

**CHARITY COMMITTEE**  
**24 MARCH 2014**

*Please note, these are draft minutes and will not be ratified by the committee until their next meeting on 30 June 2014.*

Present: Councillors Forward, Hodges (in the Chair) and Kramer. Also in attendance Mr Chris May, Protector and Ms Sandra Garner, Chair of the Grant Advisory Panel.

**27. DECLARATIONS OF INTEREST**

There were no declarations of interest made at this meeting.

**28. MINUTES**

**RESOLVED** – that the minutes of the meeting held on 9 December 2013 be approved and signed by the Chair as a correct record.

**29. APPOINTMENT OF PROTECTOR**

The Chief Legal Officer presented a report to seek approval from the Charity Committee for the reappointment of Chris May as the Protector of the Hastings and St Leonards Foreshore Charity Trust.

Under the scheme, the Council, as trustee is required to appoint a Protector. Each appointment is for a term of three years, however, a Protector may be re-appointed for an unlimited number of terms. The postholder must hold a qualification awarded by a member of the Consultative Committee of Accountancy Bodies. The post had been advertised on the Council's website for a period of three weeks.

The report recommended that Chris May be re-appointed for a further term. Mr May is a Chartered Accountant and has three years previous experience as Protector of the Charity.

The report proposed that the daily rate of the Protectors' expense allowance be increased by 10%. Mr May had requested that the maximum threshold for claims should also be increased by 10%. However, the committee was minded not to review the maximum threshold, unless there was a significant change in the Protector's workload.

Councillor Kramer moved approval of the recommendations, as set out in the Chief Legal Officer's report, which was seconded by Councillor Forward.

**RESOLVED** (unanimously) – that:

- 1. Christopher May be re-appointed as Protector of Hastings and St Leonards Foreshore Charity Trust for a period of three years, and;**

**CHARITY COMMITTEE  
24 MARCH 2014**

- 2. the daily rate allowance be increased by 10% from £320 to £352 up to a maximum of £10,000 in any one year.**

Reason for the decision: -

On the 13 January 2011, the Charity Commission for England and Wales approved Hastings Borough Council as trustee for the Hastings and St Leonards Foreshore Charitable Trust. The scheme required that the trustee must appoint a Protector of the charity, "whose fiduciary duty will be to ensure the integrity of the administration of the charity, and who must report to the Charity Commission any matter which he has reasonable cause to believe is likely to be relevant for the purposes of the exercise by the Commission of any of its functions".

**30. APPOINTMENT OF GRANTS ADVISORY PANEL MEMBERS**

The Chief Legal Officer presented a report to appoint three new members of the Grant Advisory Panel.

The Grant Advisory Panel makes recommendations to Charity Committee in respect of the application process for Foreshore Trust grants and funding allocations. Up to eight members may sit on the panel.

Interviews had been conducted by Members of the Charity Committee and three candidates had been selected, based on their performance and knowledge of the voluntary and charitable sector.

Councillor Forward moved approval of the recommendation to the report, which was seconded by Councillor Kramer.

**RESOLVED (unanimously) – that the Charity Committee:**

- 1. appoint Andrew Colquhoun, Richard Lewis and Barry Cooper to the Grant Advisory Panel with immediate effect for a period of three years.**

Reason for the decision: -

Both the Charity Committee members and members of the Grants Advisory Panel were in agreement that the Hastings and St Leonards Foreshore Trust should look to appoint up to three members to the Grants Advisory Panel.

**31. EVENTS GRANTS RECOMMENDATIONS**

The Head of Regeneration and Planning Policy presented recommendations on applications for grants to support events on Foreshore Trust land in 2014/15.

**CHARITY COMMITTEE  
24 MARCH 2014**

Consideration was given to the applications for funding recommended for support by the Grant Advisory Panel (GAP). Twenty one applications for funding had been received, of which, the GAP had recommended eleven for grant support. The Chair of the panel gave an overview of the application process.

Officers, at the request of Members, had provided further information on three events, using a surplus of unallocated monies from the 2013/14 budget. The report also proposed that a further £1,177 from the unspent 2013/14 grants budget be used to increase the level of grant awarded to those projects recommended by the GAP up to the maximum requested by each applicant organisation.

The GAP had been invited to reconsider their original recommendations, in case additional funds were available. The Chair of the GAP expressed her disappointment that the panel had not received a copy of the report prior to publication, she requested that the panel be consulted on any further recommendations for funding in the future.

Following this round of events grants allocations, it was suggested that officers consult with the GAP to identify potential improvements to the application process and that recommendations for changes to the established protocols be brought forward to a subsequent meeting of the Charity Committee. Councillor Kramer suggested that all Members of the Grant Advisory Panel should score all applications for funding.

The Protector suggested that unspent monies from grant allocations should be ring fenced for future rounds. The Head of Finance commented that it was not possible to assess the demands on the Foreshore Trust budget until the end of each financial year.

Councillor Kramer moved approval of the recommendations to the report, which was seconded by Councillor Forward.

**RESOLVED (unanimously) – that the Charity Committee:**

- 1. accept the recommendations of the Grant Advisory Panel;**
- 2. approve the officer recommendations for additional grant awards, and;**
- 3. consider any additional criteria that should be applied to future rounds.**

**Reason for the decision: -**

The Grants Advisory Panel (GAP) has appraised the merits of the applications received for grant support and has made a number of recommendations for grant awards that can be funded from the 2014-15 allocated budget. There are a number of additional projects that officers believe warrant grant support which could be funded from that portion of the 2013-14 grant budget that remained unallocated.

**CHARITY COMMITTEE  
24 MARCH 2014**

**32. FORESHORE TRUST 2014/15 BUDGET AND FINANCIAL REPORT**

The Head of Finance presented a report to advise the committee of the current year's financial position (2013/14) and to determine the budget for 2014/15.

The report set out the financial position of the trust for 2013/14, it was noted that surplus for this period was expected to be £133k against an original estimate of £144k (before grants and use of reserves).

A draft budget for 2014/15 had been appended to the report; together with the estimated expenditure in respect of project spend. The estimated surplus for 2014/15 was £223k after direct governance costs, but before the distribution of grants and the use of reserves.

Appendix 1, 2 and 3 of the report were amended to reflect that £26,242 would be allocated as grants to support events on Foreshore Trust land, rather than £20,000 as originally budgeted for.

The report stated that the current business plan up to and including 2015/16 remained affordable, based on the current levels of reserves and a continued annual surplus from the Trust's trading activities.

Councillor Forward moved approval of the amended recommendations to the report, which was seconded by Councillor Kramer.

**RESOLVED (unanimously) – that the Charity Committee:**

- 1. accept the current financial position for 2013/14;**
- 2. the allocation of grants for 2014/15 be set at £50,000 and events grants at £26,242 (relating to agenda item number 7);**
- 3. approve the proposed expenditure on schemes funded from reserves, albeit further committee approval to proceed is required for a few schemes;**
- 4. approve the budget for 2014/15, and;**
- 5. financial monitoring reports continue to be presented at each meeting of the Charity Committee.**

**Reason for the decision: -**

The Council has the responsibility for the proper management of the financial affairs of the Trust.

A surplus is expected in 2013/14 and 2014/15 in respect of ongoing operations. This enables the Committee to establish a prudent level of grant allocations that can be distributed as part of the 2014/15 budget process.

**CHARITY COMMITTEE**  
**24 MARCH 2014**

The programmed use of reserves has been determined in accordance with the agreed business plan.

**33. BANKING SERVICES CONTRACT**

The Head of Finance presented a report to advise of the procurement route for the provision of banking services and to seek delegated authority for the award of the contract.

It was a statutory requirement for the Foreshore Trust to have its own bank account and arrangements, although the Trust's banking requirements were minimal.

The report outlined the procurement process, which would be co-ordinated by the East Sussex Procurement Hub on behalf of five East Sussex authorities and Crawley Borough Council. It was hoped that this route would enable the Foreshore Trust to benefit from process improvements, efficiency savings and aggregation.

It was not yet known whether the process would result in savings, however, the Protector received an assurance that a joint procurement exercise was the most cost effective option for the Trust.

The report set out a timetable for the tender and contract award, it was anticipated that the new contract would begin on 1 July 2014. The successful provider would be expected to enter into a separate agreement in respect of banking services provided to the Trust.

Councillor Kramer moved approval of the recommendations to the report, which was seconded by Councillor Forward.

**RESOLVED (unanimously) – that:**

- 1. the Foreshore Trust be included within the banking services contract being tendered by the Council in conjunction with the Procurement Hub.**
- 2. delegated authority be given to the Director of Corporate Resources or his nominee in consultation with the Chair of the Charity Committee, to award a contract to the supplier that offers the most economically advantageous terms.**

**Reason for the decision: -**

The joint procurement route is seen as being the most cost effective way forward in the interests of the Trust. It will save procurement time

**CHARITY COMMITTEE  
24 MARCH 2014**

and allow scope for using the consolidated purchasing power of 5 other local authorities.

Delegated authority is required as the next meeting of the Charity Committee (30 June 2014) is after the indicative contract award date.

**34. MINUTES OF THE MEETING OF THE COASTAL USERS GROUP  
HELD ON 11 MARCH 2014**

The minutes of the Coastal Users Group meeting held on 11 March 2014 were submitted.

**RESOLVED** – that the minutes of the meeting of the Coastal Users Group meeting held on 11 March 2014 be received and noted.

**35. MINUTES OF THE GRANT ADVISORY PANEL HELD ON 18  
FEBRUARY 2014**

The minutes of the Grant Advisory Panel meeting held on 18 February 2014 were submitted.

**RESOLVED** – that the minutes of the meeting of the Grant Advisory Panel held on 18 February 2014 be received and noted.

**36. NOTES OF THE STADE HALL ADVISORY COMMITTEE HELD ON  
13 FEBRUARY 2014**

The notes of the Stade Hall Advisory Committee meeting held on 13 February 2014 were submitted.

**RESOLVED** – that the minutes of the meeting of the Stade Hall Advisory Committee held on 13 February 2014 be received and noted.

(The Chair declared the meeting closed at 6.50pm)