

**London Borough of Enfield
Mayor's Charity Appeal Fund
Registered Charity Number 283320**

Minutes of the meeting of the Trustees of the Enfield Mayor's Charity Appeal Fund held in the Mayor's Parlour on Thursday 28th November 2019.

MEMBERS

Trustees:

Councillor Hass Yusuf
Councillor Edward Smith
Councillor Elif Erbil

Ex-Officio Members:

Mayor in Office: Councillor Kate Anolue
Chief Executive: Ian Davis

OFFICERS

Jeremy Chambers – Director of Law & Governance (Monitoring Officer)
Claire Johnson – Head of Governance & Scrutiny
Koulla Panaretou – Mayor's Office Manager

| | | <u>ACTION</u> |
|----|---|----------------------|
| 1. | WELCOME The Chair, Cllr Hass Yusuf, welcomed everyone to the meeting. | |
| 2. | APOLOGIES FOR ABSENCE Apologies were received from Ian Davis. | |
| 3. | MINUTES 3.1 - The minutes of the meetings held on Wednesday 27 th November 2018 and 2 nd September 2019 were agreed . JC confirmed that updates to the Trust Deed to reflect changes and tighten procedures were still being considered. | JC |
| | 3.2 – There were no further matters arising from the minutes which required discussion which were not covered in item 3.3. | |

3.3 Updates on Actions from Trustees' Meeting held on 2nd September 2019

(1) Jeremy Chambers (JC) updated the Trustees on the actions of the meeting of the 2nd September 2019, as follows:

- As requested, JC wrote to the Trustees of Enfield Sounds Great and as at the 2nd November 2019 the Trust holds more funds than was originally raised by the Mayor's Charity Trust (£12,543). JC confirmed that he had seen all the financial records for Enfield Sounds Great and no further concerns were noted.
- Trustees were asked to confirm their consent to the release and publication of the Mayor's Charity Trust minutes etc. Trustees were asked to make this decision after advice from JC stating that it would be wrong for the Council (as opposed to the Trustees) to release this information pursuant to an FOI request made to the Council. The journalist that requested this information appealed the Council's refusal to release the information to the Information Commissioner. This week, the Information Commissioner had upheld the Council's position and rejected the journalist's claim that the information was disclosable under the Freedom of Information Act. This now means that annually when new Trustees are appointed, a report will be required asking for the Trustees' consent to publish minutes, etc.

(2) In response, the following comments were received from the Trustees:

- Cllr Edward Smith (ES) was concerned that the £12,543 was a substantial amount of money and still in the Enfield Sounds Great bank account and not actually spent yet. Fund raising has taken place since which explains the increase in the balance from the £12,543 initially deposited.
- JC also clarified that in the past it was not a requirement to ask the Charities benefiting from the Mayors Trust details of how the money had been spent. Going forward they will be required to provide details of expenditure within a set timeframe for accountability purposes. This will take effect from monies raised by the current Mayor 2019-2020 in line with the minutes of 2nd September 2019.

(3) In conclusion, the Trustees agreed all updates provided.

| | | |
|----|--|--|
| | <p>MAYOR'S CHARITY APPEAL FUND 2018/2019</p> <p>4. <u>Officers' Report on Mayor's Charity Appeal Fund 2018/19:</u></p> <p>4.1 The Trustees and Officers received the Officers' Report in respect of the Mayor's Charity Appeal Fund 2018-19. The only two low risk recommendations set out by the Internal Audit team to be actioned in future are as follows:</p> <p><u>Mayors' Office:</u> that all charitable distributions should be entered on the SAP system quoting a clearly identifiable reference in order to easily distinguish the related beneficiary.</p> <p><u>Finance:</u> A set of accounts should consist of two years information, namely the current and previous years to be stated.</p> <p>The Chair requested agreement from the Trustees that the contents of the report were agreed, and this was received.</p> <p><u>Final Unaudited Accounts & Auditors Report:</u></p> <p>4.2 The Trustees received the unaudited accounts and Auditors report. The Chair asked for any comments or questions and none were received.</p> <p>The Chair therefore requested that the Trustees confirm their agreement to both the unaudited accounts and Auditors report, and this was received.</p> <p><u>Distribution of Funds List:</u></p> <p>4.3 The Trustees received the proposed amounts to be distributed to the identified beneficiaries from the Mayor's Charity Appeal Fund for 2018/19.</p> <p>The total amount raised being £15,372 which is to be distributed to the chosen beneficiaries as stated in Appendix E and these were approved by the Trustees.</p> <p>Therefore, the Chair confirmed the Trustees agreed that a total of £15,372 be distributed according to the list of beneficiaries listed in Appendix E.</p> | |
| 5. | <p>MAYOR'S CHARITY APPEAL FUND 2019/2020</p> <p>The Trustees received Appendix F from the Mayor, Cllr Kate Anolue. She has identified 10 charities and has endeavoured to cover all levels such as children, the elderly, disabilities, health and needs of the local youth.</p> <p>The Mayor was happy with progress so far in respect of the fund raising and a substantial amount had already been received to the Charity. She was delighted that this will go a long way to improving as many people's</p> | |

| | | |
|----|---|--------------|
| | <p>lives in Enfield as possible.</p> <p>On behalf of the Trust, the Chair wished the Mayor good luck with her Charity.</p> <p>JC will provide the Trustees with the legal position on all the identified charities by email to confirm their eligibility to receive charitable donations.</p> | JC |
| 6. | <p>ANY OTHER BUSINESS</p> <p>There were no further items to be discussed.</p> | |
| 7. | <p>DATE OF NEXT MEETING</p> <p>AGREED that the next Trustees Meeting will be arranged in the New Year. To be arranged by the Mayor's Office.</p> | CJ/KP |