



Edenbridge Town Council

Town Clerk: Christine Lane CertHE Local Policy



To: All Members of the Edenbridge Town Council

A meeting of the TRUSTEES OF THE PUBLIC RECREATION GROUND will be held in Rickards Hall at 8.15pm (or shortly after) on 19 October 2015

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
3. **TO CONFIRM THE MINUTES OF THE TRUSTEES OF THE PUBLIC RECREATION GROUND MEETING HELD ON 27 OCTOBER 2014**
4. **FINANCE BUSINESS**
 - 4.1 **Approve the Accounts**

The charity accounts have been audited by the internal auditor and the Annual Report and Accounts are presented for approval and for the Chairman to sign.
5. **REVIEW THE AIMS OF THE CHARITY**
 - 5.1 **Review the Aims**

The aim of the Charity is to provide and maintain a Public Recreation Ground at Lingfield Road, Edenbridge, Kent.
 - 5.2 **Approve the signatories**

Cllr M McArthur has been a signatory on the Council's mandate since the Council's general bank account moved to Barclays in January 2015. There was a possibility that the Charity Accounts might also move to Barclays at one stage, but following the problems encountered, and now the news of the closure of Barclays, this is unlikely. The signatories for the Charity accounts are normally the same Councillors as on the Town Council's mandate.
Do Trustees agree that the Public Recreation Ground bank account should remain at NatWest and Cllr M McArthur be added to the mandate?
 - 5.3 **Advise of changes of address**

All Council Members are reminded that they are Trustees of the Charity and must advise of any change of address.
 - 5.4 **On-Line Returns**

It is now a requirement that the annual Charity Commission Returns are made on-line.
Do Trustees give permission to the Responsible Finance Officer to submit these on their behalf?
6. **FINANCE CORRESPONDENCE**
 - 6.1 **Charity Commission website**

Trustees can log into the following website for updates at any time:
ccnews@charitycommission.gsi.gov.uk

Members of the public are invited to attend and there is an opportunity for public questions or statements at full Council and Planning and Transportation and Open Spaces Meetings. There is no such facility at other Committee meetings. Copies of the agenda and back ground papers, except any exempt items, are available from Doggetts Barn before the meeting and plans can be examined there, (Monday – Fridays 9am – 5pm)

Council offices: Doggetts Barn, 72A High Street, Edenbridge, Kent TN8 5AR
Office hours: Monday – Friday 9.00am – 5.00pm **Tel:** (01732) 865368 **Fax:** (01732) 866749
Email: townclerk@edenbridgetowncouncil.gov.uk **Web:** www.edenbridgetowncouncil.gov.uk

Lingfield Road Recreation Ground Accounts - Charity Commission land
Registered Number 302733
1st April 2014 to 31st March 2015

Balance in Hand 31st March 2014 **5.97**

Receipts

Edenbridge Town Council (14/15) 2,737.94

Total Receipts **2,743.91**

Payments

Edenbridge Town Council (14/15) 2,737.94

Total Payments **2,737.94**

Balance in Hand 31st March 2014 **5.97**

Funds held at
National Westminster Bank
ETC Trustees of Recreation Ground **5.97**

The majority of the expenditure in these accounts related to the time spent by the Council's groundstaff on the land, the cost of which was met by the Council.

Signed

Chairman Responsible Finance Officer

Date

**LINGFIELD ROAD RECREATION GROUND Charity Commission land Reg No. 302733
EXTRACTED FROM COUNCIL'S ACCOUNTS PERIOD 1st APRIL 2013 TO 31st MARCH 2014**

<u>Receipts</u>	2013/14	<u>Payments</u>	2013/14
Sports Association/ Rugby Club	£467.55	Salaries	£ 1,526.69
E/B Town Council	£2,255.84	Dog Bin Emptying	£ 492.86
		Cleaning	£
		Litter Bins	£
		Line Marking	£ 260.14
		Chemicals/Fertilisers	£ 238.87
		Hedge Trimming	£
		Soil/Sand/Grass	£ 56.89
		Trees & shrubs	£
		Football Posts	£ 0.00
		Weed Control	£ 106.66
		Playground Survey	£ 55.83
		Playground repairs	<u>£ 0.00</u>
	<u>£2,737.94</u>		<u>£2,737.94</u>

Edenbridge Town Council, trustees of the Lingfield Road Recreation Ground

The Lingfield Road Recreation Ground is largely owned by the Town Council, with a direct freehold interest but also as trustees for a comparatively minor part of the total area; it is only this latter area to which this annual return applies.

The trustees neither meet nor issue a report; the management of the entire area is under the day-by-day control of the Amenities Committee which in turn reports to the Council. The Council considers the management of all its open spaces, sets income levels and authorises expenditure as part of the annual budget. Its policy is the maintenance and improvement of such assets and the maximisation of their use for the benefit of the community as a whole.

A separate account is maintained for just part of the total acreage (some pitches for example being on both trust and freehold land) and the figures given therefore are extracted from the annual accounts and proportioned to give as accurate account as possible. Compensatory payments and receipts between the Council's and the Trust Accounts are made annually in the following financial year. D Slater, RFO.

**Edenbridge Town Council Trustees of The Recreation Ground
Receipts and payments Account for the year ending 31st March 2015**

INDEPENDENT EXAMINERS UNQUALIFIED REPORT

Independent Examiner's report to the Trustees of the Recreation Ground
I report on the accounts of the Recreation Ground for the year ending 31st March 2015, which are set on the accompanying pages.

Respective responsibilities of trustees and examiner.

As the charity trustees, you are responsible for the Statutory duty of care under Section 1 (1) of the Trustees Act 2000, for the preparation of accounts and independent examination of accounts as contained in Part VI of the 1993 Act (as amended) and regulations made under that Act. You consider the audit requirements contained in the Charity Accounts 2001: The Framework (CC61) and ensure that if the income or expenditure exceeds £10,000 the accounts will be independently scrutinized. Due consideration will be given to particular matters which have come to my attention

Basis of independent examiner's report.

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination included a review of accounting records kept by the charity and a comparisons of the account presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion of the view given by the accounts.

Independent examiner's statement.

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

1. Which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with SORP2000 and
 - to prepare accounts which accord with the accounting and to comply with the requirements of the Act

have not been met: or

2. to which, in my opinion, attention should have been drawn in order to enable a proper understanding of the accounts

Signature: 

Name: M R T HILL

Relevant professional qualification or body: EDENBRIDGE TOWN COUNCIL
INTERNAL AUDITOR

Address:

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date: 06 October 2015