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CHARITY COMMITTEE

26 SEPTEMBER 2016

Present: Councillors Fitzgerald (Chair), Forward, Cartwright, Poole (as the duly appointed substitute for Councillor Fitzgerald) and Davies (as the duly appointed substitute for Councillor Forward for item 55 only) and Mr Chris May, the Protector

52. DECLARATIONS OF INTEREST

The following Councillors declared an interest in the minutes:

Councillor	Minute Number	Interest
Forward	55 – Postcode Lottery Dream Fund bid proposal	Prejudicial
Fitzgerald	55 – Postcode Lottery Dream Fund bid proposal	Prejudicial
Poole	55 – Postcode Lottery Dream Fund bid proposal	Personal – she is Chair of the Coastal Users Group and Vice Chair of the Fisheries Local Action Group (FLAG)

53. MINUTES OF THE MEETING HELD 27 JUNE 2016

RESOLVED that the minutes of the meeting held on 27 June 2016 be approved and signed by the Chair as a correct record of the meeting

54. FORESHORE TRUST SMALL GRANTS PROGRAMME

This item was moved up the agenda with the agreement of the Chair.

The Chair of the Grant Advisory Panel gave the committee an overview of the application process for round 6 of the Foreshore Trust Small Grants Programme and answered questions from members of the committee. He commented that this had been a particularly competitive round of grant allocations, with a total of 39 applications for funding received. Following a full assessment process, the panel had recommended that 15 of the applications for funding be approved at various levels and subject to certain conditions.

Following comments made by the Grant Advisory Panel during this round of grant allocations, the Assistant Director, Regeneration and Culture, had recommended that a review of the grant guidelines be undertaken prior to next round of small grants in 2017.

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The committee thanked the Grant Advisory Panel for their efforts appraising the applications.

Councillor Cartwright proposed approval of the recommendations to the Assistant Director, Regeneration and Culture's report, which was seconded by Councillor Forward.

RESOLVED (unanimously) that –

- 1. Charity Committee accept the small grants recommendations of the Grant Advisory Panel, as set out in Appendix 1 of the Assistant Director, Regeneration and Culture's report, and;**
- 2. Charity Committee agree to review the small grants guidelines to address the issues as set out in the report**

The reason for this decision was:

The Grant Advisory Panel has appraised the merits of the applications for funding received for small grant support and has made a number of recommendations for grant awards that can be funded for the 2016-17 budgets. These were assessed with detailed discussion on each application at two Grant Advisory panel meetings held during July 2016.

55. POSTCODE LOTTERY DREAM FUND BID PROPOSAL

Councillors Fitzgerald and Forward, having declared a prejudicial interest in this item, left the chamber during the debate. Councillor Cartwright took the Chair for this item and Councillors Davies and Poole joined the committee.

The Assistant Director, Regeneration and Culture, presented a report which advised the committee that a first stage bid had been submitted for the Postcode Lottery Dream Fund proposal. Confirmation was also sought that the Foreshore Trust would be prepared to act as the lead organisation for the project, if the final bid was successful.

The stage 1 bid detailed a proposal for a project focusing on the key theme of conserving the marine environment. The project would seek to engage with a broad cross section of the community, including local school children, residents and visitors. The successful projects would begin in the new financial year and last for a period of 2 years. The committee acknowledged that this was likely to be a very competitive round of grant allocations.

If the first stage bid was successful, a meeting of partners would be arranged to develop proposals for the project further, prior to the submission of a second stage application. A special meeting of the Coastal Users Group would be convened to consider the proposals.

Councillor Poole proposed approval of the recommendations to the Assistant Director, Regeneration and Culture's report, which was seconded by Councillor Davies.

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RESOLVED (unanimously) that –

- 1. Charity Committee agree to support the first stage submission of this proposal, and;**
- 2. Agree to act as the lead organisation on behalf of the partnership**

The reason for this decision was:

The People's Postcode Lottery Dream Fund Trust offers an opportunity for a partnership of charities, voluntary groups, community interest companies, universities or other not-for-profit organisations to deliver ambitious dream projects. Funding from £500k to £1m is available for a 2 year project and no additional investment (match) is necessary.

The proposed bid theme around conserving our marine environment has alignment with the Foreshore Trust priorities and links with other projects, such as FLAG.

The lead organisation needs to have an annual income twice the bid size (minimum income £1m). No other partner can fulfil this criteria, so it is suggested that the Foreshore Trust is the lead partner, having associated management and administration function, but with the other partners delivering the actions.

56. PROCUREMENT OF CLEANING CONTRACTS

The Director of Operational Services presented the report of the Assistant Director, Environment and Place, on the procurement of cleaning contracts.

Historically, the Foreshore Trust had agreed that the cleaning and maintenance of its properties, including public conveniences, should be carried out by the council's contractor. The existing contract was due to come to an end in March 2017, and it is not possible to extend the current contract further. It was therefore necessary to seek approval from the Foreshore Trust to proceed with a new procurement exercise with the council through the East Sussex Procurement Hub. This approach was intended to enable the Trust to benefit from economies of scale and a range of procurement expertise. The costs to the Foreshore Trust would be identified separately within the contact, to ensure it was achieving the best value for money.

The Chief Legal Officer proposed an additional recommendation to delegate authority to the Assistant Director, Financial Services and Revenues, in consultation with the Chair of the Charity Committee, to agree the appointment of a contractor.

Councillor Forward proposed approval of the amended recommendations to the Assistant Director, Environment and Place's report, which was seconded by Councillor Cartwright.

RESOLVED (unanimously) that –

- 1. The Trustees agree to procure cleaning services via the East Sussex Procurement Hub together with Hastings Borough Council, and;**

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- 2. Delegated authority be given to the Assistant Director, Financial Services and Revenues, in consultation with the Chair of the Charity Committee to agree the appointment of a contractor**

The reason for this decision was:

The existing contracts expire on the 31st March 2017 and they cannot be extended further.

It is essential that the Foreshore Trust secures services to clean the public conveniences and other property owned by them.

Procurement in partnership via the East Sussex Procurement Hub is cost effective means of carrying out the procurement, and should result in good value bids from suitable service providers.

The proposed length of contracts allow for the development of a business case for potential future in house provision.

57. ADVERTISING FOR GRANT ADVISORY PANEL MEMBERS

The Chief Legal Officer presented a report which advised that two vacancies were likely to arise on the Grant Advisory Panel. The report sought permission to begin recruiting for two new members to join the Panel.

The Grant Advisory Panel made recommendations to the Charity Committee on the criteria, application process and allocation of the Foreshore Trust's grants programmes. The Panel may have up to 8 members, chosen from the local community for their knowledge and experience of the voluntary and charitable sector.

The report set out a timescale for the appointment of new members of the Panel, including advertising the vacancies and interviews with applicants before the appointment of the successful candidates in December.

Councillor Cartwright proposed approval of the recommendations of the Chief Legal Officer's report, which was seconded by Councillor Forward.

RESOLVED (unanimously) that the Chief Legal Officer be given delegated authority to advertise the vacancies in the Hastings and St Leonards Observer

The reason for this decision was:

The Chief Legal Officer has received notice from an existing member of the Grant Advisory Panel who has subsequently left and an e-mail stating that another member will give in their notice at the Grant Advisory Panel Annual General Meeting in November.

58. FORESHORE TRUST - ANNUAL REPORT AND FINAL ACCOUNTS 2015-16

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The Assistant Director, Financial Services and Revenues, presented a report for the committee to consider the 2015/16 annual report and financial accounts.

The report detailed key activities undertaken by the Trust throughout the previous year, including investment in the refurbishment of the White Rock Baths to form the Source BMX and Skate Park. The Trust had also allocated significant funding to a range of local organisations in the charitable and voluntary sector through its small grants and events grants programmes.

The balance at the end of March 2016 was £1,236,463, the report noted that the trading surplus achieved in the 2015/16 was higher than projected in the budget. The report also set out expenditure the Trust had committed to in its business plan and its approach to maintain prudent levels of reserves

The Trust's final accounts 2015/16 had been subject to an external audit, which found that they gave a true and fair view of the charity's affairs as at 31 March 2016.

Councillor Forward proposed approval of the recommendations to the Assistant Director, Financial Services and Revenue's report, which was seconded by Councillor Cartwright.

RESOLVED (unanimously) that the annual report and financial accounts for 2015/16 are approved

The reason for this decision was:

The council has the responsibility for the proper management of the financial affairs of the Trust. In doing so it complies with the Accounting Codes of Practice and the high standards required for the accounting of public money.

The council as Trustee, through the Charity Committee is approved to approve the annual report and accounts by the 30th September each year.

59. FORESHORE TRUST - FINANCIAL REPORT

The Assistant Director, Financial Services and Revenues presented a report which updated the committee on the current year's financial position since the budget was set in March 2016.

The report stated that income was currently above budget due to parking income being higher than anticipated, while expenditure remained in line with the projections in the budget. The report also set out the current programme of works approved by the Trust. Although the levels of programme spend continued to reduce the cash balances held by the Trust for this financial year, the levels of reserves remained above the suitable level identified in the Trust's policy.

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The Assistant Director, Financial Services and Revenues, added that further work would be undertaken in advance of the next budget setting process to examine the costs of key items set out in the business plan over the next 2 to 3 years.

Councillor Cartwright proposed approval of the recommendations to the Assistant Director, Financial Services and Revenue's report, which was seconded by Councillor Forward.

RESOLVED (unanimously) to agree the current financial position for 2016/17

The reason for this decision was:

The council has the responsibility for the proper management of the financial affairs of the Trust. In doing so it complies with the Accounting Codes of Practice and the high standards required for the accounting of public money.

A surplus slightly above budget expectations is anticipated for 2016/17 in respect of ongoing operations.

60. LAND ON THE FORESHORE - EAST HASTINGS SEA ANGLING ASSOCIATION

The Assistant Director, Financial Services and Revenues, presented a report which sought approval to grant a lease of land on the Foreshore.

The existing lease to East Hastings Sea Angling Association for use of the land as a boat compound and workshop came to an end in January 2017.

There was no reason not to renew the lease. It was therefore proposed to negotiate a new lease of 15 years; the rent will be calculated based on an independent valuation.

Councillor Forward proposed approval of the recommendations to the report, which was seconded by Councillor Cartwright.

RESOLVED (unanimously) that: -

- 1. Charity Committee agrees to renew East Hastings Sea Angling Associations lease, and;**
- 2. Charity Committee delegates to the Estates Manager the authority to agree the final terms of the lease**

The reason for this decision was:

The lease is within the Landlord and Tenant Act and there is no reason not to grant a new agreement thereby securing rental income to the Trust.

61. MINUTES OF THE COASTAL USERS GROUP HELD ON 6 SEPTEMBER 2016

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The notes of the Coastal Users Group meeting held on 6 September 2016 were submitted.

RESOLVED that the minutes of the Coastal Users Group meeting held on 6 September 2016 be received and noted

(The Chair declared the meeting closed at. 6.53 pm)

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