



## **Nottingham City Council Trusts and Charities Committee**

**Date:** Monday, 7 December 2020

**Time:** 1.00 pm

**Place:** Remote - To be held remotely via Zoom -  
<https://www.youtube.com/user/NottCityCouncil>

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

**Director for Legal and Governance**

**Governance Officer:** Phil Wye **Direct Dial:** 0115 8764637

- 1 Apologies for absence**
- 2 Declarations of Interest**
- 3 Minutes** 3 - 6  
To confirm the minutes of the last meeting held on 28 September 2020
- 4 Highfields & Harvey Hadden 2019/20 Draft Accounts** 7 - 50  
Report of the Director of Strategic Finance
- 5 Bridge Estate Property Update Report** 51 - 54  
Report of the Director of Economic Development and Property
- 6 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.
- 7 Exempt Minutes** 55 - 58  
To confirm the exempt minutes of the last meeting held on 28 September 2020
- 8 Proposed transfer of the Nottingham Tennis Centre to new leisure provider - Exempt Item** 59 - 60

Report of the Head of Sport, Leisure & Business Management

**9 Bridge Estate Property Update Report - Exempt Appendix**  
Report of the Director of Economic Development and Property

61 - 68

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

## Nottingham City Council

### Trusts and Charities Committee

Minutes of the meeting held remotely via Zoom on 28 September 2020 from 1.02 pm - 2.48 pm

#### Membership

##### Present

Councillor Sajid Mohammed (Chair)  
Councillor Angharad Roberts (Vice Chair)  
Councillor Steve Battlemuch  
Councillor Samuel Gardiner  
Councillor Anne Peach  
Councillor Ethan Radford  
Councillor Andrew Rule

##### Absent

#### Colleagues, partners and others in attendance:

Chris Capewell	- Technical Expert, Bridges and Structures
Stephen Chartres	- Performance & Improvement Manager
Will Cross	- Estates Surveyor
Bevis Mackie	- Principle Surveyor
Dionne Screamon	- Solicitor
Thomas Straw	- Senior Accountant, Capital Programmes
John West	- Estates Surveyor
Phil Wye	- Governance Officer
John Wileman	- Head of Sport Community and Leisure Centres

#### 10 Apologies for absence

None.

#### 11 Declarations of interest

Councillor Steve Battlemuch declared an Other Interest in agenda item 10 – Bridge Estate Property Update (minute 19) because he is a member of the Robin Hood Energy Board. He left the meeting prior to discussion and voting on this item.

#### 12 Minutes

The Committee confirmed the minutes of the meeting held on 29 July 2020 as a correct record.

#### 13 Changing Rooms at Nottingham Hockey Centre, Highfields Park

John West, Estates Surveyor, presented the report on a decision that was agreed by delegated powers after consultation with the Chair, Vice-Chair and Opposition Member, in that a new lease is entered in to for ground floor changing rooms at Nottingham Hockey Centre, Highfields Park.

**Resolved to**

- (1) note that new lease will be entered into for ground floor changing rooms at Nottingham Hockey Centre, following approval from the Chair, Vice-Chair and Opposition Member;**
- (2) note that a shorter-term lease or tenancy will be entered in to, to allow the tenants immediate occupation as the longer agreement is worked on if so required.**

**14 Bridge Estate 2019/20 Audit Report**

Tom Straw, Senior Accountant - Capital Programmes, presented the report which follows the Bridge Estate outturn position as reported at July Committee meeting, as due to timescales the Audit Memorandum was not able to be distributed at that meeting.

**Resolved to note the Audit Highlights Memorandum**

**15 Bridge Estate Property Update Report**

Bevis Macie, Principal Surveyor, presented the report setting out the key property events that have taken place or proposed for the Bridge Estate since the date of the last meeting, highlighting the following:

- (a) In the Trust's property portfolio in the city centre, 34 Lister gate is let on a short-term lease and remains on the market available 'to let', at 24-30 Castle Gate Terms for lease have been agreed with a prospective tenant;
- (b) at the Governor's House and Judge's Retiring Rooms, High Pavement, 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 in the autumn;
- (c) at Trent Bridge, the repainting and architectural restoration works remain ongoing and are expected to be completed in the autumn.

**Resolved to note the updates relating to individual Bridge Estate properties.**

**16 Exclusion of the public**

The Committee / Board decided to exclude the public from the meeting during consideration of this/ the remaining agenda 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 outweighed the public interest in disclosing the information, as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act.

**17 Exempt minutes**

Trusts and Charities Committee - 28.09.20

The Committee confirmed the exempt minutes of the meeting held on 29 July 2020 as a correct record.

**18 Land Transfer of The Nottingham Tennis Centre to a new Leisure Provider - Exempt item**

**Resolved to approve the recommendations in the exempt report.**

**19 Bridget Estate Property Update - Exempt Appendix**

**Resolved to approve the recommendations in the exempt report.**

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## TRUSTS AND CHARITIES COMMITTEE - 7 DECEMBER 2020

<b>Title of paper:</b>	Harvey Hadden and Highfields Financial Outturn 2019/20	
<b>Director(s)/ Corporate Director(s):</b>	Laura Pattman Director of Strategic Finance	<b>Wards affected:</b> All
<b>Report author(s) and contact details:</b>	Tom Straw: Senior Accountant (Capital Programmes) <a href="mailto:thomas.straw@nottinghamcity.gov.uk">thomas.straw@nottinghamcity.gov.uk</a>	
<b>Other colleagues who have provided input:</b>		
<b>Date of consultation with Portfolio Holder(s) (if relevant)</b>		
<b>Relevant Council Plan Key Theme:</b>		
Nottingham People		<input type="checkbox"/>
Living in Nottingham		<input checked="" type="checkbox"/>
Growing Nottingham		<input type="checkbox"/>
Respect for Nottingham		<input type="checkbox"/>
Serving Nottingham Better		<input type="checkbox"/>
<b>Summary of issues (including benefits to citizens/service users):</b>		
This report details the 2019/20 outturn for Harvey Hadden and Highfield Trusts, detailing any variances from 2018/19.		
<b>Recommendation(s):</b>		
<b>1</b>	To note the outturn for 2019/20	
<b>2</b>	Delegated authority to the Chair of the Trust & Charities Committee to sign the accounts following the internal 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 the 31<sup>st</sup> January 2021.

**2 Background (including outcomes of consultation)**

- 2.1 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.

**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 and Harvey Hadden Stadium Trust the draft outturn for 2019/20 are detailed in Tables 1 and 2, the financial accounts are subject to an independent review which is to be carried out by the Council's Internal Audit.

<b>TABLE 1: HIGHFIELDS PARK TRUST OUTTURN 2019/20</b>			
	<b>2019/20 £</b>	<b>2018/19 £</b>	<b>Variance £</b>
<b>Income</b>			
Investment Income	0	(1,255)	1,255
Fees & Charges	(13,958)	(6,752)	(7,206)
Rents	(99,695)	(102,864)	3,169
<b>Total Income</b>	<b>(113,653)</b>	<b>(110,871)</b>	<b>(2,782)</b>
<b>Expenditure</b>			
Premises	38,067	36,123	1,944
Supplies & Services	3,534	9,387	(5,853)
Support Services	182,921	163,742	19,179
Third Party Payments	23,627	13,898	9,729
<b>Total Expenditure</b>	<b>248,149</b>	<b>223,150</b>	<b>24,999</b>
<b>Net Deficit before Grant</b>	<b>134,496</b>	<b>112,279</b>	<b>22,217</b>
NCC Grant	(134,496)	(112,279)	(22,217)
<b>NET (INCOME) / EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>

Highfields Trust has incurred £19,179 further Support Service costs this is due to increased maintenance costs as required within the conditions of the Heritage Lottery Grant.

Table 2 below shows the draft outturn for Harvey Hadden 2019/20

<b>TABLE 2: HARVEY HADDEN TRUST OUTTURN 2019/20</b>			
	<b>2019/20 £</b>	<b>2018/19 £</b>	<b>Variance £</b>
<b>Income</b>			
Fees & Charges	(2,838)	(65)	(2,773)
Rents	(39,150)	(45,519)	6,369
<b>Total Income</b>	<b>(41,988)</b>	<b>(45,584)</b>	<b>3,596</b>
<b>Expenditure</b>			
Premises	17,929	23,263	(5,334)
Supplies and Services	181	188	(7)
Support Services	96,305	93,196	3,109
Third Party Payments	2,985	753	2,232
	<b>117,400</b>	<b>117,400</b>	<b>0</b>
<b>Net Deficit before Grant</b>	<b>75,412</b>	<b>71,816</b>	<b>3,596</b>
NCC Grant	(75,412)	(71,816)	(3,596)
<b>NET (INCOME) / EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>

**5 Legal and Procurement colleague comments (including risk management issues, and legal, Crime and Disorder Act and procurement implications)**

- 5.1 Trustees have a fiduciary duty to protect their charity's assets and resources and to make sure they are only used to further the charity's aims. This report updates members of the Trustee on the financial outturn for the Highfields and Harvey Hadden Trusts for 2019/2020. Outturn reports are part of the Council's overall financial management framework.

It provides members of the Trustee with the opportunity to see the current financial position of the Highfields and Harvey Hadden Trusts, scrutinise and make any appropriate recommendations regarding the future management of the Trust in line with the objectives of the Trust.

**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 (EIA)**

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

No

An EIA is not required because the report does not relate to new or changing policies or services.

Yes

**8 List of background papers other than published works or those disclosing confidential or exempt information**

- 8.1 Harvey Hadden and Highfields financial accounts working papers

**9 Published documents referred to in compiling this report**

- 9.1 None

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# HIGHFIELDS LEISURE PARK TRUST



## Annual Report for the year ended 31 March 2020

Registered Charity number 1006603

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## **REPORT OF THE TRUSTEE FOR THE YEAR ENDED 31ST MARCH 2019**

The trustees present their annual report and financial statements of the charity for the year ended 31st March 2020. 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 2019 - March 2020)**

<b>Objective</b>	<b>Action</b>	<b>Outcome</b>
Sport, Recreation & Events	The £5.2m Heritage Lottery Funded park restoration project began in summer 2017 and was completed in August 2018. Work has continued on some final and additional restoration items, including: <ul style="list-style-type: none"> <li>- Creation of an artistic bench using material from and representing the Maid Marian pleasure cruise boat.</li> <li>- Re-landscaping of the Jesse Boot statue avenue into the park to its original grass lawn scheme.</li> <li>- A new site welcome sign at the Western end of the park.</li> <li>- Minor stonework capping repairs around the lake edges.</li> <li>- Ongoing railing repainting by Probation Service attendees.</li> </ul>	Improved physical activity and health and wellbeing
	The site offered a good range of quality activities throughout the year, which includes boating, putting, 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 Wheee! festival.	
	The Adventure Golf course and foot-golf extension operated successfully, with a busy summer 2019 season.	
	The boating lake, operated by Cloud9 Pursuits Ltd, saw a very successful second year of operation for the 2019 season.	
	Stand-up paddleboard yoga and others (e.g. University clubs) also regularly use the lake.	
	A Park Ranger has been on site for the last 6 years, fully funded by the HLF – see enclosed Park Ranger report for 2019-20. 1,752 participants have taken part in events on site.	
	New lease completed with Nottingham croquet club for both pavilions and lawns to both sides of the Jesse Boot statue avenue.	

Community Access	The HLF-approved Activity Plan is being delivered by the Park Ranger.	Improved access for all
	The Friends of Highfields Park continue to meet and work with the Park Ranger on site and has now superseded the former Highfields User Group.	
	Friends of University Park also continue to be supportive and use the park for some of their own activities.	
	The Park Ranger is working with the University of Nottingham and Nottingham Lakeside Arts (NLA) to create a diverse activity / event programme..	
	An 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 will start on the £108,000 garden in 2020/21.	
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.	
Sustainability – Environmental	Continued tree planting programme on site via memorial tree plantings.	Improved environmental sustainability
	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.	
	831 volunteer hours were recorded on the park during 2019/20.	
	ERDF-funded wetland creation and river restoration works along Tottle Brook through the park completed.	Create new habitats.
	ERDF-funded creation of pond and installation of boardwalk across the old paddling pool to link to the new Serenity Garden.	Create new habitats.

Sustainability - Financial	The Christmas Company held an event in December 2019. The funds achieved help to make improvements and maintain the park.	More financially sustainable and value for money trust accounts.
	Colwick Park Lifeguards continue to lease the boathouse for storage.	

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## **FINANCIAL REVIEW**

The Council provides grant monies to finance the annual operating deficit of the trust. In 2019/20 this amounted to £134,496 (2018/19 £112,279) which is an increase of £22,738 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 2020 - March 2021)**

<b>Objective</b>	<b>Action</b>	<b>Timetable for Delivery</b>	<b>Outcome</b>
Sport, Recreation & Events	Continue to deliver partnership events with Nottingham Lakeside Arts and the University of Nottingham (subject to Covid-19 restrictions).	Ongoing throughout the year.	Improved physical activity and health and wellbeing  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
	Ongoing delivery of the Activity Plan by the Park Ranger and Partners, including events, education and volunteering (subject to Covid-19 restrictions).		
	Improvement of the former bowls greens to become croquet lawns with new irrigation – funded and arranged by Nottingham Croquet Club under their lease.	2020/21	
	Agreement to be finalized with Nottingham High School for the construction of a new artificial hockey pitch on the Highfields sports ground site – for construction in 2020/21.	2020/21	
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
	Diverse sports on site attracts diverse interest.	Annually available	
	Completion of the “Serenity Garden” in late 2020 and formal opening in Spring 2021.	Winter 2020 to Spring 2021	Bring new users to the park.  Redevelop an unused area.
Well Maintained	Deliver the restoration project.  Ongoing work on rhododendrons, new signage and interpreting the Maid Marian.	Main works complete; remaining works 2020/21.	Safe, well presented and park users have more pride and ownership
	Develop a new 10 year MMP.	In place & approved by the HLF.	
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.  Make use of overgrown, unused areas of the park.
Sustainability - Financial	The Christmas Company will host an event in 2020 (subject to Covid-19) and the funds achieved will help to make improvements and maintain the park.	December 2020	More financially sustainable and value for money trust accounts
	Continued partnership working with Colwick Park Lifeguards who lease the boathouse for storage.	Ongoing	
	Continued partnership working with Cloud9 Pursuits who manage the boating lake.	Ongoing	
	Continued partnership working with Showcase Greens Ltd who manage the Adventure Golf.	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.

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 2019 to 31 March 2020 and includes any post year trustee movements:

Councillor Adele Williams	Councillor Leslie Ayoola
Councillor AJ Matsiko	Councillor Linda Woodings
Councillor Andrew Rule	Councillor Maria Joannou
Councillor Angela Kandola	Councillor Maria Watson
Councillor Angharad Roberts	Councillor Merlita Bryan
Councillor Anne Peach	Councillor Michael Edwards
Councillor Audra Wynter	Councillor Mohammed Saghir
Councillor Audrey Dinnall	Councillor Neghat Khan
Councillor Azad Choudhry	Councillor Nick Raine
Councillor Carole McCulloch	Councillor Nicola Heaton
Councillor Cate Woodward	Councillor Patience Ifediora
Councillor Chantal Lee	Councillor Pavlos Kotsonis
Councillor Cheryl Barnard	Councillor Phil Jackson
Councillor Dave Liversidge	Councillor Rebecca Langton
Councillor David Mellen	Councillor Roger Steel
Councillor David Trimble	Councillor Rosemary Healy
Councillor Ethan Radford	Councillor Sajid Mohammed
Councillor Eunice Campbell-Clark	Councillor Sally Longford
Councillor Georgina Power	Councillor Salma Mumtaz
Councillor Graham Chapman	Councillor Sam Webster
Councillor Gul Khan	Councillor Samuel Gardiner
Councillor Hassan Ahmed	Councillor Shuguftah Quddoos
Councillor Jane Lakey	Councillor Steve Battlemuch
Councillor Jawaid Khalil	Councillor Sue Johnson
Councillor Jay Hayes	Councillor Toby Neal
Councillor Kevin Clarke	Councillor Wendy Smith
Councillor Kirsty Jones	Councillor Zafran Khan
Councillor Lauren O'Grady	

### **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 Deputy Chief Executive/Corporate Director for 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 (following the 2<sup>nd</sup> May Local Election) who approve the Annual Report and financial statements for the financial year 1 April 2019 to 31 March 2020:

<b>Councillor Sajid Mohammed (Chair)</b>
<b>Councillor Anne Peach</b>
<b>Councillor Angharad Roberts</b>
<b>Councillor Azad Choudhry</b>
<b>Councillor Mohammed Saghir</b>
<b>Councillor Steve Battlemuch</b>
<b>Councillor Ethan Radford</b>
<b>Councillor Sam Gardiner</b>
<b>Councillor Kirsty Jones</b>

### **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**

<b>Name and Address of Charity</b>	Highfields Leisure Park Trust, Nottingham Nottingham City Council Loxley House Station Street Nottingham NG2 3NG
<b>Governing Document</b>	Creation of trust by indenture dated 1 November 1923 and scheme made by the Charity Commission on the 4 October 1993
<b>Main Activity</b>	Provision of public recreation and pleasure grounds
<b>Charity Commission Registered Number</b>	1006603
<b>Name and Address of Sole Trustee</b>	Nottingham City Council (The members of Nottingham City Council (NCC) Trusts and Charities Committee are listed on page 12)
<b>Organisational Structure of the Charity</b>	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.
<b>Day to Day Management</b>	Director of Sports & Culture Hugh White Nottingham City Council Loxley House Station Street Nottingham NG2 3NG
<b>Name &amp; Address of Independent Examiners</b>	Internal Audit Nottingham City Council Loxley House Station Street Nottingham NG2 3NG
<b>Name &amp; Address of Bankers</b>	Lloyds Bank Birmingham OSC Ariel House 2138 Coventry Road Sheldon B26 3JW
<b>Providers of Professional Advice</b>	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: .....

\_\_\_\_\_  
Councillor Sajid Mohammed (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

<b>Statement of Financial Activities For year ending 31 March 2020</b>		
	<b>Unrestricted Funds 2019/20 £</b>	<b>Unrestricted Funds 2018/19 £</b>
<b>INCOMING RESOURCES</b>		
Investment Income	0	(1,255)
<b>Total Investment Income</b>	<b>0</b>	<b>(1,255)</b>
Incoming Resources from Charitable Activities	(248,150)	(246,895)
<b>Total Incoming Resources from Charitable Activities</b>	<b>(248,150)</b>	<b>(246,895)</b>
<b>Total Incoming Resources</b>	<b>(248,150)</b>	<b>(248,150)</b>
<b>RESOURCES EXPENDED</b>		
Charitable Activities	248,150	223,150
<b>Total Resources Expended</b>	<b>248,150</b>	<b>223,150</b>
<b>Net Incoming / (Outgoing) Resources</b>	<b>(0)</b>	<b>(25,000)</b>
<b>Fund balances brought forward as at 1 April</b>	<b>(213,501)</b>	<b>(188,501)</b>
<b>Fund balances carried forward as at 31 March</b>	<b>(213,501)</b>	<b>(213,501)</b>

**HIGHFIELDS LEISURE PARK TRUST**

<b>Balance Sheet</b>		
<b>As at 31March 2020</b>		
	<b>2019/20</b>	<b>2018/19</b>
	<b>£</b>	<b>£</b>
<b>Fixed Assets</b>		
Tangible Assets:		
Freehold Land & Buildings	1	1
Investment Assets	213,500	213,500
<b>Total Fixed Assets</b>	<b>213,501</b>	<b>213,501</b>
<b>Current Assets:</b>		
Debtors: amounts falling due within one year	0	0
Cash / Bank	0	0
<b>Liabilities:</b>		
Creditors: amounts falling due within one year	0	0
Cash / Bank	0	0
<b>Net Current Assets</b>	<b>0</b>	<b>0</b>
<b>Net Assets</b>	<b>213,501</b>	<b>213,501</b>
<b>Represented by:</b>		
<b>Funds</b>		
Unrestricted Funds	(1)	(1)
Capital Receipts	(213,500)	(213,500)
	<b>(213,501)</b>	<b>(213,501)</b>

## **NOTES TO THE FINANCIAL STATEMENTS**

### **1. ACCOUNTING POLICIES**

#### **General Principles**

The Annual Report summarises the Highfields Leisure Park Trust transactions for 2019/20 financial year together with its financial position at 31 March 2020.

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

	2019/20	2018/19
	£	£
<b><u>INCOME</u></b>		
<b><u>Investment Income</u></b>		
Interest	(0)	(1,255)
<b><u>Charitable Activities</u></b>		
Fees & Charges	(13,958)	(6,752)
Grant	(134,496)	(112,279)
Rents	(99,695)	(102,864)
Other – Disposal of Asset	0	(25,000)
	<b>(248,150)</b>	<b>(248,150)</b>
<b><u>EXPENDITURE</u></b>		
<b><u>Charitable Activities</u></b>		
Premises	38,067	36,123
Supplies and Services	3,534	9,387
Support Services	182,922	163,743
Third Party Payments	23,627	13,898
	<b>248,150</b>	<b>223,150</b>

Investment income is generated from a loan to Nottingham City Council and interest received during 2019/20 was Nil (2018/19 £1,255).

### 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 £134,496 to the Highfields Leisure Park Trust in 2019/20, 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 £182,922 (2018/19 £163,743) 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.

	<b>2019/20</b>	<b>2018/19</b>
	<b>£</b>	<b>£</b>
Loan to Nottingham City Council	213,500	213,500

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# HARVEY HADDEN STADIUM TRUST



## **Annual Report for the year ended 31 March 2020**

Registered Charity number 522271

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9-11	Structure, Governance and Management
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## **REPORT OF THE TRUSTEE FOR THE YEAR ENDED 31ST MARCH 2020**

The trustees present their annual report and financial statements of the charity for the year ended 31st March 2020. 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 2019/20 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 2019/20 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 2019/20 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 2019/20 which included the Cancer Research UK Relay for Life, Help for Heroes Training, Spring Spruce Open Track, and 5000m track challenge. The total number of event number this year has been 61 (including 34 schools) with over 400 club training sessions.

### **Performance Report (April 2019 - March 2020)**

<b>Objective</b>	<b>Action</b>	<b>Outcome</b>
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>Safety Advisory Group (SAGE) 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 2019/20 this amounted to £57,216 (2018/19 £71,816) which is a decrease of £14,600 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.

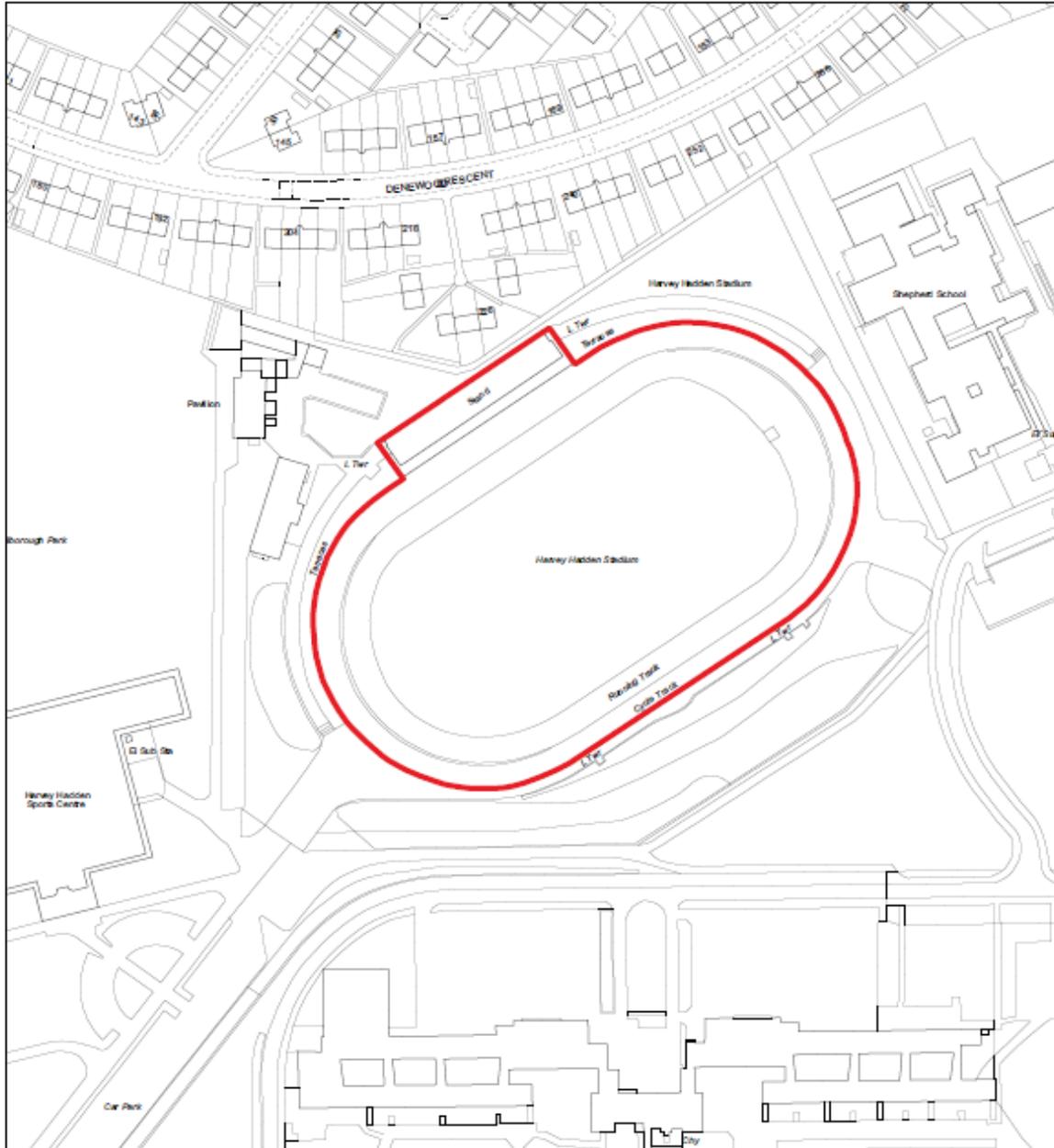
### **Insurances**

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

**PLANS FOR FUTURE PERIODS (APRIL 2020 – MARCH 2021)**

<b>Objective</b>	<b>Action</b>	<b>Timetable for Delivery</b>	<b>Outcome</b>
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
	Explore options for future management arrangements of the Stadium. Bilborough Town (Football) are our new Key Holders who use the stadium for League matches, approximately 25 games per year plus training and are looking into help fund the upgrade of the changing rooms on site.	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	
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 2020	January 2020	More financially sustainable and value for money trust accounts

## PLAN OF HARVEY HADDEN



Title: Harvey Hadden Stadium

Map produced on:  
November 2011

Map produced by:  
Julie K Shaw  
011587 63092

Nottingham City Council  
**Propertyplus**

Property Records  
Development



Scale 1:1,750

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Nottingham City Council 100019317.2011

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

On 18<sup>th</sup> July 1955 the court made a scheme and order for an athletics stadium to be erected out of the bequest of Harvey Hadden. Under the terms of the scheme Nottingham City Council was stated to be the owner of Bilborough Park and used its statutory powers to set aside part of the land for use as a stadium. Construction of the stadium began in 1955 with completion in 1960/61. The entire legacy of Harvey Hadden funded part of the cost of construction. Therefore it follows that the land on which the stadium is built is subject to the 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 2019 to 31 March 2020 and also includes any post year trustee movements:

<b>Councillor Adele Williams</b>	<b>Councillor Leslie Ayoola</b>
<b>Councillor AJ Matsiko</b>	<b>Councillor Linda Woodings</b>
<b>Councillor Andrew Rule</b>	<b>Councillor Maria Joannou</b>
<b>Councillor Angela Kandola</b>	<b>Councillor Maria Watson</b>
<b>Councillor Angharad Roberts</b>	<b>Councillor Merlita Bryan</b>
<b>Councillor Anne Peach</b>	<b>Councillor Michael Edwards</b>
<b>Councillor Audra Wynter</b>	<b>Councillor Mohammed Saghir</b>
<b>Councillor Audrey Dinnall</b>	<b>Councillor Neghat Khan</b>
<b>Councillor Azad Choudhry</b>	<b>Councillor Nick Raine</b>
<b>Councillor Carole McCulloch</b>	<b>Councillor Nicola Heaton</b>
<b>Councillor Cate Woodward</b>	<b>Councillor Patience Ifediora</b>
<b>Councillor Chantal Lee</b>	<b>Councillor Pavlos Kotsonis</b>
<b>Councillor Cheryl Barnard</b>	<b>Councillor Phil Jackson</b>
<b>Councillor Dave Liversidge</b>	<b>Councillor Rebecca Langton</b>
<b>Councillor David Mellen</b>	<b>Councillor Roger Steel</b>
<b>Councillor David Trimble</b>	<b>Councillor Rosemary Healy</b>
<b>Councillor Ethan Radford</b>	<b>Councillor Sajid Mohammed</b>
<b>Councillor Eunice Campbell-Clark</b>	<b>Councillor Sally Longford</b>
<b>Councillor Georgina Power</b>	<b>Councillor Salma Mumtaz</b>
<b>Councillor Graham Chapman</b>	<b>Councillor Sam Webster</b>
<b>Councillor Gul Khan</b>	<b>Councillor Samuel Gardiner</b>
<b>Councillor Hassan Ahmed</b>	<b>Councillor Shuguftah Quddoos</b>

<b>Councillor Jane Lakey</b>	<b>Councillor Steve Battlemuch</b>
<b>Councillor Jawaid Khalil</b>	<b>Councillor Sue Johnson</b>
<b>Councillor Jay Hayes</b>	<b>Councillor Toby Neal</b>
<b>Councillor Kevin Clarke</b>	<b>Councillor Wendy Smith</b>
<b>Councillor Kirsty Jones</b>	<b>Councillor Zafran Khan</b>
<b>Councillor Lauren O'Grady</b>	

### **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 Deputy Chief Executive/Corporate Director for 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 (following the 2<sup>nd</sup> May Local Election) who approve the Annual Report and financial statements for the financial year 1 April 2019 to 31 March 2020:

<b>Councillor Sajid Mohammed (Chair)</b>
<b>Councillor Anne Peach</b>
<b>Councillor Angharad Roberts</b>
<b>Councillor Azad Choudhry</b>
<b>Councillor Mohammed Saghir</b>
<b>Councillor Steve Battlemuch</b>
<b>Councillor Ethan Radford</b>
<b>Councillor Sam Gardiner</b>
<b>Councillor Kirsty Jones</b>

### **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**

<b>Name and Address of Charity</b>	Harvey Hadden Stadium Trust, Nottingham Nottingham City Council Loxley House Station Street Nottingham NG2 3NG
<b>Governing Document</b>	Creation of trust by high court order dated 18 <sup>th</sup> July 1955.
<b>Charity Type</b>	Service provider
<b>Main Activity</b>	Provision of sports stadium
<b>Charity Commission Registered Number</b>	522271
<b>Name and Address of Sole Trustee</b>	Nottingham City Council
<b>Organisational Structure of the Charity</b>	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.
<b>Day to Day Management</b>	Director of Sports & Culture Hugh White Nottingham City Council Loxley House Station Street Nottingham NG2 3NG
<b>Name &amp; Address Of Independent Examiners</b>	Internal Audit Nottingham City Council Loxley House Station Street Nottingham NG2 3NG
<b>Name &amp; Address Of Bankers</b>	Lloyds Bank Birmingham OSC Ariel House 2138 Coventry Road Sheldon B26 3JW
<b>Providers of Professional Advice</b>	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: .....

\_\_\_\_\_  
 Councillor Sajid Mohammed (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).

### **HARVEY HADDEN STADIUM TRUST**

<b>Statement of Financial Activities</b>			
<b>For year ending 31 March 2020</b>			
	<b>NOTE</b>	<b>Unrestricted Funds 2019/20 £</b>	<b>Unrestricted Funds 2018/19 £</b>
<b>Incoming Resources</b>			
Incoming Resources from Charitable Activities	3.a)	(117,400)	(117,400)
<b>Total Incoming Resources</b>		<b>(117,400)</b>	<b>(117,400)</b>
<b>Resources Expended</b>			
Charitable Activities	3.b)	117,400	117,400
<b>Total Resources Expended</b>		<b>117,400</b>	<b>117,400</b>
<b>Net Incoming / (Outgoing) Resources</b>		<b>0</b>	<b>0</b>
<b>Fund balances brought forward as at 1 April</b>		<b>(1)</b>	<b>(1)</b>
<b>Fund balances carried forward as at 31 March</b>		<b>(1)</b>	<b>(1)</b>

**HARVEY HADDEN STADIUM TRUST**

<b>Balance Sheet</b>			
<b>As at 31 March 2020</b>			
	<b>NOTE</b>	<b>2019/20 £</b>	<b>2018/19 £</b>
<b>Fixed Assets</b>			
Tangible Assets:			
Freehold Land & Buildings		1	1
<b>Total Fixed Assets</b>		<b>1</b>	<b>1</b>
<b>Current Assets:</b>			
Cash / Bank		0	0
<b>Liabilities:</b>			
Creditors: amounts falling due within one year			
Receipts in Advance		0	0
<b>Net Current Assets</b>		<b>0</b>	<b>0</b>
<b>Net Assets</b>		<b>1</b>	<b>1</b>
<b>Represented by:</b>			
<b>Funds</b>			
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 2019/20 financial year together with its financial position at 31 March 2020.

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

	2019/20	2018/19
	£	£
<b><u>INCOME</u></b>		
<b><u>Charitable Activities</u></b>		
Fees & Charges	(2,838)	(65.00)
Grant	(75,412)	(71,816)
Rents	(39,150)	(45,519)
	<b>(117,400)</b>	<b>(117,400)</b>
<b><u>EXPENDITURE</u></b>		
<b><u>Charitable Activities</u></b>		
Premises	17,929	23,263
Supplies and Services	181	188
Support Services	96,305	93,196
Third Party Payments	2,985	753
	<b>117,400</b>	<b>117,400</b>

### 4. TRANSACTIONS WITH RELATED PARTIES

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

The Council gave a grant of £57,216 to the Harvey Hadden Stadium in 2019/20, 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 £91,446 (2018/19 £90,736) 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.

**Trusts and Charities Committee - 7<sup>th</sup> December 2020**

<b>Title of paper:</b>	Bridge Estate Property Update Report	
<b>Director(s)/ Corporate Director(s):</b>	Nicki Jenkins - Director of Economic Development and Property	<b>Wards affected:</b> Various
<b>Report author(s) and contact details:</b>	Bevis Mackie – Principal Surveyor 0115 876 3635 <a href="mailto:Bevis.Mackie@nottinghamcity.gov.uk">Bevis.Mackie@nottinghamcity.gov.uk</a>	
<b>Other colleagues who have provided input:</b>	Dionne Screator – Solicitor (Contracts and Commercial Team) Tom Straw – Senior Accountant – Capital Programmes (Technical Accounting)	
<b>Date of consultation with Portfolio Holder(s) (if relevant)</b>		
<b>Relevant Council Plan Key Theme:</b>		
Nottingham People		<input type="checkbox"/>
Living in Nottingham		<input type="checkbox"/>
Growing Nottingham		<input checked="" type="checkbox"/>
Respect for Nottingham		<input type="checkbox"/>
Serving Nottingham Better		<input type="checkbox"/>
<b>Summary of issues (including benefits to citizens/service users):</b>		
The report sets out the key property events that have taken place or proposed for the Bridge Estate since the date of the last meeting.		
<b>Recommendation(s):</b>		
<b>1</b>	That the committee notes the updates relating to the individual Bridge Estate properties and approves the recommended actions as set out in Appendix 1 to this report.	

**1 Reasons for recommendations**

- 1.1 Appended to this report is a schedule setting out the recent activity or proposed actions relating to individual properties within the Bridge Estate portfolio. Where appropriate, specific legal and financial considerations are detailed alongside the surveyor’s update to Trustees.

**2 Background (including outcomes of consultation)**

- 2.1 Not applicable

**3 Other options considered in making recommendations**

- 3.1 Not applicable as the report is for information only

**4 Finance colleague comments (including implications and value for money/VAT)**

- 4.1 Not applicable

**5 Legal and Procurement colleague comments (including risk management issues, and legal, Crime and Disorder Act and procurement implications)**

5.1 Charity Commission guidance states that the Trust may purchase and lease property for the 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 on the market;
- They understand any legal obligations relating to the land, such as planning restrictions;
- Any loan or mortgage terms are reasonable and competitive

5.2 The above paragraph is an extract from the Charity Commission guidance to assist and remind Trustees generally about their obligations in relation to the Bridge Estate. Further legal comments in relation to the individual property transactions are detailed, where necessary, within both the public and exempt appendices to this report.

**6 Strategic Assets & Property colleague comments (for decision relating to all property assets and associated infrastructure) (Area Committee reports only)**

6.1 Not applicable

**7 Equality Impact Assessment (EIA)**

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

No

An EIA is not required because it does not involve change of policy, services or functions and some aspects for information only.

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

## 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 former tenant has vacated the property. The premises remain available on the market 'to let' and we continue to explore options for re-letting.	Bridge Estate financial projections will be updated following property developments.	For noting no additional legal comments.	For noting.
2	24-30 Castle Gate, NG1 7AT	Terms for lease have been agreed with a prospective tenant, solicitors are instructed and we continue to press for completion.	No further financial comment.	For noting no additional legal comments.	For noting.
3	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 in the autumn.	No further financial comment.	For noting no additional legal comments.	For noting
4	Part of Ground Floor, Building 2 Woolsthorpe Close, Woolsthorpe Depot	Terms have been agreed with an occupier with the matter expected to complete shortly.	No further financial comment.	For noting no additional legal comments.	For noting
5	Ground Floor 5 Castle Bridge Office Village, Lawrence Way, NG7 1GE	The tenant vacated the property on 30 <sup>th</sup> September. The premises are marketed available 'to Let' by HEB surveyors at a quoting rent of £43,000 per annum exclusive.	Bridge Estate financial projections will be updated following property developments.	For noting no additional legal comments.	For noting

6	Trent Bridge	The repainting and architectural restoration works have been completed.	As reported at July Committee these costs are to be met from the Bridge Repair Reserve.	For noting no additional legal comments.	For noting.
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