

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

MINUTES

Present: Cllrs Nasima Begum (Mayor), Wendy Brooks, Neil Coleby, Jen Jones, Andy Pearce, Deborah Ray, Nick Webb, and Elise Youngman

In attendance: Sarah Foote (Town Clerk) and Lauren Elliott (Senior Committee and Project Clerk)

Public: There were no members of the public in attendance

34 Welcome

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

35 Apologies for absence

Apologies were received from Cllrs Connor Blowers, Christine Moore, Christian Newsome, Paul Page, Graham Parker, Keith Patience, John Pitts and Bernie Rappensberger, with reasons provided. Cllr Coleby proposed approval of the apologies received; seconded by Cllr Pearce; all in favour.

36 Declarations of interests and consider any dispensations

There were none.

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

Cllr Brooks proposed approval of the minutes and confidential note; seconded by Cllr Pearce; all in favour.

38 Reviewing and approving the Governance Framework, including consideration of the appointment of members of the public as Trustees

It had been confirmed this would be possible, but the Charity Board would need to outline the procedure for doing so. Cllr Brooks approved amending the Governance Framework to enable the appointment of members of the public as Trustees, on the basis that members of the public would not outnumber Council appointed Trustees; seconded by Cllr Pearce; all in favour.

39 Approving the end of year accounts for submission to the Charity Commission

Cllr Brooks proposed to approve the end of year accounts as provided; seconded by Cllr Pearce; all in favour.

40 The feasibility and cost to undertake drainage works (some aspects may be confidential)

Quotations were being sought, but the total cost was not yet known.

41 Entering into a lease for a car parking area (confidential)

To be considered during the confidential session.

42 An update on the renewal of a lease with a tenant (confidential)

To be considered during the confidential session.

43 Date of next meeting

Tuesday 27 January 2026 at 18:00.

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44 Items for the next agenda and close

There were no requests for items for the next agenda.

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

45 Admission to meetings

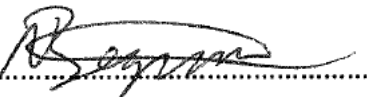
41 Entering into a lease for a car parking area (confidential) – The arrangements for a potential lease were discussed. Cllr Pearce made a proposal regarding this; seconded by Cllr Brooks; all in favour. Cllr Pearce made a proposal regarding the budget; seconded by Cllr Brooks; seven Councillors voted in favour; one Councillor abstained from the vote.

42 An update on the renewal of a lease with a tenant (confidential) – A clean draft of the lease and lease plan was being prepared and would be provided to the tenant.

The scheduling of meetings was considered and could be amended if required. The Charity Board was also able to call Extraordinary Meetings.

The meeting was closed at 18:15.

Signed:



26 March 2026

Lowestoft Town Council

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