

# HARVEY HADDEN STADIUM TRUST



## **Annual Report for the year ended 31 March 2018**

Registered Charity number 522271

**CONTENTS****Page**

3	Report of the Trustees for the year ended 31st March 2018
3	Objectives and Activities for the Public Benefit
4-5	Achievements and Performance
6	Financial Review
7	Plans for Future Periods
8	Plan of Harvey Hadden
9-10	Structure, Governance and Management
11-12	Reference and Administrative Information
13-14	The Financial Statements
15-17	Notes to the Financial Statements
18	Independent Examiners Report

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2018**

The trustees present their annual report and financial statements of the charity for the year ended 31st March 2018. 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 2017/18 the Harvey Hadden Stadium was used by Key Holders 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 and American 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 2017/18 the Harvey Hadden Stadium has mainly been used by Notts Athletic Club, Nottingham Caesars (American Football) and Total Fitness Nottingham (TFN) for weekly training. The Notts Athletic Club is a well-established athletics club based at the stadium. They train on a Saturday morning, some Sunday mornings and five evenings per week. Bilborough Town (Football) are our new Key Holders who use the stadium for League matches, approximately 25 games per year plus training.

### **School Use**

Local schools made a considerable amount of bookings in 2017/18 for Sports days, Activity camps, Sport-training activities like running, high jump, long jump, relay etc. using the Stadiums' facilities. Further bookings have already been made for 2018/19. The local University also use the Stadium for training on a weekly basis.

### **Events**

The stadium hosted a number of events in 2017/18, which included the Cerebral Palsy World Games, Spring Spruce Open Track, Home Serve Charity Event, filming for Cbeebies and Field event, UK Youth Development Day and the annual Relay 4 Life event.

### **Performance Report (April 2017 - March 2018)**

<b>Objective</b>	<b>Action</b>	<b>Outcome</b>
Sport, Recreation & Events	Participation: A decrease in numbers of attendance detailed in the achievement and performance report due to weather conditions.  Number of Events – 36 Key Holder Sessions – 338 School Attendance (Sessions) – 16  Overall attendance/participants – 33,359	Improved physical activity and health and wellbeing  Building relationships with our local community

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.
	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. These are upgraded as and when needed.	
	New emergency lighting fitted along with fire evacuation plans for events	
	Annual site safety inspections are carried out	
	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.	
	Track and field equipment has been renewed where required	
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.		
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 2017/18 this amounted to £82,426 (2016/17 £85,220) which is a decrease of £2,794 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.

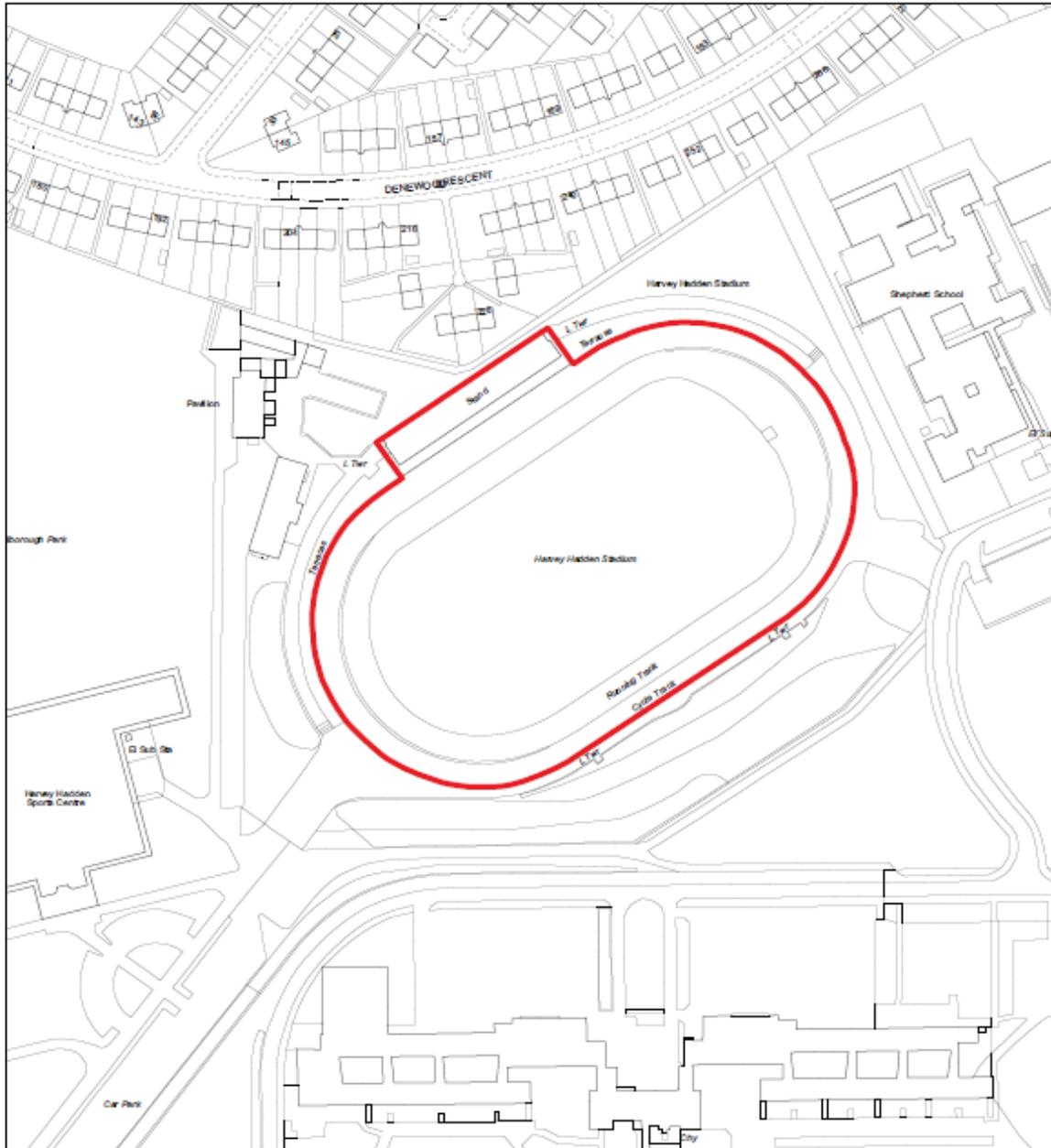
### **Insurances**

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

**PLANS FOR FUTURE PERIODS (APRIL 2018 – MARCH 2019)**

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	Ongoing	
	The Ranger service will include the park in their Ranger led health walks throughout the year	Ongoing	
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	
	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 2019	November 2018	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

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

Councillor Adele Williams (Elected May 17)	Councillor Jim Armstrong
Councillor Alan Clark (Deceased July 17)	Councillor John Hartshorne
Councillor Alex Norris (Resigned September 17)	Councillor Jon Collins
Councillor Andrew Rule	Councillor Joshua Cook
Councillor Anne Peach	Councillor Leslie Ayoola
Councillor Azad Choudhry	Councillor Liaqat Ali
Councillor Brian Grocock	Councillor Linda Woodings
Councillor Brian Parbutt	Councillor Malcolm Wood
Councillor Carole-Ann Jones	Councillor Marcia Watson
Councillor Carole McCulloch	Councillor Merlita Bryan
Councillor Cat Arnold	Councillor Michael Edwards
Councillor Cate Woodward (Elected March 18)	Councillor Michael Wildgust (Resigned September 17)
Councillor Cheryl Barnard (Elected October 17)	Councillor Mohammed Ibrahim
Councillor Chris Gibson	Councillor Mohammed Saghir
Councillor Chris Tansley	Councillor Neghat Nawaz Khan
Councillor Corall Jenkins	Councillor Nick McDonald
Councillor Dave Liversidge	Councillor Nick Raine (Elected October 17)
Councillor David Mellen	Councillor Nicola Heaton
Councillor David Smith	Councillor Pat Ferguson

Councillor David Trimble	Councillor Patience Ifediora
Councillor Eunice Campbell	Councillor Rosemary Healy
Councillor Georgia Power (Elected October 17)	Councillor Sally Longford
Councillor Georgina Culley (Deceased November 17)	Councillor Sam Webster
Councillor Ginny Klein	Councillor Sarah Piper
Councillor Glyn Jenkins	Councillor Steve Battlemuch
Councillor Graham Chapman	Councillor Steve Young
Councillor Gul Nawaz Khan	Councillor Sue Johnson
Councillor Ilyas Aziz	Councillor Toby Neal
Councillor Jackie Morris	Councillor Wendy Smith
Councillor Jane Urquhart	

### 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 2017 to 31 March 2018 are as follows:

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

### 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 Sport & 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: .....

\_\_\_\_\_  
 Cllr 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).

### HARVEY HADDEN STADIUM TRUST

<b>Statement of Financial Activities</b>			
<b>For year ending 31 March 2018</b>			
	<b>NOTE</b>	<b>Unrestricted Funds 2017/18 £</b>	<b>Unrestricted Funds 2016/17 £</b>
<b>Incoming Resources</b>			
Incoming Resources from Charitable Activities	3	117,900	117,900
<b>Total Incoming Resources</b>		<b>117,900</b>	<b>117,900</b>
<b>Resources Expended</b>			
Charitable Activities	3	117,900	117,900
<b>Total Resources Expended</b>		<b>117,900</b>	<b>117,900</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 2018</b>			
	<b>NOTE</b>	<b>2017/18 £</b>	<b>2016/17 £</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
		<b>1</b>	<b>1</b>

## **NOTES TO THE FINANCIAL STATEMENTS**

### **1. ACCOUNTING POLICIES**

#### **General Principles**

The Annual Report summarises the Harvey Hadden Stadium transactions for 2017/18 financial year together with its financial position at 31 March 2018.

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 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

	2017/18	2016/17
	£	£
<b><u>INCOME</u></b>		
<b><u>Charitable Activities</u></b>		
Fees & Charges	315	(1,473)
Grant	(82,426)	(85,220)
Other	0	0
Rents	(35,789)	(31,207)
	<b>(117,900)</b>	<b>(117,900)</b>
<b><u>EXPENDITURE</u></b>		
<b><u>Charitable Activities</u></b>		
Premises	29,167	20,710
Supplies and Services	44	0
Support Services	85,733	97,010
Third Party Payments	2,956	180
	<b>117,900</b>	<b>117,900</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 £82,426 to the Harvey Hadden Stadium in 2017/18, 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 £83,273 (2016/17 £94,559) 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.