

Lowestoft Town Council
Arnold's Bequest Charity Board

Lowestoft Town Council
Tuesday 22 July 2025 18:00 PM

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum (Mayor), Wendy Brooks, Jen Jones, Andy Pearce, John Pitts and Bernie Rappensberger

In attendance: Sarah Foote (Acting Town Clerk) and Taylor Williams (Committee Clerk and Planning Assistant)

22 Welcome

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

23 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Connor Blowers, Neil Coleby, Christian Newsome, Paul Page, Graham Parker, Deborah Ray and Elise Youngman. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Rappensberger; all in favour.

Cllrs Robert Breakspear, Janet Craig, Christine Moore, John Murray and Keith Patience were absent with no apologies received.

24 To note declarations of interests and consider any dispensations

There were no declarations.

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

Cllr Brooks proposed approval; seconded by Cllr Pearce; all in favour.

26 To receive a grounds maintenance report

Cllr Pearce proposed a public announcement be made by the Board to clarify their position and correct misinformation regarding flooding issues at the Arnold's Bequest car park, with officers to prepare a feasibility paper on the logistics and cost of tackling the legacy drainage works on the site, which will be submitted for consideration at the October meeting, or an earlier extraordinary meeting; seconded by Cllr Brooks; all in favour.

27 To note the outcome of a grant application

It was noted that Lowestoft Town Council (LTC) had awarded the Board its requested £10,000 grant.

28 To consider options for fundraising

Cllr Pearce proposed the Board approve the staff members of LTC taking part in the Three Peaks Challenge to fundraise for Arnold's Bequest, subject to the setup cost being confirmed by officers as proportionate (with a delegation to officers to make that determination) with the costs to be met by the £10,000 grant from LTC and on the basis the proceeds from the fundraiser have been pledged to Arnold's Bequest and that the outlay on the setup costs should be recouped through the fundraising; seconded by Cllr Brooks; all in favour.

Whilst some aspects of managing the land would not be eligible for grant funding, the Board agreed there would need to be active monitoring for grants between meetings.

The Board wanted to pursue inviting members of the public to join as Trustees and officers would review the required constitutional arrangements, noting that any changes to the constitution could only be made at the Annual General Meeting (AGM) of the Board, or an extraordinary AGM could be called.

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

This item would be discussed in confidential session.

30 To consider entering into licences to occupy for car parking areas (confidential)

This item would be discussed in confidential session.

31 Date of next meeting

Tuesday 28 October at 18:00.

32 Items for the next agenda and close

An item was requested for the next agenda to discuss how to progress the required constitutional arrangements to invite members of the public to join the Board.

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 – Cllr Jones proposed the meeting be moved into confidential session; seconded by Cllr Barker; all in favour.

The Mayor closed the meeting to the public and moved into confidential session at 18:15

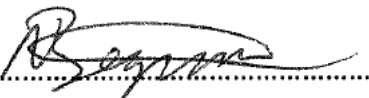
29 To consider lease renewal terms for a tenant (confidential)

A confidential update was provided regarding the lease renewal terms for a tenant.
Cllr Brooks made a confidential proposal; seconded by Cllr Jones; all in favour.

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

A confidential update was provided regarding feedback on Licences to Occupy for car parking areas.

The Mayor closed the meeting at 18:19

Signed: 
28 October 2025