

# Charity Committee Agenda

**Monday, 9 December 2019 at 6.00 pm**

Council Chamber, Muriel Matters House, Breeds Place, Hastings, TN34 3UY.  
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1.	Apologies for absence	
2.	Declarations of interest	
3.	Minutes of previous Charity Committee	1 - 8
4.	(Foreshore Trust) Financial Report ( <i>Simon Jones, Chief Accountant</i> )	9 - 18
5.	Appointment of Grants Advisory Panel members ( <i>Christine Barkshire-Jones, Chief Legal Officer</i> )	19 - 22
6.	Resolution to Charity Commission ( <i>Christine Barkshire-Jones, Chief Legal Officer</i> )	23 - 26
7.	Advertise position of Protector ( <i>Christine Barkshire-Jones, Chief Legal Officer</i> )	27 - 30
8.	Changes to Grants Advisory Panel Constitution (For information only) ( <i>Christine Barkshire-Jones, Chief Legal Officer</i> )	31 - 34
9.	Minutes of Coastal Users Group held on 3 December	To Follow
10.	<b>Exclusion of the public</b>  To resolve that the public be excluded from the meeting during the consideration of the item of business listed below because it is likely that if members of the public were present there would be disclosure to them of "exempt" information as defined in the paragraphs of schedule 12A to the Local Government Act 1972 referred to in the	

relevant report.

11. White Rock Fountain  
(*Hannah Brookshaw, Regeneration Manager*)

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## CHARITY COMMITTEE

23 SEPTEMBER 2019

Present: Councillor S Beaney (Chair), Councillor Batsford (Vice-Chair) Councillor Rogers and Chris May (The Protector).

### 32. APOLOGIES FOR ABSENCE

None

### 33. DECLARATIONS OF INTEREST

None

### 34. MINUTES OF PREVIOUS CHARITY COMMITTEE

Agreed as a true record

### 35. NOTIFICATION OF ANY ADDITIONAL URGENT ITEMS

None

### 36. MINUTES OF COASTAL USERS GROUP (TO FOLLOW)

Noted and received

### 37. 2019-2020 SMALL EVENTS GRANTS ROUND 1 RECOMMENDATION REPORT

The external funding manager submitted a report to present the recommendations of the Grants Advisory Panel (GAP) in respect of applications for the Small and Events Grants Pilot Round 1 2019-20

The chair of the Grants Advisory Panel presented his added report, he commented that GAP are in the process of assessing a small events grant pilot and the report shows the process the panel went through for the recommendations at the end of the report.

Councillor Batsford proposed a motion to approve the recommendations in the report, seconded by Councillor Rogers.

#### **RESOLVED (unanimously):**

That the meeting:

1. Consider for approval the Small and Events Grants recommendations of the GAP as set out in Appendix 1

#### **Reasons for Recommendations**

The Grant Advisory Panel has appraised the merits of the applications received for Small and Event Grant support and has made a number of recommendations for grant awards to be funded from the available 2019-20 budget.

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23 SEPTEMBER 2019

### 38. WHITE ROCK FOUNTAIN (PART 2)

With the agreement of the chair this item was moved down the agenda to item 9.

**RESOLVED** that the public be excluded from the meeting during the, consideration of the item of business listed below because it is likely that if members of the public were present there would be disclosure to them of “exempt” information as defined in the paragraphs of schedule 12A to the Local Government Act 1972 referred to in the relevant report.

Councillors affirmed the decision which had previously been made under urgency provisions.

### 39. (FORESHORE TRUST) ANNUAL REPORT AND FINANCIAL ACCOUNTS 2018-19

With the agreement of the chair this item was moved up the agenda to item 7.

The Assistant Director Financial Services and Revenues submitted a report. The purpose of this is for members of the Committee to consider the 2018/19 Annual Report and Financial Accounts.

The Chief Accountant presented the report; he commented that the surplus is at £234,000 which is above expectations. There are £2.8m in assets and a report is included from the protector who is satisfied that HBC has ensured the integrity of the administration of the affairs of the Foreshore Trust, as required by the current scheme. The independent auditors were also satisfied.

A question from a representative of the Coastal Users Group (CUG) was asked:

**Question:** Trustees of the Foreshore Trust cannot receive income from the trust. The chair of Charity Committee receives an allowance for this role is this correct?

**Answer:** Councillors are not the trustee of the Foreshore trust, Hastings Borough Council is the trustee. All Hastings Borough Council Councillors receive an allowance for any duties they perform such as sitting on committees. This has previously been looked at by the Independent Remuneration Panel (IRP).

The Chief Legal Officer commented that she would be happy to come to Coastal Users Group and explain this if it is required.

Councillor Rogers proposed a motion to approve the recommendations in the report, seconded by Councillor Batsford.

The Chair of the Charity Committee signed the accounts

**RESOLVED (unanimously):**

# CHARITY COMMITTEE

23 SEPTEMBER 2019

## 1. To agree the Annual Report and Financial Accounts 2018-19

### Reasons for Recommendations

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

The Council as Trustee, through the Charity Committee, is authorised to approve the annual report and accounts which must be done by the 30th September each year.

### 40. FORESHORE TRUST FINANCE REPORT (QUARTERLY MONITORING)

With the agreement of the chair this item was moved up the agenda to item 8.

The Assistant Director Financial Services and Revenues submitted a report to advise the Committee on the current year's financial position.

The Chief Accountant presented the report; at this stage in the year the budget is forecast to be on target with no overall variance reported. A budgeted surplus of £181,000 is anticipated for 2019/20 in respect of operating income and expenses. Once grant and project costs are taken into account a deficit of £197,000 is anticipated which is in line with the budget.

At this stage in the year only two variances to the budget have been identified. Based on the experience from 2018/19 it is possible that the income budget for car parking may be overly ambitious by approximately £40,000. This is however fully offset by an expected increase in rental income of (£40,000) particularly from 7 chalets and the White Rock beach huts.

A question from a representative of the Coastal Users Group (CUG) was asked:

**Question:** The quarterly monitoring is forecasting a deficit why is this and is the trust happy with this?

**Answer:** Project costs such as the white rock fountain have caused the deficit. The trust are happy that the reserve is still being met.

Councillor Batsford proposed a motion to approve the recommendations in the report, seconded by Councillor Rogers.

### **RESOLVED (unanimously):**

#### **Recommendation(s)**

- 1. To agree the current financial position for 2019/20.**
- 2. The Risk Register be agreed (Appendix 4)**
- 3. The Reserves Policy be agreed (Appendix 6)**

### Reasons for Recommendations

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

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At this stage in the year the budget is forecast to be on target with no overall variance reported. A budgeted surplus of £181,000 is anticipated for 2019/20 in respect of operating income and expenses. Once grant and project costs are taken into account a deficit of £197,000 is anticipated which is in line with the budget.

The reserves policy is reviewed on an annual basis and is undertaken against the uncertainties that are identified within the risk register and the general economic environment.

### 41. URGENT ITEMS (IF ANY)

None

(The Chair declared the meeting closed at. 6.30 pm)

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## CHARITY COMMITTEE

23 SEPTEMBER 2019

Present: Councillor S Beaney (Chair), Councillor Batsford (Vice-Chair) Councillor Rogers and Chris May (The Protector).

**42. WELCOME FROM THE CHAIR OF THE CHARITY COMMITTEE, COUNCILLOR SUE BEANEY**

The Chair welcomed those present to the committee meeting.

**43. TRUSTEE ANNUAL REPORT AND ACCOUNTS FOR YEAR 18/19**

The Assistant Director of Financial Services and Revenues (Chief Finance Officer) submitted a report affirmed and signed at the Charity Committee held at 6:00pm earlier in the evening.

The Chief Accountant presented the report to the committee.

Councillors thanked officers for all their work on this report

Councillor Batsford proposed a motion to approve the recommendations in the report, seconded by Councillor Rogers.

**RESOLVED (unanimously):**

**1. To agree the Annual Report and Financial Accounts 2018-19**

**Reasons for Recommendations**

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

The Council as Trustee, through the Charity Committee, is authorised to approve the annual report and accounts which must be done by the 30th September each year.

**44. PUBLIC QUESTION TIME (30 MINUTES)**

A notice had been placed in the local newspaper inviting written questions. No written questions had been submitted.

The Chair invited questions from the public gallery on matters relating to the Trust.

Mr Dick Edwards asked questions of the committee, as follows:-

1. **Question:** There has been a steady growth in prosperity of the charity yet the reserves policy still maintains £700,000 in the charity reserves. Is this figure too high as the charity is never likely to need a reserves level as high as this?  
**Answer:** The Assistant Director Financial Services & Revenues answered that the policy is reviewed every year and the charity has been fortunate not to have to use the reserves to this date. When this is reviewed areas of risk are

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identified and this is why the policy and the risk register are agreed at the same time. There are risks on the horizon such as Brexit which cause some financial uncertainty on not only car park income but rental income also. So although the reserves aren't needed at the moment they may be needed in the future. As the charity takes on more responsibilities in the future then it may want to use more of those reserves.

2. **Question:** The elderly are concerned at the closure of the Isabel Blackman centre. Could the charity consider re-opening it as for around £35,000 a year it could be opened two days a week?  
**Answer:** The Assistant Director Regeneration and Culture answered that the Grants Advisory Panel (GAP) are the panel that would deal with this, with officer engagement, through the large grants programme. Feedback from older people has been taken in terms of the large grants schemes.
3. **Question:** There is an inequality in Hastings in water quality and Pelham beach is the least clean with the lowest standard. Southern Water are misreporting quality of water tests and making large profits, can the council look at their relationship with Southern Water and prevail upon them?  
**Answer:** The Assistant Director Regeneration and Culture answered that quality of water tests are performed by the environment agency and not by Southern Water. Pelham received a blue flag this year and Hastings Borough Council and the environment agency have been chasing misconnections to improve water quality. Southern Water south misconnection team has also been investigating and are co-operating to stop Hastings falling below EU standard of water quality, which has recently increased.
4. **Question:** There was supposed to be a children's water plant facility opposite Muriel Matters House that has recently been cancelled. Was this to do with Southern Water?  
**Answer:** The Assistant Director Regeneration and Culture answered that the recycling of the water and the cost implications attached were the main reason that facility was cancelled. An initial site visit for another site has just been performed and further work to identify the best locations still needs to be done. Other projects such as the White Rock Fountain need to be completed before this work can continue.
5. **Question:** A lot of young people have stopped going to the source skate park and are now skating on rooves and in other places. Is best value still being achieved at the source? How many young people are using it?  
**Answer:** The Assistant Director Regeneration and Culture answered that officers do advise on value and everything the foreshore trust does is viewed through the filter of benefits. The Chief Legal Officer commented that money



## **CHARITY COMMITTEE**

**23 SEPTEMBER 2019**

spent on buildings is money spent on assets. The Assistant Director of Financial Services and Revenues commented that the source is a large spend and the charity are looking at reducing the costs of reactive maintenance. There are other benefits to the source such as employment and links to other businesses that also need to be considered. Large events both national and international events draw many people to the source. Councillor Rogers commented that since the source has opened she has not had to deal with a resident complaint about skateboard noise in the car park behind Debenhams. The Nora cup was held recently and many people attended. There are other skate parks in the area such as the one by clammers, the Hollington Bowl and the One in Farley Bank.

The Chair thanked Mr Edwards for his questions.

(The Chair declared the meeting closed at. 6.57 pm)

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# Agenda Item 4



**Report to:** Charity Committee

**Date of Meeting:** 09 December 2019

**Report Title:** Finance Report

**Report By:** Simon Jones, Chief Accountant

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## **Purpose of Report**

To advise the Committee on the current year's financial position.

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## **Recommendation(s)**

- 1. To agree the current financial position for 2019/20.**

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## **Reasons for Recommendations**

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

At this stage in the year the budget is forecast to be underspent by (£35,000) at the year end. A surplus of £193,000 is anticipated for 2019/20 in respect of operating income and expenses. Once grant and project costs are taken into account a deficit of £162,000 is anticipated.

## Introduction

1. The Foreshore Trust derives its income mainly from car parking and property leases/licences, the former income stream being quite variable.

Appendix 1 attached provides details of the budget for 2019/20 as agreed at the March meeting of the committee.

## Financial Position 2019/20

2. The budget agreed in March 2019 identified budgeted income at £1,477,000 and expenditure at £1,296,000. The budgeted surplus for the year being £181,000 after direct governance costs, but before distribution of grants, capital charges and before use of Reserves. A deficit of £197,000 is budgeted for after these adjustments.
3. At this stage in the year a number of variances have been identified. The net effect leading to a (£35,000) reduction in the forecast deficit to £162,000.
4. Based on the experience from 2018/19 it is possible that the income budget for car parking may be overly ambitious by approximately £40,000. This year it is particularly hard to accurately forecast income as we have moved away from separate seasonal summer/winter charging to having a fixed charge all year round. Compounded with increases in parking fees and the lack of previous experience of the new charging mechanism to base forecasts on the effects of the changes on demand are hard to accurately predict.
5. The forecast reduction in income from car parking is however fully offset by an expected increase in rental income of (£40,000) in particular from Victoria chalets and the White Rock beach huts.
6. Expenditure on maintenance projects and cyclical repairs is expected to be underspent by (£12,000) as the annual budget put aside for maintaining and operating a water play feature will not need to be spent this financial year.
7. Project expenditure is likely to be underspent by (£23,000) as to date none of the £25,000 contingency budget has been earmarked for expenditure but £2,000 has been spent on clearing gullies at Bottle Alley for which there was no separate budget.

## Business Plan

8. To date much of the expenditure on maintenance projects and main programme projects is yet to occur.
9. As stated above within the maintenance projects budget it is now unlikely the £12,000 put aside for water play, essentially now operating and maintaining the White Rock Fountain this financial year, will be spent.
10. Within the main projects programme some projects are delayed increasing the chances of the project slipping from this financial year into 2020/21. It is possible that the £50,000 allocated for Public Art Project will not be fully spent this year with the remainder slipping forward into 2020/21.

11. To date there has been no call on the £25,000 contingency budget other than the £2,000 for bottle alley gulley clearance.
12. Details of expenditure on cyclical repairs and redecorations and main programme projects can be seen at Appendix 2.

## Indicative Forward Plan

13. The indicative Forward plan as agreed in March 2019 has been updated and provided for information (Appendix 3). This identified projected cash balances for future years and hence affordability of current initiatives and commitments. Based upon projections the current business plan remains affordable. The overall deficit for the year is forecast at £162,000.

## Reserves

14. The revised business plan updated to take account of known changes and the 2019/20 outturn identifies the estimated cash balances for future years as follows:-

£1.56m as at 31st March 2020,  
 £1.61m as at 31st March 2021,  
 £1.53m as at 31st March 2022,  
 £1.42m as at 31st March 2023,  
 £1.36m as at 31st March 2024,

15. The reserves policy agreed on 23<sup>rd</sup> September 2019 identifies £900,000 as the suitable level to maintain given the potential risks to the Trust.

## Timetable of Next Steps

16. Please include a list of key actions and the scheduled dates for these:

Action	Key milestone	Due date (provisional)	Responsible
Continued quarterly monitoring	Each financial quarter	Charity Committee Meetings	Chief Accountant
Set budget for 2020/21	2020/21 budget	March 2020	Chief Finance Officer

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### Wards Affected

None

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### Implications

Relevant project tools applied? Yes

Have you checked this report for plain English and readability? Yes. This has been done as much as possible considering the complex financial issues involved. Flesch-Kincaid grade level 14.2.

Climate change implications considered? N/A

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	No
Crime and Fear of Crime (Section 17)	No
Risk Management	Yes
Environmental Issues	No
Economic/Financial Implications	Yes
Human Rights Act	No
Organisational Consequences	No
Local People's Views	No
Anti-Poverty	No

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### Additional Information

Appendix 1 - Financial Monitoring Report  
Appendix 2 - Business Plan - Financial Summary  
Appendix 3 - Indicative Forward Plan

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### Officer to Contact

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# Hastings and St Leonards Foreshore Charitable Trust

Appendix 1

Actual expenditure to 30 October 2019

SUMMARY - MONITORING REPORT	Outturn 2018-19	Budget 2019-20	YTD Actual 2019-20	Estimate to end of year	Forecast Outturn 2019-20	Variance to Budget	Estimated Budget 2020-21
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Incoming Resources</b>							
Investment Income	(8)	(5)	(2)	(3)	(5)	0	(5)
Incoming resources from Charitable activities	(1,126)	(1,235)	(753)	(442)	(1,195)	40	(1,260)
Rental income	(274)	(237)	(87)	(190)	(277)	(40)	(242)
<b>Total incoming resources</b>	<b>(1,408)</b>	<b>(1,477)</b>	<b>(842)</b>	<b>(635)</b>	<b>(1,477)</b>	<b>0</b>	<b>(1,507)</b>
<b>Resources Expended</b>							
Loan repayments	33	33	0	33	33	0	33
Charitable Activities* (excluding Capital charges)	856	970	278	692	970	0	989
Maintenance projects and cyclical repairs	56	173	22	139	161	(12)	138
Governance costs	101	120	32	88	120	0	123
<b>Total resources expended</b>	<b>1,046</b>	<b>1,296</b>	<b>332</b>	<b>952</b>	<b>1,284</b>	<b>(12)</b>	<b>1,283</b>
<b>Total Operating (Surplus)/Deficit</b>	<b>(362)</b>	<b>(181)</b>	<b>(511)</b>	<b>318</b>	<b>(193)</b>	<b>(12)</b>	<b>(224)</b>
Small Grants	60	60	31	29	60	0	60
Events Grants	23	37	24	12	37	0	30
Projects**	45	281	184	74	258	(23)	81
<b>(Surplus)/Deficit</b>	<b>(234)</b>	<b>197</b>	<b>(272)</b>	<b>433</b>	<b>162</b>	<b>(35)</b>	<b>(53)</b>
<b>Transfer to/(from) HBC account</b>							
Total Funds (cash) brought forward	1,445	1,717			1,717		1,555
Total funds carried forward	1,717	1,520			1,555		1,608

<b>Foreshore</b>	<b>Foreshore Trust Spending Plan</b>		<b>2018-2019</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>Total</b>
<b>Cost centre</b>	<b>PROPERTY</b>	<b>DESCRIPTION OF WORK</b>	<b>OUTTURN</b>	<b>ESTIMATE</b>	<b>Current spend to end of October</b>	<b>REVISED ESTIMATE</b>	<b>VARIANCE ESTIMATE TO REVISED ESTIMATE</b>	<b>ESTIMATE</b>	<b>ESTIMATE</b>	<b>ESTIMATE</b>	<b>ESTIMATE</b>	<b>ESTIMATE 2019-2024</b>
			<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Maintenance projects</b>												
20156B1100	Beach - Other	Other repairs and renewals beachfront area	10,810	12,000	4,691	12,000	0	12,000	12,000	12,000	12,000	<b>60,000</b>
20156B1100	Car Parks - Pelham	Maintenance	0	6,000	0	6,000	0	6,000	6,000	6,000	6,000	<b>30,000</b>
20156B1100	Car Parks Rock a Nore	Maintenance	5,985	6,000	0	6,000	0	6,000	6,000	6,000	6,000	<b>30,000</b>
20156B1100	Chalets - White Rock & Marina	Maintenance	1,664	2,000	9,300	2,000	0	2,000	2,000	2,000	2,000	<b>10,000</b>
20156B1100	Cycle Hire Hut	Main walls - external redecoration	0	0	0	0	0	1,000	0	0	1,000	<b>2,000</b>
20156B1100	Cycle Hire Hut	Roofs - routine re-felting	0	0	0	0	0	0	0	0	1,000	<b>1,000</b>
20156B1100	Pelham Place Car Park	Tarmac surfacing - routine minor maintenance	0	0	0	0	0	2,000	0	2,000	0	<b>4,000</b>
20156B1100	Pelham Place Car Park	Clean out car park drainage gullies and channels	0	1,000	0	1,000	0	0	1,000	0	1,000	<b>3,000</b>
20156B1100	Pelham Place Car Park	Main access routes and disabled parking space hatching road markings - re-application	0	3,000	0	3,000	0	0	0	0	0	<b>3,000</b>
20156B1100	Pelham Place Car Park	Traffic speed humps - repair / replacement	0	0	0	0	0	0	0	0	5,000	<b>5,000</b>
20156B1100	Pelham Place Car Park	Vehicle height barrier at entrance	0	3,000	1,047	3,000	0	3,000	3,000	3,000	3,000	<b>15,000</b>
20156B1100	Pelham Place Car Park	Car park lighting columns - maintain LED lamps	0	500	0	500	0	500	500	500	500	<b>2,500</b>
20156D1201	Pelham Place Car Park	Car park information and direction signage	0	1,000	1,608	1,000	0	0	0	0	0	<b>1,000</b>
20156B1100	Pelham Place Public Conveniences	Main walls - external redecorations	0	0	0	0	0	3,000	0	0	0	<b>3,000</b>
20156B1100	Pelham Place Public Conveniences	Interior - internal redecorations	0	0	0	0	0	1,000	0	0	0	<b>1,000</b>
20156B1100	Pelham Playa (netted MUGA)	Replacement of roof netting system	0	0	0	0	0	0	0	0	10,000	<b>10,000</b>
20156B1100	Pelham Playa (netted MUGA)	Replacement of playing surface complete	0	0	0	0	0	0	0	0	30,000	<b>30,000</b>
20156D1201	Pelham Playground	Repair of play proprietary play equipment	0	3,000	3,825	3,000	0	3,000	3,000	3,000	3,000	<b>15,000</b>
20156B1100	Pelham Playground	Resurfacing of playground complete	0	15,000	0	15,000	0	0	0	0	0	<b>15,000</b>
20156B1100	Play Areas and Exercise Equipment	Maintenance of equipment	0	15,000	0	15,000	0	15,000	15,000	15,000	15,000	<b>75,000</b>
20156B1100	Play Hire Huts (Former Life Guards' Huts)	Main walls - external redecoration	0	1,000	0	1,000	0	0	0	1,000	0	<b>2,000</b>
20156B1100	Play Hire Huts (Former Life Guards' Huts)	Roofs - routine re-felting	0	0	0	0	0	0	0	0	2,000	<b>2,000</b>
20156B1100	Promenade Adult Exercise Equipment	Replacement / repair of equipment	0	2,000	0	2,000	0	0	2,000	0	2,000	<b>6,000</b>
20156B1100	Promenade Finger Posts	Redecoration and repair	0	5,000	0	5,000	0	0	500	0	500	<b>6,000</b>
20156B1100	Public Conveniences	Maintenance	4,782	6,000	0	6,000	0	6,000	6,000	6,000	6,000	<b>30,000</b>
20156B1100	Rock-a-Nore Car Park - Hard Surfaced	Clean out car park drainage gullies and channels	0	0	0	0	0	1,000	0	1,000	0	<b>2,000</b>
20156B1100	Rock-a-Nore Car Park - Hard Surfaced	Heritage surfaced section - patch repair of worn areas mostly to main access route.	0	0	0	0	0	0	25,000	0	0	<b>25,000</b>
20156B1100	Rock-a-Nore Car Park - Hard Surfaced	Main access route and disabled parking space hatching road markings - re-application	0	2,000	0	2,000	0	0	0	0	0	<b>2,000</b>
20156B1100	Rock-a-Nore Car Park - Hard Surfaced	Parking bay road markings to east end - re-application	0	1,000	0	1,000	0	0	0	0	0	<b>1,000</b>
20156B1100	Rock-a-Nore Car Park - Hard Surfaced	Repair and replacement of metal bollards	2,480	2,000	0	2,000	0	0	0	0	2,000	<b>4,000</b>



Business Plan

Appendix 2

Foreshore		Foreshore Trust Spending Plan										Total
Cost centre	PROPERTY	DESCRIPTION OF WORK	2018-2019	2019-2020	2019-2020	2019-2020	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	ESTIMATE 2019-2024
			£	£	£	£	£	£	£	£	£	£
20156B1100	Rock-a-Nore Car Park - Hard Surfaced	Vehicle height barrier at car park entrance	0	3,000	0	3,000	0	3,000	3,000	3,000	3,000	15,000
20156B1100	Rock-a-Nore Car Park - Hard Surfaced	Car park lighting columns - upgrade to LED lamps	0	6,000	0	6,000	0	0	0	0	0	6,000
20156B1100	Rock-a-Nore Car Park - Hard Surfaced	Car park lighting columns - maintain LED lamps	0	0	0	0	0	500	500	500	500	2,000
20156B1100	Rock-a-Nore Car Park - Hard Surfaced	Car park information and direction signage	0	1,000	0	1,000	0	0	0	0	0	1,000
20156B1100	Rock-a-Nore Car Park - Loose Surface	Scarify and fill pot holes in loose surface finish	0	5,000	0	5,000	0	5,000	5,000	5,000	5,000	25,000
20156B1100	Rock-a-Nore Car Park - Loose Surface	Replacement of damaged timber bollards	0	1,000	0	1,000	0	0	1,000	0	1,000	3,000
20156B1100	Rock-a-Nore Car Park - Loose Surface	Repair timber kerb baulks to south boundary	0	0	0	0	0	2,000	0	0	0	2,000
20156B1100	Rock-a-Nore Car Park - Loose Surface	Replace timber kerb baulks to south boundary	0	0	0	0	0	0	0	30,000	0	30,000
20156B1100	Stade and Stade Kitchen	Maintenance	2,565	3,000	1,429	3,000	0	3,000	3,000	3,000	3,000	15,000
20156B1100	Stade Barriers	Annual maintenance	5,752	2,000	0	2,000	0	5,000	2,000	2,000	2,000	13,000
20156B1100	Stade Hall	Interior spaces - internal redecoration	0	0	286	286	286	0	0	20,000	0	20,286
20156B1100	Stade Hall	Main hall & kitchen - renewal of floor coverings	0	0	0	0	0	0	0	10,000	0	10,000
20156B1100	Stade Hall & Stade Public Conveniences	Main elevations - external redecoration	0	0	0	0	0	6,000	0	0	0	6,000
20156B1100	Stade Open Space	Drainage gully clearance	0	500	0	500	0	500	500	500	500	2,500
20156B1100	Stade Open Space	Bench redecoration and remove shingle build up	0	3,000	0	3,000	0	0	0	3,000	0	6,000
20156B1100	Stade Public Conveniences	Interior spaces - internal redecoration	0	0	0	0	0	0	0	6,000	0	6,000
20156B1100	Water Play *	Maintenance & operation	0	12,000	0	0	(12,000)	12,000	12,000	12,000	12,000	48,000
20156B1100	White Rock Baths	External redecoration/ Building maintenance	22,338	10,000	0	10,000	0	10,000	10,000	10,000	10,000	50,000
20156B1100	White Rock Baths - Lower Basement	Lower basement sump drainage - hire pump rig reliability and maintenance access improvements	0	0	0	0	0	10,000	0	0	0	10,000
20156B1100	White Rock Baths - Lower Basement	Additional pump hire if above adopted.	0	0	0	0	0	8,000	8,000	8,000	8,000	32,000
20156B1100	White Rock Baths - Lower Basement	Sewage tank and pump set - maintenance	0	500	0	500	0	500	500	500	500	2,500
20156B1100	White Rock Baths - Lower Basement	Sewage tank pump set & controls - replacement	0	0	0	0	0	0	4,000	0	0	4,000
20156B1100	White Rock Baths - Main and Small Hall Level	Further protection of interior spaces from water ingress with use of plastic sheeting at high level and internal guttering where new ingress occurs.	0	5,000	0	5,000	0	0	5,000	0	5,000	15,000
20156B1100	White Rock Baths - Prom Entrance Superstructure.	2 no. roof level vent terminals to lower basement - replacement of old plywood and timber boxings with louvred metal replacements.	0	12,000	0	12,000	0	0	0	0	0	12,000
20156B1100	White Rock Baths - Promenade Level	Main central entrance superstructure and lightwell upper and lower walls - external redecorations (Inc. White Rock Community Hub frontage)	0	15,000	0	15,000	0	0	0	15,000	0	30,000
20156B1100	White Rock Beach Chalets	Timber walls - external redecoration	0	5,000	0	5,000	0	0	0	5,000	0	10,000

## Business Plan

## Appendix 2

Foreshore		Foreshore Trust Spending Plan										Total
Cost centre	PROPERTY	DESCRIPTION OF WORK	OUTTURN	ESTIMATE	Current spend to end of October	REVISED ESTIMATE	VARIANCE ESTIMATE TO REVISED ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE 2019-2024
			£	£	£	£	£	£	£	£	£	£
20156B1100	White Rock Promenade - Timber Kiosk Decking	Timber decking and ramps around kiosk -minor repairs	0	0	0	0	0	0	500	0	500	1,000
20156B1100	White Rock Promenade - Timber Kiosk Decking	Improvement or replacement of metal perimeter upstands to timber decking	0	0	0	0	0	5,000	0	0	0	5,000
20156B1100	White Rock Promenade (FST owned area only)	Timber seating, benches, waste bins, & planters - repairs and maintenance.	0	500	0	500	0	500	500	500	500	2,500
20156B1100	White Rock Promenade (FST owned area only)	Rationalisation of timber seating, benches and waste bins.	0	0	0	0	0	0	20,000	0	0	20,000
20156B1100	White Rock Promenade Kiosk	Maintenance	0	0	0	0	0	3,000	0	0	0	3,000
20156B1100	Winch Road	Maintenance & lighting	0	2,000	0	2,000	0	2,000	2,000	2,000	2,000	10,000
<b>Total of Cyclical Repairs and Redecorations</b>			<b>56,376</b>	<b>173,000</b>	<b>22,187</b>	<b>161,286</b>	<b>(11,714)</b>	<b>137,500</b>	<b>159,500</b>	<b>193,500</b>	<b>161,500</b>	<b>813,286</b>
<b>Projects (main programme)</b>												
20159B1102	Beachfront	Public Art Project	0	50,000	0	50,000	0	25,000	0	0	0	75,000
20159B1102	Beachfront	Children's play area	3,924	0	0	0	0	0	0	0	0	0
20159B1102	Beachfront	Fishing fleets Ice maker	15,843	0	0	0	0	0	0	0	0	0
20159B1102	Beachfront	Pelham Hut Play Facility - Play and Sports Hub	24,900	0	0	0	0	0	0	0	0	0
20162B1102	Footpaths around Pelham Beach Children's Playground area & Promenade area in Denmark Place.	Surfacing Works	0	25,000	6,856	25,000	0	25,000	0	0	0	50,000
20250B1100	Bottle Alley	DCB Sept 19 Bottle Alley Gullies	0	0	2,059	2,060	2,060	0	0	0	0	2,060
20159B1102	Landscaping - adj. to boating lake		209	6,000	0	6,000	0	6,000	0	0	0	12,000
20162B1102	White Rock Fountain	Work to enhance Coastal Communities funded 4 landscaping with fountain. Total costs £270,000 of which the Trust has approved £175,000, CCF £95,000.	0	175,000	175,000	175,000	0	0	0	0	0	175,000
20161B1102	Contingency	Project Work Contingency	0	25,000	0	0	(25,000)	25,000	25,000	25,000	25,000	100,000
<b>Total Projects - Main Programme</b>			<b>44,876</b>	<b>281,000</b>	<b>183,915</b>	<b>258,060</b>	<b>(22,940)</b>	<b>81,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>414,060</b>
<b>TOTAL PROGRAMME</b>			<b>101,252</b>	<b>454,000</b>	<b>206,102</b>	<b>419,346</b>	<b>(34,654)</b>	<b>218,500</b>	<b>184,500</b>	<b>218,500</b>	<b>186,500</b>	<b>1,227,346</b>

Indicative Forward Plan	Outturn	Forecast	Budget	Budget	Budget	Budget
	2018-19	Outturn 2019-20 £'000	2020-21 £'000	2021-22 £'000	2022-23 £'000	2023-24 £'000
<b>Incoming Resources</b>						
Investment Income	(8)	(5)	(5)	(6)	(6)	(6)
Incoming resources from Charitable activities	(1,126)	(1,195)	(1,218)	(1,242)	(1,267)	(1,292)
Rental income	(274)	(277)	(283)	(289)	(295)	(301)
<b>Total incoming resources</b>	<b>(1,408)</b>	<b>(1,477)</b>	<b>(1,506)</b>	<b>(1,537)</b>	<b>(1,568)</b>	<b>(1,599)</b>
<b>Resources Expended</b>						
Loan repayments	33	33	33	33	33	34
Charitable Activities* (excluding Capital charges)	856	970	989	1,009	1,030	1,050
Maintenance projects and cyclical repairs	56	161	138	160	194	162
Governance costs	101	120	123	124	128	130
<b>Total resources expended</b>	<b>1,046</b>	<b>1,284</b>	<b>1,282</b>	<b>1,326</b>	<b>1,384</b>	<b>1,376</b>
<b>Total Operating (Surplus)/Deficit</b>	<b>(362)</b>	<b>(193)</b>	<b>(224)</b>	<b>(211)</b>	<b>(184)</b>	<b>(224)</b>
General Grants	60	60	60	60	60	60
Events Grants	23	37	30	30	30	30
Charitable Giving Grants Scheme	0	0	0	175	175	175
Projects**	45	258	81	25	25	25
<b>(Surplus)/Deficit</b>	<b>(234)</b>	<b>162</b>	<b>(53)</b>	<b>79</b>	<b>106</b>	<b>67</b>
Usable current assets	1,445	1,717	1,555	1,608	1,529	1,423
Usable current assets carried forward	1,717	1,555	1,608	1,529	1,423	1,356
<b>Minimum Reserves</b>	<b>900</b>	<b>900</b>	<b>900</b>	<b>900</b>	<b>900</b>	<b>900</b>

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# Agenda Item 5



**Report to:** Charity Committee

**Date of Meeting:** 9<sup>th</sup> December 2019

**Report Title:** Appointment of Grants Advisory Panel members

**Report By:** Chris Barkshire-Jones Chief Legal Officer and Monitoring Officer

---

## **Purpose of Report**

To keep the Grants Advisory Panel membership at full capacity.

---

## **Recommendation(s)**

- 1. That the Charity Committee approves the appointment of Stephanie Gaunt and Nick Porter to the Grants Advisory Panel with immediate effect.**
- 2. That the Charity Committee give delegated authority to the Chief Legal Officer in consultation with the respective Chairs of the Grants Advisory Panel and Charity Committee to recommend to Charity Committee further appointment from those applicants previously interviewed on a 'as and when needed' basis.**

---

## **Reasons for Recommendations**

The Grants Advisory Panel need to have a full complement of eight members in order to carry out their functions.

---

## Introduction

1. The Grants Advisory Panel (GAP) was introduced within the Scheme dated 13 January 2011 in which Hastings Borough Council became the Trustee for the Hastings and St Leonards Foreshore Charitable Trust.
2. Presently GAP can have no fewer than four members and no more than eight. Since 2011 when GAP dealt with one round of grant applications their work has increased with the 'Events' grant scheme in 2013-2014. Their work will increase further in June 2020 when they will deal with a new larger grants programme. This obviously means that the panel must be fully staffed.

### Timetable of Next Steps

1. Please include a list of key actions and the scheduled dates for these:

Action	Key milestone	Due date (provisional)	Responsible
Recommendations approved	Panel members appointed	9 <sup>th</sup> December 2019	Charity Committee
New panel members integrated within panel	Training given to new members	After 9 <sup>th</sup> December 2019	Chair of GAP

---

## Wards Affected

Insert the list of wards affected

---

## Implications

Relevant project tools applied? No

Have you checked this report for plain English and readability? Yes

Climate change implications considered? No

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness

Crime and Fear of Crime (Section 17)

Risk Management

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Report Template v29.0

Environmental Issues  
Economic/Financial Implications  
Human Rights Act  
Organisational Consequences  
Local People's Views  
Anti-Poverty

---

### **Additional Information**

Insert a list of appendices and/or additional documents. Report writers are encouraged to use links to existing information, rather than appending large documents.

---

### **Officer to Contact**

Officer Name Chris Barkshire-Jones  
Officer Email Address [cbarkshire-jones@hastings.gov.uk](mailto:cbarkshire-jones@hastings.gov.uk)  
Officer Telephone Number 01424 451731

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# Agenda Item 6



**Report to:** Charity Committee

**Date of Meeting:** 9<sup>th</sup> December 2019

**Report Title:** Resolution to Charity Commission

**Report By:** Chris Barkshire-Jones Chief Legal Officer and Monitoring Officer

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## **Purpose of Report**

To request that the Charity Commission agree to amend the Scheme dated 13 January 2011 to increase the membership of the Grants Advisory Panel to a maximum of 10

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## **Recommendation(s)**

1. To instruct the Chief Legal Officer to send the Charity Committee's resolution to the Charity Commission requesting that the maximum number of Grants Advisory Panel members be increased to 10 and therefore amend the Scheme dated 13 January 2011

---

## **Reasons for Recommendations**

From 2011 the Grants Advisory Panel were involved in one grants application process which in time increased to two. It is the Trusts intention to offer a further larger grant from June 2020. The current chair of the Grants Advisory Panel believes that the process requires two further members to be able to cope with the workload.

---

## Introduction

1. Hastings Borough Council became trustee of the Hastings and St Leonards Foreshore Charitable Trust (1105649) by virtue of the SCHEME dated 13 January 2011.
2. Within the Scheme at paragraph 6 is a section describing the Grants Advisory Panel and its duties and description. It states that the Grants Advisory Panel must have no fewer than four and not more than eight members. It also states that the Grants Advisory Panel must consider and make recommendations in respect of:
  - the criteria for making grants which the trustee adopts from time to time
  - the content and format of grant applications
  - the advertisement of availability of assistance by way of grant from the charity
  - individual applications for grants and proposals of the trustee for making grants

The trustee must have regard to the recommendations of the Grants Advisory Panel

## Since 2011

3. In 2011 the Grants Advisory Panel were considering one round of grant applications in regard to small organisations. In 2014 the Grants Advisory Panel were considering two rounds of grant applications as the Trust agreed a new 'events' fund. These two rounds of grant applications were combined in April 2019. These involve the Grants Advisory Panel in an average of 30 applications to consider.
4. The Grants Advisory Panel work in pairs when considering making recommendations in respect of grants. They try to keep to the maximum of eight members but unsurprisingly not all eight members can attend every meeting. This can put extra strain on other members. It is also the case that most of the initial members have left. It has always been the case that their knowledge has been passed down to new members coming in so that the panel retain knowledge and experience.

## The Future

5. The Charity Committee has decided that from June 2020 the Trust will offer a further grant to try and assist voluntary organisations within Hastings, These will be larger awards centred around homelessness, domestic violence and support for the community and voluntary sector.
6. After discussion with the Chair of the Grants Advisory Panel it is suggested that the Charity Committee approve a recommendation for the Chief Legal Officer to

request that the Charity Commission amend the Scheme to allow the maximum number for the Grants Advisory Panel members to be 10.

### Timetable of Next Steps

7. Please include a list of key actions and the scheduled dates for these:

Action	Key milestone	Due date (provisional)	Responsible
Report to Charity Committee	Charity Committee approve recommendation	9 <sup>th</sup> December 2019	Chief Legal Officer
Send Recommendation to Charity Commission	Decision	Not in our control	Chief Legal Officer Charity Commission

---

### Wards Affected

Insert the list of wards affected

---

### Implications

Relevant project tools applied? /No

Have you checked this report for plain English and readability? Yes

Climate change implications considered? /No

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness

Crime and Fear of Crime (Section 17)

Risk Management

Environmental Issues

Economic/Financial Implications

Human Rights Act

Organisational Consequences

Local People's Views

Anti-Poverty

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### Additional Information

Insert a list of appendices and/or additional documents. Report writers are encouraged to use links to existing information, rather than appending large documents.

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**Officer to Contact**

Officer Name Chris Barkshire-Jones  
Officer Email Address [cbarkshire-jones@hastings.gov.uk](mailto:cbarkshire-jones@hastings.gov.uk)  
Officer Telephone Number 01424451731

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# Agenda Item 7



**Report to:** Charity Committee

**Date of Meeting:** 9<sup>th</sup> December 2019

**Report Title:** Advertise position of Protector

**Report By:** Chris Barkshire-Jones Chief Legal Officer and Monitoring Officer

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## **Purpose of Report**

To ensure that Hastings Borough Council as Trustee of the Hastings and St Leonards Foreshore Trust complies with the Scheme dated 13 January 2011 in that the Charity must have a Protector.

---

## **Recommendation(s)**

- 1. Give delegated authority for the Chief Legal Officer to advertise for the position of Protector with immediate effect.**

---

## **Reasons for Recommendations**

The Hastings and St Leonards Foreshore Trust 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 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.

---

## Introduction

1. Hastings Borough Council became the Trustee of the Hastings and St Leonards Foreshore Trust (The Trust) by virtue of a Scheme dated 13 January 2011
2. By virtue of that Scheme published by the Charity Commission Christopher May was appointed Protector of the charity for a period of three years.
3. The Scheme states that the Trustee (the Council) must appoint a protector of the charity, whose fiduciary duty will be to ensure will be to ensure the integrity of the administration of the charity, and who must report to the commission any matter which he has reasonable cause to believe he is likely to be relevant for the purposes of the exercise by the Commission of any of its functions.
4. The Protector must in each year prepare a statement of his or her activities and findings for publication by the Trustee in its Annual Report.
5. The Protector must be a person who holds a qualification awarded by a member of the Consultative Committee of Accountancy Bodies. **CCAB** is an umbrella group of chartered professional bodies of British qualified Chartered Accountants. The members are;
  - Association of Chartered Certified Accountants (ACCA)
  - Chartered Institute of Public Finance and Accountancy (CIPFA)
  - Institute of Chartered Accountants in England and Wales (ICAEW)
  - Chartered Accountants Ireland (CAI, formerly ICAI)
  - Institute of Chartered Accountants of Scotland (ICAS)
6. The Trustee must advertise the vacancy or Protector. The Protector may serve an unlimited number of terms.

## 2011 Onwards

7. Mr May is currently in post. He has served three terms the last of which expires in March 2020.
8. The Chief Legal Officer needs to advertise the post no later than the New Year 2020 with the intention of bringing a report back to Charity Committee in March 2020 to appoint a Protector. Mr May is welcome to apply for a further term. The Chief Legal Officer will post the advert on the Council's website and will advertise the post in one of the professional accountancy publications.
9. The Protector is entitled to receive out of pocket expenses, reasonable remuneration at a level fixed by the Trustee and the cost of obtaining indemnity insurance. The Protector would be expected to submit regular time sheets and other evidence in support of expenses claimed to a maximum of the budget provision of £10,000 per annum (unless exceptional circumstances existed)
10. The Protector ceases to be Protector;

- On expiry of his or her term of office (subject to re-engagement)
- If he/she becomes disqualified by being an employee of the council an officer or an elected member of the same or of any organisation controlled by the Council within the last 5 years or holds any interest in contract with the council
- On death
- If notice is given in writing by the Trustee
- On the Protector giving notice in writing of his resignation to the Trustee

11. Once we have responses to the advertisement the Chief Legal Officer will short-list the prospective candidates in consultation with the Chair of Charity Committee and the Chief Finance Officer. Interviews will be arranged and conducted. Recommendation for the appointment of Protector will be brought to March 2020 Charity Committee.

### Timetable of Next Steps

12. Please include a list of key actions and the scheduled dates for these:

Action	Key milestone	Due date (provisional)	Responsible
Permission to advertise	Charity Committee	9 December 2019	Chief Legal Officer
Advertise posts and organise interviews with members of Charity Committee	Selection Criteria	Before March 2020	Chief Legal Officer
Selection process write report	Choose and appoint candidate	Charity Committee March 2020	Chief Legal Officer

---

### Wards Affected

Insert the list of wards affected

---

### Implications

Relevant project tools applied? No

Have you checked this report for plain English and readability? Yes

Report Template v29.0

## Climate change implications considered? No

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness  
Crime and Fear of Crime (Section 17)  
Risk Management  
Environmental Issues  
Economic/Financial Implications  
Human Rights Act  
Organisational Consequences  
Local People's Views  
Anti-Poverty

---

### Additional Information

Insert a list of appendices and/or additional documents. Report writers are encouraged to use links to existing information, rather than appending large documents.

---

### Officer to Contact

Officer Name Chris Barkshire-Jones  
Officer Email Address [cbarkshire-jones@hastings.gov.uk](mailto:cbarkshire-jones@hastings.gov.uk)  
Officer Telephone Number 01424 451731

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# Agenda Item 8



**Report to:** Charity Committee

**Date of Meeting:** 9 December 2019

**Report Title:** Changes to Grants Advisory Panel Constitution

**Report By:** Chris Barkshire-Jones Chief Legal Officer and Monitoring Officer

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## **Purpose of Report**

To ensure that the Grants Advisory Panel can be flexible in recruiting and retaining members.

---

## **Recommendation(s)**

- 1. Charity Committee note that the Grants Advisory Panel agreed to amend its constitution at its Annual General meeting held on 3<sup>rd</sup> December 2019 in line with its constitution to allow for more flexibility in recruiting and retaining panel members and to make the constitution 'fit for purpose'**

---

## **Reasons for Recommendations**

It is a legal requirement of the Hastings and St Leonards Foreshore Trust Scheme dated 13 January 2011 that there must be a Grants Advisory Panel (GAP)

---

## Introduction

1. The Hastings and St Leonards Foreshore Trust is governed by a Scheme dated 13 January 2011. The Scheme states that the Trust must have a Grants Advisory Panel of no fewer than 4 members and no more than 8.
2. Since 2011 the work of the panel has increased as it is now dealing with more than one fund to administrate.
3. There are 2 members of the original panel one of whom will retire at the AGM this year. In order to keep the other member and others who are due to retire within the next year the GAP Constitution needs to be amended to allow members to be appointed for a further 3 year term if they want to. This helps with passing on invaluable experience and knowledge to new members.
4. It is suggested that paragraph 5 Membership of the Panel is amended at d. to read as follows;

“Membership of the Panel is for a term of 3 years. A retiring member may be appointed for two further terms of office up to a maximum of 9 years. A retired member who has been retired for at least 3 years may re-apply if invited to do so by the Charity Committee. If a member wishes to resign he or she should give at least 28 days notice to the Secretary. Any member appointed to replace a member resigning mid-term shall be appointed for the balance of the unexpired term of office of the resigning member. This shall apply also in relation to a member appointed to replace a member expelled under this paragraph”

5. The former paragraph read as follows;

“Membership of the Panel is for a term of 3 years. A retiring member may be appointed for one further term of office up to a maximum of 6 years. A retired member who has been retired for at least 3 years may re-apply if invited to do so by the Charity Committee. Of the first appointed members who retire in (2015) who wish to be reappointed, they may be appointed for a four year term. If a member wishes to resign he or she should give at least 28 days notice to the Secretary. Any member appointed to replace a member resigning mid-term shall be appointed for the balance of the unexpired term of office of the resigning member. This shall apply also in relation to a member appointed to replace a member expelled under this paragraph”

6. The changes are an amendment to members being able to be appointed for three terms to a maximum of 9 years rather than two terms for a maximum of 6. This will hopefully allow more flexibility to keep existing members for a while longer. The referral of first appointed members has also been deleted as once they have served another term (or less) there will be none remaining.
7. Further amendments at paragraph 7f. and 8a, have been suggested. In 7f. the amendment is to omit the words “which shall be exercised by the duly nominated representative of the member substitute” so that it reads as follows; The Panel will always try to reach a consensus without taking a vote, though there will be

occasions when this will not be possible. Each member of the Panel shall have one vote. In case of equality of voting the Chair shall have a second or casting vote.

8. In 8a the amendment is to delete the words “or a representative of a member” so that it reads as follows; If any member present at a meeting has a private or financial interest, or his/her employer, partner, business associate, relative or close friend has such an interest in any matter to be considered at the meeting, he/she as soon as practicable after the start of the meeting shall disclose the fact to the meeting and withdraw during discussion and voting.
9. The rationale behind the removal of ‘representatives’ of members is that we have never had any. Members of the Panel are restricted in numbers. The Scheme does not mention that there could be member representatives.

### Timetable of Next Steps

10. Please include a list of key actions and the scheduled dates for these:

Action	Key milestone	Due date (provisional)	Responsible
Grants Advisory Panel to agree amendments to their constitution.	Charity Committee note the amendments  Key members of GAP can be retained	December 3 <sup>rd</sup> and 9 <sup>th</sup> 2019	Chief legal Officer

---

### Wards Affected

Insert the list of wards affected

---

### Implications

Relevant project tools applied? No

Have you checked this report for plain English and readability? Yes

Climate change implications considered? No

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness  
Crime and Fear of Crime (Section 17)

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Risk Management  
Environmental Issues  
Economic/Financial Implications  
Human Rights Act  
Organisational Consequences  
Local People's Views  
Anti-Poverty

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### **Additional Information**

Insert a list of appendices and/or additional documents. Report writers are encouraged to use links to existing information, rather than appending large documents.

---

### **Officer to Contact**

Officer Name Chris Barkshire-Jones  
Officer Email Address [cbarkshire-jones@hastings.gov.uk](mailto:cbarkshire-jones@hastings.gov.uk)  
Officer Telephone Number 01424 451731

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# Agenda Item 11

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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