

**Democratic Services**

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Date: 6 December 2016

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**To: All Members of the Charitable Trust Board**

Councillor Martin Veal (Chair)

Councillor Rob Appleyard

Councillor Robin Moss

Councillor Michael Norton

Councillor Geoff Ward

Chief Executive and other appropriate officers

Press and Public

Dear Member

**Charitable Trust Board: Wednesday, 14th December, 2016**

You are invited to attend a meeting of the **Charitable Trust Board**, to be held on **Wednesday, 14th December, 2016** at **10.00 am** in the **Council Chamber - Guildhall, Bath**.

The agenda is set out overleaf.

Yours sincerely

Marie Todd  
for Chief Executive

**If you need to access this agenda or any of the supporting reports in an alternative accessible format please contact Democratic Services or the relevant report author whose details are listed at the end of each report.**

*This Agenda and all accompanying reports are printed on recycled paper*

## NOTES:

- 1. Inspection of Papers:** Any person wishing to inspect minutes, reports, or a list of the background papers relating to any item on this Agenda should contact Marie Todd who is available by telephoning Bath 01225 394414 or by calling at the Guildhall, Bath (during normal office hours).
- 2. Public Speaking at Meetings:** The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. Advance notice is required not less than two full working days before the meeting (this means that for meetings held on Wednesdays notice must be received in Democratic Services by 4.30pm the previous Friday)

The public may also ask a question to which a written answer will be given. Questions must be submitted in writing to Democratic Services at least two full working days in advance of the meeting (this means that for meetings held on Wednesdays, notice must be received in Democratic Services by 4.30pm the previous Friday). If an answer cannot be prepared in time for the meeting it will be sent out within five days afterwards. Further details of the scheme can be obtained by contacting Marie Todd as above.

- 3. Details of Decisions taken at this meeting** can be found in the minutes which will be published as soon as possible after the meeting, and also circulated with the agenda for the next meeting. In the meantime details can be obtained by contacting Marie Todd as above.

Appendices to reports are available for inspection as follows:-

**Public Access points** - Riverside - Keynsham, Guildhall - Bath, Hollies - Midsomer Norton, and Bath Central, Keynsham and Midsomer Norton public libraries.

**For Councillors and Officers** papers may be inspected via Political Group Research Assistants and Group Rooms/Members' Rooms.

- 4. Recording at Meetings:-**

The Openness of Local Government Bodies Regulations 2014 now allows filming and recording by anyone attending a meeting. This is not within the Council's control.

Some of our meetings are webcast. At the start of the meeting, the Chair will confirm if all or part of the meeting is to be filmed. If you would prefer not to be filmed for the webcast, please make yourself known to the camera operators.

To comply with the Data Protection Act 1998, we require the consent of parents or guardians before filming children or young people. For more information, please speak to the camera operator

The Council will broadcast the images and sound live via the internet [www.bathnes.gov.uk/webcast](http://www.bathnes.gov.uk/webcast) An archived recording of the proceedings will also be available for viewing after the meeting. The Council may also use the images/sound recordings on its social media site or share with other organisations, such as broadcasters.

- 5. Attendance Register:** Members should sign the Register which will be circulated at the meeting.

6. THE APPENDED SUPPORTING DOCUMENTS ARE IDENTIFIED BY AGENDA ITEM NUMBER.

**7. Emergency Evacuation Procedure**

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are sign-posted.

Arrangements are in place for the safe evacuation of disabled people.

**Charitable Trust Board - Wednesday, 14th December, 2016**

**at 10.00 am in the Council Chamber - Guildhall, Bath**

**A G E N D A**

1. WELCOME AND INTRODUCTIONS

2. EMERGENCY EVACUATION PROCEDURE

The Chair will draw attention to the emergency evacuation procedure as set out on the Agenda.

3. APOLOGIES FOR ABSENCE AND SUBSTITUTION

4. DECLARATIONS OF INTEREST

At this point in the meeting declarations of interest are received from Members in any of the agenda items under consideration at the meeting. Members are asked to indicate:

(a) The agenda item number in which they have an interest to declare.

(b) The nature of their interest.

(c) Whether their interest is **a disclosable pecuniary interest** *or* **an other interest**,  
(as defined in Part 2, A and B of the Code of Conduct and Rules for Registration of Interests)

Any Member who needs to clarify any matters relating to the declaration of interests is recommended to seek advice from the Council's Monitoring Officer or a member of his staff before the meeting to expedite dealing with the item during the meeting.

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

The Chair will announce any items of urgent business accepted since the agenda was prepared under the Access to Information provisions.

6. ITEMS FROM THE PUBLIC - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS

7. MINUTES OF THE MEETING HELD ON 4 OCTOBER 2016 (Pages 7 - 12)

To confirm the minutes of the meeting held on 4 October 2016.

8. APPOINTMENT OF INDEPENDENT PERSON

To receive an update regarding the appointment of an independent person to the Charitable Trust Board.

9. ALICE PARK SUB-COMMITTEE UPDATE

To receive an update from the Alice Park Sub Committee which met on 6 December 2016.

10. FUTURE MEETING DATES

To consider future meeting dates for the Board. The Board is required to meet at least twice per year and suggested dates are set out below:

- Wednesday 1 or 15 March 2017 – 10am
- Wednesday 13 September or 4 October 2017 – 10am

The Committee Administrator for this meeting is Marie Todd who can be contacted on 01225 394414.

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**BATH AND NORTH EAST SOMERSET**

**MINUTES OF CHARITABLE TRUST BOARD MEETING**

Tuesday, 4th October, 2016

Present:- **Councillors** Martin Veal (Chair), Rob Appleyard, Robin Moss, Michael Norton and Geoff Ward

**9 WELCOME AND INTRODUCTIONS**

The Chairman welcomed everyone to the meeting.

**10 EMERGENCY EVACUATION PROCEDURE**

The Democratic Services Officer read out the emergency evacuation procedure.

**11 APOLOGIES FOR ABSENCE AND SUBSTITUTION**

Apologies for absence were received from Stephen Bird, Head of Heritage Services.

**12 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**13 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR**

There were no items of urgent business.

**14 ITEMS FROM THE PUBLIC - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS**

A question was received from Mr Tony Ashford which is attached as an appendix to the minutes along with a copy of the response which was given at the meeting. Officers confirmed that a written response would also be sent to Mr Ashford.

In response to a question from Cllr Appleyard it was confirmed that the independent member should be appointed in time to attend the next meeting.

**15 MINUTES OF THE MEETING HELD ON 10 JUNE 2016**

The minutes of the meeting held on 10 June 2016 were confirmed and signed by the Chair as a correct record.

**16 F G COOKE CHARITY - 4 THE CIRCUS**

The Board considered a report by the Head of Heritage Services requesting the nomination of additional trustees to support the Charity of Frances Georgina Cooke re No. 4 The Circus.

Cllr Appleyard pointed out that Cllr Crossley was willing to continue to serve as a trustee.

During debate the following resolution was moved and seconded and agreed unanimously.

**RESOLVED:** To request Group Leaders to nominate four trustees to support the charity and to forward these names to Marie Todd, Democratic Services Officer.

## **17 FREE FIELDS (RAINBOW WOODS)**

The Board considered a report by the Property Law Manager giving an update regarding Free Fields (Rainbow Woods).

It was noted that work was still ongoing to ascertain the legal position regarding the other sites listed in Schedule 2 of the Board's terms of reference.

During debate the following resolutions were moved and seconded and agreed unanimously.

**RESOLVED:**

- (1) To note the legal advice concerning the land.
- (2) To recommend the Council to move the land, Free Fields (Rainbow Woods) into Schedule 1 of the Board's Terms of Reference so that its responsibilities as trustee are delegated to the Board.

## **18 MANAGING URGENT WORKS AT TRUST SITES**

The Board considered a report by the Group Manager, Neighbourhood Environmental Services regarding the management of sites and carrying out urgent health and safety works.

It was noted that the legal team was still investigating the legal status of the sites listed in Appendix 1 of the report, except Free Fields (Rainbow Woods). Officers informed members of the exact location of each of the sites.

During debate the following resolutions were moved and seconded and were agreed unanimously.

**RESOLVED:** To recommend the Council that in relation to the sites detailed in Appendix 1 of the report:

- (1) To agree that decisions about requests for works to be undertaken, or events to be approved that fall outside of the Charitable Trust Board cycle be delegated to the Chair of the Trust Board in consultation with the Lead Officer.
- (2) To agree that urgent works required under health and safety legislation be delegated to the Lead Officer to action promptly.
- (3) To agree that the Council's Property Services department carry out essential works to the access at Weston Recreation Ground.

(4) To agree that all such decisions detailed in resolution 2 above be reported to the subsequent meeting of the Charitable Trust Board.

**19 REPORT FROM ALICE PARK SUB COMMITTEE**

The Board received the minutes of the Alice Park Sub Committee meeting held on 22 August 2016 and also received an update from the Group Manager, Neighbourhood and Environmental Services.

The appointment process for the independent members on the Sub Committee was underway. Nine applications had been received and a shortlist of five had been produced. Councillors Martin Veal and Michael Norton would be interviewing alongside Michael Rowan from the Parks Team.

The Chairman stressed that it would be important for the independent people appointed to have a balanced view to avoid pre-determination when discussing matters relating to Alice Park. Councillor Ward agreed that a broad based interest in the issues affecting the park was required. Councillor Appleyard stated that they should also have an understanding of good governance of the park.

Councillor Moss asked a question regarding the Alice Park investments, in particular the amount held, length of investment term and whether the funds were held in dormant accounts. Councillor Appleyard explained that further information regarding the investments would be considered at the next meeting of the Alice Park Sub Committee. The Group Manager, Neighbourhood and Environmental Services agreed to request the Finance Team to respond to Councillor Moss' queries.

The following resolution was moved and seconded and agreed unanimously.

**RESOLVED:** To note the minutes and update regarding the Alice Park Sub Committee.

**20 DATE OF NEXT MEETING**

It was agreed that the next meeting would take place on Wednesday 14 December 2016 at 10am at the Curo Offices, Mulberry Park.

The meeting ended at 10.26 am

Chair(person) .....

Date Confirmed and Signed .....

**Prepared by Democratic Services**

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## CHARITABLE TRUST BOARD MEETING – 4 OCTOBER 2016

### PUBLIC QUESTION

#### **Question from Mr Tony Ashford:**

With regard to the appointment of the Independent Member to the Charitable Trust Board (CTB), I'm confused by the minutes from CTB 10 June, and surprised and concerned that this isn't a specific agenda item for this meeting.

When, according to the minutes, "The Divisional Director also advised Members that the job description and advert for the independent member of the Alice-Park Trust Sub-Committee would be finalised following comments received at this meeting", was this meant to refer to the CTB's independent member, or to the two volunteer members of the Alice Park Sub-Committee?

#### **Response:**

The minute referred to above relates to the two independent members of the Alice Park Sub Committee. There will also be a separate independent member appointed to sit on the Charitable Trust Board. The Council's legal team has recently carried out a recruitment process for independent members for another Committee. Some of the people that applied for this position but were not subsequently appointed may be suitable for the Charitable Trust Board position and these applicants will be considered in the first instance. If none of these people are found to be suitable then a separate recruitment process will go ahead to appoint an independent member to sit on the Charitable Trust Board.

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