

# BIRMINGHAM CITY COUNCIL

**TRUSTS AND CHARITIES  
COMMITTEE  
18 SEPTEMBER 2019**

**MINUTES OF A MEETING OF THE  
TRUSTS AND CHARITIES COMMITTEE  
HELD ON WEDNESDAY 18 SEPTEMBER 2019  
AT 1030 HOURS IN Highbury Hall, 4 Yew Tree Road, Moseley,  
BIRMINGHAM B13 8QG**

**PRESENT:-** Councillor Akhlaq Ahmed in the Chair;

Councillors Nicky Brennan, Gurdial Singh Atwal, Shabrana Hussain and

**ALSO PRESENT:-**

Nigel Oliver	– Birmingham Property Services
Graham Arrand	– Senior Business Analyst, Finance
Peter Coles	– Finance Manager
Mandi Slater	– Senior Travel Demand Management Officer
Paul Ruffle	– Senior Transportation Behaviour Officer
Rajesh Parmar	– Legal Services
Les Sparks	– Chair of Chamberlain Highbury Trust (CHT)
Alison Millward	– Vice Chair (CHT)
Mike Williams	– Treasurer (CHT)
Cllr Phil Davis	– Trustee (CHT)
Marie Reynolds	– Committee Services

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**APOLOGIES**

1044 Apologies were submitted on behalf of Councillors Gurdial Singh Atwal, Mohammed Idrees and Mike Sharpe for their inability to attend the meeting.

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**DECLARATIONS OF INTEREST**

1045 The Chairman reminded Members that they must declare all relevant pecuniary and non-pecuniary interests arising from any business to be discussed at this meeting. If a disclosable pecuniary interest was declared a Member must not speak or take part in that agenda item. Any declarations would be recorded in the Minutes of the meeting.

No declarations were made.

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**MINUTES**

1046 **RESOLVED:-**

That part 1 of the Minutes of the last meeting of the Trusts and Charities Committee held on 17 July 2019 be noted and to include the following insertions:

Councillors Adrian Delaney and David Pears had submitted their apologies for non-attendance at the meeting.

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**MATTERS ARISING FROM THE MINUTES**

1047 There were no matters arising from the Minutes.

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At this juncture, the Chairman agreed to change the running order of the agenda in order to accommodate the trustees of Chamberlain Highbury Trust.

**CHAMBERLAIN HIGHBURY PROGRESS REPORT**

The following report of the Assistant Director of Property (Interim) be submitted:-

(See document No. 1)

Les Sparks, Chairman of Chamberlain Highbury Trust (CHT), provided a comprehensive breakdown of the report.

He highlighted that sections 3 and 4 of the report detailed the background of Chamberlain Highbury Trust (CHT) and section 5 illustrated the actions that had taken place since the last meeting; which included the appointment of a Project Development Manager and an Activities Organiser, and the work and community activities that would be undertaken at Highbury, in order to establish evidence of successful outcomes to meet the requirements of the National Lottery Heritage Fund.

He referred to section 6 of the report and specifically highlighted the urgent programme of ground works that had been identified and the fact that Heritage England had now included it on their risk list, and that it could now be the subject of applications to both the National Lottery Heritage Fund (NLHF) and Heritage England (HE).

It was noted that the NLHF runs an award scheme for smaller grants up to £100,000 that could be determined within an 8 week timetable. Applications to both the NLHF and HE would have to be made jointly by the CHT and the City Council and a financial contribution from the applicants would also be required. The cost of the project was expected to be in the order of £300,000.

Alison Millward, Vice Chair (CHT), provided an overview of the ground work that was required to take place and the need for this to take place within a specified seasonal time-frame, adding that the costing did not include the clearance of the caretaker's house albeit beneficial if this was cleared. She highlighted the

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importance of the work taking place in order that more people could easily access and enjoy the grounds as well as the Hall and the support received by both NLHF and HE in the project.

Following a discussion with members of the Committee, the trustees and officers, relating to the areas of funding and financial support from BCC, it was suggested that various options needed to be considered and that a detailed scope of work be provided to BCC with the appropriate information as soon as possible, as all were mindful that time was of the essence.

The Chairman, Trust and Charities Committee, was in agreement with regard to the above and made known his support of the proposition pending further detail.

Alison agreed to provide the appropriate information as soon as possible.

It was -

### 1048 **RESOLVED:-**

The Trust and Charities Committee:

- (i) noted the report and supported the Trust in developing a project of early works in the grounds of Highbury Estate.
- (ii) that a detailed scope of work be provided to BCC with the appropriate information in order that an informed decision could be taken as soon as possible to avoid any time delay.

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### **REVENUE BUDGET MONITORING 2019/20 – QUARTER 1 (TO 30 JUNE 2019) AND ANNUAL RETURNS TO THE CHARITY COMMISSION**

The following report of the Chief Finance Officer was submitted:-

(See document No. 2)

Graham Arrand, Senior Business Analyst, Finance, provided a comprehensive breakdown of the report.

It was -

### 1049 **RESOLVED:-**

The Trust and Charities Committee:

- (i) noted the latest income and expenditure position of Trusts and Charities as at 30 June 2019
  - (ii) noted the submission of the Annual Returns to the Charity Commission.
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**YOUNG ACTIVE TRAVEL TRUST GRANTS**

The following report of the Assistant Director, Transport and Connectivity was submitted:-

(See document No. 3)

Mandi Slater, Senior Travel Demand Management Officer and Paul Ruffle, Senior Transportation Behaviour Officer attended the meeting. Mandi Slater confirmed that either she or Paul would be presenting at future meetings.

Mandi Slater presented the report and specifically referred to 4.1 of the report detailing the merits of the initiative in improving children's health.

She reported that the initiative was open to all schools across the city and approximately 280 schools had signed up to the initiative with 26 schools now being accredited and producing a travel plan.

She subsequently detailed the 4 applications that were to be considered at the meeting:-

Billesley Primary School – Scooter Club, Lunch time and after school  
Cofton Primary School – Bike shelter for KSI – encourage more pupils to cycle  
Cotteridge Primary School – Safer Travel Plan  
Moor Hall Primary School – Road Safety Signs and Junior PCSOs

The Committee expressed their support for the initiative, however, highlighted the importance of more schools participating and the ways in which this could be publicised with the assistance of Members.

The Chairman while fully endorsing the initiative requested that when work had taken place with regard to implementing the initiative, that the Committee received regular feedback of the progress.

He suggested the importance of Members' visiting their respective schools in the ward that had taken part in the project, as not only was it a positive outcome in promoting health and safety, but also could contribute towards other schools in the area taking up the initiative.

Mandi agreed that regular feedback to the Committee would be provided and visits could be arranged.

The Chairman concluded by thanking Mandi and Paul for attending the meeting and presenting.

It was -

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**RESOLVED:-**

The Trust and Charities Committee:

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- (i) approved the applications for funding from the schools listed at point 4.6 below, totalling £3,861.00, and
- (ii) noted the remaining balances available to the Young Active Travel in Birmingham Charitable Trust for future disbursement.

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### **ANNUAL REPORTS AND ACCOUNTS FOR THE HARRIET LOUISA LOXTON FOR THE PERIOD 2016/17 AND 2017/18**

The following report of the Chief Finance Officer was submitted:-

(See Document No. 4)

Graham Arrand, Senior Business Analyst, Finance, presented the report and advised Members that

It was -

1051 **RESOLVED:-**

The Trust and Charities Committee:

- (i) approved the Annual Report and Accounts for 2016/17 and 2017/18.
- (ii) authorised officers in Corporate Finance to submit all appropriate and necessary documentation to the Charity Commission in respect of recommendation 2.1.

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### **DATE OF NEXT MEETING**

1052 The next meeting is scheduled to take place on Wednesday, 13 November 2019 at 1030 hours in Committee Room 2.

It was noted that Councillor David Pears submitted an early apology as he was unable to attend the next meeting

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### **OTHER URGENT BUSINESS**

#### **TRAINING**

1053 Councillors Adrian Delaney, Shabrana Hussain and David Pears submitted their apologies as they were unable to attend training that had been scheduled in October 2019 by Legal Services due to prior commitments.

The Chair suggested and it was agreed by Rajesh Parmar, Legal Services to explore the possibility of a training session being re-scheduled to follow after a future Trust and Charities Committee meeting.

**AUTHORITY TO CHAIRMAN AND OFFICERS**

1054 **RESOLVED:-**

The Chairman moved that:-

“In an urgent situation between meetings, the Chairman jointly with the relevant Chief Officer has authority to act on behalf of the Committee.”

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**EXCLUSION OF THE PUBLIC**

1055 **RESOLVED:-**

That in view of the nature of the business to be transacted which includes exempt information of the category indicated the public be now excluded from the meeting:-

Minutes of the last meeting – Exempt paragraph 3

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