

Minutes of the Annual Meeting of the TRUSTEES OF THE PUBLIC RECREATION GROUND CHARITY held on 23 November 2020 at 19.59pm via Zoom

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 having a memorandum drawn up, this 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 Recreation Ground currently charges VAT, however investigations as to if this is necessary, and if an 'option to charge' VAT certificate had previously been applied for, are currently being looked into. 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. In the meantime, to seek advice from HMRC with the 'option to charge VAT certificate'.

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 THE RECREATION GROUND CHARITY HELD ON 7 OCTOBER 2018

Resolved: that the minutes of the Trustees of the Recreation Ground Charity meeting held on 7 October 2019 be confirmed as a true record and signed by the Vice Chairman.

4. FINANCE BUSINESS

4.1 Accounts and Annual Report

The Charity End of Year Accounts 2019/20 and the Annual Report were presented for approval. The Accounts had been audited by an independent examiner and were circulated with the Annual Report.

Resolved: that the Accounts should be signed by the Chairman of Finance, 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 to 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

The meeting closed at 20.03pm

**Lingfield Road Recreation Ground Accounts - Charity Commission land
Registered Number 302733
1st April 2019 to 31st March 2020**

Balance in Hand 31st March 2019 **0.00**

Receipts

Edenbridge Town Council (19/20) 4,639.48

Total Receipts **4,639.48**

Payments

Edenbridge Town Council (19/2019) 4,639.48

Total Payments **4,639.48**

Balance in Hand 31st March 2020 **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 land Reg No. 302733
EXTRACTED FROM COUNCILS ACCOUNTS PERIOD 1st APRIL 2018 TO 31st MARCH 2019**

Receipts 2018/19

Rugby Club	£541.65
E/B Town Council	£4,097.83

£ 4,639.48

Payments 2018/19

Salaries	£ 2,790.71
Dog Bin Emptying	£ 611.00
Litter Bins	£ 0.00
Line Marking	£ 194.05
Chemicals/Fertilisers	£ 93.34
Hedge Trimming	£ 207.90
Top Soil	£ 20.00
Grass seed	£ 32.48
Football Posts	£ 0.00
Weed Control	£ 125.00
Car Park Remarking	£ 500.00
Playground Survey	£ 65.00

£ 4,639.48

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.

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

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 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: