

## Bath & North East Somerset Council

MEETING/ DECISION MAKER:	<b>Alice Park Trust Sub-Committee</b>
MEETING/ DECISION DATE:	<b>Friday 16<sup>th</sup> January 2026</b>
TITLE:	<b>Alice Park Trust Sub-Committee – Accounts and Annual Report for the year ending 31<sup>st</sup> March 2025</b>
WARD:	<b>Lambridge</b>
<b>AN OPEN PUBLIC ITEM</b>	
<b>List of attachments to this report:</b> <ol style="list-style-type: none"><li>1. Statement of Accounts to 31<sup>st</sup> March 2025 (Receipts and Payments account)</li><li>2. Trustees' Annual Report to 31<sup>st</sup> March 2025</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 2025. (Appendix 1)
- 1.2 To agree the Annual Report for Alice Park Trust for year ending 31<sup>st</sup> March 2025. (Appendix 2)

### **2 RECOMMENDATIONS**

- 2.1 Agree and sign the financial statements of Alice Park Trust for year ending 31<sup>st</sup> March 2025 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 2025 and submission to the Charity Commission.

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

- 3.1 Operating expenditure incurred for Alice Park Trust in 2024/25 was £45,751; this was offset by operating income of £24,575.
- 3.2 The operating deficit of £21,176 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 £52,692 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. This brings the total donations received by the Trust to £53,769 as at 31<sup>st</sup> March 2025.
- 3.4 Net Assets of the Trust are valued at a cost of £189,809. 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 2024/25 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 2024 to 31st March 2025 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>	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name Alice Park Trust	No (if any) 304650
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## Receipts and payments accounts

For the period from	Period start date 01/04/2024	To	Period end date 31/03/2025
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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	20,180	-	-	20,180	20,827
Tennis Court Income	-	-	-	-	232
Events Income	2,997	-	-	2,997	1,641
Investment Income	-	833	-	833	816
Other Income	565 #	-	-	565	470
Income - deficit subsidised by B&NES	21,176	-	-	21,176	17,658
B&NES Cllr Ward Empowerment Fund	-	-	-	-	1,660
Donations Received for Play Project	-	52,692	-	52,692	-
<b>Sub total (Gross income for AR)</b>	<b>44,918</b>	<b>53,525</b>	<b>-</b>	<b>98,442</b>	<b>43,304</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>44,918</b>	<b>53,525</b>	<b>-</b>	<b>98,442</b>	<b>43,304</b>
<b>A3 Payments</b>					
Grounds Maintenance SLA	18,369	-	-	18,369	12,002
Play Equipment SLA	2,591	-	-	2,591	9,098
Tree Management SLA	2,469	-	-	2,469	2,536
Public Convenience Maintenance	17,433	-	-	17,433	17,068
Other Property/Parks Maintenance	4,199	-	-	4,199	440
Other - Audit Fees	500	-	-	500	500
Other - Legal Fees	-	-	-	-	-
Other - Tree Planting	-	-	-	-	1,660
Other - Events Admin Fees	190	-	-	190	-
<b>Sub total</b>	<b>45,751</b>	<b>-</b>	<b>-</b>	<b>45,751</b>	<b>43,304</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>45,751</b>	<b>-</b>	<b>-</b>	<b>45,751</b>	<b>43,304</b>
<b>Net of receipts/(payments)</b>	<b>- 833</b>	<b>53,525</b>	<b>-</b>	<b>52,692</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>1,077</b>	<b>-</b>	<b>1,077</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>- 833</b>	<b>54,602</b>	<b>-</b>	<b>53,769</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>	Play Projection Donation	-	53,769	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	-	53,769	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Majedie Investments plc ordinary 10p shares	Restricted	-	687
	COIF charities deposit account 951170001C - 32911/05	Restricted	-	1,005
	COIF charities special range 965060001C - 32911/04	Restricted	-	4,880
	COIF charities special range 115410001C	Restricted	-	11,843
		-	-	
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
	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	-
		-	-	
<b>B5 Liabilities</b>	<b>Details</b>	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	

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

Signature

Print Name

Date of approval



# Trustees' Annual Report for the period

	Period start date				Period end date		
<b>From</b>	01	04	2024	<b>To</b>	31	03	2025

## 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 Joanna Wright	Chair		
2	Cllr Saskia Heijltjes			
3	Cllr Alex Beaumont		Until 16 <sup>th</sup> May 2024	
4	Cllr Deborah Collins			
5	Cllr Oli Henman			
6	Cllr Samantha Kelly		From 27 <sup>th</sup> June 2024	
7	Bryan Johnson	Independent Member		
8	Mary LaTrobe Bateman	Independent Member		
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10				
11				
12				
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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
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)**

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

- 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.

	Terms of Reference for the Sub-Committee is available on the Council's public website.
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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 by 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. Donations have 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**

The Sub-Committee for Alice Park Trust continues to work hard to maintain and improve the park for all users through the donation of time from its 7 committee members. The role of liaising with members of the public who want to use the park for both public and private events is ongoing work with which the Alice Park Trust sub-committee ensures is dealt with in a fair and equitable way. The committee continues to source and plant more new trees to ensure that the long-term tree canopy is in place for generations to come.

Ward Cllrs Joanna Wright and Saskia Heijltjes have installed four new benches to the play area through their B&NES Ward Empowerment fund.

The Alice Park Community Garden continues to support growing fruit, vegetables and flowers, encouraging all sections of the community to help and prosper from local environmental action. Helping both bodies and souls to be nurtured by outdoor space.

The Committee has liaised with Bath Area Play Project (BAPP) to hold free childrens play dates in the park

The committee has worked with Bath Urban Treescape to create 2 new tree walks for Alice Park

<https://www.bathurbantreescape.com/map?trail=f> and

<https://www.bathurbantreescape.com/map?trail=f2>

The Committee has supported the local Larkhall Festival in May with access to park as one of festival days for the whole community to use for activities and picnics.

The Committee has worked with Alice Park cafe to create the Youth Music Fest, showcasing local young musical talent in the park with performances and child friendly activities.

The committee has worked with the Mayor's team to create a link in Alice Park to Beppu, one of Bath's twin city's in Japan. The park now has a English and Japanese plaque explaining the twin city's link in the Cherry Tree Avenue in Alice Park.

The Committee has worked with Volker Highways to have free installed improvements to the children's cycle track, including new signs and a bench.

The committee have created new signs in the park so that all who enter the park, now know to "Share and Care" pathways.

The committee have encouraged a wide use of sports, from petanque, to football, to skateboarding. And continue to work with Westport to have tennis in the park.

Supported Alice Park Cafe with events in the park.

The committee has continued to fundraise and look to ways to improve the play facilities in Alice Park

## Section E Financial review

**Brief statement of the charity's policy on reserves**

The Trust has continued with their fund-raising initiative to generate donations to improve play equipment in the park. These donations are specific to the project and as such are held in a ringfenced 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 Trust 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

<b>Signature(s)</b>		
<b>Full name(s)</b>		
<b>Position (eg Secretary, Chair, etc)</b>		
<b>Date</b>		

## **The Alice Park Trust 2024/25 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: 27/11/2025

## **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>