Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Finance and Governance Extraordinary Meeting** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, Suffolk NR32 1DE** at **10:00** on **Wednesday, July 8, 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.

N Coleby

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Neil Coleby, Chair
03 July 2026

Lowestoft Town Council

Finance and Governance Extraordinary Meeting

Hamilton House, Battery Green Road, Lowestoft, Suffolk NR32 1DE
10:00 on Wednesday, July 8, 2026

AGENDA

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

16 To receive and consider approval of apologies for absence

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

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

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

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.

20 Budget and Loan

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

a. To consider composition
b. To review the delegations of the Sub-Committee

#budget

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

#budget

20.3 To note any bank reconciliations

21 Payments and Receipts:

21.1 To note the income and expenditure reports for June 26 and July 26 to date, including payments made under delegated authority (see schedules)

21.2 To consider any payments for approval (see schedule)

22 Grants and Sponsorships

22.1 Loyal Friend Projects CIC - £3,000
To note the feedback form and to consider the new grant application

22.2 Friends of Claremont Pier - £3,000
To note the feedback form and to consider the new grant application

22.3 Use it All
To note the feedback form

22.4 Lowestoft North Cliff Community Garden - £155.68
To consider the grant application

23 Other financial and governance matters, including:

23.1 To consider an increase in the threshold for contract value at Financial Regulation 5.6

23.2 To consider implementation of the Business Plan pertinent to this Committee

24 Date of next meeting
To be confirmed

25 Items for the next agenda and close

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

Lowestoft Town Council

Finance and Governance Meeting

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

MINUTES

Present: Nasima Begum, Christian Newsome, Graham Parker, Andy Pearce, Bernie Rappensberger and Dom Taylor

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

The Chair of the Committee was absent. Cllr Taylor nominated Cllr Pearce to Chair the meeting; seconded by Cllr Begum; all in favour.

1 Welcome

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

2 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Neil Coleby, Jen Jones and Paul Page with reasons provided. Cllr Parker proposed approval of the apologies received; seconded by Cllr Taylor; all in favour. Cllr Begum advised she would need to leave the meeting by eleven am.

Cllr Deborah Ray 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 – No declarations were received.

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 of the meeting on 13 May 2026

Cllr Pearce proposed approval of the draft minutes; seconded by Cllr Rappensberger; 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 Finance and Governance Committee - The members of the Committee were noted as Cllrs Begum, Coleby (Chair), Jones, Newsome, Page, Parker, Pearce, Rappensberger, Ray and Taylor.

6.2 To appoint the Deputy Chair of the Finance and Governance Committee – Cllr Begum proposed Cllr Pearce; seconded by Cllr Rappensberger; all in favour.

6.3 To note the Terms of Reference – Monitoring the legal budget could be included under delegations as an officer delegated budget. Within section 9 Climate and Ecological Emergency, only include the Finance and Governance actions. Cllr Pearce proposed to accept the Terms of Reference subject to the offered amendments; seconded by Cllr Rappensberger; all in favour.

6.4 To agree the meeting schedule – The current meeting schedule was the second Wednesday of the month at 10:00. Cllrs offered their availability. Cllr Pearce proposed the new regular meeting would be scheduled for the second Thursday in the month at 13:00 but the July meeting would be arranged as an extraordinary meeting on Wednesday 8th July at 10:00 due to the new time and date being unavailable; seconded by Cllr Rappensberger; all in favour.

6.5 To review the delegations of this Committee – Cllr Pearce proposed this was dealt with under matter 6.3 'Terms of Reference'; seconded by Cllr Rappensberger; all in favour.

6.6 To note the financial responsibilities of this Committee – Cllr Pearce proposed this was dealt with under matter 6.3 'Terms of Reference'; seconded by Cllr Parker; all in favour.

6.7 To note responsibilities with reviewing the Risk Register and consider the relevant risks and ensure implementation of the control measures
F1 Precept Inadequate – The intensive annual budget process could be added to the controls.

F3 Council spend is not aligned to Council priorities – The threshold of 8 determining the red rating was questioned as being a high enough threshold. If a rating was red the risk would need to be actioned immediately to drive the risk down. As with F1, the intensive annual budget could be added to the controls. Officers were requested to consider whether risk controls were current and to discuss at the next meeting.

F6 Incorrect VAT claim – In addition to the controls, the Town Council has two capital projects generating substantial VAT reclaims. Specialist VAT advice was taken along with subsidy advice before the projects began. Officers were asked to consider including the projects on the register due to their high values. The numerical scale of the VAT reclaim was included within the impact rating, being over £100,000. An additional control was suggested to include 'Particular consideration is taken of high value projects and specialist VAT advice is sought'.

F8 Fraud by staff – The impact score of two was questioned as potentially being too low.

G1 Breach of Standing Orders – Officers were requested to consider including training and work being in place on the application of Standing Orders in addition to the familiarisation of the content.

G2 New members not sufficiently trained – Officers were requested to consider including defined mandatory training for specialist roles such as Chairs and Appraisals, within the controls, and to check whether Deputies were required to complete appraisal training.

G4 Conflict of Interest or Councillor bias – If failing to declare a pecuniary interest was a criminal offence, the training would need to emphasise that.

G5 Multiple referenda or by-elections required – Officers were requested to consider whether the risk rating was high enough due to multiple bi elections being called in the past.

Cllr Begum left the chamber at 10:54

IT3 Breach of data – The Personnel Committee had already considered the likelihood rating being too high. It was agreed to endorse the recommendation from the Personnel Committee and await feedback from officers.

R2 Negative feedback received about Council governance – The impact would depend on the individual circumstance comparable with IT3, so officers were requested to review the rating in line with IT3.

R4 Lack of community engagement and recognition – Officers were requested to include the Community Engagement Policy and Business Plan in the controls.

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

7.1 To consider composition – A summary of the commitment and responsibilities of the Sub-Committee were discussed. Cllrs Parker, Rappensberger, Taylor and Pearce confirmed their interest to become members. Officers were requested to invite further Cllrs for additional members.

7.2 To review and consider adoption of the Terms of Reference – The Sub-Committee does not meet in public session, so officers are to determine whether this should be stated within the Terms of Reference. Cllr Pearce proposed to adopt the Terms of Reference subject to the aforementioned clarification; seconded by Cllr Rappensberger; all in favour.

7.3 To agree the meeting schedule – Cllr Pearce proposed meeting at 13:00 on Wednesdays; seconded by Cllr Rappensberger; all in favour.

8 Budget and Loan

8.1 To monitor the budget for 2026-2027, including delegated Committee and Sub-Committee budgets – Cllr Pearce proposed the budget was accurate; seconded by Cllr Newsome; all in favour.

8.2 To note any bank reconciliations - April had been completed and approved. May had been completed and was being reviewed.

9 Payments and Receipts:

9.1 To note the income and expenditure reports for April, May and June 2026 to date, including payments made under delegated authority (see schedules) – Cllr Pearce proposed the reports provide an accurate record of income and expenditure; seconded by Cllr Rappensberger; all in favour.

9.2 To consider any payments for approval (see schedule) – there were no payments for approval.

Cllr Pearce proposed Cllr Taylor to Chair the meeting when he left at approximately 11:30; seconded by Cllr Rappensberger; all in favour.

10 Grants and Sponsorships

To consider the following grant applications and receive feedback forms

10.1 St Luke's Whitton Pantry feedback form and grant application - £2,000
Cllr Pearce proposed approval of the grant application and for it to be taken from the social and food relief budget; seconded by Cllr Rappensberger; all in favour.

10.2 Suffolk FA - £3,000
Cllr Pearce declared he has connections with a local primary school that uses the facility so would abstain from the vote. Cllr Taylor proposed approval; seconded by Cllr Rappensberger; four in favour, one abstention.

10.3 Waveney Valley Athletics Club - £5,000
Cllr Pearce proposed approval; seconded by Cllr Parker; all in favour.

Cllr Pearce left the chamber at 11:25.

10.4 21 Young Hearts CIC - £2,274.46
Questions were again raised as to whether the grant entirely benefitted the residents of Lowestoft. Cllr Taylor proposed to reject the grant application but to advise the organisation to re-apply if they could provide for the residents of Lowestoft; seconded by Cllr Newsome; all in favour.

10.5 Lowestoft North Cliff Community Garden - £200
Cllr Taylor proposed approval; seconded by Cllr Rappensberger; all in favour.

10.6 Music Prescription CIC feedback form and grant application - £4,800
Cllr Taylor declared he had no interest in the organisation but had a strong, favourable opinion on the way they operate. Cllr Pearce proposed to approve the application; seconded by Cllr Newsome; all in favour.

11 Other financial and governance matters, including:

11.1 To note DBS check requirements for Councillors – This matter was discussed at the Personnel Committee and was proposed to be endorsed.
11.2 To review the Business Plan – Cllr Taylor proposed to defer the matter to the next Finance and Governance meeting as only four members were present; seconded by Cllr Rappensberger; all in favour.

12 Date of next meeting
Wednesday 8th July 2026 - Following the earlier discussion, this meeting will be actioned as an extraordinary meeting.

13 Items for the next agenda and close
None

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

The meeting was closed at 11:39

Signed:
01 July 2026

Lowestoft Town Council Current Year

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3 **Cost Centre Report**

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Administration								
1076	Precept	0	1,332,455	2,664,909	1,332,455			50.0%	
1080	Bank Interest Received	22,397	22,502	40,000	17,498			56.3%	
1095	CIL	0	710	0	(710)			0.0%	710
	Administration :- Income	**22,397**	**1,355,666**	**2,704,909**	**1,349,243**			**50.1%**	**710**
4070	Office Supplies and Stationery	444	562	2,500	1,938		1,938	22.5%	
4120	Miscellaneous & Meetings	46	253	2,000	1,747		1,747	12.6%	
5000	Repairs & Maintenance	1,966	11,522	95,000	83,478		83,478	12.1%	
5020	Project Expenditure	(20)	(41)	0	41		41	0.0%	
	Administration :- Indirect Expenditure	**2,436**	**12,296**	**99,500**	**87,204**	**0**	**87,204**	**12.4%**	**0**
	Net Income over Expenditure	**19,960**	**1,343,370**	**2,605,409**	**1,262,039**				
6001	less Transfer to EMR	710	710	0	(710)				
	Movement to/(from) Gen Reserve	**19,251**	**1,342,661**	**2,605,409**	**1,262,748**				
105	IT								
4105	IT Purchases	0	963	4,500	3,537		3,537	21.4%	
4106	IT Licences and Subscriptions	32	6,923	12,000	5,077		5,077	57.7%	
4107	Mobile Phones	1,139	3,136	12,000	8,864		8,864	26.1%	
4710	IT Service Charge	1,704	5,111	22,500	17,389		17,389	22.7%	
	IT :- Indirect Expenditure	**2,875**	**16,133**	**51,000**	**34,867**	**0**	**34,867**	**31.6%**	**0**
	Net Expenditure	**(2,875)**	**(16,133)**	**(51,000)**	**(34,867)**				
120	Capital Works								
5105	Capital Investment	0	0	60,000	60,000		60,000	0.0%	
	Capital Works :- Indirect Expenditure	**0**	**0**	**60,000**	**60,000**	**0**	**60,000**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(60,000)**	**(60,000)**				
125	Compliance								
4155	Compliance	0	6,089	35,000	28,911		28,911	17.4%	
	Compliance :- Indirect Expenditure	**0**	**6,089**	**35,000**	**28,911**	**0**	**28,911**	**17.4%**	**0**
	Net Expenditure	**0**	**(6,089)**	**(35,000)**	**(28,911)**				
130	Elections and Professional Fee								
4090	Audit Fees	427	(3,373)	5,000	8,373		8,373	(67.5%)	
4095	Insurance	0	37,937	45,000	7,063		7,063	84.3%	

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Lowestoft Town Council Current Year

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3 **Cost Centre Report**

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4110	Bank Charges	42	128	600	472		472	21.3%	
4115	Professional Fees and Subscrip	0	4,416	6,000	1,584		1,584	73.6%	
4130	Legal Costs	11,869	12,565	50,000	37,435		37,435	25.1%	
4135	Elections	0	0	21,250	21,250		21,250	0.0%	
4165	Consultancy	0	711	20,000	19,289		19,289	3.6%	
4166	Health and Safety	308	974	4,000	3,026		3,026	24.4%	
	Elections and Professional Fee :- Indirect Expenditure	**12,647**	**53,359**	**151,850**	**98,491**	**0**	**98,491**	**35.1%**	**0**
	Net Expenditure	**(12,647)**	**(53,359)**	**(151,850)**	**(98,491)**				
140	Staff, Training and CPD								
4000	Salaries - Gross	76,438	220,779	881,881	661,102		661,102	25.0%	
4005	Employers National Insurance	9,554	27,546	108,115	80,569		80,569	25.5%	
4010	Employers Superannuation	12,932	37,633	149,938	112,305		112,305	25.1%	
4025	Job Adverts	0	0	5,000	5,000		5,000	0.0%	
4050	Staffing Contingency	22	22	40,000	39,978		39,978	0.1%	
4055	Staff Training	90	2,325	21,630	19,305	1,300	18,005	16.8%	
4056	Councillor Training	108	108	3,000	2,892		2,892	3.6%	
4175	HR	1,494	7,767	6,000	(1,767)		(1,767)	129.4%	
4180	Payroll	45	98	600	502		502	16.3%	
	Staff, Training and CPD :- Indirect Expenditure	**100,682**	**296,277**	**1,216,164**	**919,887**	**1,300**	**918,587**	**24.5%**	**0**
	Net Expenditure	**(100,682)**	**(296,277)**	**(1,216,164)**	**(919,887)**				
150	Office Accommodation								
4160	Parking	143	164	750	586		586	21.9%	
4300	Business Rates	0	8,840	6,480	(2,360)		(2,360)	136.4%	
4305	BID Levy	0	350	263	(87)		(87)	133.1%	
4340	Furniture & Equipment	0	295	2,000	1,705		1,705	14.8%	
4715	Hamilton House Loan Repayment	3,357	6,715	31,748	25,033		25,033	21.2%	
4720	Premises Rent	3,859	7,718	11,356	3,639		3,639	68.0%	
4725	Premises Service Charge	6,547	13,094	27,780	14,687		14,687	47.1%	
	Office Accommodation :- Indirect Expenditure	**13,905**	**37,175**	**80,377**	**43,202**	**0**	**43,202**	**46.3%**	**0**
	Net Expenditure	**(13,905)**	**(37,175)**	**(80,377)**	**(43,202)**				
160	Town Hall								
1091	Town Hall Grant	0	382,800	0	(382,800)			0.0%	382,200
	Town Hall :- Income	**0**	**382,800**	**0**	**(382,800)**				**382,200**

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Lowestoft Town Council Current Year

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3 **Cost Centre Report**

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4305	BID Levy	0	1,278	1,286	9		9	99.3%	
4365	Utilities	724	1,335	2,500	1,165		1,165	53.4%	
4465	Events	0	0	9,165	9,165		9,165	0.0%	
5020	Project Expenditure	411,896	885,064	10,906	(874,158)		(874,158)	8115.4%	885,023
5045	Climate Emergency	0	0	45,000	45,000		45,000	0.0%	
9980	DMO Repayments	0	135,234	270,468	135,234		135,234	50.0%	
	Town Hall :- Indirect Expenditure	**412,621**	**1,022,910**	**339,325**	**(683,585)**	**0**	**(683,585)**	**301.5%**	**885,023**
	Net Income over Expenditure	**(412,621)**	**(640,110)**	**(339,325)**	**300,785**				
6000	plus Transfer from EMR	885,023	885,023	0	(885,023)				
6001	less Transfer to EMR	382,200	382,200	0	(382,200)				
	Movement to/(from) Gen Reserve	**90,203**	**(137,286)**	**(339,325)**	**(202,039)**				
170	Workshop								
4095	Insurance	0	258	480	222		222	53.8%	
4300	Business Rates	0	7,990	8,424	434		434	94.9%	
4340	Furniture & Equipment	1,004	1,004	3,000	1,996		1,996	33.5%	
4365	Utilities	0	(2,500)	6,000	8,500		8,500	(41.7%)	
4720	Premises Rent	2,142	6,425	24,500	18,075		18,075	26.2%	
4725	Premises Service Charge	201	2,063	5,450	3,387		3,387	37.8%	
	Workshop :- Indirect Expenditure	**3,346**	**15,240**	**47,854**	**32,614**	**0**	**32,614**	**31.8%**	**0**
	Net Expenditure	**(3,346)**	**(15,240)**	**(47,854)**	**(32,614)**				
175	Grounds Maintenance								
4335	PPE	984	3,008	7,500	4,492		4,492	40.1%	
4375	Van Hire	1,037	29,259	53,146	23,887		23,887	55.1%	
6500	Ground Maintenance	123	26,515	60,000	33,485		33,485	44.2%	
6501	Grass Cutting	0	0	8,320	8,320		8,320	0.0%	
6502	GM Equipment Maintenance	1,316	3,615	15,000	11,385		11,385	24.1%	
6503	GM Contingency	0	0	10,000	10,000		10,000	0.0%	
	Grounds Maintenance :- Indirect Expenditure	**3,460**	**62,398**	**153,966**	**91,568**	**0**	**91,568**	**40.5%**	**0**
	Net Expenditure	**(3,460)**	**(62,398)**	**(153,966)**	**(91,568)**				
180	Waterways and Ponds								
5000	Repairs & Maintenance	512	640	8,000	7,360		7,360	8.0%	
	Waterways and Ponds :- Indirect Expenditure	**512**	**640**	**8,000**	**7,360**	**0**	**7,360**	**8.0%**	**0**
	Net Expenditure	**(512)**	**(640)**	**(8,000)**	**(7,360)**				

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		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200	Art, Civic and Heritage								
4140	Civic & Ceremonial	200	600	2,400	1,800		1,800	25.0%	
4143	Arts and Heritage	1,250	1,250	30,000	28,750		28,750	4.2%	
4150	Mileage & Operation Fuel Costs	0	0	1,000	1,000		1,000	0.0%	
4201	EMR Expenditure	0	822	0	(822)		(822)	0.0%	822
4460	Lowestoft and Plaisir Twinning	0	0	300	300		300	0.0%	
	Art, Civic and Heritage :- Indirect Expenditure	**1,450**	**2,672**	**33,700**	**31,028**	**0**	**31,028**	**7.9%**	**822**
	Net Expenditure	**(1,450)**	**(2,672)**	**(33,700)**	**(31,028)**				
6000	plus Transfer from EMR	0	822	0	(822)				
	Movement to/(from) Gen Reserve	**(1,450)**	**(1,850)**	**(33,700)**	**(31,850)**				
250	Caravan Site								
1000	Property Lettings - Exempt	0	(26,975)	105,000	131,975			(25.7%)	
	Caravan Site :- Income	**0**	**(26,975)**	**105,000**	**131,975**			**(25.7%)**	**0**
4365	Utilities	287	436	1,800	1,364		1,364	24.2%	
	Caravan Site :- Indirect Expenditure	**287**	**436**	**1,800**	**1,364**	**0**	**1,364**	**24.2%**	**0**
	Net Income over Expenditure	**(287)**	**(27,411)**	**103,200**	**130,611**				
300	Events & Communications								
1105	Event Income	17,804	17,804	10,000	(7,804)			178.0%	
	Events & Communications :- Income	**17,804**	**17,804**	**10,000**	**(7,804)**			**178.0%**	**0**
4075	Communication	0	331	23,600	23,269		23,269	1.4%	
4465	Events	343	1,316	15,000	13,685		13,685	8.8%	
4470	Festive Lights	0	4,362	8,437	4,075		4,075	51.7%	
4471	Holocaust Memorial Day	0	0	2,000	2,000		2,000	0.0%	
4475	Remembrance and Armistice Day	0	0	3,500	3,500		3,500	0.0%	
4476	Music Event	0	0	5,000	5,000		5,000	0.0%	
4479	Market Events	625	1,117	11,000	9,883		9,883	10.2%	
4481	Climate Event	0	4,823	7,500	2,677		2,677	64.3%	
4482	Christmas Event	0	0	7,000	7,000		7,000	0.0%	
4483	Black History Month	0	0	2,500	2,500		2,500	0.0%	
4484	Pride Event	2,867	3,231	10,000	6,769		6,769	32.3%	
4486	Summer Events	650	650	6,000	5,350		5,350	10.8%	
4487	IWD Events	0	0	1,500	1,500		1,500	0.0%	
4488	Running Events	8,795	13,068	10,000	(3,068)		(3,068)	130.7%	
4489	Armed Forces Day	12,000	12,000	12,500	500		500	96.0%	

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		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4490	RNPS Event	0	0	1,200	1,200		1,200	0.0%	
	Events & Communications :- Indirect Expenditure	**25,279**	**40,898**	**126,737**	**85,839**	**0**	**85,839**	**32.3%**	**0**
	Net Income over Expenditure	**(7,475)**	**(23,094)**	**(116,737)**	**(93,643)**				
310	Grants & Sponsorships								
4101	Sponsorship	0	0	15,000	15,000		15,000	0.0%	
4450	Community Grants	10,000	19,100	60,000	40,900		40,900	31.8%	
4451	Social and Food Relief	2,000	2,000	15,000	13,000		13,000	13.3%	
4452	Excelsior Sponsor	0	15,000	15,000	0		0	100.0%	
4453	South Pier Sponsor	0	0	3,500	3,500		3,500	0.0%	
4454	Lowestoft Cricket Club Sponsor	0	3,000	3,000	0		0	100.0%	
4455	Kirkley Peoples Forum Sponsor	0	1,650	6,600	4,950		4,950	25.0%	
4456	Music Prescription Sponsor	0	3,182	4,900	1,718		1,718	64.9%	
4459	MIND Sponsor	0	0	5,000	5,000		5,000	0.0%	
4460	Lowestoft and Plaisir Twinning	0	0	1,000	1,000		1,000	0.0%	
4461	Friends Groups	0	0	1,000	1,000		1,000	0.0%	
4462	Wherry Lines Sponsor	0	0	500	500		500	0.0%	
	Grants & Sponsorships :- Indirect Expenditure	**12,000**	**43,932**	**130,500**	**86,568**	**0**	**86,568**	**33.7%**	**0**
	Net Expenditure	**(12,000)**	**(43,932)**	**(130,500)**	**(86,568)**				
320	Sports								
4200	EMR Contribution	0	0	55,000	55,000		55,000	0.0%	
4485	Sports and Development	66	2,585	25,000	22,415		22,415	10.3%	
5010	Sports Ground Maintenance	2,770	7,029	15,000	7,971		7,971	46.9%	
	Sports :- Indirect Expenditure	**2,836**	**9,614**	**95,000**	**85,386**	**0**	**85,386**	**10.1%**	**0**
	Net Expenditure	**(2,836)**	**(9,614)**	**(95,000)**	**(85,386)**				
350	Marina Theatre								
1000	Property Lettings - Exempt	0	5,000	20,000	15,000			25.0%	
	Marina Theatre :- Income	**0**	**5,000**	**20,000**	**15,000**			**25.0%**	**0**
4340	Furniture & Equipment	0	14,266	21,800	7,534		7,534	65.4%	
4505	Marina Theatre Management Fee	37,500	75,000	150,000	75,000		75,000	50.0%	
5000	Repairs & Maintenance	2,919	6,576	20,000	13,424		13,424	32.9%	
5020	Project Expenditure	12,819	71,648	0	(71,648)		(71,648)	0.0%	71,648
9980	DMO Repayments	0	0	12,929	12,929		12,929	0.0%	
	Marina Theatre :- Indirect Expenditure	**53,238**	**167,490**	**204,729**	**37,239**	**0**	**37,239**	**81.8%**	**71,648**
	Net Income over Expenditure	**(53,238)**	**(162,490)**	**(184,729)**	**(22,239)**				
6000	plus Transfer from EMR	71,648	71,648	0	(71,648)				
	Movement to/(from) Gen Reserve	**18,410**	**(90,842)**	**(184,729)**	**(93,887)**				

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Lowestoft Town Council Current Year

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3 **Cost Centre Report**

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400	Allotments								
1100	Allotment Income	0	0	620	620			0.0%	
	Allotments :- Income	**0**	**0**	**620**	**620**			**0.0%**	**0**
4600	Administration Fee - Allotment	0	0	1,867	1,867		1,867	0.0%	
4601	Allotment Maintenance	0	0	10,000	10,000		10,000	0.0%	
	Allotments :- Indirect Expenditure	**0**	**0**	**11,867**	**11,867**	**0**	**11,867**	**0.0%**	**0**
	Net Income over Expenditure	**0**	**0**	**(11,247)**	**(11,247)**				
401	Parks and Open Spaces								
4625	GELP Railway Rent	0	0	25	25		25	0.0%	
5000	Repairs & Maintenance	642	1,649	27,500	25,851		25,851	6.0%	
5105	Capital Investment	0	0	55,550	55,550		55,550	0.0%	
	Parks and Open Spaces :- Indirect Expenditure	**642**	**1,649**	**83,075**	**81,426**	**0**	**81,426**	**2.0%**	**0**
	Net Expenditure	**(642)**	**(1,649)**	**(83,075)**	**(81,426)**				
425	Sparrows Nest								
1000	Property Lettings - Exempt	0	6,475	25,900	19,425			25.0%	
	Sparrows Nest :- Income	**0**	**6,475**	**25,900**	**19,425**			**25.0%**	**0**
4300	Business Rates	0	921	1,016	95		95	90.7%	
4355	Refurbishment	30,395	30,395	0	(30,395)		(30,395)	0.0%	30,395
4365	Utilities	306	454	5,500	5,046		5,046	8.2%	
	Sparrows Nest :- Indirect Expenditure	**30,701**	**31,770**	**6,516**	**(25,254)**	**0**	**(25,254)**	**487.6%**	**30,395**
	Net Income over Expenditure	**(30,701)**	**(25,295)**	**19,384**	**44,679**				
6000	plus Transfer from EMR	30,395	30,395	0	(30,395)				
	Movement to/(from) Gen Reserve	**(306)**	**5,100**	**19,384**	**14,284**				
430	Belle Vue Park								
4301	Council Tax	0	3,785	1,900	(1,885)		(1,885)	199.2%	
4365	Utilities	15	31	250	219		219	12.5%	
5105	Capital Investment	0	0	47,000	47,000		47,000	0.0%	
	Belle Vue Park :- Indirect Expenditure	**15**	**3,816**	**49,150**	**45,334**	**0**	**45,334**	**7.8%**	**0**
	Net Expenditure	**(15)**	**(3,816)**	**(49,150)**	**(45,334)**				

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Lowestoft Town Council Current Year

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3 **Cost Centre Report**

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
435	Denes Oval								
1200	Room and Land Hire Income	11	379	0	(379)			0.0%	
	Denes Oval :- Income	**11**	**379**	**0**	**(379)**				**0**
4365	Utilities	2,411	2,689	12,500	9,811		9,811	21.5%	
	Denes Oval :- Indirect Expenditure	**2,411**	**2,689**	**12,500**	**9,811**	**0**	**9,811**	**21.5%**	**0**
	Net Income over Expenditure	**(2,400)**	**(2,310)**	**(12,500)**	**(10,190)**				
440	Normanston Park								
1000	Property Lettings - Exempt	0	1,563	6,250	4,688			25.0%	
1200	Room and Land Hire Income	(750)	1,101	0	(1,101)			0.0%	
	Normanston Park :- Income	**(750)**	**2,664**	**6,250**	**3,586**			**42.6%**	**0**
4355	Refurbishment	28,893	37,228	0	(37,228)		(37,228)	0.0%	37,228
4365	Utilities	98	200	12,000	11,800		11,800	1.7%	
	Normanston Park :- Indirect Expenditure	**28,991**	**37,428**	**12,000**	**(25,428)**	**0**	**(25,428)**	**311.9%**	**37,228**
	Net Income over Expenditure	**(29,741)**	**(34,764)**	**(5,750)**	**29,014**				
6000	plus Transfer from EMR	28,893	37,228	0	(37,228)				
	Movement to/(from) Gen Reserve	**(848)**	**2,464**	**(5,750)**	**(8,214)**				
445	Kensington Garden Park								
1000	Property Lettings - Exempt	0	775	3,100	2,325			25.0%	
1200	Room and Land Hire Income	0	150	0	(150)			0.0%	
	Kensington Garden Park :- Income	**0**	**925**	**3,100**	**2,175**			**29.8%**	**0**
4365	Utilities	5,537	5,935	5,500	(435)		(435)	107.9%	
5031	Memorial Bench	0	1,387	0	(1,387)		(1,387)	0.0%	
	Kensington Garden Park :- Indirect Expenditure	**5,537**	**7,323**	**5,500**	**(1,823)**	**0**	**(1,823)**	**133.1%**	**0**
	Net Income over Expenditure	**(5,537)**	**(6,398)**	**(2,400)**	**3,998**				
450	Kirkley Fen Park								
4355	Refurbishment	0	0	0	0	15,009	(15,009)	0.0%	
4365	Utilities	45	(14)	5,000	5,014		5,014	(0.3%)	
	Kirkley Fen Park :- Indirect Expenditure	**45**	**(14)**	**5,000**	**5,014**	**15,009**	**(9,995)**	**299.9%**	**0**
	Net Expenditure	**(45)**	**14**	**(5,000)**	**(5,014)**				

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Lowestoft Town Council Current Year

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3 **Cost Centre Report**

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
482	Play Areas - General								
4155	Compliance	0	2,720	4,400	1,680	1,523	158	96.4%	
4201	EMR Expenditure	0	2,665	0	(2,665)		(2,665)	0.0%	2,665
4355	Refurbishment	0	12,344	91,110	78,766		78,766	13.5%	
5000	Repairs & Maintenance	0	104	15,000	14,896		14,896	0.7%	
	Play Areas - General :- Indirect Expenditure	**0**	**17,833**	**110,510**	**92,677**	**1,523**	**91,155**	**17.5%**	**2,665**
	Net Expenditure	**0**	**(17,833)**	**(110,510)**	**(92,677)**				
6000	plus Transfer from EMR	0	2,665	0	(2,665)				
	Movement to/(from) Gen Reserve	**0**	**(15,168)**	**(110,510)**	**(95,342)**				
500	Public Conveniences								
4315	Cleaning	496	874	8,000	7,126		7,126	10.9%	
4365	Utilities	160	456	4,000	3,544		3,544	11.4%	
	Public Conveniences :- Indirect Expenditure	**656**	**1,330**	**12,000**	**10,670**	**0**	**10,670**	**11.1%**	**0**
	Net Expenditure	**(656)**	**(1,330)**	**(12,000)**	**(10,670)**				
505	The Triangle Market								
4300	Business Rates	0	4,038	0	(4,038)		(4,038)	0.0%	
4365	Utilities	436	807	8,000	7,193		7,193	10.1%	
5000	Repairs & Maintenance	5	81	5,000	4,919		4,919	1.6%	
	The Triangle Market :- Indirect Expenditure	**441**	**4,926**	**13,000**	**8,074**	**0**	**8,074**	**37.9%**	**0**
	Net Expenditure	**(441)**	**(4,926)**	**(13,000)**	**(8,074)**				
510	Links Road Car Park								
1200	Room and Land Hire Income	0	940	2,400	1,460			39.2%	
	Links Road Car Park :- Income	**0**	**940**	**2,400**	**1,460**			**39.2%**	**0**
4300	Business Rates	0	1,989	1,944	(45)		(45)	102.3%	
	Links Road Car Park :- Indirect Expenditure	**0**	**1,989**	**1,944**	**(45)**	**0**	**(45)**	**102.3%**	**0**
	Net Income over Expenditure	**0**	**(1,049)**	**456**	**1,505**				
555	Community Halls								
1000	Property Lettings - Exempt	0	90	1,000	910			9.0%	
	Community Halls :- Income	**0**	**90**	**1,000**	**910**			**9.0%**	**0**
4300	Business Rates	0	2,038	2,247	209		209	90.7%	

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Lowestoft Town Council Current Year

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3 **Cost Centre Report**

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4315	Cleaning	0	218	500	282		282	43.6%	
4365	Utilities	29	66	2,000	1,934		1,934	3.3%	
5000	Repairs & Maintenance	75	215	3,000	2,785		2,785	7.2%	
	Community Halls :- Indirect Expenditure	**104**	**2,537**	**7,747**	**5,210**	**0**	**5,210**	**32.8%**	**0**
	Net Income over Expenditure	**(104)**	**(2,447)**	**(6,747)**	**(4,300)**				
600	Community Safety								
5055	Defibrillators	0	428	5,000	4,572		4,572	8.6%	
6505	CCTV	0	0	20,000	20,000		20,000	0.0%	
	Community Safety :- Indirect Expenditure	**0**	**428**	**25,000**	**24,572**	**0**	**24,572**	**1.7%**	**0**
	Net Expenditure	**0**	**(428)**	**(25,000)**	**(24,572)**				
650	Climate Emergency								
4150	Mileage & Operation Fuel Costs	2,591	5,281	15,000	9,719		9,719	35.2%	
4315	Cleaning	0	0	3,000	3,000		3,000	0.0%	
5045	Climate Emergency	0	0	25,000	25,000		25,000	0.0%	
5220	Waste Disposal	1,227	6,944	25,000	18,056		18,056	27.8%	
5225	Bulky Waste	0	4,345	42,900	38,555		38,555	10.1%	
	Climate Emergency :- Indirect Expenditure	**3,818**	**16,570**	**110,900**	**94,330**	**0**	**94,330**	**14.9%**	**0**
	Net Expenditure	**(3,818)**	**(16,570)**	**(110,900)**	**(94,330)**				
655	Trees & Horticulture								
6515	Bulbs	0	57	10,000	9,943		9,943	0.6%	
6525	Tree Planting	0	0	5,000	5,000		5,000	0.0%	
6530	Tree Works	0	5,952	50,000	44,048		44,048	11.9%	
	Trees & Horticulture :- Indirect Expenditure	**0**	**6,009**	**65,000**	**58,991**	**0**	**58,991**	**9.2%**	**0**
	Net Expenditure	**0**	**(6,009)**	**(65,000)**	**(58,991)**				
	Grand Totals:- Income	**39,462**	**1,745,768**	**2,879,179**	**1,133,411**			**60.6%**	
	Expenditure	**720,935**	**1,923,840**	**3,367,211**	**1,443,371**	**17,832**	**1,425,539**	**57.7%**	
	Net Income over Expenditure	**(681,473)**	**(178,072)**	**(488,032)**	**(309,960)**				
	plus Transfer from EMR	**1,015,960**	**1,027,782**	0	(1,027,782)				
	less Transfer to EMR	**382,910**	**382,910**	0	(382,910)				
	Movement to/(from) Gen Reserve	**(48,423)**	**466,800**	**(488,032)**	**(954,832)**				

Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 3)

Note: 30th June 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
100	**Administration**											
1076	Precept	2,413,263	2,413,263	0	0	2,664,909	0	2,664,909	1,332,455	0	0	0
1080	Bank Interest Received	0	27,033	0	0	40,000	0	40,000	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	562	0	0	0
4120	Miscellaneous & Meetings	1,440	1,915	0	0	2,000	0	2,000	253	0	0	0
5000	Repairs & Maintenance	85,200	48,418	0	0	70,000	25,000	95,000	11,088	0	0	0
5020	Project Expenditure	0	20	0	0	0	0	0	-20	0	0	0
5105	Capital Investment	0	0	0	0	0	0	0	0	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	11,883	0	0	0
	100 Net Income over Expenditure	2,282,537	2,435,904	0	0	2,630,409	-25,000	2,605,409	1,321,387	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	1,321,387	0		
105	**IT**											
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	6,923	0	0	0

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Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 3)

Note: 30th June 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4107	Mobile Phones	11,500	11,417	0	0	12,000	0	12,000	3,136	0	0	0
4710	IT Service Charge	18,500	20,663	0	0	22,500	0	22,500	5,111	0	0	0
	Overhead Expenditure	47,459	49,563	0	0	51,000	0	51,000	16,133	0	0	0
	Movement to/(from) Gen Reserve	(47,459)	(49,563)			(51,000)		(51,000)	(16,133)	0		
120	**Capital Works**											
5105	Capital Investment	0	0	0	0	0	60,000	60,000	0	0	0	0
	Overhead Expenditure	0	0	0	0	0	60,000	60,000	0	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		(60,000)	0	0		
125	**Compliance**											
4155	Compliance	31,333	25,013	0	0	35,000	0	35,000	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	**Elections and Professional Fee**											
4090	Audit Fees	5,210	4,671	0	0	5,000	0	5,000	-3,373	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	128	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	12,565	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	974	0	0	0

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Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 3)

Note: 30th June 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	125,095	176,626	0	0	151,850	0	151,850	53,359	0	0	0
	Movement to/(from) Gen Reserve	(125,095)	(176,626)			(151,850)		(151,850)	(53,359)	0		
140	**Staff, Training and CPD**											
4000	Salaries - Gross	810,081	935,384	0	0	881,881	0	881,881	221,670	0	0	0
4005	Employers National Insurance	99,345	115,741	0	0	108,115	0	108,115	27,546	0	0	0
4010	Employers Superannuation	158,960	160,831	0	0	149,938	0	149,938	37,633	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	22	0	0	0
4055	Staff Training	21,630	10,555	0	0	21,630	0	21,630	2,325	0	0	0
4056	Councillor Training	3,000	1,683	0	0	3,000	0	3,000	108	0	0	0
4175	HR	7,210	5,165	0	0	6,000	0	6,000	7,767	0	0	0
4180	Payroll	0	529	0	0	600	0	600	98	0	0	0
	Overhead Expenditure	1,191,975	1,232,593	0	0	1,216,164	0	1,216,164	297,169	0	0	0
	Movement to/(from) Gen Reserve	(1,191,975)	(1,232,593)			(1,216,164)		(1,216,164)	(297,169)	0		
150	**Office Accommodation**											
1200	Room and Land Hire Income	0	160	0	0	0	0	0	0	0	0	0
	Total Income	0	160	0	0	0	0	0	0	0	0	0
4160	Parking	1,545	1,006	0	0	750	0	750	164	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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Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 3)

Note: 30th June 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4715	Hamilton House Loan Repayment	13,834	13,430	0	0	31,748	0	31,748	6,715	0	0	0
4720	Premises Rent	15,141	15,435	0	0	11,356	0	11,356	7,718	0	0	0
4725	Premises Service Charge	35,275	24,136	0	0	27,780	0	27,780	13,094	0	0	0
	Overhead Expenditure	78,121	64,941	0	0	80,377	0	80,377	37,175	0	0	0
	Movement to/(from) Gen Reserve	(78,121)	(64,781)			(80,377)		(80,377)	(37,175)	0		
160	**Town Hall**											
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	1,335	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	885,044	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	1,022,889	0	0	0
	160 Net Income over Expenditure	-137,271	2,860,818	-82,683	0	-247,477	-9,165	-339,325	-640,089	0	0	0
6000	plus Transfer from EMR	0	3,119,508	0	0	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	6,709,857	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(137,271)	(729,531)			(247,477)		(339,325)	(640,089)	0		

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Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 3)

Note: 30th June 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
170	**Workshop**											
4095	Insurance	750	507	0	0	480	0	480	258	0	0	0
4300	Business Rates	7,610	7,610	0	0	8,424	0	8,424	7,990	0	0	0
4340	Furniture & Equipment	2,500	838	0	0	3,000	0	3,000	1,004	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	6,425	0	0	0
4725	Premises Service Charge	2,750	2,106	0	0	5,450	0	5,450	2,063	0	0	0
	Overhead Expenditure	40,110	36,588	0	0	47,854	0	47,854	15,240	0	0	0
	Movement to/(from) Gen Reserve	(40,110)	(36,588)			(47,854)		(47,854)	(15,240)	0		
175	**Grounds Maintenance**											
4335	PPE	7,500	7,327	0	0	7,500	0	7,500	2,393	0	0	0
4375	Van Hire	40,000	47,512	0	0	53,146	0	53,146	29,259	0	0	0
6500	Ground Maintenance	64,445	51,650	10,000	0	50,000	0	60,000	26,515	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	3,464	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	61,632	0	0	0
	Movement to/(from) Gen Reserve	(145,565)	(127,456)			(136,326)		(153,966)	(61,632)	0		
180	**Waterways and Ponds**											
5000	Repairs & Maintenance	9,150	4,851	0	0	8,000	0	8,000	640	0	0	0
	Overhead Expenditure	9,150	4,851	0	0	8,000	0	8,000	640	0	0	0

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Annual Budget - By Centre (Actual YTD Month 3)

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	(9,150)	(4,851)			(8,000)		(8,000)	(640)	0		
200	**Art, Civic and Heritage**											
4140	Civic & Ceremonial	2,400	2,400	0	0	2,400	0	2,400	600	0	0	0
4143	Arts and Heritage	30,000	24,014	0	0	30,000	0	30,000	1,250	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	33,400	26,414	0	0	33,700	0	33,700	2,672	0	0	0
6000	plus Transfer from EMR	0	6,536	0	0	0	0	0	822	0	0	0
	Movement to/(from) Gen Reserve	(33,400)	(19,878)			(33,700)		(33,700)	(1,850)	0		
250	**Caravan Site**											
1000	Property Lettings - Exempt	104,249	109,212	0	0	105,000	0	105,000	-26,975	0	0	0
	Total Income	104,249	109,212	0	0	105,000	0	105,000	-26,975	0	0	0
4365	Utilities	0	566	0	0	1,800	0	1,800	436	0	0	0
	Overhead Expenditure	0	566	0	0	1,800	0	1,800	436	0	0	0
	Movement to/(from) Gen Reserve	104,249	108,646			103,200		103,200	(27,411)	0		
300	**Events & Communications**											
1105	Event Income	0	11,717	0	0	10,000	0	10,000	17,804	0	0	0
	Total Income	0	11,717	0	0	10,000	0	10,000	17,804	0	0	0

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Annual Budget - By Centre (Actual YTD Month 3)

Note: 30th June 2026

		Last Year		Current Year						Next Year		
		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	1,316	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	867	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	3,231	0	0	0
4486	Summer Events	3,000	2,780	0	0	6,000	0	6,000	650	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	13,068	0	0	0
4489	Armed Forces Day	0	0	0	0	12,500	0	12,500	12,000	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	40,648	0	0	0
	Movement to/(from) Gen Reserve	(88,183)	(68,091)			(106,737)		(116,737)	(22,844)	0		
310	**Grants & Sponsorships**											
4101	Sponsorship	0	0	0	0	15,000	0	15,000	0	0	0	0

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Note: 30th June 2026

		Last Year		Current Year						Next Year		
		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	19,100	0	0	0
4451	Social and Food Relief	25,000	6,000	0	0	15,000	0	15,000	2,000	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	43,932	0	0	0
	Movement to/(from) Gen Reserve	(138,380)	(125,426)			(110,500)		(130,500)	(43,932)	0		
320	**Sports**											
1090	Grants	0	11,470	0	0	0	0	0	0	0	0	0
	Total Income	0	11,470	0	0	0	0	0	0	0	0	0
4200	EMR Contribution	25,000	3,435	0	0	25,000	30,000	55,000	0	0	0	0
4485	Sports and Development	20,000	12,498	0	0	25,000	0	25,000	2,585	0	0	0
5010	Sports Ground Maintenance	15,450	18,218	0	0	15,000	0	15,000	6,847	0	0	0
	Overhead Expenditure	60,450	34,152	0	0	65,000	30,000	95,000	9,432	0	0	0

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Note: 30th June 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	(60,450)	(22,682)			(65,000)		(95,000)	(9,432)	0		
350	**Marina Theatre**											
1000	Property Lettings - Exempt	20,000	20,000	0	0	20,000	0	20,000	5,000	0	0	0
1092	Marina Theatre Grant	0	2,208,188	0	0	0	0	0	0	0	0	0
1211	Loan Repayment	10,000	0	0	0	0	0	0	0	0	0	0
	Total Income	30,000	2,228,188	0	0	20,000	0	20,000	5,000	0	0	0
4340	Furniture & Equipment	0	5,839	0	0	21,800	0	21,800	14,266	0	0	0
4505	Marina Theatre Management Fee	150,000	150,000	0	0	150,000	0	150,000	75,000	0	0	0
5000	Repairs & Maintenance	28,778	32,906	0	0	20,000	0	20,000	4,616	0	0	0
5020	Project Expenditure	244,000	2,108,411	0	0	0	0	0	71,648	0	0	0
9980	DMO Repayments	13,167	13,167	0	0	12,929	0	12,929	0	0	0	0
	Overhead Expenditure	435,945	2,310,322	0	0	204,729	0	204,729	165,530	0	0	0
	350 Net Income over Expenditure	-405,945	-82,134	0	0	-184,729	0	-184,729	-160,530	0	0	0
6000	plus Transfer from EMR	0	2,086,603	0	0	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	1,525,000	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(405,945)	479,468			(184,729)		(184,729)	(160,530)	0		
400	**Allotments**											
1100	Allotment Income	620	583	0	0	620	0	620	0	0	0	0
	Total Income	620	583	0	0	620	0	620	0	0	0	0
4600	Administration Fee - Allotment	1,867	0	0	0	1,867	0	1,867	0	0	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
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	**Parks and Open Spaces**											
1210	Recharges	0	1,121	0	0	0	0	0	0	0	0	0
	Total Income	0	1,121	0	0	0	0	0	0	0	0	0
4625	GELP Railway Rent	25	0	0	0	25	0	25	0	0	0	0
5000	Repairs & Maintenance	26,523	19,266	0	0	27,500	0	27,500	1,649	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	1,649	0	0	0
	401 Net Income over Expenditure	-72,898	-79,341	0	0	-83,075	0	-83,075	-1,649	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)	(1,649)	0		
425	**Sparrows Nest**											
1000	Property Lettings - Exempt	25,900	25,900	0	0	25,900	0	25,900	6,475	0	0	0
1205	Memorial Benches	0	82	0	0	0	0	0	0	0	0	0
	Total Income	25,900	25,982	0	0	25,900	0	25,900	6,475	0	0	0
4300	Business Rates	1,068	1,035	0	0	1,016	0	1,016	921	0	0	0
4355	Refurbishment	0	0	0	0	0	0	0	30,395	0	0	0
4365	Utilities	14,323	6,143	0	0	5,500	0	5,500	454	0	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
5031	Memorial Bench	0	57	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	15,391	7,235	0	0	6,516	0	6,516	31,770	0	0	0
	425 Net Income over Expenditure	10,509	18,747	0	0	19,384	0	19,384	-25,295	0	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	30,395	0	0	0
	Movement to/(from) Gen Reserve	10,509	18,747			19,384		19,384	5,100	0		
430	**Belle Vue Park**											
4301	Council Tax	0	1,932	0	0	1,900	0	1,900	3,785	0	0	0
4365	Utilities	0	153	0	0	250	0	250	31	0	0	0
5000	Repairs & Maintenance	0	3,659	0	0	0	0	0	0	0	0	0
5105	Capital Investment	0	38,850	0	0	7,000	40,000	47,000	0	0	0	0
	Overhead Expenditure	0	44,593	0	0	9,150	40,000	49,150	3,816	0	0	0
6000	plus Transfer from EMR	0	42,509	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(2,084)			(9,150)		(49,150)	(3,816)	0		
435	**Denes Oval**											
1200	Room and Land Hire Income	0	2,854	0	0	0	0	0	379	0	0	0
	Total Income	0	2,854	0	0	0	0	0	379	0	0	0
4365	Utilities	10,722	11,729	0	0	12,500	0	12,500	2,288	0	0	0
5105	Capital Investment	0	39,681	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	10,722	51,410	0	0	12,500	0	12,500	2,288	0	0	0
	Movement to/(from) Gen Reserve	(10,722)	(48,556)			(12,500)		(12,500)	(1,909)	0		

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
440	**Normanston Park**											
1000	Property Lettings - Exempt	6,250	6,250	0	0	6,250	0	6,250	1,563	0	0	0
1200	Room and Land Hire Income	0	289	0	0	0	0	0	1,101	0	0	0
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	2,664	0	0	0
4355	Refurbishment	0	0	0	0	0	0	0	37,228	0	0	0
4365	Utilities	5,386	5,805	0	0	12,000	0	12,000	200	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	37,428	0	0	0
	440 Net Income over Expenditure	864	-3,868	0	0	-5,750	0	-5,750	-34,764	0	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	37,228	0	0	0
	Movement to/(from) Gen Reserve	864	(3,868)			(5,750)		(5,750)	2,464	0		
445	**Kensington Garden Park**											
1000	Property Lettings - Exempt	3,145	3,100	0	0	3,100	0	3,100	775	0	0	0
1200	Room and Land Hire Income	0	0	0	0	0	0	0	150	0	0	0
1205	Memorial Benches	0	3,059	0	0	0	0	0	0	0	0	0
1210	Recharges	0	46	0	0	0	0	0	0	0	0	0
	Total Income	3,145	6,205	0	0	3,100	0	3,100	925	0	0	0
4365	Utilities	3,506	13,692	0	0	5,500	0	5,500	5,935	0	0	0
5031	Memorial Bench	0	1,334	0	0	0	0	0	1,387	0	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
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	7,323	0	0	0
	Movement to/(from) Gen Reserve	(361)	(9,839)			(2,400)		(2,400)	(6,398)	0		
450	**Kirkley Fen Park**											
4355	Refurbishment	0	0	0	0	0	0	0	0	0	0	0
4365	Utilities	5,150	277	0	0	5,000	0	5,000	-14	0	0	0
	Overhead Expenditure	5,150	277	0	0	5,000	0	5,000	-14	0	0	0
	Movement to/(from) Gen Reserve	(5,150)	(277)			(5,000)		(5,000)	14	0		
482	**Play Areas - General**											
4155	Compliance	8,000	4,722	0	0	4,400	0	4,400	2,720	0	0	0
4201	EMR Expenditure	0	0	0	0	0	0	0	2,665	0	0	0
4355	Refurbishment	0	56,300	0	0	81,454	9,656	91,110	12,344	0	0	0
5000	Repairs & Maintenance	15,000	1,464	0	0	5,000	10,000	15,000	104	0	0	0
	Overhead Expenditure	23,000	62,486	0	0	90,854	19,656	110,510	17,833	0	0	0
6000	plus Transfer from EMR	0	28,595	0	0	0	0	0	2,665	0	0	0
	Movement to/(from) Gen Reserve	(23,000)	(33,891)			(90,854)		(110,510)	(15,168)	0		
500	**Public Conveniences**											
4315	Cleaning	9,480	4,062	0	0	8,000	0	8,000	874	0	0	0
4365	Utilities	4,000	3,315	0	0	4,000	0	4,000	456	0	0	0
	Overhead Expenditure	13,480	7,377	0	0	12,000	0	12,000	1,330	0	0	0

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Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 3)

Note: 30th June 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	(13,480)	(7,377)			(12,000)		(12,000)	(1,330)	0		
505	**The Triangle Market**											
1020	Market Income	0	370	0	0	0	0	0	0	0	0	0
	Total Income	0	370	0	0	0	0	0	0	0	0	0
4300	Business Rates	0	2,495	0	0	0	0	0	4,038	0	0	0
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	807	0	0	0
5000	Repairs & Maintenance	5,000	2,670	0	0	5,000	0	5,000	81	0	0	0
	Overhead Expenditure	10,517	33,746	0	0	13,000	0	13,000	4,926	0	0	0
	505 Net Income over Expenditure	-10,517	-33,376	0	0	-13,000	0	-13,000	-4,926	0	0	0
6000	plus Transfer from EMR	0	11,392	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(10,517)	(21,984)			(13,000)		(13,000)	(4,926)	0		
510	**Links Road Car Park**											
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	(2,251)	(1,461)			456		456	(1,049)	0		
515	**Whitton Estate Meeting Hall**											

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Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 3)

Note: 30th June 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1200	Room and Land Hire Income	0	3,034	0	0	0	0	0	0	0	0	0
	Total Income	0	3,034	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	3,034			0		0	0	0		
555	**Community Halls**											
1000	Property Lettings - Exempt	1,000	1,000	0	0	1,000	0	1,000	90	0	0	0
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	66	0	0	0
5000	Repairs & Maintenance	5,305	2,513	0	0	3,000	0	3,000	215	0	0	0
	Overhead Expenditure	8,417	7,207	0	0	7,747	0	7,747	2,537	0	0	0
	Movement to/(from) Gen Reserve	(7,417)	(6,053)			(6,747)		(6,747)	(2,447)	0		
600	**Community Safety**											
5055	Defibrillators	5,000	0	0	0	5,000	0	5,000	428	0	0	0
5060	Community Safety	1,000	2,455	0	0	0	0	0	0	0	0	0
6505	CCTV	20,000	0	20,000	0	0	0	20,000	0	0	0	0
	Overhead Expenditure	26,000	2,455	20,000	0	5,000	0	25,000	428	0	0	0
6000	plus Transfer from EMR	0	2,455	0	0	0	0	0	0	0	0	0

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Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 3)

Note: 30th June 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	(26,000)	0			(5,000)		(25,000)	(428)	0		
650	**Climate Emergency**											
1210	Recharges	0	5,483	0	0	0	0	0	0	0	0	0
	Total Income	0	5,483	0	0	0	0	0	0	0	0	0
4150	Mileage & Operation Fuel Costs	15,000	17,202	0	0	15,000	0	15,000	4,088	0	0	0
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	6,217	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	14,650	0	0	0
	Movement to/(from) Gen Reserve	(77,879)	(62,889)			(104,775)		(110,900)	(14,650)	0		
655	**Trees & Horticulture**											
6515	Bulbs	10,000	3,087	0	0	10,000	0	10,000	57	0	0	0
6525	Tree Planting	10,000	1,874	0	0	5,000	0	5,000	0	0	0	0
6530	Tree Works	63,750	35,238	15,000	0	35,000	0	50,000	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		

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Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 3)

Note: 30th June 2026

	Last Year		Current Year						Next Year		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Budget Income	2,584,427	11,934,403	0	0	2,879,179	0	2,879,179	1,723,372	0	0	0
Expenditure	3,077,888	8,962,576	151,448	0	3,001,942	213,821	3,367,211	1,918,820	0	0	0
Net Income over Expenditure	-493,461	2,971,827	-151,448	0	-122,763	-213,821	-488,032	-195,448	0	0	0
plus Transfer from EMR	0	5,308,369	0	0	0	0	0	71,110	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)	(124,339)	0		

Receipts for Month 3 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**1,899,655.50**					**1,899,655.50**	
8033	Banked: **01/06/2026**	**200.00**						
	Sales Recpts Page 570	200.00	200.00		100			Sales Recpts Page 570
8034	Banked: **01/06/2026**	**210.00**						
	Sales Recpts Page 571	210.00	210.00		100			Sales Recpts Page 571
8035	Banked: **01/06/2026**	**775.00**						
	Sales Recpts Page 572	775.00	775.00		100			Sales Recpts Page 572
8036	Banked: **04/06/2026**	**234.00**						
	Sales Recpts Page 573	234.00	234.00		100			Sales Recpts Page 573
8037	Banked: **05/06/2026**	**200.00**						
	Sales Recpts Page 574	200.00	200.00		100			Sales Recpts Page 574
8038	Banked: **08/06/2026**	**15.00**						
	Sales Recpts Page 575	15.00	15.00		100			Sales Recpts Page 575
8039	Banked: **19/06/2026**	**200.00**						
	Sales Recpts Page 576	200.00	200.00		100			Sales Recpts Page 576
8040	Banked: **26/06/2026**	**16,910.75**						
8040	Total Race Timing Limited	16,910.75		2,818.46	1105	300	17,804.17	10K net income
					4488	300	-3,711.88	10K net income
8041	Banked: **29/06/2026**	**200.00**						
	Sales Recpts Page 577	200.00	200.00		100			Sales Recpts Page 577
8042	Banked: **29/06/2026**	**210.00**						
	Sales Recpts Page 578	210.00	210.00		100			Sales Recpts Page 578
8043	Banked: **29/06/2026**	**8.69**						
8043	Stripe	8.69			1200	435	11.00	Denes Oval floodlights
					4365	435	-2.31	Denes Oval floodlights
Total Receipts for Month		19,163.44	2,244.00	2,818.46			14,100.98	
Cashbook Totals		1,918,818.94	2,244.00	2,818.46			1,913,756.48	

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Payments for Month 3 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/06/2026	DVLA	27-296	30.18			6500	175	30.18	Road tax AY72 HNM
01/06/2026	DVLA	27-297	30.18			6500	175	30.18	Road tax AV72 ZGM
01/06/2026	DVLA	27-298	31.50			6500	175	31.50	Road tax AX72BVL
01/06/2026	DVLA	27-299	31.50			6500	175	31.50	Road Tax DN70 ZYZ
01/06/2026	Jill Hook	27-306	32.40		5.40	4160	150	27.00	JHk May reimbursements
01/06/2026	Fuel Card Services Ltd	27-295	390.86	390.86		500			Fuel May
01/06/2026	East Suffolk Council	27-300	199.00	199.00		500			Bus rates Links Rd car park
01/06/2026	East Suffolk Council	27-301	92.00	92.00		500			Bus rates SN Bowls Club 26/27
01/06/2026	East Suffolk Council	27-302	884.00	884.00		500			HH Rates 2026/27
01/06/2026	East Suffolk Council	27-303	799.00	799.00		500			Business rates Unit 2 26/27
01/06/2026	East Suffolk Council	27-304	204.00	204.00		500			Business rates WH 26/27
01/06/2026	East Suffolk Council	27-305	378.00	378.00		500			Council tax BVLodge 26/27
01/06/2026	Chubb Fire & Security Ltd	27-307	275.35	275.35		500			MT alarm canx from 18/5
02/06/2026	Nest	27-310	123.08			530		123.08	May 26 Nest pension
02/06/2026	Novuna Business Finance	27-308	1,137.61	1,137.61		500			Lease Transit Van
02/06/2026	Novuna Business Finance	27-309	1,207.38	1,207.38		500			Lease of Tipper
03/06/2026	BNP Paribas Leasing	27-311	230.74		38.46	4070	100	192.28	Lease of photocopier
03/06/2026	Ashleigh Print & Design Limite	27-312	228.00	228.00		500			Wild Lowestoft correx boards
03/06/2026	Excite Solutions Ltd	27-313	1,248.00	1,248.00		500			Grounds Main Apr26
03/06/2026	PHS Group	27-314	23.83	23.83		500			NP Hygiene 11/5-15/11/26
03/06/2026	Munnings Supplies Ltd	27-315	72.00	72.00		500			Shorts and trainers
03/06/2026	Suffolk Assn. of Local Council	27-316	43.20	43.20		500			Procurement training MS 2/6/26
03/06/2026	Northgate Vehicle Hire Ltd	27-317	537.26	537.26		500			NU75 BVA to 6 May 26
03/06/2026	Broadland Security Alarms	27-318	613.20	613.20		500			WHall 8 May batteries
03/06/2026	Folkes Plant & Aggregates Ltd	27-319	46.30	46.30		500			10ml ballast
03/06/2026	Anglia Print Ltd	27-320	207.60	207.60		500			Advert boards Wild Lowestoft
03/06/2026	East Suffolk Council	27-321	31.50	31.50		500			10k Application fee
04/06/2026	Cannock Gates Ltd	27-322	295.20	295.20		500			Replacement gate Rosedale
04/06/2026	Lowestoft Armed Forces Day	27-323	12,000.00	12,000.00		500			Low Armed Forces Day
04/06/2026	TP Fire & Security	27-324	4,214.21	4,214.21		500			MT fire alarm repair
04/06/2026	A1 Clearance and Recycling Lim	27-325	4,008.00	4,008.00		500			May Bulky Waste
04/06/2026	East Suffolk Council	27-326	2,078.03	2,078.03		500			Rates TM 24/25
04/06/2026	East Suffolk Council	27-327	2,495.00	2,495.00		500			Rates TM 25/26
04/06/2026	East Suffolk Council	27-328	216.00	216.00		500			TM Rates 26/27
05/06/2026	Universal Productions	27-329	750.00			1200	440	750.00	Dep return Russells Circus
05/06/2026	R J Pryce & Co Ltd	27-330	102.20	102.20		500			Impact bit holder
05/06/2026	Lunar Stretch Tents	27-332	2,143.80	2,143.80		500			Tent hire for Wellness Event
05/06/2026	Alpha Roofing Services Limited	27-331	10,002.00	10,002.00		500			NP Chg rooms felt roof
08/06/2026	Fuel Card Services Ltd	27-333	255.10	255.10		500			Fuel

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Payments for Month 3 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
09/06/2026	HMRC	27-343	20,453.57			525		20,453.57	PAYE/NIC Mth 2 May 26
09/06/2026	Cloudy Group Ltd	27-334	2,044.29	2,044.29		500			June IT support
09/06/2026	Towmate Trailers	27-335	76.08	76.08		500			Gas strut for trailers
09/06/2026	Ben Burgess GroundsCare Equipm	27-336	74.63	74.63		500			Felling levers (ret'd)
09/06/2026	Wilco Motor Spares Ltd	27-337	12.00	12.00		500			Screenwash
09/06/2026	Allport Keys and Lock Supplier	27-338	16.00	16.00		500			4 keys cut
09/06/2026	Munnings Supplies Ltd	27-339	573.89	573.89		500			Hi vis shirts & hoodies
09/06/2026	The Input Group	27-340	10,098.00	10,098.00		500			MT Variation 75
09/06/2026	Cloudy Group Ltd	27-341	2,044.29	2,044.29		500			Cllr laptop device mgt May26
09/06/2026	Kirwin & Simpson	27-342	4,603.24	4,603.24		500			50% seating at MT
09/06/2026	Polycastle Limited	27-344	12,306.85	12,306.85		500			Windows NP chg rooms
09/06/2026	Alvin Key Clamp	27-345	295.06	295.06		500			Parts for SN handrail
10/06/2026	Sage Global Services Ltd	27-396	53.40	53.40		500			Sage payroll 5/6-4/7
11/06/2026	Focus Washrooms Limited	27-347	36,474.24	36,474.24		500			SN toilets 40% dep
11/06/2026	Focus Washrooms Limited	27-348	21,293.76	21,293.76		500			NP toilets 40% dep
11/06/2026	WorkNest Limited	27-349	468.00	468.00		500			OH assessment
11/06/2026	Chris Meek	27-346	44.14			4150	650	6.10	CM train fare from Halesworth
						4050	140	21.54	Cards, candles etc
						4120	100	16.50	Refreshments
12/06/2026	Jewson	27-350	184.44	184.44		500			Sand SN
12/06/2026	Ace Drainage & Groundworks Ltd	27-351	180.00	180.00		500			Clear blocked gullys at SN
12/06/2026	Munnings Supplies Ltd	27-352	29.40	29.40		500			Hi vis & safety specs
12/06/2026	R J Pryce & Co Ltd	27-353	342.99	342.99		500			Clay granules
12/06/2026	WorkNest Limited	27-354	1,324.80	1,324.80		500			EAP additional users x20
12/06/2026	Howardson Group Limited	27-355	231.82	231.82		500			Parts for Dennis Mowers
12/06/2026	Northgate Vehicle Hire Ltd	27-356	2,317.05	2,317.05		500			YK75EZX 22/4-20/5/26
12/06/2026	Broadland Security Alarms	27-357	234.00	234.00		500			Fire Extinguisher work WH
12/06/2026	Foster Wilson Size LLP	27-358	4,479.60	4,479.60		500			Stage 5 - Architect fees
12/06/2026	The Marina Theatre Trust	27-359	150.00	150.00		500			Room hire/projector Wild Low
15/06/2026	C&C Consulting Services Ltd	27-360	369.90	369.90		500			H&S support
15/06/2026	Fuel Card Services Ltd	27-361	757.48	757.48		500			Fuel Jun 26
16/06/2026	Credit Card Account	27-369	1,175.71			220		1,175.71	Credit card payment
16/06/2026	Eon Energy	27-362	46.94	46.94		500			Electric PC FP May 26
16/06/2026	St Luke's Church	27-363	2,000.00	2,000.00		500			Food supplies St Luke's
16/06/2026	Ben Burgess GroundsCare Equipm	27-364	456.00	456.00		500			Hire utility Vehicle 10k
16/06/2026	Phoenix Events (East) Ltd	27-365	1,675.20	1,675.20		500			Traffic Mgt 10k
16/06/2026	Marshalls Produce	27-366	257.00	257.00		500			Fruit for 10k
16/06/2026	Strange Fascination Theatre	27-367	325.00	325.00		500			Activity day deposit FP
16/06/2026	Novuna Business Finance	27-368	6,540.00	6,540.00		500			MT projector
16/06/2026	Herts Enviro Services	27-370	1,690.49	1,690.49		500			Water Hygiene May 26
16/06/2026	Rialtas Business Solutions Ltd	27-371	1,104.00	1,104.00		500			Rialtas Yearend 26
16/06/2026	Folkes Plant & Aggregates Ltd	27-372	50.00	50.00		500			10ml ballast
16/06/2026	East-Point Sports Ltd	27-373	84.00	84.00		500			HI viz volunteer vests 10K

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Payments for Month 3 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
17/06/2026	James Cox	27-374	50.00			4465	300	50.00	Freedom of the Town frames
18/06/2026	NPower Ltd	27-375	396.70	396.70		500			Electric TM May 26
18/06/2026	Need2Store Ltd	27-376	240.00	240.00		500			Unit hire to 17/7/26
19/06/2026	Ewan Gallagher	27-383	272.34		31.74	4150	650	31.92	EG mileage May/Jun
						4160	150	21.25	EG parking May/Jun
						5000	100	96.67	EG car battery
						4485	320	15.80	EG water
						4488	300	24.96	EG 10K signs
						4485	320	50.00	EG Meta Ads
19/06/2026	HAT Projects Ltd	27-377	22,312.97	22,312.97		500			Stage 5 HAT fees
19/06/2026	MossKing Associates Ltd	27-378	3,414.00	3,414.00		500			Project delivery May 26
19/06/2026	Jess Johnston	27-379	660.00	660.00		500			Project Manager May 26
19/06/2026	Andrew Morton Associates Ltd	27-380	2,786.16	2,786.16		500			Quantity surveying costs May
19/06/2026	Modes Users Association	27-381	114.00	114.00		500			Modes compact Jun 26-May 27
19/06/2026	Scream Blue Murder Ltd	27-382	3,900.00	3,900.00		500			TH branding deposit
19/06/2026	Barnes Construction	27-384	150,000.00	150,000.00		500			TH refurb costs
19/06/2026	Prosale Limited	27-385	222.00	222.00		500			Call out on theatre doors MT
19/06/2026	Kirwin & Simpson	27-387	3,682.58	3,682.58		500			40% mid works MT seating
19/06/2026	The Input Group	27-386	14,040.00	14,040.00		500			Refurb MT
19/06/2026	Rotadex Systems Ltd	27-388	1,204.30	1,204.30		500			Lockers and shelving
19/06/2026	East Coast Mower Services	27-389	342.90	342.90		500			Sharpen blades/dennis cassette
19/06/2026	Peter Colby Commercials Ltd	27-390	2,291.04	2,291.04		500			Unit 2 Jun 26
19/06/2026	Peter Colby Commercials Ltd	27-391	120.00	120.00		500			Container 7 Jun 26
19/06/2026	Peter Colby Commercials Ltd	27-392	400.00	400.00		500			Unit 5 & portacabin jun 26
22/06/2026	Octopus Energy Limited	27-393	15.44	15.44		500			Electric BVP 7/5-6/6/26
22/06/2026	Fuel Card Services Ltd	27-394	87.67	87.67		500			Fuel June
22/06/2026	EE Limited	27-395	1,367.29	1,367.29		500			Mobile phones
23/06/2026	British Gas	27-397	65.97	65.97		500			P/Ledger Electronic Payment
23/06/2026	Barnes Construction	27-398	150,000.00	150,000.00		500			TH refurb costs
23/06/2026	SALARIES	JUN SALARY	59,660.93			4000	140	59,660.93	May salaries
24/06/2026	NPower Ltd	27-399	46.35	46.35		500			Electric PC R'dam Rd Apr 26
24/06/2026	NPower Ltd	27-400	59.42	59.42		500			Electric PC KG May 26
24/06/2026	NPower Ltd	27-401	89.65	89.65		500			Electric KG Bowls May 26
24/06/2026	NPower Ltd	27-402	103.04	103.04		500			Electric NP Pav chg May 26
24/06/2026	NPower Ltd	27-403	315.83	315.83		500			Electric DO May 26
24/06/2026	NPower Ltd	27-404	96.69	96.69		500			Electric PC P'field St May 26
24/06/2026	NPower Ltd	27-405	798.40	798.40		500			Electric TH May 26
24/06/2026	Barnes Construction	27-406	150,000.00	150,000.00		500			TH refurb costs
25/06/2026	EE Limited	27-407	37.99	37.99		500			Broadband Unit 2 to 16/7/26

Continued on Page 89

Payments for Month 3 | **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
25/06/2026	Barnes Construction	27-408	12,971.81	12,971.81		500			TH refurb costs
25/06/2026	Francis Guildea	27-415	58.99		2.41	4160	150	12.09	FG June expenses
						5020	160	1.99	Tights for grass head activity
						4465	300	42.50	Freedom of Town flowers
25/06/2026	Alive Network Limited	27-409	191.00	191.00		500			Pride performance
25/06/2026	East Anglia Medical Care Ltd	27-410	649.00	649.00		500			Pride first aid 2026
25/06/2026	Phoenix Events (East) Ltd	27-411	1,360.80	1,360.80		500			Pride security 2026
25/06/2026	Alive Network Limited	27-412	575.00	575.00		500			Freddie Mercury performer
25/06/2026	Charles Roberts and Sons	27-413	1,070.57	1,070.57		500			NP chg rooms new lighting
25/06/2026	EKS Event Performers	27-414	300.00	300.00		500			Summer Sessions dancers
25/06/2026	Jewson	27-416	21.52	21.52		500			Building sand/cement
25/06/2026	Lowestoft & District Independe	27-417	1,250.00	1,250.00		500			4th 1/4ly sponsorship LADI
25/06/2026	The Marina Theatre Trust	27-418	45,000.00	45,000.00		500			Qrtly Mgt Fee 25/6-24/9
25/06/2026	Munnings Supplies Ltd	27-419	49.20	49.20		500			Hi Vis T shirt
25/06/2026	R J Pryce & Co Ltd	27-420	91.86	91.86		500			Staples
25/06/2026	Rouse Forestry	27-421	600.00	600.00		500			Empty compost bins BVP
25/06/2026	The Input Group	27-422	11,700.00	11,700.00		500			Refurb Input Grp
25/06/2026	Wave Ltd	27-423	5,495.45	5,495.45		500			Water PC KG 17/3-16/6
25/06/2026	Wave Ltd	27-424	1,706.19	1,706.19		500			Water DO 12/3 - 11/6/26
25/06/2026	Wave Ltd	27-425	24.17	24.17		500			Water PC Kkly Cliff 19/6-18/6
25/06/2026	Wilco Motor Spares Ltd	27-426	29.00	29.00		500			Grease/Insulation tape
25/06/2026	Wolseley	27-427	192.84	192.84		500			Compress MI TPR STR - KG
25/06/2026	East Suffolk One (Radio Networ	27-428	165.00	165.00		500			Commentary at 10K
25/06/2026	Evolve Business Solutions Ltd	27-429	302.37	302.37		500			Photocopier 3/6/26-2/9/26
25/06/2026	Folkes Plant & Aggregates Ltd	27-430	47.22	47.22		500			Type 1 Ex Pit
25/06/2026	Jewson	27-431	113.61	113.61		500			Concreting sand TM
25/06/2026	Lowestoft North Cliff Communit	27-432	200.00	200.00		500			Low North Cliff Comm Gdn grant
25/06/2026	Munnings Supplies Ltd	27-433	134.40	134.40		500			Trousers & shorts
25/06/2026	Music Prescription CIC	27-434	4,800.00	4,800.00		500			Music Prescription grant
25/06/2026	Northgate Vehicle Hire Ltd	27-435	537.26	537.26		500			NU75BVA to 3/6/26
25/06/2026	Peter Colby Commercials Ltd	27-436	2,291.04	2,291.04		500			P/Ledger Electronic Payment
25/06/2026	Peter Colby Commercials Ltd	27-437	120.00	120.00		500			P/Ledger Electronic Payment
25/06/2026	Peter Colby Commercials Ltd	27-438	400.00	400.00		500			P/Ledger Electronic Payment
25/06/2026	R J Pryce & Co Ltd	27-439	119.49	119.49		500			Steel studding/resin cartridge
25/06/2026	S&G Fabrications (Lowestoft) L	27-440	366.00	366.00		500			Ally treadplate sheet 10k
25/06/2026	Screwfix	27-441	91.33	91.33		500			Screwdriver/High vis
25/06/2026	The Society of Local Council C	27-442	532.00	532.00		500			SLCC membership SF
25/06/2026	Smith Bros Timber (East Anglia	27-443	208.88	208.88		500			Jade plywood

Continued on Page 90

Payments for Month 3 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
25/06/2026	Seletar Signs	27-444	360.00	360.00		500			Signs
25/06/2026	Travis Perkins Trading Company	27-445	372.95	372.95		500			Knife/hammer/diamond blades
25/06/2026	V.C. Cooke	27-446	1,018.80	1,018.80		500			Bin rental May 26
25/06/2026	Waveney Valley Athletic Club	27-447	5,000.00	5,000.00		500			Scores Race grant WVAC
25/06/2026	Wilco Motor Spares Ltd	27-448	105.50	105.50		500			Fuel injection hose
25/06/2026	CIA Fire & Security Ltd	27-449	1,562.49	1,562.49		500			Smart gates 1/7/26 - 30/6/26
25/06/2026	EDF Energy	27-450	301.27	301.27		500			Electric T'dene car park May26
25/06/2026	Brewers Decorator Centres	27-451	53.31	53.31		500			White paint for DO
25/06/2026	Holly Bryant	27-452	149.70		16.40	4160	150	82.20	HB parking
						5020	160	51.10	HB travel Aldeburgh/Stowmarket
26/06/2026	Suffolk Pension Fund	27-456	17,623.44			530		17,623.44	Jun 26 SCC Pension
26/06/2026	Vintage Chic Event Hire	27-453	250.00	250.00		500			Floral pillars Freedon of Town
26/06/2026	East Coast Mower Services	27-454	385.74	385.74		500			Service ariens mower
26/06/2026	Kirwin & Simpson	27-455	382.06	382.06		500			10% balance of seating Quote 1
29/06/2026	Nest	27-459	128.94			530		128.94	June 26 Pension NEST
29/06/2026	Eon Energy	27-457	34.50	34.50		500			P/Ledger Electronic Payment
29/06/2026	Fuel Card Services Ltd	27-458	787.21	787.21		500			Fuel
30/06/2026	Wayne Vermaut	27-460	29.95			4120	100	29.95	Eye test reimburse WV
30/06/2026	Unity Trust Bank	27-467	35.80			4110	130	35.80	June service charge
30/06/2026	Great Yarmouth Heating Company	27-461	90.00	90.00		500			Boiler repairs WHall
30/06/2026	Dawn Spry	27-462	350.00	350.00		500			Pride Gaga girl & dancers
30/06/2026	Bigg Taystee (Sol Crane)	27-463	175.00	175.00		500			Pride drag artist
30/06/2026	Pakefield Pastures CIC	27-464	75.00	75.00		500			Animals at Summer Mkt
30/06/2026	Nicholsons Solicitors LLP	27-465	14,242.80	14,242.80		500			Lease renewal L'House Diner
30/06/2026	R J Pryce & Co Ltd	27-466	26.06	26.06		500			Drill bits
	Total Payments for Month		891,124.65	790,181.56	94.41			100,848.68	
	Balance Carried Fwd		1,027,694.29						
	Cashbook Totals		1,918,818.94	790,181.56	94.41			1,128,542.97	

Receipts for Month 4 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**1,027,694.29**					**1,027,694.29**	
8044	Banked: **03/07/2026**	**200.00**						
	Sales Recpts Page 579	200.00	200.00		100			Sales Recpts Page 579
	Total Receipts for Month	200.00	200.00	0.00			0.00	
	Cashbook Totals	1,027,894.29	200.00	0.00			1,027,694.29	

Continued on Page 86

Payments for Month 4 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/07/2026	DVLA	27-468	30.18			6500	175	30.18	Road Tax AY72 HNM
01/07/2026	DVLA	27-469	30.18			6500	175	30.18	Road Tax AV72 ZGM
01/07/2026	DVLA	27-470	31.50			6500	175	31.50	Road Tax AX72 BVL
01/07/2026	DVLA	27-471	31.50			6500	175	31.50	Road Tax DN70 ZYZ
01/07/2026	East Suffolk Council	27-472	199.00	199.00		500			Bus rates Links Rd car park
01/07/2026	East Suffolk Council	27-473	92.00	92.00		500			Bus rates SN Bowls Club 26/27
01/07/2026	East Suffolk Council	27-474	884.00	884.00		500			HH Rates 2026/27
01/07/2026	East Suffolk Council	27-475	799.00	799.00		500			Business rates Unit 2 26/27
01/07/2026	East Suffolk Council	27-476	204.00	204.00		500			Business rates WH 26/27
01/07/2026	East Suffolk Council	27-477	218.00	218.00		500			TM Rates 26/27
01/07/2026	East Suffolk Council	27-478	378.00	378.00		500			Council tax BVLodge 26/27
02/07/2026	Taylor Williams	27-491	69.50		11.57	4160	150	57.93	TW parking Apr-Jun
02/07/2026	Binder Ltd	27-479	217.80	217.80		500			Service/Gnds Maint Uplands
02/07/2026	Smith Bros Timber (East Anglia	27-480	8.60	8.60		500			Bolts/washers/brackets
02/07/2026	R J Pryce & Co Ltd	27-481	55.30	55.30		500			Copper tubes and valves
02/07/2026	Munnings Supplies Ltd	27-482	261.00	261.00		500			Hi vis t shirts & polos
02/07/2026	Jewson	27-483	62.14	62.14		500			Fast set postfix
02/07/2026	Just Rob Music	27-484	250.00	250.00		500			DJ at Summer Sessions
02/07/2026	East Point Business Services	27-485	16,515.48	16,515.48		500			HH Jul -Sep 26
02/07/2026	Mulberry & Co	27-486	512.94	512.94		500			Internal Audit 25-26
02/07/2026	St John Ambulance	27-487	628.50	628.50		500			First aid 10k
02/07/2026	East Suffolk Services Ltd	27-488	2,393.33	2,393.33		500			Barriers for 10k
02/07/2026	Norwich City Services Ltd	27-489	316.92	316.92		500			NP football pitch fertilise
02/07/2026	Wilco Motor Spares Ltd	27-490	7.00	7.00		500			Bulb
02/07/2026	Munnings Supplies Ltd	27-492	198.60	198.60		500			Shorts & safety specs
02/07/2026	Novuna Business Finance	27-493	1,137.61	1,137.61		500			Lease Transit Van
02/07/2026	Novuna Business Finance	27-494	1,207.38	1,207.38		500			Lease of Tipper
02/07/2026	Wave Ltd	27-495	63.86	63.86		500			Water High ST PC 17/3-16/6
02/07/2026	Wave Ltd	27-496	59.03	59.03		500			Water TH 17/3-16/6/26
02/07/2026	Wave Ltd	27-497	410.80	410.80		500			Water K'ton Rd 17/3-16/6/26
02/07/2026	NPower Ltd	27-498	320.96	320.96		500			Electric RNPSM May 26
02/07/2026	Lydia Eva & Mincarlo Charitabl	27-499	390.80	390.80		500			Maritime Festival add'l grant
	Total Payments for Month		27,984.91	27,792.05	11.57			181.29	
	Balance Carried Fwd		999,909.38						
	Cashbook Totals		1,027,894.29	27,792.05	11.57			1,000,090.67	

Lowestoft Town Council
Grant Feedback Form

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

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

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

General Details	
Name of organisation	LOYAL FRIEND PROJECTS CIC
Company or Charity Registration Number	16050983
Summary of the Project details (max 250 words)	LOWESTOFT JAZZ WEEKEND 2025
Timescale of the project	4-7 SEPTEMBER 2025
Date of grant funding award	15 April 2025
Amount of grant funding awarded	£750
What did the grant funding help you to achieve?	Provision of community-level programme for Lowestoft Jazz Weekend 2025
What impact did the grant funding have on your project? *Please include any information on engagement with the local community, sustainability of the project and the impact on local need*	Funding allowed provision of multiple free-to-enter daytime events across the weekend. All events were well-attended, and fulfilled their primary objective - to engage the local community directly with accessible jazz events and to raise local estimation of the town as a cultural destination.
Please evidence or explain how you acknowledged Lowestoft Town Council's grant as part of your project	LTC mentioned in all print media and online LJW materials.
Contact details	
Name	[redacted]

Lowestoft Town Council
Grant Feedback Form

Address	[redacted]
Telephone number/s	[redacted]
E-mail	LOYALFRIENDPROJECTS@GMAIL.COM
Position within organisation	DIRECTOR

Additional Information	
Have you included any photos, social media posts, press releases, newsletters or publicity of your project as part of the feedback form? Please give details	Photos of relevant events.
Do you authorise us to use the above information, including quotes and photos, about your project and organisation as part of our publicity and promotion of our grants programme?	YES
If your photos include children under the age of 16, do you have permission to share these with us and for the Town Council to use?	N/A

Signed……[redacted]…….
Date.....15.06.26.....

Please complete this form and send it with:

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

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

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

Lowestoft Town Council Grant Application Form

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	Loyal Friend Projects CIC
Name of account to which payment to be made (explain if not your organisation's name)	Loyal Friend Projects CIC
What does your organisation do? (100 words max)	Loyal Friend Projects is an independent community organisation working on behalf of Lowestoft. We provide arts, heritage, and community-focused activities at a grassroots level so as to showcase the best of Lowestoft, and to promote a more positive 'Lowestoft identity'. We work to positively promote Lowestoft - through cultural engagement - to its residents, its businesses, and to those visiting the town, to help create a flourishing future for the town and its people.
What relevant local area does your organisation cover?	Our focus is on the economically-deprived and under-represented communities of Lowestoft generally, with a particular focus on the historic areas of North Lowestoft High Street.
Who are the main beneficiaries of your work?	Residents of Lowestoft, visitors from further afield; local providers in the cultural, creative and heritage sectors.
Are you a charity? If yes, describe the type of charity	No
If registered, what is the charity number?	N/A
Not-for-profit? If no, describe the organisation	The organisation is a Community Interest Company.

Organisation income (last complete financial year)	£7,321.47
Organisation expenditure (last complete financial year)	£6,249.93
Contact details	
Name	[redacted]
Address	[redacted]
Telephone number/s	[redacted]
E-mail	loyalfriendprojects@gmail.com
Position within organisation	Director
Explain how you are authorised to make this application on behalf of the organisation	Director
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	In September 2025, Loyal Friend Projects brought a four-day programme of internationally-renowned names from the jazz world to under-utilised venues in Lowestoft for a series of electrifying headline performances across the town, for Lowestoft Jazz Weekend. At the same time, our mixed programme showcased the creativity and accomplishments of local talent from across Lowestoft at a grassroots level, through a series of free-to-access community events in small venues. This year as before, we intend to offer our international-level headline programme alongside a high-quality showcase of local talent, in a further set of free-to-access community events. And as before, these events will provide unique opportunities for broad public engagement, paid opportunities for local creatives, and boost the profile of the yown as a cultural destination, both in the eyes of locals and incomers. Our headline acts will be funded by ticket revenue; it is the free-to-access community events which will be programmed using the funds applied for here. This year, these will be comprise: A series of jazz performances at the Mayfly community coffee shop A participatory Swing & Lindy Hop dance event, held in the Triangle Market Place, run by Norwich-based Fine City Swing.
Total cost of project	Approx. £5,000

Lowestoft Town Council
Grant Application Form

Breakdown of cost	Organisation of the events inclusive of staffing (6 people providing 120 hours at £15/hour) - £1800 In-kind support by the organising team - £1800 Advertising within and sponsorship of Lowdown - £200 In-kind support by Lowdown - £200 Free-to-access events by local musicians to be held at Mayfly - £1000 Costs for Fine City Swing Dance Group - £500 Paul Preston Mills - Swing DJ - £150 Swing Band - £700 Public Liability Insurance Costs - £150 Marketing - £500
Grant requested from Lowestoft Town Council	£3,000
What specifically would the grant from the Council fund?	The grant would provide for the provision of the free-to-access events by local musicians, and a contribution towards marketing costs.
Have any funds been requested/agreed from other sources? Provide details	Funds are being separately sought from East Suffolk Council for subsidised tickets for under 25's, and a jazz-related workshop to be provided in association with the Marina Theatre.
When are the funds required?	September 2026
Project start date	April 2026
Project completion date	September 2026

Lowestoft Town Council
Grant Application Form

Compliance Agreements (insert 'YES' to indicate your agreement to the questions below. If you do not intend to comply, insert 'NO'.)	
Do you authorise us to hold and use information that you have provided, for the purpose of processing and monitoring this grant application? You can ask us for details of the information we use for this purpose at any time.	YES
Do you acknowledge that if you provide false or misleading information in your application or at any point in the life of any grant, we will provide information to relevant enforcement agencies and take any action to recover any funds and damages, as we deem appropriate?	YES
Do you authorise us to use information about your project and organisation as part of our publicity and promotion of our grants programme?	YES
Do you agree to acknowledge the Council appropriately on all of your related publicity and promotional material including posters, advertisements, press releases and leaflets?	YES

Do you agree not to distribute funds granted to any other organisation, other than as agreed as part of the grant award?	YES
Do you agree to report the outcome and impact of the grant to the Council as required in the Council's Grant Awarding Policy?	YES
Do you agree that any grant awarded will only be used for the purpose for which it was given and in compliance with any conditions applied?	YES

Signed……[redacted]

Date.....08.04.26.....

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

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

Lowestoft Town Council
Grant Application Form

Lowestoft Jazz Weekend 2026 - Breakdown of Costs					
Income (Projected)					
LTC Grant	3000				
Cash Drinks Sales (Sat)	400				
Card Drinks Sales (Sat)	400				
Friday Earlybird Ticket 50 x £15	750				
Friday Advance Ticket 40 x £17.50	700				
Friday OTD Ticket 5 x £20	100				
Saturday Earlybird Ticket 50 x £15	750				
Saturday Advance Ticket 40 x £17.50	700				
Saturday On the door ticket 5 x £20	100				
Free U25's Tickets x 20 (Sat)	0				
Sponsorship - Lowdown	100				
	7000				
Expenditure					
Band for Dancers (Triangle)	750				
Paul DJ (Triangle)	150				
Public Liability Insurance	150				
Specialist DJ for Dancers (Triangle)	350				
Cost of Sales Drinks (Sat PM)	300				
Saturday PM Act (Ticketed)	1500				
Friday PM Act (Ticketed)	1500				
Jazz BBQ Acts (Free to Access)	700				
Printing Flyers/Posters	250				
Accommodation for Acts	100				
Food for Acts	200				
St Margarets Church Hire	150				
Jazz Face Sat Mayfly (Free to Access)	500				
September Lowdown Jazz special	100				
Advertising	150				
Graphic Design	150				
	7000				

LFP Payments 2025-2026

			Jazz Weekend													
Date	**Details**	**Amount**	**payment to bands**	**LFP Admin**	**publicity**	**venue hire + licence fee**	**website**	**other costs**		**Date**	**Details**	**Amount**	**Grant**	**Ticket-Source**	**takings on door**	**Fundraising**
01-Apr-25										01-Apr-25	EAST SUFFOLK BACS 08020	£2,500.00	£2,500.00			
27-May-25	Piers Colby Trading	£250.00					£250.00			02-May-25	LOWESTOFT TOWN COU LF	£750.00	£750.00			
01-Sep-25	Graphic Solutions	£90.00			£90.00											
02-Sep-25	Keith Kryant (for hotel)	£91.80						£91.80								
03-Sep-25	Robert Fairclough 1	£150.00						£150.00		08-Sep-25	Post Office cash payment	£335.00			£335.00	
15-Sep-25	St Margaret's PCC	£150.00				£150.00				10-Sep-25	TICKETSOURCE Ltd	£2,226.00		£2,226.00		
15-Sep-25	Robert Fairclough 2	£150.00						£150.00								
15-Sep-25	Mr P Myatt	£300.00	£300.00													
15-Sep-25	PRT Artist Managem	£1,500.00	£1,500.00													
17-Sep-25	M J Gibbons	£150.00			£150.00											
19-Sep-25	Christopher (kit) Downes	£1,500.00	£1,500.00													
23-Sep-25	Keith Kryant	£200.00	£200.00													
10-Oct-25	Harry Devon	£300.00	£300.00							13-Oct-25	Paperworks (Inv 01)	£438.93			£438.93	
15-Oct-25	East Coast Energy Training	£720.00				£720.00										
11-Nov-25	cheque to Piers Colby	£150.00		£150.00												
14-Nov-25	Cheque to S Steward	£150.00		£150.00												
	totals	**£5,851.80**	**£3,800.00**	**£300.00**	**£240.00**	**£870.00**	**£250.00**	**£391.80**			totals	**£6,249.93**	£3,250.00	£2,226.00	£773.93	£0.00
	balance in - out	**£398.13**														
Nov-25	cheque to Steve Mynott has not been cashed - £75															

FILE COPY

CERTIFICATE OF INCORPORATION
OF A
COMMUNITY INTEREST COMPANY

Company Number **16050983**

The Registrar of Companies for England and Wales, hereby certifies that

LOYAL FRIEND PROJECTS CIC

is this day incorporated under the Companies Act 2006 as a Community Interest Company; is a private company, that the company is limited by guarantee, and the situation of its registered office is in England and Wales

Given at Companies House, Cardiff, on **30th October 2024**

N16050983J

Companies House

THE OFFICIAL SEAL OF THE REGISTRAR OF COMPANIES

The above information was communicated by electronic means and authenticated by the Registrar of Companies under section 1115 of the Companies Act 2006

Companies House

IN01 (ef)

Application to register a company

Received for filing in Electronic Format on the: **29/10/2024** *XDESC8WQ*

Company Name in full:	**LOYAL FRIEND PROJECTS CIC**
Company Type:	**Private company limited by guarantee**
Situation of Registered Office:	**England and Wales**
Proposed Registered Office Address:	[redacted]
Sic Codes:	**85520** **90030**

Proposed Officers

Company Director 1

Type: **Person**

Full Forename(s): [redacted]

Surname: [redacted]

Former Names:

Service Address: [redacted]

Country/State Usually Resident: **ENGLAND**

Date of Birth: ****/06/1961** *Nationality:* **BRITISH**

Occupation: **RESEARCHER**

The subscribers confirm that the person named has consented to act as a director.

Company Director 2

Type: **Person**

Full Forename(s): [redacted]

Surname: [redacted]

Former Names:

Service Address: [redacted]

Country/State Usually Resident: **ENGLAND**

Date of Birth: ****/10/1957** *Nationality:* **BRITISH**

Occupation: **RETIRED**

The subscribers confirm that the person named has consented to act as a director.

Company Director 3

Type: **Person**

Full Forename(s): [redacted]

Surname: [redacted]

Former Names:

Service Address: **recorded as Company's registered office**

Country/State Usually Resident: **ENGLAND**

Date of Birth: ****/06/1987** *Nationality:* **BRITISH**

Occupation: **CAFE OWNER**

The subscribers confirm that the person named has consented to act as a director.

Persons with Significant Control (PSC)

Statement of initial significant control

On incorporation, there will be someone who will count as a Person with Significant Control (either a registerable person or relevant legal entity (RLE)) in relation to the company

Individual Person with Significant Control details

Names: [redacted]

Country/State Usually Resident: **ENGLAND**

Date of Birth: ****/06/1961** *Nationality:* **BRITISH**

Service Address: [redacted]

The subscribers confirm that each person named as an individual PSC in this application knows that their particulars are being supplied as part of this application.

Nature of control	**The person holds, directly or indirectly, more than 25% but not more than 50% of the voting rights in the company.**
Nature of control	**The person has the right, directly or indirectly, to appoint or remove a majority of the board of directors of the company.**

Individual Person with Significant Control details

Names: [redacted]

Country/State Usually Resident: **ENGLAND**

Date of Birth: ****/10/1957** *Nationality:* **BRITISH**

Service Address: [redacted]

The subscribers confirm that each person named as an individual PSC in this application knows that their particulars are being supplied as part of this application.

Nature of control	**The person holds, directly or indirectly, more than 25% but not more than 50% of the voting rights in the company.**
Nature of control	**The person has the right, directly or indirectly, to appoint or remove a majority of the board of directors of the company.**

Individual Person with Significant Control details

Names: [redacted]

Country/State Usually Resident: **ENGLAND**

Date of Birth: ****/06/1987** *Nationality:* **BRITISH**

Service address recorded as Company's registered office

The subscribers confirm that each person named as an individual PSC in this application knows that their particulars are being supplied as part of this application.

Nature of control	**The person holds, directly or indirectly, more than 25% but not more than 50% of the voting rights in the company.**
Nature of control	**The person has the right, directly or indirectly, to appoint or remove a majority of the board of directors of the company.**

Statement of Guarantee

I confirm that if the company is wound up while I am a member, or within one year after I cease to be a member, I will contribute to the assets of the company by such amount as may be required for:
- payments of debts and liabilities of the company contracted before I cease to be a member;
- payments of costs, charges and expenses of winding up, and;
- adjustment of the rights of the contributors among ourselves, not exceeding the specified amount below.

Name: [redacted]

Address [redacted]

Amount Guaranteed **1**

Name: [redacted]

Address [redacted]

Amount Guaranteed **1**

Name: [redacted]

Address [redacted]

Amount Guaranteed **1**

Lawful Purpose Statement

The subscribers confirm that the company has been formed for lawful purposes.

Statement of Compliance

I confirm the requirements of the Companies Act 2006 as to registration have been complied with.

Name: [redacted]
Authenticated **YES**
Name: [redacted]
Authenticated **YES**
Name: [redacted]
Authenticated **YES**

Authorisation

Authoriser Designation: **subscriber** *Authenticated* **YES**

End of Electronically filed document for Company Number: **16050983**

COMPANY NOT HAVING A SHARE CAPITAL

Memorandum of Association of

LOYAL FRIEND PROJECTS CIC

Each subscriber to this memorandum of association wishes to form a company under the Companies Act 2006 and agrees to become a member of the company.

Name of each subscriber	Authentication
[redacted]	Authenticated Electronically
	Authenticated Electronically
	Authenticated Electronically

Dated: 29/10/2024

The Companies Act 2006

Community Interest Company Limited by Guarantee

Articles of Association

of

LOYAL FRIEND PROJECTS CIC

(CIC Limited by Guarantee, Schedule 1, Small Membership)

The Companies Act 2006
Community Interest Company Limited by Guarantee

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The Companies Act 2006

Articles of Association

of

LOYAL FRIEND PROJECTS CIC

INTERPRETATION

1. Defined Terms

1.1 The interpretation of these Articles is governed by the provisions set out in the Schedule at the end of the Articles.

COMMUNITY INTEREST COMPANY AND ASSET LOCK

2. Community Interest Company

The Company is to be a community interest company.

3. Asset Lock

3.1 The Company shall not transfer any of its assets other than for full consideration.

3.2 Provided the conditions in Article 3.3 are satisfied, Article 3.1 shall not apply to:

(a) the transfer of assets to any specified asset-locked body, or (with the consent of the Regulator) to any other asset-locked body; and

(b) the transfer of assets made for the benefit of the community other than by way of a transfer of assets into an asset-locked body.

3.3 The conditions are that the transfer of assets must comply with any restrictions on the transfer of assets for less than full consideration which may be set out elsewhere in the memorandum and Articles of the Company.

3.4 If:

3.4.1 the Company is wound up under the Insolvency Act 1986; and

3.4.2 all its liabilities have been satisfied

any residual assets shall be given or transferred to the asset-locked body specified in Article 3.5 below.

3.5 For the purposes of this Article 3, the following asset-locked body is specified as a potential recipient of the Company's assets under Articles 3.2 and 3.4:

Name: **LOWESTOFT NORTH CLIFF COMMUNITY GARDEN CIO**

(Please note that a community interest company cannot nominate itself as the asset locked body. It also cannot nominate a non-asset locked body. An asset locked body is defined as a CIC or charity, a permitted industrial and provident society or non-UK based equivalent.)

Charity Registration Number (if applicable): **1210028**

4. Not for profit

4.1 The Company is not established or conducted for private gain: any surplus or assets are used principally for the benefit of the community.

OBJECTS, POWERS AND LIMITATION OF LIABILITY

5. Objects

The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) **to the communities of north Lowestoft**

6. Powers

6.1 To further its objects the Company may do all such lawful things as may further the Company's objects and, in particular, but, without limitation, may borrow or raise and secure the payment of money for any purpose including for the purposes of investment or of raising funds.

7. Liability of members

The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the Company in the event of its being wound up while he or she is a member or within one year after he or she ceases to be a member, for:

7.1 payment of the Company's debts and liabilities contracted before he or she ceases to be a member;

7.2 payment of the costs, charges and expenses of winding up; and

7.3 adjustment of the rights of the contributories among themselves.

DIRECTORS

DIRECTORS' POWERS AND RESPONSIBILITIES

8. Directors' general authority

Subject to the Articles, the Directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the Company.

9. Members' reserve power

9.1 The members may, by special resolution, direct the Directors to take, or refrain from taking, specific action.

9.2 No such special resolution invalidates anything which the Directors have done before the passing of the resolution.

10. Chair

The Directors may appoint one of their number to be the chair of the Directors for such term of office as they determine and may at any time remove him or her from office.

11. Directors may delegate

11.1 Subject to the Articles, the Directors may delegate any of the powers which are conferred on them under the Articles or the implementation of their decisions or day to day management of the affairs of the Company:

11.1.1 to such person or committee;

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

11.1.3 to such an extent;

11.1.4 in relation to such matters or territories; and

11.1.5 on such terms and conditions;

as they think fit.

11.2 If the Directors so specify, any such delegation of this power may authorise further delegation of the Directors' powers by any person to whom they are delegated.

11.3 The Directors may revoke any delegation in whole or part, or alter its terms and conditions.

DECISION-MAKING BY DIRECTORS

12. Directors to take decisions collectively

Any decision of the Directors must be either a majority decision at a meeting or a decision taken in accordance with Article 18. [In the event of the Company having only one Director, a majority decision is made when that single Director makes a decision.]

13. Calling a Directors' meeting

13.1 Two Directors may (and the Secretary, if any, must at the request of two Directors) call a Directors' meeting.

13.2 A Directors' meeting must be called by at least seven Clear Days' notice unless either:

13.2.1 all the Directors agree; or

13.2.2 urgent circumstances require shorter notice.

13.3 Notice of Directors' meetings must be given to each Director.

13.4 Every notice calling a Directors' meeting must specify:

13.4.1 the place, day and time of the meeting; and

13.4.2 if it is anticipated that Directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.

13.5 Notice of Directors' meetings need not be in Writing.

13.6 Notice of Directors' meetings may be sent by Electronic Means to an Address provided by the Director for the purpose.

14. Participation in Directors' meetings

14.1 Subject to the Articles, Directors participate in a Directors' meeting, or part of a Directors' meeting, when:

14.1.1 the meeting has been called and takes place in accordance with the Articles; and

14.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.

14.2 In determining whether Directors are participating in a Directors' meeting, it is irrelevant where any Director is or how they communicate with each other.

14.3 If all the Directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

15. Quorum for Directors' meetings

15.1 At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.

15.2 The quorum for Directors' meetings may be fixed from time to time by a decision of the Directors, but it must never be less than two, and unless otherwise fixed it is [two].

15.3 If the total number of Directors for the time being is less than the quorum required, the Directors must not take any decision other than a decision:

15.3.1 to appoint further Directors; or

15.3.2 to call a general meeting so as to enable the members to appoint further Directors.

16. Chairing of Directors' meetings

The Chair, if any, or in his or her absence another Director nominated by the Directors present shall preside as chair of each Directors' meeting.

17. Decision-making at meetings

17.1 Questions arising at a Directors' meeting shall be decided by a majority of votes.

17.2 In all proceedings of Directors each Director must not have more than one vote.

17.3 In case of an equality of votes, the Chair shall have a second or casting vote.

18. Decisions without a meeting

18.1 The Directors may take a unanimous decision without a Directors' meeting in accordance with this Article by indicating to each other by any means, including without limitation by Electronic Means, that they share a common view on a matter. Such a decision may, but need not, take the form of a resolution in Writing, copies of which have been signed by each Director or to which each Director has otherwise indicated agreement in Writing.

18.2 A decision which is made in accordance with Article 18.1 shall be as valid and effectual as if it had been passed at a meeting duly convened and held, provided the following conditions are complied with:

18.2.1 approval from each Director must be received by one person being either such person as all the Directors have nominated in advance for that purpose or such other person as volunteers if necessary ("the Recipient"), which person may, for the avoidance of doubt, be one of the Directors;

18.2.2 following receipt of responses from all of the Directors, the Recipient must communicate to all of the Directors by any means whether the resolution has been formally approved by the Directors in accordance with this Article 18.2;

18.2.3 the date of the decision shall be the date of the communication from the Recipient confirming formal approval;

18.2.4 the Recipient must prepare a minute of the decision in accordance with Article 32.

19. Conflicts of interest

19.1 Whenever a Director finds himself or herself in a situation that is reasonably likely to give rise to a Conflict of Interest, he or she must declare his or her interest to the Directors unless, or except to the extent that, the other Directors are or ought reasonably to be aware of it already.

19.2 If any question arises as to whether a Director has a Conflict of Interest, the question shall be decided by a majority decision of the other Directors.

19.3 Whenever a matter is to be discussed at a meeting or decided in accordance with Article 18 and a Director has a Conflict of Interest in respect of that matter then, subject to Article 20, he or she must:

19.3.1 remain only for such part of the meeting as in the view of the other Directors is necessary to inform the debate;

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

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

19.4 When a Director has a Conflict of Interest which he or she has declared to the Directors, he or she shall not be in breach of his or her duties to the Company by withholding confidential information from the Company if to disclose it would result in a breach of any other duty or obligation of confidence owed by him or her.

20. Directors' power to authorise a conflict of interest

20.1 The Directors have power to authorise a Director to be in a position of Conflict of Interest provided:

20.1.1 in relation to the decision to authorise a Conflict of Interest, the conflicted Director must comply with Article 19.3;

20.1.2 in authorising a Conflict of Interest, the Directors can decide the manner in which the Conflict of Interest may be dealt with and, for the avoidance of doubt, they can decide that the Director with a Conflict of Interest can participate in a vote on the matter and can be counted in the quorum;

20.1.3 the decision to authorise a Conflict of Interest can impose such terms as the Directors think fit and is subject always to their right to vary or terminate the authorisation.

20.2 If a matter, or office, employment or position, has been authorised by the Directors in accordance with Article 20.1 then, even if he or she has been authorised to remain at the meeting by the other Directors, the Director may absent himself or herself from meetings of the Directors at which anything relating to that matter, or that office, employment or position, will or may be discussed.

20.3 A Director shall not be accountable to the Company for any benefit which he or she derives from any matter, or from any office, employment or position, which has been

authorised by the Directors in accordance with Article 20.1 (subject to any limits or conditions to which such approval was subject).

21. Register of Directors' interests

The Directors shall cause a register of Directors' interests to be kept. A Director must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Company or in any transaction or arrangement entered into by the Company which has not previously been declared.

APPOINTMENT AND RETIREMENT OF DIRECTORS

22. Methods of appointing Directors

22.1 Those persons notified to the Registrar of Companies as the first Directors of the Company shall be the first Directors.

22.2 Any person who is willing to act as a Director, and is permitted by law to do so, may be appointed to be a Director by a decision of the Directors.

23. Termination of Director's appointment

A person ceases to be a Director as soon as:

(a) that person ceases to be a Director by virtue of any provision of the Companies Act 2006, or is prohibited from being a Director by law;

(b) a bankruptcy order is made against that person, or an order is made against that person in individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;

(c) a composition is made with that person's creditors generally in satisfaction of that person's debts;

(d) notification is received by the Company from the Director that the Director is resigning from office, and such resignation has taken effect in accordance with its terms (but only if at least two Directors will remain in office when such resignation has taken effect); or

(e) the Director fails to attend three consecutive meetings of the Directors and the Directors resolve that the Director be removed for this reason.

(f) the Director ceases to be a member.

24. Directors' remuneration

24.1 Directors may undertake any services for the Company that the Directors decide.

24.2 Directors are entitled to such remuneration as the Directors determine:

(a) for their services to the Company as Directors; and

(b) for any other service which they undertake for the Company.

24.3 Subject to the Articles, a Director's remuneration may:

(a) take any form; and

(b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.

24.4 Unless the Directors decide otherwise, Directors' remuneration accrues from day to day.

24.5 Unless the Directors decide otherwise, Directors are not accountable to the Company for any remuneration which they receive as Directors or other officers or employees of the Company's subsidiaries or of any other body corporate in which the Company is interested.

25. Directors' expenses

25.1 The Company may pay any reasonable expenses which the Directors properly incur in connection with their attendance at:

(a) meetings of Directors or committees of Directors;

(b) general meetings; or

(c) separate meetings of any class of members or of the holders of any debentures of the Company,

or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company.

MEMBERS

BECOMING AND CEASING TO BE A MEMBER

26. Becoming a member

26.1 The subscribers to the Memorandum are the first members of the Company.

26.2 Such other persons as are admitted to membership in accordance with the Articles shall be members of the Company.

26.3 Each member of the company shall be a Director.

26.4 No person shall be admitted a member of the Company unless he or she is approved by the Directors.

26.5 Every person who wishes to become a member shall deliver to the company an application for membership in such form (and containing such information) as the Directors require and executed by him or her.

27. Termination of membership

27.1 Membership is not transferable to anyone else.

27.2 Membership is terminated if:

27.2.1 the member dies or ceases to exist;

27.2.2 otherwise in accordance with the Articles; or

27.2.3 a member ceases to be a Director.

DECISION MAKING BY MEMBERS

28. Members' meetings

28.1 The Directors may call a general meeting at any time.

28.2 General meetings must be held in accordance with the provisions regarding such meetings in the Companies Acts.

28.3 A person who is not a member of the Company shall not have any right to vote at a general meeting of the Company; but this is without prejudice to any right to vote on a resolution affecting the rights attached to a class of the Company's debentures.

28.4 Article 28.3 shall not prevent a person who is a proxy for a member or a duly authorised representative of a member from voting at a general meeting of the Company.

29. Written resolutions

29.1 Subject to Article 29.3, a written resolution of the Company passed in accordance with this Article 29 shall have effect as if passed by the Company in general meeting:

29.1.1 A written resolution is passed as an ordinary resolution if it is passed by a simple majority of the total voting rights of eligible members.

29.1.2 A written resolution is passed as a special resolution if it is passed by members representing not less than 75% of the total voting rights of eligible members. A written resolution is not a special resolution unless it states that it was proposed as a special resolution.

29.2 In relation to a resolution proposed as a written resolution of the Company the eligible members are the members who would have been entitled to vote on the resolution on the circulation date of the resolution.

29.3 A members' resolution under the Companies Acts removing a Director or an auditor before the expiration of his or her term of office may not be passed as a written resolution.

29.4 A copy of the written resolution must be sent to every member together with a statement informing the member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. Communications in relation to written notices shall be sent to the Company's auditors in accordance with the Companies Acts.

29.5 A member signifies their agreement to a proposed written resolution when the Company receives from him or her an authenticated Document identifying the resolution to which it relates and indicating his or her agreement to the resolution.

29.5.1 If the Document is sent to the Company in Hard Copy Form, it is authenticated if it bears the member's signature.

29.5.2 If the Document is sent to the Company by Electronic Means, it is authenticated [if it bears the member's signature] or [if the identity of the member is confirmed in a manner agreed by the Directors] or [if it is accompanied by a statement of the identity of the member and the Company has no reason to doubt the truth of that statement] or [if it is from an email Address notified by the member to the Company for the purposes of receiving Documents or information by Electronic Means].

29.6 A written resolution is passed when the required majority of eligible members have signified their agreement to it.

29.7 A proposed written resolution lapses if it is not passed within 28 days beginning with the circulation date.

ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS

30. Means of communication to be used

30.1 Subject to the Articles, anything sent or supplied by or to the Company under the Articles may be sent or supplied in any way in which the Companies Act 2006 provides for Documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the Company.

30.2 Subject to the Articles, any notice or Document to be sent or supplied to a Director in connection with the taking of decisions by Directors may also be sent or supplied by the means by which that Director has asked to be sent or supplied with such notices or Documents for the time being.

30.3 A Director may agree with the Company that notices or Documents sent to that Director in a particular way are to be deemed to have been received within an agreed time of their being sent, and for the agreed time to be less than 48 hours.

31. Irregularities

The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not referred to in the notice unless a provision of the Companies Acts specifies that such informality, irregularity or want of qualification shall invalidate it.

32. Minutes

32.1 The Directors must cause minutes to be made in books kept for the purpose:

32.1.1 of all appointments of officers made by the Directors;

32.1.2 of all resolutions of the Company and of the Directors (including, without limitation, decisions of the Directors made without a meeting); and

32.1.3 of all proceedings at meetings of the Company and of the Directors, and of committees of Directors, including the names of the Directors present at each such meeting;

and any such minute, if purported to be signed (or in the case of minutes of Directors' meetings signed or authenticated) by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any member or Director of the Company, be sufficient evidence of the proceedings.

32.2 The minutes must be kept for at least ten years from the date of the meeting, resolution or decision.

33. Records and accounts

The Directors shall comply with the requirements of the Companies Acts as to maintaining a members' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Regulator of:

33.1 annual reports;

33.2 annual returns; and

33.3 annual statements of account.

33.4 Except as provided by law or authorised by the Directors or an ordinary resolution of the Company, no person is entitled to inspect any of the Company's accounting or other records or Documents merely by virtue of being a member.

34. Indemnity

34.1 Subject to Article 34.2, a relevant Director of the Company or an associated company may be indemnified out of the Company's assets against:

(a) any liability incurred by that Director in connection with any negligence, default, breach of duty or breach of trust in relation to the Company or an associated company;

(b) any liability incurred by that Director in connection with the activities of the Company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006); and

(c) any other liability incurred by that Director as an officer of the Company or an associated company.

34.2 This Article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law.

34.3 In this Article:

(a) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate; and

(b) a "relevant Director" means any Director or former Director of the Company or an associated company.

35. Insurance

35.1 The Directors may decide to purchase and maintain insurance, at the expense of the Company, for the benefit of any relevant Director in respect of any relevant loss.

35.2 In this Article:

(a) a "relevant Director" means any Director or former Director of the Company or an associated company;

(b) a "relevant loss" means any loss or liability which has been or may be incurred by a relevant Director in connection with that Director's duties or powers in relation to the Company, any associated company or any pension fund or employees' share scheme of the company or associated company; and

(c) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

36. Exclusion of model articles

The relevant model articles for a company limited by guarantee are hereby expressly excluded.

Please ensure this form is placed at the top of your application, if posted to Companies House, and the Company Name is consistent throughout all documents

CIC 36

Declarations on Formation of a Community Interest Company[1]

Please complete in typescript, or in bold black capitals.

Company Name in full	LOYAL FRIEND PROJECTS CIC
	Community Interest Company

SECTION A: COMMUNITY INTEREST STATEMENT – beneficiaries

1. We/I, the undersigned, declare that the company will carry on its activities for the benefit of the community, or a section of the community[2]. [Insert a short description of the community, or section of the community, which it is intended that the company will benefit below][3]

The company's activities will provide benefit to ...

…to individuals that live in the diverse and multi-generational communities of north Lowestoft (as a priority) as well as, over time, to other neighbouring coastal communities* found in the wider region of East Anglian (where north Lowestoft is situated).

(*Coastal communities have been identified as some of the most deprived areas of England yet are relatively under-researched and/or targeted for regeneration projects. Our activities aim to address this issue so as to foreground the experiences and achievements of these under-represented communities, to enable and empower these communities and to publicise these activities to the attention of others outside of the area of north Lowestoft.)

COMPANY NAME	LOYAL FRIEND PROJECTS CIC

SECTION B: Community Interest Statement – Activities & Related Benefit

Please indicate how it is proposed that the company's activities will benefit the community, or a section of the community. Please provide as much detail as possible as to what the company is being set up to do. It would be useful if you were to explain how you think your company will be different from a commercial company providing similar services or products for individual or personal gain.

Activities (Tell us here what the company is being set up to do)	**How will the activity benefit the community?** *(The community will benefit by…)*
To provide arts, heritage, and community-focused activities at a grassroots level so as to showcase the best of Lowestoft - its people and its material forms - past and present; these activities will help to record and celebrate current and past achievements so as to promote a more positive 'Lowestoft identity' not only for those living in the town but also for those outside.	The communities of north Lowestoft will benefit through the celebration of their histories, cultures and achievements by strengthening their senses of identity and belonging so as to equip them to not only better determine their own futures but also that of the town in which they live their lives.
To positively promote Lowestoft – its past heritage and its current activities – to its residents, its businesses and to those visiting it in order to help create a flourishing future for the town and its people.	The communities of north Lowestoft will benefit from the showcasing of their town as a place of activity, vibrancy and diversity. This will form a basis on which the town's future prosperity (economic, social and cultural) can be built. Increased awareness of Lowestoft's heritage and achievements will be manifested in increased investment in the town – for individuals in terms of a greater sense of pride and engagement and for current and potential businesses as a place to economically invest.
If the company makes any surplus, it will be used for… (If donating or fundraising for charities, please include the wording 'with the consent of the CIC Regulator') increasing the scope, reach, and impact, of the company's activities	

(Please continue separate sheet if necessary.)

COMPANY NAME LOYAL FRIEND PROJECTS CIC

SECTION C:

1. We/I, the undersigned, declare that the company in respect of which this application is made will not be:

   (a) a political party;
   (b) a political campaigning organisation; or
   (c) a subsidiary of a political party or of a political campaigning organisation.[iv]

SECTION D:

If this section is not completed your application will be rejected.

TYPED NAMES ARE NOT ACCEPTABLE AND WILL BE REJECTED

Each person who is a director of the company **must** sign the declarations.

[Signed, scanned or DocuSign signatures are allowed.]

Signed	[redacted]	Date	9.10.24
Signed	[redacted]	Date	9/10/2024
Signed	[redacted]	Date	18-10-24
Signed		Date	
Signed		Date	
Signed		Date	
Signed		Date	
Signed		Date	
Signed		Date	

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Email: loyalfriendprojects@gmail.com Tel 07[illegible] 211 311

DX Number DX Exchange

CHECKLIST

ALL Applications

- Have the first directors signed the CIC36? (typed names instead of signatures are not accepted)

- Is the company name consistent throughout?

Hardcopy Applications only

This form must be posted with the following documents:
(a) Memorandum of Association
(b) Articles of Association, which comply with CIC legislative requirements
(c) Form IN01- indicating that the proposed company is adopting bespoke articles.
(d) Any completed continuation sheets
(e) A cheque or postal order for £86 made payable to Companies House

When you have completed and signed this form, please ensure it is placed at the top of your application and send it to the Registrar of Companies at:

For companies registered in England, Scotland, Wales and Northern Ireland:
New Companies Section, Companies House, Crown Way, Cardiff, CF14 3UZ
DX 33050 Cardiff

NOTES

[1] This form will be placed on the public record. Any information relevant to the application that you do not wish to appear on the public record, should be described in a separate letter addressed to the CIC Regulator and delivered to the Registrar of Companies with the other documents.

[2] The community interest test is referred to in section 35 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and is expanded upon in regulations 3, 4 & 5 of the Regulations.

[3] E.g. "the residents of Oldtown" or "those suffering from XYZ disease".

LOYAL FRIEND
PROJECTS

POLICY: ADULT SAFEGUARDING

Introduction

Loyal Friend Projects is committed to creating and maintaining a safe and positive working environment and accepts our responsibility to safeguard the welfare of all adults in accordance with the Care Act 2014.

This safeguarding adults policy and procedures apply to all individuals involved with the organisation in whatever capacity.

Principles

The guidance given in this policy is based on the following principles:

- all adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment;
- Loyal Friend Projects will seek to ensure that our organisation is inclusive and makes reasonable adjustments for any ability, disability or impairment. We will also commit to continuous development, monitoring and review;
- the rights, dignity and worth of all adults will always be respected;
- we recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, in particular those adults with care and support needs;
- we all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns whether these concerns arise within our organisation, for example inappropriate behaviour of personnel, or in the wider community;
- all allegations will be taken seriously and responded to quickly in line with best practice;
- Loyal Friend Projects recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Adults Boards.

The six principles of adult safeguarding

The Care Act 2014 sets out the following principles that should underpin safeguarding of adults:

- Empowerment - People being supported and encouraged to make their own decisions and informed consent.

"I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens."

- Prevention – It is better to take action before harm occurs.

"I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help."

- Proportionality – The least intrusive response appropriate to the risk presented.

"I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed."

- Protection – Support and representation for those in greatest need.

"I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want."

- Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse

"I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me."

- Accountability – Accountability and transparency in delivering safeguarding.

"I understand the role of everyone involved in my life and so do they."

Making Safeguarding personal

'Making safeguarding personal' means that adult safeguarding should be person led and outcome focussed. It engages the person in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control. As well as improving quality of life, well-being and safety. Wherever possible discuss safeguarding concerns with the adult to get their view of what they would like to happen and keep them involved in the safeguarding process, seeking their consent to share information outside of the organisation where necessary.

Wellbeing Principle

The concept of wellbeing is threaded throughout the Care Act and it is one that is relevant to adult safeguarding in our organisation. Wellbeing is different for each of us however the Act sets out broad categories that contribute to our sense of wellbeing.

- Personal dignity (including treatment of the individual with respect)
- Physical and mental health and emotional wellbeing
- Protection from abuse and neglect

- Control by the individual over their day-to-day life (including over care and support provided and the way they are provided)
- Participation in work, education, training or recreation
- Social and economic wellbeing
- Domestic, family and personal domains
- Suitability of the individual's living accommodation
- The individual's contribution to society.

Legislation

The practices and procedures within this policy are based on the principles contained within the UK legislation and Government Guidance and have been developed to complement the Safeguarding Adults Boards policy and procedures. They take the following into consideration:

- The Care Act 2014;
- The Protection of Freedoms Act 2012;
- Domestic Violence, Crime and Victims (Amendment) Act 2012;
- The Equality Act 2010;
- The Safeguarding Vulnerable Groups Act 2006;
- Mental Capacity Act 2005;
- Sexual Offences Act 2003;
- The Human Rights Act 1998;
- The Data Protection Act 1998;

Definitions

To assist working through and understanding this policy a number of key definitions need to be explained:

Adult is anyone aged 18 or over.
Adult at Risk is a person aged 18 or over who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs); and;
- Is experiencing, or is at risk of, abuse or neglect; and;
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Adult in need of care and support is determined by a range of factors including personal characteristics, factors associated with their situation, or environment and social factors.

Naturally, a person's disability or frailty does not mean that they will inevitably experience harm or abuse.

In the context of safeguarding adults, the likelihood of an adult in need of care and support experiencing harm or abuse should be determined by considering a range of social, environmental and clinical factors, not merely because they may be defined by one or more of the above descriptors.

In recent years there has been a marked shift away from using the term 'vulnerable' to describe adults potentially at risk from harm or abuse.

Abuse is a violation of an individual's human and civil rights by another person or persons.
Adult safeguarding is protecting a person's right to live in safety, free from abuse and neglect.
Capacity refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (MCA 2005).

Types of Abuse and Neglect

There are different types and patterns of abuse and neglect, and different circumstances in which they may take place. The Care Act 2014 identifies the following as an illustrative guide and is not intended to be exhaustive list as to the sort of behaviour which could give rise to a safeguarding concern:

Self-neglect – this covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Modern Slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Domestic Abuse and coercive control – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. It can occur between any family members.

Discriminatory Abuse – discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act.

Organisational Abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one-off incidents to on-going ill-treatment. It can be

through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Physical Abuse – including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

Sexual Abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault, or sexual acts to which the adult has not consented or was pressured into consenting.

Financial or Material Abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection to wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits

Neglect – including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Emotional or Psychological Abuse – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Not included in the Care Act 2014 but also relevant:

Cyber Bullying – cyber bullying occurs when someone repeatedly makes fun of another person online, or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

Forced Marriage – forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry. The forced marriage of adults with learning disabilities occurs when the adult does not have the capacity to consent to the marriage.

Mate Crime – a 'mate crime' as defined by the Safety Net Project as 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.' Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

Radicalisation – the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

Signs and indicators of abuse and neglect

Abuse can take place in any context and by all manner of perpetrator.

There are many signs and indicators that may suggest someone is being abused or neglected.

These include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Person has belongings or money going missing.
- Person is not attending / no longer enjoying their sessions. You may notice that a participant in a group has been missing from sessions and is not responding to reminders.
- Someone losing or gaining weight / an unkempt appearance. This could be a visitor whose appearance becomes unkempt, does not wear clothing, and deterioration in hygiene.
- A change in the behaviour or confidence of a person. For example, a participant may be looking quiet and withdrawn when their carer comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile.
- They may self-harm.
- They may have a fear of a particular group or individual.
- They may tell you / another person they are being abused – i.e. a disclosure.
- Not meeting the needs of the participant

What to do if you have a concern, or if someone raises concerns with you.

- It is not your responsibility to decide whether or not an adult has been abused. It is, however, everyone's responsibility to respond to and report concerns.
- If you are concerned someone is in immediate danger, contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- If you have concerns and or you are told about possible or alleged abuse, poor practice or wider welfare issues you must report this to the Safeguarding Officer.
- It is important when considering your concern that you keep the person informed about any decisions and action taken, and always consider their needs and wishes.

How to respond to a concern

- Make a note of your concerns.
- Make a note of what the person has said using his or her own words as soon as practicable. Complete an Incident Form and submit to the Safeguarding Officer

- Remember to make safeguarding personal. Discuss your safeguarding concerns with the adult, obtain their view of what they would like to happen, but inform them it's your duty to pass on your concerns.
- Describe the circumstances in which the disclosure came about.
- Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.
- Be mindful of the need to be confidential at all times. This information must only be shared with the Safeguarding Officer and others on a need-to-know basis.
- If the matter is urgent and relates to the immediate safety of an adult at risk then contact the emergency services immediately.

Roles and responsibilities

Loyal Friend Projects is committed to having the following in place:

- A Safeguarding Officer to produce and disseminate guidance and resources to support the policy and procedures.
- A clear line of accountability within the organisation for work on promoting the welfare of all adults.
- Procedures for dealing with allegations of abuse or poor practice against members of staff and volunteers.
- A Disciplinary Panel will be formed as required for a given incident, if appropriate and should a threshold be met.
- Arrangements to work effectively with other organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.
- All staff and volunteers will be subject to safer recruitment practices, including obtaining enhanced DBS checks for those in unsupervised positions of trust.

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental.

It is not the responsibility of any individual to make judgements regarding whether or not abuse is taking place. However, all staff and volunteers have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns.

Review date

This policy will be reviewed every two years or sooner in the event of legislative changes or revised policies and best practice.

Safeguarding Officer

Name

[redacted]

Address

[redacted]

Email

loyalfriendprojects@gmail.com

Appendix

Making Safeguarding Personal

There has been a cultural shift towards Making Safeguarding Personal within the safeguarding process. This is a move from prioritising outcomes demanded by bureaucratic systems. The safeguarding process used to involve gathering a detailed account of what happened and determining who did what to whom. Now the outcomes are defined by the person at the centre of the safeguarding process.

The safeguarding process places a stronger emphasis on achieving satisfactory outcomes that take into account the individual choices and requirements of everyone involved.
"What good is it making someone safer if it merely makes them miserable?" – Lord Justice Mundy, "What Price Dignity?" (2010)

What this means in practice is that adults should be more involved in the safeguarding process. Their views, wishes, feelings and beliefs must be taken into account when decisions are made.

The Care Act 2014 builds on the concept, stating that "We all have different preferences, histories, circumstances and lifestyles so it is unhelpful to prescribe a process that must be followed whenever a concern is raised."

However, the Act is also clear that there are key issues that should be taken into account when abuse or neglect are suspected, and that there should be clear guidelines regarding this.
https://www.local.gov.uk/topics/social-care-health-and-integration/adult-social-care/making-safeguarding-personal

Capacity – Guidance on Making Decisions

The issue of capacity or decision making is a key one in safeguarding adults. It is useful for organisations to have an overview of the concept of capacity.

We make many decisions every day, often without realising. We make so many decisions that it's easy to take this ability for granted.

But some people are only able to make some decisions, and a small number of people cannot make any decisions. Being unable to make a decision is called "lacking capacity".

To make a decision we need to:
- Understand information
- Remember it for long enough
- Think about the information
- Communicate our decision

A person's ability to do this may be affected by things like learning disability, dementia, mental health needs, acquired brain injury, and physical ill health.

The Mental Capacity Act 2005 (MCA) states that every individual has the right to make their own decisions and provides the framework for this to happen.

The MCA is about making sure that people over the age of 16 have the support they need to make as many decisions as possible.

The MCA also protects people who need family, friends, or paid support staff to make decisions for them because they lack capacity to make specific decisions.

Our ability to make decisions can change over the course of a day**.**

Here are some examples that demonstrate how the timing of a question can affect the response:
- A person with epilepsy may not be able to make a decision following a seizure.
- Someone who is anxious may not be able to make a decision at that point.
- A person may not be able to respond as quickly if they have just taken some medication that causes fatigue.

In each of these examples, it may appear as though the person cannot make a decision. But later in the day, presented with the same decision, they may be able to at least be involved.
The MCA recognises that capacity is decision-specific, so no one will be labelled as entirely lacking capacity. The MCA also recognises that decisions can be about big life-changing events, such as where to live, but equally about small events, such as what to wear on a cold day.

To help you to understand the MCA, consider the following five points:
1. Assume that people are able to make decisions, unless it is shown that they are not. If you have concerns about a person's level of understanding, you should check this with them, and if applicable, with the people supporting them.
2. Give people as much support as they need to make decisions. You may be involved in this – you might need to think about the way you communicate or provide information, and you may be asked your opinion.
3. People have the right to make unwise decisions. The important thing is that they understand the implications. If they understand the implications, consider how risks might be minimised.
4. If someone is not able to make a decision, then the person helping them must only make decisions in their "best interests". This means that the decision must be what is best for the person, not for anyone else. If someone was making a decision on your behalf, you would want it to reflect the decision you would make if you were able to.
5. Find the least restrictive way of doing what needs to be done.

Remember:
- You should not discriminate or make assumptions about someone's ability to make decisions, and you should not pre-empt a best-interests decision merely on the basis of a person's age, appearance, condition, or behaviour.
- When it comes to decision-making, you could be involved in a minor way, or asked to provide more detail. The way you provide information might influence a person's ultimate decision. A person may be receiving support that is not in-line with the MCA, so you must be prepared to address this.

Consent and Information Sharing

Staff and volunteers should always share safeguarding concerns in line with this policy, usually with the Safeguarding Officer in the first instance, except in emergency situations. As long as it does not increase the risk to the individual, the staff member or volunteer should explain to them that it is their duty to share their concern with their safeguarding lead or welfare officer.

The Safeguarding Officer will then consider the situation and plan the actions that need to be taken, in conjunction with the adult at risk and in line with this policy.

To make an adult safeguarding referral you need to call the local safeguarding adults team. This may be part of a MASH (*Multi*-Agency Safeguarding Hub). A conversation can be had with the safeguarding adults team without disclosing the identity of the person in the first instance. If it is thought that a referral needs to be made to the safeguarding adults team, consent should be sought where possible from the adult at risk.

Individuals may not give their consent to the sharing of safeguarding information with the safeguarding adult's team for a number of reasons. Reassurance, appropriate support and revisiting the issues at another time may help to change their view on whether it is best to share information.

If they still do not consent, then their wishes should usually be respected. However, there are circumstances where information can be shared without consent such as when the adult does not have the capacity to consent, it is in the public interest because it may affect other people or a serious crime has been committed. This should always be discussed with your safeguarding lead and the local authority safeguarding adults team.

If someone does not want you to share information outside of the organisation or you do not have consent to share the information, ask yourself the following questions:

- Is the adult placing themselves at further risk of harm?
- Is someone else likely to get hurt?
- Has a criminal offence occurred? This includes: theft or burglary of items, physical abuse, sexual abuse, forced to give extra money for lessons (financial abuse) or harassment.
- Is there suspicion that a crime has occurred?

If the answer to any of the questions above is 'yes' - then you can share without consent and need to share the information.

When sharing information there are seven Golden Rules that should always be followed.

1. Seek advice if in any doubt

2. Be transparent - The Data Protection Act (DPA) is not a barrier to sharing information but to ensure that personal information is shared appropriately; except in circumstances where by doing so places the person at significant risk of harm.

3. Consider the public interest - Base all decisions to share information on the safety and well-being of that person or others that may be affected by their actions.

4. Share with consent where appropriate - Where possible, respond to the wishes of those who do not consent to share confidential information. You may still share information without consent, if this is in the public interest.
5. Keep a record - Record your decision and reasons to share or not share information.
6. Accurate, necessary, proportionate, relevant and secure - Ensure all information shared is accurate, up-to-date and necessary, and share with only those who need to have it.
7. Remember the purpose of the Data Protection Act (DPA) is to ensure personal information is shared appropriately, except in circumstances where by doing so may place the person or others at significant harm.

LOYAL FRIEND
PROJECTS

POLICY: CHILD SAFEGUARDING

Purpose

- To protect children and young people from harm where they encounter our organisation.
- To provide all members of the Loyal Friend Projects community, as well as children and young people with the overarching principles that guide our approach to child protection

Loyal Friend Projects acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, under the Children and Young Persons Act 1963, the Child (Performances) Regulations 1968, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000 and The Children Acts 1989 and 2004, government guidance and complies with best practice and industry requirements.

We recognise that:

The welfare and interests of children are paramount in all circumstances. We acknowledge that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

We aim to ensure that regardless of age, culture, ability or disability, gender, racial origin, religious belief, sex or sexual identity or socio-economic background, all children

- are safe, and have a positive and enjoyable experience whilst interacting with Loyal Friend Projects;
- are protected from abuse whilst participating in our activities;
- will be treated equally and with respect and dignity whilst participating in our activities.

Loyal Friend projects believes that:

- children and young people should never experience abuse of any kind;
- society has a responsibility to promote the welfare of all children and young people to keep them safe and to practice in a way that protects them.

Loyal Friend Projects will ensure that:

- action will be taken to stop any inappropriate verbal or physical behaviour within our organisation;

- bullying will not be accepted or condoned within our organisation;
- all adult members provide a positive role model for dealing with other people;
- we avoid any inappropriate contact with children;
- we do not show favouritism to any individual child;
- the welfare and safety of each child will always be put first;
- it will hold a register of every child involved in or activities and will retain a contact name and number close at hand in case of emergencies;
- children, young people and their families know about the safeguarding policy and what to do if they have a concern;
- staff and volunteers understand their responsibilities in respect of safeguarding and are provided with appropriate learning opportunities to undertake training so they recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people;
- support children's right to privacy, including the misuse of photographic images, video, and social media;
- appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern;
- confidential, detailed, and accurate, records of all safeguarding concerns are maintained and securely stored;
- it prevents the employment/deployment of unsuitable individuals;
- robust safeguarding arrangements and procedures are in operation;
- staff and volunteers are informed of changes in legislation and policies for the protection of children;

Adherence to this policy is mandatory for everyone involved in the Loyal Friend Projects. Failure to comply with the policy will be addressed without delay and may ultimately result in dismissal/ exclusion from the organisation.

Child Protection and Visiting Companies and groups

Visiting companies and groups who interact with our organisation are required to have their own Child Protection Policy and procedures in place where members of the company are children, young people or vulnerable adults, or where the company plans to work with children, young people or vulnerable adults as part of an ancillary education package. We reserve the right to ask for copies of all child protection documentation on request and ensure that all permissions and arrangements for supervision are in place.

Health and Safety

An assessment to identify risks will be carried out prior to every new class, workshop or production involving children interacting with our organisation. This will ensure that risks are minimised in any studios, auditorium and gallery spaces, dressing rooms and back stage areas for workshops and/or rehearsals. The following things will be checked prior to a group of children or young people using a space:

- Is the room temperature suitable?
- Is the room light enough?
- Are the exits clearly identified and free from obstruction?
- Is the floor area free from obstruction?
- Are there any potential trip, slip or other hazards?
- Are the fire extinguishers clearly visible and unobstructed?

The member of staff/volunteer leading the session/rehearsal must be made aware of fire evacuation procedure from the space they are using.

Dealing with Concerns of Abuse

The following action should be taken if you suspect a child or vulnerable adult may be suffering abuse in some way:

- do not attempt to investigate;
- privately voice your concerns to the supervising personnel;
- if you continue to feel concerned speak immediately to the Safeguarding Officer who will contact the relevant authorities;
- as soon as possible after becoming aware of possible abuse, make notes about your concerns;
- pass on your written record to the Safeguarding Officer. Do not discuss the incident with anyone else;
- ask for support for yourself if you feel you need it.

Dealing with Disclosures

The following action should be taken if a child who has suffered abuse confides in you:

- listen attentively to what the child or young person is saying;
- do not promise confidentiality. The child, or young person, must be supported to understand that you will have to pass on information and why it is important;
- ask open non-leading questions which help to clarify what the child is say but not lead into an investigative situation. Intrusive questioning could contaminate a subsequent child protection investigation;
- reassure the child, that s/he has been courageous in speaking to you about this;
- do not make judgements about what is disclosed or about the alleged abuser;
- explain the next step, the child should know that they will be kept informed and supported as appropriate;
- treat the allegation seriously and report it immediately to the Safeguarding Officer;
- write down exactly what was said;
- On no account should you speak to the parent or carer about what has been alleged until the Safeguarding Officer has investigated the matter and discussed concerns with the Police or Social Worker if appropriate;

- Ask for support for yourself if you feel you need it.

Dealing with disclosures against a staff member

- Good practice in both the recruitment and supervision of personnel should be designed in such a way that the risk of abuse is reduced and personnel can protect themselves from false allegations. However, the possibility of abuse cannot be eliminated and constant vigilance is necessary.

- If a user tells you that someone in the organisation has caused them harm, this should be treated in the same way as any other disclosure a child may make.

- The information should be passed on to the Safeguarding Officer and handled in the same manner.

Please note that in managing concerns/disclosures it is not your responsibility to decide whether or not abuse has taken place. You must abide by these guidelines if you are concerned about the welfare of a user.

Storing of and access to confidential child protection data

Loyal Friend Projects abides by all relevant data protection legislation. We follow best practice for the processing of information relating to individuals, including obtaining, holding, use or disclosure of such information. Children are entitled to the same duty of confidence as adults, provided they have the ability to understand the choices and their consequences relating to the proposed lines of action. Where consent had not been obtained the law permits disclosure of confidential information necessary to safe guard a child where s/he is considered to be at risk. All child protection information will be stored securely and will only be shared with authorised personnel and appropriate authorities.

Managing Information from the Criminal Records Bureau

Loyal Friend Projects is committed to the development of best practice in relation to the safeguarding of children and young people and will ensure the following practice:

- Disclosures will only be requested when necessary and relevant to a particular post/role and the information provided on a Disclosure certificate will only be used for these purposes.

- Disclosure information will only be shared with the Safeguarding Officer and Directors who are authorised to see it in the course of their duties

- Where additional disclosure information is provided to the organisation this be discussed with the individual should the Disclosure information have an impact on the outcome on the personnel volunteering of the individual.

LOYAL FRIEND
PROJECTS

POLICY: EQUALITY & DIVERSITY

Loyal Friend Projects is committed to eliminating unlawful discrimination.

This policy's purpose is to:

- ensure our organisation is fair, respectful, and considerate of all in our organisation
- ensure our organisation does not unlawfully discriminate

Loyal Friend Projects commits to:

- create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, which fosters dignity and respect for all, in which individual differences and the contributions of all staff are recognised and value. (This commitment includes training all personnel about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination. All personnel should understand that they, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, against fellow personnel, and the public);
- take seriously complaints of bullying, harassment, victimisation, and unlawful discrimination by all personnel and the public where it interacts with the organisation. (Such acts will be dealt with as misconduct under the organisation's disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice. Further, sexual harassment may amount to a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence;
- make opportunities for training, development, and progress available to all personnel, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation;
- ensure decisions concerning personnel are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act);
- review practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law;
- assess this policy regularly

This policy is fully supported by the CIC Board of Directors.

Lowestoft Town Council
Grant Feedback Form

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

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

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

General Details	
Name of organisation	Friends of Claremont pier Cic
Company or Charity Registration Number	16058927
Summary of the Project details (max 250 words)	We provided 3 free fireworks displays for the local community to enjoy
Timescale of the project	August 22nd 2025 to December 26th 2025
Date of grant funding award	12/5/2025
Amount of grant funding awarded	£5000
What did the grant funding help you to achieve?	The grant funding helped us pay for the displays. without this help, we would not have been able to afford to do this.
What impact did the grant funding have on your project? *Please include any information on engagement with the local community, sustainability of the project and the impact on local need*	The grant funding enabled us to deliver three successful community firework displays that were free and accessible for local residents to enjoy. Without this support, it would have been significantly more difficult to provide events of this scale while maintaining high safety standards and keeping them affordable for the community. The displays brought together people of all ages, providing opportunities for families, friends, and neighbours to gather and celebrate in a safe, welcoming environment. The events attracted

Lowestoft Town Council
Grant Feedback Form

	strong attendance and received positive feedback from local residents, helping to strengthen community spirit and reduce social isolation by creating inclusive occasions that everyone could enjoy. The project also had a positive impact on the local area by supporting nearby businesses, with many attendees visiting local shops and food vendors during the events. Working with local suppliers and volunteers further strengthened community engagement and helped build local partnerships. The funding contributed to the sustainability of the project by allowing us to invest in careful planning, safety measures, and event management processes that can be built upon for future community events. The success of the three displays has demonstrated ongoing demand for accessible community celebrations and has strengthened our ability to seek future support and sponsorship. Overall, the grant addressed a clear local need by providing safe, well-organised community events that were accessible to a wide audience, encouraged community cohesion, and created memorable experiences for local residents.
Please evidence or explain how you acknowledged Lowestoft Town Council's grant as part of your project	We advertised this on all of our social media posts about the event and posters, flyers, et cetera making sure anyone who attended the free fireworks display were well aware that the town Council helped towards funding
Contact details	
Name	[redacted]
Address	Claremont Pier Claremont Road Lowestoft Suffolk NR33 0QG
Telephone number/s	[redacted]
E-mail	[redacted]
Position within organisation	Director
Additional Information	

Lowestoft Town Council
Grant Feedback Form

Have you included any photos, social media posts, press releases, newsletters or publicity of your project as part of the feedback form? Please give details	Yes, I have included our social media post leading up to the event.
Do you authorise us to use the above information, including quotes and photos, about your project and organisation as part of our publicity and promotion of our grants programme?	Yes
If your photos include children under the age of 16, do you have permission to share these with us and for the Town Council to use ?	N/A

Signed [redacted] Date 2/2/26


CLAREMONT
PIER
BANK
HOLIDAY
FIREWORKS
FRIDAY 22ND AUGUST
FREE Display
DONATIONS TAKEN ON NIGHT IN AID OF REBUILDING THE END OF THE PIER
9PM
APPROX
Sponsored by
Lowestoft Town Council
G2 Access Solutions
Scaffolding Services (East Anglia)
SLM Group
PCT
CARPENTRY
LOWESTOFT
Insurelink

CLAREMONT PIER

HALF TERM FIREWORKS

FRIDAY 31ST OCT

5:30PM & 7:30 APPROX

FREE Display

DONATIONS TAKEN ON NIGHT IN AID OF REBUILDING THE END OF THE PIER

Sponsored by

Lowestoft Town Council

PCT CARPENTRY LOWESTOFT

Insurelink

G2 Access Solutions Scaffolding Services (East Anglia)

THOMPSONS FOOD SERVICE LTD

KIDS ENTERTAINMENT BY:

ENJOY EVERY SECOND CONNOR B ENTERTAINMENT




CLAREMONT
PIER
BOXING DAY
FIREWORKS
FRIDAY 26TH DEC
5PM
& 6PM
APPROX
Sponsored by
Lowestoft Town Council
PCT
CARPENTRY
LOWESTOFT
Scaffolding Services
(East Anglia)
G2 Access Solutions
H2
SECURITY&FIRE
Insurelink
FREE Display
DONATIONS TAKEN ON NIGHT IN AID OF REBUILDING THE END OF THE PIER

Lowestoft Town Council
Grant Application Form

Please complete this form and send it with:

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

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

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

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	Friends of Claremont pier Cic
Name of account to which payment to be made (explain if not your organisation's name)	Friends of Claremont pier Cic
What does your organisation do? (100 words max)	We are a not for profit community interest company that raises funds for the restoration of the sea ward end of Claremont pier
What relevant local area does your organisation cover?	We cover Lowestoft and surrounding areas
Who are the main beneficiaries of your work?	We seek to support local people with a particular focus on deprived families by holding free events and to rebuild the sea ward end of the pier which is free to walk
Are you a charity? If yes, describe the type of charity	No
If registered, what is the charity number?	N/A

Lowestoft Town Council
Grant Application Form

Not-for-profit? If no, describe the organisation	We are a community interest company limited by guarantee and registered with companies house and with Cic ombudsman registration number 16058927
Organisation income (last complete financial year)	N/A
Organisation expenditure (last complete financial year)	N/A
Contact details	
Name	[redacted]
Address	Claremont pier Claremont road Lowestoft Suffolk NR33 0BS
Telephone number/s	[redacted]
E-mail	[redacted]
Position within organisation	Director
Explain how you are authorised to make this application on behalf of the organisation	Authorised by of directors to undertake all grant applications
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	Our project is a free, community fireworks event featuring two spectacular displays on the same day: a daytime fireworks show, making the event accessible for families with young children and those who may not be able to enjoy late-night events, followed by a large evening fireworks display.

Lowestoft Town Council
Grant Application Form

	Following the success of our previous three community events, which attracted excellent attendance, this project will continue to provide a safe, inclusive and free celebration for local residents in Lowestoft. The event is particularly important for people living in a deprived area, where many families cannot afford ticketed entertainment. By removing financial barriers, everyone has the opportunity to come together and enjoy a memorable community experience. The event also delivers wider benefits to the local economy. Last year's events generated significant visitor numbers, bringing additional customers to nearby shops, cafés, pubs and other local businesses, helping to increase trade and encourage people to spend time in the area. In addition to providing high-quality entertainment, the project strengthens community spirit, reduces social isolation and creates positive experiences for residents of all ages. We are committed to delivering a safe, well-organised event that is accessible, family-friendly and brings lasting benefits to both the local community and surrounding businesses.
Total cost of project	£5000
Breakdown of cost	Daylight fireworks display £1500 Night time fireworks display £3000 Security £ 500
Grant requested from Lowestoft Town Council	£3000
What specifically would the grant from the Council fund?	The funding from the council will be used towards the cost of the fireworks display which will cover a large percentage of the shows once booked a invoice for the displays can be provided
Have any funds been requested/agreed from other sources? Provide details	We will be looking for sponsorship for the event to help promote local businesses all remaining funds will come from RTT leisure LTD
When are the funds required?	Payment needs to be paid 4 weeks prior to the display (28th August 2026) which 4 weeks prior is 31st July 2026
Project start date	August 28th 2026

Lowestoft Town Council
Grant Application Form

Project completion date	August 28th 2026

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

Signed..[redacted]..... Date.....30th June 2026.....

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

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

Urgent consideration is requested because our community fireworks event has a confirmed date of August 28th 2026, which takes place before the next scheduled Finance and Governance Committee meeting. A decision after that meeting would not allow sufficient time to confirm the fireworks contractor, complete the necessary safety planning and secure the required licences. Delaying the decision would place the event at risk of cancellation. Evidence of the confirmed event date and supplier booking requirements can be provided in support of this request.

FILE COPY

CERTIFICATE OF INCORPORATION
OF A
COMMUNITY INTEREST COMPANY

Company Number **16058927**

The Registrar of Companies for England and Wales, hereby certifies that

FRIENDS OF CLAREMONT PIER CIC

is this day incorporated under the Companies Act 2006 as a Community Interest Company; is a private company, that the company is limited by guarantee, and the situation of its registered office is in England and Wales

Given at Companies House, Cardiff, on **4th November 2024**

N16058927P

Companies House

THE OFFICIAL SEAL OF THE REGISTRAR OF COMPANIES

The above information was communicated by electronic means and authenticated by the Registrar of Companies under section 1115 of the Companies Act 2006

Companies House

IN01(ef)

Application to register a company

Received for filing in Electronic Format on the: **01/11/2024** *XDEYDEQI*

Company Name in full:	**FRIENDS OF CLAREMONT PIER CIC**
Company Type:	**Private company limited by guarantee**
Situation of Registered Office:	**England and Wales**
Proposed Registered Office Address:	**CLAREMONT PIER CLAREMONT ROAD LOWESTOFT ENGLAND NR33 0BS**
Sic Codes:	**82990**

Proposed Officers

Company Director 1

Type: **Person**

Full Forename(s): [redacted]

Surname:

Former Names:

Service Address: **recorded as Company's registered office**

Country/State Usually Resident: **ENGLAND**

Date of Birth: [redacted] *Nationality:* **BRITISH**

Occupation: **DIRECTOR**

The subscribers confirm that the person named has consented to act as a director.

Persons with Significant Control (PSC)

Statement of initial significant control

On incorporation, there will be someone who will count as a Person with Significant Control (either a registerable person or relevant legal entity (RLE)) in relation to the company

Individual Person with Significant Control details

Names: [redacted]

Country/State Usually Resident: **ENGLAND**

Date of Birth: [redacted] *Nationality:* **BRITISH**

Service address recorded as Company's registered office

The subscribers confirm that each person named as an individual PSC in this application knows that their particulars are being supplied as part of this application.

Nature of control	**The person holds, directly or indirectly, 75% or more of the voting rights in the company.**
Nature of control	**The person has the right, directly or indirectly, to appoint or remove a majority of the board of directors of the company.**

Statement of Guarantee

I confirm that if the company is wound up while I am a member, or within one year after I cease to be a member, I will contribute to the assets of the company by such amount as may be required for:
- payments of debts and liabilities of the company contracted before I cease to be a member;
- payments of costs, charges and expenses of winding up, and;
- adjustment of the rights of the contributors among ourselves, not exceeding the specified amount below.

Name: [redacted]

Address **CLAREMONT PIER CLAREMONT ROAD**
LOWESTOFT
ENGLAND
NR33 0BS

Amount Guaranteed **1**

Lawful Purpose Statement

The subscribers confirm that the company has been formed for lawful purposes.

Statement of Compliance

I confirm the requirements of the Companies Act 2006 as to registration have been complied with.

Name: [redacted]
Authenticated **YES**

Authorisation

Authoriser Designation: **subscriber** *Authenticated* **YES**

End of Electronically filed document for Company Number: **16058927**

COMPANY NOT HAVING A SHARE CAPITAL

Memorandum of Association of

FRIENDS OF CLAREMONT PIER CIC

Each subscriber to this memorandum of association wishes to form a company under the Companies Act 2006 and agrees to become a member of the company.

Name of each subscriber	Authentication
[redacted]	Authenticated Electronically

Dated: 01/11/2024

The Companies Act 2006

Community Interest Company Limited by Guarantee

Articles of Association[1]

of

FRIENDS OF CLAREMONT PIER CIC

The Companies Act 2006
Community Interest Company Limited by Guarantee

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The Companies Act 2006

Articles of Association

of

FRIENDS OF CLAREMONT PIER CIC

INTERPRETATION

1. Defined Terms

1.1 The interpretation of these Articles is governed by the provisions set out in the Schedule at the end of the Articles.

COMMUNITY INTEREST COMPANY AND ASSET LOCK

2. Community Interest Company

The Company is to be a community interest company.

3. Asset Lock[2]

3.1 The Company shall not transfer any of its assets other than for full consideration.

3.2 Provided the conditions in Article 3.3 are satisfied, Article 3.1 shall not apply to:

(a) the transfer of assets to any specified asset-locked body, or (with the consent of the Regulator) to any other asset-locked body; and

(b) the transfer of assets made for the benefit of the community other than by way of a transfer of assets into an asset-locked body.

3.3 The conditions are that the transfer of assets must comply with any restrictions on the transfer of assets for less than full consideration which may be set out elsewhere in the memorandum and Articles of the Company.

3.4 If:

3.4.1 the Company is wound up under the Insolvency Act 1986; and

3.4.2 all its liabilities have been satisfied

any residual assets shall be given or transferred to the asset-locked body specified in Article 3.5 below.

3.5 For the purposes of this Article 3, the following asset-locked body is specified as a potential recipient of the Company's assets under Articles 3.2 and 3.4:

Name: The Royal National Lifeboat Institution

Charity Registration Number (if applicable): 209603

Company Registration Number (if applicable): RC000503

Registered Office: West Quay Road, Poole, Dorset, BH15 1HZ

4. Not for profit

4.1 The Company is not established or conducted for private gain: any surplus or assets are used principally for the benefit of the community.

OBJECTS, POWERS AND LIMITATION OF LIABILITY

5. Objects[3]

The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) to the maintenance of the Claremont Pier at Lowestoft.

6. Powers

6.1 To further its objects the Company may do all such lawful things as may further the Company's objects and, in particular, but, without limitation, may borrow or raise and secure the payment of money for any purpose including for the purposes of investment or of raising funds.

7. Liability of members[4]

The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the Company in the event of its being wound up while he or she is a member or within one year after he or she ceases to be a member, for:

7.1 payment of the Company's debts and liabilities contracted before he or she ceases to be a member;

7.2 payment of the costs, charges and expenses of winding up; and

7.3 adjustment of the rights of the contributories among themselves.

DIRECTORS

DIRECTORS' POWERS AND RESPONSIBILITIES[5]

8. Directors' general authority

Subject to the Articles, the Directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the Company.

9. Members' reserve power

9.1 The members may, by special resolution, direct the Directors to take, or refrain from taking, specific action.

9.2 No such special resolution invalidates anything which the Directors have done before the passing of the resolution.

10. Chair

The Directors may appoint one of their number to be the chair of the Directors for such term of office as they determine and may at any time remove him or her from office.

11. Directors may delegate[6]

11.1 Subject to the Articles, the Directors may delegate any of the powers which are conferred on them under the Articles or the implementation of their decisions or day to day management of the affairs of the Company:

11.1.1 to such person or committee;

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

11.1.3 to such an extent;

11.1.4 in relation to such matters or territories; and

11.1.5 on such terms and conditions;

as they think fit.

11.2 If the Directors so specify, any such delegation of this power may authorise further delegation of the Directors' powers by any person to whom they are delegated.

11.3 The Directors may revoke any delegation in whole or part, or alter its terms and conditions.

DECISION-MAKING BY DIRECTORS

12. Directors to take decisions collectively[7]

Any decision of the Directors must be either a majority decision at a meeting or a decision taken in accordance with Article 18. [In the event of the Company having only one Director, a majority decision is made when that single Director makes a decision.]

13. Calling a Directors' meeting

13.1 Two Directors may (and the Secretary, if any, must at the request of two Directors) call a Directors' meeting.

13.2 A Directors' meeting must be called by at least seven Clear Days' notice unless either:

13.2.1 all the Directors agree; or

13.2.2 urgent circumstances require shorter notice.

13.3 Notice of Directors' meetings must be given to each Director.

13.4 Every notice calling a Directors' meeting must specify:

13.4.1 the place, day and time of the meeting; and

13.4.2 if it is anticipated that Directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.

13.5 Notice of Directors' meetings need not be in Writing.

13.6 Notice of Directors' meetings may be sent by Electronic Means to an Address provided by the Director for the purpose.

14. Participation in Directors' meetings

14.1 Subject to the Articles, Directors participate in a Directors' meeting, or part of a Directors' meeting, when:

14.1.1 the meeting has been called and takes place in accordance with the Articles; and

14.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.

14.2 In determining whether Directors are participating in a Directors' meeting, it is irrelevant where any Director is or how they communicate with each other.[8]

14.3 If all the Directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

15. Quorum for Directors' meetings[9]

15.1 At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.

15.2 The quorum for Directors' meetings may be fixed from time to time by a decision of the Directors, but it must never be less than two, and unless otherwise fixed it is [two].

15.3 If the total number of Directors for the time being is less than the quorum required, the Directors must not take any decision other than a decision:

15.3.1 to appoint further Directors; or

15.3.2 to call a general meeting so as to enable the members to appoint further Directors.

16. Chairing of Directors' meetings

The Chair, if any, or in his or her absence another Director nominated by the Directors present shall preside as chair of each Directors' meeting.

17. Decision-making at meetings [10]

17.1 Questions arising at a Directors' meeting shall be decided by a majority of votes.

17.2 In all proceedings of Directors each Director must not have more than one vote.[11]

17.3 In case of an equality of votes, the Chair shall have a second or casting vote.

18. Decisions without a meeting[12]

18.1 The Directors may take a unanimous decision without a Directors' meeting in accordance with this Article by indicating to each other by any means, including without limitation by Electronic Means, that they share a common view on a matter. Such a decision may, but need not, take the form of a resolution in Writing, copies of which have been signed by each Director or to which each Director has otherwise indicated agreement in Writing.

18.2 A decision which is made in accordance with Article 18.1 shall be as valid and effectual as if it had been passed at a meeting duly convened and held, provided the following conditions are complied with:

18.2.1 approval from each Director must be received by one person being either such person as all the Directors have nominated in advance for that purpose or such other person as volunteers if necessary ("the Recipient"), which person may, for the avoidance of doubt, be one of the Directors;

18.2.2 following receipt of responses from all of the Directors, the Recipient must communicate to all of the Directors by any means whether the resolution has been formally approved by the Directors in accordance with this Article 18.2;

18.2.3 the date of the decision shall be the date of the communication from the Recipient confirming formal approval;

18.2.4 the Recipient must prepare a minute of the decision in accordance with Article 32.

19. Conflicts of interest[13]

19.1 Whenever a Director finds himself or herself in a situation that is reasonably likely to give rise to a Conflict of Interest, he or she must declare his or her interest to the Directors unless, or except to the extent that, the other Directors are or ought reasonably to be aware of it already.

19.2 If any question arises as to whether a Director has a Conflict of Interest, the question shall be decided by a majority decision of the other Directors.

19.3 Whenever a matter is to be discussed at a meeting or decided in accordance with Article 18 and a Director has a Conflict of Interest in respect of that matter then, subject to Article 20, he or she must:

19.3.1 remain only for such part of the meeting as in the view of the other Directors is necessary to inform the debate;

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

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

19.4 When a Director has a Conflict of Interest which he or she has declared to the Directors, he or she shall not be in breach of his or her duties to the Company by withholding confidential information from the Company if to disclose it would result in a breach of any other duty or obligation of confidence owed by him or her.

20. Directors' power to authorise a conflict of interest

20.1 The Directors have power to authorise a Director to be in a position of Conflict of Interest provided:

20.1.1 in relation to the decision to authorise a Conflict of Interest, the conflicted Director must comply with Article 19.3;

20.1.2 in authorising a Conflict of Interest, the Directors can decide the manner in which the Conflict of Interest may be dealt with and, for the avoidance of doubt, they can decide that the Director with a Conflict of Interest can participate in a vote on the matter and can be counted in the quorum;

20.1.3 the decision to authorise a Conflict of Interest can impose such terms as the Directors think fit and is subject always to their right to vary or terminate the authorisation.

20.2 If a matter, or office, employment or position, has been authorised by the Directors in accordance with Article 20.1 then, even if he or she has been authorised to remain at the meeting by the other Directors, the Director may absent himself or herself from meetings of the Directors at which anything relating to that matter, or that office, employment or position, will or may be discussed.

20.3 A Director shall not be accountable to the Company for any benefit which he or she derives from any matter, or from any office, employment or position, which has been authorised by the Directors in accordance with Article 20.1 (subject to any limits or conditions to which such approval was subject).

21. Register of Directors' interests

The Directors shall cause a register of Directors' interests to be kept. A Director must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Company or in any transaction or arrangement entered into by the Company which has not previously been declared.

APPOINTMENT AND RETIREMENT OF DIRECTORS[14]

22. Methods of appointing Directors

22.1 Those persons notified to the Registrar of Companies as the first Directors of the Company shall be the first Directors.

22.2 Any person who is willing to act as a Director, and is permitted by law to do so, may be appointed to be a Director by a decision of the Directors.

23. Termination of Director's appointment[15]

A person ceases to be a Director as soon as:

(a) that person ceases to be a Director by virtue of any provision of the Companies Act 2006, or is prohibited from being a Director by law;

(b) a bankruptcy order is made against that person, or an order is made against that person in individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;

(c) a composition is made with that person's creditors generally in satisfaction of that person's debts;

(d) notification is received by the Company from the Director that the Director is resigning from office, and such resignation has taken effect in accordance with its terms (but only if at least two Directors will remain in office when such resignation has taken effect); or

(e) the Director fails to attend three consecutive meetings of the Directors and the Directors resolve that the Director be removed for this reason.

(f) the Director ceases to be a member.

24. Directors' remuneration[16]

24.1 Directors may undertake any services for the Company that the Directors decide.

24.2 Directors are entitled to such remuneration as the Directors determine:

(a) for their services to the Company as Directors; and

(b) for any other service which they undertake for the Company.

24.3 Subject to the Articles, a Director's remuneration may:

(a) take any form; and

(b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.

24.4 Unless the Directors decide otherwise, Directors' remuneration accrues from day to day.

24.5 Unless the Directors decide otherwise, Directors are not accountable to the Company for any remuneration which they receive as Directors or other officers or employees of

the Company's subsidiaries or of any other body corporate in which the Company is interested.

25. Directors' expenses

25.1 The Company may pay any reasonable expenses which the Directors properly incur in connection with their attendance at:

(a) meetings of Directors or committees of Directors;

(b) general meetings; or

(c) separate meetings of any class of members or of the holders of any debentures of the Company,

or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company.

MEMBERS[17]

BECOMING AND CEASING TO BE A MEMBER[18]

26. Becoming a member[19]

26.1 The subscribers to the Memorandum are the first members of the Company.

26.2 Such other persons as are admitted to membership in accordance with the Articles shall be members of the Company.

26.3 Each member of the company shall be a Director.

26.4 No person shall be admitted a member of the Company unless he or she is approved by the Directors.

26.5 Every person who wishes to become a member shall deliver to the company an application for membership in such form (and containing such information) as the Directors require and executed by him or her.

27. Termination of membership[20]

27.1 Membership is not transferable to anyone else.

27.2 Membership is terminated if:

27.2.1 the member dies or ceases to exist;

27.2.2 otherwise in accordance with the Articles; or

27.2.3 a member ceases to be a Director.

DECISION MAKING BY MEMBERS

28. Members' meetings[21]

28.1 The Directors may call a general meeting at any time.

28.2 General meetings must be held in accordance with the provisions regarding such meetings in the Companies Acts.[22]

28.3 A person who is not a member of the Company shall not have any right to vote at a general meeting of the Company; but this is without prejudice to any right to vote on a resolution affecting the rights attached to a class of the Company's debentures. [23]

28.4 Article 28.3 shall not prevent a person who is a proxy for a member or a duly authorised representative of a member from voting at a general meeting of the Company.

29. Written resolutions

29.1 Subject to Article 29.3, a written resolution of the Company passed in accordance with this Article 29 shall have effect as if passed by the Company in general meeting:

29.1.1 A written resolution is passed as an ordinary resolution if it is passed by a simple majority of the total voting rights of eligible members.

29.1.2 A written resolution is passed as a special resolution if it is passed by members representing not less than 75% of the total voting rights of eligible members. A written resolution is not a special resolution unless it states that it was proposed as a special resolution.

29.2 In relation to a resolution proposed as a written resolution of the Company the eligible members are the members who would have been entitled to vote on the resolution on the circulation date of the resolution.

29.3 A members' resolution under the Companies Acts removing a Director or an auditor before the expiration of his or her term of office may not be passed as a written resolution.

29.4 A copy of the written resolution must be sent to every member together with a statement informing the member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. Communications in relation to written notices shall be sent to the Company's auditors in accordance with the Companies Acts.

29.5 A member signifies their agreement to a proposed written resolution when the Company receives from him or her an authenticated Document identifying the resolution to which it relates and indicating his or her agreement to the resolution.

29.5.1 If the Document is sent to the Company in Hard Copy Form, it is authenticated if it bears the member's signature.

29.5.2 If the Document is sent to the Company by Electronic Means, it is authenticated [if it bears the member's signature] or [if the identity of the member is confirmed

in a manner agreed by the Directors] or [if it is accompanied by a statement of the identity of the member and the Company has no reason to doubt the truth of that statement] or [if it is from an email Address notified by the member to the Company for the purposes of receiving Documents or information by Electronic Means].

29.6 A written resolution is passed when the required majority of eligible members have signified their agreement to it.

29.7 A proposed written resolution lapses if it is not passed within 28 days beginning with the circulation date.

ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS

30. Means of communication to be used

30.1 Subject to the Articles, anything sent or supplied by or to the Company under the Articles may be sent or supplied in any way in which the Companies Act 2006 provides for Documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the Company.

30.2 Subject to the Articles, any notice or Document to be sent or supplied to a Director in connection with the taking of decisions by Directors may also be sent or supplied by the means by which that Director has asked to be sent or supplied with such notices or Documents for the time being.

30.3 A Director may agree with the Company that notices or Documents sent to that Director in a particular way are to be deemed to have been received within an agreed time of their being sent, and for the agreed time to be less than 48 hours.

31. Irregularities

The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not referred to in the notice unless a provision of the Companies Acts specifies that such informality, irregularity or want of qualification shall invalidate it.

32. Minutes

32.1 The Directors must cause minutes to be made in books kept for the purpose:

32.1.1 of all appointments of officers made by the Directors;

32.1.2 of all resolutions of the Company and of the Directors (including, without limitation, decisions of the Directors made without a meeting); and

32.1.3 of all proceedings at meetings of the Company and of the Directors, and of committees of Directors, including the names of the Directors present at each such meeting;

and any such minute, if purported to be signed (or in the case of minutes of Directors' meetings signed or authenticated) by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any member or Director of the Company, be sufficient evidence of the proceedings.

32.2 The minutes must be kept for at least ten years from the date of the meeting, resolution or decision.

33. Records and accounts[24]

The Directors shall comply with the requirements of the Companies Acts as to maintaining a members' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Regulator of:

33.1 annual reports;

33.2 annual returns; and

33.3 annual statements of account.

33.4 Except as provided by law or authorised by the Directors or an ordinary resolution of the Company, no person is entitled to inspect any of the Company's accounting or other records or Documents merely by virtue of being a member.

34. Indemnity

34.1 Subject to Article 34.2, a relevant Director of the Company or an associated company may be indemnified out of the Company's assets against:

(a) any liability incurred by that Director in connection with any negligence, default, breach of duty or breach of trust in relation to the Company or an associated company;

(b) any liability incurred by that Director in connection with the activities of the Company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006); and

(c) any other liability incurred by that Director as an officer of the Company or an associated company.

34.2 This Article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law.

34.3 In this Article:

(a) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate; and

(b) a "relevant Director" means any Director or former Director of the Company or an associated company.

35. Insurance

35.1 The Directors may decide to purchase and maintain insurance, at the expense of the Company, for the benefit of any relevant Director in respect of any relevant loss.

35.2 In this Article:

(a) a "relevant Director" means any Director or former Director of the Company or an associated company;

(b) a "relevant loss" means any loss or liability which has been or may be incurred by a relevant Director in connection with that Director's duties or powers in relation to the Company, any associated company or any pension fund or employees' share scheme of the company or associated company; and

(c) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

36. Exclusion of model articles

The relevant model articles for a company limited by guarantee are hereby expressly excluded.

SCHEDULE

INTERPRETATION

Defined terms

1. In the Articles, unless the context requires otherwise, the following terms shall have the following meanings:

	Term	Meaning
1.1	**"Address"**	includes a number or address used for the purposes of sending or receiving Documents by Electronic Means;
1.2	**"Articles"**	the Company's articles of association;
1.3	**"asset-locked body"**	means (i) a community interest company, a charity[25] or a Permitted Industrial and Provident Society; or (ii) a body established outside the United Kingdom that is equivalent to any of those;
1.4	**"bankruptcy"**	includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
1.5	**"Chair"**	has the meaning given in Article 10;
1.6	**"Circulation Date"**	in relation to a written resolution, has the meaning given to it in the Companies Acts;
1.7	**"Clear Days"**	in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;
1.8	**"community"**	is to be construed in accordance with accordance with Section 35(5) of the Company's (Audit) Investigations and Community Enterprise) Act 2004;
1.9	**"Companies Acts"**	means the Companies Acts (as defined in Section 2 of the Companies Act 2006), in so far as they apply to the Company;
1.10	**"Company"**	[ ] [Community Interest Company/C.I.C.];
1.11	**"Conflict of Interest"**	any direct or indirect interest of a Director (whether personal, by virtue of a duty of loyalty to another organisation or otherwise) that conflicts, or might conflict with the interests of the Company;

1.12	**"Director"**	a director of the Company, and includes any person occupying the position of director, by whatever name called;
1.13	**"Document"**	includes, unless otherwise indicated, any document sent or supplied in Electronic Form;
1.14	**"Electronic Form" and "Electronic Means"**	have the meanings respectively given to them in Section 1168 of the Companies Act 2006;
1.15	**"Hard Copy Form"**	has the meaning given to it in the Companies Act 2006;
1.16	**"Memorandum"**	the Company's memorandum of association;
1.17	**"participate"**	in relation to a Directors' meeting, has the meaning given in Article 14;
1.18	**"Permitted Industrial and Provident Society"**	an industrial and provident society which has a restriction on the use of its assets in accordance with Regulation 4 of the Community Benefit Societies (Restriction on Use of Assets) Regulations 2006 or Regulation 4 of the Community Benefit Societies (Restriction on Use of Assets) Regulations (Northern Ireland) 2006;
1.19	**"the Regulator"**	means the Regulator of Community Interest Companies;
1.20	**"Secretary"**	the secretary of the Company (if any);
1.21	**"specified"**	means specified in the memorandum or articles of association of the Company for the purposes of this paragraph;
1.22	**"subsidiary"**	has the meaning given in section 1159 of the Companies Act 2006;
1.23	**"transfer"**	includes every description of disposition, payment, release or distribution, and the creation or extinction of an estate or interest in, or right over, any property; and
1.24	**"Writing"**	the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in Electronic Form or otherwise.

2. **Subject to clause** 3 of this Schedule, any reference in the Articles to an enactment includes a reference to that enactment as re-enacted or amended from time to time and to any subordinate legislation made under it.

3. Unless the context otherwise requires, other words or expressions contained in these Articles bear the same meaning as in the Companies Acts as in force on the date when these Articles become binding on the Company.

[1] On articles of association generally, see [Part 5] of the Regulator's information and guidance notes. If you are an existing company wishing to become a community interest company, there is no need to adopt completely new articles, but you must comply with the requirements of the Community Interest Company Regulations 2005 (as amended) ("the Regulations") by including the provisions set out in Schedule 1 to the Regulations in the articles of your company.

[2] See [Part 6] of the Regulator's information and guidance notes. Inclusion of the provisions contained in article 3.1 to 3.3 is mandatory, reflecting sub-paragraphs (1) to (3) of paragraph 1 of Schedule 1 to the Regulations

[3] On the specification of the company's objects, see [Part 5] of the Regulator's information and guidance notes

[4] On limited liability, see [Part 3] of the Regulator's information and guidance notes. On guarantees generally see [Chapter 3.2] of the Regulator's information and guidance notes.

[5] Note that although this model constitution assumes that all Directors are Members and all Members are Directors, and the Directors are given wide powers, under the Articles (and company law more generally) there are still some decisions which Members must make as Members (either in general meeting under the Companies Act 2006 (article 28.2), or by written resolution in accordance with article 29). [See in general the Companies House guidance booklet, "Resolutions" (available online at http://www.companieshouse.gov.uk/about/gbhtml/gba7.shtml).].

[6] Article 11 permits the Directors to delegate any of their functions. Delegation may take the form of, for instance, the Directors giving a managing director general authority to run the company's day to day business, or responsibility for specific matters being delegated to particular directors (e.g. financial matters to a finance director); or it may be equally appropriate to delegate matters to persons other than Directors. In all cases, it is important to remember that delegation does not absolve Directors of their general duties towards the company and their overall responsibility for its management. This means that, amongst other things, Directors must be satisfied that those to whom responsibilities are delegated are competent to carry them out.

[7] Article 12 states that the Directors must make decisions by majority at a meeting in accordance with article 14; or unanimously if taken in accordance with article 18.

[8] Article 14.2 is designed to facilitate the taking of decisions by the directors communicating via telephone or video conference calls. Note the requirement to keep a written record of meetings and decisions (article 32).

[9] The quorum may be fixed in absolute terms (e.g. "two Directors") or as a proportion of the total number of Directors (e.g. "one third of the total number of Directors"). You may even wish to stipulate that particular named Directors, or Directors representing particular stakeholder interests, must be present to constitute a quorum.

[10] Article 17 reflects paragraph 4 of Schedule 1 to the Regulations, which is required to be included in the articles of all community interest companies.

[11] You may wish to include a provision which gives the chair of the board a casting vote. This will enable the directors to resolve any deadlock at board level.

[12] Article 18 is designed to facilitate the taking of decisions by directors following discussions in the form of, for example, email exchanges copied to all the directors. Note the requirements as to recording the decision in articles 18.2 and 32.

[13] The provisions in articles 19 and 20 reflect the position under the Companies Act 2006. However, it is recommended that, as a matter of good practice, all actual and potential conflicts of interest are disclosed in writing or at a meeting, as the case may be.

[14] Private companies are obliged to have at least one director. Provisions can be inserted into the articles providing for a minimum number of directors. Where the company has just one director, that director must be a natural person. Article 12 notes that, where there is only one director, a majority decision is reached when that director makes a decision. In the case of a single director, the quorum provisions (article 15) will need to be amended accordingly.

[15] The board of directors cannot remove a director other than in accordance with the provisions in article 23 and the Companies Act 2006.

[16] See the guidance on directors' remuneration in [Part 9] of the Regulator's information and guidance notes.

[17] See section 112 of the Companies Act 2006. A company's members are (i) the subscribers to its memorandum; and (ii) every other person who agrees to become a member of the company and whose name is entered in its register of members.

[18] There is no need for all those who wish to become Members to subscribe to the Memorandum on incorporation; they can become Members and be entered in the register of Members after the company has been formed. However, since this model constitution assumes that all Members are also Directors, all Members will also have to be validly appointed as Directors under article 22.

[19] Inclusion of the provisions in article 26 (other than 26.3) is mandatory and reflects paragraphs 2(1)-(4) of Schedule 1 to the Regulations. [Directors should ensure that the information to be included on an application

form includes all the information which will be required to fill in Companies House Form [288a] on the appointment of the new Member as a Director (see: http://www.companieshouse.gov.uk/forms/generalForms/288A.pdf).] Article 26.3 provides that the Directors are also members of the company.

[20] Inclusion of the provisions of article 27.1 and 27.2.1 – 27.2.2 (reflecting sub-paragraphs (5) and (6) of paragraph 2 of Schedule 1 to the Regulations), is mandatory.

[21] The Companies Act 2006 has removed the need for private companies to hold annual general meetings and therefore these Articles follow suit; however, if you wish, you can insert an additional provision which obliges the company to hold annual general meetings.

[22] Article 28.2 provides that general meetings must be held in accordance with the provisions of the Companies Act 2006. You may insert additional provisions that specify how many Members are required to be present to hold a valid general meeting. The quorum may be fixed in absolute terms (e.g. "four Members") or as a proportion of the total number of Members (e.g. "three quarters of the Members from time to time"). You may even wish to stipulate that particular named Members, or Members representing particular stakeholder interests, must be present to constitute a quorum. In any event, it is recommended that the quorum should never be less than half of the total number of Members.

[23] Inclusion of the provisions of article 28.3 (reflecting paragraph 3(1) of Schedule 1 to the Regulations) is mandatory.

[24] See the Companies House guidance booklet, "Accounts and Accounting Reference Dates" (available online at http://www.companies-house.gov.uk/about/gbhtml/gba3.shtml).] On the annual community interest company report, see [Part 8] of the Regulator's information and guidance notes.

[25] Section 1(1) of the Charities Act 2006 defines "charity" as an institution which "is established for charitable purposes only, and falls to be subject to the control of the High Court in the exercise of its jurisdiction with respect to charities.".

Please ensure this form is placed at the top of your application, if posted to Companies House, and the Company Name is consistent throughout all documents

CIC 36

Declarations on Formation of a Community Interest Company[1]

Please complete in typescript, or in bold black capitals.

Company Name in full

Friends of Claremont Pier CIC

Community Interest Company

SECTION A: COMMUNITY INTEREST STATEMENT – beneficiaries

1. We/I, the undersigned, declare that the company will carry on its activities for the benefit of the community, or a section of the community[2]. [Insert a short description of the community, or section of the community, which it is intended that the company will benefit below][3]

The company's activities will provide benefit to ...

The companies activities will support the maintenance of the Claremont Pier at Lowestoft in order to enable the preservation of this local historical feature.

The pier is an attractive facility for all age groups, young people enjoy the clubs and bars which we anticipate will be part of the refurbishment. Older people enjoy walking along the pier and enjoying the views. Fishing is also a popular pastime.

COMPANY NAME	Friends of Claremont Pier CIC

SECTION B: Community Interest Statement – Activities & Related Benefit

Please indicate how it is proposed that the company's activities will benefit the community, or a section of the community. Please provide as much detail as possible as to what the company is being set up to do. It would be useful if you were to explain how you think your company will be different from a commercial company providing similar services or products for individual or personal gain.

Activities (Tell us here what the company is being set up to do)	**How will the activity benefit the community?** *(The community will benefit by...)*
The activities will provide fund raising abilities and functions to support the maintenance of the Pier.	The activities will provide a focal point to bring the local community together to recognise and celebrate the historical importance of the Pier. It will give the local people a place to walk and enjoy throughout the year. We know from evidence gathered through the town councils neighbourhood planning process that the Pier is a vitally important part of the town, and that there is a great deal of support to restore and enhance it. Events will be held on the Pier, and this will further benefit the local community who can participate and benefit from them as there is woeful lack of 'things to do' in the area.

If the company makes any surplus, it will be used for
All surplus funds would be re-invested in the pier as the project is a very ambitious one. Piers require ongoing maintenance and management.

(Please continue separate sheet if necessary.)

COMPANY NAME

Friends of Claremont Pier CIC

SECTION C:

1. We/I, the undersigned, declare that the company in respect of which this application is made will not be:

   (a) a political party;
   (b) a political campaigning organisation; or
   (c) a subsidiary of a political party or of a political campaigning organisation.[4]

SECTION D:

If this section is not completed your application will be rejected.

TYPED NAMES ARE NOT ACCEPTABLE AND WILL BE REJECTED

Each person who is a director of the company **must** sign the declarations.

[Signed, scanned or DocuSign signatures are allowed.]

Signed	[redacted]	Date	14/10/24
Signed		Date	
Signed		Date	
Signed		Date	
Signed		Date	
Signed		Date	
Signed		Date	
Signed		Date	

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Email:	Tel
DX Number	DX Exchange

CHECKLIST

ALL Applications

- Have the first directors signed the CIC36? (typed names instead of signatures are not accepted)

- Is the company name consistent throughout?

Hardcopy Applications only

This form must be posted with the following documents:
(a) Memorandum of Association
(b) Articles of Association, which comply with CIC legislative requirements
(c) Form IN01- indicating that the proposed company is adopting bespoke articles.
(d) Any completed continuation sheets
(e) A cheque or postal order for £86 made payable to Companies House

When you have completed and signed this form, please ensure it is placed at the top of your application and send it to the Registrar of Companies at:

For companies registered in England, Scotland, Wales and Northern Ireland:
New Companies Section, Companies House, Crown Way, Cardiff, CF14 3UZ
DX 33050 Cardiff

NOTES

[1] This form will be placed on the public record. Any information relevant to the application that you do not wish to appear on the public record, should be described in a separate letter addressed to the CIC Regulator and delivered to the Registrar of Companies with the other documents.

[2] The community interest test is referred to in section 35 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and is expanded upon in regulations 3, 4 & 5 of the Regulations.

[3] E.g. "the residents of Oldtown" or "those suffering from XYZ disease".

[4] A company is not eligible to be formed as a community interest company if it will be an "excluded company". If you are not sure whether the company which you wish to form falls into any of these categories, you should refer to the definitions of the terms "political party", "political campaigning organisation" and "subsidiary" (and of the related terms "election", "governmental authority", "public authority" and "referendum") in Regulation 2 of the Regulations before completing this form.

Lowestoft Town Council
Grant Feedback Form

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

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

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

General Details	
Name of organisation	Most Easterly Community Group (Use It All)
Company or Charity Registration Number	
Summary of the Project details (max 250 words)	A request to deal with backlog of medicine blister packs created by highly successful previous scheme. At that point – since May 2025 – we had been trying to deveop a wider and more collaborative project. This is still underdevelopment (see reports in May, September and December 2025, and April/June 2026)
Timescale of the project	Jan – march 2026
Date of grant funding award	Jan 2026
Amount of grant funding awarded	£1680
What did the grant funding help you to achieve?	We packed and sent off 15 boxes of medicine blister packs for recycling. That's around 120,000 blister packs, weighing about 165 kilogrammes.
What impact did the grant	It showed a positive outcome from all the effort made by individuals

Lowestoft Town Council
Grant Feedback Form

funding have on your project? *Please include any information on engagement with the local community, sustainability of the project and the impact on local need*	to collect, store, and bring to collection points their medicine blister packs. It removed the initial backlog. However, as collectors had loyally continued though the scheme had been halted many months previously, we now have another 10 boxes worth, stored in a garage.
Please evidence or explain how you acknowledged Lowestoft Town Council's grant as part of your project	In website articles, press release, social media
Contact details	
Name	[redacted] Use It All [redacted] Most Easterly Community Group
Address	[redacted]
Telephone number/s	[redacted]
E-mail	[redacted]
Position within organisation	Member
Additional Information	
Have you included any photos, social media posts, press releases, newsletters or publicity of your project as part of the feedback form? Please give details	Photos attached Press release attached
Do you authorise us to use the above information, including quotes and photos, about your project and organisation as part of our publicity and promotion of our grants programme?	Yes

Lowestoft Town Council
Grant Feedback Form

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

Signed……[redacted]……
Date.....14/6/26.....

Press Release

Use It All, a tiny recycling campaign project, has been battling away for years at the national scandal of medicine blister packs.

On Wednesday 8th April around 120,000 empty blister packs were dispatched from Uncle Sid's Zero Waste Store to MyGroup to be recycled. They were in 17 boxes.



Blister packs are usually composite items – made up of foil and plastic. This makes them hard to separate and costly to recycle. You can't put them into your recycling bin.

It's hard to estimate the national numbers of these things which usually go to landfill or incineration. But it runs into billions.

[redacted], of *Use It All,* said "We're is convinced that a properly organised, long-term community scheme could be an efficient way to help get the materials back into use through recycling. We believe we know what needs to be done."

Use It All has organised two small pilot schemes to demonstrate possible methods. Both have been kindly funded by Lowestoft Town Council. This last one utilised four local venues as collection points.
Use it All had to call a halt after a couple of months as the response from the community was overwhelming – venues were inundated with blister packs.

It's expensive to recycle blister packs, and it seems impossible to invent a packaging system which works for the producers, the distributors, the users, the collectors, and recyclers. Though the quantities are huge, designing-in recycling is neither a law requirement or, it appears, of much interest to packaging companies.

So a lot of metal goes to waste, and more plastic gets used, adding to the invisible mountains of it in the oceans, in the streets, and ultimately, in our bodies.

Use It All – a Most Easterly Community Group project - has a new plan. Using the example of Aylsham ACE – Aylsham Climate Emergency –, [redacted] said "We think we can make a viable community scheme which is low cost but effective. Working together we hope to highlight the level of waste and plastic pollution caused by this vital – medicines are pretty important – service, a service which it seems no one wants to take responsibility for – not the producers, not the distributors, not the packagers.

The only people who seem to care are the users. Me and you.”

ends

More information: [redacted]

Youtube link to video of boxes
https://youtu.be/aALOuPuFgyE



Lowestoft Town Council
Grant Awarding Policy

1.0 General Information for Applicants

1.1 Lowestoft Town Council has statutory powers to make funds available to local organisations for the overall benefit of Lowestoft and its residents. These provide an option (not an obligation) to make grants and Lowestoft Town Council has adopted this policy to help guide relevant decisions. Any groups or organisations wishing to apply for a grant should read this policy carefully.

1.2 In addition to outlining Lowestoft Town Council's guidelines for awarding grants, this document also formalises the application process to provide clarity, openness and fairness. The Town Council reserves the right to deviate from this policy where it considers it appropriate to do so.

1.3 It is Lowestoft Town Council's intention to support initiatives from local community groups and organisations and it has set an annual budget for this. Applications will be considered every three months by the Finance and Governance Committee. The annual budget set is the maximum budgeted total amount for all grants and does not represent an obligation by the Town Council to spend this money on grants.

1.4 The size of any grant awarded is at the discretion of the Town Council, but would not normally exceed £2,000 in any one application.

1.5 Where the application provides a breakdown of costs, a quotation or other supporting evidence must be provided in respect of the sum being applied for.

2.0 Who is Eligible?

2.1 The following organisations are eligible to apply:

a. Lowestoft-based charities, clubs, associations, groups or other organisations whose activities benefit all or some of the Lowestoft community.
b. Local branches of regional or national charities, clubs, associations, groups or other organisations whose activities benefit all or some of the Lowestoft community.

3.0 Who is not Eligible?

3.1 Applications will normally be rejected:

a. From statutory bodies or for statutory purposes normally funded through the taxpayer or central government funding.
b. From individuals, private businesses and "for profit" commercial organisations or for projects which improve or benefit privately owned land or property.
c. From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for Lowestoft residents.
d. From organisations with political or religious affiliations unless for a specific non-discriminatory purpose offered without exclusivity to a particular political group or religion.
e. From organisations or in connection with projects which negatively discriminate.

4.0 What Can Be Funded?

4.1 It is expected that the project will:

a. In some significant way make Lowestoft a better place to live, work or play.
b. Provide a long lasting and sustainable benefit to all or part of Lowestoft.
c. Improve the social, environmental and/or economic profile of Lowestoft.

d. Add value and help make projects self-sustaining

5.0 What Is Unlikely to be Funded?

5.1 It is unlikely that projects will be considered where:

a. They simply replace existing facilities with no significant improvement.
b. There is no clear business or project plan.
c. On larger budget projects with a budget in excess of £2,000, where there is a shortfall with limited or no other contributory funding, unless a decision is required to secure match funding.
d. The project or applicant has been previously funded and there has been a failure to comply with the conditions of grants detailed below.
e. Expenditure on general business overheads (running costs).

6.0 Conditions of Grant

6.1 It is a condition of acceptance of a grant that:

a. Lowestoft Town Council support must be acknowledged appropriately on all related publicity and promotional material including posters, advertisements, press releases and leaflets.
b. Grants awarded can only be used for the purpose for which they were given and in compliance with any conditions applied.
c. Grants must not be distributed to any other organisation, other than as agreed as part of the grant award.
d. The outcome and impact of the grant must be reported to the Council within six months' of the grant being made. The Council reserves the right to specify the form, content and any different timescale for reporting.

7.0 What factors will be considered as part of the decision making?

7.1 The following are among those matters which are likely to be taken into account:

a. General eligibility
b. Organisational credibility
c. Impact on identified local need
d. Community support
e. Value for money
f. Any match-funding and other efforts to self-fund the project
g. Social, environmental or economic impact
h. Community involvement
i. Likely effectiveness
j. Soundness of the business or project plan
k. Added value and Sustainability

7.2 For grant applications made by sports clubs, evidence will need to be provided for one or more of the following:

a. How the club has used its income from the preceding year to increase its membership
b. How the club has used its income from the preceding year to make improvements to its facilities
c. How the club has maintained its facilities

8.0 When Will Decisions Be Made?

8.1 Applications will be considered by the Finance and Governance Committee every three months (at its meetings in March, June, September and December). The Committee reserves the right to consider urgent

or time sensitive applications in the interim. If you feel that your application requires consideration outside of the regular three-monthly cycle please ensure this is clearly indicated on your application form. Please refer to Lowestoft Town Council's website (www.lowestofttowncouncil.gov.uk) for the meeting schedules or contact the office on 0330 053 6019/ admin@lowestofttowncouncil.gov.uk for details.

Revisions	
Date	**Amendment**
February 2021	Amendment made to reflect Council's decision that applications will be considered quarterly, rather than twice per year (with effect from the Annual Meeting in May 2021).
June 2021	Removed the sentence *'For sports clubs, a grant fund is available equivalent to the sum Lowestoft Town Council receives via income from the clubs.'* from point 1.3, as it is not applicable for the 2021 – 2022 year.
June 2021	Amended the amount specified at point 1.3 from £500 to £2,000.
June 2021	Amended point 8.1 to reflect that applications will be considered monthly rather than quarterly.
July 2021	Added point 1.5 to specify that a quotation or supporting evidence must be provided where there is a breakdown of costs.
November 2021	Amended point 1.3 to reflect that applications are now considered monthly rather than quarterly. Also removed reference to sports clubs as not applicable under the fee waiver.
November 2021	At point 5.1d added 'unless a decision is required to secure match funding'.
November 2021	At points 7.2a and 7.2b replaced references to specific years to 'the preceding year'.
May 2022	Point 5a removed (~~There is a large shortfall in the funding required to complete the project~~). 'On larger budget projects with a budget in excess of £2,000, where there is a shortfall' added at point 5c. Point 5d removed (~~The project or applicant has been provided with a Council grant recently, especially in one or more of the previous three years~~). Words 'or equivalent' added at sections a and b of the application form.
October 2022	Amended point 1.3 and 8.1 to reflect the decision for applications to be considered every three months, rather than monthly.

Lowestoft Town Council
Grant Awarding Policy

Grant Application Form

Please complete this form and send it with:

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

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

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	Lowestoft North Cliff Garden Community Garden (CIO)
Name of account to which payment to be made (explain if not your organisation's name)	Lowestoft North Cliff Garden Community Garden REDACTED
What does your organisation do? (100 words max)	The CIO's aims are: to be a community resource for promoting food growing, gardening, sustainable living, good health and positive community interaction To restore the site to illustrate its former Hanging Garden glory including preservation and display of historic features where practical
What relevant local area does your organisation cover?	The CIO covers 7 parish wards of Lowestoft Parish Council but in particular the area formerly (1792) known as the Hanging Gardens of Lowestoft on Crown Score
Who are the main beneficiaries of your work?	The people of Lowestoft, especially those living within a 15 minute walk of Crown Score (NR32 1JH)
Are you a charity? If yes, describe the type of charity	Charitable Incorporated Organisation (CIO)
If registered, what is the charity number?	1210028
Not-for-profit? If no, describe the organisation	Yes
Organisation income (last	None

complete financial year)	
Organisation expenditure (last complete financial year)	None
Contact details	
Name	REDACTED
Address	REDACTED
Telephone number/s	REDACTED
E-mail	REDACTED
Position within organisation	Treasurer
Explain how you are authorised to make this application on behalf of the organisation	Trustee (one of four) - Treasurer
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	Public Liability Insurance for persons working on the land and events that maybe held
Total cost of project	£155.68 .. same as last year
Breakdown of cost	N/A
Grant requested from Lowestoft Town Council	£155.68 .. same as last year
What specifically would the grant from the Council fund?	Public Liability Insurance
Have any funds been requested/agreed from other sources? Provide details	No
When are the funds required?	January 2026

Lowestoft Town Council
Grant Awarding Policy

Project start date	January 2026
Project completion date	January 2027
Compliance Agreements (insert 'YES' to indicate your agreement to the questions below. If you do not intend to comply, insert 'NO'.)	
Do you authorise us to hold and use information that you have provided, for the purpose of processing and monitoring this grant application? You can ask us for details of the information we use for this purpose at any time.	Yes
Do you acknowledge that if you provide false or misleading information in your application or at any point in the life of any grant, we will provide information to relevant enforcement agencies and take any action to recover any funds and damages, as we deem appropriate?	Yes
Do you authorise us to use information about your project and organisation as part of our publicity and promotion of our grants programme?	Yes
Do you agree to acknowledge the Council appropriately on all of your related publicity and promotional material including posters, advertisements, press releases and leaflets?	Yes
Do you agree not to distribute funds granted to any other organisation, other than as agreed as part of the grant award?	Yes
Do you agree to report the outcome and impact of the grant to the Council as required in the Council's Grant Awarding Policy?	Yes
Do you agree that any grant awarded will only be used for the purpose for which it was given and in compliance with any conditions applied?	Yes

Signed……REDACTED…… Date..16th January, 2026...
(Signatory must be authorised to act on behalf of the organisation and, if different from the main contact listed above, this should be explained.

Constitution of a Charitable Incorporated Organisation with voting members other than its charity trustees

('Association' model constitution)

Date of constitution (last amended): ….

10TH JUNE 2024

1. Name

The name of the Charitable Incorporated Organisation ("the CIO")

is

Lowestoft North Cliff Community Garden

2. National location of principal office

[redacted]

LOWESTOFT NR32 1HY

England

3. Object[s]

The object[s] of the North cliff Community Garden CIO

To develop a group and coherent community to support the North cliff community garden. As part of this the involved people must be engaged from the start and continue to be involved through the design and implementation phases through to longer term evaluation.

To be a community resource for promoting food, gardening, sustainable living, good health and positive community interaction

To protect wildlife on site and improve biodiversity

Develop and provide training in organic gardening and growing of fruit and vegetables

To become a partner Gardening hub within Lowestoft and surrounding area – providing and receiving advice, assistance and support from and to other growing groups.

To restore the site to illustrate its former Hanging Garden glory including preservation and display of historic features where practical.

To be a welcoming place where people from all walks of life can come to learn about, and work within a supportive community environment

Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable in accordance with [section 7 of the Charities and Trustee Investment (Scotland) Act 2005] and [section 2 of the Charities Act (Northern Ireland) 2008].

4. Powers

The CIO has power to do anything which is calculated to further its object[s] or is conducive or incidental to doing so. In particular, the CIO has power to:

(1) borrow money and to charge the whole or any part of its property as

security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011 if it wishes to mortgage land;

(2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;

- (3) sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;

- (4) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause;

(5)deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

5. Application of income and property

(1) The income and property of the CIO must be applied solely towards the promotion of the objects.

- (a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of

such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.

(b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.

(2)

None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO or connected person. This does not prevent a member or connected person who

is not also a charity trustee receiving:

(a) a benefit from the CIO as a beneficiary of the CIO;

(b) reasonable and proper remuneration for any goods or services supplied to the CIO;

(c) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by clause 6.]

6. Benefits and payments to charity trustees and connected persons

(1) **General provisions**
No charity trustee or connected person may:

- (a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;

- (b) sell goods, services, or any interest in land to the CIO;

- (c) be employed by, or receive any remuneration from, the CIO;

- (d) receive any other financial benefit from the CIO;

unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the prior written consent of the Charity Commission ("the Commission") has been obtained. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

(2)**Scope and powers permitting trustees' or connected persons' benefits**

- (a) A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way.

- (b) A charity trustee or connected person may enter into a contract for the supply of services and/or goods to the CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.

- (c) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).

- (d) A charity trustee or connected person may receive rent for premises

    - let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

- (e) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.
- (3) In clauses 5 and 6:
(a) “the CIO” includes any company in which the CIO:
- (i) holds more than 50% of the shares; or
- (ii) controls more than 50% of the voting rights attached to the shares; or
- (iii) has the right to appoint one or more directors to the board of the company;
- (b) “connected person” includes any person within the definition set out in clause [30] (Interpretation);
- **7. Conflicts of interest and conflicts of loyalty**
- A charity trustee must:
- (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and
- (2) absent himself or herself from any

discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

- Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

- **8. Liability of members to contribute to the assets of the CIO if it is wound**

- If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

- **9. Membership of the CIO**
(1) **Admission of new members**

- (a) **Eligibility**

- Membership of the CIO is open to anyone within the seven wards of Lowestoft Parish council and who is interested in furthering its purposes, and

who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members set out in sub-clause (3) of this clause.

- A member may be an individual, a corporate body, or [an individual or corporate body representing] an organisation which is not incorporated.

(b) **Admission procedure** The charity trustees:

- (i) may require applications for membership to be made in any reasonable way that they decide;

- (ii) [shall, if they approve an application for membership, notify the applicant of their decision within 21 days];]

- (iii) may refuse an application for membership if they believe that it is in the best interests of the CIO for them to do so;

- (iv) shall, if they decide to refuse an application for membership, give the applicant their reasons for doing so, within [21 days] of the decision being taken, and give the applicant the opportunity to appeal against the refusal; and

. (v) shall give fair consideration to any such appeal, and shall inform the applicant of their decision, but any decision to confirm refusal of the application for membership shall be final.

(2) **Transfer of membership**

Membership of the CIO cannot be transferred to anyone else [except in the case of an individual or corporate body representing an organisation which is not incorporated, whose membership may be transferred by the unincorporated organisation to a new representative. Such transfer of membership does not take effect until the CIO has received written notification of the transfer].

(3) **Duty of members**

It is the duty of each member of the CIO to exercise his or her powers as a member of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO.

(4) **Termination of membership**

(a) Membership of the CIO comes to an end if:

. (i) the member dies, or, in the case of an organisation (or the representative of an organisation) that organisation ceases to exist;

or

- (ii) the member sends a notice of resignation to the charity trustees; or

- (iii) any sum of money owed by the member to the CIO is not paid in full within six months of its falling due; or

- (iv) the charity trustees decide that it is in the best interests of the CIO that the member in question should be removed from membership, and pass a resolution to that effect.

(b) Before the charity trustees take any decision to remove someone from membership of the CIO they must:

- (i) inform the member of the reasons why it is proposed to remove him, her or it from membership;

- (ii) give the member at least 21 clear days notice in which to make representations to the charity trustees as to why he, she or it should not be removed from membership;

- (iii) at a duly constituted meeting of the charity trustees, consider whether or not the member should be removed from membership;

- (iv) consider at that meeting any representations which the member makes as to why the member should not be removed; and

- (v) allow the member, or the member's representative, to make those representations in person at that meeting, if the member so chooses.

(5) **Membership fees**
The CIO may require members to pay reasonable membership fees to the CIO.

[(6) **Informal or associate (non-voting) membership**

- (a) The charity trustees may create associate or other classes of non- voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.

(b) Other references in this constitution to "members" and "membership" do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.]

10. Members' decisions

(1) General provisions

Except for those decisions that must be taken in a particular way as indicated in sub-clause (4) of this clause, decisions of the members of the CIO may be taken either by vote at a general meeting as provided in sub- clause (2) of this clause or by written resolution as provided in sub-clause (3) of this clause.

(2) Taking ordinary decisions by vote

Subject to sub-clause (4) of this clause, any decision of the members of the CIO may be taken by means of a resolution at a general meeting. Such a resolution may be passed by a simple majority of votes cast at the meeting [(including votes cast by postal or email ballot, and proxy votes)].

(4) **Decisions that must be taken in a particular way**

[(a) [Any decision to remove a trustee must be taken in accordance with

clause [15(2)].]

- (b) Any decision to amend this constitution must be taken in accordance with clause [28] of this constitution (Amendment of Constitution).

- (c) Any decision to wind up or dissolve the CIO must be taken in accordance with clause [29] of this constitution (Voluntary winding up or dissolution). Any decision to amalgamate or transfer the undertaking of the CIO to one or more other CIOs must be taken in accordance with the provisions of the Charities Act 2011.

11.General meetings of members

(1) Types of general meeting

There must be an annual general meeting (AGM) of the members of the CIO. The first AGM must be held within 18 months of the registration of the CIO, and subsequent AGMs must be held at intervals of not more than 15 months. The AGM must receive the

annual statement of accounts (duly audited or examined where applicable) and the trustees' annual report, and must elect trustees as required under clause [13].

Other general meetings of the members of the CIO may be held at any time.

All general meetings must be held in accordance with the following provisions.

(2) **Calling general meetings**

(a) The charity trustees:

(i)must call the annual general meeting of the members of the CIO in accordance with sub-clause (1) of this clause, and identify it as such in the notice of the meeting; and

(ii) may call any other general meeting of the members at any time.

(b) The charity trustees must, within 21 days, call a general meeting of the members of the CIO if:

(i) they receive a request to do so from at least 10% of the members of the CIO; and

(ii) the request states the general nature of the business to be dealt with at the meeting, and is authenticated by the member(s) making the request.

(c) If, at the time of any such request, there has not been any general meeting of the members of the CIO for more than 12 months, then sub-clause (b)(i) of this clause shall have effect as if 5% were substituted for 10%.

(d) Any such request may include particulars of a resolution that may properly be proposed, and is intended to be proposed, at the meeting.

(e) A resolution may only properly be proposed if it is lawful, and is not defamatory, frivolous or vexatious.

(f) Any general meeting called by the charity trustees at the request of the members of the CIO must be held within 28 days from the date on which it is called.

(g) If the charity trustees fail to comply with this obligation to call a general meeting at the request of its members, then the members who requested the meeting may themselves call a general meeting.

(h) A general meeting called in this way must be held not more than 3 months after the date when

the members first requested the meeting.

(i) The CIO must reimburse any reasonable expenses incurred by the members calling a general meeting by reason of the failure of the charity trustees to duly call the meeting, but the CIO shall be entitled to be indemnified by the charity trustees who were responsible for such failure.

(3) **Notice of general meetings**

(a) The charity trustees, or, as the case may be, the relevant members of the CIO, must give at least 14 clear days notice of any general meeting to all of the members, and to any charity trustee of the CIO who is not a member.

(b) If it is agreed by not less than 90% of all members of the CIO, any resolution may be proposed and passed at the meeting even though the requirements of sub-clause (3)(a) of this clause have not been met. This sub-clause does not apply where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations.

(c) The notice of any general meeting must:

(i) state the time and date of the meeting:

(ii) give the address at which the meeting is to take place;

(iii) give particulars of any resolution which is to be moved at the meeting, and of the general nature of any other business to be dealt with at the meeting; and

(iv) if a proposal to alter the constitution of the CIO is to be considered at the meeting, include the text of the proposed alteration;

(v) include, with the notice for the AGM, the annual statement of accounts and trustees' annual report, details of persons standing for election or re-election as trustee, or where allowed under clause [22] (Use of electronic communication), details of where the information may be found on the CIO's website.

(d) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that

an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

(e) The proceedings of a meeting shall not be invalidated because a member who was entitled to receive notice of the meeting did not receive it because of accidental omission by the CIO.

(4) **Chairing of general meetings**

The person nominated as chair by the charity trustees under clause [19](2) (Chairing of meetings), shall, if present at the general meeting and willing to act, preside as chair of the meeting. Subject to that, the members of the CIO who are present at a general meeting shall elect a chair to preside at the meeting.

(5) **Quorum at general meetings**

(a) No business may be transacted at any general meeting of the members of the CIO unless a quorum is present when the meeting starts.

(b) Subject to the following provisions, the quorum for general meetings shall be the greater of [5]% or [three] members. An organisation represented

by a person present at the meeting in accordance with sub-clause (7) of this clause, is counted as being present in person.

(c) If the meeting has been called by or at the request of the members and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the meeting is closed.

(d) If the meeting has been called in any other way and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the chair must adjourn the meeting. The date, time and place at which the meeting will resume must [either be announced by the chair or] be notified to the CIO's members at least seven clear days before the date on which it will resume.

(e) If a quorum is not present within 15 minutes of the start time of the adjourned meeting, the member or members present at the meeting constitute a quorum.

(f) If at any time during the meeting a quorum ceases to be present, the meeting may discuss

issues and make recommendations to the trustees but may not make any decisions. If decisions are required which must be made by a meeting of the members, the meeting must be adjourned.

(6) **Voting at general meetings**

. (a) Any decision other than one falling within clause [10(4)] (Decisions that must be taken in a particular way) shall be taken by a simple majority of votes cast at the meeting [(including proxy and postal votes)]. Every member has one vote [unless otherwise provided in the rights of a particular class of membership under this constitution].

. (b) A resolution put to the vote of a meeting shall be decided on a show of hands, unless (before or on the declaration of the result of the show of hands) a poll is duly demanded. A poll may be demanded by the chair or by at least 10% of the members present in person or by proxy at the meeting.

(c) A poll demanded on the election of a person to chair the meeting or on a question of adjournment must be taken immediately. A poll on any other

matter shall be taken, and the result of the poll shall be announced, in such manner as the chair of the meeting shall decide, provided that the poll must be taken, and the result of the poll announced, within 30 days of the demand for the poll.

(d) A poll may be taken:
(i) at the meeting at which it was demanded; or

(ii) at some other time and place specified by the chair;

or (iii)through the use of postal or electronic communications.

[(e) In the event of an equality of votes, whether on a show of hands or on a poll, the chair of the meeting shall have a second, or casting vote.]

(f) Any objection to the qualification of any voter must be raised at the meeting at which the vote is cast and the decision of the chair of the meeting shall be final.

(7) **Representation of organisations and corporate members**

An organisation or a corporate body that is a member of the CIO may, in accordance with its usual decision-making process, authorise a person to act as its representative at any general meeting of

the CIO.

The representative is entitled to exercise the same powers on behalf of the organisation or corporate body as the organisation or corporate body could exercise as an individual member of the CIO.

(8) **Adjournment of meetings**

The chair may with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting to another time and/or place. No business may be transacted at an adjourned meeting except business which could properly have been transacted at the original meeting.

12. Charity trustees

(1) Functions and duties of charity trustees

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

(2) (a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in

good faith would be most likely to further the purposes of the CIO; and

(b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:

- (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,

- (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

Eligibility for trusteeship

- (a) Every charity trustee must be a natural person.

- (b) No individual may be appointed as a charity trustee of the CIO:
  - if he or she is under the age of 16 years; or
  - if he or she would automatically cease to hold office under the provisions of clause [15(1)(f)].

(c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

[(d) At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustees may only act to call a meeting of the charity trustees, or appoint a new charity trustee.]

(3) **Number of charity trustees**

(a) There must be at least Four charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

(b) The maximum number of charity trustees is12. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

(4) **First charity trustees**
The first charity Trustees of the CIO are – …

[redacted] for three years

[redacted] for three years

[redacted] for three years

[redacted] for three years

13.Appointment of charity trustees

(1) Apart from the first charity trustees, every trustee must be appointed for a term of two years by a resolution passed at a properly convened meeting of the charity trustees.

(2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

(3) The vacancies so arising may be filled by the decision of the members at the annual general meeting; any vacancies not filled at the annual general meeting may be filled as provided in sub-clause (5) of this clause;

(4) The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed in accordance with clause [15] (Retirement and removal of charity trustees), or as an additional charity trustee, provided that the limit specified in clause [12(3)] on the number of charity trustees would not as a result be exceeded;

(6) A person so appointed by the members of the CIO shall retire in accordance with the provisions of sub-clauses (2) and (3) of this clause. A person so appointed by the charity trustees shall retire at the conclusion of the next annual general meeting after the date of his or her appointment, and shall not be counted for the purpose of determining which of the charity trustees is to retire by rotation at that meeting.

14. Information for new charity trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

(a) a copy of this constitution and any amendments made to it; and

- (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

15. Retirement and removal of charity trustees

(1) A charity trustee ceases to hold office if he or she:

- (a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);

- (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;

- (c) dies;

- (d) in the written opinion, given to the CIO, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a trustee and may remain so for more than three months;

- (e) [is removed by the members of the CIO in

accordance with sub clause (2) of this clause;] or

- (f) is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re- enactment or modification of that provision).
- [(2) A charity trustee shall be removed from office if a resolution to remove that trustee is proposed at a general meeting of the members called for that purpose and properly convened in accordance with clause [11], and the resolution is passed by a [two thirds] majority of votes cast at the meeting.
- (3) A resolution to remove a charity trustee in accordance with this clause shall not take effect unless the individual concerned has been given at least 14 clear days' notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been given a reasonable opportunity of making oral and/or written representations to the members of the CIO.]

16. Reappointment of charity trustees

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for

reappointment. A charity trustee who has served for three consecutive terms may not be reappointed for a fourth consecutive term but may be reappointed after an interval of at least two years.

17.Taking of decisions by charity trustees

Any decision may be taken either:

. at a meeting of the charity trustees; or

. by resolution in writing [or electronic form] agreed by a majority of all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all of the charity trustees has signified their agreement. Such a resolution shall be effective provided that

a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the charity trustees; and

the majority of all of the charity trustees has signified agreement

to the resolution in a document or documents which

has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved, and delivered to the CIO at its principal office or such other place as the trustees may resolve [within 28 days of the circulation date].

18. Delegation by charity trustees

(1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.

(2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:

(a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;

(b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and

(c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

19. Meetings and proceedings of charity trustees

(1) **Calling meetings**

(a) Any charity trustee may call a meeting of the charity trustees.

(b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

(2) **Chairing of meetings**

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the

time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

3) **Procedure at meetings**

- (a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is two charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

- (b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.

[(c) In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.]

(4) **Participation in meetings by electronic means**

- (a) A meeting may be held by suitable electronic

means agreed by the charity trustees in which each participant may communicate with all the other participants.

. (b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.

. (c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

20. Saving provisions

(1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:

. who was disqualified from holding office;

. who had previously retired or who had been obliged by the constitution to vacate office;

. who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

. for whom there is a technical defect in their appointment as a trustee of which the trustees were unaware at the time;
if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

(2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub-clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

21. Execution of documents

· (1) The CIO shall execute documents either by signature or by affixing its seal (if it has one).

· (2) A document is validly executed by signature if it is signed by at least two of the charity trustees.

(3) [If the CIO has a seal:

(a) it must comply with the provisions of the General Regulations; and

(b) the seal must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two charity trustees.]

22. Use of electronic communications [(1) General]

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

(a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;

(b) any requirements to provide information to the Commission in a particular form or manner.

23. Keeping of Registers

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) register of its members and charity trustees.

24.Minutes

The charity trustees must keep minutes of all:

(1) [appointments of officers made by the charity trustees];

(2) proceedings at general meetings of the CIO;

(3)meetings of the charity trustees and committees of charity trustees including:

. the names of the trustees present at the meeting;

. the decisions made at the meetings; and

. where appropriate the reasons for the decisions;

(4) decisions made by the charity trustees otherwise than in meetings.

25. Accounting records, accounts, annual reports and returns, register maintenance

(1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless

of the income of the CIO, within 10 months of the financial year end.

(2) The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

26. Rules

The charity trustees may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

27. Disputes

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute

cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

28. Amendment of constitution

As provided by sections 224-227 of the Charities Act 2011: (1) This constitution can only be amended:

- (a) by resolution agreed in writing by all members of the CIO; or

- (b) by a resolution passed by a 75% majority of votes cast at a general meeting of the members of the CIO.

(2)Any alteration of the CIO's objects, of any provision of the CIO's constitution directing the application of property on its dissolution or any provision of the CIO's constitution where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.

(3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.

(4) A copy of any resolution altering the constitution,

together with a copy of the CIO's constitution as amended, must be sent to the Commission within 15 days from the date on which the resolution is passed.

29. Voluntary winding up or dissolution

(1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:

(a)at a general meeting of the members of the CIO called in accordance with clause [11] (Meetings of Members), of which not less than 14 days' notice has been given to those eligible to attend and vote:

(i) by a resolution passed by a 75% majority of those voting, or

(ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or

(b) by a resolution agreed in writing by all members of the CIO.

(2) Subject to the payment of all the CIO's debts:

(a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing

how any remaining assets of the CIO shall be applied.

(b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.

(c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.

(3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:
(a) the charity trustees must send with their application to the Commission:

(i) a copy of the resolution passed by the members of the CIO;

(ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and

(iii) a statement by the charity trustees setting out the way in which any property of the CIO has been

or is to be applied prior to its dissolution in accordance with this constitution;

(b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.

(4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

30. Interpretation

In this constitution:

"**connected person**" means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee or member;

- (b) the spouse or civil partner of the charity trustee, member or of any person falling within sub-clause (a) above;

- (c) a person carrying on business in partnership with the charity trustee, member or with any person falling within sub-clause (a) or (b) above;

- (d) an institution which is controlled –
  - (i) by the charity trustee, member or any connected person falling within sub-clause (a), (b), or (c) above; or
  - (ii) by two or more persons falling within sub-clause (d)(i), when taken together
- (e) a body corporate in which –
  - (i) the charity trustee, member or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
  - (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

"General Regulations" means the Charitable Incorporated Organisations (General) Regulations 2012.

"Dissolution Regulations" means the Charitable

Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The **“Communications Provisions”** means the Communications Provisions in [Part 9, Chapter 4] of the General Regulations.

“charity trustee” means a charity trustee of the CIO.

A **“poll”** means a counted vote or ballot, usually (but not necessarily) in writing.

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Safeguarding Equality and Diversity Policy ~~Lowestoft North Cliff Community Garden (LNCCG)

Policy Statement

The LNCCG believes in a healthy and safe working environment that is free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all Trustees are recognized and valued. This especially applies to mental or physical ability, age, race or gender and we are committed to working practices that encourage and protect the safety and welfare of all individuals who come into contact with LNCCG, in particular children, young people and vulnerable adults.

At The LNCCG, we:
Promote equality and diversity, and recognise that everybody and in particular, children, young people and vulnerable adults have an equal right to be protected from prejudice, harm or abuse.
Recognise that the welfare of children and the vulnerable is paramount.
Promote an inclusive and respectful environment and have policies and procedures in place to deal with bullying or other inappropriate behavior.
Promote our values and set clear standards of expected behavior.
Take seriously and respond promptly to any reports of prejudice, bullying, harassment or safeguarding concerns.
Are committed to the continuous improvement of our safeguarding, equality and diversity practices.
Have a full Safeguarding, Equality and Diversity Policy, which follows this position statement, the content and implementation of which is regularly reviewed by The Trustees.
The LNCCG has procedures to protect from abuse and other harmful behavior in all our activities. Where appropriate, we also encourage other organizations that work with us to demonstrate their commitment to safeguarding, equality and diversity.

Policy Scope
This policy applies to all volunteers, permanent and temporary employees and all associated persons such as contractors, consultants and others employed under a contract for services. In addition, this policy will apply to any persons involved with, or acting on behalf of The LNCCG (LNCCG) in any setting.
This document must be read in conjunction with the definitions in Appendix 1, and the LNCCG's Code of Conduct, that are inclusive to this policy.

Purpose
LNCCG is committed to ensuring a healthy and safe working environment that is free of bullying, harassment, victimisation and any form of unlawful discrimination, promoting equality, dignity and respect for all, protecting the vulnerable and where the individual differences and the contributions of all Trustees are recognised and valued. LNCCG will strive to maintain awareness of safeguarding, equality and diversity issues amongst its Trustees and volunteers.
LNCCG will provide equality, fairness and respect for all in our employment and voluntary activities and will not unlawfully discriminate because of the Equality Act 2010 and protected characteristics.

Preamble
The Equality Act 2010 and the Protection from Harassment Act 1997 means that any behaviour that undermines equality or a protected characteristic as defined by The Act (see appendices) and any bullying or harassment, including sexual harassment, may amount to both an employment rights matter and a criminal offence.

Therefore, LNCCG will not tolerate breaches of this policy by any of its officers, Trustees or volunteers and will ensure appropriate action is taken against such behaviour and ensure reporting procedures are in place when concerns are raised.
All Trustees/ volunteers should understand they, as well as LNCCG can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment or volunteering, against fellow employees, other volunteers, customers, suppliers and the public and in some circumstances criminal proceedings could follow.
To achieve a safe and healthy working environment for everybody without oppression or discrimination, LNCCG requests all its Trustees and volunteers to assist in the implementation of this policy and abide by its contents and to report any non-compliant behaviour or activities, whether it be by LNCCG Trustees or volunteers, contractors, or the public.

Safeguarding– General

LNCCG trustees and volunteers share an important responsibility to protect and promote the safety and wellbeing of others, and in particular children and vulnerable adults who are at risk of harm.
It is essential that we are all able to recognise safeguarding concerns and know how to respond to these in accordance with the procedures.

LNCCG is committed to:
• establishing a culture that promotes safeguarding.
• Operating fair, safe and transparent recruitment practices.
• Identifying and minimising safeguarding risks across all of our activities through risk assessments and processes.
• Providing a reporting procedure for safeguarding concerns as necessary.
• Providing communication channels to ensure that safeguarding issues within our scope are assessed and where appropriate, reported to the relevant authorities.
• Regularly reviewing our policy as appropriate in accordance with national guidance.

Reporting Concerns
If any LNCCG Trustees or volunteers are concerned about the behaviour of any person, or child to another, especially by LNCCG Trustees or volunteer; or any parent or guardian that cares for children or adults; during LNCCG activities or on our premises, they should report the concerns to the organiser of any particular group. In the event this is not practical or inappropriate, concerns must be reported directly to an LNCCG Trustee..
In all cases a report of the occurrence must be reported to the Trustees.
Any reports of non-compliance to this policy and in particular that relating to any form of abuse, bullying, harassment or discrimination by LNCCG officers, Trustees or volunteers will be immediately investigated by the Trustees, or a panel selected by the Trustees. The Trustees have the authority to take any appropriate action deemed necessary to protect individuals and the reputation of LNCCG and this may lead to suspension and/or immediate dismissal from The LNCCG of any proven offender.

Safeguarding Officers
LNCCG is a small charity entirely run by volunteers and as such has not appointed a specific Designated Safeguarding Officer(s). However, any safeguarding, equality or diversity concerns, the reporting of issues or any enquiries should be directed to the Trustees.

With all LNCCG activities it will be unlikely that any LNCCG volunteer, trustee or employee will be in direct supervision of a child or vulnerable adult without the presence or of their responsible adult. As such DBS checks are not required for LNCCG volunteers or employees. However, each request for

events or hire of premises with LNCCG Trustees will be safeguarding assessed appropriately and DBS checks performed accordingly if required.

APPENDIX 1: Definition and explanation

Introduction

The following contains definitions that are legally protected and any LNCCG trustee or volunteer indulging in abuse, causing harm, bullying, harassing or discriminating against race, gender or other protected characteristic, as defined below, will be deemed to be acting unlawfully and in breach of this policy.

'Abuse or harm'. In relation to children there are four recognised categories of abuse, these being physical abuse; sexual abuse; emotional abuse; and neglect.

Relating to adults there are ten categories of abuse that include physical abuse; psychological abuse; financial or material abuse; sexual abuse; neglect and acts of omission; self-neglect; organisational abuse; domestic abuse; modern slavery; and discriminatory abuse.

An 'adult at risk', or 'vulnerable adult' is any person who is aged 18 years or over and who is at risk of abuse or harm because of their needs for community care and support. We may come into contact with 'adults at risk' or 'vulnerable adults' within our boating community, or through our activities and events. It will not always be obvious that you are interacting with an 'at risk' adult and we do not expect you to assess whether someone is 'at risk' before reporting any concerns to an LNCCG Trustee.

Bullying

Bullying a person is defined as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power (or assumed power), through means that undermine, humiliate, denigrate or injure the recipient.

'Child' or 'Young Person' – a person who has not attained the age of 18 years. The CIO has contact with children in a variety of ways, including through youth projects, educational activities, public trips and events, our boating community, work experience and activities organised by our partner groups and other third parties.

Under normal operating circumstances, LNCCG will always ensure a third party 'responsible person' or second LNCCG member is present when dealing with children or vulnerable adults and are never solely or directly responsible for their care.

Employment and Equality – LNCCG will ensure it applies equal terms of employment and voluntary roles and this includes in…pay and benefits terms and conditions of employment
dealing with grievances and discipline dismissaL redundancy Leave for parents requests for flexible working selection for employment, promotion, training or other development opportunities

Harassement – Is defined as unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

Protected Characteristics – The following are protected by law and will provide equality, fairness and respect for all and not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age disability gender reassignment marriage or civil partnership pregnancy and maternity race (including colour, nationality, and ethnic or national origin) religion or belief sex
Sexual orientation

'Race and racial discrimination'.

Under The Equality Act, race is a legally protected characteristic that refers to an individual's race, colour, nationality and ethnic or national origins. The Equality Act replicates the provisions of previous legislation.
Colour includes, for example, being of black, brown or white or another complexion.
Nationality includes, for example, being a British, Jamaican or a Pakistani citizen.
Ethnic or national origins include, for example, being from a Romany background, or of Chinese heritage.
A racial group could be, for example, 'Black Britons' which would include people who are both black and British citizens.
It is prohibited by law to discriminate, insult, harass or victimise, or exclude any person because of their race, whether perceived, actual or associated. This includes segregating individuals according to race.

'Responsible adult', refers to a child's, or young person's, or vulnerable adult's parent, guardian, teacher or carer.

'Safeguarding' is an umbrella term and means protecting a citizen's health, wellbeing and their human rights; enabling them to live free from harm, abuse and neglect.

Sex (gender), sexual orientation and gender reassignment. A person's sex, sexual orientation and gender reassignment are also legally protected characteristics and the latter term refers to someone who is transgendered. It is prohibited to discriminate, insult, harass or victimise any person because of their gender or sexual orientation whether perceived, actual or associated.

Gender reassignment includes anyone who has proposed, started or completed a process to change his or her sex. The law prohibits discrimination that is direct or indirect and whether it is based on a person's actual or perceived sexual orientation. For example, protection is provided if someone uses homophobic banter (i.e., comments, words or actions/gestures that refer negatively to gay, lesbian or bisexual people) to a colleague who is presumed to be gay but is in fact heterosexual.

Safeguarding Information for LNCCG Volunteers

What is Safeguarding?
Safeguarding is what we do to protect the health, well being and human rights of individuals. Safeguarding allows children, young people and adults to live free from abuse, harm and neglect. All professionals have a duty to safeguard. As a volunteer it is important that you understand how to spot the signs of abuse and neglect and how to report any concerns that you may have.

			Paid In	Paid Out
07/10/2024	DEP	500001	10.00	
18/10/2024	BGC	East Suffolk Council	1,500.00	
22/11/2024	FPI	Lowestoft Town Council	15,000.00	
29/11/2024	BGC	East Suffolk Council	15,000.00	
06/12/2024	BGC	East Suffolk Council	4,500.00	
06/12/2024	Cheq	HKB Wiltshire		(30,982.40)
17/01/2025	Cheq	C Newman (Insurance)		(155.68)
21/01/2025	BGC	East Suffolk Council (Shed)	850.00	
19/02/2025	BGC	East Suffolk Council	250.00	
28/02/2025	BGC	Lowestoft Town Council	125.00	
25/03/2025	Cheq	H Grainger (Gates)		(200.00)
26/03/2025	Cheq	A Beale (Tools)		(200.00)
08/04/2025	BGC	East Suffolk Council	846.00	
07/05/2025	Cheq	Paperworks (Print Run)		(150.00)
20/05/2025	DEB	RSPC (Bird Boxes)		(390.00)
19/06/2025	DEB	ILikeStores LTD (Shed)		(263.64)
25/05/2025	Cheq	H Grainger (Pryce's - gate)		(64.20)
04/07/2025	FPO	Darren Breeze		(835.00)
05/09/2025	FPI	Lowestoft Town Council (seeds)	300.00	
23/09/2025	Cheq	Darren Breeze		(1,800.00)
16/10/2025	Cheq	Lowestoft Town Council (seeds)		(125.00)
22/10/2025	Cheq	Lowestoft Town Council (seeds)		(50.00)
30/12/2025	Cheq	Harry Grainer (tree pollarding)		(250.00)
19/12/2025	FPI	The Gardens Trust Coimmunity	3,000.00	
11/01/2026	DEB	Easylife (chainsaw)		(75.98)
08/01§/26		Chris Bowers & Sons		(486.71)
12/01/2026		Roots		(61.00)
17/02/2026	DEB	Chris Bowers and Son	35.96	
17/02/2026	PAY	Service Charge (bank cheq)		(0.50)
17/02/2026	DEB	SP Roots Plants (trees)		(94.00)
27/02/2026	DEB	Kings Seeds		(64.80)
27/02/2026	DEB	RHS Plants		(66.19)
17/03/2026	PAY	Service Charge (bank cheq)		(0.50)
20/03/2026	Cheq	Darren Breeze		(200.00)
31/03/2026	DEB	Shire Plants		(87.20)
			41,416.96	(36,602.80)
		Bank Statement	4,814.16	

FINANCIAL REGULATIONS

Lowestoft Town Council Financial Regulations. Adopted: August 2025.
Reviewed: May 2026. Next Review Date May 2027

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These Financial Regulations were adopted by the council at its meeting held on 23 July 2024

1. General

1.1. These Financial Regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial Regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial Regulations must be observed in conjunction with the council's Standing Orders and any individual financial regulations relating to contracts.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations may bring the office of councillor into disrepute.

1.3. Deliberate or wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, in force at the time, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Council has appointed an RFO and statutory duties as outlined below apply. The Council has also appointed a Clerk who shares some of the governance responsibilities with the RFO. The RFO:

- acts under the policy direction of the council,
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices,
- determines on behalf of the council its accounting records and accounting control systems,
- ensures the accounting control systems are observed,
- maintains the accounting records of the Council and ensures these are kept up to date in accordance with proper practices.
- assists the Council to secure economy, efficiency and effectiveness in the use of council resources, and
- produces financial management information as required by the council.

1.6. **The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular, any decision regarding:**

- **setting the final budget or the precept (council tax requirement)**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements**
- **approving an annual governance statement**
- **borrowing**
- **writing off bad debts**
- **declaring eligibility for the General Power of Competence, and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts
- authorise any grant or single commitment in excess of £10,000, unless it has specifically delegated a higher commitment within a set budget.
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its Terms of Reference.

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk and/or RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk and/or RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement, which shall be in accordance with proper practices.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed.**
- **ensure the prompt, accurate recording of financial transactions.**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records.**
- **identify the duties of officers dealing with transactions and**

- **ensure division of responsibilities.**

2.6. These Financial Regulations demonstrate how the council meets these responsibilities and requirements.

2.7. At least once in each quarter, and at each financial year end, an appointed member other than the Chair or payment signatory, shall verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity, including any exceptions, shall be reported to and noted by the Finance and Governance Committee.

2.8. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate.**
- **a record of the assets and liabilities of the council.**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council.
- reports to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year.
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council.
- initiate or approve accounting transactions.
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors, and confirmation that the council has been provided with these reports shall be recorded.

3.13. The RFO shall provide an action plan to take forward any measures identified for action by the internal and external auditors for consideration and implementation where agreed by the council and minuted accordingly.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed at least annually for the following financial year and accepted by the council. The RFO will inform committees of any salary implications before they consider draft budgets.

4.3. No later than December each year, the council shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure, and the use of reserves and all sources of funding for the following financial year, taking account of the lifespan of

assets and cost implications of repair or replacement. This will be considered by the relevant Committee(s) and approved by Full Council.

4.4. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year, but shall be allocated within the budget as considered appropriate by council. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee shall review its forecast of revenue and capital receipts and payments and submit any proposals for the following financial year to the Budget and Loan Sub-Committee not later than the end of November each year.

4.6. The draft budget, with any committee proposals and forecasts, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance and Governance committee and a recommendation made to the council.

4.7. Having considered the proposed budget and forecasts, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**

4.9. The RFO shall **issue the precept to the billing authority no later than the end of January** and supply the council with a copy of the agreed annual budget.

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned. The approved annual budget shall form the basis of financial control for the ensuing year.

4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council, or relevant committee (where delegated).

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining three or more quotations or estimates from appropriate suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act**

2023 and The Procurement Regulations 2024, or any superseding legislation ('the Legislation), must be followed in respect of the tendering, award and notification of that contract.

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

5.6. For contracts estimated to exceed £25,000 excluding VAT, the Clerk shall seek formal tenders from at least three suppliers or advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

5.8. For contracts greater than £10,000 excluding VAT the Clerk shall seek at least three fixed-price quotes.

5.9. Where the value is between £2,500 and £10,000 excluding VAT, the Clerk shall try to obtain three estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For purchases where the value is below £2,500, the Clerk shall still seek to achieve value for money.

5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes.

ii. repairs to, or parts for, existing machinery or equipment.

iii. works, goods or services that constitute an extension of an existing contract.

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council, or relevant committee where delegated. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk and RFO under delegated authority, as defined in the prevailing scheme of delegation as agreed by the council

- a duly delegated committee of the council for all items of expenditure within their delegated budgets under £7,500 excluding VAT or £10,000 in the case of the Finance and Governance Committee.
- a duly delegated sub-committee of the council for all items of expenditure within their delegated budgets under £3,750 excluding VAT.
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £10,000.

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members, may issue an official order or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference. During the budget year, and with the approval of council, having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement')

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk may authorise expenditure of up to £25,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair of the Council or relevant Committee as soon as practicable.

5.19. No expenditure shall be authorised, no contract entered into, or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, government borrowing approval has been obtained first.

5.20. All capital works shall be administered in accordance with the council's Standing Orders and financial regulations relating to contracts.

6. Banking and Payments

6.1. **The RFO shall regularly provide the council and Finance and Governance Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of 15% of the budget.**

Commented [SF1]: Internal Auditor recommendation to review this amount.

6.2. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The arrangements shall be reviewed annually for security and efficiency.

6.3. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.4. All invoices for payment should be addressed to the council, examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified. The RFO shall take all steps to pay all invoices submitted, and which are in order, in a timely manner.

6.5. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.6. All payments shall be made by online banking in accordance with a resolution of the council unless the council resolves to use a different payment method.

6.7. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council, or a duly delegated committee, may authorise in advance for the year, provided the requirements of the regulation relating to Budgetary Controls are adhered to.

6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance and Governance Committee for information only.

6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:

i. any payments as defined in the scheme of delegation. See 5.15.

ii. payments of up to £25,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises. See 5.18.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Governance committee.

iv. Fund transfers within the council's banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Governance Committee.

v. An expenditure item authorised under the Regulation for continuing contracts and obligations, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or the Finance and Governance Committee.

6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council or relevant committee. The council, or relevant committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the Clerk and RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and at least one authorised signatory will be involved in any online approval process. The Clerk and RFO may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

7.2. All authorised signatories shall have access to view the council's bank accounts online. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to an authorised signatory.

7.5. One authorised signatory shall check the payment details against the invoices before approving each payment using the online banking system.

7.6. Evidence shall be retained showing who approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes

7.7. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.

7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed annually as part of the budget process.

7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by an authorised bank signatory evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be reviewed by resolution of the council at least every two years.

7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed annually as part of the budget process.

7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by the RFO and authorised signatory. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers regularly.

7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.13. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by at least one authorised signatory

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment cards

9.1. Any corporate credit card or trade card account opened by the council will be restricted to use by any post authorised by the Finance and Governance Committee or Full Council and any balance shall be paid in full each month. Transaction limits will be in line with existing officer delegations.

9.2. Personal credit or debit cards of members or staff shall not be used except with the express permission of the council (Finance and Governance Committee or Full Council)

10. Payment of salaries and allowances

10.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE and National Insurance legislation.**

10.2. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or a duly delegated committee

10.3. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

10.4. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

10.5. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by an authorised signatory to ensure that the correct payments have been made. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

a) by the council or a duly delegated committee a who can demonstrate a need to know.

b) by the internal auditor.

c) by the external auditor; or

d) by any person authorised under any relevant legislation.

10.6. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

10.7. Before employing interim staff, the council must consider a full business case.

11. Loans and investments

11.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

11.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the purpose and value for money of the proposed transaction.

11.3. The council does maintain an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which is written in accordance with relevant regulations, proper practices and guidance. This Strategy and Policy is reviewed by the council at least annually.

11.4. All investment of money under the control of the council shall be in the name of the council.

11.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

11.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

12. Income

12.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

12.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process.

12.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off within the year. The council's approval shall be shown in the accounting records.

12.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

12.5. Personal cheques shall not be cashed out of money held on behalf of the council.

12.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

12.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

12.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

13. Payments under contracts for building or other construction works

13.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

13.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

14. Stores and equipment

14.1. A designated officer will be responsible for care and custody of stores and equipment at each location.

14.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

14.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15. Assets, properties and estates

15.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

15.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

15.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a compliance and health and safety inspection of assets.

15.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council or a delegated committee or officer together with any other consents required by law, except where the estimated value of any one item does not exceed £250. In each case a written report shall be provided to council with a full business case.

16. Insurance

16.1. The Clerk and RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

16.2. The Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

16.3. The Clerk shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council or duly delegated committee at the next available meeting. The Clerk shall affect all insurances and negotiate all claims on the council's insurers.

16.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

17. Charities

17.1. Where the council is sole managing trustee of a charitable body the Clerk shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk shall arrange for any

audit or independent examination as may be required by Charity Law or any Governing Document.

18. Suspension and revision of Financial Regulations

18.1. The council shall review these Financial Regulations at least annually and following any change of Clerk or RFO. The Clerk and RFO shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.