

# Arnold's Bequest Charity Board Meeting

Minutes of a meeting on 30 April 2019  
at the offices of Lowestoft Town Council, Hamilton House, Lowestoft NR32 1DE

**Present:** Cllrs Sue Barnard, Neil Coleby, Amanda Frost, Ian Graham (Chair), Alan Green, Peter Knight, and Alice Taylor

**In attendance:** Shona Bendix (Clerk)

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

**1. Welcome**

Cllr Graham informed the meeting of the fire evacuation procedure and the public right to report at meetings.

**2. To receive and consider acceptance of apologies for absence**

Cllr Tracey Eastwood had offered her apologies which were accepted. Proposed: Cllr Knight; Seconded Cllr Coleby.

**3. Declarations of interests and dispensations**

None.

**4. To consider the accuracy of the minutes of 18 December 2018**

The minutes were agreed as accurate, with all in favour. Proposed: Cllr Coleby; Seconded: Cllr Knight.

**5. To consider the accounts and returns to the Charity Commission for the year ending 31 March 2019 date**

It was noted that the Charity Board funds are ring-fenced within Lowestoft Town Council's accounts. The accounts and return to the Charity Commission for the year ending 31 March 2019 were considered. The opening balance was £18,040 and closing balance was £22,144. One payment was noted for Land Registry documentation, a total of £16.80, £10.80 of which subject to VAT at £1.80 which is to be reclaimed in the first quarter of this financial year. Four payments from a tenant had been received totalling £2500. The late collection of rent in 2016-17 by Waveney District Council led to an accrual of £1,621 to the Charity Board accounts during 2018-19. The payments and income were noted and the accounts were agreed with all in favour. Proposed: Cllr Knight; Seconded: Cllr Green.

**6. To note any payments and the accounts to date (2019 – 2020)**

The opening balance for the accounts 2019-20 is £22,144. Income £625 from a tenant. Total balance to date £22,769. The accounts position was accepted with all in favour. Proposed: Cllr Coleby; Seconded: Cllr Knight.

**7. To consider condition survey work and any delegated actions**

It was noted that Cllr Eastwood had offered to progress her team at work, the Job Centre, carrying out a litter pick and clean up of Arnold's Bequest and would contact Norse to request bins and litter picking equipment if the Charity Board were agreeable. Additionally, Cllr Eastwood would progress the Friends of Arnold's Bequest if the Charity Board remained agreeable to this. The offers were welcomed and agreed with all in favour. Proposed: Cllr Coleby ;Seconded: Cllr Knight.

Works to the path and rails were ordered by the LTC Facilities and Contracts Manager on 5 April and are programmed for early to mid May. Tree works to fallen trees and tidying of branches to the immediate edges to the path from Sparrows Nest are programmed for this Thursday 2 May.

Norse have asked for any requirements for maintenance to the site to be properly considered, which might require adjustments to the partnership fee. This discussion will be taken forward as part of a liaison meeting on tree management across sites owned by LTC and the Charity Board. This meeting is to take place in May owing to a need to consider the implications of a recent court case on management of trees in high risk areas. It was noted that if there were any costs involved for the Charity Board and if there was a need to consider adopting the Town Council's Tree Policy, this should be taken to the next meeting. Emergency works delegated to the Clerk. Major important expenditure to the next Board. This position was noted and agreed. Proposed: Cllr Knight ; Seconded: CllrTaylor.

The Land Registry information is now all up to date and staff have secured the relevant registrable leases for the land. There are no further known administrative arrangements to complete in relation to the transition from the predecessor Charity Board management with Waveney District Council as the sole trustee. Clerk to determine length and terms of lease in relation to renewal for the non-registrable lease and report to the next meeting.

It was noted that the bin area along the top of the site by the High Street should have been painted and this would need following up.

**8. Date of the next meeting**

Tuesday 30 July 2019 18:00

**9. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the Meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted**

No resolution made as there were no relevant matters to consider.

**10. Meeting close**

The Chairman closed the meeting at 18:09