

HARVEY HADDEN STADIUM TRUST



Annual Report for the year ended 31 March 2017

Registered Charity number 522271

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2017

The trustees present their annual report and financial statements of the charity for the year ended 31st March 2017. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

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

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".

Objective

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 Trustee confirms that it has 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.



ACHIEVEMENTS 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

Due to closure of the Stadium to carry out refurbishment works, the usage on site during 2015 was significantly reduced.

Club Use

The stadium reopened in August 2015 and has mainly been used by Notts Athletic Club, Nottingham Caesars (American Football), Absolute Triathlon and Total Fitness Nottingham (TFN) for weekly training. Notts Athletic Club is a well established athletics club based at the stadium. They train on a Saturday morning and four evenings per week.

School Use

We were unable to accept any School athletics bookings in 2015 due to the refurbishment works; however, we have already taken a number of bookings for School events in 2016.

Events

The stadium only hosted a small number of events in 2015 due to the refurbishment works, which included the Cerebral Palsy World Games and the annual Relay 4 Life event.

Performance Report (April 2016—March 2017)

Objective	Action	Outcome
Sport, Recreation & Events	Participation: Reduced number of attendance detailed in the achievement and performance report. Number of Events – 6 Club Attendance – 12,960 School Attendance – 0	Improved physical activity and health and wellbeing
Community Access	New key holder agreements have been completed to comply with the new safety certificate requirements	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	Safe, well presented and park users have more pride and ownership

	Delivered the Iconic project improvement, including outdoor tarmac cycle track, 8th running lane on the track and installation of additional natural grass adult and junior football pitches	
	During the Iconic improvement works, the remaining disability throwing circle was improved to meet the Governing Bodies Standards, which will enable us to hold more national and international disabled events	
	Carried out tarmac improvements to footpaths and access ramps around the Stadium using FCC funding	
	Completed and signed off the new Safety Certificate	
	Improvements to the seating in the Stadium has been carried out and row / seats are now numbered to comply with legislation	
	New emergency lighting fitted along with fire evacuation plans for events	
	Annual site safety inspection carried out	
	Colleagues working towards NVQ Safety Steward level 3 certification	
	Track and field equipment has been renewed where required	
	Safety Advisory Group (SAGE) is well established	
Sustainability - Environmental	All green waste produced on site is recycled	Improved environmental sustainability
	Old bark has been recycled and used as mulch in gullies and shrubberies to reduce the need for chemical weed control	
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
	Annual review carried out of fees and charges across the service, including the stadium	

FINANCIAL REVIEW

The Council provides grant monies to finance the annual operating deficit of the trust. In 2015/16 this amounted to £99,478 (2014/15 £75,039) which is an increase of £24,439 compared to the previous financial year. This grant supports the key objectives of the Trust.

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.

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.

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 Trustee is 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 Trusts and Charities Committee as and when required.

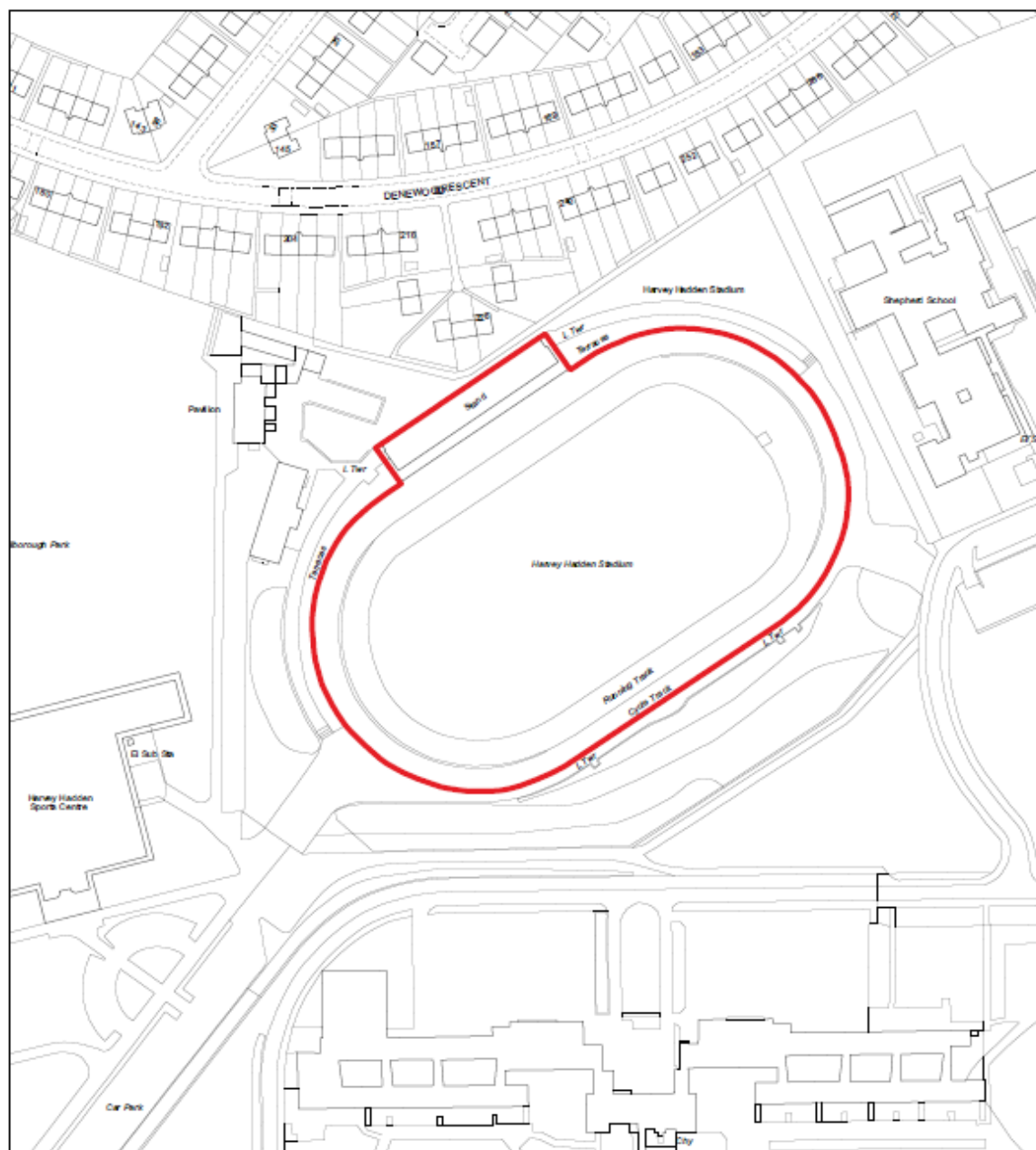
Insurances

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

PLANS FOR FUTURE PERIODS (APRIL 2017 – MARCH 2018)

Objective	Action	Timetable for Delivery	Outcome
Sport, Recreation & Events	Continue to support a wide range of sporting events for clubs and organisations	Ongoing	Improved physical activity and health and wellbeing
	The Ranger service will include the Park in their ongoing events schedule to look at running some small community events throughout the year	August 2016 (ongoing)	
	The Ranger service will include the park in their Ranger led health walks throughout the year	August 2016	
Community Access	Continue to replace outdoor equipment as needed to ensure we retain the events in the future	Ongoing	Improved access for all
	Explore options for future management arrangements of the Stadium	April 2016	
Well Maintained	Review vehicle / car parking arrangements on site to minimise damage and integrity of the site	April 2016	Safe, well presented and park users have more pride and ownership
	Annual site safety inspection to be carried out	Ongoing	
	Continue to have a site based gardener presence to ensure the Stadium and Park are well maintained at all times	Ongoing	
Sustainability - Environmental	Continue to recycle all green waste that is produced on site	Ongoing	Improved environmental sustainability
	Continue to recycle old bark, and use as mulch in gullies and shrubberies to reduce the need for chemical weed control	Ongoing	
	Provide Ranger events to raise awareness of local wildlife / plants and make bird / bat boxes	Ongoing	
Sustainability - Financial	Annual review of fees and charges to be carried out in time for January 2017	November 2016	More financially sustainable and value for money trust accounts

PLAN OF HARVEY HADDEN



Title: Harvey Hadden Stadium

Map produced on:
November 2011

Map produced by:
Julie K Shaw
011587 63092

Nottingham City Council
Propertyplus

Property Records
Development



Scale 1:1,750

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Nottingham City Council 100019317. 2011

STRUCTURE, GOVERNANCE AND MANAGEMENT

On 18th 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 Councils 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.

Trustee’s selection methods

Nottingham City Council (NCC) is the sole Trustee. NCC has 55 elected councillors who are elected on a 4 year cycle. At the date of this statement the elected councillors are as follows:

Councillor Ali	Councillor Klein
Councillor Armstrong	Councillor Liversidge
Councillor Arnold	Councillor Longford
Councillor Ayoola	Councillor McCulloch
Councillor Aziz	Councillor McDonald
Councillor Ball (Resigned April 17)	Councillor Mellen
Councillor Battlemuch	Councillor Morris
Councillor Bryan	Councillor Nawaz
Councillor Campbell	Councillor Nawaz
Councillor Chapman	Councillor Neal
Councillor Choudhry	Councillor Norris
Councillor Clark	Councillor Parbutt
Councillor Collins	Councillor Peach
Councillor Cook	Councillor Piper
Councillor Culley	Councillor Rule
Councillor Edwards	Councillor Saghir
Councillor Ferguson	Councillor Smith
Councillor Gibson	Councillor Smith
Councillor Grocock	Councillor Tansley
Councillor Hartshorne	Councillor Trimble
Councillor Healy	Councillor Urquhart
Councillor Heaton	Councillor Watson
Councillor Ibrahim	Councillor Webster
Councillor Ifediora	Councillor Wildgust

Councillor Ibrahim	Councillor Unczur (Stood Down May 15)
Councillor Ifediora (Elected May 15)	Councillor Urquhart
Councillor Glyn Jenkins	Councillor Watson
Councillor Corall Jenkins (Elected May 15)	Councillor Webster
Councillor Johnson	Councillor Wildgust
Councillor Jones	Councillor Wood (Trusts & Charities)
Councillor G Khan	Councillor Woodings (Elected May 15)
Councillor N Khan	Councillor Young (Elected May 15)
Councillor Klein (Trusts & Charities)	

Trusts and Charities Committee Members

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 2016 to 31 March 2017 are as follows:

Councillor John Hartshorne (Chair)
Councillor Glyn Jenkins (Vice Chair)
Councillor Liaqat Ali
Councillor Carole-Ann Jones
Councillor Anne Peach
Councillor Toby Neal
Councillor David Smith
Councillor Steve Young
Councillor Andrew Rule

Induction and training of Trusts and Charities Committee

Following appointment, Councillors 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 Councillors' are aware of the scope of their responsibilities under the Charities Act.

REFERENCE AND ADMINISTRATIVE INFORMATION

Name and Address of Charity	Harvey Hadden Stadium Trust, Nottingham Nottingham City Council Loxley House Station Street Nottingham NG2 3NG
Governing Document	Creation of trust by high court order dated 18 th July 1955.
Charity Type	Service provider
Main Activity	Provision of sports stadium
Charity Commission Registered Number	522271
Name and Address of Sole Trustee	Nottingham City Council
Organisational Structure of the Charity	<p>Harvey Hadden Stadium Trust, Nottingham is a charity of which Nottingham City Council is a sole trustee.</p> <p>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 Council activity.</p>
Day to Day Management	Service Director for Sport, Leisure & Parks Hugh White Nottingham City Council Loxley House Station Street Nottingham NG2 3NG
Name & Address Of Independent Examiners	Internal Audit Nottingham City Council Loxley House Station Street Nottingham NG2 3NG
Name & Address Of Bankers	Lloyds Bank Market Square House Old Market Square Nottingham NG1 6FD
Providers of Professional Advice	Nottingham City Council Officers

RESPONSIBILITIES OF THE TRUSTEE

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 Trustee is 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 trustee has 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 Trustee is 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 Trustee is 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 Trustee 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 Trustee is aware there is no relevant independent examination information about which the Harvey Hadden Stadium independent examiners are unaware.

ADOPTION OF THE ANNUAL REPORT AND FINANCIAL STATEMENTS

Approved by the Trusts and Charities Committee and signed on behalf of Nottingham City Council by:

Laura Pattman
Strategic Director of Finance

Date:

J Hartshorne, Signed for the Trustee

Date:

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).

Statement of Financial Activities For year ending 31 March 2017			
	NOTE	Unrestricted Funds 2016/17 £	Unrestricted Funds 2015/16 £
Incoming Resources			
Incoming Resources from Charitable Activities	3.a)	117,900	124,114
Total Incoming Resources		117,900	124,114
Resources Expended			
Charitable Activities	3.b)	117,900	124,114
Total Resources Expended		117,900	124,114
Net Incoming / (Outgoing) Resources		0	(0)
Fund balances brought forward as at 1 April		1	1
Fund balances carried forward as at 31 March		1	1

Balance Sheet As at 31 March 2017			
	NOTE	2016/17 £	2015/16 £
Fixed Assets			
Tangible Assets:			
Freehold Land & Buildings		1	1
Total Fixed Assets		1	1
Current Assets:			
Cash / Bank	13.b)	0	1
Liabilities:			
Creditors: amounts falling due within one year			
Receipts in Advance	13.a)	0	(1)
Net Current Assets		0	0
Net Assets		1	1
Represented by:			
Funds			
Unrestricted Funds		1	1
		1	1

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

General Principles

The Annual Report summarises the Harvey Hadden Stadium transactions for 2015/16 financial year together with its financial position at 31 March 2016.

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 and assessment of going concern

The Annual Report has been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and Charities Act 2011. 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.

The trustees consider that there are no material uncertainties about the Trust’s ability to continue as a going concern.

The trust constitutes a public benefit entity as defined by FRS102.

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.

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 SOFA: INCOME AND EXPENDITURE

	2016/17	2015/16
	£	£
<u>INCOME</u>		
<u>Charitable Activities</u>		
Fees and Charges	(1,473)	(269)
Grant	(85,220)	(99,478)
Other	0	0
Rents	(31,207)	(24,368)
	(117,900)	(124,114)
<u>EXPENDITURE</u>		
<u>Charitable Activities</u>		
Premises	20,710	39,004
Supplies and Services	0	9,225
Support Services	97,010	75,681
Third Party Payments	180	204
	117,900	124,114

Stadium reopened to the public in September 2015.

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 £85,220 to the Harvey Hadden Stadium in 2016/17, which funded the net expenditure of the charity.

Other transactions between the charity and NCC are in respect of the day to day operations of the charity. The Council charged the charity £94,559 (2016/17 £72,981) in respect of grounds maintenance which is included in Resources Expended – Charitable Activities, within the Statement of Financial Activities.

Individual councillors of NCC did not receive any benefits from the Harvey Hadden Stadium Trust.