

FULL COUNCIL	3 DECEMBER 2020	AGENDA ITEM: 12
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Report prepared by Angie Price – Town Clerk

MAYOR'S CHARITY ACCOUNT

Purpose of Report

The purpose of this report is to ask Members of Ledbury Town Council to agree a "Board of Resolution" to allow the signatories on the Mayor's Charity account to be updated.

Detailed Information

During his year in office as Mayor, Councillor Howells raised funds on behalf of his charities which were duly paid into the Mayor's Charity bank account in readiness for them to be divided between the three charities at the end of Councillor Howells' term of office as Mayor.

In 2019/20 instructions had been given by the Town Clerk to the appropriate officer to make arrangements for the signatories on the Mayor's account to be updated to include the newly appointed Town Clerk, Deputy Clerk and Town Mayor (Councillor Howells) as should be the case every municipal year. This instruction was then issued again in 2020/21 to have the Mayor's signature amended to that of the current Mayor (Councillor Vesma). Unfortunately, it has now come to light that this instruction was never completed. The bank mandate forms were obtained and those named above requested to sign, but no further action had not been taken to finalise the amendments.

The Town Clerk, having requested new mandate forms, made arrangements for herself and the 2021/22 Mayor to sign the forms. However, the forms could not be completed due to there needing to be a signature of one of the current signatories on the account. The Clerk was unaware of who the signatories were and was unable to establish this due to not being able to provide any details required by the bank to allow them to provide this information. Subsequently, the Clerk was advised by Lloyds Bank that she should ensure the forms were signed by the proposed new signatories and that she should provide a covering letter explaining the situation, which was that officers did not know who the current listed signatories were, and that it would be a fair assumption that all those signatories were no longer a councillor or staff member of the Council.

A response to this letter was received advising of what the next steps were to be able to update the signatories on the Mayor's Charity Account. There was a request for additional information in relation to the exact name of the account and they provided a link to download a "Board of Resolution" form. However, to be able to complete the Board of Resolution form the Clerk needs to be able to provide details of when, how and any minute number where the Council have agreed to the names on the Mayor's Charity Account being updated and to whom.

Recommendation

Members are requested to consider the above report and agree the following resolution:

1. That the following names be added to the signatories in respect of The Mayor of Ledbury Charity Account (account number and sort code as per the letter received from Lloyds Bank on 22 September 2020):

The Town Mayor – Councillor Daniel Vesma
Town Clerk – Angela Price

2. That once the signatories have been updated all other signatories are removed from the account.
3. That a resolution be made at all future Annual Meetings in respect of updating the signatories on the Mayor of Ledbury Charity Account, to avoid such issues reoccurring in the future.
4. That once recruited, the Deputy Town Clerk be added as a signatory on the account.
5. That should either the Clerk or Deputy Clerk leave the employ of the Council, they be removed as a signatory on the account as a matter of priority.