

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend an **Arnold's Bequest Charity Board AGM** meeting, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** at **18:00** on **Tuesday, October 28, 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, Town Clerk
21 October 2025

Lowestoft Town Council
Arnold's Bequest Charity Board AGM
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
18:00 on Tuesday, October 28, 2025

AGENDA

34 Welcome

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

35 To receive and consider approval of apologies for absence

36 To note declarations of interests and consider any dispensations

37 To consider the draft minutes and confidential note of the meeting on 22 July 2025

38 To review and approve the Governance Framework, including to consider the appointment of members of the public as Trustees

39 To approve the end of year accounts for submission to the Charity Commission

40 To consider the feasibility and cost to undertake drainage works (some aspects may be confidential)

41 To consider entering into a lease for a car parking area (confidential)

42 To receive an update on the renewal of a lease with a tenant (confidential)

43 Date of next meeting

Tuesday 27 January 2026 at 18:00.

44 Items for the next agenda and close

45 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
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.

Lowestoft Town Council
Arnold's Bequest Charity Board

Lowestoft Town Council
Tuesday 22 July 2025 18:00 PM

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

LOWESTOFT TOWN COUNCIL – CHARITY BOARD

FRANK THOMAS ARNOLD for a park or recreation ground (Arnold's Bequest)

GOVERNANCE FRAMEWORK

Lowestoft Town Council is the Trustee of the above charity. The Town Councillors sit collectively as the Trustee of the Charity and must make decisions in the best interests of the objects of the charity rather than of the Council or their own personal interests.

The Charity Board is responsible for providing servicing and accommodation of all Charity Board and working group meetings; and making appropriate accounting and funding arrangements for the charity.

This document sets out the appropriate governance arrangements to enable the Town Council, through its Councillors, to conduct its charitable responsibilities separately from its role as a Town Council.

It is confirmed that:

1.	The Charity Board shall meet quarterly ahead of a Full Council meeting. One of these meetings will be the Annual General Meeting of the Charity (<i>AGM is not a legal requirement</i>)
2.	All meetings are held in public unless confidential matters arise.
3.	At a meeting of the Charity Board the current Chair of the Council, if present, shall preside. If they are absent the Vice Chair of the Council shall preside and if both are absent from the meeting the Charity Board shall choose one of their number to preside.
4.	No business shall be transacted at a meeting of the Charity Board unless at least six Lowestoft Town Councillors are present.
5.	The names of Councillors present at any Charity Board meeting shall be recorded.
6.	The minutes of the proceedings of the Charity Board shall be recorded and shall be signed at the next following meeting of the Charity Board by the person presiding.
7.	The Charity Board will be indemnified via the Town Council's insurance policy and this arrangement will be reviewed annually.
8.	The Charity Board may amend all or part of this Governance Framework at any time at a meeting of the Charity Board.
9.	The Charity Board may nominate up to six Councillors on to one or more Working Groups of the Charity Board. The Charity Board will determine the terms of reference of any working group when it is established. The Chair of the Working Group will be elected by the Councillors on the Working Group. The business, frequency and timings of Working Group meetings will be determined by the Chair of the Working Group in line with its terms of reference.
10.	Working Groups are not permitted to make decisions on behalf of the Charity Board. Any recommendations made by the Working Group will be formally taken to a meeting of the Charity Board for decision.
11.	For the avoidance of doubt, in the absence of a statement herein about the rules for these meetings, those that apply will be inferred from the Standing Orders of Lowestoft Town Council.