

Record of Officer Decision

Closure of The Mayor of Torbay's Appeal Fund

Decision Taker and Date Decision Taken:

Chief Executive, in consultation with the Group Leaders, Civic Mayor and Councillor Douglas-Dunbar (Trustee), on 17 July 2026

Summary of Matter or Issue Requiring Decision:

The Town Clerk and Chief Executive Officer established The Mayor of Torbay's Appeal Fund on 31 August 1982 to "establish a Trust for the furtherance of the charitable objectives hereinafter set out and whereas it is anticipated that as a result of appeals to the public to be made by the Mayor (in accordance with the Deed of Trust)" with an initial amount of £10, which was registered with the Charities Commission on 14 October 1982. The Council has continued to collect money on behalf of the Civic Mayor each year which is then paid out to their chosen charities at the end of their term of office.

It has been determined that there is no substantial benefit in transferring the funds to a separate bank account and writing cheques to the chosen charities as the sums raised each year are modest and the cost of administering the funds in this way outweighs any potential benefits. It is therefore proposed that The Mayor of Torbay's Appeal Fund be closed with the Charity Commission and that any outstanding modest interest received once the bank account has been closed be transferred to the current Civic Mayor's Fund to be paid to their two charities at the end of their term of office.

Decision Taken:

1. that The Mayor of Torbay's Appeal Fund Charity be closed;
2. that the Democratic Services Team Leader be given delegated authority to take all steps necessary to wind up the Charity and transfer any outstanding money held to and The Worshipful The Mayor of Torbay's Civic Mayor's Fund for 2026/2027; and
3. that, once The Mayor of Torbay's Appeal Fund Charity' bank account has been closed any modest interest received be transferred to The Worshipful The Mayor of Torbay's Civic Mayor's Fund for 2026/2027 to be split between their two Charities at the end of their term of office.

Summary of Reason(s) for Decision Taken:

The Mayor of Torbay's Appeal Fund is no longer required for operational purposes.

Summary of Alternatives or Options considered and rejected and Background Papers:

None

Details of any conflict of interest and dispensation granted to the Officer taking the decision or by any Member of the Council in delegating responsibility for any specific express delegation:

None

Implementation:

This decision will come into force immediately.

A copy of this decision and any supporting documentation considered by the Officer taking this decision may also be available for inspection by the public at the Council's offices or posted upon payment of any copying and postage charges. Any member of the public wishing to take up either of these options is asked to please ring (01803) 207087 or email governance.support@torbay.gov.uk

Signed: _____ Date: 17 July 2026
Chief Executive