Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Finance and Governance Committee Meeting** of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE** at **13:00** on **Thursday, August 13, 2026**.

The meeting is held in accessible premises and open to the public and press to attend. Those attending shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitted regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via Teams. The meeting can also be observed via YouTube.

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

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

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

S. L. Foote

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Sarah Foote, Town Clerk
10 August 2026

Lowestoft Town Council

Finance and Governance Committee Meeting

Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
13:00 on Thursday, August 13, 2026

AGENDA

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

28 To receive and consider approval of apologies for absence

29 Declarations of Interests and dispensations

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

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

30 To consider the draft minutes of the meeting on 8 July 2026

31 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.

32 Budget and Loan

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

#budget

32.2 To note any bank reconciliations

32.3 To set the meeting schedule for the Budget and Loan Sub Committee

#budget

33 Payments and Receipts:

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

33.2 To consider any payments for approval (see schedule)

34 Grant Feedback Forms
To note the following grant feedback forms:

#grants

34.1 Inspire Suffolk

34.2 Living with Mental Health

34.3 Oulton Broad Water Sports Centre

34.4 Shopmobility

34.5 Lowestoft Arts Ltd

34.6 Lowestoft and Plaisir Twinning Association

35 Grant Applications
To consider the following grant applications:

35.1 Pakefield Coastwatch - £2,200

35.2 Lowestoft North Cliff Community Garden - £155.68

36 Other financial and governance matters, including:

36.1 To consider implementation of the objectives of the Business Plan pertinent to this Committee

36.2 To consider funding for the promotion of Heritage Open Days 2026

37 Date of next meeting
Thursday 10 September at 13:00

38 Items for the next agenda and close

39 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 Extraordinary Meeting

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

MINUTES

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

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

15 Welcome

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

16 To receive and consider approval of apologies for absence

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

Cllr Neil Coleby was absent with no apologies received.

17 Declarations of interests and dispensations

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

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

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

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

19 Public Forum

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

20 Budget and Loan

20.1 To review and adopt Budget and Loan Sub-Committee arrangements, including the following:
a. To consider composition – Cllrs Brooks, Parker, Pearce, Rappensberger, Ray and Taylor requested to join the Sub-Committee. Cllr Pearce proposed approval of the requests and to form the Sub-Committee with those members; seconded by Cllr Rappensberger; all in favour.
b. To review the delegations of the Sub-Committee – Cllr Pearce proposed to approve the delegations to the Sub-Committee to make recommendations to this Committee on the budget; seconded by Cllr Parker; all in favour.

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

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

21 Payments and Receipts:

21.1 To note the income and expenditure reports for June 2026 and July 2026 to date, including payments made under delegated authority (see schedules) – Cllr Pearce proposed approval of the reports; seconded by Cllr Ray; all in favour.

21.2 To consider any payments for approval (see schedule) – There were no payments to approve.

22 Grants and Sponsorships

22.1 Loyal Friend Projects CIC - £3,000

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

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

22.2 Friends of Claremont Pier - £3,000

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

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

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

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

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

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

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

22.3 Use it All
To note the feedback form – The feedback form was received and noted.

22.4 Lowestoft North Cliff Community Garden - £155.68
To consider the grant application – The Finance Manager confirmed this was a non-registerable interest for Cllrs Page and Ray who were members of the Outside Body and they would need to leave the chamber for consideration of the item, meaning the meeting would not be quorate. It was suggested the item go to Full Council or an extraordinary meeting is convened to consider the application. Cllr Page proposed officers request a current, valid quote from the applicant and then convene an extraordinary meeting to consider the application; seconded by Cllr Rappensberger; all in favour.

23 Other financial and governance matters, including:

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

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

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

24 Date of next meeting

The regular schedule was agreed to be the second Thursday of the month at 13:00. This overlapped with the Marina Theatre Project Committee, which was expected to close soon.
Cllr Pearce proposed if the regular schedule could not be followed for August that an extraordinary meeting be arranged for Wednesday 12 August at 09:30; seconded by Cllr Page; all in favour.

25 Items for the next agenda and close

No items were requested for the next agenda.

26 Admission to Meetings

To resolve that under the Public Bodies (Admission to meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any employment matters and legal issues relating to the matters on this agenda – There were no resolutions.

The Chair closed the meeting at 11:03

Signed: ……..
12 August 2026

Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 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	22,502	5,000	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	50,210	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	1,405,166	5,000	0	0
4070	Office Supplies and Stationery	2,060	3,157	0	0	2,500	0	2,500	766	0	0	0
4120	Miscellaneous & Meetings	1,440	1,915	0	0	2,000	0	2,000	403	0	0	0
5000	Repairs & Maintenance	85,200	48,418	0	0	70,000	25,000	95,000	16,944	0	0	0
5020	Project Expenditure	0	20	0	0	0	0	0	-41	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	18,072	0	0	0
	100 Net Income over Expenditure	2,282,537	2,435,904	0	0	2,630,409	-25,000	2,605,409	1,387,094	5,000	0	0
6001	less Transfer to EMR	0	12,822	0	0	0	0	0	50,210	0	0	0
	Movement to/(from) Gen Reserve	2,282,537	2,423,081			2,630,409		2,605,409	1,336,884	5,000		
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	7,539	0	0	0

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Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 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	4,212	0	0	0
4710	IT Service Charge	18,500	20,663	0	0	22,500	0	22,500	6,814	0	0	0
	Overhead Expenditure	47,459	49,563	0	0	51,000	0	51,000	19,528	0	0	0
	Movement to/(from) Gen Reserve	(47,459)	(49,563)			(51,000)		(51,000)	(19,528)	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	8,907	0	0	0
	Overhead Expenditure	31,333	25,013	0	0	35,000	0	35,000	8,907	0	0	0
	Movement to/(from) Gen Reserve	(31,333)	(25,013)			(35,000)		(35,000)	(8,907)	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	167	0	0	0
4115	Professional Fees and Subscrip	5,617	5,842	0	0	6,000	0	6,000	4,669	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	1,283	0	0	0

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Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 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	53,959	0	0	0
	Movement to/(from) Gen Reserve	(125,095)	(176,626)			(151,850)		(151,850)	(53,959)	0		
140	**Staff, Training and CPD**											
4000	Salaries - Gross	810,081	935,384	0	0	881,881	0	881,881	295,101	0	0	0
4005	Employers National Insurance	99,345	115,741	0	0	108,115	0	108,115	36,776	0	0	0
4010	Employers Superannuation	158,960	160,831	0	0	149,938	0	149,938	50,133	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	2,490	0	0	0
4056	Councillor Training	3,000	1,683	0	0	3,000	0	3,000	423	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	145	0	0	0
	Overhead Expenditure	1,191,975	1,232,593	0	0	1,216,164	0	1,216,164	392,855	0	0	0
	Movement to/(from) Gen Reserve	(1,191,975)	(1,232,593)			(1,216,164)		(1,216,164)	(392,855)	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	230	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 4)

Note: 31st July 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	37,240	0	0	0
	Movement to/(from) Gen Reserve	(78,121)	(64,781)			(80,377)		(80,377)	(37,240)	0		
160	**Town Hall**											
1091	Town Hall Grant	0	2,922,434	0	0	0	0	0	1,387,770	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	1,387,770	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	2,015	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	1,287,478	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	1,426,004	0	0	0
	160 Net Income over Expenditure	-137,271	2,860,818	-82,683	0	-247,477	-9,165	-339,325	-38,234	0	0	0
6000	plus Transfer from EMR	0	3,119,508	0	0	0	0	0	885,023	0	0	0
6001	less Transfer to EMR	0	6,709,857	0	0	0	0	0	382,200	0	0	0
	Movement to/(from) Gen Reserve	(137,271)	(729,531)			(247,477)		(339,325)	464,589	0		

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Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 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	1,018	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	8,567	0	0	0
4725	Premises Service Charge	2,750	2,106	0	0	5,450	0	5,450	2,263	0	0	0
	Overhead Expenditure	40,110	36,588	0	0	47,854	0	47,854	17,596	0	0	0
	Movement to/(from) Gen Reserve	(40,110)	(36,588)			(47,854)		(47,854)	(17,596)	0		
175	**Grounds Maintenance**											
4335	PPE	7,500	7,327	0	0	7,500	0	7,500	3,374	0	0	0
4375	Van Hire	40,000	47,512	0	0	53,146	0	53,146	32,086	0	0	0
6500	Ground Maintenance	64,445	51,650	10,000	0	50,000	0	60,000	30,689	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	4,321	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	70,469	0	0	0
	Movement to/(from) Gen Reserve	(145,565)	(127,456)			(136,326)		(153,966)	(70,469)	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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Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 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	(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	800	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	2,872	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)	(2,050)	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	572	0	0	0
	Overhead Expenditure	0	566	0	0	1,800	0	1,800	572	0	0	0
	Movement to/(from) Gen Reserve	104,249	108,646			103,200		103,200	(27,547)	0		
300	**Events & Communications**											
1105	Event Income	0	11,717	0	0	10,000	0	10,000	19,554	0	0	0
	Total Income	0	11,717	0	0	10,000	0	10,000	19,554	0	0	0

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Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 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	388	0	0	0
4144	Mayoral Expenditure	0	549	0	0	0	0	0	0	0	0	0
4450	Community Grants	0	0	0	0	0	0	0	391	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	1,117	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	10,105	0	0	0
4486	Summer Events	3,000	2,780	0	0	6,000	0	6,000	1,674	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	13,090	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	49,265	0	0	0
	Movement to/(from) Gen Reserve	(88,183)	(68,091)			(106,737)		(116,737)	(29,711)	0		
310	**Grants & Sponsorships**											

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Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4101	Sponsorship	0	0	0	0	15,000	0	15,000	0	0	0	0
4450	Community Grants	65,000	87,631	0	0	40,000	20,000	60,000	22,100	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	3,300	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	1,000	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	49,582	0	0	0
	Movement to/(from) Gen Reserve	(138,380)	(125,426)			(110,500)		(130,500)	(49,582)	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	4,326	0	0	0
5010	Sports Ground Maintenance	15,450	18,218	0	0	15,000	0	15,000	7,412	0	0	0

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Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	60,450	34,152	0	0	65,000	30,000	95,000	11,738	0	0	0
	Movement to/(from) Gen Reserve	(60,450)	(22,682)			(65,000)		(95,000)	(11,738)	0		
350	**Marina Theatre**											
1000	Property Lettings - Exempt	20,000	20,000	0	0	20,000	0	20,000	10,000	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	10,000	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	7,316	0	0	0
5020	Project Expenditure	244,000	2,108,411	0	0	0	0	0	100,502	0	0	0
9980	DMO Repayments	13,167	13,167	0	0	12,929	0	12,929	6,494	0	0	0
	Overhead Expenditure	435,945	2,310,322	0	0	204,729	0	204,729	203,578	0	0	0
	350 Net Income over Expenditure	-405,945	-82,134	0	0	-184,729	0	-184,729	-193,578	0	0	0
6000	plus Transfer from EMR	0	2,086,603	0	0	0	0	0	71,648	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)	(121,929)	0		
400	**Allotments**											
1100	Allotment Income	620	583	0	0	620	0	620	583	0	0	0
	Total Income	620	583	0	0	620	0	620	583	0	0	0

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Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4600	Administration Fee - Allotment	1,867	0	0	0	1,867	0	1,867	0	0	0	0
4601	Allotment Maintenance	16,511	7,455	10,000	0	0	0	10,000	0	0	0	0
	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)	583	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	3,601	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	3,601	0	0	0
	401 Net Income over Expenditure	-72,898	-79,341	0	0	-83,075	0	-83,075	-3,601	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)	(3,601)	0		
405	**The Ness**											
4201	EMR Expenditure	0	0	0	0	0	0	0	5,956	0	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	5,956	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	(5,956)	0		
425	**Sparrows Nest**											

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Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1000	Property Lettings - Exempt	25,900	25,900	0	0	25,900	0	25,900	12,950	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	12,950	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	30,690	0	0	0
4365	Utilities	14,323	6,143	0	0	5,500	0	5,500	454	0	0	0
5031	Memorial Bench	0	57	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	15,391	7,235	0	0	6,516	0	6,516	32,065	0	0	0
	425 Net Income over Expenditure	10,509	18,747	0	0	19,384	0	19,384	-19,115	0	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	30,690	0	0	0
	Movement to/(from) Gen Reserve	10,509	18,747			19,384		19,384	11,575	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	46	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	3,831	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)	(3,831)	0		
435	**Denes Oval**											
1200	Room and Land Hire Income	0	2,854	0	0	0	0	0	737	0	0	0

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Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1225	Insurance Claims	0	0	0	0	0	0	0	2,158	0	0	0
	Total Income	0	2,854	0	0	0	0	0	2,895	0	0	0
4365	Utilities	10,722	11,729	0	0	12,500	0	12,500	2,966	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	2,966	0	0	0
	Movement to/(from) Gen Reserve	(10,722)	(48,556)			(12,500)		(12,500)	(70)	0		
440	**Normanston Park**											
1000	Property Lettings - Exempt	6,250	6,250	0	0	6,250	0	6,250	3,125	0	0	0
1200	Room and Land Hire Income	0	289	0	0	0	0	0	1,521	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	4,646	0	0	0
4355	Refurbishment	0	0	0	0	0	0	0	37,523	0	0	0
4365	Utilities	5,386	5,805	0	0	12,000	0	12,000	293	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	37,815	0	0	0
	440 Net Income over Expenditure	864	-3,868	0	0	-5,750	0	-5,750	-33,169	0	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	37,523	0	0	0
	Movement to/(from) Gen Reserve	864	(3,868)			(5,750)		(5,750)	4,354	0		
445	**Kensington Garden Park**											

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Lowestoft Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1000	Property Lettings - Exempt	3,145	3,100	0	0	3,100	0	3,100	1,763	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
1225	Insurance Claims	0	0	0	0	0	0	0	4,601	0	0	0
	Total Income	3,145	6,205	0	0	3,100	0	3,100	6,513	0	0	0
4365	Utilities	3,506	13,692	0	0	5,500	0	5,500	6,067	0	0	0
5031	Memorial Bench	0	1,334	0	0	0	0	0	1,387	0	0	0
5105	Capital Investment	0	1,018	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	3,506	16,044	0	0	5,500	0	5,500	7,455	0	0	0
	Movement to/(from) Gen Reserve	(361)	(9,839)			(2,400)		(2,400)	(941)	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	99	0	0	0
	Overhead Expenditure	5,150	277	0	0	5,000	0	5,000	99	0	0	0
	Movement to/(from) Gen Reserve	(5,150)	(277)			(5,000)		(5,000)	(99)	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	-2,896	0	0	0

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Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	23,000	62,486	0	0	90,854	19,656	110,510	14,833	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)	(12,168)	0		
500	**Public Conveniences**											
4315	Cleaning	9,480	4,062	0	0	8,000	0	8,000	1,212	0	0	0
4365	Utilities	4,000	3,315	0	0	4,000	0	4,000	548	0	0	0
	Overhead Expenditure	13,480	7,377	0	0	12,000	0	12,000	1,760	0	0	0
	Movement to/(from) Gen Reserve	(13,480)	(7,377)			(12,000)		(12,000)	(1,760)	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	1,174	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	5,293	0	0	0
	505 Net Income over Expenditure	-10,517	-33,376	0	0	-13,000	0	-13,000	-5,293	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)	(5,293)	0		
510	**Links Road Car Park**											

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Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 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	660	0	0	2,400	0	2,400	2,020	0	0	0
	Total Income	0	660	0	0	2,400	0	2,400	2,020	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	31	0		
515	**Whitton Estate Meeting Hall**											
1200	Room and Land Hire Income	0	3,034	0	0	0	0	0	120	0	0	0
	Total Income	0	3,034	0	0	0	0	0	120	0	0	0
	Movement to/(from) Gen Reserve	0	3,034			0		0	120	0		
555	**Community Halls**											
1000	Property Lettings - Exempt	1,000	1,000	0	0	1,000	0	1,000	240	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	240	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	297	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	2,768	0	0	0

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Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 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	(7,417)	(6,053)			(6,747)		(6,747)	(2,528)	0		
600	**Community Safety**											
5055	Defibrillators	5,000	0	0	0	5,000	0	5,000	428	0	0	0
5060	Community Safety	1,000	2,455	0	0	0	0	0	0	0	0	0
6505	CCTV	20,000	0	20,000	0	0	0	20,000	0	0	0	0
	Overhead Expenditure	26,000	2,455	20,000	0	5,000	0	25,000	428	0	0	0
6000	plus Transfer from EMR	0	2,455	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(26,000)	0			(5,000)		(25,000)	(428)	0		
650	**Climate Emergency**											
1210	Recharges	0	5,483	0	0	0	0	0	0	0	0	0
	Total Income	0	5,483	0	0	0	0	0	0	0	0	0
4150	Mileage & Operation Fuel Costs	15,000	17,202	0	0	15,000	0	15,000	7,164	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	8,161	0	0	0
5220	Waste Disposal	21,554	22,209	0	0	25,000	0	25,000	11,357	0	0	0
5225	Bulky Waste	27,125	20,390	6,125	0	36,775	0	42,900	10,690	0	0	0
	Overhead Expenditure	77,879	68,372	6,125	0	104,775	0	110,900	37,372	0	0	0
	Movement to/(from) Gen Reserve	(77,879)	(62,889)			(104,775)		(110,900)	(37,372)	0		
655	**Trees & Horticulture**											
6515	Bulbs	10,000	3,087	0	0	10,000	0	10,000	147	0	0	0

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Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2026

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
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	6,165	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	6,312	0	0	0
	Movement to/(from) Gen Reserve	(91,750)	(43,659)			(50,000)		(65,000)	(6,312)	0		
	Total Budget Income	2,584,427	11,934,403	0	0	2,879,179	0	2,879,179	2,825,483	5,000	0	0
	Expenditure	3,077,888	8,962,576	151,448	0	3,001,942	213,821	3,367,211	2,527,420	0	0	0
	Net Income over Expenditure	-493,461	2,971,827	-151,448	0	-122,763	-213,821	-488,032	298,063	5,000	0	0
	plus Transfer from EMR	0	5,308,369	0	0	0	0	0	1,028,372	0	0	0
	less Transfer to EMR	0	8,247,680	0	0	0	0	0	432,410	0	0	0
	Movement to/(from) Gen Reserve	(493,461)	32,516			(122,763)		(488,032)	894,025	5,000		

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
8045	Banked: **03/07/2026**	**10.00**						
8045	Breezey Rugs	10.00		1.67	1105	300	8.33	Pride stall holder Breezey Rug
8046	Banked: **06/07/2026**	**1,750.00**						
	Sales Recpts Page 580	1,750.00	1,750.00		100			Sales Recpts Page 580
8047	Banked: **06/07/2026**	**4,725.00**						
	Sales Recpts Page 581	4,725.00	4,725.00		100			Sales Recpts Page 581
8048	Banked: **06/07/2026**	**10.00**						
8048	Oasis Norfolk	10.00		1.67	1105	300	8.33	Pride stall holder Oasis Nflk
8049	Banked: **06/07/2026**	**10.00**						
8049	Bon Accors	10.00		1.67	1105	300	8.33	Pride stall holder Bon Accors
8050	Banked: **07/07/2026**	**10.00**						
8050	Trucolours	10.00		1.67	1105	300	8.33	Pride stall holder Trucolours
8051	Banked: **07/07/2026**	**60.00**						
	Sales Recpts Page 582	60.00	60.00		100			Sales Recpts Page 582
8052	Banked: **07/07/2026**	**10.00**						
8052	C Fulker	10.00		1.67	1105	300	8.33	Pride stall holder C Fulker
8053	Banked: **07/07/2026**	**10.00**						
	Sales Recpts Page 583	10.00	10.00		100			Sales Recpts Page 583
8054	Banked: **07/07/2026**	**10.00**						
8054	3DGT	10.00		1.67	1105	300	8.33	Pride stall holder 3DGT
8055	Banked: **08/07/2026**	**987.50**						
	Sales Recpts Page 584	987.50	987.50		100			Sales Recpts Page 584
8056	Banked: **08/07/2026**	**10.00**						
8056	Robyn in Residence	10.00		1.67	1105	300	8.33	Pride stall holder Robyn in Re
8057	Banked: **08/07/2026**	**10.00**						
8057	Lynn Rollings R&	10.00		1.67	1105	300	8.33	Pride Stall holder Lynn Rollin
8058	Banked: **13/07/2026**	**219.09**						
	Sales Recpts Page 585	219.09	219.09		100			Sales Recpts Page 585
8059	Banked: **17/07/2026**	**2,000.00**						
	Sales Recpts Page 586	2,000.00	2,000.00		100			Sales Recpts Page 586
8061	Banked: **17/07/2026**	**4,600.83**						
8061	Zurich Insurance	4,600.83			1225	445	4,600.83	KG Claim
8062	Banked: **17/07/2026**	**2,158.34**						
8062	Zurich Insurance	2,158.34			1225	435	2,158.34	DO insurance claim
8060	Banked: **20/07/2026**	**200.00**						

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Receipts for Month 4 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Sales Recpts Page 587	200.00	200.00		100			Sales Recpts Page 587
8063	Banked: **23/07/2026**	**6,000.00**						
	Sales Recpts Page 588	6,000.00	6,000.00		100			Sales Recpts Page 588
8064	Banked: **27/07/2026**	**200.00**						
	Sales Recpts Page 590	200.00	200.00		100			Sales Recpts Page 590
8065	Banked: **29/07/2026**	**1,004,969.84**						
8065	National Heritage	1,004,969.84			1091	160	1,004,969.84	National Heritage
8066	Banked: **29/07/2026**	**6.53**						
8066	Stripe	6.53			1200	435	8.00	Denes Oval floodlights
					4365	435	-1.47	Denes Oval floodlights
8068	Banked: **30/07/2026**	**600.00**						
	Sales Recpts Page 591	600.00	600.00		100			Sales Recpts Page 591
8069	Banked: **31/07/2026**	**200.00**						
	Sales Recpts Page 592	200.00	200.00		100			Sales Recpts Page 592
8070	Banked: **31/07/2026**	**210.00**						
	Sales Recpts Page 593	210.00	210.00		100			Sales Recpts Page 593
8071	Banked: **31/07/2026**	**49,500.00**						
8071	East Suffolk Council	49,500.00			1095	100	49,500.00	Pump Track Funding
					345		49,500.00	Pump Track Funding
					6001	100	-49,500.00	Pump Track Funding
Total Receipts for Month		1,078,677.13	17,361.59	13.36			1,061,302.18	
Cashbook Totals		2,106,371.42	17,361.59	13.36			2,088,996.47	

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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
06/07/2026	Andrew Curtis	27-510	25.00		4.17	5000	100	20.83	PVCu cloak profile
06/07/2026	Fuel Card Services Ltd	27-500	97.15	97.15		500			Fuel Jun 26
06/07/2026	Lowestoft Town Cricket Club	27-501	281.00	281.00		500			25% summer cricket sessions
06/07/2026	Munnings Supplies Ltd	27-502	157.80	157.80		500			Trainers & gloves
06/07/2026	R J Pryce & Co Ltd	27-503	95.68	95.68		500			Outlet hoses/drill bits/clips
06/07/2026	R J Pryce & Co Ltd	27-504	8.94	8.94		500			Copper tee/ankerbolt etc
06/07/2026	Wilco Motor Spares Ltd	27-505	12.00	12.00		500			Screenwash
06/07/2026	EDF Energy	27-506	142.50	142.50		500			Electric T'Dene car park Jun26

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

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
06/07/2026	R J Pryce & Co Ltd	27-507	51.96	51.96		500			Sealants
06/07/2026	Munnings Supplies Ltd	27-508	365.40	365.40		500			Various clothing/safety equip
06/07/2026	Kirkley Run Service Station	27-509	180.90	180.90		500			Tyre
06/07/2026	Sprinkler Irrigation Systems L	27-511	173.29	173.29		500			P/Ledger Electronic Payment
06/07/2026	Cloudy Group Ltd	27-512	2,044.29	2,044.29		500			July IT support
09/07/2026	Sage Global Services Ltd	27-513	55.80	55.80		500			Sage Payroll to 4/8/26
09/07/2026	S&G Fabrications (Lowestoft) L	27-514	7,147.20	7,147.20		500			40% dep Euroscope repairs
09/07/2026	SAAF Bees Ltd	27-515	175.00	175.00		500			Honeybee removal P'Field
09/07/2026	A1 Clearance and Recycling Lim	27-516	3,864.00	3,864.00		500			June 26 Bulky waste
13/07/2026	Fuel Card Services Ltd	27-517	403.17	403.17		500			Fuel Jul 26
14/07/2026	Ewan Gallagher	27-520	133.71		1.55	4150	650	9.41	EG mileage
						4160	150	7.75	EG parking
						4485	320	115.00	EG facebook advertising
14/07/2026	Francis Guildea	27-531	45.00		7.50	4484	300	37.50	Lunch for volunteers at Pride
14/07/2026	Broadland Security Alarms	27-518	929.23	929.23		500			Intruder alarm repairs
14/07/2026	Northgate Vehicle Hire Ltd	27-519	706.94	706.94		500			YK75EZX 20/5-17/6/26
14/07/2026	Ernest Doe & Sons Ltd	27-520	410.47	410.47		500			P/Ledger Electronic Payment
14/07/2026	Garden Discount Centre Ltd	27-521	61.33	61.33		500			Croll
14/07/2026	The Marina Theatre Trust	27-522	160.00	160.00		500			Locksmith call out MT back dr
14/07/2026	MJ Training	27-523	1,228.80	1,228.80		500			First aid SN events July/Aug
14/07/2026	Munnings Supplies Ltd	27-524	205.20	205.20		500			Shorts/shirts/gloves
14/07/2026	Peter Colby Commercials Ltd	27-525	400.00	400.00		500			P/Ledger Electronic Payment
14/07/2026	Peter Colby Commercials Ltd	27-526	2,291.04	2,291.04		500			P/Ledger Electronic Payment
14/07/2026	R J Pryce & Co Ltd	27-527	221.23	221.23		500			Cobra pipe clip
14/07/2026	Trademark Couriers	27-528	60.00	60.00		500			Collect CM laptop and badge
14/07/2026	Wave Ltd	27-529	86.81	86.81		500			Water S'well Rd 2/4-1/7/26
14/07/2026	Wilco Motor Spares Ltd	27-530	54.00	54.00		500			Luggage strap
15/07/2026	C&C Consulting Services Ltd	27-532	369.90	369.90		500			H&S Support
16/07/2026	Credit Card Account	27-534	1,723.44			220		1,723.44	Credit card payment
16/07/2026	Eon Energy	27-533	27.85	27.85		500			Electric PC FP Jun 26
17/07/2026	Squaretrade Carpets & Flooring	27-535	576.00	576.00		500			Carpet tiles for DO clubhouse
17/07/2026	Burgh Castle Nursery	27-536	468.15	468.15		500			Plants for SN/TM/DO
20/07/2026	Fuel Card Services Ltd	27-537	484.74	484.74		500			Fuel Jul
20/07/2026	NPower Ltd	27-538	385.95	385.95		500			Electric TM Jun 26
20/07/2026	Public Works Loan	27-539	6,493.75			9980	350	6,493.75	Repayment MT Box Office Loan
20/07/2026	HMRC	27-540	22,349.82			525		22,349.82	PAYE/NIC Mth 3 Jun 26
20/07/2026	Francis Guildea	27-542	25.00			5020	160	25.00	Scores promotion prize
20/07/2026	Broadland Security Alarms	27-541	696.00	696.00		500			Intruder alarm MT to Jun

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

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									27
20/07/2026	Friends of Claremont Pier CIC	27-543	3,000.00	3,000.00		500			FOCP Firework display
20/07/2026	Garden Discount Centre Ltd	27-544	768.00	768.00		500			Stihl backpack blower
20/07/2026	Lewis Gant - Mia Mann	27-545	175.00	175.00		500			Mia Mann performer Pride
20/07/2026	The Marina Theatre Trust	27-546	75.00	75.00		500			MT Pride
20/07/2026	R J Pryce & Co Ltd	27-547	291.05	291.05		500			Corner brace/padlocks
20/07/2026	Rotadex Systems Ltd	27-548	1,204.30	1,204.30		500			4 tier locker unit & shelves
20/07/2026	HAT Projects Ltd	27-549	18,952.97	18,952.97		500			HAT Jun consultancy fees
20/07/2026	Barnes Construction	27-550	150,000.00	150,000.00		500			Barnes TH refurb
20/07/2026	Andrew Morton Associates Ltd	27-551	3,826.27	3,826.27		500			Quantity Surveyors
20/07/2026	Jess Johnston	27-552	420.00	420.00		500			Consul servs Heritage PM
20/07/2026	MossKing Associates Ltd	27-553	5,414.00	5,414.00		500			Project Management
20/07/2026	The Input Group	27-554	11,142.48	11,142.48		500			Interim Cert 12
20/07/2026	Need2Store Ltd	27-614	240.00	240.00		500			Storage rent to 17/8/26
21/07/2026	EE Limited	27-555	1,290.46	1,290.46		500			P/Ledger Electronic Payment
21/07/2026	Barnes Construction	27-556	150,000.00	150,000.00		500			Barnes TH refurb
21/07/2026	MJ Training	27-557	460.80	460.80		500			Sports Festival First Response
21/07/2026	Northgate Vehicle Hire Ltd	27-558	1,610.11	1,610.11		500			BN75 TMX hire 18/5 to 15/6/26
21/07/2026	East Coast Insulations Ltd	27-559	354.00	354.00		500			Asbestos Survery SN PC refurb
21/07/2026	East Coast Insulations Ltd	27-560	354.00	354.00		500			Asbestos Survery NP PC refurb
22/07/2026	Barnes Construction	27-561	150,000.00	150,000.00		500			Barnes TH refurb
22/07/2026	Octopus Energy Limited	27-562	15.91	15.91		500			Electric BVP 6/6-5/7/26
22/07/2026	Racket Sports Academy	27-563	336.00	336.00		500			RSA 25% summer sports
23/07/2026	Barnes Construction	27-564	811.44	811.44		500			Barnes TH refurb
23/07/2026	Wilco Motor Spares Ltd	27-565	6.00	6.00		500			Screenwash
23/07/2026	Will Power (Lauren Bryant)	27-566	250.00	250.00		500			Will Power performer
23/07/2026	R J Pryce & Co Ltd	27-567	21.26	21.26		500			Trailer break away cable
23/07/2026	Nicholas Gordon	27-568	65.00	65.00		500			Jester Mirage performer
23/07/2026	Munnings Supplies Ltd	27-569	38.40	38.40		500			Work shorts
23/07/2026	Megan O'Shea	27-570	65.00	65.00		500			'The Duke' performer
23/07/2026	Matthew Squance	27-571	250.00	250.00		500			Knuckle Sandwich Queen perform
23/07/2026	The Marina Theatre Trust	27-572	268.90	268.90		500			Storage unit
23/07/2026	Foster Wilson Size LLP	27-573	6,854.40	6,854.40		500			Architect Stage 5 Construct
23/07/2026	East Coast Waste	27-574	416.15	416.15		500			Waste collection
23/07/2026	ROSS WARREN - SKATE HARBOUR	27-575	625.00	625.00		500			Skate coaching 25% deposit
23/07/2026	Max Dobson	27-576	65.00	65.00		500			Performer at Pride
23/07/2026	Harriet Foster	27-577	1,600.00	1,600.00		500			H Foster services 2/4-15/6
23/07/2026	Luminescence Theatre Company	27-578	162.00	162.00		500			Theatre company Pride

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Payments for Month 4 **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
23/07/2026	SALARIES	JULY SALAR	58,467.52			4000	140	58,467.52	Net Pay July 26
23/07/2026	British Gas	27-610	65.97	65.97		500			P/Ledger Electronic Payment
24/07/2026	NPower Ltd	27-579	57.21	57.21		500			Electric KG PC Jun 26
24/07/2026	NPower Ltd	27-580	288.87	288.87		500			Electric DO June 26
24/07/2026	NPower Ltd	27-581	816.32	816.32		500			Electric T Hall Jun 26
24/07/2026	Apex Scaffolding Anglia Limite	27-582	3,240.00	3,240.00		500			Scaffold Museum 4/5-13/7
27/07/2026	NPower Ltd	27-585	45.02	45.02		500			Electric PC R'dam Rd Jun26
27/07/2026	NPower Ltd	27-586	81.33	81.33		500			Electric KG Jun26
27/07/2026	NPower Ltd	27-587	96.90	96.90		500			Electric NP Pav Chge June 26
27/07/2026	NPower Ltd	27-588	51.95	51.95		500			Electric PC P'field St June
27/07/2026	North West Turf Limited	27-589	333.52	333.52		500			P/Ledger Electronic Payment
27/07/2026	Lovemore Gonese	27-590	65.00	65.00		500			Lovemore Gonese at Pride
27/07/2026	Fuel Card Services Ltd	27-583	310.52	310.52		500			Fuel
27/07/2026	EE Limited	27-584	42.99	42.99		500			Broadband Unit 2
28/07/2026	CIA Fire & Security Ltd	27-591	12.38	12.38		500			Batteries for NP T Crt gates
28/07/2026	Rotadex Systems Ltd	27-592	1,131.10	1,131.10		500			P/Ledger Electronic Payment
28/07/2026	Lones UK Limited t/a Workplace	27-593	1,240.92	1,240.92		500			P/Ledger Electronic Payment
28/07/2026	Eon Energy	27-594	34.50	34.50		500			P/Ledger Electronic Payment
28/07/2026	Alpha Roofing Services Limited	27-595	2,352.00	2,352.00		500			Roof leak/down pipe replacemen
28/07/2026	Foster Wilson Size LLP	27-596	5,079.60	5,079.60		500			Architect Stage 5 Construction
28/07/2026	Foster Wilson Size LLP	27-597	12,000.00	12,000.00		500			Architects Stage 6
29/07/2026	Mulberry & Co	27-598	378.00	378.00		500			Chairs training 19/8/26
29/07/2026	Kirkley People's Forum	27-599	1,650.00	1,650.00		500			KPF 1/7-30/9/26
29/07/2026	V.C. Cooke	27-600	872.40	872.40		500			Waste collection Jun 26
29/07/2026	Screwfix	27-601	182.78	182.78		500			Adhesive
29/07/2026	Smith Bros Timber (East Anglia	27-602	557.06	557.06		500			Tile battens/OSB sheet
29/07/2026	Brewers Decorator Centres	27-603	188.82	188.82		500			White paint
29/07/2026	Herts Enviro Services	27-604	1,690.49	1,690.49		500			Water hygiene Jun 26
29/07/2026	Travis Perkins Trading Company	27-605	919.96	919.96		500			Blue cirlce postcrete
29/07/2026	BUNZL Cleaning & Hygiene Suppl	27-606	594.90	594.90		500			Descaler/toilet tissue
29/07/2026	Northgate Vehicle Hire Ltd	27-607	537.26	537.26		500			NU75BA hire to 1/7/26
29/07/2026	Origin Amenity Solutions	27-608	1,634.35	1,634.35		500			Hiaktiv 490 amenity/chikara
29/07/2026	Seletar Signs	27-609	96.00	96.00		500			Signs for Pride
30/07/2026	Norfolk Trailers	27-611	90.00	90.00		500			Trailer Board
30/07/2026	East Coast Waste	27-612	389.47	389.47		500			Skip clearance
30/07/2026	Suffolk Assn. of Local Council	27-613	129.60	129.60		500			Chairs training SB
30/07/2026	Rotadex Systems Ltd	8067	-1,204.30	-1,204.30		500			Lockers & shelving

Continued on Page 91

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

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									duplicate
31/07/2026	Suffolk Pension Fund	27-615	17,037.82			530		17,037.82	Suffolk Pension Mth 4
31/07/2026	Unity Trust Bank	27-627	38.80			4110	130	38.80	Service charge
31/07/2026	9:55 Creative Ltd	27-616	696.00	696.00		500			Website host'g/supp Jun-May 27
31/07/2026	East Suffolk Services Ltd	27-617	245.70	245.70		500			5 x 1100l bins
31/07/2026	Folkes Plant & Aggregates Ltd	27-618	90.37	90.37		500			10ml Ballast
31/07/2026	Garden Discount Centre Ltd	27-619	3,842.32	3,842.32		500			Replacement machinery
31/07/2026	Jewson	27-620	239.36	239.36		500			JCB Microlight 1 day hire
31/07/2026	Lowestoft and Plaisir Twinning	27-621	1,000.00	1,000.00		500			Annual sponsorship
31/07/2026	S&S Sound and Lighting Hire Lt	27-622	6,685.20	6,685.20		500			Stage/PA/Light/Sound Pride
31/07/2026	Norfolk Proficiency Tests Comm	27-623	165.00	165.00		500			L2 Chainsaw Maint/XCutting SB
31/07/2026	R J Pryce & Co Ltd	27-624	59.88	59.88		500			Dolphin knife
31/07/2026	Wolseley	27-625	111.39	111.39		500			3G end con
31/07/2026	Broadland Security Alarms	27-626	139.20	139.20		500			Attend fire alarm at Unit 2
	Total Payments for Month		720,160.70	613,627.98	24.79			106,507.93	
	Balance Carried Fwd		1,386,210.72						
	Cashbook Totals		2,106,371.42	613,627.98	24.79			1,492,718.65	

Receipts for Month 5 **Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	**1,386,210.72**					**1,386,210.72**	
8072	Banked: **04/08/2026**	**288.00**						
	Sales Recpts Page 594	288.00	288.00		100			Sales Recpts Page 594
8073	Banked: **07/08/2026**	**60.00**						
	Sales Recpts Page 595	60.00	60.00		100			Sales Recpts Page 595
	Total Receipts for Month	348.00	348.00	0.00			0.00	
	Cashbook Totals	1,386,558.72	348.00	0.00			1,386,210.72	

Continued on Page 86

Payments for Month 5 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/08/2026	DVLA	27-631	30.18			6500	175	30.18	Road tax AY72 HNM
03/08/2026	DVLA	27-632	30.18			6500	175	30.18	Road tax AV72 ZGM
03/08/2026	DVLA	27-633	31.50			6500	175	31.50	Road tax AX72 BVL
03/08/2026	DVLA	27-634	31.50			6500	175	31.50	Road tax DN70 ZYZ
03/08/2026	Novuna Business Finance	27-628	1,137.61	1,137.61		500			Lease Transit Van
03/08/2026	Novuna Business Finance	27-629	1,207.38	1,207.38		500			Lease of Tipper
03/08/2026	Fuel Card Services Ltd	27-630	155.94	155.94		500			Fuel Jul
03/08/2026	NPower Ltd	27-635	309.70	309.70		500			Electric RNPSM Jun 26
03/08/2026	East Suffolk Council	27-636	199.00	199.00		500			Bus rates Links Rd car park
03/08/2026	East Suffolk Council	27-637	92.00	92.00		500			Bus rates SN Bowls Club 26/27
03/08/2026	East Suffolk Council	27-638	884.00	884.00		500			HH Rates 2026/27
03/08/2026	East Suffolk Council	27-639	799.00	799.00		500			Business rates Unit 2 26/27
03/08/2026	East Suffolk Council	27-640	204.00	204.00		500			Business rates WH 26/27
03/08/2026	East Suffolk Council	27-641	218.00	218.00		500			TM Rates 26/27
03/08/2026	East Suffolk Council	27-642	378.00	378.00		500			Council tax BVLodge 26/27
04/08/2026	Jill Hook	27-643	27.00		4.50	4160	150	22.50	Parking Jun/Jul 26
04/08/2026	Sarah Foote	27-644	35.72		0.77	4150	650	4.06	Fuel SF May - Jul
						4120	100	30.89	Refreshments May-Jul
06/08/2026	Nest	27-645	134.80			530		134.80	NEST pension Mth 4
06/08/2026	SAAF Bees Ltd	27-646	100.00	100.00		500			Wasp extermination NP 4/8
06/08/2026	East Suffolk Services Ltd	27-647	3,013.12	3,013.12		500			Bin collection Jul-Sep
06/08/2026	R J Pryce & Co Ltd	27-648	78.78	78.78		500			Storage containers
06/08/2026	Ernest Doe & Sons Ltd	27-649	1,661.49	1,661.49		500			P/Ledger Electronic Payment
06/08/2026	Cloudy Group Ltd	27-650	2,044.29	2,044.29		500			IT Support Aug 26
06/08/2026	Charles Roberts and Sons	27-651	1,014.60	1,014.60		500			PAT testing
06/08/2026	Andy The Clown	27-652	350.00	350.00		500			Childrens party SN 30.7.26
06/08/2026	Jewson	27-653	62.14	62.14		500			Fast set Postfix FP
06/08/2026	Ernest Doe & Sons Ltd	27-654	2,520.00	2,520.00		500			Iseki Bucket & Hydraulic
06/08/2026	Ben Burgess GroundsCare Equipm	27-655	193.88	193.88		500			Mower blades
06/08/2026	Munnings Supplies Ltd	27-656	15.30	15.30		500			Safety specs
06/08/2026	Groundwork East	27-657	9,793.20	9,793.20		500			Carbon emissions report
06/08/2026	A1 Clearance and Recycling Lim	27-658	3,750.00	3,750.00		500			July 26 Bulky Waste
06/08/2026	Broadland Security Alarms	27-659	139.20	139.20		500			Attend fire alarm Unit 2
06/08/2026	Northgate Vehicle Hire Ltd	27-660	706.94	706.94		500			YK75 EZX hire 17/6 - 15/7/26
07/08/2026	HMRC	27-661	21,256.70			525		21,256.70	HMRC PAYE/NIC Mth 4
10/08/2026	Sage Global Services Ltd	27-662	67.80	67.80		500			Payroll to 4/9/26
10/08/2026	Fuel Card Services Ltd	27-663	336.30	336.30		500			Fuel Jul 26

Continued on Page 87

Total Payments for Month	53,009.25	31,431.67	5.27	21,572.31
Balance Carried Fwd	1,333,549.47			
Cashbook Totals	1,386,558.72	31,431.67	5.27	1,355,121.78

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	Inspire Suffolk Ltd
Company or Charity Registration Number	1101519
Summary of the Project details (max 250 words)	The grant supported Inspire's youth provision at Colville House in Lowestoft by funding new recreational equipment for regular youth sessions. The equipment was introduced in response to young people's feedback and has broadened the range of activities available at the weekly youth drop-in and related groups. Young people have used it alongside sport, arts and crafts, cooking, music and group activities, creating more opportunities to take part, socialise and build relationships with trusted youth workers. The project particularly benefits young people who experience disadvantage, low confidence, isolation or limited access to positive activities. Sessions provide a safe, welcoming and structured place where young people can spend time with their peers, try new activities, receive informal support and contribute ideas about future provision. The equipment remains available for ongoing use, giving the grant a lasting benefit beyond the initial funding period.
Timescale of the project	Jan 26 – Jul 26
Date of grant funding award	05/01/26
Amount of grant funding awarded	£1235.95
What did the grant funding help you to achieve?	The funding enabled us to purchase new recreational equipment and strengthen the activity offer at Colville House. We have

	continued to run regular weekly youth sessions, with attendance reaching more than 30 young people at some sessions. The additional equipment has been used frequently across the youth drop-in and related groups. It has helped staff offer a wider choice of structured and informal activities, including games, sport, karaoke, creative work and cooking. This variety has encouraged young people with different interests and confidence levels to participate. It has also created natural opportunities for conversations with youth workers about school, relationships, home life, employment and future aspirations. Young people have also shaped the provision through feedback and youth voice meetings, including requests for comfortable social areas, further activities and development of the outdoor space.
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 has made sessions more engaging, inclusive and sustainable. Session records show young people trying activities for the first time, developing new skills and becoming more confident participating in front of others. Examples include young people learning to play table tennis, joining football or basketball when they would not otherwise have done so, singing and dancing in groups, and learning cooking and baking skills. The equipment has also supported positive social interaction. New attendees have been welcomed by established groups, young people have formed friendships and quieter participants have engaged more when sessions are smaller. One young person described how many people they had come to know through attending and how much they valued being part of the group. The provision responds to local need by giving young people from across Lowestoft, including the Whitton estate, a safe alternative to spending time in locations associated with anti-social behaviour. Where behaviour or safeguarding concerns arose, staff used clear boundaries, individual support and liaison with the police where necessary to protect the wider group. The equipment is durable and will continue to support future sessions, providing an ongoing legacy from the Town Council's investment.

Lowestoft Town Council
Grant Feedback Form

	 
Please evidence or explain how you acknowledged Lowestoft Town Council's grant as part of your project	Young people helped create a thank-you banner recognising project funders. Lowestoft Town Council's support will also be acknowledged through planned social media and wider media

Lowestoft Town Council
Grant Feedback Form

	recognition relating to the project, and referenced in relevant project communications and publicity materials. 
Contact details	
Name	[redacted]
Address	Inspire, Lindbergh Road, Ipswich IP3 9QX
Telephone number/s	0330 05550033
E-mail	carot@inspiresuffolk.org.uk
Position within organisation	Head of Funding and Project Development

Additional Information	
Have you included any photos, social media posts, press releases, newsletters or publicity of your project as part of the feedback form? Please give details	Yes
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?	Yes

Signed……[redacted]…… Date.....13/07/26.....

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	Living with Mental Health CIC
Company or Charity Registration Number	(16617113)
Summary of the Project details (max 250 words)	The project was to help with set up cost for living with Mental Health CIC 1. Two websites podcast site and main site hosting 31/12/26 2. Statistics 3. DBS for the two Directors 4. Business cards 5. Iso payment
Timescale of the project	31/12/2026 12/2026
Date of grant funding award	19/1/2026
Amount of grant funding awarded	**£1,346.82**
What did the grant funding help you to achieve?	The grant that was awarded has helped us become visible to other organisations and made us look professional with what we would like to achieve. We have also, since this grant was awarded, picked up some work from the broads Authority which is going to lead in to longer work and a project with them.

Lowestoft Town Council
Grant Feedback Form

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 has helped us grow from being able to pay contractors for the work they did on my website also all the other bits we have paid for with the grant. Because of this grant we are now looking at having a launch party to celebrate we are official and looking to work with other in the community. Wel also since achieving this grant now working alongside the Excelsior trust in Lowestoft to do a documentary type film of the maintenance of the fishing smack boat. We are also building bonds with other local community wellbeing groups to help the community grow in to friendly mental health lived experience area.
Please evidence or explain how you acknowledged Lowestoft Town Council's grant as part of your project	We have put your logo on our website (Supporters page) and artwork at the end screen from the podcast.
Contact details	
Name	[redacted]
Address	[redacted]
Telephone number/s	[redacted]
E-mail	John@livingmentalhealth.com

Lowestoft Town Council
Grant Feedback Form

Position within organisation	Founding 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	Not yet we will plan to make a blog.
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…… Date.....8/07/2026.....

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	OULTON BROAD WATER SPORTS CENTRE
Company or Charity Registration Number	1193626
Summary of the Project details (max 250 words)	Training and appointment of Assistant Centre Manager and Admin support
Timescale of the project	12 months
Date of grant funding award	15/12/2025
Amount of grant funding awarded	£6658
What did the grant funding help you to achieve?	The funding has enabled us to source a senior paddle instructor who is currently being trained in other watersports disciplines. This individual has taken on the role of Assistant Centre Manager. The Grant has helped fund his training and salary. The Grant has also helped us to appoint an Admin assistant to provide crucial behind the scenes support. Likewise the purchase of office equipment associated with the role.
What impact did the grant funding have on your project? *Please include any information on engagement with the local*	The appointment of an Assistant Centre Manager in training has enabled us to expand our offer to both to schools, young people and the wider community. We are now able to offer more activities and offer those 7 days a week. As a result, we are now able to offer

Lowestoft Town Council
Grant Feedback Form

community, sustainability of the project and the impact on local need	support to many disadvantaged young people in our local community by way of free places. The additional staff has also enabled us to promote OBWSC more widely to visitors thus benefiting local businesses. This important expansion (and resultant income) has greatly improved the sustainability of OBWSC for the future.
Please evidence or explain how you acknowledged Lowestoft Town Council's grant as part of your project	LTC is featured on our website www.obwsc.co.uk Our recent initiative working with LTC Sports Development Officer (offering free experiences to the local community) has also been promoted on our social media.
Contact details	
Name	[redacted]
Address	Colmans Dyke Nicholas Everitt Park Oulton Broad Lowestoft NR339JR
Telephone number/s	[redacted]
E-mail	[redacted]
Position within organisation	Centre Manager and Principal

Additional Information	
Have you included any photos, social media posts, press releases, newsletters or publicity of your project as part of the feedback form? Please give details	No (see above)
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 9/7/2026

……

Pages from OBWSC Website

Corporate Sponsorship

Corporate sponsors would be welcomed to help us fund and deliver water sports programmes to this community. There are many ways your company can support us. Whether it is to sponsor our Youth Programme or finance our maintenance or capital upgrade projects, we would love to talk to you.

If you have questions on fundraising, sponsorship or other ways of supporting us, please contact us at enquiries@obwsc.co.uk

Thank you!

A huge thank you to all of the local organisations and sponsors who have supported us with either either their time, grants or donations.

Free for ages 8-14

Introduction to Watersports

A morning of fun on the water!

Funded by Lowestoft Town Council, we are delighted to be able to offer FREE Watersports sessions as part of our summer seasonal programme.

These **Introduction to Watersports** are 3-hour sessions are an opportunity to try out on-the-water activities including Paddle Boarding, Canoeing, Kayaking or Raft Building, all under expert supervision.

They take place between 09-30am and 12-30pm on 25th July, 1st August, 8th August and 15th August, these sessions are limited to 16 participants per day for ages 8 to 14 only.

The actual activity on the day is dependent on our staff availability and suitable weather conditions.

All necessary PPE and safety cover will be provided.

If you are interested in giving it a go and having a fun time **PLEASE BOOK BELOW !**



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	LOWESTOFT SHORTHORILITY
Company or Charity Registration Number	1100208
Summary of the Project details (max 250 words)	NEW LEAFLETS FOR THE CHARITY.
Timescale of the project	APPLIED IN NOVEMBER – NOT PRINTED UNTIL JANUARY.
Date of grant funding award	12-12-2025
Amount of grant funding awarded	£175
What did the grant funding help you to achieve?	PAID FOR MOST OF THE COST, WHICH HAD INCREASED – SEE INVOICE.
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*	LEAFLETS ARE VITAL, TO PUBLICISE OUR SERVICE. WE HIRED OVER 500 SCOOTERS AND WHEELCHAIRS LAST YEAR.
Please evidence or explain how you acknowledged Lowestoft Town Council's grant as part of your project	NOTED ON EACH LEAFLET (SEE ATTACHED)

Lowestoft Town Council
Grant Feedback Form

Contact details	
Name	[redacted]
Address	[redacted]
Telephone number/s	[redacted]
E-mail	[redacted]
Position within organisation	Chairman

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 – see 1060 etc. on leaflet	LEAFLET
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?	–

Signed..... [redacted] Date.....6-7-2026.....

graphic solutions

10 Snape Drive, Lowestoft, Suffolk NR32 4SF • 01502 585866 • accounts@graphic-solutions.org.uk

SALES INVOICE

Invoice Date [redacted]

Invoice Number [redacted]

Purchase Order

LOWESTOFT SHOPMOBILITY
15 STATION SQUARE
LOWESTOFT
SUFFOLK
NR32 1BA

Description	Quantity	Unit Price	VAT	Amount GBP
Lowestoft Shop Mobility - A4 Trifold 2000off	1.00	200.00	No VAT	200.00
			Subtotal	200.00
			No VAT	0.00
			Amount Due GBP	**200.00**

Payment terms: 30 days

BACS payments to:

Bank: **TSB** Account Name: **Graphic Solutions (East Anglia) Ltd**
Sort Code: [redacted] Account Number: [redacted]

Graphic Solutions is a trading name of Graphic Solutions (East Anglia) Ltd. Registered in England number: 14681192 VAT Registration Number: 435239301
Registered office: Lothing House, 7 Quay View Business Park, Barnards Way, Lowestoft, Suffolk NR32 2HD
Legal title of goods shall not be passed onto the buyer until full payment has been received by Graphic Solutions (East Anglia) Ltd.



ABOUT SHOPMOBILITY

The Lowestoft Shopmobility scheme was originally set up in 1996 by Lowestoft and Waveney D.I.A.L.* and then became a separate independent charity in June 2003.

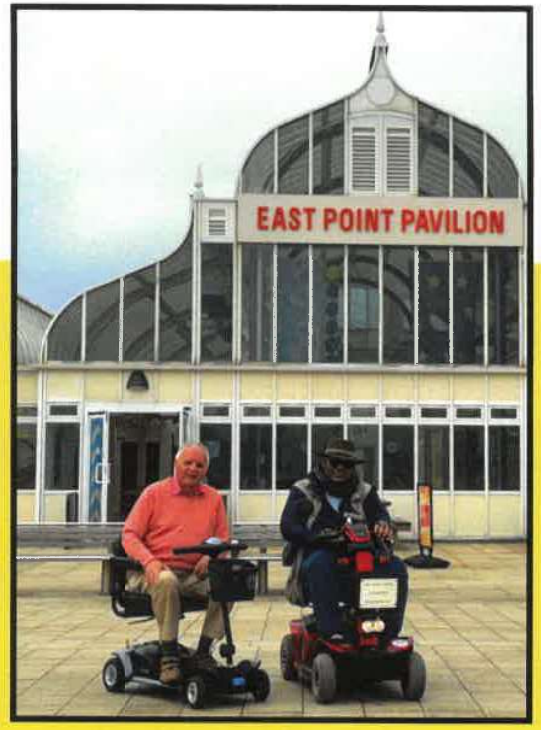
* Disability Advice North East Suffolk
Telephone 01502 511333

This leaflet was funded by

Lowestoft
Town Council

ShopMobility UK

We are members of ShopMobility UK



Lowestoft Shopmobility
15 Station Square
Lowestoft
Suffolk NR32 1BA

info@lowestoftshopmobility.org
www.lowestoftshopmobility.org

Lowestoft Shopmobility



"We'll Get You Mobile In Lowestoft"

AFFORDABLE DAY HIRE AND
WEEKLY HIRE OF
MOBILITY SCOOTERS,
POWERED WHEELCHAIRS &
MANUAL WHEELCHAIRS

01502 588857

info@lowestoftshopmobility.org

www.lowestoftshopmobility.org

Registered Charity
No. 1100208

WHAT ARE WE

We are a Registered Charity committed to making powered scooters, powered and manual wheelchairs, available on short term loan to the residents of Waveney and Lowestoft as well as visitors to the area.

The vehicles are available to people with mobility problems, for use on shopping, leisure and business trips within Lowestoft and the immediate area. We want to restore your quality of life,

"YOUR INDEPENDENCE".

WHO CAN USE THE SERVICE?

Any person whose mobility is restricted by age, illness or accident, regardless of whether the restriction is of a permanent or of a temporary nature.

WHERE ARE WE?

We are located by the main Bascule bridge in Lowestoft on the corner of Commercial Road.



HOW CAN I GET THERE?

We are only a short distance from the main Train Station and bus stops in Station Square.

There are a few parking spaces in the layby a few doors away, limited to 30 minutes without a blue badge, or up to 3 hours with a blue badge.
If required, scooters or wheelchairs can be brought out to a car.

HOLIDAY HIRES

Scooters and electric wheelchairs are available for collection. Charges for these are laid out in the price list. A refundable deposit will be required, together with proof of identity, your home and holiday addresses.
All powered vehicles can be delivered and collected from holiday parks in the Lowestoft area. A charge will be made for delivery / collection and the price will depend on the location. Delivery and collection is available on Mondays and Fridays only, and is not available on Bank Holidays.

Suitable storage and charging facilities are a necessity.

WILL I BE SHOWN HOW TO USE THE VEHICLE?

Collections only: Training on how to use the vehicle will be provided. When both you and the staff are confident that you can use the vehicle safely – OFF YOU GO TO THE SHOPS OR THE SEAFRONT.

MEMBERSHIP

Lowestoft Shopmobility runs a membership scheme for people who wish to hire equipment on a regular basis during shop hours, without having to leave a deposit. There is a simple application process which takes about 5 minutes to complete, and will require two forms of identity showing the applicant's current address, eg driving licence, utility bills, etc.

MANUAL WHEELCHAIRS, ROLLATORS AND TRI-WALKERS

These can also be hired by the day or week: see enclosed price list.

WHEN IS THE SERVICE AVAILABLE?

The service is currently available 5 days a week. Opening times are:

Monday, Tuesday, Wednesday, Friday and Saturday: 9.30am to 4.00pm

The service is closed for lunch between 12.30pm and 1.00pm.

DONATIONS

Donations to the scheme are always warmly welcomed, as these are what keep us going. Any used mobility equipment, in reasonable condition, can be sold to raise funds for our charity.

Lowestoft Town Council
Grant Feedback Form

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

General Details	
Name of organisation	LOWESTOFT ARTS LTD.
Company or Charity Registration Number	03933638
Summary of the Project details (max 250 words)	THE GRANT WAS TO PROVIDE A COMPUTER AND PRINTER PLUS SOFTWARE TO PRODUCE DOCUMENTS, STATIONARY AND PUBLICITY MATERIAL FOR THE ART CENTRE. THE COMPUTER WOULD ALSO BE USED TO UPDATE THE WEB-SITE AND MANAGE E-MAILS.
Timescale of the project	ONGOING INTO THE FUTURE
Date of grant funding award	10th DECEMBER 2025
Amount of grant funding awarded	£757-99
What did the grant funding help you to achieve?	THE GRANT HAS ENABLED US TO UPDATE ALL THE PUBLICITY MATERIAL, INTERNAL DOCUMENTS AND STATIONARY IT HAS HELPED US TO MANAGE THE WEB-SITE AND E-MAIL TRANSACTIONS AND PROMOTIONS
What impact did the grant funding have on your project? *Please include any information on engagement with the local community, sustainability of the*	THE IMPACT IS WE HAVE NOW IMPROVED OUR ABILITY TO PRODUCE PUBLICITY, STATIONARY AND MANAGE THE WEB-SITE AND E-MAIL. IT HAS ENABLED US TO IMPROVE OUR CORPORATE IMAGE WITHIN THE COMMUNITY, WE NOW HAVE THE ABILITY TO KEEP OUR MEMBERS INVOLVED WITH NEWS LETTERS AND UPDATES.

British Gas is a trading name of British Gas Trading Limited a Centrica company.
Registered office: Millstream, Maidenhead Road, Windsor, Berkshire SL4 5GD.
Registered in England & Wales No. 3078711

Lowestoft Town Council
Grant Feedback Form

project and the impact on local need	
Please evidence or explain how you acknowledged Lowestoft Town Council's grant as part of your project	LOGO ON OUR BROCHURE READS " WE ARE ALSO SUPPORTED BY LOWESTOFT TOWN COUNCIL (ATTACHED.)
Contact details	
Name	[redacted] TREASURER
Address	LOWESTOFT ARTS LTD. 13 ST PETERS STREET LOWESTOFT SUFFOLK NR32 1QA
Telephone number/s	01502 500004
E-mail	contact@lowestoft-arts.org
Position within organisation	TREASURER. DIRECTOR. VICE CHAIR AND ACTING SECRETARY

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	NEW BROCHURE ENCLOSED
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... 3rd July 2026

Lowestoft Arts Centre

GIFTS

A wide selection of gifts such as woodworks, mugs and crafts.





Lowestoft Arts Centre

CONTACT

For more information on buying or joining & exhibiting see details below

13 St. Peters Street, Lowestoft, Suffolk, NR32 1QA
Phone: 01502 500 004
Email: contact@lowestoft-arts.org
https://lowestoft-arts.org

Opening Hours
Thursday 11am-3pm Friday11am-3pm
Saturday 11am-4pm

We also offer
Tuition and studio workshops.
Plus pottery classes.

Pottery Tuition Enquiries
Sylvie Gagné 07840 415646
miribile-dictum@ hotmail.com

We are community cooperative and our members are all volunteers.



We are also supported by

Lowestoft
Town Council

Lowestoft Arts Centre

Offering you a superb choice of work from Local Artists

Paintings, Ceramics. Illustrations, Sculpture, Jewellery, Prints. Craftwork, Greeting Cards and Photography.

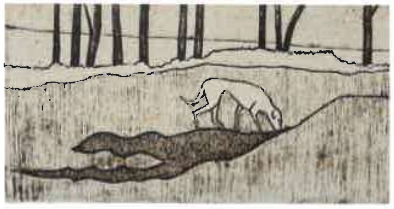


Lowestoft Arts Centre

PAINTINGS

Paintings in a mixture of media, oil, acrylic, watercolour, pastel and prints.




Lowestoft Arts Centre

CERAMICS

Ceramics in a wide range of subjects from bowls, vases to sculptures.





Lowestoft Arts Centre

JEWELLERY

Jewellery to suit all tastes from brooches, necklaces and earrings.






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 pro ect as part of the feedback form.

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

Lowestoft Town Council reserves the right to s eci y di erent timescales or re orting were appropriate.

General Details	
Name of organisation	LOWESTOFT AND PLAISIR TWINNING ASSOCIATION
Company or Charity Registration Number	—
Summary of the Project details (max 250 words)	TO MAKE MORE AFFORDABLE A VISIT TO OUR TWIN TOWN TO KEEP THE LINK ALIVE
Timescale of the project	27 MAY – 1 JUNE 2026
Date of grant funding award	24 MARCH 2026
Amount of grant funding awarded	£1500
What did the grant funding help you to achieve?	TO MAKE THE COST OF TRAVEL TO PLAISIR MORE MANAGEABLE.
What impact did the grant funding have on your project? *Please include any information on engagement with the local community, sustainability of the roject and the impact on local need*	WE COULD ATTRACT MORE PEOPLE WHO MAY STRENGTHEN THE LINK BETWEEN THE TWO TOWNS. THEREBY INCREASING ITS LONGEVITY.
Please evidence or explain how you acknowledged Lowestoft Town Council's grant as part of your pro ect	ALL PARTICIPANTS WERE TOLD OF THE GRANT AND WE INCLUDE REFERENCE TO LTC IN PUBLICITY

Lowestoft Town Council
Grant Feedback Form

Contact details	
Name	[redacted]
Address	[redacted]
Telephone number/s	[redacted]
E-mail	Lowestoftplaisirtwin@hotmail.co.uk
Position within organisation	CHAIRMAN

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 REPORT SUBMITTED TO JOURNAL WITH EXTRA PHOTOS REPORT BY WENDY BROOKS	YES
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 July 2026 .....

Plaisir Trip- May 27 –June 1 2026

I have been the LTC rep for the Plaisir Twinning Committee for nearly 4 years, and I thought it was about time I visited! I had no idea what to expect, although Cllrs Begum and Moore had told me they were very nice.

I was completely bowled over by the Plaisir Jumelage generosity, warmth and exceptional hospitality. After a glorious welcome near the Town Hall, we were introduced to our hosts. Mine, Nelly and Christian, were hosting for the first time. Nelly spoke a little English but Christian none. My French is very basic but somehow with the help of google translate we managed to make ourselves understood. Gifts waited for me in my bedroom and from then my every need was met. I was seriously pampered!

Visits included the Chateau de Breteuil which it is thought to have inspired the fairy tales of Charles Perrault, Red Riding Hood, Tom Thumb etc. The temperature was around 35 degrees and thankfully we decided to take the afternoon easily at our hosts' homes. Our other trips included a visit to the beautiful city of Versailles, meeting town councillors and the newly elected Mayor, Sadrine Carneiro. All were charming. Later we had a meal in a barn where a pig was roasted, played bingo and went to a show in a local theatre. On our last night Patrick, the Plaisir Jumelage hosted a barbecue in his garden. More great food.

I was asked to make a speech to the Plaisir Jumelage and this is what I said:

'I am a Lowestoft Town Councillor. I was elected nearly 4 years ago to support the Plaisir Twinning Association in Lowestoft and help them, when possible, to achieve their aims.

We live in very difficult times and it's important that the UK helps and strengthens its connection to France and Europe.

I am pleased the Town Council supports the Twinning Association financially. This is my first visit and your kindness, food and hospitality are impressive. I would like to strengthen LTC's links to you and your Town Council. I have been very impressed with your beautifully planted verges and roundabouts.

Like Plaisir Lowestoft wants to protect our environment and improve biodiversity. Maybe our small steps and friendship will play a part. I hope so.'

In honour of our visit Plaisir Town Council flew the union jack while we were there, A lovely gesture.

Cllr Wendy Brooks


TELEPHONE









Members of The Lowestoft and Plaisir Twinning Association have just returned from a visit to their twinned town of Plaisir, near Paris and I should be grateful if you could include the following details of the visit in the Lowestoft Journal. I will send 2 photos separately.

21 members of the Lowestoft and Plaisir Twinning Association have just returned from a visit to their twinned town of Plaisir, near Paris. During the visit friendships were renewed and new ones formed.

Visits were made to the 17th century Chateau de Breteuil with a picnic in the vast grounds. The chateau contains some 50 wax figures (one of Queen Marie Antoinette) which really brought the rooms to life. Another day was spent in Versailles and starting from the Place d'Armes in front of the Palace the group were able to experience real French life by visiting the Versailles Flower Market,
Notre Dame Market, the Rue de la Paroisse and the Salle du Jeu de Paume - a "real tennis" court which was the Royal Sports Hall used by Louis XIV and court members. In view of the heat a visit to the Palace gardens was left to another day.

A five course lunch with a cabaret was provided for visitors and hosts at the wonderful Auberge of the Femme du Bout des Pres followed later in the day with meeting the new Mayor of Plaisir, Sandrine Carneiro other formalities and exchanges of gifts with tea and cakes.

In the evening an entertaining show was put on in the Theatre Robert Manuel by his daughter, Marie-Silvia Manuel.

The final free day was spent with hosts families and various visits were made including to Paris, the gardens of the Palace of Versailles, museums, an additional chateau or simply relaxing.

We thank our hosts for their excellent hospitality and look forward to welcoming them in Lowestoft next July.

Please Note:
Anyone interested in joining the Twinning Association should contact [redacted] by telephoning [redacted] or by email lowestoftplaisirtwin@hotmail.co.uk.

Regards
[redacted]
Committee member

We gratefully acknowledge the support of Lowestoft Town Council.

Lowestoft Town Council
Grant Application Form

Please complete this form and send it with:

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

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

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

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	PAKEFIELD COASTWATCH
Name of account to which payment to be made (explain if not your organisation's name)	PAKEFIELD COASTWATCH
What does your organisation do? (100 words max)	We are a registered charity who support the **RNLI, port authority** and **coastguard**, acting as the eyes and ears of our isolated Suffolk coastline to help keep shipping lanes monitored, pleasure craft users safe and secure and to keep a watchful eye over beach users, ramblers, dog walkers and horse riders
What relevant local area does your organisation cover?	Basically, the coastline stretching from Lowestoft Town to Kessingland and aprox 12 miles out to sea on a clear day, using our powerful binoculars, RADAR, AIS system and our eyes and ears.
Who are the main beneficiaries of your work?	The general public, local residents, holiday makers and sea farers
Are you a charity? If yes, describe the type of charity	Yes weare. Founded in 1999. We are 100% self funding relying on the generosity of local people , visiting holiday makers and generous local business.
If registered, what is the charity number?	1178259
Not-for-profit? If no, describe the organisation	Not for profit

Lowestoft Town Council
Grant Application Form

Organisation income (last complete financial year)	£2,713.35
Organisation expenditure (last complete financial year)	£2,713.35
Contact details	
Name	[redacted]
Address	[redacted]
Telephone number/s	[redacted]
E-mail	[redacted]
Position within organisation	STATION MANAGER & LEAD TRUSTEE
Explain how you are authorised to make this application on behalf of the organisation	We have a 7 person committee, vote for by the entire group on a yearly basis and we have at least 4 meetings a year to discuss future projects, financial needs and protocol. I am the lead in all such matters.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	BUILDING A STUD WALL TO MAKE THE TOILET AREA PRIVATE. TO RENEW SINKS, BASE UNIT, HOT WATER DISPENSE. BOX IN PIPEWORK. UPGRADE LIGHTING & CONSUMER UNIT TO A SAFE & SUITABLE STANDARD.
Total cost of project	**£ 2,769**
Breakdown of cost	Building work labour & materials £ 1,723

Lowestoft Town Council
Grant Application Form

	Plumbing & carpentry Electrical	£ 470 £ 576
Grant requested from Lowestoft Town Council	**£2,200**	
What specifically would the grant from the Council fund?	The internal building work and plumbing	
Have any funds been requested/agreed from other sources? Provide details	A local Freemasons Lodge has gifted us with £500	
When are the funds required?	As soon as possible. Materials & workforce are in place and ready to go.	
Project start date	ASAP	
Project completion date	Projected completion , 4 weeks after start date.	

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

Lowestoft Town Council
Grant Application Form

Signed..... Date 6TH JULY 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:



STATEMENT OF ACCOUNTS

APRIL 2025 – MARCH 2026

	INCOME			EXPENDITURE	
09-Apr	livingstones	15.52	02-Apr	pay pal	5.00
12-May	donations	600.00	02-Apr	pay pal	20.00
13-May	easy funding	29.03	08-Apr	j.hopson hskng	28.15
02-Jun	donations	236.83	01-May	pay pal	25.00
02-Aug	football card	70.00	09-May	pay pal	40.00
01-Aug	kessingland WMC	22.15	22-May	fabric	36.00
01-Aug	car boot/vinted	400.00	23-May	PAT test	197.00
16-Aug	collection box	13.27	02-Jun	pay pal	20.00
13-Sep	car boot	355.00	07-Jan	coach house	105.00
13-Sep	just giving	1.66	07-Jan	t.capps mugs	8.00
29-Sep	donation clive	30.00	07-Jun	t.capps fridge	84.00
06-Oct	deans beans	61.00	03-Jul	pay pal	25.00
07-Oct	LH collection box	17.40	03-Jul	hskng	6.00
11-Oct	t. capps friends	140.00	03-Jul	t.capps biscuits	10.00
13-Oct	giff gaff refund	10.00	16-Jul	j.hopson hskng	2.98
21-Oct	collection box	109.35	10-Aug	phone water	44.60
03-Nov	card cash back	0.21	28-Aug	t.capps comms	30.00
17-Nov	just giving	109.51	30-Aug	phone tv	10.00
10-Dec	raffle	148.00	10-Sep	internet	40.79
12-Dec	card sales	25.00	11-Oct	t.capps/paul/lock	45.00
15-Dec	refund	10.00	18-Oct	ink cartridge	38.88
18-Dec			20-Oct	admiral T's	60.00
29-Dec	card sales	19.00	21-Oct	rope banister	200.00
13-Jan	s. o'hagan	125.00	15-Dec	lloyds	10.00
30-Jan	collection boxes	34.81	30-Dec	t.capps	66.68
28-Feb	kessingland WMC	35.61	05-Jan	sea safe	60.00
04-Mar	LH collection box	45.00	05-Jan	j. hopson hskng	7.00
04-Mar	Telecom social club	50.00	05-Jan	fire check	28.27
			23-Feb	KM electric	239.00
		2713.35	25-Feb	o'hagan ink/diesil	57.00
			18-Mar	t.capps	30.89
			18-Mar	insurance	547.65
					2127.89

opening balance	4825.94	expenditure	2127.89
plus income	2713.35	plus lloyds ba	5075.61
		plus virgin bal	337.98
equals	7538.29	equals	7541.48



PAKEFIELD COASTWATCH CONSTITUTION

Revision History

12th April 2018	Final Draft for AGM approval
26th April 2018	First version adopted at the 2018 AGM
7th May 2018	Document resubmitted to the Charity Commission following the revision of clause 3 (Objects), to meet charity law requirements, and the full names of the Trustees included in clause 12

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

Date of constitution (last amended): 7th May 2018

1. Name

The name of the Charitable Incorporated Organisation ("the CIO") is **PAKEFIELD COASTWATCH**.

2. National location of principal office

The principal office of the CIO is in England.

3. Objects

To assist in the protection and preservation of life at sea along the United Kingdom coastline.

4. Powers

The CIO has power to do anything, which is calculated to further its object, or is conducive or incidental to doing so.

(1) In particular, the CIO's powers include power to:

(a) raise funds. In doing so, the Trustees must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations

(b) 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

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

(d) 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

(e) co-operate with other charities, voluntary bodies and statutory authorities and to exchange information and advice with them

(f) establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the Objects

(g) acquire, merge with or enter into any partnership or joint venture arrangement with any other Charity formed for any of the Objects

(h) set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves

(i) obtain and pay for such goods and services as are necessary for carrying out the work of the Charity

(j) open and operate such bank and other accounts as the Trustees consider necessary and to deposit or invest funds and to delegate the management of funds or other property of the CIO 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

(k) 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 those clauses

(l) do all such other lawful things as are necessary for the achievement of the Objects

(2) No alteration of this constitution or any special resolution shall have retrospective effect to invalidate any prior act of the Trustees.

(3) Any meeting of Trustees at which a quorum is present at the time the relevant decision is made may exercise all the powers exercisable by the Trustees.

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. This does not prevent a member 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.

(3) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment that is authorised by clause 6 (Benefits and payments to charity trustees and connected persons).

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, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, section 185 to 188 of the Charities Act 2011.

(c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.

(d) 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).

(e) 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.

(f) 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) Payment for supply of goods only – controls

The CIO and its charity trustees may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

(a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods ("the supplier").

(b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.

(c) The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision, the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.

(d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.

(e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.

(f) The reason for their decision is recorded by the charity trustees in the minute book.

(g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.

(4) In sub-clauses (2) and (3) of this clause:

(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 up

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 any individual aged 18 years or over who is interested in furthering its purposes, and who, by applying for membership, has indicated his or her agreement to become a member and acceptance of the duty of members set out in sub-clause (3) of this clause.

(b) Admission procedure

The charity trustees:

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

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

(iii) 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

(iv) 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.

(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

(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.

(c) Non-voting members are together called "Friends of Pakefield Coastwatch".

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.

(3) Taking ordinary decisions by written resolution without a general meeting

(a) Subject to sub-clause (4) of this clause, a resolution in writing agreed by a simple majority of all the members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective, provided that:

(i) a copy of the proposed resolution has been sent to all the members eligible to vote; and

(ii) a simple majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

(b) The resolution in writing may comprise several copies to which one or more members has signified their agreement.

(c) Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated in accordance with paragraph (a) above.

(d) Not less than 10% of the members of the CIO may request the charity trustees to make a proposal for decision by the members.

(e) The charity trustees must within 21 days of receiving such a request comply with it if:

(i) The proposal is not frivolous or vexatious, and does not involve the publication of defamatory material;

(ii) The proposal is stated with sufficient clarity to enable effect to be given to it if it is agreed by the members; and

(iii) Effect can lawfully be given to the proposal if it is so agreed.

(f) Sub-clauses (a) to (c) of this clause apply to a proposal made at the request of members.

(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 (Amendment of Constitution) of this constitution.

(c) Any decision to wind up or dissolve the CIO must be taken in accordance with clause 29 (Voluntary winding up or dissolution) of this constitution. 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 (Appointment of charity trustees).

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 three members or 10%, whichever is the greater, of the membership 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 "two members or 5%, whichever is the greater," were substituted for "three members or 10%, whichever is the greater".

(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 28 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 10% or 10 members.

(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 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. Every member has one vote.

(b) A resolution put to the vote of a meeting shall be decided on a show of hands.

(c) In the event of an equality of votes the chair of the meeting shall have a second, or casting vote.

(d) 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) 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 officers and trustees

The Charity and its property shall be managed and administered by a committee comprising the Officers and other members elected in accordance with this Constitution. Other than those subject to sub-clause (1)(c) of this clause, the members of the committee shall be the Trustees of the Charity and in this constitution are together called "the Trustees".

(1) Officers of the Charity and other Committee members

(a) The Charity shall have the following Officers:

- Station Manager
- Deputy Station Manager
- Treasurer
- Secretary
- Other officers as charity members may in meeting from time to time decide

(b) The Charity may have not more than two additional Officers representing watch keepers elected by the charity members.

(c) The Committee may appoint, by election with at least a two-thirds majority vote at the meeting, not more than two co-opted members as and when required owing to the specialisation they can offer. Co-opted committee members will have no voting rights, will not be Trustees or Officers of the Charity and will only occupy the position as long as deemed necessary by the Committee. Co-opted members shall not be appointed if, as a result, more than one-third of the Committee would be co-opted members.

(d) Committee members, other than those co-opted under sub-clause (1)(c) of this clause, shall be elected subject to clause 13 (Appointment of charity trustees) or reappointed subject to clause 16 (Reappointment of charity trustees) and shall hold office until the conclusion of the meeting at which their successors are appointed or they are reappointed.

(2) 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:

(a) to exercise his or her powers and to perform his or her functions 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.

(3) Eligibility for trusteeship

(a) Every charity trustee must be a natural person.

(b) No one may be appointed as a charity trustee:

- if he or she is under the age of 18 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.

(4) Number of charity trustees

(a) There must be at least three 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 is 10. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

(5) First charity trustees

The first Charity Trustees of the CIO are –

[redacted]

13. Appointment of charity trustees

(1) The Charity in general meeting shall elect the Officers and the other Trustees from the nominations of the members.

(2) The Trustees may appoint any person who is willing to act as a Trustee. Subject to sub-clause (6) of this clause, they may also appoint Trustees to act as officers.

(3) The Trustees as elected in clause 12.(1)(b) shall retire from office together at the end of the annual general meeting next after the date on which they came into office but shall be eligible for re-election at that annual general meeting.

(4) No person may be elected a Trustee or an Officer at any annual general meeting unless prior notice is given to the Charity. To be effective, such notice must -

(a) be signed by a member entitled to vote at the meeting

(b) state the member's intention to propose the appointment of a person as a Trustee or as an Officer

(c) state the position for which the named person will be proposed

(d) be signed by the person who is to be proposed to show his or her willingness to be appointed

(e) be in the hands of the Secretary at least 28 days prior to the meeting

(5) The appointment of a Trustee, whether by the Charity in general meeting or by the other Trustees, must not cause the number of Trustees to exceed any number fixed in accordance with this constitution as the maximum number of Trustees.

(6) The Trustees may not appoint a person to be an Officer if a person has already been elected or appointed to that office and has not vacated the office.

(7) At every annual general meeting of the members of the CIO, one-third of the charity trustees shall retire from office. If the number of charity trustees is not three or a multiple of three, then the number nearest to one-third shall retire from office, but if there is only one charity trustee, he or she shall retire;

(8) The charity trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment. If any trustees were last appointed or reappointed on the same day, those to retire shall (unless they otherwise agree among themselves) be determined by lot;

(9) 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 (10) of this clause;

(10) 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.(4) (Number of charity trustees) on the number of charity trustees would not as a result be exceeded;

(11) A person so appointed by the members of the CIO as provided in sub-clause (1) of this clause shall retire in accordance with the provisions of sub-clauses (7) and (8) of this clause. A person so appointed by the charity trustees as provided in sub-clause (2) of this clause 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 company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director 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

(f) is disqualified from acting as a charity trustee by virtue of section 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 (General meetings of members), 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.

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 must 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.

19. Meetings and proceedings of charity trustees

The elected committee shall meet a minimum of six times per calendar year to make decisions on behalf of the members of the charity.

(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

(a) The Station Manager will chair the meetings. If the Chair 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.

(b) The person appointed to chair meetings of the Trustees shall have no functions or powers except those conferred by this constitution or delegated to him or her in writing by the Trustees.

(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) If the number of Trustees is less than the number fixed as the quorum, the continuing Trustees or Trustee may act only for the purpose of filling vacancies or of calling a general meeting.

(c) Questions arising at a meeting shall be decided by a majority of those eligible to vote.

(d) In the case of an equality of votes, the chair 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;

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 by signature.

(2) A document is validly executed by signature if it is signed by at least two of the 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.

(2) To the CIO

Any member or charity trustee of the CIO may communicate electronically with the CIO to an address specified by the CIO for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CIO.

(3) **By the CIO**

(a) Any member or charity trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.

(b) The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website –

(i) provide the members with the notice referred to in clause 11.(3) (Notice of general meetings);

(ii) give charity trustees notice of their meetings in accordance with clause 19.(1) (Calling meetings); and

(iii) submit any proposal to the members or charity trustees for decision by written resolution in accordance with the CIO's powers under clause 10 (Members' decisions) or 10.(3) (Decisions taken by resolution in writing).

(c) The charity trustees must:

(i) take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal;

(ii) send any such notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communications in electronic form.

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, registers of its members and charity trustees.

24. Minutes

All minutes taken shall be available for charity members to read. 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 officers and 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 accounts, and to the preparation of annual reports and returns. The statements of accounts, 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 clauses 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 clause 3 (Objects), clause 29 (Voluntary winding up or dissolution), this clause, or of any provision 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. The amendment does not take effect until it has been recorded in the Register of Charities.

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 (General 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;

(b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above;

(c) a person carrying on business in partnership with the charity trustee or with any person falling within sub-clause (a) or (b) above;

(d) an institution which is controlled –

(i) by the charity trustee 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 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 of the General Regulations.

"**charity trustee**" means a charity trustee of the CIO.

Adoption of this Constitution

Adopted at the Annual General Meeting of the Members of Pakefield Coastwatch on 26th April 2018 with an amendment to clause 3 (Objects) approved by the Trustees on 4th May 2018

Trustees:

[redacted]

Manager _____ Date 4/5/18

Secretary _____ Date 4/5/18

Treasurer _____ Date 04/05/2018

Training Officer _____ Date 04/05/2018

Watchkeeper _____ Date 4/5/18

Watchkeeper _____ Date 4/5/18

PAKEFIELD COASTWATCH

SUPPORTING
H.M.COASTGUARD
SINCE 1999

Pakefield Coastwatch.

Equality, Diversity & Inclusion Policy

Equality, Diversity and Inclusion Policy

Organization: PAKEFIELD COASTWATCH

Policy Adopted: 01.01.2026

Review Date: 01.01.2027

1. Policy Statement

Pakefield Coastwatch is committed to promoting equality, diversity and inclusion in all aspects of its activities. We believe that everyone should be treated with dignity, fairness and respect, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

As a community-led organisation supported by volunteers, we are committed to creating a welcoming, safe and inclusive environment for volunteers, visitors and members of the public.

This policy supports our commitment to complying with the principles of the Equality Act 2010.

2. Purpose

The purpose of this policy is to:

- Promote equality of opportunity.
- Prevent discrimination, harassment and victimisation.
- Encourage diversity among our volunteers.
- Ensure that everyone is treated fairly and respectfully.
- Support an inclusive culture where everyone feels valued.

3. Scope

This policy applies to:

- All volunteers, including Lighthouse Watch Keepers.
- Committee members and trustees (where applicable).
- Visitors participating in organised activities.
- Anyone representing the organisation.

4. Our Commitment

We will:

- Treat all individuals fairly and with respect.
- Recruit volunteers based on their interest, reliability and ability to carry out the role safely.
- Not discriminate on the grounds of any protected characteristic under the Equality Act 2010.
- Make reasonable adjustments where practical to enable people with disabilities to participate.
- Promote an environment free from bullying, harassment and discrimination.
- Respond promptly to any concerns or complaints regarding discrimination or unfair treatment.

5. Volunteer Opportunities

Volunteer opportunities will be open to all members of the community.

Selection of volunteers will be based on:

- Suitability for the role.
- Availability.
- Ability to work safely.
- Commitment to the organisation's values.

Where particular physical requirements are necessary for safety reasons—for example climbing stairs, working in confined spaces or responding to emergencies—these requirements will be explained clearly and applied fairly.

6. Accessibility

We recognise that our historic lighthouse presents some physical access limitations due to its age and structure.

Where practical, we will:

- Provide information in accessible formats where requested.
- Make reasonable adjustments to volunteer roles where possible.
- Identify alternative ways for individuals to contribute if parts of the building are inaccessible.
- Ensure visitors are informed about any accessibility limitations before attending.

7. Expected Behaviour

Everyone involved with the organisation is expected to:

- Treat others with courtesy and respect.
- Value different backgrounds and perspectives.

- Avoid language or behaviour that could cause offence.
- Challenge discrimination appropriately.
- Help create a welcoming atmosphere for everyone.

8. Complaints

Any volunteer or visitor who believes they have experienced discrimination, bullying or harassment should raise the matter with the Chairperson or nominated committee member.

Complaints will be:

- Taken seriously.
- Investigated fairly and confidentially.
- Dealt with promptly.
- Resolved in an impartial manner.

Where appropriate, action may include mediation, additional training or removal from volunteer duties.

9. Responsibilities

The Management Committee is responsible for:

- Promoting equality and inclusion.
- Reviewing this policy regularly.
- Ensuring volunteers understand the policy.
- Taking appropriate action where the policy is breached.

All volunteers are responsible for:

- Following this policy.
- Treating everyone with respect.
- Reporting any concerns.

10. Monitoring and Review

This policy will be reviewed annually, or sooner if there are significant changes in legislation or organisational activities.

The committee will consider feedback from volunteers and visitors to help improve equality and inclusion within the organisation.

Policy Approval

Approved by: [redacted]

Position: STATION MANAGER

Date: 01.01.26

Review Date: 01.01.27

Approved by: [redacted]

Position: SECRETARY

Date: 01 01 26

Review Date: 01 01 27