

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Full Council** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** at **18:30** on **Tuesday 25 August 2026**.

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

Those attending shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitting regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via [Teams](#). The meeting can also be observed via [YouTube](#).

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

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

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

S. L. Foote

.....
Sarah Foote, Town Clerk
25 August 2026

Lowestoft Town Council

Full Council

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

18:30 on Tuesday 25 August 2026

AGENDA

94 Welcome

The meeting will observe a minute silence to mark the sudden passing of Councillor Wendy Brooks.

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

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

96 Declarations and dispensations

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

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

97 To consider the draft minutes and confidential note of the extraordinary Full Council meeting on 13 July and the Full Council meeting on 28 July 2026

98 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.

99 Finance and Governance

99.1 To receive and consider the following:

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

99.2 To consider a sponsorship application for Lowestoft Carnival for the year 2027 and give advance consideration for the year 2029

Lowestoft Town Council

Full Council

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

18:30 on Tuesday 25 August 2026

100 Town Hall Project

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

100.1.1 Professional fees (confidential)

101 Assets, Inclusion and Development

101.1 To consider the following recommendations from the Assets, Inclusion and Development Committee

- 1. Approval of costs for an automatic irrigation system for the Sparrows Nest bowling green**
- 2. Adoption of a revised loan agreement for the Lowestoft Collection, subject to clarifications**

102 Personnel

102.1 To consider the following recommendations from the Personnel Committee:

- 1. Approval and adoption of the Councillor Mental Health and Wellbeing Policy**
- 2. Approval and adoption of the Pension Policy**

102.2 To note and agree application of the Local Government Pay Award for 2026-2027

103 Outside bodies

103.1 To consider supporting a nomination for MBE (confidential)

103.2 To appoint Councillor and Officer representatives to attend the Suffolk Community Awards on 22 September 2026 (some aspects may be confidential)

104 To consider the following legal matters (confidential):

An update report on legal matters

104.1 To receive an update report on legal matters

104.2 To consider a potential land transfer at Britten Road

104.3 To consider matters relating to the Kensington Gardens Café lease

105 Date of next meeting and reports

To be agreed.

106 Items for the next agenda and close

107 Admission to Meetings

Lowestoft Town Council

Full Council

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

18:30 on Tuesday 25 August 2026

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

Any matters, including those above as required

Lowestoft Town Council
Extraordinary Full Council
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 13 July 2026 17:30

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum, Wendy Brooks, Jen Jones, John Murray, Christian Newsome, Graham Parker, Andy Pearce, Bernie Rappensberger, Deborah Ray and Dom Taylor

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

Public: Sheila Moss King (Town Hall Project Manager, via Teams)

68 Welcome

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

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

Apologies were received from Cllrs Neil Coleby, Kinsey Foster, Joe Hynes, Christine Moore, Nick Webb and Elise Youngman with reasons provided. Cllr Parker proposed approval of apologies received; seconded by Cllr Jones; all in favour.

Cllrs Paul Page and John Pitts were absent with no apologies received.

70 Declarations and dispensations

70.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests, and of bias and pre-determination on items on the agenda – There were no declarations.

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

71 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.

72 To receive a report from the finance working group (confidential)

This item would be discussed in confidential session.

73 To consider any items of expenditure in excess of the pre-agreed Town Hall project budget (confidential)

This item would be discussed in confidential session.

74 Date of next meeting

Tuesday 28 July 18:30

75 Items for the next agenda and close

No items were requested for the next agenda.

76 Admission to Meetings

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

Lowestoft Town Council
Extraordinary Full Council
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Monday 13 July 2026 17:30

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

The Chair closed the meeting to the public and moved into confidential session at 17:34

72 To receive a report from the Finance Working Group (confidential)

The report from the Finance Working Group was received and reviewed and there was a confidential discussing on the project budget.

73 To consider any items of expenditure in excess of the pre-agreed Town Hall project budget (confidential)

There was a confidential discussion on the items of expenditure.

The first item of expenditure was considered. Cllr Brooks made a confidential proposal; seconded by Cllr Pearce; all in favour.

The second item of expenditure was considered. Cllr Brooks made a confidential proposal; seconded by Cllr Pearce; all in favour.

The third item of expenditure was considered. Cllr Pearce made a confidential proposal; seconded by Cllr Brooks; all in favour.

The Chair closed the meeting at 18:03

Signed:
28 July 2026

Lowestoft Town Council

Full Council

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

Tuesday 28 July 2026 18:30

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum, Kinsey Foster, Joseph Hynes, Jen Jones, John Murray, Paul Page, Andy Pearce, Bernie Rappensberger, Nick Webb and Elise Youngman

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

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

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

77 Welcome

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

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

Apologies were received from Cllrs Wendy Brooks, Neil Coleby, Christian Newsome, Graham Parker, Deborah Ray and Dom Taylor with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Jones; all in favour.

Cllrs Christine Moore was absent with no apologies received.

It was noted that Cllrs John Pitts and Terry Robinson had resigned from the Town Council.

79 Declarations and dispensations

79.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests, and of bias and pre-determination on items on the agenda – There were no declarations.

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

80 To consider the draft minutes and confidential note of the Full Council meeting on 23 June 2026

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

81 Public Forum

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public – The member of public in attendance did not wish to speak on any agenda items and no advance comments had been received.

82 Finance and Governance

82.1 To receive and consider the following:

1. 2026 - 2027 budget and reserves – Cllr Pearce proposed to accept the report as an accurate record of the current budget and reserves position; seconded by Cllr Webb; all in favour.
2. Any bank reconciliations – June 2026 was complete and July 2026 was in progress.
3. Payments and income for the month ending June 2026 and July 2026 to date (see schedules) – Cllr Pearce proposed to accept the report as a true and accurate record of income and expenditure for the defined period; seconded by Cllr Rappensberger; all in favour.
4. Payments for approval – There were no payments to be approved.

82.2 To consider a recommendation from the Finance and Governance Committee to amend Financial Regulation 5.6 and increase the threshold for contract value – Cllr Pearce proposed

Lowestoft Town Council

Full Council

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

Tuesday 28 July 2026 18:30

approval of the amendment, noting the statutory position was inclusive of VAT, and to increase the threshold for contract value to £60,000; seconded by Cllr Hynes; all in favour.

- 82.3 To receive a report from Town Council representation at the ESC Audit and Governance Committee 13 July in relation to a Code of Conduct complaint (confidential) – This item would be discussed in confidential session.

83 Town Hall Project

- 83.1 To receive and note a progress report from the Project Manager (some aspects may be confidential), including:

The Project Manager first gave an overall progress report, noting the main construction contract was progressing well with significant progress made on the New Market Inn, the completion of lime plastering in the Council Chamber and the progression of the café joint venture operator with a shortlist of candidates due to be reviewed. The interpretation has been re-costed and concluded to be slightly under budget due to minor amendments such as postponing the installation of sculptures in the garden.

Barnes Construction were committed to practical completion on 22 Feb 2027. The Quantity Surveyor has noted expenditure was slower than expected to reach that completion date. The Project Manager has requested their programme be re-examined against recent progress.

1. Current budget position – The Project Manager confirmed £6.525 million has been spent and £5.865 million remained. Further discussions on this item would be taken into confidential session.
 2. Current position on Design Team Fees (confidential) – This item would be discussed in confidential session.
 3. Registrar's Lease – The draft agreement to lease and supporting documents have been shared with the Registrars, both legal teams were seeking to have the agreement signed by the end of summer.
- 83.2 To consider funding of enhanced equipment to support council meetings – The cost for the enhanced equipment was £6,513. Cllr Pearce proposed to approve the request with a delegation to the Finance Manager to arrange the budget allocation, requesting the IT capital reserve be considered before other reserves. The Project Manager confirmed software could be upgraded without affecting the fabric of the building. Cllr Barker seconded the proposal and a vote was held with all in favour.

84 Marina Theatre

- 84.1 To note the project progress report (some aspects may be confidential) – The report was received and noted.
- 84.2 To consider a recommendation from the Project Committee for additional in-project scope works, including:

1. Exterior decoration
2. Toilet refurbishment (west side)
3. Digital information boards
4. Bike racks

Cllr Pearce proposed to endorse the recommendation to use the project variance of £200,000 for the specified additional in project scope works, subject to it being made clear that exterior decoration was not to be considered as annual maintenance but as additional work to visually link the two buildings, going forward it would then be directly funded as annual maintenance; seconded by Cllr Barker; all in favour.

Lowestoft Town Council

Full Council

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

Tuesday 28 July 2026 18:30

85 Assets, Inclusion and Development

- 85.1 To consider a recommendation from the Assets, Inclusion and Development Committee to progress a sculpture for Ness Park – The Committee had been advised the sculpture would need to be one aspect of a larger scope project. One suggestion was to resurrect the Grit Fest. The contamination of the site would need to be considered when planning the location of the sculpture.

Cllr Pearce proposed the exploratory discussions be progressed by the Committee with a funding application to be drafted for the overall project; seconded by Cllr Rappensberger; all in favour.

- 85.2 To consider the purchase of a football goal to be located in Sparrows Nest – Cllr Jones proposed approval of the purchase. It was hoped the football goals would satisfy the need for other recreational sport activities in the area and deter people from miss-using the bowls green, due to the cost of ongoing vandalism of the greens.

Cllr Pearce requested an amendment to the proposal to approve option one, with funds to be allocated to the Parks and Open Spaces capital budget, and to request the Assets, Inclusion and Development Committee on further solutions should this not reduced vandalism in the area. Cllr Jones accepted the amendment and Cllr Pearce seconded the amended proposal. A vote was held with all in favour.

86 Personnel

- 86.1 To consider a request from Cllr Sonia Barker to join the Personnel Committee – Cllr Pearce proposed approval; seconded by Cllr Rappensberger; all in favour.
- 86.2 To receive a recommendation from the Personnel Committee on the scope of DBS checks for all Councillors – The Committee recommended to apply for the enhanced checks and that if any financial or safeguarding risks were flagged in the check, the Town Clerk would consider the risk and take legal advice on the matter. Cllr Murray proposed to endorse the recommendation and opt for the enhanced check; seconded by Cllr Pearce; all in favour.
- 86.3 To consider adoption of the draft Pension Policy – Cllr Pearce proposed to approve the current content but requested clarification on how the policy would be applied to staff who were not enrolled on LGPS and for a paragraph be added to explain how to enrol on the scheme as some members of staff would not be eligible for auto-enrolment, and bring the document back for consideration; seconded by Cllr Jones; all in favour.
- 86.4 To receive a recommendation for staffing for weekend sports activities – Cllr Pearce proposed to endorse the recommendation from the Sports Officer and Personnel Committee on staffing for weekend sports activities; second by Cllr Page; all in favour.
- 86.5 To receive any recommendations from the review of compliance with mandatory training – The Committee had agreed one member who had not completed Chair training would be contacted by the Town Clerk. Another member had not completed any of the mandatory training. Cllr Pearce proposed the Town Clerk speak with the Councillor who has not completed the mandatory training to establish how they intended to comply with the training and review this further at August Full Council; seconded by Cllr Jones; all in favour.

87 Climate and Ecological Emergency

- 87.1 To consider a recommendation from the Climate and Ecological Emergency Committee to support a blister packs recycling scheme run by Use It All and investigate its effectiveness – Cllr Pearce proposed to support to the initiative; seconded by Cllr Hynes; all in favour.
- The Climate and Ecological Emergency were tasked to agree a scope for the investigation of the scheme.

Lowestoft Town Council

Full Council

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

Tuesday 28 July 2026 18:30

88 To agree on items and representatives for the next East Suffolk Council Quarterly Liaison meeting

The following items were requested:

- An update on flood defences for the town and the formation of the governance group by East Suffolk Council.
- Dog fouling on the seafront, esplanade and play areas and how this will be enforced.
- Street cleaning in the town and the upkeep of empty properties.
- Engagement between East Suffolk Council and Lowestoft Town Council in relation to the Local Plan flood defences, with a request that the Local Planning Authority engage meaningfully with Lowestoft Town Council, and other Councils at risk of flooding, to ensure the increased risk is reflected meaningfully in the new Local Plan.

Cllrs Begum, Brooks, Hynes, Murray and Rappensberger requested to be considered as attendees.

Cllr Pearce proposed approval of the requests; seconded by Cllr Webb; all in favour.

89 Outside Bodies

89.1 To consider appointing a Town Councillor to become an independent member of the Regional Flood and Coastal Committee, should a future opportunity arise – Cllr Pearce proposed to follow the first option provided to be kept abreast of information via agendas and observing meetings, with Cllrs Hynes and Murray to be sent to observe the meetings with a clarification requested on whether there was a limit to the number of Councillors who could attend to observe the meeting; seconded by Cllr Murray; all in favour.

90 To consider the following legal matters (confidential):

An update report on legal matters

This item would be discussed in confidential session.

91 Date of next meeting

Tuesday 25 August 18:30

92 Items for the next agenda and close

No items were requested for the next agenda.

93 Admission to Meetings

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

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

The Chair closed the meeting to the public and moved into confidential session at 19:45

Cllr Hynes temporarily left the chamber at 19:45

Cllr Hynes returned to the chamber at 19:46

83.1 To receive and note a progress report from the Project Manager (some aspects may be confidential), including:

1. Current budget position – There was a confidential discussion on the current budget position.

Lowestoft Town Council

Full Council

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

Tuesday 28 July 2026 18:30

Cllr Hynes made a confidential proposal; seconded by Cllr Pearce; all in favour.

2. Current position on Design Team Fees (confidential) – There was a confidential discussion on the current position on Design Team fees.

Cllr Pearce made a confidential proposal; seconded by Cllr Foster; all in favour.

Sheila Moss King left the meeting at 20:11

Cllr Pearce made a confidential proposal; seconded by Cllr Barker; all in favour.

90 To consider the following legal matters (confidential):

Full Council noted the updates from the report. Officers would continue to pursue the items in progress and no further actions were required.

Cllr Pearce left the chamber at 20:23

82.3 To receive a report from Town Council representation at the ESC Audit and Governance Committee 13 July in relation to a Code of Conduct complaint (confidential) – The report was received and noted.

The Chair closed the meeting at 20:27

Signed:

25 August 2026

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
100	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	863	0	0	0
4120	Miscellaneous & Meetings	1,440	1,915	0	0	2,000	0	2,000	648	0	0	0
5000	Repairs & Maintenance	85,200	48,418	0	0	70,000	25,000	95,000	19,305	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	20,775	0	0	0
	100 Net Income over Expenditure	2,282,537	2,435,904	0	0	2,630,409	-25,000	2,605,409	1,384,391	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	1,334,181	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
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

Continued on next page

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	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	173	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
	Overhead Expenditure	125,095	176,626	0	0	151,850	0	151,850	53,965	0	0	0
	Movement to/(from) Gen Reserve	(125,095)	(176,626)			(151,850)		(151,850)	(53,965)	0		
140	Staff, Training and CPD											

Continued on next page

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
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	513	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	392,945	0	0	0
Movement to/(from) Gen Reserve		(1,191,975)	(1,232,593)			(1,216,164)		(1,216,164)	(392,945)	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	330	0	0	0
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	37,275	0	0	0
Movement to/(from) Gen Reserve		(78,121)	(64,781)			(80,377)		(80,377)	(37,275)	0		

Continued on next page

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
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	<u>0</u>	<u>7,022,434</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,387,770</u>	<u>0</u>	<u>0</u>	<u>0</u>
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	1,742,871	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	<u>137,271</u>	<u>4,161,616</u>	<u>82,683</u>	<u>0</u>	<u>247,477</u>	<u>9,165</u>	<u>339,325</u>	<u>1,881,397</u>	<u>0</u>	<u>0</u>	<u>0</u>
	160 Net Income over Expenditure	<u>-137,271</u>	<u>2,860,818</u>	<u>-82,683</u>	<u>0</u>	<u>-247,477</u>	<u>-9,165</u>	<u>-339,325</u>	<u>-493,628</u>	<u>0</u>	<u>0</u>	<u>0</u>
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	<u>(137,271)</u>	<u>(729,531)</u>			<u>(247,477)</u>		<u>(339,325)</u>	<u>9,196</u>	<u>0</u>		
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	2,802	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

Continued on next page

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure		40,110	36,588	0	0	47,854	0	47,854	19,380	0	0	0
Movement to/(from) Gen Reserve		(40,110)	(36,588)			(47,854)		(47,854)	(19,380)	0		
175	<u>Grounds Maintenance</u>											
4335	PPE	7,500	7,327	0	0	7,500	0	7,500	3,477	0	0	0
4375	Van Hire	40,000	47,512	0	0	53,146	0	53,146	33,427	0	0	0
6500	Ground Maintenance	64,445	51,650	10,000	0	50,000	0	60,000	33,245	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	4,408	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	74,557	0	0	0
Movement to/(from) Gen Reserve		(145,565)	(127,456)			(136,326)		(153,966)	(74,557)	0		
180	<u>Waterways and Ponds</u>											
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
Movement to/(from) Gen Reserve		(9,150)	(4,851)			(8,000)		(8,000)	(640)	0		
200	<u>Art, Civic and Heritage</u>											
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

Continued on next page

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6000	plus Transfer from EMR	0	6,536	0	0	0	0	0	822	0	0	0
	Movement to/(from) Gen Reserve	<u>(33,400)</u>	<u>(19,878)</u>			<u>(33,700)</u>		<u>(33,700)</u>	<u>(2,050)</u>	<u>0</u>		
250	<u>Caravan Site</u>											
1000	Property Lettings - Exempt	104,249	109,212	0	0	105,000	0	105,000	-26,975	0	0	0
	Total Income	<u>104,249</u>	<u>109,212</u>	<u>0</u>	<u>0</u>	<u>105,000</u>	<u>0</u>	<u>105,000</u>	<u>-26,975</u>	<u>0</u>	<u>0</u>	<u>0</u>
4365	Utilities	0	566	0	0	1,800	0	1,800	572	0	0	0
	Overhead Expenditure	<u>0</u>	<u>566</u>	<u>0</u>	<u>0</u>	<u>1,800</u>	<u>0</u>	<u>1,800</u>	<u>572</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>104,249</u>	<u>108,646</u>			<u>103,200</u>		<u>103,200</u>	<u>(27,547)</u>	<u>0</u>		
300	<u>Events & Communications</u>											
1105	Event Income	0	11,717	0	0	10,000	0	10,000	19,554	0	0	0
	Total Income	<u>0</u>	<u>11,717</u>	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>19,554</u>	<u>0</u>	<u>0</u>	<u>0</u>
4075	Communication	6,506	1,311	0	0	23,600	0	23,600	671	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

Continued on next page

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
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	2,374	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	13,350	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	50,507	0	0	0
Movement to/(from) Gen Reserve		(88,183)	(68,091)			(106,737)		(116,737)	(30,953)	0		
310	<u>Grants & Sponsorships</u>											
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

Continued on next page

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
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		<u>(138,380)</u>	<u>(125,426)</u>			<u>(110,500)</u>		<u>(130,500)</u>	<u>(49,582)</u>	<u>0</u>		
320	<u>Sports</u>											
1090	Grants	0	11,470	0	0	0	0	0	0	0	0	0
Total Income		0	11,470	0	0	0	0	0	0	0	0	0
4200	EMR Contribution	25,000	3,435	0	0	25,000	30,000	55,000	0	0	0	0
4485	Sports and Development	20,000	12,498	0	0	25,000	0	25,000	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
Overhead Expenditure		60,450	34,152	0	0	65,000	30,000	95,000	11,738	0	0	0
Movement to/(from) Gen Reserve		<u>(60,450)</u>	<u>(22,682)</u>			<u>(65,000)</u>		<u>(95,000)</u>	<u>(11,738)</u>	<u>0</u>		
350	<u>Marina Theatre</u>											
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	7,539	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

Continued on next page

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure		435,945	2,310,322	0	0	204,729	0	204,729	203,801	0	0	0
350 Net Income over Expenditure		-405,945	-82,134	0	0	-184,729	0	-184,729	-193,801	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		<u>(405,945)</u>	<u>479,468</u>			<u>(184,729)</u>		<u>(184,729)</u>	<u>(122,153)</u>	<u>0</u>		
<u>400 Allotments</u>												
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
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		<u>(17,758)</u>	<u>(6,872)</u>			<u>(1,247)</u>		<u>(11,247)</u>	<u>583</u>	<u>0</u>		
<u>401 Parks and Open Spaces</u>												
1210	Recharges	0	1,121	0	0	0	0	0	0	0	0	0
Total Income		0	1,121	0	0	0	0	0	0	0	0	0
4625	GELP Railway Rent	25	0	0	0	25	0	25	0	0	0	0
5000	Repairs & Maintenance	26,523	19,266	0	0	27,500	0	27,500	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

Continued on next page

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(72,898)</u>	<u>(68,570)</u>			<u>(83,075)</u>		<u>(83,075)</u>	<u>(3,601)</u>	<u>0</u>		
405	The Ness											
4201	EMR Expenditure	0	0	0	0	0	0	0	5,956	0	0	0
	Overhead Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,956</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>(5,956)</u>	<u>0</u>		
425	<u>Sparrows Nest</u>											
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	<u>25,900</u>	<u>25,982</u>	<u>0</u>	<u>0</u>	<u>25,900</u>	<u>0</u>	<u>25,900</u>	<u>12,950</u>	<u>0</u>	<u>0</u>	<u>0</u>
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	749	0	0	0
5031	Memorial Bench	0	57	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	<u>15,391</u>	<u>7,235</u>	<u>0</u>	<u>0</u>	<u>6,516</u>	<u>0</u>	<u>6,516</u>	<u>32,360</u>	<u>0</u>	<u>0</u>	<u>0</u>
	425 Net Income over Expenditure	<u>10,509</u>	<u>18,747</u>	<u>0</u>	<u>0</u>	<u>19,384</u>	<u>0</u>	<u>19,384</u>	<u>-19,410</u>	<u>0</u>	<u>0</u>	<u>0</u>
6000	plus Transfer from EMR	0	0	0	0	0	0	0	30,690	0	0	0
Movement to/(from) Gen Reserve		<u>10,509</u>	<u>18,747</u>			<u>19,384</u>		<u>19,384</u>	<u>11,280</u>	<u>0</u>		
430	<u>Belle Vue Park</u>											
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

Continued on next page

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6000	Overhead Expenditure	0	44,593	0	0	9,150	40,000	49,150	3,831	0	0	0
	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		
<u>435 Denes Oval</u>												
1200	Room and Land Hire Income	0	2,854	0	0	0	0	0	737	0	0	0
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		
<u>440 Normanston Park</u>												
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	42	0	0	0
	Overhead Expenditure	5,386	11,893	0	0	12,000	0	12,000	37,858	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	440 Net Income over Expenditure	864	-3,868	0	0	-5,750	0	-5,750	-33,211	0	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	37,565	0	0	0
	Movement to/(from) Gen Reserve	<u>864</u>	<u>(3,868)</u>			<u>(5,750)</u>		<u>(5,750)</u>	<u>4,354</u>	<u>0</u>		
445	<u>Kensington Garden Park</u>											
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	<u>3,145</u>	<u>6,205</u>	<u>0</u>	<u>0</u>	<u>3,100</u>	<u>0</u>	<u>3,100</u>	<u>6,513</u>	<u>0</u>	<u>0</u>	<u>0</u>
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	<u>3,506</u>	<u>16,044</u>	<u>0</u>	<u>0</u>	<u>5,500</u>	<u>0</u>	<u>5,500</u>	<u>7,455</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(361)</u>	<u>(9,839)</u>			<u>(2,400)</u>		<u>(2,400)</u>	<u>(941)</u>	<u>0</u>		
450	<u>Kirkley Fen Park</u>											
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	<u>5,150</u>	<u>277</u>	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>99</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(5,150)</u>	<u>(277)</u>			<u>(5,000)</u>		<u>(5,000)</u>	<u>(99)</u>	<u>0</u>		
482	<u>Play Areas - General</u>											
4155	Compliance	8,000	4,722	0	0	4,400	0	4,400	2,720	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
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
	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	<u>(23,000)</u>	<u>(33,891)</u>			<u>(90,854)</u>		<u>(110,510)</u>	<u>(12,168)</u>	<u>0</u>		
500	<u>Public Conveniences</u>											
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	<u>(13,480)</u>	<u>(7,377)</u>			<u>(12,000)</u>		<u>(12,000)</u>	<u>(1,760)</u>	<u>0</u>		
505	<u>The Triangle Market</u>											
1020	Market Income	0	370	0	0	0	0	0	0	0	0	0
	Total Income	0	370	0	0	0	0	0	0	0	0	0
4300	Business Rates	0	2,495	0	0	0	0	0	4,038	0	0	0
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	<u>(10,517)</u>	<u>(21,984)</u>			<u>(13,000)</u>		<u>(13,000)</u>	<u>(5,293)</u>	<u>0</u>		

Continued on next page

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
510	Links Road Car Park											
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
	Movement to/(from) Gen Reserve	(7,417)	(6,053)			(6,747)		(6,747)	(2,528)	0		

Continued on next page

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
600	Community Safety											
5055	Defibrillators	5,000	0	0	0	5,000	0	5,000	739	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	739	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	<u>(26,000)</u>	<u>0</u>			<u>(5,000)</u>		<u>(25,000)</u>	<u>(739)</u>	<u>0</u>		
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	7,444	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	37,652	0	0	0
	Movement to/(from) Gen Reserve	<u>(77,879)</u>	<u>(62,889)</u>			<u>(104,775)</u>		<u>(110,900)</u>	<u>(37,652)</u>	<u>0</u>		
655	Trees & Horticulture											
6515	Bulbs	10,000	3,087	0	0	10,000	0	10,000	147	0	0	0
6525	Tree Planting	10,000	1,874	0	0	5,000	0	5,000	0	0	0	0
6530	Tree Works	63,750	35,238	15,000	0	35,000	0	50,000	6,165	0	0	0
6540	Tree Inspections	8,000	3,460	0	0	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 4)

Note: 31st July 2026

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	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	2,993,913	0	0	0
Net Income over Expenditure	-493,461	2,971,827	-151,448	0	-122,763	-213,821	-488,032	-168,430	5,000	0	0
plus Transfer from EMR	0	5,308,369	0	0	0	0	0	1,028,414	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)	427,574	5,000		

Receipts for Month 4

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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						

Receipts for Month 4

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	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	

Date: 21/08/2026

Lowestoft Town Council Current Year

Page: 87

Time 16:56

Cashbook 1

User: COXJ

Unity Bank Account

For Month No: 4

Payments for Month 4

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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 BV Lodge 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

Continued on Page 88

Payments for Month 4

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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			YK75EZ X 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

Date: 21/08/2026

Lowestoft Town Council Current Year

Page: 89

Time 16:56

Cashbook 1

User: COXJ

Unity Bank Account

For Month No: 4

Payments for Month 4

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
									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

Continued on Page 90

Date: 21/08/2026

Lowestoft Town Council Current Year

Page: 90

Time 16:56

Cashbook 1

User: COXJ

Unity Bank Account

For Month No: 4

Payments for Month 4

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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 circlce 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					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
									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
8074	Banked 10/08/2026	1,296.00						
	Sales Recpts Page 596	1,296.00	1,296.00		100			Sales Recpts Page 596
8076a	Banked 18/08/2026	10.00						
	Sales Recpts Page 598	10.00	10.00		100			Sales Recpts Page 598
8076b	Banked 18/08/2026	170.00						
8076b	Pride	170.00		28.33	1105	300	8.33	Handmade Vinyl Crafts Pride
					1105	300	8.33	Sue Daniels Pride
					1105	300	8.33	Anglia Care Trust Pride
					1105	300	8.33	Woodworks Art Cafe Pride
					1105	300	8.33	A&K Sweets Pride
					1105	300	8.33	Lamartis Pride
					1105	300	8.33	Phil Swash Pride
					1105	300	25.00	Kadosh Soul Space Pride
					1105	300	8.33	Crafty Critters Pride
					1105	300	8.34	Zero Faded Pride
					1105	300	16.67	Ali's Sweet Dreamz Pride
					1105	300	8.34	Scouts Pride
					1105	300	8.34	Sandy Paws Pride
					1105	300	8.34	S Wood Pride
8075	Banked 19/08/2026	3,600.00						
	Sales Recpts Page 597	3,600.00	3,600.00		100			Sales Recpts Page 597
8077	Banked 20/08/2026	100.00						
	Sales Recpts Page 599	100.00	100.00		100			Sales Recpts Page 599
Total Receipts for Month		5,524.00	5,354.00	28.33			141.67	
Cashbook Totals		1,391,734.72	5,354.00	28.33			1,386,352.39	

Date: 21/08/2026

Lowestoft Town Council Current Year

Page: 86

Time 16:57

Cashbook 1

User: COXJ

Unity Bank Account

For Month No: 5

Payments for Month 5

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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
11/08/2026	Wilco Motor Spares Ltd	27-664	15.00	15.00		500			Hypalube mineral oil
11/08/2026	Andy The Clown	27-665	350.00	350.00		500			Children's party SN 6/8/26
11/08/2026	WorkNest Limited	27-666	534.00	534.00		500			P/Ledger Electronic Payment

Continued on Page 87

Date: 21/08/2026

Lowestoft Town Council Current Year

Page: 87

Time 16:57

Cashbook 1

User: COXJ

Unity Bank Account

For Month No: 5

Payments for Month 5

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
11/08/2026	Munnings Supplies Ltd	27-667	19.20	19.20		500			Gloves
11/08/2026	Strange Fascination Theatre	27-668	325.00	325.00		500			Activity day deposit FP
17/08/2026	East Coast Insulations Ltd	27-669	108.00	108.00		500			Testing samples NP chging rms
17/08/2026	S&G Fabrications (Lowestoft) L	27-670	24.00	24.00		500			1m 50x50x5m Angle
17/08/2026	HAT Projects Ltd	27-671	18,592.97	18,592.97		500			HAT fees for July Stg5
17/08/2026	R J Pryce & Co Ltd	27-672	26.72	26.72		500			No Parking sign
17/08/2026	Wolseley	27-673	17.38	17.38		500			Pro series B/E Flt Vlv 1/2"
17/08/2026	Barnes Construction	27-674	150,000.00	150,000.00		500			Construction/refurb costs
17/08/2026	Street Solutions	27-675	1,807.20	1,807.20		500			Cones and barrier kits
17/08/2026	Association for Suffolk Museum	27-676	40.00	40.00		500			Sfk museum m'ship 26/27
17/08/2026	Howden Local Commercial IBA	27-677	1,223.92	1,223.92		500			Insurance 6/8/26-28/2/27
17/08/2026	Andy The Clown	27-678	350.00	350.00		500			Children's party SN 13/8/26
17/08/2026	Ben Burgess GroundsCare Equipm	27-679	242.35	242.35		500			Shearblade24" x3
17/08/2026	Andrew Morton Associates Ltd	27-680	3,175.41	3,175.41		500			QS charges
17/08/2026	MossKing Associates Ltd	27-681	5,835.00	5,835.00		500			Project delivery July 26
17/08/2026	CLA Fabrications Ltd	27-682	4,584.77	4,584.77		500			P/Ledger Electronic Payment
17/08/2026	Herts Enviro Services	27-683	1,690.49	1,690.49		500			Water hygiene July 26
17/08/2026	Jewson	27-684	396.98	396.98		500			Rapid setting cement
17/08/2026	C&C Consulting Services Ltd	27-685	369.90	369.90		500			H&S Support
17/08/2026	Credit Card Account	27-686	2,507.71			220		2,507.71	Credit card payment
18/08/2026	Alan Elvin	27-697	129.15			4150	650	129.15	AE mileage Apr-Aug
18/08/2026	Need2Store Ltd	27-687	240.00	240.00		500			Unit 164 rental 18/8-17/9
18/08/2026	Eon Energy	27-688	47.27	47.27		500			Electric FP PCs Jul 26
18/08/2026	Barnes Construction	27-689	150,000.00	150,000.00		500			Construction/refurb costs
18/08/2026	EDF Energy	27-690	154.22	154.22		500			Electric T'dene car park Jul26
18/08/2026	Munnings Supplies Ltd	27-691	190.50	190.50		500			HiVis t shirt/shorts/trousers
18/08/2026	R J Pryce & Co Ltd	27-692	47.39	47.39		500			Studding/nuts/washers GELP
18/08/2026	East Coast Mower Services	27-693	163.84	163.84		500			Serv water bowser honda engine
18/08/2026	The Input Group	27-694	72,644.32	72,644.32		500			Refurb of the MT
18/08/2026	Northgate Vehicle Hire Ltd	27-695	1,610.11	1,610.11		500			NU26 TZh 15/6 - 13/7/26
18/08/2026	Screwfix	27-696	81.95	81.95		500			Desk fan and hose reel
18/08/2026	HM Land Registry	27-699	14.00			4115	130	14.00	HM Land Registry
19/08/2026	Barnes Construction	27-698	92,644.08	92,644.08		500			Construction/refurb costs
20/08/2026	NPower Ltd	27-700	397.69	397.69		500			Electric TM Jul 26
20/08/2026	Origin Amenity Solutions	27-701	53.34	53.34		500			4 jet spray boom
20/08/2026	Barnes Construction	27-702	150,000.00	150,000.00		500			Construction/refurb costs
20/08/2026	WorkNest Limited	27-703	468.00	468.00		500			P/Ledger Electronic Payment
20/08/2026	Garden Products Retail	27-704	345.02	345.02		500			P/Ledger Electronic Payment
20/08/2026	Catch 22 Charity Ltd	27-705	2,360.00	2,360.00		500			Catch 22 8 x summer sessions
20/08/2026	Pakefield Coastwatch	27-706	2,200.00	2,200.00		500			Pakefield Coastwatch

Continued on Page 88

Payments for Month 5				Nominal Ledger					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
grant									
Total Payments for Month			719,036.13	694,807.69	5.27	24,223.17			
Balance Carried Fwd			672,698.59						
Cashbook Totals			1,391,734.72	694,807.69	5.27	696,921.76			

DRAFT RISK ASSESSMENT

Lowestoft Carnival 2027

Event dates	Saturday 7 and Sunday 8 August 2027	Assessment	First draft / v0.1
Location	Royal Green, seafront and south Lowestoft procession route	Prepared	10 August 2026
Organiser	The Seagull Lowestoft CIC	Planning attendance	Saturday 1,500; Sunday up to 10,000
Scope	Build, event operation, procession, breakdown and conditional aviation module	Review trigger	Any material change, incident, new supplier or approval condition

DRAFT STATUS - NOT AUTHORITY TO PROCEED

This is the first planning assessment. It cannot be signed as suitable and sufficient until the final site/route plans, competent role-holders, supplier RAMS, medical and crowd plans, permissions, insurance and programme are confirmed. Any item remaining High or marked as a stop condition prevents the affected activity from proceeding.

1. Purpose and relationship to the 2025 assessment

This document retains the practical register format used for the previous Carnival assessment: hazard, persons at risk, existing controls, additional controls, responsible person, deadline and completion status. It adds explicit likelihood/severity scoring and residual risk so that outstanding controls can be prioritised and evidenced.

The 2025 assessment covered overcrowding, medical response, trips, noise, anti-social behaviour, terrorism, fire, weather, electricity, food, live music and float risks. Those topics remain, but the controls have been strengthened in light of the 2025 evaluation: approximately 10,000 people attended against a much lower planning assumption; the expected first-aid provider withdrew three weeks before the event; blue-light and RNLI access was difficult; and Royal Green condition/trip issues contributed to post-event claims.

2. Assessment method

- Likelihood (L): 1 Rare; 2 Unlikely; 3 Possible; 4 Likely; 5 Almost certain.
- Severity (S): 1 Insignificant; 2 Minor; 3 Moderate; 4 Major; 5 Catastrophic/fatality or multiple serious casualties.
- Risk score = L x S. Low 1-4; Medium 5-14; High 15-25. A catastrophic consequence therefore remains at least Medium even when assessed as Rare.
- Initial rating assumes the hazard without the listed additional actions. Residual rating assumes all controls and additional actions are fully implemented and effective.
- Risk ownership remains with the organiser; contractor assessments support but do not replace this event-wide assessment.

L \ S	1	2	3	4	5
1	1 LOW	2 LOW	3 LOW	4 LOW	5 MED
2	2 LOW	4 LOW	6 MED	8 MED	10 MED
3	3 LOW	6 MED	9 MED	12 MED	15 HIGH
4	4 LOW	8 MED	12 MED	16 HIGH	20 HIGH
5	5 MED	10 MED	15 HIGH	20 HIGH	25 HIGH

3. Global stop conditions and mandatory evidence

- No standalone event insurance confirmed in writing for the exact activities and 10,000-person planning attendance.
- No competent medical provision and contingency, crowd/security deployment, traffic-management plan or protected emergency/RNLI access.
- Unsafe site condition, temporary structure, weather condition, electrical installation, float or funfair ride that cannot be made safe.
- Loss of critical communications, crowd density beyond safe control, emergency-service instruction, or any other condition where risk cannot be reduced so far as reasonably practicable.
- No aviation activity unless a separate current specialist aviation assessment, permissions, insurance and FDD/RAF controls have been approved.

4. Risk register

Status is Open unless evidence has been reviewed. Owners shown are role titles; named appointments are required in the next version.

A. Governance, competence and assurance

Ref	Hazard	Who may be harmed	Controls already required	Initial L/S/R	Further controls / evidence needed	Owner / due	Residual L/S/R	Status
A01	Unclear command, roles or authority	Public; staff; volunteers; contractors	Draft Event Plan identifies Event Director, Safety Lead, Crowd Safety Lead, Procession Manager, Traffic Management Lead, Medical Lead and Event Control functions.	3/5/15 HIGH	Appoint named competent role-holders and deputies; issue command chart and decision rights; test through tabletop exercise and event briefing.	Event Director Before SAG / contracts	1/5/5 MED	Open
A02	Inadequate insurance or uninsured activity	Organiser; landowner; contractors; claimants	2025 claim experience and future insurer declinature are known. The Seagull's annual theatre policy cannot cover organising/operating the Carnival because it is outside insured business activities.	4/5/20 HIGH	Obtain standalone specialist event public liability cover for build, event and breakdown; disclose 10,000 attendance, procession, land use, contractors and aviation option in writing; obtain separate aviation cover where applicable. No cover = no event.	Board / Event Director Before commitment or launch	1/5/5 MED	Open
A03	Supplier or contractor failure / late withdrawal	Public; delivery team; contractors	Use written scopes and pre-qualification. Safety-critical suppliers identified in the Event Plan.	4/4/16 HIGH	Contract medical, traffic, security and structures early; check competence, insurance and cancellation terms; maintain contingency suppliers and escalation deadlines.	Event Director By Sep 2026; review monthly	2/4/8 MED	Open

A. Governance, competence and assurance (continued)

Ref	Hazard	Who may be harmed	Controls already required	Initial L/S/R	Further controls / evidence needed	Owner / due	Residual L/S/R	Status
A04	Out-of-date or inconsistent plans	All persons on site and route	Controlled Event Plan and supporting-document index in place.	3/4/12 MED	Create document register, version numbers and distribution list; withdraw obsolete copies; complete cross-check after every layout, attendance or programme change.	Document Controller From draft issue onward	1/4/4 LOW	Open
A05	Insufficient consultation, licence or permission	Public; organiser; authorities	Permissions register required by Event Plan.	3/5/15 HIGH	Engage East Suffolk SAG, landowner, highways, emergency services and RNLI early; record conditions; apply go/no-go gate for every regulated element.	Event Director At each approval gate	1/5/5 MED	Open

B. Site, build, infrastructure and fire

Ref	Hazard	Who may be harmed	Controls already required	Initial L/S/R	Further controls / evidence needed	Owner / due	Residual L/S/R	Status
B01	Royal Green defects, works, uneven ground or hidden hazards	Public; staff; suppliers; mobility-impaired visitors	Pre-event site inspection and public walkways planned.	4/4/16 HIGH	Joint landowner condition survey before build and after breakdown with dated photographs; obtain works/services information; repair, cover or fence hazards; log opening and periodic inspections.	Site Manager Before layout freeze; daily	2/4/8 MED	Open
B02	Slips, trips and falls	All site users	Clear routes; cables routed away or ramped; housekeeping expectations.	4/3/12 MED	Map accessible circulation; use suitable cable ramps and lighting; remove stock/waste promptly; deploy wet-weather mats or close unsafe areas; record inspections.	Site Manager Build to site clear	2/3/6 MED	Open
B03	Vehicle/pedestrian collision during build or breakdown	Crew; contractors; public	Restricted vehicle access and competent suppliers.	4/5/20 HIGH	Use timed delivery slots, bankspeople, low speed limit, exclusion zones and one-way routes; no public access during vehicle movements; high-visibility PPE; isolate reversing where possible.	Site Manager Build and breakdown	2/5/10 MED	Open

B. Site, build, infrastructure and fire (continued)

Ref	Hazard	Who may be harmed	Controls already required	Initial L/S/R	Further controls / evidence needed	Owner / due	Residual L/S/R	Status
B04	Temporary structure collapse or flying debris	Public; performers; traders; crew	Competent suppliers and completion evidence required.	3/5/15 HIGH	Obtain design/installation certificates and supplier wind limits; ballast for surface and forecast; inspect after erection and weather change; clear/close before limits are reached.	Site Manager / supplier Before opening; continuous	1/5/5 MED	Open
B05	Electrical shock, fire or loss of supply	Public; staff; contractors; performers	Competent temporary distribution; RCD, earthing, weather protection and inspection requirements.	3/5/15 HIGH	Produce load plan and sign-off; protect connections from weather/public; control generator access/refuelling; maintain backup for critical control/medical/comms; remove unsafe equipment.	Electrical Lead Before energisation; daily	1/5/5 MED	Open
B06	Fire, LPG or fuel incident	Public; traders; crew; responders	Traders must declare LPG/fuel and provide suitable extinguishers; combustible storage controlled.	3/5/15 HIGH	Fire risk assessment and site fire plan; verify LPG certification/secure cylinders; maintain separation and fire points; train staff to raise alarm and evacuate; no refuelling during public hours unless authorised method.	Fire Safety Lead Before opening; monitor	1/5/5 MED	Open

B. Site, build, infrastructure and fire (continued)

Ref	Hazard	Who may be harmed	Controls already required	Initial L/S/R	Further controls / evidence needed	Owner / due	Residual L/S/R	Status
B07	Funfair ride failure or unsafe operation	Riders; spectators; operator staff	Competent operator, insurance and current inspection evidence required.	3/5/15 HIGH	Verify ADIPS or applicable current inspection documentation, daily checks, operator competence, ride-specific RAs, fencing and emergency stop arrangements; stop any ride with missing evidence.	Site Manager / operator Before opening; daily	1/5/5 MED	Open
B08	Inadequate toilets, drinking water, waste or staff welfare	Public; staff; children; vulnerable people	2027 provision to be calculated for 10,000 Sunday attendance; four 2025 portable toilets are not the baseline.	4/3/12 MED	Supplier calculation and servicing plan; multiple accessible units; handwashing; free drinking water; welfare/rest/shade; waste servicing and route sweep; monitor queues and cleanliness.	Site / Welfare Lead Plan by Mar 2027; event days	2/3/6 MED	Open

C. Crowd management, security and safeguarding

Ref	Hazard	Who may be harmed	Controls already required	Initial L/S/R	Further controls / evidence needed	Owner / due	Residual L/S/R	Status
C01	Attendance exceeds 10,000 planning figure	Public; staff; emergency services	10,000 is the 2027 Sunday design basis; programme publicity controlled.	4/5/20 HIGH	Set safe operating capacities after final layout; monitor attendance and distribution; use zone triggers; slow/redirection/closure actions; maintain reserve staff and barriers. Review if Red Arrows publicity materially increases demand.	Crowd Safety Lead Before public launch; live	2/5/10 MED	Open
C02	Local overcrowding, crowd surge or crushing	Public, especially children, older and disabled people	Professional security, stewards, sector reporting and pre-agreed intervention triggers planned.	4/5/20 HIGH	Identify pinch points, stage fronts, promenade/sea wall, toilets, food queues and procession hotspots; specify density/flow triggers; trained supervisors; pause programme/procession before unsafe compression.	Crowd Safety Lead Crowd plan; live	2/5/10 MED	Open
C03	Unsafe arrival, circulation, evacuation or dispersal	Public; residents; businesses	Traffic and site plans will separate key movements and preserve circulation.	4/4/16 HIGH	Model peak arrivals/departures; provide clear signage and public information; protect exits and accessible routes; stagger programme where useful; deploy staff after finale until crowds clear.	Crowd / Traffic Leads Before opening; live	2/4/8 MED	Open

C. Crowd management, security and safeguarding (continued)

Ref	Hazard	Who may be harmed	Controls already required	Initial L/S/R	Further controls / evidence needed	Owner / due	Residual L/S/R	Status
C04	Emergency or RNLI access obstructed	Casualties; responders; public	Protected emergency lane, rendezvous points and named monitoring posts required.	4/5/20 HIGH	Map primary/secondary routes; joint walk-through with medical, security, traffic and RNLI/emergency representatives; physically protect lane; no trader, queue, cable or barrier encroachment; immediate clearance procedure.	Event Safety Lead Before approval; live	1/5/5 MED	Open
C05	Anti-social behaviour, aggression or intoxication	Public; staff; volunteers; traders	Professional security, radio reporting and escalation to police; volunteers observe and report.	3/4/12 MED	Security deployment based on programme and hotspots; de-escalation briefing; refusal/removal process; staff welfare after incidents; preserve evidence and log decisions.	Security Lead Before opening; live	2/4/8 MED	Open
C06	Terrorism or hostile vehicle / suspicious item	Public; staff; responders	Protective security is a core safety function; 2025 Act applicability to be formally assessed.	3/5/15 HIGH	Complete current Martyn's Law scope assessment; liaise with police/SAG; proportionate vehicle, monitoring and response measures; train relevant staff; controlled security annex; evacuation/invacuation plan.	Protective Security Lead Before final approval	1/5/5 MED	Open

C. Crowd management, security and safeguarding (continued)

Ref	Hazard	Who may be harmed	Controls already required	Initial L/S/R	Further controls / evidence needed	Owner / due	Residual L/S/R	Status
C07	Lost child, vulnerable adult or safeguarding incident	Children; vulnerable adults; families; staff	Named Safeguarding Lead/deputy and welfare point; no identifying details on open radio.	3/4/12 MED	Written missing-person/reunification procedure; two-authorised-adult approach where practicable; identity check; incident log; prompt police referral when concern/delay; role-appropriate checks and training.	Safeguarding Lead Before recruitment/briefing	1/4/4 LOW	Open
C08	Inaccessible facilities or unequal emergency arrangements	Disabled people; older people; carers; families	Accessible routes, viewing, toilets, welfare and arrival arrangements required.	3/4/12 MED	Access audit with representative users/competent adviser; firm routes and dropped kerbs; accessible information; evacuation assistance plan; steward briefings; inspect routes throughout event.	Accessibility Lead Before site-plan sign-off	1/4/4 LOW	Open
C09	Communications or Event Control failure	All site/route users	Radio plan, event log, call signs and fallback communications required.	4/5/20 HIGH	Coverage test; spare radios/batteries; priority/emergency protocol; mobile and runner fallback; scheduled check-ins; loss of critical comms triggers pause of affected activity.	Event Control Manager Exercise and event days	1/5/5 MED	Open

D. Procession, roads and floats

Ref	Hazard	Who may be harmed	Controls already required	Initial L/S/R	Further controls / evidence needed	Owner / due	Residual L/S/R	Status
D01	Traffic enters a closure or procession route	Public; participants; road users; marshals	Approved traffic-management plan, Chapter 8 lead/rear vehicles and controlled closure points required.	4/5/20 HIGH	Competent contractor and authorised operatives; physical closure equipment; advance signs/diversions; radio confirmation before release; marshals do not improvise closures; emergency reopening protocol.	Traffic Management Lead Approved plan; live	1/5/5 MED	Open
D02	Collision or crushing in assembly area	Participants; residents; drivers; marshals	Timed arrivals, single approved direction, fixed positions and engine-off rule planned.	4/5/20 HIGH	Bankspeople and walking routes; resident access arrangements; vehicle checklist; emergency corridor; stop movements if pedestrians enter manoeuvring zone.	Procession Manager Assembly period	2/5/10 MED	Open
D03	Person struck or drawn under float/vehicle	Walking groups; marshals; spectators; float occupants	Trained side marshals and separation from wheels; controlled procession pace.	4/5/20 HIGH	Specify exclusion distance after vehicle assessment; driver briefing and competence checks; no unauthorised walkers; hold/stop signals; no mounting/dismounting while moving.	Procession Manager Inspection and live	2/5/10 MED	Open

D. Procession, roads and floats (continued)

Ref	Hazard	Who may be harmed	Controls already required	Initial L/S/R	Further controls / evidence needed	Owner / due	Residual L/S/R	Status
D04	Fall from float or trailer	Float passengers; participants	Passenger numbers and seating/restraint arrangements assessed; edge protection required.	4/4/16 HIGH	Proper guardrails/edge protection rather than hazard tape alone; secure seating; prohibit standing where unsafe; pre-start inspection; failed inspection prevents participation.	Float Inspector Before release	1/4/4 LOW	Open
D05	Float structure, decoration, generator or fire failure	Float occupants; public; route staff	Secure/flame-retardant materials; electrical/fire checks and inspection.	3/5/15 HIGH	Written float standards; secure loads for procession and onward journey; safe exhaust/fuel/battery location; extinguishers where required; remove unsafe structures/equipment.	Float Inspector Before release	1/5/5 MED	Open
D06	Crowd bunching along route or at pinch points	Spectators; participants; residents	Sector marshals, professional security, radio supervisors and pre-agreed hold points planned.	4/5/20 HIGH	Route-specific crowd plan with usable widths and crossing controls; live reports; hold procession before affected zone; redirect spectators; do not rely on even distribution/theoretical area.	Crowd / Procession Leads Before route approval; live	2/5/10 MED	Open

D. Procession, roads and floats (continued)

Ref	Hazard	Who may be harmed	Controls already required	Initial L/S/R	Further controls / evidence needed	Owner / due	Residual L/S/R	Status
D07	Unsafe procession finish and dispersal	Participants; public; road users	Documented Kensington Gardens/Pakefield Road release arrangement planned.	3/5/15 HIGH	Separate vehicles and walking groups; controlled release point; retain traffic staff until clear; recovery plan for breakdowns; secure decorations before normal road travel.	Procession / Traffic Leads Final route plan; live	1/5/5 MED	Open

E. Medical, weather, welfare and environment

Ref	Hazard	Who may be harmed	Controls already required	Initial L/S/R	Further controls / evidence needed	Owner / due	Residual L/S/R	Status
E01	Medical provider withdraws or cover is inadequate	Public; staff; participants	Medical needs assessment and written procurement requirement; 2025 late withdrawal recognised.	4/5/20 HIGH	Contract early with cancellation terms; verify provider governance and competence; contingency provider/escalation route; set decision deadline. No suitable cover = cancel or reduce event.	Event Director / Medical Lead Contract by Jan 2027	1/5/5 MED	Open
E02	Delayed treatment or ambulance response	Casualties; medical staff; responders	Treatment centre, mobile response, emergency lanes and rendezvous officer planned.	4/5/20 HIGH	Provider determines staffing/assets for both days, route and 10,000 crowd; radio link to Control; clear signage; casualty loading point; demand triggers for programme pause/stop.	Medical Lead Medical plan; exercise; live	2/5/10 MED	Open
E03	Severe weather: wind, lightning, heavy rain or flooding	All persons; structures; performers	Forecast monitoring and cancellation/early closure plan required.	4/5/20 HIGH	Define monitoring sources, decision times and thresholds with suppliers; lightning and shelter plan; close unsafe ground; communicate changes; air cancellation does not automatically cancel core Carnival.	Event Safety Lead 7-day watch; live	2/5/10 MED	Open

E. Medical, weather, welfare and environment (continued)

Ref	Hazard	Who may be harmed	Controls already required	Initial L/S/R	Further controls / evidence needed	Owner / due	Residual L/S/R	Status
E04	Heat, sun exposure, dehydration or cold stress	Public; children; older people; staff; performers	Water, welfare, rest and shade/shelter planned.	4/4/16 HIGH	Weather-specific welfare plan; free water and refill capacity; staff breaks/rotation; public messaging; medical monitoring; adjust programme or close if controls become inadequate.	Welfare / Medical Leads Weather plan; live	2/4/8 MED	Open
E05	Coastal fall, entry to sea or person on rocks/sea wall	Public; children; staff; responders	Promenade/sea-wall sector included in steward deployment.	3/5/15 HIGH	Identify high-risk edges and access points; suitable barriers/signage where assessed; targeted stewards; rapid RNLI/Coastguard escalation; increased controls during aviation viewing.	Crowd Safety Lead Site plan; live	1/5/5 MED	Open
E06	Manual handling, fatigue or volunteer overwork	Staff; volunteers; contractors	Role briefings and staff welfare required.	4/3/12 MED	Manual-handling planning and equipment; shift/meal/rest schedule; limit lone working; competent lifting teams; record injuries/near misses; supervisors may stand staff down.	Department Leads Build to breakdown	2/3/6 MED	Open

E. Medical, weather, welfare and environment (continued)

Ref	Hazard	Who may be harmed	Controls already required	Initial L/S/R	Further controls / evidence needed	Owner / due	Residual L/S/R	Status
E07	Pollution, spill, waste escape or damage to Royal Green	Public; environment; landowner; organiser	Ground protection, waste contractor and condition surveys planned.	3/4/12 MED	Approved vehicle routes; spill kits and reporting; secure oils/fuels/wastewater; no discharge to drains/sea; mid-event servicing and final sweep; evidence-based handback.	Site Manager Build to handback	1/4/4 LOW	Open

F. Food, live entertainment and children's programme

Ref	Hazard	Who may be harmed	Controls already required	Initial L/S/R	Further controls / evidence needed	Owner / due	Residual L/S/R	Status
F01	Food poisoning, allergen exposure or poor hygiene	Customers; staff; children; vulnerable people	Registered/competent traders; hygiene and allergen information required.	3/5/15 HIGH	Pre-event document check; temperature/handwashing controls; clear allergen information and cross-contamination controls; Environmental Health access; suspend unsafe trader.	Trader Manager / vendor Before trading; live	1/5/5 MED	Open
F02	Burns, hot surfaces, knives or catering LPG	Customers; vendor staff; children	Cooking areas kept inaccessible; LPG secured; suitable extinguishers required.	3/4/12 MED	Barrier/layout check; safe cylinder change method; stable appliances; first-aid access; prevent queues entering cooking/service hazards; daily visual inspection.	Trader Manager / vendor Before trading; live	1/4/4 LOW	Open
F03	Stage/equipment collapse, falling objects or performer fall	Performers; crew; audience	Competent production supplier; restricted performance area; secured equipment.	3/5/15 HIGH	Stage completion certificate; secondary restraints for suspended items; guardrails; controlled access; wind limits; pre-opening and changeover checks; stop work/show authority.	Production Lead Before performance; live	1/5/5 MED	Open

F. Food, live entertainment and children's programme (continued)

Ref	Hazard	Who may be harmed	Controls already required	Initial L/S/R	Further controls / evidence needed	Owner / due	Residual L/S/R	Status
F04	Excessive sound or neighbourhood disturbance	Audience; staff; residents; businesses	Competent production lead; licence/Environmental Health conditions; monitoring plan. Generic 2025 120 dB ceiling not reused.	4/3/12 MED	Agree limits and locations; audience-exposure controls; orient speakers; record checks and corrective action; control float sound; resident/business notification and complaints contact.	Production Lead Before licence sign-off; live	2/3/6 MED	Open
F05	Children's Festival crowd, queue or safeguarding failure	Children; parents/carers; artists; staff	Saturday planning figure 1,500; safeguarding and crowd controls apply across Royal Green.	3/5/15 HIGH	Activity-specific RAs; capacity/queue limits for tents and shows; safe performer/child interaction; DBS/role checks where required; lost-child process; shade, water and accessible viewing.	Children's Festival Lead Before programme sign-off	1/5/5 MED	Open

G. Optional aviation module - inactive unless selected and approved

Ref	Hazard	Who may be harmed	Controls already required	Initial L/S/R	Further controls / evidence needed	Owner / due	Residual L/S/R	Status
G01	Premature publicity causes crowd surge or excess attendance	Public; staff; residents; emergency services	Public information must distinguish civilian display, Red Arrows, flypast or no-air option.	4/5/20 HIGH	Do not announce before funding, permissions, crowd plan, medical/security resources and insurance are confirmed; re-run capacity/transport assessment for expected aviation audience; reserve right to cap/change promotion.	Event Director / Comms Lead Before any announcement	1/5/5 MED	Open
G02	Aircraft accident from technical or human factors	Aircrew; public; property; responders	No display may rely on this event-wide assessment alone.	3/5/15 HIGH	Appoint accredited Flying Display Director/provider; complete current SRG 1303T or required specialist assessment under CAP 403 Edition 23 or successor; obtain permissions, display-line/crowd controls, pilot/aircraft evidence and written event/aviation insurance. Specialist FDD retains aviation stop authority.	FDD / Event Director Before aviation approval	1/5/5 MED	Open
G03	Water landing, maritime infringement or delayed rescue	Aircrew; boat users; swimmers; responders	RNLI/Coastguard consultation and marine controls required.	3/5/15 HIGH	Specialist plan for water rescue, sea state, hazardous materials and casualty access; Notice to Mariners/maritime arrangements as agreed; FDD termination criteria for vessels/people in display area.	FDD / Emergency Lead Before aviation approval	1/5/5 MED	Open

G. Optional aviation module - inactive unless selected and approved (continued)

Ref	Hazard	Who may be harmed	Controls already required	Initial L/S/R	Further controls / evidence needed	Owner / due	Residual L/S/R	Status
G04	Drone, balloon, bird or unauthorised airspace infringement	Aircrew; public; property	Aviation airspace and crowd-line monitoring required.	3/5/15 HIGH	No drone/balloon sales or launches; authorised drone only under FDD procedure; NOTAM/airspace action as required; bird monitoring; clear terminate call and pilot briefing.	FDD Specialist aviation plan; live	1/5/5 MED	Open
G05	Poor visibility, wind, weather or loss of horizon	Aircrew; public; programme	FDD/aircrew weather minima and go/no-go authority required.	4/5/20 HIGH	Use CAP 403/current RAF limits and more conservative pilot limits; monitor sea state/horizon; options for higher minima, flat display, flypast-only, delay or cancellation; communicate that air element is weather-dependent.	FDD Briefing and live	1/5/5 MED	Open
G06	Red Arrows-specific requirements not met	Aircrew; public; organiser; authorities	Red Arrows is a distinct option, not assumed within civilian-display controls.	3/5/15 HIGH	Comply with current RAF display acceptance, site, emergency, airspace, crowd, publicity and insurance requirements; obtain written approvals; update this RA and event plan after RAF/FDD site assessment. Any unmet condition removes Red Arrows option without cancelling core event.	Event Director / RAF liaison At RAF decision gates	1/5/5 MED	Open

H. Emergency response and recovery

Ref	Hazard	Who may be harmed	Controls already required	Initial L/S/R	Further controls / evidence needed	Owner / due	Residual L/S/R	Status
H01	Major incident, evacuation or invacuation fails	Public; staff; responders; residents	Separate Emergency and Major-Incident Plan required.	3/5/15 HIGH	Define alert, command, show-stop, sector evacuation/invacuation, accessible assistance, assembly/refuge, emergency liaison, public messages, reunification and recovery; tabletop and communications exercise; incorporate agency advice.	Event Safety Lead Exercise by Jun 2027	1/5/5 MED	Open
H02	Incident not recorded, escalated or learned from	Casualties; organiser; insurers; authorities	Event Control incident and decision log planned.	3/4/12 MED	Standard log and forms; immediate reporting thresholds; preserve CCTV/photos/documents lawfully; insurer/authority notification procedure; post-event debrief and action tracker; near-miss reporting.	Event Control / Board Event days and post-event	1/4/4 LOW	Open

5. Priority actions for the next revision

Priority	Action	Required output
1	Confirm governance	Name the Event Director, Event Safety Lead, Crowd Safety Lead, Traffic Management Lead, Medical Lead, Safeguarding Lead, Event Control Manager and deputies; record competence and authority.
2	Freeze design assumptions	Confirm the 2027 programme, footprint, procession route, usable Royal Green area, Saturday/Sunday capacities and whether aviation is being pursued.
3	Procure safety-critical suppliers	Contract medical, professional security/crowd management, traffic management, temporary structures, toilets/welfare and waste provision with contingency arrangements.
4	Secure standalone insurance	Obtain written specialist event cover. The Seagull's own annual theatre insurance cannot be used for the Carnival following the size of the event and claims made after 2025.
5	Complete mapped operational plans	Issue the final site, emergency/RNLI access, crowd zones/triggers, evacuation, traffic/diversion, medical and communications plans.
6	Decide aviation option	If an air display or Red Arrows option remains, appoint the specialist FDD/liaison team and begin the current CAA/RAF permission, insurance and risk-assessment process; otherwise remove Section G from the operational version.
7	Consult and exercise	Submit to SAG and relevant agencies, incorporate conditions, then run a tabletop exercise and record actions before final sign-off.

6. Review, consultation and sign-off

This assessment must be reviewed after final supplier appointments, site and route surveys, any change in attendance or publicity assumptions, receipt of SAG/authority advice, any incident or near miss, and immediately before each event day. The operational version must cross-reference all contractor RAMS and the separate aviation assessment where applicable.

Role	Name	Signature / approval	Date
Assessment lead	TBC		
Event Safety Lead	TBC		
Event Director	TBC		
Board / accountable officer	TBC		

7. Sources and controlled supporting evidence

- Lowestoft Carnival 2025 master risk assessment, RA 16.9.24, and final 2025 Event Plan.
- Lowestoft Carnival 2025 evaluation and post-event operational findings.
- 2025 final flying-display risk assessment (SRG 1303T format), used only as historical context; it must not be reused as the 2027 specialist assessment.
- Lowestoft Carnival 2027 Event Plan, Draft v0.1, 10 August 2026.
- HSE Event Safety guidance, including event management, crowd assessment/monitoring and barriers.
- East Suffolk Council guidance for planning an event and producing an Event Management Plan.
- CAA CAP 403, Flying Displays and Special Events, Edition 23 (9 February 2026), or successor edition current at approval.
- Terrorism (Protection of Premises) Act 2025 and current Home Office/SIA/ProtectUK guidance.

8. Version history

Version	Date	Author/owner	Change
0.1	10 August 2026	Draft prepared for The Seagull Lowestoft CIC	First planning assessment based on the previous format, 2025 evaluation and 2027 Event Plan.

LOWESTOFT CARNIVAL 2027

EVENT PLAN

Carnival Weekend: Saturday 7 and Sunday 8 August 2027

Royal Green, the seafront and the south Lowestoft procession route

DOCUMENT STATUS Working draft for planning, consultation and Safety Advisory Group review. It is not authority to proceed. All roles, supplier appointments, permissions, insurance, maps and deployment numbers marked TBC must be confirmed before the plan is issued for event delivery.

Field	Current entry
Organiser	The Seagull Lowestoft CIC
Event Director	
Planning attendance	Up to 10,000 people across the Sunday event footprint
Prepared	10 August 2026
Version	Draft v0.1

Document control and approval

Version	Date	Author / owner	Purpose / change
0.1	10 Aug 2026	The Seagull Lowestoft CIC	Initial 2027 working draft based on the 2025 Event Plan and post-event evaluation.
0.2	TBC	Event Safety Lead	Update after site survey, supplier appointments and SAG feedback.
1.0	TBC	Event Director	Approved operational issue.

Approval role	Name	Signature / written approval	Date
Event Director	██████████ / TBC		
Event Safety Lead	TBC		
Traffic Management Lead	TBC		
Medical Lead	TBC		
Security Lead	TBC		
Flying Display Director (if applicable)	TBC		

Controlled supporting documents

The following documents form part of the operational plan when approved. The Event Director will hold the master index and ensure that teams receive only the current versions.

- Appendix A: final site plan for Royal Green and promenade, including emergency lane, event control, medical post, lost-person point, toilets, structures, barriers and evacuation routes.
- Appendix B: final procession route, road closures, diversion plan and emergency access overlays.
- Appendix C: event risk assessment and separate contractor risk assessments/method statements.
- Appendix D: crowd management and security deployment plan.
- Appendix E: event medical plan and provider deployment.
- Appendix F: emergency and major-incident plan, including adverse weather, evacuation, shelter and show-stop procedures.
- Appendix G: aviation plan, permissions and aviation risk assessment, only if an air display is selected.
- Appendix H: insurance schedules and written confirmation of cover.

1. Introduction

This Event Plan covers the planning and delivery of the Lowestoft Carnival weekend on 7-8 August 2027. It follows the format used for the 2025 Carnival while incorporating the findings from the 2025 evaluation, subsequent operational correspondence and the changed insurance position.

It is a live, controlled document. It will be reviewed after every material change, after Safety Advisory Group advice, after supplier appointments and following any change to the site, programme, expected attendance or aviation content.

KEY 2025 LEARNING The Sunday event was planned around approximately 4,000 people but attracted about 10,000. The 2027 plan therefore uses 10,000 as its design attendance, strengthens professional security and medical provision, protects emergency and RNLI access, and does not rely on The Seagull's ordinary insurance or reserves to absorb event risk.

2. Event details

Item	2027 plan
Dates	Saturday 7 August and Sunday 8 August 2027
Core operating hours	Saturday 10:00-16:00; Sunday 10:00-18:00 (provisional)
Locations	Royal Green and adjacent seafront; procession assembly at Kirkley Park Road; route through south Lowestoft to Kensington Gardens.
Organiser	The Seagull Lowestoft CIC, 19-75 Morton Road, Lowestoft, Suffolk, NR33 0JH
Event Director	[REDACTED]
Event Control	Royal Green at the location marked on the final site plan; secondary/mobile command capability to be agreed.
Event character	Free, inclusive community weekend with children's performances, traders, live entertainment, a traditional procession and an optional aviation finale.
Planning attendance	Saturday: 1,500. Sunday: up to 10,000 across the event footprint, with live monitoring by zone.

3. Event breakdown

Element	Provisional description
Children's Theatre Festival - Saturday	Free family programme on Royal Green, provisionally 10:00-16:00, using two stages/performance spaces. Planning assumption: up to 1,500 visitors over the day.
Procession - Sunday	Traditional procession of floats, other vehicles, walking groups and bands. Assembly in Kirkley Park Road; provisional start 14:00; dispersal at Kensington Gardens.
Family Fun Day - Sunday	Free programme on Royal Green, provisionally 10:00-18:00, with live entertainment, traders and food concessions. Any funfair element is subject to appointment, siting and certification.
Optional air display	Either no air display, a civilian display, a Red Arrows display, or a combined programme. Aviation is a separately authorised module and will proceed only after full funding, permissions, insurance and specialist management are confirmed.

4. Capacity and numbers

The 2025 attendance estimate of about 10,000 is the design basis for 2027. The theoretical area of the route and Royal Green is not, by itself, evidence of safe capacity. The final safe operating capacity will be set after the 2027 site layout, usable ground conditions, emergency lanes, viewing areas, structures, barriers, toilets and circulation routes are known.

Zone / activity	Planning assumption	Required control
Saturday Royal Green	Up to 1,500 over the day	Entry observation, circulation checks, stage-front monitoring and recorded footfall estimates.
Sunday procession route	Spectators distributed along approximately 2.3 miles	Sector the route; identify pinch points; prevent carriageway encroachment; deploy professional and trained personnel at critical locations.
Sunday Royal Green / seafront	Peak concentration expected before and after procession and for any air display	Zone capacities, count/estimate method, trigger levels, managed access, protected emergency lane and dispersal plan.
Aviation viewing area	Potential rapid convergence of the Sunday crowd	Dedicated crowd plan, display line controls, additional security, public information and staged dispersal.

4.1 Crowd monitoring and intervention triggers

- A competent Crowd Safety Lead will agree zone limits and trigger points with the security contractor and Event Safety Lead.
- Event Control will receive regular situation reports from route sectors, Royal Green, the promenade, medical and security teams.
- At the first trigger level, admissions or pedestrian flow into the affected zone will be slowed and the public redirected.
- At the second trigger level, programme activity may be paused, the procession held at a pre-agreed safe point, or access temporarily closed.
- At the stop trigger, the Event Director will implement show-stop, evacuation or dispersal procedures in consultation with the Safety Lead and emergency services.

5. Management, security, marshalling and crowd control

5.1 Command structure

Role	Core responsibility	2027 status
Event Director	Overall command, authorisation of programme start/stop and liaison with authorities.	Des Reynolds
Event Safety Lead	Plan assurance, dynamic risk assessment, incident advice and safety log.	TBC - competent appointment required
Event Control Manager / Loggist	Radio control, incident logging, escalation and information management.	TBC
Security / Crowd Safety Lead	Professional security deployment, crowd monitoring, response and supervisor briefings.	TBC - contractor appointment
Traffic Management Lead	TTRO, closures, diversion, Chapter 8 vehicles and traffic operatives.	TBC - contractor appointment
Medical Lead	Medical risk assessment, treatment, response assets, ambulance liaison and patient records.	TBC - provider appointment
Procession Manager	Assembly, inspection, release, pace, sector coordination and dispersal.	TBC
Site / Production Manager	Royal Green build, power, structures, traders, stage and site condition.	TBC
Safeguarding Lead	Lost children, vulnerable persons and safeguarding escalation.	TBC
Flying Display Director	Aviation safety, permissions and display control if aviation is included.	TBC / not required for no-air option

STAFFING PRINCIPLE Volunteer stewards will support information, wayfinding and community liaison. They will not replace professional traffic operatives, SIA security, medical personnel or other safety-critical competent roles.

5.2 Procession assembly

- Kirkley Park Road closure hours and access controls will be confirmed through the 2027 traffic order and traffic management plan.
- Each float/group will receive a timed arrival slot and fixed position. All vehicles will enter from the approved direction and switch off engines once positioned.
- A clear emergency corridor will be kept through the assembly area. Resident access arrangements will be agreed and communicated in advance.
- Each vehicle, driver and float will be checked against the authorised list and inspection record before release.
- Walking groups will have a named group lead and will join only at the controlled assembly point. No participant may join after the procession has started.

5.3 Setting off and movement

- The Traffic Management Lead will confirm the route is closed and safe before the Procession Manager authorises movement.
- Chapter 8-compliant lead and rear vehicles will protect the procession. No public or unauthorised vehicle may enter the procession envelope.

- The Procession Manager will control pace. Pre-agreed hold points will be identified so the procession can be paused without blocking emergency access or compressing the crowd.
- Every float/vehicle will have trained side marshals, supplemented by professional security in a risk-assessed deployment. Radio-equipped supervisors will cover the front, centre, rear and identified pinch points.

5.4 Dispersal

The procession will disperse at Kensington Gardens using a documented vehicle and pedestrian plan. Walking groups, families and vehicles will be separated wherever practicable. Vehicles may return to normal road speed only at the authorised release point. Float decorations must be secure for the onward journey and removal arrangements must be agreed in advance.

5.5 Royal Green and promenade

- Professional security and trained stewards will operate from opening until the site is clear, with deployment increased for Sunday peak periods and any aviation programme.
- The final layout will preserve circulation around stages, traders, toilets, the medical post and emergency routes. Barriers will be used only where the crowd plan identifies a need.
- Crowd density, queues and pedestrian movement will be actively monitored. Staff will report at agreed intervals and immediately when trigger conditions arise.
- Public information will distinguish a civilian display, Red Arrows appearance, flypast or no-air programme and will not be released before aviation approvals and crowd controls are confirmed.

6. Road closures and transport

The 2025 route is the starting assumption, but no closure or diversion is confirmed until the highway authority approves the 2027 Traffic Regulation Order and the competent traffic management contractor issues the final plan.

6.1 Provisional route

Assembly at Kirkley Park Road; north along London Road South; around the A47/Belvedere Road junction by East Point Pavilion; south along Marine Parade and Kirkley Cliff Road; dispersal at Kensington Gardens/Pakefield Road. The approved drawing will govern if it differs from this description.

6.2 Roads requiring closure or control

- Kirkley Park Road
- St Peters Road
- Cliff Road
- Lorne Park Road
- Claremont Road
- Clifton Road
- Windsor Road
- Grosvenor Road
- Cleveland Road
- Mill Road
- Parade Road
- B1532 slip road from the A47
- Waterloo Road
- Rectory Road
- Kensington Road
- Pakefield Road in both directions

The traffic management plan will identify closure points, diversion routes, timings, trained operatives, resident/business access, bus and taxi impacts, parking suspensions, advance signs, letter drops and the method for reopening each road. Marshals will not operate closures unless competent, briefed and authorised by the contractor.

6.3 Transport and access planning

- Consult Suffolk County Council highways, East Suffolk Council, police, ambulance, fire and rescue, RNLI and public transport operators at an early stage.
- Publish pedestrian, public transport, cycle and parking information before the event. Do not encourage additional private-car demand close to the seafront.
- Provide an accessible arrival/drop-off plan and preserve access for residents and businesses where safe and practicable.
- Record all road-opening decisions and ensure that traffic management remains until the public and procession have safely dispersed.

7. Float and procession specifications

Every participating vehicle/group will sign the procession conditions and attend the mandatory safety briefing. Each vehicle must provide evidence of roadworthiness, driver entitlement and insurance that expressly covers participation in the carnival procession.

- Decorations and structures must be securely fixed, flame-retardant where applicable and free from sharp or snagging edges.
- Platforms/trailers must have suitable edge protection; hazard tape alone is not accepted as the sole fall-prevention control.
- Passenger numbers, seating and restraint arrangements must be appropriate to the vehicle and agreed during inspection. Nobody may mount or dismount while the procession is moving.
- Doors remain closed while moving. Persons alongside vehicles must remain clear of wheels; trained side marshals will maintain the exclusion distance specified in the final float rules.
- Generators, batteries, fuel and sound equipment must meet the electrical and fire controls in this plan. Exhausts must discharge safely.
- Throwing objects from floats is prohibited. Any handouts or collections must follow the authorised distribution/collection procedure.
- A failed inspection prevents participation. The Procession Manager's safety decision is final for the event day.

8. Emergency vehicle and RNLI access

2025 CORRECTIVE ACTION Crowd pressure made blue-light access more difficult than anticipated and generated specific RNLI concerns. The 2027 plan therefore requires a mapped, physically protected and continuously supervised emergency route rather than relying on space being available when needed.

- The final site and route plans will show emergency access lanes, rendezvous points, ambulance loading, fire access, RNLI access and alternative routes.
- No trader, barrier, vehicle, queue, cable ramp or crowd activity may obstruct the emergency lane. A named steward/security post will monitor each critical access point.
- Event Control will contact emergency services through the agreed method and will dispatch a trained rendezvous officer to meet and guide responding units.
- The procession may be held or dispersed under the emergency plan. Pre-identified refuge/hold areas will prevent vehicles and pedestrians becoming trapped.
- A joint walk-through with the medical provider, security lead, traffic contractor and relevant emergency/RNLI representatives will be completed before final approval.

9. First aid and medical provision

A competent event medical provider will complete a medical needs assessment for both days, using the programme, 10,000-person Sunday planning attendance, route length, demographics, weather, alcohol profile, aviation option, access constraints and distance to NHS services. The provider's approved medical plan will determine final staffing and assets.

- Procure medical cover early with a written contract, cancellation terms and a documented contingency provider/escalation route. The late withdrawal of the expected 2025 provider must not be repeated.
- Operate a clearly signed treatment centre on Royal Green, with reliable radio contact to Event Control and suitable privacy, power, lighting, water and waste arrangements.
- Provide mobile medical response for the procession and Royal Green; locate personnel/assets so no part of the route depends solely on a distant static post.
- Ensure the medical provider can request NHS ambulance support, document patient care and advise Event Control when medical demand approaches a trigger for programme pause or event stop.
- Any air display will require medical and emergency provision compatible with the aviation risk assessment and CAP 403 requirements.

Medical decision	Trigger / requirement	Owner
Provider appointment	Contract and medical plan in place no later than the date agreed in the project schedule.	Event Director / Medical Lead
Proceed	All contracted personnel and assets confirmed at the event-day briefing.	Medical Lead
Pause / adapt	Medical demand, access obstruction or asset loss reduces provision below the agreed safe level.	Event Director on Medical Lead advice
Stop / evacuate	Major incident, unavailable critical response, or emergency-service instruction.	Event Director / emergency services

10. Electrical supply and safety

- A competent person will design and sign off temporary electrical distribution. RCD protection, earthing, weather protection and load calculations are required.
- All supplied equipment will be suitable, maintained and visually checked. Portable appliance records will be obtained where relevant; inspection/testing will reflect the equipment and risk.
- Cables will be routed away from public circulation or protected by suitable ramps. Cable routes may not compromise accessible paths or emergency access.
- Generators will be fenced or otherwise inaccessible to the public, ventilated, separated from combustible material, refuelled only under a safe method and supported by suitable fire extinguishers.
- Float electrical systems are included in the pre-procession inspection. Unsafe generators, batteries or cabling will prevent participation.

11. Temporary structures, site condition and fire safety

11.1 Royal Green condition and handover

- Complete a documented joint inspection with the landowner before build and after breakdown, supported by dated photographs and an agreed defect/condition schedule.

- Obtain written confirmation of any construction compounds, excavations, uneven ground, services, restricted areas or reinstatement works before the site layout is frozen.
- Fence, cover, repair or remove trip hazards before public opening. Use ground protection where structures, traffic or soft conditions could damage the Green or create unstable surfaces.
- Record inspections before opening and at intervals during both days. Defects will be made safe immediately and logged.

11.2 Structures and weather

- Stages, marquees, gazebos, barriers and funfair equipment require competent suppliers, design/installation information, wind limits and completion certification where applicable.
- No gazebo or temporary structure may rely on pegs/weights that are unsuitable for the location and forecast. The Site Manager will act before supplier wind limits are reached.
- Funfair equipment, if included, must be supplied by a competent operator with current inspection documentation, public liability insurance and compliance evidence, including ADIPS where applicable.
- Fire points, LPG controls, emergency exits and access for fire appliances will be shown on the final site plan. Traders must provide suitable extinguishers for their hazards.

12. Safeguarding, lost children and vulnerable persons

- A named Safeguarding Lead and deputy will operate from the welfare/lost-person point shown on the site plan.
- Lost children or vulnerable adults will be accompanied by two authorised staff where practicable, kept in a safe visible location and never announced by name or detailed description over public channels.
- Identity will be verified before reunification and the incident logged. Police will be contacted promptly where there is concern, delay, suspected harm or an unaccompanied vulnerable adult requiring support.
- Staff and volunteers will receive safeguarding, missing-person and radio-language briefings. Appropriate recruitment checks will be completed for roles requiring them.
- Accessible routes, an accessible viewing area, accessible toilets, clear signage and a quiet/welfare space will be incorporated into the site plan.

13. Licensing, permissions and consultation

Requirement	Lead / provider	Status
East Suffolk Council permission to use Royal Green / council land	Event Director	TBC
Safety Advisory Group engagement and plan review	Event Safety Lead	Begin early; dates TBC
Temporary Traffic Regulation Order, road closures and parking suspensions	Traffic Management Lead	TBC
Premises license / Temporary Event Notice as advised	Event Director / Licensing	In place
Street trading and food-business compliance	Site Manager / traders	TBC
Street collection permit	Procession Manager	TBC
Music licenses and performer permissions	Production Manager	TBC
CAA permission and CAP 403 compliance if flying display	Flying Display Director	Conditional / TBC
RAF/Red Arrows acceptance and operational requirements if selected	Aviation provider / Event Director	Conditional / TBC
Terrorism (Protection of Premises) Act scope and notification review	Event Director / Security Lead	Formal applicability assessment required

The Event Director will maintain a permissions register containing reference numbers, conditions, submission dates, responsible persons and evidence of approval. No programme element may proceed where its required permission or licence is absent.

14. Insurance

MANDATORY CHANGE FROM 2025 The Seagull's insurer formally confirmed in July 2026 that it could not indemnify the Carnival in future because organising and operating the event fell outside the insured theatre activities. The Seagull's ordinary annual policy cannot therefore be used as the event's principal cover in 2027.

- A standalone specialist event public-liability policy will be obtained for the full build, event and breakdown period, at the indemnity limit required by the landowner, highway authority and other stakeholders.
- Written confirmation of the activities, attendance, procession, route, structures, traders, volunteer involvement and any aviation programme must be disclosed to the broker/insurer. Cover must be confirmed in writing before contracts or public launch.
- The current planning allowance for standalone event liability insurance is £5,000, subject to specialist quotation. This is additional to any aviation-specific cover.
- If an air display is included, separate aviation/event insurance will be arranged at the level required by the aviation provider, CAA/RAF and stakeholders. The planning allowance is £5,000 for a civilian display and £6,500 for a Red Arrows or combined option, subject to quotation.
- Every contractor, trader, performer, funfair operator and participating vehicle must provide current insurance appropriate to its activities. Certificates and scope statements will be checked, recorded and retained.

15. Drinking water, welfare, toilets and accessibility

- Provide free drinking-water points or a managed bottled-water supply for staff, volunteers and the public, with additional hot-weather capacity. Water will also be available to the procession lead/rear teams.
- The toilet contractor will calculate provision from the programme, event duration, 10,000-person Sunday planning attendance, food/drink offer, gender-neutral needs and servicing requirements. The four portable toilets used in 2025 are not the 2027 baseline.
- Provide multiple accessible toilets at suitable locations, including a unit appropriate for users who require additional space where reasonably practicable. Routes to toilets must remain firm, level and unobstructed.
- Provide staff/performer welfare, rest breaks, shade/shelter, handwashing and a quiet/welfare space. The plan will include arrangements for heat, sun exposure and cold/wet conditions.

16. Waste, food and environmental controls

- Appoint a waste/litter contractor for both days with sufficient bins, mid-event servicing, route litter teams and a post-event sweep. Waste must not obstruct exits, fire points or emergency routes.
- Traders must be registered where required, provide food-hygiene information, allergen controls, safe LPG/electrical arrangements and appropriate fire equipment.
- Use reusable/recyclable systems where practicable and control grease, wastewater and single-use materials. No discharge to surface drains or the sea is permitted.
- Protect Royal Green through approved vehicle routes and supplier controls. Record and report any damage or spill immediately.

17. Noise and neighbourhood management

The 2025 plan used a generic 120 dB ceiling. That is not carried forward. The 2027 sound system will be managed by a competent production lead to licence and Environmental Health conditions, with appropriate audience exposure controls and monitoring positions agreed before the event.

- Notify residents and businesses on the procession route and around Royal Green well in advance, including build/breakdown, road-closure and contact information.
- Orient and control stages/speakers to reduce unnecessary impact. Record agreed sound limits, monitoring results and corrective actions.
- Float music will be included in the procession briefing; excessive levels may be reduced or stopped by the Procession Manager.
- Aviation noise and timings will be communicated accurately if an air display is confirmed. No aviation promise will be made before approvals and funding are secure.

18. Adverse weather and cancellation

Hazard	Monitoring / trigger	Possible action
High wind	Forecast and measured conditions compared with supplier limits.	Lower/remove structures; suspend stage or funfair activity; cancel aviation; delay/stop event.
Heavy rain / waterlogging	Ground inspection, slip risk, drainage and access condition.	Ground protection; relocate activity; close unsafe zone; cancel if emergency access or structure stability is compromised.

Hazard	Monitoring / trigger	Possible action
Heat / strong sun	Forecast, medical demand and welfare reports.	Increase water/shade/rest; public messaging; adapt programme; pause procession if necessary.
Thunder / lightning	Official forecast and live monitoring.	Suspend exposed activity; move people away from structures; shelter/evacuate under the emergency plan.
Poor aviation conditions	Decision by Flying Display Director/aircrew within approved limits.	Delay, modify or cancel aviation without affecting the core Carnival programme.

The Event Director will agree decision times and communications for postponement, cancellation and early closure. Contracts and public messaging must make clear that safety-led cancellation of an air display does not automatically cancel the core Carnival.

19. Communications and event control

- Use a documented radio plan with call signs, channels/talk groups, priority wording, charging/spares and dead-zone checks. Emergency traffic takes precedence.
- Event Control will maintain an incident and decision log, current contact list, deployment plans, weather updates and copies of all controlled documents.
- Brief staff on what must not be transmitted over open radio, including children's names, medical details and unnecessary personal information.
- Provide a public-address and social-media plan for delays, missing-person requests, weather, route changes, show-stop and cancellation. Only authorised spokespeople may issue operational updates.
- If radio service fails, supervisors will use agreed mobile numbers, runners and rendezvous/reporting times. Loss of critical communications is a trigger to pause affected activity.

20. Emergency, evacuation and major-incident arrangements

A separate Emergency and Major-Incident Plan will be approved before the event. It will be proportionate to the hazards and will set clear roles for alert, assessment, show-stop, emergency-service liaison, evacuation, shelter, reunification, communications, evidence preservation and recovery.

Scenario	Immediate operational principle
Serious medical incident	Protect scene, call Medical Lead/Event Control, maintain access, pause nearby activity and follow emergency-service instruction.
Fire / gas / electrical incident	Raise alarm, isolate activity if safe, clear the hazard area, maintain fire access and stop programme as required.
Crowd compression / disorder	Stop inflow, create space, deploy professional teams, pause programme/procession and use clear public information.
Suspicious item / hostile act	Do not approach; notify Event Control/police; apply protective-security procedures and police direction.
Missing child / vulnerable person	Activate safeguarding protocol, control information, search by sectors and involve police where required.
Structural failure / severe weather	Stop affected activity, isolate area, evacuate or shelter and obtain competent inspection before reopening.
Aviation occurrence	Flying Display Director controls aviation response; Event Director controls ground response; implement aviation emergency plan and preserve access.

21. Protective security and terrorism preparedness

Because the Sunday event may attract 10,000 people in an open public environment, protective security will be planned as a core safety function. A formal assessment will determine how the Terrorism (Protection of Premises) Act 2025 and its current statutory guidance apply to the final event configuration. Regardless of formal scope, proportionate procedures will be adopted.

- Appoint a responsible lead for protective security and liaise with police/SAG and the SIA regulator as appropriate.
- Assess hostile-vehicle, suspicious-item, crowd-targeting, ingress/egress and staff-awareness risks without publishing sensitive deployment detail in public versions of the plan.
- Train relevant staff in appropriate response procedures, including RUN HIDE TELL principles, evacuation/invacuation decisions and accurate reporting.
- Document reasonably practicable measures for monitoring, communications, access control where feasible, vehicle management and reducing physical harm.
- Keep sensitive security annexes controlled and distribute them only to those who need them.

22. Optional air display module

CONDITIONAL PROGRAMME The core Carnival must be deliverable without aviation. No air display, civilian display, Red Arrows appearance or combined programme is confirmed by this plan.

Option	Additional planning controls
No air display	No aviation module. Retain core crowd, medical, security and dispersal controls for 10,000 people.
Civilian air display	Appoint accredited Flying Display Director/provider; obtain CAA permission; comply with CAP 403 Edition 23 or successor; approve display line, risk assessment, emergency plan, crowd controls and specialist insurance.
Red Arrows only	Obtain RAF acceptance and requirements plus all applicable CAA/local approvals; provide enhanced crowd/security/traffic/medical arrangements and specialist insurance.
Civilian display plus Red Arrows	Apply the combined and more demanding control set; confirm schedule separation, airspace, display management, public information and full funding before commitment.

22.1 Aviation go/no-go gates

- Funding gate: the selected option, contingency and insurance are fully funded without weakening the core-event safety budget.
- Permission gate: written CAA/RAF, landowner, local-authority and other required approvals are held and all conditions incorporated.
- Competence gate: the Flying Display Director, provider and required specialists are contracted and accepted.
- Ground-safety gate: crowd, medical, security, emergency access, display-line and public-information plans are approved.
- Insurance gate: event and aviation cover are confirmed in writing for the exact activities and attendance.
- Day-of gate: the Flying Display Director/aircrew retain authority to modify or cancel for aviation safety; the Event Director retains authority over ground/public safety.

23. Items considered but not included

Item	Position
Camping	Not part of the event.
Fireworks / pyrotechnics	Not included. Any later proposal requires a plan revision, new risk assessment, permissions and insurance review.
Inflatable play equipment	Not included in this draft. Any later proposal requires competent supply, inspection, anchoring/weather controls and plan revision.
Alcohol sales	Not assumed. Any later proposal requires licensing, trader controls and reassessment of security, medical and welfare provision.

24. Planning timetable and readiness gates

Target	Required outcome
By autumn 2026	Funding strategy, landowner discussion, SAG contact, project governance and insurance broker engagement.
By 9-12 months before event	Core suppliers scoped; traffic order timetable confirmed; initial site/route surveys; aviation decision pathway opened if relevant.
By 6 months before event	Medical, security, traffic and production procurement substantially complete; permissions register active; draft plans submitted for review.
By 12 weeks before event	Programme and attendance assumptions frozen; public launch only after insurance and core safety funding are secure.
By 6 weeks before event	Detailed deployment plans, contractor documents, communications, resident notices and emergency plan complete.
By 2 weeks before event	Final multi-agency/tabletop review; staff rosters; site condition check; participant documents and float evidence complete.
Event week	Weather monitoring; supplier confirmations; site handover; radio tests; team briefings; final go/no-go review.
After event	Site handback, incident/claim preservation, debrief within 14 days and evaluation/financial report.

25. Open actions before operational issue

Priority action	Owner	Due / status
Confirm Event Director and appoint competent Event Safety Lead.	The Seagull Board	TBC
Commission 2027 Royal Green and procession-route surveys; obtain final site condition information.	Event Director / landowner	TBC
Engage East Suffolk Safety Advisory Group and agree submission/review timetable.	Event Safety Lead	TBC
Obtain standalone event public-liability quotations and written scope confirmation.	Event Director / broker	Before public launch
Procure medical, security/crowd safety and traffic management providers.	Event Director	Early procurement
Decide whether aviation funding pathway is viable; if so appoint specialist provider/FDD.	Steering group	Decision gate TBC
Complete Martyn's Law applicability assessment and protective-security plan.	Security Lead	Before final SAG issue
Prepare approved site, route, traffic, crowd, medical, emergency and communications plans.	Named leads	Before operational issue
Confirm licenses, permits, road orders, land permission and insurance.	Event Director	Before build
Run tabletop exercise and final multi-agency walk-through.	Event Safety Lead	Before event week

26. References and evidence

26.1 Internal evidence reviewed

- Event Plan Lowestoft Carnival 2025, final issue dated 13 August 2025.
- Evaluation for Carnival 2025, including the Children's Festival, participation, attendance, survey and operational lessons.
- Carnival evaluation working report and Final Monitoring Report
- 2025 budget and weekend expenditure records.
- 2025 risk assessment, detailed planning, security planning, marshal instructions and traffic-management records.
- Air-display planning and cost records, plus 2026 correspondence concerning a possible Red Arrows display.
- Insurance and claim correspondence, May-July 2026.

26.2 External guidance

- East Suffolk Council: Running an event safely and Guidance for planning an event and producing an Event Management Plan.
- Health and Safety Executive: Event safety; managing crowds safely; planning for incidents and emergencies.
- The Purple Guide to Health, Safety and Welfare at Music and Other Events (current edition/subscription content).

- UK Civil Aviation Authority CAP 403, Flying Displays and Special Events: Safety and Administrative Requirements and Guidance, Edition 23 (February 2026), or successor edition in force.
- Terrorism (Protection of Premises) Act 2025 and current Home Office/SIA statutory guidance.
- ProtectUK guidance and current emergency-service/Safety Advisory Group advice.

This plan must be checked against the law, guidance, permit conditions and site information in force when the final operational version is approved.



Lowestoft Town Council Sponsorship Application Form

Please complete this form and send it with:

- Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
- Your constitution or equivalent
- 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.	
Name of organisation	The Seagull Lowestoft CIC
Name of account to which payment to be made (explain if not your organisation's name)	The Seagull Lowestoft CIC
What does your organisation do? (100 words max)	We are a not for profit community arts venue providing a large range of support activities for the most vulnerable parts of our town.
What relevant local area does your organisation cover?	Lowestoft
Who are the main beneficiaries of your work?	We have an average weekly attendance of 450 of which over 80% are drawn from the neighbourhoods in the 10% most deprived nationally. This application references the Carnival which had an attendance of approx. 10,000 in 2025 of which 86% were drawn from Lowestoft
Are you a charity? If yes, describe the type of charity	No
If registered, what is the charity number?	
Not-for-profit? If no, describe the organisation	CIC – Companies House – 06230379
Organisation income (last complete financial year)	£622,280

Lowestoft Town Council Sponsorship Application Form

Organisation expenditure (last complete financial year)	£592,340
Please provide a copy of your last audited accounts	included
Contact details	
Name	REDACTED
Address	The Seagull, Morton Road, Lowestoft, NR33 0JH
Telephone number/s	REDACTED
E-mail	REDACTED
Position within organisation	Deputy Manager
Explain how you are authorised to make this application on behalf of the organisation	Authorised by Board of Directors

About the proposed sponsorship	
Please provide details of how the Town Council providing financial sponsorship to your organisation, would benefit your service delivery in the community whilst promoting the aims and objectives of the Town Council (250 words max)	We are specifically asking for funding for the Lowestoft Carnival rather than our core business – we have attached a proposal which covers this in depth
Amount of sponsorship requested from Lowestoft Town Council	£20,000
Breakdown of how this sponsorship would be allocated to areas of your organisation/service delivery	Please see attached proposal
Have any funds been requested/agreed from other sources? Provide details	Ongoing discussions
When would the term of the sponsorship commence?	April 2027
How long would the term of the sponsorship last?	2 years



Lowestoft Town Council Sponsorship Application Form

Compliance Agreements (in order to be eligible for Sponsorship you must confirm your agreement to the following requirements). Please insert "YES" into each box to indicate you have read and agree to the following requirements.	
Do you authorise us to hold and use information that you have provided, for the purpose of processing and monitoring this 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 sponsorship, 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?	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 awarded to any other organisation, other than as agreed as part of the sponsorship?	Yes
Do you agree to report the outcome and impact of the sponsorship to the Council as required in the Council's Sponsorship Awarding Policy?	Yes
Do you agree that any sponsorship awarded will only be used for the purpose for which it was given and in compliance with any conditions applied?	Yes

Signed: REDACTED

Date: 10.08.26

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

Lowestoft Town Council Sponsorship Proposal

Lowestoft Carnival 2027: a safe, ambitious community event for 10,000 people

Event: Carnival weekend, 7-8 August 2027 (proposed)

PROPOSAL A two-carnival relationship beginning with £20,000 for August 2027. Council support would be ring-fenced principally to safety, medical provision and dedicated event insurance. Without substantial new external support, the Carnival cannot continue: The Seagull's £12,941 reserve contribution in 2025 is not repeatable.

1. Purpose and decision requested

This paper accompanies the Lowestoft Town Council Sponsorship Application Form. It responds to Cllr Bernie Rappensberger's request for a cost breakdown, evidence of benefit, the amount sought, other funding approaches and a report on the 2025 Carnival.

- Approve £20,000 sponsorship for the Lowestoft Carnival weekend on 7-8 August 2027.
- Indicate an intention to consider a further £20,000 for the 2029 Carnival, subject to a satisfactory 2027 evaluation, Council budget approval and an updated delivery plan.
- Nominate a Council liaison and consider a member/officer place in the 2027 planning structure.
- Invite The Seagull to present the proposal and answer questions at Council or committee if helpful.

2. What the 2025 Carnival achieved

The 2025 Carnival returned after a 13-year absence. The evaluation shows substantial participation, public value and local economic benefit.

Measure	2025 result	Evidence / meaning
Estimated attendance	10,000	Procession and air-display crowd; event planning had assumed 4,000
Children's Festival	1,200	Estimated attendance; 18 free family performances
Parade participation	49	Lowestoft organisations, against an original target of 25

Measure	2025 result	Evidence / meaning
Charities supported	31	Average collection among collecting groups: £110
Local traders	26	Businesses trading on Royal Green
Creative employment	19	Paid creative professionals across the weekend
Volunteer opportunities	250+	Recorded in the final grant monitoring report
Estimated local return	£224,000	10,000 attendees at an assumed £22.40 spend per person

Public survey (282 responses)

Survey measure	Result
Rated the event five stars	73.8%
Said it increased pride in Lowestoft	96%
Found it accessible	96%
Found it fun and entertaining	98%
Wanted the Carnival to return	98%
Considered it value for money	85%
Respondents from Lowestoft postcodes	86%

3. Evaluation findings that shape 2027

- **Crowd scale:** 2025 was designed around 4,000 people but attracted about 10,000. The 2027 plan and budget must therefore start at the higher figure, not treat it as an exceptional uplift.
- **First aid:** St John Ambulance withdrew three weeks before the event, forcing more expensive short-notice replacement cover. Earlier procurement and a larger medical plan are required.
- **Security and access:** the crowd made blue-light access harder than predicted, and the RNLI remained concerned about crew access. Dedicated route protection, professional stewarding and rehearsed emergency access are essential.

- **Capacity:** The Seagull carried most of the organising load. A biennial model allows recovery, fundraising and broader partnership working; extra project-management resource is included for 2027.
- **Finance:** the 2025 event cost £44,041, including £8,850 of support in kind. The Seagull contributed £12,941 from reserves, which is not sustainable.
- **Timing:** the proposed 7-8 August 2027 dates avoid an annual burden and create time to secure finance, resolve access issues and develop the event responsibly.

4. Insurance: a separate event policy is now mandatory

INSURANCE POSITION Following a public-liability claim arising from a fall at Royal Green during the 2025 Carnival, The Seagull's insurer formally confirmed in July 2026 that it could not provide indemnity for further events as they fall outside the business activities insured under the theatre's policy. The coverage decision means The Seagull's own annual policy cannot be relied upon for a future carnival.

For 2027, the event must obtain a standalone, event-specific public-liability policy after full disclosure of attendance, activities, contractors, temporary structures, route arrangements and health-and-safety controls. The core budget therefore includes a £5,000 planning allowance for event liability insurance; air-display scenarios include a higher aviation insurance provision. These are prudent allowances, not quotations, and must be confirmed by a specialist broker before commitment.

5. 2027 budget: planned for 10,000 people

All figures include VAT where applicable and are planning estimates at August 2026 prices. They deliberately uplift the 2025 safety, medical, access and management provisions to reflect the actual 10,000-person attendance. Supplier tenders, a specialist insurance quotation and final aviation requirements will determine the contracted budget.

Core cost	Allowance	Basis
Traffic management and route controls	£ 6,000.00	Expanded controls and emergency access
Security and professional stewarding	£ 9,000.00	10,000-person crowd; less reliance on volunteers
First aid and medical cover	£ 6,500.00	Earlier procurement and higher crowd provision

Dedicated event public-liability insurance	£ 5,000.00	Standalone policy; theatre policy unavailable
Licenses and permissions	£ 300.00	Event, collection and related permissions
Stage hire	£ 3,000.00	Two-day programme
Toilets and accessibility facilities	£ 2,500.00	Capacity and accessible provision
Advertising and printing	£ 1,250.00	Local reach and route information
Performers	£ 4,500.00	Free family and community programme
Audio and lighting hire	£ 1,800.00	Two stages / event infrastructure
Vehicles	£ 1,800.00	Logistics and accessibility
Litter and waste contract	£ 2,500.00	10,000-person footprint
Contingency (10%)	£ 2,000.00	Supplier, weather and operational uncertainty
Core total - no air display	£ 46,150.00	

Air-display and Red Arrows options

The 2025 air finale cost £9,836 plus £2,400 for air-display insurance and was frequently praised in feedback. Red Arrows planning correspondence in January 2026 used an indicative figure of about £16,000. No 2027 allocation or quotation exists, so all aviation figures below are allowances. The Red Arrows are themselves an air display: 'Red Arrows only' means no separate civilian aircraft package.

Option	2027 format	Planning total	Comment
A	No air display; no Red Arrows	£46,150	Deliverable community carnival at the lowest risk/cost
B	Civilian air display; no Red Arrows	£72,150	Adds £26,000 aviation package
C	Red Arrows only; no separate civilian display	£81,150	Includes £16,000 Red Arrows allowance plus enhanced governance, insurance and crowd controls

Option	2027 format	Planning total	Comment
D	Civilian display plus Red Arrows	£95,150	Full programme; highest funding, approval and crowd-management requirement

Aviation component	B: Civilian	C: Red Arrows	D: Both
Civilian aircraft/display package	£13,000	£0	£13,000
Red Arrows planning allowance	£0	£16,000	£16,000
Display direction, CAA, radio and pre-planning	£5,000	£5,000	£5,500
Aviation/event insurance uplift	£5,000	£6,500	£6,500
Additional security, medical and traffic controls	£3,000	£7,500	£8,000
Aviation uplift before contingency	£26,000	£35,000	£49,000

6. Sponsorship request and allocation

The Seagull requests £20,000 from Lowestoft Town Council for 2027, with an in-principle commitment to consider the same amount for 2029. This is a core-event request and is not dependent on securing an air display.

Proposed use of Council sponsorship	Amount
Professional security and stewarding	£8,000
First aid and medical provision	£6,500
Standalone event public-liability insurance	£5,000
Emergency/RNLI access planning	£500
Total requested	£20,000

This ring-fencing makes the Council's contribution visible and outcome-led: it would directly address the main safety, access and insurance lessons from 2025. If final quotations change, any reallocation would be agreed with the Council.

7. Wider funding strategy

Source	Planning target	Approach
Lowestoft Town Council	£20,000	This sponsorship request
East Suffolk Council funds	£15,000 target	Community Fund; Community Partnership Award; event/cultural grants
ESC/SCC councillor locality budgets	£5,000 target	Including an approach to Cllr Peter Byatt and other local members
Corporate and local-business sponsorship	£5,000 target	Tiered packages; explore Birds Eye and other major employers
Trader/pitch income	£3,000 target	Higher than 2025's £1,350 while preserving local access
The Seagull support in kind	Up to £10,000	Staff time, systems and venue support; not a repeat reserve subsidy

The final event format will be selected only when confirmed funding covers the relevant scenario, including contingency. The no-air option protects the core Carnival if aviation funding or approvals are not secured.

8. Benefits to Lowestoft and to the Town Council

- **Free, inclusive culture:** a two-day family programme and community procession with no admission barrier.
- **Community participation:** a proven platform for dozens of local organisations, volunteers and charities.
- **Economic activity:** an estimated £224,000 local return in 2025, alongside direct opportunities for traders and creatives.
- **Place pride:** 96% of surveyed respondents said the event increased pride in Lowestoft and 98% wanted it to return.
- **Council visibility:** acknowledgement across print, web, social media, event signage, stage announcements, press activity and the final evaluation report.
- **Accountability:** a post-event report covering attendance, participation, safety, economic/community outcomes, budget performance and sponsor recognition.

9. Delivery conditions and next steps

- Establish a broader steering structure with named leads for safety, traffic, medical, aviation (if applicable), accessibility, communications and finance.
- Procure a specialist event insurance policy and obtain written confirmation of cover before contracts or public launch.
- Commission an Event Safety Plan for a 10,000-person attendance assumption, including blue-light and RNLI access arrangements.
- Tender security, first aid, traffic management and toilets early; do not rely on volunteer provision for safety-critical roles.
- Make any air display conditional on full funding, CAA/RAF and local approvals, a qualified display director, appropriate insurance and the enhanced crowd-management budget.
- Confirm the final programme only after the funding threshold for the selected scenario has been reached.

DECISION Town Council sponsorship would turn the strong 2025 public mandate into a safer and financially credible 2027 Carnival. The £20,000 request is directed to the essential provisions that the evaluation and subsequent insurance position show cannot be underfunded.

Budget note: 2027 figures are planning allowances prepared from the 2025 actual budget and documented learning. They are not supplier quotations and should be refreshed after tendering and specialist insurance advice.

Lowestoft Town Council

Councillor Mental Health and Wellbeing Policy

1.0 Introduction

1.1 There is societal recognition that mental health and wellbeing should receive more attention and support. There are opportunities to learn from the pandemic experience and create enhanced governance arrangements to support councillors, including when there are challenging and abnormal pressures.

1.2 Mental health concerns include stress, depression, anxiety, bipolar and schizophrenia. While not a medical condition, problematic stress in this context can be an adverse reaction to excessive pressure or other types of work-based demand and can lead to mental health problems.

1.3 LTC recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplaces stressors. HSE define stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'.

1.4 Mental health and wellbeing are jointly referred to as wellbeing within this policy.

2.0 Commitment

2.1 Lowestoft Town Council (LTC) is committed to the wellbeing of its councillors. This commitment is based on moral and practical reasons, not least the importance of the wellbeing of decision-makers in the context of public service expenditure.

2.2 LTC will endeavour to ensure the provision of a safe, inclusive and supportive culture and environment, with councillors protected from discrimination. This includes the provision of suitable resources, facilities and training for the matters at 1 to 8 below.

2.3 Councillors have a singular leadership position and are subject to requirements to conduct themselves ethically under LTC's Code of Conduct; this leadership forms part of the cultural framework which supports the wellbeing of councillors and those affected by their decisions.

2.4 All Councillors will be able to access the Member Assistance Programme, at no cost to the individual, which offers a range of wellbeing support and advice.

2.4 LTC will maintain in this and any successor policies, its positive and proactive approach to wellbeing, with an appropriate resource allocation. It will also maintain equality and diversity and health and safety policies and will have appropriate induction support and co-option procedures.

2.5 The Personnel Committee will:

- Promote a culture which is positive about councillor wellbeing
- Receive reports from the Clerk on councillor wellbeing
- Review this policy and the related councillor wellbeing delivery at least annually
- Encourage initiatives and events which promote councillor wellbeing

2.6 The Personnel Committee (on behalf of Full Council) in conjunction with the Clerk will ensure that the following matters, as relevant, are duly considered and incorporated in the context of mental wellbeing, including through meeting, co-option, training and induction support:

1. **Reasonable adjustments** i.e. the required reasonable adjustments for disabilities
2. **Individual adjustments** i.e. enhancements, where reasonable, to take account of individual characteristics to enable their positive and productive participation
3. **Resilience and responsibility** i.e. individual responsibility for own health and wellbeing
4. **Demands** i.e. streamlining meeting arrangements

Lowestoft Town Council

Councillor Mental Health and Wellbeing Policy

5. **Control** i.e. information about participation in online meetings
6. **Support** i.e. the level of encouragement, resource, training and support provided by the organisation
7. **Relationships** i.e. promoting positive working, the avoidance of undue conflict, and addressing unacceptable behaviour
8. **Role** i.e. the understanding of their role and how this fits with the roles of other councillors and the workforce
9. **Change** i.e. how organisational change is managed and communicated within the organisation
10. **Work environment** i.e. the sites and equipment required for participation

2.7 The Clerk will receive suitable training to enable them to fulfil their functions under this policy and will continue to ensure that there is a trained staff Mental Health First Aider and Mental Health Champion. This will support the delivery of this Policy, the identification of early warning signs of poor mental health, the identification and amelioration of workplace triggers for poor mental health or stress, and the signposting to sources of support.

2.8 The Clerk will ensure that the Council is advised of any resources and support required for the fulfilment of this policy.

Revisions	
Date	Amendment
February 2025	Added 1.3 2.6 amended to read <i>"The Personnel Committee (on behalf of Full Council) in conjunction with..."</i>