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ANNUAL GENERAL MEETING OF THE TRUSTEES OF CLAYTON PLAYING FIELDS

Agenda

Date	Wednesday 9 September 2015
Time	6.00 pm
Venue	Council Chamber, Civic Centre, Oldham, West Street, Oldham, OL1 1NL
Notes	<p>1. DECLARATIONS OF INTEREST- If a Member requires any advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote he/she is advised to contact Paul Entwistle or Elizabeth Drogan in advance of the meeting.</p> <p>2. CONTACT OFFICER for this Agenda is Elizabeth Drogan Tel. 0161 770 5151 or email elizabeth.drogan@oldham.gov.uk</p>

Item No

- 1 Election of Chair
The Panel is asked to elect a Chair for the duration of the meeting.
- 2 Apologies For Absence
- 3 Declarations of Interest
To Receive Declarations of Interest in any Contract or matter to be discussed at the meeting.
- 4 Urgent Business
Urgent business, if any, introduced by the Chair
- 5 Minutes of Previous Meeting (Pages 1 - 2)
- 6 Final Accounts for the year ended 31st March 2015 (Pages 3 - 8)

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**ANNUAL GENERAL MEETING OF THE TRUSTEES OF CLAYTON
PLAYING FIELDS
10/09/2014 at 6.00 pm**



Present: The Mayor – Councillor Hussain

Councillors Ahmad, Akhtar, Alcock, A. Alexander, G. Alexander, Ames, Azad, Ball, M Bashforth, S Bashforth, Bates, Briggs, Brownridge, Chauhan, Cosgrove, Dawson, Dean, Dearden, J Dillon, Fielding, Garry, Haque, Harkness, Harrison, Heffernan, Hibbert, Houle, Hudson, Iqbal, Jabbar, Judge, Kirkham, Klonowski, Larkin, Malik, McCann, McLaren, McMahan, Moores, Murphy, Mushtaq, Price, Qumer, Rehman, Roberts, Salamat, Sedgwick, Shah, Sheldon, Shuttleworth, Stretton, Sykes, Toor, Ur-Rehman, Williamson, Williams and Wrigglesworth

1 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Blyth and Chadderton.

2 **ELECTION OF CHAIR**

RESOLVED that the Mayor, Councillor Hussain, be elected Chair for the duration of the meeting.

3 **TO APPROVE THE MINUTES OF THE ANNUAL GENERAL MEETING OF THE TRUSTEES HELD ON THE 11TH SEPTEMBER 2013 AS A CORRECT RECORD.**

RESOLVED that the Minutes of the Annual General Meeting of the Trustees of the Clayton Playing Fields held on 11th September 2013 be approved as a correct record.

4 **FINAL ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2014**

RESOLVED that the Final Accounts for the year ended 31st March 2014 be approved.

The meeting started at 18:00 and ended at 18:03

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Trustee Annual General Meeting

Clayton Playing Fields Trust – Annual Report for the Year Ended 31st March 2015

Officer Contact: Anne Ryans - Director of Finance

Report author: Grant Evans - Finance Manager
Ext. 4491

9th September 2015

Reason for Decision

The purpose of the report is to present the attached accounts (appendix A) so that the Trustees can make an appropriate resolution at their Annual General Meeting to approve the accounts of the Clayton Playing Fields Trust for the year ended 31st March 2015.

Recommendations

It is recommended that the Trustees approve the Clayton Playing Fields Trust accounts for the year ended 31st March 2015.

Clayton Playing Fields Trust – Annual Report for Year Ended 31st March 2015

1 Background

- 1.1 The Charity Commission requires all charities to hold an annual general meeting and approve the latest year's financial statement at that meeting. It is also a requirement that an annual return is sent to the Charity Commission with, amongst other things, the main financial details. The presentation of this report and approval of its recommendations will enable the Trustees to discharge this requirement.

2 Current Position

- 2.1 The table below shows a summary of the financial position of the Trust at 31st March 2015.

Revenue Account	2014/15 £	2013/14 £
Expenses	32,133	31,600
Income from Lettings	(13,463)	(14,056)
Interest on Investments	(262)	(316)
Total income for activities	<u>(13,725)</u>	<u>(14,372)</u>
Deficit prior to OMBC contribution	18,408	17,228
OMBC contribution	18,408	17,228

The key points to note are:

- Expenses of £32,133 were incurred which was slightly higher than the £31,600 incurred in 2013/14.
- Income from lettings was £13,463, slightly lower than the £14,056 received in 2013/14.
- Interest on investments was £262 slightly lower than 2013/14 reflecting the reduced rates of return on investments due to the overall national position.
- The Council is required to make up the deficit this year of £18,408, funded from the Council's Environmental Services budget.
- The Trust has investments of £54,000, which are managed by the Council.

3 **Options/Alternatives**

3.1 The options available to the Trustees are to:

- a) Approve the accounts as set out in Appendix A and make the appropriate annual submission to the Charity Commission by 31st January 2016.
- b) Not approve the accounts as set out on Appendix A. This would mean that the Trust would not be able to make a resolution at their Annual General Meeting and comply with the financial reporting requirements of the Charity Commission.

4 **Preferred Option**

4.1 The preferred option is for the Trustees to approve the accounts at their annual general meeting enabling an appropriate resolution to be made as required by the Charity Commission.

5 **Consultation**

5.1 Appropriate officers have been consulted in compiling this report.

6 **Financial Implications**

6.1 The total Oldham Council contribution of administering the Clayton Playing Fields for the financial year 2014/15 as set out in Appendix A was £18,408. A budget to support this contribution is held within Environmental Services.

6.2 The accounts show a slight increase in revenue support by the Council to Clayton Playing Fields. This is due to a reduction in bookings.

6.3 On approval of the accounts an annual return for the year ended 31st March 2015 will be submitted to the Charity Commission to comply with their deadline of 31st January 2016.
(James Shaw - Accountant)

7 **Legal Services Comments**

7.1 None

8. **Co-operative Agenda**

8.1 The operation of the playing fields supports the council's co-operative agenda by providing a facility for local clubs which they would not individually be able to sustain.

9 **Human Resources Comments**

9.1 None

10 **Risk Assessments**

10.1 None required

- 11 **IT Implications**
- 11.1 None
- 12 **Property Implications**
- 12.1 Revenue corporate property budgets have supported the works at Clayton Playing Fields in 2014/15.

Going forward Health and Safety day-to-day repairs and maintenance will be picked up by the Corporate Landlord budget.

(Peter Wood)
- 13 **Procurement Implications**
- 13.1 None
- 14 **Environmental and Health & Safety Implications**
- 14.1 None
- 15 **Equality, community cohesion and crime implications**
- 15.1 None
- 16 **Equality Impact Assessment Completed?**
- 16.1 N/A
- 17 **Key Decision**
- 17.1 No
- 18 **Key Decision Reference**
- 18.1 N/A
- 19 **Background Papers**
- 19.1 None
- 20 **Appendices**
- 20.1 Appendix A – Clayton Playing Fields Trust Accounts

Appendix A

Clayton Playing Fields Trust

Revenue Account for the Year Ended 31st March 2015

Detail	Notes	2014/15 £	2013/14 £
Expenditure			
Grounds Maintenance		26,202	25,689
Insurance	1	507	487
Administration	2	5,424	5,424
Total Expenditure		32,133	31,600
Income			
Football pitches	3	(13,463)	(14,056)
Interest on Investments	4	(262)	(316)
Total Income (excl. OMBC contribution)		(13,725)	(14,372)
Contribution from OMBC (Environmental Services revenue budget)		(18,408)	(17,228)
Total Incomes		(32,133)	(31,600)

Notes

- 1 A nominal amount has been charged for insurance provided by the Environmental Services manager.
- 2 Administration charges are based on clerical assistance provided through the Cooperatives and Neighbourhoods Directorate and equates to 0.25 FTE.
- 3 A certain level of free use is provided, which has not been quantified.
- 4 Investment income is derived from investment of the Trust's accumulated fund as part of the Council's overall cash balances. Interest is credited in line with the investment rate received by the Council.

Balance Sheet for the Year Ended 31st March 2015

Detail	2014/15 £	2013/14 £
Investments	54,500	54,500
Accumulated Fund	54,500	54,500

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