

**Minutes of the Annual Meeting of the TRUSTEES OF RECREATION GROUND CHARITY  
held in Rickards Hall at 8.55pm on 19 October 2015**

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Present: Cllrs: J Barnett, Mrs J Davison, R Davison (Vice Chairman), A Layland, S McGregor (Chairman), R Orridge, C Pearman, M Robson, J Scholey, B Todd.

In attendance: Daphne Slater (Responsible Finance Officer). No members of the press or public were present.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received, accepted and noted from Cllrs T Bryant (business commitment) V Maynard (unwell) and M McArthur (family commitment). Cllrs J Chappell and J Wooltorton were absent.

**2. DECLARATIONS OF INTERESTS**

None.

**3. TO CONFIRM THE MINUTES OF THE TRUSTEES OF THE RECREATION GROUND CHARITY HELD ON 27 OCTOBER 2014**

Resolved: that the minutes of the Trustees of the Recreation Ground Charity meeting held on 27 October 2014 be confirmed as a true record and signed by the Chairman.

**4. FINANCE BUSINESS**

**4.1 Accounts and Annual Report**

The Charity End of Year Accounts 2014/15 and the Annual Report were presented for approval. The Accounts had been audited by the Internal Auditor and were circulated with the Annual Report.

Resolved: that the Accounts should be signed by the Chairman of the Council, on behalf of the Trustees, as a true record of the Charity's financial position and to accept the Annual Report. (Attached below)

**5. REVIEW THE AIMS OF THE CHARITY**

**5.1 Review the Aims**

The Trustees considered the aims of the Charity and did not wish to propose any changes at this time.

**5.2 Approve the Signatories**

The Trustees considered the list of signatories.

Resolved: that the Charity accounts should remain at NatWest following the news that Barclays Edenbridge branch will be closing at the end of this month. Cllr M McArthur has been a signatory on the Council's mandate at Barclays and should now be added to the Charity accounts mandate at NatWest to maintain continuity.

**5.3 Advise of Changes of Address**

All Trustees were reminded that they must advise the Charity Commission of any changes of address. New members' names and addresses will be added to the system.

**5.4 On-Line Returns**

It was noted that it is a requirement that annual Charity Commission Returns are made on-line.

Resolved: that the RFO should submit the returns on-line on behalf of the Charity.

**6. CORRESPONDENCE**

**6.1 Charity Commission Website**

Trustees noted that updates are available on the Charity Commission website by accessing the following: [cnews@charitycommission.gsi.gov.uk](mailto:cnews@charitycommission.gsi.gov.uk)

The meeting closed at 8.59pm

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

**Balance in Hand 31<sup>st</sup> 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 31<sup>st</sup> 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 1<sup>st</sup> APRIL 2013 TO 31<sup>st</sup> MARCH 2014**

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

**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 31<sup>st</sup> 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:** .....

**Relevant professional qualification or body:** .....

**Address:** .....

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**date:** .....