

# Public Document Pack

## NORTH HERTFORDSHIRE DISTRICT COUNCIL

### CABINET SUB-COMMITTEE (COUNCIL CHARITIES)

MEETING HELD AS A VIRTUAL MEETING  
ON MONDAY, 14TH DECEMBER, 2020 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) and Hilary Dineen (Committee, Member and Scrutiny Manager)

#### 1 WELCOME AND REMOTE/PARTLY REMOTE MEETINGS PROTOCOL SUMMARY

*Audio recording – 23 seconds*

The Committee, Member and Scrutiny Manager welcomed everyone to this meeting of the Cabinet Sub-Committee (Council Charities) that was being conducted with Members and Officers at various locations, communicating via audio/video and online. There was also the opportunity for the public and press to listen to and view proceedings.

The Committee, Member and Scrutiny Officer undertook a roll call to ensure that all Members, Officers and registered speakers could hear and be heard and gave advice regarding the following:

The meeting was being streamed live onto YouTube and recorded via Zoom.

Extracts from the Remote/Partly Remote Meetings Protocol were included with the agenda and the full version was available on the Council's website which included information regarding:

- Live Streaming;
- Noise Interference;
- Rules of Debate and
- Voting.

Members were requested to ensure that they were familiar with the Protocol.

#### 2 ELECTION OF A CHAIR

*Audio recording – 1 minute 46 seconds*

The Committee, Member and Scrutiny Manager called for nominations for election as Chair of the Cabinet Sub-Committee (Council Charities).

Councillor Judi Billing proposed and Councillor Elizabeth Dennis-Harburg seconded that Councillor Steve Jarvis be elected as Chair of the Cabinet Sub-Committee (Council Charities)

There being no other nominations it was:

**RESOLVED:** That Councillor Steve Jarvis be elected as Chair of the Cabinet Sub-Committee (Council Charities).

**3 APOLOGIES FOR ABSENCE**

*Audio recording – 2 minutes 14 seconds*

There were no apologies for absence.

**4 MINUTES - 16 DECEMBER 2019**

The Minutes of the meeting held on 16 December 2019 were not considered at this meeting.

**5 NOTIFICATION OF OTHER BUSINESS**

*Audio recording – 2 minutes 17 seconds*

There was no other business notified.

**6 CHAIR'S ANNOUNCEMENTS**

*Audio recording – 2 minutes 22 seconds*

- (1) The Chair advised that, in accordance with Council policy, this meeting was being audio recorded as well as filmed. The audio recordings would be available to view on Mod.gov and the film recording via the NHDC Youtube channel.
- (2) Members were reminded to make declarations of interest before an item, the detailed reminder about this and speaking rights was set out under Chair's Announcements on the agenda.

**7 PUBLIC PARTICIPATION**

*Audio recording – 2 minutes 30 seconds*

There were no presentations by members of the public.

**8 ANNUAL REPORTS AND ACCOUNTS FOR COUNCIL ADMINISTERED CHARITIES**

*Audio recording – 2 minutes 37 seconds*

The Service Director – Resources presented the report entitled Annual Reports and Accounts for Council Administered Charities together with the following appendices:

- Appendix 1a - Hitchin Town Hall Gymnasium and Workmans Hall Trust – Accounts;
- Appendix 1b - Hitchin Town Hall Gymnasium and Workmans Hall Trust - Draft Annual Return;
- Appendix 2a - King George V Playing Fields – Accounts;
- Appendix 2b - King George V Playing Fields - Draft Annual Return;
- Appendix 3a - Smithson Recreation Ground – Accounts;
- Appendix 3b - Smithson Recreation Ground - Draft Annual Return.

In response to a question asked by Councillor Judi Billing, the Service Director - Resources advised that the manner of the bequest of the Hertfordshire Yeomanry Collection to North Hertfordshire District Council meant that it was part of the sub-committee's remit.

**RESOLVED:**

- (1) That the information required by the Charities Commission for the four registered charities be approved, so that the returns can be submitted prior to the 31st January 2021 deadline.
- (2) That the requirement for those charities with gross income of more than £25k in their financial year to have their accounts independently examined be noted 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 2019/20. 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 3.08 pm

Chair

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