

**NORTH HERTFORDSHIRE DISTRICT COUNCIL**



7 November 2025

Our Ref Cabinet Sub-Committee (Council  
Charities) 19 November 2025  
Contact. Committee Services  
Direct Dial. (01462) 474655  
Email. [committee.services@north-herts.gov.uk](mailto:committee.services@north-herts.gov.uk)

To: Members of the Committee: Councillors Ian Albert, Amy Allen and Mick Debenham

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

to be held in the

**ROOM 2, DISTRICT COUNCIL OFFICES, GERNON ROAD,  
LETCHWORTH GARDEN CITY, SG6 3JF**

On

**WEDNESDAY, 19TH NOVEMBER, 2025 AT 5.30 PM**

Yours sincerely,

Isabelle Alajooz  
Director – Governance

**\*\*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**

<b>Item</b>		<b>Page</b>
<b>1.</b>	<b>ELECTION OF CHAIR</b> To elect a Chair of the Cabinet Sub-Committee (Council Charities) for this meeting.	
<b>2.</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>3.</b>	<b>MINUTES - 19 NOVEMBER 2024</b> To take as read and approve as a true record the minutes of the meeting of the Committee held on the 19 November 2024.	(Pages 5 - 8)
<b>4.</b>	<b>NOTIFICATION OF OTHER BUSINESS</b> 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.	
<b>5.</b>	<b>CHAIR'S ANNOUNCEMENTS</b> Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a Disclosable Pecuniary Interest or Declarable Interest and are required to notify the 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.	
<b>6.</b>	<b>PUBLIC PARTICIPATION</b> To receive petitions, comments and questions from the public.	
<b>7.</b>	<b>ANNUAL REPORTS AND ACCOUNTS FOR COUNCIL ADMINISTERED CHARITIES</b> <b>REPORT OF THE DIRECTOR – RESOURCES</b>  This report includes the returns required for each of the Charities/Charitable Trusts administered by the Council. The five Charities/ Charitable Trusts are; Hitchin Town Hall Gymnasium and Workman's Hall Trust, King George's Field Hitchin, Smithson Recreation Ground, Mrs Howard Memorial Hall 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.	(Pages 9 - 40)



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# Public Document Pack Agenda Item 3

## NORTH HERTFORDSHIRE DISTRICT COUNCIL

### CABINET SUB-COMMITTEE (COUNCIL CHARITIES)

MEETING HELD IN THE COUNCIL CHAMBER, DISTRICT COUNCIL OFFICES, GERNON ROAD, LETCHWORTH GARDEN CITY, SG6 3JF  
ON TUESDAY, 19TH NOVEMBER, 2024 AT 6.30 PM

#### MINUTES

- Present:** *Councillors: Amy Allen (Chair), Mick Debenham and Dave Winstanley.*
- In Attendance:** *Faith Churchill (Democratic Services Apprentice), Ian Couper (Service Director - Resources), Susan Le Dain (Committee, Member and Scrutiny Officer) and Douglas Traill-Stevenson (Property Solicitor).*
- Also Present:** *At the commencement of the meeting there were no members of public present.*

#### 1 ELECTION OF CHAIR

*Audio Recording – 1 minute 8 seconds*

Councillor Mick Debenham proposed, and Councillor Dave Winstanley seconded and, following a vote, it was:

**RESOLVED:** That Councillor Amy Allen be elected as Chair of the meeting.

#### 2 APOLOGIES FOR ABSENCE

*Audio recording – 2 minutes 27 seconds*

There were no apologies for absence received.

#### 3 MINUTES - 14 NOVEMBER 2023

*Audio Recording – 2 minutes 23 seconds*

The Chair advised that the Minutes of the previous meeting could be moved and seconded by members who were not present at that meeting, although it is preferable that those who were not present should abstain from voting and commenting on the motion.

Councillor Amy Allen, as Chair, proposed and Councillor Mick Debenham seconded and, it was:

**RESOLVED:** That the Minutes of the Meeting of the Committee held on 14 November 2023 be approved as a true record of the proceedings and be signed by the Chair.

#### 4 NOTIFICATION OF OTHER BUSINESS

*Audio recording – 3 minutes 18 seconds*

There was no other business notified.

## 5 CHAIR'S ANNOUNCEMENTS

*Audio recording – 3 minutes 30 seconds*

- (1) The Chair advised that, in accordance with Council Policy, the meeting would be audio recorded.
- (2) The Chair 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 – 3 minutes 50 seconds*

There was no public participation.

## 7 ANNUAL RETURNS AND ACCOUNTS FOR COUNCIL CHARITIES 2023/2024

*Audio recording – 3 minutes 54 seconds*

The Service Director – Resources presented the report entitled 'Annual Accounts and Returns for Council Charities' along with the Appendices 1-5 and advised that:

- This report detailed the returns required for the four Charities/Charitable Trusts administered by the Council.
- This Sub Committee was required to approve the accounts and annual reports prior to them being submitted to the Charities Commission.
- The two larger charities with a gross annual income of more than £25k would require their accounts to be externally verified and details of the returns could be found in the appendices.
- It had been discovered that returns for a fifth charity, Mrs Howard Memorial Hall, in Letchworth, had incorrectly ceased in 2010.
- Accounts for Mrs Howard Memorial Hall would have to be completed to cover the missing 14-year period as the charity is operating and currently rents out a hall as highlighted in paragraph 8.8 of the report.
- Advice was being sought from the Charities Commission whether individual returns would need to be produced for the whole 14-year period, or only to cover the last few years.

In response to a question from Councillor Amy Allen, the Service Director – Resources advised that there would be no detrimental effect on the Mr Howard Memorial Hall charity going forward, as it was the responsibility of the Council to bring the accounts up to date and to ensure they were kept on track going forward.

Councillor Mick Debenham proposed and Councillor Dave Winstanley seconded, and following a vote, it was:

**RESOLVED:** That the Cabinet Sub-Committee (Council Charities):

- (1) Approved the information required by the Charities Commission for the four registered charities, so that the returns can be submitted prior to the 31st January 2025 deadline.
- (2) Noted 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 2023/24. This will be undertaken by the Shared Internal Audit Service (SIAS).

- (3) Delegated to the Service Director: Resources, in consultation with the Chair of the Sub-Committee, authority to provide the required information to the Charity Commission to rectify the position in relation to the Mrs Howard Memorial Hall charity.

***REASONS FOR DECISIONS:***

- (1) To facilitate the submission of approved returns to the Charities Commission.
- (2) To rectify the position in relation to the Mrs Howard Memorial Hall Charity.

The meeting closed at 6.43 pm

Chair

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<b>CABINET SUB-COMMITTEE (COUNCIL CHARITIES)</b> <b>19 NOVEMBER 2025</b>
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<b>*PART 1 – PUBLIC DOCUMENT</b>
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**TITLE OF REPORT: ANNUAL REPORTS AND ACCOUNTS FOR COUNCIL  
ADMINISTERED CHARITIES**

REPORT OF: Director: Resources

EXECUTIVE MEMBER: *N/a*

COUNCIL PRIORITY: Thriving Communities

**1. EXECUTIVE SUMMARY**

This report includes the returns required for each of the Charities/Charitable Trusts administered by the Council. The five Charities/ Charitable Trusts are; Hitchin Town Hall Gymnasium and Workman's Hall Trust, King George's Field Hitchin, Smithson Recreation Ground, Mrs Howard Memorial Hall 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 five registered charities, so that the returns can be submitted prior to the 31st January 2025 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 2024/25. 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 £10k, the Charities Commission only require the submission of summary financial information. For Charities with income between £10k and £25k, summary financial information and responses to some questions needs to be provided (not relevant to any of the Council charities). 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
  - Answers to 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 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 5.
- 8.3 The most significant income source to this Trust was the Council contribution of £76k, which funded a combination of property costs and museum exhibitions and events. As the income figure exceeds £25k an independent review by the Shared Internal Audit Service (SIAS) has been requested.

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

- 8.4 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 5.
- 8.5 The most significant income source to this Trust was the Council contribution of just under £30k, which largely funded the ongoing maintenance 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)**

- 8.6 The day-to-day management of the grounds lies with the Council. 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 the Council) is less than £10k, the Charity Commission do not require full accounts to be produced. Nor do they require an annual return to be submitted or responses to the set of questions.

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

- 8.7 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. 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.

#### **Mrs Howard Memorial Hall (CC Number 237090)**

- 8.8 The building is leased to Letchworth Garden City Community Group (company number 05180851). The Council (as Trustee) currently receives rental income of £1. It funds some property compliance costs, but most of the property costs sit with the Community Group. The net contribution provided by the Council (as Trustee) is under £1k. As the expenditure (and therefore the income contribution provided by the Council) is less than £10k, the Charity Commission do not require full accounts to be produced. Nor do they require an annual return to be submitted or responses to the set of questions. The costs incurred and asset value are detailed in Appendix 4a.

## **Internal Audit of Council Charity arrangements**

- 8.9 As well as carrying out a review of the relevant Charity accounts, the internal audit plan for this year includes an audit of Local Authorities as Charity Trustees. In September 2024, the Charity Commission for England and Wales issued Calderdale Metropolitan Borough Council with an Official Warning after it failed to comply with its duties as trustee of 13 charities. It is the first time the regulator has issued a local authority with an Official Warning. The regulator's Chief Executive wrote to all local authorities warning them of the "significant administrative headaches" councils could face from any failure to correctly comply with their duties. The purpose of the audit is thus to provide assurance that the Council is complying with the Charity Commission guidance for Local authorities (or councils) as trustees of charities. At the time of writing this report, the field work of the audit had been completed and a draft report was in progress. A verbal update will be provided to the meeting. The final audit report will be sent to all Sub-Committee Members. If there are any findings that require substantive action then the Chair can consider whether a further meeting is required.

## **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. Members should have regard to the Council's policy on outside bodies which sets out the responsibility of Members when acting as Trustees
- 9.2. The Sub-Committee's role and function under 5.11.4 (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 Trustees to maintain accounting records, submit annual returns if gross income exceed £10k and for charities where income exceeds £25k to be examined by an independent examiner (by virtue of sections 130, 169 and 145). Additional reporting obligations prescribed by the Charities (Annual Return) Regulations 2025 are discharged by the recommendations within this report.

## **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 £390 for each of the two charities based on one day of SIAS time.

## **11. RISK IMPLICATIONS**

- 11.1. Good Risk Management supports and enhances the decision-making process, increasing the likelihood of the Council meeting its objectives and enabling it to respond quickly and effectively to change. When taking decisions, risks and opportunities must be considered.
- 11.2 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.
- 11.3 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 2a- Financial Statements for King George’s Field Hitchin  
Appendix 2b- Annual Report for King George’s Field Hitchin

Appendix 3a Costs incurred in relation to Smithson Recreation Ground

Appendix 4a Costs incurred in relation to Mrs Howard Memorial Hall.

Appendix 5- Responses to Charity Commission questions

**17. CONTACT OFFICERS**

- 17.1 *Ian Couper, Director: Resources*  
[ian.couper@north-herts.gov.uk](mailto:ian.couper@north-herts.gov.uk), ext: 4243
- 17.2 Georgina Chapman, Policy and Strategy Team Leader  
[Georgina.chapman@north-herts.gov.uk](mailto:Georgina.chapman@north-herts.gov.uk), ext: 4121
- 17.3 Natasha Jindal, Deputy Monitoring Officer  
[Natasha.jindal@north-herts.gov.uk](mailto:Natasha.jindal@north-herts.gov.uk)

**18. BACKGROUND PAPERS**

- 18.1 None

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

## **STATEMENT OF FINANCIAL ACTIVITIES** **For the year ended March 31st 2025**

	Notes	Unrestricted funds	Restricted funds	Total Funds 2025	Total Funds 2024
<b>INCOMING RESOURCES</b>					
Contribution from North Herts District Council		75,661	-	75,661	81,215
Grants and Donations		14,928	-	14,928	9,104
Sales		672	-	672	18,256
Rents Income		438	-	438	244
Museum Talks and Events		11,083	-	11,083	4,706
Special Events Income		2,736	-	2,736	400
<b>Total Incoming Resources:</b>		<u>105,518</u>	<u>-</u>	<u>105,518</u>	<u>113,925</u>
<b>RESOURCES EXPENDED</b>					
Charitable Activities	1	<u>105,518</u>	<u>63,945</u>	<u>169,463</u>	<u>176,383</u>
<b>Total Resources Expended:</b>		<u>105,518</u>	<u>63,945</u>	<u>169,463</u>	<u>176,383</u>
<b>Net Incoming/(Outgoing) Resources for the year before Transfers.</b>		<u>-</u>	<u>- 63,945</u>	<u>- 63,945</u>	<u>- 62,458</u>
Gains/(losses) on revaluation of fixed assets			-	-	-
<b>NET MOVEMENT IN FUNDS</b>		<u>-</u>	<u>- 63,945</u>	<u>- 63,945</u>	<u>- 62,458</u>
<b>Total Funds B/Fwd</b>		<u>-</u>	<u>2,685,707</u>	<u>2,685,707</u>	<u>2,748,165</u>
<b>FUNDS CARRIED FORWARD:-</b>		<u><u>-</u></u>	<u><u>2,621,762</u></u>	<u><u>2,621,762</u></u>	<u><u>2,685,707</u></u>

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

### Balance Sheet as at 31st March 2025

	Notes	2025	2024
		£	£
<b>Fixed Assets</b>			
Tangible Fixed Assets	2	2,621,762	2,685,707
 <b>Total Assets less Current Liabilities</b>		<u>2,621,762</u>	<u>2,685,707</u>
 <b>Reserves</b>			
Restricted Funds		2,621,762	2,685,707
Unrestricted Funds		-	-
 <b>Total Funds:-</b>	3	<u>2,621,762</u>	<u>2,685,707</u>



**HITCHIN GYM AND WORKMAN'S HALL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended March 31st 2025

	2025 £	2024 £
<b>1 RESOURCES EXPENDED</b>		
<b>Direct Costs</b>		
Indirect Employee Expenses	150	-
Utilities	39,756	56,773
Repairs and Maintenance	25,999	25,839
Surveys	1,799	-
Transport	117	-
Museum Exhibition and events	21,740	17,584
Equipment Purchases and Repairs	13,392	13,438
Subscriptions	678	-
Fixture and Fittings	471	- 497
Stationery	470	197
Hired Services	946	591
Depreciation	63,945	62,458
	<u>169,463</u>	<u>176,383</u>

**2 TANGIBLE FIXED ASSETS**

*Hitchin Town Hall Gym and Workman's Hall*

Carrying Value b/fwd at 1st April	2,685,707	2,748,165
Revaluation	-	-
Depreciation Charge for Year	- 63,945	- 62,458
Net Book Value at 31st March	<u>2,621,762</u>	<u>2,685,707</u>

	Restricted Funds £	General Unrestricted £	Total £
<b>3 FUNDS</b>			
Balance at Start of the Year	2,685,707	-	2,685,707
Net Incoming (Outgoing) resources for the Year	-	-	-
Depreciation of Fixed Assets	- 63,945	-	- 63,945
Net Movement in Funds	<u>-63,945</u>	-	<u>-63,945</u>
Reserves at the end of the Year.	<u>2,621,762</u>	<u>-</u>	<u>2,621,762</u>

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**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1<sup>st</sup> April 2024 To

31<sup>st</sup> March 2025

**Charity name: HITCHIN TOWN HALL GYMNASIUM AND WORKMAN'S HALL TRUST**

**Charity registration number: 233752**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	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"
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The Museum provides a fantastic community facility for the residents of North Herts and beyond.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The charity's purposes are in accordance with the tests set out in the Public Benefit rules. The trustees are aware of the Public Benefit tests, and would apply them to any relevant decisions. There have been no decisions requiring Trustee consideration during the year.

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Visitor numbers to the museum were almost 33,000. The museum put on a wide range of popular exhibitions, including the <i>Camden Town to Garden City exhibition</i>, where the museum borrowed from museums across the country, and the hugely popular <i>The Snowman</i> exhibition. The latter was the most popular exhibition to date, attracting 11, 870 visitors. The museum celebrated both South Asian Heritage Month and Black History Month with exhibitions in the Arches. Museum staff and creative artists ran art and craft workshops for adults and children, and staff ran sessions for schools, and gave monthly day and evening talks. There were also evening visits by Brownies, Rainbows and Cub Scouts.</p> <p>There were 15 volunteers and work experience students, who contributed a total of 630 hours to the museum.</p>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Resources expended of £169k, of which £64k relates to asset impairments and depreciation. The charity generated £30k from grants, donations and sales. The balance is funded from unrestricted funds provided by North Hertfordshire District Council.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The Trust's reserves total £2.622m at 31 March 2025. The reserves consist totally of restricted funds. These funds represent the land and equipment assets of the trust.</p> <p>The Trust has no unrestricted funds as at 31 March 2025 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</p>
Amount of reserves held	Para 1.22	£2.622m at 31st March 2025, all restricted funds relating to the value of assets held.
Reasons for holding zero reserves	Para 1.22	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.
Details of fund materially in deficit	Para 1.24	N/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None, continuing financial support from North Hertfordshire District Council covers any shortfalls.

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust Deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Trust
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	THE COUNCIL AS A CORPORATE BODY IS THE TRUSTEE, COUNCILLORS SIT AS TRUSTEES AND ARE ELECTED BY THE ELECTORS OF NORTH HERTFORDSHIRE

## Reference and Administrative details

Charity name	HITCHIN TOWN HALL GYMNASIUM AND WORKMAN'S HALL TRUST
Other name the charity uses	
Registered charity number	233752
Charity's principal address	North Hertfordshire District Council, District Council Offices Gernon Road Letchworth Garden City 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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### Corporate trustees – names of the directors at the date the report was approved

Councillor Amy Allen		
Councillor Mick Debenhem		
Councillor Ian Albert		

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	<p>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.</p>
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	<p>THE COUNCIL'S ASSET REGISTER DETAILS THAT THE LAND IS HELD IN TRUST.</p>



**King George V Charitable Trust**

**STATEMENT OF FINANCIAL ACTIVITIES  
For the year ended 31st March 2025**

	Notes	Unrestricted funds £	Restricted funds £	Endowment funds £	Total Funds 2025	Total Funds 2024
<b>INCOMING RESOURCES</b>						
Contribution from North Herts District Council		29,844	-	-	29,844	28,957
Rents Income		-	-	-	-	100
<b>Total Incoming Resources:</b>		<u>29,844</u>	<u>-</u>	<u>-</u>	<u>29,844</u>	<u>29,057</u>
<b>RESOURCES EXPENDED</b>						
	1					
Charitable Activities		29,844	5,321	-	35,164	33,901
<b>Total Resources Expended:</b>		<u>29,844</u>	<u>5,321</u>	<u>-</u>	<u>35,164</u>	<u>33,901</u>
<b>Net Incoming Resources for the year before Transfers.</b>		<u>-</u>	<u>-5,321</u>	<u>-</u>	<u>-5,321</u>	<u>-4,844</u>
Fixed asset additions			19,755		19,755	-
<b>NET MOVEMENT IN FUNDS</b>		<u>-</u>	<u>14,434</u>	<u>-</u>	<u>14,434</u>	<u>-4,844</u>
<b>Total Funds B/Fwd</b>		<u>-</u>	<u>85,470</u>	<u>-</u>	<u>85,470</u>	<u>90,314</u>
<b>FUNDS CARRIED FORWARD:-</b>		<u><u>-</u></u>	<u><u>99,904</u></u>	<u><u>-</u></u>	<u><u>99,904</u></u>	<u><u>85,470</u></u>

## King George V Charitable Trust

### Balance Sheet as at 31st March 2025

	Notes	2025 £	2024 £
<b>Fixed Assets</b>	2		
Land &			
Buildings		75,625	57,733
Equipment		24,278	27,737
		<u>99,904</u>	<u>85,470</u>
<b>Current Assets</b>			
Debtors		-	-
<b>Current Liabilities</b>			
Creditors		-	0
<b>Assets less Current Liabilities</b>		<u>99,904</u>	<u>85,470</u>
<b>Reserves</b>	3		
Restricted Funds		99,904	85,470
Unrestricted Funds		-	-
<b>Total Funds:-</b>		<u>99,904</u>	<u>85,470</u>

**King George V Charitable Trust**

**NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended 31st March 2025

	2025 £	2024 £
1 RESOURCES EXPENDED		
Repairs and Maintenance	24,892	24,257
Utilities	152	0
Management Fees	4,800	4,800
Depreciation	5,321	4,844
	<u>35,164</u>	<u>33,901</u>
2 TANGIBLE FIXED ASSETS		
	2025 £	
Land & Buildings		Land & Buildings
	Total	Pavilion      Public Convenience      Bungalow & Garage      Playing Fields (Land)
Carrying Value b/fwd at 1st April 2024	57,733	0      57,733      0      0
Additions/Replacement	19,755	19,755      0      0      0
Depreciation Charge for Year	-1,862	0      -1,862      0      0
	<u>75,625</u>	<u>19,755      55,871      -      -</u>
Net Book Value at 31st March 2025		
	<u>75,625</u>	<u>19,755      55,871      -      -</u>
Equipment		
	Total	Wheeled Sports Area      Play Area
Carrying Value b/fwd at 1st April 2024	27,737	6,846      20,891
Depreciation Charge for Year	-3,458	-1,369      -2,089
	<u>24,278</u>	<u>5,477      18,802</u>
Net Book Value at 31st March 2025		
	<u>24,278</u>	<u>5,477      18,802</u>
3 FUNDS		
	Restricted Funds £	General Unrestricted £
	£	Total £
Balance at Start of the Year	85,470	-      85,470
Impairments	0	-      0
Revaluation	0	0      0
Additions	19,755	19,755
Depreciation of Fixed Assets	-5,321	-      -5,321
	<u>14,434</u>	<u>14,434</u>
Net Movement in Funds	14,434	-      14,434
Reserves at the end of the Year.	99,904	-      99,904

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**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **1<sup>st</sup> April 2024** To

**31<sup>st</sup> March 2025**

**Charity name: KING GEORGE'S FIELD HITCHIN**

**Charity registration number: 1087603**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>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.</p> <p>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.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>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.</p> <p>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.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The charity's purposes are in accordance with the tests set out in the Public Benefit rules. The trustees are aware of the Public Benefit tests, and would apply them to any relevant decisions. There have been no decisions requiring Trustee consideration during the year.</p>

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	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. The pavilion building has had replacement soffits and fascias.

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Resources expended of £35k, of which £5k relates to asset impairments and depreciation. This is funded from unrestricted funds provided by North Hertfordshire District Council. The Council also funded the capital works of replacement soffits and fascias.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The Trust's reserves total £100k at 31 March 2025. The reserves consist totally of restricted funds. These funds represent the land and equipment assets of the trust.</p> <p>The Trust has no unrestricted funds as at 31 March 2025 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</p>
Amount of reserves held	Para 1.22	£99,904 at 31 <sup>st</sup> March 2025, all restricted funds relating to the value of assets held.
Reasons for holding zero reserves	Para 1.22	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.
Details of fund materially in deficit	Para 1.24	N/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None, continuing financial support from North Hertfordshire District Council covers any shortfalls.

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	DEED OF EXCHANGE DATED 12TH OCTOBER 1938, DEED OF EXCHANGE DATED 6TH MARCH 1952, DEED OF RELEASE AND DEDICATION DATED 3RD FEBRUARY 1953
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Trust
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	THE COUNCIL AS A CORPORATE BODY IS THE TRUSTEE, COUNCILLORS SIT AS TRUSTEES AND ARE ELECTED BY THE ELECTORS OF NORTH HERTFORDSHIRE

## Reference and Administrative details

Charity name	KING GEORGE'S FIELD HITCHIN
Other name the charity uses	
Registered charity number	1087603
Charity's principal address	North Hertfordshire District Council, District Council Offices Gernon Road Letchworth Garden City 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				

### Corporate trustees – names of the directors at the date the report was approved

Councillor Amy Allen		
Councillor Mick Debenhem		
Councillor Ian Albert		

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	THE COUNCIL HOLDS THE LAND ON BEHALF OF FIELDS IN TRUST (REGISTERED CHARITY 306070). THE TRUST ENSURES THROUGH THE MANAGEMENT OF THE LAND THAT IT IS MAINTAINED FOR PUBLIC BENEFIT.
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	THE COUNCIL'S ASSET REGISTER DETAILS THAT THE LAND IS HELD IN TRUST.

**Smithson Recreation Ground**

**Maintenance Costs for Smithsons Rec Hitchin**

Work Type	Area	Unit	Frequency	24/25	Annual Total 24/25
General Grass	2187	M2	Performance	0.219	478.95
Planted Areas Maintenance	381	M2	10	0.350028	1,333.61
Planted Areas Pruning	381	M2	2	0.398469	303.63
Play Area	1	Item	52	1.196969	62.24
Dog Bin	0	No	0	2.703337	0.00
Litter Bins	2	No	365	0.606298	442.60
Benches	0	No	0	0	0.00
Leaf/Litter Clearance	3471	M2	4	0.00625	86.78
				<b>Total</b>	<b>2,707.81</b>

**Maintenance Costs additional to Core Contract schedule**

Capital investment to play area 0.00

**Total Expenditure 2024/25 2,708**

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

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**MRS HOWARD MEMORIAL HALL****SUMMARY OF FINANCIAL ACTIVITIES  
For the year ended March 31st 2025**

	Notes	Unrestricted funds	Restricted funds	Total Funds 2025	Total Funds 2024
<b>INCOMING RESOURCES</b>					
Contribution from North Herts District Council		967	-	967	4,200
Rental Income		1		1	1
<b>Total Incoming Resources:</b>		968	-	968	4,201
<b>RESOURCES EXPENDED</b>					
	1				
Charitable Activities		968	52,305	53,272	54,921
<b>Total Resources Expended:</b>		968	52,305	53,272	54,921
<b>Net Incoming/(Outgoing) Resources for the year before Transfers.</b>		-	- 52,305	- 52,305	- 50,720
Gains/(losses) on revaluation of fixed assets			-	-	-
<b>NET MOVEMENT IN FUNDS (DEPRECIATION)</b>		-	- 52,305	- 52,305	- 50,720
<b>Total Funds B/Fwd</b>		-	1,673,749	1,673,749	1,724,469
<b>FUNDS CARRIED FORWARD (PROPERTY ASSET VALUE):-</b>		-	1,621,444	1,621,444	1,673,749

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Questions required to be answered where income is more is than £10k	Gym and Workmans Hall	King George V	Explanation for responses
Financial Period	1st April 2024 - 31st March 2025	1st April 2024 - 31st March 2025	
Gross Income	105,518	29,844	Spend is greater than income as it includes depreciation
Gross Spending	169,463	35,164	
<b>Income</b>			
Government Contracts (central and local government)- how many	0	0	Income from North Herts Council is non-contractual
Government Contracts- value	0	0	
Government Grants (central and local government)- how many	1	1	Reflects that North Herts Council funds any shortfall between income and spending (excluding depreciation)
Government Grants- value	75,661	29,844	
Income breakdown (£)			
(a) Donations and Legacies	14,928	0	
(b) Charitable activities	0	0	
(c) Other trading activities	14,929	0	
(d) Investments	0	0	
<b>Donations</b>			
Value of single highest donation from a corporate donor	N/a only need to answer if gross income is more than £100k	N/a only need to answer if gross income is more than £100k	
Value of single highest donation from an individual	20	0	Estimate. Some of the value (around 20%) would not be apportioned to Gym and Workmans Hall, but seems logical to disclose the total amount.
Value of single highest donation from a related party	0	0	
<b>Spend</b>			
Is grant making the main way your charity carries out its purposes	No	No	
What value of grants were made to:			
(a) Individuals	0	0	
(b) Other charities	0	0	
(c) Other organisations that are not charities	0	0	
Any grant recipients that are related parties?	0	0	
<b>Trustee Payments</b>			
Excluding out of pocket expenses, for what were any of the trustees paid during the financial return period	Trustees have not been paid	Trustees have not been paid	
Did any of the trustees resign and take up employment with your charity in the financial period of this return?	No	No	
<b>Activities outside of the United Kingdom</b>			
Did your charity receive income from outside the United Kingdom	No	No	
Did your charity deliver charitable activities outside of the United Kingdom	No	No	
Did your charity spend any funds outside the United Kingdom	No	No	
<b>Trading subsidiaries</b>			
Does your charity have any trading subsidiaries	No	No	
<b>Charity Addresses</b>			
Are the public address details displayed on the Register of Charities correct?	Yes	Yes	DCO address is listed
Is this the same address as you use as your administrative headquarters?	Yes	Yes	
<b>Property</b>			
Were any of your charity's properties held by holding or custodian trustees on behalf of your charity (excluding the Official Custodian) during the financial period of this return?	Yes	Yes	Council manages the property on behalf of the charity
<b>Structure and Membership</b>			
Is your charity part of a wider group structure with a parent body and subsidiary bodies?	No, the charity is not part of a wider group structure	No, the charity is not part of a wider group structure	
Other than trustees, does your charity have members who are entitled to vote under the charity's governing document?	No	No	
<b>Employees</b>			
At the end of the financial period of this return, how many:			
a. people were permanently employed by your charity?	0	0	
b. people were on fixed-term contracts with your charity?	0	0	
c. self-employed people were working for your charity?	0	0	
How many of the people above work on behalf of your charity outside of the United Kingdom?	0	0	

Questions required to be answered where income is more is than £10k	Gym and Workmans Hall	King George V	Explanation for responses
What was the total amount spent on employee payroll during the financial period of this return?	0	0	
Did any of your charity's employees receive total employment benefits of £60,000 or more in the financial period of this return?	0	0	
What was the value of the total employee benefits (including salary) provided by your charity to its highest paid employee in the financial period of this return?	0	0	
<b>Volunteers</b>			
Excluding trustees, please provide an estimate of the number of volunteers who carried out charitable activities on behalf of your charity in the United Kingdom during the financial period of this return?	15	TBC (last year 35)	
<b>Governance</b>			
Which of the following policies and procedures did your charity have in place at the end of the financial period of this annual return?			
a. internal charity financial controls policy and procedures	Yes	Yes	Adopts the Council controls/ policy
b. safeguarding policy and procedures	Yes	Yes	Adopts the Council controls/ policy
c. financial reserves policy and procedures	No	No	Charity does not have any reserves
d. complaint's policy and procedures	Yes	Yes	Adopts the Council controls/ policy
e. serious incident reporting policy and procedures	Yes	Yes	Adopts the Council controls/ policy
f. internal risk management policy and procedures	Yes	Yes	Adopts the Council controls/ policy
g. trustee expenses policy and procedures	No	No	Trustees do not incur expenses
h. trustee conflicts of interest policy and procedures	Yes	Yes	Adopts the Council controls/ policy
i. investing charity funds policy and procedures	No	No	Charity does not have any funds to invest
j. campaigns and political activity policy and procedures	No	No	
k. bullying and harassment policy and procedures	Yes	Yes	Adopts the Council controls/ policy
l. social media policy and procedures	No	No	
m. engaging external speakers at charity events policy and procedures	No	No	
<b>Safeguarding</b>			
Has your charity provided services to children and/or adults at risk in the financial period of the return?	No	No	
Excluding Basic DBS Checks, has your charity obtained the required level of DBS Checks for all roles which are eligible for them in the financial period of this return?	DBS checks are not required other than Basic DBS checks	DBS checks are not required other than Basic DBS checks	
<b>Serious incidents</b>			
Has your charity reported all serious incidents (including any historical incidents) that the charity became aware of during the financial period of this return?	No	No	