



NOTTINGHAM CITY COUNCIL
TRUSTS AND CHARITIES COMMITTEE

Date: Friday, 24 November 2017

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

Corporate Director for Strategy and Resources

Governance Officer: Mark Leavesley **Direct Dial:** 0115 876 4302

- 1 APOLOGIES FOR ABSENCE**
- 2 DECLARATIONS OF INTERESTS**
- 3 MINUTES** 3 - 4
Last meeting held on 29 September 2017 (for confirmation)
- 4 BRIDGE ESTATE PROPERTY PORTFOLIO UPDATE** To Follow
Report of Director of Strategic Assets and Property
- 5 BRIDGE ESTATE TRUST - BUDGET AND OUTTURN 2017/18** 5 - 8
Report of Director of Strategic Finance
- 6 HARVEY HADDEN STADIUM TRUST AND HIGHFIELDS PARK TRUST 2016/17 ANNUAL REPORT & FINANCIAL STATEMENTS AND 2017/18 FORECAST BUDGET OUTTURN** 9 - 52
Report of Strategic Director of Finance
- 7 EXEMPTION OF PUBLIC**
To consider excluding the public from the meeting during consideration of the remaining items 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
Last meeting held on 29 September 2017 (for confirmation) | 53 - 58 |
| 9 | BRIDGE ESTATE PROPERTY PORTFOLIO - EXEMPT APPENDIX
Report of Director of Strategic Assets and Property | To Follow |

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 ATTENDING MEETINGS ARE ASKED TO ARRIVE AT LEAST 15 MINUTES BEFORE THE START OF THE MEETING TO BE ISSUED WITH VISITOR BADGES

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.

NOTTINGHAM CITY COUNCIL

TRUSTS AND CHARITIES COMMITTEE

MINUTES of the meeting held at Ground Floor Committee Room - Loxley House, Station Street, Nottingham, NG2 3NG on 29 September 2017 from 2.04 pm - 3.47 pm

Membership

Present

Councillor John Hartshorne (Chair)
Councillor Liaqat Ali (Vice Chair)
Councillor Carole-Ann Jones
Councillor Anne Peach
Councillor David Smith
Councillor Mohammed Saghir
Councillor Pat Ferguson

Absent

Councillor Steve Young
Councillor Andrew Rule

Colleagues, partners and others in attendance:

Adam Partington - Locus Consulting Ltd
Connie Green - Solicitor
Bevis Mackie - Senior Estates Surveyor
Thomas Straw - Senior Accountant Capital Programmes
Catherine Ziane-Pryor - Governance Officer

16 APOLOGIES FOR ABSENCE

Councillor Andrew Rule – leave
Councillor Steve Young – personal
Councillor Anne Peach – for lateness

17 DECLARATIONS OF INTERESTS

None.

18 MINUTES

The minutes of the meeting held on 21 July 2017 were confirmed as a true record and signed by the Chair.

The Chair requested that the Bridge Estate Tour take place before the end of April 2018.

19 BRIDGE ESTATE PROPERTY PORTFOLIO - UPDATE

Bevis Mackie, Senior Estates Surveyor, presented the report of the Director of Strategic Assets and Property, which provides an update on the Bridge Estate Property Portfolio. Further more detailed information for Trustees on individual properties is included within the exempt appendix.

RESOLVED to note the updates relating to individual Bridge Estate properties.

20 BRIDGE ESTATE ANNUAL REPORT 2016/17

Thomas Straw, Senior Accountant Capital Programmes, presented the report of the Director of Strategic Finance, which provides a financial statement and the Annual Report which details the activity of the Charity during the financial 2016/17. Also included is the Audit Highlights Memorandum

Further information on activity relating to Century House and HMRC is contained within the exempt appendix.

RESOLVED to approve:

- (1) the Bridge Estate Annual Report for the financial year 2016/17;**
- (2) the Letter of Representation included within the Audit Highlights Memorandum attached to the report.**

21 EXCLUSION OF PUBLIC

RESOLVED to exclude the public from the meeting during consideration of the remaining items 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 in the public interest in disclosing the information.

22 BRIDGE ESTATE PROPERTY PORTFOLIO - UPDATE (EXEMPT APPENDIX)

Bevis Mackie, Senior Estates Surveyor, presented the exempt appendix to the report of the Director of Strategic Asset and Property Management, with contributions from Connie Green, Solicitor, and Thomas Straw, Senior Accountant for Capital Programmes.

RESOLVED to note the update and approve the recommendations.

23 EXEMPT MINUTES

The exempt minutes of the meeting held on 21 July 2017 were confirmed as a true record and signed by the Chair.

TRUST AND CHARITIES COMMITTEE – 24 November 2017

Title of paper:	Budget 2017/18/ Outturn 17/18- Bridge Estate Trust	
Director(s)/ Corporate Director(s):	Laura Pattman Director of Strategic Finance	Wards affected: All
Report author(s) and contact details:	Tom Straw, Senior Accountant – Capital Programmes thomas.straw@nottinghamcity.gov.uk 0115 8763659	
Other colleagues who have provided input:	Roma Patel, Accountant – Capital roma.patel@nottinghamcity.gov.uk 0115 8764614 Mandy Bryce- Senior Commercial Business Partner mandy.bryce@nottinghamcity.gov.uk 0115 8764214 Bevis Mackie, Senior Estates Surveyor bevis.mackie@nottinghamcity.gov.uk 0115 8763665	
Date of consultation with Portfolio Holder(s) (if relevant)		
Relevant Council Plan Key Theme:		
Strategic Regeneration and Development		<input type="checkbox"/>
Schools		<input type="checkbox"/>
Planning and Housing		<input type="checkbox"/>
Community Services		<input type="checkbox"/>
Energy, Sustainability and Customer		<input type="checkbox"/>
Jobs, Growth and Transport		<input type="checkbox"/>
Adults, Health and Community Sector		<input type="checkbox"/>
Children, Early Intervention and Early Years		<input type="checkbox"/>
Leisure and Culture		<input type="checkbox"/>
Resources and Neighbourhood Regeneration		<input type="checkbox"/>
Summary of issues (including benefits to citizens/service users):		
This report details the forecast outturn for 2017/18 Bridge Estate Trust, based on the Period 6 budget monitoring (September 17).		
Recommendation(s):		
1	Note the quarter 2 forecast income and expenditure for the Bridge Estate against the 2017/18 budget.	

1 REASONS FOR RECOMMENDATIONS

- 1.1 As Trustee, the Council has responsibility for making recommendations on the management of the Charities. The budget is a key part of the framework for the financial management of the trusts and any subsequent recommendations.
- 1.2 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 Charity and therefore allows any appropriate decisions or actions to be taken in their role as Trustee.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

2.1 As per section 1.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

3.1 None

4 FINANCE COLLEAGUE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)

4.1 Bridge Estate Revenue

The forecast outturn for 2017/18 is detailed in **Table 1**. The forecast is based on the income and expenditure to September together with anticipated future income and expenditure to the year-end.

Table 1: Bridge Estate Period 6 Sep-17			
	Original Budget 2017/18 £	Forecast 2017/18 £	Movement £
External Income	(2,172,952)	(2,237,052)	(64,100)
Expenditure:			
Premises Costs	302,390	281,283	(21,107)
Supplies & Services	36,770	840	(35,930)
Support Services	131,510	131,510	0
Repayment in Borrowing	136,388	142,388	6,000
Exceptional Item	0	16,530	16,530
Surplus before NCC Grant	(1,565,894)	(1,664,501)	(98,607)
Less Grant to NCC	1,545,000	1,545,000	0
Net (Surplus)/Deficit	(20,894)	(119,501)	(98,607)
Movement in Reserves:			
Repairs and Renewal Funds	72,000	72,000	0
Un-earmarked Reserve	(51,106)	47,501	98,607
Unallocated Surplus	0	0	0

Current projections indicate that there will be an overachievement of £98,607 against the budgeted surplus.

Projected variances against individual budget lines are explained below.

External Income (Over-achievement £64,100). This movement relates to a number of items, which have been covered by the regular 'Bridge Estate Property Portfolio Update' reports.

Premises (Underspend £21,107). This movement relates to a number of items, with the material items summarised below:

- Nil expenditure projected for non-specific electricity planned against a budget of £13,060.
- Nil expenditure for repairs and maintenance against a budget of £5,070 and an electricity underspend of £10,278 for lettings at Unit 21-29 Whitemoor Court.

Supplies & Services (Underspend £35,930). This movement relates to a number of items, with the material items summarised below:

- Reduced general expenditure of £50,279 for Bridge Estate properties.
- A shortfall in interest received of £9,433.
- Additional expenditure of £4,000 for condition surveys at Farms and Grazing.

Exceptional Item (Overspend £16,530). This item is interest charged in relation to Mansfield Road as detailed in the Exempt papers provided to the Trustees at the Trust & Charities Committee on the 29th September 2017

3.2 Bridge Estate Capital

The forecast capital / reserve position for 2017/18 is detailed in **Table 2**. The forecast is based on the forecast revenue position in table 1 and debt commitments.

Table 2: Bridge Estate Reserves			
	Repairs and Renewals Fund £	Un-Earmarked Reserve £	Capital Receipt Reserve £
Balance at 31 March 2017	474,462	352,913	1,480,465
In Year Movements 17/18			
Contribution	72,000	52,099	60,940
Drawdowns	0	0	(180,283)
Projected Balance 31 March 2018	546,462	405,012	1,361,122

Repairs and Renewals Fund is a reserve to fund the repair of Trent Bridge.

Un-Earmarked Reserve is a reserve where any surplus made by the Bridge Estate is set aside and is expendable at the discretion of the active trustees in the furtherance of the charity's objectives.

Capital Receipt Reserve is built up by the approved sale of Bridge Estate Assets and is expended either via capital purchases or the repayment of the Lister Gate loan. The current balance is sufficient to repay the Lister Gate loan until 2028/29 whereby the remaining 4 year repayments would have to be met from un-earmarked reserve. Any future property sales or purchases could affect how much of the reserve is uncommitted. At present time, there are no committed acquisitions. There may be two potential disposals to be realised in 17/18.

5 LEGAL AND PROCUREMENT COLLEAGUE COMMENTS (INCLUDING RISK MANAGEMENT ISSUES, AND LEGAL, CRIME AND DISORDER ACT AND PROCUREMENT IMPLICATIONS)

5.1 None

6 STRATEGIC ASSETS & PROPERTY COLLEAGUE COMMENTS (FOR DECISION RELATING TO ALL PROPERTY ASSETS AND ASSOCIATED INFRASTRUCTURE) (AREA COMMITTEE REPORTS ONLY)

6.1 Strategic Assets and Property have nothing further to add.

7 EQUALITY IMPACT ASSESSMENT

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

No

An EIA is not required because:

Report does not contain proposals or financial decisions

Yes

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

8 LIST OF BACKGROUND PAPERS OTHER THAN PUBLISHED WORKS OR THOSE DISCLOSING CONFIDENTIAL OR EXEMPT INFORMATION

8.1 None

9 PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT

9.1 None

TRUST AND CHARITIES COMMITTEE – 24 NOVEMBER 2017

Title of paper:	Harvey Hadden Stadium Trust and Highfields Park Trust 2016/17 Annual Report & Financial Statements, and 2017/18 Forecast Budget Outturn	
Director(s)/ Corporate Director(s):	Laura Pattman Strategic Director of Finance	Wards affected: All
Report author(s) and contact details:	Thomas Straw, Senior Accountant – Capital Programme thomas.straw@nottinghamcity.gov.uk 0115 87 63659	
Other colleagues who have provided input:	Matthew Connell, Accountant Capital Matthew.connell@nottinghamcity.gov.uk 0115 87 64307 Maria Balchin, Senior Commercial Business Partner Maria.balchin@nottinghamcity.gov.uk 0115 87 63720	
Date of consultation with Portfolio Holder(s) (if relevant)	N/A	

Relevant Council Plan Key Theme:

Strategic Regeneration and Development	<input type="checkbox"/>
Schools	<input type="checkbox"/>
Planning and Housing	<input type="checkbox"/>
Community Services	<input type="checkbox"/>
Energy, Sustainability and Customer	<input type="checkbox"/>
Jobs, Growth and Transport	<input type="checkbox"/>
Adults, Health and Community Sector	<input type="checkbox"/>
Children, Early Intervention and Early Years	<input type="checkbox"/>
Leisure and Culture	<input type="checkbox"/>
Resources and Neighbourhood Regeneration	<input type="checkbox"/>

Summary of issues (including benefits to citizens/service users):

Annual reports and financial statements are required for the Highfields Park Trust and Harvey Hadden Stadium Trust, for which the City Council is the sole trustee.

This report sets out the 2016/17 financial statements for Highfields Park Trust and Harvey Hadden Stadium Trust, are to be independently examined by the City Council’s Internal Audit service as required by the Charity Commission.

Trustees are asked to note the annual reports for Highfields Park Trust and Harvey Hadden Stadium Trusts and are recommended to delegate authority to approve the annual reports to the Chair of the Trusts and Charities Committee.

The report sets out the quarter two forecasted income and expenditure outturn for Harvey Hadden Stadium Trust and Highfields Park Trust, for the financial year 2017/18.

Recommendation(s):	
1	Note the Highfields Park Trust financial statements for the financial year 2016/17 – Appendix 1.
2	Note the Harvey Hadden Stadium Trust financial statements for the financial year 2016/17 – Appendix 2.
3	Note the quarter 2 forecast income and expenditure for Highfields Park Trust and Harvey Hadden Stadium Trust against the 2017/18 budget.
4	Following the independent review of both Trusts' accounts delegate authority for signing off the Accounts to the Chair of the Trusts and Charities Committee.

1 REASONS FOR RECOMMENDATIONS

- 1.1 There is a statutory requirement for charities registered with the Charities Commission to produce an annual report and financial statements. These reports should be examined independently and subsequently submitted to the Charity Commission prior to 31 January 2018 following their approval.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 The Highfields Park Trust and Harvey Hadden Stadium Trust are charities of which Nottingham City Council (NCC) is the sole Trustee. The members of the Trust and Charities Committee are appointed by Full Council to fulfil the Council's responsibilities as Trustee and must ensure accounting records and a system of internal control is maintained for each of the charities. The Trustee is also responsible for ensuring the annual report and financial statements give a true and fair view and have been prepared in accordance with United Kingdom Accounting Standards (UK GAAP) and the Charities Act 2011.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 None

4 FINANCE COLLEAGUE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)

4.1 Highfields Park Trust

4.1.1 2016/17 Outturn

Table 1 below details the Highfields Park Trust financial performance for 2016/17. The financial information is for noting by the trustees as detailed in recommendation 1 above.

Table 1: Highfields Park Trust 2016/17 & 2015/16 Outturn

	Budget 2016/17	Actuals 2016/17	Variance 2016/17	Budget 2015/16	Actuals 2015/16	Variance 2015/16
	£	£	£	£	£	£
Income:						
Investment Income	(4,710)	(2,221)	2,489	(4,670)	(4,443)	228
Fees & Charges	(49,570)	(49,827)	(257)	(49,570)	(52,251)	(2,681)
Rents	(67,840)	(83,424)	(15,584)	(67,840)	(75,629)	(7,789)
Concessions	(900)	0	900	(900)	(1,429)	(529)
Total Income	(123,020)	(135,472)	(12,452)	(122,980)	(133,751)	(10,771)
Expenditure:						
Grounds Maintenance	214,450	210,128	(4,322)	201,110	199,712	(1,398)
Utilities	17,280	18,416	1,136	25,740	15,391	(10,349)
Building Repairs	2,330	4,026	1,696	3,920	7,878	3,958
Finance Charges	960	2,450	1,490	950	2,700	1,750
Contribution to Capital Works	0	700,000	700,000	0	0	0
Total Expenditure	235,020	935,020	700,000	231,720	225,681	(6,039)
Net Deficit before NCC Grant & Capital Resource Drawdown	112,000	799,548	687,548	108,740	91,930	(16,810)
NCC Grant	(112,000)	(99,548)	12,452	(108,740)	(91,930)	16,810
Capital Resources Drawdown	0	(700,000)	(700,000)	0	0	0
NET (INCOME)/EXPENDITURE	0	0	0	0	0	0

The above table confirms that the financial performance in 2016/17 was largely on budget. The main variance was rental income performing £15,584 better than the budget.

The increased performance on rental income meant the NCC Support Grant received was reduced by £12,452.

Within table 1 there are also two exceptional items of £700,000, which were:

- £700,000 contribution towards the Capital Works at Highfields,
- £700,000 funding of the above contribution by drawing down the dowry.

4.1.2 2017/18 Budget

Table 2 below details the Highfields Park Trust forecast outturn for 2017/18. The financial information is for noting by the trustees as detailed in recommendation 3.

Table 2: Highfields Park Trust Qtr 2			
	Budget 2017/18 £	Forecast 2017/18 £	(Under)/Over Spend 2017/18 £
Income:			
Investment Income	(4,710)	(4,710)	0
Fees & Charges	(49,570)	(35,817)	13,753
Rents	(67,840)	(84,665)	(16,825)
Concessions	(900)	(900)	0
Total Income	(123,020)	(126,092)	(3,072)
Expenditure:			
Grounds Maintenance	214,450	219,413	4,963
Utilities	17,280	9,473	(7,807)
Building Repairs	2,330	8,246	5,916
Finance Charges	960	960	0
Total Expenditure	235,020	238,092	3,072
Net Deficit before NCC Grant	112,000	112,000	0
NCC Grant	(112,000)	(112,000)	0
NET (INCOME)/EXPENDITURE	0	0	0

The above table confirms that the rental income is forecast to be in line with 2016/17 performance.

The decrease in forecast for Fees and Charges is due to areas of the park being closed during the redevelopment.

The drop in Fees and Charges is outstripped by the increase in Rents, in turn this is matched by an increase in forecast expenditure. Therefore, no change is forecast for the Support Grant.

4.2 Harvey Hadden Stadium Trust

4.2.1 2016/17 Outturn

Table 3 below details the Harvey Hadden Stadium Trust forecast outturn for 2017/18. The financial information is for noting by the trustees as detailed in recommendation 2 above.

Table 3: Harvey Hadden Stadium Trust 2016/17 & 2015/16 Outturn

	Budget 2016/17	Actuals 2016/17	Variance 2016/17	Budget 2015/16	Actuals 2015/16	Variance 2015/16
	£	£	£	£	£	£
Income	(23,000)	(32,680)	(9,680)	(23,000)	(24,636)	(1,636)
Expenditure:						
Grounds Maintenance	83,110	94,739	11,629	83,110	73,184	(9,926)
Utilities	26,840	20,187	(6,653)	26,840	30,116	3,276
Building Repairs	6,990	523	(6,467)	6,990	18,114	11,124
Finance Charges	960	2,450	1,490	960	2,700	1,740
Total Expenditure	117,900	117,900	0	117,900	124,113	6,213
Net Deficit before NCC Grant	94,900	85,220	(9,680)	94,900	99,477	4,577
NCC Grant	(94,900)	(85,220)	9,680	(94,900)	(99,477)	(4,577)
NET (INCOME)/ EXPENDITURE	0	0	0	0	0	0

4.2.2 2017/18 Budget

Table 2 below details the Highfields Park Trust forecast outturn for 2017/18. The financial information is for noting by the trustees as detailed in recommendation 3.

Table 4: Harvey Hadden Stadium Trust Qtr 2

	Budget 2017/18	Forecast 2017/18	(Under)/ Over Spend 2017/18
	£	£	£
Income	(23,000)	(23,000)	0
Expenditure:			
Grounds Maintenance	83,110	83,110	0
Utilities	26,840	26,840	0
Building Repair	6,990	6,990	0
Finance Charges	960	960	0
Total Expenditure	110,910	110,910	0
Net Deficit before NCC Grant	94,900	94,900	0
NCC Grant	(94,900)	(94,900)	0
NET (INCOME)/EXPENDITURE	0	0	0

5 LEGAL AND PROCUREMENT COLLEAGUE COMMENTS (INCLUDING RISK MANAGEMENT ISSUES, AND LEGAL, CRIME AND DISORDER ACT AND PROCUREMENT IMPLICATIONS)

5.1 **None**

6 STRATEGIC ASSETS & PROPERTY COLLEAGUE COMMENTS (FOR DECISION RELATING TO ALL PROPERTY ASSETS AND ASSOCIATED INFRASTRUCTURE) (AREA COMMITTEE REPORTS ONLY)

6.1 **None**

7 EQUALITY IMPACT ASSESSMENT

7.1 An EIA is not required.

8 LIST OF BACKGROUND PAPERS OTHER THAN PUBLISHED WORKS OR THOSE DISCLOSING CONFIDENTIAL OR EXEMPT INFORMATION

8.1 **Appendix 1:** Highfields Park Trust Financial Statements for 2016/17
Appendix 2: Harvey Hadden Stadium Trust Financial Statements for 2016/17

9 PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT

9.1 The following published documents have been referred to in this report:

- Charities Act 2011
- The Charities (Accounts and Reports) Regulations 2008
- Statement of Recommended Practice: Accounting by Charities (the Charities SORP)

HIGHFIELDS LEISURE PARK TRUST



Annual Report for the year ended 31 March 2017

Registered Charity number 1006603

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2016

The trustees present their annual report and financial statements of the charity for the year ended 31st March 2016. 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 2016 - March 2017)

Objective	Action	Outcome
Sport, Recreation & Events	The Stage 2 HLF restoration bid was submitted in August 2014 and received a Stage Two pass in January 2015.	Improved physical activity and health and wellbeing
	The site has offered a good range of quality activities throughout the year, which has included boating, putting, winter and summer pitch facilities for football, archery and lacrosse, as well as croquet being held on site. There have been a number of events, both sporting and community, on Highfields Park, including Wheee! And Chinese New Year.	
	A new Park Ranger has been on site for the last 2 years, fully funded by the HLF.	
Community Access	In line with the HLF bid a new Activity Plan has been produced and will continue to be delivered by the Park Ranger.	Improved access for all
	The Park Ranger is working with the University of Nottingham and Nottingham Lakeside Arts (NLA) to create a more diverse activity / event programme. Schools and after-school clubs have received education sessions from the on-site park ranger in 2015.	
	Boating lake operated successfully during 2015 by Colwick Park Lifeguards on behalf of NCC. Income for the financial year 2015/2016 was £43,145.	
Well Maintained	A new 10 year maintenance and management plan (MMP) has been produced to support the HLF bid, which will detail how the park will be maintained after the restoration project.	Safe, well presented and park users have more pride and ownership
	Tree works have included epicormic removal on the lime tree avenue, crown-lifting next to the croquet lawns, felling of an unstable Ash tree and cutting back of some fallen limbs within the woodland area. A full tree survey has been carried out for the Stage 2 HLF bid.	Safe, well presented and park users have more pride and ownership

Well Maintained	<p>Maintenance programmes have been completed in order to ensure the formal areas and woodlands are kept in an attractive and favourable condition.</p> <p>A temporary Head Gardener is now in post, which is helping to improve grounds maintenance in the park. A permanent Head Gardener will be recruited now that the HLF Stage Two pass has been awarded.</p>	
Sustainability - Environmental	<p>Continued tree planting programme on site via memorial tree plantings.</p> <p>Continued upgrade of parks infrastructure via the memorial bench scheme. Memorial benches are purchased as new by the citizen and replace existing undesirable styles or poor quality ones. Benches that remain that are of the required style are gradually being restored by the Park Ranger and volunteer groups.</p> <p>Volunteering sessions have been established and totaled 21 sessions in the financial year 2015/16.</p> <p>Continued to build nest boxes for wildlife on site as part of practical education sessions within the new activity plan.</p>	Improved environmental sustainability
Sustainability - Financial	<p>The Christmas Company held an event in December 2015. The funds achieved help to make improvements and maintain the park.</p> <p>Continued partnership working with Colwick Park Lifeguards, who lease the boathouse for storage and also operate the boating lake.</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 2015/16 this amounted to £91,930 (2014/15 £69,161) which is an increase of £22,769 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 2017 - March 2018)

The Restoration Project

The project consists of a comprehensive programme of restoration works designed to fully restore the Park, build upon its heritage and create a community facility for the 21st century. In 2009 and 2010 a series of surveys of the site (including trees, heritage features and the lake) were undertaken by specialist consultants FPCR and a masterplan produced by them.

These documents, including outline cost estimates, were used to produce a new master plan which was worked up to greater detail as part of the Stage One and Stage Two Heritage Lottery (HLF) bids.

The £4.2m project, in partnership with the University of Nottingham, was awarded a Stage Two pass in January 2015 and work will start on site in January 2017. The start date has been unavoidably delayed due to the need for changes to works methodologies and gaining new permissions. It is expected that the restoration works will last approximately one year.

Objective	Action	Timetable for Delivery	Outcome
Sport, Recreation & Events	New hire agreements are due to be signed with Wollaton FC and other sporting clubs who use the site.	Aug 2016	Improved physical activity and health and wellbeing Increase visitors to the park
	Continue to deliver partnership events with Nottingham Lakeside Arts and the University of Nottingham (events will include Diwali, Wheee! & Chinese New Year).	Ongoing throughout the year. Refer to Events guide	Raised profile of the park Introduce different audiences to the park that may not have visited the site prior to events
	Consultation carried out during Easter 2014 was worked into a five-year activity plan which is now being delivered. 2016 events to include Bat walks, Restoration Rambles, Young Rangers workshops and a week-long Bushcraft Summer school.		

Objective	Action	Timetable for Delivery	Outcome
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. New partnership initiative in place entitled 'A Grand Day Out' in place aimed at 60 schools on the new tram route offering comprehensive education packages.	Annually available	Improved education Increase in user groups using site
	Diverse sports on site attracts diverse interest.	Annually available	
Well Maintained	Deliver the restoration project.	Stage Two pass January 2015. Works to start on site April 2016.	Safe, well presented and park users have more pride and ownership
	Develop a new 10 year MMP.	In place.	
Sustainability - Environmental	Continue to carry out volunteer and student task days on site.	Ongoing	Improved environmental sustainability Empowers local users with their local park.
	Continue to improve areas of the park for wildlife as part of practical education sessions within the new activity plan.	Ongoing	
	Sustainable planting schemes. Saplings to be planted in the wooded area to increase its biodiversity.	March 2016	
Sustainability - Financial	The Christmas Company will host an event in 2016 and the funds achieved will help to make improvements and maintain the park.	December 2016	More financially sustainable and value for money trust accounts
	Continued partnership working with Colwick Park Lifeguards who lease the boathouse for storage and also operate the boating lake.	April 2016 and ongoing	

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.

More recently a lease of the pavilion and surrounding land to the University has been agreed with the agreement to demolish the old pavilion and build a new one, which will provide more comprehensive facilities to the public including a theatre, presentation space, café and public toilets.

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

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

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

Trusts and Charities Committee Members

Councillors are appointed to membership of the Trusts and Charities Committee by full council to fulfill the Council's responsibilities as trustee. Once established, the Constitution allows that where in-year changes are required to memberships, either at the request of the relevant political group or because a member has resigned or ceased to be eligible for membership, the Chief Executive has the authority to action those changes subject to political balance being preserved where applicable and to the changes made being reported to the next meeting of Council. Details of membership will be updated and published on the Council's website on an ongoing basis. Members of the Trusts and Charities Committee appointed to approve the annual report and financial statements for the financial year 1 April 2015 to 31 March 2016 are as follows:

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

Induction and training of Trusts and Charities Committee

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



REFERENCE AND ADMINISTRATIVE INFORMATION

Name and Address of Charity	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.
Charity Type	Service provider
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) are listed on page 12)
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	Service Director for Sport, Leisure & Parks Hugh White Nottingham City Council Loxley House Station Street Nottingham NG2 3NG
Name & Address Of Independent Examiners	Internal Audit Nottingham City Council Loxley House Station Street Nottingham NG2 3NG
Name & Address Of Bankers	Lloyds Bank Market Square House Old Market Square Nottingham NG1 6FD
Providers of Professional Advice	Nottingham City Council Officers

RESPONSIBILITIES OF THE TRUSTEE

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

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

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

The Trustee is required:

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

In preparing these statements the trustee has ensured:

- suitable accounting policies have been selected and applied consistently;
- judgements and estimates have been made that were reasonable and prudent;
- the relevant legal requirements and recommended practices have been followed;
- they are prepared on the basis that the 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:

Laura Pattman
Strategic Director of Finance

Date:

J Hartshorne, Signed for the Trustee

Date:

THE FINANCIAL STATEMENTS

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

- **Statement of Financial Activities** is a single accounting statement with the objective of showing all incoming resources expended by the charity in 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).

Statement of Financial Activities		
For year ending 31 March 2017		
	Unrestricted Funds 2016/17 £	Unrestricted Funds 2015/16 £
INCOMING RESOURCES		
Investment Income	2,221	4,443
Total Investment Income	2,221	4,443
Incoming Resources from Charitable Activities	232,799	221,238
Total Incoming Resources from Charitable Activities	232,799	221,238
Total Incoming Resources	235,020	225,681
RESOURCES EXPENDED		
Charitable Activities	935,020	225,681
Total Resources Expended	935,020	225,681
Net Incoming / (Outgoing) Resources	(700,000)	0
Fund balances brought forward as at 1 April	888,501	888,501
Fund balances carried forward as at 31 March	188,501	888,501

Balance Sheet		
As at 31 March 2017		
	2016/17	2015/16
	£	£
Fixed Assets		
Tangible Assets:		
Freehold Land & Buildings	1	1
Investment Assets	188,500	888,500
Total Fixed Assets	188,501	888,501
Current Assets:		
Debtors: amounts falling due within one year	0	0
Cash / Bank	0	0
Liabilities:		
Creditors: amounts falling due within one year	(10,110)	(677)
Cash / Bank	10,110	677
Net Current Assets	0	(0)
Net Assets	188,501	888,501
Represented by:		
Funds		
Unrestricted Funds	1	1
Capital Receipts	188,500	888,500
	188,501	888,501

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

General Principles

The Annual Report summarises the Highfields Leisure Park Trust transactions for 2016/17 financial year together with its financial position at 31 March 2017.

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

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

Incoming Resources

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

Income from Nottingham City Council funds the net expenditure of the 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 stadium.

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

	2016/17	2015/16
	£	£
<u>INCOME</u>		
<u>Investment Income</u>		
Interest	(2,221)	(4,443)
<u>Charitable Activities</u>		
Fees and Charges	(49,827)	(52,251)
Grant	(99,548)	(91,930)
Other	0	(1,429)
Rents	(83,424)	(75,629)
	(235,020)	(189,121)
<u>EXPENDITURE</u>		
<u>Charitable Activities</u>		
Premises	19,115	20,272
Support Services	174,064	168,555
Third Party Payments	41,841	35,966
Transport	0	887
Contribution to capital works	700,000	
	935,020	189,121

Investment income is generated from a loan to Nottingham City Council and interest received during 2016/17 was £2,221 (£4,443 2015/16).

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 £99,548 to the Highfields Leisure Park Trust in 2016/17, which funded the net expenditure of the charity.

Other transactions between the charity and NCC are in respect of the day to day operations of the charity. The Council charged the charity £166,734 (2015/16 £167,070) 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 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.

	2016/17	2015/16
	£	£
Loan to Nottingham City Council	188,500	888,500

Current Assets

	2016/17	2015/16
	£	£
Amounts falling due within one year	0	0
Cash/Bank	0	0

Liabilities

	2016/17	2015/16
	£	£
Amounts falling due within one year	(10,110)	(677)
Cash/Bank	10,110	677

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HARVEY HADDEN STADIUM TRUST



Annual Report for the year ended 31 March 2017

Registered Charity number 522271

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

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

OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

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

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

Objective

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



ACHIEVEMENTS AND PERFORMANCE

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

Participation Summary

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

Club Use

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

School Use

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

Events

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

Performance Report (April 2016—March 2017)

Objective	Action	Outcome
Sport, Recreation & Events	Participation: Reduced number of attendance detailed in the achievement and performance report. Number of Events – 6 Club Attendance – 12,960 School Attendance – 0	Improved physical activity and health and wellbeing
Community Access	New key holder agreements have been completed to comply with the new safety certificate requirements	Improved access for all
Well Maintained	We have a site based gardener presence to ensure the Stadium and Park are well maintained at all times	Safe, well presented and park users have more pride and ownership

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

FINANCIAL REVIEW

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

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

Policy on Reserves

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

Risk Management

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

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

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

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

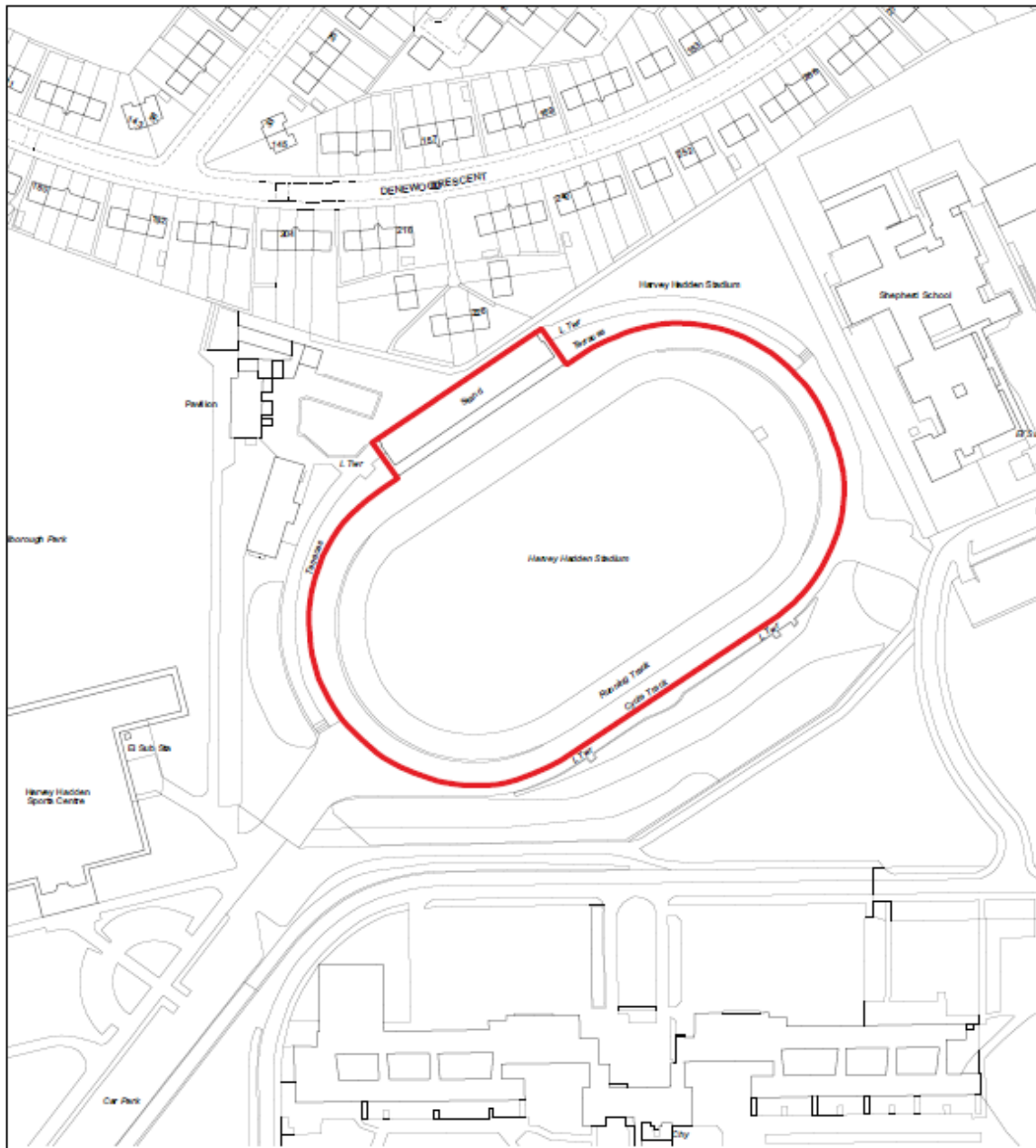
Insurances



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

PLANS FOR FUTURE PERIODS (APRIL 2017 – MARCH 2018)

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

PLAN OF HARVEY HADDEN



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

STRUCTURE, GOVERNANCE AND MANAGEMENT

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

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

Objectives of Charity:

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

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

Trustee’s selection methods

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

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

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

Trusts and Charities Committee Members

Councillors are appointed to membership of the Trusts and Charities Committee by full council to fulfill the Council's responsibilities as trustee. Once established, the Constitution allows that where in-year changes are required to memberships, either at the request of the relevant political group or because a member has resigned or ceased to be eligible for membership, the Chief Executive has the authority to action those changes subject to political balance being preserved where applicable and to the changes made being reported to the next meeting of Council. Details of membership will be updated and published on the Council's website on an ongoing basis. Members of the Trusts and Charities Committee appointed to approve the annual report and financial statements for the financial year 1 April 2016 to 31 March 2017 are as follows:

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

Induction and training of Trusts and Charities Committee

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

REFERENCE AND ADMINISTRATIVE INFORMATION

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

RESPONSIBILITIES OF THE TRUSTEE

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

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

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

The Trustee is required:

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

In preparing these statements the trustee has ensured:

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

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

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

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

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

ADOPTION OF THE ANNUAL REPORT AND FINANCIAL STATEMENTS

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

Laura Pattman
Strategic Director of Finance

Date:

J Hartshorne, Signed for the Trustee

Date:

THE FINANCIAL STATEMENTS

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

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

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

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

Balance Sheet
As at 31 March 2017

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

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

General Principles

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

This section explains the accounting policies applied in producing the Annual Report for the Harvey Hadden Stadium Trust. Accounting policies are the principles, bases, conventions and rules by which transactions are recognised, measured and presented in the accounts.

Basis of preparation and assessment of going concern

The Annual Report has been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and Charities Act 2011. The accounts have been prepared in accordance with the historic cost basis of accounting except for fixed assets which have been included at notional amount.

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

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

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

Incoming Resources

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

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

Resources Expended

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

Charitable Activities

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

Governance Costs

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

Fixed Assets

Freehold land and buildings

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

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

Accruals of Expenditure and Income

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

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

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

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

Cash

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

Funds of the Charity

Unrestricted fund

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

2. TAX STATUS

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

3. ANALYSIS OF SOFA: INCOME AND EXPENDITURE

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

Stadium reopened to the public in September 2015.

4. TRANSACTIONS WITH RELATED PARTIES

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

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

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

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

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