# HIGHFIELDS LEISURE PARK

England & Wales · Charity number 1006603

## Details

| | |
|---|---|
| **Other names** | HIGHFIELDS ESTATE |
| **Status** | Registered |
| **Legal form** | Other |
| **Registered** | 1991-12-05 |
| **Register** | View on the Charity Commission register |

## Contact

| | |
|---|---|
| **Address** | Nottingham City Council<br>Loxley House<br>Station Street<br>Nottingham<br>NG2 3NG |
| **Phone** | 011598763550 |
| **Email** | TechnicalTeam@nottinghamcity.gov.uk |
| **Website** | http://www.nottinghamcity.gov.uk/index.aspx?articleid=3343 |

## Activities

**Objects:** INCOME TO BE USED IN MAINTAINING THE PROPERTY OF THE CHARITY FOR USE FOR THE RECREATION OF THE PUBLIC IN THE CITY OF NOTTINGHAM AND OTHERWISE FOR THE PROVISION AND MAINTENANCE OF FACILITIES FOR RECREATION AND LEISURE-TIME OCCUPATION, WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID PUBLIC.

**Activities:** Provision of public recreation and pleasure grounds for the people of the City of Nottingham forever.In order to acheive this, a programme of ongoing maintenance of grounds and equipment is completed each year. This ensures the provision of well maintained public recreation and pleasure grounds.

## Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Amateur Sport, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

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## Geography

- **Area of benefit:** CITY OF NOTTINGHAM
- Nottingham City

## Finances

| Period end | Income | Expenditure | Assets | Employees |
|---|---|---|---|---|
| 2025-03-31 | £264,056 | £196,763 | - | - |
| 2024-03-31 | £244,961 | £244,961 | - | - |
| 2023-03-31 | £2,313,678 | £218,677 | £2,308,502 | 0 |
| 2022-03-31 | £248,150 | £248,150 | - | - |
| 2021-03-31 | £174,572 | £174,572 | - | - |

## Trustees

| Name | Role | Appointed |
|---|---|---|
| NOTTINGHAM CITY COUNCIL | | 1996-04-01 |

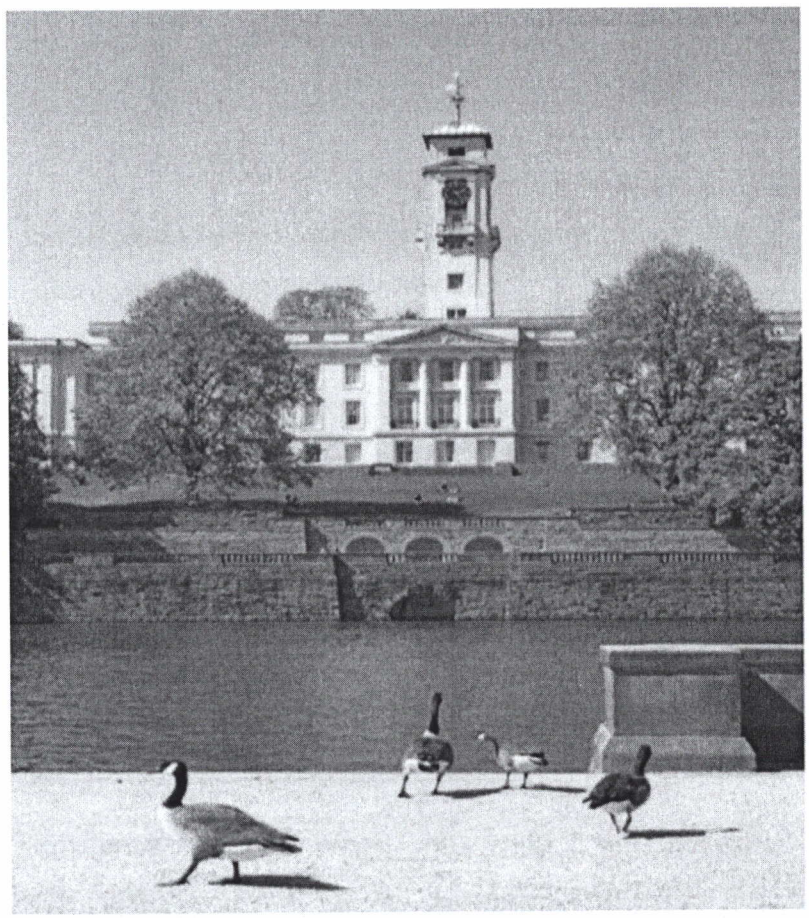
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**HIGHFIELDS LEISURE PARK**

England & Wales - Charity number 1006603

# Accounts

# HIGHFIELDS LEISURE PARK TRUST



## Annual Report for the year ended 31 March 2025

**Registered Charity number 1006603**

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## REPORT OF THE TRUSTEE FOR THE YEAR ENDED 31ST MARCH 2025

The trustees present their annual report and financial statements of the charity for the year ended 31st March 2025. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

## OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

Highfields Leisure Park Trust is a charity of which the Council is sole trustee and is responsible for the general control and management of the charity. These responsibilities are delegated to the Trusts and Charities Committee by full Council. The Trusts and Charities Committee give their time freely and receive no remuneration or other financial benefits.

### Objective

The primary objective of the charity is to provide public recreation and pleasure grounds for the people of Nottingham forever. To achieve this, a programme of ongoing maintenance of grounds and equipment is completed each year. This ensures the provision of well maintained, good quality public recreation facilities. The Trustee confirm they have referred to the Charity Commission guidance on public benefit when reviewing the aims and objectives and when setting plans for the future. Highfields is open to the public at large assuring public benefit on an open access basis. There are no restrictions regarding the members of public who may use Highfields. No fees are charged for access to the park but some fees are charged for various concessions within the park.



## ACHIEVEMENTS AND PERFORMANCE

Highfields Leisure Park Trust is responsible for providing leisure, recreation and sporting opportunities at Highfields Park for the benefit of Nottingham residents. Improvements on the site in the last year have included:

**Performance Report (April 2024 - March 2025)**

| Objective | Action | Outcome |
|---|---|---|
| Sport, Recreation & Events | The £5.2m Heritage Lottery Funded park restoration project began in summer 2017 and completed in August 2018. Work has continued on some final and additional restoration items, including:<br><br>- Creation of an artistic bench using material from and representing the Maid Marian pleasure cruise boat.<br>- Target hardening of site western end of the park.<br>- Improvements / replacements to play areas<br>- Minor stonework capping repairs around the lake edges.<br>- Ongoing railing repainting by Probation Service attendees. | More people enjoying the park and its activities<br><br>Improved physical activity and health and wellbeing<br><br>Ranger led sessions and walks have run consistently allowing members of the public to be involved and more active on site. Projects include regular work in the Japanese Garden, bulb planting sessions, bench restoration sessions, Tottle Brook clearance, bat walks and wellbeing walks. |
| | The site offered a good range of quality activities throughout the year, which includes boating, Adventure Golf, winter and summer pitch facilities for football, archery and lacrosse, as well as croquet being held on site. There were a number of events, both sporting and community, on Highfields Park, including the, Nottingham University led Chinese New Year event, bat walks and conservation awareness sessions | |
| | The Adventure Golf & Boating activities were all open this year | |
| | A new Park Ranger has been on site since November 2021 and has spent time on site leading on events and conservation projects, including helping to set up a community gardening group, a Japanese garden group behind the cascade, and working closely with community payback when they are on site. | |
| | New lease completed with Nottingham croquet club signed and in place. | |
| | Adventure Golf has been bought by a new company (Perfect Aquatics) who will be running it business as usual whilst they develop investment plans. | |
| | Ongoing support of the croquet club. | Improved gates and access to the croquet lawns to aid maintenance.<br><br>The croquet club have |

| | | |
|---|---|---|
| | | renovated the east lawns to bring them up to the same standard as the west lawns. Works include grading, draining and relaying entirely. |
| Community Access | Nottingham High School have completed the construction of a new artificial hockey pitch on the Highfields sports ground site and it is now in full use. | |
| | Park Ranger partnership working with the University of Nottingham and Nottingham Lakeside Arts (plans for 2023/24 are being discussed. | |
| | A FCC bid for the new Serenity Garden memorial garden next to the old paddling pool, in partnership with Forever Stars baby loss charity, was successful and work started on the £108,000 garden in 2020/21. Replacement of trees dead / vandalised<br>The Serenity Garden was officially opened in July 2021 | Work with the Serenity Garden is ongoing with additional planting being provided by NCC and new trees. |
| | Connecting with local faith groups for use of the boating lake. | |
| Well Maintained | A 10 year maintenance and management plan (MMP) supported the HLF bid and details how the park is maintained following the restoration project; this is updated annually. | Safe, well presented and park users have more pride and ownership<br><br>Replacement of visitor interpretation and site maps summer 2025. |
| | Maintenance programmes have been completed in order to ensure the formal areas and woodlands are kept in an attractive and favourable condition. | |
| | Recruitment of a permanent HLF-funded Head Gardener was successful. | |
| | The partnership with the Estates and Grounds Maintenance Manager for the University of Nottingham campus remains strong. | |
| | Works to the rhododendrons continue | |
| | Security works to site to prevent traveller access. | New security bollards to western entrance of the site to mitigate unauthorised vehicular access. A joint project with the university was also completed to create a bund between the Serenity Garden and the playing field to limit vehicle access into Highfields Park from the UoN entrance.<br><br>Servicing of bollards A/W 2025 |
| | Repairs and maintenance of listed croquet pavilions. | Masonry repairs to listed croquet pavilions and repainting of heritage railings and railing mounted Nottingham crest details. |
| | Access and infrastructure around site and Beeston Sidings improved | Access bridge to Beeston Sidings replaced with composite alternative to enable vehicular access |

| | | |
|---|---|---|
| Sustainability – Environmental | Continued tree planting programme on site via memorial tree plantings. | Improved environmental sustainability.<br><br>Additional memorial trees planted, species selected to boost biodiversity and tree diversity on site.<br><br>Additional memorial benches added to site in consistent heritage style. Existing benches restored in olive green colour and new high quality timber. |
| | Continued upgrade of parks infrastructure via the memorial bench scheme. Memorial bench restoration continues to be a large focus and the new Heritage green colour is appearing all over the park as existing benches are refurbished and new ones are purchased by sponsors. | |
| | Volunteering hours were significantly impacted during the covid19 pandemic but volunteering activities are returning to the park with the Park Ranger using specific site projects to encourage a wider range of volunteers. | |
| | ERDF-funded creation of pond and installation of boardwalk across the old paddling pool to link to the new Serenity Garden. | Create new habitats. |
| | Additional planting added to stepping stone end of lake. | New water plants and lillies added to stepping stone area of lake to improve water quality and habitats. |
| Sustainability - Financial | The Christmas Company returned to the site in December 2022. With income levels starting to return to pre Covid levels. | More financially sustainable and value for money trust accounts. |
| | Cloud9 lease the boathouse for storage. | |

## FINANCIAL REVIEW

The Council provides grant monies to finance the annual operating deficit of the trust. In 2024/25 there was no expenditure deficits compared to the previous financial year (2023/24 £2,377), therefore a grant was not received from The Council to cover the expenses however a provision of £1,575 was made as a grant accrual to meet the cost of independent examination. There was surplus income of £67,293 which was transferred to the Reserves at the end of the financial year.

All transactions relating to Highfields Leisure Park Trust are subject to the same financial regulations and procedures as those relating to land and property held by the Council. Since May 2011 the Trusts and Charities Committee has replaced the Executive Board for the purpose of approving transactions.

### Policy on Reserves

The Council is a key partner in delivering the objectives of the Trust and has shown a continued commitment to meet any net expenditure in the year. It is therefore not felt appropriate for the Trust to hold reserves.

### Risk Management

The Highfields Leisure Park Trust adopts the Council's risk management policy as appropriate.

The following statement best sums up the purpose of risk management:

*"To ensure that the Council is not risk averse and takes or faces risks knowingly and manages them appropriately."*

The Trustee is committed to a programme of risk management to protect the charity's assets. A risk register is held which identifies the keys risks and the measures in place to mitigate such risks. Procedures are also in place to ensure that appropriate advice and support is provided to Trusts and Charities Committee as and when required.

### Insurances

Highfields Leisure Park Trust is covered by the Council's insurance policy. The Council pays the premium.

**PLANS FOR FUTURE PERIODS (April 2025 - March 2026)**

| Objective | Action | Timetable for Delivery | Outcome |
|---|---|---|---|
| Sport, Recreation & Events | Continue to deliver partnership events with Nottingham Lakeside Arts and the University of Nottingham | Ongoing throughout the year. | Improved physical activity and health and wellbeing<br><br>Increase visitors to the park<br><br>Raised profile of the park<br><br>Introduce different audiences to the park that may not have visited the site prior to events |
| | Ongoing delivery of the Activity Plan by the Park Ranger and Partners, including events, education and volunteering | | |
| Community Access | Continue to deliver education in partnership with Nottingham Lakeside Arts and the University of Nottingham based on the NCC Park Ranger Education programme (subject to Covid-19 restrictions). | Annually available | Improved education<br><br>Increase in user groups using site<br>Bat walks, creating green recycling opportunities I.e. Increasing events offered eg. Xmas wreath making<br><br>Ongoing work with Creswell Crags archaeological park to run education sessions.<br><br>Summer trails within the park run by Lakeside Arts to encourage visitors to explore the site. |
| | Diverse sports on site attracts diverse interest. | Annually available | |
| Well Maintained | Ongoing work on rhododendrons and interpreting the Maid Marian. | 2025/26 | Safe, well presented and park users have more pride and ownership eg. Japanese gardeners / general park improvement volunteers - plus the introduction of park improvement days for litter picking etc.<br><br>Continued submission of site to Green Flag Award |
| | Develop and continue to update a new 10 year Maintenance plan. | In place & approved by the HLF. | |
| Sustainability - Environmental | Continue to carry out volunteer and student task days on site.<br><br>Continue to improve areas of the park for wildlife as part of practical education sessions within the new activity plan. | Ongoing<br><br>Ongoing | Improved environmental sustainability<br><br>Empowers local users with their local park.<br><br>Create new habitats. i.e. meadow creation |

| | | | |
|---|---|---|---|
| | | | Make use of overgrown, unused areas of the park. |
| Sustainability - Financial | The Christmas Company will return to host an event in 2025 and the funds achieved will help to make improvements and maintain the park. | December 2025 | More financially sustainable and value for money trust accounts<br><br>Continued successful partnerships that help to improve the types and standard of activities offered @ Highfields Park<br>Support with Perfect Aquatics to improve the golf offer on site |
| | Continued partnership working with Colwick Park Lifeguards who lease the boathouse for storage. (Cloud9) and manage the boating lake | Ongoing | |
| | Partnership working with Perfect Aquatics who manage the Adventure Golf. | Ongoing | |

## STRUCTURE, GOVERNANCE AND MANAGEMENT

In order to understand the objectives of the charity it is important to consider the history of the trust and how Nottingham City Council has managed and developed Highfields Park as a first class facility for sport, leisure and recreation since the creation of the trust.

The Sir Jesse Boot Memorial Scheme was created by the 1920 Indenture.

Between 1919 and 1920, Sir Jesse acquired a mansion house called Highfields together with adjoining land lying west of the city of Nottingham. By Memorandum of Agreement dated 9 December 1921, it was agreed by Sir Jesse and the trustees of the 1920 indenture that the Highfields Estate had been purchased by Sir Jesse as agent for and on behalf of the Sir Jesse Boot Memorial Scheme.

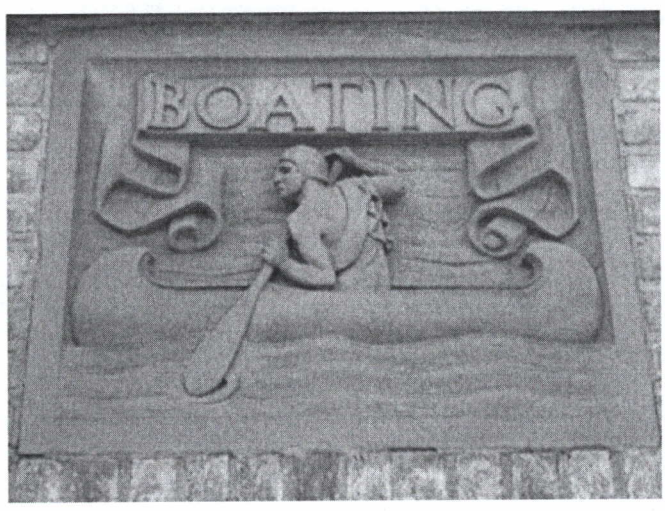
It was also agreed that the trustees would pay Sir Jesse £57,000 out of the trust fund as reimbursement of the costs of the purchase. In return Sir Jesse would convey the Highfields Estate to the trustees or as they might direct.

By an indenture dated 1 November 1923 made between Sir Jesse, the trustees of the 1920 indenture and the Council, Sir Jesse, at the request of the trustees, conveyed part of the Highfields Estate to the Council to hold the same "for the purpose of public recreation and pleasure grounds for the people of the City of Nottingham forever" this created the present trust. By an indenture of the same date made between Sir Jesse, the trustees of the 1920 indenture and the University College of Nottingham ("the University"), the rest of the Highfields Estate (including the Manor House) was conveyed to the University.

It appears the memorial scheme was wound up in 1925.

The land conveyed to the Council was for the most part laid out as a park, although some areas were not so laid out and remained derelict. The land lies to the south of the University and to the north of the railway. It is divided along the east-west axis by University Boulevard.

To the north of University Boulevard is a large boating lake with lakeside walks, formal gardens and fine turf sports facilities including putting, bowls and croquet greens. Plantations of rhododendrons and mature trees provide a unique natural backdrop to enhance the park setting.




To the south of University Boulevard are playing fields, for winter and summer outdoor sports, together with a running track.

Over the years there have been a number of dispositions of freehold interest in the land. These include various land exchanges with the University, the acquiring of land at Beeston Sidings immediately to the south of Highfields Park and the conveyance of land to Nottinghamshire County Council for road widening purposes.

In addition, the Council as Trustee, over this time, has granted a number of leases (or licences) of land subject to the 1923 Indenture. For example, the site of the former Highfields Lido to the University - to develop the area as an art centre. Also included are lease agreements with the trustees of Highfields Hockey Club for the former sports pavilion tea-rooms. A lease has also been agreed with the croquet club for use of the croquet pavilion and four lawns and to the University for the running track and associated facilities.

Part of the Trust land to the south of University Boulevard was developed during the early 1980's as a Science Park with low-density buildings for light industrial and scientific office use. In December 1998, the Science Park was exchanged for Council land at Beeston sidings, which had been laid out for sporting and recreational activities.




**Objectives of Charity**

The provision of public recreation and pleasure grounds for the people of the City of Nottingham forever.

In order to achieve this, a programme of ongoing maintenance of grounds and equipment is completed each year. This ensures the provision of well-maintained public recreation and pleasure grounds.

## Trustee's selection methods

**Trustees' selection methods**

Nottingham City Council (NCC) elected members are the sole Trustees. NCC has 55 elected members who are elected on a 4 year cycle. The following table details the councillors / trustees for the financial year 1 April 2024 to 31 March 2025 and also includes any post year trustee movements:

| | |
|---|---|
| Councillor Adele Williams | Councillor Linda Woodings |
| Councillor AJ Matsiko | Councillor Maria Joannou |
| Councillor Andrew Rule | Councillor Maria Watson |
| Councillor Angela Kandola | Councillor Matt Shannon |
| Councillor Anwar Khan | Councillor Michael Edwards |
| Councillor Audra Wynter | Councillor Michael Savage |
| Councillor Audrey Dinnall | Councillor Nick Raine |
| Councillor Carole McCulloch | Councillor Nadia Farhat |
| Councillor Cheryl Barnard | Councillor Naim Saqab Salim |
| Councillor Corall Jenkins | Councillor Nayab Patel |
| Councillor David Mellen | Councillor Neghat Khan |
| Councillor Devontay Okure | Councillor Patience Uloma Ifediora |
| Councillor Ethan Radford | Councillor Pavlos Kotsonis |
| Councillor Eunice Regan | Councillor Saj Ahmad |
| Councillor Faith Gakanje-Ajala | Councillor Sajid Mohammed |
| Councillor Farzanna Mahmood | Councillor Salma Mumtaz |
| Councillor Fozia Mubashar | Councillor Sam Harris |
| Councillor Georgia Power | Councillor Sam Lux |
| Councillor Graham Chapman | Councillor Samina Riaz |
| Councillor Gul Khan | Councillor Samuel Gardiner |
| Councillor Hayley Spain | Councillor Sana Nasir |
| Councillor Helen Kalsi | Councillor Sarita-Marie Rehman-Wall |
| Councillor Imran Jalil | Councillor Shuguftah Quddoos |
| Councillor Jay Hayes | Councillor Steve Battlemuch |
| Councillor Kevin Clarke | Councillor Sulcan Mahmood |
| Councillor Kirsty Jones | Councillor Zafran Khan |
| Councillor Kirsty L Jones | |
| Councillor Leslie Ayoola | |
| Councillor Liaqat Ali | |
| | |

**Trusts and Charities Committee Members**

Councillors are appointed to membership of the Trusts and Charities Committee by full Council to fulfil the Council's responsibilities as Trustees. The Constitution allows that where in-year changes are required to memberships, either at the request of the relevant political group or because a member has resigned or ceased to be eligible for membership, the Corporate Director of Finance and Resources has the authority to action those changes subject to political balance being preserved where applicable and to the changes made being reported to the next meeting of Council. Details of membership will be updated and published on the Council's website on an ongoing basis. The following is the current list of the Trusts and Charities Committee appointed members who approve the Annual Report and financial statements for the financial year 1 April 2024 to 31 March 2025:

| |
|---|
| Councillor Zafran Nawan Khan (Chair) |
| Councillor Salma Mumtaz (Vice Chair) |
| Councillor Andrew Rule |
| Councillor Steve Battlemuch |
| Councillor Farzanna Mahmood |
| Councillor Sarita-Marie Rehman-Wall |
| Councillor Anwar Khan |
| Councillor Sana Nasir |
| Councillor Fozia Mubashar |

**Induction and training of Trusts and Charities Committee**

Following appointment, Councillors are introduced to their new role and given a number of publications from the Charity Commission. These include guidance on charities and a document issued specific for members of Local Authorities titled 'Councillors Guide: to a council's role as charity trustee'. This ensures that new Councillors' are aware of the scope of their responsibilities under the Charities Act.

## REFERENCE AND ADMINISTRATIVE INFORMATION

| | |
|---|---|
| **Name and Address of Charity** | Highfields Leisure Park Trust, Nottingham<br>Nottingham City Council<br>Loxley House<br>Station Street<br>Nottingham<br>NG2 3NG |

| | |
|---|---|
| **Governing Document** | Creation of trust by indenture dated 1 November 1923 and scheme made by the Charity Commission on the 4 October 1993 |
| **Main Activity** | Provision of public recreation and pleasure grounds |
| **Charity Commission Registered Number** | 1006603 |
| **Name and Address of Sole Trustee** | Nottingham City Council<br>(The members of Nottingham City Council (NCC) Trusts and Charities Committee are listed on page 12 and 13) |
| **Organisational Structure of the Charity** | Highfields Leisure Park Trust, Nottingham is a charity of which Nottingham City Council is a sole trustee.<br><br>Recommendations on the management of the charity are delegated to the Trusts and Charities Committee. All transactions relating to Highfields Leisure Park Trust are subject to the same financial regulations as those relating to the Council activity. |
| **Day to Day Management** | Corporate Director for Communities, Environment and Resident Services<br>Colin Parr<br>Nottingham City Council<br>Loxley House<br>Station Street<br>Nottingham<br>NG2 3NG |
| **Name & Address of Independent Examiners** | RWB CA Ltd<br>Northgate House<br>North Gate<br>New Basford<br>Nottingham<br>NG7 7BQ |
| **Name & Address of Bankers** | Lloyds Bank<br>Birmingham OSC<br>Ariel House<br>2138 Coventry Road<br>Sheldon<br>B26 3JW |
| **Providers of Professional Advice** | Nottingham City Council Officers |

## RESPONSIBILITIES OF THE TRUSTEE

The Charity Commission has introduced a new framework for accounting for charities to meet the need for public accountability for the resources held by charities. It is a combination of legislation and best practice.

The legal requirements are contained in the Charities Act 2011 which came into effect on 14 March 2012.

The accounting and reporting requirements are complemented by a revised Statements of Recommended Practice: Accounting by Charities (the Charities SORP) issued in 2005.

The Trustee is required:

- to make arrangements for the proper administration of the charity's financial affairs;
- to prepare the annual report and financial statements for each financial year to present a true and fair view of the charity's state of affairs as at the end of the financial year and of its incoming resources and its application for resources in that year.

In preparing these statements the trustee has ensured:

- suitable accounting policies have been selected and applied consistently;
- judgements and estimates have been made that were reasonable and prudent;
- the relevant legal requirements and recommended practices have been followed;
- they are prepared on the basis that the Highfields Leisure Park Trust is a going concern.

The Trustee is responsible for ensuring that proper accounting records are kept which are up to date and for maintaining a satisfactory system of control over the charity's accounts and transactions.

The Trustee is also responsible for ensuring that arrangements are made to safeguard the assets of the charity and reasonable steps are taken for the prevention and detection of fraud and other irregularities.

The Trustee must take any steps that they ought to have taken in order to make themselves aware of any relevant independent examination information and to establish that the charity's independent examiners are aware of any such information.

As far as the Trustee is aware there is no relevant independent examination information about which the Highfields Leisure Park Trust independent examiners are unaware.

## ADOPTION OF THE ANNUAL REPORT AND FINANCIAL STATEMENTS

Approved by the Trusts and Charities Committee and signed on behalf of Nottingham City Council by:



Councillor Zafran Khan (Chair)
Signed for the Trusts and Charities Committee

Date: 02.03.26



Stuart Fair
Corporate Director of Finance and Resources
Signed for Nottingham City Council

Date: 26.02.26

## THE FINANCIAL STATEMENTS

The financial statements include comparative figures for the previous year and consist of the following:

- **Statement of Financial Activities** is a single accounting statement with the objective of showing all incoming resources expended by the charity in year;
- **Balance Sheet** setting out the assets, liabilities and funds of the charity;
- **Notes to the Financial Statements** explaining the accounting policies adopted and explanations of information in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2015).

## HIGHFIELDS LEISURE PARK TRUST

**Statement of Financial Activities**
**For year ending 31 March 2025**

| | Unrestricted Funds 2024/25 £ | Unrestricted Funds 2023/24 £ |
|---|---|---|
| **INCOMING RESOURCES** | | |
| Grant from Local Authorities | 1,575 | 2,377 |
| Incoming Resources from Charitable Activities | 148,210 | 134,177 |
| Investment Income | 114,271 | 108,407 |
| **Total Incoming Resources** | **264,056** | **244,961** |
| **RESOURCES EXPENDED** | | |
| Charitable Activities | 195,188 | 243,461 |
| Other Expenditure | 1,575 | 1,500 |
| **Total Resources Expended** | **196,763** | **244,961** |
| **Net Incoming / (Outgoing) Resources** | **67,293** | **0** |
| **Fund balances brought forward as at 1 April** | **2,308,502** | **2,308,502** |
| **Fund balances carried forward as at 31 March** | **2,375,795** | **2,308,502** |

## HIGHFIELDS LEISURE PARK TRUST

| Balance Sheet<br>As at 31 March 2025 | | |
|---|---|---|
| | **2024/25** | **2023/24** |
| | **£** | **£** |
| **Fixed Assets** | | |
| Tangible Assets: | | |
| Freehold Land & Buildings | 1 | 1 |
| Investment Assets | 2,375,794 | 2,308,501 |
| **Total Fixed Assets** | **2,375,795** | **2,308,502** |
| | | |
| **Current Assets:** | | |
| Debtors: amounts falling due within one year | 3,075 | 1500 |
| Cash / Bank | 0 | 0 |
| | | |
| **Liabilities:** | | |
| Creditors: amounts falling due within one year | (3,075) | (1,500) |
| Cash / Bank | 0 | 0 |
| | | |
| **Net Current Assets** | **0** | **0** |
| | | |
| **Net Assets** | **2,375,795** | **2,308,502** |
| | | |
| **Represented by:** | | |
| **Funds** | | |
| Unrestricted Funds | 1 | 1 |
| Capital Receipts | 2,375,794 | 2,308,501 |
| | **2,375,795** | **2,308,502** |

## NOTES TO THE FINANCIAL STATEMENTS

### 1. ACCOUNTING POLICIES

**General Principles**

The Annual Report summarises the Highfields Leisure Park Trust transactions for 2024/25 financial year together with its financial position at 31 March 2025.

This section explains the accounting policies applied in producing the Annual Report for the Trust. Accounting policies are the principles, bases, conventions and rules by which transactions are recognised, measured and presented in the accounts.

**Basis of Preparation and Assessment of Going Concern**

The Annual Report has been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and Charities Act 2011. The accounts have been prepared in accordance with the historic cost basis of accounting except for fixed assets which have been included at notional amount.

Compliance with the Charities SORP and the adoption of accounting standards and principles issued or adopted by the Accounting Standards Board ensures that the accounts show "a true and fair view" of transactions during the year and the financial position of the Highfields Leisure Park Trust at the year end.

The trustee consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

The trust constitutes a public benefit entity as defined by FRS102.

**Incoming Resources**

Income receipts are accrued and accounted for in the period to which they relate. Income received in advance is recognised as a liability on the balance sheet within creditors.

Income from Nottingham City Council funds the net expenditure of the Highfields Leisure Park Trust for the benefit of the citizens of Nottingham.

**Resources Expended**

All expenditure is accrued and accounted for in the period during which they are consumed or received. Accruals have been made for all material sums unpaid at the year end for goods or services received or work completed. Payments made in advance are recognised as an asset on the balance sheet within debtors.

Charitable Activities
These costs mainly relate to premises expenses, which includes day to day maintenance, grounds maintenance and patrol.

Governance Costs
Governance costs, including the administration of the trust are directly funded by the Council, and these costs are not shown in the trust accounts.

**Fixed Assets**

Freehold Land and Buildings
The valuation of assets is a notional value that reflects the trusts perpetual covenant for general public access to and use of the park.

As a notional value is used, depreciation and impairment reviews are not applicable.

Investment Assets
This is the loan/investment, stated at market value, of Highfields Leisure Park Trust's capital receipts with the Council upon which interest (Bank of England base rate) is received. This interest is shown within the statement of financial activities – Investment Income.

**Accruals of Expenditure and Income**

The accounts of the Highfields Leisure Park Trust are maintained on an accruals basis. This means that sums due to or from the Highfields Leisure Park Trust during the year are included whether or not the cash has actually been received or paid in the year.

Where income and expenditure has been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the balance sheet. Cash received or paid and not yet recognised as income or expenditure is shown as a creditor (receipt in advance) or debtor (payment in advance) in the balance sheet and the statement of financial activities adjusted accordingly.

Where it is doubtful that a debt will be settled, the balance of debtors is written down and a charge made to the statement of financial activities for the income that might not be collected. This bad debt provision is offset against the debtor balance on the balance sheet.

In many cases the value to be entered in respect of accrued transactions will be certain. In others, this value has to be estimated and reference is then made to past transactions and trends in order to determine the likely value.

**Cash**

This is represented by cash at bank which is held within the Council's bank account on behalf of Highfields Leisure Park Trust charity and cash in hand.

**Funds of the Charity**

Unrestricted Fund
A fund held on charitable trust for a purpose within the charity's objectives. The fund is equivalent to the notional value of the freehold land and buildings.

Restricted Funds
Capital receipts in respect of the sale or lease of land and buildings held and invested pending expenditure on further purchases of land or property for investment purposes.

**2. TAX STATUS**

Highfields Leisure Park Trust is a registered charity and is therefore exempt from income tax on income falling within S505 ICTA 1988. The Council is the sole trustee of the Highfields Leisure Park Trust and, in accordance with VAT notice 749, is entitled to recover VAT incurred on the expenditure of the Highfields Leisure Park Trust under section 33 of the VAT Act 1994.

## 3. LAND AND BUILDING

Trust lands are stated at the trustee's valuation of £1, being open market value for existing use of land subject to a perpetual covenant granting the general public access.

| | 2025 | 2024 |
|---|---|---|
| Freehold land and buildings | 1 | 1 |

## 4. INVESTMENT ASSETS

The investment assets are held primarily to provide an investment return for the charity.

| Loan to Nottingham City Council | 2024/25 £ | 2023/24 £ |
|---|---|---|
| Brought forward balance | 2,308,501 | 2,308,501 |
| New loans for the year | 67,293 | 0 |
| Total loans to Loan to Nottingham City Council | **2,375,794** | **2,308,501** |

## 5. DEBTORS

| | 2025 | 2024 |
|---|---|---|
| Accrued grant income | 3,075 | 1,500 |

## 6. CREDITORS

| | 2025 | 2024 |
|---|---|---|
| Accruals | 3,075 | 1,500 |

## 7. ANALYSIS OF SOFA: INCOME & EXPENDITURE

| | 2024/25<br>£ | 2023/24<br>£ |
|---|---|---|
| **Income** | | |
| **Charitable Activities** | | |
| Rents | 124,315 | 131,177 |
| Fees & Charges | 23,895 | 3,000 |
| **Investment Income** | | |
| Interest received from NCC | 114,271 | 108,407 |
| **Total Income** | **262,481** | **242,584** |
| **Expenditure** | | |
| Premises | 36,756 | 34,928 |
| Supplies & Services | 0 | 2,887 |
| Other Services | (2,752) | 130 |
| Support Services | 155,809 | 192,750 |
| Property Maintenance | 5,375 | 11,783 |
| Third Party Payments | 0 | 983 |
| Governance Costs | 1,575 | 1,500 |
| **Total Expenditure** | **196,763** | **244,961** |
| **Net Deficit before Grant** | 65,718 | (2,377) |
| Council Grant | 1,575 | 2,377 |
| **NET INCOME / (EXPENDITURE)** | **67,293** | **0** |

## 8. ANALYSIS OF GOVERNANCE COST

| | 2025 | 2024 |
|---|---|---|
| Independent examiners' fees | 1,575 | 1,500 |

## 9. FUNDS

| | Balance 01/04/2024 | Incoming Resources | Resources Expended | Balance 01/03/2025 |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General | 1 | 262,481 | 262,481 | 1 |
| **Total funds** | 1 | 242,584 | 242,584 | 1 |

## 4. TRANSACTIONS WITH RELATED PARTIES

The Council is the sole trustee of the Highfields Leisure Park Trust and any transactions between these two parties must be disclosed in accordance with the Charity SORP.

The Council manages the Trusts' capital investments and reserves within their bank accounts. The Council transfers the interest earned back to the trust as investment income. Total of £67,293 has been loan to the Council being the net surplus form operations for the year.

A grant accrual of £1,575 has been included within the total income to reflect the increased grant provision in relation to fee accrual of Independent examiners cost.

Transactions between the charity and NCC are in respect of the day-to-day operations of the charity. The Council charged the charity £161,184 (2023/24 £192,750) in respect of grounds maintenance and other support costs which is included in Resources Expended – Charitable Activities, within the Statement of Financial Activities.

Individual councillors of NCC did not receive any benefits from the Highfields Leisure Park Trust.

# Independent Examiner's report to the Trustees of the Highfields Leisure Park Trust

I report to the trustees on my examination of the accounts of Highfields Leisure Park Trust for the year ended 31 March 2025.

**Responsibilities and basis of report**
As the Charity trustees of Highfields Leisure Park Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Highfields Leisure Park Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of Highfields Leisure Park Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts

set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Nicholas William Bonnello FCA
RWB CA Limited
Northgate House
North Gate
New Basford
Nottingham
NG7 7BQ

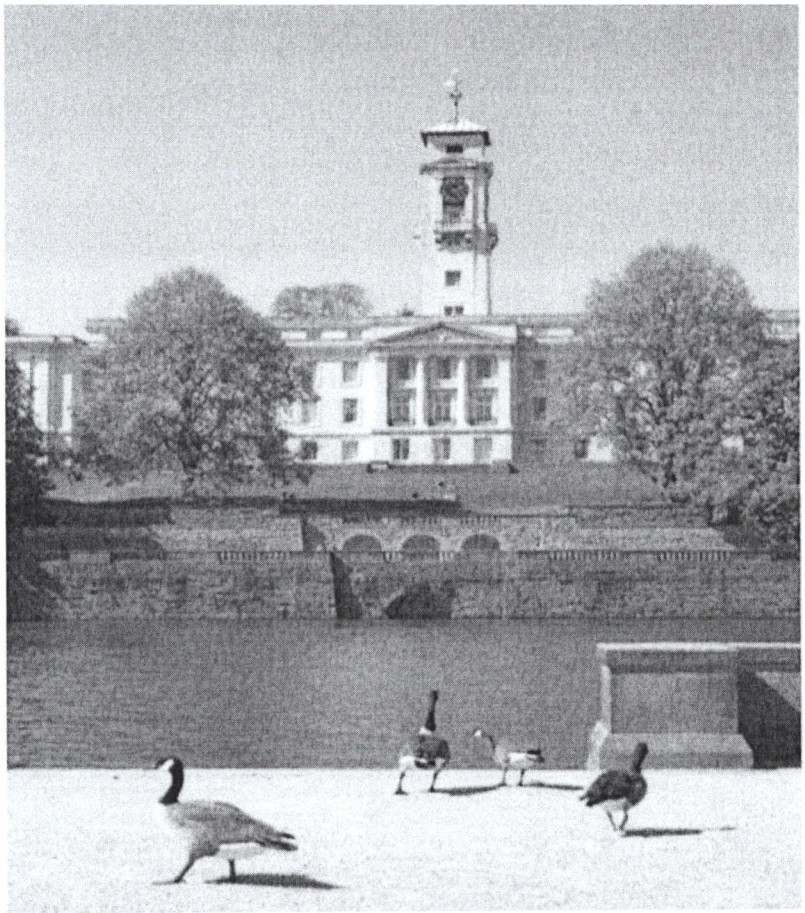
02/03/2026

**HIGHFIELDS LEISURE PARK**

England & Wales - Charity number 1006603

# Accounts

# HIGHFIELDS LEISURE PARK TRUST



## Annual Report
## for the year ended 31 March 2024

**Registered Charity number 1006603**

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## REPORT OF THE TRUSTEE FOR THE YEAR ENDED 31ST MARCH 2024

The trustees present their annual report and financial statements of the charity for the year ended 31st March 2024. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

## OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

Highfields Leisure Park Trust is a charity of which the Council is sole trustee and is responsible for the general control and management of the charity. These responsibilities are delegated to the Trusts and Charities Committee by full Council. The Trusts and Charities Committee give their time freely and receive no remuneration or other financial benefits.

### Objective

The primary objective of the charity is to provide public recreation and pleasure grounds for the people of Nottingham forever. To achieve this, a programme of ongoing maintenance of grounds and equipment is completed each year. This ensures the provision of well-maintained good quality public recreation facilities. The Trustee confirm they have referred to the Charity Commission guidance on public benefit when reviewing the aims and objectives and when setting plans for the future. Highfields is open to the public at large assuring public benefit on an open access basis. There are no restrictions regarding the members of public who may use Highfields. No fees are charged for access to the park but some fees are charged for various concessions within the park.



## ACHIEVEMENTS AND PERFORMANCE

Highfields Leisure Park Trust is responsible for providing leisure, recreation and sporting opportunities at Highfields Park for the benefit of Nottingham residents. Improvements on the site in the last year have included:

**Performance Report (April 2023 - March 2024)**

| Objective | Action | Outcome |
|---|---|---|
| Sport, Recreation & Events | The £5.2m Heritage Lottery Funded park restoration project began in summer 2017 and completed in August 2018. Work has continued on some final and additional restoration items, including:<br><br>- Creation of an artistic bench using material from and representing the Maid Marian pleasure cruise boat.<br>- Target hardening of site western end of the park.<br>- Improvements / replacements to play areas<br>- Minor stonework capping repairs around the lake edges.<br>- Ongoing railing repainting by Probation Service attendees. | More people enjoying the park and its activities<br><br>Improved physical activity and health and wellbeing<br><br>Ranger led sessions and walks have run consistently allowing members of the public to be involved and more active on site. Projects include regular work in the Japanese Garden, bulb planting sessions, bench restoration sessions, Tottle Brook clearance, bat walks and wellbeing walks. |
| | The site offered a good range of quality activities throughout the year, which includes boating, Adventure Golf, winter and summer pitch facilities for football, archery and lacrosse, as well as croquet being held on site. There were a number of events, both sporting and community, on Highfields Park, including the, Nottingham University led Chinese New Year event, bat walks and conservation awareness sessions | |
| | The Adventure Golf & Boating activities were all open this year | |
| | Stand-up paddleboard, yoga and others (e.g. University clubs) also regularly use the lake. | |
| | A new Park Ranger has been on site since November 2021 and has spent time on site leading on events and conservation projects, including helping to set up a community gardening group, a Japanese garden group behind the cascade, and working closely with community payback when they are on site. | |
| | New lease completed with Nottingham croquet club signed and in place. | |
| | Ongoing support of the croquet club. | Improved gates and access to the croquet lawns to aid maintenance. |
| Community Access | Nottingham High School have completed the construction of a new artificial hockey pitch on the Highfields sports ground site and it is now in full use. | |
| | Park Ranger partnership working with the University of Nottingham and Nottingham Lakeside Arts (plans for 2023/24 are being discussed. | |

| | | |
|---|---|---|
| | A FCC bid for the new Serenity Garden memorial garden next to the old paddling pool, in partnership with Forever Stars baby loss charity, was successful and work started on the £108,000 garden in 2020/21. Replacement of trees dead / vandalised<br>The Serenity Garden was officially opened in July 2021 | Work with the Serenity Garden is ongoing with additional planting being provided by NCC and new trees. |
| | Connecting with local faith groups for use of the boating lake. | |
| Well Maintained | A 10 year maintenance and management plan (MMP) supported the HLF bid and details how the park is maintained following the restoration project; this is updated annually. | Safe, well presented and park users have more pride and ownership |
| | Maintenance programmes have been completed in order to ensure the formal areas and woodlands are kept in an attractive and favourable condition. | |
| | Recruitment of a permanent HLF-funded Head Gardener was successful. | |
| | The partnership with the Estates and Grounds Maintenance Manager for the University of Nottingham campus remains strong. | |
| | Works to the rhododendrons continue | |
| | Security works to site to prevent traveller access. | New security bollards to western entrance of the site to mitigate unauthorised vehicular access. A joint project with the university was also completed to create a bund between the Serenity Garden and the playing field to limit vehicle access into Highfields Park from the UoN entrance. |
| | Repairs and maintenance of listed croquet pavilions. | Masonry repairs to listed croquet pavilions and repainting of heritage railings and railing mounted Nottingham crest details. |
| Sustainability – Environmental | Continued tree planting programme on site via memorial tree plantings. | Improved environmental sustainability.<br><br>Additional memorial trees planted, species selected to boost biodiversity and tree diversity on site.<br><br>Additional memorial benches added to site in consistent heritage style. Existing benches restored in olive green |
| | Continued upgrade of parks infrastructure via the memorial bench scheme. Memorial bench restoration continues to be a large focus and the new Heritage green colour is appearing all over the park as existing benches are refurbished and new ones are purchased by sponsors. | |
| | Volunteering hours were significantly impacted during the covid19 pandemic but volunteering activities are returning to the park with the Park Ranger using specific site projects to encourage a wider range of volunteers. | |

| | | |
|---|---|---|
| | | colour and new high quality timber. |
| | ERDF-funded creation of pond and installation of boardwalk across the old paddling pool to link to the new Serenity Garden. | Create new habitats. |
| | Additional planting added to stepping stone end of lake. | New water plants and lillies added to stepping stone area of lake to improve water quality and habitats. |
| Sustainability - Financial | The Christmas Company returned to the site in December 2022. With income levels starting to return to pre Covid levels. | More financially sustainable and value for money trust accounts. |
| | Cloud9 lease the boathouse for storage. | |

## FINANCIAL REVIEW

The Council provides grant monies to finance the annual operating deficit of the trust. In 2023/24 this amounted to £2,378 (2022/23 £101,724) which is a decrease of £99,346 compared to the previous financial year. This decrease is predominantly due to the receipt of £108,407 of interest received from capital investments. This grant supports the key objectives of the Trust.

All transactions relating to Highfields Leisure Park Trust are subject to the same financial regulations and procedures as those relating to land and property held by the Council.

### Policy on Reserves

The Council is a key partner in delivering the objectives of the Trust and has shown a continued commitment to meet any net expenditure in the year. It is therefore not felt appropriate for the Trust to hold reserves.

### Risk Management

The Highfields Leisure Park Trust adopts the Council's risk management policy as appropriate.

The following statement best sums up the purpose of risk management:

*"To ensure that the Council is not risk averse and takes or faces risks knowingly and manages them appropriately."*

The Trustee is committed to a programme of risk management to protect the charity's assets. A risk register is held which identifies the keys risks and the measures in place to mitigate such risks. Procedures are also in place to ensure that appropriate advice and support is provided to Trusts and Charities Committee as and when required.

### Insurances

Highfields Leisure Park Trust is covered by the Council's insurance policy. The Council pays the premium.

**PLANS FOR FUTURE PERIODS (April 2024 - March 2025)**

| Objective | Action | Timetable for Delivery | Outcome |
|---|---|---|---|
| Sport, Recreation & Events | Continue to deliver partnership events with Nottingham Lakeside Arts and the University of Nottingham | Ongoing throughout the year. | Improved physical activity and health and wellbeing<br><br>Increase visitors to the park<br><br>Raised profile of the park<br><br>Introduce different audiences to the park that may not have visited the site prior to events |
| | Ongoing delivery of the Activity Plan by the Park Ranger and Partners, including events, education and volunteering | | |
| Community Access | Continue to deliver education in partnership with Nottingham Lakeside Arts and the University of Nottingham based on the NCC Park Ranger Education programme | Annually available | Improved education<br><br>Increase in user groups using site<br>Bat walks, creating green recycling opportunities I.e. Increasing events offered eg. Xmas wreath making |
| | Diverse sports on site attracts diverse interest. | Annually available | |
| Well Maintained | Ongoing work on rhododendrons and interpreting the Maid Marian. | 2024/25 | Safe, well presented and park users have more pride and ownership eg. Japanese gardeners / general park improvement volunteers - plus the introduction of park improvement days for litter picking etc. |
| | Develop and continue to update a new 10 year Maintenance plan. | In place & approved by the HLF. | |
| Sustainability - Environmental | Continue to carry out volunteer and student task days on site.<br><br>Continue to improve areas of the park for wildlife as part of practical education sessions within the new activity plan. | Ongoing<br><br>Ongoing | Improved environmental sustainability<br><br>Empowers local users with their local park.<br><br>Create new habitats. i.e. meadow creation<br><br>Make use of overgrown, unused areas of the park. |
| Sustainability - Financial | The Christmas Company will return to host an event in 2023 and the funds achieved will help to make improvements and maintain the park. | Ongoing annually | More financially sustainable and value for money trust accounts |

| | | | |
|---|---|---|---|
| | Continued partnership working with Colwick Park Lifeguards who lease the boathouse for storage. (Cloud9) and manage the boating lake | Ongoing | Continued successful partnerships that help to improve the types and standard of activities offered @ Highfields Park |
| | Continued partnership working with Showcase Greens Ltd who manage the Adventure Golf. | Ongoing | |

## STRUCTURE, GOVERNANCE AND MANAGEMENT

In order to understand the objectives of the charity it is important to consider the history of the trust and how Nottingham City Council has managed and developed Highfields Park as a first-class facility for sport, leisure and recreation since the creation of the trust.

The Sir Jesse Boot Memorial Scheme was created by the 1920 indenture.

Between 1919 and 1920, Sir Jesse acquired a mansion house called Highfields together with adjoining land lying west of the city of Nottingham. By Memorandum of Agreement dated 9 December 1921, it was agreed by Sir Jesse and the trustees of the 1920 indenture that the Highfields Estate had been purchased by Sir Jesse as agent for and on behalf of the Sir Jesse Boot Memorial Scheme. It was also agreed that the trustees would pay Sir Jesse £57,000 out of the trust fund as reimbursement of the costs of the purchase. In return Sir Jesse would convey the Highfields Estate to the trustees or as they might direct.

By an indenture dated 1 November 1923 made between Sir Jesse, the trustees of the 1920 indenture and the Council, Sir Jesse, at the request of the trustees, conveyed part of the Highfields Estate to the Council to hold the same "for the purpose of public recreation and pleasure grounds for the people of the City of Nottingham forever" this created the present trust.

By an indenture of the same date made between Sir Jesse, the trustees of the 1920 indenture and the University College of Nottingham ("the University"), the rest of the Highfields Estate (including the Manor House) was conveyed to the University.

It appears the memorial scheme was wound up in 1925.

The land conveyed to the Council was for the most part laid out as a park. The land lies to the south of the University and to the north of the railway. It is divided along the east-west axis by University Boulevard. To the north of University Boulevard is a large boating lake with lakeside walks, formal gardens and fine turf sports facilities including putting, bowls and croquet greens. Plantations of rhododendrons and mature trees provide a unique natural backdrop to enhance the park setting.

To the south of University Boulevard are playing fields, for winter and summer outdoor sports, together with a running track.

Over the years there have been a number of dispositions of freehold interest in the land. These include various land exchanges with the University, the acquiring of land at Beeston Sidings immediately to the south of Highfields Park and the conveyance of land to Nottinghamshire County Council for road widening purposes.

In addition, the Council as Trustee, over this time, has granted a number of leases (or licences) of land subject to the 1923 Indenture. For example, the site of the former Highfields Lido to the University - to develop the area as an art centre. Also included are lease agreements with the trustees of Highfields Hockey Club for the former sports pavilion tea-rooms. A lease has also been agreed with the croquet club for use of the croquet pavilion and four lawns and to the University for the running track and associated facilities.

Part of the Trust land to the south of University Boulevard was developed during the early 1980's as a Science Park with low-density buildings for light industrial and scientific office use. In December 1998, the Science Park was exchanged for Council land at Beeston sidings, which had been laid out for sporting and recreational activities.




### Objectives of Charity

The provision of public recreation and pleasure grounds for the people of the City of Nottingham forever. In order to achieve this, a programme of ongoing maintenance of grounds and equipment is completed each year. This ensures the provision of well-maintained public recreation and pleasure grounds.

### Trustees' selection methods

Nottingham City Council (NCC) elected members are the sole Trustees. NCC has elected members who are elected on a 4-year cycle from the sitting Councillors.

| | |
|---|---|
| Councillor Adele Williams | Councillor Linda Woodings |
| Councillor AJ Matsiko | Councillor Maria Joannou |
| Councillor Andrew Rule | Councillor Maria Watson |
| Councillor Angela Kandola | Councillor Matt Shannon |
| Councillor Anwar Khan | Councillor Michael Edwards |
| Councillor Audra Wynter | Councillor Michael Savage |
| Councillor Audrey Dinnall | Councillor Nick Raine |
| Councillor Carole McCulloch | Councillor Nadia Farhat |
| Councillor Cheryl Barnard | Councillor Naim Saqab Salim |
| Councillor Corall Jenkins | Councillor Nayab Patel |
| Councillor David Mellen | Councillor Neghat Khan |
| Councillor Devontay Okure | Councillor Patience Uloma Ifediora |
| Councillor Ethan Radford | Councillor Pavlos Kotsonis |
| Councillor Eunice Regan | Councillor Saj Ahmad |
| Councillor Faith Gakanje-Ajala | Councillor Sajid Mohammed |
| Councillor Farzanna Mahmood | Councillor Salma Mumtaz |
| Councillor Fozia Mubashar | Councillor Sam Harris |
| Councillor Georgia Power | Councillor Sam Lux |
| Councillor Graham Chapman | Councillor Samina Riaz |
| Councillor Gul Khan | Councillor Samuel Gardiner |

| | |
|---|---|
| Councillor Hayley Spain | Councillor Sana Nasir |
| Councillor Helen Kalsi | Councillor Sarita-Marie Rehman-Wall |
| Councillor Imran Jalil | Councillor Shuguftah Quddoos |
| Councillor Jay Hayes | Councillor Steve Battlemuch |
| Councillor Kevin Clarke | Councillor Sulcan Mahmood |
| Councillor Kirsty Jones | Councillor Zafran Khan |
| Councillor Kirsty L Jones | |
| Councillor Leslie Ayoola | |
| Councillor Liaqat Ali | |

**Trusts and Charities Committee Members**

Councillors are appointed to membership of the Trusts and Charities Committee by full Council to fulfil the Council's responsibilities as Trustees. The Constitution allows that where in-year changes are required to memberships, either at the request of the relevant political group or because a member has resigned or ceased to be eligible for membership, the Corporate Director of Finance and Resources has the authority to action those changes subject to political balance being preserved where applicable and to the changes made being reported to the next meeting of Council. Details of membership is updated and published on the Council's website on an ongoing basis. Committee details - Trusts and Charities Committee - Nottingham City Council

| |
|---|
| Councillor Andrew Rule |
| Councillor Anwar Khan |
| Councillor Farzanna Mahmood |
| Councillor Fozia Mubashar |
| Councillor Salma Mumtaz ( Vice Chair) |
| Councillor Sana Nasir |
| Councillor Sarita-Marie Rehman-Wall |
| Councillor Steve Battlemuch |
| Councillor Zafran Nawaz Khan (Chair) |

**Induction and training of Trusts and Charities Committee**

Following appointment, Councillors are introduced to their new role and given a number of publications from the Charity Commission. These include guidance on charities and a document issued specific for members of Local Authorities titled 'Councillors Guide: to a council's role as charity trustee'. This ensures that new Councillors' are aware of the scope of their responsibilities under the Charities Act.

## REFERENCE AND ADMINISTRATIVE INFORMATION

| | |
|---|---|
| **Name and Address of Charity** | Highfields Leisure Park Trust<br>Nottingham City Council<br>Loxley House<br>Station Street<br>Nottingham<br>NG2 3NG |
| **Governing Document** | Creation of trust by indenture dated 1 November 1923 and scheme made by the Charity Commission on the 4 October 1993 |
| **Main Activity** | Provision of public recreation and pleasure grounds |
| **Charity Commission Registered Number** | 1006603 |
| **Name and Address of Sole Trustee** | Nottingham City Council<br>(The members of Nottingham City Council (NCC) Trusts and Charities Committee are listed on page 12 and 13) |
| **Organisational Structure of the Charity** | Highfields Leisure Park Trust, Nottingham is a charity of which Nottingham City Council is a sole trustee.<br><br>Recommendations on the management of the charity are delegated to the Trusts and Charities Committee. |
| **Day to Day Management** | Corporate Director for Communities, Environment and Resident Services<br>Colin Parr<br>Nottingham City Council<br>Loxley House<br>Station Street<br>Nottingham<br>NG2 3NG |
| **Name & Address of Independent Examiners** | RWB CA Ltd<br>Northgate House,<br>North Gate,<br>New Basford,<br>Nottingham<br>NG7 7BQ |
| **Name & Address of Bankers** | Lloyds Bank<br>Birmingham OSC<br>Ariel House<br>2138 Coventry Road<br>Sheldon<br>B26 3JW |
| **Providers of Professional Advice** | Nottingham City Council Officers |

## RESPONSIBILITIES OF THE TRUSTEE

The Charity Commission has a framework for accounting for charities to meet the need for public accountability for the resources held by charities. It is a combination of legislation and best practice.

The legal requirements are contained in the Charities Act 2011. The accounting and reporting requirements are complemented by a revised Statements of Recommended Practice: Accounting by Charities (the Charities SORP) issued in 2015.

The Trustee is required:

- to make arrangements for the proper administration of the charity's financial affairs;
- to prepare the annual report and financial statements for each financial year to present a true and fair view of the charity's state of affairs as at the end of the financial year and of its incoming resources and its application for resources in that year.

In preparing these statements the trustee has ensured:

- suitable accounting policies have been selected and applied consistently;
- judgements and estimates have been made that were reasonable and prudent;
- the relevant legal requirements and recommended practices have been followed;
- they are prepared on the basis that the Highfields Leisure Park Trust is a going concern.

The Trustee is responsible for ensuring that proper accounting records are kept which are up to date and for maintaining a satisfactory system of control over the charity's accounts and transactions.

The Trustee is also responsible for ensuring that arrangements are made to safeguard the assets of the charity and reasonable steps are taken for the prevention and detection of fraud and other irregularities.

The Trustee must take any steps that they ought to have taken in order to make themselves aware of any relevant independent examination information and to establish that the charity's independent examiners are aware of any such information.

As far as the Trustee is aware there is no relevant independent examination information about which the Highfields Leisure Park Trust independent examiners are unaware.

## ADOPTION OF THE ANNUAL REPORT AND FINANCIAL STATEMENTS

Approved by the Trusts and Charities Committee and signed on behalf of Nottingham City Council by:



Date: 02.03.26

Councillor Zafran Khan (Chair)
Signed for the Trusts and Charities Committee



Date: 26.02.26

Stuart Fair
Corporate Director of Finance and Resources
Signed for Nottingham City Council

## THE FINANCIAL STATEMENTS

The financial statements include comparative figures for the previous year and consist of the following:

- **Statement of Financial Activities** is a single accounting statement with the objective of showing all incoming resources expended by the charity in year;
- **Balance Sheet** setting out the assets, liabilities and funds of the charity;
- **Notes to the Financial Statements** explaining the accounting policies adopted and explanations of information in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2015).

| Statement of Financial Activities<br>For year ending 31 March 2024 | | |
|---|---|---|
| | **Unrestricted Funds 2023/24 £** | **Unrestricted Funds 2022/23 £** |
| **INCOMING RESOURCES** | | |
| Grant from Local Authorities | 2,377 | 101,724 |
| Incoming Resources from Charitable Activities | 134,177 | 116,953 |
| Investment Income | 108,407 | 0 |
| **Total Incoming Resources** | **244,961** | **218,677** |
| **RESOURCES EXPENDED** | | |
| Charitable Activities | 243,461 | 218,677 |
| Other Expenditure | 1,500 | |
| **Total Resources Expended** | **244,961** | **218,677** |
| Premium received from Property | 0 | 2,095,001 |
| **Net Incoming / (Outgoing) Resources** | **0** | **2,095,001** |
| **Fund balances brought forward as at 1 April** | **2,308,502** | **213,501** |
| **Fund balances carried forward as at 31 March** | **2,308,502** | **2,308,502** |

| Balance Sheet<br>As at 31 March 2024 | | |
|---|---|---|
| | 2023/24<br>£ | 2022/23<br>£ |
| **Fixed Assets** | | |
| Tangible Assets: | | |
| Freehold Land & Buildings | 1 | 1 |
| Investment Assets | 2,308,501 | 2,308,501 |
| **Total Fixed Assets** | **2,308,502** | **2,308,502** |
| | | |
| **Current Assets:** | | |
| Debtors: amounts falling due within one year | 1,500 | 0 |
| Cash / Bank | 0 | 0 |
| | | |
| **Liabilities:** | | |
| Creditors: amounts falling due within one year | (1,500) | 0 |
| Cash / Bank | 0 | 0 |
| | | |
| **Net Current Assets** | **0** | **0** |
| | | |
| **Net Assets** | **2,308,502** | **2,308,502** |
| | | |
| **Represented by:** | | |
| **Funds** | | |
| Unrestricted Funds | 1 | 1 |
| Capital Receipts | 2,308,501 | 2,308,501 |
| | **2,308,502** | **2,308,502** |

## NOTES TO THE FINANCIAL STATEMENTS

### 1. ACCOUNTING POLICIES

#### General Principles

The Annual Report summarises the Highfields Leisure Park Trust transactions for 2023/24 financial year together with its financial position at 31 March 2024.

This section explains the accounting policies applied in producing the Annual Report for the Trust. Accounting policies are the principles, bases, conventions and rules by which transactions are recognised, measured and presented in the accounts.

#### Basis of Preparation and Assessment of Going Concern

The Annual Report has been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and Charities Act 2011. The accounts have been prepared in accordance with the historic cost basis of accounting except for fixed assets which have been included at notional amount.

Compliance with the Charities SORP and the adoption of accounting standards and principles issued or adopted by the Accounting Standards Board ensures that the accounts show "a true and fair view" of transactions during the year and the financial position of the Highfields Leisure Park Trust at the year end.

The trustee consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

The trust constitutes a public benefit entity as defined by FRS102.

#### Incoming Resources

Income receipts are accrued and accounted for in the period to which they relate. Income received in advance is recognised as a liability on the balance sheet within creditors.

Income from Nottingham City Council funds the net expenditure of the Highfields Leisure Park Trust for the benefit of the citizens of Nottingham.

#### Resources Expended

All expenditure is accrued and accounted for in the period during which they are consumed or received. Accruals have been made for all material sums unpaid at the year end for goods or services received or work completed. Payments made in advance are recognised as an asset on the balance sheet within debtors.

Charitable Activities
These costs mainly relate to premises expenses, which includes day to day maintenance, grounds maintenance and patrol.

Governance Costs
Governance costs, including the administration of the trust are directly funded by the Council, and these costs are not shown in the trust accounts.

#### Fixed Assets

Freehold Land and Buildings
The valuation of assets is a notional value that reflects the trusts perpetual covenant for general public access to and use of the park.

As a notional value is used, depreciation and impairment reviews are not applicable.

Investment Assets
This is the loan/investment, stated at market value, of Highfields Leisure Park Trust's capital receipts with the Council upon which interest (Bank of England base rate) is received. This interest is shown within the statement of financial activities – Investment Income.

**Accruals of Expenditure and Income**

The accounts of the Highfields Leisure Park Trust are maintained on an accruals basis. This means that sums due to or from the Highfields Leisure Park Trust during the year are included whether or not the cash has actually been received or paid in the year.

Where income and expenditure has been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the balance sheet. Cash received or paid and not yet recognised as income or expenditure is shown as a creditor (receipt in advance) or debtor (payment in advance) in the balance sheet and the statement of financial activities adjusted accordingly.

Where it is doubtful that a debt will be settled, the balance of debtors is written down and a charge made to the statement of financial activities for the income that might not be collected. This bad debt provision is offset against the debtor balance on the balance sheet.

In many cases the value to be entered in respect of accrued transactions will be certain. In others, this value has to be estimated and reference is then made to past transactions and trends in order to determine the likely value.

**Cash**

This is represented by cash at bank which is held within the Council's bank account on behalf of Highfields Leisure Park Trust charity and cash in hand.

**Funds of the Charity**

Unrestricted Fund
A fund held on charitable trust for a purpose within the charity's objectives. The fund is equivalent to the notional value of the freehold land and buildings.

Restricted Funds
Capital receipts in respect of the sale or lease of land and buildings held and invested pending expenditure on further purchases of land or property for investment purposes.

## 2. TAX STATUS

Highfields Leisure Park Trust is a registered charity and is therefore exempt from income tax on income falling within S505 ICTA 1988. The Council is the sole trustee of the Highfields Leisure Park Trust and, in accordance with VAT notice 749, is entitled to recover VAT incurred on the expenditure of the Highfields Leisure Park Trust under section 33 of the VAT Act 1994.

## 3. LAND AND BUILDING

Trust lands are stated at the trustee's valuation of £1, being open market value for existing use of land subject to a perpetual covenant granting the general public access.

| | 2024 | 2023 |
|---|---|---|
| Freehold land and buildings | 1 | 1 |

## 4. INVESTMENT ASSETS

The investment assets are held primarily to provide an investment return for the charity.

| | 2023/24 £ | 2022/23 £ |
|---|---|---|
| Loan to Nottingham City Council | 2,308,501 | 2,308,501 |

## 5. DEBTORS

| | 2024 | 2023 |
|---|---|---|
| Accrued grant income | 1,500 | 0 |

## 6. CREDITORS

| | 2024 | 2023 |
|---|---|---|
| Accruals | 1,500 | 0 |

## 7. ANALYSIS OF SOFA: INCOME AND EXPENDITURE

| | 2023/24 £ | 2022/23 £ |
|---|---|---|
| **Income** | | |
| **Charitable Activities** | | |
| Rents | 131,177 | 101,553 |
| Fees & Charges | 3,000 | 115,000 |
| **Investment Income** | | |
| Interest received from NCC | 108,407 | 0 |
| **Total Income** | **242,584** | **216,553** |
| **Expenditure** | | |
| Premises | 34,928 | 55,426 |
| Supplies & Services | 2,887 | 41 |
| Other Services | 130 | 0 |
| Support Services | 192,750 | 151,280 |
| Property Maintenance | 11,783 | 9,936 |
| Third Party Payments | 983 | 1,994 |
| Governance Costs | 1,500 | 0 |
| **Total Expenditure** | **244,961** | **218,677** |
| **Net Deficit before Grant** | (2,377) | 101,724 |
| Council Grant | 2,377 | 101,724 |
| Receipt from Property activity | 0 | 2,095,001 |
| **NET (INCOME) / EXPENDITURE** | **0** | **2,095,001** |

## 8. ANALYSIS OF GOVERNANCE COST

| | 2024 | 2023 |
|---|---|---|
| Independent examiners' fees | 1,500 | 0 |

## 9. FUNDS

| | Balance 01/04/2023 | Incoming Resources | Resources Expended | Balance 01/03/2024 |
|---|---|---|---|---|
| **Unrestricted funds** | | | | |
| General | 1 | 242,584 | 242,584 | 1 |
| **Total funds** | 1 | 242,584 | 242,584 | 1 |

## 10. TRANSACTIONS WITH RELATED PARTIES

The Council is the sole trustee of the Highfields Leisure Park Trust and any transactions between these two parties must be disclosed in accordance with the Charity SORP.

The Council gave a grant of £877 to the Highfields Leisure Park Trust in 2023/24 which funded the net expenditure of the charity. A further grant accrual of £1,500 has been included within the total income to reflect the increased grant provision in relation to fee accrual of Independent examiners cost.

Other transactions between the charity and NCC are in respect of the day-to-day operations of the charity. The Council charged the charity £192,750 (2022/23 £151,280) in respect of grounds maintenance and other support costs which is included in Resources Expended – Charitable Activities, within the Statement of Financial Activities.

Individual councillors of NCC did not receive any benefits from the Highfields Leisure Park Trust.

# Independent Examiner's report to the Trustees of the Highfields Leisure Park Trust

I report to the trustees on my examination of the accounts of Highfields Leisure Park Trust for the year ended 31 March 2024.

**Responsibilities and basis of report**
As the Charity trustees of Highfields Leisure Park Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Highfields Leisure Park Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of Highfields Leisure Park Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts

set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Nicholas William Bonnello FCA
RWB CA Limited
Northgate House
North Gate
New Basford
Nottingham
NG7 7BQ

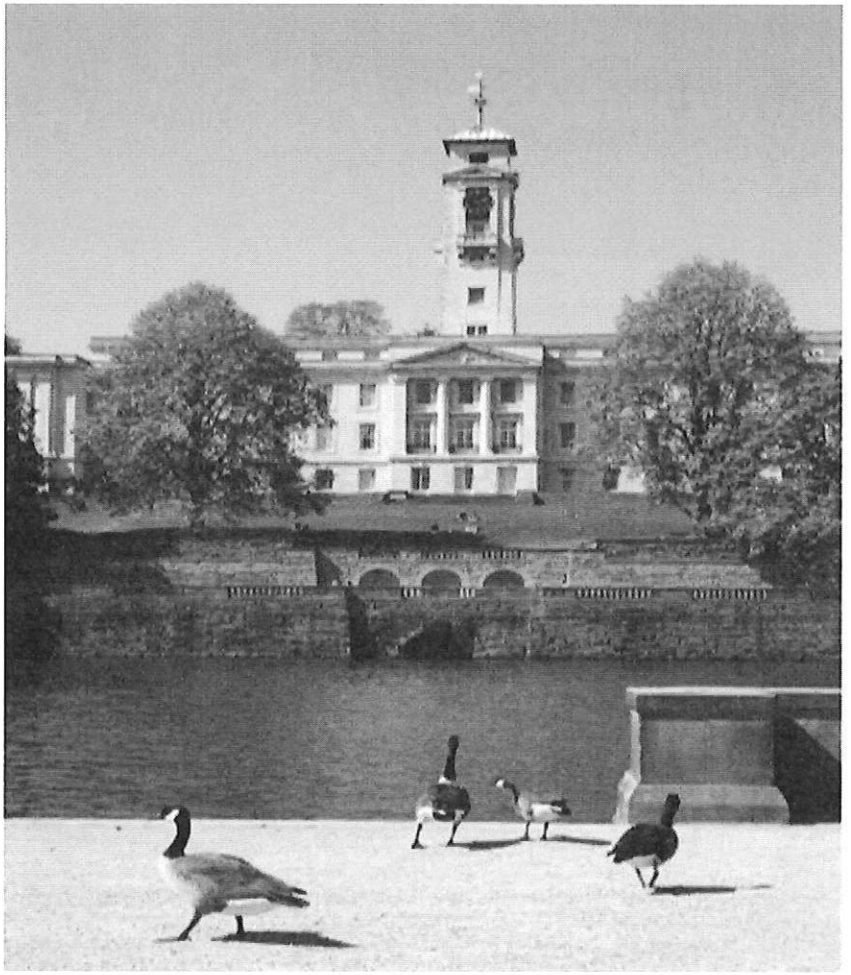
02/03/2026

**HIGHFIELDS LEISURE PARK**

England & Wales - Charity number 1006603

# Accounts

# HIGHFIELDS LEISURE PARK TRUST



## Annual Report for the year ended 31 March 2023

**Registered Charity number 1006603**

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## REPORT OF THE TRUSTEE FOR THE YEAR ENDED 31ST MARCH 2023

The trustees present their annual report and financial statements of the charity for the year ended 31st March 2023. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

## OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

Highfields Leisure Park Trust is a charity of which the Council is sole trustee and is responsible for the general control and management of the charity. These responsibilities are delegated to the Trusts and Charities Committee by full Council. The Trusts and Charities Committee give their time freely and receive no remuneration or other financial benefits.

### Objective

The primary objective of the charity is to provide public recreation and pleasure grounds for the people of Nottingham forever. To achieve this, a programme of ongoing maintenance of grounds and equipment is completed each year. This ensures the provision of well maintained, good quality public recreation facilities. The Trustee confirm they have referred to the Charity Commission guidance on public benefit when reviewing the aims and objectives and when setting plans for the future. Highfields is open to the public at large assuring public benefit on an open access basis. There are no restrictions regarding the members of public who may use Highfields. No fees are charged for access to the park but some fees are charged for various concessions within the park.



## ACHIEVEMENTS AND PERFORMANCE

Highfields Leisure Park Trust is responsible for providing leisure, recreation and sporting opportunities at Highfields Park for the benefit of Nottingham residents. Improvements on the site in the last year have included:

**Performance Report (April 2022 - March 2023)**

| Objective | Action | Outcome |
|---|---|---|
| Sport, Recreation & Events | The £5.2m Heritage Lottery Funded park restoration project began in summer 2017 and completed in August 2018. Work has continued on some final and additional restoration items, including:<br><br>- Creation of an artistic bench using material from and representing the Maid Marian pleasure cruise boat.<br>- Target hardening of site western end of the park.<br>- Improvements / replacements to play areas<br>- Minor stonework capping repairs around the lake edges.<br>- Ongoing railing repainting by Probation Service attendees. | More people enjoying the park and its activities<br><br>Improved physical activity and health and wellbeing<br><br>Ranger led sessions and walks have run consistently allowing members of the public to be involved and more active on site. Projects include regular work in the Japanese Garden, bulb planting sessions, bench restoration sessions, Tottle Brook clearance, bat walks and wellbeing walks. |
| | The site offered a good range of quality activities throughout the year, which includes boating, Adventure Golf, winter and summer pitch facilities for football, archery and lacrosse, as well as croquet being held on site. There were a number of events, both sporting and community, on Highfields Park, including the, Nottingham University led Chinese New Year event, bat walks and conservation awareness sessions | |
| | The Adventure Golf & Boating activities were all open this year | |
| | Stand-up paddleboard, yoga and others (e.g. University clubs) also regularly use the lake. | |
| | A new Park Ranger has been on site since November 2021 and has spent time on site leading on events and conservation projects, including helping to set up a community gardening group, a Japanese garden group behind the cascade, and working closely with community payback when they are on site. | |
| | New lease completed with Nottingham croquet club signed and in place. | |
| | Ongoing support of the croquet club. | Improved gates and access to the croquet lawns to aid maintenance. |
| Community Access | Nottingham High School have completed the construction of a new artificial hockey pitch on the Highfields sports ground site and it is now in full use. | |

| | | |
|---|---|---|
| | Park Ranger partnership working with the University of Nottingham and Nottingham Lakeside Arts (plans for 2023/24 are being discussed. | |
| | A FCC bid for the new Serenity Garden memorial garden next to the old paddling pool, in partnership with Forever Stars baby loss charity, was successful and work started on the £108,000 garden in 2020/21. Replacement of trees dead / vandalised<br>The Serenity Garden was officially opened in July 2021 | Work with the Serenity Garden is ongoing with additional planting being provided by NCC and new trees. |
| | Connecting with local faith groups for use of the boating lake. | |
| Well Maintained | A 10 year maintenance and management plan (MMP) supported the HLF bid and details how the park is maintained following the restoration project; this is updated annually. | Safe, well presented and park users have more pride and ownership |
| | Maintenance programmes have been completed in order to ensure the formal areas and woodlands are kept in an attractive and favourable condition. | |
| | Recruitment of a permanent HLF-funded Head Gardener was successful. | |
| | The partnership with the Estates and Grounds Maintenance Manager for the University of Nottingham campus remains strong. | |
| | Works to the rhododendrons continue | |
| | Security works to site to prevent traveller access. | New security bollards to western entrance of the site to mitigate unauthorised vehicular access. A joint project with the university was also completed to create a bund between the Serenity Garden and the playing field to limit vehicle access into Highfields Park from the UoN entrance. |
| | Repairs and maintenance of listed croquet pavilions. | Masonry repairs to listed croquet pavilions and repainting of heritage railings and railing mounted Nottingham crest details. |
| Sustainability – Environmental | Continued tree planting programme on site via memorial tree plantings. | Improved environmental sustainability.<br><br>Additional memorial trees planted, species selected to boost biodiversity and tree diversity on site.<br><br>Additional memorial benches added to site in consistent heritage style. Existing benches restored in olive green colour and new high quality timber. |
| | Continued upgrade of parks infrastructure via the memorial bench scheme. Memorial bench restoration continues to be a large focus and the new Heritage green colour is appearing all over the park as existing benches are refurbished and new ones are purchased by sponsors. | |
| | Volunteering hours were significantly impacted during the covid19 pandemic but volunteering activities are returning to the park with the Park Ranger using specific site projects to encourage a wider range of volunteers. | |

| | | |
|---|---|---|
| | ERDF-funded creation of pond and installation of boardwalk across the old paddling pool to link to the new Serenity Garden. | Create new habitats. |
| | Additional planting added to stepping stone end of lake. | New water plants and lillies added to stepping stone area of lake to improve water quality and habitats. |
| Sustainability - Financial | The Christmas Company returned to the site in December 2022. With income levels starting to return to pre Covid levels. | More financially sustainable and value for money trust accounts. |
| | Cloud9 lease the boathouse for storage. | |

## FINANCIAL REVIEW

The Council provides grant monies to finance the annual operating deficit of the trust. In 2022/23 this amounted to £101,724 (2021/22 £117,473) which is a decrease of £15,749 compared to the previous financial year. This grant supports the key objectives of the Trust.

All transactions relating to Highfields Leisure Park Trust are subject to the same financial regulations and procedures as those relating to land and property held by the Council. Since May 2011 the Trusts and Charities Committee has replaced the Executive Board for the purpose of approving transactions.

### Policy on Reserves

The Council is a key partner in delivering the objectives of the Trust and has shown a continued commitment to meet any net expenditure in the year. It is therefore not felt appropriate for the Trust to hold reserves.

### Risk Management

The Highfields Leisure Park Trust adopts the Council's risk management policy as appropriate.

The following statement best sums up the purpose of risk management:

"*To ensure that the Council is not risk averse and takes or faces risks knowingly and manages them appropriately.*"

The Trustee is committed to a programme of risk management to protect the charity's assets. A risk register is held which identifies the keys risks and the measures in place to mitigate such risks. Procedures are also in place to ensure that appropriate advice and support is provided to Trusts and Charities Committee as and when required.

### Insurances

Highfields Leisure Park Trust is covered by the Council's insurance policy. The Council pays the premium.

**PLANS FOR FUTURE PERIODS (April 2023 - March 2024)**

| Objective | Action | Timetable for Delivery | Outcome |
|---|---|---|---|
| Sport, Recreation & Events | Continue to deliver partnership events with Nottingham Lakeside Arts and the University of Nottingham | Ongoing throughout the year. | Improved physical activity and health and wellbeing<br><br>Increase visitors to the park<br><br>Raised profile of the park<br><br>Introduce different audiences to the park that may not have visited the site prior to events |
| | Ongoing delivery of the Activity Plan by the Park Ranger and Partners, including events, education and volunteering | | |
| Community Access | Continue to deliver education in partnership with Nottingham Lakeside Arts and the University of Nottingham based on the NCC Park Ranger Education programme (subject to Covid-19 restrictions). | Annually available | Improved education<br><br>Increase in user groups using site<br>Bat walks, creating green recycling opportunities I.e. Increasing events offered eg. Xmas wreath making |
| | Diverse sports on site attracts diverse interest. | Annually available | |
| Well Maintained | Ongoing work on rhododendrons and interpreting the Maid Marian. | 2023/24 | Safe, well presented and park users have more pride and ownership eg. Japanese gardeners / general park improvement volunteers - plus the introduction of park improvement days for litter picking etc. |
| | Develop and continue to update a new 10 year Maintenance plan. | In place & approved by the HLF. | |
| Sustainability - Environmental | Continue to carry out volunteer and student task days on site.<br><br>Continue to improve areas of the park for wildlife as part of practical education sessions within the new activity plan. | Ongoing<br><br>Ongoing | Improved environmental sustainability<br><br>Empowers local users with their local park.<br><br>Create new habitats. i.e. meadow creation<br><br>Make use of overgrown, unused areas of the park. |
| Sustainability - Financial | The Christmas Company will return to host an event in 2023 and the funds achieved will help to make improvements and maintain the park. | December 2023 | More financially sustainable and value for money trust accounts<br><br>Continued successful partnerships that help to improve the types and standard of activities offered @ Highfields Park |
| | Continued partnership working with Colwick Park Lifeguards who lease the boathouse for storage. (Cloud9) and manage the boating lake | Ongoing | |

| | | | |
|---|---|---|---|
| | Continued partnership working with Showcase Greens Ltd who manage the Adventure Golf. | Ongoing | |

## STRUCTURE, GOVERNANCE AND MANAGEMENT

In order to understand the objectives of the charity it is important to consider the history of the trust and how Nottingham City Council has managed and developed Highfields Park as a first class facility for sport, leisure and recreation since the creation of the trust.

The Sir Jesse Boot Memorial Scheme was created by the 1920 Indenture.

Between 1919 and 1920, Sir Jesse acquired a mansion house called Highfields together with adjoining land lying west of the city of Nottingham. By Memorandum of Agreement dated 9 December 1921, it was agreed by Sir Jesse and the trustees of the 1920 indenture that the Highfields Estate had been purchased by Sir Jesse as agent for and on behalf of the Sir Jesse Boot Memorial Scheme.

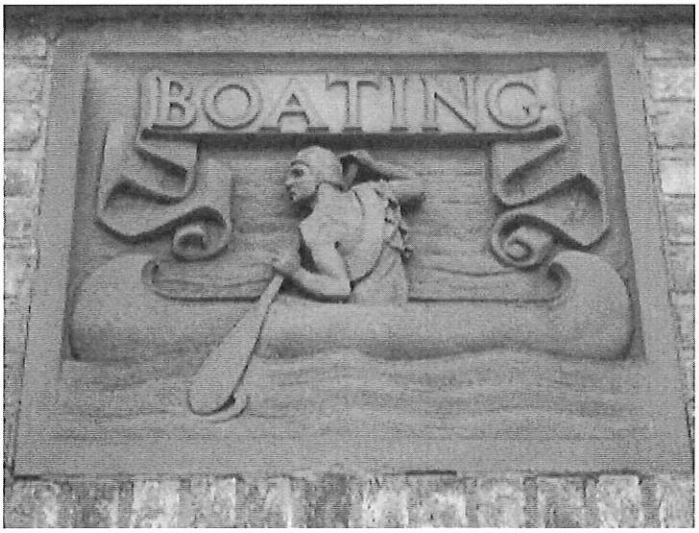
It was also agreed that the trustees would pay Sir Jesse £57,000 out of the trust fund as reimbursement of the costs of the purchase. In return Sir Jesse would convey the Highfields Estate to the trustees or as they might direct.

By an indenture dated 1 November 1923 made between Sir Jesse, the trustees of the 1920 indenture and the Council, Sir Jesse, at the request of the trustees, conveyed part of the Highfields Estate to the Council to hold the same "for the purpose of public recreation and pleasure grounds for the people of the City of Nottingham forever" this created the present trust. By an indenture of the same date made between Sir Jesse, the trustees of the 1920 indenture and the University College of Nottingham ("the University"), the rest of the Highfields Estate (including the Manor House) was conveyed to the University.

It appears the memorial scheme was wound up in 1925.

The land conveyed to the Council was for the most part laid out as a park, although some areas were not so laid out and remained derelict. The land lies to the south of the University and to the north of the railway. It is divided along the east-west axis by University Boulevard.

To the north of University Boulevard is a large boating lake with lakeside walks, formal gardens and fine turf sports facilities including putting, bowls and croquet greens. Plantations of rhododendrons and mature trees provide a unique natural backdrop to enhance the park setting.




To the south of University Boulevard are playing fields, for winter and summer outdoor sports, together with a running track.

Over the years there have been a number of dispositions of freehold interest in the land. These include various land exchanges with the University, the acquiring of land at Beeston Sidings immediately to the south of Highfields Park and the conveyance of land to Nottinghamshire County Council for road widening purposes.

In addition, the Council as Trustee, over this time, has granted a number of leases (or licences) of land subject to the 1923 Indenture. For example, the site of the former Highfields Lido to the University - to develop the area as an art centre. Also included are lease agreements with the trustees of Highfields Hockey Club for the former sports pavilion tea-rooms. A lease has also been agreed with the croquet club for use of the croquet pavilion and four lawns and to the University for the running track and associated facilities.

Part of the Trust land to the south of University Boulevard was developed during the early 1980's as a Science Park with low-density buildings for light industrial and scientific office use. In December 1998, the Science Park was exchanged for Council land at Beeston sidings, which had been laid out for sporting and recreational activities.




**Objectives of Charity**

The provision of public recreation and pleasure grounds for the people of the City of Nottingham forever.

In order to achieve this, a programme of ongoing maintenance of grounds and equipment is completed each year. This ensures the provision of well-maintained public recreation and pleasure grounds.

## Trustee's selection methods

### Trustees' selection methods

Nottingham City Council (NCC) elected members are the sole Trustees. NCC has elected members who are elected on a 4 year cycle. The following table details the councillors / trustees for the financial year 1 April 2022 to 31 March 2023 and also includes any post year trustee movements:

| | |
|---|---|
| Councillor Adele Williams | Councillor Linda Woodings |
| Councillor AJ Matsiko | Councillor Maria Joannou |
| Councillor Andrew Rule | Councillor Maria Watson |
| Councillor Angela Kandola | Councillor Matt Shannon |
| Councillor Angharad Roberts (resigned May-23) | Councillor Merlita Bryan (resigned May-23) |
| Councillor Anne Peach (resigned May-23) | Councillor Michael Edwards |
| Councillor Anwar Khan | Councillor Michael Savage |
| Councillor Audra Wynter | Councillor Nick Raine |
| Councillor Audrey Dinnall | Councillor Mohammed Saghir (resigned May-23) |
| Councillor Azad Choudhry (resigned May-23) | Councillor Nadia Farhat |
| Councillor Carole McCulloch | Councillor Naim Saqab Salim |
| Councillor Cate Woodward (resigned May-23) | Councillor Nayab Patel |
| Councillor Cheryl Barnard | Councillor Neghat Khan |
| Councillor Corall Jenkins | Councillor Nicola Heaton (resigned May-23) |
| Councillor Dave Liversidge (resigned May-23) | Councillor Patience Ifediora |
| Councillor David Mellen | Councillor Pavlos Kotsonis |
| Councillor David Trimble (resigned May-23) | Councillor Phil Jackson (resigned May-23) |
| Councillor Devontay Okure | Councillor Rebecca Langton (resigned May-23) |
| Councillor Ethan Radford | Councillor Roger Steel (resigned May-23) |
| Councillor Eunice Campbell-Clark (resigned May-23) | Councillor Rosemary Healy (resigned May-23) |
| Councillor Eunice Regan | Councillor Saj Ahmad |
| Councillor Faith Gakanje-Ajala | Councillor Sajid Mohammed |
| Councillor Farzanna Mahmood | Councillor Sally Longford (resigned May-23) |
| Councillor Fozia Mubashar | Councillor Salma Mumtaz |
| Councillor Georgia Power | Councillor Sam Harris |
| Councillor Graham Chapman | Councillor Sam Lux |
| Councillor Gul Khan | Councillor Sam Webster (resigned May-23) |
| Councillor Hayley Spain | Councillor Samina Riaz |
| Councillor Hassan Ahmed (resigned May-23) | Councillor Samuel Gardiner |
| Councillor Helen Kalsi | Councillor Sana Nasir |
| Councillor Imran Jalil | Councillor Sarita-Marie Rehman-Wall |
| Councillor Jane Lakey (resigned May-23) | Councillor Shuguftah Quddoos |
| Councillor Jawaid Khalil (resigned May-23) | Councillor Steve Battlemuch |
| Councillor Jay Hayes | Councillor Sue Johnson (resigned May-23) |
| Councillor Kevin Clarke | Councillor Sulcan Mahmood |
| Councillor Kirsty Jones (Nottingham Independents) | Councillor Toby Neal (resigned May-23) |
| Councillor Kirsty L Jones (Labour) | Councillor Wendy Smith (resigned May-23) |
| Councillor Leslie Ayoola | Councillor Zafran Khan |
| Councillor Liaqat Ali | |

**Trusts and Charities Committee Members**

Councillors are appointed to membership of the Trusts and Charities Committee by full Council to fulfil the Council's responsibilities as Trustees. The Constitution allows that where in-year changes are required to memberships, either at the request of the relevant political group or because a member has resigned or ceased to be eligible for membership, the Corporate Director of Finance and Resources has the authority to action those changes subject to political balance being preserved where applicable and to the changes made being reported to the next meeting of Council. Details of membership will be updated and published on the Council's website on an ongoing basis. The following is the current list of the Trusts and Charities Committee appointed members who approve the Annual Report and financial statements for the financial year 1 April 2022 to 31 March 2023:

| |
|---|
| Councillor Kirsty L Jones (Chair) |
| Councillor Faith Gakenje-Ajala |
| Councillor Anwar Khan |
| Councillor Zafran Khan |
| Councillor Farzanna Mahmood |
| Councillor Sarita-Marie Rehman-Wall |
| Councillor Salma Mumtaz |
| Councillor Sana Nasir |
| Councillor Andrew Rule |

**Induction and training of Trusts and Charities Committee**

Following appointment, Councillors are introduced to their new role and given a number of publications from the Charity Commission. These include guidance on charities and a document issued specific for members of Local Authorities titled 'Councillors Guide: to a council's role as charity trustee'. This ensures that new Councillors' are aware of the scope of their responsibilities under the Charities Act.

## REFERENCE AND ADMINISTRATIVE INFORMATION

| | |
|---|---|
| **Name and Address of Charity** | Highfields Leisure Park Trust, Nottingham<br>Nottingham City Council<br>Loxley House<br>Station Street<br>Nottingham<br>NG2 3NG |
| **Governing Document** | Creation of trust by indenture dated 1 November 1923 and scheme made by the Charity Commission on the 4 October 1993 |
| **Main Activity** | Provision of public recreation and pleasure grounds |
| **Charity Commission Registered Number** | 1006603 |
| **Name and Address of Sole Trustee** | Nottingham City Council<br>(The members of Nottingham City Council (NCC) Trusts and Charities Committee are listed on page 12 and 13) |
| **Organisational Structure of the Charity** | Highfields Leisure Park Trust, Nottingham is a charity of which Nottingham City Council is a sole trustee.<br><br>Recommendations on the management of the charity are delegated to the Trusts and Charities Committee. All transactions relating to Highfields Leisure Park Trust are subject to the same financial regulations as those relating to the Council activity. |
| **Day to Day Management** | Director of Sports & Culture<br>Hugh White<br>Nottingham City Council<br>Loxley House<br>Station Street<br>Nottingham<br>NG2 3NG |
| **Name & Address of Independent Examiners** | Internal Audit<br>Nottingham City Council<br>Loxley House<br>Station Street<br>Nottingham<br>NG2 3NG |
| **Name & Address of Bankers** | Lloyds Bank<br>Birmingham OSC<br>Ariel House<br>2138 Coventry Road<br>Sheldon<br>B26 3JW |
| **Providers of Professional Advice** | Nottingham City Council Officers |

## RESPONSIBILITIES OF THE TRUSTEE

The Charity Commission has introduced a new framework for accounting for charities to meet the need for public accountability for the resources held by charities. It is a combination of legislation and best practice.

The legal requirements are contained in the Charities Act 2011 which came into effect on 14 March 2012.

The accounting and reporting requirements are complemented by a revised Statements of Recommended Practice: Accounting by Charities (the Charities SORP) issued in 2005.

The Trustee is required:

- to make arrangements for the proper administration of the charity's financial affairs;
- to prepare the annual report and financial statements for each financial year to present a true and fair view of the charity's state of affairs as at the end of the financial year and of its incoming resources and its application for resources in that year.

In preparing these statements the trustee has ensured:

- suitable accounting policies have been selected and applied consistently;
- judgements and estimates have been made that were reasonable and prudent;
- the relevant legal requirements and recommended practices have been followed;
- they are prepared on the basis that the Highfields Leisure Park Trust is a going concern.

The Trustee is responsible for ensuring that proper accounting records are kept which are up to date and for maintaining a satisfactory system of control over the charity's accounts and transactions.

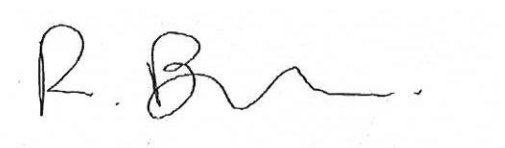
The Trustee is also responsible for ensuring that arrangements are made to safeguard the assets of the charity and reasonable steps are taken for the prevention and detection of fraud and other irregularities.

The Trustee must take any steps that they ought to have taken in order to make themselves aware of any relevant independent examination information and to establish that the charity's independent examiners are aware of any such information.

As far as the Trustee is aware there is no relevant independent examination information about which the Highfields Leisure Park Trust independent examiners are unaware.

## ADOPTION OF THE ANNUAL REPORT AND FINANCIAL STATEMENTS

Approved by the Trusts and Charities Committee and signed on behalf of Nottingham City Council by:



Date: 08.02.24

Ross Brown – Corporate Director of Finance and Resources



Date: 14/02/2024

Councillor Kirsty L Jones (Chair) – Signed for the Trustee

## THE FINANCIAL STATEMENTS

The financial statements include comparative figures for the previous year and consist of the following:

- **Statement of Financial Activities** is a single accounting statement with the objective of showing all incoming resources expended by the charity in year;
- **Balance Sheet** setting out the assets, liabilities and funds of the charity;
- **Notes to the Financial Statements** explaining the accounting policies adopted and explanations of information in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005).

## HIGHFIELDS LEISURE PARK TRUST

**Statement of Financial Activities**
**For year ending 31 March 2023**

| | Unrestricted Funds 2022/23 £ | Unrestricted Funds 2021/22 £ |
|---|---|---|
| **INCOMING RESOURCES** | | |
| Investment Income | 0 | 0 |
| **Total Investment Income** | **0** | **0** |
| Incoming Resources from Charitable Activities | (218,677) | (248,150) |
| **Total Incoming Resources from Charitable Activities** | **(218,677)** | **(248,150)** |
| **Total Incoming Resources** | **(218,677)** | **(248,150)** |
| **RESOURCES EXPENDED** | | |
| Charitable Activities | 218,677 | 248,150 |
| **Total Resources Expended** | **218,677** | **248,150** |
| Premium received from Property | (2,095,001) | 0 |
| **Net (Incoming) / Outgoing Resources** | **(2,095,001)** | **0** |
| **Fund balances brought forward as at 1 April** | **(213,501)** | **(213,501)** |
| **Fund balances carried forward as at 31 March** | **(2,308,502)** | **(213,501)** |

## HIGHFIELDS LEISURE PARK TRUST

| Balance Sheet<br>As at 31 March 2023 | | |
|---|---|---|
| | **2022/23**<br>**£** | **2021/22**<br>**£** |
| **Fixed Assets** | | |
| Tangible Assets: | | |
| Freehold Land & Buildings | 1 | 1 |
| Investment Assets | 2,308,501 | 213,500 |
| **Total Fixed Assets** | **2,308,502** | **213,501** |
| | | |
| **Current Assets:** | | |
| Debtors: amounts falling due within one year | 0 | 0 |
| Cash / Bank | 0 | 0 |
| | | |
| **Liabilities:** | | |
| Creditors: amounts falling due within one year | 0 | 0 |
| Cash / Bank | 0 | 0 |
| | | |
| **Net Current Assets** | **0** | **0** |
| | | |
| **Net Assets** | **2,308,502** | **213,501** |
| | | |
| **Represented by:** | | |
| **Funds** | | |
| Unrestricted Funds | (1) | (1) |
| Capital Receipts | (2,308,501) | (213,500) |
| | **(2,308,502)** | **(213,501)** |

## NOTES TO THE FINANCIAL STATEMENTS

### 1. ACCOUNTING POLICIES

#### General Principles

The Annual Report summarises the Highfields Leisure Park Trust transactions for 2022/23 financial year together with its financial position at 31 March 2023.

This section explains the accounting policies applied in producing the Annual Report for the Trust. Accounting policies are the principles, bases, conventions and rules by which transactions are recognised, measured and presented in the accounts.

#### Basis of Preparation and Assessment of Going Concern

The Annual Report has been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and Charities Act 2011. The accounts have been prepared in accordance with the historic cost basis of accounting except for fixed assets which have been included at notional amount.

Compliance with the Charities SORP and the adoption of accounting standards and principles issued or adopted by the Accounting Standards Board ensures that the accounts show "a true and fair view" of transactions during the year and the financial position of the Highfields Leisure Park Trust at the year end.

The trustee consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

The trust constitutes a public benefit entity as defined by FRS102.

#### Incoming Resources

Income receipts are accrued and accounted for in the period to which they relate. Income received in advance is recognised as a liability on the balance sheet within creditors.

Income from Nottingham City Council funds the net expenditure of the Highfields Leisure Park Trust for the benefit of the citizens of Nottingham.

#### Resources Expended

All expenditure is accrued and accounted for in the period during which they are consumed or received. Accruals have been made for all material sums unpaid at the year end for goods or services received or work completed. Payments made in advance are recognised as an asset on the balance sheet within debtors.

Charitable Activities
These costs mainly relate to premises expenses, which includes day to day maintenance, grounds maintenance and patrol.

Governance Costs
Governance costs, including the administration of the trust are directly funded by the Council, and these costs are not shown in the trust accounts.

**Fixed Assets**

Freehold Land and Buildings
The valuation of assets is a notional value that reflects the trusts perpetual covenant for general public access to and use of the park.

As a notional value is used, depreciation and impairment reviews are not applicable.

Investment Assets
This is the loan/investment, stated at market value, of Highfields Leisure Park Trust's capital receipts with the Council upon which interest (Bank of England base rate) is received. This interest is shown within the statement of financial activities – Investment Income.

**Accruals of Expenditure and Income**

The accounts of the Highfields Leisure Park Trust are maintained on an accruals basis. This means that sums due to or from the Highfields Leisure Park Trust during the year are included whether or not the cash has actually been received or paid in the year.

Where income and expenditure has been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the balance sheet. Cash received or paid and not yet recognised as income or expenditure is shown as a creditor (receipt in advance) or debtor (payment in advance) in the balance sheet and the statement of financial activities adjusted accordingly.

Where it is doubtful that a debt will be settled, the balance of debtors is written down and a charge made to the statement of financial activities for the income that might not be collected. This bad debt provision is offset against the debtor balance on the balance sheet.

In many cases the value to be entered in respect of accrued transactions will be certain. In others, this value has to be estimated and reference is then made to past transactions and trends in order to determine the likely value.

**Cash**

This is represented by cash at bank which is held within the Council's bank account on behalf of Highfields Leisure Park Trust charity and cash in hand.

**Funds of the Charity**

Unrestricted Fund
A fund held on charitable trust for a purpose within the charity's objectives. The fund is equivalent to the notional value of the freehold land and buildings.

Restricted Funds
Capital receipts in respect of the sale or lease of land and buildings held and invested pending expenditure on further purchases of land or property for investment purposes.

**2. TAX STATUS**

Highfields Leisure Park Trust is a registered charity and is therefore exempt from income tax on income falling within S505 ICTA 1988. The Council is the sole trustee of the Highfields Leisure Park Trust and, in accordance with VAT notice 749, is entitled to recover VAT incurred on the expenditure of the Highfields Leisure Park Trust under section 33 of the VAT Act 1994.

## 3. ANALYSIS OF SOFA: INCOME & EXPENDITURE

| | 2022/23<br>£ | 2021/22<br>£ |
|---|---|---|
| **Income** | | |
| **Charitable Activities** | | |
| Fees & Charges | (15,400) | (10,400) |
| Rents | (101,553) | (120,277) |
| **Total Income** | **(116,953)** | **(130,677)** |
| **Expenditure** | | |
| Premises | 55,426 | 43,118 |
| Supplies & Services | 41 | 384 |
| Support Services | 151,280 | 194,559 |
| Third Party Payments | 11,930 | 10,089 |
| **Total Expenditure** | **218,677** | **248,150** |
| **Net Deficit before Grant** | 101,724 | 117,473 |
| Council Grant | (101,724) | (117,473) |
| Receipt from Property activity | (2,095,001) | - |
| **NET (INCOME) / EXPENDITURE** | **(2,095,001)** | **0** |

The receipt from property activity in 2022/23 is due to an exceptional in year transaction whereby the Trust received a significant premium in relation to a long lease of land and buildings.

## 4. TRANSACTIONS WITH RELATED PARTIES

The Council is the sole trustee of the Highfields Leisure Park Trust and any transactions between these two parties must be disclosed in accordance with the Charity SORP.

The Council gave a grant of £101,724 to the Highfields Leisure Park Trust in 2022/23 which funded the net expenditure of the charity.

Other transactions between the charity and NCC are in respect of the day-to-day operations of the charity. The Council charged the charity £151,280.27 (2021/22 £194,559) in respect of grounds maintenance and other support costs which is included in Resources Expended – Charitable Activities, within the Statement of Financial Activities.

Individual councillors of NCC did not receive any benefits from the Highfields Leisure Park Trust.

## 5. ANALYSIS OF FIGURES IN THE BALANCE SHEET

### Tangible Fixed Assets

Trust lands are stated at the trustee's valuation of £1, being open market value for existing use of land subject to a perpetual covenant granting the general public access.

### Investment Assets

The investment assets are held primarily to provide an investment return for the charity.

| | 2022/23<br>£ | 2021/22<br>£ |
|---|---|---|
| Loan to Nottingham City Council | 2,308,501 | 213,500 |

# Independent Examiner's report to the Trustees of the Highfields Leisure Park Trust

I report on the accounts of the Trust for the year ended 31st March 2023, which are set out on pages 1 to 21.

**Respective responsibilities of trustees and examiner**
The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:
- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

**Basis of independent 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 by the charity 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 from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**
In connection with my examination, no matter has come to my attention:
1. which gives me reasonable cause to believe that in any material respect the requirements:
   - to keep accounting records in accordance with section 130 of the Charities Act; and
   - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

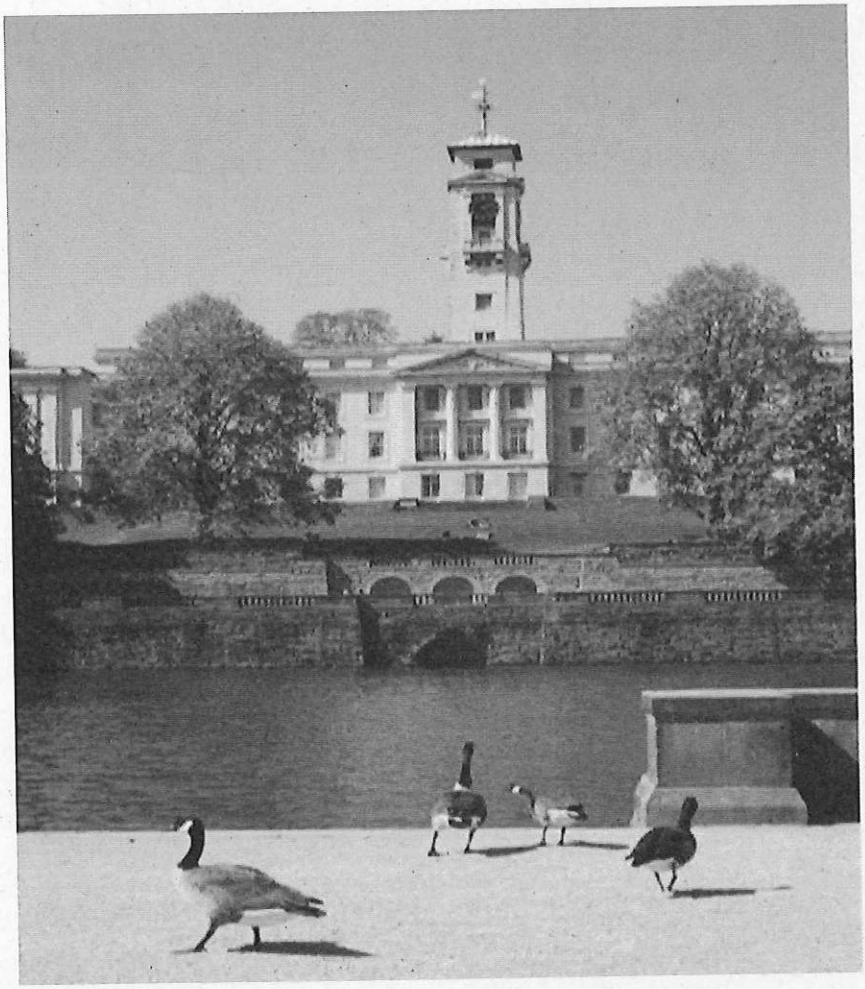
| | | | |
|---|---|---|---|
| **Signed:** | pp S.Shah | **Date:** | 15 January 2024 |
| **Name:** | Shail Shah, Head of Audit & Risk | | |
| **Relevant professional qualification(s) or body:** | FCCA | | |
| **Address:** | Nottingham City Council,<br>Loxley House, Station Street, Nottingham NG2 3NG | | |

**HIGHFIELDS LEISURE PARK**

England & Wales - Charity number 1006603

# Accounts

# HIGHFIELDS LEISURE PARK TRUST



## Annual Report for the year ended 31 March 2022

**Registered Charity number 1006603**

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## REPORT OF THE TRUSTEE FOR THE YEAR ENDED 31ST MARCH 2022

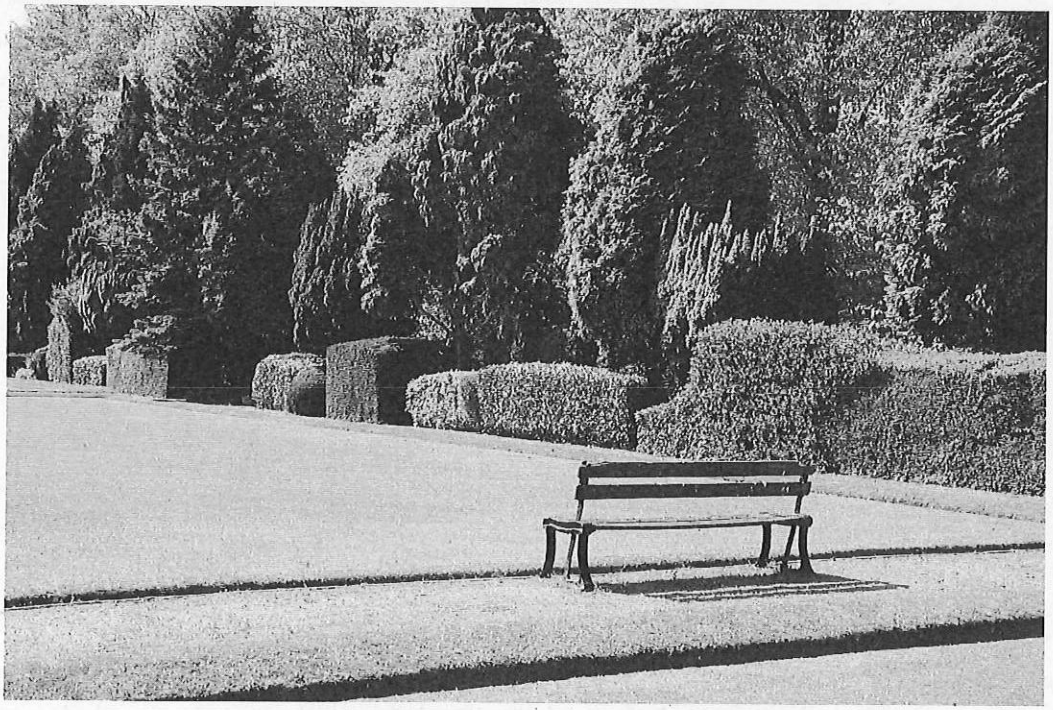
The trustees present their annual report and financial statements of the charity for the year ended 31st March 2022. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

## OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

Highfields Leisure Park Trust is a charity of which the Council is sole trustee and is responsible for the general control and management of the charity. These responsibilities are delegated to the Trusts and Charities Committee by full Council. The Trusts and Charities Committee give their time freely and receive no remuneration or other financial benefits.

### Objective

The primary objective of the charity is to provide public recreation and pleasure grounds for the people of Nottingham forever. To achieve this, a programme of ongoing maintenance of grounds and equipment is completed each year. This ensures the provision of well maintained, good quality public recreation facilities. The Trustee confirm they have referred to the Charity Commission guidance on public benefit when reviewing the aims and objectives and when setting plans for the future. Highfields is open to the public at large assuring public benefit on an open access basis. There are no restrictions regarding the members of public who may use Highfields. No fees are charged for access to the park but some fees are charged for various concessions within the park.



## ACHIEVEMENTS AND PERFORMANCE

Highfields Leisure Park Trust is responsible for providing leisure, recreation and sporting opportunities at Highfields Park for the benefit of Nottingham residents. Improvements on the site in the last year have included:

**Performance Report (April 2021 - March 2022)**

| Objective | Action | Outcome |
|---|---|---|
| Sport, Recreation & Events | The £5.2m Heritage Lottery Funded park restoration project began in summer 2017 and completed in August 2018. Work has continued on some final and additional restoration items, including:<br><br>- Creation of an artistic bench using material from and representing the Maid Marian pleasure cruise boat.<br>- Target hardening of site western end of the park.<br>- Improvements / replacements to play areas<br>- Minor stonework capping repairs around the lake edges.<br>- Ongoing railing repainting by Probation Service attendees. | More people enjoying the park and its activities.<br><br>Improved physical activity and health and wellbeing |
| | The site offered a good range of quality activities throughout the year, which includes boating, Adventure Golf, winter and summer pitch facilities for football, archery and lacrosse, as well as croquet being held on site. There were a number of events, both sporting and community, on Highfields Park, including the, Nottingham University led Chinese New Year event, bat walks and conservation awareness sessions | |
| | The Adventure Golf & Boating activities were all open this year | |
| | Stand-up paddleboard, yoga and others (e.g. University clubs) also regularly use the lake. | |
| | A new Park Ranger has been on site since November 2021 and spent the winter months introducing herself to all the organisations and groups on site as well setting up a community gardening group, a Japanese garden group behind the cascade, and a community payback scheme | |
| | New lease completed with Nottingham croquet club signed and in place. | |
| Community Access | Nottingham High School have completed the construction of a new artificial hockey pitch on the Highfields sports ground site and it is now in full use. | |

| | | |
|---|---|---|
| | Park Ranger partnership working with the University of Nottingham and Nottingham Lakeside Arts (plans for 2023/24 are being discussed. | |
| | A FCC bid for the new Serenity Garden memorial garden next to the old paddling pool, in partnership with Forever Stars baby loss charity, was successful and work started on the £108,000 garden in 2020/21. Replacement of trees dead / vandalised<br>The Serenity Garden was officially opened in July 2021 | |
| Well Maintained | A 10 year maintenance and management plan (MMP) supported the HLF bid and details how the park is maintained following the restoration project; this is updated annually. | Safe, well presented and park users have more pride and ownership |
| | Maintenance programmes have been completed in order to ensure the formal areas and woodlands are kept in an attractive and favourable condition. | |
| | Recruitment of a permanent HLF-funded Head Gardener was successful. | |
| | The partnership with the Estates and Grounds Maintenance Manager for the University of Nottingham campus remains strong. | |
| | Works to the rhododendrons continue | |
| Sustainability – Environmental | Continued tree planting programme on site via memorial tree plantings. | Improved environmental sustainability |
| | Continued upgrade of parks infrastructure via the memorial bench scheme. Memorial bench restoration continues to be a large focus and the new Heritage green colour is appearing all over the park as existing benches are refurbished and new ones are purchased by sponsors. | |
| | Volunteering hours were significantly impacted during the covid19 pandemic but volunteering activities are returning to the park with the Park Ranger using specific site projects to encourage a wider range of volunteers. | |
| | ERDF-funded creation of pond and installation of boardwalk across the old paddling pool to link to the new Serenity Garden. | Create new habitats. |
| Sustainability - Financial | The Christmas Company did not hold the event in December 2021 other income from site based concessions was reduced during the year. | More financially sustainable and value for money trust accounts. |
| | New concession agreement with Wired on Wheels (coffee and cake van) | |
| | Cloud9 lease the boathouse for storage. | |

## FINANCIAL REVIEW

The Council provides grant monies to finance the annual operating deficit of the trust. In 2021/22 this amounted to £117,473 (2020/21 £111,787) which is An increase of £5,686 compared to the previous financial year. This grant supports the key objectives of the Trust.

All transactions relating to Highfields Leisure Park Trust are subject to the same financial regulations and procedures as those relating to land and property held by the Council. Since May 2011 the Trusts and Charities Committee has replaced the Executive Board for the purpose of approving transactions.

### Policy on Reserves

The Council is a key partner in delivering the objectives of the Trust and has shown a continued commitment to meet any net expenditure in the year. It is therefore not felt appropriate for the Trust to hold reserves.

### Risk Management

The Highfields Leisure Park Trust adopts the Council's risk management policy as appropriate.

The following statement best sums up the purpose of risk management:

"*To ensure that the Council is not risk averse and takes or faces risks knowingly and manages them appropriately.*"

The Trustee is committed to a programme of risk management to protect the charity's assets. A risk register is held which identifies the keys risks and the measures in place to mitigate such risks. Procedures are also in place to ensure that appropriate advice and support is provided to Trusts and Charities Committee as and when required.

### Insurances

Highfields Leisure Park Trust is covered by the Council's insurance policy. The Council pays the premium.

**PLANS FOR FUTURE PERIODS (April 2022 - March 2023)**

| Objective | Action | Timetable for Delivery | Outcome |
|---|---|---|---|
| Sport, Recreation & Events | Continue to deliver partnership events with Nottingham Lakeside Arts and the University of Nottingham (subject to Covid-19 restrictions). | Ongoing throughout the year. | Improved physical activity and health and wellbeing<br><br>Increase visitors to the park<br><br>Raised profile of the park<br><br>Introduce different audiences to the park that may not have visited the site prior to events |
| | Ongoing delivery of the Activity Plan by the Park Ranger and Partners, including events, education and volunteering | | |
| Community Access | Continue to deliver education in partnership with Nottingham Lakeside Arts and the University of Nottingham based on the NCC Park Ranger Education programme (subject to Covid-19 restrictions). | Annually available | Improved education<br><br>Increase in user groups using site<br>Bat walks, creating green recycling opportunities I.e. Increasing events offered eg. Xmas wreath making |
| | Diverse sports on site attracts diverse interest. | Annually available | |
| | Following the completion and opening of the "Serenity Garden" in July 2021 a Service Level Agreement and remedial works will be completed before Spring 2022. | Spring 2022 | Bring new users to the park.<br><br>Redevelop an unused area. sustain community stewardship |
| Well Maintained | Ongoing work on rhododendrons and interpreting the Maid Marian. | 2021/22 | Safe, well presented and park users have more pride and ownership eg. Japanese gardeners / general park improvement volunteers - plus the introduction of park improvement days for litter picking etc. |
| | Develop and continue to update a new 10 year Maintenance plan. | In place & approved by the HLF. | |
| | Replacement of vehicle and pedestrian bridge on Highfields Sports ground side | Spring 2022 | |
| Sustainability - Environmental | Continue to carry out volunteer and student task days on site.<br><br>Continue to improve areas of the park for wildlife as part of practical education sessions within the new activity plan. | Ongoing<br><br>Ongoing | Improved environmental sustainability<br><br>Empowers local users with their local park.<br><br>Create new habitats. i.e. meadow creation<br><br>Make use of overgrown, unused areas of the park. |

| | | | |
|---|---|---|---|
| Sustainability - Financial | The Christmas Company will return to host an event in 2022 and the funds achieved will help to make improvements and maintain the park. | December 2021 | More financially sustainable and value for money trust accounts<br><br>Continued successful partnerships that help to improve the types and standard of activities offered @ Highfields Park |
| | Continued partnership working with Colwick Park Lifeguards who lease the boathouse for storage. (Cloud9) | Ongoing | |
| | Continued partnership working with Cloud9 Pursuits who manage the boating lake. | Ongoing | |
| | Continued partnership working with Showcase Greens Ltd who manage the Adventure Golf. | Ongoing | |

## STRUCTURE, GOVERNANCE AND MANAGEMENT

In order to understand the objectives of the charity it is important to consider the history of the trust and how Nottingham City Council has managed and developed Highfields Park as a first class facility for sport, leisure and recreation since the creation of the trust.

The Sir Jesse Boot Memorial Scheme was created by the 1920 Indenture.

Between 1919 and 1920, Sir Jesse acquired a mansion house called Highfields together with adjoining land lying west of the city of Nottingham. By Memorandum of Agreement dated 9 December 1921, it was agreed by Sir Jesse and the trustees of the 1920 indenture that the Highfields Estate had been purchased by Sir Jesse as agent for and on behalf of the Sir Jesse Boot Memorial Scheme.

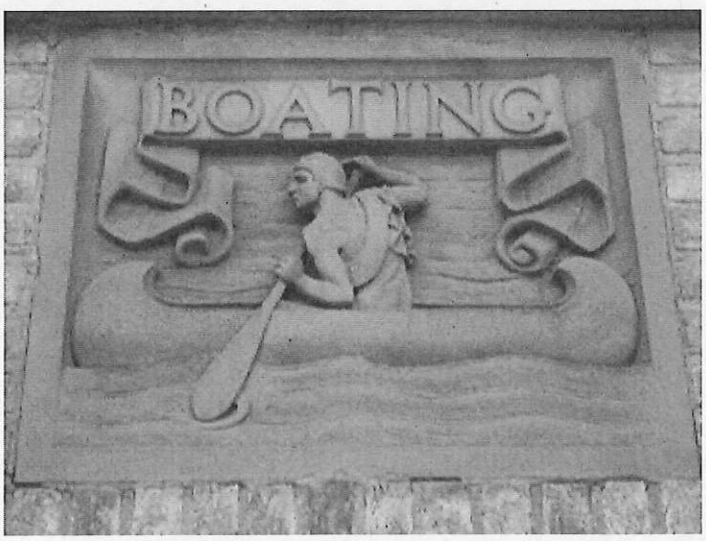
It was also agreed that the trustees would pay Sir Jesse £57,000 out of the trust fund as reimbursement of the costs of the purchase. In return Sir Jesse would convey the Highfields Estate to the trustees or as they might direct.

By an indenture dated 1 November 1923 made between Sir Jesse, the trustees of the 1920 indenture and the Council, Sir Jesse, at the request of the trustees, conveyed part of the Highfields Estate to the Council to hold the same "for the purpose of public recreation and pleasure grounds for the people of the City of Nottingham forever" this created the present trust. By an indenture of the same date made between Sir Jesse, the trustees of the 1920 indenture and the University College of Nottingham ("the University"), the rest of the Highfields Estate (including the Manor House) was conveyed to the University.

It appears the memorial scheme was wound up in 1925.

The land conveyed to the Council was for the most part laid out as a park, although some areas were not so laid out and remained derelict. The land lies to the south of the University and to the north of the railway. It is divided along the east-west axis by University Boulevard.

To the north of University Boulevard is a large boating lake with lakeside walks, formal gardens and fine turf sports facilities including putting, bowls and croquet greens. Plantations of rhododendrons and mature trees provide a unique natural backdrop to enhance the park setting.




To the south of University Boulevard are playing fields, for winter and summer outdoor sports, together with a running track.

Over the years there have been a number of dispositions of freehold interest in the land. These include various land exchanges with the University, the acquiring of land at Beeston Sidings immediately to the south of Highfields Park and the conveyance of land to Nottinghamshire County Council for road widening purposes.

In addition, the Council as Trustee, over this time, has granted a number of leases (or licences) of land subject to the 1923 Indenture. For example, the site of the former Highfields Lido to the University - to develop the area as an art centre. Also included are lease agreements with the trustees of Highfields Hockey Club for the former sports pavilion tea-rooms. A lease has also been agreed with the croquet club for use of the croquet pavilion and four lawns and to the University for the running track and associated facilities.

Part of the Trust land to the south of University Boulevard was developed during the early 1980's as a Science Park with low-density buildings for light industrial and scientific office use. In December 1998, the Science Park was exchanged for Council land at Beeston sidings, which had been laid out for sporting and recreational activities.




**Objectives of Charity**

The provision of public recreation and pleasure grounds for the people of the City of Nottingham forever.

In order to achieve this, a programme of ongoing maintenance of grounds and equipment is completed each year. This ensures the provision of well-maintained public recreation and pleasure grounds.

**Trustee's selection methods**

**Trustees' selection methods**
Nottingham City Council (NCC) elected members are the sole Trustees. NCC has elected members who are elected on a 4 year cycle. The following table details the councillors / trustees for the financial year 1 April 2021 to 31 March 2022 and also includes any post year trustee movements:

| | |
|---|---|
| Councillor Adele Williams | Councillor Leslie Ayoola |
| Councillor AJ Matsiko | Councillor Linda Woodings |

| | |
|---|---|
| Councillor Andrew Rule | Councillor Maria Joannou |
| Councillor Angela Kandola | Councillor Maria Watson |
| Councillor Angharad Roberts | Councillor Merlita Bryan |
| Councillor Anne Peach | Councillor Michael Edwards |
| Councillor Audra Wynter | Councillor Mohammed Saghir |
| Councillor Audrey Dinnall | Councillor Nayab Patel (elected October 21) |
| Councillor Azad Choudhry | Councillor Neghat Khan |
| Councillor Carole McCulloch | Councillor Nick Raine |
| Councillor Cate Woodward | Councillor Nicola Heaton |
| Councillor Chantal Lee (resigned) | Councillor Patience Ifediora |
| Councillor Cheryl Barnard | Councillor Pavlos Kotsonis |
| Councillor Corall Jenkins (elected October 21) | Councillor Phil Jackson |
| Councillor Dave Liversidge | Councillor Rebecca Langton |
| Councillor David Mellen | Councillor Roger Steel |
| Councillor David Trimble | Councillor Rosemary Healy |
| Councillor Ethan Radford | Councillor Sajid Mohammed |
| Councillor Eunice Campbell-Clark | Councillor Sally Longford |
| Councillor Georgina Power | Councillor Salma Mumtaz |
| Councillor Graham Chapman | Councillor Sam Webster |
| Councillor Gul Khan | Councillor Samuel Gardiner |
| Councillor Hassan Ahmed | Councillor Shuguftah Quddoos |
| Councillor Jane Lakey | Councillor Steve Battlemuch |
| Councillor Jawaid Khalil | Councillor Sue Johnson |
| Councillor Jay Hayes | Councillor Toby Neal |
| Councillor Kevin Clarke | Councillor Wendy Smith |
| Councillor Kirsty Jones | Councillor Zafran Khan |
| Councillor Lauren O'Grady (resigned) | |

**Trusts and Charities Committee Members**

Councillors are appointed to membership of the Trusts and Charities Committee by full Council to fulfil the Council's responsibilities as Trustees. The Constitution allows that where in-year changes are required to memberships, either at the request of the relevant political group or because a member has resigned or ceased to be eligible for membership, the Corporate Director of Finance and Resources has the authority to action those changes subject to political balance being preserved where applicable and to the changes made being reported to the next meeting of Council. Details of membership will be updated and published on the Council's website on an ongoing basis. The following is the current list of the Trusts and Charities Committee appointed members who approve the Annual Report and financial statements for the financial year 1 April 2021 to 31 March 2022:

| |
|---|
| Councillor Angharad Roberts (Chair) |
| Councillor Sam Gardiner |
| Councillor Rosemary Healy |
| Councillor Sue Johnson |
| Councillor Anne Peach |
| Councillor Ethan Radford |
| Councillor Sajid Mohammed |
| Councillor Audra Wynter |
| Councillor Andrew Rule |

**Induction and training of Trusts and Charities Committee**

Following appointment, Councillors are introduced to their new role and given a number of publications from the Charity Commission. These include guidance on charities and a document issued specific for members of Local Authorities titled 'Councillors Guide: to a council's role as charity trustee'. This ensures that new Councillors' are aware of the scope of their responsibilities under the Charities Act.

## REFERENCE AND ADMINISTRATIVE INFORMATION

| | |
|---|---|
| **Name and Address of Charity** | Highfields Leisure Park Trust, Nottingham<br>Nottingham City Council<br>Loxley House<br>Station Street<br>Nottingham<br>NG2 3NG |
| **Governing Document** | Creation of trust by indenture dated 1 November 1923 and scheme made by the Charity Commission on the 4 October 1993 |
| **Main Activity** | Provision of public recreation and pleasure grounds |
| **Charity Commission Registered Number** | 1006603 |
| **Name and Address of Sole Trustee** | Nottingham City Council<br>(The members of Nottingham City Council (NCC) Trusts and Charities Committee are listed on page 10 and 11) |
| **Organisational Structure of the Charity** | Highfields Leisure Park Trust, Nottingham is a charity of which Nottingham City Council is a sole trustee.<br><br>Recommendations on the management of the charity are delegated to the Trusts and Charities Committee. All transactions relating to Highfields Leisure Park Trust are subject to the same financial regulations as those relating to the Council activity. |
| **Day to Day Management** | Director of Sports & Culture<br>Hugh White<br>Nottingham City Council<br>Loxley House<br>Station Street<br>Nottingham<br>NG2 3NG |
| **Name & Address of Independent Examiners** | Internal Audit<br>Nottingham City Council<br>Loxley House<br>Station Street<br>Nottingham<br>NG2 3NG |
| **Name & Address of Bankers** | Lloyds Bank<br>Birmingham OSC<br>Ariel House<br>2138 Coventry Road<br>Sheldon<br>B26 3JW |
| **Providers of Professional Advice** | Nottingham City Council Officers |

## RESPONSIBILITIES OF THE TRUSTEE

The Charity Commission has introduced a new framework for accounting for charities to meet the need for public accountability for the resources held by charities. It is a combination of legislation and best practice.

The legal requirements are contained in the Charities Act 2011 which came into effect on 14 March 2012.

The accounting and reporting requirements are complemented by a revised Statements of Recommended Practice: Accounting by Charities (the Charities SORP) issued in 2005.

The Trustee is required:

- to make arrangements for the proper administration of the charity's financial affairs;
- to prepare the annual report and financial statements for each financial year to present a true and fair view of the charity's state of affairs as at the end of the financial year and of its incoming resources and its application for resources in that year.

In preparing these statements the trustee has ensured:

- suitable accounting policies have been selected and applied consistently;
- judgements and estimates have been made that were reasonable and prudent;
- the relevant legal requirements and recommended practices have been followed;
- they are prepared on the basis that the Highfields Leisure Park Trust is a going concern.

The Trustee is responsible for ensuring that proper accounting records are kept which are up to date and for maintaining a satisfactory system of control over the charity's accounts and transactions.

The Trustee is also responsible for ensuring that arrangements are made to safeguard the assets of the charity and reasonable steps are taken for the prevention and detection of fraud and other irregularities.

The Trustee must take any steps that they ought to have taken in order to make themselves aware of any relevant independent examination information and to establish that the charity's independent examiners are aware of any such information.

As far as the Trustee is aware there is no relevant independent examination information about which the Highfields Leisure Park Trust independent examiners are unaware.

## ADOPTION OF THE ANNUAL REPORT AND FINANCIAL STATEMENTS

Approved by the Trusts and Charities Committee and signed on behalf of Nottingham City Council by:

R. Brown

Ross Brown
Corporate Director of Finance and Resources

Date: 24/1/23

A Roberts

Councillor Angharad Roberts (Chair)
Signed for the Trustee

Date: 27/1/23

## THE FINANCIAL STATEMENTS

The financial statements include comparative figures for the previous year and consist of the following:

- **Statement of Financial Activities** is a single accounting statement with the objective of showing all incoming resources expended by the charity in year;
- **Balance Sheet** setting out the assets, liabilities and funds of the charity;
- **Notes to the Financial Statements** explaining the accounting policies adopted and explanations of information in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005).

## HIGHFIELDS LEISURE PARK TRUST

**Statement of Financial Activities**
**For year ending 31 March 2022**

| | Unrestricted Funds 2021/22 £ | Unrestricted Funds 2020/21 £ |
|---|---|---|
| **INCOMING RESOURCES** | | |
| Investment Income | 0 | (214) |
| **Total Investment Income** | | **(214)** |
| Incoming Resources from Charitable Activities | (248,150) | (174,358) |
| **Total Incoming Resources from Charitable Activities** | **(248,150)** | **(174,358)** |
| **Total Incoming Resources** | **(248,150)** | **(174,572)** |
| **RESOURCES EXPENDED** | | |
| Charitable Activities | 248,150 | 174,572 |
| **Total Resources Expended** | **248,150** | **174,572** |
| **Net Incoming / (Outgoing) Resources** | **0** | **0** |
| **Fund balances brought forward as at 1 April** | **(213,501)** | **(213,501)** |
| **Fund balances carried forward as at 31 March** | **(213,501)** | **(213,501)** |

## HIGHFIELDS LEISURE PARK TRUST

| Balance Sheet<br>As at 31 March 2022 | | |
|---|---|---|
| | **2021/22**<br>**£** | **2020/21**<br>**£** |
| **Fixed Assets** | | |
| Tangible Assets: | | |
| Freehold Land & Buildings | 1 | 1 |
| Investment Assets | 213,500 | 213,500 |
| **Total Fixed Assets** | | **213,501** |
| | | |
| **Current Assets:** | | |
| Debtors: amounts falling due within one year | 0 | 0 |
| Cash / Bank | 0 | 0 |
| | | |
| **Liabilities:** | | |
| Creditors: amounts falling due within one year | 0 | 0 |
| Cash / Bank | 0 | 0 |
| | | |
| **Net Current Assets** | **0** | **0** |
| | | |
| **Net Assets** | **213,501** | **213,501** |
| | | |
| **Represented by:** | | |
| **Funds** | | |
| Unrestricted Funds | (1) | (1) |
| Capital Receipts | (213,500) | (213,500) |
| | **(213,501)** | **(213,501)** |

## NOTES TO THE FINANCIAL STATEMENTS

### 1. ACCOUNTING POLICIES

**General Principles**

The Annual Report summarises the Highfields Leisure Park Trust transactions for 2021/22 financial year together with its financial position at 31 March 2022.

This section explains the accounting policies applied in producing the Annual Report for the Trust. Accounting policies are the principles, bases, conventions and rules by which transactions are recognised, measured and presented in the accounts.

**Basis of Preparation and Assessment of Going Concern**

The Annual Report has been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and Charities Act 2011. The accounts have been prepared in accordance with the historic cost basis of accounting except for fixed assets which have been included at notional amount.

Compliance with the Charities SORP and the adoption of accounting standards and principles issued or adopted by the Accounting Standards Board ensures that the accounts show "a true and fair view" of transactions during the year and the financial position of the Highfields Leisure Park Trust at the year end.

The trustee consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

The trust constitutes a public benefit entity as defined by FRS102.

**Incoming Resources**

Income receipts are accrued and accounted for in the period to which they relate. Income received in advance is recognised as a liability on the balance sheet within creditors.

Income from Nottingham City Council funds the net expenditure of the Highfields Leisure Park Trust for the benefit of the citizens of Nottingham.

**Resources Expended**

All expenditure is accrued and accounted for in the period during which they are consumed or received. Accruals have been made for all material sums unpaid at the year end for goods or services received or work completed. Payments made in advance are recognised as an asset on the balance sheet within debtors.

Charitable Activities
These costs mainly relate to premises expenses, which includes day to day maintenance, grounds maintenance and patrol.

Governance Costs
Governance costs, including the administration of the trust are directly funded by the Council, and these costs are not shown in the trust accounts.

**Fixed Assets**

Freehold Land and Buildings
The valuation of assets is a notional value that reflects the trusts perpetual covenant for general public access to and use of the park.

As a notional value is used, depreciation and impairment reviews are not applicable.

Investment Assets
This is the loan/investment, stated at market value, of Highfields Leisure Park Trust's capital receipts with the Council upon which interest (Bank of England base rate) is received. This interest is shown within the statement of financial activities – Investment Income.

**Accruals of Expenditure and Income**

The accounts of the Highfields Leisure Park Trust are maintained on an accruals basis. This means that sums due to or from the Highfields Leisure Park Trust during the year are included whether or not the cash has actually been received or paid in the year.

Where income and expenditure has been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the balance sheet. Cash received or paid and not yet recognised as income or expenditure is shown as a creditor (receipt in advance) or debtor (payment in advance) in the balance sheet and the statement of financial activities adjusted accordingly.

Where it is doubtful that a debt will be settled, the balance of debtors is written down and a charge made to the statement of financial activities for the income that might not be collected. This bad debt provision is offset against the debtor balance on the balance sheet.

In many cases the value to be entered in respect of accrued transactions will be certain. In others, this value has to be estimated and reference is then made to past transactions and trends in order to determine the likely value.

**Cash**

This is represented by cash at bank which is held within the Council's bank account on behalf of Highfields Leisure Park Trust charity and cash in hand.

**Funds of the Charity**

Unrestricted Fund
A fund held on charitable trust for a purpose within the charity's objectives. The fund is equivalent to the notional value of the freehold land and buildings.

Restricted Funds
Capital receipts in respect of the sale or lease of land and buildings held and invested pending expenditure on further purchases of land or property for investment purposes.

**2. TAX STATUS**

Highfields Leisure Park Trust is a registered charity and is therefore exempt from income tax on income falling within S505 ICTA 1988. The Council is the sole trustee of the Highfields Leisure Park Trust and, in accordance with VAT notice 749, is entitled to recover VAT incurred on the expenditure of the Highfields Leisure Park Trust under section 33 of the VAT Act 1994.

## 3. ANALYSIS OF SOFA: INCOME & EXPENDITURE

| | 2021/22 £ | 2020/21 £ |
|---|---|---|
| **INCOME** | | |
| **Investment Income** | | |
| Interest | 0 | (214) |
| **Charitable Activities** | | |
| Fees & Charges | (10,400) | (9,049) |
| Grant | (117,473) | (111,787) |
| Rents | (120,277) | (53,522) |
| Other – Disposal of Asset | | 0 |
| | **(248,150)** | **(174,572)** |
| **EXPENDITURE** | | |
| **Charitable Activities** | | |
| Premises | 43,118 | 23,405 |
| Supplies and Services | 384 | 2,210 |
| Support Services | 194,559 | 135,492 |
| Third Party Payments | 10,089 | 13,465 |
| | **248,150** | **174,572** |

Investment income is generated from a loan to Nottingham City Council and interest received during 2021/22 was £nil (2020/21 £214).

## 4. TRANSACTIONS WITH RELATED PARTIES

The Council is the sole trustee of the Highfields Leisure Park Trust and any transactions between these two parties must be disclosed in accordance with the Charity SORP.

The Council gave a grant of £117,473 to the Highfields Leisure Park Trust in 2021/22, which funded the net expenditure of the charity.

Other transactions between the charity and NCC are in respect of the day to day operations of the charity. The Council charged the charity £194,559 (2020/21 £135,492) in respect of grounds maintenance and other support costs which is included in Resources Expended – Charitable Activities, within the Statement of Financial Activities.

Individual councillors of NCC did not receive any benefits from the Highfields Leisure Park Trust.

## 5. ANALYSIS OF FIGURES IN THE BALANCE SHEET

### Tangible Fixed Assets

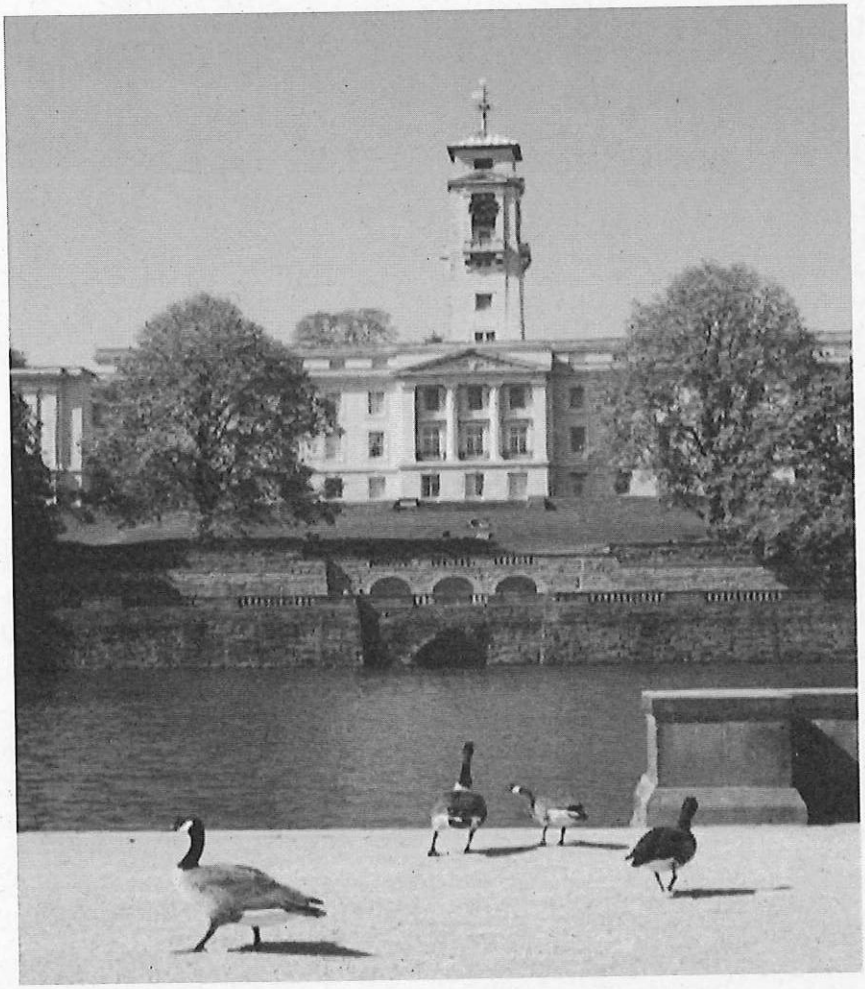
Trust lands are stated at the trustee's valuation of £1, being open market value for existing use of land subject to a perpetual covenant granting the general public access.

### Investment Assets

The investment assets are held primarily to provide an investment return for the charity.

| | 2021/22<br>£ | 2020/21<br>£ |
|---|---|---|
| Loan to Nottingham City Council | 213,500 | 213,500 |

# HIGHFIELDS LEISURE PARK TRUST



## Annual Report for the year ended 31 March 2022

**Registered Charity number 1006603**

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## REPORT OF THE TRUSTEE FOR THE YEAR ENDED 31ST MARCH 2022

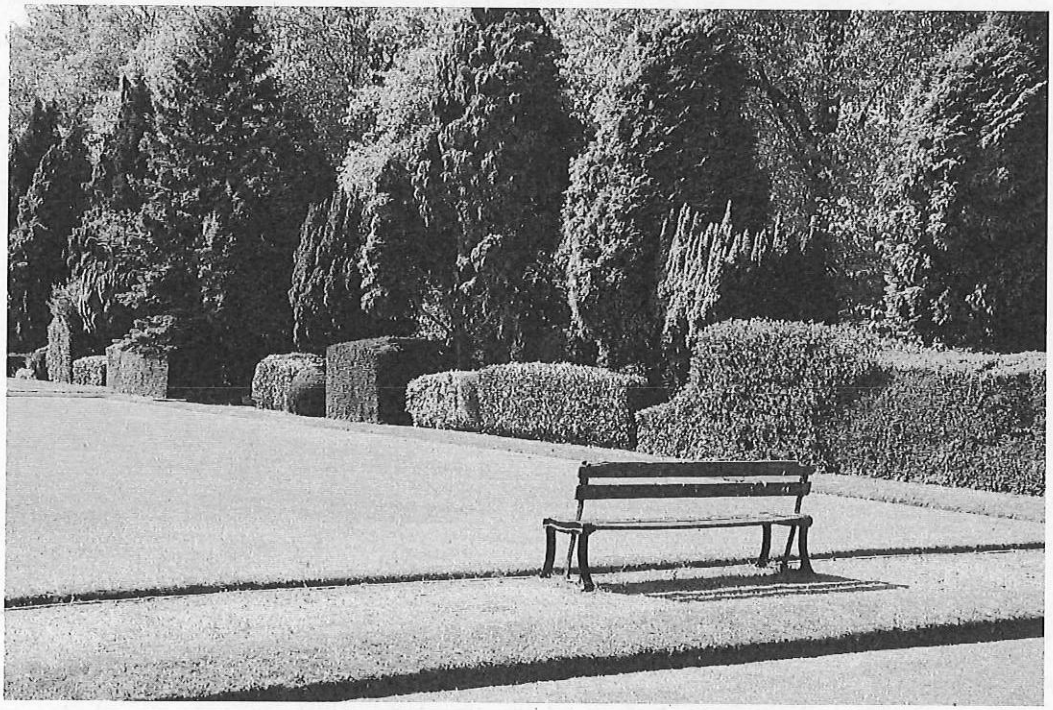
The trustees present their annual report and financial statements of the charity for the year ended 31st March 2022. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

## OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

Highfields Leisure Park Trust is a charity of which the Council is sole trustee and is responsible for the general control and management of the charity. These responsibilities are delegated to the Trusts and Charities Committee by full Council. The Trusts and Charities Committee give their time freely and receive no remuneration or other financial benefits.

### Objective

The primary objective of the charity is to provide public recreation and pleasure grounds for the people of Nottingham forever. To achieve this, a programme of ongoing maintenance of grounds and equipment is completed each year. This ensures the provision of well maintained, good quality public recreation facilities. The Trustee confirm they have referred to the Charity Commission guidance on public benefit when reviewing the aims and objectives and when setting plans for the future. Highfields is open to the public at large assuring public benefit on an open access basis. There are no restrictions regarding the members of public who may use Highfields. No fees are charged for access to the park but some fees are charged for various concessions within the park.



## ACHIEVEMENTS AND PERFORMANCE

Highfields Leisure Park Trust is responsible for providing leisure, recreation and sporting opportunities at Highfields Park for the benefit of Nottingham residents. Improvements on the site in the last year have included:

**Performance Report (April 2021 - March 2022)**

| Objective | Action | Outcome |
|---|---|---|
| Sport, Recreation & Events | The £5.2m Heritage Lottery Funded park restoration project began in summer 2017 and completed in August 2018. Work has continued on some final and additional restoration items, including:<br><br>- Creation of an artistic bench using material from and representing the Maid Marian pleasure cruise boat.<br>- Target hardening of site western end of the park.<br>- Improvements / replacements to play areas<br>- Minor stonework capping repairs around the lake edges.<br>- Ongoing railing repainting by Probation Service attendees. | More people enjoying the park and its activities.<br><br>Improved physical activity and health and wellbeing |
| | The site offered a good range of quality activities throughout the year, which includes boating, Adventure Golf, winter and summer pitch facilities for football, archery and lacrosse, as well as croquet being held on site. There were a number of events, both sporting and community, on Highfields Park, including the, Nottingham University led Chinese New Year event, bat walks and conservation awareness sessions | |
| | The Adventure Golf & Boating activities were all open this year | |
| | Stand-up paddleboard, yoga and others (e.g. University clubs) also regularly use the lake. | |
| | A new Park Ranger has been on site since November 2021 and spent the winter months introducing herself to all the organisations and groups on site as well setting up a community gardening group, a Japanese garden group behind the cascade, and a community payback scheme | |
| | New lease completed with Nottingham croquet club signed and in place. | |
| Community Access | Nottingham High School have completed the construction of a new artificial hockey pitch on the Highfields sports ground site and it is now in full use. | |

| | | |
|---|---|---|
| | Park Ranger partnership working with the University of Nottingham and Nottingham Lakeside Arts (plans for 2023/24 are being discussed. | |
| | A FCC bid for the new Serenity Garden memorial garden next to the old paddling pool, in partnership with Forever Stars baby loss charity, was successful and work started on the £108,000 garden in 2020/21. Replacement of trees dead / vandalised<br>The Serenity Garden was officially opened in July 2021 | |
| Well Maintained | A 10 year maintenance and management plan (MMP) supported the HLF bid and details how the park is maintained following the restoration project; this is updated annually. | Safe, well presented and park users have more pride and ownership |
| | Maintenance programmes have been completed in order to ensure the formal areas and woodlands are kept in an attractive and favourable condition. | |
| | Recruitment of a permanent HLF-funded Head Gardener was successful. | |
| | The partnership with the Estates and Grounds Maintenance Manager for the University of Nottingham campus remains strong. | |
| | Works to the rhododendrons continue | |
| Sustainability – Environmental | Continued tree planting programme on site via memorial tree plantings. | Improved environmental sustainability |
| | Continued upgrade of parks infrastructure via the memorial bench scheme. Memorial bench restoration continues to be a large focus and the new Heritage green colour is appearing all over the park as existing benches are refurbished and new ones are purchased by sponsors. | |
| | Volunteering hours were significantly impacted during the covid19 pandemic but volunteering activities are returning to the park with the Park Ranger using specific site projects to encourage a wider range of volunteers. | |
| | ERDF-funded creation of pond and installation of boardwalk across the old paddling pool to link to the new Serenity Garden. | Create new habitats. |
| Sustainability - Financial | The Christmas Company did not hold the event in December 2021 other income from site based concessions was reduced during the year. | More financially sustainable and value for money trust accounts. |
| | New concession agreement with Wired on Wheels (coffee and cake van) | |
| | Cloud9 lease the boathouse for storage. | |

## FINANCIAL REVIEW

The Council provides grant monies to finance the annual operating deficit of the trust. In 2021/22 this amounted to £117,473 (2020/21 £111,787) which is An increase of £5,686 compared to the previous financial year. This grant supports the key objectives of the Trust.

All transactions relating to Highfields Leisure Park Trust are subject to the same financial regulations and procedures as those relating to land and property held by the Council. Since May 2011 the Trusts and Charities Committee has replaced the Executive Board for the purpose of approving transactions.

### Policy on Reserves

The Council is a key partner in delivering the objectives of the Trust and has shown a continued commitment to meet any net expenditure in the year. It is therefore not felt appropriate for the Trust to hold reserves.

### Risk Management

The Highfields Leisure Park Trust adopts the Council's risk management policy as appropriate.

The following statement best sums up the purpose of risk management:

"*To ensure that the Council is not risk averse and takes or faces risks knowingly and manages them appropriately.*"

The Trustee is committed to a programme of risk management to protect the charity's assets. A risk register is held which identifies the keys risks and the measures in place to mitigate such risks. Procedures are also in place to ensure that appropriate advice and support is provided to Trusts and Charities Committee as and when required.

### Insurances

Highfields Leisure Park Trust is covered by the Council's insurance policy. The Council pays the premium.

**PLANS FOR FUTURE PERIODS (April 2022 - March 2023)**

| Objective | Action | Timetable for Delivery | Outcome |
|---|---|---|---|
| Sport, Recreation & Events | Continue to deliver partnership events with Nottingham Lakeside Arts and the University of Nottingham (subject to Covid-19 restrictions). | Ongoing throughout the year. | Improved physical activity and health and wellbeing<br><br>Increase visitors to the park<br><br>Raised profile of the park<br><br>Introduce different audiences to the park that may not have visited the site prior to events |
| | Ongoing delivery of the Activity Plan by the Park Ranger and Partners, including events, education and volunteering | | |
| Community Access | Continue to deliver education in partnership with Nottingham Lakeside Arts and the University of Nottingham based on the NCC Park Ranger Education programme (subject to Covid-19 restrictions). | Annually available | Improved education<br><br>Increase in user groups using site<br>Bat walks, creating green recycling opportunities I.e. Increasing events offered eg. Xmas wreath making |
| | Diverse sports on site attracts diverse interest. | Annually available | |
| | Following the completion and opening of the "Serenity Garden" in July 2021 a Service Level Agreement and remedial works will be completed before Spring 2022. | Spring 2022 | Bring new users to the park.<br><br>Redevelop an unused area. sustain community stewardship |
| Well Maintained | Ongoing work on rhododendrons and interpreting the Maid Marian. | 2021/22 | Safe, well presented and park users have more pride and ownership eg. Japanese gardeners / general park improvement volunteers - plus the introduction of park improvement days for litter picking etc. |
| | Develop and continue to update a new 10 year Maintenance plan. | In place & approved by the HLF. | |
| | Replacement of vehicle and pedestrian bridge on Highfields Sports ground side | Spring 2022 | |
| Sustainability - Environmental | Continue to carry out volunteer and student task days on site.<br><br>Continue to improve areas of the park for wildlife as part of practical education sessions within the new activity plan. | Ongoing<br><br>Ongoing | Improved environmental sustainability<br><br>Empowers local users with their local park.<br><br>Create new habitats. i.e. meadow creation<br><br>Make use of overgrown, unused areas of the park. |

| | | | |
|---|---|---|---|
| Sustainability - Financial | The Christmas Company will return to host an event in 2022 and the funds achieved will help to make improvements and maintain the park. | December 2021 | More financially sustainable and value for money trust accounts<br><br>Continued successful partnerships that help to improve the types and standard of activities offered @ Highfields Park |
| | Continued partnership working with Colwick Park Lifeguards who lease the boathouse for storage. (Cloud9) | Ongoing | |
| | Continued partnership working with Cloud9 Pursuits who manage the boating lake. | Ongoing | |
| | Continued partnership working with Showcase Greens Ltd who manage the Adventure Golf. | Ongoing | |

## STRUCTURE, GOVERNANCE AND MANAGEMENT

In order to understand the objectives of the charity it is important to consider the history of the trust and how Nottingham City Council has managed and developed Highfields Park as a first class facility for sport, leisure and recreation since the creation of the trust.

The Sir Jesse Boot Memorial Scheme was created by the 1920 Indenture.

Between 1919 and 1920, Sir Jesse acquired a mansion house called Highfields together with adjoining land lying west of the city of Nottingham. By Memorandum of Agreement dated 9 December 1921, it was agreed by Sir Jesse and the trustees of the 1920 indenture that the Highfields Estate had been purchased by Sir Jesse as agent for and on behalf of the Sir Jesse Boot Memorial Scheme.

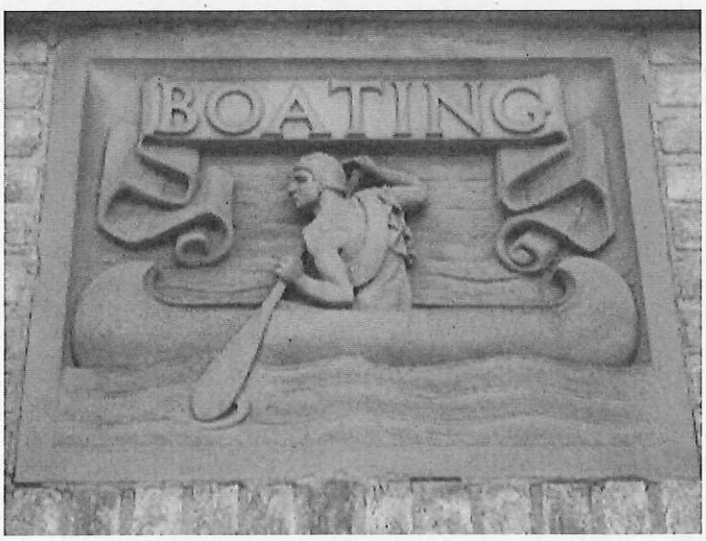
It was also agreed that the trustees would pay Sir Jesse £57,000 out of the trust fund as reimbursement of the costs of the purchase. In return Sir Jesse would convey the Highfields Estate to the trustees or as they might direct.

By an indenture dated 1 November 1923 made between Sir Jesse, the trustees of the 1920 indenture and the Council, Sir Jesse, at the request of the trustees, conveyed part of the Highfields Estate to the Council to hold the same "for the purpose of public recreation and pleasure grounds for the people of the City of Nottingham forever" this created the present trust. By an indenture of the same date made between Sir Jesse, the trustees of the 1920 indenture and the University College of Nottingham ("the University"), the rest of the Highfields Estate (including the Manor House) was conveyed to the University.

It appears the memorial scheme was wound up in 1925.

The land conveyed to the Council was for the most part laid out as a park, although some areas were not so laid out and remained derelict. The land lies to the south of the University and to the north of the railway. It is divided along the east-west axis by University Boulevard.

To the north of University Boulevard is a large boating lake with lakeside walks, formal gardens and fine turf sports facilities including putting, bowls and croquet greens. Plantations of rhododendrons and mature trees provide a unique natural backdrop to enhance the park setting.




To the south of University Boulevard are playing fields, for winter and summer outdoor sports, together with a running track.

Over the years there have been a number of dispositions of freehold interest in the land. These include various land exchanges with the University, the acquiring of land at Beeston Sidings immediately to the south of Highfields Park and the conveyance of land to Nottinghamshire County Council for road widening purposes.

In addition, the Council as Trustee, over this time, has granted a number of leases (or licences) of land subject to the 1923 Indenture. For example, the site of the former Highfields Lido to the University - to develop the area as an art centre. Also included are lease agreements with the trustees of Highfields Hockey Club for the former sports pavilion tea-rooms. A lease has also been agreed with the croquet club for use of the croquet pavilion and four lawns and to the University for the running track and associated facilities.

Part of the Trust land to the south of University Boulevard was developed during the early 1980's as a Science Park with low-density buildings for light industrial and scientific office use. In December 1998, the Science Park was exchanged for Council land at Beeston sidings, which had been laid out for sporting and recreational activities.




**Objectives of Charity**

The provision of public recreation and pleasure grounds for the people of the City of Nottingham forever.

In order to achieve this, a programme of ongoing maintenance of grounds and equipment is completed each year. This ensures the provision of well-maintained public recreation and pleasure grounds.

**Trustee's selection methods**

**Trustees' selection methods**
Nottingham City Council (NCC) elected members are the sole Trustees. NCC has elected members who are elected on a 4 year cycle. The following table details the councillors / trustees for the financial year 1 April 2021 to 31 March 2022 and also includes any post year trustee movements:

| | |
|---|---|
| Councillor Adele Williams | Councillor Leslie Ayoola |
| Councillor AJ Matsiko | Councillor Linda Woodings |

| | |
|---|---|
| Councillor Andrew Rule | Councillor Maria Joannou |
| Councillor Angela Kandola | Councillor Maria Watson |
| Councillor Angharad Roberts | Councillor Merlita Bryan |
| Councillor Anne Peach | Councillor Michael Edwards |
| Councillor Audra Wynter | Councillor Mohammed Saghir |
| Councillor Audrey Dinnall | Councillor Nayab Patel (elected October 21) |
| Councillor Azad Choudhry | Councillor Neghat Khan |
| Councillor Carole McCulloch | Councillor Nick Raine |
| Councillor Cate Woodward | Councillor Nicola Heaton |
| Councillor Chantal Lee (resigned) | Councillor Patience Ifediora |
| Councillor Cheryl Barnard | Councillor Pavlos Kotsonis |
| Councillor Corall Jenkins (elected October 21) | Councillor Phil Jackson |
| Councillor Dave Liversidge | Councillor Rebecca Langton |
| Councillor David Mellen | Councillor Roger Steel |
| Councillor David Trimble | Councillor Rosemary Healy |
| Councillor Ethan Radford | Councillor Sajid Mohammed |
| Councillor Eunice Campbell-Clark | Councillor Sally Longford |
| Councillor Georgina Power | Councillor Salma Mumtaz |
| Councillor Graham Chapman | Councillor Sam Webster |
| Councillor Gul Khan | Councillor Samuel Gardiner |
| Councillor Hassan Ahmed | Councillor Shuguftah Quddoos |
| Councillor Jane Lakey | Councillor Steve Battlemuch |
| Councillor Jawaid Khalil | Councillor Sue Johnson |
| Councillor Jay Hayes | Councillor Toby Neal |
| Councillor Kevin Clarke | Councillor Wendy Smith |
| Councillor Kirsty Jones | Councillor Zafran Khan |
| Councillor Lauren O'Grady (resigned) | |

**Trusts and Charities Committee Members**

Councillors are appointed to membership of the Trusts and Charities Committee by full Council to fulfil the Council's responsibilities as Trustees. The Constitution allows that where in-year changes are required to memberships, either at the request of the relevant political group or because a member has resigned or ceased to be eligible for membership, the Corporate Director of Finance and Resources has the authority to action those changes subject to political balance being preserved where applicable and to the changes made being reported to the next meeting of Council. Details of membership will be updated and published on the Council's website on an ongoing basis. The following is the current list of the Trusts and Charities Committee appointed members who approve the Annual Report and financial statements for the financial year 1 April 2021 to 31 March 2022:

| |
|---|
| Councillor Angharad Roberts (Chair) |
| Councillor Sam Gardiner |
| Councillor Rosemary Healy |
| Councillor Sue Johnson |
| Councillor Anne Peach |
| Councillor Ethan Radford |
| Councillor Sajid Mohammed |
| Councillor Audra Wynter |
| Councillor Andrew Rule |

**Induction and training of Trusts and Charities Committee**

Following appointment, Councillors are introduced to their new role and given a number of publications from the Charity Commission. These include guidance on charities and a document issued specific for members of Local Authorities titled 'Councillors Guide: to a council's role as charity trustee'. This ensures that new Councillors' are aware of the scope of their responsibilities under the Charities Act.

## REFERENCE AND ADMINISTRATIVE INFORMATION

| | |
|---|---|
| **Name and Address of Charity** | Highfields Leisure Park Trust, Nottingham<br>Nottingham City Council<br>Loxley House<br>Station Street<br>Nottingham<br>NG2 3NG |
| **Governing Document** | Creation of trust by indenture dated 1 November 1923 and scheme made by the Charity Commission on the 4 October 1993 |
| **Main Activity** | Provision of public recreation and pleasure grounds |
| **Charity Commission Registered Number** | 1006603 |
| **Name and Address of Sole Trustee** | Nottingham City Council<br>(The members of Nottingham City Council (NCC) Trusts and Charities Committee are listed on page 10 and 11) |
| **Organisational Structure of the Charity** | Highfields Leisure Park Trust, Nottingham is a charity of which Nottingham City Council is a sole trustee.<br><br>Recommendations on the management of the charity are delegated to the Trusts and Charities Committee. All transactions relating to Highfields Leisure Park Trust are subject to the same financial regulations as those relating to the Council activity. |
| **Day to Day Management** | Director of Sports & Culture<br>Hugh White<br>Nottingham City Council<br>Loxley House<br>Station Street<br>Nottingham<br>NG2 3NG |
| **Name & Address of Independent Examiners** | Internal Audit<br>Nottingham City Council<br>Loxley House<br>Station Street<br>Nottingham<br>NG2 3NG |
| **Name & Address of Bankers** | Lloyds Bank<br>Birmingham OSC<br>Ariel House<br>2138 Coventry Road<br>Sheldon<br>B26 3JW |
| **Providers of Professional Advice** | Nottingham City Council Officers |

## RESPONSIBILITIES OF THE TRUSTEE

The Charity Commission has introduced a new framework for accounting for charities to meet the need for public accountability for the resources held by charities. It is a combination of legislation and best practice.

The legal requirements are contained in the Charities Act 2011 which came into effect on 14 March 2012.

The accounting and reporting requirements are complemented by a revised Statements of Recommended Practice: Accounting by Charities (the Charities SORP) issued in 2005.

The Trustee is required:

- to make arrangements for the proper administration of the charity's financial affairs;
- to prepare the annual report and financial statements for each financial year to present a true and fair view of the charity's state of affairs as at the end of the financial year and of its incoming resources and its application for resources in that year.

In preparing these statements the trustee has ensured:

- suitable accounting policies have been selected and applied consistently;
- judgements and estimates have been made that were reasonable and prudent;
- the relevant legal requirements and recommended practices have been followed;
- they are prepared on the basis that the Highfields Leisure Park Trust is a going concern.

The Trustee is responsible for ensuring that proper accounting records are kept which are up to date and for maintaining a satisfactory system of control over the charity's accounts and transactions.

The Trustee is also responsible for ensuring that arrangements are made to safeguard the assets of the charity and reasonable steps are taken for the prevention and detection of fraud and other irregularities.

The Trustee must take any steps that they ought to have taken in order to make themselves aware of any relevant independent examination information and to establish that the charity's independent examiners are aware of any such information.

As far as the Trustee is aware there is no relevant independent examination information about which the Highfields Leisure Park Trust independent examiners are unaware.

## ADOPTION OF THE ANNUAL REPORT AND FINANCIAL STATEMENTS

Approved by the Trusts and Charities Committee and signed on behalf of Nottingham City Council by:

R. Brown

Ross Brown
Corporate Director of Finance and Resources

Date: 24/1/23

A Roberts

Councillor Angharad Roberts (Chair)
Signed for the Trustee

Date: 27/1/23

## THE FINANCIAL STATEMENTS

The financial statements include comparative figures for the previous year and consist of the following:

- **Statement of Financial Activities** is a single accounting statement with the objective of showing all incoming resources expended by the charity in year;
- **Balance Sheet** setting out the assets, liabilities and funds of the charity;
- **Notes to the Financial Statements** explaining the accounting policies adopted and explanations of information in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005).

## HIGHFIELDS LEISURE PARK TRUST

**Statement of Financial Activities**
**For year ending 31 March 2022**

| | Unrestricted Funds 2021/22 £ | Unrestricted Funds 2020/21 £ |
|---|---|---|
| **INCOMING RESOURCES** | | |
| Investment Income | 0 | (214) |
| **Total Investment Income** | | **(214)** |
| Incoming Resources from Charitable Activities | (248,150) | (174,358) |
| **Total Incoming Resources from Charitable Activities** | **(248,150)** | **(174,358)** |
| **Total Incoming Resources** | **(248,150)** | **(174,572)** |
| **RESOURCES EXPENDED** | | |
| Charitable Activities | 248,150 | 174,572 |
| **Total Resources Expended** | **248,150** | **174,572** |
| **Net Incoming / (Outgoing) Resources** | **0** | **0** |
| **Fund balances brought forward as at 1 April** | **(213,501)** | **(213,501)** |
| **Fund balances carried forward as at 31 March** | **(213,501)** | **(213,501)** |

## HIGHFIELDS LEISURE PARK TRUST

| Balance Sheet<br>As at 31 March 2022 | | |
|---|---|---|
| | **2021/22**<br>**£** | **2020/21**<br>**£** |
| **Fixed Assets** | | |
| Tangible Assets: | | |
| Freehold Land & Buildings | 1 | 1 |
| Investment Assets | 213,500 | 213,500 |
| **Total Fixed Assets** | | **213,501** |
| | | |
| **Current Assets:** | | |
| Debtors: amounts falling due within one year | 0 | 0 |
| Cash / Bank | 0 | 0 |
| | | |
| **Liabilities:** | | |
| Creditors: amounts falling due within one year | 0 | 0 |
| Cash / Bank | 0 | 0 |
| | | |
| **Net Current Assets** | **0** | **0** |
| | | |
| **Net Assets** | **213,501** | **213,501** |
| | | |
| **Represented by:** | | |
| **Funds** | | |
| Unrestricted Funds | (1) | (1) |
| Capital Receipts | (213,500) | (213,500) |
| | **(213,501)** | **(213,501)** |

## NOTES TO THE FINANCIAL STATEMENTS

### 1. ACCOUNTING POLICIES

**General Principles**

The Annual Report summarises the Highfields Leisure Park Trust transactions for 2021/22 financial year together with its financial position at 31 March 2022.

This section explains the accounting policies applied in producing the Annual Report for the Trust. Accounting policies are the principles, bases, conventions and rules by which transactions are recognised, measured and presented in the accounts.

**Basis of Preparation and Assessment of Going Concern**

The Annual Report has been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and Charities Act 2011. The accounts have been prepared in accordance with the historic cost basis of accounting except for fixed assets which have been included at notional amount.

Compliance with the Charities SORP and the adoption of accounting standards and principles issued or adopted by the Accounting Standards Board ensures that the accounts show "a true and fair view" of transactions during the year and the financial position of the Highfields Leisure Park Trust at the year end.

The trustee consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

The trust constitutes a public benefit entity as defined by FRS102.

**Incoming Resources**

Income receipts are accrued and accounted for in the period to which they relate. Income received in advance is recognised as a liability on the balance sheet within creditors.

Income from Nottingham City Council funds the net expenditure of the Highfields Leisure Park Trust for the benefit of the citizens of Nottingham.

**Resources Expended**

All expenditure is accrued and accounted for in the period during which they are consumed or received. Accruals have been made for all material sums unpaid at the year end for goods or services received or work completed. Payments made in advance are recognised as an asset on the balance sheet within debtors.

Charitable Activities
These costs mainly relate to premises expenses, which includes day to day maintenance, grounds maintenance and patrol.

Governance Costs
Governance costs, including the administration of the trust are directly funded by the Council, and these costs are not shown in the trust accounts.

**Fixed Assets**

Freehold Land and Buildings
The valuation of assets is a notional value that reflects the trusts perpetual covenant for general public access to and use of the park.

As a notional value is used, depreciation and impairment reviews are not applicable.

Investment Assets
This is the loan/investment, stated at market value, of Highfields Leisure Park Trust's capital receipts with the Council upon which interest (Bank of England base rate) is received. This interest is shown within the statement of financial activities – Investment Income.

**Accruals of Expenditure and Income**

The accounts of the Highfields Leisure Park Trust are maintained on an accruals basis. This means that sums due to or from the Highfields Leisure Park Trust during the year are included whether or not the cash has actually been received or paid in the year.

Where income and expenditure has been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the balance sheet. Cash received or paid and not yet recognised as income or expenditure is shown as a creditor (receipt in advance) or debtor (payment in advance) in the balance sheet and the statement of financial activities adjusted accordingly.

Where it is doubtful that a debt will be settled, the balance of debtors is written down and a charge made to the statement of financial activities for the income that might not be collected. This bad debt provision is offset against the debtor balance on the balance sheet.

In many cases the value to be entered in respect of accrued transactions will be certain. In others, this value has to be estimated and reference is then made to past transactions and trends in order to determine the likely value.

**Cash**

This is represented by cash at bank which is held within the Council's bank account on behalf of Highfields Leisure Park Trust charity and cash in hand.

**Funds of the Charity**

Unrestricted Fund
A fund held on charitable trust for a purpose within the charity's objectives. The fund is equivalent to the notional value of the freehold land and buildings.

Restricted Funds
Capital receipts in respect of the sale or lease of land and buildings held and invested pending expenditure on further purchases of land or property for investment purposes.

**2. TAX STATUS**

Highfields Leisure Park Trust is a registered charity and is therefore exempt from income tax on income falling within S505 ICTA 1988. The Council is the sole trustee of the Highfields Leisure Park Trust and, in accordance with VAT notice 749, is entitled to recover VAT incurred on the expenditure of the Highfields Leisure Park Trust under section 33 of the VAT Act 1994.

## 3. ANALYSIS OF SOFA: INCOME & EXPENDITURE

| | 2021/22 £ | 2020/21 £ |
|---|---|---|
| **INCOME** | | |
| **Investment Income** | | |
| Interest | 0 | (214) |
| **Charitable Activities** | | |
| Fees & Charges | (10,400) | (9,049) |
| Grant | (117,473) | (111,787) |
| Rents | (120,277) | (53,522) |
| Other – Disposal of Asset | | 0 |
| | **(248,150)** | **(174,572)** |
| **EXPENDITURE** | | |
| **Charitable Activities** | | |
| Premises | 43,118 | 23,405 |
| Supplies and Services | 384 | 2,210 |
| Support Services | 194,559 | 135,492 |
| Third Party Payments | 10,089 | 13,465 |
| | **248,150** | **174,572** |

Investment income is generated from a loan to Nottingham City Council and interest received during 2021/22 was £nil (2020/21 £214).

## 4. TRANSACTIONS WITH RELATED PARTIES

The Council is the sole trustee of the Highfields Leisure Park Trust and any transactions between these two parties must be disclosed in accordance with the Charity SORP.

The Council gave a grant of £117,473 to the Highfields Leisure Park Trust in 2021/22, which funded the net expenditure of the charity.

Other transactions between the charity and NCC are in respect of the day to day operations of the charity. The Council charged the charity £194,559 (2020/21 £135,492) in respect of grounds maintenance and other support costs which is included in Resources Expended – Charitable Activities, within the Statement of Financial Activities.

Individual councillors of NCC did not receive any benefits from the Highfields Leisure Park Trust.

## 5. ANALYSIS OF FIGURES IN THE BALANCE SHEET

### Tangible Fixed Assets

Trust lands are stated at the trustee's valuation of £1, being open market value for existing use of land subject to a perpetual covenant granting the general public access.

### Investment Assets

The investment assets are held primarily to provide an investment return for the charity.

| | 2021/22<br>£ | 2020/21<br>£ |
|---|---|---|
| Loan to Nottingham City Council | 213,500 | 213,500 |

## Independent Examiner's report to the Trustees of the Highfields Leisure Park Trust

I report on the accounts of the Trust for the year ended 31st March 2022, which are set out on pages 1 to 21.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

**Basis of independent 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 by the charity 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 from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
   - to keep accounting records in accordance with section 130 of the Charities Act; and
   - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

| | |
|---|---|
| **Signed:** | **Date:** 11th January 2022 |
| **Name:** | Shail Shah, Head of Audit & Risk |
| **Relevant professional qualification(s) or body:** | FCCA |
| **Address:** | Nottingham City Council,<br>Loxley House, Station Street, Nottingham NG2 3NG |

**HIGHFIELDS LEISURE PARK**

England & Wales - Charity number 1006603

# Accounts

# HIGHFIELDS LEISURE PARK TRUST



## Annual Report
## for the year ended 31 March 2021

**Registered Charity number 1006603**

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## REPORT OF THE TRUSTEE FOR THE YEAR ENDED 31ST MARCH 2021

The trustees present their annual report and financial statements of the charity for the year ended 31st March 2021. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

## OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

Highfields Leisure Park Trust is a charity of which the Council is sole trustee and is responsible for the general control and management of the charity. These responsibilities are delegated to the Trusts and Charities Committee by full Council. The Trusts and Charities Committee give their time freely and receive no remuneration or other financial benefits.

### Objective

The primary objective of the charity is to provide public recreation and pleasure grounds for the people of Nottingham forever. To achieve this, a programme of ongoing maintenance of grounds and equipment is completed each year. This ensures the provision of well maintained, good quality public recreation facilities. The Trustee confirm they have referred to the Charity Commission guidance on public benefit when reviewing the aims and objectives and when setting plans for the future. Highfields is open to the public at large assuring public benefit on an open access basis. There are no restrictions regarding the members of public who may use Highfields. No fees are charged for access to the park but some fees are charged for various concessions within the park.



## ACHIEVEMENTS AND PERFORMANCE

Highfields Leisure Park Trust is responsible for providing leisure, recreation and sporting opportunities at Highfields Park for the benefit of Nottingham residents. Improvements on the site in the last year have included:

**Performance Report (April 2020 - March 2021)**

| Objective | Action | Outcome |
|---|---|---|
| Sport, Recreation & Events | The £5.2m Heritage Lottery Funded park restoration project began in summer 2017 and was completed in August 2018. Work has continued on some final and additional restoration items, including:<br><br>- Creation of an artistic bench using material from and representing the Maid Marian pleasure cruise boat.<br>- Re-landscaping of the Jesse Boot statue avenue into the park to its original grass lawn scheme.<br>- A new site welcome sign at the Western end of the park.<br>- Minor stonework capping repairs around the lake edges.<br>- Ongoing railing repainting by Probation Service attendees. | Improved physical activity and health and wellbeing |
| | The site offered a good range of quality activities throughout the year, which includes boating, putting, winter and summer pitch facilities for football, archery and lacrosse, as well as croquet being held on site. There were a number of events, both sporting and community, on Highfields Park, including the Wheee! Festival. | |
| | The Adventure Golf course and foot-golf was closed for a period of time during the Covid19 pandemic but has successfully reopened. | |
| | The boating lake, operated by Cloud9 Pursuits Ltd was closed for a period of time during the Covid19 pandemic but has successfully reopened. | |
| | Stand-up paddleboard, yoga and others (e.g. University clubs) also regularly use the lake. | |
| | A Park Ranger has been on site for the last 7 years, fully funded by the HLF. Unfortunately due to the Covid19 pandemic activities on site were significantly affected but are being reinstated in 2021/22. | |
| | New lease completed with Nottingham croquet club for both pavilions and lawns to both sides of the Jesse Boot statue avenue. | |

| | | |
|---|---|---|
| | Agreement finalised with Nottingham High School for the construction of a new artificial hockey pitch on the Highfields sports ground site. Facility is now completed and is in full community use. | |
| Community Access | The HLF-approved Activity Plan is being delivered by the Park Ranger. | Improved access for all |
| | The Friends of Highfields Park stopped meeting due to the Covid19 pandemic. | |
| | Park Ranger partnership working with the University of Nottingham and Nottingham Lakeside Arts (NLA) was impacted by the Covid19 pandemic – plans for 2021/22 are being discussed. | |
| | A FCC bid for the new Serenity Garden memorial garden next to the old paddling pool, in partnership with Forever Stars baby loss charity, was successful and work started on the £108,000 garden in 2020/21.<br>The Serenity Garden was officially opened in July 2021 | |
| Well Maintained | A 10 year maintenance and management plan (MMP) supported the HLF bid and details how the park is maintained following the restoration project; this is updated annually. | Safe, well presented and park users have more pride and ownership |
| | Maintenance programmes have been completed in order to ensure the formal areas and woodlands are kept in an attractive and favourable condition. | |
| | Recruitment of a permanent HLF-funded Head Gardener was successful. | |
| | The partnership with the Estates and Grounds Maintenance Manager for the University of Nottingham campus remains strong. | |
| | First phase of rhododendron refurbishment completed. | |
| Sustainability – Environmental | Continued tree planting programme on site via memorial tree plantings. | Improved environmental sustainability |
| | Continued upgrade of parks infrastructure via the memorial bench scheme. Memorial bench restoration continues to be a large focus and the new Heritage green colour is appearing all over the park as existing benches are refurbished and new ones are purchased by sponsors. | |
| | Volunteering hours were significantly impacted during the covid19 pandemic but volunteering activities are returning to the park. | |
| | ERDF-funded wetland creation and river restoration works along Tottle Brook through the park completed. | Create new habitats. |
| | ERDF-funded creation of pond and installation of boardwalk across the old paddling pool to link to the | Create new habitats. |

| | | |
|---|---|---|
| | new Serenity Garden. | |
| Sustainability - Financial | The Christmas Company did not hold the event in December 2020 due to Covid restrictions and other income from site based concessions was reduced during the year. | More financially sustainable and value for money trust accounts. |
| | New concession agreement with Wired on Wheels (coffee and cake van) | |
| | Colwick Park Lifeguards continue to lease the boathouse for storage. | |

## FINANCIAL REVIEW

The Council provides grant monies to finance the annual operating deficit of the trust. In 2020/21 this amounted to £111,787 (2019/20 £134,496) which is a decrease of £22,709 compared to the previous financial year. This grant supports the key objectives of the Trust.

All transactions relating to Highfields Leisure Park Trust are subject to the same financial regulations and procedures as those relating to land and property held by the Council. Since May 2011 the Trusts and Charities Committee has replaced the Executive Board for the purpose of approving transactions.

### Policy on Reserves

The Council is a key partner in delivering the objectives of the Trust and has shown a continued commitment to meet any net expenditure in the year. It is therefore not felt appropriate for the Trust to hold reserves.

### Risk Management

The Highfields Leisure Park Trust adopts the Council's risk management policy as appropriate.

The following statement best sums up the purpose of risk management:

"*To ensure that the Council is not risk averse and takes or faces risks knowingly and manages them appropriately."*

The Trustee is committed to a programme of risk management to protect the charity's assets. A risk register is held which identifies the keys risks and the measures in place to mitigate such risks. Procedures are also in place to ensure that appropriate advice and support is provided to Trusts and Charities Committee as and when required.

### Insurances

Highfields Leisure Park Trust is covered by the Council's insurance policy. The Council pays the premium.

**PLANS FOR FUTURE PERIODS (April 2021 - March 2022)**

| Objective | Action | Timetable for Delivery | Outcome |
|---|---|---|---|
| Sport, Recreation & Events | Continue to deliver partnership events with Nottingham Lakeside Arts and the University of Nottingham (subject to Covid-19 restrictions). | Ongoing throughout the year. | Improved physical activity and health and wellbeing<br><br>Increase visitors to the park<br><br>Raised profile of the park<br><br>Introduce different audiences to the park that may not have visited the site prior to events |
| | Ongoing delivery of the Activity Plan by the Park Ranger and Partners, including events, education and volunteering (subject to Covid-19 restrictions). | | |
| Community Access | Continue to deliver education in partnership with Nottingham Lakeside Arts and the University of Nottingham based on the NCC Park Ranger Education programme (subject to Covid-19 restrictions). | Annually available | Improved education<br><br>Increase in user groups using site |
| | Diverse sports on site attracts diverse interest. | Annually available | |
| | Following the completion and opening of the "Serenity Garden" in July 2021 a Service Level Agreement and remedial works will be completed before Spring 2022. | Spring 2022 | Bring new users to the park.<br><br>Redevelop an unused area. sustain community stewardship |
| Well Maintained | Ongoing work on rhododendrons and interpreting the Maid Marian. | 2021/22 | Safe, well presented and park users have more pride and ownership |
| | Develop and continue to update a new 10 year Maintenance plan. | In place & approved by the HLF. | |
| | Replacement of vehicle and pedestrian bridge on Highfields Sports ground side | Spring 2022 | |
| Sustainability - Environmental | Continue to carry out volunteer and student task days on site. | Ongoing | Improved environmental sustainability<br><br>Empowers local users with their local park.<br><br>Create new habitats.<br><br>Make use of overgrown, unused areas of the park. |
| | Continue to improve areas of the park for wildlife as part of practical education sessions within the new activity plan. | Ongoing | |

| | | | |
|---|---|---|---|
| Sustainability - Financial | The Christmas Company will host an event in 2021 (subject to Covid-19) and the funds achieved will help to make improvements and maintain the park. | December 2021 | More financially sustainable and value for money trust accounts |
| | Continued partnership working with Colwick Park Lifeguards who lease the boathouse for storage. | Ongoing | |
| | Continued partnership working with Cloud9 Pursuits who manage the boating lake. | Ongoing | |
| | Continued partnership working with Showcase Greens Ltd who manage the Adventure Golf. | Ongoing | |
| | Continued partnership working with Wired on Wheels who are the refreshment concession on site. | Ongoing | |

## STRUCTURE, GOVERNANCE AND MANAGEMENT

In order to understand the objectives of the charity it is important to consider the history of the trust and how Nottingham City Council has managed and developed Highfields Park as a first class facility for sport, leisure and recreation since the creation of the trust.

The Sir Jesse Boot Memorial Scheme was created by the 1920 Indenture.

Between 1919 and 1920, Sir Jesse acquired a mansion house called Highfields together with adjoining land lying west of the city of Nottingham. By Memorandum of Agreement dated 9 December 1921, it was agreed by Sir Jesse and the trustees of the 1920 indenture that the Highfields Estate had been purchased by Sir Jesse as agent for and on behalf of the Sir Jesse Boot Memorial Scheme.

It was also agreed that the trustees would pay Sir Jesse £57,000 out of the trust fund as reimbursement of the costs of the purchase. In return Sir Jesse would convey the Highfields Estate to the trustees or as they might direct.

By an indenture dated 1 November 1923 made between Sir Jesse, the trustees of the 1920 indenture and the Council, Sir Jesse, at the request of the trustees, conveyed part of the Highfields Estate to the Council to hold the same “for the purpose of public recreation and pleasure grounds for the people of the City of Nottingham forever” this created the present trust. By an indenture of the same date made between Sir Jesse, the trustees of the 1920 indenture and the University College of Nottingham (“the University”), the rest of the Highfields Estate (including the Manor House) was conveyed to the University.

It appears the memorial scheme was wound up in 1925.

The land conveyed to the Council was for the most part laid out as a park, although some areas were not so laid out and remained derelict. The land lies to the south of the University and to the north of the railway. It is divided along the east-west axis by University Boulevard.

To the north of University Boulevard is a large boating lake with lakeside walks, formal gardens and fine turf sports facilities including putting, bowls and croquet greens. Plantations of rhododendrons and mature trees provide a unique natural backdrop to enhance the park setting.




To the south of University Boulevard are playing fields, for winter and summer outdoor sports, together with a running track.

Over the years there have been a number of dispositions of freehold interest in the land. These include various land exchanges with the University, the acquiring of land at Beeston Sidings immediately to the south of Highfields Park and the conveyance of land to Nottinghamshire County Council for road widening purposes.

In addition, the Council as Trustee, over this time, has granted a number of leases (or licences) of land subject to the 1923 Indenture. For example, the site of the former Highfields Lido to the University - to develop the area as an art centre. Also included are lease agreements with the trustees of Highfields Hockey Club for the former sports pavilion tea-rooms. A lease has also been agreed with the croquet club for use of the croquet pavilion and four lawns and to the University for the running track and associated facilities.

Part of the Trust land to the south of University Boulevard was developed during the early 1980's as a Science Park with low-density buildings for light industrial and scientific office use. In December 1998, the Science Park was exchanged for Council land at Beeston sidings, which had been laid out for sporting and recreational activities.




**Objectives of Charity**

The provision of public recreation and pleasure grounds for the people of the City of Nottingham forever.

In order to achieve this, a programme of ongoing maintenance of grounds and equipment is completed each year. This ensures the provision of well-maintained public recreation and pleasure grounds.

**Trustee's selection methods**

**Trustees' selection methods**
Nottingham City Council (NCC) elected members are the sole Trustees. NCC has elected members who are elected on a 4 year cycle. The following table details the councillors / trustees for the financial year 1 April 2020 to 31 March 2021 and also includes any post year trustee movements:

| | |
|---|---|
| Councillor Adele Williams | Councillor Leslie Ayoola |
| Councillor AJ Matsiko | Councillor Linda Woodings |

| | |
|---|---|
| Councillor Andrew Rule | Councillor Maria Joannou |
| Councillor Angela Kandola | Councillor Maria Watson |
| Councillor Angharad Roberts | Councillor Merlita Bryan |
| Councillor Anne Peach | Councillor Michael Edwards |
| Councillor Audra Wynter | Councillor Mohammed Saghir |
| Councillor Audrey Dinnall | Councillor Neghat Khan |
| Councillor Azad Choudhry | Councillor Nick Raine |
| Councillor Carole McCulloch | Councillor Nicola Heaton |
| Councillor Cate Woodward | Councillor Patience Ifediora |
| Councillor Chantal Lee | Councillor Pavlos Kotsonis |
| Councillor Cheryl Barnard | Councillor Phil Jackson |
| Councillor Dave Liversidge | Councillor Rebecca Langton |
| Councillor David Mellen | Councillor Roger Steel |
| Councillor David Trimble | Councillor Rosemary Healy |
| Councillor Ethan Radford | Councillor Sajid Mohammed |
| Councillor Eunice Campbell-Clark | Councillor Sally Longford |
| Councillor Georgina Power | Councillor Salma Mumtaz |
| Councillor Graham Chapman | Councillor Sam Webster |
| Councillor Gul Khan | Councillor Samuel Gardiner |
| Councillor Hassan Ahmed | Councillor Shuguftah Quddoos |
| Councillor Jane Lakey | Councillor Steve Battlemuch |
| Councillor Jawaid Khalil | Councillor Sue Johnson |
| Councillor Jay Hayes | Councillor Toby Neal |
| Councillor Kevin Clarke | Councillor Wendy Smith |
| Councillor Kirsty Jones | Councillor Zafran Khan |
| Councillor Lauren O'Grady | |

**Trusts and Charities Committee Members**

Councillors are appointed to membership of the Trusts and Charities Committee by full Council to fulfil the Council's responsibilities as Trustees. The Constitution allows that where in-year changes are required to memberships, either at the request of the relevant political group or because a member has resigned or ceased to be eligible for membership, the Corporate Director of Finance and Resources has the authority to action those changes subject to political balance being preserved where applicable and to the changes made being reported to the next meeting of Council. Details of membership will be updated and published on the Council's website on an ongoing basis. The following is the current list of the Trusts and Charities Committee appointed members who approve the Annual Report and financial statements for the financial year 1 April 2020 to 31 March 2021:

| |
|---|
| Councillor Sajid Mohammed (Chair) |
| Councillor Sam Gardiner |
| Councillor Rosemary Healy |
| Councillor Sue Johnson |
| Councillor Anne Peach |
| Councillor Ethan Radford |
| Councillor Angharad Roberts |
| Councillor Audra Wynter |
| Councillor Andrew Rule |

**Induction and training of Trusts and Charities Committee**

Following appointment, Councillors are introduced to their new role and given a number of publications from the Charity Commission. These include guidance on charities and a document issued specific for members of Local Authorities titled ‘Councillors Guide: to a council’s role as charity trustee’. This ensures that new Councillors’ are aware of the scope of their responsibilities under the Charities Act.

## REFERENCE AND ADMINISTRATIVE INFORMATION

| | |
|---|---|
| **Name and Address of Charity** | Highfields Leisure Park Trust, Nottingham<br>Nottingham City Council<br>Loxley House<br>Station Street<br>Nottingham<br>NG2 3NG |
| **Governing Document** | Creation of trust by indenture dated 1 November 1923 and scheme made by the Charity Commission on the 4 October 1993 |
| **Main Activity** | Provision of public recreation and pleasure grounds |
| **Charity Commission Registered Number** | 1006603 |
| **Name and Address of Sole Trustee** | Nottingham City Council<br>(The members of Nottingham City Council (NCC) Trusts and Charities Committee are listed on page 11 and 12) |
| **Organisational Structure of the Charity** | Highfields Leisure Park Trust, Nottingham is a charity of which Nottingham City Council is a sole trustee.<br><br>Recommendations on the management of the charity are delegated to the Trusts and Charities Committee. All transactions relating to Highfields Leisure Park Trust are subject to the same financial regulations as those relating to the Council activity. |
| **Day to Day Management** | Director of Sports & Culture<br>Hugh White<br>Nottingham City Council<br>Loxley House<br>Station Street<br>Nottingham<br>NG2 3NG |
| **Name & Address of Independent Examiners** | Internal Audit<br>Nottingham City Council<br>Loxley House<br>Station Street<br>Nottingham<br>NG2 3NG |
| **Name & Address of Bankers** | Lloyds Bank<br>Birmingham OSC<br>Ariel House<br>2138 Coventry Road<br>Sheldon<br>B26 3JW |
| **Providers of Professional Advice** | Nottingham City Council Officers |

## RESPONSIBILITIES OF THE TRUSTEE

The Charity Commission has introduced a new framework for accounting for charities to meet the need for public accountability for the resources held by charities. It is a combination of legislation and best practice.

The legal requirements are contained in the Charities Act 2011 which came into effect on 14 March 2012.

The accounting and reporting requirements are complemented by a revised Statements of Recommended Practice: Accounting by Charities (the Charities SORP) issued in 2005.

The Trustee is required:

- to make arrangements for the proper administration of the charity's financial affairs;
- to prepare the annual report and financial statements for each financial year to present a true and fair view of the charity's state of affairs as at the end of the financial year and of its incoming resources and its application for resources in that year.

In preparing these statements the trustee has ensured:

- suitable accounting policies have been selected and applied consistently;
- judgements and estimates have been made that were reasonable and prudent;
- the relevant legal requirements and recommended practices have been followed;
- they are prepared on the basis that the Highfields Leisure Park Trust is a going concern.

The Trustee is responsible for ensuring that proper accounting records are kept which are up to date and for maintaining a satisfactory system of control over the charity's accounts and transactions.

The Trustee is also responsible for ensuring that arrangements are made to safeguard the assets of the charity and reasonable steps are taken for the prevention and detection of fraud and other irregularities.

The Trustee must take any steps that they ought to have taken in order to make themselves aware of any relevant independent examination information and to establish that the charity's independent examiners are aware of any such information.

As far as the Trustee is aware there is no relevant independent examination information about which the Highfields Leisure Park Trust independent examiners are unaware.

## ADOPTION OF THE ANNUAL REPORT AND FINANCIAL STATEMENTS

Approved by the Trusts and Charities Committee and signed on behalf of Nottingham City Council by:



20 January 2022

Date: ……

Clive Heaphy
Corporate Director of Finance and Resources



20 January 2022

Date: ……

Councillor Sajid Mohammed (Chair)
Signed for the Trustee

## THE FINANCIAL STATEMENTS

The financial statements include comparative figures for the previous year and consist of the following:

- **Statement of Financial Activities** is a single accounting statement with the objective of showing all incoming resources expended by the charity in year;
- **Balance Sheet** setting out the assets, liabilities and funds of the charity;
- **Notes to the Financial Statements** explaining the accounting policies adopted and explanations of information in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005).

## HIGHFIELDS LEISURE PARK TRUST

| Statement of Financial Activities<br>For year ending 31 March 2021 | | |
|---|---|---|
| | **Unrestricted Funds 2020/21 £** | **Unrestricted Funds 2019/20 £** |
| **INCOMING RESOURCES** | | |
| Investment Income | (214) | 0 |
| **Total Investment Income** | **(214)** | **0** |
| Incoming Resources from Charitable Activities | (174,358) | (248,150) |
| **Total Incoming Resources from Charitable Activities** | **(174,358)** | **(248,150)** |
| **Total Incoming Resources** | **(174,572)** | **(248,150)** |
| **RESOURCES EXPENDED** | | |
| Charitable Activities | 174,572 | 248,150 |
| **Total Resources Expended** | **174,572** | **248,150** |
| **Net Incoming / (Outgoing) Resources** | **0** | **0** |
| **Fund balances brought forward as at 1 April** | **(213,501)** | **(213,501)** |
| **Fund balances carried forward as at 31 March** | **(213,501)** | **(213,501)** |

## HIGHFIELDS LEISURE PARK TRUST

| Balance Sheet<br>As at 31March 2021 | 2020/21<br>£ | 2019/20<br>£ |
|---|---|---|
| **Fixed Assets** | | |
| Tangible Assets: | | |
| Freehold Land & Buildings | 1 | 1 |
| Investment Assets | 213,500 | 213,500 |
| **Total Fixed Assets** | **213,501** | **213,501** |
| | | |
| **Current Assets:** | | |
| Debtors: amounts falling due within one year | 0 | 0 |
| Cash / Bank | 0 | 0 |
| | | |
| **Liabilities:** | | |
| Creditors: amounts falling due within one year | 0 | 0 |
| Cash / Bank | 0 | 0 |
| | | |
| **Net Current Assets** | **0** | **0** |
| | | |
| **Net Assets** | **213,501** | **213,501** |
| | | |
| **Represented by:** | | |
| **Funds** | | |
| Unrestricted Funds | (1) | (1) |
| Capital Receipts | (213,500) | (213,500) |
| | **(213,501)** | **(213,501)** |

## NOTES TO THE FINANCIAL STATEMENTS

### 1. ACCOUNTING POLICIES

#### General Principles

The Annual Report summarises the Highfields Leisure Park Trust transactions for 2020/21 financial year together with its financial position at 31 March 2021.

This section explains the accounting policies applied in producing the Annual Report for the Trust. Accounting policies are the principles, bases, conventions and rules by which transactions are recognised, measured and presented in the accounts.

#### Basis of Preparation and Assessment of Going Concern

The Annual Report has been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and Charities Act 2011. The accounts have been prepared in accordance with the historic cost basis of accounting except for fixed assets which have been included at notional amount.

Compliance with the Charities SORP and the adoption of accounting standards and principles issued or adopted by the Accounting Standards Board ensures that the accounts show “a true and fair view” of transactions during the year and the financial position of the Highfields Leisure Park Trust at the year end.

The trustee consider that there are no material uncertainties about the Trust’s ability to continue as a going concern.

The trust constitutes a public benefit entity as defined by FRS102.

#### Incoming Resources

Income receipts are accrued and accounted for in the period to which they relate. Income received in advance is recognised as a liability on the balance sheet within creditors.

Income from Nottingham City Council funds the net expenditure of the Highfields Leisure Park Trust for the benefit of the citizens of Nottingham.

#### Resources Expended

All expenditure is accrued and accounted for in the period during which they are consumed or received. Accruals have been made for all material sums unpaid at the year end for goods or services received or work completed. Payments made in advance are recognised as an asset on the balance sheet within debtors.

Charitable Activities
These costs mainly relate to premises expenses, which includes day to day maintenance, grounds maintenance and patrol.

Governance Costs
Governance costs, including the administration of the trust are directly funded by the Council, and these costs are not shown in the trust accounts.

**Fixed Assets**

Freehold Land and Buildings
The valuation of assets is a notional value that reflects the trusts perpetual covenant for general public access to and use of the park.

As a notional value is used, depreciation and impairment reviews are not applicable.

Investment Assets
This is the loan/investment, stated at market value, of Highfields Leisure Park Trust's capital receipts with the Council upon which interest (Bank of England base rate) is received. This interest is shown within the statement of financial activities – Investment Income.

**Accruals of Expenditure and Income**

The accounts of the Highfields Leisure Park Trust are maintained on an accruals basis. This means that sums due to or from the Highfields Leisure Park Trust during the year are included whether or not the cash has actually been received or paid in the year.

Where income and expenditure has been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the balance sheet. Cash received or paid and not yet recognised as income or expenditure is shown as a creditor (receipt in advance) or debtor (payment in advance) in the balance sheet and the statement of financial activities adjusted accordingly.

Where it is doubtful that a debt will be settled, the balance of debtors is written down and a charge made to the statement of financial activities for the income that might not be collected. This bad debt provision is offset against the debtor balance on the balance sheet.

In many cases the value to be entered in respect of accrued transactions will be certain. In others, this value has to be estimated and reference is then made to past transactions and trends in order to determine the likely value.

**Cash**

This is represented by cash at bank which is held within the Council's bank account on behalf of Highfields Leisure Park Trust charity and cash in hand.

**Funds of the Charity**

Unrestricted Fund
A fund held on charitable trust for a purpose within the charity's objectives. The fund is equivalent to the notional value of the freehold land and buildings.

Restricted Funds
Capital receipts in respect of the sale or lease of land and buildings held and invested pending expenditure on further purchases of land or property for investment purposes.

**2. TAX STATUS**

Highfields Leisure Park Trust is a registered charity and is therefore exempt from income tax on income falling within S505 ICTA 1988. The Council is the sole trustee of the Highfields Leisure Park Trust and, in accordance with VAT notice 749, is entitled to recover VAT incurred on the expenditure of the Highfields Leisure Park Trust under section 33 of the VAT Act 1994.

## 3. ANALYSIS OF SOFA: INCOME & EXPENDITURE

| | 2020/21<br>£ | 2019/20<br>£ |
|---|---|---|
| **INCOME** | | |
| **Investment Income** | | |
| Interest | (214) | (0) |
| **Charitable Activities** | | |
| Fees & Charges | (9,049) | (13,958) |
| Grant | (111,787) | (134,496) |
| Rents | (53,522) | (99,695) |
| Other – Disposal of Asset | 0 | 0 |
| | **(174,572)** | **(248,150)** |
| **EXPENDITURE** | | |
| **Charitable Activities** | | |
| Premises | 23,405 | 38,067 |
| Supplies and Services | 2,210 | 3,534 |
| Support Services | 135,492 | 182,922 |
| Third Party Payments | 13,465 | 23,627 |
| | **174,572** | **248,150** |

Investment income is generated from a loan to Nottingham City Council and interest received during 2020/21 was £214 (2019/20 £nil).

## 4. TRANSACTIONS WITH RELATED PARTIES

The Council is the sole trustee of the Highfields Leisure Park Trust and any transactions between these two parties must be disclosed in accordance with the Charity SORP.

The Council gave a grant of £111,787 to the Highfields Leisure Park Trust in 2020/21, which funded the net expenditure of the charity. £214 Interest

Other transactions between the charity and NCC are in respect of the day to day operations of the charity. The Council charged the charity £135,492 (2019/20 £182,922) in respect of grounds maintenance and other support costs which is included in Resources Expended – Charitable Activities, within the Statement of Financial Activities.

Individual councillors of NCC did not receive any benefits from the Highfields Leisure Park Trust.

## 5. ANALYSIS OF FIGURES IN THE BALANCE SHEET

### Tangible Fixed Assets

Trust lands are stated at the trustee's valuation of £1, being open market value for existing use of land subject to a perpetual covenant granting the general public access.

### Investment Assets

The investment assets are held primarily to provide an investment return for the charity.

| | 2020/21<br>£ | 2019/20<br>£ |
|---|---|---|
| Loan to Nottingham City Council | 213,500 | 213,500 |

# Independent Examiner's report to the Trustees of the Highfields Leisure Park Trust

I report on the accounts of the Trust for the year ended 31st March 2021, which are set out on pages 1 to 21.

**Respective responsibilities of trustees and examiner**
The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:
- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

**Basis of independent 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 by the charity 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 from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**
In connection with my examination, no matter has come to my attention:
1. which gives me reasonable cause to believe that in any material respect the requirements:
   - to keep accounting records in accordance with section 130 of the Charities Act; and
   - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

| | | | |
|---|---|---|---|
| **Signed:** | *Shail Shah* | **Date:** | 15 December 2021 |
| **Name:** | Shail Shah, Head of Audit & Risk | | |
| **Relevant professional qualification(s) or body:** | FCCA | | |
| **Address:** | Nottingham City Council,<br>Loxley House, Station Street, Nottingham NG2 3NG | | |