

Arnold's Bequest Charity Board Annual General Meeting

Minutes of a meeting on 25 October 2022

at First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

Present: Cllrs Nasima Begum (Chair), Wendy Brooks, Colin Butler, Peter Knight, Christian Newsome, Paul Page, Andy Pearce, John Pitts and Elise Youngman

In attendance: Sarah Foote (Deputy Clerk) and Lauren Elliott (Project and Committee Clerk)

Public: There were no members of the public in attendance (either in person or remotely via Zoom webinar)

26. Welcome

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

27. Apologies for absence

Apologies were received from Cllrs Sonia Barker, Robert Breakspear, Janet Craig, Alan Green, Jen Jones and David Le Grice. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Knight; all in favour.

28. Declarations of interests and any dispensations

There were none.

29. The draft minutes of the meeting on 26 July 2022

Cllr Brooks proposed approval of the minutes; seconded by Cllr Knight; all in favour.

30. Any receipts and payments and the accounts to date

A spreadsheet of the receipts and payments and accounts to date had been circulated prior to the meeting. Cllr Pearce proposed to approve the current budget position; seconded by Cllr Knight; all in favour.

31. The Governance Framework

Cllr Knight proposed to adopt the Governance Framework; seconded by Cllr Pearce; all in favour.

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

The Project and Committee Clerk advised the current balance of the account was £26,390. Rental income of £1,250 had been received and there had been expenditure on the Norse partnership charge (£208 and £234) and tarmac repairs (£475). Cllr Pearce advised that the charges from Norse were within the grounds maintenance schedule, and requested the addition of an item on the next agenda to consider grounds maintenance arrangements for Arnold's Bequest from next year. Cllr Pearce proposed approval of the end of year accounts for submission to the Charity Commission; seconded by Cllr Knight; eight Councillors voted in favour; one Councillor abstained from the vote.

33. Any projects and needed works to progress in 2022 – 2023, including any related delegations to the Clerk

Officers had suggested installation of a bench, and the Project and Committee Clerk had circulated a suggested design. Cllr Pearce proposed approval for the purchase and installation of two benches, with delegated authority to officers to order the benches and arrange installation, within a maximum budget of £1,700; seconded by Cllr Brooks; all in favour.

34. Progress with setting up a bank account with Unity Trust Bank

The Project and Committee Clerk advised the application was being progressed. Some signatories had been asked to provide additional documentation and all were required to sign a document.

35. The possibility of lease arrangements for car parking areas (some aspects may be confidential)

The Project and Committee Clerk advised officers were exploring the legal position regarding this.

Cllr Pearce proposed delegating authority to officers, in conjunction with members of the corporate body of Trustees, to work up proposals for grounds maintenance and bring to January's meeting; seconded by Cllr Brooks; all in favour.

36. Date of the next meeting

Tuesday 24 January 2023 18:00

37. Items for the next agenda and close

Cllr Pearce requested the addition of an item to consider grounds maintenance arrangements from 1 July 2023.

Cllr Brooks requested the addition of an item to consider how to ensure work remains ongoing with the working parties who have been involved with the site so far.

There were no confidential items for consideration and the meeting was closed 18:18.

38. Resolution to close the meeting to the public