

NOTTINGHAM CITY COUNCIL

TRUSTS AND CHARITIES COMMITTEE

MINUTES of the meeting held at LB32 - Loxley House, Station Street, Nottingham, NG2 3NG on 28 March 2014 from 14.00 - 15.06

- ✓ Councillor John Hartshorne
(Chair)
- ✓ Councillor Liaqat Ali
- ✓ Councillor Glyn Jenkins
Councillor Carole-Ann Jones
Councillor Thulani Molife
- ✓ Councillor Anne Peach
Councillor Tim Spencer
- ✓ Councillor Roger Steel
- ✓ Councillor Sam Webster

✓

✓ indicates present at meeting

Colleagues, partners and others in attendance:

Richard Cox	- Senior Estates Surveyor
Barry Dryden	- Senior Finance Manager
Noel McMenamin	- Constitutional Services Officer
Malcolm Townroe	- Head of Legal Services
Tracy White	- Senior Assistant

33 APOLOGIES FOR ABSENCE

Councillor Thulani Molife
Councillor Tim Spencer (other Council business)

34 DECLARATIONS OF INTERESTS

None

35 MINUTES

The Committee confirmed the minutes of the meeting held on 28 March 2014 as a true record and they were signed by the Chair.

36 CHARITIES - PUBLIC BENEFITS STATEMENTS 2014/15

The Committee considered the Deputy Chief Executive, Corporate Director and Chief Finance Officer's report, providing revised public benefit statements for the Bridge Estate, Harvey Hadden Stadium Trust and Highfields Leisure Park Trust for approval.

Barry Dryden, Senior Finance Manager, introduced the report, making the following points:

- (a) public benefit statements are a requirement of the Charities Commission, and the statements for approval were updated with minor changes for 2014/15;
- (b) the maintenance and repair of Trent Bridge and approaches remains the primary objective of the Bridge Estate charity. The Estate makes a contribution to Nottingham City Council to help deliver the Council's key priorities identified in the Council Plan;
- (c) the key priorities include cutting unemployment by a quarter, cutting crime and halving anti-social behaviour, keeping neighbourhoods as clean as the city Centre, helping keep energy bills down and helping ensure that more school leavers get a job, training or further education than any other city;
- (d) citizens benefit from the Harvey Hadden Stadium Trust and Highfields Leisure Park Trust through providing public sports, recreation and pleasure grounds for all citizens to enjoy.

The Committee made several points on the Bridge Estate in the discussion which followed:

- (e) a councillor commented that the Trent Bridge and its approaches is a major gateway into Nottingham, and that several elements of the Bridge and its approaches needed attention. The painting of the handrail was in a poor state, the yorkstone paving needed repairing and the ornamental lighting needed improving;
- (f) in response, it was explained that there was a long-term maintenance programme in place for the Bridge, including painting and ornamentals. Scheduled work is co-ordinated so that painting, repairs and similar tasks are carried out at the same time when scaffolding is in place. Councillor Roger Steel stated that he was unhappy that one element of repairing and maintaining the Bridge, for example, ornamental lighting, had to await scheduled work on painting, and asked that that his comments be recorded;
- (g) Mr Dryden confirmed that costs of necessary repairs would come from the Estate's surplus, and Malcolm Townroe, Head of Legal Services, confirmed that the use of the Estate's surplus to support Council policy was consistent with its charitable status;
- (h) the Committee asked for a conditions survey of the ornamental lighting on and approaching the Bridge, to include repair costs, to consider at a future meeting.

RESOLVED

- (1) to approve the public benefit statements for the Bridge estate, Harvey Hadden Stadium Trust and Highfields Leisure Park Trust for inclusion in the 2014/15 Annual Report;**

- (2) **to request a conditions survey, including costings, for the repair of the ornamental lighting on and approaching Trent Bridge, for consideration at a future meeting.**

37 HARVEY HADDEN STADIUM TRUST AND HIGHFIELDS LEISURE PARK TRUST: QUARTER 3 BUDGET MONITORING 2013/14 AND BUDGET 2014/15

The Committee considered a report of the Deputy Chief Executive, Corporate Director and Chief Finance Officer, highlighting the forecast out-turn for Harvey Hadden Stadium Trust and Highfields Park Leisure Trust based on Quarter 3 budget monitoring. The report also requested approval of the Budget for both trusts for 2014/15.

Barry Dryden, Senior Finance Manager, introduced the report, making the following points:

- (a) the Highfields Park Leisure Trust has performed well, especially from increased boating lake income, although energy costs had increased by £4,000;
- (b) the City Council grant aid to the Trust continued to be reduced gradually;
- (c) major construction work at Harvey Hadden meant that income at the stadium was down £6,380, though this was partially offset by reduced grounds maintenance costs;
- (d) the Stadium will be closed for improvement works in the first part of 2014/15, but the reduction in income will be largely offset by reduced maintenance costs.

RESOLVED

- (1) **to note the forecast out-turn for 2013/14;**
- (2) **to approve the draft budgets for both Highfields Park Leisure Trust and Harvey Hadden Stadium Trust, subject to final confirmation of the City Council's grant contribution.**

38 BRIDGE ESTATE: APPOINTMENT OF AUDITORS 2014/15

The Committee considered a report of the Deputy Chief Executive, Corporate Director and Chief Finance Officer, recommending the appointment of the current auditors, Rogers Spencer Ltd, to undertake the 2013/14 Bridge Estate Audit.

Barry Dryden, Senior Finance Manager, explained that Rogers Spencer Ltd was appointed to undertake 2012/13 Bridge Estate audit at a cost of £7,500, which was significantly below costs in previous years. The cost of £7,675 for 2013/14 represents an increase of 3%. The Financial Reporting team will also look to negotiate a price for the following 3 years.

RESOLVED

- (1) to approve the appointment of Rogers Spencer Ltd to undertake the 2013/14 Bridge Estate audit;**
- (2) to request the Senior Finance Manager to negotiate a price for auditing the Bridge Estate accounts for 2014/15, 2015/16 and 2016/17.**

39 BRIDGE ESTATE PROPERTY PORTFOLIO UPDATE

The Committee considered a report on the main property issues for the Bridge Estate property portfolio, introduced by Richard Cox, Senior Estates Surveyor. Mr Cox made the following points:

- (a) representatives from Property, Regeneration, Business Growth and Economic Development visited Glaisdale Drive Industrial Estate to discuss ways to help existing occupiers and encourage new businesses. This will inform a Project Proposal to be included in the Local Enterprise Partnership Strategic Economic Business Plan. Several long term leaseholders are looking to extend the length of their lease by a 're-gear';
- (b) a new 10-year lease with Nottingham City Council (Neighbourhood Services) for refurbished accommodation at Woolsthorpe Close has been completed;
- (c) the second floor refurbishment of Century House is complete, and work has started on the third floor. The work will make the accommodation more attractive to potential occupiers;
- (d) negotiations are continuing with a potential lessee for the former depot at 140 Vernon Road, while there is a strong level of interest in the former Co-op Travel Agency at 14-16 Wheeler Gate;
- (e) the current occupiers at Castle Bridge Office Village have indicated that they wish to stay on as lessees and negotiations begun with both parties;
- (f) Museum Services will move into Unit 21 at Whitemoor Court and will extend into Unit 22 once repaired. Work to reach settlement with tenants and/or insurers affected by the fire in Unit 23 is progressing.

The Committee made the following points:

- (g) a councillor asked whether super-fast broadband connectivity was required at Glaisdale, and Mr Cox explained that having connectivity would make the site more attractive to a wider potential client base;
- (h) Mr Cox confirmed that Whitemoor Court is used for light industry and storage, and that car painting/spraying does not take place on-site;
- (i) Mr Cox explained that the value of the lease for Neighbourhood Services at Woolsthorpe depot is in line with current market rates, and that the shorter

length of lease being negotiated at Castle Bridge Office Village reflects current market practice;

- (j) in response to a councillor's question about how the City Council, on behalf of the Committee, engages with commercial property agents, surveyors and valuers, Mr Cox undertook to produce a briefing note for members of the Committee explaining the circumstances when it was appropriate to engage with them, and the process of doing so. Mr Cox did confirm that the majority of such activity is conducted 'in-house', but that there are governance and specialist reasons why this is not always possible;

RESOLVED

- (1) **to note the report;**
- (2) **to ask the Director of Strategic Asset and Property Management to produce a briefing note for Committee members on the use of external property agents, surveyors and valuers.**

40 BRIDGE ESTATE - COMMITTEE INSPECTION/VISIT - JUNE 2014

The Committee briefly discussed arrangements for a Bridge Estate inspection/visit in June 2014. The proposed schedule includes a City Centre 'walkabout' visiting Century House, Listergate and Wheelergate, and then visits to Trent Bridge, Woolsthorpe Depot and Glaisdale Drive Industrial Estate, with an option to visit Whitemoor Court.

RESOLVED to finalise arrangements before the Committee's next meeting

41 DATES OF FUTURE MEETINGS

The Committee noted the intention to meet on the following dates in 2014/15:

<u>2014</u>	<u>2015</u>
30 May	30 January* (subsequently revised to 27 February)
25 July	27 March* (subsequently revised to 24 April)
5 September	
28 November	

*Constitutional Services Officer's Note: Following the meeting, the Chair and several councillors asked that Trusts and Charities Committee meetings should, where possible, coincide with Audit Committee dates, as shown above.