

**16 September 2015**

## **BRENTWOOD ASSIZE HOUSE**

### **Appointment of Staff**

**Report of:** *Christopher Potter, Monitoring Officer and Head of Support Services*

**Wards Affected:** *All*

**This report is:** *Public*

#### **1. Executive Summary**

- 1.1 Following staff changes, Brentwood Assize House ('the Charity') (Charity Number 230138) is 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

#### **2. Recommendation(s)**

- 2.1 That Philip Ruck, Head of Paid Service, be appointed to be the Secretary of Brentwood Assize House;**
- 2.2 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 (Financial Director); and**
  - **Phoebe Barnes (Accountant).**

#### **3. Introduction and Background**

- 3.1 The Brentwood Assize House was established in 1860 and the full Council acts as the trustee.
- 3.2 The original purpose of the Charity was "for the general improvement of the town but not to be applied towards the highway or parochial rates of the town".
- 3.3 The Council extended the area of the Charity to include the whole Borough of Brentwood on the 11<sup>th</sup> July 2012.
- 3.4 The revised purpose of the Charity being "for the general improvement of the (part of) the Borough of Brentwood excluding any expenditure on highways or to support the Brentwood Borough Council General Fund."

- 3.5 The Charity has a trust fund with money generated and accumulated over the years from the endowment of the site of the former Brentwood Town Hall ('the Fund').
- 3.6 The Council provides exchequer services to the Charity, presently at nil cost to the Charity.

#### **4 Issue, Options and Analysis of Options**

- 4.1 As a result of changes over the last year, the Charity needs to formally appoint a Secretary and two people to act on its behalf to be the point of contact with the Charity Commission as regards the Submission of Annual Returns.

#### **5 Reasons for Recommendation**

- 5.1 To assist the Charity to comply with their responsibilities, there is a need to appoint a Secretary to act on behalf of the Charity.
- 5.2 As a registered charity the Charity is required to submit annual returns to the Charity Commission. To enable the Council to do this on the Charity's behalf it needs to formally nominate named representatives.

#### **6 References to Charity's Purposes**

- 6.1 The Charity's objectives are for the general improvement of the Borough. This is consistent with the Council's 'Street Scene and Environment', 'Housing, Health and Wellbeing' and 'A Safe Borough' priorities.

#### **7 Implications**

##### **Financial Implications**

**Name & Title: Chris Leslie – Finance Director (Section 151)**

**Tel & Email: 01277 312542 / christopher.leslie@brentwood.gov.uk**

- 7.1 None

##### **Legal Implications**

**Name & Title: Chris Potter – Monitoring Officer and Head of Support Services**

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- 7.2 The Council and Members of the Council are reminded that in law they are required to act in the best interests of the Charity, and this includes make relevant appointments of personnel.

**Other Implications** (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

7.3 None

**8 Background Papers** (include their location and identify whether any are exempt or protected by copyright)

8.1 None

**9 Appendices to this report**

None

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