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Nottingham
City Council

Nottingham City Council Trusts and Charities Committee

Date: Monday, 18 December 2023

Time: 2.00 pm

Place: Ground Floor Committee Room - Loxley House, Station Street, Nottingham,
NG2 3NG

Councillors are requested to attend the above meeting to transact the following business

Director for Legal and Governance

Governance Officer: Catherine Ziane-Pryor

Direct Dial: 0115 876 4298

- 1 Apologies for Absence**
- 2 Declarations of Interests**
- 3 Minutes** To Follow
Of the meeting held on 23 October 2023, for confirmation.
- 4 Implications of the Section 114 Notice on Trusts and Charities**
Thomas Straw, Senior Accountant for Capital Programmes, to provide a verbal update.
- 5 Harvey Hadden and Highfields Draft Financial Outturn 2022/23** 3 - 48
Report of Corporate Director Finance and Resources
- 6 Bridge Estate Property Update Report** 49 - 54
Report of the Director of Economic Development and Property
- 7 Exclusion of the Public**
To consider excluding the public from the meeting during consideration of the remaining item(s) in accordance with Section 100A(4) of the Local Government Act 1972 on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
- 8 Exempt Minutes** To Follow
Of the meeting held on 23 October 2023, for confirmation.

If you need any advice on declaring an interest in any item on the agenda, please contact the Governance Officer shown above, if possible before the day of the meeting

Citizens are advised that this meeting may be recorded by members of the public. Any recording or reporting on this meeting should take place in accordance with the Council's policy on recording and reporting on public meetings, which is available at www.nottinghamcity.gov.uk. Individuals intending to record the meeting are asked to notify the Governance Officer shown above in advance.

Trusts and Charities Committee

18 December 2023

| | | |
|--|--|----------------------------|
| Title of paper: | Harvey Hadden and Highfields Draft Financial Outturn 2022/23 | |
| Director(s)/ Corporate Director(s): | Ross Brown – Corporate Director Finance and Resources | Wards affected: All |
| Report author(s) and contact details: | Tom Straw – Senior Accountant (Capital Programmes) thomas.straw@nottinghamcity.gov.uk | |
| Other colleagues who have provided input: | None | |
| Date of consultation with Portfolio Holder(s) (if relevant) | N/A | |
| Does this report contain any information that is exempt from publication? No | | |
| Relevant Council Plan Outcome: | | |
| Green, Clean and Connected Communities | <input type="checkbox"/> | |
| Keeping Nottingham Working | <input type="checkbox"/> | |
| Carbon Neutral by 2028 | <input type="checkbox"/> | |
| Safer Nottingham | <input type="checkbox"/> | |
| Child-Friendly Nottingham | <input type="checkbox"/> | |
| Living Well in our Communities | <input type="checkbox"/> | |
| Keeping Nottingham Moving | <input type="checkbox"/> | |
| Improve the City Centre | <input type="checkbox"/> | |
| Better Housing | <input type="checkbox"/> | |
| Serving People Well | <input type="checkbox"/> | |
| Summary of issues (including benefits to citizens/service users): | | |
| This report details the 2022/23 Draft Outturn for Harvey Hadden and Highfield Trust, detailing any variances from the previous financial year. | | |
| Recommendation(s): | | |
| 1 | The Committee note the outturn (pending independent review) for Harvey Hadden and Highfield Trusts 2022/23 | |
| 2 | That the Committee delegate authority to the Chair of the Trust and Charities Committee to sign the accounts following completion of the Independent Examiners Review. | |

1. Reasons for recommendations

- 1.1 This report is an integral part of the Council's regular monitoring, forecasting and reporting system. The report enables the Trusts and Charities Committee to be aware of the financial position of the Trusts and therefore allows any appropriate decisions or actions to be taken in their role as Trustee.
- 1.2 The signed financial statements are required to be submitted to the Charity Commission by 31 January 2023.

2. Other options considered in making recommendations

- 2.1 None.

3. Consideration of Risk

3.1 This report provides financial information for the charities / trusts for the financial year 2022/23. The main risk is ensuring that all the charities / trusts that the Council oversees meet the January deadline as set out by the Charity Commission.

4. Background (including outcomes of consultation)

4.1 As Trustee, the Council has responsibility for making recommendations on the management of the Trust. The financial outturn is a key part of the framework for the financial management of the trusts and any subsequent recommendations.

5. Finance colleague comments (including implications and value for money)

5.1 Highfields Park Trust and Harvey Hadden Stadium Trust draft outturn for 2022/23 are detailed in tables 1 and 2, the financial accounts are subject to an independent review which is being undertaken by the Council's Internal Audit.

| | 2022/23 | 2021/22 |
|-------------------------------------|--------------------|------------------|
| | £ | £ |
| <u>Income</u> | | |
| <u>Charitable Activities</u> | | |
| Fees & Charges | (15,400) | (10,400) |
| Rents | (101,553) | (120,277) |
| Total Income | (116,953) | (130,677) |
| <u>Expenditure</u> | | |
| Premises | 55,426 | 43,118 |
| Supplies & Services | 41 | 384 |
| Support Services | 151,280 | 194,559 |
| Third Party Payments | 11,930 | 10,089 |
| Total Expenditure | 218,677 | 248,150 |
| Net Deficit before Grant | 101,724 | 117,473 |
| Council Grant | (101,724) | (117,473) |
| Receipt from Property activity | (2,095,001) | 0 |
| NET (INCOME) / EXPENDITURE | (2,095,001) | 0 |

The significant movements since 2021/22 include the following:

- Support Services – Decrease (£43,279), is due to a reduction in charge from the City Council for operation of the site.
- Receipt from Property Activity – Increase (£2,095,001), is to the Trust receiving a premium in relation to in year property activity. Which is being held by the Trust within its Dowry to be reinvested within its charitable objectives.

| Table 2: Harvey Hadden Stadium Draft Outturn and Comparison to 2021/22 | | |
|---|-----------------|-----------------|
| | 2022/23 | 2021/22 |
| | £ | £ |
| Income | | |
| Customer & Client Receipts | (39,517) | (42,696) |
| Total Income | (39,517) | (42,696) |
| Expenditure | | |
| Premises | 35,061 | 22,718 |
| Supplies & Services | 3,267 | 2,648 |
| Support Services | 95,283 | 69,917 |
| Third Party Payments | 1,500 | 22,117 |
| Total Expenditure | 135,111 | 117,400 |
| Net Deficit before Grant | 95,594 | 74,704 |
| Council Grant | (95,594) | (74,704) |
| NET (INCOME) / EXPENDITURE | 0 | 0 |

The significant movements since 2021/22 include the following:

- Premises – Increase £12,343, is due to an increase in utility costs for example the electricity charge increasing by £9,558.
- Support Services – Increase £25,366, is due to increased charged from the City Council for operation of the site.
- Third Party Costs – Decrease (£20,617) due to one-off training costs incurred during 2021/22.
- Grant Received from Nottingham City Council – Increase (£20,890), is to fund the increase of the Trusts in year deficit.

6. Legal colleague comments

- 6.1 **Please ensure the report is sent to authorised colleagues in Legal Services to provide comments, and include their name, job title and the date that the advice was provided.**

7. Other relevant comments

- 7.1 None

8. Equality Impact Assessment (EIA)

- 8.1 An EIA is not required because this decision does not relate to new or changing policies or services.

9. Data Protection Impact Assessment (DPIA)

- 9.1 A DPIA is not required because this decision does not include any sensitive data.

10. Carbon Impact Assessment (CIA)

- 10.1 A CIA is not required because this decision is financial information only and has no CIA impact

11. List of background papers relied upon in writing this report (not including published documents or confidential or exempt information)

11.1 None

12. Published documents referred to in this report

12.1 Harvey Hadden Draft Financial Statement 2022/23

12.2 Highfields Draft Financial Statement 2022/23

HARVEY HADDEN STADIUM TRUST



Annual Report for the year ended 31 March 2023

Registered Charity number 522271

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REPORT OF THE TRUSTEE FOR THE YEAR ENDED 31ST MARCH 2023

The trustees present their annual report and financial statements of the charity for the year ended 31st March 2023. 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

During 2021/22 Harvey Hadden Stadium was used by athletic clubs and various schools offering a good range of quality activities throughout the year, which has included track, high jump, long jump, discus, javelin, shot put, winter and summer pitch facilities for football. A number of events have been hosted at the Harvey Hadden Stadium in which we received various feedback for these stating they were happy with the facilities and support provided to ensure their event ran smoothly.

Club Use

During 2022/23 the Harvey Hadden Stadium has mainly been used by Notts Athletic Club and Absolute Tri Club for weekly training. Notts Athletic Club is a well-established athletics club based at the stadium running adult and junior sessions. They train five evenings per week, Saturday morning, and some Sunday mornings. Absolute Tri Club train with their junior members on Wednesday evenings. Bilborough Town Football Club also use the stadium for League matches, approximately 25 games per year.

School Use

Local schools made a considerable amount of bookings in 2021/22 for sports days, sport-training activities like running, high jump, long jump, relay etc. GCSE moderation sessions and varsities. Many schools return yearly.

Events

The stadium hosted a number of events in 2021/22 which included the Cancer Research UK Relay for Life, Help for Heroes Training, Spring Spruce Open Track, BAL Division 2 Track & Field event and 5K track challenge. The total number of event number this year has been 31 (including 21 schools sports days) with over 300 club training sessions. This has been considerably lower than the previous years due to the COVID-19 pandemic.

Performance Report (April 2022 - March 2023)

| Objective | Action | Outcome |
|------------------|--|---|
| Community Access | New key holder agreements have been completed to comply with the new Safety Certificate requirements. All documents are up to date and in place to support the Health and Safety Certificate for the Regulated Stand | Improved access for all |
| Well Maintained | We have 2 site based gardeners 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 | Help to gain trust and relationships with our customers, Key Holders and our Local Community. |

| | | |
|--------------------------------|---|---|
| | <p>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</p> <p>Carried out tarmac improvements to footpaths and access ramps around the Stadium using FCC funding</p> <p>Completed and signed off the new Safety Certificate</p> <p>Improvements to the seating in the Stadium has been carried out and row / seats are now numbered to comply with legislation. These are upgraded as and when needed.</p> <p>New emergency lighting fitted along with fire evacuation plans for events</p> <p>Annual site safety inspections are carried out</p> <p>Colleagues have worked towards NVQ Safety Steward level 2 certification and we now have 4-trained colleagues in place. We also have a Regulatory Compliance Officer overseeing the Health and Safety procedures/regulations etc. within the Stadium.</p> <p>Track and field equipment has been renewed where required</p> <p>CCTV is in place within the stand and monitored within the site staff office. This is regularly monitored and serviced to meet with certification requirements</p> <p>Safety Advisory Group (SAG) is well established. Regular meetings are in place and all group members' work together to ensure everything is in place to comply with the General Safety Certificate for the Regulated Stand at Harvey Hadden Stadium which include the Safety of Sports Grounds Act 1975 and the Fire Safety of Places of Sports Act 1987.</p> | |
| Sustainability - Environmental | <p>All green waste produced on site is recycled</p> <p>Old bark has been recycled and used as mulch in gullies and shrubberies to reduce the need for chemical weed control</p> | Improved environmental sustainability |
| Sustainability - Financial | <p>Processes in place for invoicing and ensuring all monies are collected in relation to hire fees</p> <p>Annual review carried out of fees and charges across the service, including the stadium</p> | More financially sustainable and value for money trust accounts |

FINANCIAL REVIEW

The Council provides grant monies to finance the annual operating deficit of the trust. In 2022/23 this amounted to £95,594 (2021/22 £74,704) which is a Increase of £20,890 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.

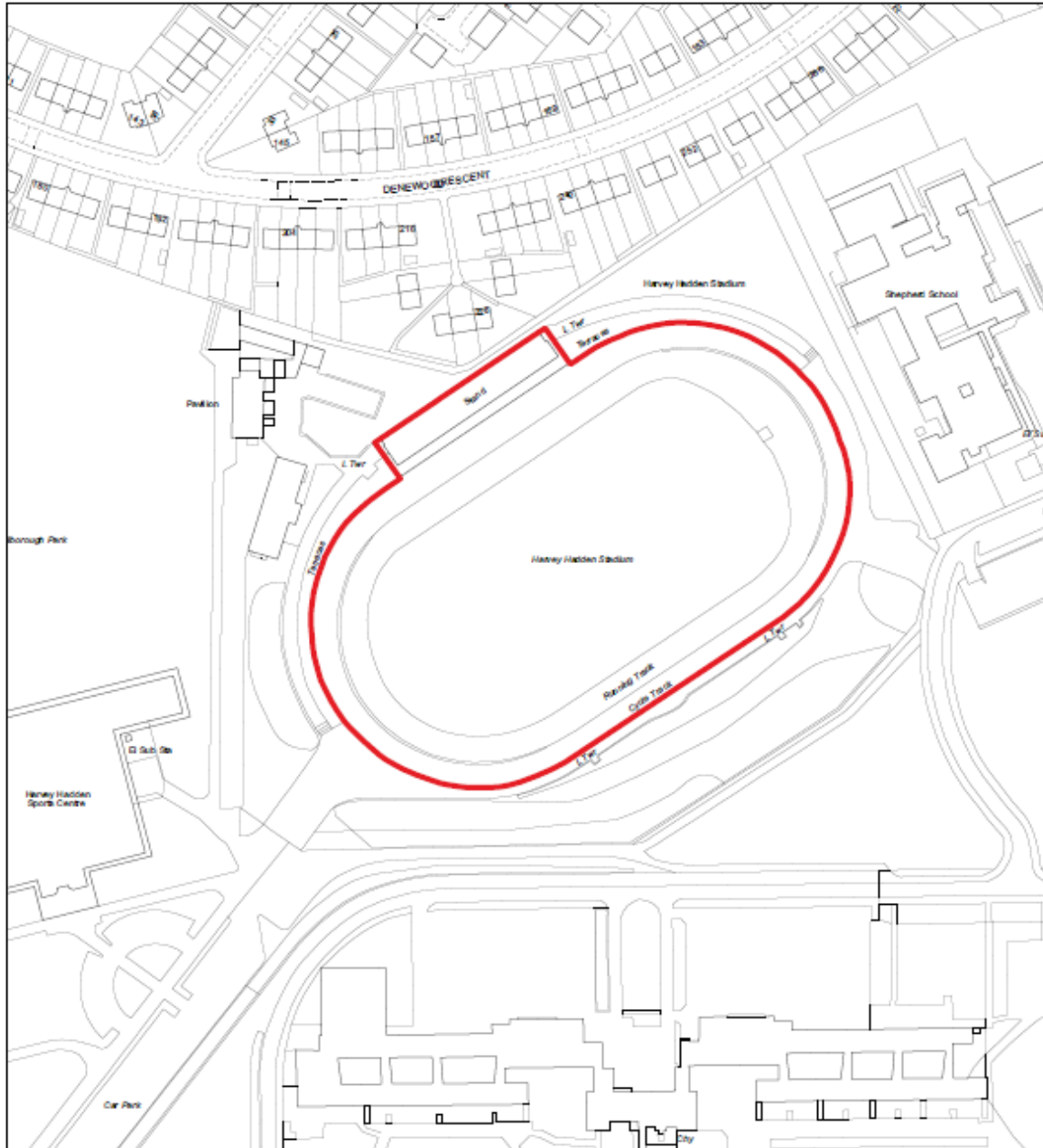
Insurances


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

Plans for Future Periods (April 2022 –March 2023)

| 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 |
| Community Access | Continue to replace outdoor equipment as needed to ensure we retain the events in the future | Ongoing | Improved access for all |
| | Implement pavilion improvements in partnership with Bilborough Town Football Club. Including a new licence agreement for the pavilions use. | Ongoing | |
| Well Maintained | Review vehicle / car parking arrangements on site to minimise damage and integrity of the site | Ongoing | 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 gardeners presence to ensure the Stadium and Park are well maintained at all times | Ongoing | |
| | Implement track repairs and improvements in partnership with Notts Athletic Club | Summer 2022 | |
| 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 | |
| | Feasibility of switching floodlighting lamps to LED's. | Ongoing | Power usage estimates minimal savings compared to capital cost. Energy team can only part fund. Shortfall of capital. |
| Sustainability - Financial | Annual review of fees and charges to be carried out in time for January 2023 | January 2023 | More financially sustainable and value for money trust accounts |

PLAN OF HARVEY HADDEN



| | | |
|--|--|--|
| Title: Harvey Hadden Stadium | | |
| | Map produced on: November 2011 |  Nottingham City Council Propertyplus Property Records Development N Scale 1:1,750 |
| | Map produced by: Julie K Shaw 011587 63092 | |
| 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 | | |

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) elected members are the sole Trustees. NCC has elected members who are elected on a 4 year cycle. The following table details the councillors / trustees for the financial year 1 April 2022 to 31 March 2023 and also includes any post year trustee movements:

| | |
|--|--|
| Councillor Adele Williams | Councillor Linda Woodings |
| Councillor AJ Matsiko | Councillor Maria Joannou |
| Councillor Andrew Rule | Councillor Maria Watson |
| Councillor Angela Kandola | Councillor Matt Shannon |
| Councillor Angharad Roberts (resigned May-23) | Councillor Merlita Bryan (resigned May-23) |
| Councillor Anne Peach (resigned May-23) | Councillor Michael Edwards |
| Councillor Anwar Khan | Councillor Michael Savage |
| Councillor Audra Wynter | Councillor Nick Raine |
| Councillor Audrey Dinnall | Councillor Mohammed Saghir (resigned May-23) |
| Councillor Azad Choudhry (resigned May-23) | Councillor Nadia Farhat |
| Councillor Carole McCulloch | Councillor Naim Saqab Salim |
| Councillor Cate Woodward (resigned May-23) | Councillor Nayab Patel |
| Councillor Charyl Barnard | Councillor Neghat Khan |
| Councillor Corall Jenkins | Councillor Nicola Heaton (resigned May-23) |
| Councillor Dave Liversidge (resigned May-23) | Councillor Patience Ifrediora |
| Councillor David Mellen | Councillor Pavlos Kotsonis |
| Councillor David Trimble (resigned May-23) | Councillor Phil Jackson (resigned May-23) |
| Councillor Devontay Okure | Councillor Rebecca Langton (resigned May-23) |
| Councillor Ethan Radford | Councillor Roger Steel (resigned May-23) |
| Councillor Eunice Campbell-Clark (resigned May-23) | Councillor Rosemary Healy (resigned May-23) |
| Councillor Eunice Regan | Councillor Saj Ahmad |
| Councillor Faith Gakanje-Ajala | Councillor Sajid Mohammed |

| | |
|---|---|
| Councillor Farzanna Mahmood | Councillor Sally Longford (resigned May-23) |
| Councillor Fozia Mubashar | Councillor Salma Mumtaz |
| Councillor Georgina Power | Councillor Sam Harris |
| Councillor Graham Chapman | Councillor Sam Lux |
| Councillor Gul Khan | Councillor Sam Webster (resigned May-23) |
| Councillor Hayley Spain | Councillor Samina Riaz |
| Councillor Hassan Ahmed (resigned May-23) | Councillor Samuel Gardiner |
| Councillor Helen Kalsi | Councillor Sana Nasir |
| Councillor Imran Jalil | Councillor Sarita-Marie Rehman-Wall |
| Councillor Jane Lakey (resigned May-23) | Councillor Shuguftah Quddoos |
| Councillor Jawaid Khalil (resigned May-23) | Councillor Steve Battlemuch |
| Councillor Jay Hayes | Councillor Sue Johnson (resigned May-23) |
| Councillor Kevin Clarke | Councillor Sulcan Mahmood |
| Councillor Kirsty Jones (Nottingham Independents) | Councillor Toby Neal (resigned May-23) |
| Councillor Kirsty Jones (Labour) | Councillor Wendy Smith (resigned May-23) |
| Councillor Leslie Ayoola | Councillor Zafran Khan |
| Councillor Liaqat Ali | |

Trusts and Charities Committee Members

Councillors are appointed to membership of the Trusts and Charities Committee by full Council to fulfil the Council's responsibilities as Trustees. 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 Corporate Director of Finance and Resources 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. The following is the current list of the Trusts and Charities Committee appointed members who approve the Annual Report and financial statements for the financial year 1 April 2022 to 31 March 2023:

| |
|-------------------------------------|
| Councillor Kirsty Jones (Chair) |
| Councillor Faith Gakenje-Ajala |
| Councillor Anwar Khan |
| Councillor Zafran Khan |
| Councillor Farzanna Mahmood |
| Councillor Sarita-Marie Rehman-Wall |
| Councillor Salma Mumtaz |
| Councillor Sana Nasir |
| 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.



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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 | Harvey Hadden Stadium Trust, Nottingham is a charity of which Nottingham City Council is a sole trustee. 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. |
| Day to Day Management | Director of Sports & Culture 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 Birmingham OSC Ariel House 2138 Coventry Road Sheldon B26 3JW |
| 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:

 Ross Brown
 Corporate Director of Finance and Resources

Date:

 Councillor Kirsty Jones (Chair)
 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 2023 | | | |
| | NOTE | Unrestricted Funds 2022/23 £ | Unrestricted Funds 2021/22 £ |
| Incoming Resources | | | |
| Incoming Resources from Charitable Activities | 3.a) | (135,111) | (117,400) |
| Total Incoming Resources | | (135,111) | (117,400) |
| Resources Expended | | | |
| Charitable Activities | 3.b) | 135,111 | 117,400 |
| Total Resources Expended | | 135,111 | 117,400 |
| 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 31March 2023 | | | |
|---|------|--------------|--------------|
| | NOTE | 2022/23 £ | 2021/22 £ |
| Fixed Assets | | | |
| Tangible Assets: | | | |
| Freehold Land & Buildings | | 1 | 1 |
| Total Fixed Assets | | 1 | 1 |
| Current Assets: | | | |
| Cash / Bank | | 0 | 0 |
| Liabilities: | | | |
| Creditors: amounts falling due within one year | | | |
| Receipts in Advance | | 0 | 0 |
| 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 2022/23 financial year together with its financial position at 31 March 2023.

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 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 trustee 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

| | 2022/23 £ | 2021/22 £ |
|-----------------------------------|-----------------|-----------------|
| Income | | |
| Customer & Client Receipts | (39,517) | (42,696) |
| Total Income | (39,517) | (42,696) |
| Expenditure | | |
| Premises | 35,061 | 22,718 |
| Supplies & Services | 3,267 | 2,648 |
| Support Services | 95,283 | 69,917 |
| Third Party Payments | 1,500 | 22,117 |
| Total Expenditure | 135,111 | 117,400 |
| Net Deficit before Grant | 95,594 | 74,704 |
| Council Grant | (95,594) | (74,704) |
| NET (INCOME) / EXPENDITURE | 0 | 0 |

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 £95,594.00 to the Harvey Hadden Stadium in 2022/23, 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 £94,322.97 (2021/22 £69,971) 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.

Independent Examiner's report to the Trustees of the Harvey Hadden Stadium Trust

I report on the accounts of the Trust for the year ended 31st March 2023, which are set out on pages 1 to 17

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

| | | |
|--|--|--------------|
| Signed: | | Date: |
| Name: | Shail Shah, Head of Audit & Risk | |
| Relevant professional qualification(s) or body: | FCCA | |
| Address: | Nottingham City Council, Loxley House, Station Street, Nottingham NG2 3NG | |

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HIGHFIELDS LEISURE PARK TRUST



Annual Report for the year ended 31 March 2023

Registered Charity number 1006603

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REPORT OF THE TRUSTEE FOR THE YEAR ENDED 31ST MARCH 2023

The trustees present their annual report and financial statements of the charity for the year ended 31st March 2023. 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

Highfields Leisure Park 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.

Objective

The primary objective of the charity is to provide public recreation and pleasure grounds for the people of Nottingham forever. To achieve this, a programme of ongoing maintenance of grounds and equipment is completed each year. This ensures the provision of well maintained, good quality public recreation facilities. The Trustee 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. Highfields is open to the public at large assuring public benefit on an open access basis. There are no restrictions regarding the members of public who may use Highfields. No fees are charged for access to the park but some fees are charged for various concessions within the park.



ACHIEVEMENTS AND PERFORMANCE

Highfields Leisure Park Trust is responsible for providing leisure, recreation and sporting opportunities at Highfields Park for the benefit of Nottingham residents. Improvements on the site in the last year have included:

Performance Report (April 2022 - March 2023)

| Objective | Action | Outcome |
|----------------------------|--|--|
| Sport, Recreation & Events | The £5.2m Heritage Lottery Funded park restoration project began in summer 2017 and completed in August 2018. Work has continued on some final and additional restoration items, including: <ul style="list-style-type: none"> - Creation of an artistic bench using material from and representing the Maid Marian pleasure cruise boat. - Target hardening of site western end of the park. - Improvements / replacements to play areas - Minor stonework capping repairs around the lake edges. - Ongoing railing repainting by Probation Service attendees. | More people enjoying the park and its activities Improved physical activity and health and wellbeing Ranger led sessions and walks have run consistently allowing members of the public to be involved and more active on site. Projects include regular work in the Japanese Garden, bulb planting sessions, bench restoration sessions, Tottle Brook clearance, bat walks and wellbeing walks. |
| | The site offered a good range of quality activities throughout the year, which includes boating, Adventure Golf, winter and summer pitch facilities for football, archery and lacrosse, as well as croquet being held on site. There were a number of events, both sporting and community, on Highfields Park, including the, Nottingham University led Chinese New Year event, bat walks and conservation awareness sessions | |
| | The Adventure Golf & Boating activities were all open this year | |
| | Stand-up paddleboard, yoga and others (e.g. University clubs) also regularly use the lake. | |
| | A new Park Ranger has been on site since November 2021 and has spent time on site leading on events and conservation projects, including helping to set up a community gardening group, a Japanese garden group behind the cascade, and working closely with community payback when they are on site. | |
| | New lease completed with Nottingham croquet club signed and in place. | |
| | Ongoing support of the croquet club. | Improved gates and access to the croquet lawns to aid maintenance. The croquet club hosted the |

| | | |
|------------------|---|--|
| | | National Open Championships for the first time this year in July 2023. |
| Community Access | Nottingham High School have completed the construction of a new artificial hockey pitch on the Highfields sports ground site and it is now in full use. | Hockey Club hosted European Champions in July 2023. |
| | Park Ranger partnership working with the University of Nottingham and Nottingham Lakeside Arts (plans for 2023/24 are being discussed. | |
| | A FCC bid for the new Serenity Garden memorial garden next to the old paddling pool, in partnership with Forever Stars baby loss charity, was successful and work started on the £108,000 garden in 2020/21. Replacement of trees dead / vandalised The Serenity Garden was officially opened in July 2021 | Work with the Serenity Garden is ongoing with additional planting being provided by NCC and new trees. |
| | Connecting with local faith groups for use of the boating lake. | Ganesh Chaturthi Immersion Ceremony held in October 2023 using the boating lake. |
| Well Maintained | A 10 year maintenance and management plan (MMP) supported the HLF bid and details how the park is maintained following the restoration project; this is updated annually. | Safe, well presented and park users have more pride and ownership |
| | Maintenance programmes have been completed in order to ensure the formal areas and woodlands are kept in an attractive and favourable condition. | |
| | Recruitment of a permanent HLF-funded Head Gardener was successful. | |
| | The partnership with the Estates and Grounds Maintenance Manager for the University of Nottingham campus remains strong. | |
| | Works to the rhododendrons continue | |
| | Security works to site to prevent traveller access. | New security bollards to western entrance of the site to mitigate unauthorised vehicular access. A joint project with the university was also completed to create a bund between the Serenity Garden and the playing field to limit vehicle access into Highfields Park from the UoN entrance. |
| | Repairs and maintenance of listed croquet pavilions. | Masonry repairs to listed croquet pavilions and repainting of heritage railings and railing mounted Nottingham crest details. |
| Sustainability – | Continued tree planting programme on site via memorial tree plantings. | Improved environmental |

| | | |
|----------------------------|--|--|
| Environmental | Continued upgrade of parks infrastructure via the memorial bench scheme. Memorial bench restoration continues to be a large focus and the new Heritage green colour is appearing all over the park as existing benches are refurbished and new ones are purchased by sponsors. | sustainability. Additional memorial trees planted, species selected to boost biodiversity and tree diversity on site. |
| | Volunteering hours were significantly impacted during the covid19 pandemic but volunteering activities are returning to the park with the Park Ranger using specific site projects to encourage a wider range of volunteers. | Additional memorial benches added to site in consistent heritage style. Existing benches restored in olive green colour and new high quality timber. |
| | ERDF-funded creation of pond and installation of boardwalk across the old paddling pool to link to the new Serenity Garden. | Create new habitats. |
| | Additional planting added to stepping stone end of lake. | New water plants and lillies added to stepping stone area of lake to improve water quality and habitats. |
| Sustainability - Financial | The Christmas Company returned to the site in December 2022. With income levels starting to return to pre Covid levels. | More financially sustainable and value for money trust accounts. |
| | Cloud9 lease the boathouse for storage. | |

FINANCIAL REVIEW

The Council provides grant monies to finance the annual operating deficit of the trust. In 2022/23 this amounted to £101,724 (2021/22 £117,473) which is a decrease of £15,749 compared to the previous financial year. This grant supports the key objectives of the Trust.

All transactions relating to Highfields Leisure Park Trust 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 Highfields Leisure Park 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

Highfields Leisure Park Trust is covered by the Council's insurance policy. The Council pays the premium.

PLANS FOR FUTURE PERIODS (April 2022 - March 2023)

| Objective | Action | Timetable for Delivery | Outcome |
|--------------------------------|--|---------------------------------|---|
| Sport, Recreation & Events | Continue to deliver partnership events with Nottingham Lakeside Arts and the University of Nottingham | Ongoing throughout the year. | Improved physical activity and health and wellbeing |
| | Ongoing delivery of the Activity Plan by the Park Ranger and Partners, including events, education and volunteering | | Increase visitors to the park Raised profile of the park Introduce different audiences to the park that may not have visited the site prior to events |
| Community Access | Continue to deliver education in partnership with Nottingham Lakeside Arts and the University of Nottingham based on the NCC Park Ranger Education programme (subject to Covid-19 restrictions). | Annually available | Improved education Increase in user groups using site Bat walks, creating green recycling opportunities i.e. Increasing events offered eg. Xmas wreath making |
| | Diverse sports on site attracts diverse interest. | Annually available | |
| | Following the completion and opening of the "Serenity Garden" in July 2021 a Service Level Agreement and remedial works will be completed before Spring 2022. | Spring 2022 | Bring new users to the park. Redevelop an unused area. sustain community stewardship |
| Well Maintained | Ongoing work on rhododendrons and interpreting the Maid Marian. | 2021/22 | Safe, well presented and park users have more pride and ownership eg. Japanese gardeners / general park improvement volunteers - plus the introduction of park improvement days for litter picking etc. |
| | Develop and continue to update a new 10 year Maintenance plan. | In place & approved by the HLF. | |
| | Replacement of vehicle and pedestrian bridge on Highfields Sports ground side | Spring 2022 | |
| Sustainability - Environmental | Continue to carry out volunteer and student task days on site. | Ongoing | Improved environmental sustainability |
| | Continue to improve areas of the park for wildlife as part of practical education sessions within the new activity plan. | Ongoing | Empowers local users with their local park. Create new habitats. i.e. meadow creation Make use of overgrown, unused areas of the park. |

| | | | |
|-------------------------------|---|---------------|---|
| Sustainability - Financial | The Christmas Company will return to host an event in 2023 and the funds achieved will help to make improvements and maintain the park. | December 2023 | More financially sustainable and value for money trust accounts |
| | Continued partnership working with Colwick Park Lifeguards who lease the boathouse for storage. (Cloud9) and manage the boating lake | Ongoing | Continued successful partnerships that help to improve the types and standard of activities offered @ Highfields Park |
| | Continued partnership working with Showcase Greens Ltd who manage the Adventure Golf. | Ongoing | |

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STRUCTURE, GOVERNANCE AND MANAGEMENT

In order to understand the objectives of the charity it is important to consider the history of the trust and how Nottingham City Council has managed and developed Highfields Park as a first class facility for sport, leisure and recreation since the creation of the trust.

The Sir Jesse Boot Memorial Scheme was created by the 1920 Indenture.

Between 1919 and 1920, Sir Jesse acquired a mansion house called Highfields together with adjoining land lying west of the city of Nottingham. By Memorandum of Agreement dated 9 December 1921, it was agreed by Sir Jesse and the trustees of the 1920 indenture that the Highfields Estate had been purchased by Sir Jesse as agent for and on behalf of the Sir Jesse Boot Memorial Scheme.

It was also agreed that the trustees would pay Sir Jesse £57,000 out of the trust fund as reimbursement of the costs of the purchase. In return Sir Jesse would convey the Highfields Estate to the trustees or as they might direct.

By an indenture dated 1 November 1923 made between Sir Jesse, the trustees of the 1920 indenture and the Council, Sir Jesse, at the request of the trustees, conveyed part of the Highfields Estate to the Council to hold the same “for the purpose of public recreation and pleasure grounds for the people of the City of Nottingham forever” this created the present trust. By an indenture of the same date made between Sir Jesse, the trustees of the 1920 indenture and the University College of Nottingham (“the University”), the rest of the Highfields Estate (including the Manor House) was conveyed to the University.

It appears the memorial scheme was wound up in 1925.

The land conveyed to the Council was for the most part laid out as a park, although some areas were not so laid out and remained derelict. The land lies to the south of the University and to the north of the railway. It is divided along the east-west axis by University Boulevard.

To the north of University Boulevard is a large boating lake with lakeside walks, formal gardens and fine turf sports facilities including putting, bowls and croquet greens. Plantations of rhododendrons and mature trees provide a unique natural backdrop to enhance the park setting.



To the south of University Boulevard are playing fields, for winter and summer outdoor sports, together with a running track.

Over the years there have been a number of dispositions of freehold interest in the land. These include various land exchanges with the University, the acquiring of land at Beeston Sidings immediately to the south of Highfields Park and the conveyance of land to Nottinghamshire County Council for road widening purposes.

In addition, the Council as Trustee, over this time, has granted a number of leases (or licences) of land subject to the 1923 Indenture. For example, the site of the former Highfields Lido to the University - to develop the area as an art centre. Also included are lease agreements with the trustees of Highfields Hockey Club for the former sports pavilion tea-rooms. A lease has also been agreed with the croquet club for use of the croquet pavilion and four lawns and to the University for the running track and associated facilities.

Part of the Trust land to the south of University Boulevard was developed during the early 1980's as a Science Park with low-density buildings for light industrial and scientific office use. In December 1998, the Science Park was exchanged for Council land at Beeston sidings, which had been laid out for sporting and recreational activities.



Objectives of Charity

The provision of public recreation and pleasure grounds for the people of the City of Nottingham forever.

In order to achieve this, a programme of ongoing maintenance of grounds and equipment is completed each year. This ensures the provision of well-maintained public recreation and pleasure grounds.

Trustee's selection methods

Trustees' selection methods

Nottingham City Council (NCC) elected members are the sole Trustees. NCC has elected members who are elected on a 4 year cycle. The following table details the councillors / trustees for the financial year 1 April 2022 to 31 March 2023 and also includes any post year trustee movements:

| | |
|--|--|
| Councillor Adele Williams | Councillor Linda Woodings |
| Councillor AJ Matsiko | Councillor Maria Joannou |
| Councillor Andrew Rule | Councillor Maria Watson |
| Councillor Angela Kandola | Councillor Matt Shannon |
| Councillor Angharad Roberts (resigned May-23) | Councillor Merlita Bryan (resigned May-23) |
| Councillor Anne Peach (resigned May-23) | Councillor Michael Edwards |
| Councillor Anwar Khan | Councillor Michael Savage |
| Councillor Audra Wynter | Councillor Nick Raine |
| Councillor Audrey Dinnall | Councillor Mohammed Saghir (resigned May-23) |
| Councillor Azad Choudhry (resigned May-23) | Councillor Nadia Farhat |
| Councillor Carole McCulloch | Councillor Naim Saqab Salim |
| Councillor Cate Woodward (resigned May-23) | Councillor Nayab Patel |
| Councillor Charyl Barnard | Councillor Neghat Khan |
| Councillor Corall Jenkins | Councillor Nicola Heaton (resigned May-23) |
| Councillor Dave Liversidge (resigned May-23) | Councillor Patience Ifrediora |
| Councillor David Mellen | Councillor Pavlos Kotsonis |
| Councillor David Trimble (resigned May-23) | Councillor Phil Jackson (resigned May-23) |
| Councillor Devontay Okure | Councillor Rebecca Langton (resigned May-23) |
| Councillor Ethan Radford | Councillor Roger Steel (resigned May-23) |
| Councillor Eunice Campbell-Clark (resigned May-23) | Councillor Rosemary Healy (resigned May-23) |
| Councillor Eunice Regan | Councillor Saj Ahmad |
| Councillor Faith Gakanje-Ajala | Councillor Sajid Mohammed |
| Councillor Farzanna Mahmood | Councillor Sally Longford (resigned May-23) |
| Councillor Fozia Mubashar | Councillor Salma Mumtaz |
| Councillor Georgina Power | Councillor Sam Harris |
| Councillor Graham Chapman | Councillor Sam Lux |
| Councillor Gul Khan | Councillor Sam Webster (resigned May-23) |
| Councillor Hayley Spain | Councillor Samina Riaz |
| Councillor Hassan Ahmed (resigned May-23) | Councillor Samuel Gardiner |
| Councillor Helen Kalsi | Councillor Sana Nasir |
| Councillor Imran Jalil | Councillor Sarita-Marie Rehman-Wall |
| Councillor Jane Lakey (resigned May-23) | Councillor Shuguftah Quddoos |
| Councillor Jawaid Khalil (resigned May-23) | Councillor Steve Battlemuch |
| Councillor Jay Hayes | Councillor Sue Johnson (resigned May-23) |
| Councillor Kevin Clarke | Councillor Sulcan Mahmood |
| Councillor Kirsty Jones (Nottingham Independents) | Councillor Toby Neal (resigned May-23) |
| Councillor Kirsty Jones (Labour) | Councillor Wendy Smith (resigned May-23) |
| Councillor Leslie Ayoola | Councillor Zafran Khan |
| Councillor Liaqat Ali | |

Trusts and Charities Committee Members

Councillors are appointed to membership of the Trusts and Charities Committee by full Council to fulfil the Council's responsibilities as Trustees. 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 Corporate Director of Finance and Resources 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. The following is the current list of the Trusts and Charities Committee appointed members who approve the Annual Report and financial statements for the financial year 1 April 2022 to 31 March 2023:

| |
|-------------------------------------|
| Councillor Kirsty Jones (Chair) |
| Councillor Faith Gakenje-Ajala |
| Councillor Anwar Khan |
| Councillor Zafran Khan |
| Councillor Farzanna Mahmood |
| Councillor Sarita-Marie Rehman-Wall |
| Councillor Salma Mumtaz |
| Councillor Sana Nasir |
| 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 | Highfields Leisure Park Trust, Nottingham Nottingham City Council Loxley House Station Street Nottingham NG2 3NG |
| Governing Document | Creation of trust by indenture dated 1 November 1923 and scheme made by the Charity Commission on the 4 October 1993 |
| Main Activity | Provision of public recreation and pleasure grounds |
| Charity Commission Registered Number | 1006603 |
| Name and Address of Sole Trustee | Nottingham City Council (The members of Nottingham City Council (NCC) Trusts and Charities Committee are listed on page 10 and 11) |
| Organisational Structure of the Charity | Highfields Leisure Park Trust, Nottingham is a charity of which Nottingham City Council is a sole trustee. Recommendations on the management of the charity are delegated to the Trusts and Charities Committee. All transactions relating to Highfields Leisure Park Trust are subject to the same financial regulations as those relating to the Council activity. |
| Day to Day Management | Director of Sports & Culture 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 Birmingham OSC Ariel House 2138 Coventry Road Sheldon B26 3JW |
| 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 Highfields Leisure Park Trust 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 Highfields Leisure Park Trust 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:

 Ross Brown
 Corporate Director of Finance and Resources

Date:

 Councillor Kirsty Jones (Chair)
 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 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 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).

HIGHFIELDS LEISURE PARK TRUST

| Statement of Financial Activities | | |
|--|---|---|
| For year ending 31 March 2023 | | |
| | Unrestricted Funds 2022/23 £ | Unrestricted Funds 2021/22 £ |
| INCOMING RESOURCES | | |
| Investment Income | 0 | 0 |
| Total Investment Income | 0 | 0 |
| Incoming Resources from Charitable Activities | (218,677) | (248,150) |
| Total Incoming Resources from Charitable Activities | (218,677) | (248,150) |
| Total Incoming Resources | (218,677) | (248,150) |
| RESOURCES EXPENDED | | |
| Charitable Activities | 218,677 | 248,150 |
| Total Resources Expended | 218,677 | 248,150 |
| Premium received from Property | (2,095,001) | 0 |
| Net (Incoming) / Outgoing Resources | (2,095,001) | 0 |
| Fund balances brought forward as at 1 April | (213,501) | (213,501) |
| Fund balances carried forward as at 31 March | (2,308,502) | (213,501) |

HIGHFIELDS LEISURE PARK TRUST

| Balance Sheet | | |
|--|--------------------|------------------|
| As at 31 March 2023 | | |
| | 2022/23 | 2021/22 |
| | £ | £ |
| Fixed Assets | | |
| Tangible Assets: | | |
| Freehold Land & Buildings | 1 | 1 |
| Investment Assets | 2,308,501 | 213,500 |
| Total Fixed Assets | 2,308,502 | 213,501 |
| Current Assets: | | |
| Debtors: amounts falling due within one year | 0 | 0 |
| Cash / Bank | 0 | 0 |
| Liabilities: | | |
| Creditors: amounts falling due within one year | 0 | 0 |
| Cash / Bank | 0 | 0 |
| Net Current Assets | 0 | 0 |
| Net Assets | 2,308,502 | 213,501 |
| Represented by: | | |
| Funds | | |
| Unrestricted Funds | (1) | (1) |
| Capital Receipts | (2,308,501) | (213,500) |
| | (2,308,502) | (213,501) |

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

General Principles

The Annual Report summarises the Highfields Leisure Park Trust transactions for 2022/23 financial year together with its financial position at 31 March 2023.

This section explains the accounting policies applied in producing the Annual Report for the 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 Highfields Leisure Park Trust at the year end.

The trustee 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 Highfields Leisure Park 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 park.

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

Investment Assets

This is the loan/investment, stated at market value, of Highfields Leisure Park Trust's capital receipts with the Council upon which interest (Bank of England base rate) is received. This interest is shown within the statement of financial activities – Investment Income.

Accruals of Expenditure and Income

The accounts of the Highfields Leisure Park Trust are maintained on an accruals basis. This means that sums due to or from the Highfields Leisure Park 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 Highfields Leisure Park 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.

Restricted Funds

Capital receipts in respect of the sale or lease of land and buildings held and invested pending expenditure on further purchases of land or property for investment purposes.

2. TAX STATUS

Highfields Leisure Park Trust 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 Highfields Leisure Park Trust and, in accordance with VAT notice 749, is entitled to recover VAT incurred on the expenditure of the Highfields Leisure Park Trust under section 33 of the VAT Act 1994.

3. ANALYSIS OF SOFA: INCOME & EXPENDITURE

| | 2022/23 £ | 2021/22 £ |
|-----------------------------------|--------------------|------------------|
| Income | | |
| Charitable Activities | | |
| Fees & Charges | (15,400) | (10,400) |
| Rents | (101,553) | (120,277) |
| Total Income | (116,953) | (130,677) |
| Expenditure | | |
| Premises | 55,426 | 43,118 |
| Supplies & Services | 41 | 384 |
| Support Services | 151,280 | 194,559 |
| Third Party Payments | 11,930 | 10,089 |
| Total Expenditure | 218,677 | 248,150 |
| Net Deficit before Grant | 101,724 | 117,473 |
| Council Grant | (101,724) | (117,473) |
| Receipt from Property activity | (2,095,001) | - |
| NET (INCOME) / EXPENDITURE | (2,095,001) | 0 |

4. TRANSACTIONS WITH RELATED PARTIES

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

The Council gave a grant of £101,724 to the Highfields Leisure Park Trust in 2022/23 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 £151,280.27 (2021/22 £194,559) in respect of grounds maintenance and other support costs 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 Highfields Leisure Park Trust.

5. ANALYSIS OF FIGURES IN THE BALANCE SHEET

Tangible Fixed Assets

Trust lands are stated at the trustee's valuation of £1, being open market value for existing use of land subject to a perpetual covenant granting the general public access.

Investment Assets

The investment assets are held primarily to provide an investment return for the charity.

| | 2022/23 £ | 2021/22 £ |
|---------------------------------|--------------|--------------|
| Loan to Nottingham City Council | 213,500 | 213,500 |

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Trusts and Charities Committee 18th December 2023

| | | |
|--|---|--------------------------------|
| Title of paper: | Bridge Estate Property Update Report | |
| Director(s)/ Corporate Director(s): | Nicki Jenkins – Economic Development and Property | Wards affected: Various |
| Report author(s) and contact details: | Bevis Mackie – Corporate Portfolio & Investment Manager | |
| Other colleagues who have provided input: | Tom Straw - Senior Accountant, Capital Programmes (Technical Accounting) Malcolm Townroe – Director of Legal and Governance | |
| Date of consultation with Portfolio Holder(s) (if relevant) | N/a | |
| Does this report contain any information that is exempt from publication? | | |
| An appendix to the report is exempt from publication under paragraph 3 of Schedule 12A to the Local Government Act 1972 because it contains information relating to the financial or business affairs of a particular person (including the authority holding the information), having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. It is not in the public interest to disclose this information because publication may result in commercially sensitive information being revealed which could impact detrimentally on negotiations | | |
| Relevant Council Plan Outcome: | | |
| Green, Clean and Connected Communities | <input type="checkbox"/> | |
| Keeping Nottingham Working | <input type="checkbox"/> | |
| Carbon Neutral by 2028 | <input type="checkbox"/> | |
| Safer Nottingham | <input type="checkbox"/> | |
| Child-Friendly Nottingham | <input type="checkbox"/> | |
| Living Well in our Communities | <input type="checkbox"/> | |
| Keeping Nottingham Moving | <input type="checkbox"/> | |
| Improve the City Centre | <input type="checkbox"/> | |
| Better Housing | <input type="checkbox"/> | |
| Serving People Well | <input checked="" type="checkbox"/> | |
| Summary of issues (including benefits to citizens/service users): | | |
| The report sets out the key property events that have taken place or are proposed for the Bridge Estate portfolio since the date of the last meeting. | | |
| Recommendation(s): | | |
| 1 | That the Committee note the updates in the report and Appendix 1a relating to the individual Bridge Estate properties | |
| 2 | That the Committee approves the recommended actions as set out in the Exempt Appendix 1b to the report | |

1. Reasons for recommendations

1.1 Appended to this report is a schedule setting out the recent activity or proposed actions relating to the individual properties within the Bridge Estate portfolio.

2. Other options considered in making recommendations

2.1 Not applicable

3. Consideration of Risk

3.1 Charity Committee guidance state that the Trust may purchase and lease property for Charity to generate income to meet its purposes, but Trustees must make sure that it is in the Charity's best interests. Trustees are responsible for protecting the Charity's money and assets. Therefore, Trustees should satisfy themselves that: - the property is suitable for its needs; - the price is fair, or even discounted, compared with similar properties to the market; - they understand any legal obligations relating to the land, such as planning restrictions; - any loan or mortgage terms are reasonable and competitive

4. Background (including outcomes of consultation)

4.1 Not applicable

5. Finance colleague comments (including implications and value for money)

5.1 Comments provided within the appendices to this report

6. Legal colleague comments

6.1 Comments provided within the appendices to this report

7. Other relevant comments

7.1 None

8. Crime and Disorder Implications (If Applicable)

8.1 N/A

9. Social value considerations (If Applicable)

9.1 N/A

10. Regard to the NHS Constitution (If Applicable)

10.1 N/A

11. Equality Impact Assessment (EIA)

11.1 Has the equality impact of the proposals in this report been assessed?

No



An EIA is not required because: This decision does not include principles for new or changing policies, services or functions
(Please explain why an EIA is not necessary)

Yes
Attached as Appendix x, and due regard will be given to any implications identified in it.

12. Data Protection Impact Assessment (DPIA)

12.1 Has the data protection impact of the proposals in this report been assessed?

No
A DPIA is not required because:
(Please explain why a DPIA is not necessary)

The decision will not involve the transfer of data to any parties. If this is required at a later date a DPIA will be completed.

Yes
Attached as Appendix x, and due regard will be given to any implications identified in it.

13. Carbon Impact Assessment (CIA)

13.1 Has the carbon impact of the proposals in this report been assessed?

No
A CIA is not required because:
(Please explain why a CIA is not necessary)

This decision is concerned matters concerning the commercial property portfolio within which tenants / prospective tenants occupy the premises for the purpose of carrying out its business activities

Yes
Attached as Appendix x, and due regard will be given to any implications identified in it.

14. List of background papers relied upon in writing this report (not including published documents or confidential or exempt information)

14.1 None

15. Published documents referred to in this report

15.1 None

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Bridge Estate Portfolio Update

| Item No. | Property name and address | Surveyors Update | Finance Comments | Legal, Procurement and/or Risk considerations | Action required by Trustees |
|----------|---|--|--|---|-----------------------------|
| 1 | 34 Lister Gate, NG1 7DD | The premises are marketed 'to let' with FHP Property Consultants in aim of securing a short-term letting. | Impact of void period included within financial forecast | Legal advice to be provided at the meeting | For noting |
| 2 | 38 Lister Gate | The premises are marketed 'to let' with FHP Property Consultants and negotiations are ongoing with a prospective tenant. | Impact of void period included within financial forecast | Legal advice to be provided at the meeting | For noting. |
| 3 | 24-30 Castle Gate, NG1 7AT | Negotiations remain ongoing with the prospective purchaser with respect to disposal of freehold interest. | Options in relation to the potential capital receipt discussed at prior meetings | Legal advice to be provided at the meeting | For noting. |
| 4 | Governor's House & Judges Retiring Rooms, High Pavement, NG1 1HN | Terms for lease have been agreed with a prospective tenant, solicitors are instructed with the lease expected to complete following the completion of various works later this year. | Lease assumptions included with financial forecast | Legal advice to be provided at the meeting | For noting |
| 5 | 1 st , 2 nd and 3 rd Floor Premises, Century House, 8 – 18 Chapel Bar, NG1 6JD | The premises are being marketed 'To Let' by HEB Surveyors. | Impact of void period included within | Legal advice to be provided at the meeting | For noting |

| | | | | | |
|---|--|--|--|--|------------|
| | | | financial forecast | | |
| 6 | Former Eon Offices, Building 1, Woolsthorpe Close, Woolsthorpe Depot | The premises remain on the market available 'To Let' with Innes England. | Impact of void period included within financial forecast | Legal advice to be provided at the meeting | For noting |
| 7 | Ground Floor 5 Castle Bridge Office Village, Lawrence Way, NG7 1GE | The premises are marketed available 'to Let' by HEB surveyors. | Impact of void period included within financial forecast | Legal advice to be provided at the meeting | For noting |

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