



## Minutes

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### **Assizes House Trust Fund Thursday, 18th December, 2014**

#### **Attendance**

Mr Aspinell (Chair)	Ms Morrissey
Mr Lloyd (Vice-Chair)	Mrs Murphy
Mr Baker	Mr Mynott
Mrs Coe	Mr Quirk
Mr Hirst	Mr Reed
Mrs Hubbard	Mr Sleep
Mr Kerslake	Mr Tee

#### **Apologies**

Mr Barrett	Mr Kendall
Mr Carter	Mr Le-Surf
Ms Chilvers	Mr McCheyne
Mr Clark	Mrs McKinlay
Mr Cloke	Dr Naylor
Mrs Cohen	Mr Newberry
Mrs Davies	Mr Parker
Mr Faragher	Mr Russell
Mrs Henwood	Ms Sanders
Mrs Hones	Mr Sapwell
Mr Hossack	Mrs Squirrell
Mr Keeble	

#### **Substitute Present**

#### **Also Present**

#### **Officers Present**

Kim Anderson	Partnership, Leisure and Funding Manager
Claire Hayden	Governance and Member Support Officers
Christopher Potter	Monitoring Officer and Head of Support Services
Chris Leslie	Financial Services Manager

**1. Apologies for absence**

Apologies were received from Mr Barrett, Mr Carter, Ms Chilvers, Mr Clark, Mr Cloke, Mrs Cohen, Mrs Davies, Mr Faragher, Mrs Henwood, Mrs Hones, Mr Hossack, Mr Keeble, Mr Kendall, Mr Le-Surf, Mr McCheyne, Mrs McKinlay, Dr Naylor, Mr Newberry, Mr Parker, Mr Russell, Ms Sanders, Mr Sapwell and Mrs Squirrell.

**2. Minutes of the last meeting**

The minutes of the 12.2.2014 meeting were approved.

**3. Declarations of Interest**

Ms Morrissey declared an interest as a member of the Conservators of Shenfield Common.

**4. Approval of the Statement of Accounts 2013/14 and Appointment of Temporary Support Staff**

Brentwood Assize House ('the Charity') (Charity Number 230138) were asked to approve the Statement of Accounts for 2013/14.

The Trustees were requested to appoint two people to act on the Charity's behalf for formal contact with the Charity Commission.

Trustee requested a review of the lease on 86 High Street and re-valuation on 8-12 Crown Street be undertaken.

A motion was MOVED by Mr Aspinell and SECONDED by Mr Lloyd.

**RESOLVED UNANIMOUSLY** to approve the recommendations set out in the report.

2.1 Approve the Statement of Accounts for 2013/2014.

2.2 Appoint the following people with immediate effect until 31 March 2015 to act on the Charity's behalf for contact with the Charity Commission including submission of annual returns:

- Chris Leslie (Financial Service Manager)
- Phoebe Barnes (Accountant)

## **5. Review of Governance and Administration of Brentwood Assize House**

Brentwood Assize House ('the Charity') (Charity Number 230138) is a small charity under the terms of the Charities Act 2011.

It was noted that the purpose of the report was to review the governance and administration of the Charity.

A Trustee expressed concerns on the guidance given to new Councillors on the role as a Trustee to the Assizes Trust. Mr Potter confirmed that training will be reviewed.

Mr Potter advised the Trustee that the role of clerk for this Charity should be a not an Officer of the Council due to potential or actual conflicts of interest.

A view was expressed for a independent person to take on this role as clerk and a review on an alternative venue to hold the Assize Trust Meeting be undertaken. A report be presented at the next meeting.

A motion was MOVED by Mr Aspinell and SECONDED by Mr Lloyd.

**RESOLVED UNANIMOUSLY** to approve the recommendations set out in the report.

2.1 That the current governance structure be noted.

2.2 That the costs of the administration of the Charity be quantified, separately accounted for and a review of its future administration needs for 2015/2016 be undertaken.

## **6. Review of Grants Award Criteria**

Brentwood Assize House ('the Charity') (Charity Number 230138) is a small charity under the terms of the Charities Act 2011.

It was noted that the purpose of the report was to review the award criteria.

Mrs Hubbard expressed concerns on the revised criteria (Appendix B). A suggestion from Mr Hirst, to change to some of the wording may be required.

A motion was MOVED by Mr Aspinell and SECONDED by Mr Lloyd to approve the recommendation 2.2 subject to an amendment to the wording of the new criteria (Appendix B) and circulated to Trustees.

**RESOLVED UNANIMOUSLY to:**

2.1 That the award criteria be approved as set out in Appendix B to this report (as amended) and that it be circulated.

## **7. Applications for Funding**

The Trustees of the Assizes House Trust Fund asked to consider the bid received from the Conservators of the Shenfield Common for a grant to clear, clean and restore the pond on Shenfield Common.

Mrs Morrissey declared an interest in this bid as a Conservator and left the Chamber taking no part in the item of business.

Mr Lloyd MOVED a motion to refusal this application, which was SECONDED by Mr Aspinell.

Mr Lloyd requested that the application be re-submitted and brought back to the next meeting with the following conditions:-

- Other avenues for funding be undertaken,
- Application to be completed under the new criteria,
- Indication of cost, evidence of value,
- Presentation on application, works needed.

## **8. Date, time and place of next meeting**

A date, time and place would be arranged for February/March 2015.