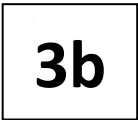


Minutes of a meeting of the **Charity Board** held in the Conference Room, Riverside, Lowestoft on **Wednesday, 14 November 2018** at **5.00pm**.



Members present:

F Mortimer (Chairman), P Ashdown, E Back, M Barnard, M Bee, N Brooks, P Byatt, A Cackett, M Cherry, Y Cherry, L Coulam, J Craig, J Ford, T Goldson, L Gooch, A Green, M Ladd, T Mortimer, J Murray, B Provan, D Ritchie, K Robinson, K Springall, M Vigo di Gallidoro and S Woods.

Officers present:

N Khan (Strategic Director), S Taylor (Interim Chief Finance Officer), K Wigley (Project Officer) and S Carter (Democratic Services Officer).

In attendance:

L Fuller (Audit Manager)

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**1 APOLOGIES**

Apologies for absence were received from Councillors Catchpole, Ceresa, Elliott, Gandy, Graham, Groom, Nicholls, Punt, Rivett, Rudd and J Smith.

**2 DECLARATIONS OF INTERESTS**

Councillor Ashdown declared a Local Non Pecuniary Interest in Item 4 as his wife was a member of Oulton Broad Parish Council.

Councillor Barnard declared a Local Non Pecuniary Interest in Item 4 as he was a 'Friend of Nicholas Everitt Park'.

Councillor Ford declared a Local Non Pecuniary Interest in Item 4 as she was a member of Lowestoft Town Council.

Councillor Graham declared a Local Non Pecuniary Interest in Item 4 as he was the Mayor of Lowestoft and a member of Lowestoft Town Council.

Councillor Green declared a Local Non Pecuniary Interest in Item 4 as he was a member of Lowestoft Town Council.

Councillor Woods declared a Local Non Pecuniary Interest in Item 5 as he was a Bungay Town Councillor. He advised that he had no connection with the organisation currently running the site. This declaration was made during discussions on the item.

**3 MINUTES**

**RESOLVED**

That the Minutes of the meeting held on 24 January 2018 be confirmed as a correct record and signed by the Chairman.

Note: Councillor Gooch arrived at 5.05pm.

#### 4 CHARITY ACCOUNTS AND RETURNS

The Interim Chief Finance Officer presented the report, which sought approval of the accounts for the Frank Thomas Arnold Bequest Charity and Nicholas Everitt Park Charity, for the year ended 31 March 2018. This would be the final sign off of the accounts for these charities by Waveney District Council's Charity Board following the transfer of trusteeship from 1 April 2018 to Lowestoft Town Council and Oulton Broad Parish Council respectively.

The report submitted the Receipts and Payments Accounts for both Charities and provided further information on the amounts included in the accounts to assist the Charity Board Members. The accounts had been prepared on that basis which was an option available to charities with a gross income of less than £250,000 and by doing so, the accounts procedure had been simplified by removing the onerous requirements of the Charities: Statement of Recommended Practice, such as accrual accounting, depreciation, revaluation, etc.

##### Frank Thomas Arnold Bequest

The Charity had received £324 in rent for the seating area adjacent to the Lighthouse Café. The cash fund balance at the year end of £16,165 was ring-fenced for the Charity in the Council's bank account. An amount of £15,000 had been transferred to the Lowestoft Town Council, with the remainder due to be transferred after the accounts had been approved.

##### Nicholas Everitt Park

The Charity had received a contribution of £70,000 from Oulton Broad Parish Council and total payments of the Charity were £88,343. The Waveney Norse bill had come in lower than expected resulting in a surplus of £13,221. After closure of the accounts, that amount would be paid to Oulton Broad Parish Council.

In response to Members' questions, the Interim Chief Finance Officer explained that it was not necessary for the Trustees to resolve to make payments to the respective parish/town councils; after approval of the accounts, the transfer would automatically occur. The Project Officer explained that the car park in The Boulevard was part of the charity land. The leaseback of this area to Waveney District Council was still being finalised and provisions were in place for the Council to operate the car parks.

There being no further discussion, it was unanimously

#### **RESOLVED**

1. That the 2017/18 Receipts and Payments Accounts for the Arnold Bequest land (Charity Number 304785) as outlined in Appendix A to report REP1936 be approved.
2. That the 2017/18 Receipts and Payments Accounts for the Nicholas Everitt Park (Charity Number 304788) as outlined in Appendix B to report REP1936 be approved.

Note: Councillor Provan arrived at 5.12pm.

**5 CLOSURE OF ‘BUNGAY TOWN SPORTS ASSOCIATION’ AND ‘HALESWORTH SWIMMING POOL’ REGISTERED CHARITIES**

The Strategic Director presented the report, which sought approval to close two registered charities, namely Bungay Town Sports Association and Halesworth Swimming Pool.

The Strategic Director advised that the Council had been Trustee for both charities; Bungay Town Sports Association had been registered on 1 March 1965 and Halesworth Swimming Pool since 3 July 1981. Both charities were no longer operating, the Council had no further interest and the charities did not hold any funds or property. It was, therefore, proposed that the charities were formally closed and the Charity Commission notified accordingly.

Comment was made that Halesworth Playing Field Association was paying the water rate and therefore should have been entitled to the £971 refund. In response, the Project Officer advised that the Council had been subsidising the charities so the amount balanced out against what had previously been paid. The Strategic Director confirmed the Project Officer could further investigate this issue.

It was suggested that the recommendation be agreed subject to clarification on the finance issues raised in connection with the Halesworth Swimming Pool site. However, the Strategic Director explained that that would not be necessary; such an issue would be between Waveney District Council and the existing charity and not relevant to the Charity Board Trustees. The Board was requested to proceed with the recommendation as there were no assets and the matter needed to be finalised before 31 March 2019.

There being no further discussion, it was unanimously

**RESOLVED**

1. That the closure of the charity known as ‘Bungay Town Sports Association’ be approved on the grounds that the charity is no longer operating and holds no funds or property, and is no longer required for its original purpose.
2. That the closure of the charity known as ‘Halesworth Swimming Pool’ be approved on the grounds that the charity is no longer operating and holds no funds or property, and is no longer required for its original purpose.
3. That notification be given to the Charity Commission of the closure of the charities and the necessary arrangements be made to have the charities removed from the Charities Register.

The meeting was concluded at 5.20pm.

Chairman