

Minutes

Assizes House Trust Fund Wednesday, 25th January, 2017

Attendance

Mr Aspinell	Mrs McKinlay
Mr Barrell	Mr Mynott
Mr Barrett	Mrs Murphy
Mr Bridge	Mr Newberry
Mr Cloke	Mr Parker
Mrs Coe	Mr Poppy
Mrs Davies	Mrs Pound
Mrs Fulcher	Mr Reed
Mrs Hones	Ms Rowlands
Mr Hossack	Mr Russell
Mr Kendall	Ms Sanders
Mr Kerlake	Mrs Squirrell
Mr McCheyne	Cllr Wiles

Apologies

Ms Chilvers	Ms Morrissey
Mr Clarke	Mrs Slade
Mr Hirst	Mr Trump
Mrs Hubbard	Mr Tumbridge
Mr Keeble	

Officers Present

Philip Ruck	-	Chief Executive
Jean Sharp	-	Governance and Member Support Officer
John Chance	-	Finance Director (Section 151 Officer)

17. Apologies for absence

Apologies were received from Ms Chilvers, Mr Clarke, Mr Faragher, Mr Hirst, Mrs Hubbard, Mr Keeble, Ms Middlehurst, Ms Morrissey, Mrs Slade, Mr Trump and Mr Tumbridge.

18. Declarations of Interest

No declarations of interest were received.

19. Minutes of the last meeting

The minutes of the Assizes House Trust Fund meeting held on 16 September 2015 were agreed as a true record.

20. Appointment of Officers of the Trust

Following staff changes, Brentwood Assize House ('the Charity') (Charity Number 230138) were asked to reaffirm the appointment of the Chief Executive as its Secretary and two people to act on the Charity's behalf for formal contact with the Charity Commission.

Mrs McKinlay **MOVED** and Mr Hirst **SECONDED** the recommendation in the report and a vote was taken by a show of hands and it was **RESOLVED**:

1. That Philip Ruck, Chief Executive be appointed to be the Secretary of Brentwood Assize House;
2. That the following people be appointed with immediate effect to act on the Charity's behalf for contact with the Charity Commission including submission of annual returns:
 - John Chance (Financial Director); and
 - ~~Phoebe Barnes (Accountant)~~ Jacqueline Van Mallaerts (Principal Accountant - Revenue).

Reason for recommendation

To assist the Charity to comply with their responsibilities, there was a need to appoint a Secretary to act on behalf of the Charity.

As a registered charity the Charity was required to submit annual returns to the Charity Commission. To enable the Council to do this on the Charity's behalf it would need to formally nominate named representatives.

21. Approval of Statement of Accounts 2015/16

The Trustees of Brentwood Assize House were asked to approve the Statement of Accounts for 2015/16.

Mrs McKinlay **MOVED** and Mr Kerslake **SECONDED** the recommendation in the report and a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY**:

That the Statement of Accounts for 2015/16 at appendix A was approved.

Reason for recommendation

As a registered charity the Trust was required to submit annual returns to the Charity Commission.

22. Review of Bids Received

The Trustees of the Assizes House Trust Fund were informed that no bids had been received since the last meeting.

The Trustees were asked to note that the assets of the Assizes Trust were considerable and as such a review should be undertaken as to the effectiveness of their use.

Mrs McKinlay **MOVED** and Mr Kerlsake **SECONDED** the recommendations in the report and a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** that:

- 1. The ~~Chief Executive~~ Secretary prepares a business case for the use of the funds of the Assizes Trust.**
- 2. The ~~Chief Executive~~ Secretary be granted delegated authority in consultation with Group Leaders of *Brentwood Borough Council* or their appointed deputies to implement the agreed recommendations of the business case subject to:
 - a) The recommendations were within the award criteria of the Brentwood Assize Trust (see Appendix A).**
 - b) The recommendation do not disadvantage any current recipients of grants or those that benefit from the current operations of the Trust.****
- 3. An amount of up to £5,000 be reserved for legal expenses relating to the activities in recommendation 1 and 2 above.**

Reason for recommendation

To assist the Charity to comply with their responsibilities, there was a need to review the existing assets and how they can best be used for the benefit of the community in Brentwood.

23. Date of next meeting

Trustees would be advised of the date of the next meeting once it had been set.