Minutes of a meeting of the Charity Board held at the Town Hall, Lowestoft on Wednesday, 22 October 2014 at 6.00 pm.

Members present:
P Collecott (Chairman), P Ashdown, M Bee, M Cherry, Y Cherry, P Coghill, J Craig, G Douce, G Elliott, K Grant, L Jacklin, P Light, M Parsons, M Pitchers, B Provan, C Punt, N Webb, S Webb and S Woods

Officers present:
A Charvonia (Strategic Director), T Rudd (NPS Property Consultants Ltd), S Taylor (Finance Manager) and D Lee (Democratic Services Manager)

1. APOLOGIES

Apologies for absence were received from Councillors Barker, Barnard, Byatt, Catchpole, Coulam, Ladd, Law, Ritchie, Rudd, Swainson and Wheatley.

2. DECLARATIONS OF INTERESTS

No declarations of interest were made.

3. MINUTES

RESOLVED

That the Minutes of the meeting held on 20 November 2013 be confirmed as a correct record and signed by the Chairman.

4. CHARITY ACCOUNTS AND RETURNS

The Charity Board, as Trustee, considered a report which sought approval for the accounts and annual financial returns for the Frank Thomas Arnold Bequest Charity and the Nicholas Everitt Park Charity for 2013/14, copies of which were appended to the report.

Frank Thomas Arnold Bequest Charity

For the year ended 31 March 2014, the charity received £2,000 in rent for the seating area adjacent to the Lighthouse Café.

At the year end, the charity’s tangible fixed assets (land) was £17,795 and £9,716 was ring-fenced for the charity in Waveney District Council’s bank account. The total net assets as at 31 March 2014 was therefore £27,511.

Nicholas Everitt Park Charity

For the year ended 31 March 2014 total expenditure for the charity was £65,813.

Income was £9,005, plus the sum of a grant of £56,813 from Waveney District Council, which covered the entire costs incurred in the 2013/14 year.

Members were informed that the charity’s balance sheet showed that fixed assets were valued at £428,475 as at 31 March 2014. It was reported that there were no other assets.
During the discussion on this item, the following issues were raised:

- With regard to the Frank Thomas Arnold Bequest Charity, it was reported that the £2,000 income had been banked. As this was not a substantial sum, it was suggested that the income should be retained as a potential lever for securing match funding in the future. In this way, it would make the best use of the resources available and enable grants to be explored from elsewhere.

- A brief update was given in relation to the work of the Working Party established in relation to the Frank Thomas Arnold Bequest Charity. The Working Group was not being re-established for 2014/15 as fundamentally its work was complete. An outstanding issue related to the provision of a bins storage area for which the relevant adjacent property owner would pay for installation works and upkeep. Waveney Norse was awaiting the submission of a planning application by the property owner before this could be further pursued.

- Reference was made to proposals for the regeneration of the East of England Park and the regeneration of the fishing net drying racks area of Lowestoft (adjacent to the Birds Eye building). Whilst these proposals did not include land owned by the Frank Thomas Arnold Bequest, it had been suggested that the inclusion of this land should not be discounted when considering engagement and consultation with the public on regeneration options.

- Confirmation was given that restrictions existed within the covenant for the Frank Thomas Arnold Bequest land, limited to recreational use. It would be difficult to attract external funding for this land by itself but potentially the area could attract external funding if linked to a proposed heritage site.

- A litter pick was recently undertaken on the Frank Thomas Arnold Bequest land by volunteers and so whilst some maintenance was being provided free of charge, the land was not currently being proactively managed.

- Clarification was sought regarding expenditure of £8,000 quoted for Asset Management in the Nicholas Everitt Park accounts. It was reported that this sum reflected the amount of time that NPS spent on lease-type work but that a full breakdown could be provided to all members of the Charity Board outside the meeting.

- An explanation was given that Waveney District Council (WDC) runs services on behalf of the Charity and in effect subsidises the Charity by way of a grant. The WDC grant was not a fixed sum each year as a recharge was applied dependent upon expenditure incurred each year.

- An assurance was sought as to how the recharge figure was controlled so that the Charity did not receive a dramatic increase in the future. It was reported that the services provided on behalf of the Charity, such as grass cutting, was undertaken by the Council’s partner, Waveney Norse. The costs for services provided by Waveney Norse were controlled and agreed through the partner agreement with them and so appropriate controls were already in place.

- Confirmation was given that any invoices for expenditure regarding Nicholas Everitt Park would be sent to Waveney District Council, as the Council was the Trustee for the Charity Board.

- It was reported that the clubhouse within Nicolas Everitt Park was shared between the Powerboat Club and the Yacht Club on a leasehold basis. Within the covenant for the land the number of times when the park needed to be made available for charitable purposes was specified. The two clubs paid for the lease of the building and it was agreed that clarification would be sought with regard to any charge applied for the wider use of the park.
It was reported that the Powerboat Club charged an entrance fee when racing was in progress but the public were not issued with a receipt or ticket for entry. Clarification was also sought as to which organisation was the recipient of this money and how it was accounted for. It was suggested that if the powerboat race nights were not included within the specified number of charity events that had to be allowed each year, then investigations should be made as to whether any additional income could be generated for the Charity (for example, a percentage of the takings) and for the wider use of the park land.

Confirmation was given that any organisation wishing to make use of the Nicholas Everitt Park had to complete a proforma to ensure that all necessary risk assessments, provision of insurance etc were in place. In this way, the park was being managed in a responsible way.

During the discussion on this item, recognition was given to the hard work and commitment of the Friends of Nicholas Everitt Park, the superb facilities provided within the park and for qualifying for the Green Park Award.

**RESOLVED**

1. That the 2013/14 Accounts for the Frank Thomas Arnold Bequest Land (Charity Number 304785) as outlined in Appendix A be approved.

2. That the 2013/14 Accounts for the Nicholas Everitt Park (Charity Number 304788) as outlined in Appendix B to the report be approved.

**5. EXEMPT / CONFIDENTIAL ITEMS**

**RESOLVED**

That under Section 100(A) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

**6. ASSET TRANSACTIONS**

The Charity Board considered a report concerning new leases in respect of Sheds 1 – 4 at The Boulevard, Oulton Broad and also in respect of Shed 5 at The Boulevard and the Nicholas Everitt Café.

As the retail units were subject to commercial leases, the consent of the Charity Board was required before final leases could be agreed.

Members of the Charity Board were given the opportunity to ask questions regarding the separate leases involved.

**RESOLVED**

1. That the proposed disposition and approach regarding Sheds 1 – 4 at The Boulevard, Oulton Broad, be approved.

2. That delegated authority be granted for a similar disposition and approach to be applied to Shed 5 and the Nicholas Everitt Park Café.

The meeting was concluded at 6.50 pm.

Chairman