

Guidance on Mayor of Slough Borough Council Charitable Trust

1. What is the Charity?

- A charitable trust with Slough Borough Council as the corporate trustee.
- Trustee functions may be exercised through a delegated Trustee Committee and authorised officers.
- The Charity raises and distributes funds for the benefit of Slough residents.

2. Role of the Mayor

- The Mayor may propose charitable causes each mayoral year.
- The Mayor does not make funding decisions, but should nominate charities that funds are being raised for during the mayoral year.
- Council officers under the authority of the Monitoring Officer must independently approve all proposed charities and these should be reported to Trustee Committee on an annual basis.

3. Treatment of Funds

- Funds tied to a specific Mayor remain allocated to that Mayor's Appeal, even if received after their term.
- Funds raised after the Charity is created are held as charitable funds and applied only to the Charity's objects.
- Funds from historic mayoral fund-raising prior to the Charity being created and which has not been distributed are held as charitable funds and applied only to the Charity's objects.

4. Decision-Making

- Trustee Committee and delegated council officers makes all funding and governance decisions.
- Day to day operational decisions will be taken by officer under the authority of the Council's Monitoring Officer.
- Decisions must be charitable, independent, documented, and non-political.

5. Financial Controls

- Funds must be held in a charity account or ring-fenced Council account.
- Proper accounting, reporting, and Charity Commission compliance required.

6. Political Neutrality

- The Charity must remain strictly non-political.
- No political campaigning, endorsement, or influence.

7. Transparency & Audit

- All decisions must be recorded.
- Donations must be attributed to the correct mayoral year.
- Trustee Committee minutes and significant officer decision reports must be kept in accordance with Charity Commission requirements.