

## LOWESTOFT TOWN COUNCIL – CHARITY BOARD

FRANK THOMAS ARNOLD for a park or recreation ground (Arnold’s Bequest)

GOVERNANCE FRAMEWORK	
<p>Lowestoft Town Council is the Trustee of the above charity. The Town Councillors sit collectively as the Trustee of the Charity and must make decisions in the best interests of the objects of the charity rather than of the Council or their own personal interests.</p> <p>The Charity Board is responsible for providing servicing and accommodation of all Charity Board and working group meetings; and making appropriate accounting and funding arrangements for the charity.</p> <p>This document sets out the appropriate governance arrangements to enable the Town Council, through its Councillors, to conduct its charitable responsibilities separately from its role as a Town Council.</p> <p>It is confirmed that:</p>	
1.	The Charity Board shall meet quarterly ahead of a Full Council meeting. One of these meetings will be the Annual General Meeting of the Charity ( <i>AGM is not a legal requirement</i> )
2.	All meetings are held in public unless confidential matters arise.
3.	At a meeting of the Charity Board the current Chair of the Council, if present, shall preside. If they are absent the Vice Chair of the Council shall preside and if both are absent from the meeting the Charity Board shall choose of one of their number to preside.
4.	No business shall be transacted at a meeting of the Charity Board unless at least one third of the whole number of Lowestoft Town Councillors are present (seven).
5.	The names of Councillors present at any Charity Board meeting shall be recorded.
6.	The minutes of the proceedings of the Charity Board shall be recorded and shall be signed at the next following meeting of the Charity Board by the person presiding.
7.	The Charity Board will be indemnified via the Town Council’s insurance policy and this arrangement will be reviewed annually.
8.	The Charity Board may amend all or part of this Governance Framework at any time at a meeting of the Charity Board.
9.	The Charity Board may nominate up to six Councillors on to one or more Working Groups of the Charity Board. The Charity Board will determine the terms of reference of any working group when it is established. The Chair of the Working Group will be elected by the Councillors on the Working Group. The business, frequency and timings of Working Group meetings will be determined by the Chair of the Working Group in line with its terms of reference.
10.	Working Groups are not permitted to make decisions on behalf of the Charity Board. Any recommendations made by the Working Group will be formally taken to a meeting of the Charity Board for decision.
11.	For the avoidance of doubt, in the absence of a statement herein about the rules for these meetings, those that apply will be inferred from the Standing Orders of Lowestoft Town Council.