

Mountfield Pleasure Ground Trust

Trustees' Annual Report for the period 1 April 2009 to 31 March 2010

Reference and Administration Details

Registered Charity Number 305274

Charity's principal address 32 High Street
Lewes
East Sussex
BN7 2LX

Names of the charity trustees who manage the Charity

Lewes District Council is sole Trustee of the Charity. The 41 Members of Lewes District Council at the date of this report are:

Bob Allen	Patricia Bennett
Chris Bishop	Chris Bowers
Susan Bratchie	Carla Butler
Michael Chartier	Eddie Collict
Melanie Cutress	Jim Daly
Sharon Davy	Ann De Vecchi
Ian Eiloart	Jon Freeman
Paul Gander	Peter Gardiner
David Gray	Barry Groves
Lynda Hallett	Jacqueline Harrison-Hicks
Tom Hawthorne	Philip Howson
Tom Jones	Carolyn Lambert
James MacCleary	Rod Main
Ron Maskell	Kevin Mayers
David Mitchell	Tony Nicholson
Ruth O'Keeffe	James Page
Robbie Robertson	David Rogers, OBE
Eileen Russell	Steve Saunders
Jim Sheppard	Bob Sinclair
Cyril Sugarman	Ian White
Robert Worthington	

Structure, governance and management

Description of the Charity's trusts

- (a) *Type of governing document*
(b) *How the Charity is constituted*
(c) *Trustee selection methods*

Deed dated 31 March 1896.
Trust

All elected Councillors of Lewes District Council are trustees.

Additional governance issues

The election of councillors to the District Council takes place every four years, when residents who are on the Register of Electors are entitled to vote within their ward. The next elections in Lewes District will be held in May 2011. Candidates for election must satisfy the following criteria on the day they are nominated and on polling day they:

- must be at least 18 years old
- be a British citizen, a citizen of another Commonwealth country, a citizen of the Irish Republic, or a citizen of another member state of the European Union

They must also meet at least one of the four following qualifications:

- they are registered as a local government elector for the local authority area in which they wish to stand; or
- they have been an owner or tenant of any land or premises in the local authority area during the whole of the 12 months before the day they are nominated; or
- their main or only place of work during the last 12 months has been in the local authority area; or
- they have lived in the local authority area during the whole of the last 12 months.

A person may not be eligible to stand as a councillor if he/she:

- is the subject of a bankruptcy order or interim order; or
- has been sentenced to a term of imprisonment of three months or more (including a suspended sentence) without the option of a fine, during the five years before election day; or
- has been disqualified under Part II of the Representation of the People Act 1983 (this relates to donations and other offences as well) or under the Audit Commission Act 1998; or
- works for the Council or holds a politically restricted post with another council

The operational management and operation of the area of land which constitutes the 'Mountfield Pleasure Ground' is carried out in accordance with Lewes District Council's corporate governance arrangements. The Council has a number of systems and documents in place to ensure that it has effective corporate governance. These include the Council's Constitution, Council Plan, Medium Term Financial Strategy, Whistleblowing policy, Performance Management Framework and Data Quality Strategy. The Council reviews its corporate governance arrangements against national best practice. As a result, the Audit Committee approved, in June 2009, the Lewes District Council Local Code of Corporate Governance. The Local Code brings together all of the Council's corporate governance arrangements in one place and identifies a number of issues to be addressed that will improve the Council's approach. It has six core principles, as follows:

- Focusing on the purpose of the Council and on outcomes for the community and creating and implementing a vision for the local area
- Members and officers working together to achieve a common purpose with clearly defined functions and roles
- Promoting values for the Council and demonstrating the values of good governance through upholding high standards of conduct and behaviour
- Taking informed and transparent decisions which are subject to effective scrutiny and risk management
- Developing the capacity and capability of officers to be effective
- Engaging with local people and other stakeholders to ensure robust public accountability

Governance issues, contd

The Local Code shows under each core principle

- The individual requirement of the Local Code
- Systems/ processes/documentation demonstrating compliance
- Responsibility for monitoring/review
- Issues to be addressed, target date and officer responsible

The Local Code is reviewed periodically by the Council's Audit Committee. The most recent review took place in June 2010, when some minor amendments were made.

There is a clear distinction between the Council's own decision making process (for example in respect of assessing and providing financial contributions to the Trust and managing the Council's corporate assets) and the Council's role as sole trustee. This is achieved by having a formal break at the end of Council meetings before moving on to consider business as Sole Trustee. Such business includes the annual approval of the Trustees' Annual Report and accounts.

Objectives and activities

Summary of objects The object of the Charity shall be the provision and maintenance of land at Mountfield, Dripping Pan and Convent Field, for the benefit of the public generally and especially the inhabitants of the District of Lewes in the County of East Sussex.

Summary of the main activities undertaken for the public benefit in relation to these objects In planning activities for the year, the Charity Commission's guidance on public benefit was taken into account. This area of land was made accessible and available to the public through the Council's 'Parks and Open Spaces' service which is operated by the Community Services Division of the Finance and Community Services Directorate. The home ground of Lewes Football Club is at the Dripping Pan.

Achievements and performance

The land was available for use during the course of 2009/2010 and was maintained by Lewes District Council's Grounds Maintenance Contractor. In May 2008 the Trustees approved a project to convert the ground floor of the former public convenience building into housing accommodation. The conversion work took place in 2009/10, at a cost of almost £115,000, funded by a grant from Lewes District Council.

Financial Review

Brief statement on the Charity's policy on reserves Lewes District Council provides an annual grant to the value of the shortfall between receipts in the year and payments made. As a result, adverse fluctuations in spending needs or income do not have an impact on the overall financial position of the Trust. For this reason, reserves or balances are not retained.

Financial review Excluding the grant received from Lewes District Council, payments in the year, £190,215, exceeded receipts by £151,579. The project to convert a former public convenience into a housing unit constituted the main item of expenditure (£114,845). In terms of regular items, the largest areas of spending and income were grounds maintenance (£65,532) and car parking fees (£35,543) respectively. The Receipts and Payment Account for 2009/10 is appended to this report.

Declaration

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

Signed on behalf of the Charity's Trustees

Signature

Full name

Date

Mountfield Pleasure Ground Trust

Receipts and Payment Account for the period 1 April 2009 to 31 March 2010

Introduction

The Charity Commission document 'Charity Reporting and Accounting CC15b' gives guidance on the accounting and reporting framework applying to Charities in England and Wales for accounting periods beginning on or after 1 April 2009. This Receipts and Payment Account has been drawn up in accordance with that framework.

There are three major influences on charity accounting and financial reporting:

- the minimum requirements for keeping accounting records applying to all charities (other than charitable companies) are set out in the Charities Act 1993
- the legal requirements for the preparation of accounts and reports, set out in Part VI of the Charities Act 1993 and, where appropriate, the related Charities (Accounts and Reports) Regulations 2008
- the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005)

In line with the requirements, the annual financial statement has been prepared on a 'receipts and payments' basis. Receipts and payments accounts are statements that summarise the movement of cash into and out of the charity during the financial year. In this context "cash" includes cash equivalents, for example, bank balances where cash can be readily withdrawn to pay for debts as they become due. Receipts and payments accounts do not include the value of financial transactions for which there is a contractual commitment which has not yet been fulfilled by the transfer of cash ie payments owing at the end of the year are not included within the accounts.

The accounts will be subject to external scrutiny. The independent examiner of the accounts is:

PKF (UK) LLP
Farringdon Place
20 Farringdon Road
London
EC1M 3AP

Receipts and Payments

	<u>Unrestricted</u> <u>Funds</u> <u>2009/2010</u> £	<u>Unrestricted</u> <u>Funds</u> <u>2008/2009</u> £
Receipts		
Voluntary Sources		
Grants (note 1)	151,579	44,047
Trading Activities		
Rents	1,468	2,601
Parking Income	35,543	30,060
Utility & Insurance Recharges	1,625	2,422
Sub-total Receipts	190,215	79,130
Asset and investment sales, etc	0	0
<u>TOTAL RECEIPTS</u>	<u>190,215</u>	<u>79,130</u>
Payments		
Direct Charitable Expenditure		
Ground Maintenance	65,532	70,225
Utilities	1,643	1,845
Other Expenditure		
Insurances	2,924	3,098
Independent Examiner's Fee	1,300	1,250
Central Support Costs	3,130	2,555
Other Miscellaneous Costs	841	157
Sub-total Payments	75,370	79,130
Conversion of former public convenience	114,845	0
<u>TOTAL PAYMENTS</u>	<u>190,215</u>	<u>79,130</u>
<u>NET RECEIPTS FOR THE YEAR</u>	<u>0</u>	<u>0</u>
Cash and bank balances at 31 March 2009 (note 2)	<u>0</u>	<u>0</u>
Cash and bank balances at 31 March 2010	<u>0</u>	<u>0</u>

Notes:

1. The Mountfield Pleasure Ground Trust is maintained within the accounts of Lewes District Council. The deficit on operations on the year is funded by the Council by means of a grant.
2. No separate bank accounts are kept for Charity monies.
3. No separate valuation has been made of the land and buildings used by the Charity (under a permanent endowment). However, as a guideline, the site of which this forms a substantial part was valued at £550,000 at 1 April 2009, although this was prior to the conversion of the former public convenience at a cost of £114,845. The valuation was carried out by an independent, professionally qualified valuer in accordance with local authority asset valuation requirements.
4. All of the receipts and payments have been classified as 'Unrestricted Funds'. These are funds that the Trustees are able to spend for any of the charity's purposes.

Signed on behalf of the Trustees

Signature _____

Full name _____

Date _____