

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Board of Trustees of the Gilstrap Charity and W E Knight Trust** held in the Room S2, Castle House, Great North Road, Newark NG24 1BY on Thursday, 3 October 2019 at 3.30 pm.

PRESENT: Councillor I Walker (Chairman)

Councillor Mrs B Brooks, Councillor Mrs R Crowe, Councillor K Girling and Councillor M Skinner

ALSO IN Councillor Mrs I Brown and Councillor Mrs G Dawn

ATTENDANCE:

UPDATE ON GOVERNANCE ARRANGEMENT OF BOARD OF TRUSTEES

Prior to the commencement of the meeting, the Clerk to the Trustees advised those present that the Councillors' Commission were reviewing the current governance arrangements for the Board of Trustees. They had considered a report in September with another report scheduled for consideration in November.

The Clerk advised that following representations made by wider Council Members, requesting that they be kept informed on the work of the Board of Trustees, a review of the current arrangements had been undertaken following which she had clarified the arrangements by which the Council discharged its obligations as the Corporate Trustee for the W.E. Knight and Gilstrap charities.

The Clerk also advised that, at present, the governance arrangements did not deal with meetings of the Board in the same way as that of a regular committee but that interim measures had been put in place which enabled Council Members to view the meeting Agendas via the Members' Extranet.

76 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

Councillor K. Girling declared a personal interest in Agenda Item No. 8 – Lease Renewal of the Gilstrap Building as he was an elected Member of Nottinghamshire County Council.

77 DECLARATION OF INTENTION TO RECORD THE MEETING

None

78 APPOINTMENT OF CHAIRMAN

Councillor K. Girling proposed and Councillor Mrs R. Crowe seconded, that Councillor I. Walker be appointed as Chairman of the Board of Trustees for the forthcoming year.

AGREED (unanimously) that Councillor I. Walker be appointed as Chairman of the Board of Trustees for the W.E. Knight and Gilstrap charities for the forthcoming year.

79 MINUTES OF THE MEETING HELD ON 17 APRIL 2019

In relation to the aforementioned proposal to amend the governance arrangements for the Board of Trustees, a query was raised as to whether the minutes of previous meetings, which had been considered under exempt business, would be made public. The Clerk advised that a review of the minutes of previous meetings would need to be undertaken but that her understanding was that previous minutes had been treated as confidential by the Board.

AGREED that the Minutes of the meeting held on 17 April 2019 be approved and signed by the Chairman as a correct record.

80 GUIDANCE ON THE COUNCIL'S ROLE AS CORPORATE TRUSTEE AND MEMBERS OF THE TRUSTEE BOARD

The Clerk to the Trustees presented a report which sought to provide Members with guidance on their role and duties when acting on behalf of the Council as Corporate Trustee.

The report set out the remit of the Board together with their powers and duties when acting in their capacity as corporate trustee for the charities, such powers being derived from charity law and the charities constitution. The key duties of the Council as corporate trustee were listed in paragraph 3.2 of the report with those of the Members of the Board being listed in paragraph 3.3.

In considering the report the Clerk to the Trustees advised that the appendix to the report, The Trustee Handbook, was due to be reviewed and updated.

AGREED that the report be noted.

81 STATEMENT OF ACCOUNTS 2018/19 REPORT

The Assistant Business Manager – Financial Services presented to the Board the audited Statement of Accounts for the Gilstrap Endowment Fund for the Financial year ended 31 March 2019. It was reported that the accounts had been audited by Assurance Lincolnshire with no adjustments having been made to the draft statement of accounts.

In considering the report a Member noted that an application for funding had been rejected as it had not met the criteria set by the Board.

It was noted that an application for funding had been received but following inspection had been dismissed as it did not meet the Board's criteria. The Board requested that the application for funding process be more widely publicised together with the criteria any application would need to meet in order for it to be considered.

AGREED that the Statement of Accounts for the financial year ended 31 March 2019 be approved.

82 LEASE RENEWAL OF THE GILSTRAP BUILDING

The Clerk to the Trustees presented a report which gave an update on the progress made concerning the renewal of the lease of the Gilstrap building to Nottinghamshire County Council and which also sought approval to proceed with a renewed lease.

It was reported that support, in principle, to the lease renewal was agreed at the last meeting of the Board, subject to negotiations regarding the terms. Wood Moore & Company, Chartered Surveyors, were instructed to act on behalf of the Charity and negotiate with NCC over the terms of the new lease to secure the best terms possible. Following discussions an increase in rent of £2,000 pa had been secured, and the Surveyor had confirmed that the proposed terms for the lease renewal were the best that could reasonably be obtained for the Charity. The Clerk to the Trustees also reported that following a recent condition survey it was found that NCC were maintaining the building well.

AGREED that the renewal of the Lease of the Gilstrap Building to Nottinghamshire County Council on the terms and for the period as set out in the report be approved.

83 NEWARK R&M CRICKET CLUB PROJECT - PROGRESS REPORT

The Clerk to the Trustees presented a report giving an update on the progress made in respect of Newark R&M Cricket Club's ground development project. The report set out the background to the redevelopment of the facilities and the commitment by the Board to make a financial contribution from the W.E. Knight Trust. A copy of a letter from the Chairman of the Club was attached to the report and contained a request to the Charity to release a small proportion of the overall funding in order to facilitate the preparatory work as referred to in paragraph 3.2 of the report.

In considering the report a Member sought to clarify for the newly appointed Trustees that the W E Knight charity funds were entirely separate from those of the Gilstrap trust and did not have the same criteria which needed to be met to enable funding to be awarded.

It was noted by the Board that in the past they had requested that the new facilities be named after W.E. Knight and that an undertaking be sought from the Cricket Club that this would be actioned. The Clerk advised that she would confirm this request with the organisation.

AGREED that the report on the progress being made by the Club's towards its ground development project be noted, and its request for the release of £5,000 towards preparatory work be approved.

84 EXCLUSION OF THE PRESS AND PUBLIC

AGREED that under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting during discussion of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Schedule 12A of the Act and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

85 PROPOSED SALE OF LAND AT CEDAR AVENUE, NEWARK - PROGRESS REPORT

The Clerk to the Trustees presented a report which sought to provide an update in relation to the sale of land at Cedar Avenue/Lincoln Road, Newark.

(Summary provided in accordance with Section 100C(2) of the Local Government Act 1972).

86 DATE OF NEXT MEETING

AGREED that:

- (a) future meetings of the Board of Trustees of the Gilstrap Charity and W.E. Knight Trust be scheduled quarterly throughout the year, commencing at 6.00pm; and
- (b) all such meetings be held in meetings rooms within Castle House which enabled an audio recording to be made.

Meeting closed at 4.00 pm.

Chairman