

# 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 23 April 2024.**

Members of the public can join the meeting remotely via the following link:

<https://us02web.zoom.us/j/85202642894>. The meeting can also be observed via the following link:

<https://youtu.be/cZxekLC0u5k>.

## Minutes

**Present:** Cllrs Sonia Barker (Mayor), Wendy Brooks, John Murray, Andy Pearce, John Pitts, Bernadette Rappensberger, Deborah Ray and Elise Youngman

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

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

### 1. Welcome

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

### 2. Apologies for absence

Apologies were received from Cllrs Nasima Begum, Robert Breakspear, Neil Coleby, Janet Craig, Christine Moore, Christian Newsome, Paul Page, Graham Parker, Keith Patience and John Pitts all with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Rappensberger; all in favour.

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

There were none.

### 4. The draft minutes of the meeting on 23 January 2024

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

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

Cllr Pearce proposed to accept the budget document provided as a true and accurate record of the current position; seconded by Cllr Rappensberger; all in favour.

### 6. Invoicing arrangements for services provided by Lowestoft Town Council, including:

- 6.1. Grounds maintenance, including winter health and safety treatments – The Arnold's Bequest site was not owned by Lowestoft Town Council, but managed by it as corporate Trustee. Finances for the two authorities were managed separately. Any works which leveraged the Town Council's resources would be invoiced to the Charity Board. Long-term funding would be discussed at a future meeting. Urgent tree works had been carried out at the site, at a cost of £288 plus VAT. Cllr Pearce proposed approval of payment of the invoice; seconded by Cllr Brooks; all in favour.
- 6.2. Legal expenses relating to lease arrangements – Legal expenses will be incurred for work on the leases, which will either be invoiced directly from the solicitors, or paid by Lowestoft Town Council and recharged. Cllr Pearce proposed approval for officers to determine how payment is made, but acknowledged that any legal charges relating to Arnold's Bequest land would need to be paid from the Charity Board's funds.

*Cllr Pitts arrived 18:20*

The solicitor had been asked to provide an update on the lease, but this had not been

received. Cllr Brooks seconded the proposal and all Councillors voted in favour.

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

Grounds maintenance work was continuing at the site, primarily to keep pathways clear. Urgent tree works had been undertaken. A site visit had taken place with Community Payback, who would be carrying out litter picking. A location had been identified for the pond, which should be fairly straightforward to progress. The installation of handrails had been previously approved and that work had been scheduled in with the grounds maintenance team. It had been requested that the use of metal handrails be avoided. The Project and Committee Clerk and the Committee Clerk had visited the Lowestoft Archive to research Frank Thomas Arnold and the Bequest, for the information trail which had previously been approved. A good amount of information had been gathered and officers would also liaise with local historians to put the information trail together. Tarmac patch repairs were being carried out on one of the pathways, but more extensive repair works would be required and quotations were being sought for this. It was requested that management of invasive species at the site, such as Alexanders, be scheduled into the grounds maintenance work, and for officers to explore any methods of conserving water via the natural springs running through the site.

**8. A delegated budget to progress the purchase of plants and bulbs**

Officers had suggested a budget of £300 to start with, to enable plants and bulbs to be ordered in good time. Planting would take place once invasive species at the site were being managed. Cllr Pearce proposed to approve a maximum budget of £300, and a delegation to officers to progress the purchase of plants and bulbs at an appropriate time; seconded by Cllr Rappensberger; all in favour.

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

This had been discussed earlier and there was no update available for this meeting. It was agreed to defer this item to the next meeting.

**10. Date of the next meeting**

Tuesday 23 July 2024 18:00

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

An item was requested to discuss long term funding for the site, given that Lowestoft Town Council does not own the site and no precept is raised for it. Officers were asked to explore whether it would be possible to raise a precept for the site, or any loan/donation arrangements with the Town Council.

There were no confidential items for consideration and the meeting was closed at 18:26.

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

Signed: .....

27 August 2024