

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Arnold's Bequest Charity Board** meeting of Lowestoft Town Council, which will be held at **Lowestoft Town Council** at **6:00 PM** on **Tuesday, July 22, 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
18 July 2025

Lowestoft Town Council
Arnold's Bequest Charity Board

Lowestoft Town Council
6:00 PM on Tuesday, July 22, 2025

AGENDA

22 Welcome

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

23 To receive and consider approval of apologies for absence

24 To note declarations of interests and consider any dispensations

25 To consider the draft minutes and confidential note of the meeting on 1 July 2025

26 To receive a grounds maintenance report

27 To note the outcome of a grant application

28 To consider options for fundraising

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

30 To consider entering into Licences to Occupy for car parking areas (confidential)

31 Date of next meeting

Tuesday 28 October at 18:00.

32 Items for the next agenda and close

33 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

Lowestoft Town Council
Extraordinary Arnold's Bequest Charity Board

Lowestoft Town Council
Tuesday 01 July 2025 at 18:30

MINUTES

Present: Cllrs Nasima Begum (Mayor), Wendy Brooks, Andy Pearce, Bernie Rappensberger, Deborah Ray and Elise Youngman

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

11 Welcome

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

12 Apologies for absence

Apologies were received from Cllrs Sonia Barker, Robert Breakspear, Neil Coleby, Jen Jones, John Murray, Christian Newsome, Graham Parker and John Pitts, with reasons provided. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Rappensberger; all in favour.

13 Declarations of interests and any dispensations

There were none.

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

Cllr Pearce's name had been including in the list of attendees, but he had given apologies for that meeting. The minutes had been duly amended. Cllr Rappensberger proposed to approve the minutes and confidential note of the meeting on 22 April 2025; seconded by Cllr Brooks; four Councillors voted in favour; two Councillors abstained from the vote.

15 The current financial position and future funding streams

The Charity Board had had funds of approximately £20,000 in its account for several years. An important recent capital project had left £1,500 in the account. The importance of the need for contingency funding for capital works, maintenance and upkeep was discussed. The Charity Board was able to submit funding applications for specific projects, and it had been confirmed that the Town Council could make loans or donations to Arnold's Bequest. A loan would be difficult for the charity as it only received a minimal income. It was considered some Trusts had Friends and Supporters who made donations to the charity, and it was suggested fundraising events could be held, or members of the public invited to join the Trustee Board or make donations to the charity. Officers would check the Trust Agreement to see if there were any restrictions on who could be appointed to the Trustee Board. Whilst public donations would be welcome, it was considered the charity still needed guaranteed income. As an interim measure, it was suggested a grant application be submitted to the Town Council, with advice to be made available to members of the Finance and Governance, who will be receiving and considering the application, on any potential conflict of interest. The Senior Committee and Project Clerk would write to the Acting Town Clerk to request Finance and Governance Committee members be given a dispensation to receive and vote on this application. Cllr Brooks proposed for officers to prepare and submit a grant application for £10,000 to Lowestoft Town Council's Finance and Governance Committee, on behalf of the Charity Board; seconded by Cllr Pearce; all in favour.

16 Receipt of a claim against the charity board (confidential)

To be considered during the confidential session.

17 Lease renewal terms for a tenant (confidential)

To be considered during the confidential session.

18 Entering into a licence to occupy for car park land (confidential)

Lowestoft Town Council
Extraordinary Arnold's Bequest Charity Board

Lowestoft Town Council
Tuesday 01 July 2025 at 18:30

To be considered during the confidential session.

19 Date of next meeting

Tuesday 22 July 2025 at 18:00.

20 Items for the next agenda and close

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

21 Admission to meetings

As the Town Council was the corporate Trustee of the charity, officers were asked to check whether Councillors needed to include this on their individual Register of Interests.

An item was requested for the next agenda to receive the decision on the grant application from the Finance and Governance Committee.

16 Receipt of a claim against the Charity Board (confidential) – The Charity Board noted the claim.

17 Lease renewal terms for a tenant (confidential) – The advice of the lawyer and a Chartered Surveyor was received and considered. Cllr Pearce proposed to accept the recommendation of the Chartered Surveyor and offer a lease renewal on that basis. Cllr Brooks seconded the proposal and it was agreed any feedback from the tenant could be considered at the next meeting. The vote was taken and five Councillors voted in favour; one Councillor abstained from the vote.

18 Entering into a licence to occupy for car park land (confidential) – The advice of the lawyer and a Chartered Surveyor was received and considered. Cllr Brooks proposed for officers or the lawyer to liaise with the third party about the possibility of entering into a Licence to Occupy for the car park, and to seek their feedback. Public access would still need to be considered as part of this. Cllr Begum seconded the proposal and all Councillors voted in favour.

A tenant had previously expressed an interest in a car parking arrangement on another small piece of land at the site. Cllr Pearce proposed for a suggestion to be put to the tenant and bring back any feedback to the next meeting. Cllr Rappensberger seconded the proposal and all Councillors voted in favour.

Potential fundraising options were discussed. Officers were asked to consider feasibility and add an item to the next agenda.

The meeting was closed at 19:23.

Signed:
22 July 2025