

NORTH HERTFORDSHIRE DISTRICT COUNCIL



03/12/2021

Our Ref Cabinet Sub-Committee (Council
Charities)/13 December 2021
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 in the

**COUNCIL CHAMBER, DISTRICT COUNCIL OFFICES,
LETCHWORTH GARDEN CITY**

On

MONDAY, 13TH DECEMBER, 2021 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.	ELECTION OF A CHAIR	
2.	APOLOGIES FOR ABSENCE	
3.	MINUTES - 16 DECEMBER 2019, 14 DECEMBER 2020 To take as read and approve as a true record the minutes of the meeting of the Committee held on the 16 December 2019 and 14 December 2020.	(Pages 3 - 12)
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 ACCOUNTS AND RETURNS FOR COUNCIL CHARITIES REPORT OF THE SERVICE DIRECTOR - RESOURCES 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.	(Pages 13 - 50)

Agenda Item 3

MINUTES FOR APPROVAL

16 DECEMBER 2019

14 DECEMBER 2020

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

**MEETING HELD IN THE FLOOR 1. ROOMS 2/3, DISTRICT COUNCIL OFFICES,
GERNON ROAD, LETCHWORTH GARDEN CITY
ON MONDAY, 16TH DECEMBER, 2019 AT 10.00 AM**

MINUTES

Present: *Councillors Steve Jarvis (Chairman), Judi Billing and Elizabeth Dennis-Harburg.*

In Attendance: *Ian Couper (Service Director - Resources), Howard Crompton (Service Director - Customers), Andrew Mills (Service Manager - Greenspace), Hilary Dineen (Committee, Member and Scrutiny Manager) and Matthew Hepburn (Committee, Member and Scrutiny Officer).*

1 ELECTION OF A CHAIRMAN

Audio recording – 1 second

The Committee, Member and Scrutiny Manager called for nomination for a Chairman for this meeting.

It was proposed by Councillor Judi Billing, seconded by Councillor Elizabeth Dennis-Harburg and:

RESOLVED: That Councillor Steve Jarvis be appointed as Chairman for this meeting of the Cabinet Sub-Committee (Council Charities).

2 APOLOGIES FOR ABSENCE

Audio recording – 28 seconds

There were no apologies for absence.

3 MINUTES - 13 DECEMBER 2018

Audio Recording – 33 seconds

RESOLVED: That the Minutes of the Meeting of the Committee held on 13 December 2018 be approved as a true record of the proceedings and be signed by the Chairman.

4 NOTIFICATION OF OTHER BUSINESS

Audio recording – 59 seconds

There was no other business notified.

5 CHAIRMAN'S ANNOUNCEMENTS

Audio recording

- (1) The Chairman advised that, in accordance with Council Policy, the meeting would be audio recorded;

- (2) The Chairman drew attention to the item on the agenda front pages regarding Declarations of Interest and 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.

6 PUBLIC PARTICIPATION

Audio recording

There were no presentations by members of the public.

7 KGV TRUST REPORT

Audio recording – 1 minute 15 seconds

The Service Manager – Greenspaces presented the report entitled KGV Trust Report and drew attention to the following:

Disused Toilet Block

- A request had been submitted by the Rugby Club at King George 5th Recreation Ground to convert the old disused toilet block to storage facilities;
- The toilet block was currently outside the boundaries of their lease;
- The Committee was requested to give authority to commence negotiations.

Unisex Disabled Toilet

- A request had been made to convert a toilet within the pavilion to a unisex disabled toilet for users of the pavilion;
- Plans had been received, although they did not meet the provisions of the Equalities Act 2010 and had therefore been returned.

Chares for the use of the MUGA

- On 17 December 2019 Cabinet would be considering the introduction of charges for the hire of Multi Use Games Areas (MUGA);
- The facilities at KGV were used by a lot of clubs and groups and this was not currently providing any income;
- The facilities were currently floodlit and maintained free of charge;
- In order to have a District Wide policy regarding charging, the Sub-Committee was asked to approve the proposals.

The following Members asked questions and commented on the report:

- Councillor Steve Jarvis;
- Councillor Judi Billing;
- Councillor Elizabeth Dennis-Harburg.

In response to questions the Service Manager confirmed that;

- Currently charges were made for the use of pitches, but not for the use of MUGAs;
- Advice had been given regarding the plans for the disabled toilet;
- Primarily use of the MUGAs would be through controlling the floodlights;
- Currently NHDC was funding the cost of repairing wear and tear on use of facilities;
- A similar system had been used at Avenue Park for some time successfully;

- Bookings tended to be in the evenings;
- Consultation with users had taken place and no objections had been made.

Members were concerned that children continue to have free access after school therefore chargeable booking should only take place at weekends and after 5pm on weekdays.

RESOLVED:

- (1) That the introduction of charges for the hire of the multi use games area at King George 5th Recreation Ground at weekends and after 5pm on weekdays be approved;
- (2) That the Rugby Club taking on maintenance of the disused toilet block adjacent to the play area to use as additional storage space be approved;
- (3) That the 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, be approved.

REASON FOR DECISIONS:

- (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;
- (2) The toilet block is currently unused and could accommodate an increasing demand for storage on site required by the rugby club;
- (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.

8 ANNUAL REPORTS AND ACCOUNTS FOR COUNCIL ADMINISTERED CHARITIES

Audio Recording – 12 minutes 55 seconds

The Service Director – Resources presented the report entitled Annual Accounts for Council Administered Charities including the following appendices:

- Appendix 1a - Hitchin Town Hall Gymnasium and Workman's Hall Trust Accounts;
- Appendix 1b - Hitchin Town Hall Gymnasium and Workman's Hall Trust Annual Report;
- Appendix 2a - King George V Playing Fields Accounts;
- Appendix 2b - King George V Playing Fields Annual Return;
- Appendix 3a - Smithson Recreation Ground Accounts;
- Appendix 3b - Smithson Recreation Ground Annual Return.

The Service Director – Resources advised that the following amendments were required to the report:

- Paragraph 8.6 – NHDC's contribution to this Trust was £77,000;
- Paragraph 8.7 – As there was equipment at this location the last sentence of this Paragraph should be deleted.

He also advised that:

- That Hitchin Town Hall Gymnasium and Workmans Hall Trust, King George's Field Hitchin and Smithson Recreation Ground had to submit accounts to the Charities Commission;

- That the Hertfordshire Yeomanry and Artillery Collection did not involve land or buildings and that no decisions had been taken that required consideration of public benefit. Therefore there was no return for the Sub-Committee to approve.
- The Hitchin Town Hall Gymnasium and Workmans Hall Trust and King George 5 Field would, due to income of more than £25,000, require independent examination.

Having considered the report, it was

RESOLVED:

- (1) That 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 be noted;
- (2) That 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 be noted. This will be undertaken by the Shared Internal Audit Service (SIAS).

REASON FOR DECISIONS: To facilitate the submission of approved returns to the Charities Commission.

The meeting closed at 10.15 am

Chairman

Public Document Pack

NORTH HERTFORDSHIRE DISTRICT COUNCIL

CABINET SUB-COMMITTEE (COUNCIL CHARITIES)

MEETING HELD AS A VIRTUAL MEETING
ON MONDAY, 14TH DECEMBER, 2020 AT 3.00 PM

MINUTES

Present: Councillors: Judi Billing, Elizabeth Dennis-Harburg and Steve Jarvis

In Attendance: Ian Couper (Service Director - Resources), Jo Dufficy (Service Director - Customers), Andrew Mills (Service Manager - Greenspace) and Hilary Dineen (Committee, Member and Scrutiny Manager)

1 WELCOME AND REMOTE/PARTLY REMOTE MEETINGS PROTOCOL SUMMARY

Audio recording – 23 seconds

The Committee, Member and Scrutiny Manager welcomed everyone to this meeting of the Cabinet Sub-Committee (Council Charities) that was being conducted with Members and Officers at various locations, communicating via audio/video and online. There was also the opportunity for the public and press to listen to and view proceedings.

The Committee, Member and Scrutiny Officer undertook a roll call to ensure that all Members, Officers and registered speakers could hear and be heard and gave advice regarding the following:

The meeting was being streamed live onto YouTube and recorded via Zoom.

Extracts from the Remote/Partly Remote Meetings Protocol were included with the agenda and the full version was available on the Council's website which included information regarding:

- Live Streaming;
- Noise Interference;
- Rules of Debate and
- Voting.

Members were requested to ensure that they were familiar with the Protocol.

2 ELECTION OF A CHAIR

Audio recording – 1 minute 46 seconds

The Committee, Member and Scrutiny Manager called for nominations for election as Chair of the Cabinet Sub-Committee (Council Charities).

Councillor Judi Billing proposed and Councillor Elizabeth Dennis-Harburg seconded that Councillor Steve Jarvis be elected as Chair of the Cabinet Sub-Committee (Council Charities)

There being no other nominations it was:

RESOLVED: That Councillor Steve Jarvis be elected as Chair of the Cabinet Sub-Committee (Council Charities).

3 APOLOGIES FOR ABSENCE

Audio recording – 2 minutes 14 seconds

There were no apologies for absence.

4 MINUTES - 16 DECEMBER 2019

The Minutes of the meeting held on 16 December 2019 were not considered at this meeting.

5 NOTIFICATION OF OTHER BUSINESS

Audio recording – 2 minutes 17 seconds

There was no other business notified.

6 CHAIR'S ANNOUNCEMENTS

Audio recording – 2 minutes 22 seconds

- (1) The Chair advised that, in accordance with Council policy, this meeting was being audio recorded as well as filmed. The audio recordings would be available to view on Mod.gov and the film recording via the NHDC Youtube channel.
- (2) Members were reminded to make declarations of interest before an item, the detailed reminder about this and speaking rights was set out under Chair's Announcements on the agenda.

7 PUBLIC PARTICIPATION

Audio recording – 2 minutes 30 seconds

There were no presentations by members of the public.

8 ANNUAL REPORTS AND ACCOUNTS FOR COUNCIL ADMINISTERED CHARITIES

Audio recording – 2 minutes 37 seconds

The Service Director – Resources presented the report entitled Annual Reports and Accounts for Council Administered Charities together with the following appendices:

- Appendix 1a - Hitchin Town Hall Gymnasium and Workmans Hall Trust – Accounts;
- Appendix 1b - Hitchin Town Hall Gymnasium and Workmans Hall Trust - Draft Annual Return;
- Appendix 2a - King George V Playing Fields – Accounts;
- Appendix 2b - King George V Playing Fields - Draft Annual Return;
- Appendix 3a - Smithson Recreation Ground – Accounts;
- Appendix 3b - Smithson Recreation Ground - Draft Annual Return.

In response to a question asked by Councillor Judi Billing, the Service Director - Resources advised that the manner of the bequest of the Hertfordshire Yeomanry Collection to North Hertfordshire District Council meant that it was part of the sub-committee's remit.

RESOLVED:

- (1) That the information required by the Charities Commission for the four registered charities be approved, so that the returns can be submitted prior to the 31st January 2021 deadline.
- (2) That the requirement for those charities with gross income of more than £25k in their financial year to have their accounts independently examined be noted 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).

REASON FOR DECISIONS: To facilitate the submission of approved returns to the Charities Commission.

The meeting closed at 3.08 pm

Chair

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**CABINET SUB-COMMITTEE (COUNCIL CHARITIES)
XX DECEMBER 2021**

***PART 1 – PUBLIC DOCUMENT**

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

REPORT OF: Service Director: Resources

EXECUTIVE MEMBER: *N/a*

COUNCIL PRIORITY: BE A MORE WELCOMING, INCLUSIVE AND EFFICIENT COUNCIL

1. EXECUTIVE SUMMARY

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 2022 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 2020/21. This will be undertaken by the Shared Internal Audit Service (SIAS).

3. REASONS FOR RECOMMENDATIONS

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. For those charities with income under £25k, the Charities Commission only require the submission of summary financial information. For charities with income above £25k, the Charities Commission require the following:

- The preparation of accounts which have been subjected to an independent examination.
- Provide a copy of an annual report
- Answer a set of questions in relation to the charity

7.4 There are further requirements in respect of charities that have an income above £1million and/or assets in excess of £3.26million. These limits are not relevant to any of the Council charities.

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. Responses to the questions that the Charities Commission requires answers to are attached at Appendix 1c.

8.3 In line with Government regulations in response to Covid-19 the museum was closed for a significant proportion of 2020/21. In the periods where it was open, health protection measures have been put in place to help protect staff and visitors.

8.4 Apart from the North Herts Council contribution towards building running costs, the most significant income source to this Trust is grants and donations. But due to the long periods of closure in 2020/21, these were significantly lower than in 2019/20 (£6.7k compared with £22.6k). The costs incurred were also affected by Covid-19, with lower spend on exhibitions and events, and on equipment. There is still a need to heat and cool the building to preserve the exhibits even when it is closed, so utilities costs are actually higher than in the previous year.

- 8.5 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)

- 8.6 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. Responses to the questions that the Charities Commission requires answers to are attached at Appendix 2c.
- 8.7 The most significant income source to this Trust was the NHC contribution of £63k, which largely funded the ongoing maintenance and administrative costs to NHC 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)

- 8.8 The day to day management of the grounds lies with NHC. The costs of maintaining this land on behalf of the Trust are included in Appendix 3a. As the expenditure (and therefore the income contribution provided by NHC) is less than £25k, the Charity Commission do not require full accounts to be produced. Nor do they require an annual return to be submitted.

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 (and there is no land or buildings) 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.

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 HR implications arising from this report.

16. APPENDICES

- 16.1 Appendix 1a- Financial Statements for Hitchin Town Hall Gymnasium and Workman’s Hall Trust
Appendix 1b- Annual Report for Hitchin Town Hall Gymnasium and Workman’s Hall Trust
Appendix 1c- Responses to questions for Hitchin Town Hall Gymnasium and Workman’s Hall Trust
Appendix 2a- Financial Statements for King George’s Field Hitchin
Appendix 2b- Annual Report for King George’s Field Hitchin

Appendix 2c- Responses to questions for King George's Field Hitchin
Appendix 3a Costs incurred in relation to Smithson Recreation Ground

17. CONTACT OFFICERS

17.1 *Ian Couper, Service Director: Resources*
ian.couper@north-herts.gov.uk, ext 4243

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 2021

	Notes	Unrestricted funds	Restricted funds	Total Funds 2021	Total Funds 2020
INCOMING RESOURCES					
Contribution from North Herts District Council		42,968	-	42,968	13,067
Grants and Donations		6,676	-	6,676	22,625
Sales		58	-	58	4
Rents Income		473	-	473	-
Museum Talks and Events		917	-	917	3,669
Total Incoming Resources:		<u>51,092</u>	<u>-</u>	<u>51,092</u>	<u>39,365</u>
RESOURCES EXPENDED					
	1				
Charitable Activities		51,092	60,793	111,885	109,270
Governance Costs		-	-	-	-
Total Resources Expended:		<u>51,092</u>	<u>60,793</u>	<u>111,885</u>	<u>109,270</u>
Net Incoming Resources for the year before Transfers.		<u>-</u>	<u>- 60,793</u>	<u>- 60,793</u>	<u>- 69,905</u>
Gains/(losses) on revaluation of fixed assets			349,811	349,811	-
NET MOVEMENT IN FUNDS		<u>-</u>	<u>289,018</u>	<u>289,018</u>	<u>- 69,905</u>
Total Funds B/Fwd		<u>-</u>	<u>2,446,689</u>	<u>2,446,689</u>	<u>2,516,595</u>
FUNDS CARRIED FORWARD:-		<u><u>-</u></u>	<u><u>2,735,707</u></u>	<u><u>2,735,707</u></u>	<u><u>2,446,689</u></u>

HITCHIN TOWN HALL GYMNASIUM & WORKMAN'S HALL TRUST**Balance Sheet as at 31st March 2021**

	Notes	2021	2020
		£	£
Fixed Assets			
Tangible Fixed Assets	2	2,735,707	2,446,689
Total Assets less Current Liabilities		<u>2,735,707</u>	<u>2,446,689</u>
Reserves			
Restricted Funds		2,735,707	2,446,689
Unrestricted Funds		-	-
Total Funds:-	3	<u>2,735,707</u>	<u>2,446,689</u>

HITCHIN GYM AND WORKMAN'S HALL
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31st March 2021

	2021 £		2020 £
1 RESOURCES EXPENDED			
Direct Costs			
Rates	2,025	-	54,143
Utilities	22,034		16,711
Repairs and Maintenance	11,126		5,496
Museum Exhibition and events	6,553		28,743
Equipment Purchases and Repairs	7,383		40,873
Fixture and Fittings	1,002		127
Stationery	252		96
Hired Services	717		1,463
Depreciation	60,793		69,905
	<u>111,885</u>		<u>109,270</u>

2 TANGIBLE FIXED ASSETS***Hitchin Town Hall Gym and Workman's Hall***

Carrying Value b/fwd at 1st April	2,446,689		2,516,595
Revaluation	349,811		-
Depreciation Charge for Year	-	60,793	-
Net Book Value at 31st March	<u>2,735,707</u>		<u>2,446,689</u>

** Revaluation as at the 22nd February 2021 undertaken by the Chartered Estates Surveyor at North Hertfordshire District Council. The valuation is a depreciated replacement cost, and it is sensitive to build cost volatilities. As build costs have been fairly volatile over the last year or so, it was deemed prudent to undertake a further valuation of the property rather than wait for the residue of the 5-year cycle to expire.*

3 FUNDS	Restricted Funds £	General Unrestricted £	Total £
Balance at Start of the Year	2,446,689	-	2,446,689
Net Incoming (Outgoing) resources for the Year	349,811	-	349,811
Depreciation of Fixed Assets	-	60,793	-
	<u>289,018</u>	<u>-</u>	<u>289,018</u>
Net Movement in Funds	289,018	-	289,018
Reserves at the end of the Year.	<u>2,735,707</u>	<u>-</u>	<u>2,735,707</u>

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Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	April	2020	To	31	March	2021

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, GERONON ROAD	
LETCWORTH 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 Judi Billing	
Councillor Elizabeth Dennis-Harburg	
Councillor Steve Jarvis	

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 new Museum has four galleries, including a terrace gallery and a changing exhibition gallery. The museum hosts educational activities for adults and children, including school groups, in the top floor Learning Centre. These include a regular after-school activities for stressed young people, called 'A Space to Be', and dance projects for teenagers, as well as regular holiday art and craft workshops.

An on-site café that serves food and drinks catered by staff in the new kitchen hosts seasonal activities such as afternoon teas.

The Town Hall is a beautiful community facility available to hire for a wide range of private and corporate events. which along with the Museum provides a fantastic community facility for the residents of North Herts and beyond. In the week, a range of classes is held during the day, from Tai Chi to fitness classes, while on weekday nights the hall is rented out for dance lessons, choir practice and Zumba. On Sundays the hall is used by a church group. From comedy nights to conferences, weddings to wakes, the Mountford Hall is booked well into 2022.

Since its full opening in summer 2019 North Herts Museum has held many exhibitions and events. In the period 01 April 2019 to 31 March 2020, visitor numbers were 30,930. Since then the museum has had to close its doors twice because of the Covid pandemic, but has still managed to host some extremely popular exhibitions. Summer 2021 saw '*The Tiger who came to Tea*' exhibition, which brought in over 6,500 children and families from a wide area. In 2021 the museum also held an exhibition about a local project during the lockdown period, where people with dementia and their carers made artworks based on the museum objects. The participants all visited the museum to see their work on display.

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

Section E Financial review

Brief statement of the charity's policy on reserves

The Trust's reserves total £2,735,707 at 31 March 2021. 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 2021 that can be expendable at the discretion of trustees in furtherance of the charity's objectives. The Trust's general expenditure is 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 Trust received a contribution from North Hertfordshire District Council to cover all resources expended.

Expenditure incurred during 2020/2021 was general running expenses of the Workman's Hall and Gymnasium.

The income and expenditure in 2020/21 was affected by the Covid-19 pandemic.

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		

Charity annual return questions

This document is to help charities prepare for their annual return by gathering the required information.

Submit your annual return online, once you have the information you need.

There is more guidance on the questions in the online service.

During the pandemic, any money provided by the government's furlough programme must be declared individually as 'income from government grants'.

If your income is under £10,000 you only need to report your income and spending.

Section: Financial period	Notes
<p>You will be asked to confirm the charity's financial period.</p> <p>If the financial period end dates displayed are incorrect, you can change them in the Change the charity financial period service.</p>	1st April to 31st March
Section: Income and spending	
<p>You will be asked to enter the charity's income and spending in the financial period for this annual return in the boxes provided. Please round all figures to the nearest pound (do not enter decimal points or commas).</p> <p>If your charity is part of a group and has prepared group accounts, then please use the group figures to complete the annual return. (Group accounts are only required where group income is more than £1million).</p>	
Section: Confirm income and spending	
<p>In the financial details section you will be asked to enter key financial information from your accounts, including total income.</p> <p>For charities with an income greater than £500,000. The total income from your Statement of Financial Activities should match the gross income you have entered here, unless your charity has received endowments during the year, or made transfers from your endowment to your income funds. If this is the case you should exclude these amounts from the total income you enter here.</p> <p>Please check the gross income figure you have entered here is correct.</p>	51092
Section: Serious incidents	
<p>If gross income is more than £25,000 you will be asked if there were any serious incidents in your charity that have not been reported to the Charity Commission, for the period of this return.</p>	No
Section: Fundraising	
<p>Did your charity raise funds from the public?</p>	Yes
If you answer 'Yes', you will be asked:	
<p>Did the charity work with any professional fundraisers?</p>	No
<p>Did your charity have a written agreement with each of its professional fundraisers?</p>	N/a
<p>Did your charity work with any commercial participators?</p>	No
<p>Did your charity have a written agreement with each of its commercial participators?</p>	N/a
Section: Grant making	
<p>Was grant making the main way your charity carried out its purposes?</p>	No
Section: Income from government contracts	
<p>During the financial period for this annual return, did the charity receive income from contracts (other than grant agreements) with central government or local authorities?</p>	No. Income from NHDC is not contractual.
If you answer 'Yes', you will be asked:	
<p>How many contracts did your charity have with central government or local authorities?</p>	N/a
<p>Enter total value of contracts. Please round all figures to the nearest pound (do not enter decimal points or commas).</p> <p>What was the total value of these contracts?</p>	N/a
Section: Income from government grants	
<p>During the financial period for this annual return, did the charity receive income from grants from central government or local authorities?</p> <p>During the pandemic, any money provided by the government's furlough programme must be declared individually as 'income from government grants'.</p>	Yes, reimbursement of net costs.
If you answer 'Yes', you will be asked:	
<p>How many grants did your charity receive from central government or local authorities?</p> <p>If you received any furlough payments, each payment received needs to be recorded individually as single grants.</p>	1

Enter total value of grants. Please round all figures to the nearest pound (do not enter decimal points or commas).	42968
What was the total value of these grants?	
Section: Income from outside the UK	
Did your charity receive income from outside the UK?	No
If you answer 'Yes', you will be presented with a table of countries. Select countries or territories the charity received income from. Then answer the following questions.	
<p>What is the value of income from each country? Please round all figures to the nearest pound (do not enter decimal points or commas). If your charity did not have any income from the source, please enter 0 (zero).</p> <p>Specify the source and amount of income from the options below:</p> <ul style="list-style-type: none"> - Overseas government or quasi government bodies - Overseas charities, NGOs or NPOs - Other overseas institutions - Individuals resident overseas (for example school fees and memberships) - Unknown/Do not know <p>Notes on income from other overseas institutions and individuals resident overseas</p> <p>1. If your gross income is less than £25,000, only include payments that make up more than 80% of the charity's income. If your gross income is more than £25,000, only include payments of more than £25,000.</p> <p>2. If you are completing a 2018 annual return, these categories are optional.</p>	N/a
Section: Operating and spending outside England and Wales	
Did your charity operate outside England and Wales?	No
If you answer 'Yes', you will see a table of countries. Select countries or territories the charity operated in during the financial period covered in the annual return. Then answer the following questions.	
<p>Record the total expenditure by country or territory. Please round all figures to the nearest pound (do not enter decimal points or commas).</p> <p>If your charity did not spend any money in the country, please enter 0 (zero).</p> <p>Note: If your charity operated in Northern Ireland or Scotland, you are not required to provide a value for spending for either of these countries.</p>	N/a
<p>When spending money or working outside England and Wales, did your charity transfer money other than using the regulated banking system?</p> <p>Note: if you are completing a 2018 annual return, this question is optional.</p>	N/a
<p>What methods to transfer money did your charity use?</p> <ul style="list-style-type: none"> - Cash courier - Other charities or NGOs/Non-Profits - Money Service Business (e.g. Western Union) - Informal Money Transfer Systems - Online payment methods (e.g. PayPal) - Other <p>Note: if you are completing a 2018 annual return, this question is optional.</p>	N/a
<p>How much money did your charity send outside the regulated banking system in total? Please round all figures to the nearest pound (do not enter decimal points or commas).</p>	N/a
<p>Did your charity have procedures and controls in place to monitor expenditure outside England and Wales?</p> <p>Note: if you are completing a 2018 annual return, this question is optional.</p>	N/a
<p>Are the trustees satisfied that your charity's risk management policies and procedures adequately covered activities and spending outside England and Wales?</p> <p>Note: if you are completing a 2018 annual return, this question is optional.</p>	N/a
Section: Subsidiaries	
Did the charity have any subsidiaries?	No
If you answer 'Yes', you will be asked:	N/a
Were any of the trustees also directors of the charity's subsidiaries?	
Section: Trustee payments	
Did any of the trustees receive any remuneration, payments or benefits from the charity other than refunds of legitimate trustee expenses?	No
<p>If you answer 'Yes', you will be asked:</p> <p>Did any of the trustees receive payments or benefits for:</p> <ul style="list-style-type: none"> - being a charity trustee? - providing services to your charity (such as specialist services or advice provided by trustees who are builders, electricians, graphic designers, lawyers, for example)? - any other benefit from the charity (for example, accommodation, car, holiday)? Also include any payments and benefits given to trustees who are paid members of staff 	N/a
Did any of the trustees resign and then take up employment with the charity?	No

Section: Employees	
Did any of your charity's staff receive total employee benefits of £60,000 or more?	No
<p>If you answer 'Yes', you will be asked:</p> <p>Enter the number of staff whose total employee benefits were in each of the following bands:</p> <p>£60,000 to £70,000 £70,001 to £80,000 £80,001 to £90,000 £90,001 to £100,000 £100,001 to £110,000 £110,001 to £120,000 £120,001 to £130,000 £130,001 to £140,000 £140,001 to £150,000 £150,001 to £200,000 £200,001 to £250,000 £250,001 to £300,000 £300,001 to £350,000 £350,001 to £400,000 £400,001 to £450,000 £450,001 to £500,000 Over £500,000</p>	N/a
For your highest paid member of staff only, what was the total value of their employee benefits?	0
Section: Volunteers	
How many UK volunteers, excluding trustees, did the charity have during the financial period?	tbc
Section: Financial controls	
Did your charity review its internal financial controls?	Yes. The charity adopts the same financial controls as the Council and these are regularly reviewed.
Section: Safeguarding	
<p>Note: only charities with particular classifications and not regulated by certain organisations will be asked this question.</p> <p>Has the charity obtained a standard, enhanced or enhanced with barred lists DBS check on all trustees, employees and volunteers who are in roles that are eligible for these checks?</p>	N/a

Only charities with annual income over £500,000 need to answer the following financial questions.

[At this point, other charities will be asked to provide copies of their trustee annual report and annual accounts.](#)

Section: Account type	
<p>IMPORTANT - You will need a final version of the published accounts to fill in the financial details section. The trustees should ensure that this section is completed by a competent person who is familiar with the charity's accounts.</p> <p>The information you need to complete this section will generally be found in the statement of financial activities (SoFA).</p> <p>When completing this section you may wish to look at Charities SORP.</p> <p>Please indicate whether the information that you are giving is based on group accounts or charity-only accounts by clicking on the relevant account type. If you have prepared group accounts, please use these to complete the following section.</p>	
<p>Does your charity prepare:</p> <p>Group accounts Charity only accounts</p>	Charity only accounts.
Section: Income and Endowments	
<p>All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.</p> <p>Fields that are indented provide additional information and are included in the figures for the field above.</p> <p>The indented fields may not represent the whole amount.</p> <p>The information you need to complete this section will generally be found in the Statement of Financial Activities (SoFA).</p> <p>Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand. Do not enter decimal points or commas.</p>	
Donations and legacies	6676
Of the total donations and legacies what amount is Legacies	0
Of the total donations and legacies what amount is Endowments received	0
Other trading activity	1448
Investment income	0
Income from charitable activities	0
Other income	42968
Total income and endowments	51092

Note: The amount entered for 'Total income and endowments' minus 'Endowments Received' should be equal to the figure entered for 'Income' on the charity Information page. If the charity controls subsidiary undertakings, consolidated figures should be used from group accounts where these have been prepared.

Section: Expenditure

The information you need to complete this section will generally be found in the Statement of Financial Activities (SoFA).

All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.

Fields that are indented provide additional information and are included in the figures for the field above.

The indented fields may not represent the whole amount.

Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand. Do not enter decimal points or commas.

Expenditure on raising funds	0
Of total expenditure on raising funds what amount is Investment management costs	0
Other expenditure	0
Expenditure on charitable activities	111885
Of the total expenditure on charitable activities what value is Grants to institutions	0
Of the total expenditure on charitable activities what value is Governance costs	0
Total expenditure	111885

Section: Other recognised gains/(losses)

The information you need to complete this section will generally be found in the Statement of Financial Activities (SoFA).

All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.

Fields that are indented provide additional information and are included in the figures for the field above.

The indented fields may not represent the whole amount.

Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand. Do not enter decimal points or commas.

This figure should be prefixed with the minus symbol if it is a negative value. Gains/(losses) on revaluation of fixed assets	349811
This figure should be prefixed with the minus symbol if it is a negative value. Actuarial gains/(losses) on defined benefit pension schemes	0
This figure should be prefixed with the minus symbol if it is a negative value. Net gains/(losses) on investments	0
This figure should be prefixed with the minus symbol if it is a negative value. Other gains/(losses)	0

Section: Assets

All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.

Fields that are indented provide additional information and are included in the figures for the field above.

The indented fields may not represent the whole amount.

The information you need to complete this section will generally be found in the Balance Sheet.

Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand. Do not enter decimal points or commas.

Total fixed assets	2735707
Of the total fixed assets what value is Fixed asset investments	0
Total current assets	0
Of the total current assets what value is Current asset investments	0
Of the total current assets what value is Cash at bank and in hand	0

Section: Liabilities

All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.

Fields that are indented provide additional information and are included in the figures for the field above.

The indented fields may not represent the whole amount.

The information you need to complete this section will generally be found in the Balance Sheet.

Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand. Do not enter decimal points or commas.

Creditors due within one year	0
Creditors falling due after one year and provisions	0

Defined benefit pension scheme asset/(liability)	0
Total net assets/(liabilities)	0
Section: Funds	
<p>The information you need to complete this section will generally be found on the Balance Sheet or in the notes to the accounts.</p> <p>All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.</p> <p>Fields that are indented provide additional information and are included in the figures for the field above.</p> <p>The indented fields may not represent the whole amount.</p> <p>Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand. Do not enter decimal points or commas.</p>	
Endowment funds	0
Restricted funds	2735707
Unrestricted funds	0
Total funds	2735707
Section: Additional information	
<p>The information you need to complete this section will generally be found in the notes to the accounts.</p> <p>All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.</p> <p>Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand. Do not enter decimal points or commas.</p>	
Support costs	0
Depreciation charge for the year	60793
Level of reserves	0
Average number of employees	0

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King George V Charitable Trust**STATEMENT OF FINANCIAL ACTIVITIES**
For the year ended 31st March 2021

	Notes	Unrestricted funds £	Restricted funds £	Endowment funds £	Total Funds 2021	Total Funds 2020
INCOMING RESOURCES						
Contribution from North Herts District Council		62,510	-	-	62,510	62,881
Rents Income		100	-	-	100	100
Total Incoming Resources:		<u>62,610</u>	<u>-</u>	<u>-</u>	<u>62,610</u>	<u>62,981</u>
RESOURCES EXPENDED						
Charitable Activities	1	62,610	5,239	-	67,849	77,014
Total Resources Expended:		<u>62,610</u>	<u>5,239</u>	<u>-</u>	<u>67,849</u>	<u>77,014</u>
Net Incoming Resources for the year before Transfers.		<u>-</u>	<u>-5,239</u>	<u>-</u>	<u>-5,239</u>	<u>-14,033</u>
Gains/(losses) on revaluation of fixed assets			1,024		1,024	29,980
NET MOVEMENT IN FUNDS		<u>-</u>	<u>-4,215</u>	<u>-</u>	<u>-4,215</u>	<u>15,948</u>
Total Funds B/Fwd		<u>-</u>	<u>105,113</u>	<u>-</u>	<u>105,113</u>	<u>89,165</u>
FUNDS CARRIED FORWARD:-		<u>-</u>	<u>100,898</u>	<u>-</u>	<u>100,898</u>	<u>105,113</u>

King George V Charitable Trust**Balance Sheet as at 31st March 2021**

	Notes	2021 £	2020 £
Fixed Assets	2		
Land &			
Buildings		63,532	65,395
Equipment		<u>37,366</u>	<u>39,718</u>
		<u>100,898</u>	<u>105,113</u>
Current Assets			
Debtors		-	-
Current Liabilities			
Creditors		-	0
Assets less Current Liabilities		<u>100,898</u>	<u>105,113</u>
Reserves	3		
Restricted Funds		100,898	105,113
Unrestricted Funds		-	-
Total Funds:-		<u>100,898</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	2020		31	03	2021

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				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
------	-----------------------------------

	Councillor Judi Billing	
	Councillor Elizabeth Dennis-Harburg	
	Councillor Steve Jarvis	

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)

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 £101k at 31 March 2021. 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 2021 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

--

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		

Charity annual return questions

This document is to help charities prepare for their annual return by gathering the required information.

Submit your annual return online, once you have the information you need.

There is more guidance on the questions in the online service.

During the pandemic, any money provided by the government's furlough programme must be declared individually as 'income from government grants'.

If your income is under £10,000 you only need to report your income and spending.

Section: Financial period	Notes
<p>You will be asked to confirm the charity's financial period.</p> <p>If the financial period end dates displayed are incorrect, you can change them in the Change the charity financial period service.</p>	1st April to 31st March
Section: Income and spending	
<p>You will be asked to enter the charity's income and spending in the financial period for this annual return in the boxes provided. Please round all figures to the nearest pound (do not enter decimal points or commas).</p> <p>If your charity is part of a group and has prepared group accounts, then please use the group figures to complete the annual return. (Group accounts are only required where group income is more than £1million).</p>	
Section: Confirm income and spending	
<p>In the financial details section you will be asked to enter key financial information from your accounts, including total income.</p> <p>For charities with an income greater than £500,000. The total income from your Statement of Financial Activities should match the gross income you have entered here, unless your charity has received endowments during the year, or made transfers from your endowment to your income funds. If this is the case you should exclude these amounts from the total income you enter here.</p> <p>Please check the gross income figure you have entered here is correct.</p>	62610
Section: Serious incidents	
<p>If gross income is more than £25,000 you will be asked if there were any serious incidents in your charity that have not been reported to the Charity Commission, for the period of this return.</p>	No
Section: Fundraising	
<p>Did your charity raise funds from the public?</p>	No
If you answer 'Yes', you will be asked:	
<p>Did the charity work with any professional fundraisers?</p>	No
<p>Did your charity have a written agreement with each of its professional fundraisers?</p>	N/a
<p>Did your charity work with any commercial participators?</p>	No
<p>Did your charity have a written agreement with each of its commercial participators?</p>	N/a
Section: Grant making	
<p>Was grant making the main way your charity carried out its purposes?</p>	No
Section: Income from government contracts	
<p>During the financial period for this annual return, did the charity receive income from contracts (other than grant agreements) with central government or local authorities?</p>	No. Income from NHDC is not contractual.
If you answer 'Yes', you will be asked:	
<p>How many contracts did your charity have with central government or local authorities?</p>	N/a
<p>Enter total value of contracts. Please round all figures to the nearest pound (do not enter decimal points or commas).</p> <p>What was the total value of these contracts?</p>	N/a
Section: Income from government grants	
<p>During the financial period for this annual return, did the charity receive income from grants from central government or local authorities?</p> <p>During the pandemic, any money provided by the government's furlough programme must be declared individually as 'income from government grants'.</p>	Yes, reimbursement of net costs.
If you answer 'Yes', you will be asked:	
<p>How many grants did your charity receive from central government or local authorities?</p> <p>If you received any furlough payments, each payment received needs to be recorded individually as single grants.</p>	1

Enter total value of grants. Please round all figures to the nearest pound (do not enter decimal points or commas).	
What was the total value of these grants?	62510
Section: Income from outside the UK	
Did your charity receive income from outside the UK?	No
If you answer 'Yes', you will be presented with a table of countries. Select countries or territories the charity received income from. Then answer the following questions.	
<p>What is the value of income from each country? Please round all figures to the nearest pound (do not enter decimal points or commas). If your charity did not have any income from the source, please enter 0 (zero).</p> <p>Specify the source and amount of income from the options below:</p> <ul style="list-style-type: none"> - Overseas government or quasi government bodies - Overseas charities, NGOs or NPOs - Other overseas institutions - Individuals resident overseas (for example school fees and memberships) - Unknown/Do not know <p>Notes on income from other overseas institutions and individuals resident overseas</p> <p>1. If your gross income is less than £25,000, only include payments that make up more than 80% of the charity's income. If your gross income is more than £25,000, only include payments of more than £25,000.</p> <p>2. If you are completing a 2018 annual return, these categories are optional.</p>	N/a
Section: Operating and spending outside England and Wales	
Did your charity operate outside England and Wales?	No
If you answer 'Yes', you will see a table of countries. Select countries or territories the charity operated in during the financial period covered in the annual return. Then answer the following questions.	
<p>Record the total expenditure by country or territory. Please round all figures to the nearest pound (do not enter decimal points or commas).</p> <p>If your charity did not spend any money in the country, please enter 0 (zero).</p> <p>Note: If your charity operated in Northern Ireland or Scotland, you are not required to provide a value for spending for either of these countries.</p>	N/a
<p>When spending money or working outside England and Wales, did your charity transfer money other than using the regulated banking system?</p> <p>Note: if you are completing a 2018 annual return, this question is optional.</p>	N/a
<p>What methods to transfer money did your charity use?</p> <ul style="list-style-type: none"> - Cash courier - Other charities or NGOs/Non-Profits - Money Service Business (e.g. Western Union) - Informal Money Transfer Systems - Online payment methods (e.g. PayPal) - Other <p>Note: if you are completing a 2018 annual return, this question is optional.</p>	N/a
<p>How much money did your charity send outside the regulated banking system in total? Please round all figures to the nearest pound (do not enter decimal points or commas).</p>	N/a
<p>Did your charity have procedures and controls in place to monitor expenditure outside England and Wales?</p> <p>Note: if you are completing a 2018 annual return, this question is optional.</p>	N/a
<p>Are the trustees satisfied that your charity's risk management policies and procedures adequately covered activities and spending outside England and Wales?</p> <p>Note: if you are completing a 2018 annual return, this question is optional.</p>	N/a
Section: Subsidiaries	
Did the charity have any subsidiaries?	No
If you answer 'Yes', you will be asked:	N/a
Were any of the trustees also directors of the charity's subsidiaries?	N/a
Section: Trustee payments	
Did any of the trustees receive any remuneration, payments or benefits from the charity other than refunds of legitimate trustee expenses?	No
<p>If you answer 'Yes', you will be asked:</p> <p>Did any of the trustees receive payments or benefits for:</p> <ul style="list-style-type: none"> - being a charity trustee? - providing services to your charity (such as specialist services or advice provided by trustees who are builders, electricians, graphic designers, lawyers, for example)? - any other benefit from the charity (for example, accommodation, car, holiday)? Also include any payments and benefits given to trustees who are paid members of staff 	N/a
Did any of the trustees resign and then take up employment with the charity?	No

Section: Employees	
Did any of your charity's staff receive total employee benefits of £60,000 or more?	No
<p>If you answer 'Yes', you will be asked:</p> <p>Enter the number of staff whose total employee benefits were in each of the following bands:</p> <p>£60,000 to £70,000 £70,001 to £80,000 £80,001 to £90,000 £90,001 to £100,000 £100,001 to £110,000 £110,001 to £120,000 £120,001 to £130,000 £130,001 to £140,000 £140,001 to £150,000 £150,001 to £200,000 £200,001 to £250,000 £250,001 to £300,000 £300,001 to £350,000 £350,001 to £400,000 £400,001 to £450,000 £450,001 to £500,000 Over £500,000</p>	N/a
For your highest paid member of staff only, what was the total value of their employee benefits?	0
Section: Volunteers	
How many UK volunteers, excluding trustees, did the charity have during the financial period?	tbc
Section: Financial controls	
Did your charity review its internal financial controls?	Yes. The charity adopts the same financial controls as the Council and these are regularly reviewed.
Section: Safeguarding	
<p>Note: only charities with particular classifications and not regulated by certain organisations will be asked this question.</p> <p>Has the charity obtained a standard, enhanced or enhanced with barred lists DBS check on all trustees, employees and volunteers who are in roles that are eligible for these checks?</p>	N/a

Only charities with annual income over £500,000 need to answer the following financial questions.

[At this point, other charities will be asked to provide copies of their trustee annual report and annual accounts.](#)

Section: Account type	
<p>IMPORTANT - You will need a final version of the published accounts to fill in the financial details section. The trustees should ensure that this section is completed by a competent person who is familiar with the charity's accounts.</p> <p>The information you need to complete this section will generally be found in the statement of financial activities (SoFA).</p> <p>When completing this section you may wish to look at Charities SORP.</p> <p>Please indicate whether the information that you are giving is based on group accounts or charity-only accounts by clicking on the relevant account type. If you have prepared group accounts, please use these to complete the following section.</p>	
<p>Does your charity prepare:</p> <p>Group accounts Charity only accounts</p>	Charity only accounts.
Section: Income and Endowments	
<p>All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.</p> <p>Fields that are indented provide additional information and are included in the figures for the field above.</p> <p>The indented fields may not represent the whole amount.</p> <p>The information you need to complete this section will generally be found in the Statement of Financial Activities (SoFA).</p> <p>Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand. Do not enter decimal points or commas.</p>	
Donations and legacies	0
Of the total donations and legacies what amount is Legacies	0
Of the total donations and legacies what amount is Endowments received	0
Other trading activity	100
Investment income	0
Income from charitable activities	0
Other income	62510
Total income and endowments	62610

Note: The amount entered for 'Total income and endowments' minus 'Endowments Received' should be equal to the figure entered for 'Income' on the charity Information page. If the charity controls subsidiary undertakings, consolidated figures should be used from group accounts where these have been prepared.

Section: Expenditure

The information you need to complete this section will generally be found in the Statement of Financial Activities (SoFA).

All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.

Fields that are indented provide additional information and are included in the figures for the field above.

The indented fields may not represent the whole amount.

Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand. Do not enter decimal points or commas.

Expenditure on raising funds	0
Of total expenditure on raising funds what amount is Investment management costs	0
Other expenditure	0
Expenditure on charitable activities	67849
Of the total expenditure on charitable activities what value is Grants to institutions	0
Of the total expenditure on charitable activities what value is Governance costs	0
Total expenditure	67849

Section: Other recognised gains/(losses)

The information you need to complete this section will generally be found in the Statement of Financial Activities (SoFA).

All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.

Fields that are indented provide additional information and are included in the figures for the field above.

The indented fields may not represent the whole amount.

Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand. Do not enter decimal points or commas.

This figure should be prefixed with the minus symbol if it is a negative value. Gains/(losses) on revaluation of fixed assets	0
This figure should be prefixed with the minus symbol if it is a negative value. Actuarial gains/(losses) on defined benefit pension schemes	0
This figure should be prefixed with the minus symbol if it is a negative value. Net gains/(losses) on investments	0
This figure should be prefixed with the minus symbol if it is a negative value. Other gains/(losses)	0

Section: Assets

All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.

Fields that are indented provide additional information and are included in the figures for the field above.

The indented fields may not represent the whole amount.

The information you need to complete this section will generally be found in the Balance Sheet.

Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand. Do not enter decimal points or commas.

Total fixed assets	100898
Of the total fixed assets what value is Fixed asset investments	0
Total current assets	0
Of the total current assets what value is Current asset investments	0
Of the total current assets what value is Cash at bank and in hand	0

Section: Liabilities

All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.

Fields that are indented provide additional information and are included in the figures for the field above.

The indented fields may not represent the whole amount.

The information you need to complete this section will generally be found in the Balance Sheet.

Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand. Do not enter decimal points or commas.

Creditors due within one year	0
Creditors falling due after one year and provisions	0

Defined benefit pension scheme asset/(liability)	0
Total net assets/(liabilities)	0
Section: Funds	
<p>The information you need to complete this section will generally be found on the Balance Sheet or in the notes to the accounts.</p> <p>All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.</p> <p>Fields that are indented provide additional information and are included in the figures for the field above.</p> <p>The indented fields may not represent the whole amount.</p> <p>Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand. Do not enter decimal points or commas.</p>	
Endowment funds	0
Restricted funds	100898
Unrestricted funds	0
Total funds	100898
Section: Additional information	
<p>The information you need to complete this section will generally be found in the notes to the accounts.</p> <p>All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.</p> <p>Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand. Do not enter decimal points or commas.</p>	
Support costs	0
Depreciation charge for the year	5239
Level of reserves	0
Average number of employees	0

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Smithson Recreation Ground

Maintenance Costs for Smithsons Rec Hitchin

Work Type	Area	Unit	Frequency	Rate 20/21	Annual Total 20/21
General Grass	2187	M2	Performance	0.17	371.79
Planted Areas Maintenance	381	M2	12	0.2739	1,252.27
Planted Areas Pruning	381	M2	2	0.3118	237.59
Play Area	1	Item	365	0.9367	341.90
Dog Bin	0	No	52	2.11	0.00
Litter Bins	2	No	365	0.4745	346.39
Benches	2	No	26	0.4683	24.35
Leaf/Litter Clearance	3471	M2	4	0.0049	68.03
				Total	<u>2,642.32</u>
Maintenance Costs additional to Core Contract schedule					0.00
Total Expenditure 2020/21					<u>2,642</u>

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