

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;

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- 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