



Adur Council
28 October 2021

ADUR DISTRICT COUNCIL

Ward(s) Affected: All

Approval of Adur Memorial Recreation Ground and Southwick Green's annual accounts and annual report.

Report by the Director for Digital, Sustainability and Resources

Officer Contact Details

Sarah Gobey, Chief Financial Officer, Tel: 01903 221221,
e-mail:sarah.gobey@adur-worthing.gov.uk

Executive Summary

1. Purpose

- 1.1 The report seeks approval for the 2020 Annual Accounts and Annual report of Adur Recreation Ground Trust.

2. Recommendations

- 2.1 The Council as Trustee of Adur Memorial Recreation Ground is recommended to approve the accounts of the Trust and the annual report of the Trustees.

3. Context

- 3.1. Adur Recreation Ground (charity number 271495) was gifted to Adur District Council by a Conveyance dated 11th August 1921. It was registered as a charity on 29th June 1976. Its charitable objects are:

“A recreation ground for use by the inhabitants of Shoreham by Sea”.

Adur District Council is the sole charity trustee.

3.2. Southwick Green was gifted to Adur District Council by a Conveyance dated 9th January 1902. It was registered as a Charity on 28th November 1984 under the name "The Green" (charity number 290683). Its charitable objects are:

"A recreational ground for the inhabitants of the said parish and district and for no other purpose".

There is a Scheme in place in respect of The Green dated 13th February 1987.

Adur District Council is the sole charity trustee.

3.3. The Council maintains Adur recreation ground and Southwick Green on behalf of the Trusts which is shown within the Trusts' accounts as a contribution in kind. The net cost of the maintenance is funded from within the Council's Parks and Open spaces budget.

3.4. Under the Scheme of Delegations for Officers the Council's Head of Environmental Services is authorised to act on behalf of Adur District Council as the sole charity Trustee of Adur Recreation Ground and Southwick Green in respect of all day-to-day management activities and administrative matters.

3.5. The financial returns are made to the Charity Commission on an annual basis detailing the contribution made to the charity by the Council. These accounts are now prepared on a simple receipts and payment basis. The Council on behalf of the Trusts and so a simple return has been provided annually to the Charities Commission on behalf of each Trust.

3.6. Under the revised governance arrangements approved by the Joint Governance Committee in 2019 the Council should also receive and approve the annual report of the activities of the Trust.

4. Issues for consideration

4.1. Attached at Appendix 1 is the Statement of Accounts and the Annual Report for Adur Recreation Ground Trust. The reports for Southwick Green can be found at Appendix 2. Members are asked to approve the Statement of Accounts and Annual Reports so that the annual returns can be submitted to the Charities Commission.

5. Engagement and Communication

- 5.1. Officers and members of the Council have been consulted in the development of the report.

6. Financial Implications

- 6.1. The statement of accounts is included at Appendix 1 of the report.

Finance Officer: Sarah Gobey

Date: 13th October 2021

7. Legal Implications

- 7.1. The report enables the Council to meet the approved governance arrangements regarding the trusts.

Legal Officer: Maria Memoli

Date: 19th October 2021

Background Papers

- Governance Arrangements for Charitable Trusts in Adur and Worthing - Report to the Joint Governance Committee dated 26th November 2019.

Sustainability & Risk Assessment

1. Economic

Matter considered and no issues identified.

2. Social

2.1 Social Value

Matter considered and no issues identified.

2.2 Equality Issues

Matter considered and no issues identified.

2.3 Community Safety Issues (Section 17)

Matter considered and no issues identified.

2.4 Human Rights Issues

Matter considered and no issues identified.

3. Environmental

Matter considered and no issues identified.

4. Governance

The approval of the annual accounts and report by the Trustees provides transparency around how the Council is managing the Trust.

Annual Report of the Trustees of Adur Recreation Ground
For the period 1st January 2020 - 31st December 2020

Charity Name: Adur Recreation Ground

Charity Number: 271495

Charity's Principal Address: Adur District Council, % Town Hall, Chapel Road, Worthing, BN11 1HB

Charity Trustee: Adur District Council who has been the appointed trustee since 29th June 1976.

1. Governance and management of the Trust:

Adur Recreation Ground was gifted to Adur District Council by a Conveyance dated 11th August 1921. It was registered as a charity on 29th June 1976. Its charitable objects are:

“A recreation ground for use by the inhabitants of Shoreham by Sea”.

Adur District Council is the sole charity trustee however under the Council's constitution, the Joint Governance Committee is authorised to act on behalf of the Council as a trustee. This authority is limited to matters which do not require the Charity Commissioner's consent or where any formal notification to the Charity Commission may be required. In such circumstances a full report would need to be made to all Elected Members for a decision.

An annual report is also brought to all Members on the activities of the Charity and the Council in its capacity as the sole charity trustee.

In respect of the day-to-day management of the charity, these be delegated to the relevant Head of Service through the Officer Scheme of Delegations. Currently this is the Head of Environmental Services.

Any changes to the governance arrangements will require the full consent of the Council.

2. Objectives and Activities

Adur recreation ground is provided for use by the inhabitants of Shoreham by Sea.

To ensure that this objective is met, the Council ensures that the space is properly maintained for the benefit of the public. Within the park the following facilities may be found:

- Smaller children's play equipment for ages 2 -6;
- Older children's play equipment for 6 years and older;
- Adur Model Car Club

Adur Recreation Ground is well known locally for its popular Car Boot Sales held during the Spring and Summer season (April to September). In addition the site is also used to host circuses and fun fairs for the enjoyment of local residents.

3. Highlights for 2020

The pandemic affected the range of activities that could be held in the park, consequently there were few large scale events held within the park throughout 2020

4. Financial review

The cost of all maintenance and improvements to the recreation ground is fully funded by Adur District Council. The charity itself holds no funds.

Consequently there is no need for the charity to hold any reserves as the Council both employs staff to maintain the park and has assumed responsibility for the day to day administration of the area and nearby facilities.

In 2020 the Council spent the following amounts maintaining the park which was offset by income generated from car boot sales and other events. Unusually, the Council also received £45,000 easement payment and so the maintenance costs were fully funded in this year. The surplus funds will be held by the Council to fund future maintenance of the park.

Net expenditure and income incurred by Adur District Council in 2020:

	£
Expenditure	
Grounds Maintenance	19,530
Cleansing	4,940
Other expenditure	8,870
Total expenditure	<u>33,340</u>
Income	
Hire of ground	- 2,570
Easement	- 45,000
Total income	<u>-47,570</u>
Net income held on behalf of the Trust	<u><u>-14,230</u></u>

5. Declaration

The report was considered by the Council as Trustee at its meeting of the 28th October 2021 where the annual accounts and report were approved by the members of the Council.

Signed on behalf of the Trustees:

Councillor Stephen Chipp
Chairman of Adur District Council

Date: 28th October 2021

Adur Recreation Ground

Statement of receipts and payments for the year ended 31st December 2020

	Unrestricted funds	
	2020 £	2019 £
Receipts	0	0
Payments	0	0
Net of receipts/(payments)	0	0
Cash funds brought forward	0	0
Cash Funds carried forward	0	0

Statement of Assets and Liabilities as at 31st December 2020

	2020 £	2019 £
Cash Funds	0	0
Other monetary assets Debtor - Adur District Council	14,230	0
Assets retained for the charity's own use Adur Recreation Ground	0	0

Notes to the accounts:

Adur District Council fully funds the maintenance of and any improvements to the recreation ground for the benefit of local residents.

The Council keeps any income generated from the site via the hire of facilities to offset any maintenance and management costs. If in any given year there is a surplus of income, this is retained to fund future maintenance costs. In the past two years the Council has supported the Trust as follows:

Adur District Council's Contribution in KInd:

	2020 £	2019 £
Expenditure	33,340	30,310
Less: Income	-47,570	-7,330
Contribution in kind / Funds held for future maintenance (-)	-14,230	22,890

Annual Report of the Trustees of Southwick Green (“the Green”)
For the period 1st January 2020 - 31st December 2020

Charity Name: The Green

Charity Number: 290683

Charity’s Principal Address: Adur District Council, % Town Hall, Chapel Road, Worthing, BN11 1HB

Charity Trustee: Adur District Council who has been the appointed trustee since 28th November 1984.

1. Governance and management of the Trust:

Southwick Green was gifted to Adur District Council by a Conveyance dated 9th January 1902. It was registered as a Charity on 28th November 1984 under the name “The Green” (charity number 290683). Its charitable objects are:

“A recreational ground for the inhabitants of the said parish and district and for no other purpose”.

Adur District Council is the sole charity trustee however under the Council’s constitution, the Joint Governance Committee is authorised to act on behalf of the Council as a trustee. This authority is limited to matters which do not require the Charity Commissioner’s consent or where any formal notification to the Charity Commission may be required. In such circumstances a full report would need to be made to all Elected Members for a decision.

An annual report is also brought to all Members on the activities of the Charity and the Council in its capacity as the sole charity trustee.

In respect of the day-to-day management of the charity, these be delegated to the relevant Head of Service through the Officer Scheme of Delegations. Currently this is the Head of Environmental Services.

Any changes to the governance arrangements will require the full consent of the Council.

2. Objectives and Activities

The Green is provided for use by the inhabitants of Southwick.

To ensure that this objective is met, the Council ensures that the space is properly maintained for the benefit of the public. Within the park the following facilities may be found:

- Smaller children's play equipment for ages 2 -6;
- Older children's play equipment for 6 years and older;

The Green operates as a community open space with north and south greens. A new playground was installed by Adur District Council in Spring 2015 and cost £84,000. Built with a maritime theme by Kompan, the Scandinavian play company, it features a large wooden pirate ship designed to develop co-operative play, together with picnic benches and a water fountain. The Southwick Green Community Group also installed a flock of wooden sheep to complete the scheme.

The south green is used by the local cricket team, the changing rooms are situated on the other side of the road.

The north green is used for community events and for the annual Southwick fair.

The south-east corner of Southwick Green is also the site of a local War Memorial.

3. Highlights for 2020

The pandemic affected the range of activities that could be held in the park, consequently there were few large scale events held within the park throughout 2020

4. Financial review

The cost of all maintenance and improvements to the recreation ground is fully funded by Adur District Council. The charity itself holds no funds.

Consequently there is no need for the charity to hold any reserves as the Council both employs staff to maintain the park and has assumed responsibility for the day to day administration of the area and nearby facilities.

In 2020 the Council spent the following amounts maintaining the park.

Expenditure incurred by Adur District Council in 2020:

	£
Expenditure	
Grounds Maintenance	10,130
Cleansing	2,710
Other expenditure	3,620
Total expenditure	<u>16,460</u>

5. Declaration

The report was considered by the Council as Trustee at its meeting of the 28th October 2021 where the annual accounts and report were approved by the members of the Council.

Signed on behalf of the Trustees:

Councillor Stephen Chipp
Chairman of Adur District Council

Date: 28th October 2021

The Green

Statement of receipts and payments for the year ended 31st December 2020

	Unrestricted funds	
	2020 £	2019 £
Receipts	0	0
Payments	0	0
Net of receipts/(payments)	0	0
Cash funds brought forward	0	0
Cash Funds carried forward	0	0

Statement of Assets and Liabilities as at 31st December 2020

	2020 £	2019 £
Cash Funds	0	0
Other monetary assets	0	0
Assets retained for the charity's own use		
Southwick Green	0	0

Notes to the accounts:

Adur District Council fully funds the maintenance of and any improvements to the recreation ground for the benefit of local residents.

In the past two years the Council has supported the Trust as follows:

Adur District Council's Contribution in Kind:

	2020 £	2019 £
Expenditure	16,460	15,570