



# GOVERNANCE COMMITTEE

10 September 2015

**Subject Heading:**

**ADMINISTRATION OF ROMFORD  
COMBINED CHARITY**

**CMT Lead:**

**Isobel Cattermole**, Interim Director for  
Children, Adults & Housing

**Report Author and contact details:**

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**Policy context:**

None applicable

**Financial summary:**

There are no significant financial  
implications

## The subject matter of this report deals with the following Council Objectives

Havering will be clean and its environment will be cared for	<input type="checkbox"/>
People will be safe, in their homes and in the community	<input checked="" type="checkbox"/>
Residents will be proud to live in Havering	<input checked="" type="checkbox"/>

### SUMMARY

The report before Members seeks agreement to return duties for the administration of the Romford Combined Charity from HAVCO back to Havering Council.

### RECOMMENDATION

That the Council assume administrative responsibility for the Romford Combined Charity following the withdrawal of service by HAVCO.

**REPORT DETAIL**

1. The Romford Combined Charity is a small, local charity which makes grants for the relief of poverty etc. It has seven Trustees: one *ex officio* - the Vicar of St Edward's CofE Church, Romford (who chairs the Trustees); four nominative - appointed for four year terms by the Council; and two co-optees - who are appointed for five year terms by the other five Trustees.
2. Since 2012 administrative arrangements for the Charity have been overseen by HAVCO. Prior to this Council staff undertook the role in the course of their normal duties however Members at that time considered that Council resources could no longer be spared for this activity, hence its transfer to HAVCO who offered its services.
3. Unfortunately, in July 2015 HAVCO gave notice that due to financial pressures it was no longer in a position to continue this arrangement and at present the Charity is operating without any administrative support.
4. A trustee of the Charity has approached the Council to enquire as to whether it would be in a position to step in and succeed HAVCO.
5. An assessment of the level of input required for the role has been undertaken by staff in Legal & Governance and it is considered that the work could be absorbed using existing resources. Indications are that the Charity meets on average only twice a year to review its accounts and consider any applications for use of its funds. If it were to transpire that the volume of work required to support the administration of the Charity was greater than initially anticipated then a review of the arrangement would be undertaken.
6. It should be noted that prior to HAVCO's tenure, the Romford Combined Charity made enquiries of other charitable organisations as to whether they would be willing to administer the Charity. Those enquiries were initially unsuccessful with HAVCO being the only organisation willing to take over the responsibility.

**IMPLICATIONS AND RISKS**

**Human resources implications and risks**

The administration of the Charity amounts to 2 meetings per year. It is considered that the required resource to meet this demand can be absorbed by existing resources within Legal & Governance.

**Financial implications and risks**

There are some costs associated with the production of relevant paperwork for the meetings of the Charity. The associated costs will however be minimal and can be absorbed using existing budgets. Should the volume of work required to support the administration of the Charity be greater than initially anticipated then a review of the arrangement would be undertaken.

**Legal implications and risks**

As a registered Charity the Board of trustees will need to ensure compliance with its governance procedures by meeting on a periodic basis to review its accounts and consider requests by applicants for use of emergency funds. There are no other immediate legal implications or risks at this point.

**BACKGROUND PAPERS**

The Charity's deed of trust.