

Public Document Pack

NORTH HERTFORDSHIRE DISTRICT COUNCIL CABINET SUB-COMMITTEE (COUNCIL CHARITIES)

THURSDAY, 13TH DECEMBER, 2018

SUPPLEMENTARY AGENDA

Please find attached supplementary papers relating to the above meeting, as follows:

Agenda No Item

2. **MINUTES - 20 NOVEMBER 2018**

To take as read and approve as a true record the minutes of the meeting of this Committee held on the 20 November 2018.

These Minutes will be dispatched on 7 December 2018.

6. **ANNUAL ACCOUNTS AND RETURNS FOR COUNCIL ADMINISTERED CHARITIES (Pages 3 - 10)**

REPORT OF THE SERVICE DIRECTOR – RESOURCES

To approve the accounts and annual reports prior to submission to the Charities Commission, if a return is required.

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Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year

Section A Reference and administration details

Charity name	KING GEORGE'S FIELD, HITCHIN
Other names charity is known by	King George V Playing Fields
Registered charity number (if any)	1087603
Charity's principal address	NORTH HERTFORDSHIRE DISTRICT COUNCIL
	COUNCIL OFFICES, GERON ROAD
	LETCHWORTH GARDEN CITY, HERTS
	Postcode SG6 1JF

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	North Hertfordshire District Council	Corporate Body (represented by Sub Committee consisting of the trustees named below)		
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Councillor Bernard Lovewell	
Councillor Julian Cunningham	
Councillor Michael Weeks	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	DEED OF EXCHANGE DATED 12TH OCTOBER 1938, DEED OF EXCHANGE DATED 6TH MARCH 1952, DEED OF RELEASE AND DEDICATION DATED 3RD FEBRUARY 1953
How the charity is constituted (eg. trust, association, company)	TRUST
Trustee selection methods (eg. appointed by, elected by)	THE COUNCIL AS A CORPORATE BODY IS THE TRUSTEE, COUNCILLORS SIT AS TRUSTEES AND ARE ELECTED BY THE ELECTORS OF NORTH HERTFORDSHIRE

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them. 	<p>THE COUNCIL HOLDS THE LAND ON BEHALF OF FIELDS IN TRUST (REGISTERED CHARITY 306070)</p>
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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

A recreation and playing field, to be preserved in perpetuity as a memorial to King George V, under the provision of King George's Fields Foundation.

Playing field with sports pitches, play area, skate park, multi-use games area and scout hut. Providing amateur sport and recreation activities for the general public through the provision of buildings, amenities and open space.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Sub-Committee Members acting on behalf of the Trust ensure that through the management of the land, buildings and other assets its objectives are met in the use of the Trusts areas for the provision of as much community benefit as may be possible.

This is achieved by making available the field to members of the public, regardless of gender, sexual orientation, race, age, religious belief or disability for a range of purposes.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

The site owned by this charity had been maintained open and accessible for public use during the course of this year. Work had continued to facilitate the activities of the Hitchin Rugby Club and other partners on the site. Maintenance work undertaken on site had included grass cutting, maintenance of the playground, litter collection, weed control and renovation of the sports pitches post season. There had not been any changes to the lease arrangements on site.

Section E Financial review

Brief statement of the charity's policy on reserves

The Trust's reserves total £101k at 31 March 2018. The reserves consist totally of restricted funds. These funds represent the land and equipment assets of the trust.

The Trust has no unrestricted funds as at 31 March 2018 that can be expendable at the discretion of trustees in furtherance of the charity's objectives. The Trust's general expenditure is typically greater than general income. As a result North Hertfordshire District Council provides

a contribution to the Trust and unrestricted funds are maintained at a zero balance over time. If the financial situation was to change and the Trust's level of income significantly increased the Trust would need to adopt a policy on an appropriate level of reserves

Details of any funds materially in deficit

No funds are materially in deficit.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The trust receives a small amount of income from rent and a maintenance contribution. The Trust receives a contribution from North Hertfordshire District Council to cover the majority of the costs incurred.

Section F Other optional information

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Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		



Trustees' Annual Report for the period

	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
From				To			

Section A

Reference and administration details

Charity name	SMITHSON RECREATION GROUND
Other names charity is known by	
Registered charity number (if any)	264311
Charity's principal address	NORTH HERTFORDSHIRE DISTRICT COUNCIL
	COUNCIL OFFICES, GERON ROAD
	LETCHWORTH GARDEN CITY, HERTS
	Postcode SG6 1JF

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Councillor Bernard Lovewell	
Councillor Julian Cunningham	
Councillor Michael Weeks	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

CONVEYANCE DATED 05 MAY 1926 AS AMENDED BY SCHEME DATED 19 DEC 2016

How the charity is constituted
(eg. trust, association, company)

TRUST

Trustee selection methods
(eg. appointed by, elected by)

THE COUNCIL AS A CORPORATE BODY IS THE TRUSTEE, COUNCILLORS SIT AS TRUSTEES AND ARE ELECTED BY THE ELECTORS OF NORTH HERTFORDSHIRE

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them.
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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

A recreation ground for the parish of Hitchin, for the benefit of members of the public.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Sub-Committee Members acting on behalf of the Trustee ensure that through the management of the recreation ground its objectives are met in the use of the charity's land for the provision of as much community benefit as may be possible.

This is achieved by making available unrestricted use of the recreation ground to all members of the community, regardless of gender, sexual orientation, race, age, religious belief or disability for a range of purposes.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

The site owned by this charity had been maintained open and accessible for public use during the course of this year. Maintenance work undertaken on site had included grass cutting, litter collection and weed control.

Section E Financial review

Brief statement of the charity's policy on reserves

The Trust's reserves total £25k at 31 March 2018. The reserves consist totally of restricted funds. These funds represent the equipment assets of the trust.

The Trust has no unrestricted funds as at 31 March 2018 that can be expendable at the discretion of trustees in furtherance of the charity's objectives. The Trust does not generate any income and as a result North Hertfordshire District Council provides a contribution to the Trust and unrestricted funds are maintained at a zero balance over time. If the

financial situation was to change and the Trust's level of income significantly increased the Trust would need to adopt a policy on an appropriate level of reserves

Details of any funds materially in deficit

No funds are materially in deficit.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Trust receives a contribution from North Hertfordshire District Council to cover the costs incurred.

Section F Other optional information

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Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		