

Minutes

Assizes House Trust Fund Wednesday, 16th September, 2015

Trustees in attendance

Mr Aspinell	Mr Mynott
Mr Barrett	Mr Newberry
Mr Clark	Mr Parker
Mr Cloke	Mr Reed
Mrs Coe	Mr Russell
Mr Faragher	Ms Sanders
Mrs Henwood	Mr Sleep
Mr Hirst	Mrs Squirrell
Mrs Hones	Mr Tee
Mr Hossack	Mr Barrell
Mrs Hubbard	Mr Poppy
Mr Keeble	Ms Rowlands
Mr Kendall	Mrs Slade
Mr Kerslake	Mr Trump
Mr McCheyne	Mr Wiles
Mrs McKinlay	
Ms Morrissey	
Mrs Murphy	

Apologies

Ms Chilvers	Mrs Davies
Mrs Cohen	

Officers Present

Chris Leslie	- Finance Director
Karen O'Shea	- Governance and Member Support Officer
Jean Sharp	- Governance and Member Support Officer
Daniel Toohey	- Head of Legal

1. Apologies for Absence

Apologies were received from Ms Chilvers, Mrs Cohen, Mrs Davies and Chris Potter.

2. Declarations of Interest

No declarations of interest were received.

3. Minutes of the last meeting

The minutes of the Assizes House Trust Fund meeting held on 18 December 2014 were agreed as a true record.

4. Appointment of Officers of the Trust

Following staff changes, Brentwood Assize House ('the Charity') (Charity Number 230138) was asked to appoint the Head of Paid Service 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 recommendations in the report and following a discussion, a vote was taken on a show of hands and it was

RESOLVED UNANIMOUSLY

- 1. That Phillip Ruck, Head of Paid Service, 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:**
 - Chris Leslie (Finance Director); and**
 - Phoebe Barnes (Accountant).**

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.

5. Approval of the Statement of Accounts 2014/15

The Trustees of Brentwood Assize House were asked to approve the Statement of Accounts for 2014/15.

Mrs McKinlay MOVED and Mr Hirst SECONDED the recommendation in the report and following a discussion, a vote took place by a show of hands and it was

RESOLVED UNANIMOUSLY

That the Statement of Accounts for 2014/15 at Appendix A be approved.

REASON FOR RECOMMENDATION

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

6. Brentwood County High School reimbursement for footpath

The trustees of the Assizes House Trust Fund were asked to reconsider the bid received from Brentwood County High School for match-funding, with Essex County Council, a path outside the School. The total cost of the path was £35,024.00 including VAT.

At the 12.2.2014 meeting, the Trustees had agreed to match-fund the path provided Essex County Council agreed to match-funding within three months.

Essex County Council's Local Highways Panel approved the funding at its 16 June 2014 meeting, ie outside the deadline agreed by the Assize House Trustees.

Mrs McKinlay MOVED and Mr Hirst SECONDED and following a discussion and a vote being taken on a show of hands it was

RESOLVED UNANIMOUSLY

That the match-funded payment would be made subject to receipt of the invoice from Brentwood County High School.

7. Review of Bids

The Trustees of the Assizes House Trust Fund were asked to consider the bid received from the Conservators of Shenfield Common for a match-funded grant of £15,000 towards restoration of the Pond.

Mr Barrell, Ms Morrissey and Mr Wiles each declared a non-pecuniary interest being Conservators of Shenfield Common and took no part in the discussion or vote.

The Chairman of the Conservators was present at the meeting and responded to Trustees' questions regarding the application.

Mrs McKinlay MOVED and Mr Parker SECONDED and following a discussion and a vote being taken on a show of hands it was

RESOLVED UNANIMOUSLY

to grant the £15,000 requested, subject to match-funding.

8. Date of next meeting

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