

Lowestoft Town Council
Finance and Governance Committee Meeting
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
Thursday 13 August 2026 13:00

MINUTES

Present: Cllrs Nasima Begum, Graham Parker, Andy Pearce, Bernie Rappensberger and Deborah Ray

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

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

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

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 – Cllr Rappensberger declared she had spoken to Pakefield Coastwatch regarding their grant application but has no interests with the organisation. Cllr Ray declared she was the Town Council representative for the Lowestoft North Cliff Community Garden and would leave the chamber when the grant application was discussed. Cllr Begum declared she was a member of the Lowestoft and Plaisir Twinning Association. It was agreed to bring forward agenda item 35.2 to ensure the meeting would remain quorate as a member would need to leave the chamber for its consideration and Cllr Begum was unable to attend the full meeting.

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

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

Cllr Pearce proposed approval; seconded by Cllr Rappensberger; all in favour.

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 – Item 35.2 was brought forward, and the public comment was read out.

Cllr Ray temporarily left the chamber at 13:11

35.2 Lowestoft North Cliff Community Garden - £155.68

It was confirmed the garden is open and available for everyone in the community and funding has been sought from other organisations. Cllr Begum proposed approval of the

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grant up to a maximum budget of £200, giving officers delegation once the current insurance quote was received; seconded by Cllr Rappensberger; all in favour.

Cllr Begum left the chamber at 13:17

Cllr Ray returned to the chamber at 13:18

32 Budget and Loan

- 32.1 To monitor the budget for 2026-2027, including delegated Committee and Sub-Committee budgets – Cllr Pearce proposed to accept as an accurate record; seconded by Cllr Parker; all in favour.
- 32.2 To note any bank reconciliations – June was completed and July was under review with Councillors.
- 32.3 To set the meeting schedule for the Budget and Loan Sub Committee – Members of the sub-committee were confirmed. Cllr Pearce proposed to commence meetings weekly on Wednesday 9th September at 13:00 for a maximum of 90 minutes; seconded by Cllr Rappensberger; all in favour.

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) – Cllr Pearce proposed to accept as a true and accurate record; seconded by Cllr Rappensberger; all in favour.
- 33.2 To consider any payments for approval (see schedule) – Full Council had agreed a £7,000 budget for the multi goal at Sparrows Nest. The full cost was £7,313.69. Cllr Pearce proposed approval of the additional £313.69; seconded by Cllr Ray; all in favour.

34 Grant Feedback Forms

To note the following grant feedback forms:

- 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

All grant feedback forms were received and noted.

35 Grant Applications

To consider the following grant applications:

- 35.1 Pakefield Coastwatch - £2,200

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It was established the work was required because the organisation now has female volunteers and also provides tours for young people. Cllr Ray proposed approval; seconded by Cllr Pearce; all in favour.

35.2 This item was brought forward in the meeting.

36 Other financial and governance matters, including:

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

The Town Hall's commercial cost centre should be consolidated within the Business Plan.

The Town Council must deliver a number of events and support other community groups to deliver events. Cllr Pearce proposed to include grants and events under Community Engagement within the Business Plan; seconded by Cllr Rappensberger; all in favour.

A 10 year Business plan was suggested to help spread potential precept increases. Cllr Pearce proposed the Finance Manager liaise with the Facilities and Contracts Manager, using the Asset software, to determine whether it is possible to forecast asset renovations for the next 10 years to be included within the budget; seconded by Cllr Rappensberger; all in favour.

Cllr Pearce proposed a delegation to officers to update out of date numbers and dates; seconded by Cllr Rappensberger, all in favour.

Local Government Reorganisation discussions were taken to confidential session.

36.2 To consider funding for the promotion of Heritage Open Days 2026 – The Lowdown would be including a special listing of events, so no additional funding was required.

Cllr Pearce proposed to set a maximum budget of £750, delegated to officers, if requests for funding were received for specific HODS events. Officers were requested to advertise the funding and examples of expenses would be for venue or gazebo hire. Seconded by Cllr Rappensberger; all in favour.

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 – Cllr Rappensberger proposed the meeting be moved into confidential session; seconded by Cllr Ray; all in favour

The Chair closed the meeting to the public and moved into confidential session at 13:59

