

NORTH HERTFORDSHIRE DISTRICT COUNCIL
CABINET SUB-COMMITTEE (COUNCIL CHARITIES)

**MEETING HELD IN THE COUNCIL CHAMBER, DISTRICT COUNCIL OFFICES,
LETCWORTH GARDEN CITY
ON MONDAY, 13TH DECEMBER, 2021 AT 3.00 PM**

MINUTES

Present: *Councillors: Judi Billing, Elizabeth Dennis-Harburg and Steve Jarvis*

In Attendance: *Ian Couper (Service Director – Resources), Jo Dufficy (Service Director – Customers), Andrew Mills (Service Manager – Greenspace), Doug Traill-Stevenson (Commercial/Trusts Lawyer), William Edwards (CMSM)*

9 ELECTION OF A CHAIR

Audio recording – 1:47

RESOLVED: That Councillor Steve Jarvis be elected as Chair of the meeting.

10 APOLOGIES FOR ABSENCE

Audio recording – 2:10

There were no apologies for absence.

11 MINUTES - 16 DECEMBER 2019, 14 DECEMBER 2020

Audio Recording – 2:30

RESOLVED: That the Minutes of the Meeting of the Committee held on 16 December 2019 and 14 December 2020 be approved as a true record of the proceedings and be signed by the Chair.

12 NOTIFICATION OF OTHER BUSINESS

Audio recording – 2:11

There was no other business notified.

13 CHAIR'S ANNOUNCEMENTS

Audio recording – 2:13

(1) The Chair drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question.

14 PUBLIC PARTICIPATION

Audio recording – 2:37

There was no public participation.

15 **ANNUAL ACCOUNTS AND RETURNS FOR COUNCIL CHARITIES**

Audio Recording – 2:48

The Service Director – Resources presented the report on Annual Accounts and Returns for Council Charities along with the attached appendices 1-3.

Councillor Steve Jarvis proposed, Councillor Elizabeth Dennis-Harburg seconded and on the vote it was:

RESOLVED: That the Cabinet Sub-Committee (Council Charities):

- (1) approves the information required by the Charities Commission for the four registered charities so that returns can be submitted prior to the 31st January 2022 deadline.
- (2) notes the requirement for those charities with gross income of more than 25k in their financial year to have their accounts independently examined and, as this applies to King George's Field and Hitchin Town Hall Gymnasium and Workmans Hall, instructs this to be undertaken for those accounts for 2020/21. This will be undertaken by the Shared Internal Audit Service (SIAS).

REASON FOR DECISION: To facilitate the submission of approved returns to the Charities Commission.

The meeting closed at 3.07 pm

Chair