

# **Notice of a Meeting**

## **Charlotte Coxe Trust Committee**

**Thursday, 29 January 2026 at 4.00 pm  
Room 3 - County Hall, New Road, Oxford OX1 1ND**

**These proceedings are open to the public**

If you wish to view proceedings, please click on this [Live Stream Link](#).  
However, that will not allow you to participate in the meeting.

### **Membership**

Chair - Councillor Ben Higgins  
Deputy Chair - Councillor Maggie Filipova-Rivers

*Councillors:*                   Geoff Saul                   Ian Snowdon                   Matt Webb

<b>For more information about this Committee please contact:</b>	
Committee Officer	<i>Democratic Services E-Mail: committeesdemocraticservices@oxfordshire.gov.uk</i>



Martin Reeves  
Chief Executive

January 2026

**If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, giving as much notice as possible before the meeting**

**A hearing loop is available at County Hall.**

# AGENDA

- 1. Apologies for absence**
- 2. Declarations of Interest**

Please see guidance note

- 3. Minutes (Pages 7 - 12)**

To approve the minutes of the meeting held on 13 March 2025 and the meeting held on 20 May 2025.

- 4. Petitions and Public Address**

Members of the public who wish to speak on an item on the agenda at this meeting, or present a petition, can attend the meeting in person or 'virtually' through an online connection.

Requests to present a petition must be submitted no later than 9am ten working days before the meeting.

Requests to speak must be submitted no later than 9am three working days before the meeting.

Requests should be submitted to [committeesdemocraticservices@oxfordshire.gov.uk](mailto:committeesdemocraticservices@oxfordshire.gov.uk)

If you are speaking 'virtually', you may submit a written statement of your presentation to ensure that if the technology fails, then your views can still be taken into account. A written copy of your statement can be provided no later than 9am on the day of the meeting. Written submissions should be no longer than 1 A4 sheet.

- 5. Financial Activities for the Year to 31 March 2025 (Pages 13 - 24)**

Report by the Director of Law and Governance and Monitoring Officer

It is the duty of registered charities to prepare annual accounts and submit an annual return. The Council is the Trustee of a registered charity and responsibility for compliance with statutory requirements rests ultimately with it.

**The Committee is RECOMMENDED to**

- Approve the Statement of Financial Activities for the year to 31 March 2025 annexed to this report and**

(b) Authorise a Council officer to submit data from the Statement to the Charity Commission online before midnight on 31 January 2026 so that annual financial reporting obligations are complied with.

### **EXEMPT ITEM**

In the event that any Member or Officer wishes to discuss the information set out in the report to Agenda Item 6, the Committee will be invited to resolve to exclude the public for the consideration of the report by passing a resolution in the following terms:

"that the public be excluded during the consideration of the report since it is likely that if they were present during that discussion there would be a disclosure of "exempt" information as described in Part I of Schedule 12A to the Local Government Act, 1972 and specified below the item in the Agenda".

**THE REPORT TO THE ITEM NAMED HAS NOT BEEN MADE PUBLIC AND SHOULD BE REGARDED AS 'CONFIDENTIAL' BY MEMBERS AND OFFICERS ENTITLED TO RECEIVE THEM.**

### **6. Exempt Minutes (Pages 25 - 26)**

To approve the exempt minutes of the meeting held on 13 March 2025.

The information in this case is exempt in that it falls within the following prescribed categories:

1. Information relating to a particular individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial and business affairs of any person (including the authority holding that information); and
5. Information in which a claim to Legal Professional Privilege could be maintained in legal proceedings

and since it is considered that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The report containing exempt information under the above paragraph are attached.

# Councillors declaring interests

## General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed 'Declarations of Interest' or as soon as it becomes apparent to you.

## What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your employment; sponsorship (i.e. payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

## Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

## Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member 'must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself' and that 'you must not place yourself in situations where your honesty and integrity may be questioned'.

## Members Code – Other registrable interests

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your other registerable interests then you must declare an interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

Other registrable interests include:

- a) Any unpaid directorships
- b) Any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority.

- c) Any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

### **Members Code – Non-registerable interests**

Where a matter arises at a meeting which directly relates to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under other registerable interests, then you must declare the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.