

## TOW LAW TOWN COUNCIL

Minutes of a special meeting held on Tuesday 27<sup>th</sup> June 2023 in the Community Centre, Tow Law , commencing at 6.30pm.

PRESENT Councillors; F. Nicol (Chair), M. Craggs, K. Duffy, P. Eastwood, J. Fowler, E. Mather, P. Stokes and D. Willock.

ALSO PRESENT Tara Hallimond and Isla Ballard (Durham Community Action) and G. F. Smith(Clerk).

### 158/23 APOLOGIES

Apologies received from Councillors T. Bland and M. Dyer.

### 159/23 PRESENTATION

Tara and Isla presented an outline for training and agreed objectives for the session, as follows:-

- Understanding of the purpose, governance and objectives of the Council.
- Explore the roles of trustees and what is a good governance process.
- Understand the legal responsibilities of a trustee.
- Identify good practice for the future.

The presentation was made by power-point, and included the following:-

The essential trustee – 6 main duties:-

- Ensure your charity is carrying out the purposes for the public benefit.
- Comply with your charities governing document and the law.
- Act in your charity's best interests.
- Ensure your charity is accountable.
- Manage your charity's resources responsibly.
- Act with responsible care and skill.

Councillors guide to a Councils role as charity trustees:-

- What is a charity?
- Charity law and the Charity Commission.
- The Councils role as charity trustees.
- Managing charitable trusts safely.
- Ten tips for Councils in their roles as charity trustees
- Useful guidance available from the Charity Commission.

Members agreed for the Clerk to:-

- Contact the Charity Commission (sole trustee? Registration?)
- To locate the Governance document (old files)
- To check with Barclays Bank regarding Charity Accounts?

Members thanked Tara and Isla for the excellent presentation and information, they then left the meeting.

160/.23 ANNUAL RETURN DOCUMENTS Section One Annual Governance Statement

Members agreed to answer “YES” to questions 1 to 10 and send the document to the External Auditor.

161/23 ANNUAL RETURN DOCUMENTS Section two Accounting Statements 2022/23 for the year ended 31<sup>st</sup> March 2023

DETAILS	£
Balance brought forward	19599
Precept	40960
Other receipts	16904
Staff Costs	19267
Loan Interest	Nil
Other payments	30775
Balance Carried Forward	14421
Fixed Assets	47576
Total Borrowings	Nil
Trust Funds	N/A

Members agreed to completing the document and sending to the External Auditor.

162/23 ANNUAL RETURN DOCUMENTS Internal Auditors Report 2022/23

Members agreed to receive the above report (from Mr Gavin Richards) and send it to the External Auditor.

Clerk to circulate all the financial statements to all Councillors by e-mail.

Useful information passed to all Councillors at the meeting:-

- Neighbourhood Watch Community Safety Charter
- Community Ownership Fund Round 3 – Department for levelling up, Housing and Communities
- A Guide to the Local Council Award Scheme - NALC

The meeting finished at 8.05pm