

# NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

## Policy & Resources Cabinet Board

20<sup>th</sup> September 2017

### Report of the Head of Financial Services – Dave Rees

#### Matter for Decision

**Wards Affected:** All wards

#### Harold & Joyce Charles Trust Fund

##### 1. Purpose of the Report

To seek approval for the administrative arrangements relating to the Trust.

##### 2. Executive Summary

The will of the late Joyce Charles stated that the residue of her estate be left to the former West Glamorgan County Council, to be placed in a Trust Fund entitled the Harold & Joyce Charles Trust, the purpose of which is to assist students in gaining further Degrees.

A Trust deed was prepared following consultation with officers in both Neath Port Talbot and the City & County of Swansea, which was signed in November 2015, outlining the purpose of the Fund and rules governing the award of grants to recipients.

The Charitable Trust Deed identifies Neath Port Talbot County Borough Council as Trustee to the Fund and responsible for managing its financial affairs.

The net proceeds of the estate (£437,957.51) were received by the Council in December 2015.

This report outlines the proposed arrangements for administration in accordance with the rules of the Trust Deed.

##### 3. Background

The object of the Trust is the advancement of education of graduate students, so they may gain a further degree qualification for the benefit

of the public generally, by the payment of grants to individuals in accordance with the rules of the Trust.

The rules require that the grant monies available for allocation are divided pro rata to the population of the two Authorities as at the date of the Trust Deed (17th November 2015).

Based on population as at that date the fund will be split as follows:-

	Swansea	Neath Port Talbot	Total
Mid-year 2015 Population	242,382	140,992	383,374
% of Population	63.2%	36.8%	100%
Allocation of fund	£276,010	£160,715	£436,725

The Trust will be administered by this Council, but with separate records being maintained to record the transactions relating to each Authority.

#### **4. Application process**

Applications will be invited from residents of the area of benefit i.e. the geographic area administered by both Councils

Residents are defined as:-

- persons resident during term time only (i.e. students at institutions in the area
- persons residents outside of term time only (i.e. students attending institutions outside the area)
- graduates normally resident in the area

A notice will be placed on the website of each Local Authority, and letters written to the establishments providing further degree courses in the area, in March each year. The fund will open for applications from 1st April and close on 31st May each year.

Electronic versions of the application form will be available to facilitate on line applications. (Appendix 1)

In order to be eligible to receive funding students must be:-

- resident in the area (as outlined above)
- undertaking a further degree
- not be in receipt of funding from any other awarding body

## **5. Calculation of award**

Applications will be reviewed by NPT officers and a list of eligible applicants prepared

The amount available for allocation will be based on the total interest earned in the previous financial year.

A meeting of officers from each Authority will be held annually to review the proposed awards, which will then be reported to Policy & Resources Cabinet Board for formal approval. It is proposed that the meeting of the Cabinet Board which considers other Education Trust Fund grant awards will be used for this purpose.

Successful applicants will be notified, and payments made at the start of the academic term.

## **6. Implementation**

It is proposed that application for grant from the Trust Fund will be available for eligible students from September 2018.

## **7. Financial Impact**

The fund will be administered as a separate fund and hence there will be no financial impact on the Council.

The Accumulated fund balance as at 31st March 2017 reported in the Annual Report for 2016/17 was £439,791. (Appendix 2)

The rules of the fund allow the cost of staff time incurred in administering the fund to be recharged to the fund.

## **8. Equality Impact Assessment**

The Equality Act 2010 requires public bodies to pay due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- foster good relations between persons who share a relevant protected characteristics and persons who do not share it.”

It is not anticipated that any particular group with protected characteristic are disproportionately affected by the proposal, from those eligible to apply for a grant.

The equality impact of the proposal is therefore considered to be neutral.

## **9. Workforce Impact**

It is anticipated that the administration of the fund can be absorbed by the existing workforce.

The main impact will be on the Student Support Service team who will be responsible for coordinating the application and award process, and the Financial Services team who will ensure appropriate financial arrangements are in place to fulfil the requirements for the Council, as Trustee of the Fund.

The administrative processes proposed are based on the existing arrangements already in place for the administration of the Glamorgan Education Trust Fund.

## **10. Legal Impacts**

As Trustee this Council has control of the Trust and its property and funds, in accordance with the objects and rules laid out in the Trust Deed.

The Trustee must comply with the requirements of the Charities Act 2011 relating to the keeping of financial records, the audit or independent examination of accounts, and the submission of returns to the Charity Commission.

## **11. Consultation**

This item has been subject to external consultation with the City and Council of Swansea, in accordance with the requirements of the Trust Deed.

There is no requirement for the matter to be subject to public consultation.

## **12. Recommendation**

That the Cabinet Board authorises the Director of Finance and the Director of Education to administer the Fund in accordance with the objects and rules outlined in the Trust Deed and make available for grant application for September 2018.

## **13. Reasons for Proposed Decision**

To administer the fund in accordance with the Trust Deed.

## **14. Implementation of Decision**

The decision is proposed for implementation after the three day call in period.

### **Appendices**

Appendix 1 - application form

Appendix 2 - Annual Report

### **List of Background Papers**

Trust Deed dated 17th November 2015

### **Officer Contact**

Sue Gorman, Chief Accountant, Tel 01639 763937, or email [s.gorman@npt.gov.uk](mailto:s.gorman@npt.gov.uk)

<b>Harold &amp; Joyce Charles Trust Fund 2018/2019</b>
--

To be completed and returned on line or by post to:-

Director of Education, Leisure and Lifelong Learning,  
Schools & Family Support Team,  
Neath Port Talbot County Borough Council,  
Civic Centre,  
Port Talbot  
SA13 1PJ

**N.B. The closing date for receipt of completed applications is 31st May 2018.**

**Part 'A'**

Please complete all sections. State 'No' or "None' where applicable.  
Please use BLOCK CAPITALS

1. Full name  
(Mr/Mrs/Miss/Ms)
  
2. Date of Birth
  
3. Age on 1<sup>st</sup> September  
2018
  
4. Present Home Address
  
5. Telephone Number
  
6. Names of schools or other colleges you have attended, with dates:

	Name of School/College	Date of Entry	Date of Leaving
Primary Schools			
Secondary Schools			
Universities/Colleges			

**Please note that you will not be eligible if you are receiving an award from public funds (including exemption from payment of tuition fees) or are precluded from receiving such an award only because of financial circumstances.**

**Part 'B'**

1. Name of University/College to be attended.

2. Course of study for which the award is required

Please give full details of your proposed course including the qualification to be obtained and the subject. Continue on a separate sheet if necessary.

3. Is the course full-time or part-time?

4a. Duration of the course.

4b. Date of commencement.

4c. What stage will you be pursuing in the 2018/2019 academic year? (1<sup>st</sup> yr, 2<sup>nd</sup> yr, 3<sup>rd</sup> yr).

5a. Have you applied to your local education authority for assistance?

5b. If so, which one and what was the result?  
**Please include a copy of any letter confirming or refusing assistance.**

5c. If not, when do you intend to do so?  
**Please note that the Trustee will not consider your application until you have received a final decision from your local authority you should forward the decision as soon as it is available.**

6. Details of qualifications already held.

Qualification	Date Obtained

7. Current course of study.

Qualification	Date Obtained

8. If you are no longer in full time education, state how you have been occupied since (with names and addresses of employers and approximate dates).

Name and Address of Employer	Dates



## Part 'C'

- 1a. Have you applied, or will you be applying, for awards or assistance (including bursaries for Master's Degree courses) from any other source?

- 1b. If yes from which source and what amount?

**N.B The Trustee will not take a final decision on your application until you have confirmed the result of any other application for assistance.**

2. Do you expect to receive any other income from any source during the course?  
(If so give details)

- 3a. Have you made any previous application(s) for assistance from the Harold & Joyce Charles Trust fund?

- 3b. If so, when and what was the result

4. Please give the names and address of two persons who have agreed to give you a character reference. Both referees will be written to, in confidence.


5. Applicants are required to state below whether they are related to members or senior staff of Neath Port Talbot County Borough Council or any of the authorities in the former administrative area of the County of Glamorgan.

--

6. Please sign the following declaration:-

**I certify that the replies given to the above questions are true and accurate and undertake to inform the Director of Education of Neath Port Talbot County Borough Council, of any changes in circumstances occurring before the end of the course which would affect my replies. I understand that the accuracy of the replies and this undertaking are a condition of any award to be made to me.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

---

**Data Protection Act 1998**

- 1. Information provided by you will be held and automatically processed as data on a computer system. The Council will take all reasonable precautions to ensure its confidentiality and to comply with the principles contained in the Act*
- 2. In order to aid the prevention of fraud in the administration of public funds, the information may be compared with other personal data held by the Council and may also be used for cross authority and other Government organisations for comparison purposes.*

**Harold & Joyce Charles Trust Fund**

**ANNUAL REPORT AND FINANCIAL STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2017**

**Harold & Joyce Charles Trust Fund**

**ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2017**

The registered address is:

Neath Port Talbot County Borough Council  
Finance & Corporate Services Directorate  
Civic Centre  
Port Talbot

The Harold & Joyce Charles Trust Fund was established by a trust deed dated 17<sup>th</sup> November 2015.

**Trustee** Neath Port Talbot County Borough Council

The following advisors have assisted the Trustees in the year:

**Honorary Treasurer** Mr.H.Jenkins  
Director of Finance and Corporate Services  
Neath Port Talbot County Borough Council  
Civic Centre  
Port Talbot  
SA13 1PJ

## **Harold & Joyce Charles Trust fund**

The Harold & Joyce Charles Trust Fund was established to assist students in gaining further degrees.

### **Aims and Objectives**

The objective of the Trust is the advancement of the education of graduate students so they may gain a further degree qualification, for the benefit of the public generally and the residents of the area of benefit.

Where

- Residents - includes graduates normally resident in the area, persons resident during term time only (students attending institutions in the area), and persons resident outside of term time (students attending institutions outside the area)
- Area of benefit – refers to the geographic area administered by Neath Port Talbot CBC and the City & County of Swansea

The rules of the fund state that the Trustees

- Have powers to raise funds by any means except taxable trading
- Must use the income, and may use the capital, in promoting the objective of the Trust.


### **Review of Financial Activities.**

The Trustee has power, in consultation with the City & County of Swansea to make regulations consistent with the deed, to govern the use and application of the property and funds of the Trust, including regulations about the operation of bank accounts and the commitment of funds.

A draft proposal is currently being prepared for approval by the two Authorities, outlining the basis on which the fund will be invested and administered, in accordance with the objects and rules relating to the award of grants.

The cash balance at 1<sup>st</sup> April 2016 was £436,885, interest of £3,066 was received, and expenditure of £160 on legal fees relating to the original transfer of the estate to the Council was incurred, resulting in a cash balance of £439,791 at 31<sup>st</sup> March 2017.

For and on Behalf of the Trustees.

  
\_\_\_\_\_ (Honorary Treasurer)

31 August 2017 (Date)