

Alice Park Trust Sub-Committee

Date: Monday, 29th March, 2021

Time: 2.00 pm

Venue: Virtual Meeting – Public Access via YouTube
<https://www.youtube.com/bathnescouncil>

Councillor Rob Appleyard (Chair)

Councillor Paul Myers

Councillor Joanna Wright

Co-opted members non-voting: Bill Shaw (Independent Member)

Chief Executive and other appropriate officers

Press and Public



Marie Todd

Democratic Services

Lewis House, Manvers Street, Bath, BA1 1JG

Telephone: 01225 394414

Web-site - <http://www.bathnes.gov.uk>

E-mail: Democratic_Services@bathnes.gov.uk

NOTES:

1. **Inspection of Papers:** Papers are available for inspection as follows:

Council's website: <https://democracy.bathnes.gov.uk/ieDocHome.aspx?bcr=1>

2. **Details of decisions taken at this meeting** can be found in the minutes which will be circulated with the agenda for the next meeting. In the meantime, details can be obtained by contacting as above.

3. Recording at Meetings

The Council will broadcast the images and sounds live via its YouTube channel
<https://youtube.com/bathnescouncil>

The Council may also use the images/sound recordings on its social media site or share with other organisations, such as broadcasters.

4. Public Speaking at Meetings

The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group.

Advance notice is required not less than two full working days before the meeting. This means that for meetings held on Mondays notice must be received in Democratic Services by 5.00pm the previous Wednesday.

Further details of the scheme can be found at:

<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=12942>

5. Supplementary information for meetings

Additional information and Protocols and procedures relating to meetings

<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13505>

Decision Making Powers of the Sub-Committee:

1. To discharge the Council's role as Corporate Trustee for the Alice Park Trust, in line with Charities Commission guidance. The objects of the Alice Park Trust are for use as a public park and children's recreation ground.
2. To agree the Trust's annual budget and business plan.
3. To approve the use of any reserves.
4. To agree the Trust's annual accounts.
5. To receive and respond to the audit findings relating to the annual accounts.
6. To receive reports on the effective day to day management and financial performance of the Trust.
7. To allow interested parties to give their view on the performance and direction of the Trust.

Alice Park Trust Sub-Committee - Monday, 29th March, 2021

at 2.00 pm in the Virtual Meeting - Zoom - Public Access via YouTube
<https://www.youtube.com/bathnescouncil>

A G E N D A

1. WELCOME AND INTRODUCTIONS
2. APOLOGIES FOR ABSENCE AND SUBSTITUTION
3. DECLARATIONS OF INTEREST

At this point in the meeting declarations of interest are received from Members in any of the agenda items under consideration at the meeting. Members are asked to indicate:

(a) The agenda item number in which they have an interest to declare.

(b) The nature of their interest.

(c) Whether their interest is **a disclosable pecuniary interest** *or* an **other interest**,
(as defined in Part 2, A and B of the Code of Conduct and Rules for Registration of Interests)

Any Member who needs to clarify any matters relating to the declaration of interests is recommended to seek advice from the Council's Monitoring Officer or a member of his staff before the meeting to expedite dealing with the item during the meeting.

4. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

The Chair will announce any items of urgent business accepted since the agenda was prepared under the Access to Information provisions.

5. ITEMS FROM THE PUBLIC - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS
6. MINUTES OF THE MEETING OF 3 FEBRUARY 2021 (Pages 7 - 12)

To confirm the minutes of the meeting held on 3 February 2021 as a correct record.

7. CHAIR'S UPDATE

To receive an update from the Chair regarding the following matters:

- Skatepark
- Tennis courts
- Independent member vacancy

8. ALICE PARK TRUST SUB-COMMITTEE ANNUAL REPORT FOR THE YEAR
ENDING 31 MARCH 2020 (Pages 13 - 28)

To consider and approve the Alice Park Trust statement of accounts and annual report for the year ending 31 March 2020 for submission to the Charity Commission.

9. DATE OF NEXT MEETING

To consider when the sub-committee should hold its next meeting.

The Democratic Services Officer for this meeting is Marie Todd who can be contacted on 01225 394414.

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ALICE PARK TRUST SUB-COMMITTEE

Minutes of the Meeting held

Wednesday, 3rd February, 2021, 2.30 pm

Councillor Rob Appleyard (Chair)	- Bath and North East Somerset Council
Councillor Paul Myers	- Bath and North East Somerset Council
Councillor Joanna Wright	- Bath and North East Somerset Council
Graham Page	- Independent Member
Bill Shaw	- Independent Member

21 WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting. He welcomed Bill Shaw to his first meeting of the Sub-Committee as the newly appointed independent member.

22 APOLOGIES FOR ABSENCE AND SUBSTITUTION

There were no apologies for absence.

23 DECLARATIONS OF INTEREST

There were no declarations of interest.

24 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR

There was no urgent business.

25 ITEMS FROM THE PUBLIC - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS

Questions were submitted to the meeting by Paul Hooper, Janet Marton and Derek Swift. The Chair confirmed that responses would be sent within 5 working days of the meeting. *(A copy of the questions and responses is attached as an appendix to these minutes).*

Graham Page, Independent Member of the sub-committee made a public statement. He stated that, as an independent member, he felt that it was his role to bring the concerns of park users to the attention of the sub-committee. It was important for decisions made by the sub-committee to adhere to legal requirements and to be made in a transparent way. He felt that some previous decisions made by the sub-committee had been overridden and ignored. He also felt that some decisions had been taken without the approval of the sub-committee and in the absence of any formal delegation. He had requested that certain items be placed on the agenda for consideration, but this request had been declined. He also felt that some of the responses provided to questions submitted by members of the public were incomplete. He stressed the obligation on the sub-committee for business to be

conducted in an open, lawful and timely manner.

Cllr Appleyard explained the need for agenda item requests to be submitted through the chair to ensure a balanced and well-managed agenda. The sub-committee noted the statement and agreed that the concerns raised would be discussed at a future meeting.

26 **MINUTES OF THE MEETING OF 7 DECEMBER 2020**

The minutes of the meeting held on 7 December 2020 were confirmed as a correct record.

Graham Page queried the accuracy of the minutes as he believed that he had raised some issues relating to the skatepark under the Chair's Update.

(Note: Having reviewed the YouTube recording of the meeting it was confirmed that the issues referred to by Graham Page were not raised during the public meeting).

27 **CHAIR'S UPDATE**

The Chair gave updates on the following issues:

- Alice Park Trust Accounts - Discussions have taken place between the Council and the Charity Commission about how the Alice Park Trust accounts should be produced. The Charity Commission has agreed an extension for the submission of the accounts, which must now be submitted by 31 March 2021. The issues discussed have now been satisfactorily resolved and the sub-committee will be asked to approve the accounts and annual report at its next meeting once they have been independently examined.
- Tennis Courts – An operator has now been appointed to run the new tennis court provision. This means that park users can now look forward to an improved provision, refurbishment of the tennis courts and a high-quality service. The Chair was not aware of the exact timescale for these works, but he agreed to find out more details and to send further information to sub-committee members.
- Workshop – 15 February – A workshop has been arranged for members of the sub-committee to discuss the 10-year plan, community engagement plan and the policy for memorial trees and benches. The Trust needs to become more financially self-sufficient and will need to increase its income to a reasonable and achievable level. This will enable the Council subsidy to reduce over a 10-year period.
- Skatepark – Graham Page requested an update regarding the skatepark, as park users and local residents were keen to know the latest position. The Chair informed members that the skatepark is a Council run project. He understood that officers are still awaiting the delivery of the new fencing which will be positioned between the skatepark and the sandpit. Discussions have taken place about whether to open the skatepark with the existing fencing in place, but this is not considered to be the right solution. The groundwork is

underway, but the wet weather has impacted on this work. Cllr Wright explained that members are working with the Council on this project and ask for regular updates regarding the delays. However, it was acknowledged that the Covid-19 pandemic has caused some hold up on this project. The Chair confirmed that the fencing will be provided to the required standard.

Cllr Myers felt that the issues raised by Graham Page regarding the governance of the sub-committee and the skatepark project should be discussed further. It was agreed that Graham would put his concerns in writing, including examples, for consideration.

28 **POLICIES FOR ALICE PARK**

The sub-committee discussed whether to adopt policies on particular activities within Alice Park, taking into consideration the current policies on drones and barbeques for parks managed by B&NES Council and existing byelaws.

(a) Drones

RESOLVED: To adopt the B&NES Council policy regarding drones which states that drones are not permitted without permission.

(b) Sky Lanterns

It was noted that B&NES Council does not currently have a policy regarding sky lanterns.

Members discussed the following issues:

- Cllr Myers felt that sky lanterns should not be permitted without express permission from the Trust (for example when releasing lanterns is an integral part of an event).
- Bill Shaw was concerned at the proximity of the park to the London Road and felt that lanterns could present a safety risk.
- Graham Page and Cllr Wright felt that sky lanterns should not be permitted.

Shaine Lewis, Legal Services Manager, advised that the Trust would only have control over the use of lanterns within the park. The lanterns could land outside of the park grounds and this could pose a fire risk which was, ultimately, a risk for the Trust.

Following consideration of the legal advice provided, it was:

RESOLVED: To prohibit sky lanterns within Alice Park.

(c) Barbeques and Open Fires

It was noted that in B&NES Council-run parks barbeques are prohibited unless there are designated facilities (which are only provided in the Royal Victoria Park). However, even with the correct equipment provided,

barbeques can still represent a fire risk.

The following issues were discussed:

- Graham Page felt that there should be a complete ban but that this should be kept under review. He noted that the risks can be high.
- Cllr Appleyard pointed out that Alice Park has a café which serves food and so there is less need for people to have barbeques.
- Bill Shaw did not think that barbeques should be permitted.
- Cllr Myers raised the issue of open fires and whether these should be prohibited. It was noted that the forest school have made a request to use a fire pit and members felt that that this could be an exception as long as it can be controlled.
- Cllr Appleyard explained that, if given express permission, the forest school would use a fire pit in a designated position in the fenced off area by the pond.
- Cllr Wright stated that that forest school should be treated as an exception and also that the community garden area should be permitted to have a “Kelly fire”.
- Shaine Lewis, Legal Advisor, explained that the local byelaws prohibited damage to any turfed areas, and this would effectively rule out barbeques which would cause damage to the grassed area.

RESOLVED:

- (1) To prohibit barbeques in Alice Park.
- (2) To prohibit open fires in Alice Park without prior written approval from the Chair of the Alice Park Trust Sub-Committee or a designated officer.
- (d) Byelaws

The Sub-Committee noted the B&NES byelaws which were circulated with the agenda papers, some of which apply to Alice Park. Shaine Lewis advised members that it would be preferable to have a policy on the byelaws and how these are applied than to amend the existing byelaws.

RESOLVED: That Cllr Rob Appleyard, Paul Pearce (Parks Manager) and Shaine Lewis (Legal Services Team Leader) meet to discuss the application of the existing byelaws and to consider this issue at a future meeting.

29 **COMMERCIAL ACTIVITIES IN ALICE PARK**

The Sub-Committee considered a discussion paper put forward by Graham Page, Independent Member. This raised a number of issues which needed to be considered when permitting commercial activities within Alice Park. These included data processing, safeguarding, fee structures and the need for an appeal process.

Cllr Appleyard explained that the objective is to generate an income for the Trust. This work started with the negotiation of a new lease for the café. A number of commercial enterprises use the park and the sub-committee previously agreed to

adopt the Council rate card when charging for the use of the park. However, a different approach has now been adopted and discussions are taking place with park users to ensure that any charges are not prohibitive. Most commercial users have responded positively. It is important to build a good relationship with the users of the park. A sum of £2k has been generated in this financial year from commercial activities.

Cllr Appleyard proposed that the sub-committee consider appointing someone to act as a booking agent for events taking place in the park, including the management of an online diary. There could be a small remuneration for this role.

Cllr Wright pointed out that it is important to realise that some people using the park make very little money from these activities but provide a valuable service for local people, enabling them to be active.

Cllr Myers supported the idea of appointing someone to manage the bookings process and other administrative tasks. He pointed out that it is important to be mindful of the costs involved and that the park is unlikely to make a profit on these small-scale activities. He noted that there are also opportunities to organise larger events in the park which would generate more income.

Bill Shaw noted that policing this type of event could be difficult. He pointed out that income generated from commercial activities would provide a contribution towards the upkeep of the park. He felt that someone may be able to assist with this role on a voluntary basis.

Graham Page pointed out that he had previously produced a draft events policy which could be used as a working document.

It was noted that the Council Events Team is no longer able to support the Trust with events held in Alice Park and that the charges for using the services of the Council team are likely to be high.

RESOLVED: To further explore the creation of an Events Co-ordinator role for the Alice Park Trust.

30 MULTI-USE GAMES WALL

The sub-committee discussed the possibility of installing a multi-use games wall within the park. It was noted that the wall could not form part of the tennis court provision and would need to be a stand-alone facility. Graham Page stated that it would be difficult to find a suitable location within the park for this type of facility.

RESOLVED: That no further action be taken on the provision of a multi-use games wall.

31 OUTDOOR GYM EQUIPMENT

The sub-committee discussed whether outdoor gym equipment should be provided within the park.

Cllr Appleyard stated that the provision of this type of equipment is good value. Six

or eight pieces of equipment is likely to cost around £15k.

Cllr Myers stated that the equipment is beneficial for people who cannot afford to join a gym. However, it does need to be regularly inspected and maintained. He would support its installation if a funder could be found.

Bill Shaw stated that he endorsed these comments but pointed out that the park is currently very muddy. A paved access area to the equipment would also be required.

Graham Page supported this proposal and felt that it would prevent some of the fitness groups in the park using trees as gym equipment. A suitable location would need to be identified.

Cllr Appleyard stated that the play area and gym equipment could be the two key areas for the sub-committee to focus on over the next 18 months. Funding for both projects will have to be identified.

RESOLVED: To agree to the provision of outdoor gym equipment in principle subject to funding.

32 **SOCIAL MEDIA ISSUES**

The sub-committee discussed whether there is a need for the Alice Park Trust to have a social media presence in its own right. It was noted that the café currently hosts most of the social media content relating to the park.

If an Events Co-ordinator is appointed, then this person will need a social media platform. It would be helpful if people could contact the Trust in this way regarding park maintenance and other issues.

33 **PATHWAYS**

Bill Shaw was concerned at the state of the pathways in the park near the gate to the pond area. He stated that these should either be paved or filled in with some hardcore.

Graham Page suggested that this work could be carried out at the same time as the remaining skate park work.

34 **DATE OF NEXT MEETING**

The next meeting will take place in March at a date to be agreed.

The meeting ended at 4.20 pm

Chair

Date Confirmed and Signed

Prepared by Democratic Services

Bath & North East Somerset Council	
MEETING/ DECISION MAKER:	Alice Park Trust Sub-Committee
MEETING/ DECISION DATE:	29 March 2021
TITLE:	Alice Park Trust Sub-Committee – Annual Report for the year ending 31st March 2020
WARD:	Lambridge
AN OPEN PUBLIC ITEM	
<p>List of attachments to this report:</p> <ol style="list-style-type: none"> 1. Statement of Accounts to 31st March 2020 (Receipts and Payments account) 2. Trustees' Annual Report to 31st March 2020 3. Draft Independent Examiners Review 4. Charity Commission Reporting – Extract of Accounting Requirements 	

1 THE ISSUE

- 1.1 To agree the Statement of Accounts for Alice Park Trust for year ending 31st March 2020. (Appendix 1)
- 1.2 To agree the Annual Report for Alice Park Trust for year ending 31st March 2020. (Appendix 2)

2 RECOMMENDATIONS

- 2.1 Agree and sign the financial statements of Alice Park Trust for year ending 31st March 2020 and their submission to the Charity Commission.
- 2.2 Agree and sign the annual report for Alice Park Trust year ending 31st March 2020 and submission to the Charity Commission.

3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

- 3.1 Expenditure incurred for Alice Park Trust in 2019/20 was £87,820; this was offset by income of £58,628.
- 3.2 The deficit of £29,192 has been subsidised from the Bath & North East Somerset Council Parks revenue budget, to ensure the Trust operates on a going concern basis. This is the same process that has been undertaken in previous years.

- 3.3 Net Assets of the Trust are valued at a cost of £189,476. Net assets include investments held, land at Alice Park, car park, cottage number one, tea chalet and storage shed, public conveniences, tennis courts, garden shelter and play equipment.
- 3.4 The accounts for 2019/20 have been prepared by the Council's Finance team and have been independently examined by One West (appendix 3). The Independent Examination has concluded, and the Independent Examination Report will be signed off once the Accounts and Annual Report has been signed.
- 3.5 The accounts for the Trust are prepared on a cash basis, in line with reporting requirements and guidelines issued by the Charity Commission.
- 3.6 An annual report for the Trust has also been prepared for submission to the Charity Commission.
- 3.7 Subject to Covid closures, the park was open for public access throughout the year, including use of the tennis courts and tea chalet, and has been suitably maintained. The cottage property was let, and the income used in the upkeep of the park.
- 3.8 Local elections took place in May 2019, which led to a change of membership. All members of the Alice Park Trust Sub-Committee during the period April 1st 2019 to 31st March 2020 are listed in the Annual Return. The newest member of the Sub-Committee, Bill Shaw, is not listed within the Annual Return as his appointed was after the reporting period.

4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL

- 4.1 The terms of reference of the Charitable Trust Board require it to receive an annual report from the Trust Sub-Committee after submitting any annual report to the Charity Commissioners.
- 4.2 The trustees, in making decisions surrounding the objectives and activities of the charity, have regard to the Charities Commission public benefit guidance when exercising any powers or duties to which the guidance is relevant.

5 RATIONALE

- 5.1 The Trust is required to sign off accounts and an annual report prior to submission to the Charities Commission every year.

6 OTHER OPTIONS CONSIDERED

- 6.1 None.

7 CONSULTATION

- 7.1 The Section 151 and Monitoring Officer have had opportunity to review and input into this report.

8 RISK MANAGEMENT

- 8.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision-making risk management guidance.

Contact person	Paul Webb, Finance Manager paul_webb@bathnes.gov.uk
Background papers	None
Please contact the report author if you need to access this report in an alternative format	

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CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Alice Park Trust

No (if any)
304650

CC16a

Receipts and payments accounts

For the period
from

Period start date
01/04/2019

To

Period end date
31/03/2020

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Rental Incomes	14,701	-	-	14,701	14,617
Tennis Court Income	373	-	-	373	524
Events Income	220	-	-	220	500
Investment Income	-	134	-	134	145
Community Infrastructure Levy	43,200	-	-	43,200	-
Income - deficit subsidised by B&NES	29,192	-	-	29,192	22,592
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	87,686	134	-	87,820	38,378
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	87,686	134	-	87,820	38,378
A3 Payments					
Grounds Maintenance SLA	10,737	134	-	10,871	11,087
Play Equipment SLA	8,406	-	-	8,406	8,242
Tree Management SLA	2,343	-	-	2,343	2,297
Public Convenience Maintenance	15,655	-	-	15,655	13,557
Other Property/Parks Maintenance	2,791	-	-	2,791	2,945
Other - Audit Fees	250	-	-	250	250
Other - Legal Fees	704	-	-	704	-
Pathways Project (partly CIL funded)	46,800	-	-	46,800	-
	-	-	-	-	-
Sub total	87,686	134	-	87,820	38,378
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	87,686	134	-	87,820	38,378
Net of receipts/(payments)	-	-	-	-	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	-	-	-	-	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		-	-	-
		-	-	-
		-	-	-
	Total cash funds	-	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	Majedie Investments plc ordinary 10p shares	Restricted	-	466
	COIF charities deposit account 951170001C - 32911/05	Restricted	-	896
	COIF charities special range 965060001C - 32911/04	Restricted	-	4,880
	COIF charities special range 115410001C	Restricted	-	11,843
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Land at Alice Park	Unrestricted	54,000	-
	Property - cottage one	Unrestricted	33,000	-
	Tea Chalet & Storage	Unrestricted	4,000	-
	Car Park	Unrestricted	2,500	-
	Toilets - Land & Buildings	Unrestricted	27,000	-
	Tennis Courts	Unrestricted	18,750	-
	Garden Shelter	Unrestricted	14,250	-
	Play Equipment	Unrestricted	17,893	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2019		31	03	2020

Section A Reference and administration details

Charity name Alice Park Trust

Other names charity is known by Alice Park

Registered charity number (if any) 304650

Charity's principal address Bath and North East Somerset Council

Guildhall

High Street

Bath

Postcode

BA1 5AW

Names of the charity trustees who manage the charity

Bath & North East Somerset Council is the sole corporate trustee. This is administered through the Alice Park Trust sub-committee.

	Alice Park Trust sub-committee members	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1				
2	Cllr Michael Norton.		1/4/19 to 2/05/2019	
3	Cllr Geoff Ward		1/4/19 to 02/05/2019	
4	Cllr Rob Appleyard		From 1/4/2019	
5	Paul Hooper		1/4/19 to 31/10/19	
6	Cllr Paul Myers		From 11/7/19	
7	Cllr Joanna Wright		From 11/7/19	
8	Graham Page		From 01/04/2019	
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Conveyance & Charity Commission Scheme dated 17 December 1973
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	The Council is the sole corporate Trustee. This is administered by the Alice Park Trust Sub-Committee. Members of the Sub-Committee are appointed by the Charitable Trust Board and Independent Members are appointed following an approved selection process consisting of a public advertisement and formal interview.

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them. 	<p>Terms of Reference for the Sub-Committee is available on the Council's public website.</p>
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Summary of the objects of the charity set out in its governing document

The key object of the charity is that the Alice Park is to be used as a public park as a memorial to the wife of Herbert Montgomerie MacVicar of Batheaston.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The trustees, in making decisions surrounding the objectives and activities of the charity, have regard to the Charities Commission public benefit guidance when exercising any powers or duties to which the guidance is relevant.

The park was open for public access throughout the year, including use of the tennis courts and tea chalet, and has been suitably maintained. The cottage property was let and the income used in the upkeep of the Park.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main
achievements of the charity
during the year**

Section E

Financial review

Brief statement of the charity's policy on reserves

At present the charity does not operate at a surplus to allow itself to build up reserves. The contribution from Bath & North East Somerset Council meets the in-year operational deficit for the financial year.

Should the trust have reserves in future years then the use of reserves would be managed and approved by the Alice Park Trust Sub-Committee as per its Terms of Reference.

Reserves that are restricted would be held specifically for the required purpose and unrestricted reserves would be held for the general support of the Trust.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Alice Park was funded through incomes raised through the activities of the charity and from contribution made by Bath & North East Somerset council.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Rob Appleyard	
Full name(s)	Rob Appleyard	
Position (eg Secretary, Chair, etc)	Chair	
Date		

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The Alice Park Trust 2019/20 Accounts – Independent Examiner's Report

To confirm, I have:

- examined the accounts under section 145 of the 2011 Charities Act.
- followed the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act.
- stated whether particular matters have come to my attention.

Basis of my examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept for Alice Park and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations concerning any such matters.

The objective of the review was to provide reasonable assurance that the financial statements were accurate and free from material misstatement. Reasonable assurance is a high level of assurance, but it does not guarantee detection of a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually, or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of these financial statements.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements have not been met. Those such requirements were as follows:

- to keep accounting records in accordance with section 130 of the 2011 Charities Act, and;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Charities Act.

From my examination of the records, it is my opinion that I can provide reasonable assurance that the Alice Park Trust financial statements are free from material misstatement.

NOTE: During my examination and through my liaison with those responsible for the maintaining the accounts of the Alice Park Trust I concluded the following:

1. Alice Park Trust has a gross income of less than £250,000 and is therefore entitled to prepare the accounts on a "Receipts and Payments" basis. Correspondence with the Charity Commission received in January 2021 provided confirmation for the basis of preparation.
2. Any deficit at year end is funded from the Council's general fund, which is reflected as income in the Trust's accounts.

Independent Examiner: Tariq Rahman (Audit Manager, IT and Finance)

Address of Independent Examiner:

Audit West, Bath & North East Somerset Council, Guildhall, Bath, BA1 5AW

Date accounts examined:

Tariq Rahman

Audit Manager, Finance and IT

Appendix Four – Extract of accounting requirements per Charities Commission website.

4.1.2 Charities with a gross income of over £25,000 but not exceeding £250,000 in the relevant financial year (legal requirement)

Basis of preparation: accounts must be prepared either on the receipts and payments or the accruals basis; if on an accruals basis, they must be prepared in accordance with the 2008 Regulations and the applicable SORP. The commission provides packs for [receipts and payments](#) or [accrual accounting by non-company charities](#) which are available through GOV.UK. These provide a template to produce accounts in the required form.

External scrutiny: accounts must be subject to outside scrutiny but trustees may choose either independent examination or audit by a registered auditor, unless the charity's governing document stipulates one or the other. In exceptional circumstances, the commission has the power to require an audit.

Type of trustees' annual report: a trustees' annual report must be prepared but it may be simplified (see [section 7](#)).

Information to be sent to the commission: these charities must complete an annual return. The named charity contact on the commission's records will receive an annual return notification. Submission of the annual return is online.

The annual return, trustees' annual report and accounts must be filed with the commission, within 10 months of the end of the charity's financial year.

Full document details can be found here:

<https://www.gov.uk/government/publications/charity-reporting-and-accounting-the-essentials-november-2016-cc15d>

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