

NORTH HERTFORDSHIRE DISTRICT COUNCIL



4 December 2020

Our Ref Cabinet Sub Charities – 14.12.20
Contact. Committee Services
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To: Members of the Committee: Councillor Judi Billing MBE, Councillor Elizabeth Dennis-Harburg and Councillor Steve Jarvis

**NOTICE IS HEREBY GIVEN OF A
MEETING OF THE CABINET SUB-COMMITTEE (COUNCIL
CHARITIES)**

to be held as a

THIS WILL BE A VIRTUAL MEETING

On

MONDAY, 14TH DECEMBER, 2020 AT 3.00 PM

Yours sincerely,

Jeanette Thompson
Service Director – Legal and Community

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

Agenda **Part I**

| Item | Page |
|---|------------------|
| 1. WELCOME AND REMOTE/PARTLY REMOTE MEETINGS PROTOCOL SUMMARY Members are requested to ensure that they are familiar with the attached summary of the Remote/Partly Remote Meetings Protocol. The full Remote/Partly Remote Meetings Protocol has been published and is available here: https://www.north-herts.gov.uk/home/council-and-democracy/council-and-committee-meetings . | (Pages 5 - 6) |
| 2. ELECTION OF A CHAIR To elect a Chair for this meeting of the Cabinet Sub-Committee (Council Charities). | |
| 3. APOLOGIES FOR ABSENCE | |
| 4. NOTIFICATION OF OTHER BUSINESS Members should notify the Chair 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 Chair will decide whether any item(s) raised will be considered. | |
| 5. CHAIR'S ANNOUNCEMENTS 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 Chair 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. | |
| 6. PUBLIC PARTICIPATION To receive petitions, comments and questions from the public. | |

7. ANNUAL REPORTS AND ACCOUNTS FOR COUNCIL ADMINISTERED CHARITIES
REPORT OF THE SERVICE DIRECTOR - RESOURCES

(Pages 7
- 36)

To consider and approve the accounts and annual reports for each of the four Charities/Charitable Trusts administered by the Council prior to submission to the Charities Commission, if a return is required.

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REMOTE/PARTLY REMOTE MEETINGS PROTOCOL SUMMARY

A protocol regarding remote meetings has been devised as a result of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 ('the Regulations') to provide guidance for the conduct of any remote meeting of the Council, and its various Committees and Sub-Committees, held under the provisions of the Regulations and subsequent changes to the Constitution.

The full Remote / Partly Remote Meetings Protocol has been published and is available to view on the Council's website via the following link: <https://www.north-herts.gov.uk/home/council-and-democracy/council-and-committee-meetings>

The Council's adopted Constitution will continue to apply to meetings of the Council and its various Committees and Sub-Committees. Where there is a conflict between the protocol and Constitution the Constitution takes precedence.

The protocol applies to this meeting. It outlines processes for conducting remote meetings. Some key points are highlighted here for guidance:

- Prior to the start of a meeting the Committee, Member and Scrutiny Officer/Manager ('The Officer') will confirm the meeting is being streamed live. They will confirm that they can see and hear all participating Members, Officers and/or members of the public at the start or upon reconvening a meeting.
- Any person attending the meeting remotely should join no later than 15 minutes prior to allow for technical checks. They should ensure that their name on screen appears in the agreed format, as indicated in the Protocol. They should mute their microphone when not speaking. Their background should be nondescript or virtual/blurred if possible. Headsets are recommended to reduce audio feedback.
- Remember to stay in view of the camera. While on camera everything you do is visible; please observe as far as possible the etiquette you would as if attending a meeting in person.
- Be careful to prevent exempt or confidential papers being seen within the video-feed. When a meeting is in private session there should be only those entitled to be present in the room. The live stream will continue with a holding card displayed.
- If a Member wishes to speak, they should use the raise hand function. Please wait to be invited by the Chair to address the meeting. The normal procedure rules with respect to debate and speaking times will apply as per the Constitution.
- If a Member has declared a Disclosable Pecuniary Interest and is required to leave the meeting during the consideration of an item, they will be placed in the waiting room. It is the responsibility of the Member in question to remind the Chair at the start of such item. The Officer will remind the Chair to return the Member as appropriate.
- Members will need to use the tools in the "Participants" function to vote: using a green tick to indicate 'for', a red cross to indicate 'against', or the "raise hand" tool to indicate an abstention. Where a Member has had to dial into the meeting by telephone, the Chair will ask for verbal confirmation as to how they wish to vote. Leave the vote in situ until told otherwise by either the Chair or Officer.
- The Officer will clearly state the result of the vote and the Chair will then move on.
- Details of how Members voted will not be kept or minuted unless a Recorded Vote is requested or an individual requests that their vote be recorded, although voting may be seen and/or heard on the video recording.
- If there are Part 2 (confidential) items Members will be invited to join a breakout room for these items. You must accept this invitation.
- Once Part 2 (confidential) discussions have concluded Members will need to leave the breakout room. Please do not leave the meeting.

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**CABINET SUB-COMMITTEE (COUNCIL CHARITIES)
14 DECEMBER 2020**

***PART 1 – PUBLIC DOCUMENT**

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

REPORT OF THE SERVICE DIRECTOR: RESOURCES

EXECUTIVE MEMBER: NON-EXECUTIVE

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 31st January 2021 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 2019/20. 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 was open throughout the majority of 2019/20 but was forced to close in March 2020 due to the national Covid-19 restrictions that were put in place. The full opening, including access through the main entrance, took place on 6 July 2019. During the year the museum had 30,930 visits.
- 8.4 The most significant income source to this Trust in 2019/20 were grants and donations totalling just under £23k. The NHDC contribution mainly funds building running costs and this was substantially lower than the previous year due to a back-dated Business Rates refund. The total income figure exceeds £25k so an independent review by the Shared Internal Audit Service (SIAS) has been requested.

King George’s Field Hitchin (CC Number 1087603)

- 8.5 The financial statements for this Trust are included in Appendix 2a and the Service Manager for Greenspace produces the annual report, as included in Appendix 2b.
- 8.6 The most significant income source to this Trust was the NHDC contribution of £63k, 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

- 8.7 There was also a capital investment within King George 5th Recreation Ground to renovate the play area. This included the demolition and replacement of a large tower and slide due to the poor condition of the existing item. This issue had been identified as part of regular maintenance inspections of the playground equipment. The value of this project was £29,980.00

Smithson Recreation Ground (CC Number 264311)

- 8.8 The day to day management of the grounds lies with NHDC. The accounts for this Trust are included in Appendix 3a and the Service Manager for Greenspace produces the annual report, as included in Appendix 3b. As both expenditure and the asset value (comprising of equipment only) now fall below £25k, the Charity Commission do not require full accounts to be produced. The accounts therefore show details of expenditure only. For 2019/20 the overall operating expenditure incurred was under £3k, which was funded by a contribution from NHDC.

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. ENVIRONMENTAL IMPLICATIONS

- 14.1. There are no known Environmental impacts or requirements that apply to this report.

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 There are no human resources implications arising from this report.

16. APPENDICES

- 16.1 Appendices 1a and 1b – Hitchin Town Hall Gymnasium and Workman’s Hall Trust Accounts and draft Annual Return.
- 16.2 Appendices 2a and 2b – King George V Playing Fields Accounts and draft Annual Return.
- 16.3 Appendices 3a and 3b – Smithson Recreation Ground Accounts and draft Annual Return

17. CONTACT OFFICERS

- 17.1 Ian Couper, Service Director: Resources, ian.couper@north-herts.gov.uk, ext: 4243
- 17.2 Shah Mohammed, Group Accountant, shah.mohammed@north-herts.gov.uk, ext 4240

18. BACKGROUND PAPERS

- 18.1 None

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HITCHIN TOWN HALL GYMNASIUM & WORKMAN'S HALL TRUST

STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31st March 2020

| | Notes | Unrestricted funds | Restricted funds | Total Funds 2020 | Total Funds 2019 |
|--|-------|-----------------------|------------------|------------------|---------------------|
| INCOMING RESOURCES | | | | | |
| Contribution from North Herts District Council | | 13,067 | 0 | 13,067 | 83,184 |
| Grants and Donations | | 22,625 | | 22,625 | 55 |
| Sales | | 4 | 0 | 4 | 158 |
| Museum Talks and Events | | 3,669 | 0 | 3,669 | 712 |
| Total Incoming Resources: | | <u>39,365</u> | <u>0</u> | <u>39,365</u> | <u>84,108</u> |
| RESOURCES EXPENDED | | | | | |
| Charitable Activities | 1 | 39,365 | 69,905 | 109,270 | 154,014 |
| Total Resources Expended: | | <u>39,365</u> | <u>69,905</u> | <u>109,270</u> | <u>154,014</u> |
| Net Incoming Resources for the year before Transfers. | | <u>0</u> | <u>-69,905</u> | <u>-69,905</u> | <u>-69,905</u> |
| Gains/(losses) on revaluation of fixed assets | | | 0 | 0 | 526,540 |
| NET MOVEMENT IN FUNDS | | 0 | -69,905 | -69,905 | 456,635 |
| Total Funds B/Fwd | | 0 | 2,516,595 | 2,516,595 | 2,059,960 |
| FUNDS CARRIED FORWARD:- | | <u>0</u> | <u>2,446,689</u> | <u>2,446,689</u> | <u>2,516,595</u> |

HITCHIN TOWN HALL GYMNASIUM & WORKMAN'S HALL TRUST

Balance Sheet as at 31st March 2020

| | Notes | 2020 | 2019 |
|--|--------------|------------------|------------------|
| | | £ | £ |
| Fixed Assets | | | |
| Tangible Fixed Assets | 2 | 2,446,689 | 2,516,595 |
| Total Assets less Current Liabilities | | <u>2,446,689</u> | <u>2,516,595</u> |
| Reserves | | | |
| Restricted Funds | | 2,446,689 | 2,516,595 |
| Unrestricted Funds | | - | - |
| Total Funds:- | 3 | <u>2,446,689</u> | <u>2,516,595</u> |

HITCHIN GYM AND WORKMAN'S HALL
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31st March 2020

| | 2020 | | 2019 |
|---------------------------------|-------------|---|-------------|
| | £ | | £ |
| 1 RESOURCES EXPENDED | | | |
| Direct Costs | | | |
| Rates | - 54,143 | * | 23,600 |
| Utilities | 16,711 | | 26,800 |
| Repairs and Maintenance | 5,496 | | 3,962 |
| Museum Exhibition and events | 28,743 | | 25,033 |
| Equipment Purchases and Repairs | 40,873 | | 3,473 |
| Fixture and Fittings | 127 | | 391 |
| Stationery | 96 | | 173 |
| Hired Services | 1,463 | | 677 |
| Depreciation | 69,905 | | 69,905 |
| | 109,270 | | 154,014 |

Change on valuation basis of Museum Space from Commercial Office Use to Community Use. The reduction resulted in a refund backdated to 2016/17.

2 TANGIBLE FIXED ASSETS

Hitchin Town Hall Gym and Workman's Hall

| | | | |
|-----------------------------------|-----------|---|-----------|
| Carrying Value b/fwd at 1st April | 2,516,595 | | 2,059,960 |
| Revaluation | - | | 526,540 |
| Depreciation Charge for Year | - 69,905 | - | 69,905 |
| Net Book Value at 31st March | 2,446,689 | | 2,516,595 |

** Revaluation as at the 1 January 2019 undertaken by the Chartered Estates Surveyor at North Hertfordshire District Council. Revaluations are undertaken every 5 year, but could be done when incidents are expected to impact on the asset value.*

| | Restricted Funds | | General Unrestricted | | Total |
|--|-------------------------|--|-----------------------------|--|--------------|
| | £ | | £ | | £ |
| 3 FUNDS | | | | | |
| Balance at Start of the Year | 2,516,595 | | - | | 2,516,595 |
| Net Incoming (Outgoing) resources for the Year | - | | - | | - |
| Depreciation of Fixed Assets | -69,905 | | - | | -69,905 |
| Net Movement in Funds | -69,905 | | - | | -69,905 |
| Reserves at the end of the Year. | 2,446,689 | | - | | 2,446,689 |

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Trustees' Annual Report for the period

| | | | | | | | |
|-------------|-------------------|-------|------|-----------|-----------------|-------|------|
| | Period start date | | | | Period end date | | |
| From | 01 | April | 2019 | To | 31 | March | 2020 |

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) | | |

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 | 01/04/19 – 20/05/19 |
| Councillor Julian Cunningham | 01/04/19 – 20/05/19 |
| Councillor Michael Weeks | 01/04/19 – 20/05/19 |
| Councillor Judi Billing | 21/05/19 – 31/03/20 |
| Councillor Elizabeth Dennis-Harburg | 21/05/19 – 31/03/20 |
| Councillor Steve Jarvis | 21/05/19 – 31/03/20 |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |

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

| |
|--|
| |
| |

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, with the Museum opening on a restricted basis in 2017.

After a period of complex contractual negotiations between the Council and Hitchin Town Hall Limited, the Council finally purchased 14 & 15 Brand Street in January 2019, which now consists of the main entrance to the facility.

The refurbishment was completed, and the Museum was fully opened to the public with access through the new entrance on 6 July 2019.

The Museum has attracted many visitors throughout the year, in the period 01 April 2019 to 31 March 2020, visitor numbers were 30,930.

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.

A considerable achievement has been completing the works involved to make the facility ready and to fully open to the public on 6 July 2019.

Section E Financial review

Brief statement of the charity's policy on reserves

The Trust's reserves total £2,446,689 at 31 March 2020. 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 2020 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 fully opened from July 2019. The Trust received a contribution from North Hertfordshire District Council to cover all resources expended.

Expenditure incurred during 2019/20 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 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

| |
|--|
| |
|--|

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 | | |

King George V Charitable Trust

STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31st March 2020

| Notes | Unrestricted funds £ | Restricted funds £ | Endowment funds £ | Total Funds 2020 | Total Funds 2019 |
|--|----------------------------|--------------------------|-------------------------|---------------------|---------------------|
| INCOMING RESOURCES | | | | | |
| Contribution from North Herts District Council | 62,881 | - | - | 62,881 | 76,642 |
| Rents Income | 100 | - | - | 100 | 100 |
| Special Events Income | - | - | - | - | - |
| Maintenance Cost Contribution | - | - | - | - | - |
| MUGA Contribution | - | - | - | - | - |
| Lease of Building and Land | - | - | - | - | - |
| Total Incoming Resources: | 62,981 | - | - | 62,981 | 76,742 |
| RESOURCES EXPENDED | | | | | |
| Charitable Activities | 62,981 | 14,033 | - | 77,014 | 88,777 |
| Total Resources Expended: | 62,981 | 14,033 | - | 77,014 | 88,777 |
| Net Incoming Resources for the year before Transfers. | - | -14,033 | - | -14,033 | -12,034 |
| Gains/(losses) on revaluation of fixed assets | | 29,980 | | 29,980 | |
| NET MOVEMENT IN FUNDS | - | 15,948 | - | 15,948 | -12,034 |
| Total Funds B/Fwd | - | 89,165 | - | 89,165 | 101,199 |
| FUNDS CARRIED FORWARD:- | - | 105,113 | - | 105,113 | 89,165 |

King George V Charitable Trust

Balance Sheet as at 31st March 2020

| | Notes | 2020 £ | 2019 £ |
|--|-------|----------------|---------------|
| Fixed Assets | 2 | | |
| Land & | | | |
| Buildings | | 65,395 | 67,263 |
| Equipment | | <u>39,718</u> | <u>21,902</u> |
| | | 105,113 | 89,165 |
| Current Assets | | | |
| Debtors | 3 | - | 1,261 |
| Current Liabilities | 4 | | |
| Creditors | | - | -1,261 |
| Assets less Current Liabilities | | <u>105,113</u> | <u>89,165</u> |
| Reserves | 5 | | |
| Restricted Funds | | 105,113 | 89,165 |
| Unrestricted Funds | | - | - |
| Total Funds:- | | <u>105,113</u> | <u>89,165</u> |

King George V Charitable Trust

**NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31st March 2020**

| | 2020 £ | 2019 £ | |
|--|-------------------------|--|----------------|
| 1 RESOURCES EXPENDED | | | |
| Repairs and Maintenance | 25,363 | 39,417 | |
| Overhead Costs | 32,819 | 32,526 | |
| Management Fees | 4,800 | 4,800 | |
| Depreciation | 14,033 | 12,034 | |
| | <u>77,014</u> | <u>88,777</u> | |
| | | | |
| 2 TANGIBLE FIXED ASSETS | 2020 | | |
| | £ | | |
| <i>Land & Buildings</i> | | <i>Land & Buildings</i> | |
| | Total | Pavilion Public Convenience Bungalow & Garage Playing Fields (Land) | |
| Carrying Value b/fwd at 1st April 2019 | 67,263 | 0 67,263 0 0 | |
| Depreciation Charge for Year | <u>-1,868</u> | <u>0 -1,868 0 0</u> | |
| Net Book Value at 31st March 2020 | <u>65,395</u> | <u>0 65,395 0 0</u> | |
| | | | |
| <i>Equipment</i> | | <i>Equipment</i> | |
| | Total | Multi Use Wheeled Games Area Sports Area Play Area | |
| Carrying Value b/fwd at 1st April 2019 | 21,902 | 0 13,041 8,862 | |
| Additions/Replacement | 29,980 | 0 0 29,980 * | |
| Depreciation Charge for Year | <u>-12,164</u> | <u>0 -1,304 -10,860</u> | |
| Net Book Value at 31st March 2020 | <u>39,718</u> | <u>0 11,737 27,982</u> | |
| | | | |
| <i>* Replacement of Tower and surfacing</i> | | | |
| | | | |
| 3 CURRENT ASSETS | 2020 | 2019 | |
| | £ | £ | |
| North Hertfordshire District Council | - | 1,261 | |
| Total Debtors | <u>-</u> | <u>1,261</u> | |
| | | | |
| 4 CURRENT LIABILITIES | 2020 | 2019 | |
| | £ | £ | |
| John O Conner | - | 1,261 | |
| Total Creditors | <u>-</u> | <u>1,261</u> | |
| | | | |
| 5 FUNDS | Restricted Funds | General Unrestricted | Total |
| | £ | £ | £ |
| Balance at Start of the Year | 89,165 | - | 89,165 |
| Net Incoming (Outgoing) resources for the Year | - | - | 0 |
| Additions | 29,980 | - | 29,980 |
| Depreciation of Fixed Assets | <u>-14,033</u> | <u>-</u> | <u>-14,033</u> |
| Net Movement in Funds | 15,948 | - | 15,948 |
| Reserves at the end of the Year. | <u>105,113</u> | <u>-</u> | <u>105,113</u> |

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Trustees' Annual Report for the period

| | | | | | | | |
|------|-------------------|----|------|----|-----------------|----|------|
| From | Period start date | | | To | Period end date | | |
| | 01 | 04 | 2019 | | 31 | 03 | 2020 |

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) | | |
| 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 | 01/04/19 – 20/05/19 |
| Councillor Julian Cunningham | 01/04/19 – 20/05/19 |
| Councillor Michael Weeks | 01/04/19 – 20/05/19 |
| Councillor Judi Billing | 21/05/19 – 31/03/20 |
| Councillor Elizabeth Dennis-Harburg | 21/05/19 – 31/03/20 |
| Councillor Steve Jarvis | 21/05/19 – 31/03/20 |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
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| | | |

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> |
|--|--|

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.

During the year there was a capital investment within King George 5th Recreation Ground to renovate the play area. This included the demolition and replacement of a large tower and slide due to the poor condition of the existing item. This issue had been identified as part of regular maintenance inspections of the play ground equipment over numerous years. The value of this project was £29,980.00

Section E

Financial review

Brief statement of the charity's policy on reserves

The Trust's reserves total £105k at 31 March 2020. 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 2020 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

Empty box for optional information.

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 | | |

Smithson Recreation Ground- Expenditure Summary

Maintenance Costs for Smithsons Rec Hitchin

| Work Type | Area | Unit | Frequency | Rate 19/20 | Annual Total 19/20 |
|---|------|------|-------------|----------------------------------|------------------------|
| General Grass | 2187 | M2 | Performance | 0.17 | 371.79 |
| Planted Areas Maintenance | 381 | M2 | 12 | 0.2683 | 1,226.67 |
| Planted Areas Pruning | 381 | M2 | 2 | 0.3054 | 232.71 |
| Play Area | 1 | Item | 365 | 0.9174 | 334.85 |
| Dog Bin | 0 | No | 52 | 2.072 | 0.00 |
| Litter Bins | 2 | No | 365 | 0.4647 | 339.23 |
| Benches | 2 | No | 26 | 0.4587 | 23.85 |
| Leaf/Litter Clearance | 3471 | M2 | 4 | 0.0048 | 66.64 |
| | | | | Total | <u>2,595.75</u> |
| Maintenance Costs additional to Core Contract schedule | | | | | 0.00 |
| | | | | Total Expenditure 2019/20 | <u>2,596</u> |

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Trustees' Annual Report for the period

| | | | | | | |
|-------------|-------------------|----|------|-----------------|----|------|
| | Period start date | | | Period end date | | |
| | 01 | 04 | 2019 | 31 | 03 | 2020 |
| 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) |
|----|--------------------------------------|--|-----------------------------------|---|
| 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 | 01/04/19 – 20/05/19 |
| Councillor Julian Cunningham | 01/04/19 – 20/05/19 |
| Councillor Michael Weeks | 01/04/19 – 20/05/19 |
| Councillor Judi Billing | 21/05/19 – 31/03/20 |
| Councillor Elizabeth Dennis-Harburg | 21/05/19 – 31/03/20 |
| Councillor Steve Jarvis | 21/05/19 – 31/03/20 |

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 **£25k** at 31 March 2020. 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 2020 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 | | |