

**NORTH HERTFORDSHIRE DISTRICT COUNCIL**



6 December 2019

Our Ref Cabinet Sub-Committee  
(Council Charities)  
Your Ref.  
Contact. Committee Services  
Direct Dial. (01462) 474655  
Email. committee.services@north-  
herts.gov.uk

To: Members of the Committee: Councillor Judi Billing MBE, Councillor Elizabeth Dennis-Harburg and Councillor Steve Jarvis

You are invited to attend a

**MEETING OF THE CABINET SUB-COMMITTEE  
(COUNCIL CHARITIES)**

to be held in the

**FLOOR 1. ROOMS 2/3, DISTRICT COUNCIL OFFICES,  
GERNON ROAD, LETCHWORTH GARDEN CITY**

On

**MONDAY, 16 DECEMBER, 2019 AT 10.00 AM**

**\*\*MEMBERS PLEASE ENSURE THAT YOU DOWNLOAD ALL  
AGENDAS AND REPORTS VIA THE MOD.GOV APPLICATION  
ON YOUR TABLET BEFORE ATTENDING THE MEETING\*\***

Yours sincerely

Jeanette Thompson  
Service Director – Legal and Community

## **Agenda** **Part I**

<b>Item</b>	<b>Page</b>
<b>1. APOLOGIES FOR ABSENCE</b>	
<b>2. MINUTES - 13 DECEMBER 2018</b> To take as read and approve as a true record the minutes of the meeting of the Committee held on the 13 December 2018.	(Pages 3 - 4)
<b>3. NOTIFICATION OF OTHER BUSINESS</b> Members should notify the Chairman of other business which they wish to be discussed at the end of either Part I or Part II business set out in the agenda. They must state the circumstances which they consider justify the business being considered as a matter of urgency.  The Chairman will decide whether any item(s) raised will be considered.	
<b>4. CHAIRMAN'S ANNOUNCEMENTS</b> Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a Disclosable Pecuniary Interest or Declarable Interest and are required to notify the Chairman of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a Disclosable Pecuniary Interest must withdraw from the meeting for the duration of the item. Members declaring a Declarable Interest, wishing to exercise a 'Councillor Speaking Right', must declare this at the same time as the interest, move to the public area before speaking to the item and then must leave the room before the debate and vote.	
<b>5. PUBLIC PARTICIPATION</b> To receive petitions, comments and questions from the public.	
<b>6. KGV TRUST REPORT</b> REPORT OF THE SERVICE DIRECTOR – PLACE	(Pages 5 - 8)
To receive an update report seeking permission to progress issues around disabled toilet provision and additional storage.	
<b>7. ANNUAL REPORTS AND ACCOUNTS FOR COUNCIL ADMINISTERED CHARITIES</b> REPORT OF THE SERVICE DIRECTOR – RESOURCES	(Pages 9 - 42)
To approve the information required by the Charities Commission for the four registered charities, so that the returns can be submitted prior to the 31st January 2020 deadline.	

# Agenda Item 2

## NORTH HERTFORDSHIRE DISTRICT COUNCIL

### CABINET SUB-COMMITTEE (COUNCIL CHARITIES)

MEETING HELD IN THE FLOOR 1, ROOM 2, DISTRICT COUNCIL OFFICES,  
GERNON ROAD, LETCHWORTH GARDEN CITY  
ON THURSDAY, 13TH DECEMBER, 2018 AT 1.00 PM

#### MINUTES

**Present:** Councillors Bernard Lovewell (Chairman), Julian Cunningham and Michael Weeks

**In Attendance:** Ian Couper (Service Director - Resources), Marie Searle (Property Solicitor) and Melanie Stimpson (Democratic Services Manager)

**Also Present:** Daniel Moran (Electoral Services Officer)

#### 11 APOLOGIES FOR ABSENCE

*Audio Recording – Start time of Item – 19 seconds*

No apologies for absence were received from Councillors.

The Chairman introduced Daniel Moran from the Electoral Services Team who was in attendance as he had expressed an interest in clerking a future meeting of the Council.

#### 12 MINUTES - 20 NOVEMBER 2018

*Audio Recording – Start time of Item – 54 seconds*

**RESOLVED:** That the Minutes of the Meeting of the Committee held on 20<sup>th</sup> November 2018 be approved as a true record of the proceedings and be signed by the Chairman.

#### 13 NOTIFICATION OF OTHER BUSINESS

*Audio Recording – Start time of Item – 1 minute and 9 seconds*

There was no other business notified.

#### 14 CHAIRMAN'S ANNOUNCEMENTS

*Audio Recording – Start time of Item – 1 minute and 18 seconds*

- (1) The Chairman announced that in accordance with Council policy the meeting was being audio recorded. Members of the public and the press were able to use their devices to film/photograph, or do a sound recording of the meeting, but were requested to not disrupt the proceedings of the meeting.
- (2) The Chairman reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question; Members who declared a Declarable Interest, who wished to exercise a 'Councillor Speaking Right', were advised to declare this at the same time as the interest.

**15 PUBLIC PARTICIPATION**

*Audio Recording – Start time of Item – 2 minutes and 17 seconds*

There was no public participation.

**16 ANNUAL ACCOUNTS AND RETURNS FOR COUNCIL ADMINISTERED CHARITIES**

*Audio Recording – Start time of Item – 2 minutes and 30 seconds*

The Cabinet Sub-Committee considered a report presented by the Service Director, Resources, which included the returns required for each of the Charities/Charitable Trusts administered by the Council. The four Charities/Charitable Trusts were Hitchin Town Hall Gymnasium and Workmans Hall Trust, King George's Field Hitchin, Smithson Recreation Ground and Hertfordshire Yeomanry and Artillery Collection.

It was noted that the annual return referred to three charities, the Hertfordshire Yeomanry and Artillery Collection was not included as there was nothing significant to report and therefore did not require the same level of return.

It was explained that the Charities Sub-Committee approved the accounts and annual reports prior to submission to the Charities Commission.

The following responses were provided to questions from the Sub-Committee:

- *In regards to King George's Charitable Trust, surveyors had in the past overvalued the land as it did not reflect the various restrictions and covenants on the land and the valuation should reflect these. There were no future plans for the asset but it was a requirement that it was valued each year. The building itself was a valuation adjustment.*
- *Regarding Hitchin Town Hall, to calculate the depreciation figure on Hitchin Town Hall it was first necessary to apply the revaluation figure prior to depreciation.*

Having considered the report, it was

**RESOLVED:**

That the Cabinet Sub-Committee (Council Charities):

- i. approved the information required by the Charities Commission for the four registered charities, so that the returns could be submitted prior to the January 2019 deadline.
- ii. notes the requirement for those charities with a gross income of more than £25k in their financial year to have their accounts independently examined and, as this applies to King George's Field, instructs this to be undertaken for those accounts for 2017/18. This will be undertaken by the Shared Internal Audit Service (SIAS).

The meeting closed at 1.13 pm

Chairman

**CABINET SUB-COMMITTEE (COUNCIL CHARITIES)  
16 DECEMBER 2019**

**PUBLIC DOCUMENT**

**TITLE OF REPORT: RUGBY CLUB – KING GEORGE 5<sup>TH</sup> RECREATION GROUND**

REPORT OF THE SERVICE DIRECTOR - PLACE

COUNCIL PRIORITY: RESPONSIVE AND EFFICIENT

**1. EXECUTIVE SUMMARY**

- 1.1 To consider requests submitted by the Rugby Club at King George 5<sup>th</sup> Recreation Ground, Hitchin regarding the use of an old disused toilet block to convert to storage facilities.
- 1.2 Secondly to consider a request to introduce a unisex disabled toilet for users of the pavilion.
- 1.3 Additionally to consider the introduction of charging for the hire of the multi use games area (MUGA) as part of the broader District Wide approach to generate income to help off-set running costs and the costs of administration which is being reported to Cabinet on the 17<sup>th</sup> December 2019.

**2. RECOMMENDATIONS**

- 2.1 The committee is recommended to approve the introduction of charges for the hire of the multi use games area at King George 5<sup>th</sup> Recreation Ground This will also be considered as a wider policy consideration at Cabinet on the 17<sup>th</sup> December 2019.
- 2.2 The committee is recommended to approve the Rugby Club taking on maintenance of the disused toilet block adjacent to the play area to use as additional storage space.
- 2.3 The committee is recommended to approve Hitchin Town Band undertaking works to alter an existing male toilet into a unisex disabled toilet for use by band members and other users of the rugby club providing the alterations are in line the Equality Act 2010 .

**3. REASONS FOR RECOMMENDATIONS**

- 3.1 The introduction of charges for the use of the multi use games area will help to off set the ongoing running costs especially in relation to the use of the flood lights.
- 3.2 The toilet block is currently unused and could accommodate an increasing demand for storage on site required by the rugby club.

- 3.3 Hitchin Town Band has submitted plans to alter an existing male toilet into a unisex disabled toilet to meet the needs of their members.

#### **4. ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 If there was a decision to not charge clubs for using the multi use games area (MUGAs), then this facility could be out of step with the other MUGAs in the District. This could lead to greater demand for this MUGA and therefore limit the availability for existing users.
- 4.2 The rugby club have historically requested permission to use lorry containers as storage facilities. However this proposal would remove the need to demolish an existing unused toilet block already on site. Therefore there would be no need to use more lorry containers in addition to what is already in use. This proposal would entail that there would not be an increase in containers on site used for storage in the future.
- 4.3 Hitchin Town Band currently uses the hall for practice sessions and if the proposed alterations can not be undertaken they will have to consider the use of alternative venues.

#### **5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS**

- 5.1 Consultation has already taken place with the King George 5<sup>th</sup> User Group who are supportive of these proposals.

#### **6. FORWARD PLAN**

- 6.1 This report does not contain a recommendation on a key decision and has not been referred to in the Forward Plan.

#### **7. BACKGROUND**

- 7.1 The Council's constitution states that the decision should be taken by the Chairman of the Cabinet Sub-Committee (Council Charities) in consultation with the Charities Lead Officer for the site.
- 7.2 The Charities Lead Officer (Andrew Mills) supports these proposals.

#### **8. RELEVANT CONSIDERATIONS**

- 8.1 The introduction of charging for the multi use games area is part of a boarder corporate strategy to manage costs and minimise liabilities the Council may face in the future. The final decision to introduce a policy for charging will be considered by Cabinet in January 2019 as part of a District Wide policy.
- 8.2 The buildings and facilities are outdated and need to adapt and change to the current demands of the users which is primarily the ruby club. There is a significant need to increase storage capacity on site as there is a distinct need to address the needs presented by the Hitchin Town Band on behalf of their members. This will ensure that provision of facilities at King George 5<sup>th</sup> is moving towards being more inclusive and meeting the requirements of the Equalities Act.

## **9. LEGAL IMPLICATIONS**

- 9.1 Paragraphs 5.10.4 (b) and (c) of the Committee's terms of reference confirm that the proposals set out in this report should be considered by the Committee. These paragraphs are recited below respectively for ease of reference.

*“(b) In the capacity of Corporate Trustee, to consider all matters relating to those trusts, including the use, operation and management of trust assets and the preservation of the objectives of those trusts so instituted.”*

*“(c) To consider all proposals and representations from and on behalf of the Council or any third party, in connection with the use, operation, management and ownership of trust assets.”*

- 9.2 The Trustees have a duty to act in the best interests of the Trust Fund and this would include consideration of proposals that would generate income to help improve and sustain the recreation ground for the benefit of the public.
- 9.3 Paragraph 9 of the First Schedule of the Trust Deed authorises the Council to “*do all such other lawful things as are incidental or conducive to the attainment of the objects of the Trust*” Generating income would provide additional resources to further the Trust objective to promote and maintain the recreation ground.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 The introduction of charges for the multi use games area will help to generate income that will help offset the running costs of this facility and the administration costs of providing a booking system for the MUGA. The income generated will become part of the Charities income. As the District Council provides a significant contribution towards the running costs of the Trust, the overall impact is that it will reduce the contribution that the Council needs to make.
- 10.2 Costs associated with converting the disused toilet block into a storage facility will be accommodated by the rugby club – there will be no cost impact upon the Council.
- 10.3 Costs associated with converting the male toilet to a unisex disabled toilet will be accommodated by the Hitchin Town Band – there will be no cost impact upon the Council.
- 10.4 There could be an expectation that the standard of the MUGA be kept at a good and adequate level by groups paying to use the facility, this would incur additional maintenance and repair costs such as resurfacing. This could inadvertently mean the Council make a greater contribution towards the Charities running cost.

## **11. RISK IMPLICATIONS**

- 11.1 Risk implications are minimal as the physical works will be undertaken and financed by third parties. Officers will monitor this process to ensure that the works are undertaken to a satisfactory standard.

- 11.2 The ongoing costs of providing the multi use games area are only going to increase in the future due to increasing electricity prices. The introduction of charging for this facility will ensure that it will be available for hire for longer into the future without becoming a financial burden upon the Council.

## **12. EQUALITIES IMPLICATIONS**

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 The introduction of a charging scheme may have a negative impact on those poorer within the community. It is recommended that if the committee approve the decision to introduce a charging scheme an equalities impact assessment accompany the proposed policies for introducing charges.

## **13. SOCIAL VALUE IMPLICATIONS**

- 13.1 The Social Value Act and “go local” policy do not apply to this report.

## **14. HUMAN RESOURCE IMPLICATIONS**

- 14.1 There are no human resource implications associated with this report.

## **15. APPENDICES**

- 15.1 None

## **16. CONTACT OFFICERS**

- 16.1 Andrew Mills, Service Manager Grounds  
[andrew.mills@north-herts.gov.uk](mailto:andrew.mills@north-herts.gov.uk) Ext 4272
- 16.2 Ian Couper, Service Director Resources  
[ian.couper@north-herts.gov.uk](mailto:ian.couper@north-herts.gov.uk) Ext 4243
- 16.3 Shah Mohammed, Group Accountant  
[Shah.mohammed@north-herts.gov.uk](mailto:Shah.mohammed@north-herts.gov.uk) Ext 4240
- 16.4 Reuben Ayavoo, Policy Officer  
[reuben.ayavoo@north-herts.gov.uk](mailto:reuben.ayavoo@north-herts.gov.uk) Ext 4212
- 16.5 Gavin Ramtohal, Legal and Commercial Team Manager  
[gavin.ramtohal@north-herts.gov.uk](mailto:gavin.ramtohal@north-herts.gov.uk) Ext 4578

## **17. BACKGROUND PAPERS**

- 17.1 None

**CABINET SUB-COMMITTEE (COUNCIL CHARITIES)  
16 DECEMBER 2019**

**PUBLIC DOCUMENT**

**TITLE OF REPORT: ANNUAL REPORTS AND ACCOUNTS FOR COUNCIL  
ADMINISTERED CHARITIES**

REPORT OF THE SERVICE DIRECTOR - RESOURCES

EXECUTIVE MEMBER: Non-Executive Function

COUNCIL PRIORITY : N/A

**1. EXECUTIVE SUMMARY**

- 1.1 This report includes the returns required for each of the Charities/Charitable Trusts administered by the Council. The four Charities/ Charitable Trusts are; Hitchin Town Hall Gymnasium and Workmans Hall Trust, King George's Field Hitchin, Smithson Recreation Ground and Hertfordshire Yeomanry and Artillery Collection. The Charities Sub-Committee approve the accounts and annual reports prior to submission to the Charities Commission, if a return is required.

**2. RECOMMENDATIONS**

- 2.1. That the Charities Sub-Committee approves the information required by the Charities Commission for the four registered charities, so that the returns can be submitted prior to the 31<sup>st</sup> January 2020 deadline.
- 2.2. That the Charities Sub-Committee notes the requirement for those charities with gross income of more than £25k in their financial year to have their accounts independently examined and, as this applies to King George's Field and Hitchin Town Hall Gymnasium and Workmans Hall, instructs this to be undertaken for those accounts for 2018/19. This will be undertaken by the Shared Internal Audit Service (SIAS).

**3. REASONS FOR RECOMMENDATIONS**

- 3.1 To facilitate the submission of approved returns to the Charities Commission.

**4. ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 None. There is a need to comply with the Charities Commission requirements.

## **5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS**

5.1 None applicable.

## **6. FORWARD PLAN**

6.1 This report does not contain a recommendation on a key Executive decision and has therefore not been referred to in the Forward Plan.

## **7. BACKGROUND**

7.1 The Charities commission recommend that “the management of a charity should be kept separate, as far as possible, from the business of the local authority. Depending on the size and circumstances of the charity, it may make sense for a committee of councillors to be allocated to this task....Equally the finances of the trust must be kept separate from those of the Council”.

7.2 This Sub-Committee was established to discharge this duty on behalf of the Council.

7.3 The information provided below is produced by nominated Officers with support from the finance team. Once approved by this Committee, the returns will be submitted by the nominated Officers.

## **8. RELEVANT CONSIDERATIONS**

8.1 The following Council Charities are registered with the Charities Commission (with registration number in brackets):

### **Hitchin Town Hall Gymnasium and Workman’s Hall Trust (CC Number 233752)**

8.2 The financial statements for this Trust are included in Appendix 1a and the Service Director: Customers produces the annual report, as included in Appendix 1b.

8.3 The museum has been open throughout 2018/19, although not fully open. Whilst the purchase of 14/15 Brand Street was completed in January 2019, it was then necessary to complete the final fit out works. The museum fully opened in summer 2019, after the period that this return relates to.

8.4 The most significant income source to this Trust was the NHDC contribution of £83k, which largely funded the building running costs and museum exhibition and events. As the income figure exceeds £25k an independent review by the Shared Internal Audit Service (SIAS) has been requested.

### **King George’s Field Hitchin (CC Number 1087603)**

8.5 The accounts for this Trust are produced by the Service Manager Greenspace and are attached (as Appendix 2a) along with the draft annual return (as Appendix 2b).

- 8.6 The most significant income source to this Trust was the NHDC contribution of £83k, which largely funded the ongoing maintenance and administrative costs to NHDC arising from these playing fields. As the income figure exceeds £25k an independent review by the Shared Internal Audit Service (SIAS) has been requested

#### **Smithson Recreation Ground (CC Number 264311)**

- 8.7 The day to day management of the grounds lies with NHDC. The accounts for this Trust are produced by the Service Manager Greenspace and are attached (as Appendix 3a) along with the draft annual return (as Appendix 3b). Smithson Recreation Ground returns only comprise an Income and Expenditure Statement because there is no asset value to make up a Balance Sheet.

- 8.8 For 2018/19 the overall operating cost incurred was under £3k.

#### **Hertfordshire Yeomanry and Artillery Collection (CC Number 1100515)**

- 8.9 This is the only charity that does not involve land or buildings. It is a collection of military artefacts bequeathed to the Council by way of a Trust Deed dated 6 August 2003.

- 8.10 This collection is managed by the Cultural Services Manager. As the funds are less than £10k then all that the Charities Commission requires is a confirmation that nothing has changed with regard to the Collection in the past financial year. The responsible Council officer, the Cultural Services Manager, has confirmed this is the case and that there have been no significant activities or achievements for the charity and nor have there been any decisions taken that required consideration of the public benefit test. Therefore there is no specific return for the sub-committee to approve, and consequently no Appendix.

#### **Independent Audit or examination of the Accounts of the Trusts**

- 8.11 The nature of the scrutiny of the accounts will depend on the income and assets of the charity. An independent examination is needed if gross income is between £25k and £1 million and an audit is needed where the gross income exceeds £1 million. An audit will also be needed if total assets (before liabilities) exceed £3.26 million, and the charity's gross income is more than £250,000.

- 8.12 The Charities Act defines gross income to mean the gross recorded income from all sources. That includes income received from the Council. Therefore officers propose that King George's Field, Hitchin and Hitchin Town Hall Gymnasium and Workman's Hall Trust will have to be independently examined. The remaining two Trusts will not require independent examination or audit as the income is less than £25k. Charities with income of less than £25k are not required to have external scrutiny.

## **9. LEGAL IMPLICATIONS**

- 9.1 The Council acts as the Trustee for the above mentioned Charities/ Charitable Trusts and this Sub-Committee of the Cabinet is the managing committee appointed on behalf of the Council to manage them. Members when carrying out their duties on the managing committee must act solely in interests of the charity. They do not promote the interests of a 3rd party (i.e. the Council), even if that 3rd party appointed them to the managing committee.
- 9.2 The Sub-Committee's role and function under 5.10.4 (a) (b) and (e) of the constitution is to act on behalf of the Council as a Trustee for all assets of the Council; consider all matters relating to those Trusts including to receive reports on any matter, including the property and financial implications concerning those trust's assets.
- 9.3 The Charities Act 2011 sets out the requirement for Charitable Trustee to maintain accounting records, submit annual returns if gross income exceed £10k and for lower-income charities where income exceeds £25k to be examined by an independent examiner (by virtue of sections 130, 169 and 145).

## **10. FINANCIAL IMPLICATIONS**

- 10.1 The Council is subject to the following duties in relation to Charitable Trusts:
- Fiduciary duty as Trustee
  - Contractual duty as the nominee of Fields in Trust (where this applies)
  - Statutory duty as Charity Trustee
  - Statutory duties as a local authority landowner (where this applies)
- 10.2 The costs of an independent examination of the accounts will be around £300 for each of the two charities based on one day of SIAS time.

## **11. RISK IMPLICATIONS**

- 11.1 There is a risk that the non submission of annual accounts and/or returns may result in a financial penalty being levied by the Charities Commission.
- 11.2 All charities must keep accounting records, and prepare annual accounts which must be made available to the public on request, which may represent a resource requirement.

## **12. EQUALITIES IMPLICATIONS**

- 12.1. In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2. There are no equalities implications arising from this report.

## **13. SOCIAL VALUE IMPLICATIONS**

- 13.1 The Social Value Act and "go local" requirements do not apply to this report.

**14. HUMAN RESOURCE IMPLICATIONS**

14.1. There are no human resources implications arising from this report.

**15. APPENDICES**

15.1 Appendix 1a and 1b – Hitchin Town Hall Gymnasium and Workman’s Hall Trust Accounts and Annual Report.

15.2 Appendix 2a and 2b – King George V Playing Fields Accounts and Annual Return.

15.3 Appendix 3a and 3b – Smithson Recreation Ground Accounts and Annual Return

**16. CONTACT OFFICERS**

16.1 Ian Couper, Service Director- Resources, [ian.couper@north-herts.gov.uk](mailto:ian.couper@north-herts.gov.uk), ext 4243

**17. BACKGROUND PAPERS**

17.1 None

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**HITCHIN TOWN HALL GYMNASIUM & WORKMAN'S HALL TRUST**

**STATEMENT OF FINANCIAL ACTIVITIES  
For the year ended 31st March 2019**

	Notes	Unrestricted funds	Restricted funds	Total Funds 2019	Total Funds 2018
<b>INCOMING RESOURCES</b>					
Contribution from North Herts District Council		83,184	-	83,184	19,624
Grants and Donations		55		55	
Sales		158	-	158	-
Museum Talks and Events		712	-	712	-
<b>Total Incoming Resources:</b>		<u>84,108</u>	<u>-</u>	<u>84,108</u>	<u>19,624</u>
<b>RESOURCES EXPENDED</b>					
	1				
Charitable Activities		<u>84,108</u>	<u>69,905</u>	<u>154,014</u>	<u>61,664</u>
<b>Total Resources Expended:</b>		<u>84,108</u>	<u>69,905</u>	<u>154,014</u>	<u>61,664</u>
<b>Net Incoming Resources for the year before Transfers.</b>		<u>-</u>	<u>-69,905</u>	<u>- 69,905</u>	<u>-42,040</u>
Gains/(losses) on revaluation of fixed assets			526,540	526,540	195,900
<b>NET MOVEMENT IN FUNDS</b>		-	456,635	456,635	153,860
<b>Total Funds B/Fwd</b>		-	2,059,960	2,059,960	1,906,100
<b>FUNDS CARRIED FORWARD:-</b>		<u>-</u>	<u>2,516,595</u>	<u>2,516,595</u>	<u>2,059,960</u>

## HITCHIN TOWN HALL GYMNASIUM & WORKMAN'S HALL TRUST

### Balance Sheet as at 31st March 2019

	Notes	2019	2018
		£	£
<b>Fixed Assets</b>			
Tangible Fixed Assets	2	2,516,595	2,059,960
<b>Total Assets less Current Liabilities</b>		<u>2,516,595</u>	<u>2,059,960</u>
<b>Reserves</b>			
Restricted Funds		2,516,595	2,059,960
Unrestricted Funds		-	-
<b>Total Funds:-</b>	3	<u>2,516,595</u>	<u>2,059,960</u>

**HITCHIN GYM AND WORKMAN'S HALL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended 31st March 2019

	2019 £	2018 £
<b>1 RESOURCES EXPENDED</b>		
<b>Direct Costs</b>		
Rates	23,600	11,396
Utilities	26,800	7,019
Repairs and Maintenance	3,962	-
Premises Insurance and Licences	-	296
Museum Exhibition and events	25,033	-
Equipment Purchases and Repairs	3,473	-
Professional Fees	-	914
Fixture and Fittings	391	
Stationery	173	
Hired Services	677	
Depreciation	69,905	42,040
	154,014	61,664

**2 TANGIBLE FIXED ASSETS**

*Hitchin Town Hall Gym and Workman's Hall*

Carrying Value b/fwd at 1st April	2,059,960	1,906,100
Revaluation	526,540	195,900
Depreciation Charge for Year	- 69,905	- 42,040
Net Book Value at 31st March	2,516,595	2,059,960

\* Revaluation as at the 1 January 2019 undertaken by the Chartered Estates Surveyor at North Hertfordshire District Council  
The useful economic life is expected to be 37 years

	Restricted Funds £	General Unrestricted £	Total £
<b>3 FUNDS</b>			
Balance at Start of the Year	2,059,960	-	2,059,960
Net Incoming (Outgoing) resources for the Year	526,540	-	526,540
Depreciation of Fixed Assets	-69,905	-	-69,905
Net Movement in Funds	456,635	-	456,635
Reserves at the end of the Year.	2,516,595	-	2,516,595

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## Trustees' Annual Report for the period

	Period start date				Period end date		
<b>From</b>	01	April	2018	<b>To</b>	31	March	2019

### Section A Reference and administration details

**Charity name** HITCHIN TOWN HALL GYMNASIUM & WORKMANS HALL TRUST

**Other names charity is known by** CHARITY FOR A GYMNASIUM AND OTHER PURPOSES FOR THE BENEFIT OF THE INHABITANTS

**Registered charity number (if any)** 233752

**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)		
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

#### 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)	TRUST DEED
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.

The Trust comprises of an element of the Hitchin Town Hall comprising the Gymnasium and Workman's Hall. The remainder of the building is in the ownership of North Hertfordshire District Council, which is also the Trustee of the Trust part of the property.

Both parts of the property are managed by the District Council (the Trust property under formal agreement) and are used for community purposes, in line with the objectives of the Trust.

To affect management of the Trust and ensure separation from the Council, a Sub-Committee with full decision making powers in the interest of the Trust has been set up comprising of three Members of the Cabinet, whose Portfolios have no direct interest in the Council's part of the building.

Since local government re-organisation in 1974, when the Trustee changed from Hitchin Urban District Council to North Hertfordshire District Council, until 2009 the distinction between the Trust owned element of the building and the Council owned element has been lost. The arrangements explained above have been put in place to correct this omission.

## Section C Objectives and activities

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

The objectives of the Trust are set out as:

*"Upon trust to use or permit it to be used as a Gym for the benefit of the residents of Hitchin and for other purposes mentioned in s6(3) Museums and Gymnasiums Act 1891 and also for any other (charitable) purpose for the benefit of the North Hertfordshire District for which North Hertfordshire District Council can lawfully use building and land vested in them".*

The whole of the Hitchin Town Hall complex, including the Trust part of the property was closed at the end of October 2012 to commence work on converting the building to a refurbished community facility, substantially incorporating that part of the building owned by the Council, and a District Museum substantially incorporating the Trust part.

Work continued throughout until 2016.

The project to create the new museum in the Trust part of the building has been fraught with problems since 2015/2016. There has been a protracted dispute between the Council and Hitchin Town Hall Limited, the partners in the project and the body responsible for the management and running of the community hall and cafeteria part of the building.

The position has not changed throughout the period that this annual report refers except for the fact that in January 2019 the Council was able to finally purchase the former 14 & 15 Brand Street, which now consists of the main entrance to the facility.

This has enabled the Council to plan and implement a full opening of the new facility with full access for the Museum from the new entrance on 6 July 2019. This will be reported formally in next year's annual report.

There is an alternative access point, which has been used to gain entry to the Trust property and therefore the new museum whilst the main entrance has been in dispute.

The refit of the new Museum has been completed and it has been open since October 2017, albeit on a restricted basis as there is no level access available via the alternative access point.

Despite the obvious restrictions, the Museum team has worked hard to encourage as many visitor numbers as could be accommodated within the constraints present at the Museum. In the period October 2017 to March 2018, visitor numbers were 3,772. In the full year April 2018 to March 2019, visitor numbers were 8,831.

**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)**

**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 Sub-Committee Members acting on behalf of the Trust ensure that through the management of the building 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 unrestricted use of the building to all members of the community, regardless of gender, sexual orientation, race, age, religious belief or disability for a range of purposes.

Through policies and practices employed in the operation of the whole building by the District Council on behalf of the Trust, the Trust benefits the public in the establishment and promotion of community cohesion and development.

Following the operational closure of Hitchin Town Hall at the end of October 2012, the Trusts areas of the building were cleared of equipment and furniture by the end of March 2013.

This enabled those areas, together with remainder of the building, to be transferred to the Council's Property Services Department. This allowed the department, from the start of the reporting period, to make the necessary arrangements for the whole building to become suitably available to the NHDC project team for the commencement of refurbishment activities towards the creation of the new community hall and museum facility, which had been delayed due to the factors described in Section C.

A considerable achievement has been finalising the dispute with Hitchin Town Hall Limited and securing access to the main entrance to the building.

Despite the on-going dispute and the limited access to the building, the Museum Team has worked hard to ensure as much use as possible of the facility and this can be seen by the increasing visitor numbers reported above.

## Section E Financial review

### Brief statement of the charity's policy on reserves

The Trust's reserves total £2,516,595 at 31 March 2019. The reserves consist totally of restricted funds. These funds represent the property asset (Gymnasium and Workman's Hall), which is retained for actual use rather than to be expended.

The Trust has no unrestricted funds as at 31 March 2019 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.

Income from activities for generating funds is earned from the hire of the Workman's Hall and Gymnasium. The facility had only restricted opening during financial year 2018/19 with only access only to pre-arranged groups and so only generated a small amount of income. The Trust received a contribution from North Hertfordshire District Council to cover all resources expended.

Expenditure incurred during 2018/19 was general running expenses of the Workman's Hall and Gymnasium and an increasing amount of expenditure on Museum Exhibitions and Events to reflect the small, additional usage of the facility.

The Trust does not have any significant assets or liabilities other than the tangible fixed asset.

## 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)

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Full name(s)

--	--

Position (eg Secretary, Chair, etc)

--	--

Date

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**King George V Charitable Trust**

**STATEMENT OF FINANCIAL ACTIVITIES  
For the year ended 31st March 2019**

Notes	Unrestricted funds £	Restricted funds £	Endowment funds £	Total Funds 2019	Total Funds 2018
<b>INCOMING RESOURCES</b>					
Contribution from North Herts District Council	76,642	-	-	76,642	88,809
Rents Income	100	-	-	100	100
Special Events Income	-	-	-	-	-
Maintenance Cost Contribution	-	-	-	-	46
MUGA Contribution	-	-	-	-	-
Lease of Building and Land	-	-	-	-	-
	-	-	-	-	-
<b>Total Incoming Resources:</b>	<u>76,742</u>	<u>-</u>	<u>-</u>	<u>76,742</u>	<u>88,955</u>
<b>RESOURCES EXPENDED</b>					
	1				
Charitable Activities	76,742	12,034	-	88,777	112,384
<b>Total Resources Expended:</b>	<u>76,742</u>	<u>12,034</u>	<u>-</u>	<u>88,777</u>	<u>112,384</u>
<b>Net Incoming Resources for the year before Transfers.</b>	<u>-</u>	<u>-12,034</u>	<u>-</u>	<u>-12,034</u>	<u>-23,428</u>
Gains/(losses) on revaluation of fixed assets		0		0	
<b>NET MOVEMENT IN FUNDS</b>	<u>-</u>	<u>-12,034</u>	<u>-</u>	<u>-12,034</u>	<u>-120,882</u>
<b>Total Funds B/Fwd</b>	<u>-</u>	<u>101,199</u>	<u>-</u>	<u>101,199</u>	<u>222,081</u>
<b>FUNDS CARRIED FORWARD:-</b>	<u>-</u>	<u>89,165</u>	<u>-</u>	<u>89,165</u>	<u>101,199</u>

## King George V Charitable Trust

### Balance Sheet as at 31st March 2019

	Notes	2019 £	2018 £
<b>Fixed Assets</b>	2		
Land &			
Buildings		67,263	69,132
Equipment		21,902	32,068
		<u>89,165</u>	<u>101,199</u>
<b>Current Assets</b>			
Debtors	3	1,261	-
<b>Current Liabilities</b>	4		
Creditors		-1,261	-
<b>Assets less Current Liabilities</b>		<u>89,165</u>	<u>101,199</u>
<b>Reserves</b>	5		
Restricted Funds		89,165	101,199
Unrestricted Funds		-	-
<b>Total Funds:-</b>		<u>89,165</u>	<u>101,199</u>

**King George V Charitable Trust**

**NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended 31st March 2019

	2019 £	2018 £
<b>1 RESOURCES EXPENDED</b>		
Repairs and Maintenance	39,417	28,701
Overhead Costs	32,526	54,133
Third Party payments	0	1,321
Management Fees	4,800	4,800
Professional fees	0	0
Depreciation	12,034	23,428
Impairment	0	117,000
	<u>88,777</u>	<u>229,384</u>

**2 TANGIBLE FIXED ASSETS**

*Land & Buildings*

	2019 £				
		<i>Land &amp; Buildings</i>			
		Pavilion	Public Convenience	Bungalow & Garage	Playing Fields (Land)
Carrying Value b/fwd at 1st April 2018	69,132	0	0	69,132	0
Depreciation Charge for Year	<u>-1,868</u>	<u>0</u>	<u>0</u>	<u>-1,868</u>	<u>0</u>
Net Book Value at 31st March 2019	<u>67,263</u>	<u>0</u>	<u>0</u>	<u>67,263</u>	<u>0</u>

*Equipment*

		<i>Equipment</i>		
		Multi Use Games Area	Wheeled Sports Area	Play Area
Carrying Value b/fwd at 1st April 2018	32,068	0	14,345	17,723
Depreciation Charge for Year	<u>-10,166</u>	<u>0</u>	<u>-1,304</u>	<u>-8,862</u>
Net Book Value at 31st March 2019	<u>21,902</u>	<u>0</u>	<u>13,041</u>	<u>8,862</u>

**3 CURRENT ASSETS**

	2019 £	2018 £
North Hertfordshire District Council	<u>1,261</u>	<u>-</u>
<b>Total Debtors</b>	1,261	-

**4 CURRENT LIABILITIES**

	2018 £	2017 £
John O Conner	<u>1,261</u> *	<u>-</u>
<b>Total Creditors</b>	1,261	-

**5 FUNDS**

	Restricted Funds £	General Unrestricted £	Total £
Balance at Start of the Year	<u>101,199</u>	-	<u>101,199</u>
Net Incoming (Outgoing) resources for the Year	-	-	0
Impairments	0	-	0
Revaluation	0	-	0
Depreciation of Fixed Assets	<u>-12,034</u>	-	<u>-12,034</u>
Net Movement in Funds	<u>-12,034</u>	0	<u>-12,034</u>
Reserves at the end of the Year.	<u>89,165</u>	0	<u>89,165</u>

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## Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day	Month	Year		Day	Month	Year

### Section A Reference and administration details

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

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.

THE COUNCIL HOLDS THE LAND ON BEHALF OF FIELDS IN TRUST (REGISTERED CHARITY 306070)

## 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 £89k at 31 March 2019. 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 2019 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)

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Full name(s)

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Position (eg Secretary, Chair, etc)

--	--

Date

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**Smithson Recreation Ground**

**STATEMENT OF FINANCIAL ACTIVITIES  
For the year ended 31st March 2019**

	Notes	Unrestricted funds £	Restricted funds £	Endowm ent funds £	Total Funds 2019	Total Funds 2018
<b>INCOMING RESOURCES</b>						
Contribution from North Herts District Council		2,495	-	-	2,495	6,415
<b>Total Incoming Resources:</b>		<u>2,495</u>	<u>-</u>	<u>-</u>	<u>2,495</u>	<u>6,415</u>
<b>RESOURCES EXPENDED</b>						
Charitable Activities	1	2,495	1,398	-	3,893	7,889
<b>Total Resources Expended:</b>		<u>2,495</u>	<u>1,398</u>	<u>-</u>	<u>3,893</u>	<u>7,889</u>
<b>Net Incoming Resources for the year before Transfers.</b>		<u>-</u>	<u>-1,398</u>	<u>-</u>	<u>-1,398</u>	<u>- 1,474</u>
Other gains/(losses)					-	537
<b>NET MOVEMENT IN FUNDS</b>		<u>-</u>	<u>-1,398</u>	<u>-</u>	<u>-1,398</u>	<u>-937</u>
<b>Total Funds B/Fwd</b>		<u>-</u>	<u>25,165</u>	<u>-</u>	<u>25,165</u>	<u>26,102</u>
<b>FUNDS CARRIED FORWARD:-</b>		<u><u>-</u></u>	<u><u>23,767</u></u>	<u><u>-</u></u>	<u><u>23,767</u></u>	<u><u>25,165</u></u>

## Smithson Recreation Ground

### Balance Sheet as at 31st March 2019

	Notes	2019 £	2018 £
<b>Fixed Assets</b>	2		
Equipment		<u>23,767</u>	<u>25,165</u>
		<b>23,767</b>	<b>25,165</b>
<b>Current Assets</b>		-	-
<b>Current Liabilities</b>		-	-
<b>Assets less Current Liabilities</b>		<u><u>23,767</u></u>	<u><u>25,165</u></u>
<b>Reserves</b>	3		
Restricted Funds		23,767	25,165
Unrestricted Funds		-	-
<b>Total Funds:-</b>		<u><u>23,767</u></u>	<u><u>25,165</u></u>

## Smithson Recreation Ground

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31st March 2019

	2019 £	2018 £
<b>1 RESOURCES EXPENDED</b>		
Repairs and Maintenance	2,495	6,415
Depreciation	<u>1,398</u>	<u>1,474</u>
	3,893	7,889

	2018 £
<b>2 TANGIBLE FIXED ASSETS</b>	
<i>Equipment</i>	
	<i>Total</i>
Carrying Value b/fwd at 1st April 2018	25,165
Works undertaken	
Depreciation Charge for Year	<u>-1,398</u> *
Net Book Value at 31st March 2019	<u><u>23,767</u></u>

Straight line depreciation with 18 years useful economic life

	Restricted Funds £	General Unrestricted £	Total £
Balance at Start of the Year	<u>25,165</u>	-	<u>25,165</u>
Net Incoming (Outgoing) resources for the Year		-	0
Depreciation of Fixed Assets	<u>-1,398</u>	-	<u>-1,398</u>
Net Movement in Funds	-1,398	0	-1,398
Reserves at the end of the Year.	<u><u>23,767</u></u>	0	<u><u>23,767</u></u>

## Smithson Recreation Ground

### Maintenance Costs for Smithsons Rec Hitchin

Work Type	Area	Unit	Frequency	Rate 18/19	Annual Total 18/19
General Grass	2187	M2	Performance	0.16	349.92
Planted Areas Maintenance	381	M2	12	0.259	1,184.15
Planted Areas Pruning	381	M2	2	0.295	224.79
Play Area	1	Item	365	0.88	321.20
Dog Bin	0	No	52	1.928	0.00
Litter Bins	2	No	365	0.449	327.77
Benches	2	No	26	0.441	22.93
Leaf/Litter Clearance	3471	M2	4	0.0046	63.87
				<b>Total</b>	<b><u>2,494.63</u></b>

Maintenance Costs additional to Core Contract schedule 0.00

**Total Expenditure 2018/19 2,495**

### Transaction Listing of Works Additional to Core Contract Schedule

ac



## Trustees' Annual Report for the period

	Period start date			Period end date		
	Day	Month	Year	Day	Month	Year
<b>From</b>				<b>To</b>		

### Section A Reference and administration details

<b>Charity name</b>	SMITHSON RECREATION GROUND
<b>Other names charity is known by</b>	
<b>Registered charity number (if any)</b>	264311
<b>Charity's principal address</b>	NORTH HERTFORDSHIRE DISTRICT COUNCIL COUNCIL OFFICES, GERON ROAD LETCWORTH GARDEN CITY, HERTS <b>Postcode</b> 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)		
2				
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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.

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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 £24k at 31 March 2019. 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 2019 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)

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Full name(s)

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Position (eg Secretary, Chair, etc)

--	--

Date

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