

**Minutes of the Annual Meeting of the TRUSTEES OF BLOSSOMS PARK RECREATION GROUND CHARITY held at 20.04pm on 23 November 2020 via Zoom**

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Present: Cllrs A Baker, A Damodaran, V Jennings, A Layland, N Lloyd (Chairman), M McArthur, S McGregor, A Read, J Scholey (Vice Chairman), S Taylor and B Todd .

In attendance: Town Clerk and Finance Officer. No members of the press or public were present.

*Cllr Lloyd raised some concerns with regard to signing the accounts for the Charities. The Town Clerk had sought professional advice from accountants who had experience working with Charity Trusts. The way the accounts had been prepared in the past was dated and no longer necessary. The administration could be fully transferred to the Town Council by a memorandum drawn up, this would negate the need for detailed accounts and the Charity Accounts/Annual Return could then be a "nil return". This would be an administration saving both for the Council and the Charities. The proposal was to refer to the Finance Committee to consider, and make recommendation to full Council to have a memorandum drawn up (Deed of transfer giving responsibility to the Council), and the Charity bank account to then be closed.*

***The Trustees agreed to refer to the Finance Committee to consider and make recommendations to the full Council.***

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received, accepted and noted from Cllrs J Aldridge and S Sumner. Cllrs Z Roberts Smith and P Smith were absent.

**2. DECLARATIONS OF INTERESTS**

None.

**3. TO CONFIRM THE MINUTES OF THE TRUSTEES OF BLOSSOMS PARK RECREATION GROUND CHARITY HELD ON 7 OCTOBER 2019**

Resolved: that the minutes of the Trustees of Blossoms Park Recreation Ground Charity meeting held on 7 October 2019 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 2020/21 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 Finance committee, 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: to update the signatories for the Charity accounts and make them the same as on the Town Council's mandate, 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 [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)

The meeting closed at 20.07pm.

**BLOSSOMS PARK PUBLIC RECREATION GROUND Charity Commission land Reg No. 302732  
EXTRACTED FROM COUNCIL'S ACCOUNTS PERIOD 1<sup>st</sup> APRIL 2018 TO 31<sup>st</sup> MARCH 2019**

<u>Receipts</u>	2018/19	<u>Payments</u>	2018/19
Cricket Club	£ 618.15	Salaries	£ 3,608.28
Grants Skate Parks	£ 0.00	Superannuation	£ 922.93
E/B Town Council	£ 7,065.31	Water Rates	£ 207.75
		Sewage	£ 326.74
		Hedge Cutting	£ 138.60
		Tree Surgery	£ 0.00
		Repairs (Skate Park)	£ 2,340.00
		Hard Landscaping	£ 0.00
		Materials	£ 0.00
		Insurance	£ 139.16
		Bollards	£ 0.00
		Signage	£ 0.00
	<hr/>		<hr/>
	£7,683.46		£7,683.46
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**Edenbridge Town Council, Trustees of the Blossoms Park Public Recreation Ground**

Edenbridge Town Council is the managing trustee of Blossoms Park Recreation Ground.

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 the total acreage and the figures are extracted from the councils annual accounts 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.

**Blossoms Park Recreation Ground Accounts - Charity Commission Land**  
**Registered Number 302732**  
**1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020**

<b>Balance in Hand 31<sup>st</sup> March 2019</b>	<b>0.00</b>
<b>Receipts</b>	
Edenbridge Town Council (19/20)	<b>7,683.46</b>
<b>Total Receipts</b>	<b>7,683.46</b>
<b>Payments</b>	
Edenbridge Town Council 19/20	<b>7,683.46</b>
<b>Total Payments</b>	<b>7,683.46</b>
<b>Balance in Hand 31<sup>st</sup> March 2020</b>	<b>0.00</b>
Funds held at National Westminster Bank ETC Trustees of the Public Recreation Ground	<b>0.00</b>

**Annual Report**

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 .....

**Edenbridge Town Council Trustees of The Public Recreation Ground; Blossoms Park  
Receipts and payments Account for the year ending 31st March 2020**

**INDEPENDENT EXAMINERS UNQUALIFIED REPORT**

Independent Examiner’s report to the Trustees of the Public Recreation Ground : Blossoms Park

I report on the accounts of the Public Recreation Ground for the year ending 31<sup>st</sup> March 2020 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:** .....