

Arnold's Bequest Charity Board Meeting

All Lowestoft Town Council Councillors, as members of the corporate body of Trustees, are requested to participate in the Annual General Meeting of the Arnold's Bequest Charity Board, to be held **at First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE at 18:00 on Tuesday 24 October 2023**. Members of the public can join the meeting remotely via the following link: <https://us02web.zoom.us/j/84596848000>. The meeting can also be observed via the following link: <https://youtu.be/bVIDduPoVbs>.

Minutes

Present: Cllrs Sonia Barker (Chair), Robert Breakspear, Wendy Brooks, Neil Coleby, Alan Green, Christian Newsome, Andy Pearce, Bernadette Rappensberger, Deborah Ray, Nick Webb and Elise Youngman

In attendance: Lauren Elliott (Project and Committee Clerk)

Public: There were no members of the public in attendance

25. Welcome

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

26. Apologies for absence

Apologies were received from Cllrs Nasima Begum, Janet Craig, Jen Jones, Graham Parker, Keith Patience, John Pitts, Jack Smith and David Youngman, with reasons provided. Cllr Green proposed approval of the apologies received. Cllr Brooks proposed to consider Cllr Smith's apologies separately. The proposal was not seconded. Cllr Rappensberger seconded Cllr Green's proposal to approve the apologies received; ten Councillors voted in favour; one Councillor voted against.

27. Declarations of interests and any dispensations

There were none.

28. The draft minutes of the meeting on 25 July 2023

Cllr Brooks proposed approval of the minutes and noted this also included the confidential note; seconded by Cllr Rappensberger; ten Councillors voted in favour; one Councillor abstained from the vote.

29. Any receipts and payments and the accounts to date

Cllr Pearce proposed approval of the accounts to date; seconded by Cllr Green; all in favour.

30. The Governance Framework

Cllr Pearce proposed to adopt the Governance Framework; seconded by Cllr Rappensberger; ten Councillors voted in favour. One Councillor abstained from the vote.

31. The end of year accounts for submission to the Charity Commission

The Project and Committee Clerk advised it was the 2022 – 2023 accounts to be approved for submission to the Charity Commission. The end of year balance was £21,937. The Project and Committee Clerk read out the items of expenditure for 2022 – 2023. Cllr Brooks queried the expenditure for a soakaway in the car park and the purchase of bulbs. The Project and Committee Clerk advised the cost of the soakaway would be included in the consideration of a lease at item 34, and though there was no specific delegated budget for planting this year, a delegated budget of £3,500 had been approved for general site enhancements. Cllr Pearce proposed approval of the end of year accounts for submission to the Charity Commission. Cllr Brooks had previously requested setting funds aside for a member of the grounds maintenance team to undertake general maintenance and site improvement works. Cllrs Coleby and Pearce

clarified it was the previous year's accounts being considered for approval, so would not therefore include any expenditure in the current financial year. Cllr Rappensberger seconded Cllr Pearce's proposal and all Councillors voted in favour.

32. An update on the bank account for Arnold's Bequest

The Project and Committee Clerk advised there had been an issue with progressing the application for the account, in that the supporting documents were required to be sent hard copy but went missing in transit. A case was raised but the missing documents were not recovered, and the postal service awarded compensation to reimburse the cost of postage. Unity Trust Bank had since agreed to the supporting documents being sent electronically, which had been done and the application re-submitted.

33. A grounds maintenance report from the Clerk

The Project and Committee Clerk reported that general site maintenance had taken place, primarily consisting of trimming back vegetation overhanging the pathways. Regular litter picking had been carried out, though some areas required more intensive litter clearance. Bramble management had been recommended and would be progressed at an appropriate time, however any health and safety concerns would be addressed as a priority. Additional handrails had been recommended by officers and could be progressed by grounds maintenance staff at a nominal cost. An Arborist's report was pending, which would identify any tree works required. Suffolk Wildlife Trust had highlighted on a site visit that some of the trees were notable or even veteran. Officers would explore this further and duly register any veteran trees. The Project and Committee Clerk advised that grounds maintenance of the site would primarily focus on preserving the habitat and management of any vigorous or invasive species. The Charity Board had previously approved a delegated budget of £3,500 for site enhancements. The Parks and Community Officer had recommended the purchase of ten bird boxes and the Project and Committee Clerk was working to put together a wildlife information panel and working with the Heritage Centre and local historians to put together an information trail, providing information on Frank Thomas Arnold and The Bequest. Cllr Pearce proposed proceeding with the purchase of the ten bird boxes and installation of the additional guard rails, particularly on the path at the top of the site, below the lighthouse. Cllr Brooks requested management of the invasive species and requested consideration be given to a small pond. Cllr Pearce amended his proposal to approve a maximum budget of £7,500 to progress the handrails, information board and information trail, bird boxes, management of invasive species and a pond; seconded by Cllr Brooks; all in favour.

34. The lease arrangements for car parking areas (some aspects may be confidential)

The draft lease had been provided to the previous meeting and there were generally no issues with the content, aside from references to the incorrect authority. The lawyers for both parties were now in liaison.

35. Date of the next meeting

Tuesday 23 January 2024 18:00

36. Items for the next agenda and close

There were no requests for items to be added to the next agenda and the meeting was closed at 18:26.

37. Resolution to close the meeting to the public

There were no confidential matters for consideration.

Signed:
23 January 2024