

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend an **Extraordinary Arnold's Bequest Charity Board** meeting, which will be held at **Lowestoft Town Council** at **18:30** on **Tuesday, July 1, 2025**.

The meeting is held in accessible premises and open to the public and press to attend.

Those attending shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitting regarding any item on the agenda in advance of the meeting.

Members of the public can join the meeting remotely via [Teams](#). The meeting can also be observed via [YouTube](#).

In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.

Councillors must register relevant interests and declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011, a councillor with relevant interests in matters on the agenda cannot take part or vote on those matters, unless they have been granted a dispensation. Under the Council's Code of Conduct, a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined in which case they will need to consider whether they should leave the room.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

S. L. Foote

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Sarah Foote, Acting Town Clerk and Responsible Financial Officer
27 June 2025

Lowestoft Town Council
Extraordinary Arnold's Bequest Charity Board

Lowestoft Town Council
18:30 on Tuesday, July 1, 2025

AGENDA

11 Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

12 To receive and consider approval of apologies for absence

13 To note declarations of interests and consider any dispensations

14 To consider the draft minutes and confidential note of the meeting on 22 April 2025

15 To note the current financial position and agree future funding streams

16 To note receipt of a claim against the Charity Board (confidential)

17 To consider lease renewal terms for a tenant (confidential)

18 To consider entering into a Licence to Occupy for car park land (confidential)

19 Date of next meeting

Tuesday 22 July 2025 at 18:00.

20 Items for the next agenda and close

21 Admission to meetings

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, namely any employment matters and legal issues relating to the matters on this agenda

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 22 April 2025.**

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

<https://us02web.zoom.us/j/86296184267>. The meeting can also be observed via the following link:
<https://youtu.be/z-oKq3urSao>.

Minutes

Present: Cllrs Nasima Begum (Mayor), Wendy Brooks, Jen Jones, John Murray, Paul Page, Andy Pearce, John Pitts, Bernadette Rappensberger and Nick Webb

In attendance: Sarah Foote (Acting Town Clerk) and Lauren Elliott (Senior Committee and Project 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 Sonia Barker, Connor Blowers, Christine Moore, Christian Newsome, Graham Parker, Keith Patience, Andy Pearce, Deborah Ray and Elise Youngman, with reasons provided. Cllr Jones proposed approval of the apologies received; seconded by Cllr Webb; all in favour.

3. Declarations of interests and consider any dispensations

There were none.

4. The draft minutes and confidential note of the Extraordinary Meeting on 11 March 2025

Cllr Brooks proposed to approve the minutes and confidential note of the meeting on 11 March 2025; seconded by Cllr Rappensberger; all in favour.

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

In addition to the day-to-day grounds maintenance of the site, the next priorities were the development of the wildlife pond and removal of ivy from several of the trees. There was not yet a confirmed start date for these works to proceed, which would be scheduled in based on the availability of the Town Council's Grounds Maintenance Team.

Cllr Brooks asked officers to confirm whether more bird boxes were due to be installed. Some had been put up in the last year or so but had been stolen or vandalised. It was understood more were due to be installed but officers would check and confirm.

6. A report relating to an incident on a pathway (confidential)

To be considered during the confidential session.

7. Matters relating to progressing lease arrangements for car parking areas (confidential)

To be considered during the confidential session.

8. Date of the next meeting

Tuesday 22 July 2025 18:00.

9. Items for the next agenda and close

To receive an update on the installation of bird boxes.

Cllr Murray arrived 18:05

Cllr Rappensberger proposed to move the meeting into confidential session; seconded by Cllr Webb; all in favour.

10. Resolution to close the meeting to the public

6. A report relating to an incident on a pathway (confidential) – The recent resurfacing of the path was discussed.

Cllr Murray left the meeting 18:17

Cllr Pitts proposed to monitor the situation over the next three months (until the next scheduled meeting on 22 July); seconded by Cllr Brooks; all in favour.

7. Matters relating to progressing lease arrangements for car parking areas (confidential) – Land valuations had been instructed to assist with calculating appropriate rental amounts. Recommendations would be brought back to the Charity Board to consider.

Signed:

1 July 2025

Arnolds Bequest Finance

On the 31st March 2025 there was £13,937.23 in the Arnolds Bequest bank account. LTC needs to transfer £126.40 to AB, most of this is from VAT returns and a small amount is a balancing correction, bringing the year-end total to £14,063.63. In 2025-2026 there has been the Waveney surfacing invoice for £11,320.60 + £2,264.12 VAT, gritting invoices for February and March totalling £1,100 + £220 VAT, and banking fees of £18 for a total expenditure of £12,438.60 + £2,484.12 VAT. We are also due £625 rental income which will be a standing order payment on the 30th June. This gives a balance of £2,250.03 in the Arnolds Bequest account to spend with £2,484.12 of VAT to be paid and reclaimed for Q1. We have also just received the Durrants invoice for £750 plus £150 VAT which is yet to be paid.

Date	Transaction	Running Total	Comments
31/3/25	Opening bank balance	£13,937.23	
12/6/25	Waveney Surfacing -£11,320.60 -£2,264.12 VAT	£352.51	
30/6/25	Bank Charges -£18	£334.51	
30/6/25	Rental Income +£625	£959.51	This should be the balance at the meeting
Paid 29/4/25 by LTC	Gritting -£1,100 -£220 VAT	-£360.49	Paid by LTC as part of larger invoice, needs recharging

Pending	Year End balancing figure +£126.40	-£234.09	
Pending	VAT Reclaim Q1 +£2,484.12	£2,250.03	
Pending	Durrants -£750 -£150 VAT	£1,350.03	
Pending	VAT Reclaim Q2 +£150	£1,500.03	This is the available funds to spend