

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Arnolds Bequest Charity Board Meeting** of Lowestoft Town Council, which will be held at **5:15 PM on Tuesday, March 24, 2026**.

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
20 March 2026

Lowestoft Town Council
Arnolds Bequest Charity Board Meeting

5:15 PM on Tuesday, March 24, 2026

AGENDA

55 Welcome

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

56 To receive and consider approval of apologies for absence

57 To note declarations of interests and consider any dispensations

58 To consider the draft minutes of the meeting on 28 October 2025 and 27 January 2026

59 To consider governance arrangements of the Trustee Board

59.1 To approve advertisement of Call out for trustees.

59.2 To determine number of members of public as Trustees

60 To consider planting arrangements in Arnolds Bequest

61 To grant a delegation to the Acting Clerk to explore grant opportunities and submit applications where possible

62 Date of next meeting

To be confirmed

63 Items for the next agenda and close

64 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 (Hamilton House Battery Green Road, Lowestoft, Suffolk,
18:00 on Tuesday, January 27, 2026**

Minutes

Present: Cllrs Nasima Begum (Mayor), Wendy Brooks, Neil Coleby, Christian Newsome, Andy Pearce, Deborah Ray, Nick Webb, Elise Youngman and Sonia Barker.

In attendance: Sarah Foote (Town Clerk) and Chris Meek Acting Clerk to the Charity Board

Public: There were no members of the public in attendance

46 Welcome

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

47 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Jones, Paul Page, John Pitts and Bernie Rappensberger, with reasons provided. Cllr Coleby proposed approval of the apologies received; seconded by Cllr Pearce; all in favour.

48 To note declarations of interests and consider any dispensations

None received

49 To consider the draft minutes of the meeting on 28 October 2025

This item was deferred until next meeting.

50 To consider future governance arrangements and development of the Trust

Cllr Brooks agreed in principle with what was presented in the briefing paper but noted concerns around the logos. The Trustees agreed to remove the logo proposal from the briefing paper and use that for the newly formed trustee committee members to take forward. Cllr Brooks proposed acceptance of the briefing paper minus the logo Cllr Pearce seconded all in favour.

51 To receive a legal update (confidential)

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

The Trustees received a verbal report from the Town Clerk regarding lease arrangements affecting land at Arnolds Bequest.

52 Date of next meeting

Tuesday 28 April 18:00. To be confirmed pending decision on meeting schedule.

53 Items for the next agenda and close

Cllr Coleby requested planting and bulbs to be added as a discussion point.

54 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

The meeting was closed at 18:20.

Signed:

20 March 2026~~24 March 2026~~~~18 March 2026~~

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.

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

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:
20 March 2026

Lowestoft Town Council

Arnold's Bequest Charity Board AGM

Hamilton House, Battery Green Road, Lowestoft, NR32 1DE

Tuesday 28 October 2025 at 18:00