

NORTH HERTFORDSHIRE DISTRICT COUNCIL

CABINET SUB-COMMITTEE (COUNCIL CHARITIES)

**MEETING HELD IN THE COUNCIL CHAMBER, DISTRICT COUNCIL OFFICES, GERON
ROAD, LETCHWORTH GARDEN CITY, SG6 3JF
ON WEDNESDAY, 19TH NOVEMBER, 2025 AT 5.30 PM**

MINUTES

Present: *Councillors: Ian Albert (Chair), Amy Allen and Mick Debenham.*

In Attendance: *Ian Couper (Director - Resources), Robert Filby (Trainee Committee, Member and Scrutiny Officer), Susan Le Dain (Committee, Member and Scrutiny Officer) and Douglas Traill-Stevenson (Property Solicitor).*

Also Present: *At the commencement of the meeting there were no members of the public present.*

1 ELECTION OF CHAIR

Audio recording – 59 seconds

Councillor Amy Allen proposed, and Councillor Mick Debenham seconded and, following a vote, it was:

RESOLVED: That Councillor Ian Albert be elected as Chair of the meeting.

2 APOLOGIES FOR ABSENCE

Audio recording – 1 minute 44 seconds

There were no apologies for absence received.

3 MINUTES - 19 NOVEMBER 2024

Audio recording – 1 minute 49 seconds

Councillor Ian Albert, as Chair, proposed and Councillor Mick Debenham seconded and, following a vote, it was:

RESOLVED: That the Minutes of the Meeting of the Committee held on 19 November 2024 be approved as a true record of the proceedings and be signed by the Chair.

4 NOTIFICATION OF OTHER BUSINESS

Audio recording – 2 minutes 31 seconds

There was no other business notified.

5 CHAIR'S ANNOUNCEMENTS

Audio recording – 2 minutes 34 seconds

- (1) The Chair advised that, in accordance with Council Policy, the meeting would be audio recorded.
- (2) 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.

6 PUBLIC PARTICIPATION

Audio recording – 3 minutes 17 seconds

There was no public participation.

7 ANNUAL REPORTS AND ACCOUNTS FOR COUNCIL ADMINISTERED CHARITIES

Audio recording – 3 minutes 20 seconds

The Director – Resources presented the report entitled 'Annual Reports and Accounts for Council Administered Charities' and advised that:

- This report detailed the returns required for the five Charities/Charitable Trusts administered by the Council.
- This Sub Committee was required to approve the accounts and annual reports prior to them being submitted to the Charities Commission.
- There was a verbal update in relation to the progress on the internal audit of the charities as outlined in paragraph 8.9 of the report, as a draft report was still in progress.
- The number of volunteers for King George V Charitable Trust was still yet to be confirmed as outlined in Appendix 5, but this number was anticipated to be similar to last year.

In response to a question from Councillor Ian Albert, the Director – Resources advised that these assets were restricted funds which could not be dispersed and that the Council used the standard accounting policy to depreciate these assets over their lifespan.

Councillor Ian Albert proposed and Councillor Amy Allen seconded, and following a vote, it was

RESOLVED:

- (1) That the Charities Sub-Committee approved the information required by the Charities Commission for the five registered charities, so that the returns can be submitted prior to the 31st January 2026 deadline.
- (2) That the Charities Sub-Committee noted 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 2024/25. This will be undertaken by the Shared Internal Audit Service (SIAS).

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

The meeting closed at 5.40 pm

Wednesday, 19th November, 2025

Chair