

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Full Council** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** at **6:30 PM** on **Tuesday, June 23, 2026**.

The meeting is held in accessible premises and open to the public and press to attend.

Those attending shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitting regarding any item on the agenda in advance of the meeting.

Members of the public can join the meeting remotely via [Teams](#). The meeting can also be observed via [YouTube](#).

In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.

Councillors must register relevant interests and declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011, a councillor with relevant interests in matters on the agenda cannot take part or vote on those matters, unless they have been granted a dispensation. Under the Council's Code of Conduct, a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined in which case they will need to consider whether they should leave the room.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

S. L. Foote

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Sarah Foote, Town Clerk
16 June 2026

Lowestoft Town Council

Full Council

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

18:30 on Tuesday 23 June 2026

AGENDA

49 Welcome

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

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

51 Declarations and dispensations

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

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

52 To consider the draft minutes and confidential note of the Full Council meeting on 26 May 2026

53 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.

54 Finance and Governance

54.1 To receive and consider the following:

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

54.2 To receive and note the minutes of the Finance and Governance Committee meeting on 8 April 2026 and 13 May 2026

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

1. A recommendation to amend the Committee's Terms of Reference accordingly:
 - To include the officer delegation (under delegations) of the legal budget which is monitored by Finance and Governance
 - To only include Finance and Governance actions in Section 9

Lowestoft Town Council

Full Council

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

18:30 on Tuesday 23 June 2026

2. If an additional financial contribution should be made to support an event (confidential)

55 Audit and Year-End Returns

55.1 To note receipt of the internal audit report for year ending 31 March 2026

55.2 To accept the accounts for the year ending 31 March 2026

55.3 To consider the Annual Governance and Accountability Return for 2025-2026 and associated papers and processes for external audit, including:

1. To approve the Annual Governance Statement (Section 1 AGAR)
2. To approve the Accounting Statement (Section 2 AGAR) and note the associated papers, including statement of significant variances and bank reconciliation
3. To note the period for the exercise of Public Rights

56 Town Hall Project

56.1 To receive and note the draft minutes of the Town Hall Project Committee meeting on 11 June 2026

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

56.3 To consider procurement and funding of enhanced equipment to support Council meetings (some aspects may be confidential)

57 Marina Theatre

57.1 To receive and note a progress report from the Project Manager

58 Assets, Inclusion and Development

58.1 To receive and note the draft minutes of the Assets, Inclusion and Development Committee meeting on 8 June 2026

58.2 To consider a recommendation from the Assets, Inclusion and Development Committee to not take on the responsibility of creating a Community Emergency Plan
This recommendation includes communicating this resolution to East Suffolk Council

59 Planning

59.1 To receive and note the draft minutes of the Planning Committee meeting on 16 June 2026

59.2 To consider the appointment of further members to the Planning Committee
Town and Country Planning Act 1990 enables Town and Parish Councils to make representations on planning applications. To fulfil this power, it would be beneficial to

Lowestoft Town Council

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18:30 on Tuesday 23 June 2026

have increased membership on the Committee due to the number of inquorate meetings.

60 Personnel

60.1 To receive and note the draft minutes of the Personnel Committee meeting on 9 June 2026

60.2 To consider a recommendation from the Personnel Committee to make the following amendments to their Terms of Reference

1. To amend and delete either 6.1.5 (Para 1) or 6.1.6 (second bullet point) as they are duplicate items
2. 6.1.12 to amend "annual" to "annually or on other occasions as appropriate"
3. 7 Financial delegations.
 - a) To confirm a financial delegation was made to the Personnel Committee in 2024 to authorise commissioning and associated costs of OH reports where required, in accordance with its responsibility to manage longer-term sickness absence and amend the Terms of Reference accordingly.
 - b) To confirm a delegation to the Town Clerk on the staff contingency budget which is monitored by the Personnel Committee.

60.3 To consider a recommendation from the Personnel Committee for all Councillors to be DBS checked

61 Climate and Ecological Emergency

61.1 To consider a recommendation from the Climate and Ecological Emergency Committee to make the following amendment to their Terms of Reference:

To amend 6.1.2 so the statement reads 'declaration of a climate and ecological emergency'.

61.2 To consider a recommendation from the Climate and Ecological Emergency Committee to extend the Bulky Waste contract for two years from 1 August 2026

62 To consider nominations for the Suffolk Community Awards 2026 (some aspects may be confidential)

63 Outside bodies

63.1 To consider the appointment of a representative to East Suffolk Planning Alliance

64 To consider the following legal matters (confidential):

An update report on legal matters

65 Date of next meeting

Tuesday 28 July 18:30

Lowestoft Town Council

Full Council

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

18:30 on Tuesday 23 June 2026

66 Items for the next agenda and close

67 Admission to Meetings

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any legal and employment issues relating to the matters on this agenda, including the following:

Any matters, including those above as required

15/06/2026

Lowestoft Town Council 2025-2026

11:03

Balance Sheet as at 31st March 2026

31st March 2025

31st March 2026

Current Assets

123,841	Debtors	133,004
0	CycletoWork	265
152,794	VAT Control A/c	349,931
166,196	Prepayments	138,938
173,133	Other Debtors	710,163
2,059,358	Current Bank A/c	967,543
481,239	Unity Savings Account	4,606,783
13,937	Arnolds Bequest	11,955

3,170,499

6,918,582

3,170,499 Total Assets

6,918,582

Current Liabilities

87,541	Creditors	840,565
54,157	Accruals	51,847
28	Receipts in Advance	15,313
14,830	Arnolds Bequest	11,362
0	Pension Liability	122
454	Credit Card Year End	1,108
1,550	Tenant Deposits	14,500

158,560

934,816

3,011,939 Total Assets Less Current Liabilities

5,983,766

Represented By

547,185	General Reserves	657,503
2,051	EMR - Civic and Ceremonial	1,051
290,338	EMR - Marina Theatre	60,960
77,157	EMR - Public Conveniences	13,492
104,276	EMR - Repairs & Maintenance	156,962
217,731	EMR - Play Areas	28,245
13,225	EMR - Elections	15,756
93,605	EMR - Capital	73,605
16,401	EMR - Triangle Market	0
11,281	EMR - CIL	17,304
10,235	EMR - Staff	9,650
38,959	EMR - Lowestoft Collection	32,423
41,708	EMR - Parks and Open Spaces	33,836
40,192	EMR - Waterways and Ponds	0

15/06/2026

Lowestoft Town Council 2025-2026

11:03

Balance Sheet as at 31st March 2026

31st March 2025

31st March 2026

990	EMR - Office	11,038
20,652	EMR - Festive Lights	12,215
76,048	EMR - Normanston Capital	76,048
0	EMR - ESC Funding	6,800
29,462	EMR - Defibrillators	5,531
5,531	EMR - Community Safety	53,008
10,123	EMR - Climate	23,265
16,075	EMR - Allotments & Gardens	18,175
124	EMR - GELP	124
7,262	EMR - Links Road Car Park	5,671
4,178	EMR - Denes Oval	4,178
16,617	EMR - Belle Vue Park	35,659
198,355	EMR - Sparrows Nest	158,355
4,503	EMR - Kensington Gardens	2,750
28,720	EMR - Fen Park	23,570
55,471	EMR - Community Halls	53,984
74,166	EMR - Town Hall	99,166
819,647	EMR - T Hall Investment Fund	3,686,306
24,480	EMR - Events	34,655
33,942	EMR - Grants	46,896
3,562	EMR - Compliance	9,882
12,359	EMR - Community Engagement	12,359
43,949	EMR - Horticulture	74,280
21,382	EMR - Arts and Heritage	34,904
0	EMR - Grounds Maintenance	16,631
0	EMR - Sports	50,268
0	EMR - Marina Theatre Project	327,265

3,011,939

5,983,766

The above statement represents fairly the financial position of the authority as at 31st March 2026 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
100	Debtors			133,004.02	
102	CycletoWork			264.97	
105	VAT Control A/c			349,931.27	
110	Prepayments			138,938.48	
115	Other Debtors			710,163.00	
200	Current Bank A/c			967,542.79	
210	Unity Savings Account			4,606,782.90	
225	Arnolds Bequest			11,955.05	
310	General Reserves				525,633.64
320	EMR - Civic and Ceremonial				1,051.35
323	EMR - Marina Theatre				60,959.91
325	EMR - Public Conveniences				13,491.50
326	EMR - Repairs & Maintenance				156,961.89
327	EMR - Play Areas				28,245.07
328	EMR - Elections				15,756.46
329	EMR - Capital				73,604.94
331	EMR - CIL				17,303.52
332	EMR - Staff				9,650.01
334	EMR - Lowestoft Collection				32,423.00
335	EMR - Parks and Open Spaces				33,835.61
338	EMR - Office				11,037.71
339	EMR - Festive Lights				12,214.54
344	EMR - Normanston Capital				76,048.29
345	EMR - ESC Funding				6,800.00
346	EMR - Defibrillators				5,531.20
347	EMR - Community Safety				53,007.68
348	EMR - Climate				23,264.60
350	EMR - Allotments & Gardens				18,174.61
352	EMR - GELP				123.98
353	EMR - Links Road Car Park				5,670.50
354	EMR - Denes Oval				4,177.83
355	EMR - Belle Vue Park				35,658.94
356	EMR - Sparrows Nest				158,355.36
358	EMR - Kensington Gardens				2,749.75
359	EMR - Fen Park				23,569.64
366	EMR - Community Halls				53,983.91
367	EMR - Town Hall				99,165.55
368	EMR - T Hall Investment Fund				3,686,306.48
371	EMR - Events				34,654.73
372	EMR - Grants				46,895.54
376	EMR - Compliance				9,882.35
377	EMR - Community Engagement				12,359.02
378	EMR - Horticulture				74,280.02
379	EMR - Arts and Heritage				34,903.86
380	EMR - Grounds Maintenance				16,631.00
381	EMR - Sports				50,268.00
399	EMR - Marina Theatre Project				327,264.98
500	Creditors				840,564.98
510	Accruals				51,846.61
515	Receipts in Advance				15,312.50
520	Arnolds Bequest				11,362.05
530	Pension Liability				121.68
540	Credit Card Year End				1,108.46

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
545	Tenant Deposits				14,500.00
1000	Property Lettings - Exempt	250	Caravan Site		109,211.52
1000	Property Lettings - Exempt	350	Marina Theatre		20,000.00
1000	Property Lettings - Exempt	425	Sparrows Nest		25,900.00
1000	Property Lettings - Exempt	440	Normanston Park		6,250.00
1000	Property Lettings - Exempt	445	Kensington Garden Park		3,100.00
1000	Property Lettings - Exempt	555	Community Halls		1,000.00
1020	Market Income	505	The Triangle Market		370.00
1076	Precept	100	Administration		2,413,263.00
1080	Bank Interest Received	100	Administration		27,033.41
1090	Grants	100	Administration		7,300.00
1090	Grants	320	Sports		11,470.00
1091	Town Hall Grant	160	Town Hall		2,922,434.40
1092	Marina Theatre Grant	350	Marina Theatre		2,208,188.00
1095	CIL	100	Administration		43,727.47
1100	Allotment Income	400	Allotments		583.00
1105	Event Income	300	Events & Communications		11,716.67
1190	DMO Loan	160	Town Hall		4,100,000.00
1200	Room and Land Hire Income	150	Office Accommodation		160.00
1200	Room and Land Hire Income	435	Denes Oval		2,854.37
1200	Room and Land Hire Income	440	Normanston Park		289.25
1200	Room and Land Hire Income	510	Links Road Car Park		660.00
1200	Room and Land Hire Income	515	Whitton Estate Meeting Hall		3,034.00
1200	Room and Land Hire Income	555	Community Halls		154.50
1205	Memorial Benches	425	Sparrows Nest		81.90
1205	Memorial Benches	440	Normanston Park		1,485.19
1205	Memorial Benches	445	Kensington Garden Park		3,058.70
1210	Recharges	100	Administration		4,000.00
1210	Recharges	401	Parks and Open Spaces		1,120.69
1210	Recharges	445	Kensington Garden Park		45.84
1210	Recharges	650	Climate Emergency		5,482.58
1220	Scrap Metal	100	Administration		429.00
4000	Salaries - Gross	140	Staff, Training and CPD	935,384.31	
4005	Employers National Insurance	140	Staff, Training and CPD	115,740.92	
4010	Employers Superannuation	140	Staff, Training and CPD	160,830.81	
4025	Job Adverts	140	Staff, Training and CPD	950.00	
4050	Staffing Contingency	140	Staff, Training and CPD	1,755.19	
4055	Staff Training	140	Staff, Training and CPD	10,555.35	
4056	Councillor Training	140	Staff, Training and CPD	1,682.67	
4070	Office Supplies and Stationery	100	Administration	3,156.51	
4075	Communication	300	Events & Communications	1,311.42	
4090	Audit Fees	130	Elections and Professional Fee	4,671.40	
4095	Insurance	130	Elections and Professional Fee	26,863.15	
4095	Insurance	170	Workshop	506.84	
4105	IT Purchases	105	IT	6,726.42	
4106	IT Licences and Subscriptions	105	IT	10,756.11	
4107	Mobile Phones	105	IT	11,417.14	
4110	Bank Charges	130	Elections and Professional Fee	531.45	
4110	Bank Charges	160	Town Hall	1,435.00	
4115	Professional Fees and Subscrip	130	Elections and Professional Fee	5,841.53	
4120	Miscellaneous & Meetings	100	Administration	1,915.03	
4130	Legal Costs	130	Elections and Professional Fee	84,078.07	
4135	Elections	130	Elections and Professional Fee	11,211.89	

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Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4140	Civic & Ceremonial	200	Art, Civic and Heritage	2,400.00	
4143	Arts and Heritage	200	Art, Civic and Heritage	24,014.32	
4144	Mayoral Expenditure	300	Events & Communications	549.43	
4150	Mileage & Operation Fuel Costs	650	Climate Emergency	17,202.30	
4155	Compliance	125	Compliance	25,013.26	
4155	Compliance	482	Play Areas - General	4,722.20	
4155	Compliance	555	Community Halls	709.85	
4160	Parking	150	Office Accommodation	1,006.49	
4165	Consultancy	130	Elections and Professional Fee	36,064.58	
4166	Health and Safety	130	Elections and Professional Fee	7,364.31	
4175	HR	140	Staff, Training and CPD	5,164.59	
4180	Payroll	140	Staff, Training and CPD	529.20	
4200	EMR Contribution	320	Sports	3,435.28	
4300	Business Rates	150	Office Accommodation	9,980.00	
4300	Business Rates	170	Workshop	7,609.75	
4300	Business Rates	425	Sparrows Nest	1,035.43	
4300	Business Rates	505	The Triangle Market	2,495.00	
4300	Business Rates	510	Links Road Car Park	2,120.75	
4300	Business Rates	555	Community Halls	2,197.32	
4301	Council Tax	430	Belle Vue Park	1,931.53	
4305	BID Levy	150	Office Accommodation	350.00	
4305	BID Levy	160	Town Hall	1,286.25	
4315	Cleaning	500	Public Conveniences	4,061.77	
4315	Cleaning	555	Community Halls	448.34	
4335	PPE	175	Grounds Maintenance	7,327.17	
4340	Furniture & Equipment	150	Office Accommodation	604.56	
4340	Furniture & Equipment	170	Workshop	837.69	
4340	Furniture & Equipment	350	Marina Theatre	5,838.71	
4355	Refurbishment	482	Play Areas - General	56,300.00	
4355	Refurbishment	505	The Triangle Market	21,069.65	
4365	Utilities	160	Town Hall	2,849.64	
4365	Utilities	170	Workshop	3,875.95	
4365	Utilities	250	Caravan Site	565.90	
4365	Utilities	425	Sparrows Nest	6,142.59	
4365	Utilities	430	Belle Vue Park	152.80	
4365	Utilities	435	Denes Oval	11,728.77	
4365	Utilities	440	Normanston Park	5,805.27	
4365	Utilities	445	Kensington Garden Park	13,692.41	
4365	Utilities	450	Kirkley Fen Park	276.96	
4365	Utilities	500	Public Conveniences	3,315.00	
4365	Utilities	505	The Triangle Market	7,511.53	
4365	Utilities	555	Community Halls	1,338.41	
4375	Van Hire	175	Grounds Maintenance	47,512.16	
4450	Community Grants	310	Grants & Sponsorships	87,630.97	
4451	Social and Food Relief	310	Grants & Sponsorships	6,000.00	
4452	Excelsior Sponsor	310	Grants & Sponsorships	15,000.00	
4453	South Pier Sponsor	310	Grants & Sponsorships	3,500.00	
4454	Lowestoft Cricket Club Sponsor	310	Grants & Sponsorships	2,000.00	
4455	Kirkley Peoples Forum Sponsor	310	Grants & Sponsorships	1,395.00	
4456	Music Prescription Sponsor	310	Grants & Sponsorships	4,900.00	
4459	MIND Sponsor	310	Grants & Sponsorships	5,000.00	
4465	Events	300	Events & Communications	6,903.85	
4470	Festive Lights	300	Events & Communications	7,650.17	

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Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4475	Remembrance and Armistice Day	300	Events & Communications	3,447.00	
4477	Suffolk Day	300	Events & Communications	12,376.85	
4478	VE & VJ Day	300	Events & Communications	9,826.79	
4479	Market Events	300	Events & Communications	4,894.67	
4481	Climate Event	300	Events & Communications	3,771.69	
4482	Christmas Event	300	Events & Communications	2,796.00	
4483	Black History Month	300	Events & Communications	2,171.73	
4484	Pride Event	300	Events & Communications	9,377.00	
4485	Sports and Development	320	Sports	12,498.08	
4486	Summer Events	300	Events & Communications	2,780.00	
4487	IWD Events	300	Events & Communications	1,200.00	
4488	Running Events	300	Events & Communications	10,751.37	
4505	Marina Theatre Management Fee	350	Marina Theatre	150,000.00	
4601	Allotment Maintenance	400	Allotments	7,454.83	
4710	IT Service Charge	105	IT	20,662.92	
4715	Hamilton House Loan Repayment	150	Office Accommodation	13,429.60	
4720	Premises Rent	150	Office Accommodation	15,435.00	
4720	Premises Rent	170	Workshop	21,652.46	
4725	Premises Service Charge	150	Office Accommodation	24,135.64	
4725	Premises Service Charge	170	Workshop	2,105.76	
5000	Repairs & Maintenance	100	Administration	48,417.58	
5000	Repairs & Maintenance	180	Waterways and Ponds	4,851.14	
5000	Repairs & Maintenance	350	Marina Theatre	32,906.00	
5000	Repairs & Maintenance	401	Parks and Open Spaces	19,266.36	
5000	Repairs & Maintenance	430	Belle Vue Park	3,658.72	
5000	Repairs & Maintenance	482	Play Areas - General	1,463.93	
5000	Repairs & Maintenance	505	The Triangle Market	2,669.93	
5000	Repairs & Maintenance	555	Community Halls	2,513.47	
5010	Sports Ground Maintenance	320	Sports	18,218.49	
5020	Project Expenditure	100	Administration	20.28	
5020	Project Expenditure	160	Town Hall	4,156,045.27	
5020	Project Expenditure	350	Marina Theatre	2,108,410.74	
5031	Memorial Bench	425	Sparrows Nest	56.90	
5031	Memorial Bench	440	Normanston Park	1,435.19	
5031	Memorial Bench	445	Kensington Garden Park	1,333.80	
5045	Climate Emergency	650	Climate Emergency	8,569.90	
5060	Community Safety	600	Community Safety	2,454.58	
5105	Capital Investment	401	Parks and Open Spaces	61,195.47	
5105	Capital Investment	430	Belle Vue Park	38,850.00	
5105	Capital Investment	435	Denes Oval	39,681.43	
5105	Capital Investment	440	Normanston Park	4,652.10	
5105	Capital Investment	445	Kensington Garden Park	1,017.74	
5200	Surfacing	100	Administration	6,339.72	
5220	Waste Disposal	650	Climate Emergency	22,209.35	
5225	Bulky Waste	650	Climate Emergency	20,390.00	
5998	Transfer from EMR			359,386.04	
5999	Transfer to EMR				458,739.04
6000	Transfer from EMR	160	Town Hall		3,119,508.36
6000	Transfer from EMR	200	Art, Civic and Heritage		6,536.00
6000	Transfer from EMR	350	Marina Theatre		2,086,602.52
6000	Transfer from EMR	401	Parks and Open Spaces		10,771.58
6000	Transfer from EMR	430	Belle Vue Park		42,508.72
6000	Transfer from EMR	482	Play Areas - General		28,595.00

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Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
6000	Transfer from EMR	505	The Triangle Market		11,392.03
6000	Transfer from EMR	600	Community Safety		2,454.58
6001	Transfer to EMR	100	Administration	12,822.47	
6001	Transfer to EMR	160	Town Hall	6,709,857.40	
6001	Transfer to EMR	350	Marina Theatre	1,525,000.00	
6500	Ground Maintenance	175	Grounds Maintenance	51,650.01	
6501	Grass Cutting	175	Grounds Maintenance	7,390.00	
6502	GM Equipment Maintenance	175	Grounds Maintenance	13,576.31	
6515	Bulbs	655	Trees & Horticulture	3,086.97	
6525	Tree Planting	655	Trees & Horticulture	1,874.04	
6530	Tree Works	655	Trees & Horticulture	35,238.30	
6540	Tree Inspections	655	Trees & Horticulture	3,460.00	
9980	DMO Repayments	350	Marina Theatre	13,166.75	
Trial Balance Totals :				24,488,224.57	24,488,224.57
Difference				0.00	



Mrs S Foote
Lowestoft Town Council
Hamilton House
Battery Green Road
Lowestoft
NR32 1DE

15 June 2026

Dear Sarah

Re: Lowestoft Town Council
Internal Audit Report for Financial Year Ended 31 March 2026

Executive summary

Following completion of our final internal audit on 15 June 2026, we are pleased to enclose our report for your review and presentation to the council. The audit was conducted in accordance with current professional standards and guidelines, employing a risk-based approach to our testing. While not all transaction were examined, our sample testing, where appropriate, covered the financial year to date.

Some assertions, as noted in this report, were tested at the interim internal audit completed during the financial year and the council should review all internal audit reports for the year before completing the Annual Governance Statement.

The structure of this report aligns with the assertions set out in the Annual Internal Auditor Report section of the published Annual Governance and Accountability Return (AGAR). Each section begins with a summary of the assertion being assessed, followed by details of the testing undertaken, which was guided by the audit plan previously shared with the council. A copy of the audit plan is available upon request. The report concludes with our opinion on whether each assertion has been met as of the date of the audit. **Any recommendations for action are highlighted in bold and summarised in the table at the end of the report.**

Our testing did not identify any procedural errors requiring reporting to the external auditor at this time, nor did we observe any material weaknesses in internal controls that would pose a risk to public funds. In fact, the processes and procedures together with own built in compensating controls are robust, strictly followed and in many respects a model of good practice.

We are pleased to report that overall, the systems and procedures currently in place are appropriate and effective. While this report may include recommendations for improvement, these should not be viewed as indicators of significant deficiencies. Rather, they are intended to support the continued development of what is, in our view, a well-managed and robust governance framework.

I have completed the Annual Internal Audit Report page of the AGAR and provided this to the council for onward submission to the External Auditor.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The primary purpose of internal audit is to assess and report to the authority on the effectiveness of its financial systems and other internal controls, including the operational procedures that support its activities.

The internal audit function involves testing and evaluating whether the authority’s internal control framework is both adequate and functioning effectively. Internal audit reports should be made available to all Members, providing a basis for informed decision making when considering the authority’s approval of the Annual Governance Statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 36 years’ experience in the financial sector with the last 16 years in local Government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter and inherent risk assessment

An engagement letter was previously issued to the council covering the 2025/26 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement within the council’s financial systems is low. The internal control environment is considered reliable, and as such, substantive testing of individual transactions is not deemed necessary at this stage.

Audit testing will therefore consist of walk-through testing on a selection of sample data, covering the period under review within the current council year. This approach is designed to confirm that key controls are operating effectively throughout the financial period.

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INTRODUCTION

The audit was conducted on site. The information advised in advance of the visit had been prepared and was available for review, and overall, I have the impression that accounting records are neatly maintained and easily accessible.

Other information was reviewed through discussion with the officers and a review of the council website www.lowestofttowncouncil.gov.uk

UPDATES ON RECOMMENDATIONS FROM INTERIM AUDIT

Internal Audit – Summary of recommendations

Audit Point	Interim Audit Findings	Council comments
D. BUDGET, PRECEPT AND RESERVES	There is evidence within the minutes of meetings of regular reporting of the financial position, allowing councillors to make informed financial decisions. The RFO confirmed that he provides councillors with explanations for any significant variances at the meeting, and we discussed the need to increase the £100 material financial threshold in FR 6.1 as it is impractical for a council of this size.	At the final internal audit, I note that FR 6.1 has been amended to 15%, removing the previous £100 figure.
H. ASSETS AND INVESTMENTS	Through discussion with the RFO, it was determined that a check of assets does take place, but evidence of this is not recorded on the asset register and the council may wish to consider the addition of a column to confirm when the asset's existence was last verified.	To be reviewed at the next interim audit.

A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been kept properly during the year.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

“We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.”

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

CONCLUSION

I am satisfied this control objective has been met.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report. Updates on the recommendations from the interim audit are contained in the table on page 4 of this report.

Budget

The RFO produces regular detailed budget reports from the accounting software. There is no evidence to suggest that the budget has not been accurately set and carefully monitored throughout the year.

There is evidence within the minutes of meetings that councillors regularly receive budget reports for review, providing them with sufficient financial information to make informed decisions.

Precept

The council set a precept of £2,413,263 for 2025/26. With a tax base of 13,315.91, this equates to a band D equivalent of £181.23 (compared to the average in England of £92.92).

I was able to confirm that the precept amount recorded in the accounts is correct, and equals the amount recorded in box 2 of the Accounting Statements.

I confirmed from the minutes that the 2026/27 budget and precept were approved by the council at the meeting held on 27 January 2026 (minute ref 198.2).

Reserves

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

5.33 The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.34 The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.35 The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the

authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.36 In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.

5.37 Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

At the year-end, the council held circa £5,983,766 in reserves, split between categories as below:

- Earmarked Reserves £5,326,263
- General Reserves £657,503

Circa £3.7 million of the earmarked reserves are held for the Town Hall Investment Fund, with the remainder split across a range of clearly identifiable projects.

The general reserve balance is within the recommended range as detailed in the Practitioner's Guide.

CONCLUSION

I am satisfied this control objective has been met.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

F. CASH**Internal audit requirement**

Cash payments were properly supported by receipts; all cash expenditure was approved and VAT appropriately accounted for.

CONCLUSION

The council has no cash expenditure and testing for this internal control objective is not applicable.

G. PAYROLL**Internal audit requirement**

Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

I reviewed the figure included in box 4 (staff costs) on the Accounting Statements and was able to confirm from the accounting software that in accordance with the guidance contained in the Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide this includes only salary payments, HMRC payments and pension contributions.

CONCLUSION

I am satisfied this control objective has been met.

H. ASSETS AND INVESTMENTS**Internal audit requirement**

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report. Updates on the recommendations from the interim audit are contained in the table on page 4 of this report.

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the Accounting Statements and was able to trace the changes to the previous year's total against the asset register.

The council has borrowing through the Public Works Loan Board (PWLb) and I was able to confirm the figures for in year payments (box 5) and year-end balance (box 10) on the Accounting Statements against the PWLB remittance advices and year-end statement.

CONCLUSION

I am satisfied this control objective has been met.

I. BANK AND CASH

Internal audit requirement

Periodic bank account reconciliations were properly carried out during the year.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

I reviewed the year-end bank reconciliation for all accounts and was able to confirm the balances on 31 March 2026 to the bank statements and found no errors. I was able to confirm the total bank balances to the figure included in the Accountings Statements on the AGAR.

CONCLUSION

I am satisfied this control objective has been met.

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.

Audit findings

The council is reminded that at its meeting to sign the Annual Governance and Accountability Return (AGAR), it should complete the steps in the following order:

- **Review and consider the Annual Internal Audit Report**
- **Complete Section 1 – Annual Governance Statement**
- **Complete Section 2 – Accounting Statements**

Section 1 – Annual Governance Statement

Based on the internal audit findings, I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	<i>'Yes', means that this authority</i>	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2024/25 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – matters raised in internal and external audit reports have been addressed.

8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	YES – the council has met its responsibilities as a trustee
10	We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so</i>	YES – the council has met the requirements of Governance Assertion 10

Section 2 – Accounting Statements

AGAR box number		2024/25	2025/26	Internal Auditor notes
1	Balances brought forward	2,165,985	3,011,939	Agrees to 2024/25 carry forward (box 7)
2	Precept or rates and levies	2,090,222	2,413,263	Figure confirmed to central precept record
3	Total other receipts	2,764,132	9,521,140	Agrees to underlying accounting records
4	Staff costs	988,873	1,211,956	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	13,406	13,167	Agrees to PWLB remittance advices
6	All other payments	3,006,121	7,737,453	Agrees to underlying accounting records
7	Balances carried forward	3,011,939	5,983,766	Casts correctly and agrees to balance sheet
8	Total value of cash and short- term investments	2,554,534	5,586,281	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long- term investments and assets	1,735,940	1,961,517	Matches asset register total and changes from previous year have been traced
10	Total borrowings	135,000	4,225,000	Agrees to PWLB statement
11	Do the figures in the accounting statements above exclude any trust transactions	Yes	Yes	Yes – trust transactions are excluded from the stated figures

Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation completed. This shows year-end total debtors of £1,332,302 and year-end total creditors of £934,816, with a full breakdown of the individual debtors and creditors provided.

I tested the debtors and creditors with the RFO as the figures have significantly increased during the financial year. This is primarily due to the ongoing major projects relating to the Marina Theatre and Town Hall redevelopment.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2024/25 and published on the council website.

CONCLUSION

I am satisfied this control objective has been met.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.

CONCLUSION

The council did not certify itself exempt from a limited assurance review in the previous year and the testing for this internal control objective is not applicable.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority publishes information on a free to access website/webpage, up to date at the time of the internal audit in accordance with relevant legislation

Audit findings

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority's website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor's Report and Certificate) of the AGARs are available for review on the council website for the previous five financial years.

Confirm that the council is compliant with the relevant transparency code

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit.

CONCLUSION

I am satisfied this control objective has been met.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority, during the previous year, correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2024/25 Actual	2025/26 Proposed
Date AGAR signed by council	24 June 2025	23 June 2026
Date inspection notice issued	30 June 2025	30 June 2026
Inspection period begins	1 July 2025	1 July 2026
Inspection period ends	11 August 2025	11 August 2026
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2024/25, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council.

I reviewed the proposed dates for the Exercise of Public Rights for the 2025/26 AGAR and confirm that these are in accordance with the requirements of the Accounts and Audit Regulations.

CONCLUSION

I am satisfied this control objective has been met.

N: PUBLICATION REQUIREMENTS**Internal audit requirement**

The authority complied with the publication requirements for the prior year AGAR.

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2025 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4*
- *Section 2 - Accounting Statements 2024/25, approved and signed, page 5*

Not later than 30 September 2025 authorities must publish:

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

O. DIGITAL AND DATA COMPLIANCE**Internal audit requirement**

The authority has complied with laws, regulations and proper practices relating to digital and data compliance.

Audit findings

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide (March 2025) contains guidance on the new Governance Assertion included on the 2025/26 AGAR which relates to this internal control objective.

Website

I was able to confirm that the council website contains a Privacy Notice and a Website Accessibility Statement. The Website Accessibility Statement correctly references partial compliance with the Web Content Accessibility Guidelines (WCAG) 2.2 AA.

The council has an IT Policy in place, which is published on the council website. During 2025/26, this was reviewed and amended in September 2025, and I note it has been further reviewed and re-adopted in May 2026.

Email management and GDPR

It was noted the council has a generic email address on a domain owned by the council and has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

I recommend the council ensures that a data audit is conducted during 2026/27 to comply with GDPR regulations. This may be an audit test under Governance Assertion 10 next year.

CONCLUSION

I am satisfied this control objective has been met.

P. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

Achievement of control assertions at final internal audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives to date are summarised in the table below.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Cash payments were properly supported by receipts, all cash expenditure was approved, and VAT appropriately accounted for			✓
G	Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.			✓
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M	The authority, during the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
N	The authority complied with the publication requirements for prior year AGAR.	✓		
O	The authority has complied with laws, regulations and proper practices relating to digital and data compliance	✓		
P	Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

Should you have any queries please contact me directly on andy@mulberrylas.co.uk

Yours sincerely



Andy Beams

Director, Mulberry Local Authority Services Ltd

Internal Audit – Summary of recommendations

Audit Point	Internal Audit Findings	Council comments
O. DIGITAL AND DATA COMPLIANCE	I recommend the council ensures that a data audit is conducted during 2026/27 to comply with GDPR regulations. This may be an audit test under Governance Assertion 10 next year.	

Lowestoft Town Council

Full Council

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

Tuesday 26 May 2026 18:30

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum (Mayor), Wendy Brooks, Kinsey Foster, Joe Hynes, Christine Moore, Andy Pearce, Bernie Rappensberger, and Elise Youngman (Deputy Mayor)

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

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

23 Welcome

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

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

Apologies were received from Cllrs Neil Coleby, Jen Jones, John Murray, Christian Newsome, Paul Page, Graham Parker, Deborah Ray, Terry Robinson, Dom Taylor and Nick Webb with reasons provided. Cllr Rappensberger proposed approval of the apologies received; seconded by Cllr Pearce; all in favour.

Cllr John Pitts was absent with no apologies received.

25 Declarations and dispensations

25.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests, and of bias and pre-determination on items on the agenda – Cllr Moore declared she was an employee of East Suffolk Council.

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

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

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

27 Public Forum

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

28 Finance and Governance

28.1 To receive and consider the following:

1. 2026 - 2027 budget and reserves – Cllr Pearce proposed to accept the reported budget and reserves as a true and accurate record; seconded by Cllr Foster; all in favour.
2. Any bank reconciliations – Reconciliations were being processed and an update would be provided at the next meeting.
3. Payments and income for the month ending April 2026 and May 2026 to date (see schedules) – Cllr Pearce proposed to approve the report as a true and accurate record of income and expenditure for the period; seconded by Cllr Youngman; all in favour.
4. Payments for approval – There were no payments to approve.

28.2 To consider a recommendation from the Finance and Governance Committee to approve a grant application to Armed Forces Day for £12,000 – Cllr Pearce proposed to endorse the recommendation, noting this grant had been expressly budgeted for and would cover the sound system and staging; seconded by Cllr Barker; all in favour. Officers were asked to clarify if the cadets would be involved in the event.

Lowestoft Town Council

Full Council

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

Tuesday 26 May 2026 18:30

- 28.3 To receive an update on the formation of the Youth Council – Officers confirmed the deadline for applications had been set to early June.
- 28.4 To further consider outcomes and recommendations of ESC Audit and Governance Committee in relation to a Town Councillor Code of Conduct complaint (confidential) – This item would be discussed in confidential session.

29 Town Hall Project

- 29.1 To receive and note the draft minutes of the Town Hall Project Committee meeting on 14 May 2026 – The draft minutes were received and noted.
- 29.2 To receive and note a progress report from the Project Manager (some aspects may be confidential) – The Project Manager reported good progress with the capital works. The cost plan on capital works was under pressure and nineteen weeks of extension had been awarded to the contractor. The team were working to offset the consequential costs of this delay. The current practical completion date was set to the third week of February 2027.

The overall spend to date was £5.68 million and £6.8 million remained in the budget. The Project Manager noted that over £1.9 million has been spent within the Lowestoft constituency.

The Heritage Team have involved 1,862 participations in heritage activities.

The Town Hall Project Committee would have a standing item on the agenda to monitor the contingency budget.

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

30 Marina Theatre

- 30.1 To receive and note a progress report from the Project Manager (some aspects may be confidential) – The report was received and noted. A final account meeting with Quantity Surveyor has been arranged and the outstanding items were the carpet works and fire escape.

31 Personnel

- 31.1 To consider a recommendation on salary banding (confidential) – This item would be discussed in confidential session.
- 31.2 To receive an update on the Town Council Apprenticeship Scheme, including a recommendation on extension of the scheme (confidential) – This item would be discussed in confidential session.

32 Climate and Ecological Emergency

- 32.1 To consider a request from Cllr Wendy Brooks to join the Climate and Ecological Emergency Committee – Cllr Begum proposed to approve the request; seconded by Cllr Youngman; all in favour.
- 32.2 To receive and note the minutes of the Climate and Ecological Emergency Committee meeting on 20 April 2026 and the draft minutes of the meeting on 18 May 2026 – The minutes were received and noted.
- 32.3 To consider the following recommendations from the Climate and Ecological Emergency Committee:
 - 1. To send a letter to the MP to support improved public transport on the High Street – The intention was to seek support for an additional bus stop on Artillery Way and improve public transport in the High Street. Cllr Pearce proposed to endorse the draft letter, subject to

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amendments being made to the bus services as requested and officers confirming the correct salutation to use when addressing the MP; seconded by Cllr Brooks; all in favour.

Cllr Moore temporarily left the chamber at 19:03 due to her declared interests

2. To send a letter to East Suffolk Council to state LTC wished to be involved in the governance body and discussions on the flood barrier as an active participant to engage positively and accelerate the process – Cllr Brooks proposed to endorse the recommendation and officers to send the letter to East Suffolk Council; seconded by Cllr Pearce; all in favour.

Cllr Moore returned to the chamber at 19:06

33 Outside Bodies

- 33.1 To receive and note a report from the First Light Festival Steering Group meeting on 23 April 2026 – The report was received and noted.
- 33.2 To receive and note a report from the National Literacy Trust meeting on 8 May 2026 – The report was received and noted.

34 To consider the following legal matters (confidential):

- 34.1 Leases and Licences
 - 1. Marina Theatre
 - 2. Uplands Community Centre
 - 34.2 To receive the officer's report on engagement with a tenant
- These items would be discussed in confidential session.

35 Date of next meeting

Tuesday 23 June 18:30

36 Items for the next agenda and close

An item was requested for the next agenda to receive an update on the formation of the Youth Forum.

37 Admission to Meetings

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any legal and employment issues relating to the matters on this agenda, including the following:

Any matters, including those above as required – Cllr Pearce proposed the meeting be moved into confidential session; seconded by Cllr Rappensberger; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 19:12

A comfort break was taken at 19:12

The meeting was resumed at 19:15

31 Personnel

- 31.1 To consider a recommendation on salary banding (confidential) – Cllr Brooks proposed approval of the recommended salary banding; seconded by Cllr Pearce; all in favour.
- 31.2 To receive an update on the Town Council Apprenticeship Scheme, including a recommendation on extension of the scheme (confidential) Apprenticeship – Cllr Brooks proposed to endorse the recommendation; seconded by Cllr Pearce; all in favour.

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34 To consider the following legal matters (confidential):

34.1 Leases and Licences

1. Marina Theatre – The updated lease has been passed to the Marina Theatre Trust to review.
2. Uplands Community Centre – A confidential update was provided.

34.2 To receive the officer's report on engagement with a tenant – The officer's report was received and there was a confidential discussion on its contents.

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

Cllr Moore temporarily left the chamber at 19:42

Cllr Brooks left the chamber at 19:43

Cllr Pearce left the chamber at 19:44

Cllr Youngman proposed to proceed per the recommendations; seconded by Cllr Rappensberger; all in favour.

The Chair closed the meeting at

Signed:

23 June 2026

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Annual Budget - By Centre (Actual YTD Month 2)
Note: 31st May 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
100	<u>Administration</u>											
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	105	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	1,333,270	0	0	0
4070	Office Supplies and Stationery	2,060	3,157	0	0	2,500	0	2,500	118	0	0	0
4120	Miscellaneous & Meetings	1,440	1,915	0	0	2,000	0	2,000	206	0	0	0
5000	Repairs & Maintenance	85,200	48,418	0	0	70,000	25,000	95,000	9,556	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	9,860	0	0	0
100 Net Income over Expenditure		2,282,537	2,435,904	0	0	2,630,409	-25,000	2,605,409	1,323,410	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	1,323,410	0		
105	<u>IT</u>											
4105	IT Purchases	6,179	6,726	0	0	4,500	0	4,500	963	0	0	0
4106	IT Licences and Subscriptions	11,280	10,756	0	0	12,000	0	12,000	6,892	0	0	0
4107	Mobile Phones	11,500	11,417	0	0	12,000	0	12,000	1,997	0	0	0

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Lowestoft Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 2)
Note: 31st May 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4710	IT Service Charge	18,500	20,663	0	0	22,500	0	22,500	3,407	0	0	0
	Overhead Expenditure	47,459	49,563	0	0	51,000	0	51,000	13,258	0	0	0
	Movement to/(from) Gen Reserve	(47,459)	(49,563)			(51,000)		(51,000)	(13,258)	0		
120	<u>Capital Works</u>											
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	<u>Compliance</u>											
4155	Compliance	31,333	25,013	0	0	35,000	0	35,000	6,089	0	0	0
	Overhead Expenditure	31,333	25,013	0	0	35,000	0	35,000	6,089	0	0	0
	Movement to/(from) Gen Reserve	(31,333)	(25,013)			(35,000)		(35,000)	(6,089)	0		
130	<u>Elections and Professional Fee</u>											
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	86	0	0	0
4115	Professional Fees and Subscrip	5,617	5,842	0	0	6,000	0	6,000	4,416	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	711	0	0	0
4166	Health and Safety	8,000	7,364	0	0	4,000	0	4,000	666	0	0	0

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Lowestoft Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 2)
Note: 31st May 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure		125,095	176,626	0	0	151,850	0	151,850	40,712	0	0	0
Movement to/(from) Gen Reserve		(125,095)	(176,626)			(151,850)		(151,850)	(40,712)	0		
140	<u>Staff, Training and CPD</u>											
4000	Salaries - Gross	810,081	935,384	0	0	881,881	0	881,881	144,340	0	0	0
4005	Employers National Insurance	99,345	115,741	0	0	108,115	0	108,115	17,992	0	0	0
4010	Employers Superannuation	158,960	160,831	0	0	149,938	0	149,938	24,701	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	54	0	0	0
Overhead Expenditure		1,191,975	1,232,593	0	0	1,216,164	0	1,216,164	195,595	0	0	0
Movement to/(from) Gen Reserve		(1,191,975)	(1,232,593)			(1,216,164)		(1,216,164)	(195,595)	0		
150	<u>Office Accommodation</u>											
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	21	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	295	0	0	0

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Annual Budget - By Centre (Actual YTD Month 2)

Note: 31st May 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
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	23,269	0	0	0
Movement to/(from) Gen Reserve		<u>(78,121)</u>	<u>(64,781)</u>			<u>(80,377)</u>		<u>(80,377)</u>	<u>(23,269)</u>	<u>0</u>		
160	<u>Town Hall</u>											
1091	Town Hall Grant	0	2,922,434	0	0	0	0	0	382,800	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	382,800	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	610	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	473,168	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	135,234	0	0	0
Overhead Expenditure		137,271	4,161,616	82,683	0	247,477	9,165	339,325	610,289	0	0	0
160 Net Income over Expenditure		-137,271	2,860,818	-82,683	0	-247,477	-9,165	-339,325	-227,489	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		<u>(137,271)</u>	<u>(729,531)</u>			<u>(247,477)</u>		<u>(339,325)</u>	<u>(227,489)</u>	<u>0</u>		

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Annual Budget - By Centre (Actual YTD Month 2)

Note: 31st May 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
170	<u>Workshop</u>											
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	4,283	0	0	0
4725	Premises Service Charge	2,750	2,106	0	0	5,450	0	5,450	1,862	0	0	0
	Overhead Expenditure	40,110	36,588	0	0	47,854	0	47,854	11,894	0	0	0
	Movement to/(from) Gen Reserve	(40,110)	(36,588)			(47,854)		(47,854)	(11,894)	0		
175	<u>Grounds Maintenance</u>											
4335	PPE	7,500	7,327	0	0	7,500	0	7,500	2,024	0	0	0
4375	Van Hire	40,000	47,512	0	0	53,146	0	53,146	28,223	0	0	0
6500	Ground Maintenance	64,445	51,650	10,000	0	50,000	0	60,000	26,392	0	0	0
6501	Grass Cutting	8,320	7,390	0	0	8,320	0	8,320	0	0	0	0
6502	GM Equipment Maintenance	15,000	13,576	0	0	15,000	0	15,000	2,299	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	58,938	0	0	0
	Movement to/(from) Gen Reserve	(145,565)	(127,456)			(136,326)		(153,966)	(58,938)	0		
180	<u>Waterways and Ponds</u>											
5000	Repairs & Maintenance	9,150	4,851	0	0	8,000	0	8,000	127	0	0	0
	Overhead Expenditure	9,150	4,851	0	0	8,000	0	8,000	127	0	0	0

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Lowestoft Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 2)
Note: 31st May 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(9,150)</u>	<u>(4,851)</u>			<u>(8,000)</u>		<u>(8,000)</u>	<u>(127)</u>	<u>0</u>		
200	<u>Art, Civic and Heritage</u>											
4140	Civic & Ceremonial	2,400	2,400	0	0	2,400	0	2,400	400	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
4201	EMR Expenditure	0	0	0	0	0	0	0	822	0	0	0
4460	Lowestoft and Plaisir Twinning	0	0	0	0	300	0	300	0	0	0	0
	Overhead Expenditure	<u>33,400</u>	<u>26,414</u>	<u>0</u>	<u>0</u>	<u>33,700</u>	<u>0</u>	<u>33,700</u>	<u>1,222</u>	<u>0</u>	<u>0</u>	<u>0</u>
6000	plus Transfer from EMR	0	6,536	0	0	0	0	0	822	0	0	0
Movement to/(from) Gen Reserve		<u>(33,400)</u>	<u>(19,878)</u>			<u>(33,700)</u>		<u>(33,700)</u>	<u>(400)</u>	<u>0</u>		
250	<u>Caravan Site</u>											
1000	Property Lettings - Exempt	104,249	109,212	0	0	105,000	0	105,000	-26,975	0	0	0
	Total Income	<u>104,249</u>	<u>109,212</u>	<u>0</u>	<u>0</u>	<u>105,000</u>	<u>0</u>	<u>105,000</u>	<u>-26,975</u>	<u>0</u>	<u>0</u>	<u>0</u>
4365	Utilities	0	566	0	0	1,800	0	1,800	149	0	0	0
	Overhead Expenditure	<u>0</u>	<u>566</u>	<u>0</u>	<u>0</u>	<u>1,800</u>	<u>0</u>	<u>1,800</u>	<u>149</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>104,249</u>	<u>108,646</u>			<u>103,200</u>		<u>103,200</u>	<u>(27,124)</u>	<u>0</u>		
300	<u>Events & Communications</u>											
1105	Event Income	0	11,717	0	0	10,000	0	10,000	0	0	0	0
	Total Income	<u>0</u>	<u>11,717</u>	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

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Annual Budget - By Centre (Actual YTD Month 2)

Note: 31st May 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4075	Communication	6,506	1,311	0	0	23,600	0	23,600	331	0	0	0
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	973	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	492	0	0	0
4481	Climate Event	6,250	3,772	0	0	7,500	0	7,500	4,823	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	364	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	4,274	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	15,619	0	0	0
Movement to/(from) Gen Reserve		(88,183)	(68,091)			(106,737)		(116,737)	(15,619)	0		
310	<u>Grants & Sponsorships</u>											
4101	Sponsorship	0	0	0	0	15,000	0	15,000	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 2)

Note: 31st May 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4450	Community Grants	65,000	87,631	0	0	40,000	20,000	60,000	9,100	0	0	0
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	1,650	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	31,932	0	0	0
Movement to/(from) Gen Reserve		(138,380)	(125,426)			(110,500)		(130,500)	(31,932)	0		
320	<u>Sports</u>											
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	2,323	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	6,581	0	0	0

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Lowestoft Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 2)
Note: 31st May 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(60,450)</u>	<u>(22,682)</u>			<u>(65,000)</u>		<u>(95,000)</u>	<u>(6,581)</u>	<u>0</u>		
350	<u>Marina Theatre</u>											
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	<u>30,000</u>	<u>2,228,188</u>	<u>0</u>	<u>0</u>	<u>20,000</u>	<u>0</u>	<u>20,000</u>	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
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	3,656	0	0	0
5020	Project Expenditure	244,000	2,108,411	0	0	0	0	0	58,511	0	0	0
9980	DMO Repayments	13,167	13,167	0	0	12,929	0	12,929	0	0	0	0
	Overhead Expenditure	<u>435,945</u>	<u>2,310,322</u>	<u>0</u>	<u>0</u>	<u>204,729</u>	<u>0</u>	<u>204,729</u>	<u>113,934</u>	<u>0</u>	<u>0</u>	<u>0</u>
	350 Net Income over Expenditure	<u>-405,945</u>	<u>-82,134</u>	<u>0</u>	<u>0</u>	<u>-184,729</u>	<u>0</u>	<u>-184,729</u>	<u>-108,934</u>	<u>0</u>	<u>0</u>	<u>0</u>
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	<u>(405,945)</u>	<u>479,468</u>			<u>(184,729)</u>		<u>(184,729)</u>	<u>(108,934)</u>	<u>0</u>		
400	<u>Allotments</u>											
1100	Allotment Income	620	583	0	0	620	0	620	0	0	0	0
	Total Income	<u>620</u>	<u>583</u>	<u>0</u>	<u>0</u>	<u>620</u>	<u>0</u>	<u>620</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4600	Administration Fee - Allotment	1,867	0	0	0	1,867	0	1,867	0	0	0	0

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Lowestoft Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 2)
Note: 31st May 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4601	Allotment Maintenance	16,511	7,455	10,000	0	0	0	10,000	0	0	0	0
	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	<u>Parks and Open Spaces</u>											
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	1,007	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	1,007	0	0	0
	401 Net Income over Expenditure	-72,898	-79,341	0	0	-83,075	0	-83,075	-1,007	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)	(1,007)	0		
425	<u>Sparrows Nest</u>											
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	148	0	0	0
5031	Memorial Bench	0	57	0	0	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 2)

Note: 31st May 2026

				Last Year		Current Year						Next Year		
				Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure				15,391	7,235	0	0	6,516	0	6,516	1,069	0	0	0
Movement to/(from) Gen Reserve				10,509	18,747			19,384		19,384	5,406	0		
430	Belle Vue Park													
4301	Council Tax	0	1,932	0	0	1,900	0	1,900	3,785	0	0	0	0	0
4365	Utilities	0	153	0	0	250	0	250	17	0	0	0	0	0
5000	Repairs & Maintenance	0	3,659	0	0	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	0	0
Overhead Expenditure				0	44,593	0	0	9,150	40,000	49,150	3,802	0	0	0
6000	plus Transfer from EMR	0	42,509	0	0	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve				0	(2,084)			(9,150)		(49,150)	(3,802)	0		
435	Denes Oval													
1200	Room and Land Hire Income	0	2,854	0	0	0	0	0	368	0	0	0	0	0
Total Income				0	2,854	0	0	0	0	0	368	0	0	0
4365	Utilities	10,722	11,729	0	0	12,500	0	12,500	278	0	0	0	0	0
5105	Capital Investment	0	39,681	0	0	0	0	0	0	0	0	0	0	0
Overhead Expenditure				10,722	51,410	0	0	12,500	0	12,500	278	0	0	0
Movement to/(from) Gen Reserve				(10,722)	(48,556)			(12,500)		(12,500)	90	0		
440	Normanston Park													
1000	Property Lettings - Exempt	6,250	6,250	0	0	6,250	0	6,250	1,563	0	0	0	0	0
1200	Room and Land Hire Income	0	289	0	0	0	0	0	1,851	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 2)

Note: 31st May 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1205	Memorial Benches	0	1,485	0	0	0	0	0	0	0	0	0
Total Income		6,250	8,024	0	0	6,250	0	6,250	3,414	0	0	0
4365	Utilities	5,386	5,805	0	0	12,000	0	12,000	102	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	102	0	0	0
Movement to/(from) Gen Reserve		864	(3,868)			(5,750)		(5,750)	3,312	0		
445	<u>Kensington Garden Park</u>											
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	399	0	0	0
5031	Memorial Bench	0	1,334	0	0	0	0	0	1,387	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	1,786	0	0	0
Movement to/(from) Gen Reserve		(361)	(9,839)			(2,400)		(2,400)	(861)	0		
450	<u>Kirkley Fen Park</u>											
4355	Refurbishment	0	0	0	0	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 2)

Note: 31st May 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4365	Utilities	5,150	277	0	0	5,000	0	5,000	-59	0	0	0
	Overhead Expenditure	5,150	277	0	0	5,000	0	5,000	-59	0	0	0
	Movement to/(from) Gen Reserve	(5,150)	(277)			(5,000)		(5,000)	59	0		
482	<u>Play Areas - General</u>											
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	<u>Public Conveniences</u>											
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	295	0	0	0
	Overhead Expenditure	13,480	7,377	0	0	12,000	0	12,000	674	0	0	0
	Movement to/(from) Gen Reserve	(13,480)	(7,377)			(12,000)		(12,000)	(674)	0		
505	<u>The Triangle Market</u>											
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	4,038	0	0	0

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Lowestoft Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 2)
Note: 31st May 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4355	Refurbishment	0	21,070	0	0	0	0	0	0	0	0	0
4365	Utilities	5,517	7,512	0	0	8,000	0	8,000	371	0	0	0
5000	Repairs & Maintenance	5,000	2,670	0	0	5,000	0	5,000	76	0	0	0
	Overhead Expenditure	10,517	33,746	0	0	13,000	0	13,000	4,485	0	0	0
	505 Net Income over Expenditure	-10,517	-33,376	0	0	-13,000	0	-13,000	-4,485	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	<u>(10,517)</u>	<u>(21,984)</u>			<u>(13,000)</u>		<u>(13,000)</u>	<u>(4,485)</u>	<u>0</u>		
510	<u>Links Road Car Park</u>											
1200	Room and Land Hire Income	0	660	0	0	2,400	0	2,400	940	0	0	0
	Total Income	0	660	0	0	2,400	0	2,400	940	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	<u>(2,251)</u>	<u>(1,461)</u>			<u>456</u>		<u>456</u>	<u>(1,049)</u>	<u>0</u>		
515	<u>Whitton Estate Meeting Hall</u>											
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	<u>0</u>	<u>3,034</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>		
555	<u>Community Halls</u>											
1000	Property Lettings - Exempt	1,000	1,000	0	0	1,000	0	1,000	90	0	0	0

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Annual Budget - By Centre (Actual YTD Month 2)

Note: 31st May 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1200	Room and Land Hire Income	0	155	0	0	0	0	0	0	0	0	0
	Total Income	1,000	1,155	0	0	1,000	0	1,000	90	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	218	0	0	0
4365	Utilities	2,000	1,338	0	0	2,000	0	2,000	37	0	0	0
5000	Repairs & Maintenance	5,305	2,513	0	0	3,000	0	3,000	140	0	0	0
	Overhead Expenditure	8,417	7,207	0	0	7,747	0	7,747	2,433	0	0	0
	Movement to/(from) Gen Reserve	(7,417)	(6,053)			(6,747)		(6,747)	(2,343)	0		
600	<u>Community Safety</u>											
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	<u>Climate Emergency</u>											
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	17,202	0	0	15,000	0	15,000	2,690	0	0	0

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Annual Budget - By Centre (Actual YTD Month 2)

Note: 31st May 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4315	Cleaning	0	0	0	0	3,000	0	3,000	0	0	0	0
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	5,717	0	0	0
5225	Bulky Waste	27,125	20,390	6,125	0	36,775	0	42,900	4,345	0	0	0
Overhead Expenditure		77,879	68,372	6,125	0	104,775	0	110,900	12,752	0	0	0
Movement to/(from) Gen Reserve		(77,879)	(62,889)			(104,775)		(110,900)	(12,752)	0		
655	<u>Trees & Horticulture</u>											
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	5,952	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	6,009	0	0	0
Movement to/(from) Gen Reserve		(91,750)	(43,659)			(50,000)		(65,000)	(6,009)	0		
Total Budget Income		2,584,427	11,934,403	0	0	2,879,179	0	2,879,179	1,706,306	0	0	0
Expenditure		3,077,888	8,962,576	151,448	0	3,001,942	213,821	3,367,211	1,194,056	0	0	0
Net Income over Expenditure		-493,461	2,971,827	-151,448	0	-122,763	-213,821	-488,032	512,251	0	0	0
plus Transfer from EMR		0	5,308,369	0	0	0	0	0	3,487	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)	515,738	0		

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	

Payments for Month 2

Nominal Ledger Analysis

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 pod

Payments for Month 2					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
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 Lowestoft
19/05/2026	Daniel Connal LLP	27-268	3,384.00	3,384.00		500			CDM advisor duties

Payments for Month 2					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
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 rooms

Payments for Month 2					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
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/combian
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
29/05/2026	Ernest Doe & Sons Ltd	27-292	16,356.00	16,356.00		500			Hort Kersten Power unit

Payments for Month 2				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
29/05/2026	NPower Ltd	27-293	45.20	45.20		500			K2100 Electric PC R'dam Rd Apr
31/05/2026	Unity Trust Bank	27-294	36.40			4110	130	36.40	26 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
Finance and Governance Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
Wednesday 08 April 2026 at 10:00

MINUTES

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

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

Public: one member of the public was in attendance (in person)

136 Welcome

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

137 To receive and consider approval of apologies for absence

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

138 Declarations of Interests and dispensations

138.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda – No declarations were received

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

139 To consider the draft minutes of the meeting on 11th March 2026

Cllr Brooks proposed approval of the draft minutes; seconded by Cllr Ray; six in favour, one abstention.

140 Public forum

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

The member of the public summarised their grant application. It was established 'additional support' was dependent on the individuals needs and/or wants. It could range from confidence building to individual mentoring to CV writing to job interview skills.

The Communications and IT Officer entered the chamber at 10:11.

The Communications and IT Officer left the chamber at 10:12.

Cllr Pearce proposed to approve the grant application; seconded by Cllr Jones. Officers were asked to confirm whether feedback had been received from prior grant awards to the Seagull Theatre. Cllr Brooks started to discuss matters which related to a third party organisation and Cllr Coleby gave a warning relating to this discussion and that of

Lowestoft Town Council
Finance and Governance Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
Wednesday 08 April 2026 at 10:00

the last committee meeting. Previous experience and qualifications, as requested from the previous Finance and Governance committee meeting, had been provided and were included on the meeting paper. It was noted the Seagull Theatre had done a lot of good work for harder to reach groups for a number of years and this was a good initiative. A vote was held with six votes in favour and one abstention. Cllr Brooks requested it to be noted in the minutes that she was cut off and misinterpreted.

141 Budget and Loan

- 141.1 To monitor the budget for 2026-2027, including delegated Committee and Sub-Committee budgets – there were no matters to discuss.
- 141.2 To note any bank reconciliations – there were no updates

142 Payments and Receipts:

- 142.1 To note the income and expenditure reports for March 2026 to date, including payments made under delegated authority (see schedules) – Cllr Pearce proposed to accept the March 26 income and expenditure as an accurate record; seconded by Cllr Jones; all in favour
- 142.2 To consider any payments for approval (see schedule) – there were no payments for approval

143 Grants and Sponsorships

- 143.1 To consider the grant application from Seagull Lowestoft CIC - £1,600.
The Committee agreed to bring this item forward in the agenda and permitted the member of the public to speak on the item.
- 143.2 To consider making a donation to the fundraiser by Iain Pannell for The Royal British Legion Industries' The Great Tommy Sleep Out – Cllr Pearce confirmed he requested this agenda item. He declared the fundraiser was a neighbour of his but he had not been approached for a donation. A donation was made by the Town Council last year for the same cause. Cllr Brooks declared she also knows the fundraiser and that he had not requested any funds from the Town Council this year. The Town Council had signed the Armed Forces Covenant and a key part of that was to support the transition back to civilian life for ex-service personnel. Cllr Pearce proposed to donate £1,000; seconded by Cllr Parker; six in favour, one abstention.
- 143.3 To review the first year of sponsorship to Suffolk Sober Spaces – The organisation was doing exactly what it said it would. Cllr Brooks proposed to approve the second year of sponsorship; seconded by Cllr Pearce; all in favour. Cllr Coleby requested officers to send a note of thanks to the organisation and congratulate them on what they have achieved.

144 Other financial and governance matters, including:

- 144.1 To consider the Health and Safety Policy – suggested amendments to the policy were:
 - the spelling of the word 'principal' to be changed to 'principle'
 - the word 'competency' to be changed to 'competence'

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Finance and Governance Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
Wednesday 08 April 2026 at 10:00

- the word 'Company' to be changed to 'Organisation' or 'Council'
- items 2.5 and 2.6 to be changed from the first person to the third person for consistency.
- the phrase 'disabled people' at item 3.1.8 to be changed to 'people with disabilities'.
- the 'Slavery policy' to be changed to 'anti-slavery policy'

It had previously been agreed to compile a log of personnel operating equipment with vibrations and potential inhalation of fumes and as such should be included within section 3.1.13 (Health Surveillance). Increased margins were requested to improve the layout and overall appearance of the report. Cllr Pearce proposed adoption of the policy subject to the mentioned amendments; seconded by Cllr Rappensberger; all in favour.

145 Date of next meeting

Wednesday 13th May 2026

146 Items for the next agenda and close

- Outstanding policies for review
- Requests from officers for new delegations and renewals and to make a recommendation direct to the AGM.

147 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 10.33

Signed:

13 May 2026



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

MINUTES

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

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

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

148 Welcome

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

149 To receive and consider approval of apologies for absence

No apologies were received.

150 Declarations of Interests and dispensations

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

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

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

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

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

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

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

152 Public forum

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

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

Cllr Paul Page entered the chamber at 10:08

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

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

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Wednesday 13 May 2026 at 10:00

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

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

The member of the public left the chamber at 10.25

153 Budget and Loan

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

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

Cllr Parker temporarily left the chamber at 10:33

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

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

Cllr Parker returned to the chamber at 10:41

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

154 Payments and Receipts

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

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

155 Grant Feedback Forms

To receive the following grant feedback forms:

155.1 The Sunrise Film Festival

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Wednesday 13 May 2026 at 10:00

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

156 Grant Applications

To consider the following grant applications:

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

157 Other financial and governance matters, including:

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

Cllr Begum left the chamber at 10:58

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

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Cllr Jones left the chamber at 11:09.

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

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

Cllr Parker left the chamber at 11:23

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

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

158 To consider the following Standing Order Policies:

158.1 Reserves Policy

158.2 IT Policy

158.3 Memorial Planting and Benches Policy

158.4 Mulch Policy

158.5 Ponds and Waterways Policy

158.6 Tree Policy

158.7 Wild Flower Meadows Policy

158.8 Defibrillator Policy

158.9 Legionella Control and Water Hygiene Policy

158.10 Councillor Well Being Policy

158.11 Risk Assessment and Management Policy

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

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

159 Date of next meeting

To be confirmed after the AGM.

160 Items for the next agenda and close

The Finance Manager temporarily left the chamber at 11:45

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

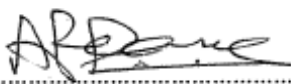
The Finance Manager returned to the chamber at 11:48

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

161 Admission to meetings

To resolve that under the Public Bodies (Admission to meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any employment matters and legal issues relating to the matters on this agenda.

The meeting was closed at 11:57


.....

Signed:
10 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.

~~7.1~~-7.2. The legal budget is delegated to officers and its expenditure is monitored by this Committee.

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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.

Adopted: May 2017

Last reviewed: May 2026

Next review date: May 2027



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.

WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

- 1) The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
- 2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
- 3) The responsible financial officer for a relevant authority must, on behalf of that authority, publish (**which must include publication on the authority's website**):
 - a) the Accounting Statements (i.e. Section 2 of either Form 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:
 - i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;
 - ii) the Annual Governance Statement (i.e. Section 1 of either Form 2 or Form 3, whichever is relevant, of the AGAR); and
 - b) a statement that sets out—
 - i) the period for the exercise of public rights;
 - ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
 - iii) the name and address of the local auditor;
 - iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

- 1) You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and publish (**including publication on the smaller authority's website**) the following documents, the day before the public rights period commences:
 - a) the approved Sections 1 and 2 of either Form 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
 - b) the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following suggested dates: Wednesday 3 June – Tuesday 14 July 2026. (The latest possible dates that comply with the statutory requirements are Wednesday 1 July – Tuesday 11 August 2026); and
 - c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Where the authority has answered 'No' to any assertions on Section 1, as stated on the face of Section 1 of the AGAR, a sufficiently detailed explanation of the reasons must be published with the AGAR on the authority's website.

Smaller authority name: **Lowestoft Town Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
1. Date of announcement: Tuesday 30 June 2026 (a) 2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to: (b) Sarah Foote, Town Clerk Hamilton House, Battery Green Road, Lowestoft, NR32 1DE commencing on (c) <u>Wednesday 1 July 2026</u> and ending on (d) <u>Tuesday 11 August 2026</u> 3. Local government electors and their representatives also have: • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only. 4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2024. The appointed auditor is: PKF Littlejohn LLP (Ref: SBA Team) 30 Churchill Place London E14 5RE sba@pkf-l.com 5. This announcement is made by (e) James Cox, Finance Manager and RFO	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below (b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts (c) Insert date, which must be at least 1 day after the date of announcement in (a) above and exactly 30 working days before the date appointed in (d) below (d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July. (e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2026 for 2025/26 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

**This form is only for use by smaller authorities subject to a
review and should not be published on your website**

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested
documentation

Name of smaller authority: **Lowestoft Town Council**

County Area (local councils and parish meetings only): **Suffolk**

**On behalf of the smaller authority, I confirm that the dates set for the period for the
exercise of public rights are as follows:**

Commencing on Wednesday 1 July 2026

and ending on Tuesday 11 August 2026

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2026 (i.e. Wednesday 1 July – Tuesday 14 July). The period should not commence before the approval of the AGAR.

We have suggested the following dates: Wednesday 3 June – Tuesday 14 July 2026 The latest possible dates that comply with the statutory requirements are Wednesday 1 July – Tuesday 11 August 2026.)

Signed: James Cox

Role: Finance Manager and RFO

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box headed "Year ending 31 March 2026" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a rec basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:

Lowestoft Town Council

County area (local councils and parish meetings only):

Suffolk

Financial year ending 31 March 2026

Prepared by (Name and Role):

James Cox, Finance Manager and RFO

Date:

6/15/2026

	£	£
Balance per bank statements as at 31/3/2026:		
Current Bank Account	967,542.8	
Savings Account	4,606,782.9	
Arnolds Bequest	11,955.1	
[add more accounts if necessary]		
		5,586,280.7
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/2026 (enter these as negative numbers)		
[add more lines if necessary]		
		-
Add: any un-banked cash as at 31/3/2026		
Net balances as at 31/3/2026 (Box 8)		5,586,280.7

Bank reconciliation – example

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis

Name of smaller authority: ABC Parish Council

County area (local councils and parish meetings only): ABC County

Financial year ending 31 March 20xx

Prepared by (Name and Role): Clerk/ RFO

Date: xx/xx/xx

	£	£
Balance per bank statements as at 31/3/xx:		
e.g Current Account	1,000.00	
High Interest Account	3,000.00	
Building Society Premium Account	10,000.00	
		14,000.00
Petty cash float (if applicable)		10.00
Less: any un-presented cheques as at 31/3/xx (normally only current account)		
Cheque number 154	(60.00)	
157	(18.00)	
158	(2.00)	
		(80.00)
Add: any un-banked cash as at 31/3/xx e.g Allotment rents banked 30/3/xx (but not credited until 2 April)	50.00	
		50.00
Net balances as at 31/3/xx (Box 8)		13,980.00

Explanation of variances – pro forma

Name of smaller authority:
County area (local councils and parish meetings only):

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- variances of £100,000 or more require explanation regardless of the % variation year on year;
- New from 2025/26 onwards: variances of £500,000 or more in Box 3 require explanation regardless of the % variation year on year for smaller authorities with income and/or expenditure exceeding £6,500,000

	2024/25 £	2025/26 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	2,165,985	3,011,939				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	2,090,222	2,413,263	323,041	15.45%	YES		In 2025-2026 we budgeted £1,766,925 for Offices, Buildings, Staff and Operations compared to £1,303,809 for 2024-2025 and £126,059 for Repairs and Maintenance, Compliance and Capital (excluding major site) in 2025-2025 compared to £96,421 the previous year. We budgeted £136,294 for Grounds Maintenance and Parks and Open Spaces in 2025-26 compared to £453,765 in 2024-2025. We budgeted £201,456 of Community Engagements, Events and Grants, £1124,129 for Climate and Ecological and £26,000 for Community Safety in 2025-2026 compared to £171,502, £14,280 and £10,000 in 2024-2025.
3 Total Other Receipts	2,764,132	9,521,140	6,757,008	244.45%	YES		During 2025-2026 we continued the Town Hall refurbishment project and completed the majority of the work for the Marina Theatre refurbishment project. For the Town Hall refurbishment we received £2,922,434 of grant funding compared to £1,456,147 the year before and took our a PWLB loan of £4,100,000. For the Marina Theatre we received £2,208,188 of grant funding compared to £1,012,500 in 2024-2025.
4 Staff Costs	988,873	1,211,956	223,083	22.56%	YES		REDACTED
5 Loan Interest/Capital Repayment	13,406	13,167	-239	1.78%	NO		
6 All Other Payments	3,006,121	7,737,453	4,731,332	157.39%	YES		In 2025-2026 we spent £4,156,045 on the Town Hall project and £2,108,411 on the Marina Theatre project compared to £651,859 and £785,012 in 2024-2025. We spent £133,965 on Repairs and Maintenance in 2025-2026 compared to £172,328 in 2024-2025. We spent £45,351 on enhancing our sports facilities in 2025-2026 compared to £114,269 in 2024-2025. We rethatched the Belle Vue Park cottage in 2025-2026 costing £38,850 compared to nothing for 2024-2025. We bought multiple large pieces of street furniture in 2025-2026 costing £51,255 compared to £5,310 the year before. We spent £208,222 on Events, Grants and Sponsorship in 2025-2026 compared to £112,936 the year before. We completed a large refurbishment of the Triangle Market in 2024-2025 for £90,884 compared to £21,070 in 2025-2026 for various small improvements at the site. We also refurbished the Sparrows Nest PC windows in 2024-2025 for £36,550 compared to nothing this year.
7 Balances Carried Forward	3,011,939	5,983,766				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	2,554,534	5,586,281				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	1,735,940	1,961,517	225,577	12.99%	YES		During the year we refurbished a play area for £35,200 and purchased cricket nets for £56,243. We got multiple pieces of grounds maintenance equipment totaling £45,290 including a chipper for £14,000 and an Aerator for £9,890. We also purchase additional street furniture totaling £78,358 including multiple BoxUp units totaling £25,500.
10 Total Borrowings	135,000	4,225,000	4,090,000	3029.63%	YES		We have taken out a £4,100,000 loan for the Town Hall refurbishment project.

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Lowestoft Town Council

County area (local councils and parish meetings only):

Suffolk

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		5,983,766.20
Deduct: Debtors (enter these as negative numbers)		
Sales Ledger	(133,004.02)	
VAT Control Account	(349,931.27)	
CycletoWork	(264.97)	
Tingdene Rent 25-26 Q4	(26,975.00)	
Marina Theatre Project Funding 2025-26 Q4	(683,188.00)	
	(1,193,363.26)	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
Unit 2 Insurance Nov 25-Oct 26	(258.23)	
Annual GM membership to 8/1/27	(138.00)	
MT Intruder alarm to 25.2.27	(936.26)	
Unit 2 alarm cont't to Mar27	(1,460.00)	
Container alarm cont't - Feb27	(190.00)	
NABMA Annual Subs 2026/27	(484.00)	
Shiresystem 2026-27	(4,193.82)	
Hygiene Prepayments 2026-27	(285.13)	
Marina Projector 2026-27	(14,266.29)	
Employment/learning Yr 4 Mar27	(3,818.92)	
EAP Yr 2 to Mar27	(1,771.00)	
HR Insurance to Mar 27	(580.68)	
WH alarm contract to Mar27	(225.00)	
SN intruder alarm cont - Mar27	(190.00)	
Business rates Unit 2 26/27	(7,990.24)	
Business rates WH 26/27	(2,038.40)	
Bus rates Links Rd car park	(1,989.00)	
Bus rates SN Bowls Club 26/27	(921.20)	
HH Rates 2026/27	(8,840.00)	
Council tax BV Lodge 26/27	(3,784.90)	
HH rent Apr-Jun 26	(3,858.75)	
HH cap repay Apr-Jun 26	(3,357.40)	
Advance Serv chg HH Apr-Jun	(6,546.75)	
Remeasure 10k route	(83.90)	
Qtrly Mgt fee 25/3-24/6/26	(37,500.00)	
Inspection App Licence	(2,720.00)	
Insurance 1/4/26-31/3/27	(30,126.61)	
First aid Climate Event 16/5	(384.00)	
	(138,938.48)	
Total deductions		(1,332,301.74)
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
Purchase Ledger	840,564.98	
Accruals	51,846.61	
Arnolds Bequest	11,362.05	
Employers Pension	121.68	
Credit Card	1,108.46	
Tenant Deposit	14,500.00	
	919,503.78	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
Normanston Circus May	1500	
MT Rent April 26	5000	
SN Rent April 26	6475	
Normanston Rent April 26	1562.5	
KG Rent April 26	775	
	15,312.50	
Total additions		934,816.28
Box 8: Total cash and short term investments		5,586,280.74

Lowestoft Town Council
Town Hall Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 11 June 2026 10:00

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum, Wendy Brooks, Kinsey Foster, Joseph Hynes, Andy Pearce and Bernie Rappensberger. Non-Councillor members Helen Johnson and Ben Porter (East Suffolk Council Officers)

In attendance: Sarah Foote (Town Clerk), Francis Guilda (Town Hall Manager), Taylor Williams (Committee Clerk and Planning Assistant) and John Chamberlain (Heritage Officer)

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

1 Welcome

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

2 To receive and consider approval of apologies for absence

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

3 Declarations of interests and dispensations

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

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

4 To consider the draft minutes and confidential note of the meeting on 14 May 2026

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

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

6 To review and adopt Committee arrangements:

6.1 To note the membership of the Town Hall Project Committee – Cllrs Sonia Barker, Nasima Begum, Wendy Brooks, Neil Coleby Kinsey Foster, Andy Pearce and Bernie Rappensberger were members of the Project Committee. Helen Johnson and Ben Porter were non-Councillor members.

6.2 To review and adopt the Terms of Reference – Cllr Pearce proposed to adopt the Terms of Reference; seconded by Cllr Barker; all in favour.

6.3 To agree the meeting schedule – The current schedule was the second Thursday of the month at 10:00. Cllr Brooks proposed to maintain the current schedule; seconded by Cllr Pearce; all in favour.

6.4 To review the delegations of this Committee – Cllr Pearce proposed this item be considered resolved under item 6.2; seconded by Cllr Rappensberger; all in favour.

7 To consider adoption of working group arrangements for the Mayoral Roll of Honours Working Group

This Working Group had been established in the previous civic year but had not met.

Cllr Brooks proposed to adopt working group arrangements for the Mayoral Roll of Honours Working Group; seconded by Cllr Barker; all in favour.

Lowestoft Town Council
Town Hall Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 11 June 2026 10:00

Cllrs Barker, Begum, Foster and Pearce, and non-Councillor member Helen Johnson requested to join the working Group. Cllr Barker proposed approval of the membership requests; seconded by Cllr Pearce; all in favour.

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

- 8.1 Any update on contractual matters – The Project Manager reported on the progress of construction, noting the continuation of lime plastering and the blockwork underway for the events hall and gallery.

A further eight weeks were still to be determined by the Contract Administrator for the Extension of Time submitted by Barnes Construction. A meeting has been scheduled with Barnes Construction to understand the pressures both sides are facing. It was requested the Facilities and Contracts Manager and the Town Hall Manager attend this meeting, and future meetings, to provide internal feedback on the issues and potential mitigations to be considered.

- 8.2 Any planned actions to be authorised for progression – There were no planned actions that required authorisation.
- 8.3 The Risk Register – The Risk Register has been updated to note actions agreed regarding the land to the rear of the Town Hall.
- 8.4 An update on the Business Plan – The closing date for Expressions of Interest on catering provision for the Town Hall was 12 June. The Town Hall Manager confirmed applications have been received, indicating there was interest to work alongside Lowestoft Town Council (LTC).
- 8.5 An update on the Activity Plan – The Heritage Officer reported on recent events the team has attended, highlighting the positive response received at a recent event at the Job Centre regarding the wide variety of workshops made available through the Activity Plan.

The digitisation work for the Lowestoft Collection was ongoing and the team have attended training sessions delivered by Museums Development South-East.

The Project Manager notified the Project Committee of an amendment to the interpretation design to redesign the community exhibition space as the current proposal with a large bespoke display case was likely to block the thoroughfare. The redesign would feature a large wall mounted case. The Project Manager confirmed this only presented a loss of furniture and the exhibition space would not be significantly reduced. As the furniture would no longer be bespoke, this change would allow for cost savings.

The second amendment was to omit the sculptural play items in the garden as the team have struggled to establish a compelling theme. It was suggested to instead run a local competition to design something for the garden after the Town Hall has opened.

The cost for the redesign has been managed within the interpretation budget.

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

To note and consider income and expenditure

- 9.1 Monitoring the budget – £5.7 million has been spent and £6.8 million remained in the budget.
- 9.2 Any payments for approval – No authorisation was required for current payments.
- 9.3 Update on contingency expenditure (confidential) – This item would be discussed in confidential.

10 To note arrangements for branding and signage and agree attendance at the stakeholder workshop on Tuesday 16 June

Lowestoft Town Council
Town Hall Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 11 June 2026 10:00

A contractor has been appointed to produce branding and signage for the Town Hall and its website. The stakeholder session has been arranged to receive a steer from LTC on its preferences. The Town Hall Manager would attend the workshop.

It Was agreed that Cllrs Barker, Brooks, Foster, Hynes and non-Councillor member Helen Johnson would attend the workshop.

11 To consider procurement and funding of enhanced equipment to support Council meetings

The Project Manager highlighted different aspects of the enhanced equipment and informed the Committee it was not part of the original specification.

The Heritage Officer temporarily left the chamber at 10:50

The Heritage Officer returned to the chamber at 10:52

It was suggested the enhanced equipment could be used for other events hosted in the Town Hall, such as weddings. The Project Manager confirmed most of the system process was automated and training would be provided to ensure the livestream would be run effectively.

The additional budget would need to be directly funded by LTC and whilst this would be manageable, LTC would need to understand the logistics of operating the system to ensure it would be used to its maximum efficacy.

Cllr Pearce informed the Committee a member of public had approached him with expertise in audio visual systems and suggested the office contact them for information.

The Town Clerk encouraged all members to review the system package ahead of consideration at Full Council.

The Project Manager offered to arrange a site visit to Leeds City Council to see the system in practice, but noted this would need to be arranged very soon as a decision needed to be made quickly on the enhanced system.

Officers were asked to review the information and determine if there would be an opportunity to demonstrate the system to LTC, with input to be provided by the Communications and IT Officer.

It was agreed to send the item to Full Council without a recommendation for further debate. The Project Manager confirmed this item needed to be resolved soon to minimise the risk of variation costs.

Cllr Pearce proposed the item be sent to Full Council without a recommendation for further debate, with officers to obtain clarification on the queries raised in this meeting to inform the debate; seconded by Cllr Brooks; all in favour.

12 To consider the draft agreement to lease for the Registrars (some aspects may be confidential)

Cllr Pearce proposed approval of the draft and to send it to the Registrars for consideration; seconded by Cllr Rappensberger; all in favour.

13 To consider matters relating to the land at the rear of the Town Hall (confidential)

This item would be discussed in confidential session.

14 Date of next meeting

Thursday 9 July 10:00

Lowestoft Town Council
Town Hall Project Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 11 June 2026 10:00

15 Items for the next agenda and close

An item was requested for the next agenda to receive an update from the Working Group, if they have met.

16 Admission to Meetings

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

The Chair closed the meeting to the public and moved into confidential session at 11:15

Cllr Brooks temporarily left the chamber at 11:15

- 9.3 Update on contingency expenditure (confidential) – A confidential update was provided on contingency expenditure.

Cllr Barker temporarily left the chamber at 11:44

Cllr Rappensberger proposed a standalone meeting be arranged to review the figures; seconded by Cllr Pearce; all in favour.

Cllr Barker returned to the chamber at 11:46

13 To consider matters relating to the land at the rear of the Town Hall (confidential)

The Committee considered matters relating to the land at the rear of the Town Hall.

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

The Chair closed the meeting at 11:51

Signed:

22 June 2026

Lowestoft Town Council
Assets, Inclusion and Development Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 8 June 2026 18:30

MINUTES

Present: Cllrs Sonia Barker, Wendy Brooks, Jen Jones, John Murray, Christian Newsome, Andy Pearce, Bernie Rappensberger (Chair) and Dom Taylor

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

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

1 Welcome

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

2 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Neil Coleby, Deborah Ray, Terry Robinson and Elise Youngman with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Jones; all in favour.

Cllr Kinsey Foster was absent with no apologies received.

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 – There were no declarations.

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

4 To consider the draft minutes of the meeting on 11 May 2026

Cllr Brooks proposed approval of the draft minutes with typographical errors identified under item 207 to be amended; seconded by Cllr Pearce; all in favour.

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

One member of public in attendance spoke in reference to item eleven and whether alternative locations for an established market could be considered by Lowestoft Town Council (LTC), noting the significant funds committed to the Triangle Market (with recent refurbishment and public convenience works). The member of public highlighted the recent success of Wild Lowestoft 2026 and Suffolk Day 2025 and referred Councillors to a meeting paper they had in front of them for agenda item eleven.

The Committee noted the success and popularity of the themed market events held at the Triangle Market and it was noted that the Triangle Market was intended to be part of the regeneration of the High Street and with the Town Hall reopening and pressure for improved public transport in the area, it was important for LTC to continue its efforts to establish a permanent market in the area.

The Committee agreed more information was needed on options for alternative locations for a market, perhaps with the themed markets to continue to be hosted at the Triangle Market, and what would happen to the kiosks if they were not in use.

The Committee agreed more support was needed from East Suffolk Council (ESC).

Lowestoft Town Council
Assets, Inclusion and Development Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 8 June 2026 18:30

The Committee agreed to bring item eleven forward in the agenda.

11 To review the uptake on hiring of the Triangle Market kiosks

It was noted there was no officer recommendation or proposal to consider for this item.

Cllr Pearce proposed officers engage with ESC, and other stakeholders as appropriate, and provide a briefing paper on potential alternatives, which could include maintaining themed markets on the Triangle Market and having a regular market either at an alternative location or on rotating locations, and to seek an in principle Full Council agreement to have those exploratory discussions further to developing a full proposal.

Concerns were raised on the consideration of alternative locations as it was felt such discussions should wait until the Town Hall has reopened and its impact on footfall was known.

Cllr Brooks seconded the proposal.

Cllr Pearce clarified the proposal was not seeking an absolute position from Full Council, but to instead prepare a briefing on available options, including a transitory approach due to the unknown impact of the Town Hall, and to seek agreement from Full Council to open and exploratory discussions with other parties, including ESC. The briefing paper would also consider where the kiosks could be relocated to.

A vote was held with six votes in favour and two abstentions.

Cllr Brooks temporarily left the chamber at 19:10

Cllr Brooks returned to the chamber at 19:12

6 To review and adopt Committee arrangements

- 6.1 To note the membership of the Assets, Inclusion and Development Committee – Cllrs Sonia Barker, Wendy Brooks, Neil Coleby, Kinsey Foster, Jen Jones, John Murray, Christian Newsome, Andy Pearce, Bernie Rappensberger Deborah Ray, Terry Robinson, Dom Taylor and Elise Youngman were members of the Committee.
- 6.2 To appoint the Deputy Chair of the Assets, Inclusion and Development Committee – Cllr Brooks nominated herself as Deputy Chair. There was no seconder for the nomination. No further nominations were made and it was agreed to defer the item to the next meeting.
- 6.3 To consider the Terms of Reference – Cllr Pearce proposed to accept the Terms of Reference; seconded by Cllr Barker; all in favour.
- 6.4 To agree the meeting schedule – The schedule agreed at the Annual General Meeting was the second Monday of the month at 18:30. One member had informed the office they could not attend at 18:30 and requested consideration be given to changing the time to 19:00. As this was an issue of accessibility, Cllr Pearce proposed to schedule the Committee meetings for the second Monday of the month at 19:00 to maximise participation; seconded by Cllr Jones; seven votes in favour and one abstention.
- 6.5 To review the delegations of this Committee – Cllr Pearce proposed this item be considered resolved under item 6.3; seconded by Cllr Barker; all in favour.
- 6.6 To note this Committee's responsibilities with the Risk Register and consider relevant risks and implementation of control measures – Risks AF.1, AF.2, HS.1, HS.2 and HS.3 were assigned to this Committee.

Lowestoft Town Council
Assets, Inclusion and Development Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 8 June 2026 18:30

Risk HS.1 was rated red with an impact of four and a likelihood rating of two. A comment was made that this seemed to be a low threshold for a red rating.

Cllr Pearce proposed the following controls be added to HS.1:

- Any public events are preceded by meeting with the Safety Advisory Group to consider all risks and safety-related issues for the event.
- Development of Martyn's Law and how that would be implemented to LTC events is being actively monitored and considered.
- All LTC events have an individual risk assessment carried out and specific health and safety measures implemented.

Furthermore, officers were asked to consider and report on the rationalisation of the rating system, specifically the threshold for red and if that needed to be adjusted to a higher value.

Some members felt the document provided was too high level and the Committee a more in-depth breakdown of the register, with an understanding of what was being done with the risk register, in order to have more detailed discussions in Committee meetings.

Cllr Pearce clarified the proposal was to add three additional risk mitigation controls, to understand the red rating for risks and to have a briefing paper from officers on any risks under HS.1 that are unmitigated. Cllr Newsome seconded the proposal and a vote was held with all in favour.

7 To consider the formation of Working Groups for the Five Year Plans and Open Spaces Strategy

Cllr Pearce proposed both Working Groups be formed as task-and-finish groups. Cllr Brooks requested the adoption of each Working Group be taken under separate votes.

Cllr Pearce proposed to form the Open Spaces Strategy Working Group; seconded by Cllr Rappensberger; seven votes in favour and one vote against.

Cllr Brooks proposed to form the Five-Year Plans Working Group; seconded by Cllr Rappensberger; all in favour.

Cllrs Coleby, Pearce, Rappensberger and Taylor requested to join the Open Spaces Strategy Working Group.

Cllrs Brooks, Coleby, Pearce, Rappensberger and Taylor requested to join the Five-Year Plans Working Group.

The invitation to join would be sent out to all Councillors and then preparations would be made to begin scheduling meetings for the Working Groups.

8 To monitor expenditure by this Committee from its delegated budgets

It was requested ahead of the next meeting for the Finance Manager to indicate if the finances were as expected, or if there was any element causing concern for budgets.

Cllr Pearce proposed to accept the report as an accurate record; seconded by Cllr Rappensberger; all in favour.

Lowestoft Town Council
Assets, Inclusion and Development Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 8 June 2026 18:30

9 Parks and Open Spaces:

- 9.1 To receive feedback from the Grounds Maintenance Team and confirm the location of the Kindertransport bench – Cllr Brooks proposed to approve the location; seconded by Cllr Pearce; all in favour.

10 Community Safety:

- 10.1 To receive feedback from Councillors who attended the Community Emergency Plan Workshop – Cllrs Murray and Pearce attended the workshop and reported that whilst it was a positive meeting, it seemed more focussed on rural parishes with local resolution and community action, which would not be applicable to LTC due to the size of the town and population. Furthermore, the emergencies that would need to be considered (such as flooding) were already covered by joint responders and task forces, therefore LTC could not take on full responsibility and ownership of the risks.

The Committee needed further information and reassurance on whether adopting a community emergency plan would incur liability for LTC. The Committee were agreeable to instead identifying with the relevant authorities what gaps in the plan LTC could assist with.

Cllr Pearce proposed a recommendation be made to Full Council that LTC does not take on the responsibility to formulate and adopt a Community Emergency Plan. This was due to the lack of information, the uncertainty of ownership or responsibility and the variation and magnitude of the risks to this town. This should be communicated to ESC, if they then wished to assist LTC to move this forward, then they should approach LTC. Cllr Brooks seconded the proposal and a vote was held with all in favour.

11 To review the uptake on hiring of the Triangle Market kiosks

This item was brought forward to the beginning of the agenda.

12 Date of next meeting

Per item 6.4, the next meeting was scheduled for Monday 13 July 19:00.

13 Items for the next agenda and close

An item was requested to receive an update on procurement for a sculpture on The Ness.

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 – There were no resolutions.

The Chair closed the meeting at 20:22

Signed:

13 July 2026



MEETING PAPER

Subject: Agenda Item 58.2 – Community Emergency Plan
Meeting: Full Council
Date: 23 June 2026
Author: Taylor Williams, Committee Clerk and Planning Assistant

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

The Assets, Inclusion and Development Committee have made the following recommendation:

To receive feedback from Councillors who attended the Community Emergency Plan Workshop

Cllrs Murray and Pearce attended the workshop and reported that whilst it was a positive meeting, it seemed more focussed on rural parishes with local resolution and community action, which would not be applicable to Lowestoft Town Council (LTC) due to the size of the town and population. Furthermore, the emergencies that would need to be considered (such as flooding) were already covered by joint responders and task forces, therefore LTC could not take on full responsibility and ownership of the risks.

The Committee needed further information and reassurance on whether adopting a community emergency plan would incur liability for LTC. The Committee were agreeable to instead identifying with the relevant authorities what gaps in the plan LTC could assist with.

Cllr Pearce proposed a recommendation be made to Full Council that LTC does not take on the responsibility to formulate and adopt a Community Emergency Plan. This was due to the lack of information, the uncertainty of ownership or responsibility and the variation and magnitude of the risks to this town. This should be communicated to ESC, if they then wished to assist LTC to move this forward, then they should approach LTC. Cllr Brooks seconded the proposal and a vote was held with all in favour.

Lowestoft Town Council
Planning Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Tuesday 16 June 2026 18:30

MINUTES

Present: Cllrs Nasima Begum (ex-officio), Wendy Brooks, Jen Jones (Chair), Joe Hynes and Andy Pearce

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

12 Welcome

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

13 To receive and consider approval of apologies for absence

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

14 Declarations of interests and dispensations

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

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

15 To consider the draft minutes of the meeting on 14 May 2026

Cllr Pearce proposed approval; seconded by Cllr Begum; four votes in favour and one abstention.

16 Public Forum

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

17 To review and adopt Committee arrangements

17.1 To note the membership of the Planning Committee – Cllrs Wendy Brooks, Jose Hynes, Jen Jones, John Murray, Christian Newsome, Bernie Rappensberger and Elise Youngman were members of the Committee. Cllrs Andy Pearce and Deborah Ray were substitute members.

17.2 To appoint the Deputy Chair of the Planning Committee – Cllr Brooks nominated herself for Deputy Chair; seconded by Cllr Begum; four votes in favour and one abstention as they were a substitute member.

17.3 To review the Terms of Reference of the Planning Committee – Cllr Pearce proposed approval; seconded by Cllr Begum; all in favour.

17.4 To agree the meeting schedule of the Planning Committee – The current schedule was the first and third Tuesday of the month at 18:30. Cllr Jones informed the Committee one member was unable to attend the current schedule due to their work schedule. The Committee noted there had been scheduling issues with members over previous years. Cllr Begum proposed the schedule be maintained as is and monitored. Cllr Brooks requested the proposal be amended to include officers sending a query to East Suffolk Council on the timeframe for uploading consultee responses to the portal as at time the Committee received applications with no other consultee comments. Cllr Begum amended the proposal accordingly and it was seconded by Cllr Brooks. A vote was held with all in favour.

17.5 To review the delegations of the Planning Committee – Cllr Pearce proposed this item be considered dealt with under item 17.3; seconded by Cllr Begum; all in favour.

Lowestoft Town Council
Planning Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Tuesday 16 June 2026 18:30

18 Planning Applications

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

Reference	Address and Description	District Ward
DC/26/1843/FUL	189 Long Road - Single storey rear extension	Carlton and Whitton
It was proposed by Cllr Brooks, seconded by Cllr Begum and unanimously agreed to recommend approval of the application.		
DC/26/1849/FUL	29 Lyndhurst Road - Removal of existing prefabricated single garage and replacement on same ground slab with timber outbuilding.	Gunton and St Margarets
It was proposed by Cllr Brooks, seconded by Cllr Pearce and unanimously agreed to recommend approval of the application, subject to no issues being raised by the relevant Heritage and Conservation Officer.		
DC/26/1583/FUL	Flat 179 London Road North - Reconfiguration and extension of an existing mixed-use building to retain the ground-floor commercial unit, provide an independent residential access, and extend and alter the first-floor residential accommodation to provide additional bedrooms and a new bathroom for use as an enlarged family dwelling.	Harbour and Normanston
It was proposed by Cllr Brooks, seconded by Cllr Hynes and unanimously agreed to recommend approval of the application.		
DC/26/1948/FUL	51 Stevens Street - Two storey front infill extension to form additional space in hall and bedroom plus, single and two storey extension to rear.	Harbour and Normanston
It was proposed by Cllr Brooks, seconded by Cllr Begum and unanimously agreed to recommend approval of the application.		
DC/26/1961/CLE	Apex Scaffolding Barnards Way - Certificate of Lawfulness (Existing) - Material Commencement [see Statement of Evidence]	Harbour and Normanston
It was proposed by Cllr Pearce, seconded by Cllr Hynes and unanimously agreed to recommend approval of the application subject to the Planning Officers being content that the works were started within the timeframe provided by the prior planning consent under application DC/23/1280/FUL.		
DC/26/1629/FUL	7 Windsor Road - Installation of raised decking area to rear of property	Kirkley and Pakefield
It was proposed by Cllr Begum, seconded by Cllr Brooks and unanimously agreed to recommend approval of the application subject to the application being approved by the Heritage and Conservation Officer.		
DC/26/1834/VOC	12 Newlands Close - Variation of Condition No.2 of DC/26/0613/FUL - Construction of a single storey rear extension - To change brick finish to blocks and K-render in white	Kirkley and Pakefield
It was proposed by Cllr Pearce, seconded by Cllr Begum and unanimously agreed to recommend approval of the applications.		
DC/26/1433/FUL	Former Sanyo And Survitec Sites School Road - Proposed civilisation works, drainage infrastructure, landscaping and boundary treatments.	Oulton Broad
The Committee noted this application constituted the core infrastructure works that would enable to works allocated for under the Waveney Local Plan 2.4 to proceed. It was proposed by Cllr Pearce, seconded by Cllr Hynes and unanimously agreed to recommend approval of the application per the Waveney Local Plan policy 2.4 but the Committee would note its reservations		

Lowestoft Town Council

Planning Committee

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

Tuesday 16 June 2026 18:30

on this development in terms of the flood risks (which were exacerbated by the lack of a flood barrier) particularly as the Waveney Local Plan had allocated this development on the waterfront on the premise that the flood barrier would be completed. This recommendation was also subject to the Local Planning Authority being satisfied as to the financial capacity and viability of the development. The Committee also requested the comments submitted by Suffolk Wildlife Trust be noted by the Local Planning Authority. The Committee would add that the recommendation for approval of these civilisation works did not signal approval of the oncoming application for the full development of the site.

18.2 Applications for tree works

It was noted that the Planning Authority received the following application for works for trees subject to a tree preservation order (TPO) and/or proposed works to trees within a Conservation Area (TCA):

Reference	Address and Description	District Ward
DC/26/2026/TCA	39 The Avenue - 1no. Conifer (marked on submitted plan) - Reduce to maintain boundary	Kirkley And Pakefield

18.3 Applications for window works

It was noted the Planning Authority received the following applications for repair/replacement windows within a Conservation Area, these will be assessed in line with East Suffolk Council's Historic Environment Supplementary Planning Document | June 2021 | Windows, Doors and Porches.

Cllr Brooks proposed an item be tabled for the next agenda to consider the prior resolution that the Committee not comment on window works; seconded by Cllr Pearce; all in favour.

Reference	Address and Description	District Ward
DC/26/0770/FUL	Thimbles 16 St Margarets Road - Replace all windows and front and rear door, remove existing sand and cement render and replace with lime render, replace where needed roof batons and felt, replace any broken roof tiles with like for like materials, replace leaking guttering and down pipe to match existing and replace current rotten porch with a new like for like	Harbour and Normanston
DC/26/0771/LBC	Thimbles 16 St Margarets Road - Listed Building Consent - Replace all windows and front and rear door, remove existing sand and cement render and replace with lime render, replace where needed roof batons and felt, Replace any broken roof tiles with like for like materials, replace leaking gutter and down pipe to match existing and replace current rotten porch with a new like for like and internal renovations to remove artex from walls and ceiling and replace with plaster. To rewire electrics throughout, add gas or electric central heating, update kitchen and bathroom, replace existing internal doors with new, expose oak timbers that have been covered with modern materials to prevent decay and rot, rebuild internal wall that has collapsed in old bricks to match existing. To place a fire wall between my property and no. 18 to prevent any damage to neighbouring properties caused by fire. To add wood burning stove into fireplace	Harbour and Normanston
DC/26/1793/FUL	262 London Road South - Replacement of windows and doors.	Kirkley and Pakefield

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Tuesday 16 June 2026 18:30

19 To note the following delegations made under delegated authority when the Planning Committee did not meet on 2 June 2026

Reference	Address and Description	District Ward
DC/26/1538/FUL	16 Broadwaters Road - Rear single storey extension	Carlton and Whitton
It was agreed to recommend approval		
DC/26/1617/FUL	2 Tenterden Close - Single storey rear extension	Carlton and Whitton
It was agreed to recommend approval		
DC/26/1685/VOC	6 Elm Tree Road West - Variation of Condition No. 2 of DC/25/4309/FUL - Proposed First Floor and Extensions - To change the opening in the kitchen area to improve layout.	Carlton and Whitton
It was agreed to recommend approval		
DC/26/1109/FUL	10 Corton Road - Demolition of the existing rear conservatory and attached side garage and replacement with a single-storey ground-floor extension	Gunton and St Margarets
It was agreed to recommend approval		
DC/26/1687/FUL	1 Rembrandt Close - Proposed Garage extension	Gunton and St Margarets
It was agreed to recommend approval		
DC/26/1728/FUL	9 Sharon Drive - Single storey rear extension	Gunton and St Margarets
It was agreed to recommend approval		
DC/26/1479/FUL	7 Halcyon Crescent - Two storey rear extension to house	Harbour and Normanston
It was agreed to recommend approval		
DC/26/1611/FUL	34 - 36 London Road North - Replacement of principal entrance door, on a like-for-like basis	Harbour and Normanston
It was agreed to recommend approval		
DC/26/1692/FUL	48 Stevens Street - Two storey Rear Extension	Harbour and Normanston
It was agreed to recommend approval		
DC/26/1702/FUL	High Dene 105 Park Road - Extension and alterations to existing HMO to create additional bedrooms, resulting in 14no. rooms from 10no.	Harbour and Normanston
It was agreed to recommend approval		
DC/26/0946/FUL	14 Willow Road - Retrospective application - Retention of a 2.7m close-boarded wooden fence to rear boundary	Kirkley and Pakefield
It was agreed to recommend approval		

Lowestoft Town Council

Planning Committee

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Tuesday 16 June 2026 18:30

Reference	Address and Description	District Ward
DC/26/1433/FUL	Former Sanyo And Survitec Sites School Road - Proposed civilisation works, drainage infrastructure, landscaping and boundary treatments.	Oulton Broad
No consensus was reach and its consideration was deferred to the next meeting.		

20 To note the commencement date of the Scoping Consultation for the East Suffolk Local Plan

The Committee noted the consultation would commence on 10 June and end on 29 July and agreed the following would need to be considered for inclusion on the new Local Plan:

- The lack of a flood barrier was a key issue and its impact on commitments to regeneration of the area needed to be considered and included in the Local Plan.
- Housing development needed to be considered in terms of its viability within the existing infrastructure and where further support was needed, such where existing dentists and doctor surgeries were at capacity.
- The current system for HMO applications and exceptional circumstances needed to be carefully considered for the new Local Plan.

21 To consider further planning training for Committee members

Officers were considering further training requirements for the Committee and requested feedback from members, noting this training could be provided internally or externally.

A request was made to consider training on how the Committee should submit responses for strategic developments.

22 Date of next meeting

Per item 17.4 the next meeting was scheduled for Tuesday 7 July 18:30.

23 Items for the next agenda and close

An item was requested to consider responses on window applications.

An item was requested to discuss the East Suffolk Council Referral Panel and the referral process.

The Chair closed the meeting at 19:38

Signed:

7 July 2026

Lowestoft Town Council
Personnel Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Tuesday 9 June 2026 10:00

MINUTES

Present: Cllrs Nasima Begum, John Murray, Andy Pearce, Bernie Rappensberger and Dom Taylor

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

1 Welcome

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

2 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Wendy Brooks, Jen Jones, Christian Newsome, Terry Robinson and Nick Webb with reasons provided. Cllr Begum proposed approval; seconded by Cllr Pearce; all in favour.

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 – There were no declarations.

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

4 To consider the draft minutes and confidential note of the extraordinary meeting on 30 April 2026

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

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

6 To review and adopt Committee arrangements:

6.1 To note the membership of the Personnel Committee – Cllrs Nasima Begum, Wendy Brooks, Jen Jones, John Murray, Christian Newsome, Andy Pearce, Bernie Rappensberger, Terry Robinson, Dom Taylor and Nick Webb were members of the Committee.

6.2 To appoint the Deputy Chair of the Personnel Committee – Cllr Pearce nominated himself as Deputy Chair; seconded by Cllr Begum; all in favour.

6.3 To review and adopt the Terms of Reference – Cllr Pearce proposed approval of the Terms of Reference, subject to the following amendments:

- 6.1.5 (paragraph one) or 6.1.6 (second bullet point) be removed as the two items were duplications.
- 6.1.12 to amend 'annual' to 'annually'.
- Financial delegations be amended to include the operational delegation on the contingency budget to the Town Clerk, with Personnel to monitor the expenditure. To also include the delegation to this Committee to authorise the commissioning and associated costs of Occupational Health reports where required, in accordance with its responsibility to manage longer-time sickness absence.

Cllr Rappensberger seconded the proposal and a vote was held with all in favour.

6.4 To agree the meeting schedule – Cllr Begum propose to approve the current schedule of the second Tuesday of the month at 10:00; seconded by Cllr Murray; all in favour.

Lowestoft Town Council
Personnel Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Tuesday 9 June 2026 10:00

- 6.5 To review the delegations of the Personnel Committee – Cllr Pearce proposed this item be considered resolved under item 6.3 as the delegations were set out in the Terms of Reference; seconded by Cllr Begum; all in favour.
- 6.6 To note this Committee's responsibilities with the Risk Register and consider the relevant risks, ensuring implementation of the control measures – The Committee noted the method to identify high risks may need to be considered and refined. The red rated risk was IT.3, which was ranked with a severity of 3 and a likelihood of 4.

Cllr Pearce proposed two further mitigation controls be added:

- Town Councillors only access emails and data on their Lowestoft Town Council (LTC) owned laptops and were not permitted to use their personal devices.
- Failure of Councillors to attend mandated training for data security would result in confidential data being withheld from those Councillors.

Furthermore, the Committee needed to understand the reasoning for the likelihood being rated 4 and it was requested a briefing paper be submitted to explain this rating and if there were any unmitigated risks that needed to be addressed, though the addition of the two mitigation controls should reduce the likelihood rating for the risk.

It was requested the risk register be updated with new data and then return to the Committee for consideration.

Cllr Rappensberger seconded the proposal and a vote was held with all in favour.

Cllr Taylor proposed Personnel be added as a responsible Committee for risk HS.1 as it concerned staff members. It was noted that staff monitored all risks and it would not be necessary to add the Personnel Committee to the list of responsible Committees as it was already covered by the Assets, Inclusion and Development Committee and the Events and Communications Committee. There was no seconder to the proposal.

7 To monitor expenditure from the staffing contingency budget

The budget was received and noted.

8 To note DBS checks requirements for Councillors

Cllr Murray proposed to endorse Councillors being DBS checked; seconded by Cllr Taylor; all in favour.

9 To consider the Town Council's Disability Confident Employer status

The Committee requested officers to seek best advice on how to progress LTC's status and return to the Committee with further information.

10 To note implementation of the Member Support Programme

The implementation of the programme was noted and information was sent to all members via the Councillor Update. It was clarified whilst the programme would be referred to as the 'Member Support Programme' internally, the technical name was 'Employee Support Programme'.

11 To further consider the Town Council's meeting culture and implementation of the new Committee structure and training outcomes

Training has been provided and completed by most Councillors.

The next Chairs Forum was due to be arranged with the Town Clerk in attendance.

Lowestoft Town Council
Personnel Committee
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Tuesday 9 June 2026 10:00

The new Committee structure has been implemented and would be monitored over the civic year to ensure the meetings were not overloaded.

Cllr Begum requested a query be raised in confidential session.

Cllr Murray proposed the situation be monitored and the next Chairs Forum be arranged; seconded by Cllr Pearce; all in favour.

12 To consider the following regarding staffing (confidential):

- 12.1 To receive the Town Clerk's interim appraisal review – To be discussed in confidential session.
- 12.2 To consider matters in relation to a Town Council Sickness Absence Policy – To be discussed in confidential session.
- 12.3 To consider matters in relation to a Town Council Pension Policy – To be discussed in confidential session.
- 12.4 To consider matters regarding the implementation of the Real Living Wage – To be discussed in confidential session.

13 Date of next meeting

Tuesday 14 July 10:00

14 Items for the next agenda and close

No items were requested for the next agenda.

15 Admission to Meetings

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

The Chair closed the meeting to the public and moved into confidential session at 11:08

11 To further consider the Town Council's meeting culture and implementation of the new Committee structure and training outcomes

There was a confidential discussion on the meeting culture and training outcomes.

12 To consider the following regarding staffing (confidential):

- 12.1 To receive the Town Clerk's interim appraisal review – Cllr Murray proposed to note receipt of the interim appraisal review; seconded by Cllr Pearce; all in favour. Cllr Pearce made a confidential proposal; seconded by Cllr Murray; all in favour.
- 12.2 To consider matters in relation to a Town Council Sickness Absence Policy – There was a discussion on a Sickness Absence Policy. Cllr Pearce made a confidential proposal; seconded by Cllr Rappensberger; all in favour.

The Finance Manager entered the chamber at 11:39

- 12.3 To consider matters in relation to a Town Council Pension Policy – Cllr Pearce made a confidential proposal; seconded by Cllr Begum; all in favour.

The Finance Manager left the chamber at 11:49

Lowestoft Town Council
Personnel Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Tuesday 9 June 2026 10:00

- 12.4 To consider matters regarding the implementation of the Real Living Wage – There was a discussion on the implementation of the Real Living Wage and a confidential proposal was made by Cllr Murray; seconded by Cllr Pearce; all in favour.

The Chair closed the meeting at 11:59

Signed:
14 July 2026



Lowestoft Town Council

Terms of Reference for the Personnel Committee

1. Appointment

- 1.1. The Personnel 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 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 record 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 Chair and Deputy Chair's absence.
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
 - The Chair and Deputy Chair of the Committee must undertake training of the carrying out of performance reviews before the Clerk's annual performance review is due. This training must be undertaken annually and within three months of the Annual Meeting.
 - Members of the Committee must undertake training relating to employment law.

Adopted: May 2017

Last reviewed: May 2026

Next review date: May 2027



- 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
 - 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 with the Public Forum.

6. Responsibilities

6.1. The Committee has delegated authority from the Council to fulfil the following responsibilities:

- 6.1.1. To consider and implement the objectives of the Town Council's Business Plan relevant to this Committee.
- 6.1.2. Helping to ensure that a staffing framework and culture exists within the Council which nurtures wellbeing, productivity, treats staff equally and with respect, values diversity and supports staff to give their best, including through suitable training, development and management.
- 6.1.3. Reviewing and making any recommendations on the staffing structure to the Finance and Governance Committee and Full Council, as appropriate.
- 6.1.4. Drafting, implementing, reviewing, monitoring and revising employment policies within the Employee Handbook and making related recommendations to the Council. Proposed amendments to policies are recommended to the Finance and Governance Committee for onward recommendation of adoption to Full Council.

~~6.1.5. Overseeing the recruitment process of the Town Clerk and making recommendations on appointment, terms and contractual matters to the Council for all staffing and exercising the delegation from Full Council to progress the recruitment of approved positions.~~

Supervising and performance managing the Clerk's work, administering their leave requests, managing absences and making recommendations to the Council on salary reviews and terms (this is in practice delegated to the Mayor and Chair of Personnel Committee).

~~6.1.6~~ 6.1.5. Overseeing key staffing issues, including:

- Make recommendations on staffing-related expenditure to the Finance and Governance Committee.
- Overseeing the recruitment process of the Clerk and making recommendations on appointment, terms and contractual matters to the Council for all staffing, and exercising the delegation from Full Council to progress the recruitment of approved positions.

Adopted: May 2017

Last reviewed: May 2026

Next review date: May 2027



- Establishing and reviewing the salary payscale reference points where relevant.
- Establishing and reviewing the performance management system (including annual appraisals) and the Training and Development policy for Councillors and staff.
- Oversee any process leading to dismissal of staff (including redundancy) with the final decision on dismissal being the responsibility of Full Council.
- Monitoring and addressing regular staff absence.
- Manage, in conjunction with taking appropriate legal and medical advice, sustained staff absence which will include considering confidential records and making recommendations to Full Council for final decision.
- Consider any appeal against a decision in respect of pay and terms and conditions.
- Ensuring appropriate arrangements are established for hearing grievance or disciplinary matter for the Clerk (and any staff appeals).

~~6.1.7~~6.1.6. Ensuring that suitable HR arrangements and insurances have been reviewed and established.

~~6.1.8~~6.1.7. To review the full Risk Register, identify the risks relevant to the operations of this Committee (e.g. personnel risks), and regularly review these risks, making decisions or recommendations to Council as appropriate on measures to mitigate and manage such risks.

~~6.1.9~~6.1.8. Keeping under review staff working conditions and health and safety matters.

~~6.1.10~~6.1.9. Delegating confidential aspects of the above responsibilities to the Mayor and Chair of the Personnel Committee in a framework which recognises the Chair's (or a nominated other person's) day-to-day management-type role e.g. in relation to permitting leave, subject to the Mayor, the Chair of the Personnel Committee and their respective Deputies receiving appropriate appraisals training if they have not already done so.

~~6.1.11~~6.1.10. Appoint a panel of three Councillors from amongst its members to consider complaints which have been referred, in line with the Council's Complaints Procedure.

~~6.1.12~~6.1.11. Review its own remit and make recommendations to Full Council annually on its Terms of Reference.

7. Financial Delegations

7.1. Full Council has approved the following financial delegations to the Personnel Committee:

- Staff Training and CPD

7.2. The per-item expenditure limit is £2,500 and expenditure will not exceed the total amount of each budget delegated to this Committee.

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Adopted: May 2017

Last reviewed: May 2026

Next review date: May 2027



7.3. A financial delegation was made to this Committee to authorise commissioning and associated costs of OH reports were required, in accordance with its responsibility to manager longer-term sickness absence.

7.2.7.4. The staff contingency budget is delegated to the Town Clerk and its expenditure is monitored by this Committee.

7.3.7.5. A standing item on the Committee's agenda will ensure expenditure is monitored.

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8. Working Groups

- 8.1. 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.
- 8.2. This Committee has a responsibility to review and monitor the progress of its Working Groups.
- 8.3. 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.



Lowestoft Town Council

Terms of Reference for the Climate and Ecological Emergency Committee

1. Appointment

- 1.1. The Climate and Ecological Emergency 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) and may include any number of members of the public as non-Councillor members, so long as the number of non-Councillor members does not exceed 50% of the elected members present at the meeting.
- 5.2. Full Council will elect a Chair for the Committee at the Annual Meeting of the Council, from among the Councillor members of the Committee.
- 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
 - 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 been set up as part of the Council's response to declaring a climate and ecological emergency and its implementation of the Earth Protector Town status, and all responsibilities are focused on determining achievable changes to the Council's activities as far as is practicable and proportionate. All recommendations to be in line with the powers available to the Council and to be of benefit to the Lowestoft taxpayer and parish area. The Committee will ensure its Climate and Ecological Emergency Declarations and Earth Protector Town status is integral to all relevant activities of the Council.

The Committee has delegated authority from the Council to work with the Clerk, as appropriate, to fulfil the following responsibilities:

- 6.1.1. To consider and implement the objectives of the Town Council's Business Plan relevant to this Committee.
- 6.1.2. Recommend to Full Council the measures it considers necessary to be considered in order to respond to the Council's declaration ~~that of~~ a climate and ecological emergency ~~exists~~ and recommend to Full Council the means of assessing measurements of current performance in order to establish the level of success.
- 6.1.3. Recommend to any relevant Committee the measures it considers necessary to respond to the Council's declaration of a climate emergency. This will include reviewing the actions of the Council and relevant Committees.
- 6.1.4. Researching available data and information on relevant climate emergency impacts and response measures.
- 6.1.5. Exploring options for measures which might ameliorate climate impacts and provide environmental benefits in line with, for example, the Council's existing duty to consider biodiversity in relevant decisions.
- 6.1.6. Sending a representative to observe/advise other Committees on relevant matters.
- 6.1.7. Ensuring that a Climate Emergency policy and any other related essential policies (not covered by other Committees) are developed, maintained and adhered to with appropriate recommendations to Full Council for amendment and/or adoption.
- 6.1.8. Make recommendations on responses to any consultations on significant policy matters directly affecting Lowestoft, as appropriate.



- 6.1.9. Consider climate emergency action by local groups and public services providers, and whether liaison with these groups might assist the Council's own climate emergency activities.
- 6.1.10. Consider new legislative and national local policy developments relating to the environment, and incorporate any positive or mandatory aspects where possible.
- 6.1.11. Explore ways of providing a biodiversity net gain, where practical and reasonable possible.
- 6.1.12. Take account of the high level of carbon emissions from building, demolitions and refurbishment work, when such work is undertaken by the Council.
- 6.1.13. Be mindful of the amount of paper used by the Council and consider measures to reduce paper usage, such as the purchase of laptops for Councillors.
- 6.1.14. Promote cycling, walking and public transport as more environmentally friendly means of travel.
- 6.1.15. To review the full Risk Register, identify the risks relevant to the operations of this Committee, and regularly review these risks, making decisions or recommendations to Council as appropriate on measures to mitigate and manage such risks.
- 6.1.16. Review its own remit and make recommendations to Full Council annually on its Terms of Reference.

7. Financial Delegations

- 7.1. Full Council has approved the following financial delegations to the Climate and Ecological Emergency Committee:
 - Climate Emergency
- 7.2. The per-item expenditure limit is £7,500 and expenditure will not exceed the total amount of each budget delegated to this Committee.
- 7.3. A standing item on the Committee's agenda will ensure expenditure is monitored.

8. Working Groups

- 8.1. 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.
- 8.2. This Committee has a responsibility to review and monitor the progress of its Working Groups.
- 8.3. 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. Public Representatives

- 9.1. All meetings are held in public, except for confidential matters.
- 9.2. The members of the public who are members of the Committee are not permitted to remain in meetings where confidential matters are under consideration.
- 9.3. The positions on the Committee for members of the public will be widely advertised.



- 9.4. The Committee will take steps to try to ensure the members of the public sitting on the Committee have a broad interest and knowledge of climate-linked matters and can contribute to decisions in the interests of the Council and its taxpayers, specifically as determined by the Council's policies. In order to assist the Committee's consideration of the suitable public representatives to be selected, any interested persons will be asked to submit a written expression of interest outlining their offer. The decision of which representative to select shall be made in public and recommended to Full Council.
- 9.5. Representatives from other bodies and speakers with specific expertise to offer will be invited, as required, to attend meetings.