

**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 via Microsoft Teams on Monday 1<sup>st</sup> November 2021.

**MEMBERS**

**Trustees:**

Councillor Susan Erbil  
Councillor Edward Smith  
Councillor Christine Hamilton

**Ex-Officio Members:**

Mayor in Office: Councillor Sabri Ozaydin  
Chief Executive: Ian Davis

**OFFICERS**

Jeremy Chambers – Director of Law & Governance (Monitoring Officer)  
Claire Johnson – Head of Governance & Scrutiny  
Clare Bryant – Senior Governance Officer  
Koulla Panaretou – Mayor's Office Manager  
Marion Cameron - Deputy Head of Internal Audit & Risk Management

		<b><u>ACTION</u></b>
1.	<b>WELCOME &amp; APPOINTMENT OF CHAIR</b>  Agreed that Cllr Susan Erbil was appointed as Chair of the Trustees for the Mayoral year 2021-22.	
2.	<b>APOLOGIES FOR ABSENCE</b>  Apologies for absence were received from Ian Davis, Chief Executive.	
3.	<b>MINUTES</b>  3.1 The minutes of the meetings held on Tuesday 24 <sup>th</sup> November 2020 <b>agreed.</b>  3.2 The following matters arising from the minutes were confirmed: <ul style="list-style-type: none"><li>• Koulla confirmed that evidence from each of the Charities has been received in writing, identifying how the monies have been spent.</li></ul>	

	<ul style="list-style-type: none"> <li>• 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. When the document was prepared the information was taken from the Terms of Reference which were linked to the Counter Corporate Risk Registered which was also rated high at the time. This has now been changed and the risk register has been refreshed.</li> <li>• <u>Publication of Minutes:</u> At the meeting of Trustees unanimously agreed that the agenda and minutes for the meeting dated 1<sup>st</sup> November 2021 be published on the Council’s website.</li> </ul>	
<p><b>4. MAYOR’S CHARITY APPEAL FUND 2020/2021</b></p> <p><b>4.1</b></p> <p><b>4.2</b></p> <p><b>4.3</b></p>	<p><u>Officers’ Report on Mayor’s Charity Appeal Fund 2020/21:</u></p> <p>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.</p> <p><b>The Chair requested agreement from the Trustees that the contents of the report were agreed, and this was received.</b></p> <p><u>Final Unaudited Accounts &amp; Auditors Report:</u></p> <p>The Trustees received the unaudited accounts and Auditors report. The Chair asked for any comments or questions and the following were received:</p> <p>For clarity, unaudited accounts refer to the accounts forming part of an independent examination and are not allowed to be referred to as audited.</p> <p><b>The Chair therefore requested that the Trustees confirm their agreement to both the unaudited accounts and Auditors report, and this was received.</b></p> <p><u>Distribution of Funds:</u></p> <p>The Mayor requested that the total amount raised of £2,249 during the mayoral year 2020-21 be carried forward to the next municipal year in order to build up more funds. The monies will stay in the Mayors Charity Appeal Fund account and distributed after May 2021.</p> <p><b>AGREED in line with point 5.1.2 of the Trust Deed.</b></p>	
<p><b>5.</b></p>	<p><b>MAYOR’S CHARITY APPEAL FUND 2021/2022</b></p> <p>The Trustees received Appendix E from the Mayor, Cllr Sabri Ozaydin, identifying 4 charities in order to raise as much money as possible to help</p>	

	<p>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.</p>	
7.	<p><b>DATE OF NEXT MEETING</b></p> <p><b>AGREED</b> that the next Trustees Meeting will be arranged in 2022. To be arranged by the Mayor's Office.</p>	<b>Koulla</b>