

# Arnold's Bequest Charity Board Meeting

Minutes of a video meeting held on 27 April 2021 at 19:00

**Video meeting participants:** Cllrs Sonia Barker, Nasima Begum, Neil Coleby, Alan Green (Chair), Jacqueline Hardie, Peter Knight, Andy Pearce, John Pitts and Alice Taylor

**Also participating:** Shona Bendix (Clerk) and Lauren Elliott (Committee Clerk)

## Minutes

### 1. Welcome

The application of the Town Council's video meeting protocol and right to report were explained, and the meeting was welcomed. Cllrs Barker and Begum were welcomed and it was explained that they are attending Charity Board meetings as members of the corporate body of Trustees.

### 2. Apologies for absence

Apologies were received from Cllrs Tara Carlton, Tracey Eastwood and David Youngman. Cllrs Robert Breakspear, Colin Butler, Amanda Frost, Paul Page, Graham Parker and Keith Patience had not provided apologies and were absent. Cllr Pearce proposed acceptance of the apologies received; seconded by Cllr Knight; all in favour.

### 3. Declarations of interests and consider any dispensations

There were none.

### 4. The draft minutes of the meeting on 26 January 2021

A typographical error had been identified at item 37 and will be amended. Minutes of meetings had not formally been considered for acceptance and signed during the pandemic, but whilst legislation allows meetings to be held via video meeting the minutes can be formally accepted and signed. Lowestoft Town Council has started to do this for its meetings. Cllr Knight proposed acceptance of the minutes of 26 January 2021 with the amendment, and for the minutes not previously signed to be formally accepted and signed; seconded by Cllr Pearce; all in favour. At its Full Council meeting today, Lowestoft Town Council will be considering whether to hold all of its video meetings in a webinar format, to allow public participation during the public forum. Cllr Pearce proposed for all video meetings of the Arnold's Bequest Charity Board to be held in a webinar format; seconded by Cllr Hardie; nine Councillors voted in favour; one Councillor abstained from the vote.

### 5. Any receipts and payments and the accounts to date

The receipts and payments and accounts to date had been circulated and were displayed. The account balance was noted as £24,780.

### 6. Progress with setting up a bank account

All of the Town Council's bank signatories are required to sign the application form. It was therefore agreed to complete the form after the signatories have been appointed at the Town Council's Annual Meeting next week. Arnold's Bequest Charity Board funds are currently ring fenced within Lowestoft Town Council's bank account, but the Charity Board previously agreed it would be better to have separate banking arrangements in place.

### 7. Biodiversity and site management actions, including the following:

7.1 The need to progress a Friends Of Group – East Suffolk Norse's Countryside Officer previously offered to assist a Friends Group for half a day per month. It was agreed that the Town Council's website and Facebook page should be used to advertise for volunteers. Cllr

Eastwood and a group of her colleagues have previously undertaken some work at the site. Cllr Pearce proposed proceeding with setting up a Friends Of Group for Arnold's Bequest; seconded by Cllr Hardie; all in favour.

- 7.2 Purchasing bulbs – The Committee Clerk has been liaising with Cllr Coleby regarding the purchase of 'in the green' bulbs. Social distancing restrictions have only recently allowed for small groups to meet outdoors but it is too late in the year to plant them now. It was agreed to progress ordering of the bulbs for planting in February or March next year.
- 7.3 The need for signage – Arnold's Bequest currently has no identity signage, and no information signage to explain the history of the site. Cllr Hardie proposed progressing the purchase of three signs at Arnold's Bequest, at the top and bottom entrances and the entrance from Sparrows Nest; seconded by Cllr Pearce; all in favour. It was suggested the signs could be used as way finder signs, with a smaller name sign from Sparrows Nest, showing the direction of the High Street, and larger information signs at the top and bottom entrances providing directions to Sparrows Nest and Whapload Road, etc, and providing information about the history of the site, the date of the bequest and date the signage is erected. It was agreed that the signage should be robust and an engraved plaque would be preferred. Cllr Taylor proposed progressing the purchase of three signs, within a maximum budget of £500 per sign, including installation, and with delegated authority to the Clerk to progress the purchase; seconded by Cllr Knight; all in favour.
- 7.4 Litter management – The Friends Group should include this as part of their activities. There are no litter bins at the site. The Town Council's Parks and Open Spaces Sub-Committee has been discussing the provision of bins in the Town Council's parks, including some rustic style bins which would be in keeping with the surroundings of Arnold's Bequest. The Countryside Officer had also previously suggested that a rustic style bench could be constructed for the area where the path levels about halfway down the slope. Cllr Coleby proposed setting a maximum budget of £2,000 to purchase three rustic style bins and to construct a rustic style bench; seconded by Cllr Pearce; all in favour.

#### **8. Potential nursery plans and an associated lease with Lowestoft Town Council**

It was agreed to defer the next two items to the next meeting to allow more time for discussion. Cllr Coleby proposed that an Extraordinary Meeting of the Charity Board should be called if any urgent matters arise in the interim; seconded by Cllr Pearce; all in favour.

#### **9. A lease for a car parking area of Arnold's Bequest (confidential)**

Excavation works to assess what soakaways can be used should be progressing shortly.

#### **10. Date of the next meeting**

Tuesday 27 July 2021 19:00

#### **11. Items for the next agenda and close**

There were no requests for items to be added to the next agenda.

There were no confidential matters for consideration and the meeting was closed 19:27.

#### **12. Resolution to close the meeting to the public**