



# Edenbridge Town Council

Town Clerk: Caroline Leet



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 8.05pm (or shortly after) on 7 October 2019**

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## 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 15 OCTOBER 2018**
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**

The signatories for the Charity accounts have been the same Councillors as on the Town Council's mandate in the past.

**Do Trustees agree the RFO should update the records to maintain the continuity?**
  - 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 the Responsible Finance Officer permission 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:  
[www.charitycommission.gov.uk](http://www.charitycommission.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)

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**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](mailto:townclerk@edenbridgetowncouncil.gov.uk) **Web:** [www.edenbridgetowncouncil.gov.uk](http://www.edenbridgetowncouncil.gov.uk)

**Lingfield Road Recreation Ground Accounts - Charity Commission land**  
**Registered Number 302733**  
**1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019**

**Balance in Hand 31<sup>st</sup> March 2018** **0.00**

**Receipts**

Edenbridge Town Council (18/19) 6,794.29

**Total Receipts** **6,794.29**

**Payments**

Edenbridge Town Council (18/19) 6,7929

**Total Payments** **6,794.29**

**Balance in Hand 31<sup>st</sup> March 2019** **0.00**

Funds held at  
National Westminster Bank  
ETC Trustees of Recreation Ground 0.00

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

Signed ..... ..

Chairman Responsible Finance Officer

Date ..... ..

**LINGFIELD ROAD RECREATION GROUND Charity Commission and Reg No. 302733  
EXTRACTED FROM COUNCILS ACCOUNTS PERIOD 1<sup>st</sup> APRIL 2017 TO 31<sup>st</sup> MARCH 2018**

<u>Receipts</u>	2017/18	<u>Payments</u>	2017/18
Rugby Club	£520.80	Salaries	£ 2,389.72
E/B Town Council	£6,273.49	Dog Bin Emptying	£ 576.71
		Litter Bins	£ -
		Line Marking	£ 410.63
		Chemicals/Fertilisers	£ 35.58
		Hedge Trimming	£ 198.00
		Top Soil	£ 36.67
		Grass seed	£ 20.98
		Football Posts	£ 0.00
		Weed Control	£ 125.00
		Playground Survey	£ 65.00
		Playground repairs	<u>£2,936.00</u>
	<u>£6,794.29</u>		<u>£6,794.29</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 Open Spaces 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 2019**

**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 2019, 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: INTERNAL AUDITOR  
EDENBRIDGE TOWN COUNCIL

Address: .....

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EDENBRIDGE KENT TN8 6LJ

Date: 17 September 2019