

# **MAYOR'S CHARITY COMMITTEE**

## **Terms of Reference**

### **1.0 Purpose**

- (i) To agree and oversee the fundraising strategy for the Wirral Civic Mayor's Charity.**
- (ii) To act as the key link to ensure joined up and co-ordinated working between the Wirral Mayor's Office and the Mayor's selected Charity/Charities for the Civic / Municipal Year.**

1.1 The Civic Mayor may determine the number of organisations that he or she wishes to support.

1.2 Organisations must be engaged in activities which benefit the residents of Wirral.

1.3 The Civic Mayor's fund shall not be used to provide financial support to:

- (i) Individuals.
- (ii) Political groups or organisations promoting political beliefs.
- (iii) Projects with no community or charitable element.

### **2.0 Establishment of the Fundraising Committee**

2.1 The Mayor's Charity Committee (The Committee). The Committee is a non-executive committee and has no executive powers, other than those specifically mentioned within these Terms of Reference. The Committee is established and administered in accordance with Wirral Council Standing Orders.

### **3.0 Authority & Accountability**

3.1 The Committee reports to the trustees and works in partnership with relevant Charity or Charities, selected annually by the Civic Mayor and as agreed at the Annual meeting of Wirral Council (Mayor making).

### **4.0 Duties**

4.1 The duties of the Committee are as follows:

- (i) To agree and prioritise needs for which fundraising support would be appropriate and likely to be successful.
- (ii) To agree plans for carrying out and effecting charitable fund raising plans in the agreed and prioritised areas.
- (iii) To discuss and resolve any issues in relation to the management of charitable funds and to enable the Civic Office and selected Charity or Charities to work together to ensure such funds are credited to the Mayor's Charity Account during the year for final handover at the end of the Civic / Municipal Year.
- (iv) To identify and recommend suitable individuals to promote redevelopment fundraising including an appropriate lead person or "appeal chairman" and donor prospects.
- (v) To oversee the coordination and promotion of the fundraising project through a communications strategy and thereby influencing key external stakeholders to assist in fundraising.
- (vi) To report to the Civic Mayor on the progress in relation to the fund raising activities.

## **5.0 Membership**

In accordance with the trust deed, the Mayor's Charity shall comprise of 5 members:

Mayor (Chair)

Treasurer - designated Civic Office Staff Member

Committee and Civic Services Manager

Representative(s) from each relevant Charity (x1 per Charity)

Lay Person (x1)

Any additional members i.e. more than the 5 members permitted by the trust deed shall serve in an advisory capacity only e.g. the Mayoress or Charity Representative (if more than one Charity).

5.1 Treasurer – the Mayor shall appoint a Treasurer who shall be responsible for:

- (i) Maintain accurate records of income received;
- (ii) Banking and reconciling all income received;

- (iii) Providing updated financial statements to each meeting of the Charity Committee; and
- (iv) Producing full financial statements at year-end.

## **6.0 Frequency of meetings**

6.1 Meetings shall be held every 6-8 weeks.

## **7.0 Quorum**

7.1 No meeting shall commence unless three members are present.

## **8.0 Reporting Arrangements**

8.1 The work of the Committee including key decisions and actions will be recorded in the meeting minutes.

## **9.0 Required Frequency of Attendance by Members**

9.1 It is highly important that members attend the Development Committee on a regular basis. No more than two meetings should be missed in any one year unless due to extenuating circumstances agreed with the Mayor. A delegated deputy may attend the meeting in the absence of a Committee member.

9.2 If in exceptional circumstances a committee member is unable to attend the meeting or send a deputy then, in addition to standard reporting arrangements, a formal summary report of progress made against their areas of responsibility should be provided in a minimum of 5 working days in advance of the meeting for inclusion with the agenda papers.

## **10.0 Process for monitoring the effectiveness of all of the above**

10.1 In all reports to the Committee will review its effectiveness against its objectives, including reviewing and updating membership as necessary.

## **11.0 General Administration**

11.1 The Committee shall be supported administratively by the Wirral Borough Council Committee and Civic Services Manager (or designated officer). The duties of the administrative aspects of the committee in this respect will include:

- (i) Agreement of agenda with the Chairman and attendees and collation of papers.

- (ii) Agenda and papers to be circulated minimum of 5 working days in advance of meeting.
- (iii) Reminding members of forthcoming meetings to ensure the best possible attendance.
- (iv) Taking the minutes and recording of matters arising and updates.
- (v) Monitoring the actions decided upon are followed up.

## **12.0 Financial administration**

- 12.1 All monies collected (cash or cheque) and donations will be recorded, independently verified, and banked within 2 working days.
- 12.2 Bank reconciliations will be undertaken every 6-8 weeks (minimum) and reported to the Committee as a standing item on the Committee meeting agenda.
- 12.3 Where raffle tickets are sold, a record shall be maintained of how many tickets have been issued and this shall be cross referenced with the amount of income collected.
- 12.4 Income shall be banked by an officer independent of the collection process.
- 12.5 The Civic Mayor shall be responsible for authorising all expenditure from the Mayor's Charity Account. An appropriate audit trail shall therefore be maintained to demonstrate that all expenditure has received the prior authorisation of the Mayor. All aspects of procurement will comply with Wirral Borough Council's Contract Procedure Rules
- 12.6 Cheques must only be signed by an authorised signatory of the Civic Mayor's Charity Bank Account. The signatories are:
  - Head of Legal and Member Services
  - Committee and Civic Services Manager
  - Civic Services Officer
- 12.7 Financial statements providing details of all income received and all expenditure incurred shall be produced at the end of the Civic Mayor's term in office. This record shall be made available for inspection by any member of the Council or any member of the public subject to prior appointment.

- 12.8 The Civic Mayor Charity Account is to be reviewed and reconciled annually by Wirral Borough Council Finance Department.
- 12.9 Organisations that receive funding from the Civic Mayor's Fund shall be required to provide the Charity Committee with an outline of how the funding received has been used to benefit the local community.
- 12.10 The Civic Mayor's Charity Account shall be subject to the Council's internal audit arrangements.

### **13.0 Governance and Review**

- 12.1 The above terms of reference will be reviewed every year or sooner if necessary.
- 12.2 The following reports will be prepared annually:
- Charity Committee Report
  - Finance Report
  - Governance Report