

MINUTES OF THE MEETING OF THE MAYOR'S CHARITY APPEAL FUND MEETING HELD ON MONDAY, 1ST NOVEMBER, 2021

MEMBERS: Councillors Sabri Ozaydin (Mayor), Susan Erbil, Christine Hamilton (Deputy Mayor) and Edward Smith

Officers:

Claire Bryant (Governance Manager), Jeremy Chambers (Director of Law and Governance) and Claire Johnson, (Governance & Scrutiny Manager, [Superintendent Registrar], Koulla Panaretou (Mayoral Services Manager

Also Attending: Marian Cameron (Internal Audit)

1. WELCOME

Agreed that Cllr Susan Erbil was appointed as Chair of the Trustees for the Mayoral year 2021-22.

2. APOLOGIES

Apologies for absence were received from Ian Davis, Chief Executive.

3. MINUTES

3.1 The minutes of the meetings held on Tuesday 24th November 2020 **agreed.**

3.2 The following matters arising from the minutes were confirmed:

- Koulla confirmed that evidence from each of the Charities has been received in writing, identifying how the monies have been spent.
- Marion Cameron (Internal Audit) clarified the position regarding the Corporate Risks categories of Fraud and Corruption and Financial management being classed as a high-risk rating. The document was produced using the Terms of Reference linked to the Counter Corporate Risk Registered which was rated high at the time. This has now been changed and the risk register has been amended.

AGREED that the agenda and minutes for the meeting dated 1st November 2021 be published on the Council's website.

4. MAYOR'S CHARITY APPEAL 2020-2021

MAYOR'S CHARITY APPEAL FUND MEETING - 1.11.2021

Officers' Report on Mayor's Charity Appeal Fund 2020/21:

The Trustees and Officers received the Officers' Report in respect of the Mayor's Charity Appeal Fund 2020-21. The Internal Audit team found no outstanding items of risk to report on this review.

AGREED: The contents of the report.

Final Unaudited Accounts & Auditors Report:

The Trustees received the unaudited accounts and Auditors report. The Chair asked for any comments or questions and the following were received:

AGREED: The unaudited accounts and Auditors' report.

Distribution of Funds:

AGREED: It was agreed the money raised during the 2020-21 year be carried forward to the next municipal year and to be distributed after May 2021.

5. MAYOR'S CHARITY APPEAL FUND 2021-2022

The Trustees received a report from the Mayor identifying 4 charities in order to raise as much money as possible to help those directly affected by the Covid-19 Pandemic, covering front line workers and NHS staff. The Mayor agreed that if any other charities are identified during the 2021-2022 municipal year that are also supporting this cause, then he would be happy to support them, if funding allows.

6. DATE OF NEXT MEETING

AGREED that the next Trustees Meeting will be arranged in 2022. To be arranged by the Mayor's Office.