

# HARVEY HADDEN STADIUM TRUST



## Annual Report for the year ended 31 March 2013

Registered Charity number 522271

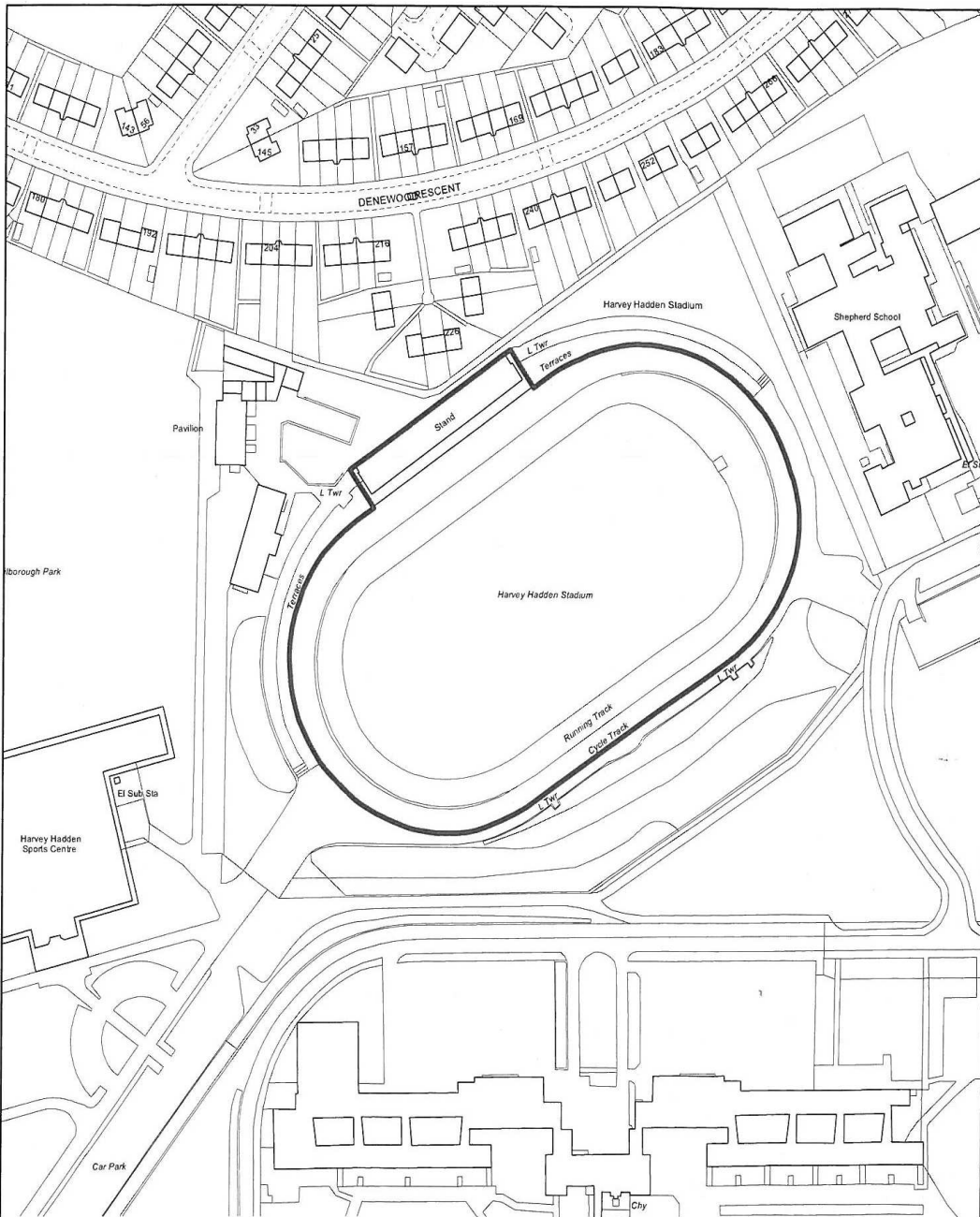
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**REFERENCE AND ADMINISTRATIVE INFORMATION**

<b>Name and Address of Charity</b>	Harvey Hadden Stadium Trust, Nottingham	
	Nottingham City Council Loxley House Station Street Nottingham NG2 3NG	
<b>Governing Document</b>	Creation of trust by high court order dated 18 <sup>th</sup> July 1955.	
<b>Charity Type</b>	Service provider	
<b>Main Activity</b>	Provision of sports stadium	
<b>Charity Commission Registered Number</b>	522271	
<b>Name and Address of Sole Trustee</b>	Nottingham City Council (The members of Nottingham City Council (NCC) are listed on page 6)	
<b>Organisational Structure of the Charity</b>	Harvey Hadden Stadium Trust, Nottingham is a charity of which Nottingham City Council is a sole trustee.  The trustees are members of Nottingham City Council. Recommendations on the management of the charity are delegated to the Trusts and Charities Committee. All transactions relating to Harvey Hadden Stadium are subject to the same financial regulations as those relating to the Council activity.	
<b>Day to Day Management</b>	Service Director for Sport, Leisure & Parks Hugh White Loxley House Station Street Nottingham NG2 3NG	
<b>Name &amp; Address Of Independent Examiners</b>	Internal Audit Nottingham City Council Loxley House Station Street Nottingham NG2 3NG	
<b>Name &amp; Address Of Bankers</b>	Coop Bank (Head Office) 1 Balloon Street Manchester M60 4EP	Coop Bank (Branch) 4-5 Exchange Walk Nottingham NG1 2NX
<b>Providers of Professional Advice</b>	Nottingham City Council Officers	

**PLAN OF HARVEY HADDEN STADIUM**



<b>Title: Harvey Hadden Stadium</b>		
	Map produced on: November 2011  Map produced by: Julie K Shaw 011587 63092	Nottingham City Council  Property Records Development N  Scale 1:1,750
This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Nottingham City Council 100019317. 2011		

## **HISTORY AND OBJECTIVES OF THE CHARITY**

On 18<sup>th</sup> July 1955 the court made a scheme and order for an athletics stadium to be erected out of the bequest of Harvey Hadden. Under the terms of the scheme Nottingham City Council was stated to be the owner of Bilborough Park and used its statutory powers to set aside part of the land for use as a stadium. Construction of the stadium began in 1955 with completion in 1960/61. The entire legacy of Harvey Hadden funded part of the cost of construction. Therefore it follows that the land on which the stadium is built is subject to the Council's obligation to make it available for the use of the stadium charity.

Under the court order there is a requirement for "the Corporation" – now Nottingham City Council – to maintain the stadium built with those funds, "under the name of Harvey Hadden Stadium in good order and condition in perpetuity for the purposes of public recreation".

### **Objectives of Charity:**

To ensure the provision of public sport and recreation, for the people of the City of Nottingham and visitors to the city forever.

In order to achieve this, a programme of on going grounds maintenance and related infrastructure improvements are completed each year. This ensures that the sport and recreation provision is well maintained and provides good quality public recreation facilities.



**GOVERNANCE, STRUCTURE AND MANAGEMENT****Trustee's selection methods**

Councillors of Nottingham City Council are automatically appointed as trustees of the Harvey Hadden Stadium Trust when they are elected as members of the Council. At the date of this statement those trustees are as follows:

Alan Clark	John Hartshorne
Alex Ball	Jon Collins
Alex Norris	Ken Williams
Azad Choudhry	Lee Jeffery
Bill Ottewell	Leon Unczur
Brian Grocock	Liaqat Ali
Brian Parbutt	Malcolm Wood
Carole Jones	Marcia Watson
Carole McCulloch	Merlita Bryan
Cat Arnold	Michael Edwards
Chris Gibson	Michael Wildgust
Dave Liversidge	Mohammad Aslam
David Mellen	Mohammed Ibrahim
David Smith	Mohammed Saghir
David Trimble	Nick McDonald
Eileen Morley	Nicola Heaton
Emma Dewinton	Roger Steel
Eunice Campbell	Rosemary Healy
Georgina Culley	Sally Longford
Ginny Klein	Sarah Piper
Glyn Jenkins	Steph Williams
Graham Chapman	Stuart Fox
Gul Nawaz Khan	Sue Johnson
Ian Malcolm	Thulani Molife
Jackie Morris	Timothy Spencer
Jane Urquhart	Toby Neal
Jeannie Packer	

### Trusts and Charities Committee

Councillors are appointed to membership of the Trusts and Charities Committee by full council to fulfill the Council's responsibilities as trustee. Once established, the Constitution allows that where in-year changes are required to memberships, either at the request of the relevant political group or because a member has resigned or ceased to be eligible for membership, the Chief Executive has the authority to action those changes subject to political balance being preserved where applicable and to the changes made being reported to the next meeting of Council. Details of membership will be updated and published on the Council's website on an ongoing basis. Members of the Trusts and Charities Committee appointed to approve the annual report and financial statements for the financial year 1 April 2012 to 31 March 2013 are as follows:

Councillor L Ali
Councillor E Campbell
Councillor J Hartshorne (Chair)
Councillor C Jones
Councillor T Molife (Vice Chair)
Councillor K Williams
Councillor S Williams
Councillor E Morley
Councillor T Spencer

### Induction and training of trustees

Following election, new trustees are introduced to their new role and given a number of publications from the Charity Commission. These include guidance on charities and a document issued specific for members of Local Authorities titled 'Councillors Guide: to a council's role as charity trustee.' This ensures that new trustees are aware of the scope of their responsibilities under the Charities Act.

### Organisational structure of the charity

Harvey Hadden Stadium Trust is a charity of which the Council is sole trustee and the charity trustees are responsible for the general control and management of the charity. These responsibilities are delegated to the Trusts and Charities Committee by full Council. The trustees give their time freely and receive no remuneration or other financial benefits.

All transactions relating to Harvey Hadden are subject to the same financial regulations and procedures as those relating to land and property held by the Council. Since May 2011 the Trusts and Charities Committee has replaced the Executive Board for the purpose of approving transactions.

### Risk Management

The Harvey Hadden Stadium Trust adopts the Council's risk management policy as appropriate.

The following statement best sums up the purpose of risk management:

*"To ensure that the Council is not risk averse and takes or faces risks knowingly and manages them appropriately."*

The trustees are committed to a programme of risk management to protect the charity's assets. A risk register is held which identifies the keys risks and the measures in place to mitigate such risks. Procedures are also in place to ensure that appropriate advice and support is provided to trustees as and when required.

### **Insurances**

Harvey Hadden Stadium is covered by the Council's insurance policy. The Council pays the premium.





## **THE TRUSTEES' RESPONSIBILITIES**

The Charity Commission has introduced a new framework for accounting for charities to meet the need for public accountability for the resources held by charities. It is a combination of legislation and best practice.

The legal requirements are contained in the Charities Act 2011 which came into effect on 14 March 2012.

The accounting and reporting requirements are complemented by a revised Statements of Recommended Practice: Accounting by Charities (the Charities SORP) issued in 2005.

The Trustees are required:

- to make arrangements for the proper administration of the charity's financial affairs;
- to prepare the annual report and financial statements for each financial year to present a true and fair view of the charity's state of affairs as at the end of the financial year and of its incoming resources and its application for resources in that year.

In preparing these statements the trustees have ensured:

- suitable accounting policies have been selected and applied consistently;
- judgements and estimates have been made that were reasonable and prudent;
- the relevant legal requirements and recommended practices have been followed;
- they are prepared on the basis that the Harvey Hadden Stadium is a going concern.

The trustees are responsible for ensuring that proper accounting records are kept which are up to date and for maintaining a satisfactory system of control over the charity's accounts and transactions.

The trustees are also responsible for ensuring that arrangements are made to safeguard the assets of the charity and reasonable steps are taken for the prevention and detection of fraud and other irregularities.

The trustees must take any steps that they ought to have taken in order to make themselves aware of any relevant independent examination information and to establish that the charity's independent examiners are aware of any such information.

As far as the trustees are aware there is no relevant independent examination information about which the Harvey Hadden Stadium independent examiners are unaware.

## **PUBLIC BENEFIT**

The primary objective of the charity is to provide public sports and recreation for the people of the City of Nottingham forever. To achieve this, a programme of ongoing maintenance of the ground and related infrastructure is completed each year. This ensures the provision of well maintained, good quality public recreation facilities. The trustees confirm they have referred to the Charity Commission guidance on public benefit when reviewing the aims and objectives and when setting plans for the future. Harvey Hadden is open to the public at large on an open access basis. There are fees charged and booking arrangements in place for the use of the athletic track and sports facilities.



## **ADOPTION OF ANNUAL REPORT AND FINANCIAL STATEMENTS**

The annual report and financial statements are approved by the Trusts and Charities Committee and signed on behalf of the trustees by:

Date:

Councillor J Hartshorne  
Signed for the trustees

N.B. The notes form part of these accounts



## **REVIEW OF ACTIVITIES—ACHIEVEMENT AND PERFORMANCE**

Harvey Hadden Stadium was built in the late 1950's with money left in a trust by the late Harvey Hadden. The stadium originally had a 479m cycling velodrome and a seven lane synthetic athletics track. With easy access for both disabled and able-bodied customers and only a couple of miles from the M1 motorway the stadium is a well used and popular venue.

### **Participation Summary**

#### **Clubs**

Notts Athletic Club is a well established athletics club based at the stadium. They train four nights per week and have events at the stadium throughout the year. Notts AC run school holiday athletic camps. These camps are to encourage young people into athletics and support the council's pledge to provide affordable school holiday activities.

Nottingham Outlaws Rugby Club continue to use Harvey Hadden for their fixtures throughout the year.

American football club Nottingham Caesars have made Harvey Hadden Stadium their home and hold regular home games at the stadium.

#### **School Use**

Schools that attended are George Spencer, Westbury, Trinity, Glenbrook, Bramcote Hills, Redhill Academy, Eastwood, Derrymount, Milford, Carlton Academy, Farnborough, Ellis Guilford, Oakfield, St Teresa's, Rosehill, Nottingham Girls High School, Nottingham Girls Academy, Berridge, Rushcliffe, New College Nottingham, Bluecoat, Bigwood, Gedling.

The Stadium as usual flourished during the last term of school (summer term 2012) as it was used by a number of schools for sports days. The colleges used it for athletics training and to host their individual sports days. Hollygirt School (Independent School) continue to have a large number of regular bookings. Most of the schools and colleges now have on going bookings which they book from one year to the next, which means we have a large number of bookings already confirmed for 2013.

Booking the facility remains at capacity with very few available slots throughout the summer period.

#### **Events**

During 2012/2013 the stadium has hosted a number of events.

Events and training attended:

American Football, Notts A.C (including championships), Notts AAA, England Athletics, C.P Sports, Nottingham Trent University, Nottingham Outlaws Rugby, Boys Brigade, Scouts, Nottingham City Council Childrens & Families and Sports Development, Nottingham Boys High School, Bilborough College, Hollygirt School, Djanogly Academy, Trinity Marching Bands, Army Cadets and Relay for Life.

We have had a number of bookings from CP Sports who specialise in sport for the disabled.

Marching bands for schools hold practice sessions and the yearly competition at site.

## Harvey Hadden Annual Report 2012/13

2012 saw the 7th Cancer Research UK, Relay for Life Event, in which teams walked around the track for twenty four hours. The event started with a lap walked by survivors of cancer. Participants camped on site and enjoyed a party atmosphere. Approximately eight hundred people attended. This event is now well established and has become a part of Harvey Hadden. A further event is scheduled for July 2013.

Street Racing takes place on a Friday evening; this is run by a police officer and is growing in numbers.

### Performance Report (April 2012—March 2013)

Objective	Action	Outcome
Sport, Recreation & Events	Participation: Wide range of sporting events and clubs using the facility as detailed in the achievement and performance report.  Number of Events – 120  Club Attendance – 30,857  School Attendance – 9,373	Improved physical activity and health and wellbeing
Community Access	Disability Access: We have carried out improvements to upgrade one of the disability throwing circles to meet the Governing Bodies Standards enabling us to hold national and international disabled events  Key Holder Agreements: All the main clubs that use Harvey Hadden Stadium now have key holder agreements, which enables them to take responsibility for the security of the equipment and the stadium facility	Improved access for all
Well Maintained	We have a site based gardener presence to ensure the Stadium and Park are well maintained at all times  Improvements to majority of the seating in the Stadium has been carried out  Grass pitch end of season reinstatement was carried out  Annual site safety inspection is carried out	Safe, well presented and park users have more pride and ownership
Sustainability - Environmental	All green waste produced on site is recycled  Old bark has been recycled and used as mulch in gullies and shrubberies to reduce the need for chemical weed control	Improved environmental sustainability
Sustainability - Financial	Processes in place for invoicing and ensuring all monies are collected in relation to hire fees	More financially sustainable and value for money trust accounts

**Action Plan (April 2013—March 2014)**

Objective	Action	Timetable for Delivery	Outcome
Sport, Recreation & Events	Participation: Provide a wide range of sporting events and support clubs using the facility	March 2014	Improved physical activity and health and wellbeing
	Deliver the Iconic project improvement	Sport England Stage 2 approval - September 2013	
	Secure planning approval for the improvement projects		
	The Ranger service will include the Park in their ongoing events schedule to look at running some small community events throughout the year	March 2014 (ongoing)	
	The Ranger service will include the park in their Ranger led health walks throughout the year	March 2014	
Community Access	Disability Access: There are plans to carry out improvements to upgrade the remaining disability throwing circle to meet the Governing Bodies Standards enabling us to hold more national and international disabled events	July 2013	Improved access for all
	All our outdoor equipment is being replaced in time for the increasingly large volume of school events that are booked over the summer. This will help retain the events in the future	June 2013	
	Explore options for future management arrangements of the Stadium	March 2014	
Well Maintained	Obtain a new style safety certificate for the Stadium	September 2013	Safe, well presented and park users have more pride and ownership
	Continue to have a site based gardener presence to ensure the Stadium and Park are well maintained at all times	Ongoing	
	Carry out improvements to the remaining seating in the Stadium	June 2013	
	Carry out grass pitch reinstatement at the end of season	June 2013	
	Carry out annual site safety inspection	June 2013	
	UK Athletics to carry out an annual H&S check to ensure the Stadium is fit for purpose	May 2013	
Sustainability - Environmental	Continue to recycle all green waste that is produced on site	March 2014	Improved environmental sustainability
	Continue to recycle old bark, and use as mulch in gullies and shrubberies to reduce the need for chemical weed control	March 2014	
	Provide Ranger events to raise awareness of local wildlife / plants and make bird / bat boxes	September 2013	
Sustainability - Financial	Review current fees and charges for the Stadium	November 2013	More financially sustainable and value for money trust accounts

### **Sport England Iconic Project**

The Council has agreed the £13.550m to build a 50 metre pool on the site and refurbish the current dry side facilities that are located adjacent to the Stadium. The completion date of the project is Spring 2015.

A bid was submitted to Sport England in December 2012 to support the development of the 50m pool with the addition of improvements to:

- 8<sup>th</sup> Lane as part of the running track
- Closed road cycle track
- Revised outdoor changing rooms
- 3 squash courts
- Improved football pitch provision
- Landscape enhancements of the park

The bid to Sport England has been passed through Stage 1 and we are working with Sport England to take the project to Stage 2 approval by September 2013. If successful at Stage 2 then Sport England will release £1.499m, which when matched with funds from national governing bodies and the Nottinghamshire Athletics Club will give a development budget of £2.000m to achieve the scheme. The council is looking to develop an overall masterplan for the park area which could then form the basis for future investment opportunities over the next 5 years as funds become available.

## **FINANCIAL REVIEW**

The Council provides grant monies to finance the annual operating deficit of the trust. In 2012/13 this amounted to £90,567 (2011/12 £123,773) which is a decrease of £33,206 compared to the previous financial year. This grant supports the key objectives of the trust.

### **Policy on Reserves**

The Council is a key partner in delivering the objectives of the Trust and has shown a continued commitment to meet any net expenditure in the year. It is therefore not felt appropriate for the trust to hold reserves.





## THE FINANCIAL STATEMENTS

The financial statements include comparative figures for the previous year and consist of the following:

- **Statement of Financial Activities** is a single accounting statement with the objective of showing all incoming resources expended by the charity in the year;
- **Balance Sheet** setting out the assets, liabilities and funds of the charity;
- **Notes to the Financial Statements** explaining the accounting policies adopted and explanations of information contained in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005).

<b>Statement of Financial Activities</b>			
<b>For year ending 31 March 2013</b>			
	<b>NOTE</b>	<b>Unrestricted Funds 2012/13 £</b>	<b>Unrestricted Funds 2011/12 £</b>
<b>Incoming Resources</b>			
Incoming Resources from Charitable Activities	3.a)	121,053	151,929
<b>Total Incoming Resources</b>		<b>121,053</b>	<b>151,929</b>
<b>Resources Expended</b>			
Charitable Activities	3.b)	121,053	151,929
<b>Total Resources Expended</b>		<b>121,053</b>	<b>151,929</b>
<b>Net Incoming / (Outgoing) Resources</b>		-	-
<b>Fund balances brought forward as at 1 April</b>		<b>1</b>	<b>1</b>
<b>Fund balances carried forward as at 31 March</b>		<b>1</b>	<b>1</b>

<b>Balance Sheet</b>			
<b>As at 31 March 2013</b>			
	<b>NOTE</b>	<b>2012/13 £</b>	<b>2011/12 £</b>
<b>Fixed Assets</b>			
Tangible Assets:			
Freehold Land & Buildings		1	1
<b>Total Fixed Assets</b>		<b>1</b>	<b>1</b>
<b>Current Assets:</b>			
Cash / Bank	13.b)	-	5,591
<b>Liabilities:</b>			
Creditors: amounts falling due within one year			
Receipts in Advance	13.a)	-	(5,591)
<b>Net Current Assets</b>		<b>-</b>	<b>-</b>
<b>Net Assets</b>		<b>1</b>	<b>1</b>
<b>Represented by:</b>			
<b>Funds</b>			
Unrestricted Funds		1	1
		<b>1</b>	<b>1</b>

## **NOTES TO THE FINANCIAL STATEMENTS**

### **1. ACCOUNTING POLICIES**

#### **General Principles**

The Annual Report summarises the Harvey Hadden Stadium transactions for 2012/13 financial year together with its financial position at 31 March 2013.

This section explains the accounting policies applied in producing the Annual Report for the Harvey Hadden Stadium Trust.

Accounting policies are the principles, bases, conventions and rules by which transactions are recognised, measured and presented in the accounts.

#### **Basis of preparation**

The accounts have been prepared in accordance with the Charities Act 2011 and applicable regulations and "Accounting and Reporting by Charities: Statement of Recommended Practice", issued by the Charities Commission in February 2005 (The Charities SORP).

The accounts have been prepared in accordance with the historic cost basis of accounting except for fixed assets which have been included at notional amount.

Compliance with the Charities SORP and the adoption of accounting standards and principles issued or adopted by the Accounting Standards Board ensures that the accounts show "a true and fair view" of transactions during the year and the financial position of the Harvey Hadden Stadium Trust at the year end.

#### **Incoming Resources**

Income receipts are accrued and accounted for in the period to which they relate. Income received in advance is recognised as a liability on the balance sheet within creditors.

Income from Nottingham City Council funds the net expenditure of the Harvey Hadden Stadium Trust for the benefit of the citizens of Nottingham.

#### **Resources Expended**

All expenditure is accrued and accounted for in the period during which they are consumed or received. Accruals have been made for all material sums unpaid at the year end for goods or services received or work completed. Payments made in advance are recognised as an asset on the balance sheet within debtors.

#### Charitable Activities

These costs mainly relate to premises expenses, which includes day to day maintenance, grounds maintenance and patrol.

#### Governance Costs

Governance costs, including the administration of the trust are directly funded by the Council, and these costs are not shown in the trust accounts.

#### **Fixed Assets**

##### Freehold land and buildings

The valuation of assets is a notional value that reflects the trusts perpetual covenant for general public access to and use of the stadium.

As a notional value is used, depreciation and impairment reviews are not applicable.

**Accruals of Expenditure and Income**

The accounts of the Harvey Hadden Stadium Trust are maintained on an accruals basis. This means that sums due to or from the Harvey Hadden Stadium Trust during the year are included whether or not the cash has actually been received or paid in the year.

Where income and expenditure has been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the balance sheet. Cash received or paid and not yet recognised as income or expenditure is shown as a creditor (receipt in advance) or debtor (payment in advance) in the balance sheet and the statement of financial activities adjusted accordingly.

Where it is doubtful that a debt will be settled, the balance of debtors is written down and a charge made to the statement of financial activities for the income that might not be collected. This bad debt provision is offset against the debtor balance on the balance sheet.

In many cases the value to be entered in respect of accrued transactions will be certain. In others, this value has to be estimated and reference is then made to past transactions and trends in order to determine the likely value.

**Cash**

This is represented by cash at bank which is held within the Council's bank account on behalf of the Harvey Hadden Stadium Trust charity and cash in hand.

**Funds of the Charity**Unrestricted fund

A fund held on charitable trust for a purpose within the charity's objectives. The fund is equivalent to the notional value of the freehold land and buildings.

**Going concern**

The Annual Report is prepared on a going concern basis.

**2. TAX STATUS**

Harvey Hadden Stadium is a registered charity and is therefore exempt from income tax on income falling within S505 ICTA 1988. The Council is the sole trustee of the Harvey Hadden Stadium Trust and, in accordance with VAT notice 749, is entitled to recover VAT incurred on the expenditure of the Harvey Hadden Stadium Trust under section 33 of the VAT Act 1994.

### 3. ANALYSIS OF THE FIGURES IN THE STATEMENT OF FINANCIAL ACTIVITIES

The figures in the accounts are in relation to recreational activities during 2012/13.

#### a) Incoming resources from charitable activities

	2012/13 £	2011/12 £
Rent of Stadium	(28,578)	(28,156)
Fees and Charges	(1,908)	-
Grant from Nottingham City Council	(90,567)	(123,773)
<b>Total Incoming Resources</b>	<b>(121,053)</b>	<b>(151,929)</b>

#### b) Resources expended – charitable activities

	2012/13 £	2011/12 £
Premises	22,990	34,556
Transport	130	738
Supplies and Services	2,163	3,860
Support Services	95,770	112,774
<b>Total Resources Expended</b>	<b>121,053</b>	<b>151,929</b>

### 4. TRANSACTIONS WITH RELATED PARTIES

The Council is the sole trustee of the Harvey Hadden Stadium Trust and any transactions between these two parties must be disclosed in accordance with the Charity SORP.

The Council gave a grant of £90,567 to the Harvey Hadden Stadium in 2012/13, which funded the net expenditure of the charity (2011/12 £123,773).

Other transactions between the charity and NCC are in respect of the day to day operations of the charity. The Council charged the charity £92,202 (2012/13 £109,634) in respect of grounds maintenance which is included in Resources Expended – Charitable Activities, within the Statement of Financial Activities.

Individual trustees did not receive any benefits from the Harvey Hadden Stadium Trust.

**5. STAFF COSTS AND EMOLUMENTS**

None

**6. INDEPENDENT EXAMINATION FEES**

None – funded by the Council.

**7. EX-GRATIA PAYMENTS**

None

**8. AN ANALYSIS OF INCOMING CAPITAL RESOURCES**

None

**9. TRUSTEE INDEMNITY INSURANCE COSTS**

None

**10. SUBSIDIARY OR ASSOCIATED UNDERTAKINGS**

None

**11. GRANTS TO INSTITUTIONS**

None

**12. MOVEMENT OF FUNDS**

There has been no movement of funds during the year

**13. ANALYSIS OF FIGURES IN THE BALANCE SHEET****a) Tangible Fixed Assets**

The valuation of assets reflects the trusts perpetual covenant for general public access to the stadium.

**b) Current Assets**

	2012/13 £	2011/12 £
Cash/Bank	-	5,591

## c) Current Liabilities

	2012/13 £	2011/12 £
Receipts in Advance	-	(5,591)

**14. GUARANTEES**

None

**15. FINANCIAL DERIVATIVES**

None

**16. CONTINGENT ASSETS AND LIABILITIES**

None

**17. LOAN LIABILITIES**

None