

Terms of Reference/Constitution/ Delegation - Charities and Trusts Committee

Report of the Director of Democracy, Law and Transformation

Terms of Reference

To exercise those powers and duties held by the County Council in its capacity as a Trustee for Charities and Trusts registered with the Charity Commission and recording the County Council as a Trustee.

Specifically but not exclusively to:

- (a) approve annual reports and accounts
- (b) approve Charity Commission returns and other regulatory documents
- (c) Respond to enquiries from auditors and independent examiners
- (d) to make decisions on the use/disposal of charity property and assets
- (e) to oversee the management of any Charity and Trust for which the County Council is a Trustee
- (f) To act as the accountable manager for, and take all necessary administrative decisions on any Charity and Trust for which the County Council is the a Trustee
- (g) To compile and maintain an up to date list of Charities and Trusts for which the County Council is a Trustee
- (h) To take any other action required to ensure the proper management and administration of Charities and Trusts for which the County Council is a Trustee.
- (i) To report annually to the full County Council on decision made on its behalf.

Membership

The Committee shall comprise 5 members (Cabinet members shall not be eligible for appointment to this Committee).

Frequency of Meetings

The Committee shall hold a minimum of 2 meetings per municipal year. Additional meetings to be held as and when required.

Delegation

- (a) The Director of Finance and Resources to make decisions on the management of all Funds held by Charities and Trusts for which the County Council is a Trustee
- (b) All members of the Senior Leadership Team to implement decisions made by or on behalf of the County Council in its capacity of Sole Trustee of any Charity or Trust