

Arnold's Bequest Charity Board Meeting

Minutes of a meeting on 26 July 2022

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

Present: Cllrs Nasima Begum, Robert Breakspear, Wendy Brooks, Alan Green (Chair), David LeGrice, Paul Page, Keith Patience, Andy Pearce and Elise Youngman

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

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

14. Welcome

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

15. Apologies for absence

Apologies were received from Cllrs Sonia Barker, Colin Butler, Amanda Frost, Peter Knight, Christian Newsome, Graham Parker, John Pitts and Alice Taylor. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Youngman; all in favour.

16. Declarations of interests and any dispensations

Cllr Breakspear arrived 18:03

There were none.

17. The draft minutes of the meeting on 26 April 2022

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

18. Any receipts and payments and the accounts to date

Details of the receipts, payments and the accounts to date had been circulated. The Project and Committee Clerk advised that rental income had been received, plus there had been expenditure for tarmac repair works and the partnership charge to the grounds maintenance contractor.

19. A delegation to the Clerk to make emergency expenditure, or expenditure related to legal matters

The Project and Committee Clerk advised that the Town Council had approved delegations to the Clerk for emergency, time urgent and legal expenditure and the Charity Board may wish to consider doing the same, particularly as meetings are only held quarterly. Cllr Pearce advised that Full Council had approved the delegations with a maximum £5,000 per item expenditure limit, or £10,000 in exceptional circumstances. Cllr Pearce suggested a £5,000 per item expenditure limit and requested that the Charity Board is notified each time this delegation is used. Cllr Brooks proposed delegating authority to the Clerk to make emergency expenditure, expenditure relating to legal matters or time urgent expenditure which cannot wait for a meeting, with a maximum per item expenditure limit of £5,000; seconded by Cllr Pearce; eight Councillors voted in favour; one Councillor voted against.

20. Any projects and needed works to progress in 2022 – 2023, including feedback from a recent site visit, and any related delegations to the Clerk

Regarding the bluebell walk, the Project and Committee Clerk advised that the area is well planted with bluebells currently and can be added to. Two bluebell benches are to be ordered, one with a plaque to the late Cllr Sue Barnard. The bluebell walk is within Lowestoft Town

Council's boundary and a site visit has taken place with the contractor who will be installing the benches.

A site visit has recently taken place with Norse's Countryside Ranger and his recommendations had been circulated ahead of the meeting. The Project and Committee Clerk is liaising with him to agree a date for the beginning of August to start work on the recommended actions. It is hoped Norse's waste management team can also attend to litter pick the steeper banks. Norse's previous offer of one morning per month to support activities with a group on site still stands and the Project and Committee Clerk is looking to agree a regular schedule with the Countryside Officer. Agreeing delegations would be difficult until it is known what activities will be taking place, which should be clearer following the first session with the Countryside Ranger. The Charity Board has however generally supported the recommendations made by Norse previously.

21. Setting up a bank account with Unity Trust Bank

The Project and Committee Clerk explained that the Charity Board had previously agreed to open a bank account with the Co-operative. It has since been established that the Co-operative would not be able to offer the different levels of access required. Lowestoft Town Council has an account with Unity Trust, which has the required different levels of access. Officers can however explore other options if required. Cllr Pearce proposed setting up the bank account with Unity Trust Bank; seconded by Cllr Brooks; all in favour.

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

To be discussed during the confidential session.

23. Date of the next meeting

Tuesday 25 October 2022 18:00

24. Items for the next agenda and close

There were no requests for items to be added to the next agenda.

Cllr Pearce proposed moving the meeting into confidential session; seconded by Cllr Begum; all in favour.

25. Resolution to close the meeting to the public

22. The possibility of lease arrangements for car parking areas (some aspects may be confidential) - The Project and Committee Clerk explained the current situation with the car parking areas. An authority had approached the Charity Board with a proposal to undertake works to put in a soakaway to address issues with flooding in the area, but would not do so until a formal lease has been agreed. With regard to the second parking area, Cllrs Patience and Pearce agreed any arrangement made with the Lighthouse Diner should not be subsidising a private business. Cllr Begum requested further information regarding costs involved. Cllr Patience requested information about the type of surface being considered if re-surfacing work is to take place. Cllr Pearce proposed approval in principle to proceed, ensuring that the Charity Board would not be subsidising a private business. Cllr Pearce further proposed exploring some form of rental agreement. Further details should be brought back to the Charity Board before any formal agreement is reached. Cllr Begum seconded the proposal and all Councillors voted in favour.

The meeting was closed at 18:24.

Signed: 25 October 2022