



**Oldham**  
Council

## **Trustee Annual General Meeting**

### **Clayton Playing Fields Trust - Annual Report for the Year Ended 31st March 2018**

**Officer Contact:** Anne Ryans – Director of Finance

**Report Author:** Jamie Kelly - Accountant

**Ext:** 1090

**5<sup>th</sup> September 2018**

#### **Reason for the Decision**

The purpose of this report is to present the attached accounts (Appendix A) so that the Trustees can make an appropriate resolution at their Annual General Meeting and approve the Accounts of the Clayton Playing Fields Trust for the year ended 31st March 2018.

#### **Recommendations**

That Trustees approve the Clayton Playing Fields Trust Accounts for the year ended 31st March 2018.

## Clayton Playing Fields Trust – Annual Report for the Year Ended 31<sup>st</sup> March 2018

### 1 Background

- 1.1 The Charity Commission requires all charities to hold an annual general meeting and approve the latest year's financial statements at the 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 tables below summarise the financial position of the Trust as at 31st March 2018. The accounts are presented in full at Appendix A.

Table 1 – Revenue Account

Revenue Account	2017/18 £	2016/17 £
Expenses	35,085	34,336
Income from Lettings	(6,962)	(12,343)
Interest on Investments	(360)	(360)
Total income for activities	<u>(7,322)</u>	<u>(12,703)</u>
<b>Deficit prior to Oldham Council contribution</b>	<b>27,763</b>	<b>21,633</b>
<b>Oldham Council contribution</b>	<b>27,763</b>	<b>21,633</b>

Balance Sheet	2017/18 £	2016/17 £
Investments	<b>54,500</b>	<b>54,500</b>
Accumulated fund	<b>54,500</b>	<b>54,500</b>

The key points to note are:

- Expenses of £35,085 were incurred. This is slightly higher than the £34,336 incurred in 2016/17.
- Income from lettings was £6,962, which is £5,381 lower than the £12,343 received in 2016/17.
- Interest on investments was £360, being the same as in 2016/17.
- The Council is required to make up the deficit this year of £27,763, which is an increase of £6,130 compared to 2016/17. This is funded from the Councils Environmental Services budget.
- The Trust has investments of £54,500, which are managed by the Council.

### **3 Options/Alternatives**

3.1 The options available to the Trustees are:

- (a) To approve the accounts as set out in Appendix A and make the appropriate annual submission to the Charity Commission by 31st January 2019
- (b) To not approve the accounts as set out in 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 requirements of the Charity Commission

### **4 Preferred Option**

4.1 The preferred option is for the Trustees to approve the accounts so that the Trustees can make an appropriate resolution at their annual general meeting 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 2016/17 as set out in Appendix A was £27,763. A budget to support this contribution is held within Environmental Services as part of the Economy, Skills and Neighbourhoods Directorate.

6.2 The accounts show an increase in revenue support from the Council to Clayton Playing Fields. This is due to a decrease in pitch bookings from the previous year.

- 6.3 On approval of the accounts, an annual return for the year ended 31<sup>st</sup> March 2018 will be submitted to the Charity Commission to comply with their deadline of 31<sup>st</sup> January 2019.

(Matthew Kearns – Senior Accountant)

## **7 Legal Services Comments**

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 2017/18.

- 12.2 Going forward, health & safety day-to-day repairs and maintenance will be financed by the Corporate Landlord budget. It is not anticipated that further capital will available.

(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 31<sup>st</sup> March 2018

Detail	Notes	2017/18 £	2016/17 £
<b>Expenditure</b>			
Grounds Maintenance		29,091	28,364
Insurance	1	570	548
Administration	2	5,424	5,424
<b>Total Expenditure</b>		<b><u>35,085</u></b>	<b><u>34,336</u></b>
<b>Income</b>			
Football pitches	3	(6,962)	(12,343)
Interest on Investments	4	(360)	(360)
<b>Total Income (excl. Oldham Council contribution)</b>		<b>(7,322)</b>	<b>(12,703)</b>
Contribution from Oldham Council (Environmental Services revenue budget)		(27,763)	(21,633)
<b>Total Income</b>		<b><u>(35,085)</u></b>	<b><u>(34,336)</u></b>

#### Notes to the Revenue Account

- 1 A nominal amount has been charged for insurance
- 2 Administration charges are based on clerical assistance provided through the Economy, Skills 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 the 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 31<sup>st</sup> March 2018

Detail	2017/18 £	2016/17 £
<b>Investments</b>	<b>54,500</b>	<b>54,500</b>
<b>Accumulated Fund</b>	<b>54,500</b>	<b>54,500</b>