

Arnold's Bequest Charity Board Annual General 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 22 October 2024**. Members of the public can join the meeting remotely via the following link: <https://us02web.zoom.us/j/87891828826>. The meeting can also be observed via the following link: <https://youtu.be/l9aX7q4hiWU>.

Minutes

Present: Cllrs Sonia Barker, Nasima Begum (Mayor), Connor Blowers, Robert Breakspear, Wendy Brooks, Neil Coleby and Andy Pearce

In attendance: Lauren Elliott (Senior Committee and Project Clerk)

Public: There were no members of the public in attendance

24. Welcome

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

25. Apologies for absence

Apologies were received from Cllrs Janet Craig, Jen Jones, Christine Moore, Christian Newsome, Paul Page, Graham Parker, Keith Patience, John Pitts, Bernadette Rappensberger, Deborah Ray, Nick Webb and Elise Youngman, with reasons provided. Cllr Coleby proposed approval of the apologies received; seconded by Cllr Pearce; all in favour.

26. Declarations of interests and consider any dispensations

Cllrs Barker and Brooks declared they are members of Suffolk Wildlife Trust.

27. The draft minutes and confidential note of the Extraordinary Meeting on 27 August 2024

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

28. Any receipts and payments and the accounts to date

No comments were made under this agenda item.

29. Reviewing and approving the Governance Framework, including consideration of policies to be written and adopted, and a statement of purpose regarding management of the land

Cllr Brooks proposed to amend the quorum from seven to six, as the meeting had only just achieved quorum today. Cllr Coleby seconded the proposal and suggested officers check to ensure this was acceptable with the Charity Commission. All Councillors voted in favour. Lowestoft Town Council's Finance and Governance Committee had requested a briefing paper on what support the Town Council could give the Arnold's Bequest Charity Board. A suggestion had been for the Town Council to rent land at Arnold's Bequest for a plant nursery. The Senior Committee and Project Clerk queried how this would be managed. At this stage, officers were asked to check whether there would be any legal impediment to this taking place in principle. The Senior Project and Committee Clerk that it would be lawful under Section 137 of the Local Government Act 1972 for the Town Council to make a donation to the Charity Board, and equally the Charity Board would be entitled to submit an application for grant funding to the Town Council.

30. Approving the end of year accounts for submission to the Charity Commission

The end of year accounts had been provided. Cllr Brooks proposed to approve the end of year

accounts for submission to the Charity Commission; seconded by Cllr Breakspear; all in favour.

31. Any long-term funding options for Arnold’s Bequest

Cllr Brooks had provided officers with details of grant funding available via the Greenprint Forum for nature-related projects. Cllr Brooks proposed submitting an application for funding to support the development of a wildlife pond at Arnold’s Bequest, with a delegation to officers to prepare the application, circulate to members for comment and submit; seconded by Cllr Pearce; all in favour. Cllr Brooks proposed to explore setting up a group for members of the public to financially contribute and support projects, as other charities do; seconded by Cllr Pearce; all in favour. The Senior Committee and Project Clerk asked the Charity Board to consider a delegation to officers to apply for grant funding, in consultation with the Charity Board, for smaller projects, such as planting. Cllr Pearce proposed to approve this request, subject to the terms and conditions of the grant funding not overriding any policies, or conferring an ongoing financial obligation on the Charity Board; seconded Cllr Coleby; all in favour.

32. A grounds maintenance report and an update on any actions or projects to be progressed

An update had been provided. It was an exceptionally busy time of year for the Town Council’s grounds maintenance team, but regular work had still been taking place at the site to remove litter and fly-tipping, to keep the pathways clear of vegetation and address any health and safety concerns. The Senior Project and Committee Clerk had suggested organising a day for office-based staff and any Councillors who would be interested to undertake a litter pick of the site and any basic grounds maintenance tasks. The handrails were being treated as a priority and should be installed within the next month. Patch repairs of the pathways had been carried out, but more extensive resurfacing works were needed, which would require external funding. Works to remove ivy from some of the trees and development of the wildlife pond should begin over the next month. Cllr Coleby suggested exploring the option of a French drain as a way to stop spring water running across the path. Officers were asked if it would be possible to provide a map of water flow at the site. Cllr Barker advised contacting East Coast College for support with litter picking and basic grounds maintenance tasks. The bin store at the top of the site had been identified as a potential source of some of the litter. The landlord of the properties using the bin store had noted that two large bins had been removed. The Senior Project and Committee Clerk had contacted East Suffolk Council about having them reinstated.

33. An update on lease arrangements for car parking areas (some aspects may be confidential)

To be considered during the confidential session.

34. Date of the next meeting

Tuesday 28 January 2025 18:00

35. Items for the next agenda and close

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

Cllr Coleby proposed moving the meeting into confidential session; seconded by Cllr Barker; all in favour.

36. Resolution to close the meeting to the public

33. An update on lease arrangements for car parking areas (some aspects may be confidential) –

The Senior Committee and Project Clerk provided the latest update.

The meeting was closed at 18:27.

Signed:

28 January 2025