

## CHARITY COMMITTEE

8 DECEMBER 2014

Present: Councillors Hodges (Chair), Forward, Cartwright and May

Apologies for absence were noted for Councillor

### 17. APOLOGIES FOR ABSENCE

There were no apologies for absence at this meeting.

### 18. DECLARATIONS OF INTEREST

Cartwright	17 - Foreshore Trust Grants - Small Grants	Personal – Knows two members of the Central St. Leonards Town Team Committee and the Chair of Gizmo
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### 19. MINUTES OF THE MEETING HELD ON 29 SEPTEMBER 2014 AND MINUTES OF THE HASTINGS & ST. LEONARDS FORESHORE CHARITABLE TRUST (FORESHORE TRUST) ANNUAL PUBLIC MEETING HELD 29 SEPTEMBER 2014

**RESOLVED** – that the minutes of the meeting held on 29 September 2014 and the Minutes of the Hastings & St. Leonards Foreshore Charitable Trust (Foreshore Trust) Annual Public Meeting held 29 September 2014 be approved and signed by the Chair as a correct record.

### 20. NOTIFICATION OF ANY URGENT ITEMS

The Senior Solicitor informed the Committee that an urgent item had been received. Please refer to minute 27, Appointment of Grants Advisory Panel Member.

### 21. ANNUAL REPORT OF THE GRANT ADVISORY PANEL

The Regeneration Manager presented the Annual Report 2013/14 on behalf of the Head of Regeneration and Planning Policy.

The Grant Advisory Panel was established in March 2011 to advise on and administer the Foreshore Trust Grants programme.

The report gave an overview of the panels activities in 2013/14 including the small grants programme and events grants programme. The Chair of the panel had also included a number of case studies from the beneficiaries of these grants which illustrated the positive impact of the grants programmes on the town.

The Regeneration Manager also confirmed that monitoring of the spend of these grants had been undertaken in line with the Council's policy.

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Three new members had joined the panel in March 2014, increasing the membership to eight.

The Committee expressed their thanks to Sandra Garner for her report and her efforts during her time as Chair of the panel. Members also welcomed Andrew Colquhoun as the new Chair of GAP.

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

**RESOLVED (unanimously) that the Charity Committee approves the Annual Report of the Grant Advisory Panel 2013/14.**

The reason for this decision was:

This is the third annual report from the Grant Advisory Panel of the Foreshore Trust. The Grant Advisory Panel was established in March 2011 to advise on and administer the Foreshore Trust Grants programme.

### **22. REVISED APPLICATION PROCESS FOR FORESHORE TRUST GRANTS**

The Regeneration Manager presented the report of the Head of Regeneration and Planning Policy to introduce the recommendations of the Grant Advisory Panel (GAP) in respect of the grant funding process and revised associated forms.

At their meeting on 23 September 2014, the Grant Advisory Panel considered a number of changes to the application form and assessment method for the small grants and events programme. They identified a number of improvements to the forms and associated documentation to make the process simpler, less confusing for applicants and easier to understand.

The report outlined several changes to the process, application form and guidance notes. The committee were required to approve the revisions.

Members of the committee thanked officers for the report.

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

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

- 1) approves the recommendations of the Grant Advisory Panel in relation to changes to the funding application form and assessment criteria.**
- 2) adopt the revised small and events grants processes and associated forms as set out in this report and its appendices.**

The reason for this decision was:

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The recommended changes to the grant funding process by GAP, simplifies the application forms, asks for information more proportionate to the funding available, and makes the assessment method more transparent. Officers supporting the administration process also recommend the changes.

Improvements to the forms and associated documentation are suggested to make the process simpler, less confusing for applicants and easier to assess, while maintaining an efficient, transparent and auditable process.

### **23. FORESHORE TRUST - FINANCIAL REPORT**

The Head of Finance presented a report to advise Members of the financial position of the Trust for current financial year.

In March 2014, the Trust had agreed its budget for 2014/15, with a projected surplus of £250,000. The Head of Finance advised that income and expenditure projections were in line with the budget.

Although the programmed spend will continue to reduce the cash balances held by the Trusts, reserves would continue to be maintained above the minimum level identified in the reserves policy, subject to no unexpected calls on the reserves and no reduction in the expected levels of car parking and fee income.

A copy of the Financial Monitoring Report and Business Plan had been appended to the report.

Councillor Forward moved approval of the recommendations, as set out in the Head of Finance's report, which was seconded by Councillor Cartwright.

#### **RESOLVED (unanimously) To agree the financial position for 2014/15.**

The reasons 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 Accounting Codes of Practice and the high standards required for the accounting of Public money.

A surplus in line with budget expectations is anticipated for 2014/15 in respect of ongoing operations.

### **24. CASH COLLECTION CONTRACT - FORESHORE TRUST**

The Head of Finance presented a report on the procurement arrangements for the Foreshore Trust Cash Collection Contract. The existing contract ends on 31<sup>st</sup> March 2015.

East Sussex Procurement Hub are considering tenders for this contract and it was recommended that the Foreshore Trust procure their cash collection contract

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alongside Hastings Borough Council and other East Sussex Authorities. The Hub has demonstrated that savings will be possible where there is a collaboration with other local authorities. The report outlined the economic/financial and risk implications.

In order for the new arrangements to be in place by the deadline 1<sup>st</sup> April 2015, authority was delegated to the Director of Corporate Resources or his nominee in consultation with the Chair of the Charity Committee to award the contract.

Councillor Cartwright moved approval of the recommendations, as set out in the Head of Finance's report, which was seconded by Councillor Forward.

**RESOLVED (unanimously) To agree that 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 for the Foreshore Trust.**

The reason for this decision was:

The current cash collection contract expires on 31 March 2015.

### **25. FORESHORE TRUST NAMED ON CONTRACTS**

The Head of Finance presented a report on the procurement arrangements for cash collection, minor works and buildings maintenance and 'pay by phone' contracts.

East Sussex Procurement Hub are in the process of considering the most advantageous economic tenders for these contracts. The Hub has demonstrated that savings would be possible where there is a collaboration with other local authorities. The report outlined the economic/financial implications.

The Director of Environmental Services added that the 'pay by phone' contract would be signed imminently and machines installed by the end of March 2015. This would increase the flexibility of car park users to pay the charges and by providing alternative payment methods, ensure the trust could administer the payments efficiently.

A separate report will be considered by Cabinet on 5 January 2015.

Officers suggested the wording of the resolution be changed to the 'relevant' Director instead of the Director of Corporate Resources.

Councillor Forward moved approval of the amended recommendation, as set out in the Head of Finance's report, which was seconded by Councillor Cartwright.

**RESOLVED (unanimously) to agree that authority be given to the relevant Director or his nominee in consultation with the Chair of the Charity Committee, to award a contract to the suppliers that offers the most economically advantageous terms for the Foreshore Trust for each of the aforementioned contracts.**

The reason for this decision was:

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The cash collection contract, minor works and buildings maintenance contract and 'pay by phone' agreement are all at various stages of the procurement process but looking to be closed at or around the time of the next Charity Committee in March 2015.

**26. MINUTES OF THE MEETING OF THE COASTAL USERS GROUP HELD ON 18 NOVEMBER 2014**

The minutes of the Coastal users Group meeting held on 18 November 2014 were submitted.

**RESOLVED that the minutes of the meeting of the Coastal Users Group held 18 November 2014 be received and noted.**

**27. ADDITIONAL URGENT ITEMS - APPOINTMENT OF GRANTS ADVISORY PANEL MEMBER**

This report was presented to the Committee as an additional urgent item with the permission of the Chair.

The Chief Legal Officer submitted a report to appoint a new member of the Grants Advisory Panel.

Following the resignation of a member of the panel, interviews took place during February and March 2014. Ten applications were received from which seven applicants were interviewed. Out of those seven, three candidates joined the panel and a fourth member, Mr Sharrod was placed on the reserve list in case any further vacancies became available.

Mr Sharrod confirmed he was still interested in the position. Members of the Charity Committee and Grants Advisory Panel have confirmed their approval.

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

**RESOLVED (unanimously) to appoint Charles Sharrod to the Grants Advisory Panel with immediate effect for a period of three years.**

The reasons for this decision was:

The membership of the Grants Advisory Panel is now seven due to one member resigning. The assessment of applications is due to take place on 22 January 2015. As two members assess the same applications it is helpful to have an even number of members. Charity Committee members are in agreement with a further appointment.

(The Chair declared the meeting closed at. 6.36 pm)

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