

Committee	Date:
The City Bridge Trust Committee	31 January 2018
Subject: Terms of Reference and Frequency of Meetings	Public
Report of: Town Clerk	For Decision
Report Author: Joseph Anstee – Town Clerk’s Department	

Main Report

All Committees/Boards are asked to review their terms of reference annually. This will enable any proposed changes to be considered in time for the reappointment of Committees by the Court of Common Council.

The terms of reference of the City Bridge Trust Committee are attached as an appendix to this report for your consideration. The terms of reference have been revised to:

1. reflect that the Committee, in applying Bridge House Estates income surplus to that required to maintain and support the bridges in accordance with the new policy for application of those funds which was agreed by the Court of Common Council on 20 July 2017 will extend its activities beyond traditional grant-making to other strategic activities; and
2. allow for the appointment by the Committee of external persons to bring relevant expertise and experience to the Committee which persons shall be selected through a fair, transparent process set by the Committee in accordance with best practice, and which appointments shall be determined by the skills needed by the Committee for its proper administration of the charity for the City Corporation as trustee.

The Committee is currently scheduled to meet six times each year along with a strategic away half-day.

Recommendation(s)

That, subject to any comments, the revised terms of reference of the Committee be approved for submission to the Court as set out in the appendix.

The Committee are also asked to consider the frequency of their meetings going forward.

Appendices

- Appendix 1 – Terms of Reference of the City Bridge Trust Committee

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THE CITY BRIDGE TRUST COMMITTEE

1. Constitution

A Non-Ward Committee consisting of,

- two Aldermen nominated by the Court of Aldermen
- 12 Commoners elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the Right Honourable the Lord Mayor (ex-officio)
- up to two external persons co-opted by the Committee with relevant experience and skills, selected through a fair and transparent process determined by the Committee

2. Quorum

The quorum consists of any five elected Members.

3. Membership 2017/18

ALDERMEN

- 6 Alison Jane Gowman
- 1 Alastair King

COMMONERS

- 5 (4) Simon D'Olier Duckworth, O.B.E., D.L
- 7 (4) The Revd. Stephen Decatur Haines, M.A., Deputy
- 9 (4) Wendy Mead, O.B.E., *Chief Commoner*
- 3 (3) Karina Helen Dostalova
- 5 (3) Marianne Bernadette Fredericks
- 7 (3) Jeremy Paul Mayhew, M.A., M. B. A.
- 6 (2) Ian Christopher Norman Seaton
- 7 (1) Charles Edward Lord, O.B.E., J.P., *Deputy*
- 1 (1) Paul Nicholas Martinelli, *for three years*
- 1 (1) Dr Giles Roger Evelyn Shilson, *Deputy*
- 1 (1) Peter Gerard Dunphy

together with the ex-officio Member referred to in paragraph 1 above.

4. Terms of Reference

- (a) In accordance with ~~To determine all applications for grants pursuant to~~ the Cy Pres Scheme for the administration of the ~~c~~Charity known as the Bridge House Estates ~~(1035628)~~, made by the Charity Commissioners on 9 February 1995 (as amended) and brought into effect by the Charities (The Bridge House Estates) Order 1995, as respects the following purposes: -

- (i) in or towards the provision of transport and access to it for elderly or disabled people in the Greater London area, and
- (ii) for other charitable purposes for the general benefit of the inhabitants of Greater London;

to determine the application of all funds allocated by the Court of Common Council for the City of London Corporation as trustee of the charity in accordance with the policy settled by the Common Council for those purposes, other than grants funding above a sum of £500,000 which decisions are reserved to the Court of Common Council upon this Committee's recommendation.

- (b) Subject to the terms of the Cy Pres Scheme and, as relevant, the criteria policy as to the eligibility and settled treatment of applications specified from time to time by the Court of Common Council for the application of the charity's funds allocated for those purposes: -
- (i) to review the criteria policy referred to above, in so doing to undertake consultation with appropriate persons as required under the Order of the Charity Commissioners for the administration of the charity dated 10 July 1997, and to make recommendations to the Court of Common Council for changes thereto to that policy;
 - (ii) to determine terms, conditions and other requirements to be imposed in connection in applying the charity's funds in accordance with that policy with grants that are approved;
 - ~~(iii) in considering the application of surplus income in accordance with clause 2 of the said Scheme, the Trustee¹ shall consult with such person, bodies corporate, local authorities, government departments and agencies, charities, voluntary organisations and other bodies as the Trustee may think appropriate from time to time; and,~~
 - (iv) to review, as necessary, the amounts, nature and spread of grants funding approved or refused by way of grants or otherwise applied under the policy, and the operation of administrative arrangements for the Scheme.
- c) To be involved in the process for the appointment of the Chief Grants Officer, as appropriate.

¹~~The City of London Corporation, acting through the Court of Common Council, is the sole Trustee of Bridge House Estates ('the Trustee').~~