

**NORTH HERTFORDSHIRE DISTRICT COUNCIL**

**CABINET SUB-COMMITTEE (COUNCIL CHARITIES)**

**MEETING HELD IN THE FLOOR 1, ROOM 2, DISTRICT COUNCIL OFFICES,  
GERNON ROAD, LETCHWORTH GARDEN CITY  
ON THURSDAY, 13TH DECEMBER, 2018 AT 1.00 PM**

**MINUTES**

**Present:** Councillors Bernard Lovewell (Chairman), Julian Cunningham and Michael Weeks

**In Attendance:** Ian Couper (Service Director - Resources), Marie Searle (Property Solicitor) and Melanie Stimpson (Democratic Services Manager)

**Also Present:** Daniel Moran (Electoral Services Officer)

**11 APOLOGIES FOR ABSENCE**

*Audio Recording – Start time of Item – 19 seconds*

No apologies for absence were received from Councillors.

The Chairman introduced Daniel Moran from the Electoral Services Team who was in attendance as he had expressed an interest in clerking a future meeting of the Council.

**12 MINUTES - 20 NOVEMBER 2018**

*Audio Recording – Start time of Item – 54 seconds*

**RESOLVED:** That the Minutes of the Meeting of the Committee held on 20<sup>th</sup> November 2018 be approved as a true record of the proceedings and be signed by the Chairman.

**13 NOTIFICATION OF OTHER BUSINESS**

*Audio Recording – Start time of Item – 1 minute and 9 seconds*

There was no other business notified.

**14 CHAIRMAN'S ANNOUNCEMENTS**

*Audio Recording – Start time of Item – 1 minute and 18 seconds*

- (1) The Chairman announced that in accordance with Council policy the meeting was being audio recorded. Members of the public and the press were able to use their devices to film/photograph, or do a sound recording of the meeting, but were requested to not disrupt the proceedings of the meeting.
- (2) The Chairman 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; Members who declared a Declarable Interest, who wished to exercise a 'Councillor Speaking Right', were advised to declare this at the same time as the interest.

**15 PUBLIC PARTICIPATION**

*Audio Recording – Start time of Item – 2 minutes and 17 seconds*

There was no public participation.

**16 ANNUAL ACCOUNTS AND RETURNS FOR COUNCIL ADMINISTERED CHARITIES**

*Audio Recording – Start time of Item – 2 minutes and 30 seconds*

The Cabinet Sub-Committee considered a report presented by the Service Director, Resources, which included the returns required for each of the Charities/Charitable Trusts administered by the Council. The four Charities/Charitable Trusts were Hitchin Town Hall Gymnasium and Workmans Hall Trust, King George's Field Hitchin, Smithson Recreation Ground and Hertfordshire Yeomanry and Artillery Collection.

It was noted that the annual return referred to three charities, the Hertfordshire Yeomanry and Artillery Collection was not included as there was nothing significant to report and therefore did not require the same level of return.

It was explained that the Charities Sub-Committee approved the accounts and annual reports prior to submission to the Charities Commission.

The following responses were provided to questions from the Sub-Committee:

- *In regards to King George's Charitable Trust, surveyors had in the past overvalued the land as it did not reflect the various restrictions and covenants on the land and the valuation should reflect these. There were no future plans for the asset but it was a requirement that it was valued each year. The building itself was a valuation adjustment.*
- *Regarding Hitchin Town Hall, to calculate the depreciation figure on Hitchin Town Hall it was first necessary to apply the revaluation figure prior to depreciation.*

Having considered the report, it was

**RESOLVED:**

That the Cabinet Sub-Committee (Council Charities):

- i. approved the information required by the Charities Commission for the four registered charities, so that the returns could be submitted prior to the January 2019 deadline.
- ii. notes the requirement for those charities with a 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, instructs this to be undertaken for those accounts for 2017/18. This will be undertaken by the Shared Internal Audit Service (SIAS).

The meeting closed at 1.13 pm

Chairman