

Lowestoft Town Council
Finance and Governance Extraordinary Meeting
Hamilton House, Battery Green Road, Lowestoft, Suffolk NR32 1DE
Wednesday 8 July 2026 10:00

MINUTES

Present: Cllrs Paul Page, Graham Parker, Andy Pearce, Bernie Rappensberger and Deborah Ray

In attendance: James Cox (Finance Officer) and Taylor Williams (Committee Clerk and Planning Assistant)

15 Welcome

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

16 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Nasima Begum, Jen Jones, Christian Newsome and Dom Taylor with reasons provided. Cllr Parker proposed approval of the apologies received; seconded by Cllr Rappensberger; all in favour.

Cllr Neil Coleby was absent with no apologies received.

17 Declarations of interests and dispensations

17.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from Councillors on items on the agenda – Cllr Ray declared she had assisted Use It All with its recycling activities but was not a member of the group.

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

18 To consider the draft minutes of the meeting on 10 June 2026

Cllr Ray proposed approval with an amendment on the apologies received as she was incorrectly listed as absent with no apologies received; seconded by Cllr Pearce; all in favour.

19 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.

20 Budget and Loan

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

a. To consider composition – Cllrs Brooks, Parker, Pearce, Rappensberger, Ray and Taylor requested to join the Sub-Committee. Cllr Pearce proposed approval of the requests and to form the Sub-Committee with those members; seconded by Cllr Rappensberger; all in favour.

b. To review the delegations of the Sub-Committee – Cllr Pearce proposed to approve the delegations to the Sub-Committee to make recommendations to this Committee on the budget; seconded by Cllr Parker; all in favour.

20.2 To monitor the budget for 2026-2027, including delegated Committee and Sub-Committee budgets – The first batch of legal invoices had been received. Less than a quarter of the IT Service Charge budget had been spent so there were no concerns to raise. Some smaller budgets have been overspent, and this will be brought to the Budget and Loan Sub-Committee to review, but no budgets were causing concern at this stage.

20.3 To note any bank reconciliations – April and May has been completed and June was under review with Councillors.

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21 Payments and Receipts:

- 21.1 To note the income and expenditure reports for June 2026 and July 2026 to date, including payments made under delegated authority (see schedules) – Cllr Pearce proposed approval of the reports; seconded by Cllr Ray; all in favour.
- 21.2 To consider any payments for approval (see schedule) – There were no payments to approve.

22 Grants and Sponsorships

22.1 Loyal Friend Projects CIC - £3,000

To note the feedback form and to consider the new grant application – Cllr Pearce proposed to approve the grant on the condition that officers verify with the applicant whether the staffing fees were project delivery costs, and for the applicant to be more specific in the cost breakdown and confirm what ‘in kind support’ entailed, with officers to verify the eligibility for funding against the criteria. If there were any queries on eligibility then the application would be brought back to the Committee. Cllr Page seconded the proposal and a vote was held with all in favour.

As this was the second successive grant received from the organisation, officers would query if this going to become an annual request and if they wanted to discuss sponsorship for next financial year.

22.2 Friends of Claremont Pier - £3,000

To note the feedback form and to consider the new grant application – The recently adopted Firework Position Statement was read out.

Cllr Parker proposed to approve the grant on the condition the organisation moves to laser light shows the following year. It was also requested that the applicant be sent the Firework Position Statement. Cllr Rappensberger seconded the proposal.

Members felt more information was required on the types of fireworks that would be used and how they would mitigate the harm caused to the environment.

Cllr Pearce would support conditional approval that was subject to the following:

- The preferences of the Town Council for low noise fireworks to be used to minimise disturbance to the environment and locals be considered by the applicant.
- The applicant provide details of the type of fireworks that would be used and the effect they have on the environment and noise levels.
- No fireworks be set off from the pier when breeding kittiwakes are in residence,
- Applicant to confirm if they have considered moving to sustainable displays in the future.
- If the applicant intends to do this annually, would they consider a sponsorship arrangement with the Town Council, though it should be noted any sponsorship arrangement would need to embed these conditions.

Cllr Parker agreed to amend his proposal accordingly with the conditions suggested by Cllr Pearce and Cllr Rappensberger seconded the amended proposal. A vote was held with all in favour.

Cllr Pearce proposed officers contact Kitchener’s Guest House for their thoughts on fireworks and the effect they have on their guests and ex-servicemen, this would be to help guide the Town Council’s decision-making; seconded by Cllr Page; all in favour.

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22.3 Use it All

To note the feedback form – The feedback form was received and noted.

22.4 Lowestoft North Cliff Community Garden - £155.68

To consider the grant application – The Finance Manager confirmed this was a non-registerable interest for Cllrs Page and Ray who were members of the Outside Body and they would need to leave the chamber for consideration of the item, meaning the meeting would not be quorate. It was suggested the item go to Full Council or an extraordinary meeting is convened to consider the application. Cllr Page proposed officers request a current, valid quote from the applicant and then convene an extraordinary meeting to consider the application; seconded by Cllr Rappensberger; all in favour.

23 Other financial and governance matters, including:

- 23.1** To consider an increase in the threshold for contract value at Financial Regulation 5.6 – The Financial Regulations set the threshold on which projects need to progress via a formal tender. The Town Council's current threshold was £25,000 and the model regulations suggested £60,000. The official advice was for larger councils to have a higher the threshold amount. Officers have recommended the threshold be increased to £60,000, noting that the Town Council would still have the choice to go out to tender even if the project cost was below the threshold.

Cllr Pearce proposed to approve the officer recommendation and make a recommendation to Full Council to align with the National Model Regulations and increase the threshold to £60,000, noting the Town Council would have the discretion to go out to tender for work under the threshold; seconded by Cllr Parker; all in favour.

- 23.2** To consider implementation of the Business Plan pertinent to this committee – Cllr Pearce proposed this item be deferred to the next meeting; seconded by Cllr Rappensberger; all in favour.

24 Date of next meeting

The regular schedule was agreed to be the second Thursday of the month at 13:00. This overlapped with the Marina Theatre Project Committee, which was expected to close soon.

Cllr Pearce proposed if the regular schedule could not be followed for August that an extraordinary meeting be arranged for Wednesday 12 August at 09:30; seconded by Cllr Page; all in favour.

25 Items for the next agenda and close

No items were requested for the next agenda.

26 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 11:03



Signed:

13 August 2026