

Registered Charity No.: 1059251

Highfield Park Trust
(Limited by Guarantee)

Trustees' Report and Financial Statements
for the year ended 31st March 2023

Company No.: 03193779 (England & Wales)

Highfield Park Trust

Contents

	<u>Page</u>
Trustees' Report	1 – 6
Auditors' Report	7 – 9
Statement of Financial Activities	10
Balance Sheet	11
Notes to the Financial Statements	12 – 20

The following pages do not form part of the statutory accounts

Income and Expenditure Account	21 & 22
--------------------------------	---------

Highfield Park Trust
Trustees' Report
Year ended 31st March 2023

The Trustees present their report with the financial statements for the year ended 31 March 2023.

Reference and Administrative Details

Charity Number:	1059251
Company Number:	3193779
Principal Office:	Highfield Park Visitor Centre, Hill End Lane, St. Albans, Herts., AL4 0RA
Auditors:	Gowers Limited, The Old School House, Kings Langley, Herts., WD4 8SZ
Bankers:	Lloyds Bank plc, 36 Chequer Street, St. Albans, Herts., AL1 3YQ
Investment Managers:	CCLA, One Angel Lane, London, EC4R 3AB
Solicitors:	Debenhams Ottaway, Ivy House, 107 St Peter's Street, St Albans, Herts., AL1 3EW

Directors and Trustees

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the Board of Management. Members of the Board of Management are elected as set out in the Articles of Association.

The trustees serving during the year and since the year-end were as follows:

T. Abbott - Chairman
K. Barnes (representing Colney Heath Parish Council until 31 March 2023)
D. Cox (resigned 5 October 2022)
J. Crisp (resigned 16 November 2022)
M. Curtis – Treasurer
I. Day (representing St Albans City & District Council)
S. Gaylard
D. Gordon
S. Graham
L. Neicho (appointed 6 December 2022)
V. Gunasegaran (resigned 18 February 2023)
C. Rook (appointed 18 July 2023)
R. Thomas
N. Ward
B. Weeks (appointed 6 December 2022)
C Ortega (appointed 5 September 2023)

Secretary R. Bull

Park Manager R. Bull

Highfield Park Trust is a Company Limited by Guarantee and a registered charity governed by its Memorandum and Articles of Association dated 17 September 2013. It is registered as a charity with the Charity Commission.

Appointment of Trustees

As set out in the Articles of Association Colney Heath Parish Council and St Albans City and District Council are each entitled to appoint one Trustee. The Trustees may appoint additional Trustees providing that the total number of Trustees does not exceed 13. As a consequence of changes to parish boundaries in 2023, Highfield Park is no longer within Colney Heath Parish and now sits in the Hill End unparished area of St Albans. As such it is no longer appropriate for a Colney Heath parish councillor to sit as a trustee. The Memorandum and Article of Association will be updated to reflect this change.

Highfield Park Trust
Trustees' Report
Year ended 31st March 2023

A trustee who is an elected District Councillor appointed by St Albans District Council shall retire if they are removed from their elected office or fail to gain re-election.

Trustee Induction and Training

All new trustees are given a trustee induction pack including the Charity Commission Trustee guide and a personal introduction and tour of the Park by the Park Manager or an existing Trustee.

Organisation

The Board of Trustees administer the Charity. The Charity is organised so that the Trustees meet regularly to manage its affairs and there are sub-committees covering Finance and General Purposes, Park Management and Community, Events and Publicity which meet as required. Task and Finish working groups are set up for specific projects. A Park Manager is appointed by the Trustees to manage the day-to-day operations of the Charity. To facilitate effective operations, the Park Manager has authority, within the terms of delegation approved by the Trustees, for operational matters including finance, employment and management of the Park, the remaining staff are employed in maintaining and developing the park. The Trust employs an accountancy firm to undertake bookkeeping on its behalf.

Risk Management

The Trustees consider risks within the Trust's committee structure. The Trust has recognised its reliance on investment and current property income and as a consequence continues to develop its income generation strategy including fund raising events and hiring out the park's facilities.

Purpose and Aims

The Charity was formed in 1996 and was granted a 150-year lease over part of the former Hill End and Cell Barnes Hospital sites.

The stated aim of the Trust is to provide a diverse rural park for the benefit of the local community with the following specific objectives:

- 1 Manage the Park to
 - Provide and promote recreational and other leisure facilities in a safe and sustainable environment for the benefit of the local community
 - Preserve, protect and enhance features which benefit the landscape, environment, flora and fauna and encourages wildlife
 - Preserve, protect, develop and improve features of historic or public interest
- 2 Use resources effectively to ensure financial viability, good governance, compliance with relevant legislation and good practice guidelines.

Ensuring our Work delivers our Aims

We have complied with the duty under section 4 of the 2006 Charities Act to have due regard to the advice contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

At the beginning of each year the board sets a list of priorities for that year to focus the work of the Trust, progress is reported at each board meeting.

The Chairman's report at the AGM reviews activities, what was achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those groups of people we accommodate. Both activities help us to ensure our aim, objectives and activities remain focussed on our stated purposes.

The Focus of our Work

The primary object of the Trust, as stated in its governing documents, is the establishment and maintenance of a rural park in the area served by St Albans City and District Council. There has been continuing research into the history of the hospitals formerly on the site.

Highfield Park Trust
Trustees' Report
Year ended 31st March 2023

How our Activities Deliver Public Benefit

Our main activities and who we try to accommodate are described below. All our charitable activities focus on the maintenance of a rural park in the area served by St Albans City and District Council and are undertaken to further our charitable purposes for the public benefit.

The Trust organised a series of events throughout the year, some being purely recreational, while others had more of an educational focus, these included history and nature walks and bat nights.

The plans to install a 'natural' play area within the park have been realised and to renovate a pond.

Who used and Benefited from our Services

The Trust provides local residents living in the Highfield and surrounding areas easy access to the park for leisure and recreational activities. The Trust provides 11 football pitches (mini, junior and adult) and is home to St Albans City Youth Football Club who run boys, girls and disability teams using the pitches. Matches take place at the weekends and there are also two tournaments. A number of other organised and ad hoc groups, local clubs and associations have used the park, including archery, boot camps, and health walks. The park has continued to be used by the local community for leisure activities; these include orienteering, walkers, runners, wheelchair users, dog walkers, cyclists, and bird watchers.

There is an allotment site within the park boundaries with approximately 100 allotments, they are rented by local residents who produce fruit, vegetables and flowers. Links continue with the Community Development Association who run a community garden on part of the allotment site.

The Trust continues its partnership with One YMCA, who lease and manage the Highfield Park Centre where they operate a community gym. The Trestle Arts Base lease the former Hill End Chapel and deliver a comprehensive range of cultural activities. The Trust also lease property to a children's nursery, an accountancy firm and office space to Colney Heath Parish Council. A house is let as a private residence.

The Trust organised a number of public events. They included an apple day in October, wassailing, an Easter bunny hunt, Mini-beast safari, history walk and talks, bat nights, Luna cinema and an outdoor opera production. A full programme of events is planned for the coming year.

During the summer of 2022 the Trust ran a series of six forest school sessions, employing a qualified forest school practitioner, these were offered at a very low cost to participants as a result of grants awarded by HCC and SADC. The feedback from participants was excellent.

Volunteers

Following the pandemic the volunteer base remains relatively low, but there have been several Corporate Social Responsibility volunteering groups and students from local five local secondary schools undertaking work placements have taken place.

In line with SORP 2005, the contribution of volunteers has not been included in the Statement of Financial Activities, because the value of their contribution to the organisation cannot easily be quantified in financial terms.

Financial Review

The net expenditure for the year was £20,392 which compares to £13,820 for 2022. Excluding depreciation, our net income was £56,577, compared with £61,647 in 2022.

The main sources of income for the Trust are returns from an investment portfolio managed by CCLA, and rental income from properties owned by the Trust. This has been supplemented by income from the hire of the park facilities to external organisations and fund-raising events organised by the Trust and some grant income. The capital value of the portfolio continues to fluctuate; it has shown positive growth through the year overall. The fluctuations are to be expected in view of the current volatility of the world markets as a result of continuing negative geopolitical news.

Highfield Park Trust
Trustees' Report
Year ended 31st March 2023

Despite the turbulent world and domestic economies, the main income streams have remained stable, the Trust will, however, continue to work to minimise its costs and maintain a positive cash flow.

The Trust received a number of grants to deliver specific projects within the park; Colney Heath Parish Council awarded grants of £1,500 towards the updating and reprinting of two park leaflets, £10,000 towards the Cell Barnes pond project, £7,950 for path restoration, £1,500 for the installation of a defibrillator and £342.12 for the Wassailing event. Hertfordshire County Council Locality Budget supported the forest school initiative with two grants of £800 and £500. £1920 was received from the Simon Gibson Charitable Trust to support an event in the autumn of 2023 and for the creation of a stumpery.

The income from the Forestry Commission for the maintenance of Hither Wood has been resumed following some clawback of some grant monies last year.

Taking into account the surplus on the general running of the Trust, the General Reserve, which represents the monies available to run the Trust on a day-to-day basis, has increased to £266,631 (from £212,691 in 2022). However, our actual working capital has decreased to £13,612 (2022: decreased by £40,723) due to decreased bank balances. In addition, however, a further £105,950 of cash was held within the investment portfolio at the year end.

Capital works included the purchase of a used replacement van, refurbishment two of the Trust properties and improvements to the pavilion track. The Trust and SAYFC shared the costs of work to the football pitches. There are a number of capital projects the Trust would like to complete over the medium term. These include resurfacing of paths, replacement of the older tractor and tractor mowing deck and redevelopment of the play areas. The Trust is also mindful of the aging tree stock in the park and attendant costs in maintaining the trees from a Health and Safety perspective. In order to finance these projects, the Trust has been saving monies for several years in the CCLA deposit account; these earmarked funds form part of the General Reserve.

Investment Powers and Policy

Under the Memorandum and Articles of Association, the Charity has the power to make any investments, which the Trustees see fit.

As reported after the year end last year, a 'low cost' option offered by CCLA to consolidate all remaining investments within the Ethical Investment Fund has been exercised.

Contributions to the 'land fund' have continued with regular payments to purchase accumulation units within the Ethical Investment Fund.

Reserves Policy

The Trustees are aware of their responsibility to continue to develop and maintain the Park over the term of the lease. The opportunities for the Trust to generate income are limited. It is fortunate in having four commercially let properties and the income from its investments to enable it to continue its work.

The major part of the Trust's reserves comprises the value of its properties and investments. As such these reserves, although substantial, are necessary for the continuation of the Trust.

The Trustees aim is to have free reserves of about £30,000, which represents about two months operating costs, excluding depreciation. Our current such reserves are £266,631.

Plans for Future Periods

The Trustees continue to review the activities of the park on an annual basis.

The Trust continues to manage the Park with limited resources but is working to consolidate its financial position such that it can operate with more freedom to achieve its objectives. The focus to replace older equipment in a planned manner will continue, along with repairs required by Health and Safety, to enable the grounds staff to maintain the Park to the same high standard.

The plans to renovate the Cell Barnes pond are well underway with a grant application to the National Lottery Heritage Fund. If successful work will begin using a nationally respected contractor to complete the work

Highfield Park Trust
Trustees' Report
Year ended 31st March 2023

repairing and shaping the pond with other works being undertaken by specialist contractors and the Trust will use staff and volunteers to landscape, plant up and promote the project.

The Trust also continues to maintain and improve many of the existing features and strives to provide opportunities for minority group users of the park; it will continue to review opportunities to develop additional projects to enhance the current facilities. Further grants will be sought to help finance the resurfacing of the remaining paths within the park and for the replacement of aged play equipment.

The Trust will continue to enhance and spread the good reputation that the park has established as a place for members of the community to visit and enjoy. It will continue to work towards achieving its aims and objectives with an environmental and sustainable development approach. This can be evidenced by the proactive approach in the management of grassland to increase biodiversity and encourage wildlife, both flora and fauna.

The Trust will continue to focus on events which have community links directly to the park e.g. children's events, guided history walks, nature talks and walks and Apple Day. The Trust will continue to investigate the organisation of other events to help promote the park's amenities and to encourage more people to enjoy it, for example the Luna Cinema, opera and theatre performances.

Following last year's success the Trust has undertaken further series of six forest school sessions during the spring and summer of 2023. The Trust has been awarded grants by HCC with the aim of giving an opportunity for children from disadvantaged families within the area to experience and explore the natural environment. There has been close liaison with local primary schools and other organisations to help identify the families who will be offered free places. Any remaining places will be offered to local residents for a modest cost.

Responsibility for Preparing the Financial Statements

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the financial activities of the Charity and of its financial position at the end of that period.

In preparing those financial statements, the Trustees are required to

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In accordance with company law, as the Charity's Trustees, we certify that

- so far as we are aware, there is no relevant audit information of which the Charity's auditors are unaware; and
- as the Trustees of the Charity we have taken all the steps that we ought to have in order to make ourselves aware of any relevant audit information and to establish that the Charity's auditors are aware of this information.

The Trustees have complied with the duty in section 4 of the 2006 Charities act to have regard to guidance issued by the Charity Commission.

Related Party Disclosures

No transaction which would need to be disclosed has been notified by any trustee, in relation to the year, nor any balance outstanding from previous years.

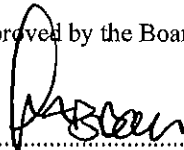
Highfield Park Trust
Trustees' Report
Year ended 31st March 2023

Auditors

A resolution proposing Gowers Ltd be re-appointed as auditors of the charity will be put to the Annual General Meeting.

This report has been prepared in accordance with the statement of Recommended Practice: Accounting and Reporting by charities (issued in March 2005) and in accordance with the provisions of Part 15 of the Companies Act 2006 applicable to small companies and subject to the small companies regime.

Approved by the Board of Trustees on 19th September 2023 and signed on its behalf.



.....
T Abbott – Trustee

Highfield Park Trust
Independent Auditors' Report to the Members of Highfield Park Trust

Opinion

We have audited the financial statements of Highfield Park Trust (the 'charity') for the year ended 31 March 2023 which comprise the statement of financial activities, the balance sheet and the notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31st March 2022 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Highfield Park Trust
Independent Auditors' Report to the Members of Highfield Park Trust

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below:

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, our procedures included the following:

- the nature of the charitable sector, the charity's control environment and performance,
- results of our enquiries of management and representatives of the trustees about their own identification and assessment of the of irregularities;
- any matters we identified having reviewed the charity's procedures relating to identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance;
- detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud; and the internal systems established to mitigate risks related to fraud or non-compliance with laws and regulations.
- the matters discussed among the engagement team, including tax, regarding where fraud might occur in the financial statements and any potential indicators of fraud.

As a result of the above, we considered the opportunities and incentives that may exist within the organisation for fraud and identified the greatest potential for fraud in management override of controls. In common with all audits under ISAs (UK), we are required to perform specific procedures to respond to the risk of management override. We also obtained an understanding of the legal and regulatory framework in which the company operates, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements in this case, specifically in this context, Companies Act 2006, Charities Act 2011 and tax legislation. In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the company's ability to operate or to avoid a material penalty.

Highfield Park Trust
Independent Auditors' Report to the Members of Highfield Park Trust

Audit response to risks identified

Having performed the above, we did not identify any key audit matters related to the potential risk of fraud or non-compliance with laws and regulations. In addition to the above, our procedures to respond to risks identified included the following:

- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with relevant laws and regulations discussed above;
- enquiring of management, the trustees and in-house management concerning actual and potential litigation and claims;
- performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud; and
- in addressing the risk of fraud through management override of controls, reviewing the appropriateness of journal entries and other adjustments; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

We also communicated relevant identified laws and regulations and potential fraud risks to all engagement team members, and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

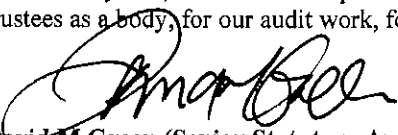
Other matters

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with "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 (FRS 102)" (as amended) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

This has been done in order for the financial statements to provide a true and fair view in accordance with current Generally Accepted Accounting Practice.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.


David M Green (Senior Statutory Auditor)

For and on behalf of Gowers Limited, Statutory Auditor
The Old School House
Bridge Road
Hunton Bridge
Kings Langley
Herts WD4 8SZ

 **GOWERS**
Limited
Chartered Accountants and Registered Auditors

19 September 2023

Gowers Limited is eligible to act as auditor in terms of Section 1212 of the Companies Act 2006

Highfield Park Trust
Statement of Financial Activities (including Income and Expenditure Account)
for the year ended 31st March 2023

	Notes	<u>General Funds</u> £	<u>Restricted & Designated Funds</u> £	<u>Total 2023</u> £	<u>Total 2022</u> £	£
Incoming Resources						
<i>Donations and legacies</i>						
Donations		10,963	-	10,963	18,830	
Grants	2	18,367	5,242	23,609	11,700	
<i>Income from Investments</i>						
Income from Investments		56,605	-	56,605	50,981	
Interest Received		51	-	51	8	
<i>Income from charitable activities:</i>						
Rent of Aerial Mast Site		200	-	200	200	
Rents Receivable		113,832	-	113,832	158,583	
Sports and Sundry Income		30,623	-	30,623	33,392	
Events Income		7,479	-	7,479	7,727	
Insurance claims		16,988	-	16,988	1,959	
Total Incoming Resources		255,108	5,242	260,350	283,380	
Resources expended						
<i>Costs of raising funds:</i>						
Event costs		3,506	1,523	5,029	4,436	
Fundraising and Publicity		969	-	969	2,149	
Legal and Consultancy Fees		780	-	780	10,417	
Property Depreciation & Maintenance		-	74,271	74,271	74,271	
<i>Charitable Activities</i>						
Expenditure on Charitable Activities		195,913	3,780	199,693	205,927	
Total Resources Expended	3	201,168	79,574	280,742	297,200	
Net Income/(Expenditure) for the Year	4	53,940	(74,332)	(20,392)	(13,820)	
Realised gains on Investments	8	-	-	-	458,370	
Unrealised gains/(losses) on						
Long Leasehold Properties	7	-	-	-	-	
Investment Assets – Investment Properties	7	-	995,785	995,785	431,961	
Listed Investments	8		(94,055)	(94,055)	(309,386)	
Net Movement in Funds		53,940	827,398	881,338	566,125	
Reconciliation of funds						
<i>Fund Balances brought forward</i>		<i>212,691</i>	<i>9,761,712</i>	<i>9,974,403</i>	<i>9,408,278</i>	
Total funds carried forward	11 – 14	266,631	10,589,110	10,855,741	9,974,403	

The Statement of Financial Activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

Highfield Park Trust
Balance Sheet
as at 31st March 2023

Company no.: 3193779

	Notes	£	2023	£	2022	£
Fixed Assets						
Tangible Assets	7			8,889,626		7,964,570
Investments	8			1,919,665		1,949,771
				<hr/>		<hr/>
				10,809,291		9,914,341
Current Assets						
Debtors	9	28,572			19,982	
Bank Deposit and Grant Accounts		33,259			57,080	
Bank Current Account and in Hand		4,590			2,266	
				<hr/>		<hr/>
				66,421		79,328
Liabilities						
Creditors: Amounts falling due within one year	10	(19,971)			(19,266)	
				<hr/>		<hr/>
Net Current Assets				46,450		60,062
				<hr/>		<hr/>
Total Assets less Current Liabilities				10,855,741		9,974,403
				<hr/>		<hr/>
Capital and Reserves						
Restricted Income Funds						
Highfield Pavilion Reserve	11	90,289			93,396	
Grant income	11	2,789			2,850	
Designated Income Funds						
Capital Reserve	12	4,492,081			4,657,300	
Property Revaluation Reserve	12	6,003,951			5,008,166	
				<hr/>		<hr/>
				10,589,110		9,761,712
Unrestricted Income Funds						
General Reserve	13			266,631		212,691
				<hr/>		<hr/>
Total Trust Funds	14			10,855,741		9,974,403
				<hr/>		<hr/>

The Trustees have prepared this report in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the provisions of FRS 102 (effective January 2019) for circulation to members of the company.

The financial statements were approved by the Board of Trustees on 19th September 2023 and signed on its behalf.


.....
T ABBOTT – TRUSTEE


.....
M. CURTIS – TRUSTEE

The notes on pages 11 to 20 form part of these financial statements

Highfield Park Trust
Notes to the Financial Statements
for the year ended 31st March 2023

1. **Accounting Policies**

a. **Basis of Preparation**

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The Charitable Company is a public benefit company for the purposes of FRS 102 and therefore the Charity also prepared its financial statements in accordance with the 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 (The FRS 102 Charities SORP), the Companies Act 2006 and the Charities Act 2011.

The trustees have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of approval of the financial statements. In particular the trustees have considered the charity's budgets, forecasts and projections. After making enquiries the trustees have concluded that there is a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements. There were no material uncertainties during the year.

b. **Provisions Available for Smaller Entities**

In common with many other businesses of our size and nature we use our auditors to assist with the preparation of the financial statements.

c. **Company Status**

The Trust is a company limited by guarantee, registered in England and Wales. The guarantors are the Members, who are the Trustees of the Trust. The liability in respect of the guarantee, as set out in the memorandum, is limited to £1 per member of the Trust. The Trust has availed itself of Paragraph 3(3) of Schedule 4 of the Companies Act and adapted the Companies Act formats to reflect the special nature of the Trust's activities.

d. **Fund Accounting**

General funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Trust.

Restricted funds are funds subject to specific restrictive conditions imposed by donors or by the purpose of the appeal. The purpose and use of the restricted funds is set out in the notes to the financial statements.

Designated funds are funds, which the Trustees have allocated to specific projects or purposes.

All income and expenditure is shown in the Statement of Financial Activities.

e. **Income**

Voluntary income and donations is included in full in the Statement of Financial Activities in the year in which they are receivable.

Grants and Endowments, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable except where the donors specify that they must be used in future accounting periods or donors conditions have not been fulfilled, then the income is deferred.

Highfield Park Trust
Notes to the Financial Statements
for the year ended 31st March 2023

1. **Accounting Policies (cont'd)**

e. **Income (cont'd)**

Investment income is included when receivable. Investment income includes investment portfolio dividends, interest and rental of premises.

Income from other trading activities include event income, fruit juice sales and sundry income and are included in the year in which they are receivable.

f. **Expenditure**

Expenditure is included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT, which cannot be recovered.

Costs of raising funds comprise the costs associated with attracting voluntary income and the costs of generating ancillary income.

Expenditure is allocated to the particular activity where the cost relates directly to that activity. Where costs are attributable to more than one activity, they have been apportioned across the cost categories on a basis consistent with the use of these resources.

g. **Investment Properties**

These are properties held for rental income. Investment properties are included in the Balance Sheet at their insurance rebuild cost (as assessed in 2014), adjusted for index linked variations.

h. **Park Landscaping Costs**

Park landscaping costs are charged to the General Reserve as incurred.

i. **Investments**

Distinction is made on the face of the Statement of Financial Activities between valuation adjustments relating to sales and those relating to continuing holdings although they are together treated as changes in the investment portfolio. The analysis of investment gains is found in Note 8 and realised gains are calculated as the difference between historic cost and market value. This departure from the Statement of Recommended Practice is considered appropriate and is the way investment gains/losses are reported by our investment managers.

Investments are stated at market value less any provision for permanent diminution in value. Market value is taken to be the middle market price ruling at the Balance Sheet date.

j. **Value Added Tax**

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.

k. **Tangible Fixed Assets**

Individual fixed assets costing more than £500 are capitalised at cost.

The original endowment value of the Chapel has not been capitalised because the building is historic and forms part of the original endowment which means that it cannot be sold but must be held for the term of the Trust's lease. It is now held at insurance rebuild value in line with the other leasehold assets.

The building was in need of major repairs and refurbishment and lottery funding was obtained for this by the prospective tenants. In consideration for repairing and refurbishing the Chapel these prospective tenants were granted a 99-year peppercorn rent.

Highfield Park Trust
Notes to the Financial Statements
for the year ended 31st March 2023

1. **Accounting Policies (continued)**

l. **Depreciation**

Depreciation is provided on all tangible fixed assets in order to write off their cost, less estimated residual value over their estimated useful lives, on the following basis:

Long Leasehold Properties	-	2%	Straight-line basis or revaluation
Plant and Machinery	-	20%	Straight-line basis
Office Equipment	-	20%	Straight-line basis
Motor Vehicles	-	25%	Reducing balance basis
Fixtures and Fittings	-	20%	Straight-line basis
Paths	-	8%	Straight line basis

Long-leasehold properties are included in the Balance Sheet at their insurance rebuild cost, less depreciation.

No depreciation is charged on investment properties which are accounted for at fair value.

m. **Leasing and Hire Purchase Contracts**

Assets obtained under hire purchase contracts are capitalised as tangible fixed assets and are depreciated over their useful lives. The corresponding hire purchase obligation is treated in the balance sheet as a liability.

The interest element of the agreement is charged to the profit and loss account over the term of the agreement and represents a constant proportion of the capital repayments outstanding.

Rentals paid under operating leases are charged to income on a straight line basis over the term of the lease.

n. **Pensions**

The Company operates defined contribution, externally funded pension schemes covering some employees. The pension cost charge represents contributions payable by the Company to the fund and amounted to £31,511 (2022: £32,311).

o. **Expenditure on Governance of the Charity**

Governance expenditure includes all expenses, not directly related to the charitable activity or fundraising ventures. This includes costs of running office premises, staff salaries for administrative staff and audit fees.

p. **Statement of Cash Flows**

The company has claimed exemption from preparing a Statement of cash flows under section 7 of Financial Reporting Standard 102 (small entity exemption).

2. **Grants and Endowments Received**

During the year the Trust received revenue grants of £23,609 (2022: £26,700). Of these, £5,639 (2022: £11,700) is included in Income and Expenditure, and amount of £17,950 being retained for future use. In 2022 a further £15,000 was treated as a capital grant, reducing the cost of works on the paths during the year.

Highfield Park Trust
Notes to the Financial Statements
for the year ended 31st March 2023

3. **Total Expenditure**

	<u>Staff</u> <u>Costs</u> £	<u>Depreciation &</u> <u>Profit on</u> <u>Sale</u> £	<u>Other</u> <u>Costs</u> £	<u>Total</u> <u>2023</u> £	<u>Total</u> <u>2022</u> £
Costs of raising Funds:					
Event Costs	-	-	5,029	5,029	4,436
Equipment Leasing	-	-	-	-	-
Fundraising and Publicity	-	-	969	969	2,149
	-	-	5,998	5,998	6,585
Legal & Professional Fees	-	-	780	780	10,417
Property Depreciation a	-	74,271	-	74,271	74,271
Charitable Activities	103,426	2,698	93,569	199,693	205,927
	103,426	76,969	100,347	280,742	297,200

	<u>2023</u> £	<u>2022</u> £
Charitable Activities – Other Costs		
Allotment Expenses	-	28
Park Maintenance	18,233	24,327
Park Equipment Repairs	12,451	8,089
Building Maintenance & Repairs	4,520	12,223
Play area	1,064	11,730
Other	9,698	5,515
Audit Fees and bookkeeping	6,840	6,780
Consultancy Fees	1,639	1,320
Insurance	27,271	26,308
Rates and Utilities	8,609	3,843
Software, Support and Other Office Costs	3,244	4,363
Bad Debts	-	-
	93,569	104,526

4. **Net Income for the Year**

This is stated after charging/(recovering):

	<u>2023</u> £	<u>2022</u> £
Depreciation of Tangible Fixed Assets	76,969	75,467
Profit on sale of fixed asset	-	-
Hire Purchase Interest	-	-
Auditors' Remuneration – Audit Services	2,460	2,400

Highfield Park Trust
Notes to the Financial Statements
for the year ended 31st March 2023

5. **Staff Costs and Numbers**

No remuneration was paid to Trustees in the year. The staff costs of the remaining staff were:

	<u>2023</u>	<u>2022</u>
	£	£
Wages and Salaries	71,395	67,051
Social Security Costs	520	842
Pension Costs	31,511	32,311
	<hr/>	<hr/>
	103,426	100,205
	<hr/>	<hr/>

Reimbursements: No employee earned £60,000 p.a. or more.

The average number of employees, expressed as full time equivalents, analysed by function was: -

	<u>2023</u>	<u>2022</u>
	£	£
Direct Charitable Expenditure	3	3
Management and Administration	1	1
	<hr/>	<hr/>
	4	4
	<hr/>	<hr/>

The Trust is an admitted member of the Local Government Pension Scheme, a multi-employer defined benefit final salary scheme where the share of the assets and liabilities applicable to each employer is not identifiable. Retirement benefits were also accruing to 1 (2023: 1) member of staff in respect of defined contribution pension schemes.

6. **Taxation**

As a charity, Highfield Park Trust is exempt from tax on income and gains falling within section 505 of the Income and Corporation Taxes act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these have been applied to its charitable objects. No tax charges have arisen in the Charity.

Highfield Park Trust
Notes to the Financial Statements
for the year ended 31st March 2023

7. Tangible Fixed Assets

	<u>Investment Properties</u>	<u>Long Leasehold Properties</u>	<u>Plant and Machinery</u>	<u>Furniture and Equipment</u>	<u>Motor Vehicle</u>	<u>Total</u>
	£	£	£	£	£	£
Cost or Valuation						
At 1st April 2022	4,978,923	3,598,356	88,312	79,093	9,388	8,754,072
Additions	-	-	-	-	6,240	6,240
Grant received	-	-	-	-	-	-
Disposals	-	-	-	-	(9,388)	(9,388)
Revaluations	995,785	-	-	-	-	995,785
Reclassification	-	-	-	-	-	-
At 31st March 2023	5,974,708	3,598,356	88,312	79,093	6,240	9,746,709
Depreciation						
At 1st April 2022	-	614,517	87,404	78,193	9,388	789,502
Charge for year	-	74,271	238	900	1,560	76,929
Disposals	-	-	-	-	(9,388)	(9,388)
Reclassification	-	-	-	-	-	-
At 31st March 2023	-	688,788	87,642	79,093	1,560	857,043
Net Book Values						
At 31st March 2023	5,974,708	2,909,568	670	-	4,680	8,889,626
At 31st March 2022	4,978,923	2,983,839	908	900	-	7,964,570

8. Investments

	<u>2023</u>	<u>2022</u>
	£	£
At 1st April 2022	1,949,771	1,737,787
Acquisitions during year	63,949	962,019
Disposals proceeds	-	(899,019)
Realised gains	-	458,370
	2,013,720	2,199,157
Increase/(decrease) in unrealised gains	(94,055)	(309,386)
At 31st March 2023	1,919,665	1,949,771

Highfield Park Trust
Notes to the Financial Statements
for the year ended 31st March 2023

8. **Investments (cont'd)**

The investments comprise entirely of investments listed on International Stock Exchanges and are listed in the UK. The cost at 31st March 2023 amounted to £1,765,924 (2022: £1,701,975). Included within investments are the following holdings (comprising the whole of the portfolio value):

	<u>2023</u>	<u>2022</u>
	£	£
COIF Charities Ethical Investment Fund	1,790,769	1,884,740
COIF Charities Ethical Investment Fund Accumulation Units (Land Fund)	7,946	5,030
COIF Charities Investment Fund	-	-
COIF Capital Account - cash	120,950	60,001
	<hr/>	<hr/>

9. **Debtors**

	<u>2023</u>	<u>2022</u>
	£	£
Investment Income Receivable	15,338	14,960
Rent Receivable	4,547	5,022
Other Debtors and Prepayments	8,687	-
	<hr/>	<hr/>
	28,572	19,982
	<hr/>	<hr/>

10. **Creditors: Amounts falling due within one year**

	<u>2023</u>	<u>2022</u>
	£	£
Trade Creditors	4,836	4,622
PAYE, pensions and Other Taxes	4,081	3,690
Accruals and deferred income	7,787	7,787
Other Creditors	3,267	3,167
	<hr/>	<hr/>
	19,971	19,266
	<hr/>	<hr/>

11. **Analysis of Restricted Funds Movements**

	<u>At 31st March</u> <u>2022</u>	<u>Income</u>	<u>Expenditure</u>	<u>Depreciation</u>	<u>At 31st March</u> <u>2023</u>
	£	£	£	£	£
Pavilion Reserve	93,396	-	-	(3,107)	90,289
Grant income	2,850	5,242	(5,303)	-	2,789
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	96,246	5,242	(5,303)	(3,107)	93,078
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

Pavilion Reserve

As disclosed in Note 1(k), the properties are included in the Balance Sheet at the Trustees valuations based on the insurance re-build valuation. This reserve represents the difference between this value and their original value represented by grants and monies received under the original S106 agreement for the building of a Sports Pavilion in the Park.

Highfield Park Trust
Notes to the Financial Statements
for the year ended 31st March 2023

12. **Analysis of Designated Funds Movements**

	<u>At 31st March</u> <u>2022</u> £	<u>Income</u> £	<u>Expenditure</u> £	<u>Gains on</u> <u>Investments</u> £	<u>At 31st March</u> <u>2023</u> £
Capital Reserve	4,657,300	-	(71,164)	(94,055)	4,492,081
Property Revaluation Reserve	5,008,166	-	-	995,785	6,003,951
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	9,665,466	-	(71,164)	901,730	10,496,032
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

Capital Reserve

The Capital Reserve represents the original endowment received by the Trust from the Health Authority on its formation to enable it to establish and maintain the park. As well as cash sums the Trust has also received four buildings one of which is currently used as the Trust's offices and the others are let.

The Trustees allocated £500,000 of the original endowment to cover the initial costs of setting up the Trust and, the establishment of the Park. The balance of the endowment will be invested to provide sufficient income for the maintenance and upkeep of the Park.

Property Revaluation reserve

As disclosed in Note 1(g), the investment properties are included in the Balance Sheet at the Trustees valuations based on the insurance re-build valuation. This reserve represents the difference between this value and their original transfer value and the expenditure incurred in bringing them up to a useable condition.

13. **Analysis of Unrestricted Funds Movements**

	<u>At 31st March</u> <u>2022</u> £	<u>Income</u> £	<u>Expenditure</u> £	<u>At 31st March</u> <u>2023</u> £
General Reserve	212,691	255,108	(201,168)	266,631
	<hr/>	<hr/>	<hr/>	<hr/>

Highfield Park Trust
Notes to the Financial Statements
for the year ended 31st March 2023

14. **Analysis of Net Assets between Funds**

	<u>Restricted Reserves</u> £	<u>Designated Reserves</u> £	<u>General Reserve</u> £	<u>2023 Total</u> £
Tangible Fixed Assets	90,289	8,798,667	670	8,889,626
Investments	-	1,697,365	222,300	1,919,665
Cash at Bank and in Hand	2,789		35,060	37,849
Current assets (net)	-	-	8,601	8,601
	<hr/>	<hr/>	<hr/>	<hr/>
	93,078	10,496,032	266,631	10,855,741
	<hr/>	<hr/>	<hr/>	<hr/>

Analysis of Net Assets between Funds (previous year – ended 31st March 2022)

	<u>Restricted Reserves</u> £	<u>Designated Reserves</u> £	<u>General Reserve</u> £	<u>2022 Total</u> £
Tangible Fixed Assets	93,396	7,870,266	908	7,964,570
Investments	-	1,795,200	154,571	1,949,771
Cash at Bank and in Hand	2,850		56,496	59,346
Current assets (net)	-	-	716	716
	<hr/>	<hr/>	<hr/>	<hr/>
	96,246	9,665,466	212,691	9,974,403
	<hr/>	<hr/>	<hr/>	<hr/>