

# Arnold's Bequest Charity Board Meeting

All Lowestoft Town Council Councillors, as members of the corporate body of Trustees, are requested to participate in a 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 25 July 2023**. Members of the public can join the meeting remotely via the following link:

<https://us02web.zoom.us/j/82890992118>. The meeting can also be observed via the following link:  
<https://youtu.be/EySfNixwJUE>.

## Minutes

**Present:** Cllrs Sonia Barker (Mayor), Wendy Brooks, Neil Coleby, Janet Craig, Alan Green, Andy Pearce, John Pitts, Bernadette Rappensberger, Deborah Ray and Elise Youngman

**In attendance:** Shona Bendix (Clerk) and Lauren Elliott (Project and Committee Clerk)

**Public:** There were no members of the public in attendance

### 12. Welcome

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

### 13. Apologies for absence

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

### 14. Declarations of interests and consider any dispensations

There were none.

### 15. The draft minutes of the meeting on 25 April 2023

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

### 16. Any receipts and payments and the accounts to date

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

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

The application had been completed and submitted, and requested accompanying documents sent through the post. There had however been an issue with transit of the documents, regarding which the Project and Committee Clerk was liaising with Royal Mail.

### 18. The income stream for Arnold's Bequest

The Clerk advised that there was a limited income stream, but there had been a concern that there had been very little expenditure from the funds that were available to make improvements to the site. The Clerk advised that a delegation had been agreed for works to be progressed, and three days' worth of working hours had been allocated to the site. Cllr Pearce was concerned that any substantial spend on capital works would clear the funds for the site with there being no steady income stream. Cllr Brooks understood a Councillor had raised a concern about funds being used to improve an area of car parking which could be considered as benefitting a business.

*Cllr Coleby arrived 18:07*

Cllr Barker reminded Councillors to ensure their comments towards one another remained diplomatic and respectful. Cllr Pearce noted that no precept is raised for Arnold's Bequest, therefore with only a small income stream funds will not be replenished to manage liabilities and repairs, should substantial funding be used for capital works. Cllr Brooks suggested having a member of the grounds maintenance team on site one day per week to manage the area. The

Clerk noted that some of the discussions were covering matters which would be considered during the confidential session. Officers had been considering how to keep liabilities down and use of staff hours on site management, which should not affect the financial viability of Arnold's Bequest. The Clerk considered it would be beneficial to have a reserve for any anticipated works. It was clarified that there was no suggestion this Charity Board does not have the authority to spend its own funds, it just needs to ensure the funds are not depleted.

**19. A grounds maintenance report from the Clerk**

The Project and Committee Clerk and Parks and Community Officer had compiled a list of identified works, following a site visit with Suffolk Wildlife Trust. The identified works included management of felled trees, information boards, trimming back overhang from path edges, managing brambles, maintenance work on an ash tree and working with historians on a history trail. Cllr Brooks also suggested work to manage Alexanders and other low-lying vegetation, particularly that which is non-native and problematic. Cllr Brooks proposed seeking a management plan from Suffolk Wildlife Trust; seconded by Cllr Coleby; all in favour.

**20. The legal budget for disposal of land (some aspects may be confidential)**

To be discussed during the confidential session.

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

To be discussed during the confidential session.

**22. Date of the next meeting**

Tuesday 24 October 2023 18:00

**23. Items for the next agenda and close**

Cllr Brooks requested an update on the car parking area for the Lighthouse Diner and was advised that an update would be given during the confidential session. Cllr Pearce proposed to move the meeting into confidential session; seconded by Cllr Rappensberger; all in favour.

**24. Resolution to close the meeting to the public**

20. The legal budget for disposal of land (some aspects may be confidential) - Cllr Barker advised that supporting information had been uploaded to the members' area. The Clerk advised on the initial legal costs plus disbursements.

*Cllr Craig arrived 18:24*

Cllr Pearce made a proposed following this; seconded by Cllr Green; eight Councillors voted in favour; two Councillors abstained from the vote.

21. The lease arrangements for car parking areas (some aspects may be confidential) – The Clerk provided an update regarding a parking area adjacent to the Lighthouse Diner. The draft lease for another area of parking had been made available, and the lawyer had provided comments. Cllr Brooks was concerned with the relaying of information via the members' area, and had not seen the legal advice for today's meeting. Cllr Pearce had seen the draft lease, and other than the references to the incorrect authority, was happy with its content. Cllr Brooks was advised to speak with officers regarding any difficulties she was having in accessing the members' area, as it had been agreed that confidential documents would not be circulated via email. Cllr Pearce proposed delegating authority to the Clerk to progress the lease with the lawyer and the third party, subject to the name of the Council being amended in the document; seconded by Cllr Coleby; eight Councillors voted in favour; two Councillors abstained from the vote.

Signed: .....

24 October 2023