Recreation Ground goalposts (£2k).

East Suffolk
Total Grant Value – £885k
Total Project Value – £1.14m
Headlines – Hartismere Family of Schools (Benjamin Britten Music Academy) floodlit 3G grant (£764k), Framlingham Town FC LED floodlights (£50k), Wickham Market FC grass pitch improvement (£10.67k)

Ipswich
Total Grant Value – £722k
Total Project Value – £1.01m
Headlines – Academy Transformation Trust (Westbourne Academy) floodlit 3G grant (£643k), Whitton United FC grass pitch improvement (£55.5k), Ipswich Wanderers FC grass pitch improvement (£13k), Pauls Sports & Social Club (£10.67k)

Mid Suffolk
Total Grant Value – £33k
Total Project Value – £54k
Headlines – Great Blakenham Chequers FC portable floodlights (6.7k), Palgrave United FC goalposts and portable floodlights (£3.5k), Needham Market FC dugouts (£5k)

West Suffolk
Total Grant Value – £247.62k
Total Project Value – £364.66k
Headlines – Hundon Parish Council pavilion (£183k), Bury Town Community FC grass pitch improvements (£36k), Lakenheath FC hardstanding and pitch extension (£20.5k)

Other
Total Grant Value – £34k
Total Project Value – £52k
Headlines – Walsham Le Willows FC grass pitch improvement (£22k), Bungay & District Sports Association portable floodlights (£2k)

Financial review

Financial Results

The accounts for the year ending 30 June 2024 show net incoming resources of £798,253 (2022: £700,173). Total fund balances amounted to £667,573 (2022: £637,708), increased by a net movement in funds for the year of £29,865.

The 2023-24 season was the first full season of operating Barnards Meadow Football Centre in Lowestoft, contributing to both the increased incoming resources and total expenditure compared to the 2022-23 season.

Reduced expenditure on staffing compared to budget, in particular not replacing the Workforce Development Manager from August 2023 or the Referee Development Officer from December 2023 until June 2024, higher than forecast discipline income, and increased sponsorship income compared to budget allowed for increased expenditure on the Grassroots Awards Ceremony and a return to hosting three County Cup Finals at Portman Road, alongside two hosted at Colchester United FC.

Reserves

Suffolk FA's policy is to maintain reserves at a discretionary minimum level of 6-8 months operating costs including restricted expenditure, in line with FA guidelines.

Our reserves level is monitored regularly by our Board of Trustees with cash monitored and managed internally on a daily basis by our CEO and Finance Officer. This ensures that sufficient resources are available to meet the needs of the Association.

The Trustees continue to explore strategies for investing any surplus reserves to support our charitable objectives.

Going Concern

With management policies and practices in place, there are no significant doubts about the going concern of the company.

Risk Management

Risk management is a continuous process embedded throughout the governance structures of the organisation. The Trustees focus on the major strategic risks facing the Association, with day-to-day management of operational risks the responsibility of the staff team. The Board receive updates on risks either as they occur (major level risks) or at each Board meeting (operational level risks)

Major risks include reduction or loss of funding, which is managed by continuous financial management including the reserves policy, not achieving strategic objectives including Safeguarding 365 Standards, which is monitored through the annual Business Plan and external assessment against the Safeguarding 365 Standards.

Executive Remuneration

The remuneration of the staff team is monitored on a regular basis to ensure salaries are comparable to role profiles and competitive within the sector; a key factor in managing risk of unwanted staff turnover.

Any changes are subject to appraisal outcomes and review against financial performance and forecasts of the organisation. Recommendations are made by a sub-committee to the full Board before formal adoption.

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2024

Auditor

In accordance with the company's articles, a resolution proposing that Ensors Accountants LLP be reappointed as auditor of the company will be put at a General Meeting.

Disclosure of information to auditor

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The Trustees' report was approved by the Board of Trustees.

[redacted]

Trustee

19 December 2024

SUFFOLK COUNTY FOOTBALL ASSOCIATION LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 30 JUNE 2024

The Trustees, who are also the directors of Suffolk County Football Association Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;

- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

SUFFOLK COUNTY FOOTBALL ASSOCIATION LIMITED

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF SUFFOLK COUNTY FOOTBALL ASSOCIATION LIMITED

Opinion

We have audited the financial statements of Suffolk County Football Association Limited (the 'charity') for the year ended 30 June 2024 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 30 June 2024 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the Trustees' report for the financial year for which the financial statements are prepared, which includes the directors' report prepared for the purposes of company law, is consistent with the financial statements; and
- the directors' report included within the Trustees' report has been prepared in accordance with applicable legal requirements.

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS OF SUFFOLK COUNTY FOOTBALL ASSOCIATION LIMITED

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the Trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a strategic report.

Responsibilities of Trustees

As explained more fully in the statement of Trustees' responsibilities, the Trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

In planning our audit, we identify and assess the risk of material misstatement within the financial statements, whether due to fraud or error. In assessing the risks, consideration is given to the control environment (including Trustees' and management's own processes for identification and risk assessment) as well as the nature of the entity, the industry in which it operates and the underlying performance. Consideration is also given to the attitudes and incentives of management to commit fraud, with specific procedures planned and performed to respond to the risk of inappropriate management override of controls.

We also obtained an understanding of the applicable laws and regulations to which the charity must adhere, through discussions with management and those charged with governance, as well as commercial knowledge of the sector and statutory legislation, in order to determine the key laws and regulations applicable to the charity.

After assessing the risk of fraud, we performed audit procedures to gain assurance regarding fraud and management override as follows:

- Auditing the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness, and evaluating the rationale behind significant transactions outside the normal course of business.

- Assessment of accounting estimates within the financial statements in order to assess their reasonableness to determine whether there is any bias in the estimates.

- Review of meeting minutes of Trustees and management

- Enquiring of management and Trustees as to whether they are aware of any alleged, suspected or actual fraud during the year

We also performed procedures to satisfy ourselves regarding compliance with applicable laws and regulations, including:

- Enquiry of Trustees and management around actual and potential litigation and claims

- Reviewing minutes of meetings of those charged with governance

- Reviewing legal expense accounts for any indicators of litigations

All audit team members were made aware of the applicable laws and regulations, as well as potential fraud risks during the planning stage of the audit and this was discussed at the audit team planning meeting. It was therefore determined that team members all had the relevant awareness and competence to identify any instances of non-compliance or fraud.

There are, however, inherent limitations to our above audit procedures. Auditing standards only require us to enquire of the Trustees and management regarding non-compliance with laws and regulations, as well as review regulatory and legal correspondence (if there is any). It is therefore possible that instances of non-compliance could be missed, particularly where the law in itself is far removed from any financial transactions.

A further description of our responsibilities is available on the Financial Reporting Council's website at: https://www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Malcolm McGready (Senior Statutory Auditor)
for and on behalf of Ensors Accountants LLP 20 December 2024

Chartered Accountants
Statutory Auditor

SUFFOLK COUNTY FOOTBALL ASSOCIATION LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 JUNE 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Income and endowments from:							
Charitable activities	3	352,192	405,763	757,955	305,126	370,659	675,785
Other trading activities	4	12,145	-	12,145	8,733	-	8,733
Investments	5	28,033	-	28,033	15,655	-	15,655
Other income	6	120	-	120	-	-	-
Total income		392,490	405,763	798,253	329,514	370,659	700,173
Expenditure on:							
Charitable activities	7	400,674	367,714	768,388	347,046	352,116	699,162
Other		-	-	-	418	-	418
Total expenditure		400,674	367,714	768,388	347,464	352,116	699,580
Net (outgoing)/incoming resources before transfers		(8,184)	38,049	29,865	(17,950)	18,543	593
Gross transfers between funds		104,511	(104,511)	-	-	-	-
Net income/(expenditure) for the year/ Net movement in funds		96,327	(66,462)	29,865	(17,950)	18,543	593
Fund balances at 1 July 2023		476,453	161,255	637,708	494,403	142,712	637,115
Fund balances at 30 June 2024		572,780	94,793	667,573	476,453	161,255	637,708

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

SUFFOLK COUNTY FOOTBALL ASSOCIATION LIMITED

BALANCE SHEET

AS AT 30 JUNE 2024

	Notes	2024 £	2024 £	2023 £	2023 £
Fixed assets					
Tangible assets	**12**		296,821		310,393
Current assets					
Stocks	**13**	2,304		1,437	
Debtors	**14**	58,214		74,887	
Cash at bank and in hand		1,199,507		1,121,075	
		1,260,025		1,197,399	
Creditors: amounts falling due within one year	**15**	(889,273)		(870,084)	
Net current assets			370,752		327,315
Total assets less current liabilities			667,573		637,708
Net assets excluding pension liability			667,573		637,708
The funds of the charity					
Restricted income funds	**17**		94,793		161,255
Unrestricted funds			572,780		476,453
			667,573		637,708

The financial statements were approved by the Trustees on 19 December 2024

[redacted]

Trustee

Company registration number 03831570 (England and Wales)

SUFFOLK COUNTY FOOTBALL ASSOCIATION LIMITED

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 30 JUNE 2024

	Notes	2024 £	2024 £	2023 £	2023 £
Cash flows from operating activities					
Cash generated from operations	**22**		50,399		498
Investing activities					
Purchase of tangible fixed assets		-		(11,397)	
Investment income received		28,033		15,655	
Net cash generated from investing activities			28,033		4,258
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			78,432		4,756
Cash and cash equivalents at beginning of year			1,121,075		1,116,319
Cash and cash equivalents at end of year			1,199,507		1,121,075

1 Accounting policies

Charity information

Suffolk County Football Association Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Bill Steward House, The Buntings, Cedars Park, Stowmarket, IP14 5GZ.

1.1 Accounting convention

Suffolk County Football Association Limited is a charitable company registered in England and Wales. Prior to its registration as a charity, Suffolk County Football Association Limited, was a not-for-profit organisation, established to administer the game of association football in the county of Suffolk. The company was formally registered as a charity with the charity commission on the 28th April 2022, with a charitable purpose to promote, develop and support community participation in a healthy recreation by providing or assisting in the provision of facilities for the playing of the game and such other sports or physical activities which improve fitness and health.

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 “The Financial Reporting Standard applicable in the UK and Republic of Ireland” (“FRS 102”) and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, the principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1 Accounting policies **(Continued)**

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	2% straight line
Fixtures and fittings	10% - 25% straight line
Motor vehicles	25% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

1.9 Cash and cash equivalents

Cash and cash equivalents are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Included within cash is restricted cash relating to the Benevolent Fund. While the cash is held in a separate bank account of the company, the cash is not under the control of the company as it relates to the Benevolent Fund and a corresponding liability has been recognised in the balance sheet. Accordingly, cash included in the balance sheet relating to the Benevolent Fund is considered to be restricted in nature.

1 Accounting policies **(Continued)**

1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Charitable activities

	Total charitable activities 2024 £	Total charitable activities 2023 £
Discipline	128,631	127,835
Referee income	27,200	33,955
Football development	64,931	58,843
Insurance	43,152	37,131
Commercial income	147,777	84,958
Grants	279,251	283,447
Other income	12,553	8,492
Cup competition	54,460	41,124
	757,955	675,785
Analysis by fund		
Unrestricted funds - general	352,192	305,126
Restricted funds	405,763	370,659
	757,955	675,785

4 Income from other trading activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Commission received	12,145	8,733

5 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	28,033	15,655

6 Other income

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Net gain on disposal of tangible fixed assets	120	-

7 Charitable activities

	Charitable Expenditure 2024 £	Charitable Expenditure 2023 £
Staff costs	234,594	264,548
Depreciation and impairment	2,903	2,903
Cup competitions	50,042	40,981
Insurance (Football related)	42,362	35,709
Referee expenses	36,430	35,404
Ticket costs	12,553	8,758
Football Development expenditure	29,085	15,169
Discipline Commissions expenditure	2,750	1,146
	410,719	404,618
Share of support costs (see note 8)	337,666	283,763
Share of governance costs (see note 8)	20,003	10,781
	768,388	699,162
Analysis by fund		
Unrestricted funds - general	400,674	347,046
Restricted funds	367,714	352,116
	768,388	699,162

8 Support costs

	Support costs	Governance costs	2024	Support costs	Governance costs	2023
	£	£	£	£	£	£
Staff costs	199,122	-	199,122	175,419	-	175,419
Rent & Rates	2,038	-	2,038	1,171	-	1,171
Heat, Light & Water	27,201	-	27,201	18,029	-	18,029
Telephones (Including Mobiles)	8,292	-	8,292	7,435	-	7,435
Property Repairs & Maintenance Costs	46,802	-	46,802	33,102	-	33,102
Printing, Postage & Stationery	2,039	-	2,039	2,281	-	2,281
Legal & Professional Fees	-	11,508	11,508	-	2,673	2,673
Insurance - Non Football Related	2,046	-	2,046	2,073	-	2,073
Marketing	9,682	-	9,682	6,897	-	6,897
Audit Fee (Including Independent Assesments)	-	8,495	8,495	-	8,095	8,095
Irrecoverable VAT	11,352	-	11,352	8,343		8,343
Other Overhead Costs	18,422	-	18,422	18,330	13	18,343
Depreciation	10,670	-	10,670	10,683	-	10,683
	337,666	20,003	357,669	283,763	10,781	294,544
Analysed between						
Charitable activities	337,666	20,003	357,669	283,763	10,781	294,544
	337,666	20,003	357,669	283,763	10,781	294,544

Governance costs includes payments to the auditors of £8,495 (2023 - £8,095) for audit fees.

9 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

10 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
	16	15

Employment costs	2024 £	2023 £
Wages and salaries	384,294	388,373
Social security costs	34,982	36,768
Other pension costs	14,440	14,689
	433,716	439,830

There were no employees whose annual remuneration was more than £60,000.

11 Key management remuneration

The remuneration of key management personnel was £62,185 (2023 : £61,441). This includes employer pension contributions and employer national Insurance contributions.

12 Tangible fixed assets

	Freehold land and buildings	Fixtures and fittings	Motor vehicles	Total
	£	£	£	£
Cost				
At 1 July 2023	446,542	126,548	6,829	579,919
Disposals	-	(8,679)	-	(8,679)
At 30 June 2024	446,542	117,869	6,829	571,240
Depreciation and impairment				
At 1 July 2023	154,378	108,318	6,829	269,525
Depreciation charged in the year	7,971	5,602	-	13,573
Eliminated in respect of disposals	-	(8,679)	-	(8,679)
At 30 June 2024	162,349	105,241	6,829	274,419
Carrying amount				
At 30 June 2024	284,193	12,628	-	296,821
At 30 June 2023	292,163	18,230	-	310,393

13 Stocks

	2024	2023
	£	£
Stock	2,304	1,437

14 Debtors

	2024	2023
Amounts falling due within one year:	£	£
Trade debtors	33,510	29,958
Other debtors	16,915	31,950
Prepayments and accrued income	7,789	12,979
	58,214	74,887

15 Creditors: amounts falling due within one year

	2024	2023
	£	£
Corporation tax payable	-	418
Other taxation and social security	12,162	9,884
Trade creditors	11,385	6,480
Other creditors	620,808	599,941
Accruals and deferred income	244,918	253,361
	889,273	870,084

16 Retirement benefit schemes

Defined contribution schemes	2024	2023
	£	£
Charge to profit or loss in respect of defined contribution schemes	7,814	8,932

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

17 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 July 2023	Incoming resources	Resources expended	Transfers	At 30 June 2024
	£	£	£	£	£
Development/courses	-	25,981	(27,525)	1,544	-
Insurance	1,422	43,152	(42,362)	-	2,212
Sponsorship	75,225	91,160	(60,330)	(106,055)	-
FA grants	-	239,767	(234,594)	-	5,173
Head office grant	84,608	-	(2,903)	-	81,705
Barnards fixed asset	-	5,703	-	-	5,703
	161,255	405,763	(367,714)	(104,511)	94,793

17 Restricted funds (Continued)

Previous year:	At 1 July 2022	Incoming resources	Resources expended	Transfers	At 30 June 2023
	£	£	£	£	£
Development/courses	-	11,254	(11,254)	-	-
Insurance	-	37,131	(35,709)	-	1,422
Sponsorship / cups	55,200	65,824	(45,800)	-	75,224
FA grants	-	256,450	(256,450)	-	-
Head office grant	87,512	-	(2,903)	-	84,609
	142,712	370,659	(352,116)	-	161,255

18 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 July 2023	Incoming resources	Resources expended	Transfers	At 30 June 2024
	£	£	£	£	£
General funds	476,453	392,490	(400,674)	104,511	572,780

Previous year:	At 1 July 2022	Incoming resources	Resources expended	Transfers	At 30 June 2023
	£	£	£	£	£
General funds	494,403	329,514	(347,464)	-	476,453

19 Analysis of net assets between funds

	Unrestricted funds 2024	Restricted funds 2024	Total 2024
	£	£	£
At 30 June 2024:			
Tangible assets	296,821	-	296,821
Current assets/(liabilities)	275,959	94,793	370,752
	572,780	94,793	667,573

19 Analysis of net assets between funds **(Continued)**

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
At 30 June 2023:			
Tangible assets	310,393	-	310,393
Current assets/(liabilities)	166,060	161,255	327,315
	476,453	161,255	637,708

20 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

21 Analysis of changes in net funds

The charity had no material debt during the year.

22 Cash generated from operations	2024 £	2023 £
Surplus for the year	29,865	593
Adjustments for:		
Investment income recognised in statement of financial activities	(28,033)	(15,655)
Depreciation and impairment of tangible fixed assets	13,572	13,587
Movements in working capital:		
(Increase)/decrease in stocks	(867)	7
Decrease/(increase) in debtors	16,673	(40,630)
Increase in creditors	19,189	42,596
Cash generated from operations	50,399	498

23 Members' guarantee

The charitable company has no share capital but is limited by guarantee. The members of the charitable company are guarantors and undertake to contribute to the assets of the charitable company in the event of it being wound up, such amount as may be required. The members' liability is limited to £10 each.

Lowestoft Town Council
Grant Application Form

Please complete this form and send it with:

a. Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
b. Your constitution or equivalent
c. 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	Waveney Valley Athletic Club
Name of account to which payment to be made (explain if not your organisation's name)	[redacted] Waveney Valley Athletic Club [redacted]
What does your organisation do? (100 words max)	WVAC plays a role in members personal development, social interaction & community cohesion by providing a structured training environment through the club.
What relevant local area does your organisation cover?	WVAC delivers numerous training sessions weekly to juniors & senior's members in Lowestoft & Beccles.
Who are the main beneficiaries of your work?	Residents of Waveney of any ability who want to adopt & sustain an active lifestyle.
Are you a charity? If yes, describe the type of charity	No
If registered, what is the charity number?	N/A
Not-for-profit? If no, describe the organisation	Not for profit

Lowestoft Town Council
Grant Application Form

Organisation income (last complete financial year)	2024–2025 12,282.46
Organisation expenditure (last complete financial year)	2024–2025 18,562.14
Contact details	
Name	[redacted]
Address	[redacted]
Telephone number/s	[redacted]
E-mail	[redacted]
Position within organisation	Member of WVAC & member of the WVAC race team
Explain how you are authorised to make this application on behalf of the organisation	Member of the WVAC race team
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	2026 will be the 27th running of this unique & demanding running race across 13 historic Lowestoft scores with 401 steps completed over a 4.75 miles route starting & finishing on Lowestoft high street. Starting in some form in 1930 but more recent 1996 has seen the scores race become popular in the local running community & has strong links in the community. Senior & junior runners will be challenged to accomplish the race over the varied terrain & will gain pride in achieving a result with many being pushed personally on this challenging course. Many runners are repeat entries with a majority coming from the local Lowestoft area resulting in a community biased occasion.
Total cost of project	Currently project budget is between £6,000 & £6,500 but costs haven't been finalised to date.

Lowestoft Town Council
Grant Application Form

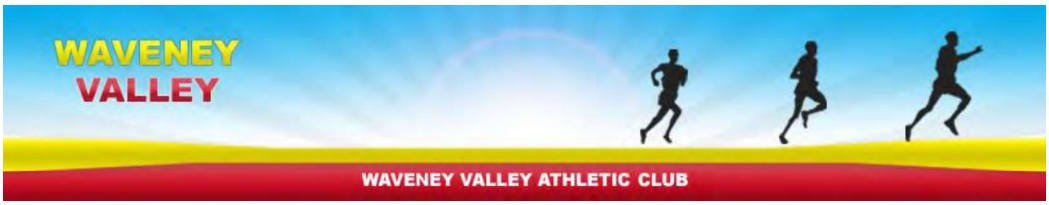
Breakdown of cost	First Aid & TMO provision £1,500 Race Sundries £500 Race logistics £1000 Event pack (t shirt/medals/water) £3500
Grant requested from Lowestoft Town Council	£5,000
What specifically would the grant from the Council fund?	T-shirt & medal procurement and First Aid/TMO Cover.
Have any funds been requested/agreed from other sources? Provide details	Various local companies have been approached but no firm funds obtained. Birds Eye , RWE Generation, SSE windfarm and Sizewell C are all at the initial approach stage.
When are the funds required?	June – Medals need ordering
Project start date	01/02/2026
Project completion date	20/09/2026

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.....06/05/2026.....
(Signatory must be authorised to act on behalf of the organisation and, if different from the main contact listed above, this should be explained).

Lowestoft Town Council
Grant Application Form

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:



Waveney Valley Athletic Club

Constitution

Waveney Valley Athletic Club
Rules for all disciplines

1. Name and colours

1.1 The name of the club is '**Waveney Valley Athletic Club**' hereinafter called 'the Club'.

1.2 The Club colours shall be black, red and yellow. Club vests or tee-shirts must be worn in all competitions or events, with black shorts if possible. Crop tops or leotards may be worn by female athletes provided they are acceptable by the governing body rules.

2. Affiliation

2.1 The Club shall be affiliated to England Athletics (EA), SEAA and Suffolk County AA and is therefore bound by their laws and rules

3. Objectives

3.1 The Club is established to pursue the following objectives:

a) Participation in the sport of Athletics
b) The promotion of Athletics
c) The provision of training facilities and equipment for it's members
d) Membership of appropriate leagues for the purpose of establishing regular competition for the clubs representative teams/members
e) Providing equal opportunities for successful participation by all sections of the community
f) To comply with and uphold the Rules and Regulations of the Regional and National Associations, UKA and the IAAF as amended from time to time and the rules and regulations of any body to which UKA is affiliated
g) To do all such other things the Management Committee thinks fit to further the interests of the Club or to be incidental or conducive to the attainment of all or any of the objects stated above.

4. Membership

4.1 All members are subject to the Constitution of the Club and the regulations of EA.

4.2 Any person who wishes to become a member must submit an application in such form as the Management Committee shall decide. Every candidate for

membership shall be considered by the Membership Secretary, who shall admit that candidate to membership of the Club unless to do so would be contrary to the best interests of the sport or the good conduct and interests of the Club.

a) Persons are eligible for membership of the Club, provided they are at least 8 years old.
b) No person shall be denied membership of the Club on the grounds of race, ethnic origin, creed, colour, disability, sex, sexual preference, religion, and political or other beliefs.
c) A new candidate shall have 2 weeks free trial. After their trial period, should they wish to apply for membership the online membership form should be completed and any fees paid prior to their third visit.
d) There will be 5 categories of membership: U11, Junior (U13, U15 and U17), Senior (17+), Associate (non-competing/training, coaches and officers) and Lifetime.
e) Each member shall be required to pay the subscription as set out in Rule 14. The Management Committee has the powers of discretion in certain circumstances.
f) Senior, Associate and Lifetime members shall be entitled to attend and vote at the AGM, and may be elected and serve on the Management Committee, additionally Junior members who are at least 15 years old will be able to vote at the AGM, and serve on the Management Committee as a 'Junior Rep'.
g) All members will receive a copy of the Constitution, Code of Conduct and Safeguarding Policy (in respect of U11 and Junior members, to their parent or guardian).

5. Resignation

5.1 A member may withdraw from membership of the Club on giving reasonable clear notice to the Club.

5.2 Membership shall not be transferable in any event and shall cease immediately on death or dissolution or on the failure of the member to comply or to continue to comply with any condition of membership set out in these Rules.

5.3 In line with the rules of the sport the Club will only accept a resignation when satisfied that the member has cleared any debt owed to the Club.

5.4 A member intending to resign should ensure that they comply with the eligibility process of the sport in the event that they wish to join another affiliated athletics club.

6. Suspension, Refusal or Termination of Membership

6.1 The Management Committee (delegated to Membership Secretary) shall be entitled to:

a) Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the club as set out in Rule 3 of this Constitution.
i) In respect of Junior athletes, membership renewal may be declined if the athlete does not compete of make themselves available for 25% of the fixtures in the 'primary competitions' they are eligible to compete in as directed annually by the Junior Coaching Co-ordinator – currently the Suffolk Sportshall League, Suffolk Winter Cross Country League, Inter=Club Tournament Fixtures and East Anglian Athletics League.

b) For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the Management Committee before a final decision is made.

6.2 Matters of discipline shall be dealt with by the Management Committee. A member affected by any disciplinary matter is entitled to make a representation to the meeting dealing with the matter. He/she may be accompanied by a fellow member. Supportive evidence may be called.

6.3 Any member who, whilst representing the Club, willingly brings the name of the Club into disrepute shall be required to appear before the Management Committee and shall be required to make reparation for any damage incurred.

6.4 Any member who fails to pay their fees by the date required shall forfeit their right to representation on the Management Committee and at General Meetings, and shall be suspended from taking part in any event under control of the Club until such fees are paid.

6.5 Any member under suspension shall be barred from taking part in any event under control of the Club.

6.6 The Management Committee shall inform the member in writing of any decision to terminate their membership.

6.7 Notification of the termination of a membership will be forwarded to UKA.

6.8 Any unrequested or inappropriate communication with a fellow WVAC member to be treated as a break in the clubs code of conduct & dealt with accordingly.

7. Management Committee

7.1 Management of the Club shall be vested in a Management Committee, elected annually at the AGM, to meet at least 3 occasions during the Clubs financial year.

7.2 The Management Committee shall consist of:

a) Chairperson
b) Vice-Chairperson
c) Secretary
d) Treasurer
e) Membership Secretary (Athletics and Off Track)
f) Welfare Officers (preferably 2 – 1 male and 1 female)
g) Off Track Co-ordinator
h) Athletics Co-ordinator
i) Track and Field Co-ordinator
j) Cross-Country Co-ordinator
k) Road Race Co-ordinator
l) Senior Rep
m) Junior Parents Rep
n) Fundraising Rep
o) Publicity Rep
p) Social Rep
q) Youth Rep
r) Beccles Rep

7.3 A minimum of 4 members are required to form a quorum, which must include either the Chairperson or Vice-Chairperson.

7.4 The Management Committee has the power to co-opt any vacancy that may arise during the year until the next AGM.

7.5 The Management Committee may appoint any sub-committees it may deem necessary to deal with the matter of the Club, until the conclusion of the following AGM. The proceedings of all such committees shall report to the Management Committee by a representative elected by that sub-committee.

8. Rules of the Management Committee

8.1 The Chairperson and the Secretary shall have discretion to call emergency meetings of the Management Committee if they consider it to be in the interests of the Club.

8.2 The Secretary shall give all the members of the Management Committee not less than five days notice of a meeting.

8.3 The Chairperson shall be the chairman of the Management Committee. Unless he is unwilling to do so, the Chairperson shall preside at every meeting of the Management Committee at which he is present.

8.4 Decisions of the Management Committee shall be made by a simple majority and in the event of an equality of votes the Chairperson (or the acting Chairperson of that meeting) shall have a casting or additional vote.

8.5 The Management Committee may from time to time appoint from among its number such sub-committees as it considers necessary and may delegate to them such of the powers and duties of the Management Committee as the Management Committee may determine.

9. Sub-Committees

9.1 It shall be the duty of the elected representative for each discipline/sub-committee to assemble and Chair the sub-committee meeting they represent, or elect a Chair if the sub-committee does not concern a discipline where there is a nominated Co-ordinator or Officer.

9.2 The duties of each sub-committee are to address all relevant matters concerning their discipline, and to submit their recommendations in a report form to the Management Committee for consideration and approval.

9.3 No sub-committee or individual shall assume executive power on behalf of the Club. All decisions shall be ratified and shall be recorded in the minutes at the Management Committee meetings.

9.4 In the event that an elected representative of a sub-committee should not be able to attend a management Committee meeting, a member of the sub-committee should be delegated to attend. The elected representative should advise the Chairperson or Secretary of the name of the delegate member in advance of the meeting.

10. General Meetings

a) AGM

10.1 The AGM shall be held during every year to:

i) Receive and confirm the minutes of the previous AGM
ii) Presentation of the Clubs financial accounts for the year
iii) Presentation of the Clubs projected financial situation for the forthcoming year, and the setting of all fees
iv) Presentation of the Chairpersons report
v) Election of officers to the Management Committee
vi) Deal with any matters specified on the agenda

10.2 The Secretary must give every member 21 days notice of the meetings. Notice of any business which it is desired to place on the agenda must be given in writing to the Secretary at least 10 days prior to the meeting.

10.3 A quorum shall consist of one fifth of the members eligible to vote.

b) EGM

10.4 An EGM must be called by the Secretary within 14 days of receipt by them of a requisition in writing signed by a minimum of 20 members of the club or at the request of the Management Committee stating the business to be brought before such meeting.

10.5 The Secretary must give each member 14 days notice of the meeting, stating the business to be brought before the meeting

11. Rules at the AGM or EGM

11.1 The Club shall publish notice of the date of the general meeting together with the resolutions to be proposed at least 21 days before the meeting.

11.2 The quorum for the annual and extraordinary general meetings shall be one-fifth of the membership of the Club (eligible to vote).

11.3 The Chairperson shall preside at all meetings of the Club but if he is not present within 15 minutes after the time appointed for the meeting or has signified his inability to be present at the meeting, the members present, and entitled to vote, may choose one of the other members of the Management Committee present to preside and if no other member of the Management Committee is present or willing to preside, the members present and entitled to vote, may choose one of their number to be Chairperson of the meeting.

11.4 Each member present (eligible to vote) shall have one vote and resolutions shall be passed by a simple majority of those members present and voting. In the event of an equality of votes the Chairperson of the meeting shall have a casting or additional vote.

11.5 There shall be no right for a member to vote by proxy. No person may represent more than one member.

12. Alteration of Rules

12.1 No alteration or addition may be made to these rules except at the AGM or an EGM called for that purpose. Any motion for such must be submitted by a Proposer and Seconder, who are members, to reach the Secretary at least 14 days prior to the AGM. Such motions to be published and a copy sent to every member with the AGM notice.

13. Finance

13.1 The income and property of the Club, however derived, shall be applied solely towards the objectives of the Club as set out in Rule 3 of this Constitution.

13.2 The Club shall have the power to raise money by means of yearly affiliation fees, training fees or competition fees as determined by the Management Committee at the AGM.

13.3 All monies shall be lodged in a bank account in the name of the club.

13.4 There shall be up to 3 authorised signatories who shall be officers of the Management Committee and shall include the Treasurer. Cheques must be signed by 1 signatory.

13.5 A detailed (breakdown) up to date finance statement must be submitted at every Management Committee meeting.

13.6 Bank statements for each month must be provided at every Management Committee meeting.

13.7 The financial year of the Club shall run to 31 March.

13.8 The accounts are to be audited annually to year end 31 March by a suitably elected independent accountant selected by the Management Committee.

13.9 Any purchases or expenses in excess of £50 must have the prior authorisation of the Management Committee

14. Subscriptions

14.1 The annual subscriptions of the Club shall be reviewed and determined at the AGM by the Management Committee. They shall be payable by 30th April, on acceptance to the Club or as otherwise agreed by the Club.

14.2 Training fees will be determined either at the AGM or Management Committee meeting(s).

14.3 The Members shall pay the annual subscription fees or training fees set by the Management Committee from time to time.

14.4 Associate membership may be granted by the Management Committee at a nominal fee.

14.5 Late annual subscriptions may be liable to an additional penalty payment.

14.6 Annual pro-rata membership and training fees shall be payable by each athlete.

14.7 If subscription fees are not paid by the determined date, then those members are not entitled to train with or compete for the Club until such fees are received.

14.8 Any member whose subscription has not been paid within six months of receiving the renewal notice shall be deemed to have resigned their membership of the Club.

14.9 The Club shall be required to register those members as defined by the UKA for competition purposes, as being active Members.

14.10 Where Club Members, or potential Club Members cannot afford the full cost of membership or training fees, an application to the Club committee can be made for subsidised membership fees. All applications will be treated equally no matter of race, ethnic origin, creed, colour, disability, sex, sexual preference, religion, political or other beliefs.

Once a reduced membership fee and/or training fee(s) is agreed the Member will have the same membership and voting right as any other Club Member. To ensure Member privacy, no minutes will list names of individual applying for the bursary and individual Members receiving a bursary will be dealt with complete confidentiality outside the committee meeting.

15. Dissolution

15.1 If the Club is dissolved, upon winding up, any remaining assets after settlement of debts and liabilities will not be paid to members but shall be donated to either another community amateur sports club with similar objectives to the Club, or a charitable organisation.

UK ATHLETICS & THE HOME COUNTRY ATHLETICS FEDERATIONS

CHILD SAFEGUARDING POLICY

Policy owner: UK Athletics Lead Safeguarding Officer
Policy approved by: The Boards of UK Athletics and the Home Country Athletics Federations
Date policy approved: 26/03/2024
Next review date: 25/03/2026

ENGLAND ATHLETICS
scottishathletics
BRITISH ATHLETICS
WELSH ATHLETICS ATHLETAU CYMRU
ATHLETICS NORTHERN IRELAND

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SECTION 1: CHILD SAFEGUARDING POLICY

POLICY OBJECTIVES

This policy and related documents apply to the following governing bodies in athletics:

- **UK Athletics (UKA)**
- **England Athletics (EA)**
- **Athletics Northern Ireland (ANI)**
- **Welsh Athletics (WA)**
- **Scottish Athletics (SA).**

In this document, any reference to UK Athletics means UK Athletics and the above listed Home Country Athletics Federations (HCAFs).

Athletics is one of the most accessible and successful sports in the UK. All children who take part in athletics are entitled to participate in a fun and safe environment, and we believe that everyone involved in our sport can play a part to safeguard and protect children from harm.

The purpose of this policy is to demonstrate the commitment of UK Athletics and the four HCAFs to build a safer future in athletics for children, and our responsibility to:

- keep children and young people safe by valuing, listening to and respecting them
- promote the wellbeing of children through opportunities to take part in athletics safely
- put in place policies and procedures to promote the wellbeing and protection of children
- recruit, train and support all our staff and volunteers to prioritise the safety of children who take part in our activities.

POLICY STATEMENT

All children and young people have the right to be cared for, protected from harm and abuse, and to participate in a sporting environment which is safe, and in which their rights are respected, and their needs met. Children and young people should get the help they need, when they need it, and their safety is paramount.

UK Athletics and the four HCAFs accept our legal and moral duty to care for all children. This policy and the associated procedures and guidelines establish our collective commitment to protect all children and young people from poor practice, abuse and exploitation.

This policy operates in conjunction with the relevant government policies and legislation regulating the protection of children and young people in the four Home Countries, and we will work with the appropriate external partners to ensure best practice is implemented and maintained.

This policy links with our Adult Safeguarding Policy to ensure that as young people move into adulthood their safety and wellbeing will continue to be protected.

APPLICATION

Safeguarding and protecting children is everyone's responsibility, not just the obligation of a few.

Therefore, this policy applies to the following who must abide by its terms.

All individuals, clubs, associations, and other organisations involved in any capacity in athletics, whether or not members of UK Athletics or a HCAF. For the avoidance of doubt, this includes senior managers and the board of trustees, participants in events operating under a UKA or Home Country licence, individuals or organisations contracted to, or whose services are engaged to deliver programmes and courses on behalf of UKA or a Home Country, and anyone working within the sport (in a paid or voluntary capacity, whether as an employee or on a self-employed basis or otherwise) including all coaches and officials.

We will take appropriate action against anyone who is suspected of a breach of this policy, or of the associated codes of conduct, licence terms and conditions, and relevant disciplinary regulations.

DEFINITION OF A CHILD

For the purposes of this policy, a child means a person who has not attained the age of 18 years.

- **The Children Act 1989**
- **The Children (Northern Ireland) Order 1995**
- **The Children and Young People (Scotland) Act 2014**
- **The Social Services and Wellbeing (Wales) Act 2014**

If you have an immediate and serious concern about the safety or health of a child, contact the emergency services on 999.

KEY PRINCIPLES

This policy is based on the following key principles:

- The welfare of children is the primary concern.
- The protection and wellbeing of all children in our care is everyone's responsibility.
- A child, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- A child has the right to express views on all matters that affect them, should they wish to do so.
- A child's rights and opinions should be respected and promoted.
- The best way to promote the wellbeing, health and development of a child is to work in partnership with the child, parents/carers and other relevant organisations.

IMPLEMENTATION

To implement this policy and keep children safe, UKA and the HCAFs will:

- promote the health and wellbeing of children through the provision of opportunities to take part in athletics safely
- put in place procedures to promote the wellbeing and protection of children
- seek to prevent and address bullying through the development and implementation of effective anti-bullying policies and practices
- appoint Lead Safeguarding Officers
- recruit, train and support our volunteers and staff to prioritise and safeguard the wellbeing of children who take part in our activities and protect them from harm
- require clubs, volunteers and staff to adopt and abide by this safeguarding policy and related procedures and regulations, including the codes of conduct for working with children
- respect the rights of all children to express views on any matter which affect them, should they wish to do so
- respond to any child wellbeing or protection concerns in line with this policy and related procedures
- regularly monitor, review and evaluate the implementation of this policy and related procedures.

To implement this policy and keep children safe, clubs and organisations affiliated to the four HCAFs will:

- aadopt this Child Safeguarding Policy
- implement the guidelines, procedures and regulations related to this policy
- appoint at least one Club Welfare Officer
- safely recruit volunteers/staff in accordance with club volunteer recruitment guidance
- promote safeguarding best practice in all aspects of club activity
- ensure all volunteers, officials, coaches, athletes and parents agree to and sign the relevant code of conduct for their role
- accept that all office bearers and committee members have a responsibility for safeguarding children's wellbeing and protecting them from harm, and are prepared to respond to any concerns of abuse or poor practice
- challenge and change poor practice
- implement any recommendations of UK Athletics or relevant HCAF relating to this policy area
- promote an environment where all concerns can be raised without fear of victimisation or reprisal
- ensure that everyone volunteering or working with children at their club attends a relevant child safeguarding training course every three years.

EQUALITY

UK Athletics and the HCAFs endorse the principle of equality and will strive to ensure that everyone who wishes to be involved in athletics (in all its disciplines and forms):

- has a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities, without regard to their age, sex, gender identity, disability, marital or civil partnership status, pregnancy or maternity, religion, race, socio-economic status or sexual orientation
- can be assured of an environment in which their rights, dignity and individual worth are respected and, in particular, that they are able to enjoy their sport without the threat of intimidation, victimisation, harassment or abuse.

SECTION 2: SUPPORTING INFORMATION

This policy addresses the following forms of harm:

- **Practice concerns**
- **Wellbeing concerns**
- **Child abuse.**

PRACTICE CONCERNS

A practice concern is behaviour that falls short of abuse but which nevertheless harms or places someone at risk of harm, or has a negative and adverse effect on the safety and wellbeing of children. Practice concerns include any behaviour, act or omission by members of staff, coaches, volunteers, officials, or a club and its members, that may contravene this policy, or any associated procedures and guidelines, in particular the codes of conduct.

This policy, along with the safeguarding procedures, codes of conduct and safeguarding regulations, promotes and supports the maintenance of healthy and positive relationships between those in positions of trust, such as coaches, and the young people in their care.

In England and Wales the government has amended the Sexual Offences Act 2003 and extended the legal definition of position of trust to include non-statutory settings such as sport by reference to the activity which the adult is carrying out in relation to the child, namely, coaching, teaching, training, supervising or instructing. In effect the changes have extended the settings and roles where it is illegal for an adult holding a position of trust to enter into a sexual relationship with a 16- or 17-year-old in their care, and this now includes athletics.

However, athletics has adopted a broader interpretation of the term “position of trust” to acknowledge the inherent power imbalance in coach/athlete relationships. Such relationships can be exploitative and where this happens it can impact on a child’s wellbeing and/or lead to abuse. Therefore, this policy addresses any practice in athletics that may be considered an abuse of a position of trust.

In addition, it would be considered as an abuse of a position of trust in athletics if an athlete is coerced or indoctrinated with attitudes to training, drugs and cheating, or social, political and religious views (radicalisation) which go against societal norms or the rules of the sport.

Further examples of practice concerns may include but are not restricted to:

- coaches who continually break rules, ignore recognised good practice guidelines, breach the codes of conduct, or the terms and conditions of their UKA licence
- individuals engaging in behaviours and practices that are known to be risk factors in cases of abuse
- continuing with a session or activity when there is a heightened risk to the group or athlete’s wellbeing and safety
- coaches leading activities for which they are not trained, insured or licensed
- a club not responding appropriately to a child wellbeing or protection concern.

WELLBEING CONCERNS

Whilst most children's needs will be met by their parents and carers, it is acknowledged that participation in sports can support and promote a child's wellbeing. Government policy in all parts of the UK recognises that sports clubs and their staff and volunteers are often significant role models and trusted people in children's lives. They are therefore well placed to identify when a child's wellbeing and health is, or is at risk of, being adversely affected by any matter, and to act in the child's best interests.

A wellbeing concern can be identified in different circumstances. For example:

- A child may reveal that they are worried, anxious or upset about an incident or set of circumstances, either within or outside of athletics.
- You may have noticed a change in a child's behaviour, demeanour or developmental progress.
- You may have concerns about the impact on a child of an incident or set of circumstances, either within or outside of the sport.
- You may have concerns for a child's physical or mental health.

There are of course other factors which can impact on a child's wellbeing. Government policy and guidance varies across the UK, so please refer to your HCAF's website for specific welfare and wellbeing guidance.

CHILD ABUSE

There are four well established categories of abuse:

- Physical
- Sexual
- Emotional
- Neglect.

Detailed descriptions of the four main categories of abuse, along with information about additional vulnerabilities faced by some children and young people, can be found in Appendix 2.

POLICY REVIEW

This policy will be reviewed every two years, or sooner in the event of legislative changes or revisions to related policies and guidelines.

ASSOCIATED DOCUMENTS

This policy should be read in conjunction with the following documents, policies and procedures.

- Child Safeguarding Procedures (Responding to and managing a concern about a child)
- Club Safeguarding Toolkit
- Codes of Conduct
- Safeguarding Regulations
- Adult Safeguarding Policy
- Adult Safeguarding Procedures (Responding to and managing a concern about an adult).

NATIONAL SAFEGUARDING CONTACT DETAILS

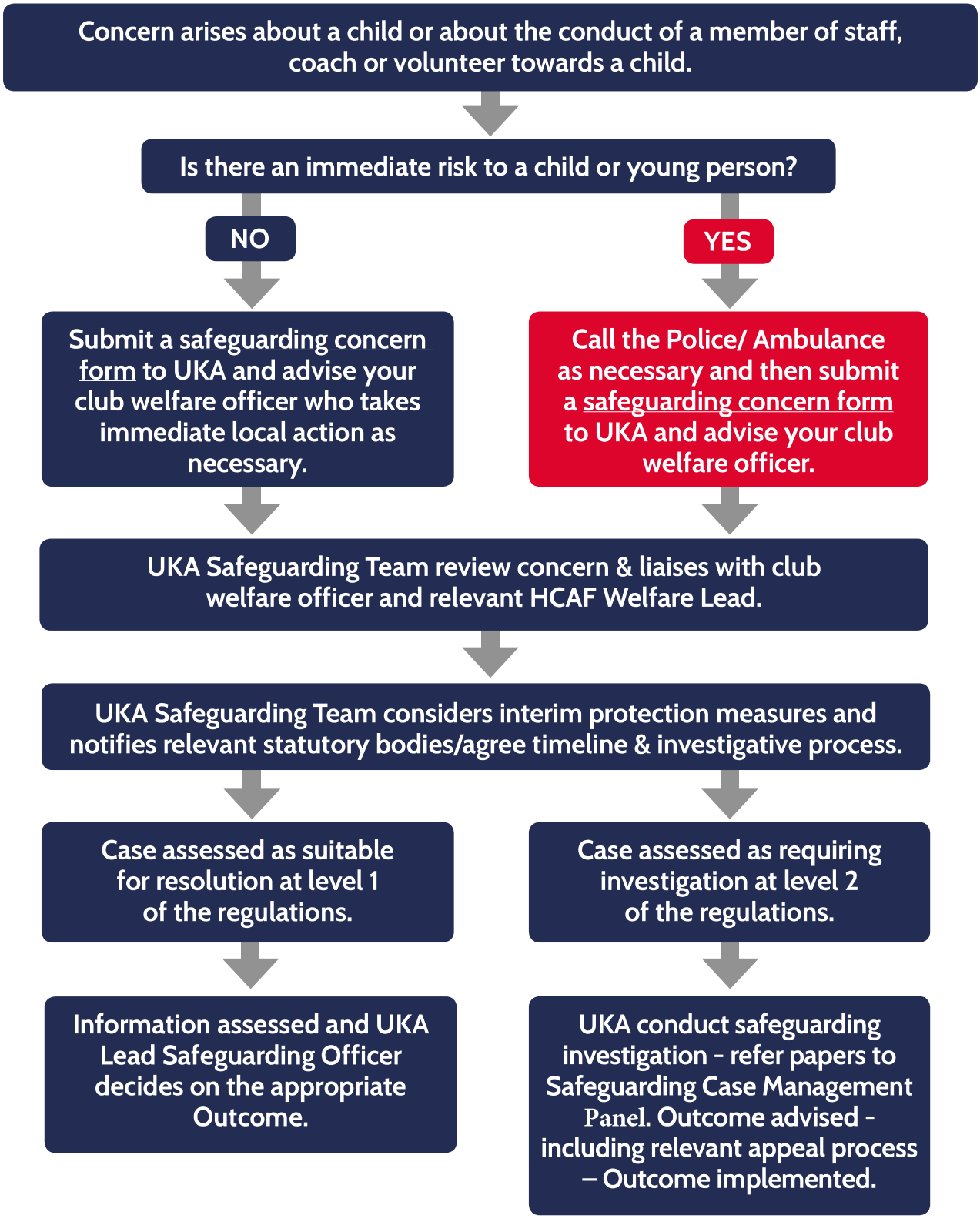
GOVERNING BODY	EMAIL	NAME
UK Athletics	safeguarding@uka.org.uk	[redacted]
England Athletics	welfare@englandathletics.org	
Welsh Athletics	safeguardingandwelfare@welshathletics.org	
Athletics Northern Ireland	welfare@athleticsni.org	
Scottish Athletics	welfare@scottishathletics.org.uk	

GLOSSARY

- **LSO** – Lead Lead Safeguarding Officer for UK Athletics or the relevant Home Country
- **CWO** – Club Welfare Officer
- **LSCB** – Local Safeguarding Children Board
- **DBS** – Disclosure and Barring Service in England and Wales
- **PVG** – Protection of Vulnerable Groups system operated by Disclosure Scotland
- **AccessNI** – Protection of Vulnerable Groups system operating in Northern Ireland
- **CPSU** – Child Protection in Sport Unit (NSPCC)
- **Children 1st** – Child Protection in Sport Service in Scotland
- **Affiliated club** – Means any voluntary club, non-voluntary organisation or virtual club affiliated to UKA or the Home Country Athletics Federations
- **Child** – Anyone who has not attained the age of 18 years
- **HCAF** – Home Country Athletics Federation.

SECTION 3: APPENDICES

APPENDIX 1: PROCESS MAP - REPORTING A CONCERN ABOUT A CHILD



APPENDIX 2: CHILD ABUSE – DEFINITIONS, SIGNS AND INDICATORS

What is Child Abuse and Child Neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family, or an institutional or sporting setting, by those known to them or, more rarely, by a stranger.

It is helpful to consider the different ways in which children can be abused, both within and out-with our sport.

There are four agreed categories of abuse:

- Emotional
- Physical
- Sexual
- Neglect.

These categories are not mutually exclusive. For example, a child experiencing physical abuse is undoubtedly experiencing emotional abuse as well. The definitions which follow show the different ways in which these categories of abuse may be experienced by a child.

Recognising the Signs of Child Abuse

After each definition that follows we have included some guidance on the main signs of abuse to look out for. However, be aware that although the physical and behavioural signs listed may be symptomatic of abuse, they may not always be an indicator and, conversely, children experiencing abuse may not demonstrate any of these signs.

Child abuse is often difficult to recognise. It is not your responsibility to decide whether a child has been abused or not. That is the role of trained professionals. At UK Athletics we believe it's everyone's responsibility to protect children. If you know or suspect that a child is being harmed or abused, you need to act.

Emotional Abuse

Emotional abuse is defined as the persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.

It may involve the imposition of age or developmentally inappropriate expectations of a child. It may involve causing children to feel frightened or in danger and includes exploiting or corrupting children. Some level of emotional abuse will be present in other types of ill treatment of children, but it can occur independently of other forms of abuse.

Examples of emotional abuse in sport include:

- a persistent failure to show any respect to a child (e.g. continually ignoring a child)
- humiliating a child by continuously criticising their performance
- continually being aggressive towards a child
- acting in a way which undermines a child's self-esteem.

Signs which may raise concerns about emotional abuse include:

- low self-esteem
- running away from home
- extremes of passivity and aggression
- significant decline in concentration
- indiscriminate friendliness and neediness
- self-harming.

Physical Abuse

Physical abuse is defined as the causing of physical harm to a child or young person. It may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after.

Most children sustain accidental cuts and bruises throughout childhood. These are likely to occur in parts of the body like elbows, shins and knees. An important indicator of physical abuse is when the bruises or injuries are unexplained, or the explanation does not fit the injury, or the injury appears on parts of the body where accidental injuries are unlikely (e.g. on the cheeks or thighs). The age of the child must also be considered. It is possible that some injuries may have occurred for other reasons (e.g. certain skin conditions and diseases).

Physical harm can be caused by:

- overtraining or dangerous training of athletes (e.g. sudden increases in training workloads)
- allowing an athlete to compete too frequently over an extended period
- failure to do a risk assessment of physical limits or pre-existing medical conditions
- administering, condoning or failure to intervene in drug use.

Signs which may raise concerns about physical abuse include:

- refusal to discuss injuries
- improbable explanations for injuries
- reluctance to go home
- repeat injuries over time
- untreated injuries
- fear of parents being asked for an explanation
- avoiding certain activities due to injury
- avoiding the removal of warm-up clothing during sessions.

Sexual Abuse

Sexual abuse is defined as any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child

is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or in watching sexual activities, using sexual language towards a child or encouraging children to behave in sexually inappropriate ways.

Some children may never be able to tell someone they have been sexually abused. Changes in a child's behaviour may be a sign something has happened. In some instances, there may be no overt signs to suggest that a child has been sexually abused.

Examples of sexual abuse in sport include:

- exposure to sexually explicit inappropriate language or jokes
- showing a child pornographic material or using a child to produce such material
- inappropriate touching
- sexual intercourse and/or sexual activity with a child under 16.

Signs which may raise concerns about sexual abuse include:

- lack of trust in adults, overfamiliarity with adults, or fear of a particular adult
- sleep disturbance (nightmares, bed-wetting, fear of sleeping alone)
- girls taking over the mothering role
- reluctance or refusal to participate in physical activity, or to change clothes for games
- drug/alcohol abuse
- psychosomatic indicators such as recurrent abdominal pain or headaches
- eating disorders
- social isolation – being withdrawn or introverted, poor peer relationship
- running away from home
- school problems (e.g. falling standards, truancy)
- low self-esteem
- sexual knowledge beyond the child's age
- sexual promiscuity/over-sexualised behaviour
- anxiety/depression/self-harm/suicide attempts.

Neglect

Neglect is defined as the persistent failure to meet a child's basic physical and/or psychological needs, which is likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to, a child's basic emotional needs.

Neglect may also result in the child being diagnosed as suffering from 'non-organic failure to thrive', where they have significantly failed to reach normal weight and growth of development milestones, and where physical and genetic reasons have been medically eliminated. In its extreme form, children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation.

This can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature. With young children in particular, the consequences may be life-threatening within a relatively short period of time.

Examples of physical neglect in sport include:

- exposing a child to extreme weather conditions (e.g. heat and cold)
- failing to seek medical attention for injuries
- exposing a child to risk of injury through the use of unsafe equipment
- exposing a child to a hazardous environment without a proper risk assessment of the activity
- failing to provide adequate nutrition and water.

Signs which may raise concerns about neglect include:

- constant hunger
- constant tiredness
- untreated medical problems or injuries
- poor relationships with peers
- poor personal hygiene/clothing in poor condition
- being frequently late or not attending sessions
- low self-esteem
- stealing.

There are other circumstances and behaviours that can be considered as either forms of abuse, indicators that a child is at risk of abuse, or that a child's wellbeing is being compromised. The following examples should not be considered as a definitive list.

Bullying

Bullying is a breach of children's rights under several articles of the UN Convention on the Rights of the Child.

There is no single legal definition of bullying in the UK, and whilst there are different descriptions of bullying across the Home Countries, it can broadly be termed as repeated behaviour which is intended to hurt someone either emotionally or physically, and is often aimed at certain people because of their race, religion, gender or sexual orientation, or any other aspect such as appearance or disability.

UK Athletics and the Home Country governing bodies are committed to challenging all types of prejudice-based bullying and language, including bullying based on the protected characteristics listed in the Equality Act 2010.

This policy relates to both online and face-to-face bullying. We do not accept that bullying that happened online is something that happened 'outside' of our sport. Bullying in any form is behaviour that happens 'to' someone and it will have an impact upon them.

We expect that all volunteers and staff will work together to prevent and reduce bullying and prejudice amongst children and young people by:

- developing positive relationships amongst children, young people and adults which are mutually respectful, responsible and trusting
- building capacity, resilience and skills in children and young people, and parents and carers to prevent and deal with bullying
- preventing bullying of children and young people through a range of strategies and approaches
- supporting children, young people and their parents and carers who are affected by bullying.

  * For more information and links to specific advice on how to recognise and respond to bullying in your area, visit your Home Country governing body website.

Children and Young People on Performance Pathways

Moving through a performance pathway offers fantastic experiences and rewards for young athletes. However, there are factors that can make some talented young athletes more vulnerable to harmful behaviours, either from themselves, their coaches or parents, or members of their entourage.

These factors include, but are not limited to:

- a win-at-all-costs approach
- intense coach–athlete relationships
- a self-image that is linked closely with performance excellence
- child athletes operating in an adult-focused environment
- being away from family and support networks
- fear of losing funding or a place on the programme if they speak out.

Children and Young People with a Disability

Whilst disabled children are likely to suffer the same type of abuse as other children, research suggests that children with a disability are three to four times more likely to be abused than non-disabled children (NSPCC 2014, Scottish Government 2014a). Research has also shown that children with communication impairments, behavioural disorders, learning disabilities and sensory impairments are particularly vulnerable.

The most common forms of abuse experienced by disabled children are neglect and emotional abuse, although they may experience multiple abuses.

Communicating abuse is difficult for any child. They may be confused, fearful, traumatised and uncertain about what has happened and what might happen in the future. Not every child will tell someone of their abuse or harm and there should be no greater expectation that disabled children will tell someone more readily than any other children. Telling someone about abuse can be more difficult for children who have a wide range of communication styles, and this can be more problematic if the perpetrator is also in a trusted role.

Negative Discriminatory Behaviour

Children and young people may experience harassment or negative discrimination because of their race or ethnic origin, socio-economic status, culture, age, disability, gender, sexuality or religious beliefs. Although not in itself a category of abuse, for the purposes of this policy, negative discriminatory behaviour is categorised as a wellbeing concern, but in serious cases it can be considered emotional abuse.

Children and Young People Experiencing or Affected by Mental Health Problems

The emotional wellbeing of children and young people is just as important as their physical health. Most children grow up mentally healthy, but certain risk factors make some more likely to experience problems than others. Evidence suggests that more children and young people have problems with their mental health today than 30 years ago. Traumatic events in themselves will not usually lead to mental health problems, but they may trigger problems in those children and young people whose mental health is not robust.

Two separate but not necessarily unconnected issues relate to children affected by mental health problems:

- children and young people who are experiencing mental health problems themselves
- children and young people whose lives are affected by the mental illness or mental health problems of a parent/carer.

Financial Abuse

Children and young people can be subject to financial abuse and this may include:

- theft of money or possessions
- fraud/scamming
- being prevented from accessing their own money, benefits or assets
- undue pressure, duress, threat or undue influence put on the person in connection with financial matters. In a sport setting this could include being asked to pay a coach's expenses or being asked for a loan by a coach or volunteer
- misuse of personal allowance in a care home
- misuse of benefits by a parent/carer
- false representation, or using another person's bank account, cards or documents
- misuse of a power of attorney or other legal authority.

Parental Problematic Alcohol and Drug Misuse

Problematic parental substance use can involve alcohol and/or drug use (including prescription as well as illegal drugs). The risks to, and impacts on, children of parents and carers who use alcohol and drugs are known and well-researched.

Domestic Abuse

Domestic abuse describes any behaviour that involves exerting control over a partner or ex-partner's life choices and that undermines their personal autonomy. Children and young people living with domestic abuse are at increased risk of significant harm, both as a result of witnessing the abuse and of being abused themselves. However, children can also be affected by abuse even when they are not witnessing it or being subjected to abuse themselves. Domestic abuse can profoundly disrupt a child's environment, undermining their stability and damaging their physical, mental and emotional health.

Female Genital Mutilation (FGM)

Female genital mutilation is a culture-specific abusive practice affecting some communities. If it is suspected a child is at risk of FGM abuse, then this should always trigger a child safeguarding referral.

Honour-based Violence and Forced Marriage

Honour-based violence is a spectrum of criminal conduct which includes threats and abuse and which can escalate to honour killing. Such violence can occur when perpetrators believe that a relative/community member, who may be a child, has shamed the family and/or the community by breaking their honour code. The punishment may include assault, abduction, confinement, threats and murder.

Child Criminal Exploitation (CCE)

Child criminal exploitation is a form of child abuse which involves criminal exploitation and requires a safeguarding response. It includes children who are involved in criminal activities, including the movement of drugs or money which results in personal gain for an individual, group or organised criminal gang. This can involve an element of exchange and can still be exploitation even if the activity appears consensual. It is typified by some form of power imbalance in favour of those perpetrating the exploitation.

Child Trafficking

Child trafficking typically exposes children to continuous and severe risk of significant harm. It involves the recruitment, transportation, transfer, harbouring and/or receipt of a child for purposes of exploitation. This definition holds whether or not there has been any coercion or deception, as children are not considered capable of informed consent to such activity. It applies to activity within a country as well as between countries.

Further Information

Further information on abuse and neglect is available from NSPCC and Children 1st.

ACKNOWLEDGEMENTS

UK Athletics and the HCAFs are grateful to the NSPCC and Children 1st for their guidance and support in the development of this policy and associated procedures.



ANTI-BULLYING POLICY

Statement of intent

Waveney Valley Athletic Club is committed to providing a caring, friendly, and safe environment for all of our members so they can participate in an inclusive sport where everyone belongs and can flourish.

Bullying can be defined as repeated behaviour which is intended to hurt someone either emotionally or physically and is often aimed at certain people because of their race, religion, gender or sexual orientation, or any other aspect such as appearance or disability.

This statement relates to both online and face to face bullying. Bullying of any kind is unacceptable. Bullying takes many forms but ultimately it is the perception of the victim that determines whether or not they are being bullied rather than the intention of the bully. We expect that all volunteers and staff will work together to prevent and reduce bullying.

If bullying does occur, everyone should be able to speak up and know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is expected to tell the club welfare officer, committee member, competition provider or England Athletics.

What is bullying?

Physical bullying, hitting, slapping, or pushing someone.

- Verbal; name calling, gossiping, or threatening someone.
- Non – verbal abuse; hand signs or text messages
- Emotional abuse; threating, intimidating, or humiliating someone.
- Undermining, constant criticism or spreading rumours.
- Controlling or manipulating someone
- Making silent, hoax or abuse calls
- The following types of bullying are also hate crimes:
- Racial, sexual, transphobic, or homophobic bullying
- Bullying someone because they have a disability.



What is cyber bullying?

Bullying which is carried out over the internet/social media, such as:

- A peer who intimidates using a social networking website such as
- A coach who sends negative feedback about a participant via personal text message
- A club member who posts negative comments about a fellow member on a club forum. Cyber Bullying may also include threats, sexual remarks and hate speech.

E-Bullies may publish personal contact information of their victims at websites. They may attempt to act as the victim for the purpose of publishing material in their name that would
defame or ridicule them.

Cyber Bullying is particularly serious due to the nature in which the abuse occurs. It can be
very personal and take place in a closed private format where the victim may feel isolated,
and the content will not be viewed by parents, friends or siblings. Alternatively, it could take place in a public format. It may lead to the victim rereading any material in private perhaps leading to feelings of paranoia, depression, or loneliness.

Procedures

1. Report bullying incidents to the Club Welfare Officer or a member of the club's committee.
2. In cases of serious bullying, the incidents will be referred to UK Athletics Safeguarding team for advice.
3. Parents/carers should be informed and may be asked to attend a meeting to discuss the problem.
4. If necessary and appropriate, the police may be consulted.
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
6. An attempt will be made to help the bully (bullies) change their behaviour.
7. If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution.

Recommended club action

If the club decides it is appropriate for them to deal with the situation they should follow the procedure outlined below:

Child to Child Bullying

1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
2. If this fails/is not appropriate, the Welfare Officer or appropriate Committee Member should meet with the parent/carer and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.
3. The same person should meet with the alleged bully and parent/carer and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
4. If bullying has in their view taken place, the individual should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues.
5. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
6. In some cases the parent/carer of the bully or bullied player can be asked to attend training sessions, if they are able to do so, and if appropriate. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated.
7. All coaches involved with both individuals should be made aware of the concerns and outcome of the process i.e. the warning.

Adult to Child bullying

1. This should be treated as a Safeguarding matter and UK Athletics be informed and will advise on action to be taken where appropriate. This may include action by The UK Athletics Safeguarding Team.
2. It is likely that this will be investigated as a breach of the Code of Conduct as per the club Disciplinary Policy.
3. More serious cases may be referred to the Police and/or Children's Social Care.



Adult to Adult bullying

1. This should be treated as an internal complaint of misconduct. A written complaint should be obtained from the victim by the Club Secretary and if considered valid the alleged bully should be asked for a written response.
2. Mediation and an early resolution with agreement to cease the behaviour may be possible.
3. If mediation does not work or is not appropriate, the complaint will then be investigated as a breach of the Code of Conduct as per the club Disciplinary Policy.
4. More serious cases may be referred to England Athletics/Police.

PREVENTION

- The club will have a written constitution, which includes what is acceptable and proper behaviour for all members, of which the Anti-Bullying Policy is one part.
- All club members and parents/carers will sign to accept the constitution and the relevant code of conduct upon joining the club.
- The Club Welfare Officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with members to discuss the issue openly and constructively.

Related policies and procedures

- Club Constitution
- Child Safeguarding Policy
- Adult Safeguarding Policy
- Codes of Conduct
- Club Grievance and Disciplinary Policy
- Club Inclusion Policy
- Club Social Media Policy

Useful contact

- WVAC Welfare Officers [redacted]waveneyvalley.org
- UKA 07920 532552/ safeguarding@uka.org.uk
- EA welfare@englandathletics.org
- NSPCC Helpline 0808 800 5000
- Childline 0800 1111 / www.childline.org.uk
- Kidscape www.kidscape.org.uk
- Anti-Bullying Alliance www.antibullyingalliance.org



Waveney Valley Athletic Club

Codes of Conduct



Contents

- The Club Code of Conduct
- Athletics Code of Conduct (Athletes's version)
- Athletics Code of Conduct (Parent's version)
- Parent's Code of Conduct
- Coach's Code of Conduct
- Technical Official Code of Conduct
- Equity policy statement and Anti Bullying and Safeguarding policies
- Discipline and Appeals



The Club Code of Conduct

The club will:

Adopt National policies and codes of conduct in relation to athlete's welfare

Appoint at least one designated Welfare Officer to act as first point of contact in cases of concern about athlete's welfare

Ensure that all coaches and volunteers hold appropriate qualifications and have undertaken the appropriate checks (e.g. DBS), and have access to recommended training in welfare and safeguarding

Ensure that all club officers, coach's and volunteers act responsibly and set a good example to all members

Treat all members equally and fairly, regardless of race, ethnic origin, creed, colour, disability, sex, sexual preference, religion, and political or other beliefs

Consistently promote positive aspects of Athletics such as fair play and never condone rule violations

Challenge inappropriate behaviour and language by others

Place the welfare and safety of the athlete above all other considerations including the development of performance

Report any suspected misconduct by club officials, coach's, technical officials or other people involved in Athletics to the Club, Regional, National or EA Welfare Officer as soon as possible

Adopt the UKA/England Athletics policies and procedures contained within 'Safeguarding and Protecting Children and Vulnerable Adults in Athletics'



Athletics Code of Conduct (Athletes's version)

All athletics club members will:

Be nice to everybody who attends, especially new members

Stay in the area that you are training in

Wear something you are able to do sport in

Show respect to everyone

Not put yourself or others in danger

Play fairly and include others

Not be a sore loser

Ask a coach if you need something or don't understand, as they will be able to help you

Never swear, use bad language or shout at others. Never push, kick or threaten others. Never be nasty, bully or deliberately distract others at training or any event.

Please tell a coach if you have any suggestions or complaints

Follow these rules at all times



Athletics Code of Conduct (Parent's version)

Waveney Valley Athletic Club is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with Tom Armes (Athletics Coordinator) Julia Bridges or Chris McAllen (Welfare Officers).

Sports clubs for young people should offer a positive experience where they can learn new things in a safe and positive environment.

As a member of the Club, your child is expected to:

- Always listen carefully to what their Coach is asking them to do, particularly when talking about safety.
- Always try their best at competitions, and in training.
- Be loyal and give others a second chance
- Be friendly and particularly welcoming to new members.
- Be supportive and committed to other team members.
- Not get involved in inappropriate peer pressure and push others into something they do not want to do.
- Keep within the defined boundary of the playing/coaching area.
- Play within the rules and respect the official and their decisions.
- Take care of equipment owned by the club.
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Refrain from the use of bad language or racial/sectarian references.
- Refrain from bullying including using social media, chat-rooms or texting.
- Refrain from rough and dangerous play.
- Keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Wear suitable kit for training and competitions, as agreed with the coach/team manager.
- Not smoke, consume alcohol or drugs (or be under the influence of) whilst on club premises, training, or at competitions.
- Show respect to other members/coach's and display team spirit.
- Keep themselves safe.
- Report inappropriate behaviour or risky situations.
- Play fairly and be trustworthy.
- Show appropriate loyalty and be gracious in defeat.
- Challenge or report the bullying of your peers.
- Respect opponents.
- Not cheat or be violent/aggressive.
- Make their club a **fun** place to be.

ENGLAND ATHLETICS
CLUB MARK
ENGLAND ATHLETICS ACCREDITED CLUB

Your child will have the right to:

- Be safe and happy at the Club.
- Be listened to.
- Be respected and treated fairly.
- Privacy.
- Enjoy athletics in a protective environment.
- Be protected from abuse by other members or outside sources.
- Participate on an equal basis, appropriate to their ability.
- Experience competition and the desire to win.
- Be believed.
- Ask for help.

If a coach believes that a child is behaving in an unacceptable way they will issue a verbal warning, thereby giving the child the opportunity to address their behaviour. If the child continues to act in a way that is disrespectful or unsafe the coach will ask them to sit out for the remaining session. If a child has been asked to sit out the Athletics Co-ordinator will bring this to the attention of the parent or guardian verbally or in writing. If unacceptable behaviour continues, the Club may refuse the child continued membership on the grounds of unacceptable behaviour.

Any misdemeanours and general misbehaviour will be addressed by the immediate coach and reported verbally to the Athletics Co-ordinator. Persistent misbehaviour may result in termination of membership from the Club. Parents will be informed at all stages.

Membership termination can be appealed with final decisions taken by the Club committee or referred to the National Governing Body.



Parent's Code of Conduct

All athletics club members Parents/Guardians will:

Encourage their child to learn the rules and play/compete within them

Discourage unfair play/competition and arguing with officials

Help their child to recognise good performance, not just results

Set a good example by recognising fair play and applauding the good performances of all

Never force their child to take part in Athletics

Never undermine the Coaches or coach their child from the side during training

Never punish or belittle a child for losing or making mistakes

Publicly accept officials' judgements

Support their child's involvement and help them to enjoy Athletics

Use correct and proper language at all times



Coach's Code of Conduct

All Coaches, Assistant Coaches, Leaders and Volunteers will:

- Respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally
- Place the welfare and safety of the athlete above the development of performance
- Be appropriately qualified including obtaining DBS clearance, update your licence and education as and when required by UKA and adhere to the terms of the coaching licence
- Ensure that activities directed or guided are appropriate for the age, maturity, experience and ability of the individual athlete
- At the outset clarify with athletes (and where appropriate, with parents or carers) exactly what it is that is expected of them and what athletes are entitled to expect from you
- Never try to recruit, either overtly or covertly, athletes who are already receiving coaching. If approached by an athlete receiving coaching refer immediately to the coach currently providing coaching support
- Try to observe a recommended maximum ratio of 1 coach to 12 athletes at a training session or work in partnership with another coach/coaching assistant.
- Cooperate fully with others involved in the sport such as technical officials, team managers, other coaches, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the athlete
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Encourage and guide athletes to accept responsibility for their own performance and behaviour
- Develop appropriate working relationships with athletes based on mutual trust and respect, especially with those athletes under 18 years or vulnerable adults
- Not follow/friend athletes under the age of 18 on social media including but not limited to Facebook, Instagram, Whatsapp etc – contact with athletes should be through parents unless exceptional circumstances
- Not exert undue influence to obtain personal benefit or reward
- Strictly maintain a clear boundary between friendship and intimacy with athletes and not conduct inappropriate relationships with athletes. Relationship with athletes can cause significant problems for other team members, raising concerns of favouritism and/or victimisation should the relationship later end
- NOT allow an intimate personal relationship to develop between themselves and any athlete aged under 18 years. Any violation of this could result in a coach licence being withdrawn. It may also be a criminal offence to conduct a relationship with an athlete aged under 16 years. It may also be a violation of the coaching licence to form an intimate personal relationship with a vulnerable adult being coached
- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to themselves or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others

ENGLAND ATHLETICS
CLUB MARK
ENGLAND ATHLETICS ACCREDITED CLUB

- Be aware that their attitude and behaviour directly affects the behaviour of athletes under your supervision
- Never engage in any inappropriate or illegal behaviour
- Avoid destructive behaviour and leave athletics venues as found
- Not carry or consume alcohol to excess and/or illegal substances.
- Avoid carrying any items that could be dangerous to themselves or others excluding athletics equipment used in the course of athletics activity

In addition, Coaches should follow these guidelines on best coaching practice, in particular with young athletes or with vulnerable adults:

- Avoid critical language or actions, such as sarcasm which could undermine an athlete's self esteem.
- Avoid spending time alone with young athletes unless clearly in the view of others to protect both themselves and the young athlete. In special circumstances, for example when coaching elite young athletes, one to one coaching sessions may form part of the required training schedule. In this circumstance, parental/guardian consent must be sought and obtained prior to sessions taking place. The coach must inform the parent/guardian of the venue for training and an emergency contact number should by provided by both the coach and parent/guardian.
- Avoid taking young athletes alone by car
- Never invite a young athlete alone into their home
- Never share a bedroom with a child
- Always explain why and ask for consent before touching an athlete to demonstrate
- Ensure that parents/carers know and have given consent before taking a young athlete away from the usual training venue
- Work in same-sex pairs if supervising changing areas
- Respect the right of young athletes to an independent life outside of athletics
- Report any accidental injury, distress, misunderstanding or misinterpretation to the parents/carers and club Welfare Officer as soon as possible.
- Report any suspected misconduct by other coaches or other people involved in athletics to the Club, Regional, National or EA Welfare Officer as soon as possible



Officials/Technical Officers Code of Conduct

All the Clubs Officials/Technical Officers will:

- Respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally.
- Be appropriately qualified including obtaining DBS clearance, update their licence and training as and when required by UKA and adhere to the terms of the technical officials licence
- Keep up to date with any changes in the relevant competition rules and seek the advice of others if necessary
- Ensure that activities they direct or guide are appropriate for the age, maturity, experience and ability of the individual athlete
- At the outset clarify with athletes (and where appropriate, with parents or carers) exactly what it is that is expected of them and what athletes are entitled to expect
- Cooperate fully with others involved in the sport such as other technical officials, competition providers/organisers, team managers, coaches, and representatives of the g governing body in the provision of fair and equitable conditions for the conduct of athletics events under the relevant rules of competition.
- Act in a decisive, objective but friendly manner in their interaction with other officials, athletes, coaches and spectators and carry out your duties in an efficient and non-abrasive manner.
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Never smoke whilst officiating or consume alcoholic beverages to a degree that it affects their ability or competence to undertake their officiating duties.
- Be fully prepared for the officiating task that is assigned to them
- Dress appropriately, to the standard and nature of the competition as outlined by the relevant officials committee
- Arrive in good time for the competition and report to the official in charge
- Conduct the event in accordance with the rules and with due respect to the welfare of the athlete
- Work in a spirit of cooperation with other officials and do not interfere with their responsibilities
- Offer guidance and support to less experienced officials whenever appropriate
- Encourage and guide athletes to accept responsibility for their own performance and behaviour
- Not exert undue influence to obtain personal benefit or reward
- Strictly maintain a clear boundary between friendship and intimacy with athletes and not conduct inappropriate relationships with athletes. Relationship with athletes can cause significant problems for other athletes, coaches and team members, raising concerns of favouritism and/or victimisation should the relationship later end.
- In particular, NOT allow an intimate personal relationship to develop between themselves and any athlete aged under 18 years. Any violation of this could result in a technical official's licence being withdrawn. It may also be a criminal offence to conduct a

relationship with an athlete aged under 16 years. It may also be a violation of their technical officials licence to form an intimate personal relationship with a vulnerable adult judged/officiated by them
- It is also strongly recommended that they do not allow intimate relationships to develop between themselves and athletes judged by them aged over 18 years

As a responsible Technical Official, when participating in or attending any athletics activities, including training/coaching sessions and competition events they will:

- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to themselves or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others
- Never engage in any inappropriate or illegal behaviour
- Avoid destructive behaviour and leave athletics venues as they find them
- Not carry or consume alcohol to excess and/or illegal substances
- Avoid carrying any items that could be dangerous to themselves or others excluding athletics equipment used in the course of their athletics activity

In addition, technical officials should follow these guidelines on best practice, in particular with young athletes or vulnerable adults

- Avoid critical language or actions, such as sarcasm which could undermine an athlete's self esteem
- Avoid spending time alone with young athletes unless clearly in the view of others
- Report any suspected misconduct by other technical officials, coaches or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible



Equity Policy Statement
and Anti-Bullying and Safeguarding Policies

Equity Policy Statement

Waveney Valley Athletic Club believes in equality for everyone, in everything we do.

We will not tolerate discrimination of any type, including, but not limited to: race, ethnic origin, creed, colour, age, ability, disability, sex, sexual preference, religion, political or other beliefs.

The club is committed to everyone having the right to enjoy athletics in an environment free from the threat of intimidation, harassment and abuse. The club respects the right, dignity and worth of every person and will treat everyone equally.

All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

Anti-Bullying Policy

The club has adopted the England Athletics Anti-Bullying Policy for Clubs 2023. A copy can be found on either the EA website (englandathletics.org) or the club website (waveneyvalley.org)

Safeguarding Policy

The club has adopted the UKA and England Athletics Safeguarding and Protecting Children and Vulnerable Adults in Athletics Policy. A copy can be found on either the EA website (englandathletics.org) or the club website (waveneyvalley.org)



Discipline and Appeals

Everyone associated with Waveney Valley Athletic Club are required to conduct themselves according to the Club Constitution and Codes of Conduct.

The Club has the authority to terminate membership if there has been 2 incidences of the rules being breached, or a single serious incidence. When a rule has been breached, the member/their parent will be notified. Members/parents will have the right to appeal any membership termination to the Management Committee.

The Constitution and Codes of Conduct apply to everyone – athletes, coaches, officials, volunteers and parents. Should you consider that you have cause to make a complaint you should submit it in writing to the WVAC Secretary or contact a Club Welfare Officer.

The WVAC Management Committee (or sub-committee with delegated powers) will meet to hear complaints according to the Club Constitution. The Committee has the power to take appropriate disciplinary action including the termination of membership, upholding a termination decision or overturning a termination decision.

Any unrequested or inappropriate communication with a fellow WVAC member to be treated as a break in the clubs code of conduct & dealt with accordingly.

The outcome of a disciplinary hearing will be notified in writing to the person who lodges the complaint and the person against who the complaint was made according to the Club Constitution.

Please see the Club Committee page, or the Club website for details of the Club Secretary and Welfare Officers.

MEETING PAPER

Subject: 21YoungHearts Grant Application
Meeting: Finance and Governance – Agenda item
Date: 10th June 2026
Author: Jill Hook

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

Background Information

A grant application was considered at the Finance and Governance committee meeting in May 2026. Further information was required before a decision could be made.

Detail

The following questions were provided with the responses received:

What specific area of Lowestoft does your grant cover?

- The grant would cover residents living within all areas of Lowestoft including Kirkley, Kessingland, Pakefield and Carlton Colville.

Are the staff delivering the project employed by 21 Young Hearts?

- The staff delivering the sessions will be employed by 21 Young Hearts CIC and all direct wage/mileage costs will be reflected within the profit/loss accounts.

Why are additional funds required for this project when the income for the year, per your profit and loss account, is so high?

- The additional funds to continue these sessions would be needed as the Café isn't currently able to sustain the cost of running these. 21 Young Hearts is a new not-for-profit CIC which only opened in August 2025, enabling adults with learning disabilities to thrive and be employed. In order for the café to be set-up and established it received a Director's loan to get it off the ground. The Café is just about sustaining itself cost wise currently, however as this becomes more established and it supports the trainees and communities across the East of Suffolk further, we envisage it will be able to sustain the costs for the Woodbridge, Martlesham and Carlton Colville Natters.

Recommendation/Decision

Consideration to be given as to whether the grant application meets all Town Council grant awarding criteria.

Lowestoft Town Council
Grant Application Form

Please complete this form and send it with:

a. Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
b. Your constitution or equivalent
c. 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	21 Young Hearts CIC
Name of account to which payment to be made (explain if not your organisation's name)	21 Young Hearts CIC
What does your organisation do? (100 words max)	21 Young Hearts Cafe (21YH) is recently formed Community Interest Company (CIC) based in Suffolk. Our mission is to encourage, empower, and support young people with disabilities into the workforce by providing meaningful employment and volunteering opportunities. These opportunities focus on building core life and transferable skills in a safe, inclusive, and empowering environment. We believe that every person deserves the opportunity to be their best self, and that disability should never be a barrier to success.
What relevant local area does your organisation cover?	We are based in Martlesham Heath, Ipswich, however we support communities across Suffolk whereby offering a safe and welcoming space for them to meet, whether this is at the Café or at CommuniTEA Natter groups we run along the East Coast of Suffolk.
Who are the main beneficiaries of your work?	The main beneficiaries of the CommuniTEA Natter will be the later life (60+) communities across Carlton Colville and surrounding villages, but these sessions will also give the trainees opportunities within the local community enabling the intergenerational connections to crossover and support the wellbeing of all those involved. I would therefore like to take this under the 21 Young Hearts CIC

	banner, whereby the trainees currently learning with us will help to support/run this alongside our staff and team of volunteers from the Lowestoft Men's Shed and the Central Co-op Food. 21 Young Hearts Cafe (21YH) is a recently formed Community Interest Company (CIC) based in Suffolk. Our mission is to encourage, empower, and support young people with disabilities into the workforce by providing meaningful employment and volunteering opportunities. These opportunities focus on building core life and transferable skills in a safe, inclusive, and empowering environment. Giving the trainees this opportunity within the local community will enable the intergenerational connections to crossover and support the wellbeing of all those involved.
Are you a charity? If yes, describe the type of charity	No we are not a Charity.
If registered, what is the charity number?	
Not-for-profit? If no, describe the organisation	We are a Not-for-profit CIC – Company Number 13698918.
Organisation income (last complete financial year)	Our sales and other revenue for the first 6 months of trading from August 2025 to February 2026 were £95,932.21. Profit and Loss accounts attached.
Organisation expenditure (last complete financial year)	Our expenditure for the first 6 months of trading from August 2025 to February 2026 were £64,128.78. Profit and Loss accounts attached.
Contact details	
Name	[redacted]
Address	**Café address;** Unit 20, The Square, Martlesham Heath, Ipswich, IP5 3SL. **Companies House Registered Address;** Orchard House, 12 Stephen Road, Kesgrave, Ipswich, IP5 2PY.
Telephone number/s	Mobile – [redacted] Café – 01473 941349
E-mail	Sharon@21younghearts.co.uk

Lowestoft Town Council
Grant Application Form

Position within organisation	Founder and Community Director	
Explain how you are authorised to make this application on behalf of the organisation	I have authority apply for grants to support community events that 21 Young Hearts CIC offers the local communities.	
About your project		
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	The CommuniTEA Natter will continue to focus on the needs of the older community (60+) including those needing care and their carers within Carlton Colville and surrounding villages whereby offering them a monthly warm space to meet socially with their friends old and new, and to take part in the various activities, from; Love to Move (seated exercise), Boccia, bingo, food tasting, quarterly entertainment and Care and Share sessions where local organisations visit to offer their support and guidance. The CommuniTEA Natter sessions will continue to directly tackle inequalities, around health and social need, by delivering an inclusive, accessible and safe space for adults in later life to attend on a regular basis, enhanced further by trainees supporting these sessions. Through engagement with the local community, the building of partnerships with local businesses and community providers and the district and town councils, the Community Natter will strive to offer a safe, trusted, supported space for people across Woodbridge, that will continue to work towards reducing social isolation and loneliness, reducing hospital admissions/readmissions, reducing the pressures on primary care, and supporting a model of community support and early intervention.	
Total cost of project	£2,274.46 for 6 months	
Breakdown of cost	**Staffing;** 1 x Lead @ 8hrs per session (2hrs travel, 2hrs set-up/clear away, 2hrs delivery, 2hrs admin/planning) 1 x staff/trainee @ 5hrs per session (1hr travel, 2hrs set-up/clear away, 2hr delivery) **Travel;** Staff travel and mileage costs @ 0.45p x 95 miles per session	£1,138.00 £256.50

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	Venue Hire; Venue Hire @ £60 per session **Entertainment & Activities ;** Entertainment and Activities @ £41.66 per month **Advertising & Marketing;** Advertising, marketing, and social media @ £25.00 per month **Refreshments;** Refreshments @ £20	£360.00 £249.96 £150.00 £120.00
Grant requested from Lowestoft Town Council	£2,274.46	
What specifically would the grant from the Council fund?	The grant from the Council would cover the running costs of the CommuniTEA Natter to continue for 6 months from May 2026, whilst further funding is sourced for November onwards.	
Have any funds been requested/agreed from other sources? Provide details	Not as yet, but an application to Central Food Co-op is going to be made to support refreshment costs, once funding has been secured for this to continue from May onwards.	
When are the funds required?	May 2026.	
Project start date	Friday 1st May 2026.	
Project completion date	Friday 2nd October 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		YES

Lowestoft Town Council
Grant Application Form

than as agreed as part of the grant award?	
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: Friday 20th March 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:

Profit and Loss

21 Young Hearts CIC

For the 7 months ended 28 February 2026

	AUG 2025-FEB 2026
Turnover	
Other Revenue	24,803.80
Sales	71,128.41
Total Turnover	**95,932.21**
Cost of Sales	
Cost of Goods Sold	20,539.51
Direct Expenses	255.96
Direct Wages	43,333.31
Total Cost of Sales	**64,128.78**
Gross Profit	**31,803.43**
Administrative Costs	
Advertising & Marketing	5,063.41
Audit & Accountancy fees	4,652.00
Bank Fees	724.43
Cleaning	569.99
Consulting	105.50
Entertainment-100% business	735.53
General Expenses	5,255.52
HR Services	163.20
Insurance	9.62
IT Software and Consumables	1,919.47
Legal Expenses	1,560.00
Light, Power, Heating	1,965.08
Operating Lease Payments	1,697.38
Pensions Costs	1,043.50
Postage, Freight & Courier	79.58
Printing & Stationery	325.96
Rent	983.01
Repairs & Maintenance	5,754.20
Staff Training	539.22
Telephone & Internet	276.01
Travel - National	259.78
Total Administrative Costs	**33,682.39**
Operating Profit	**(1,878.96)**
Profit on Ordinary Activities Before Taxation	**(1,878.96)**
Profit after Taxation	**(1,878.96)**

Constitution of 21 YOUNG HEARTS C.I.C

Organisation: 21 Young Hearts CIC

Effective Date: 23rd August 2025

Applies to: All employees, trainees, and volunteers

Jurisdiction: United Kingdom

Review Date: 22nd August 2026

1. Name and Purpose

1.1 The name of the company shall be **21 YOUNG HEARTS C.I.C**.

1.2 The company is established as a **Community Interest Company (CIC)** to operate for the benefit of the community.

1.3 The company shall comply with the **Community Interest Company Regulations 2005**.

2. Governance Structure

2.1 The company shall be governed by a minimum of **four Directors**, and two **Managers**.

2.2 The directors shall oversee strategic decisions, financial management, and compliance.

2.3 The director onsite and the manager shall be responsible for operational decisions and day-to-day management.

3. Decision-Making Process

3.1 Decisions shall be made collectively by the **directors, non-executive director** and **manager**.

3.2 Each director shall have **one vote**, the manager shall have **one vote** and the non-executive director will have **one vote**.

3.3 Decisions shall be made by **majority vote**. In case of a tie, one of the directors votes will be removed leaving the final say to one director, manger and non-executive manager.

3.4 Meetings shall be held **quarterly**, with additional meetings as required.

4. Financial Management

4.1 The company shall maintain **transparent financial records**.

4.2 Profits shall be **reinvested** into the company and then the community and not distributed to private individuals.

4.3 The company shall comply with **CIC financial reporting requirements**.

5. Asset Lock

5.1 The company shall **not transfer assets** except for full consideration or for community benefit.

5.2 If the company is dissolved, remaining assets shall be transferred to another **asset-locked body**.

6. Amendments

6.1 Any amendments to this constitution must be approved by **both directors, the manager and non-executive director**.

6.2 Amendments must align with **CIC regulations**.

Signatures

Community Director	Date:	23rd August 2025
Executive Director	Date:	23rd August 2025
Care Director	Date:	23rd August 2025
Non-Executive Director	Date	23rd August 2025

Equality, Inclusion and Diversity Policy

STATEMENT OF POLICY

The terms equality, inclusion and diversity are at the heart of this policy. 'Equality' means ensuring everyone has the same opportunities to fulfil their potential free from discrimination. 'Inclusion' means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution. 'Diversity' means the celebration of individual differences amongst the workforce. We will actively support diversity and inclusion and ensure that all our employees are valued and treated with dignity and respect. We want to encourage everyone in our business to reach their potential.

We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action up to and including dismissal.

The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.

The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.

The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

RECRUITMENT AND SELECTION

The recruitment and selection process is crucially important to any equality, inclusion and diversity policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

Job descriptions, where used, will be revised to ensure that they are in line with this policy. Job requirements will be reflected accurately in any personnel specifications.

We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.

All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.

All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

Short listing and interviewing will be carried out by more than one person where possible.

Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

We will not disqualify any applicant because they are unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

Selection decisions will not be influenced by any perceived prejudices of other staff.

TRAINING AND PROMOTION

Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.

All promotion will be in line with this policy.

MONITORING

We will maintain and review the employment records of all employees in order to monitor the progress of this policy.

Monitoring may involve:
the collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees;

the examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

Safeguarding Young People and Adults Policy

21 YOUNG HEARTS C.I.C.
Registered in England & Wales
Registration No. 1368918
VAT Reg. 494279248

Registered HQ - 12 Stephen Rd, Kesgrave,
Ipswich, Suffolk, IP5 2PY
Cafe - Unit 20 The Square, Martlesham
Heath, IP5 3SL

Website WWW.21younghearts.co.uk
Email. Hello@21younghearts.co.uk

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Policy Review Date: 22
Date of next review: 23

Safeguarding Young People and Adults Policy

Organisation Name: 21 YOUNG HEARTS CIC

Context

Companies House: 1368918

What we do: Café for a pathway to employment for young people with disabilities

Effective Date: August 2025

Applies to: All employees, trainees, and volunteers

Jurisdiction: United Kingdom

Review Date: August 2026

Statements and Aims

Policy Statement

We recognise that the welfare of all children, young people and adults at risk, is paramount and that *all* have equal rights of protection. We have a duty of care when they are in our charge, and we will do everything we can to provide a safe and caring environment whilst they attend our activities. Additionally, no one should come to any harm through their contact with our organisation and, as part of that commitment, we do everything we can to ensure everyone feels safe and protected from any form of harm, abuse and neglect regardless of their role

Equal Opportunities Statement

We recognise that anyone can become subject to discrimination, harassment or victimisation because of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity,
- race
- religion or belief
- sex
- sexual orientation

Comments and actions that contribute to discrimination, harassment or victimisation are not acceptable and will be challenged. Such incidents will be recorded and shared with parents and carers, and the relevant agencies when necessary and appropriate.

We will:

- ✓ treat everyone with respect and celebrate their achievements,
- ✓ carefully recruit and select all staff whether paid or unpaid,
- ✓ respond to concerns and allegations appropriately.

When there are concerns about the welfare of any, child, young person or adult at risk, all responsible adults in our organisation are expected to share those concerns, without delay, with the Lead for Safeguarding (or the Deputy, if the Lead is unavailable).
Our policy is approved by (our board of Directors) and will be reviewed and updated annually. We will publish and promote this policy to all staff, paid or unpaid, Trainee, Employee, volunteer through induction, training and supervision. We endeavour to disseminate, as appropriate, this policy to all who come into contact with our organisation e.g., adults at risk, their parents, carers, families and others, such as organisational partners and fundraisers.

Policy Aim

As members of SAFEcic, we aim at all times to attain best safeguarding practice throughout all our activities with young people, adults at risk, their parents, carers and/or families. We endeavour to provide a safe and friendly environment and celebrate all achievements. We will achieve this by adhering strictly to this policy, guidance and risk assessments. Our organisation holds current Public Liability Insurance which covers all our activities.

Safeguarding Personnel

Lead and Deputy for Safeguarding

The responsibility of managing the safeguarding of young people and adults at risk can be both demanding and challenging and therefore will be appointed at managerial level to personnel who are available whenever operational, which includes cover for sickness and holidays.
NB In educational settings the title Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) is used

Our Lead for Safeguarding is:
Name: [redacted]
Job role: Care Director
Contact details: emma@21younghearts.co.uk, +44 (0) [redacted]

Our Deputy for Safeguarding is:
Name: [redacted]
Job role: Community Director
Contact details: sharon@21younghearts.co.uk +44(0) [redacted]

Their role is to oversee and ensure that our safeguarding policy, which includes Online Safety, is fully implemented and that we attain SAFEcic standards.

Their responsibilities are:

- ✓ monitoring and recording concerns
- ✓ making referrals to social care, or police, as relevant, without delay
- ✓ liaison with other agencies
- ✓ arranging training for all staff

The Deputy for Safeguarding should be available to support or cover for the Lead. S/he will also handle any complaints or allegations against the Lead for Safeguarding if appropriate. It is important that the Lead and Deputy for Safeguarding are unconnected.

Line of accountability for safeguarding

The responsibility for safeguarding at board or committee level is shared between members. Safeguarding is on the organisation's risk register. A Senior Member of the organisation at Board, Trustee, Governor or similar level should be appointed to take strategic responsibility for the organisation's safeguarding arrangements. This person should be unconnected to the Lead for Safeguarding and Deputy for Safeguarding and should have up to date and relevant training with the ability to develop knowledge, skills and expertise in safeguarding.

Senior Lead for Safeguarding

Our Senior Lead for Safeguarding is:

Name: [redacted]
Job role: Care Director
Contact details: emma@21younghearts.co.uk, +44 [redacted]

Why do we need a Safeguarding Policy?

All organisations that work or come into contact with children, young people and/or adults at risk need to have safeguarding policies and procedures in place.
Government guidance is clear that all organisations working with children, young people, adults at risk, parents, carers and/or families have responsibilities for safeguarding. It is important to remember that children, young people and adults at risk can also abuse and that such incidents fall into the remit of this policy.
To undertake these responsibilities, we:

- have a board of directors committed to safeguarding
- are clear about peoples' responsibilities and accountability
- have a culture of listening to children, young people and adults at risk
- undertake safer recruitment practices for all staff and volunteers working with children & young people and adults at risk
- have procedures for safeguarding children and young people and adults at risk
- have procedures for dealing with allegations against, and concerns about, any staff

- make sure staff, paid and unpaid, have mandatory induction and further safeguarding training, supervision, reviews and support
- have agreements about working with other organisations and agencies

Definitions

Definition of a child/young person

There is no single law that defines the age of a child across the UK. The UN Convention on the Rights of the Child, ratified by the UK government in 1991, states that a child "means every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier" (Article1, Convention on the Rights of the Child, 1989).
A child is anyone who has not yet reached their 18th birthday (16th in Scotland). In Scotland, whilst child protection procedures may be considered for a person up to the age of 18, the legal boundaries of childhood and adulthood are variously defined.

Definition of an adult at risk

An adult at risk is a person over the age of 18 years and is:

- having needs for care and support, and
- experiencing, or is at risk of, abuse and neglect and
- as a result of those care needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Related Policies

Data Protection

We will treat any personal information by which an individual can be identified, for example, name, address, and email, in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the UK General Data Protection Regulation (UK GDPR) and will not share information with any third party, except where required by law.

Confidentiality

This policy is in line with government guidance about confidentiality and these details will be made available to all staff, children, young children, adults at risk, parents and carers.
We fully endorse the principal of the welfare of children, young people and adults at risk, overriding any obligations of confidence we may hold to others. No one working, or involved, with our organisation can promise absolute confidentiality. Individual cases will only be shared or discussed on a "need to know" basis.

Whistleblowing

Whistleblowing is when someone raises a concern externally about a person or practice within the organisation, which will affect others in an illegal and or harmful way.
Our organisation promotes the sharing of any concerns regarding the safeguarding of children, young people and adults at risk as soon as possible with the Lead or Deputy for Safeguarding.
If individuals reporting their concerns within our organisation do not feel they have been acted upon then we support their right to report these concerns to the Local Authority Designated Office (LADO) (England and Wales only) social care services, the police, and /or the relevant Regulatory Authority. They can also contact the charity Protect for advice and support.

All media enquiries will be handled by Sharon Hobbs Community Director.

Information Sharing

Timely and accurate written records play an essential role in safeguarding individuals, who may have suffered, are suffering or at significant risk of suffering harm. It is important that records are shared at the appropriate time when necessary. Within our organisation the decision to share written information, and with whom, will be undertaken by the Lead or the Deputy for safeguarding

Safer Recruitment

Our organisation is committed to safe recruitment in line with the relevant legislation and guidance from government for recruiting all staff, paid or unpaid. We do this by:

- advertising vacancies with a clear commitment required to safeguarding
- assigning all posts detailed job descriptions
- obtaining full personal details via an application form (not CVs) with particular relevance to previous work with children, young people and adults at risk
- when a candidate is selected for interview the relevant criminal declaration form will be sent for completion as set out by the Rehabilitation of Offenders Act 1974, as amended
- always taking up two written references, one from the most recent employer or education establishment
- undertaking all interviews face to face, based on the job description
- ensuring at least one person on each interview panel will have undertaken Safer Recruitment training, in line with the relevant Regulatory Authority.
- having sound procedures and recording for interviewing to ensure we are satisfied, and can evidence that the applicant is appropriate and suitable

Any appointment will only be confirmed subject to:

- ✓ a satisfactory ID and criminal records check at the appropriate level, including Certificates of Good Conduct for foreign nationals and the International Child Protection Certificate (ICPC) for anyone who works with children and has lived in the UK and also travelled overseas
- ✓ a follow up of written references by telephone if relevant to the vacant post
- ✓ a check of essential qualifications and any specific professional details
- ✓ confirmation of the Right to Work in the UK for employed personnel
- ✓ fitness to work as relevant

Induction and Training

We have a clear induction and training strategy with clear job descriptions and responsibilities and all relevant procedures. All new staff, paid and unpaid, will receive induction training as soon as possible and sign to record they have:

- received and understood this policy.
- been given any relevant resources
- understood the commitment to safeguarding training

When needed, staff will receive further safeguarding training, at the appropriate level, as soon as possible. We also agree a probationary period of 3 months with clear goals and then provide mentoring/appraisals at regular intervals of 3months with Executive Director.
Updated safeguarding training is normally required every 2 years (online) or three years (face to face).
Staff working directly with at risk groups will also undertake the free online government training for PREVENT Channel and FGM

Working Practices

Consent

When consent is required for any care, activity or intervention we will, unless it is an emergency, obtain consent from the individual if of sufficient age and or understanding.

Where relevant, we will ensure we fulfil our obligations under Child Care Law in terms of parental responsibility and Mental Capacity Legislation on supporting, where possible, the individual's right to make their own decisions. Any decisions made should be the least restrictive and recorded.

Staff Ratios to Young People and Adults at Risk

There must always be a minimum of one responsible adult present for any activities. However there will be at least one other responsible adult within the café at any time.

Lone and One to One Working

We will avoid lone working, one to one working adults at risk whenever possible to protect both individuals. A risk assessment will always be undertaken to ensure:

- ✓ the care or activity provided is suitable for one-to-one working,
- ✓ the lone worker has been recruited, trained and supervise to undertake this particular role,
- ✓ that health and safety issues have been identified and recommendations followed,
- ✓ safeguards are in place to protect individual's rights to safe working practice,
- ✓ safeguards are in place in relation to strategies for emergency situations,
- ✓ relevant business insurance is in place for use of personal vehicles
- ✓ accurate and relevant written recording is maintained following any care and activity, signed, timed and dated

Home Visits

There are no home visits included in the organisation.

Home visits will only be made when necessary and booked by the organisation.

Each home visit will be carefully planned and recorded and include:

- who is being visited
- the purpose of the visit
- who will carry out the visit
- the time expected to carry out the visit
- who will also be present during the visit
- members of staff paid or unpaid, and others
- any physical contact which may be required, and will be undertaken in line with the code of conduct within this policy.

All home visits will be made in a polite and friendly manner. Personal relationships or showing favouritism must not happen.

Any safeguarding concerns raised and any untoward incidences, such as no access or a child being at home alone, should be followed up, recorded and managed in line with this safeguarding policy.

Young People who work in our Organisation

All young people who are undertaking volunteer work, apprenticeships or work experience within our organisation/group are to be included within this policy and their safeguarding as individuals given the same importance as all young people we come into contact with. Any disclosures, observations of possible harm or disturbing behaviour must be reported to the Lead or Deputy immediately.
They will also require an induction program that includes their commitment to safeguarding within the remit of the safeguarding policy and in line with all staff induction.
In addition, information on the young person's contacts recorded as relevant e.g. parents, carers, school representatives and any supervisors, with emergency contact numbers.
We will check with the relevant local authority's education welfare team to see if an employment permit is required for any young people working with us and, in the cases of live performances, if a child performance licence is required.

Codes of Conduct

We aim to provide a safe environment free from discrimination, upholding and promoting equality, diversity and inclusion. We undertake to:

- ✓ treat all children and young people and adults at risk with respect and dignity
- ✓ ensure that their welfare and safety is paramount at all times
- ✓ maintain professional boundaries both face to face and online
- ✓ always use the organisation's official email system, social media etc when contacting the at risk groups we work with
- ✓ always listen to individuals and take account of their wishes and feeling

- ✓ always act in a professional way and not accept bullying, swearing or other disruptive behaviour
- ✓ liaise openly with parents and carers
- ✓ only use physical contact if absolutely necessary
- ✓ avoid being alone with children, young people and adults at risk whenever possible
- ✓ listen to, and act upon, any disclosures, allegations, or concerns of abuse
- ✓ participate in approved safeguarding training at appropriate levels
- ✓ ensure restraint is only used as part of an agreed plan by staff trained in the use of the particular restraint or as an emergency action to protect from harm. All use of restraint will be reported and recorded by the member of staff concerned to the Lead or Deputy for safeguarding and to the relevant manager.
- ✓ follow our safeguarding policy at all times
- ✓ make activities FUN and enjoyable

Recognising Abuse in Children Young People and Adults at Risk

The following list is for guidance only. It is important to be observant, listen to what is being said and record. e.g. is what you are observing and being told about an injury consistent with the injury?

- Abuse related to faith or belief
- Alcohol and Substance misuse
- Bullying, harassment and sexual harassment
- Breast Ironing
- Carrying offensive weapons
- Child criminal and sexual exploitation including County Lines
- Child on child abuse, including sexual violence and upskirting
- Concealed pregnancy
- Criminal exploitation
- Discriminatory
- Domestic abuse, including "honour" based abuse
- Emotional
- Exploitive use of technology
- Female Genital Mutilation (FGM)
- Financial or material abuse
- Forced marriage
- Gangs
- Gambling
- Hate and "mate" crime
- Hazing and initiation rites
- Hoarding
- Modern slavery
- Neglect and acts of omission
- Online safety
- Organisational or institutional

- Psychological
- Physical
- Radicalisation
- Self-neglect
- Sexual
- Sextortion
- Trafficking

Handling Disclosures

When a disclosure is made by a child, young person or adult at risk it is important to remember to:

- take what you are being told seriously
- stay calm and reassure
- do not investigate
- do not delay

and always

- seek advice from the Lead or Deputy for Safeguarding
- make a careful recording of anything you are told or observe, date and sign.

A disclosure may come from someone telling you:

- they have or are being abused
- they have concerns about someone else
- they are themselves abusing or likely to abuse someone else

Responding to Concerns

Safeguarding Referral Flowchart

We ensure and emphasise that everyone in our organisation understand and know how to share any concerns immediately with the Lead or Deputy for Safeguarding. Everyone, including the Lead, Deputy and Senior Lead for Safeguarding, will deal with concerns using the following:

Step One:

If you are worried a child, young person or adult at risk has been abused because:

- you have seen something
- someone says they have been abused
- somebody else has told you they are concerned
- there has been an allegation against a colleague
- there has been an anonymous allegation
- an adult has disclosed that they were abused as a child
- a child, young person or adult say they are abusing someone else.

Step Two:

Check this safeguarding policy for guidance. Talk to the Lead or Deputy for Safeguarding without delay. If they are implicated, then talk to your Care Director

Step Three:

The Lead, Deputy or Senior Lead should refer the concern to the relevant adult's or children's social care service and/or the Police and follow up the referral in writing within 24 hours.

For England and Wales, in cases of allegations against a "person of trust" with a "duty of care" towards a child, the Local Authority Designated Officer (LADO) will co-ordinate the next procedural steps.

Under "whistle blowing", anyone can refer directly to the Police, social care services , the LADO for personnel child abuse allegations (England & Wales only), and also the charity Protect for support when they are concerned the organisation is not managing safeguarding concerns appropriately.

Any consultations should not delay a referral.

In an emergency do not delay: dial 999

CONSULT, MONITOR AND RECORD
Sign/Date/Time
Include name and job role

When the concern is about the welfare of an adult at risk from schools, colleges, or social care settings, you should refer to that organisation's Lead for Safeguarding in the first instance. Inform the Lead or Deputy of 21YH that you have referred a concern.

Record Keeping

At all times when required, and especially where there is a safeguarding concern, we are committed to keeping records which are:

- recorded on a safeguarding incident form
- of sufficient details of child, young person or adult at risk to identify individual who is subject of concern and any significant others
- accurate and factual/based on fact, as a true record of:
    - what has been monitored/observed
    - what has been said and by whom
    - what has given cause for concern
    - what action has and/or will be taken including the reason for those actions
    - the reason stated for no action being taken and by whom
- non judgmental
- timely within 24 hours
- signed, timed and dated by the writer and co- signed by the Lead or Deputy
- shared as appropriate by the Lead or Deputy for Safeguarding
- stored safely and securely by the Lead or Deputy for Safeguarding

Handling Allegations / Dealing with Complaints / Disciplinary & Grievance Procedures

Our policies and procedures are in line with the statutory guidance, guidelines, our disciplinary, complaints and grievance procedures. These will be made available to everyone.
Where a complaint or allegation has been made with regards to any inappropriate behaviour or poor practice, the Lead or Deputy will, in all cases, discuss the situation with social care services (the LADO with regards to children England and Wales only) and / or the police before making an open decision about the best way forward.
In the case where the Lead is implicated, the Deputy should be informed. In the exceptional circumstances that both are involved, the person concerned will inform the Senior Lead. If there is a belief that the concern has not been taken seriously or acted upon then any one can “Whistleblow”
With regards to disciplinary and grievance procedures, we will take no steps until we have fully discussed and agreed a strategy with social care services and / or the police, (the LADO, with regards to children England and Wales only). Any investigation will override the need to implement any such procedures. Our management are responsible for making referrals to the relevant:

- criminal records service
- Regulatory Authority
- professional body

Bullying, Harassment and Sexual Harassment

Bullying, harassment and sexual harassment can take many forms and include:

- physical violence including threats, verbal assaults and taunts, the destruction of property, extortion, unwanted sexual interest or contact

- indirect forms of bullying including ignoring a person and the withdrawal of friendship, malicious gossip and spreading rumours, abusive or oppressive graffiti, the use of social media, electronic messages and websites.
- motivation of prejudice against certain groups for example on the grounds of race, religion, gender and disability

Whether directed at children, young people, adults at risk, staff, volunteers, parent and carers, bullying, harassment and sexual harassment, physical, sexual and/or emotional abuse will not be tolerated. All such behaviour will be treated as a safeguarding concern when aimed at children, young people and or adults at risk. If children, young people and/or adults at risk are engaging in bullying, harassment or sexual harassment it is also a safeguarding concern and should be reported to the Lead or Deputy for safeguarding.

We will:

- provide a culture of equality and respect for all with zero tolerance to any form of bullying, harassment and sexual harassment
- report all incidents of bullying, harassment and sexual harassment observed or disclosed, to the Lead or Deputy who will take the appropriate action
- take immediate steps to stop the behaviour and mitigate the effects of bullying, harassment and sexual harassment
- record all incidents with observations and witness statements, and action taken, signed, timed and dated

Online Safety

Why do we need to include Online Safety?

Modern digital technology has made access to information and communication increasingly easy for everyone. This is especially so for those who cannot always go out to socialise and rely on websites for social networking, watching films, downloading music, buying lottery tickets, shopping etc. Government guidance is clear, that all organisations working with children, young people adults at risk, families, parents and carers have responsibilities. It is also important to remember, children, young people and adults at risk can also abuse and such incidents fall into the remit of this policy

Online Safety Code of Conduct:

We expect everyone in our organisation to agree and sign up to our Online Safety code of conduct to:

1. use the internet and other forms of communication in a sensible and polite way.
2. only access websites, send messages or access and use other resources that will not hurt or upset anybody.
3. seek permission if they want to use personal information or take photographs of other people.
4. report any concerns to the Lead or Deputy
5. not maintain confidentiality if there is a concern about the welfare of a child, young person or adult at risk.

What are the Risks?

There are many potential risks including:

- accessing inappropriate or illegal websites.
- receiving unwanted or upsetting texts, e-mail messages or images.
- being "groomed" by another with a view to meeting the child, young person or adult at risk for their own illegal purposes including sex, drugs or crime.
- sharing nudes or semi nudes.
- viewing or sending unacceptable material such as inciting hatred or violence.
- sending bullying messages or posting malicious details about others.
- ignoring copyright law by downloading e.g. music, videos, homework cheat materials etc.
- overspending on shopping and gambling sites.
- being at risk of identity fraud for money transactions.
- inappropriate relationships or prostitution.

What else might be of concern?

A child, young person or adult at risk who:

- is becoming secretive about where they are going to or who they are meeting.
- will not let you see what they are accessing online.
- is using a webcam in a closed area, away from other people.
- is accessing the web or using a mobile for long periods and at all hours
- clears the computer history every time they use it.
- receives unexpected money or gifts from people you don't know.
- does not appear to have the money they should have.

A person who:

- befriends a child, young person or adult at risk on the internet or by text messaging.
- has links to children, young people and/or adults at risk on their social media pages especially if they work in a position of care such as a sports coach or care worker.
- is secretive about what they are doing and who they are meeting.

Social media

The Online Safety Act 2023 and associated government guidance A Guide to the Online Safety Bill now makes social media companies more responsible for their users' safety on their platforms. This means children and adults will be protected online by making social media platforms:

- remove illegal content quickly or prevent it from appearing in the first place. This includes removing content promoting self-harm
- prevent children from accessing harmful and age-inappropriate content
- enforce age limits and age-checking measures
- ensure the risks and dangers posed to children on the largest social media platforms are more transparent, including by publishing risk assessments
- **provide parents and children with clear and accessible ways to report problems online when they do arise**

Such content should be reported to the service provider and if they do not respond appropriately the matter can be reported to Ofcom.

What do I do if I am concerned?

If you have any concerns, speak to the Lead or Deputy for Safeguarding.
Remember:

- do not delay.
- do not investigate.
- seek advice from the Lead or Deputy
- make careful recording of anything you observe or are told

Online Safety Referral Flowchart – Child and Adult

Is a crime in progress or is anyone in immediate danger?

Yes → **Dial 999 Immediately**

No

Inform the Lead or Deputy for Safeguarding who will take the following steps, if not available, you must take action:

Is the concern about child sexual content anywhere in the world?

Yes

Contact the IWF
(Internet Watch Foundation)
www.iwf.org.uk

No

Is the concern about a person communicating with a child or adult for sexual reasons?

Yes, Child

Contact CEOP
(Child Exploitation and Online Protection)
www.ceop.police.uk

Yes, Adult

No

Is the concern about a known person, non-sexual harassment or other potential crime?

Yes

Contact the local police

Record the concern and the Lead/Deputy for Safeguarding will liaise,
await response, advise you and review Online Safety arrangements as necessary.

Minimising the Risks

We will:

- talk to children, young people and adults at risk about what they are accessing online.
- ensure everyone uses PCs, iPads and other technology in a general space where we can monitor what is going on.
- explain the risks of giving out personal details online.
- talk about how people can be anyone they want to be online, e.g. by using misleading emails, photographs of other people, telling lies about their age, hobbies, school.
- encourage children, young people and adults at risk to think carefully about what photographs or videos they use online. They can be used and tampered with by other people, or they may not be appropriate.
- advise children, young people and adults at risk to only text, chat or webcam to people they know in real life.
- talk about how to identify SPAM messages or junk mail and how to delete them. This also applies to messages from people they do not know, or opening attachments.
- discuss how people hide their identities online and the importance of never meeting new online "friends" in real life.
- make sure children, young people and adults at risk understand they can always talk to us, or their parents and/or carers, about anything that makes them feel uncomfortable.
- look on the internet together for information about how to deal with or report problems. e.g. The National Crime Agency's CEOP Education
- talk about how/when information or images get on to the internet, they can never be erased.

Other useful resources can be found at Ofcom

Safeguarding Practical Guidance

Photography & Filming Guidance

Both still and moving images are key to recording the successes and achievements of children, young people and adults at risk in their lives and activities. However, it is vital to remember that images (especially digital images) can be used, shared, stored and/or distributed inappropriately, and that their storage and use must comply with the UK GDPR.

It is therefore important to be clear about:

- explaining to parents and carers why caution is necessary
- the purpose of images e.g. parent's and carer's own record, media and publicity etc
- the content required when using a professional photographer
- informing parents and seeking their consent for any publication or media use

- publishing only necessary identifying details alongside individual's photos in newspapers, websites etc
- taking photographs openly and away from sensitive areas (changing rooms, toilets, etc)
- the suitability of clothing e.g. swimsuits
- any group photos being taken only during the activity or on the premises
- all those taking photos signing a registration form, which also identifies the purpose and use of any images
- ensuring secure storage of all images
- identifying how long unused images will be retained
- identifying how long copies of published images will be retained

The above guidance applies to all still and moving images, however they are created (mobile phone, still camera, video camera etc). The type of equipment and the equipment's owner should also be recorded on the registration form.

Transport

21 Young Hearts does not provide any transport.

Activities, Events and Visiting Speakers/Activity Leaders

We will always ensure visitors and activities undertaken are risk assessed and we are committed to:

- ensuring that those who run activities have the expertise, knowledge and skills to do so properly
- completing a risk assessment which involves identifying risks and the means of reducing or eliminating those risks for all activities or events
- risk assessing any changes being made to activities or events involving children, young people and adults at risk
- having a written plan in place if the event or activity has to be cancelled
- having a written plan in place in case of emergency including contact numbers
- implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis

The Late Pick Up of a Young Person or Adult at Risk

If attempts to contact the parent and nominated emergency contact fail, then the supervising adult should wait with the child, young person or adult at risk with other staff, volunteers or parents wherever possible.

Staff, paid and unpaid, should avoid:

- taking the young person or adult at risk home or to another location
- waiting alone with the child, young person or adult at risk in a vehicle or at the venue
- sending the child young person or adult at risk home with another person, without parental consent
- leaving the child young person or adult at risk alone.

If all attempts to make contact fail, it may be advisable to contact the police for advice.

Young Person or Adult goes Missing

If a young person or adult at risk goes missing from the group or organisation it should be reported to the police. Use 999 where there is a concern that they cannot be found or are vulnerable.

A missing person may be assessed as 'at risk' if they fit one or more of the following categories.

- is under 16
- has expressed feelings of suicide
- has dementia
- has been acting totally out of character
- has mental health issues
- is under increased stress
- has an illness or a physical disability
- has a learning disability
- is in need of regular medication/care

The Lead or Deputy for Safeguarding should be informed as soon as possible, and all details and actions recorded, signed, timed and dated.

First Aid

Our First Aiders have completed specific training as set out by the Health and Safety Executive (HSE). They hold valid and up to date certificates of competence issued by an organisation whose training and qualifications are approved by the HSE.

The duties of a First Aider are:

- to give immediate First Aid to children, young people, adults at risk, staff or visitors when needed
- to ensure that an ambulance or other professional medical help is called when necessary

Our organisation undertakes to ensure there is always a trained First Aider on site at our venues or, if other venues used such as schools, that they have appropriate first aid cover.

We also provide training and guidance on dealing with hazardous materials such as blood, other bodily fluids and chemicals. We ensure sufficient equipment is available to deal with accidents or spillage.

All incidents will be reported and recorded in the First Aid and Incident Accident Books

Buildings and Venues

Safeguarding risk assessments will be carried out on all building and venues used by our organisation or by the host's venue management, such as schools

The safeguarding risk assessment should cover:

- access especially how people enter and leave the building
- signing in protocol

- use of keys
- toilets and changing rooms
- any outside space
- car parks
- any other relevant issues

SAFEcic Recommendations

In order to attain the highest standards of safeguarding practice, everybody needs to be vigilant in adhering to this policy and also assessing the risks of their own work and activities. These risk assessments will be carried out annually by the Lead and/or Deputy. However, it is the responsibility of everyone to draw attention to practices and procedures that they are unhappy or uncomfortable with.

It is only through adopting SAFEcic policies and practices that we can all be confident we have done everything we can to safeguard the children, young people and adults at risk in our care.

Policy Date

This policy was agreed and disseminated on July 2025 and will be reviewed annually or when there are substantial organisational changes.

Policy Review Date: August 2026

Signed:

Lead for Safeguarding:

Deputy for Safeguarding:

Senior Lead for Safeguarding:

Date: July 2025

Date of next review: August 2026

Lowestoft Town Council
Grant Application Form

Please complete this form and send it with:

a. Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
b. Your constitution or equivalent
c. 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	North Lowestoft Cliff Community Garden (CIO)
Name of account to which payment to be made (explain if not your organisation's name)	Lowestoft North Cliff Community Garden [redacted]
What does your organisation do? (100 words max)	The CIO's aims are: to be a community resource for promoting food growing, gardening, sustainable living, good health and positive community interaction To restore the site to illustrate its former Hanging Garden glory including preservation and display of historic features where practical
What relevant local area does your organisation cover?	The CIO covers 7 parish wards of Lowestoft Parish Council but in particular the area formerly (1792) known as the Hanging Gardens of Lowestoft on Crown Score
Who are the main beneficiaries of your work?	The people of Lowestoft, especially those living within a 15 minute walk of Crown Score (NR32 1JH)

Lowestoft Town Council
Grant Application Form

Are you a charity? If yes, describe the type of charity	Charitable Incorporated Organisation (CIO)
If registered, what is the charity number?	1210028
Not-for-profit? If no, describe the organisation	Yes
Organisation income (last complete financial year)	£5371.00
Organisation expenditure (last complete financial year)	£4483.52
Contact details	
Name	[redacted]
Address	[redacted]
Telephone number/s	[redacted]
E-mail	[redacted]
Position within organisation	Treasurer
Explain how you are authorised to make this application on behalf of the organisation	Trustee (one of four) - Treasurer

Lowestoft Town Council
Grant Application Form

About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	The aim of the project is to seed fund the greening of the High Street We will as a Group hold Public meetings and discussions with local residents to help them put planters and pots outside their properties to begin to enhance the street appearance.
Total cost of project	£ 200
Breakdown of cost	Purchase of seeds and plants £120 Purchase of compost /pots and planters !80
Grant requested from Lowestoft Town Council	£200
What specifically would the grant from the Council fund?	As above
Have any funds been requested/agreed from other sources? Provide details	No
When are the funds required?	ASAP
Project start date	JUNE 2026
Project completion date	September 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

Lowestoft Town Council
Grant Application Form

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…… … Date.....11TH 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:

Constitution of a Charitable Incorporated Organisation with voting members other than its charity trustees

('Association' model constitution)

Date of constitution (last amended): ….

10TH JUNE 2024

1. Name

The name of the Charitable Incorporated Organisation ("the CIO")

is

Lowestoft North Cliff Community Garden

2. National location of principal office

[redacted]

LOWESTOFT NR32 1HY

England

3. Object[s]

The object[s] of the North cliff Community Garden CIO

To develop a group and coherent community to support the North cliff community garden. As part of this the involved people must be engaged from the start and continue to be involved through the design and implementation phases through to longer term evaluation.

To be a community resource for promoting food, gardening, sustainable living, good health and positive community interaction

To protect wildlife on site and improve biodiversity

Develop and provide training in organic gardening and growing of fruit and vegetables

To become a partner Gardening hub within Lowestoft and surrounding area – providing and receiving advice, assistance and support from and to other growing groups.

To restore the site to illustrate its former Hanging Garden glory including preservation and display of historic features where practical.

To be a welcoming place where people from all walks of life can come to learn about, and work within a supportive community environment

Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable in accordance with [section 7 of the Charities and Trustee Investment (Scotland) Act 2005] and [section 2 of the Charities Act (Northern Ireland) 2008].

4. Powers

The CIO has power to do anything which is calculated to further its object[s] or is conducive or incidental to doing so. In particular, the CIO has power to:

(1) borrow money and to charge the whole or any part of its property as

security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011 if it wishes to mortgage land;

(2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;

- (3) sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;

- (4) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause;

(5)deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

5. Application of income and property

(1) The income and property of the CIO must be applied solely towards the promotion of the objects.

- (a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of

such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.

(b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.

(2)

None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO or connected person. This does not prevent a member or connected person who

is not also a charity trustee receiving:

(a) a benefit from the CIO as a beneficiary of the CIO;

(b) reasonable and proper remuneration for any goods or services supplied to the CIO;

(c) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by clause 6.]

6. Benefits and payments to charity trustees and connected persons

(1) **General provisions**
No charity trustee or connected person may:

- (a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;

- (b) sell goods, services, or any interest in land to the CIO;

- (c) be employed by, or receive any remuneration from, the CIO;

- (d) receive any other financial benefit from the CIO;

unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the prior written consent of the Charity Commission ("the Commission") has been obtained. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

(2)**Scope and powers permitting trustees' or connected persons' benefits**

- (a) A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way.

- (b) A charity trustee or connected person may enter into a contract for the supply of services and/or goods to the CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.

- (c) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).

- (d) A charity trustee or connected person may receive rent for premises

    - let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

- (e) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.
- (3) In clauses 5 and 6:
  (a) “the CIO” includes any company in which the CIO:
- (i) holds more than 50% of the shares; or
- (ii) controls more than 50% of the voting rights attached to the shares; or
- (iii) has the right to appoint one or more directors to the board of the company;
- (b) “connected person” includes any person within the definition set out in clause [30] (Interpretation);
- **7. Conflicts of interest and conflicts of loyalty**
- A charity trustee must:
- (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and
- (2) absent himself or herself from any

discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

- Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

- **8. Liability of members to contribute to the assets of the CIO if it is wound**

- If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

- **9. Membership of the CIO**
(1) **Admission of new members**

- (a) **Eligibility**

- Membership of the CIO is open to anyone within the seven wards of Lowestoft Parish council and who is interested in furthering its purposes, and

who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members set out in sub-clause (3) of this clause.

- A member may be an individual, a corporate body, or [an individual or corporate body representing] an organisation which is not incorporated.

(b) **Admission procedure** The charity trustees:

- (i) may require applications for membership to be made in any reasonable way that they decide;

- (ii) [shall, if they approve an application for membership, notify the applicant of their decision within 21 days];]

- (iii) may refuse an application for membership if they believe that it is in the best interests of the CIO for them to do so;

- (iv) shall, if they decide to refuse an application for membership, give the applicant their reasons for doing so, within [21 days] of the decision being taken, and give the applicant the opportunity to appeal against the refusal; and

(v) shall give fair consideration to any such appeal, and shall inform the applicant of their decision, but any decision to confirm refusal of the application for membership shall be final.

(2) **Transfer of membership**

Membership of the CIO cannot be transferred to anyone else [except in the case of an individual or corporate body representing an organisation which is not incorporated, whose membership may be transferred by the unincorporated organisation to a new representative. Such transfer of membership does not take effect until the CIO has received written notification of the transfer].

(3) **Duty of members**

It is the duty of each member of the CIO to exercise his or her powers as a member of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO.

(4) **Termination of membership**

(a) Membership of the CIO comes to an end if:

(i) the member dies, or, in the case of an organisation (or the representative of an organisation) that organisation ceases to exist;

or

- (ii) the member sends a notice of resignation to the charity trustees; or

- (iii) any sum of money owed by the member to the CIO is not paid in full within six months of its falling due; or

- (iv) the charity trustees decide that it is in the best interests of the CIO that the member in question should be removed from membership, and pass a resolution to that effect.

(b) Before the charity trustees take any decision to remove someone from membership of the CIO they must:

- (i) inform the member of the reasons why it is proposed to remove him, her or it from membership;

- (ii) give the member at least 21 clear days notice in which to make representations to the charity trustees as to why he, she or it should not be removed from membership;

- (iii) at a duly constituted meeting of the charity trustees, consider whether or not the member should be removed from membership;

- (iv) consider at that meeting any representations which the member makes as to why the member should not be removed; and

- (v) allow the member, or the member's representative, to make those representations in person at that meeting, if the member so chooses.

(5) **Membership fees**
The CIO may require members to pay reasonable membership fees to the CIO.

[(6) **Informal or associate (non-voting) membership**

- (a) The charity trustees may create associate or other classes of non- voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.

(b) Other references in this constitution to "members" and "membership" do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.]

10. Members' decisions

(1) General provisions

Except for those decisions that must be taken in a particular way as indicated in sub-clause (4) of this clause, decisions of the members of the CIO may be taken either by vote at a general meeting as provided in sub- clause (2) of this clause or by written resolution as provided in sub-clause (3) of this clause.

(2) Taking ordinary decisions by vote

Subject to sub-clause (4) of this clause, any decision of the members of the CIO may be taken by means of a resolution at a general meeting. Such a resolution may be passed by a simple majority of votes cast at the meeting [(including votes cast by postal or email ballot, and proxy votes)].

(4) **Decisions that must be taken in a particular way**

[(a) [Any decision to remove a trustee must be taken in accordance with

clause [15(2)].]

- (b) Any decision to amend this constitution must be taken in accordance with clause [28] of this constitution (Amendment of Constitution).

- (c) Any decision to wind up or dissolve the CIO must be taken in accordance with clause [29] of this constitution (Voluntary winding up or dissolution). Any decision to amalgamate or transfer the undertaking of the CIO to one or more other CIOs must be taken in accordance with the provisions of the Charities Act 2011.

11.General meetings of members

(1) Types of general meeting

There must be an annual general meeting (AGM) of the members of the CIO. The first AGM must be held within 18 months of the registration of the CIO, and subsequent AGMs must be held at intervals of not more than 15 months. The AGM must receive the

annual statement of accounts (duly audited or examined where applicable) and the trustees' annual report, and must elect trustees as required under clause [13].

Other general meetings of the members of the CIO may be held at any time.

All general meetings must be held in accordance with the following provisions.

(2) **Calling general meetings**

(a) The charity trustees:

(i)must call the annual general meeting of the members of the CIO in accordance with sub-clause (1) of this clause, and identify it as such in the notice of the meeting; and

(ii) may call any other general meeting of the members at any time.

(b) The charity trustees must, within 21 days, call a general meeting of the members of the CIO if:

(i) they receive a request to do so from at least 10% of the members of the CIO; and

(ii) the request states the general nature of the business to be dealt with at the meeting, and is authenticated by the member(s) making the request.

(c) If, at the time of any such request, there has not been any general meeting of the members of the CIO for more than 12 months, then sub-clause (b)(i) of this clause shall have effect as if 5% were substituted for 10%.

(d) Any such request may include particulars of a resolution that may properly be proposed, and is intended to be proposed, at the meeting.

(e) A resolution may only properly be proposed if it is lawful, and is not defamatory, frivolous or vexatious.

(f) Any general meeting called by the charity trustees at the request of the members of the CIO must be held within 28 days from the date on which it is called.

(g) If the charity trustees fail to comply with this obligation to call a general meeting at the request of its members, then the members who requested the meeting may themselves call a general meeting.

(h) A general meeting called in this way must be held not more than 3 months after the date when

the members first requested the meeting.

(i) The CIO must reimburse any reasonable expenses incurred by the members calling a general meeting by reason of the failure of the charity trustees to duly call the meeting, but the CIO shall be entitled to be indemnified by the charity trustees who were responsible for such failure.

(3) **Notice of general meetings**

(a) The charity trustees, or, as the case may be, the relevant members of the CIO, must give at least 14 clear days notice of any general meeting to all of the members, and to any charity trustee of the CIO who is not a member.

(b) If it is agreed by not less than 90% of all members of the CIO, any resolution may be proposed and passed at the meeting even though the requirements of sub-clause (3)(a) of this clause have not been met. This sub-clause does not apply where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations.

- (c) The notice of any general meeting must:

- (i) state the time and date of the meeting:

- (ii) give the address at which the meeting is to take place;

- (iii) give particulars of any resolution which is to be moved at the meeting, and of the general nature of any other business to be dealt with at the meeting; and

- (iv) if a proposal to alter the constitution of the CIO is to be considered at the meeting, include the text of the proposed alteration;

- (v) include, with the notice for the AGM, the annual statement of accounts and trustees' annual report, details of persons standing for election or re-election as trustee, or where allowed under clause [22] (Use of electronic communication), details of where the information may be found on the CIO's website.

- (d) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that

an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

(e) The proceedings of a meeting shall not be invalidated because a member who was entitled to receive notice of the meeting did not receive it because of accidental omission by the CIO.

(4) **Chairing of general meetings**

The person nominated as chair by the charity trustees under clause [19](2) (Chairing of meetings), shall, if present at the general meeting and willing to act, preside as chair of the meeting. Subject to that, the members of the CIO who are present at a general meeting shall elect a chair to preside at the meeting.

(5) **Quorum at general meetings**

(a) No business may be transacted at any general meeting of the members of the CIO unless a quorum is present when the meeting starts.

(b) Subject to the following provisions, the quorum for general meetings shall be the greater of [5]% or [three] members. An organisation represented

by a person present at the meeting in accordance with sub-clause (7) of this clause, is counted as being present in person.

(c) If the meeting has been called by or at the request of the members and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the meeting is closed.

(d) If the meeting has been called in any other way and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the chair must adjourn the meeting. The date, time and place at which the meeting will resume must [either be announced by the chair or] be notified to the CIO's members at least seven clear days before the date on which it will resume.

(e) If a quorum is not present within 15 minutes of the start time of the adjourned meeting, the member or members present at the meeting constitute a quorum.

(f) If at any time during the meeting a quorum ceases to be present, the meeting may discuss

issues and make recommendations to the trustees but may not make any decisions. If decisions are required which must be made by a meeting of the members, the meeting must be adjourned.

(6) **Voting at general meetings**

(a) Any decision other than one falling within clause [10(4)] (Decisions that must be taken in a particular way) shall be taken by a simple majority of votes cast at the meeting [(including proxy and postal votes)]. Every member has one vote [unless otherwise provided in the rights of a particular class of membership under this constitution].

(b) A resolution put to the vote of a meeting shall be decided on a show of hands, unless (before or on the declaration of the result of the show of hands) a poll is duly demanded. A poll may be demanded by the chair or by at least 10% of the members present in person or by proxy at the meeting.

(c) A poll demanded on the election of a person to chair the meeting or on a question of adjournment must be taken immediately. A poll on any other

matter shall be taken, and the result of the poll shall be announced, in such manner as the chair of the meeting shall decide, provided that the poll must be taken, and the result of the poll announced, within 30 days of the demand for the poll.

(d) A poll may be taken:
(i) at the meeting at which it was demanded; or

(ii) at some other time and place specified by the chair;

or (iii)through the use of postal or electronic communications.

[(e) In the event of an equality of votes, whether on a show of hands or on a poll, the chair of the meeting shall have a second, or casting vote.]

(f) Any objection to the qualification of any voter must be raised at the meeting at which the vote is cast and the decision of the chair of the meeting shall be final.

(7) **Representation of organisations and corporate members**

An organisation or a corporate body that is a member of the CIO may, in accordance with its usual decision-making process, authorise a person to act as its representative at any general meeting of

the CIO.

The representative is entitled to exercise the same powers on behalf of the organisation or corporate body as the organisation or corporate body could exercise as an individual member of the CIO.

(8) **Adjournment of meetings**

The chair may with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting to another time and/or place. No business may be transacted at an adjourned meeting except business which could properly have been transacted at the original meeting.

12. Charity trustees

(1) Functions and duties of charity trustees

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

(2) (a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in

good faith would be most likely to further the purposes of the CIO; and

(b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:

- (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,

- (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

Eligibility for trusteeship

- (a) Every charity trustee must be a natural person.

- (b) No individual may be appointed as a charity trustee of the CIO:
  - if he or she is under the age of 16 years; or
  - if he or she would automatically cease to hold office under the provisions of clause [15(1)(f)].

(c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

[(d) At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustees may only act to call a meeting of the charity trustees, or appoint a new charity trustee.]

(3) **Number of charity trustees**

(a) There must be at least Four charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

(b) The maximum number of charity trustees is12. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

(4) **First charity trustees**
The first charity Trustees of the CIO are – …

[redacted] for three years

[redacted] for three years

[redacted] for three years

[redacted] for three years

13.Appointment of charity trustees

(1) Apart from the first charity trustees, every trustee must be appointed for a term of two years by a resolution passed at a properly convened meeting of the charity trustees.

(2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

(3) The vacancies so arising may be filled by the decision of the members at the annual general meeting; any vacancies not filled at the annual general meeting may be filled as provided in sub-clause (5) of this clause;

(4) The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed in accordance with clause [15] (Retirement and removal of charity trustees), or as an additional charity trustee, provided that the limit specified in clause [12(3)] on the number of charity trustees would not as a result be exceeded;

(6) A person so appointed by the members of the CIO shall retire in accordance with the provisions of sub-clauses (2) and (3) of this clause. A person so appointed by the charity trustees shall retire at the conclusion of the next annual general meeting after the date of his or her appointment, and shall not be counted for the purpose of determining which of the charity trustees is to retire by rotation at that meeting.

14. Information for new charity trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

(a) a copy of this constitution and any amendments made to it; and

- (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

15. Retirement and removal of charity trustees

(1) A charity trustee ceases to hold office if he or she:

- (a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);

- (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;

- (c) dies;

- (d) in the written opinion, given to the CIO, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a trustee and may remain so for more than three months;

- (e) [is removed by the members of the CIO in

accordance with sub clause (2) of this clause;] or

- (f) is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re- enactment or modification of that provision).
- [(2) A charity trustee shall be removed from office if a resolution to remove that trustee is proposed at a general meeting of the members called for that purpose and properly convened in accordance with clause [11], and the resolution is passed by a [two thirds] majority of votes cast at the meeting.
- (3) A resolution to remove a charity trustee in accordance with this clause shall not take effect unless the individual concerned has been given at least 14 clear days' notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been given a reasonable opportunity of making oral and/or written representations to the members of the CIO.]

16. Reappointment of charity trustees

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for

reappointment. A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least two years.

17.Taking of decisions by charity trustees

Any decision may be taken either:

. at a meeting of the charity trustees; or

. by resolution in writing [or electronic form] agreed by a majority of all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all of the charity trustees has signified their agreement. Such a resolution shall be effective provided that

a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the charity trustees; and

the majority of all of the charity trustees has signified agreement

to the resolution in a document or documents which

has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved, and delivered to the CIO at its principal office or such other place as the trustees may resolve [within 28 days of the circulation date].

18. Delegation by charity trustees

(1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.

(2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:

(a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;

(b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and

(c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

19. Meetings and proceedings of charity trustees

(1) **Calling meetings**

(a) Any charity trustee may call a meeting of the charity trustees.

(b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

(2) **Chairing of meetings**

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the

time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

3) **Procedure at meetings**

- (a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is two charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

- (b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.

[(c) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.]

(4) **Participation in meetings by electronic means**

- (a) A meeting may be held by suitable electronic

means agreed by the charity trustees in which each participant may communicate with all the other participants.

. (b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.

. (c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

20. Saving provisions

(1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:

. who was disqualified from holding office;

. who had previously retired or who had been obliged by the constitution to vacate office;

. who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

. for whom there is a technical defect in their appointment as a trustee of which the trustees were unaware at the time;
if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

(2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub-clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

21. Execution of documents

· (1) The CIO shall execute documents either by signature or by affixing its seal (if it has one).

· (2) A document is validly executed by signature if it is signed by at least two of the charity trustees.

(3) [If the CIO has a seal:

(a) it must comply with the provisions of the General Regulations; and

(b) the seal must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two charity trustees.]

22. Use of electronic communications [(1) General]

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

(a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;

(b) any requirements to provide information to the Commission in a particular form or manner.

23. Keeping of Registers

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) register of its members and charity trustees.

24.Minutes

The charity trustees must keep minutes of all:

(1) [appointments of officers made by the charity trustees];

(2) proceedings at general meetings of the CIO;

(3)meetings of the charity trustees and committees of charity trustees including:

. the names of the trustees present at the meeting;

. the decisions made at the meetings; and

. where appropriate the reasons for the decisions;

(4) decisions made by the charity trustees otherwise than in meetings.

25. Accounting records, accounts, annual reports and returns, register maintenance

(1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless

of the income of the CIO, within 10 months of the financial year end.

(2) The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

26. Rules

The charity trustees may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

27. Disputes

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute

cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

28. Amendment of constitution

As provided by sections 224-227 of the Charities Act 2011: (1) This constitution can only be amended:

- (a) by resolution agreed in writing by all members of the CIO; or

- (b) by a resolution passed by a 75% majority of votes cast at a general meeting of the members of the CIO.

(2)Any alteration of the CIO's objects, of any provision of the CIO's constitution directing the application of property on its dissolution or any provision of the CIO's constitution where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.

(3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.

(4) A copy of any resolution altering the constitution,

together with a copy of the CIO's constitution as amended, must be sent to the Commission within 15 days from the date on which the resolution is passed.

29. Voluntary winding up or dissolution

(1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:

(a)at a general meeting of the members of the CIO called in accordance with clause [11] (Meetings of Members), of which not less than 14 days' notice has been given to those eligible to attend and vote:

(i) by a resolution passed by a 75% majority of those voting, or

(ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or

(b) by a resolution agreed in writing by all members of the CIO.

(2) Subject to the payment of all the CIO's debts:

(a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing

how any remaining assets of the CIO shall be applied.

(b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.

(c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.

(3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:
(a) the charity trustees must send with their application to the Commission:

(i) a copy of the resolution passed by the members of the CIO;

(ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and

(iii) a statement by the charity trustees setting out the way in which any property of the CIO has been

or is to be applied prior to its dissolution in accordance with this constitution;

(b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.

(4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

30. Interpretation

In this constitution:

"**connected person**" means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee or member;

- (b) the spouse or civil partner of the charity trustee, member or of any person falling within sub-clause (a) above;

- (c) a person carrying on business in partnership with the charity trustee, member or with any person falling within sub-clause (a) or (b) above;

- (d) an institution which is controlled –
  - (i) by the charity trustee, member or any connected person falling within sub-clause (a), (b), or (c) above; or
  - (ii) by two or more persons falling within sub-clause (d)(i), when taken together
- (e) a body corporate in which –
  - (i) the charity trustee, member or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
  - (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

"General Regulations" means the Charitable Incorporated Organisations (General) Regulations 2012.

"Dissolution Regulations" means the Charitable

Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The **“Communications Provisions”** means the Communications Provisions in [Part 9, Chapter 4] of the General Regulations.

“charity trustee” means a charity trustee of the CIO.

A **“poll”** means a counted vote or ballot, usually (but not necessarily) in writing.

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Safeguarding Equality and Diversity Policy ~~Lowestoft North Cliff Community Garden (LNCCG)

Policy Statement

The LNCCG believes in a healthy and safe working environment that is free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all Trustees are recognized and valued. This especially applies to mental or physical ability, age, race or gender and we are committed to working practices that encourage and protect the safety and welfare of all individuals who come into contact with LNCCG, in particular children, young people and vulnerable adults.

At The LNCCG, we:
Promote equality and diversity, and recognise that everybody and in particular, children, young people and vulnerable adults have an equal right to be protected from prejudice, harm or abuse.
Recognise that the welfare of children and the vulnerable is paramount.
Promote an inclusive and respectful environment and have policies and procedures in place to deal with bullying or other inappropriate behavior.
Promote our values and set clear standards of expected behavior.
Take seriously and respond promptly to any reports of prejudice, bullying, harassment or safeguarding concerns.
Are committed to the continuous improvement of our safeguarding, equality and diversity practices.
Have a full Safeguarding, Equality and Diversity Policy, which follows this position statement, the content and implementation of which is regularly reviewed by The Trustees.
The LNCCG has procedures to protect from abuse and other harmful behavior in all our activities. Where appropriate, we also encourage other organizations that work with us to demonstrate their commitment to safeguarding, equality and diversity.

Policy Scope
This policy applies to all volunteers, permanent and temporary employees and all associated persons such as contractors, consultants and others employed under a contract for services. In addition, this policy will apply to any persons involved with, or acting on behalf of The LNCCG (LNCCG) in any setting.
This document must be read in conjunction with the definitions in Appendix 1, and the LNCCG's Code of Conduct, that are inclusive to this policy.

Purpose
LNCCG is committed to ensuring a healthy and safe working environment that is free of bullying, harassment, victimisation and any form of unlawful discrimination, promoting equality, dignity and respect for all, protecting the vulnerable and where the individual differences and the contributions of all Trustees are recognised and valued. LNCCG will strive to maintain awareness of safeguarding, equality and diversity issues amongst its Trustees and volunteers.
LNCCG will provide equality, fairness and respect for all in our employment and voluntary activities and will not unlawfully discriminate because of the Equality Act 2010 and protected characteristics.

Preamble
The Equality Act 2010 and the Protection from Harassment Act 1997 means that any behaviour that undermines equality or a protected characteristic as defined by The Act (see appendices) and any bullying or harassment, including sexual harassment, may amount to both an employment rights matter and a criminal offence.

Therefore, LNCCG will not tolerate breaches of this policy by any of its officers, Trustees or volunteers and will ensure appropriate action is taken against such behaviour and ensure reporting procedures are in place when concerns are raised.
All Trustees/ volunteers should understand they, as well as LNCCG can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment or volunteering, against fellow employees, other volunteers, customers, suppliers and the public and in some circumstances criminal proceedings could follow.
To achieve a safe and healthy working environment for everybody without oppression or discrimination, LNCCG requests all its Trustees and volunteers to assist in the implementation of this policy and abide by its contents and to report any non-compliant behaviour or activities, whether it be by LNCCG Trustees or volunteers, contractors, or the public.

Safeguarding– General

LNCCG trustees and volunteers share an important responsibility to protect and promote the safety and wellbeing of others, and in particular children and vulnerable adults who are at risk of harm.
It is essential that we are all able to recognise safeguarding concerns and know how to respond to these in accordance with the procedures.

LNCCG is committed to:
• establishing a culture that promotes safeguarding.
• Operating fair, safe and transparent recruitment practices.
• Identifying and minimising safeguarding risks across all of our activities through risk assessments and processes.
• Providing a reporting procedure for safeguarding concerns as necessary.
• Providing communication channels to ensure that safeguarding issues within our scope are assessed and where appropriate, reported to the relevant authorities.
• Regularly reviewing our policy as appropriate in accordance with national guidance.

Reporting Concerns
If any LNCCG Trustees or volunteers are concerned about the behaviour of any person, or child to another, especially by LNCCG Trustees or volunteer; or any parent or guardian that cares for children or adults; during LNCCG activities or on our premises, they should report the concerns to the organiser of any particular group. In the event this is not practical or inappropriate, concerns must be reported directly to an LNCCG Trustee..
In all cases a report of the occurrence must be reported to the Trustees.
Any reports of non-compliance to this policy and in particular that relating to any form of abuse, bullying, harassment or discrimination by LNCCG officers, Trustees or volunteers will be immediately investigated by the Trustees, or a panel selected by the Trustees. The Trustees have the authority to take any appropriate action deemed necessary to protect individuals and the reputation of LNCCG and this may lead to suspension and/or immediate dismissal from The LNCCG of any proven offender.

Safeguarding Officers
LNCCG is a small charity entirely run by volunteers and as such has not appointed a specific Designated Safeguarding Officer(s). However, any safeguarding, equality or diversity concerns, the reporting of issues or any enquiries should be directed to the Trustees.

With all LNCCG activities it will be unlikely that any LNCCG volunteer, trustee or employee will be in direct supervision of a child or vulnerable adult without the presence or of their responsible adult. As such DBS checks are not required for LNCCG volunteers or employees. However, each request for

events or hire of premises with LNCCG Trustees will be safeguarding assessed appropriately and DBS checks performed accordingly if required.

APPENDIX 1: Definition and explanation

Introduction

The following contains definitions that are legally protected and any LNCCG trustee or volunteer indulging in abuse, causing harm, bullying, harassing or discriminating against race, gender or other protected characteristic, as defined below, will be deemed to be acting unlawfully and in breach of this policy.

'Abuse or harm'. In relation to children there are four recognised categories of abuse, these being physical abuse; sexual abuse; emotional abuse; and neglect.

Relating to adults there are ten categories of abuse that include physical abuse; psychological abuse; financial or material abuse; sexual abuse; neglect and acts of omission; self-neglect; organisational abuse; domestic abuse; modern slavery; and discriminatory abuse.

An 'adult at risk', or 'vulnerable adult' is any person who is aged 18 years or over and who is at risk of abuse or harm because of their needs for community care and support. We may come into contact with 'adults at risk' or 'vulnerable adults' within our boating community, or through our activities and events. It will not always be obvious that you are interacting with an 'at risk' adult and we do not expect you to assess whether someone is 'at risk' before reporting any concerns to an LNCCG Trustee.

Bullying

Bullying a person is defined as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power (or assumed power), through means that undermine, humiliate, denigrate or injure the recipient.

'Child' or 'Young Person' – a person who has not attained the age of 18 years. The CIO has contact with children in a variety of ways, including through youth projects, educational activities, public trips and events, our boating community, work experience and activities organised by our partner groups and other third parties.

Under normal operating circumstances, LNCCG will always ensure a third party 'responsible person' or second LNCCG member is present when dealing with children or vulnerable adults and are never solely or directly responsible for their care.

Employment and Equality – LNCCG will ensure it applies equal terms of employment and voluntary roles and this includes in…pay and benefits terms and conditions of employment
dealing with grievances and discipline dismissaL redundancy Leave for parents requests for flexible working selection for employment, promotion, training or other development opportunities

Harassement – Is defined as unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

Protected Characteristics – The following are protected by law and will provide equality, fairness and respect for all and not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age disability gender reassignment marriage or civil partnership pregnancy and maternity race (including colour, nationality, and ethnic or national origin) religion or belief sex
Sexual orientation

'Race and racial discrimination'.

Under The Equality Act, race is a legally protected characteristic that refers to an individual's race, colour, nationality and ethnic or national origins. The Equality Act replicates the provisions of previous legislation.
Colour includes, for example, being of black, brown or white or another complexion.
Nationality includes, for example, being a British, Jamaican or a Pakistani citizen.
Ethnic or national origins include, for example, being from a Romany background, or of Chinese heritage.
A racial group could be, for example, 'Black Britons' which would include people who are both black and British citizens.
It is prohibited by law to discriminate, insult, harass or victimise, or exclude any person because of their race, whether perceived, actual or associated. This includes segregating individuals according to race.

'Responsible adult', refers to a child's, or young person's, or vulnerable adult's parent, guardian, teacher or carer.

'Safeguarding' is an umbrella term and means protecting a citizen's health, wellbeing and their human rights; enabling them to live free from harm, abuse and neglect.

Sex (gender), sexual orientation and gender reassignment. A person's sex, sexual orientation and gender reassignment are also legally protected characteristics and the latter term refers to someone who is transgendered. It is prohibited to discriminate, insult, harass or victimise any person because of their gender or sexual orientation whether perceived, actual or associated.

Gender reassignment includes anyone who has proposed, started or completed a process to change his or her sex. The law prohibits discrimination that is direct or indirect and whether it is based on a person's actual or perceived sexual orientation. For example, protection is provided if someone uses homophobic banter (i.e., comments, words or actions/gestures that refer negatively to gay, lesbian or bisexual people) to a colleague who is presumed to be gay but is in fact heterosexual.

Safeguarding Information for LNCCG Volunteers

What is Safeguarding?
Safeguarding is what we do to protect the health, well being and human rights of individuals. Safeguarding allows children, young people and adults to live free from abuse, harm and neglect. All professionals have a duty to safeguard. As a volunteer it is important that you understand how to spot the signs of abuse and neglect and how to report any concerns that you may have.

			Paid In	Paid Out
07/10/2024	DEP	500001	10.00	
18/10/2024	BGC	East Suffolk Council	1,500.00	
22/11/2024	FPI	Lowestoft Town Council	15,000.00	
29/11/2024	BGC	East Suffolk Council	15,000.00	
06/12/2024	BGC	East Suffolk Council	4,500.00	
06/12/2024	Cheq	HKB Wiltshire		(30,982.40)
17/01/2025	Cheq	C Newman (Insurance)		(155.68)
21/01/2025	BGC	East Suffolk Council (Shed)	850.00	
19/02/2025	BGC	East Suffolk Council	250.00	
28/02/2025	BGC	Lowestoft Town Council	125.00	
25/03/2025	Cheq	H Grainger (Gates)		(200.00)
26/03/2025	Cheq	A Beale (Tools)		(200.00)
08/04/2025	BGC	East Suffolk Council	846.00	
07/05/2025	Cheq	Paperworks (Print Run)		(150.00)
20/05/2025	DEB	RSPC (Bird Boxes)		(390.00)
19/06/2025	DEB	ILikeStores LTD (Shed)		(263.64)
25/05/2025	Cheq	H Grainger (Pryce's - gate)		(64.20)
04/07/2025	FPO	Darren Breeze		(835.00)
05/09/2025	FPI	Lowestoft Town Council (seeds)	300.00	
23/09/2025	Cheq	Darren Breeze		(1,800.00)
16/10/2025	Cheq	Lowestoft Town Council (seeds)		(125.00)
22/10/2025	Cheq	Lowestoft Town Council (seeds)		(50.00)
30/12/2025	Cheq	Harry Grainer (tree pollarding)		(250.00)
19/12/2025	FPI	The Gardens Trust Coimmunity	3,000.00	
11/01/2026	DEB	Easylife (chainsaw)		(75.98)
08/01§/26		Chris Bowers & Sons		(486.71)
12/01/2026		Roots		(61.00)
17/02/2026	DEB	Chris Bowers and Son	35.96	
17/02/2026	PAY	Service Charge (bank cheq)		(0.50)
17/02/2026	DEB	SP Roots Plants (trees)		(94.00)
27/02/2026	DEB	Kings Seeds		(64.80)
27/02/2026	DEB	RHS Plants		(66.19)
17/03/2026	PAY	Service Charge (bank cheq)		(0.50)
20/03/2026	Cheq	Darren Breeze		(200.00)
31/03/2026	DEB	Shire Plants		(87.20)
			41,416.96	(36,602.80)
		Bank Statement	4,814.16	

Lowestoft Town Council
Grant Feedback Form

As part of the conditions of your grant, we ask that you complete the below form to provide the council with information on the outcome and impact of the grant. This should be completed within six months of the grant being made. You are welcome to include any photos, press releases, newsletters or publicity of your project as part of the feedback form.

Please send the completed form, and any additional information, to *Lowestoft Town Council, First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE or e-mail* admin@lowestofttowncouncil.gov.uk

Lowestoft Town Council reserves the right to specify different timescales for reporting were appropriate.

General Details	
Name of organisation	Music Prescription CIC
Company or Charity Registration Number	14622730
Summary of the Project details (max 250 words)	Following the success of the workshops delivered in Lowestoft and also the monthly open mic sessions run by Suffolk Sober Spaces, Music Prescription would like to continue delivering support to the recovery community in Lowestoft. Music Prescription would like to offer support at 8 of the monthly open mic sessions over a 12-month period, by providing a workshop leader who will support and or perform with participants at the open mic sessions. In addition, we will offer technical and general advice on the running and management of the event and in particular support those who may not have the confidence to perform without the relevant support and help. We will also help set up and break down the equipment as necessary. In addition to the open mic sessions, we would also like to offer support to Suffolk Sober Spaces to both prepare for and perform at up to 5 x community events in the local area, such as Sparrows Nest Gardens. We will run a workshop to develop performance pieces giving relevant tuition to prepare the pieces for performance as appropriate for up to 5 community events. adjustments improving pieces of work, potentially to a performance standard. These activities will help build self-sustaining recovery routines, grow their self-confidence and sense of self-worth.
Timescale of the project	12 Months from 1st April 2025
Date of grant funding award	1st April 2025
Amount of grant funding awarded	£4,800

Lowestoft Town Council
Grant Feedback Form

What did the grant funding help you to achieve?	The grant helped us: Support 8 of the monthly open mic sessions at The Olive Centre, including technical support, general advice, assistance to set up/break down equipment and performance support to participants as necessary. Deliver workshops to participants to prepare for public performances. Support performances at community events.
What impact did the grant funding have on your project? *Please include any information on engagement with the local community, sustainability of the project and the impact on local need*	Thanks to the funding, we have been able to support participants ranging from complete beginners to those with previous experience in the entertainment industry to both develop performances and to perform. We have helped prepare for, facilitated and supported performances at local events including First Light Festival, Suffolk Sober Spaces events at The Olive Centre, community events at The Kirkely Centre and showcases at The Mayfly. The project has improved participant confidence, self-worth and well-being and also helped build self-sustaining recovery routines. We have documented some of the workshops, performances and participant feedback on the video as shown demonstrating the positive impact on the local community. We are actively seeking further funding through a range of sources such as the National Lottery, Corporate sponsorship and Donations in addition to seeking further funding from LTC.
Please evidence or explain how you acknowledged Lowestoft Town Council's grant as part of your project	We have displayed the LTC logo on our web site with our other partners and funders. We have a specific section on our web site for the LTC funded project. We have included the LTC logo where appropriate with promotional posters and flyers.
Contact details	
Name	[redacted]
Address	[redacted]
Telephone number/s	[redacted]
E-mail	admin@musicprescription.co.uk

Lowestoft Town Council
Grant Feedback Form

Position within organisation	Director
Additional Information	
Have you included any photos, social media posts, press releases, newsletters or publicity of your project as part of the feedback form? Please give details	Yes LTC logo has been use on promotional flyers and posters Link to web site & video https://musicprescription.co.uk/lowestoft-town-council/
Do you authorise us to use the above information, including quotes and photos, about your project and organisation as part of our publicity and promotion of our grants programme?	Yes
If your photos include children under the age of 16, do you have permission to share these with us and for the Town Council to use?	N/a

Signed [redacted] Date 28th May 2026

Tim Ainslie

Lowestoft Town Council
Grant Application Form

Please complete this form and send it with:

a. Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
b. Your constitution or equivalent
c. 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	Music Prescription CIC
Name of account to which payment to be made (explain if not your organisation's name)	Music Prescription CIC
What does your organisation do? (100 words max)	We provide music and creative programmes for individuals facing disadvantage due to disability, poverty, addiction, or challenging life circumstances. Active participation in music is widely recognised to support emotional wellbeing and improve physical and mental health. Our Music Prescription workshops empower participants to develop new skills, build confidence, and express themselves creatively. We support each person's journey, helping them unlock their potential—whether for enjoyment, performance, or progression into creative industries.
What relevant local area does your organisation cover?	Lowestoft – Suffolk Sober Spaces @ The Old Fire Station, 5 Clifton Road, Lowestoft The Mayfly, 72 High Street, Lowestoft
Who are the main beneficiaries of your work?	Disadvantaged persons, in particular the recovery community
Are you a charity? If yes, describe the type of charity	No
If registered, what is the charity number?	N/a

Lowestoft Town Council
Grant Application Form

Not-for-profit? If no, describe the organisation	Yes – Community Interest Company
Organisation income (last complete financial year)	£50,278
Organisation expenditure (last complete financial year)	£45,039
Contact details	
Name	[redacted]
Address	[redacted]
Telephone number/s	[redacted]
E-mail	admin@musicprescription.co.uk
Position within organisation	Director
Explain how you are authorised to make this application on behalf of the organisation	As written in the organisation's constitution
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	Building on a successful partnership between Music Prescription CIC and the Lowestoft community, including monthly open mic sessions delivered with Suffolk Sober Spaces, we seek support to continue and expand provision for people in recovery in Lowestoft. Over a 12-month period, we will attend and support 8 monthly open mic sessions by providing an experienced workshop leader to mentor participants, offer live performance support, and encourage those lacking confidence to take part. We will also provide technical guidance on event delivery, including setup and

	safe use of equipment, helping to strengthen the sustainability of these sessions. In addition, we will deliver targeted workshops to support participants in preparing for up to 5 local community performances at venues such as Sparrows Nest Gardens and The Mayfly. These sessions will focus on developing creative work, building performance skills, and refining pieces to a standard suitable for public presentation. This programme will enable participants to build confidence, develop skills, and establish positive, self-sustaining routines that support long-term recovery, wellbeing, and community connection.
Total cost of project	£4,800
Breakdown of cost	Workshop Leader – Open Mic support (x 8 @ £200) 1,600 Workshop Leader Community Event Preparation@ £325 per day x 5 = £1,625 1,625 Volunteers x2 @ £20 each per day x 5 200 Planning/Operational £100 per session x 5 500 Equipment £75 per session x 5 375 Sundries and Participants travel and food £100 per session x 5 500 TOTAL £4,800
Grant requested from Lowestoft Town Council	£4,800
What specifically would the grant from the Council fund?	We will prepare and support participants to take part in regular, service user-led open mic sessions, as well as community performances, local radio opportunities, and festivals. A steering group made up of members of the recovery community will help shape and guide the project.

	Through positive creative activity and performance, participants will build confidence, improve wellbeing, and develop a stronger sense of identity and purpose. The programme will help break down social barriers, promote community reintegration, and reduce stigma associated with recovery and mental health challenges. Participants will receive tuition across a range of instruments, alongside guidance in lyric writing, composition, and developing work to performance standard. Engaging in performance will support self-esteem, encourage positive behaviours, and contribute to reducing substance misuse and related harm. The project will provide a safe, supportive environment and foster strong community networks that are essential for sustained recovery, particularly through accessible, abstinence-focused activities.
Have any funds been requested/agreed from other sources? Provide details	We have secured Arts Council funding for a Suffolk-wide project, which includes providing limited support to the Lowestoft community for 2 creative recovery performances to the end of this year. We are also in the process of making an application to the National Lottery Reaching Communities fund.
When are the funds required?	ASAP
Project start date	June 2026
Project completion date	June 2027

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

Lowestoft Town Council
Grant Application Form

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…… Date.....9th April 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:

Hi Jill,

As promised please find attached a completed feedback form as requested.

Please also note link to a section on our web site and a video relating to the project:

Lowestoft Town Council

musicprescription.co.uk

Regarding Suffolk Sober Spaces, I have just attended a steering group meeting in which I raised the question of their own funds to provide additional support at the open mic sessions. They advised that they do not have spare budget to allow for any additional support but did not rule out potentially seeking alternative sources of funding for workshop/project and open mic support from Music Prescription in the future. Also, for information it was agreed with a conversation prior to the last funding application between LTC, Music Prescription and Suffolk Sober Spaces that it was most appropriate to us to have separate funding applications to the council. There was a clear understanding between all parties of the close and long standing working relationship with Music Prescription and Suffolk Sober Spaces. SSS provides the venue and opportunity for the open mic to take place, and Music Prescription provides additional support as described in the application. I hope this helps clarify the position, I am happy to have a chat if it helps or you have any further questions.

With regards to the other questions:

Workshop Leader and event preparation costs are employees of Music Prescription.

Planning / operational costs involves essential preparation for any event such as song arrangements, organising participants sign ups, preparing teaching materials and project coordination directly related to delivering the delivery of the workshops and the sessions.

Sundry items would be better described as project consumables/incidental costs and would cover essential workshop materials such as: Printing lyric sheets, chord sheets, music notation paper, pens, pencils, marker pens, sd cards, strings, cable ties, batteries, leads, storage media, posters, flyers, gaffe tape, handouts, workbooks, extension leads, evaluation forms and feedback material, mic clips and plectrums.

Best regards,

Tim.

Good afternoon, Tim

I am in the process of reviewing grant applications for the forthcoming Finance and Governance meeting on 10th June.

I would be grateful if you could answer the following questions for me to include your application on the agenda:

- Open Mic Support £1,600. Have you approached Suffolk Sober Spaces as they have received a sponsorship from Lowestoft Town Council and may be able to facilitate this from their funds?
- Workshop Leader – would this be an employee of Music Prescription?
- 'Workshop Leader Community Event Preparation' costs - are these employee costs?
- What exactly are the Planning/operational costs of £500
- Grants do not cover 'sundry' items as per your final item.

www.musicprescription.co.uk
admin@musicprescription.co.uk
07899 980524

Equal Opportunities Policy

1. Purpose

Music Prescription's Equal Opportunity Statement reflects both the Aims and Purposes of the organisation and the spirit and intentions of the legislations which outlaws' discrimination.

2. Persons affected

All Music Prescription Staff
All Music Prescription Volunteers

It is the responsibility of every individual, both staff and volunteers to eliminate discrimination by ensuring the practical application of the equal opportunity policy and reporting incidents of discrimination to the Directors.

All allegations of discrimination will be treated seriously. Any discrimination is totally unacceptable to Music Prescription and anyone found to be discriminating will face disciplinary action.

Sexual and racial harassments are forms of discrimination on the grounds of a person's sex or race. Any such behaviour will be considered a disciplinary offence. All allegations of harassment will be treated seriously, and all practical steps taken to prevent the behaviour continuing.

3. Policy

Music Prescription will not discriminate or treat any individual less favourably on the grounds of:

- Gender, including pregnancy, the possibility of pregnancy, or circumstances related to pregnancy.
- Age
- Religion
- Ancestry, including colour and perceived race
- Disability
- Nationality or national origin
- Sexual orientation
- Ethnicity
- Religion or creed, or religious belief, religious association, or religious activity
- Gender-determined characteristics or circumstances
- Marital or family status
- Source of income
- Political belief, political association or political activity

- Physical or mental disability or related characteristics or circumstances, including reliance on a dog guide or other animal assistant, a wheelchair, or other remedial appliance or device

Music Prescription aims to ensure that no job applicant, or staff member – paid or unpaid, receives less favourable treatment on the grounds of sex, marital status, race, colour, nationality, ethnic origin, disability, age or sexual orientation and others listed above.

Music Prescription recognises its duties to staff, volunteers and service users under the Equality Act 2010 and believes that its policies conform to these.

4. Definitions under Equality Act 2010:

Equal Opportunities - Music Prescription aims to ensure that policies, procedures, and practices do not unfairly discriminate against our staff, volunteers, stakeholders and service users. Music Prescription aims to treat people fairly and equitably regardless of whom they are, their background or their lifestyle.

Diversity - Music Prescription aims to ensure that all people are valued as individuals and are able to maximise their potential and contribution. It recognises that people from different backgrounds can bring fresh ideas and a different approach that can make the way we work and learn more fun, more creative, more efficient and more innovative.

Direct Discrimination - as defined in law, occurs when a person is dealt with less favourably than other people because of a 'protected characteristic'. These are defined in the Equality Act 2010 as being:

- Age - a person of a particular age group but does not apply to those under the age of 18.
- Disability - a person who has a physical or mental impairment, where the impairment has a substantial and long-term effect on the person's ability to carry out day-to-day activities.
- Gender Reassignment - a person who is proposing to undergo, is undergoing or has undergone a process, or part of a process, for the purpose of reassigning the person's gender by changing physiological or other attributes of gender.
- Marriage or Civil Partnership - Marriage is defined as a 'union between a man and a woman'. Same-sex couples can have their relationships legally recognised as civil partnerships. Civil partners must be treated the same as married couples.
- Pregnancy and Maternity - a woman who is pregnant has a protected characteristic for the whole pregnancy and for a period of 26 weeks from the day she gives birth (in the case of a still born child the 26 week period exists if the birth takes place after the 24th week of pregnancy). A woman who has given birth and is breast-feeding has a protective characteristic when accessing premises, services and public functions.
- Race - a person or group of people defined by their race, colour, nationality, including citizenship, and ethnic or national origins. A racial group can include more than two distinct racial groups, e.g.
- Black Britons would comprise of those people who are both black and who are British citizens.
- Religion or Belief - a person's religion, religious or philosophical belief, lack of religion or lack of religious or philosophical belief. A belief will affect a person's choices or the way they live for it to be considered a protected characteristic.
- Sex - a person who is a man or a woman.

- Sexual Orientation - a person's sexual attraction towards a person of the same sex, another sex, or people of both sexes.

This Policy uses a wider definition of characteristics and includes caste, caring responsibility, mental health, class, HIV status, employment status, unrelated criminal convictions, and union activities.

Associated Discrimination is direct discrimination against a person because they associate with another person who possesses a protected characteristic.
e.g. a person is refused entry to the library because the person they are with has limited mobility and uses crutches to help them move around.

Discrimination by Perception is direct discrimination against a person because it is perceived that they possess a particular protective characteristic.
e.g. a man who is perceived to be a woman because they have a high voice on the phone is refused access to a man only service. This would be sex discrimination because the man has wrongly been perceived to be a woman.

Indirect Discrimination occurs when an apparently neutral practice, provision or criterion puts people with a particular protected characteristic at a disadvantage compared with others who do not share that characteristic, and when applying the practice, provision or criterion cannot be objectively justified.
e.g. an organisation has a policy of reminding people of forthcoming appointments by phone. This would indirectly discriminate against deaf people as they would not receive a reminder of their appointment.

Victimisation means subjecting a person to detrimental treatment because they are or are believed to be bringing proceedings under the Equality Act; giving evidence or information in connection with proceedings under the Equality Act; doing any other thing for the purposes or in connection with the Equality Act or making an allegation that a person has contravened the Equality Act.

A person must be able to act against unlawful discrimination without fear of reprisals or being subjected to a detrimental effect. e.g. a patient makes a complaint to a service provider where they were obtaining treatment because they felt they were discriminated against for being gay. The complaint is resolved, but if the person who provides the treatment refuses to treat the gay client this would be victimisation.

Harassment means unwanted behaviour that has the purpose or effect of violating a person's dignity or creates a degrading, humiliating, hostile, intimidating, or offensive environment.
Sexual harassment is any conduct of a sexual nature that is unwanted by the recipient, including verbal, non-verbal and physical behaviours, and which violates the victim's dignity or creates an intimidating, hostile, degrading or offensive environment for them.

Harassment can be sexual, racial, ageist, directed against people with disabilities or indeed related to any protected or other characteristic exhibited by the individual.
e.g. A male employee is disabled and is claiming harassment against his line manager after she frequently teased and humiliated him about his disability. A female employee shares an office with the male employee and she too is claiming harassment, even though she is not disabled, as the manager's behaviour has also created an offensive environment for her.

Harassment by a third party means unwanted, repeated conduct by a third party based on a protected characteristic, which has the purpose or effect of violating the dignity of a person or creating an intimidating, hostile, degrading, humiliating or offensive environment for a

person and where the employer does nothing to prevent it from reoccurring. A third party is defined in law as not being the employer or employees of the employer, such as customers or clients.
e.g. A manager of a Benefits Office hears from one of his staff, who is gay, that he is feeling unhappy after a claimant made homophobic remarks in his hearing. The manager is concerned and monitors the situation. Within a few days the claimant makes further offensive remarks.

The manager reacts by having a word with the claimant, pointing out that this behaviour is unacceptable. He considers following it up with a letter to him pointing out that he will ban him if this happens again. The manager keeps the gay employee in the picture with the actions he is taking and believes he is taking reasonable steps to protect the employee from third party harassment.

Positive Action can be taken when it is clear that a group of people who share a protected characteristic and who are, or could become, employees, volunteers or service users, suffer a disadvantage linked to that characteristic, have disproportionately low levels of participation, or have different needs from a service as compared to other groups.

The positive action must be proportionate and aim to increase participation, meet different needs or overcome disadvantages. The positive action must be appropriate to its aim and other actions would be less effective in achieving this aim or likely to cause greater disadvantage to other groups.

Positive action could take the form of additional training or providing a job application form in other languages to encourage applicants from these communities. 'Positive discrimination' at the point of selection for employment is not permissible.

Music Prescription aims to ensure that people with disabilities are given equal opportunity to enter employment and volunteering. In so doing, it will fully consider making reasonable adjustments to working practices, equipment, and premises to ensure that a disabled person is not put at a substantial disadvantage due to their disability. In addition, when staff members become disabled in the course of their employment, every effort will be made through reasonable adjustment, retraining or redeployment to enable them to remain in the employment of the organisation. Entry into our employment and promotion or change of post is determined by personal merit.

Review

This policy and related guidance will be monitored by the Directors on a regular basis for compliance and will be reviewed at least annually.

Date approved or amended	Amendments	Signed	Review Date
March 2026		[redacted]	March 2027

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Safeguarding children and adults at risk of harm procedures

February 2026

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MUSIC PRESCRIPTION CIC

Safeguarding Procedures (All staff)

1. PURPOSE

Safeguarding is everyone's responsibility.

Music Prescription operates to safeguard children and adults at risk of abuse or neglect.

We have an "absolute and unequivocal" duty of care to protect people from harm and have and are committed to the protection and safety of children and adults at risk, both on and off site.

All members of staff (paid and unpaid) are required to report any suspected abuse and be aware of the appropriate reporting and support procedure for safeguarding. Staff will exercise a 'professional curiosity' and will be alert to the fact that safeguarding issues can manifest themselves in any number of ways including, child-on-child abuse, child-on-adult abuse, service users can abuse service provider staff and remembering that anyone could become, or be, and adult at risk.

Staff will respond to all concerns, worries, suspicions, disclosures, allegations. If there is a safeguarding concern staff must not keep information about their concerns to themselves, they must follow the procedure in the flowchart below for reporting safeguarding concerns.

The Safeguarding Officer(s) discharge their safeguarding functions in a way that ensures that adults at risk of harm are safeguarded from harm and promotes their welfare. They are responsible for following up any suspected reports of abuse and for informing the police or other appropriate external bodies.

The Chief Executive is responsible for supervision of these activities. *To be read in conjunction with the ORG Safeguarding policy.*

2. REPORTING OF SAFEGUARDING CONCERNS

If you are worried about a child or adult at risk, talk to the Music Prescription Safeguarding Lead Officer to discuss your concerns at the earliest opportunity, as long as it will not delay any potential referral or place someone at harm.

Safeguarding Officers

Lead Officer: [redacted]
Deputy Officer:
Deputy Officer:

2.1 Making a safeguarding referral

You must make a referral about an adult at risk if: -

- The adult considers they are being abused. Refer to Appendix A for definitions of Abuse and Indicators.
- The adult is caused distress or there is a deliberate attempt to cause the adult distress.
- Incidents are repetitive and targeted.
- A crime has been committed
- The incident involves a member of staff

1. If the concern is about an adult we will refer to the Safeguarding Adults Framework to establish the safeguarding threshold.

2. If the concern is about a child we will refer to the Threshold of Need Matrix. Guidance here.

3. If we have a concern and need to make a safeguarding referral we use the Suffolk County Council Portal (Adult or child).

4. If we cannot use the portal we will make the referral to Customer First on 0808 800 4005. All telephone referrals to Customer First MUST be confirmed in writing within 24 hours

5. We will call 999 and inform the emergency services in an emergency situation.

Where appropriate and safe to do so staff need to make it clear to anyone who shares information with them that will have to pass the information on and follow THE ORGS procedure in order to ensure that no one else is at risk, to prevent a crime or to protect them if they cannot protect themselves from harm.

Lack of consent to share information does not mean that the staff member keeps the information to themselves, they must tell their Safeguarding Lead/ Deputy.

If we need to discuss whether or not a referral is required, we will call the MASH Professional Consultation Line on 03456 061 499 to speak with a MASH social worker. A referral cannot be made this way and will only be used for consultation purposes.

Flowchart for referral for actual or suspected abuse (2024)
See it. Recognise it. Report it.

If the matter is urgent because a child or adult at risk of harm is in immediate danger phone 999 for the Police.

See it.

Are they safe? If you are concerned about a child or Adult at Risk of Harm you could help stop abuse if you follow the safeguarding policy and procedure (use this flowchart)

It is not your responsibility to decide if abuse has happened. It IS your responsibility to report it to the Safeguarding Lead and/ or appropriate authority

Recognise it.

- Share your concerns/ information with the Safeguarding Lead/ Deputy Safeguarding Lead.
- *For concerns about an Adult at Risk of Harm*: Use the *Safeguarding Adults Framework* to guide your discussions on thresholds for safeguarding referrals
- *For concerns about a child (under 18 years of age)*: Use the *Suffolk Thresholds of Needs Matrix* to guide your discussions on thresholds for safeguarding referrals
  - If you need to discuss whether or not a referral is required, call the MASH Professional Consultation Line on 0345 6061499 to speak with a MASH social worker - or use their webchat
  - If there is immediate danger to the child or Adult at Risk call 999 for the Police.

Report it

If you have a concern about a child or an Adult at Risk and need to make a safeguarding referral use the relevant online Suffolk Portal (child or adult).

Contact information

Safeguarding referral: Via portal.
Customer First 0808 800 4005
MASH Professionals Consultation line 03456 061 499
Police: 999 if it is an emergency

Safeguarding Lead: [redacted]	tel: 07899 980524	email:	admin@musicprescription.co.uk
Safeguarding Deputy: [redacted]	tel: 07776 233871	email:	[redacted]
Safeguarding Deputy: [redacted]	tel: 07535 037219	email:	[redacted]

Notes: reporting for CYP	Notes: reporting for Adults at Risk
• Parents/ carers should be advised that you are making a referral unless this might put the child at risk or cause any delay in referring • **Local Authority Designated Officer (LADO) Referrals** If you have concerns about an adult working with a child under the age of 18 that you would like to report, access the LADO page for more information	It is essential that wherever possible it is the adult at risk who will decide on the chosen course of action, taking into account the impact of the adult at risk's mental capacity where relevant. However, the people and organisations caring for, or assisting them, must do everything they can to identify and prevent abuse happening wherever possible and evidence their efforts

Remember ALL notes will be disclosable should a formal or criminal investigation occur. *Ensure that your notes are signed, dated, professional, separate opinion from fact, are recorded verbatim using the same words as were used during the disclosure.*

2.2 Allegations of abuse or malpractice towards a child made against a member of staff including volunteers

It is essential that any allegation of abuse made against a person who works with children and young people including those who work in a voluntary capacity are dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child, and at the same time supports the person who is the subject of the allegation.

This procedure applies to a wider range of allegations than those in which there is reasonable cause to suspect a child is suffering, or likely to suffer, significant harm. It also includes allegations that might indicate that the alleged perpetrator is unsuitable to continue to work with children in their present position, or in any capacity. This may be due to concerns about the persons conduct in their personal or professional life that might indicate their unsuitability to work with children.

It must be used in respect of all allegations that are consistent with the guidance in Working Together i.e. cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against, or related to, a child; or
- behaved in a way that indicates s/he is unsuitable to work with children.

If the allegation is against a Music Prescription member of staff or volunteer the allegation must be reported immediately, at least within one working day, to Music Prescriptions' Safeguarding Lead.

If the allegation is against the Safeguarding Lead then the allegation must be reported to Music Prescriptions' Deputy Safeguarding Lead. The Music Prescription Safeguarding Lead/or Deputy must then report the allegation to the Local Area Designated Officer (LADO) on the same day.

Contact details for LADO's 0300 123 2044

Email: lado@suffolk.gov.uk

2.3 Note on safeguarding adults at risk

We will refer to the Safeguarding Adults Framework to help decide if the threshold for safeguarding has been met.

This document is to support decision-making to establish whether or not incidents/events need to be addressed using safeguarding practices and to support practitioners through their safeguarding work.

There will be occasions where a concern raised does not need to go to safeguarding but could be resolved by; advice, information, assessment/review or the complaints process (this list is not exhaustive). Consider the most proportionate response to each situation prior to taking action, as per the Care Act.

The Care Act does not stipulate a 'process' as such as each piece of work must follow the ethos of 'Making Safeguarding Personal'. However, the decision as to whether we should support a person using safeguarding practice is guided within the Act. The adult at risk;

a) has needs for care and support (whether or not the authority is meeting any of those needs),
b) is experiencing, or is at risk of, abuse or neglect, and
c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

2.4 Making Safeguarding Personal

Wherever possible the adult at risk should be consulted about the intention to report the concern (to whichever agency) or enabled to report the concern themselves. They should be informed that a concern is to be reported about risks to them unless it is not safe to do so.

- Public interest and the responsibility to protect all adults at risk may override the individual's rights and preferences.
- People have a right to be informed of, and involved in, Safeguarding Enquiries into risks of abuse or neglect that they may face.
- People have the right to, wherever possible, determine their own outcomes and how they might be achieved.
- We have a duty to, wherever possible, work to achieve those outcomes.
- People have rights in deciding how they live their lives and how to manage any risks that they face.
- Exceptions to these rights can be where people do not have the capacity to understand the risks involved, or where their involvement might put them or others at risk
- Adults at risk has a right to an advocate under these circumstances, staff can contact Suffolk advocacy agencies such as voiceability.

Balancing individuals' rights and agencies duties and responsibilities

Individuals have the right to take risks and to live their life as they choose.

These rights, including the right to privacy, will be weighed when considering duties and responsibilities towards them. They will not be overridden other than where it is clear that the consequence would be seriously detrimental to their, or another person's health and well-being and where it is lawful to do so.

Any concern, disclosure or witnessed abuse must be reported immediately in accordance with local multiagency policies and procedures.

3. RECOGNISING CHILD AND ADULT ABUSE

Abuse can take many forms and the examples in the definitions in Appendix D and E are not exhaustive. There may be other situations not covered in the examples below that give you concern for a child's safety and wellbeing.

3.1 PREVENT: VULNERABLE TO RADICALISATION (VTR) OR INFLUENCED BY EXTREMISM

Staff may notice a change in a child or adults' behaviour that may suggest they are vulnerable to violent extremism.

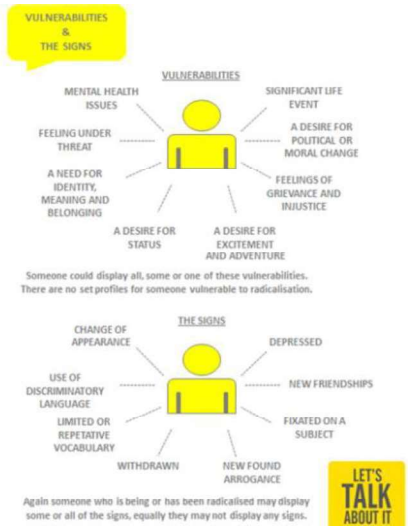
Below is guidance to assist in deciding whether a Prevent referral is appropriate and help to make referrals.

If we need to make a referral we will follow the information on the Suffolk Safeguarding Partnership website. https://suffolksp.org.uk/safeguarding-topics/prevent-and-vulnerable-to-radicalisation/

For urgent safeguarding concerns call Customer First 0808 800 4005

UNLIKE SAFEGUARDING STAFF MUST NOT DISCUSS CONCERNS WITH THE INDIVIDUAL PRIOR TO REFERRAL

GUIDANCE NOTES FOR RECOGNISING VTR



Who is Vulnerable to Radicalisation?
People who are vulnerable to radicalisation come from all walks of life, genders, ages and social groups, income levels, professions etc.

There is no profile for someone who could be drawn into terrorism.

Extremism is any form of extremism; this includes extreme right wing views, animal rights issues as well as religious views. It is unhelpful to have a narrow view of who can be VTR. It is important to keep an open mind. Looking at the factors associated with a person who becomes vulnerable to it can be helpful to look at.

This guide is to help you refer concerns about an individual who may be vulnerable to being drawn into terrorism. Below are questions which may help you to quantify and structure your concerns. The list is not exhaustive and other factors may be present but they are intended as a guide to help communicate your professional judgement about what has led you to make a referral.

Faith / ideology

- Are they new to a particular faith / faith strand?
- Do they seem to have naïve or narrow religious or political views?
- Have there been sudden changes in their observance, behaviour, interaction or attendance at their place of worship / organised meeting?
- Have there been specific examples or is there an undertone of " Them and Us " language or violent rhetoric being used or behaviour occurring?
- Is there evidence of increasing association with a closed tight knit group of individuals / known recruiters / extremists / restricted events?

- Are there particular grievances either personal or global that appear to be unresolved / festering?
- Has there been an increase in unusual travel abroad without satisfactory explanation?

Personal / emotional / social issues
- Is there conflict with their families regarding religious beliefs / lifestyle choices?
- Is there evidence of cultural anxiety and / or isolation linked to insularity / lack of integration? Is there evidence of increasing isolation from family, friends or groups towards a smaller group of individuals or a known location?
- Is there history in petty criminality and / or unusual hedonistic behaviour (alcohol/drug use, casual sexual relationships, and addictive behaviours)?
- Have they got / had extremist propaganda materials (DVD's, CD's, leaflets etc.) in their possession?
- Do they associate with negative / criminal peers or known groups of concern?
- Are there concerns regarding their emotional stability and or mental health?
- Is there evidence of participation in survivalist / combat simulation activities, e.g. paint balling?

Risk / Protective Factors
- What are the specific factors which are contributing towards making the individual more vulnerable to radicalisation? e.g; mental health, language barriers, cultural anxiety, impressionability, criminality, specific grievance, transitional period in life etc.
- Is there any evidence of others targeting or exploiting these vulnerabilities or risks?
- What factors are already in place or could be developed to firm up support for the individual or help them increase their resilience to negative influences? e.g. positive family ties, employment, mentor / agency input etc.

3.2 INFORMATION SHARING PROCEDURES RELATING TO SAFEGUARDING

Through the safe and effective sharing of information it aims to ensure that adults at risk of abuse and or children get the support they require from external services and that the people it works with are protected from harm, abuse or neglect. It also seeks to prevent them from offending.

In many reviews into deaths of children and or adults at risk of abuse the lack of information sharing between agencies and organisations is often highlighted as a contributory, if not causal, factor in the death. It is imperative that Music Prescription staff understand the requirement to share safeguarding information in order to protect children and adults from harm.

Confidentiality and information sharing must be integrated across all aspects of Music Prescription services and management as its users have the right to privacy and confidentiality and to understand when "secrets" cannot be protected for their best interests.

information sharing Definitions
Confidentiality: Not all information is confidential. Confidential information is information of some sensitivity, which is not already lawfully in the public domain or readily available from another public source, and which has been shared in a relationship where the person giving the information understood that it would not be shared with others.

Music Prescription understands confidentiality to mean that no information regarding a service user shall be given directly or indirectly to any third party which is external to the Staff, without that service user's prior expressed consent to disclose such information.

Breach of confidentiality: Confidence is only breached where the sharing of **confidential** information is not authorised by the person who provided it or to whom it relates. If the information was provided on the understanding that it would be shared with a limited range of people or for limited purposes, then sharing in accordance with that understanding will not be a breach of confidence. Similarly, there will not be a breach of confidence where there is explicit consent to the sharing.

Even where sharing of confidential information is not authorised, THE ORGANISATION may lawfully share it if this can be justified in the public interest.

Seeking consent should be the first option, if appropriate. Where consent cannot be obtained to the sharing of the information or is refused, or where seeking it is likely to undermine the prevention, detection or prosecution of a crime, the question of whether there is a sufficient public interest must be judged by the Manager with the CE on the facts of each case.

Therefore, where you have a concern about a child or young person, you should not regard refusal of consent as necessarily precluding the sharing of confidential information

Public interest: A public interest can arise in a wide range of circumstances, for example, to protect children or other people from harm, to promote the welfare of children or to prevent crime and disorder. There are also public interests, which in some circumstances may weigh against sharing, including the public interest in maintaining public confidence in the confidentiality of certain services. The key factor in deciding whether or not to share confidential information is proportionality, i.e. whether the proposed sharing is a proportionate response to the need to protect the public interest in question.

Serious crime: This means any crime which causes or is likely to cause significant harm to a child or young person or serious harm to an adult.

The Information Sharing flowchart is in Appendix F

Appendix A: Safeguarding Code of Conduct for all Music Prescription Staff, Contractors and Volunteers

This Safeguarding Code of Conduct sets out the expectations of Music Prescription for all staff, contractors or volunteers who work for or represent the organisation in their contact with children, young people and adults at risk. Failure by any staff member to comply with this Safeguarding Code of Conduct may be considered Gross Misconduct and could end in summary dismissal. Contractors and volunteers may be asked to leave Music Prescription premises and be dealt with according to the relevant procedures.

Do • Approach any child, young person or adults at risk apparently in distress and ask if you can help and seek assistance from colleagues or supervisors in order to minimise the amount of time you are alone with the person.

• Be aware of the possible risks and question situations that you find suspicious.

• Communicate the details of any lost children to the Designated Officer

• Keep any lost children in a public area where they can be clearly seen and take them to the Designated area as quickly as possible.

• Actively contribute to an organisational culture where inappropriate behaviour is not tolerated.

• Ensure that whenever possible there is more than one adult present during activities with children, young people and adults at risk, or at least that you are within sight or hearing of others. The adult present may be a teacher or parent.

• If a child or adults at risk wishes to talk to you in confidence then try to find a quiet space in a public area where this is possible.

• Act professionally in all matters.

• Be aware of appearances and avoid any situations which might appear compromising.

• Report any allegation (even if this is just a suspicion) of abuse or inappropriate conduct immediately to your line manager and / or the Designated Officer.

• Always do your utmost to accommodate if the child / adults at risk expresses a wish to talk to a male or female member of staff.

• Be sensitive in your communication with people so that you avoid over familiarity

Do Not • Engage in any "rough and tumble" or other horseplay.

• Make sexually suggestive comments to any visitor/service user.

• Use foul or abusive language to any visitor/service user.

• Allow or engage in inappropriate touching of any kind.

• Give out personal information, or share email, social network site details (eg, Facebook), and mobile phone numbers with any child, young person or adult at risk of abuse.

• Do things of a personal nature for children or adults at risk that they can do for themselves or that a parent / leader can do for them

APPENDIX B: HOW TO REACT WHEN A CHILD/YOUNG PERSON WANTS TO TALK ABOUT ABUSE

- **General points**
- Take seriously what the child/young person says (however unlikely the story may sound)
- Keep calm
- Look at the child/young person directly
- Be honest
- Let them know you will need to tell someone else – don't promise confidentiality
- Reassure them they are not to blame for the abuse
- Be aware that the child/young person may have been threatened
- Never push for information
- Ask questions for clarification only; avoid asking questions that suggest a particular answer.

- **Helpful things to say or show**
- Show acceptance of what the child/young person says
- "I am glad you have told me"
- "It's not your fault"
- "I will help you"

- **Avoid saying**
- "Why didn't you tell anyone before?"
- "I can't believe it"
- "Are you sure this is true?"
- Never make false promises
- Never make statements such as "I am shocked!", or "don't tell anyone else"

- **Concluding**
- Reassure the young person that they were right to tell you and that you take them seriously
- Let the young person know what you are going to do next and that you will let them know what might happen Immediately report the matter, as per procedures

APPENDIX C: QUESTIONS TO ASK YOURSELF BEFORE MAKING AN ADULT SAFEGUARDING REFERRAL

Did we consult the Safeguarding Adults Framework?

. Are the three safeguarding threshold criteria met?

- Do they have care and support needs?
- Are they experiencing, or are at risk of, abuse or neglect?
- as a result of their care and support needs they are unable to protect himself or herself against the abuse or neglect or the risk of it?

Remember that being safe is only one part of a person's life. Wellbeing, learning and quality of life are also important factors.

2. What is the concern?
3. What are the person's personal preferences and circumstances that create a proportionate tolerance of acceptable risk?
4. What would be a proportionate intervention to the potential risk?
5. What is/are the vulnerability/ vulnerabilities of the adult?
6. What is the nature and extent of the abuse?
7. How long has the abuse been occurring?
8. What is the impact of the abuse on the individual?
9. What is the risk of repeated or increasingly serious acts involving the adult or other adults?
10. What is the equality of the relationship between the adult and the alleged abuser?
11. Are there similar allegations against the alleged abuser?
12. Is the person safe?
13. Do you have consent to share? If not is there an overriding public interest or vital interest to share the information without consent? e.g. Is anyone else at risk? Could a crime have happened/ be about to happen? There is a high risk to the health and safety of the adult at risk

You must make a referral if

- The adult considers they are being abused
- The adult is caused distress or there is a deliberate attempt to cause the adult distress
- Incidents are repetitive and targeted
- A crime has been committed
- The incident involves a member of staff

5. Staff will follow the operational guidance on 'Making Safeguarding Personal'

This includes the following;

- Seeing people as experts in their own lives and working alongside them in a way that is consistent with their rights and capacity and that prevents abuse occurring wherever possible.
- Person-led and outcome focussed safeguarding, engaging the adult at risk in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety. Listening to the person and providing options that permit them to help themselves
- Recognising different preferences, histories, circumstances and lifestyles
- Wherever possible the adult at risk will decide on the chosen course of action, taking into account the impact of the adult at risk's mental capacity where relevant. However, staff caring or assisting them must do everything they can to identify and prevent abuse from happening wherever possible and evidence their efforts.

Remember you can discuss your concerns with the mash professional's consultation line

APPENDIX D: **RECOGNISING POSSIBLE CHILD/ADULT ABUSE**

The following behavioural signs *may* be indicators of child/young person abuse, but care should be taken in interpreting them in isolation.

CHILD ABUSE

Physical signs

- Any injuries, bruises, bites, bumps, fracture, etc. which are not consistent with the explanation given for them.
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc.
- Injuries which appear to have been caused by a weapon e.g. cuts, welts, etc.
- Injuries which have not received medical attention.
- Instances where children/young people are kept away from the group inappropriately or without explanation.
- Self-mutilation or self-harming e.g. cutting, slashing, drug abuse.

Emotional signs
Changes or regression in mood and behaviour, particularly where a child/young person withdraws or becomes clinging. Also, depression/aggression.

- Nervousness or inappropriate fear of particular adults.
- Changes in behaviour e.g., under-achievement or lack of concentration, inappropriate relationships with peers and/or adults e.g., excessive dependence attention-seeking behaviour.
- Persistent tiredness, wetting or soiling of bed or clothes by an older child.

Signs of neglect

- Regular poor hygiene
- Persistent tiredness
- Inadequate clothing
- Excessive appetite
- Failure to thrive e.g. poor weight gain, consistently being left alone and unsupervised

Indicators of possible sexual abuse

- Any direct disclosure made by a child/young person concerning sexual abuse.
- Child/Young person with excessive preoccupation with sexual matters and detailed knowledge of.
- Adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- Preoccupation with sexual activity through words, play or drawing.
- Child/Young person who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- Other emotional signs (see above) may be indicative of sexual or some other form of abuse.

DOMESTIC ABUSE

Be aware that a referral must be made direct to Children's Social Care, following the reporting flowchart below, if it seems reasonable to suspect that:

- a child sees, hears, experiences or is otherwise aware of domestic abuse – i.e. that domestic abuse is part of their experience of family life. This applies regardless of whether they actually witness any particular event or are physically harmed, and

- the non-abusing parent will not be able – for whatever reason – to ensure the safety and well being of their child without significant professional assistance and support.

(Refer to guidance on Suffolk Safeguarding Partnership website for further guidance and accompanying Music Prescriptions' procedure for more information).

Recognising signs and symptoms of possible and actual abuse can be found at Appendix B of this document.

APPENDIX E ADULTS ABUSE TYPES AND INDICATORS

The lists below are purely for Operational Guidance. The presence of one or more does not automatically confirm abuse. The existence of a number of the indicators may, however, suggest a potential for abuse and should therefore necessitate further assessment or scrutiny. If there is any concern at all about the possibility of abuse then advice should be sought and an alert should be submitted to Customer First without delay.

Abuse can generally be viewed in terms of the following categories; Physical, Domestic, Sexual, Psychological, Financial/ material, Modern Slavery, Discriminatory, Organisational, Neglect and acts of omission, and Self-neglect.

PHYSICAL ABUSE

Physical injuries which have no satisfactory explanation or where there is a definite knowledge, or a reasonable suspicion that the injury was inflicted with intent, or through lack of care, by the person having custody, charge or care of that person, including hitting, slapping, pushing, misuse of or lack of medication, restraint, or inappropriate sanctions.

Possible Indicators of physical abuse
• History of unexplained falls or minor injuries
• Unexplained bruising – in well protected areas, on the soft parts of the body or clustered as from repeated striking
• Unexplained burns in an unusual location or of an unusual type
• Unexplained fractures to any part of the body that may be at various stages in the healing process
• Unexplained lacerations or abrasions
• Slap, kick, pinch or finger marks
• Injuries/bruises found at different stages of healing for which it is difficult to suggest an accidental cause
• Injury shape similar to an object
• Untreated medical problems
• Weight loss – due to malnutrition or dehydration; complaints of hunger
• Appearing to be over medicated

DOMESTIC ABUSE

Domestic abuse can also involve the abuse of an ‘adult at risk’. Safeguarding Adults procedures only apply where the adult:
• has needs for care and support (whether or not the local authority is meeting any of those needs) and;
• is experiencing, or at risk of, abuse or neglect; and
• as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect. (Sec 42 Care Act)

The Government definition of domestic abuse is: 'Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over (Safeguarding Adults applies from age 18) who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse:
• psychological
• physical
• sexual
•financial
• emotional
•‘Honour’ based violence
•Female Genital Mutilation
•forced marriage
'Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.' (Home Office 2013) Agencies that are concerned that an adult is subject to domestic abuse consider a referral to a multi-agency risk assessment conference (MARAC).

Action should always be taken to pass on referrals for all incidents of domestic abuse relating to adults at risk, to Customer First. Where the victim is not an adult at risk, concerns should be raised directly with the police.

The Government definition of domestic abuse, which is not a legal definition, includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group. Below is a brief outline of Honour Based Violence, FGM and Forced Marriage. Please visit the Adult Safeguarding Board website for the full Honour Based Violence and Forced Marriage policies.

We will follow the Domestic abuse guidance on the Suffolk Safeguarding partnership website and the Domestic Abuse Act 2021.

HONOUR BASED VIOLENCE

Honour Based Violence (HBV) is a crime or incident which has or may have been committed to protect or defend the honour of the family or community. It is a collection of practices used to control behaviour within families or other social groups, to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when a relative has shamed the family and/or community by breaking their honour code.

Women are predominately but not exclusively the victims of so called Honour Based Violence which is used to assert male power in order to control female autonomy and sexuality. Honour Based Violence can be disguised from other forms of violence as it is often committed with some degree of approval and/or collusion from family and/or community members. Such crimes cut across all cultures, nationalities, faith groups and communities and should be referred within existing adult protection procedures where the victim is an 'adult at risk' as defined by the Care Act 2014.

Where children or adults at risk are identified as being victims of, involved in, or witness to Honour Based Violence, contact should be made with Customer First on 0808 800 4005. Victims of Honour Based Violence can also access help and advice from Karma Nirvana at www.karmanirvana.org.uk or by contacting 0800 5999247.

FORCED MARRIAGE

A forced marriage is where one or both people do not (or in cases of people lacking the mental capacity to make the relevant decisions, cannot) consent to the marriage and pressure or abuse is used. Forced marriage is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights.

The pressure put on people to marry against their will can be physical (including threats, actual physical violence and sexual violence) or emotional and psychological (for example, when someone is made to feel like they are bringing shame on their family). Financial abuse (removal of wages or deprivation of finances or necessities) can also be a factor.

All Forced Marriage alerts relating to adults at risk are to be submitted to Customer First on 0808 800 4005. Further support can be accessed via the Forced Marriage Unit (FMU). The FMU is a joint Foreign and Commonwealth Office and Home Office unit which was set up in January 2005 to lead on the Government's forced marriage policy, outreach and casework. It operates both inside the UK, where support is provided to any individual, and overseas, where consular assistance is provided to British nationals, including dual nationals.
The FMU operates a public helpline to provide advice and support to victims of forced marriage as well as to professionals dealing with cases. The assistance provided ranges from simple safety advice, through to aiding a victim to prevent their unwanted spouse moving to the UK ('reluctant sponsor' cases), and, in extreme circumstances, to rescue victims held against their will overseas. Tel: +44 (0) 20 7008 0151.

Victims of Forced Marriage can also access help and advice from Karma Nirvana at www.karmanirvana.org.uk or by contacting 0800 5999247.

It is important to remember the following when addressing issues of Forced Marriage and/or Honour-based violence:
DO NOT go directly to, share information with, or use as an interpreter a relative, friend, neighbour, community leader or other with influence in the community. This will alert them to your enquiries and may place the adult at further risk.
DO NOT attempt to give the person immigration advice. It is a criminal offence for any unqualified person to give this advice.

FEMALE GENITAL MUTILATION (FGM)

Female genital mutilation/ FGM (sometimes referred to as female circumcision) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK. Girls under the age of 15 are mainly at risk but it is important for everyone working with adults at risk to be mindful of this practice and refer any concerns to Customer First if they believe that the adult or a child within the family may be at risk of FGM. The police and Health colleagues will be notified in the Multi-Agency Safeguarding Hub.

SEXUAL ABUSE

Sexual acts which might be abusive include non-contact abuse such as looking, pornographic photography, indecent exposure, harassment, unwanted teasing or innuendo, or contact such as touching breasts, genitals, or anus, masturbation, penetration or attempted penetration of vagina, anus, and mouth with or by penis, fingers or other objects (rape).

Possible Indicators of sexual abuse
• A change in usual behaviour for no apparent or obvious reason
• Sudden onset of confusion, wetting or soiling
• Withdrawal, choosing to spend the majority of time alone
• Overt sexual behaviour/language by the adult at risk
• Disturbed sleep pattern and poor concentration • Difficulty in walking or sitting
• Torn, stained, bloody underclothes
• Love bites
• Pain or itching, bruising or bleeding in the genital area
• Sexually transmitted urinary tract/vaginal infections
• Bruising to the thighs and upper arms
• Frequent infections
• Severe upset or agitation when being bathed/dressed/undressed/medically examined
• Pregnancy in a person not able to consent

PSYCHOLOGICAL ABUSE

Psychological, or emotional abuse, includes the use of threats, fears or bribes to negate an adult at risk's choices, independent wishes and self- esteem; cause isolation or overdependence (as might be signaled by impairment of development or performance); or prevent an adult at risk from using services, which would provide help.

Possible Indicators of psychological abuse
• Ambivalence about carer
• Fearfulness expressed in the eyes; avoids looking at the carer, flinching on approach
• Deference
• Overtly affectionate behaviour to alleged source of risk
• Insomnia/sleep deprivation or need for excessive sleep
• Change in appetite
• Unusual weight gain/loss
• Tearfulness

• Unexplained paranoia
• Low self-esteem
• Excessive fears
• Confusion
• Agitation

FINANCIAL ABUSE

This usually involves an individual's funds or resources being inappropriately used by a third person (i.e. theft) It includes the withholding of money or the inappropriate or unsanctioned use of a person's money or property or the entry of the adult at risk into financial contracts or transactions that they do not understand, to their disadvantage.
Possible Indicators of financial abuse
• Unexplained or sudden inability to pay bills
• Unexplained or sudden withdrawal of money from accounts
• Person lacks belongings or services, which they can clearly afford
• Lack of receptiveness to any necessary assistance requiring expenditure, when finances are not a problem – although the natural thriftiness of some people should be borne in mind
• Extraordinary interest by family members and other people in the adult at risk's assets
• Power of Attorney obtained when the adult at risk is not able to understand the purpose of the document they are signing
• Recent change of deeds or title of property
• Unpaid carer or support worker only asks questions of the worker about the user's financial affairs and does not appear to be concerned about the physical or emotional care of the person
• The person who manages the financial affairs is evasive or uncooperative
• A reluctance or refusal to take up care assessed as being needed
• A high level of expenditure without evidence of the person benefiting
• The purchase of items which the person does not require or use
• Personal items going missing from the home
• Unreasonable and /or inappropriate gifts

MODERN SLAVERY

Modern slavery encompasses human trafficking, domestic servitude and forced labour. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
Possible indicators of modern slavery
• Marked isolation from the community
• Seeming under the control and influence of others and relying on others to communicate on their behalf
• Restricted freedom of movement
• Unusual travel times
• Unfamiliarity with the local neighbourhood
• Signs of physical or psychological abuse such as looking malnourished or unkempt or appearing withdrawn
• Poor living conditions such as unhygienic, overcrowded accommodation or living and working at the same address
• Few or no personal effects and no identification documents
• Reluctance to seek help often characterized by hesitance to speak to strangers or professionals and limited eye contact
• Fear of law enforcement

This list is not exhaustive. The signs of slavery are often hidden, making it difficult to recognise victims.
Where modern slavery is suspected and the victim is an adult at risk, a Safeguarding Adults referral should be made to Customer First on 03456 066 167. All other victims should be referred to the police directly by dialling 101.

However, if you think a person is in immediate danger, call 999 and ask for the police.

Advice and Guidance can be sought from the Modern Slavery Helpline on 08000 121 700.

DISCRIMINATORY ABUSE

This is abuse targeted at a perceived vulnerability or on the basis of prejudice including racism or sexism, or based on a person's impairment, origin, colour, disability, age, illness, sexual orientation or gender. It can take any of the other forms of abuse, oppressive treatment, harassment, slurs or similar treatment. Discriminatory abuse may be used to describe serious, repeated or pervasive discrimination, which leads to significant harm or exclusion from mainstream opportunities, provision of poor standards of health care, and/or which represents a failure to protect or provide redress through the criminal or civil justice system.

Possible Indicators of discriminatory abuse
• Hate mail
• Verbal or physical abuse in public places or residential settings
• Criminal damage to property
• Target of distraction burglary, bogus officials or unrequested building/household services
• Discriminatory abuse can manifest itself as the other types of abuse; physical or sexual abuse/ assault, financial abuse/ theft, neglect, psychological abuse.

ORGANISATIONAL ABUSE

Organisational abuse happens when the routines in use force residents or service users to sacrifice their own needs, wishes or preferred lifestyle to the needs of the institution or service provider. Abuse may be a source of risk from an individual or by a group of staff
embroiled in the accepted custom, subculture and practice of the institution or service.

Possible Indicators of Organisational Abuse
• Organisations may include residential and nursing homes, hospitals, day centres, sheltered housing schemes, group or supported housing projects. It should be noted that all organisations and services, whatever their setting, can have institutional practices which can cause harm to adults at risk.
• It may be reflected in an enforced schedule of activities, the limiting of personal freedom, the control of personal finances, a lack of adequate clothing, poor personal hygiene, a lack of stimulating activities or a low quality diet – in fact, anything which treats the person concerned as not being entitled to a 'normal' life.

The distinction between abuse in institutions and poor care standards is not easily made and judgements about whether an event or situation is abusive should be made with advice from appropriate professionals and regulatory bodies.

DISCLOSURE AND BARRING SERVICE (DBS)

The Safeguarding Vulnerable Groups Act 2006 (SVGA) places a legal duty on employers in the health and social care sector and personnel suppliers to refer any person to the Disclosure and Barring Service who has:
• Harmed or poses a risk of harm to a child or adult at risk of abuse;
• Satisfied the harm test; or
• Received a caution or conviction for a relevant offence.
Practitioners are therefore advised to check that a DBS referral has been submitted where staff named as the alleged abuser are dismissed as a result of their conduct or resign prior to the conclusion of a Section 42 Enquiry. For further information, please see the Safeguarding Adults Board policy on Regulated Services.
Abuse of Staff Although abuse of staff by service users or other staff is a very serious matter which requires immediate action, the Safeguarding Adults policy is not appropriate to address this situation. In these circumstances, the staff member should be assisted via the organisation's internal HR (Human Resources) procedures. Appropriate intervention can also be sought for the service user, such as referral for an unscheduled review by the area cluster or assessment by a health professional.

NEGLECT / ACTS OF OMISSION

Neglect can be both physical and emotional. It is about the failure to keep an adult at risk clean, warm and promote optimum health, or to provide adequate nutrition, medication, being prevented from making choices. Neglect of a duty of care or the breakdown of a care package may also give rise to safeguarding issues i.e. where a carer refuses access or if a care provider is unable, unwilling or neglects to meet assessed needs.

If the circumstances mean that the 'adult at risk' is at risk of significant harm, then Safeguarding Adults procedures should be invoked.

Possible Indicators of neglect
• Poor condition of accommodation
• Inadequate heating and/or lighting
• Physical condition of person poor, e.g. ulcers, pressure sores etc.
• Person's clothing in poor condition, e.g. unclean, wet, etc.
• Malnutrition
• Failure to give prescribed medication or appropriate medical care
• Failure to ensure appropriate privacy and dignity
• Inconsistent or reluctant contact with health and social agencies
• Refusal of access to callers/visitors

A person with capacity may choose to self-neglect, and whilst it may be a symptom of a form of abuse it is not abuse in itself within the definition of these procedures.

WILLFUL NEGLECT AND ILL-TREATMENT

Section 44 of the Mental Capacity Act 2005 and Section 127 of the Mental Health Act 1983 make it a criminal offence to ill-treat or wilfully neglect a person who lacks the capacity to care for themselves, or where the 'abuser' believes the individual lacks capacity.

The abuser is committing an offence when they are responsible for the care of the adult at risk and they wilfully neglect or ill treat them. This includes paid carers, senior staff or managers in a hands-off role, family carers, any donee of a lasting power of attorney or court appointed deputy.

The terms 'ill-treatment' or 'wilful neglect' are not defined in either the Mental Health Act or Mental Capacity Act. In addition, the offences are separate.

Wilful neglect means deliberate failure to do something that was a duty, often with an element of recklessness. It does not require any proof of any particular harm or distress or proof of the risk harm. Ill-treatment involves deliberate conduct which ill-treats a person who lacks mental capacity to make the relevant decisions, whether or not it causes any harm to them. Ill-treatment also involves a guilty mind, with the alleged abuser having an appreciation that he or she was inexcusably or recklessly ill-treating the adult.

Most of the indicators of the other types of abuse may also indicate wilful neglect or ill treatment if the adult at risk lacks the mental capacity to make the relevant decisions so these two offences should always be considered with each allegation of abuse in such circumstances.

SELF-NEGLECT

Self-neglect differs from the other forms of abuse listed here because it does not involve a perpetrator. Self-neglect is failing to care for one's personal hygiene, health or surroundings in such a way that causes, or is reasonably likely to cause significant physical, mental or emotional harm or substantial damage to or loss of assets. Self-neglect falls into the Safeguarding Adults remit when the adult meets the requirements of the three-stage test. Self-neglect can happen as a result of an individual's choice of lifestyle or the person may have
• depression or other mental health condition,
• poor physical health,
• cognitive difficulties
• substance misuse

Possible indicators of self-neglect
• Living in grossly unsanitary conditions which endangers health and wellbeing
• Grossly inadequate self-grooming or personal care and/ or inappropriate or inadequate clothing.
• Maintaining an untreated illness, disease or injury or lacking eyeglasses, dentures, hearing aids, etc.
• Being malnourished or dehydrated to such an extent that, without intervention, the adult's physical or mental health is likely to be severely impaired

• Creating severely hazardous living conditions that will likely cause serious physical harm to the adult or others or cause substantial damage to or loss of assets, such as severe hoarding, improper wiring, lack of indoor plumping or heating, infestation
• Managing ones assets in a manner that is likely to cause substantial damage to or loss of assets

The scope of this policy does not include issues of risk associated with deliberate self-harm. However, it may be appropriate to address the concerns by raising a Safeguarding Alert if:
• The self-harm appears to have occurred due to an act(s) of neglect or inaction by another individual or service
• There appears to be a failure by regulated professionals or organisations to act within their professional codes of conduct
• Actions or omissions by third parties to provide necessary care or support where they have a duty either as a care worker, volunteer or family member to provide such care/ support.

Please see the Suffolk Safeguarding Adults Board Self-Neglect policy for detailed information and operational guidance on Self-neglect.

SELF-NEGLECT & HOARDING

The Care Act Guidance states that self-neglect covers a wide range of behaviour; neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Self-neglect involves the complex interplay of physical, mental, social, personal and environmental factors, all of which must be explored in order to understand the meaning of self-neglect in the context of each individual's life experience.

Hoarding is now considered a standalone mental disorder and is included in the 5th edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM) 2013, however, hoarding can also be a symptom of other mental disorders. Hoarding disorder is distinct from the act of collecting, it is not simply a lifestyle choice and is also different from people whose property is generally cluttered or messy.

Included below are resources to assist professionals to identify and respond appropriately when supporting people where concerns exist in relation to Self-Neglect and Hoarding and the form for making a referral.

Referral

If you are concerned an individual is at significant risk of harm due to self-neglect or hoarding you can make a referral using the form below:

- Self-Neglect and Hoarding Referral Form for Professionals

Self-Neglect and Hoarding Resources

- Suffolk Self-Neglect and Hoarding Multi-Agency Policy and Practice Guidance
- Multi-Agency Self-Neglect and Hoarding Risk Assessment Guidance ToolSelf-Neglect and Hoarding Pathway for Professionals

RADICALISATION

Radicalisation is not included as an abuse type in the Care Act Guidance. It is however important to include it to raise awareness and provide operational guidance to staff. The Prevent Strategy (Home Office 2011) recognises that the presence of key vulnerabilities such as Learning Disabilities, autism or Mental Health problems can increase an individual's susceptibility towards radicalisation and to be influenced by extremism. Channel is a key element of the Prevent strategy. It is a multi-agency approach to protect people at risk of radicalisation, using existing collaboration between local authorities, statutory partners (such as the education and health sectors, social services, children's and youth services and offender management services), the police and the local community to identify individuals at risk of being drawn into terrorism.

The aim is to assess the nature and extent of that risk; and develop the most appropriate support plan for the individuals concerned. Early intervention is required to protect and divert people away from the risk they face before illegality occurs. Any concerns that an adult at risk is being radicalised must be referred to the MASH via Customer First on 03456 066 167. There are a number of behaviours and other indicators that may indicate the presence of vulnerability.

Example indicators that an individual may be engaged with an extremist group, cause or ideology include:
- Increasingly spending time in the company of other suspected extremists;
- Changing their style of dress or personal appearance to accord with the group;
- Their day to day behaviour increasingly centred around an extremist ideology, group or cause;
- Loss of interest in other friends and activities not associated with the extremist ideology, group or cause;
- Possession of material or symbols associated with an extremist cause (e.g. the swastika for far right groups);
- Attempts to recruit others to the group/cause/ideology; or
- Communications with others that suggest identification with a group/cause/ideology.

Example indicators that an individual has an intention to use violence or other illegal means include:
- Clearly identifying another group as threatening what they stand for and blaming that group for all social or political ills;
- Using insulting or derogatory names or labels for another group;
- Speaking about the imminence of harm from the other group and the importance of action now;
- Expressing attitudes that justify offending on behalf of the group, cause or ideology;
- Condoning or supporting violence or harm towards others;
- Plotting or conspiring with others. Example indicators that an individual is capable of contributing directly or indirectly to an act of terrorism include:
- Having a history of violence;
- Being criminally versatile and using criminal networks to support extremist goals;
- Having occupational skills that can enable acts of terrorism (such as civil engineering, pharmacology or construction);
- Having technical expertise that can be deployed (e.g. IT skills, knowledge of chemicals, military training or survival skills).

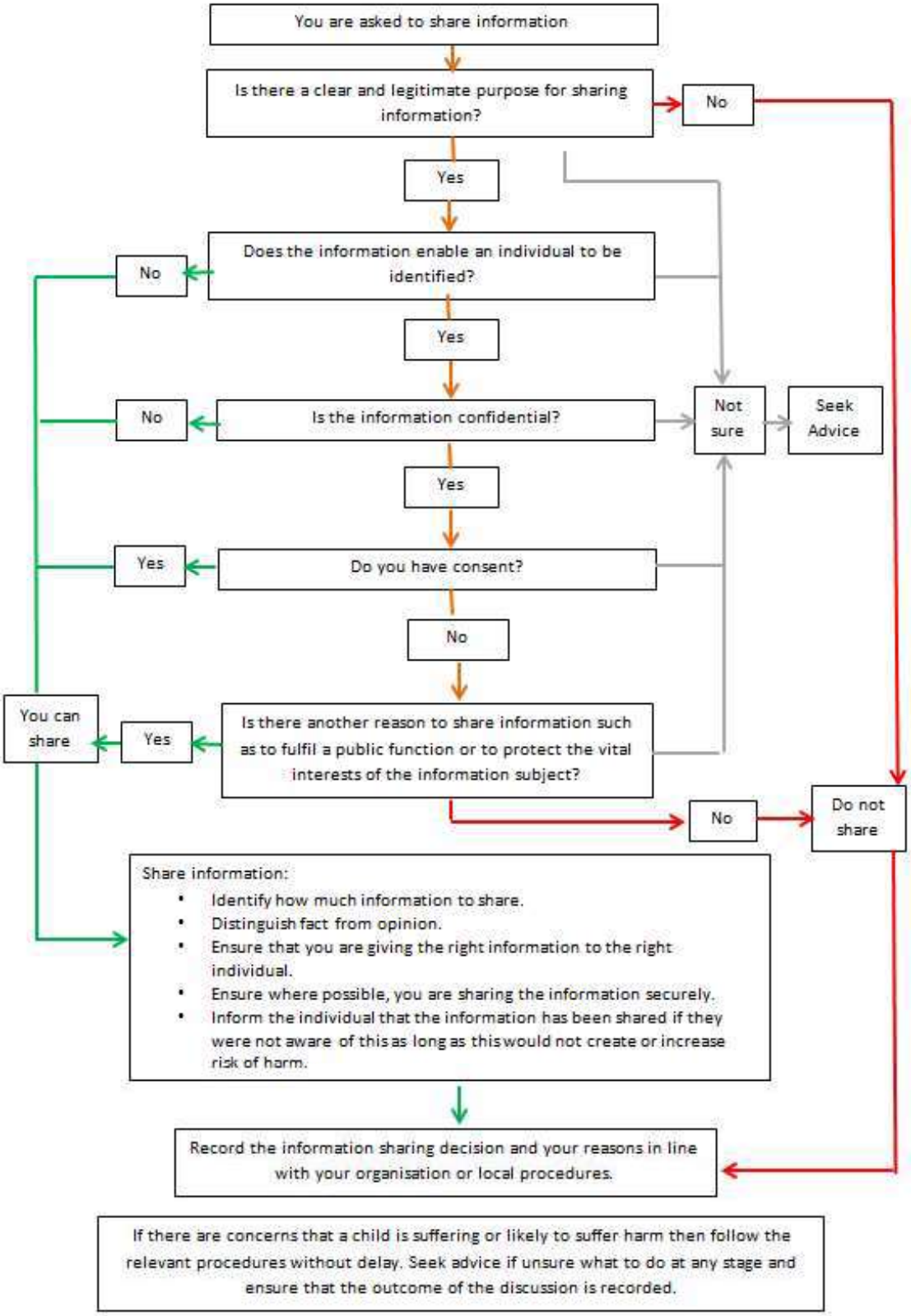
NB. The examples above are not exhaustive and vulnerability may manifest itself in other ways. There is no single route to terrorism nor is there a simple profile of those who become involved. For this reason, any attempt to derive a 'profile' can be misleading. It must not be assumed that these characteristics and experiences will necessarily lead to individuals becoming terrorists, or that these indicators are the only source of information required to make an appropriate assessment about vulnerability.

CRIME AND ANTI-SOCIAL BEHAVIOUR

Antisocial behaviour is any aggressive, intimidating or destructive activity that damages or destroys another person's quality of life; defined by the Crime and Disorder Act 1998 as 'acting in a manner that caused or was likely to cause harassment, alarm or distress to one or more persons not of the same household as the defendant'.

Antisocial behaviour against an adult at risk should be referred under Safeguarding Procedures to Customer First on 03456066167

APPENDIX F: INFORMATION SHARING FLOWCHART



Review

This procedure and related guidance will be monitored by the Director and Safeguarding Team on a regular basis for compliance and will be reviewed at least annually.

Date approved or amended	Amendments	Signed	Review Date
February 2026		*T Ainslie*	February 2027

Safeguarding children and adults at risk of harm policy
Including Safeguarding in a Digital World E-Safety policy

February 2026

1. Purpose

The purpose of this policy is to define how Music Prescription CIC operates to safeguard children and adults at risk of harm in order to;

- protect them from harm.
- provide staff and volunteers with the overarching principles that guide our approach to safeguarding.

We recognise we have a duty of care and we are committed to the protection and safety of everyone who comes in to contact with our organisation; including children and adults at risk involved as visitors and as participants in all of our activities both on and off site. We also have a duty to safeguard and support our staff and volunteers.

This policy is a fundamental part of our governance responsibilities and priorities. Director responsibilities include ensuring that the organisation provides a safe environment and protects staff, volunteers, and anyone who comes into contact with it from abuse or maltreatment of any kind.

We are committed to ensuring safeguarding practice reflects our legal responsibilities, government guidance and Suffolk Safeguarding Partnership requirements. Music Prescription recognises that it has responsibilities for the safety and care of children under the Children Act 1989 and 2004 and Working Together 2023. It recognises it responsibilities to safeguard Adults at Risk of Harm under the Care Act 2014. Music Prescription will act in accordance with all relevant legislation including the Domestic Abuse Act 2021, the Terrorism Act (2000) and the Modern Slavery Act 2015.

We will fulfil our duty to report Serious Incidents, including safeguarding, as part of our governance and reporting responsibilities to the Charity Commission.

This policy needs to be read in conjunction with the safeguarding procedures and the wider policies and procedures for the organisation which when combined develop a comprehensive and more robust framework for safeguarding including: Code of Conduct and the following policies and procedures; Whistleblowing, Complaints, Health and Safety and Photography,

2. Definitions

- **Children** are defined as those persons aged under 18 years old.

- **Safeguarding and promoting the welfare of children** is defined in Working Together 2023 as:

    - providing help and support to meet the needs of children as soon as problems emerge
    - protecting children from maltreatment, whether that is within or outside the home, including online
    - preventing impairment of children's mental and physical health or development
    - ensuring that children grow up in circumstances consistent with the provision of safe and effective care
    - promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
    - taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.

- **Adult at risk of abuse or neglect** defined by the Care Act 2014 as;
  someone over 18 years old who,
    - 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

3. Persons affected

This policy applies to everyone working/ volunteering on behalf of Music Prescription including the Directors, paid staff, volunteers, sessional workers, contractors and agency staff.

4. Safeguarding policy

- We believe everyone has a responsibility to promote the welfare of all children and adults at risk of harm, to keep them safe and to practise in a way that protects them.

- We recognise that while it is the responsibility of the relevant statutory agencies to determine whether or not abuse has taken place it is <u>everyone's responsibility to report any concerns</u> and all staff, volunteers, trustee and contractors will know how to recognise and report safeguarding concerns.

- We have a zero tolerance approach to abuse. There are no excuses for not taking all reasonable actions to protect children and adults at risk of abuse, exploitation, radicalisation and mistreatment.

- We recognise that all children and adults at risk whatever their age, ability, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have equal rights to protection from abuse.

- Adults will be included in swift and personalised safeguarding responses, in line with the Six principles of safeguarding for adults and Making Safeguarding Personal.

- We are committed to inter agency collaboration and information sharing to safeguard children and adults at risk of harm.

- We recognise the need to protect children and adults at risk of harm from safeguarding harm both in person and/or from cyber/ virtual risks.

- We ensure all of the organisation's operations and activities are designed and delivered with effective safeguarding in mind to protect adults and children from abuse.

We will keep children and adults at risk of harm safe by;

  - Valuing, listening to and respecting them

  - Recognising;
    - The welfare of the child or adult at risk is paramount
    - All children and adults at risk have the right to protection from abuse
    - Safeguarding is everyone's responsibility
    - Professional Curiosity is important in recognising and responding to safeguarding concerns
    - The importance of following information sharing procedures in safeguarding

- Providing effective management, induction training, regular refresher training and support for all staff, volunteers and trustees to know about and follow our safeguarding policy and procedures for safeguarding children and adults at risk

- Using our safeguarding policies and procedures to share and report all safeguarding concerns to the relevant internal staff and external authorities swiftly and appropriately

- Using our safeguarding policies and procedures to share and manage any allegations of safeguarding concerns about staff or volunteers against a child/ren using the Local Authority Designated Officer process

- Managing the risks of extremist or terrorist abuse: not supporting or enabling terrorism or other illegal conduct, such as hatred on the grounds of race, religion or sexual orientation. Read the 'Engaging public speakers and protection from abuse for extremist purposes' policy and procedures for detail

- Acting in an appropriate professional behaviour as set out in our Code of Conduct and Boundaries policies and procedures. Failure to maintain standards may be dealt with using our Disciplinary Procedures.

- Recruiting and selecting staff and volunteers safely; ensuring all necessary checks are made, including on when to obtain a DBS check

- Developing and implementing comprehensive cyber safety policies and procedures, including a Cyber Safeguarding Incident Plan to identify, mitigate and address cybercrime. This plan aims to protect the organisation, its staff, volunteers, and beneficiaries from the harms of cyber-attacks.

- Preventing and reporting extremism and radicalisation concerns

- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance and out IT policies and procedures

- Having a culture that enables issues about safeguarding and promoting welfare to be addressed, and for staff/volunteers and trustees to feel able to raise concerns and feel supported in fulfilling their safeguarding role

- Implementing effective safeguarding systems where;
    - The child's and adult at risk of harm's needs are paramount: and staff, volunteers and trustees use their professional judgement to put the person's needs at the heart of the safeguarding system so that the right solution can be found for each individual

    - Safeguarding for adults is person-led and outcome focused, engaging the adult at risk in a conversation about how best to respond to their safeguarding situation. Issues of capacity, consent and decision making; the six key adult principles of safeguarding adults and Making Safeguarding Personal in relation to safeguarding adults is taken into account. (see appendix 1)

- Practising Professional Curiosity, understanding what life is like for the individual and being alert to the needs of children and adults at risk of harm and any risks of harm that individual abusers, or potential abusers, may pose to children and adults at risk

- Ensuring a senior board trustee lead takes leadership responsibility for the organisation's safeguarding arrangements, contact details in the accompanying procedures and on posters in the offices

- Having a Designated Safeguarding Lead and Deputy Designated Safeguarding Lead for the organisation. Contact details in the Safeguarding procedures and on display in the offices.

- Making our safeguarding children and adults at risk of harm policies and procedures available on our website, and or on demand, for anyone using our services to know what to do if they have a concern.

- Ensuring that we have effective complaints, grievance and whistleblowing policies and procedures.

Review

This policy and related guidance will be monitored by the Director and Safeguarding Team on a regular basis for compliance and will be reviewed at least annually.

Date approved or amended	Amendments	Signed	Review Date
February 2026		*T Ainslie*	February 2027

Appendix 1

Key six key principles that underpin safeguarding adults work

- **Empowerment –** People being supported and encouraged to make their own decisions and informed consent
- **Prevention –** It is better to take action before harm occurs
- **Proportionality –** The least intrusive response appropriate to the risk presented
- **Protection –** Support and representation for those in greatest need
- **Partnership –** Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
- **Accountability –** accountability and transparency in delivering safeguarding

Making Safeguarding Personal

Making Safeguarding Personal is a shift in culture and practice in response to what we now know about what makes safeguarding more or less effective from the perspective of the person being safeguarded. It is about seeing people as experts in their own lives and working alongside them in a way that is consistent with their rights and capacity and that prevents abuse occurring wherever possible.

Safeguarding should be person-led and outcome focused, engaging the adult at risk in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control as well as improving quality of life, wellbeing and safety. In most cases this can only happen by making sure people get the care and support that they need. It is also important that the people who care for them also get this support and recognition. Most importantly it is about listening and providing the options that permit individuals to help themselves.

It is also important that all safeguarding partners take a broad community approach to establishing safeguarding arrangements. It is vital that all organisations recognise that Safeguarding Adults arrangements are there to protect individuals, bearing in mind different preferences, histories, circumstances and lifestyles.

In order to evidence that the Safeguarding process is personalised, it is necessary to collect information about the extent to which this shift has a positive impact on people's lives.

Whilst every effort must be made to work with adults experiencing abuse within the present legal framework there will be some occasions on which adults at risk will choose to remain in dangerous situations. It may be that even after careful scrutiny of the legal framework, staff will conclude that they have no power to gain access to a particular adult at risk. Staff may find that they have no power to remove the adult from a situation of risk, investigate the adult's financial affairs, or intervene positively because the adult refuses all help or wants to terminate contact with the professionals.

It may not always be possible to provide satisfactory solutions. At the age of 18, people are legally entitled to adult status regardless of any disability or impairment they may have. It is, therefore, essential that wherever possible it is the adult at risk who will decide on the chosen course of action, taking into account the impact of the adult at risk's mental capacity where relevant. However, the people and organisations caring for, or assisting them, must do everything they can to identify and prevent abuse happening wherever possible and evidence their efforts.

In these extremely difficult circumstances, staff will be expected to continue to exercise as much vigilance as possible.

Safeguarding Managers will give full support to staff over problems when handling cases of adults remaining in high-risk situations, provided that:

- It is evident from case records that Safeguarding Adults procedures have been properly followed;
- Every effort has been made, on a multi-agency basis, to intervene positively to protect the adult at risk;
- Legal advice has been obtained and acted upon

And ultimately that the adult at risk has been fully consulted and involved as far as practicable in every decision relating to their situation

Capacity, Consent and Decision Making
The consideration of capacity is crucial at all stages of safeguarding adults procedures. For example determining the ability of an adult at risk to make lifestyle choices, such as choosing to remain in a situation where they risk abuse; determining whether a particular act or transaction is abusive or consensual; or determining how much an adult at risk can be involved in making decisions in a given situation.

The key development affecting this area of work is the implementation of the Mental Capacity Act 2005, which provides a statutory framework to empower and protect adults at risk who may not be able to make their own decisions. It makes it clear who can take decisions in which situations and how they should go about this. It enables people to plan ahead for a time when they may lose capacity. It applies to anyone aged 16 years and over therefore appropriate liaison needs to occur for young people aged 16 to 18 years with Children's Services where relevant as part of Safeguarding Adults work.

The whole Act is underpinned by a set of five key principles:

- **A presumption of capacity** - every adult has the right to make his or her own decisions and must be assumed to have capacity to do so unless it is proved otherwise;
- **The right for individuals to be supported to make their own decisions** - people must be given all appropriate help before anyone concludes that they cannot make their own decisions;
- That individuals must retain the right to make what might be seen as eccentric or **unwise decisions**;
- **Best interests** - anything done for or on behalf of people without capacity must be in their best interests; and
- **Least restrictive intervention** - anything done for or on behalf of people without capacity should be the least restrictive of their basic rights and freedoms.

Appendix 2

Why do we need an E-Safety Policy?

Recent advances of the internet, mobile phones and other electronic technology has made access to information and communication increasingly easy for everyone. It is estimated that 98% of young people can access the internet away from school. In addition to research for homework, the majority use social networking sites including bebo, MySpace, Facebook; along with playing games such as RuneScape and downloading music and videos from sites such as Lime Wire.

Also, in the light of the Coronavirus, Covid-19 pandemic, online meetings and workshops have become an essential means of communication through such platforms as Zoom and Teams.

Recent Child Exploitation & Online Protection Centre (CEOP) research in 2007 with 6,000 young people aged 11-16 years, demonstrated that 25% had met a new "friend" from the internet for real, 25% of whom had met that person alone, 2% had taken a trusted adult, the remainder had taken a friend of their own age.

Government guidance is clear, that all organisations working with children, young people, families, parents and carers have responsibilities. It is important to remember that children and young people can also abuse and that such incidents fall into the remit of this policy.

"**All agencies providing services to children have a duty to understand E-Safety issues, recognising their role in helping children stay safe online while also supporting adults who care for children**"
Safeguarding Children in a Digital World, BECTA 2007; 02.1

Appendix 3

Our E-Safety Code of Conduct

We expect everyone in our organisation to agree and sign up to our code of conduct:

I will:

1. Use the internet and other forms of communication in a sensible and polite way.
2. Only access websites, send messages or access and use other resources that will not hurt or upset anybody.
3. Seek permission if I want to use personal information or take photographs of other people.
4. Report any concerns to the lead or deputy person for E-Safety immediately.
5. Be clear that I cannot maintain confidentiality if there is a concern about the welfare of a child or young person.

What are the risks?

There are many potential risks for children and young people including:

- Accessing age inappropriate or illegal websites.
- Receiving unwanted or upsetting text or e-mail messages or images.
- Being "groomed" by an adult with a view to meeting the child or young person for their own illegal purposes including sex, drugs or crime.
- Viewing or receiving socially unacceptable material such as inciting hatred or violence.
- Sending bullying messages or posting malicious details about others.
- Ignoring copyright law by downloading music, video or even homework cheat material.

What else might be of concern?

A child or young person who:

- is becoming secretive about where they are going to or who they are meeting.
- will not let you see what they are accessing on-line.
- is using a webcam in a closed area, away from other people.
- is accessing the web or using a mobile or Personal Data Assistant (PDA) for long periods and at all hours.
- clears the computer history every time they use it.
- receives unexpected money or gifts from people you don't know.

An adult who:

- befriends a child/children on the internet or by text messaging.
- has links to children on their Facebook or other social network site; especially if they work in a position of care such as a sports coach or youth worker.
- is secretive about what they are doing and who they are meeting.

Minimising the Risks

We will:

- Talk to children and young people about what they are accessing online.
- Keep the computer(s) in a general space where we can monitor what is going on.
- Explain the risks of giving out personal details online.
- Talk about how people can be anyone they want to be online, e.g. by using misleading e-mails, photographs of other people, telling lies about their age, school, hobbies.
- Encourage children and young people to think carefully about what photographs or videos they use online. They can be used and tampered with by other people, or they may not be appropriate.
- Advise children and young people to only text, chat or webcam to people they know for real.
- Talk about how to identify SPAM messages or junk mail and how to delete them. This also applies to messages from people they do not know, or opening attachments.
- Discuss how people hide their identities online and the importance of never meeting new online "friends" for real.
- Make sure children and young people understand they can always talk to us or their parents and/or carers about anything that makes them feel uncomfortable.
- Look on the internet together for information about how to deal with or report problems.
- Talk about how/when information or images get on to the internet, they can never be erased.

References

- "Every Child Matters" DCSF 2003 and subsequent Children Act 2004.
- Children Act 1989
- What To Do if You're Worried A Child Is Being Abused 2003
(Download from www.dcsf.gov.uk)
- Sexual Offences Act 2003
- Children Act 2004
- Working Together to Safeguard Children 2010
- Local Safeguarding Children Board Policies and Procedures

See all relevant references on the home page of www.safechild.co.uk

Company Registration No. 14622730 (England and Wales)

MUSIC PRESCRIPTION CIC
ANNUAL REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MAY 2025

MUSIC PRESCRIPTION CIC
ANNUAL REPORT AND UNAUDITED ACCOUNTS
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MUSIC PRESCRIPTION CIC
COMPANY INFORMATION
FOR THE YEAR ENDED 31 MAY 2025

Directors	Mr T Ainslie Mr A Isles Mr A J Henty-Blows
Company Number	14622730 (England and Wales)
Registered Office	[redacted] United Kingdom

MUSIC PRESCRIPTION CIC
(COMPANY NO: 14622730 ENGLAND AND WALES)
DIRECTORS' REPORT

The directors present their report and accounts for the year ended 31 May 2025.

Directors

The following directors held office during the whole of the period:

Mr T Ainslie
Mr A Isles
Mr A J Henty-Blows

Statement of directors' responsibilities

The directors are responsible for preparing the report and accounts in accordance with applicable law and regulations.

Company law requires the directors to prepare accounts for each financial year. Under that law, the directors have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company provisions

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Signed on behalf of the board of directors

.....

Mr A Isles
Director

Approved by the board on: 19 February 2026

Accountants' report to the board of directors of Music Prescription CIC (the company)

These financial statements have been prepared in accordance with our terms of engagement and in order to assist you to fulfil your duties under the Companies Acts that relate to preparing the financial statements of the company for the year ended 31 May 2025.

We have prepared these financial statements based on the accounting records, information and explanations provided by you. We do not express any opinion on the financial statements.

On the balance sheet you have acknowledged your duties under the prevailing Companies Acts to ensure that the company keeps adequate accounting records and prepares financial statements that give "a true and fair view".

You have determined that the company is exempt from the statutory requirement for an audit for the year ended 31 May 2025. Therefore, the financial statements are unaudited.

The financial statements are provided exclusively to the director for the limited purpose mentioned above, and may not be used or relied upon for any other purpose or by any other person, and we shall not be liable for any other usage or reliance.

19 February 2026

MUSIC PRESCRIPTION CIC
INCOME STATEMENT
FOR THE YEAR ENDED 31 MAY 2025

	2025 £	2024 £
Turnover	50,278	37,534
Cost of sales	(45,039)	(19,323)
Gross profit	5,239	18,211
Administrative expenses	(5,215)	(18,070)
Operating profit	24	141
Profit on ordinary activities before taxation	24	141
Tax on profit on ordinary activities	-	-
Profit for the financial year	24	141

MUSIC PRESCRIPTION CIC
STATEMENT OF FINANCIAL POSITION
AS AT 31 MAY 2025

	Notes	2025 £	2024 £
Fixed assets			
Tangible assets	4	675	675
Current assets			
Cash at bank and in hand		20,091	41,043
Creditors: amounts falling due within one year	5	(20,598)	(41,574)
Net current liabilities		(507)	(531)
Net assets		168	144
Capital and reserves			
Called up share capital		3	3
Profit and loss account		165	141
Shareholders' funds		168	144

For the year ending 31 May 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the provisions of FRS 102 Section 1A - Small Entities.

The financial statements were approved by the Board of Directors and authorised for issue on 19 February 2026 and were signed on its behalf by

Mr A Isles
Director

Company Registration No. 14622730

1 Statutory information

Music Prescription CIC is a private company, limited by shares, registered in England and Wales, registration number 14622730. The registered office is 14 Hillary Close, Ipswich, IP4 5AE, United Kingdom.

2 Compliance with accounting standards

The accounts have been prepared in accordance with the provisions of FRS 102 Section 1A Small Entities. There were no material departures from that standard.

3 Accounting policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year, and also have been consistently applied within the same accounts.

Basis of preparation

The accounts have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets.

Presentation currency

The accounts are presented in £ sterling.

Tangible fixed assets and depreciation

Tangible assets are included at cost less depreciation and impairment. Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives:

Computer equipment	25%

4 Tangible fixed assets

	Computer equipment £
Cost or valuation	At cost
At 1 June 2024	900
At 31 May 2025	900
Depreciation	
At 1 June 2024	225
At 31 May 2025	225
Net book value	
At 31 May 2025	675
At 31 May 2024	675

5 Creditors: amounts falling due within one year

	2025 £	2024 £
Trade creditors	1,506	23,100
Loans from directors	4,758	4,234
Accruals	240	240
Deferred income	14,094	14,000
	20,598	41,574

6 Average number of employees

During the year the average number of employees was 1 (2024: 1).

MUSIC PRESCRIPTION CIC
DETAILED PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 MAY 2025

This schedule does not form part of the statutory accounts.

	2025 £	2024 £
Turnover		
Fees	50,278	37,534
Cost of sales		
Subcontractor costs	38,863	18,798
Other direct costs	6,176	525
	45,039	19,323
Gross profit	5,239	18,211
Administrative expenses		
Directors' salaries	4,500	9,000
Telephone and fax	-	284
Internet	300	330
Postage	-	21
Insurance	144	320
Equipment expensed	-	900
Software	-	750
Depreciation	225	225
Accountancy fees	46	240
Consultancy fees	-	6,000
	5,215	18,070
Operating profit	24	141
Profit on ordinary activities before taxation	24	141