



TRUST FUND WORKING PARTY

Purpose: To oversee the management of the Council's Charitable Funds. (A Local Council may accept, hold and administer or act as a holding trustee for a charitable trust for the general purpose of the locality so long as it is not of an ecclesiastical character.)

Membership: Minimum three members

Quorum: Three members

Power: Public Trustee Rules 1912

Delegated Authority: Yes

1. Terms

- 1.1. The Council's Standing Orders apply to all meetings of the Working Party.
- 1.2. The Working Party shall be appointed on an annual basis at the Annual Meeting of the Town Council.
- 1.3. The first order of business of the first meeting of the Working Party after its annual appointment will be to elect a Chairman.
- 1.4. The Chairman and Vice Chairman of the Council shall be Ex-officio, non-voting members of the Working Party.
- 1.5. The Working Party will meet twice a year. Additional meetings will be arranged as required.
- 1.6. Meetings shall not be open to the public unless the Committee feels it appropriate to include the press and public for specific items.
- 1.7. Members of the Working Party will receive an agenda and supporting papers in accordance with the Council's Standing Orders.
- 1.8. Notice of meetings and minutes will be published in accordance with the Council's Standing Orders.
- 1.9. Members of the Working Party must be familiar with Exmouth's Town Council's current Climate Plan. The Climate Plan should be referenced as part of any decision-making process.

2. Responsibilities

2.1. The Working Party is responsible for the overall management of the Council's Charitable Funds. It is required:-

- To ensure that best practice is followed in terms of guidance from the Charity Commission, Audit Commission and other relevant organisations.
- To ensure that the appropriate policies and procedures are in place to support the distribution of charitable funds.

2.2. The Council is accountable to the Charity Commission for the proper use of the charitable funds and to the public as a beneficiary of those funds.

Adopted by Exmouth Town Council on 22nd May 2023