

# Alice Park Trust Sub-Committee

**Date: Thursday, 23rd January, 2025**

**Time: 10.00 am**

**Venue: Aix en Provence Room - Guildhall, Bath**

Councillor Deborah Collins

Councillor Oli Henman

Councillor Saskia Heijltjes

Councillor Samantha Kelly

Councillor Joanna Wright

Co-opted members non-voting: Mary LaTrobe-Bateman and Bryan Johnson

Chief Executive and other appropriate officers

Press and Public



**Corrina Haskins**

**Democratic Services**

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E-mail: [Democratic\\_Services@bathnes.gov.uk](mailto:Democratic_Services@bathnes.gov.uk)

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 Openness of Local Government Bodies Regulations 2014 now allows filming and recording by anyone attending a meeting. This is not within the Council's control. Some of our meetings are webcast. At the start of the meeting, the Chair will confirm if all or part of the meeting is to be filmed. If you would prefer not to be filmed for the webcast, please make yourself known to the camera operators. We request that those filming/recording meetings avoid filming public seating areas, children, vulnerable people etc; however, the Council cannot guarantee this will happen.

The Council will broadcast the images and sounds live via the internet [www.bathnes.gov.uk/webcast](http://www.bathnes.gov.uk/webcast). 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 Thursdays notice must be received in Democratic Services by 5.00pm the previous Monday.**

Further details of the scheme can be found at:

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

5. **Emergency Evacuation Procedure**

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are signposted. Arrangements are in place for the safe evacuation of disabled people.

6. **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 - Thursday, 23rd January, 2025**

**at 10.00 am in the Aix en Provence Room - Guildhall, Bath**

**A G E N D A**

1. WELCOME AND INTRODUCTIONS

2. EMERGENCY EVACUATION PROCEDURE

The Democratic Services Officer will draw attention to the emergency evacuation procedure as set out on the Agenda.

3. APOLOGIES FOR ABSENCE AND SUBSTITUTION

4. 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 4.4 Appendix 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.

5. 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.

6. ITEMS FROM THE PUBLIC - TO RECEIVE STATEMENTS, PETITIONS OR QUESTIONS

7. MINUTES OF THE MEETING OF 28 NOVEMBER 2024 (Pages 7 - 12)

8. ALICE PARK TRUST SUB-COMMITTEE - ACCOUNTS AND ANNUAL REPORT FOR YEAR ENDING 31 MARCH 2024 (Pages 13 - 28)

9. ALICE PARK TRUST – 2024-2025 FINANCIAL UPDATE – QUARTER 3 (Pages 29 - 30)

The Democratic Services Officer for this meeting is Corrina Haskins who can be contacted on 01225 394357.

**ALICE PARK TRUST SUB-COMMITTEE**

**Minutes of the Meeting held**

Thursday, 28th November, 2024, 10.30 am

Councillor Oli Henman	- Bath and North East Somerset Council
Councillor Saskia Heijltjes	- Bath and North East Somerset Council
Councillor Joanna Wright	- Bath and North East Somerset Council
Mary LaTrobe-Bateman	- Independent, non-voting member
Bryan Johnson	- Independent, non-voting member

**35 WELCOME AND INTRODUCTIONS**

The Chair welcomed everyone to the meeting.

**36 EMERGENCY EVACUATION PROCEDURE**

The Democratic Services Officer drew attention to the emergency evacuation procedure.

**37 APOLOGIES FOR ABSENCE AND SUBSTITUTION**

Apologies for absence were received from Cllrs Deborah Collins and Samantha Kelly.

**38 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**39 TO ANNOUNCE ANY URGENT BUSINESS/UPDATES AGREED BY THE CHAIR**

Rob Appleyard

The Chair announced the recent death of Rob Appleyard and paid tribute to his work as a former Councillor for Lambridge Ward and former Chair of the Alice Park Trust Sub-Committee.

**40 ITEMS FROM THE PUBLIC - TO RECEIVE STATEMENTS, PETITIONS OR QUESTIONS**

There were no items from the public.

**41 MINUTES OF THE MEETING OF 6 SEPTEMBER 2024**

**RESOLVED** that the minutes of the Alice Park Trust Sub-Committee of 6 September 2024 be confirmed as a correct record for signing by the Chair.

**42 UPDATE ON INSTALLATION OF BOLLARDS**

The Senior Estates Surveyor reported that he had met with the Chair on site to look at replacing the bollards and also consider the option of refurbishing the gates. He confirmed that it would be significantly more expensive to refurbish the gates) and so would recommend the replacement of the bollards. He undertook to circulate the exact costs to the Sub-Committee.

The Sub-Committee raised the following comments:

1. Volker had undertaken some work to improve the walking route from the car park, but cars were still being parked dangerously and bollards were needed to restrict vehicular access.
2. Consideration needed to be given to timing, and whether it would be better to wait until after the works to the play area had been completed as construction vehicles would need access to the site.
3. It would be useful to make a decision on this expenditure in the context of the overall financial position.

In response to the request for an update on the current financial position, the Senior Finance Manager confirmed that:

1. The Annual Report 2023-24 would be presented to the next meeting in January for submission to the Charity Commission.
2. The January meeting would be a good opportunity to discuss options for the next financial year and whether or not to seek an annual grant from the Council to help manage Trust expenditure in the future. He advised that a figure would need to be identified, and this would form part of the Council's budget setting process.
3. In relation to the current financial position, there was an anticipated deficit of £16,364 which was a reduction from the £17,658 deficit in the previous year.
4. £2557 had been donated to the play area project through the online portal.

**RESOLVED** that a decision on the replacement of bollards be deferred until the next meeting to allow a discussion on the overall financial position of the Trust.

#### 43 **FEEDBACK FROM YOUTH FESTIVAL 8 SEPTEMBER**

The Chair reported back that the Youth Festival had been a good event but not very well attended and there had been a suggestion that the event should be held in July, before the school holidays, with a view to increasing attendance. The Sub-Committee supported this idea, and it was agreed that the Chair should discuss plans with the café proprietor.

#### 44 **ALICE PARK PLAY AREA PROJECT UPDATE**

The Chair updated as follows:

1. A 3-phase project had been agreed with DBD Play and funding had been secured for the first phase, £125k from Community Infrastructure Levy (CiL) funding and £50k each from two charitable trusts. She asked the Sub-Committee to agree to sign off the CiL funding.
2. DBD Play had sent through a contract for signing and would be looking to start the construction of phase 1 in February/March, to be completed by the beginning of May 2025.

It was agreed that the Chair and Bryan Johnson would meet with lead officers to discuss the detail and Cllr Deborah Collins also be invited to attend. In response to a question about the process for securing other funding streams, e.g., a lottery bid, the Legal Services Manager undertook to look into this and report back.

It was noted that the Events Team would need to be advised about the timing of the phase 1 construction.

**RESOLVED** that the Community Infrastructure Levy funding of £125k for the Alice Park Play Area project be approved for signing off by the Chair.

#### 45 **ALICE PARK PUBLIC CONVENIENCES UPDATE**

The Waste Strategy and Project Deliver Manager gave an update as follows:

1. The public conveniences were well used at Alice Park, approximately 40 uses per day and this was consistent throughout the year.
2. Cleaning took place twice a day and there were also spot checks to confirm if the facilities were fit for purpose.
3. Maintenance had been carried out in the last month due to vandalism. The vandalism of public conveniences was common in public parks, and it was not unique to Alice Park. There had been a change in opening hours to close at the earlier time of 4pm as most of the incidents happened during the evening.
4. There had been an occasion where contactless payment had failed on a Saturday, but the issue had been resolved the following day and cash payment was still available.
5. It would be useful if Healthmatic was advised of events where an attendant was required.

The Sub-Committee requested details of the costs of an attendant as any additional costs would need to be met by the event organiser to avoid increasing the Trust's deficit. It was noted that there was a process in place for securing facilities for events organised through the Council's Events Team, this may include the use of Portaloos for bigger events.

#### 46 **EVENTS 2025**

##### **Marque in the Park**

The Chair reported that the café proprietor had requested to hold a car show in April and she had quoted £556 for that event with an extra £556 for a fun fair. She had also advised that an application to the Events Team would need to be submitted in good time.

The following comments were raised:

1. A car show did not contribute to the Trust's objectives of children's play and in view of that, it may be appropriate to seek a larger fee.
2. Consideration needed to be given to the impact on the grass. It may be appropriate to take a deposit bond from the organiser to pay for any repairs (this was one of the proposals in the report on the operating and financial management of the park which would be presented to a future meeting).
3. There should be a limit on the number of cars and paths would need to be accessible for walking/cycling.

4. The timing would clash with phase 1 of the play area improvements which needed to be considered as part of the event planning.

The Chair undertook to discuss this further with the café proprietor.

### **Alice in Wonderland**

The Chair advised that she had requested more details about this proposed event in advance of making a decision.

### **Corporate Events**

The Chair advised that L&C Mortgages had requested to use the park again for a corporate event in the summer and she would meet them in January to discuss but she would be recommending the same terms as this year in terms of the charges and a contribution to 3 events for the Bath Area Play Project.

It was agreed that the Sub-Committee should look at other corporate sponsors with charges to be in line with the Council's Fees and Charges Policy.

## **47 THE POETRY PROJECT AT ALICE PARK**

The Chair advised that she had been approached by James McInerney from The Poetry Project about working with the Trust with a view to securing a poetry installation at Alice Park. The Sub-Committee agreed that the Chair and Cllr Oli Henman would look at this in more detail to see if Alice Park was the right venue, or if there was a more appropriate venue for the project.

## **48 ANY OTHER BUSINESS**

### **Dogs in Alice Park**

Cllr Saskia Heijltjes reported that she had received representations from local residents complaining about dog mess and dogs not being on leads. The Sub-Committee agreed it would be useful to have signage to remind owners to pick up dog mess but it was noted that the issue of dogs being let off leads was complicated and controversial and would need careful consideration. The Legal Services Manager undertook to check if there were any relevant bylaws relating to dogs at Alice Park and report back to the Sub-Committee.

### **Volker**

The Chair updated the Sub-Committee on the work undertaken by Volker to update the children's cycle area with new markings and signage. She asked the Director of Place to thank both Volker and the Highways Team and hoped that similar projects could be undertaken in future years.

### **Alice Park Trees**

#### **1. Tree of Hope**

The Chair reported that the National Trust had named Alice Park as one of the 49 recipients of a 'Trees of Hope' Sycamore Gap sapling which would be planted in the park for all the young people who are looked after in B&NES as a public place for



them to connect to and to create a vision for hope and regeneration.

2. Rob Appleyard Memorial Tree

The Chair also reported that Rob Appleyard’s widow would like to donate an apple tree to be planted in Alice Park in his memory and that a suitable location had been agreed with the Council’s Tree Officer.

**Flags**

Brian Johnson updated the Sub-Committee to confirm that St Marks School had agreed to work with the Trust to design and print flags for flying at Alice Park. He undertook to give a further update at the next meeting.

**Larkhall festival – e-cargo bikes**

The Chair asked officers if it would be possible to borrow 1-2 e-cargo bikes for people to try out during Larkhall Festival as there was a concern that people were not using the bikes through lack of knowledge. The Director of Place undertook to discuss this with his team.

**Signage**

Following a question about whether there should be signage about the speed limit for vehicles using the park, the Legal Services Manager undertook to look into this issue.

49 **EXCLUSION OF PRESS AND PUBLIC**

The Sub-Committee having been satisfied that the public interest would be better served by not disclosing relevant information, in accordance with the provisions of Section 100(A)(4) of the Local Government Act 1972,

**RESOLVED** that the public shall be excluded from the meeting for the following item(s) of business and the reporting of the meeting be prevented under Section 100A(5A), because of the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act, as amended.

50 **1 ALICE PARK COTTAGES - RENT REVIEW**

**RESOLVED** that the officers’ recommendation in relation to the rent review of 1 Alice Park Cottages be approved.

51 **ALICE PARK - TEA CHALET & PUBLIC CONVENIENCE LEASE AND OCCUPATION**

**RESOLVED** that officers report back to the next meeting.

The meeting ended at 12.10 pm

Chair .....

Date Confirmed and Signed .....

Prepared by Democratic Services

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<b>Bath &amp; North East Somerset Council</b>	
MEETING/ DECISION MAKER:	<b>Alice Park Trust Sub-Committee</b>
MEETING/ DECISION DATE:	<b>Thursday 23<sup>rd</sup> January 2025</b>
TITLE:	<b>Alice Park Trust Sub-Committee – Accounts and Annual Report for the year ending 31<sup>st</sup> March 2024</b>
WARD:	<b>Lambridge</b>
<b>AN OPEN PUBLIC ITEM</b>	
<p><b>List of attachments to this report:</b></p> <ol style="list-style-type: none"> <li>1. Statement of Accounts to 31<sup>st</sup> March 2024 (Receipts and Payments account)</li> <li>2. Trustees' Annual Report to 31<sup>st</sup> March 2024</li> <li>3. Draft Independent Examiners Review</li> <li>4. Charity Commission Reporting – Extract of Accounting Requirements</li> </ol>	

## **1 THE ISSUE**

- 1.1 To agree the Statement of Accounts for Alice Park Trust for year ending 31<sup>st</sup> March 2024. (Appendix 1)
- 1.2 To agree the Annual Report for Alice Park Trust for year ending 31<sup>st</sup> March 2024. (Appendix 2)

## **2 RECOMMENDATIONS**

- 2.1 Agree and sign the financial statements of Alice Park Trust for year ending 31<sup>st</sup> March 2024 and their submission to the Charity Commission.
- 2.2 Agree and sign the annual report for Alice Park Trust year ending 31<sup>st</sup> March 2024 and submission to the Charity Commission.

## **3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)**

- 3.1 Operating expenditure incurred for Alice Park Trust in 2023/24 was £43,304; this was offset by operating income of £25,646.
- 3.2 The operating deficit of £17,658 has been subsidised from the Bath & North East Somerset Council Park's 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 The Trust has received a total donation for £1,077 at year-end for its Play Project. This donation is being held in a ringfenced reserve until it is required to fund the project. This is excluded from the operating income referenced in paragraph 3.1, but is visible in the Trust's Accounts.
- 3.4 Net Assets of the Trust are valued at a cost of £189,763. 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.
- 3.5 The accounts for 2023/24 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 once the Sub-Committee have approved the accounts.
- 3.6 The accounts (appendix 1) for the Trust are prepared on a cash basis, in line with reporting requirements and guidelines issued by the Charity Commission (appendix 4)
- 3.7 An annual report for the Trust has also been prepared for submission to the Charity Commission (appendix 2).
- 3.8 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.
- 3.9 All members of the Alice Park Trust Sub-Committee during the period April 1st 2023 to 31st March 2024 are listed in the Annual Return.

#### **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 Delegates of the Council's 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.

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

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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name Alice Park Trust	No (if any) 304650
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CC16a

## Receipts and payments accounts

For the period from	Period start date 01/04/2023	To	Period end date 31/03/2024
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### 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 £
<b>A1 Receipts</b>					
Rental Incomes	20,827	-	-	20,827	19,050
Tennis Court Income	232	-	-	232	-
Events Income	1,641	-	-	1,641	1,025
Investment Income	-	816	-	816	323
Other Income	470	-	-	470	-
Income - deficit subsidised by B&NES	17,658	-	-	17,658	19,985
B&NES Ward Councillor Empowerment Fund	1,660	-	-	1,660	-
Donations Received for Play Project	-	1,077	-	1,077	-
<b>Sub total (Gross income for AR)</b>	<b>42,488</b>	<b>1,893</b>	<b>-</b>	<b>44,381</b>	<b>40,383</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>42,488</b>	<b>1,893</b>	<b>-</b>	<b>44,381</b>	<b>40,383</b>
<b>A3 Payments</b>					
Grounds Maintenance SLA	12,002	-	-	12,002	11,766
Play Equipment SLA	9,098	-	-	9,098	8,920
Tree Management SLA	2,536	-	-	2,536	2,487
Public Convenience Maintenance	17,068	-	-	17,068	16,710
Other Property/Parks Maintenance	440	-	-	440	-
Other - Audit Fees	500	-	-	500	500
Other - Legal Fees	-	-	-	-	-
Other - Tree Planting	1,660	-	-	1,660	-
<b>Sub total</b>	<b>43,304</b>	<b>-</b>	<b>-</b>	<b>43,304</b>	<b>40,383</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>43,304</b>	<b>-</b>	<b>-</b>	<b>43,304</b>	<b>40,383</b>
<b>Net of receipts/(payments)</b>	<b>- 816</b>	<b>1,893</b>	<b>-</b>	<b>1,077</b>	<b>-</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
<b>Cash funds this year end</b>	<b>- 816</b>	<b>1,893</b>	<b>-</b>	<b>1,077</b>	<b>-</b>

## 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 £
<b>B1 Cash funds</b>	Donations Received for Play Project	-	1,077	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	-	1,077	-
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	Majedie Investments plc ordinary 10p shares	Restricted	-	689
	COIF charities deposit account 951170001C - 32911/05	Restricted	-	958
	COIF charities special range 965060001C - 32911/04	Restricted	-	4,880
	COIF charities special range 115410001C	Restricted	-	11,843
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	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	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
Page 16		15/01/2025





# Trustees' Annual Report for the period

	Period start date				Period end date		
<b>From</b>	01	04	2023	<b>To</b>	31	03	2024

## 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	Cllr Rob Appleyard	Chair	Until 4 May 2023	
2	Cllr Sally Davis		Until 4 May 2023	
3	Cllr Joanna Wright		Until 4 May 2023	
4	Mark Roper		Until 4 May 2023	
5	Post Election:			
6	Cllr Joanna Wright	Chair	From 25 May 2023	
7	Cllr Saskia Heijltjes		From 25 May 2023	
8	Cllr Oli Henman		From 25 May 2023	
9	Cllr Deborah Collins		From 25 May 2023	
10	Cllr Alex Beaumont		From 25 May 2023	
11	Mary LaTrobe Bateman			
12	Bryan Johnson		From 17 October 2023	
13				
14				
15				
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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
Bath & North East Somerset Council	

**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 <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<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 tea chalet, and has been suitably maintained. The cottage property was let and the income used in the upkeep of the Park.

The 6 tennis courts within the park are in use and run Wesport, an organisation working in partnership with Bath and North East Somerset Council.

Alice Park Community Garden is actively supported by a group of volunteers ensuring a space for the benefit of the health and wellbeing of all the community, creating a rich addition to the park.

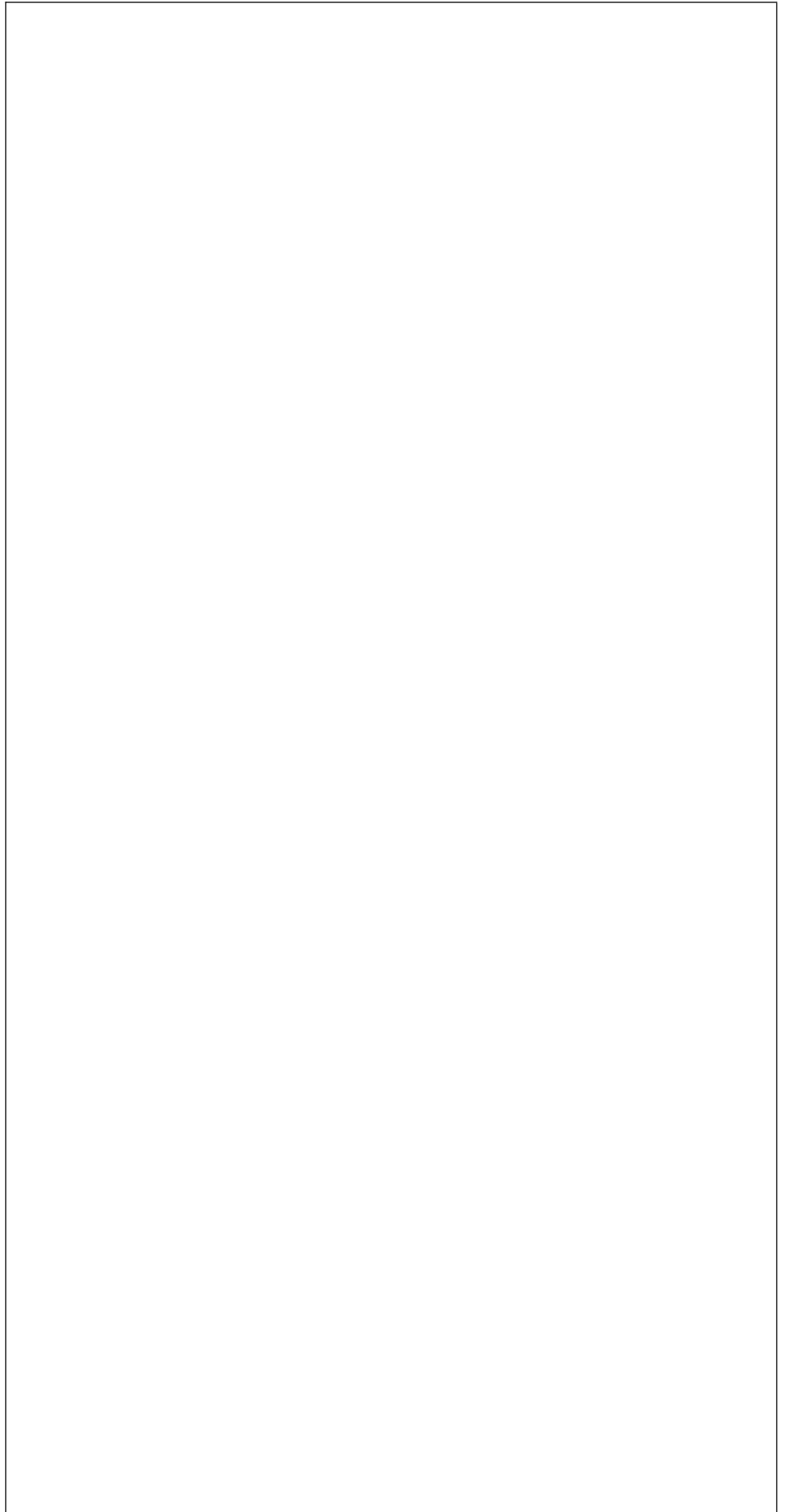
The Sub-Committee begun actively encouraging donations for a Play Project, primarily focussed on improving the play equipment in the park. A small donation has been received to date, with more fundraising anticipated for the following year.

**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

The Trust has commenced a fund raising initiative to generate donations to improve play equipment in the park. These donations are ringfenced to this specific project and as such are ringfenced.

Expenditure on the improvement project will not commence until the required funds are generated and as such will be held in a ring-fenced reserve.

At the point of requiring reserves, decisions on how they would be used would be taken by the sub-committee and as referenced in its Terms of Reference which can be found on the public B&NES website.

### 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

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## Section G Declaration

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

### Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

--	--

Position (eg Secretary, Chair, etc)

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Date

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## **The Alice Park Trust 2023/24 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/charity-reporting-and-accounting-the-essentials-november-2016-cc15d--2>

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<b>Bath &amp; North East Somerset Council</b>	
MEETING/DECISION MAKER:	<b>Alice Park Trust Sub-Committee Meeting</b>
MEETING/DECISION DATE:	<b>23rd January 2025</b>
TITLE:	<b>Alice Park Trust – 2024/25 Financial Update – Quarter 3</b>
WARD:	<b>Lambridge</b>
<b>AN OPEN PUBLIC ITEM</b>	
<b>List of attachments to this report: N/A</b>	

## **1 THE ISSUE**

1.1 The purpose of this report is to update the Alice Park Trust Board on the 2024/25 financial position.

## **2 RECOMMENDATIONS**

2.1 The Alice Park Trust Sub-Committee is asked to note and consider the report.

## **3 2024/25 FINANCIAL PERFORMANCE**

3.1 In previous years, the Trust has run at an operating deficit, with expenditure to maintain the park exceeding the income generated by the Sub-Committee on behalf of the Trust. Consequently, in its role as Sole Trustee, Bath and North Somerset Council have funded the Trust's deficit through its Parks' revenue budgets.

3.2 For context, recent years' operating deficits were as follows:

- 2020/21 £21,402
- 2021/22 £22,291
- 2022/23 £19,985
- 2023/24 £17,658

3.3 Using the latest information available, the current forecast deficit is estimated as £19,290.

3.4 It should be noted that whilst most budget lines are straight forward to forecast against, additional parks expenditure outside of the service level agreement and events income are harder to estimate, as they are often reactive and subject to demand levels.

3.5 Forecast financial performance for Alice Park for financial year ending 31st March 2025 is detailed in the table below:

	<b>23/24 Outturn</b>	<b>24/25 Actuals</b>	<b>24/25 Forecast</b>
<b>EXPENDITURE</b>	<b>£</b>	<b>£</b>	<b>£</b>
Ground Maintenance SLA	12,002	18,369	18,369
Play Equipment SLA	9,098	2,591	2,591
Tree Management/Maintenance SLA	2,536	2,469	2,469
Public Conveniences	17,068	17,433	17,433
Independent Examination Fees	500	0	500
<i>Other costs -</i>			
- other grounds/parks expenditure	440	786	786
- tree planting	1,660	0	0
- bollards	0	0	3,300
- events admin fees	0	190	190
Transfer of Donations to Reserves			52,569
	<b>43,304</b>	<b>41,838</b>	<b>98,207</b>
<b>INCOME</b>	<b>£</b>	<b>£</b>	<b>£</b>
Investment Income - Dividends	(20)	0	(20)
Investment Income - Interest	(796)	(623)	(840)
Rental Income	(20,827)	(15,125)	(20,000)
Tennis Court Income	(232)	0	(1,160)
Events Income	(1,641)	(2,786)	(3,542)
Ward Councillor Empowerment Fund	(1,660)	0	(222)
Other Income	(470)	(565)	(564)
Donations		(3,569)	(52,569)
	<b>(25,646)</b>	<b>(22,668)</b>	<b>(78,917)</b>
<b>Forecast Trust (Surplus) / Deficit</b>	<b>17,658</b>		<b>19,290</b>
<i>Additional income subsidy from B&amp;NES</i>	<i>(17,658)</i>		<i>(19,290)</i>
<b>Revised Forecast Trust (Surplus) / Deficit</b>	<b>0</b>		<b>0</b>

3.6 Spend and income will continue to be monitored by Bath and North East Somerset's Finance Team, while forecasts will continue to be updated in line with estimates on income and expenditure provided by the Sub-Committee.

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