

CATTON PARK TRUST LTD

England & Wales · Charity number 1112444

Details

Status	Registered
Legal form	Charitable company
Company number	05090852
Registered	2005-12-07
Register	View on the Charity Commission register

Contact

Address	Catton Park Trust Ltd Buxton Lodge Oak Lane Norwich NR6 7DB
Phone	01603423880
Email	clerk@oldcattonparishcouncil.co.uk
Website	www.cattonpark.com

Activities

Objects: TO PROMOTE FOR THE BENEFIT OF THE PUBLIC THE CONSERVATION PROTECTION AND IMPROVEMENT OF THE PHYSICAL AND NATURAL ENVIRONMENT OF CATTON PARK. TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE CONSERVATION, PROTECTION AND IMPROVEMENT OF THE PHYSICAL AND NATURAL ENVIRONMENT OF CATTON PARK.

Activities: The charity's objects and principal activities are: To promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment of Catton Park. To advance the education of the public in the conservation, protection and improvement of the physical and natural environment of Catton Park.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Education/training, Amateur Sport, Environment/conservation/heritage, Economic/community Development/employment
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** CATTON PARK, OLD CATTON, NORFOLK
- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£33,711	£24,488	-	-
2024-03-31	£65,833	£67,001	-	-
2023-03-31	£55,000	£88,813	-	-
2022-03-31	£71,028	£74,790	-	-
2021-03-31	£34,326	£110,754	-	-

Trustees

Name	Role	Appointed
Old Catton Parish Council		2014-07-01

CATTON PARK TRUST LTD

England & Wales - Charity number 1112444

Accounts

Independent Examiner's Report to the Trustees of Catton Park Trust Ltd Charity – year ended 31 March 2025

Registered Charity No: 1112444

Receipts in the Year: £33,710.69

Payments in the Year: £24,488.19

Reserves as at 31 March 2025: £15,285.18

1. Respective responsibilities of Trustees and Independent Examiner.

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. The Trustees require an independent examination.

As the Independent Examiner it is my responsibility to:

- a) examine the accounts under section 145 of the Charities Act 2011.
- b) follow all the applicable Directions given by the Charity Commission under section 145 (5)(b) of the Act and state whether particular matters have come to my attention.

2. Report for the year ended 31 March 2025.

The Charity Commission records the Charity's Governing document as relating to a Memorandum and Articles of Association incorporated on 1 April 2004, amended by special resolution dated 2 December 2005 and again on 2 September 2019. The area the Charity can operate in, as set out in its governing document, is Catton Park, Old Catton, Norfolk.

The aims and activities of the Charity are *'to promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment of Catton Park. To advance the education of the public in the conservation, protection and improvement of the physical and natural environment of Catton Park'*.

The Independent Examiner attended the Old Catton Parish Council's offices on 26 November 2025. The Trustees (the Old Catton Parish Council) have a Scribe accounting system in place with a detailed breakdown of receipts and payments recorded within the system. Detailed documents recording the Receipts and Payments in the year of account were presented to the Independent Examiner and transactions in the year of account were examined on a sample basis.

The following observations are made:

- a) The Charity's Accounts for the year ending 31 March 2025 have been examined; they have been prepared on a Receipts and Payments basis for audit and Charity Commission purposes. The Accounts have yet to be formally approved by the Trustees.
- b) The Catton Park Trust received and agreed the Independent Examiner's Report for the year ended 31 March 2024 (dated 10 October 2024) at its meeting on 18 November 2024. The Charity Commission website confirms that the Commission received the Trust's Annual Return for the year ended 31 March 2024 on 12 December 2024, within the due date. The Commission also received and published a copy of the Independent Examiner's Report for the year ended 31 March 2024.
- c) The Treasurer confirmed that, following approval by Trustees, the Annual Return and accounting information for the year ending 31 March 2025 will be submitted to the Charity Commission by the due date of 31 January 2026.
- d) The Charity holds a Current Account at the Co-operative Bank. The bank account stood at £15,285.18 as at 31 March 2025. The movement in the Account Balances during the year was as follows:

Accounts Balance b/f at 1 April 2024: £6,062.68 (confirmed with Accounts and Bank Reconciliation at that date)

Add Receipts in year 2024/25: £33,710.69 (confirmed from Scribe Transactions List)

Deduct Payments in year 2024/25: £24,488.19 (confirmed from Scribe Transactions List)

Accounts balance c/f at 31 March 2025: £15,285.18 (confirmed from Statement of Accounts and Bank Reconciliation at that date)

- e) The recorded Overall Receipts of £33,710.69 in the 2024/25 year of account consisted of donations from Old Catton Parish Council regarding Employment Costs (£5,337.09), Grants and Donations (£4,380.34), Natural England (£2,292.89), Re-cycling Income (£3,559.19), Hire Receipts (£9,407), Park Hire (£2,760), Refreshment Income – Carey's Coffee (£5,050), Garage Sale (£219) and Miscellaneous/Other Income (£705.18). (The 2024/25 Overall Receipts of £33,710.69 compares to £65,832.79 in total in the previous year).
- f) Overall Payments in the year were recorded as £24,488.19 in the 2024/25 year of account and consisted of Employment Costs for Warden and Park Assistant (£8,076.53), Catton Park Maintenance (£4,485.81), Buxton Lodge expenses (£4,301.33), Plant and Machinery (£1,759.67), Recycling Costs (£1,770.76), Telephone/Internet (£932.12), Friends of Catton Park Donation (£774), Legacy Woodland (£441.36) Bank Charges (£44) and Miscellaneous (£1,902.61). (This compares to overall expenditure of £67,001.08 recorded in the previous year, 2023/24).
- g) The Reserves balance at the year-end 31 March 2025 amounted to £15,285.18 and reflected the overall surplus of £9,222.50 in the 2024/25 year of account.
- h) The Treasurer confirmed to the Independent Examiner that the Old Catton Parish Council has agreed to dissolve the Charity and bring the Sole Trusteeship under the remit of the Council. The Treasurer has confirmed that she is continuing to take this forward with the Charity Commission and all other relevant parties.
- i) The Charity is not registered with the Information Commissioner's Office (ICO) as a Fee Payer/Data Controller for Local Charity purposes. Organisations which are established for 'not-for-profit' making

purposes can be exempt from registration; the exemption may apply to small clubs, voluntary organisations and some charities. The Treasurer confirmed that she had previously completed the ICO's Registration Self-Assessment which indicated that the Charity need not register with the ICO.

- j) The Treasurer confirmed that the Charity de-registered with HMRC for VAT purposes following advice received from HMRC. Once the Charity's operations are under the remit of the Parish Council any VAT paid may then be recovered from HMRC.
- k) The Charity maintains an Asset Register listing buildings, equipment and machinery under the ownership of the Charity. The Asset Register describes each asset held and (where possible) lists details of the date of purchase, model/serial number and manufacturer's name (where relevant) and the Initial (Purchase) Value and Insured Value. As at 31 March 2025 the Register recorded Assets of £330,978 and reflected the significant loss of stolen vehicles and equipment in the year of account which the Treasurer confirmed to be at an approximate value of £25,000. The recovery of sums due from the insurers will be reflected in the 2025/26 Accounts. The Treasurer advised that the Trustee is aware that the overall sums to be recovered from the insurers for the loss of the stolen machinery and equipment in the year of account is unlikely to reach the full extent of the replacement cost.
- l) The Insurance Policy for the period 28 April 2024 to 27 April 2025 was presented to the Independent Examiner. The Policy was with Hiscox Insurance at a cost of £3,000.98 and provided cover for both Employer's Liability and Public Liability at £10m., cover for Officials' and Trustees' Indemnity at £500,000, Fraud and Dishonesty at £150,000, Total Buildings cover at £707,087 and Total Contents/Equipment/Machinery cover at £20,619.
- m) The Insurance Policy with Hiscox Insurance (for the period 28 April 2025 to 27 April 2026 at a cost of £3,453.06) provides cover for both Employer's Liability and Public Liability at £10m., cover for Officials' and Trustees' Indemnity at £500,000, Fraud and Dishonesty at £150,000, and Total Buildings cover at £742,442. Total Contents/Equipment/Machinery cover now stands at £61,477.
- n) The Fidelity Guarantee (Fraud and Dishonesty) insurance cover normally needs to cover the maximum amount of bank/cash sums held by a Charity at any one time. The current Fraud and Dishonesty cover of £150,000 is appropriate to the Charity's needs.
- o) The Charity also had in place insurance cover with Countrywise Motor Insurance for an Iseki TG6496 Tractor (£30,000), John Deere X590 Lawn Mower (£6,250) and a Kawasaki Mule Pro DX Utility Terrain Vehicle (£19,194) at a total cost of £909.58 for the period 1 April 2024 to 31 March 2025. The Treasurer confirmed that the policy currently in place for the vehicles/machinery is with Countrywise Insurance for the same value of cover at a cost of £1,142.58 for the year 2025/26.
- p) The Council's financial administration is undertaken by the Treasurer to a high standard using the Scribe Accounting System. End of Year financial statements (a Receipts and Payments Account) have been prepared by the Treasurer. The Scribe system displays the date of payment, the method of payment, the payee (or person/organisation making payment to the Charity in the case of sums received), a description of the service received or provided and the amount of the transaction, both Net and Gross of VAT. The Scribe system secures the necessary financial control over transactions and provides clear evidence of each payment and receipt.
- q) The Independent Examiner undertook a sample check of the entries in the Scribe Payments Lists for each month of the year of account and confirmed the transactions with the Bank Statements. Individual invoices/vouchers supporting the payments made were examined. **Invoices/vouchers were confirmed as being held for each item of expenditure examined with an appropriate audit trail in place. However, very few supporting invoices and vouchers were available for payments made in**

respect of the Co-operative Business Visa Card and accordingly the Examiner was unable to verify the payments being made. The Treasurer explained that the invoice/voucher concerned is held as the supporting document to evidence the recharge made to the Parish Council. It is suggested that a copy is held on the Charity's files to evidence the payment of the Credit Card Statement in order to secure a full audit trail.

- r) Employment costs recorded for the Warden amounted to £8,076.53 in the year of account. Wage records were made available to the Examiner. Staff are currently under the employment of the Parish Council.
- s) The Charity Commission website lists the following Policies and Procedures as being held by the Charity:
- Bullying and harassment policy and procedures
 - Complaints handling
 - Complaints policy and procedures
 - Internal charity financial controls policy and procedures
 - Internal risk management policy and procedures
 - Paying staff
 - Risk management
 - Safeguarding policy and procedures
 - Safeguarding vulnerable beneficiaries
 - Serious Incident reporting and procedures
 - Social media policy and procedures
 - Volunteer management

The Treasurer confirmed to the Examiner that some of the above Policies and Procedures are now linked and when the Charity is dissolved the Parish Council's approved Policies, Procedures and Protocols will apply.

- t) The Treasurer confirmed to the Independent Examiner that she was not aware of any issues (potential legal liabilities, financial or administrative issues) which the Charity faces which could impact upon the future short-term finances or income streams of the current organisation of the Charity (bearing in mind that the Council has resolved to dissolve the Charity and will assume responsibility for all financial matters).
- u) I would like to record my appreciation to the Treasurer for her assistance during the course of this Examination and for the careful presentation of the Charity's documents for the review.

3. Basis of independent examiner's report.

My examination was carried out in accordance with the applicable 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 Treasurer to the Charity and 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.

4. Independent Examiner's statement.

In connection with my examination:

- a) I confirm that no material matters have come to my attention which gives me cause to believe that in any material respect the accounting records were not kept in accordance with Section 130 of the Charities Act 2011 or the accounts did not accord with the accounting records or comply with the applicable requirements concerning the form and content of accounts.
- b) 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 (other than those matters already listed at item 2 above) in order to enable a proper understanding of the accounts to be reached.

Trevor Brown

Trevor Brown

Chartered Institute of Public Finance and Accountancy

4 December 2025

Catton Park Trust Limited

Company limited by guarantee

Trustees' Annual Report for the year ending 31st March 2025

The Trustee presents the Annual Report and Financial Statements for the year ended: 31st March 2025.

Registered Charity Name	Catton Park Trust Ltd
Charity Number	1112444
Company Registration Number	05090852
Registered Office and Operational Address	Buxton Lodge Oak Lane Old Catton Norwich NR6 7DB
Sole Trustee	Old Catton Parish Council
Chairman	Mr Bradley Sabberton-Coe
Company Secretary	Ms Sarah Vincent
Treasurer	Ms Sarah Vincent
Independent Examiner	Mr Trevor Brown, Internal Audit Services
Bankers	The Co-Operative Bank PLC

Structure, Governance and Management**Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 1st April 2004 and registered as a Charity on 7th December 2005. The Company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. Memorandum of Association was amended and approved at meeting on 2nd September 2019. In the event of the Company being wound up Members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Trustees

The two Directors of the Company, Mr B Sabberton-Coe and Mr M Vincent are also Charity Trustees for the purposes of charity law. Old Catton Parish Council is the sole-trustee of Catton Park Trust; all Council Members are Members of the Trust and offer a wide range of business and public sector experience from which the Charity will benefit. Old Catton Parish Council became sole-trustee of the Park on 1st July 2014.

Trustee Induction and Training

Members are encouraged to attend relevant training and copies of newsletters and circulations from the Charity Commission and Voluntary Norfolk are available for all members.

Risk Management

The Members have identified and assessed all risks and established systems to mitigate the risks.

Organisation Structure

The Members meet every 8 weeks to administer the Charity and its finances and deal with day to day matters.

The Charity employs a Park Warden who is responsible for the day to day running of the Park. The Warden is supported by an Assistant Park Warden.

Mission Statement

- To manage and protect Catton Park in a way that is recognised as high quality, enhancing the natural landscape and wildlife whilst promoting enjoyment for the local community and visitors.
- To provide opportunities and facilities for education and recreation in a safe and attractive environment, which will encourage greater understanding of the heritage and natural assets of Catton Park.

Public Benefit

The Members confirm that they have had due regard to the Charity Commission's guidance on public benefit.

The Members consider that the Charity meets the Charity Commission's public benefit requirements in the advancement of its objectives, by way of the promotion of the conservation, protection and improvement of Catton Park and its environment. The Park is open to all and there is no charge for use of the Park by individuals.

Achievements and Performance

Catton Park was awarded a Community Green Flag Award for the eighth consecutive year during this period. The Award recognises that Catton Park boasts the highest possible environmental standards, is beautifully maintained and has excellent visitor facilities.

Hire of the Lodge continues to remain good with the building being used every weekday (weekend hire not available) by organisations who meet the Trusts educational requirement for the Lodge. Hirers include home education classes, art classes, senior recreational groups, Brownies, yoga, pilates and mental wellbeing. Outside space continues to be used by educational groups for forest school and disability groups as well as being used for ParkRun on Saturday mornings. During this period the Park has also welcomed annual hire from the funfair and circus.

Financial Review

All incoming funds have been unrestricted. Income was £33,711 of which £5,337 was received from the Parish Council, via precept, for staff salaries. Expenditure was £24,488 (a decrease of £42,513 on the previous financial year – this expenditure now being met by the Parish Council via precept).

Principal Funding Sources

Funding is now dependant on private hire, local authority, Natural England and fund raising. Hire of Buxton Lodge, events in the Park, refreshment sales and recycling are an important source of income.

Investment Policy

There are currently no funds for long-term investment. The Trust will continue to review this position should substantial funds become available for investment.

Reserves Policy

The Members are working to find ways to build up reserves.

Plans for Future Periods

Dissolution of the Trust has been agreed and is pending action. Transfer of Trust's staff to Parish Council staff took place from 1st July 2024. Funding streams in the interim will continue to be investigated.

CATTON PARK TRUST LTD

England & Wales - Charity number 1112444

Accounts

Independent Examiner's Report to the Trustees of Catton Park Trust Ltd Charity – year ended 31 March 2024

Registered Charity No: 1112444

Receipts in the Year: £65,832.79

Payments in the Year: £67,001.08

Reserves as at 31 March 2024: £6,062.68

1. Respective responsibilities of Trustees and Independent Examiner.

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. The Trustees require an independent examination.

As the Independent Examiner it is my responsibility to:

- a) examine the accounts under section 145 of the Charities Act 2011.
- b) follow all the applicable Directions given by the Charity Commission under section 145 (5)(b) of the Act and state whether particular matters have come to my attention.

2. Report for the year ended 31 March 2024.

The Charity Commission records the Charity's Governing document as relating to a Memorandum and Articles of Association incorporated on 1 April 2004, amended by special resolution dated 2 December 2005 and again on 2 September 2019. The area the Charity can operate in, as set out in its governing document, is Catton Park, Old Catton, Norfolk.

The aims and activities of the Charity are *'to promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment of Catton Park. To advance the education of the public in the conservation, protection and improvement of the physical and natural environment of Catton Park'*.

The Independent Examiner attended the Old Catton Parish Council's offices on 10 October 2024. The Trustees (the Old Catton Parish Council) have a Scribe accounting system in place with a detailed breakdown of receipts and payments recorded within the system. Detailed documents recording the Receipts and Payments in the year of account were presented to the Independent Examiner and transactions in the year of account were examined on a sample basis.

The following observations are made:

- a) The Charity's Accounts for the year ending 31 March 2024 have been examined; they have been prepared on a Receipts and Payments basis for audit and Charity Commission purposes. The Accounts have yet to be formally approved by the Trustees.
- b) The Catton Park Trust received and noted the Independent Examiner's Report for the year ended 31 March 2023 (dated 18 October 2023) at its meeting on 22 January 2024. The Charity Commission website confirms that the Commission received the Trust's Annual Return for the year ended 31 March 2023 on 24 January 2024, within the due date. The Commission also received and published a copy of the Independent Examiner's Report for the year ended 31 March 2023.
- c) The Treasurer confirmed that, following approval by Trustees, the Annual Return and accounting information for the year ending 31 March 2024 will be submitted to the Charity Commission by the due date of 31 January 2025.
- d) The Charity holds a Current Account at the Co-operative Bank. The bank account stood at £6,534.71 as at 31 March 2024. The Treasurer confirmed that the bank balance had still to reflect unrepresented (uncleared) payments totalling £472.03, giving an adjusted bank account figure of £6,062.68 as at 31 March 2024. The movement in the Account Balances during the year was as follows:

Accounts Balance b/f at 1 April 2023: £7,230.97 (confirmed with Accounts and Bank Reconciliation at that date)

Add Receipts in year 2023/24: £65,832.79 (confirmed from Scribe Transactions List)

Deduct Payments in year 2023/24: £67,001.08 (confirmed from Scribe Transactions List)

Accounts balance c/f at 31 March 2024: £6,062.68 (confirmed from Scribe Statement of Accounts as at that date)

- e) The recorded Overall Receipts of £65,832.79 in the 2023/24 year of account consisted of donations from Old Catton Parish Council regarding Employment Costs (£36,406.40), Grants and Donations (£2,094.59), Natural England (£3,065.60), Re-cycling Income (£4,547.79), Hire Receipts (£6,658.50), Park Hire (£2,750), Refreshment Income – Carey's Coffee (£4,792), Receipt from the Parish Council for Charity's insurance costs (£3,500), Events (£463) and Miscellaneous/Other Income (£1,554.91). (The 2023/24 Overall Receipts of £65,832.79 compares to £54,999.94 in total in the previous year).
- f) Overall Payments in the year were recorded as £67,001.08 in the 2023/24 year of account and consisted of (inter alia) Employment Costs for Warden and Park Assistant (£47,137.10), Buxton Lodge expenses (£4,453.51), Plant and Machinery (£2,110.65) and Recycling Costs (£2,586.38). (This compares to overall expenditure of £88,812.59 recorded in the previous year, 2022/23).
- g) The Reserves balance at the year-end 31 March 2024 amounted to £6,062.68 and reflected the overall deficit of £1,168.29 in the 2023/24 year of account.
- h) The Treasurer confirmed to the Independent Examiner that the Old Catton Parish Council has agreed to dissolve the Charity and bring the Sole Trusteeship under the remit of the Council. The Treasurer has confirmed that she is continuing to take this forward with the Charity Commission and all other relevant parties.
- i) The Charity is not registered with the Information Commissioner's Office (ICO) as a Fee Payer/Data Controller for Local Charity purposes. Organisations which are established for 'not-for-profit' making

purposes can be exempt from registration; the exemption may apply to small clubs, voluntary organisations and some charities. The Treasurer confirmed that she had previously completed the ICO's Registration Self-Assessment which indicated that the Charity need not register with the ICO.

- j) The Treasurer confirmed that the Charity de-registered with HMRC for VAT purposes following advice received from HMRC. Once the Charity's operations are under the remit of the Parish Council any VAT paid may then be recovered from HMRC.
- k) The Charity maintains an Asset Register listing buildings, equipment and machinery under the ownership of the Charity. The Asset Register describes each asset held and (where possible) lists details of the date of purchase, model/serial number and manufacturer's name (where relevant) and the Initial (Purchase) Value and Insured Value. As at 31 March 2024 the Register recorded Assets of £723,600 at an Insured Value to reflect the cover for buildings/contents/vehicles in place.
- l) The Insurance Policy for the period 28 April 2023 to 27 April 2024 was presented to the Independent Examiner. The Policy was with Hiscox Insurance at a cost of £2,747.23 and provided cover for both Employer's Liability and Public Liability at £10m., cover for Officials' and Trustees' Indemnity at £500,000, Fraud and Dishonesty at £150,000, Total Buildings cover at £648,704 and Total Contents cover at £19,452.
- m) The current Insurance Policy with Hiscox Insurance (for the period 28 April 2024 to 27 April 2025 at a cost of £3,000.98) similarly provides cover for both Employer's Liability and Public Liability at £10m., cover for Officials' and Trustees' Indemnity at £500,000, Fraud and Dishonesty at £150,000, Total Buildings cover at £707,087 and Total Contents cover at £20,619.
- n) The Fidelity Guarantee (Fraud and Dishonesty) insurance cover normally needs to cover the maximum amount of bank/cash sums held by a Charity at any one time. The current Fraud and Dishonesty cover of £150,000 is appropriate to the Charity's needs.
- o) The Charity also had in place insurance cover with Countrywise Motor Insurance for an Iseki TG6496 Tractor (£30,000), John Deere X590 Lawn Mower (£6,250) and a Kawasaki Mule Pro DX Utility Terrain Vehicle (£19,194) at a total cost of £867.69 for the period 1 April 2023 to 31 March 2024. The Treasurer confirmed that the policy currently in place for the machinery is with Countrywise Insurance at a cost of £812.12 for the year 2024/25.
- p) The Council's financial administration is undertaken by the Treasurer to a high standard using the Scribe Accounting System. End of Year financial statements (a Receipts and Payments Account) have been prepared by the Treasurer. The Scribe system displays the date of payment, the method of payment, the payee (or person/organisation making payment to the Charity in the case of sums received), a description of the service received or provided and the amount of the transaction, both Net and Gross of VAT. The Scribe system secures the necessary financial control over transactions and provides clear evidence of each payment and receipt.
- q) The Independent Examiner undertook a sample check of the entries in the Scribe Payments Lists for each month of the year of account and confirmed the transactions with the Bank Statements. Individual invoices/vouchers supporting the payments made were examined. Invoices/vouchers were confirmed as held for each item of expenditure examined with an appropriate audit trail in place.
- r) Salary/wage payments were examined on a sample basis; the Employer's End of Year Certificate and the P60 End of Year Certificate for the member of staff in post as at 31 March 2024 were presented to the Examiner. A copy of the P45 forms for staff leaving the employment of the Trust (on 15 March 2024

and 30 June 2024) were also made available to the Examiner. Staff are currently under the employment of the Parish Council.

s) The Charity Commission website lists the following Policies and Procedures as being held by the Charity:

- Bullying and harassment policy and procedures
- Complaints handling
- Complaints policy and procedures
- Internal charity financial controls policy and procedures
- Internal risk management policy and procedures
- Paying staff
- Risk management
- Safeguarding policy and procedures
- Safeguarding vulnerable beneficiaries
- Social media policy and procedures
- Volunteer management

The Treasurer confirmed to the Examiner that the above Policies and Procedures (some now linked together) remain in place. When the Charity is dissolved, the Parish Council's approved Policies, Procedures and Protocols will apply.

t) The Treasurer advised the Independent Examiner that she was not aware of any issues (potential legal liabilities, financial or administrative issues) which the Charity faces which could impact upon the future short-term finances or income streams of the current organisation of the Charity, bearing in mind that the Council has resolved to dissolve the Charity and will assume responsibility for all financial matters.

u) I would like to record my appreciation to the Treasurer for her assistance during the course of this Examination and for the careful presentation of the Charity's documents for the review.

3. Basis of independent examiner's report.

My examination was carried out in accordance with the applicable 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 Treasurer to the Charity and 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.

4. Independent Examiner's statement.

In connection with my examination:

- a) I confirm that no material matters have come to my attention which gives me cause to believe that in any material respect the accounting records were not kept in accordance with Section 130 of the Charities Act 2011 or the accounts did not accord with the accounting records or comply with the applicable requirements concerning the form and content of accounts.
- b) 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 (other than those matters already listed at item 2 above) in order to enable a proper understanding of the accounts to be reached.

Trevor Brown

Chartered Institute of Public Finance and Accountancy

10 October 2024

Catton Park Trust Limited

Company limited by guarantee

Trustees' Annual Report for the year ending 31st March 2024

The Trustee presents the Annual Report and Financial Statements for the year ended: 31st March 2024.

Registered Charity Name	Catton Park Trust Ltd
Charity Number	1112444
Company Registration Number	05090852
Registered Office and Operational Address	Buxton Lodge Oak Lane Old Catton Norwich NR6 7DB
Sole Trustee	Old Catton Parish Council
Chairman	Mr Bradley Sabberton-Coe
Company Secretary	Ms Sarah Vincent
Treasurer	Ms Sarah Vincent
Independent Examiner	Mr Trevor Brown, Internal Audit Services
Bankers	The Co-Operative Bank PLC

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 1st April 2004 and registered as a Charity on 7th December 2005. The Company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. Memorandum of Association was amended and approved at meeting on 2nd September 2019. In the event of the Company being wound up Members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Trustees

The two Directors of the Company, Mr B Sabberton-Coe and Mr M Vincent are also Charity Trustees for the purposes of charity law. Old Catton Parish Council is the sole-trustee of Catton Park Trust; all Council Members are Members of the Trust and offer a wide range of business and public sector experience from which the Charity will benefit. Old Catton Parish Council became sole-trustee of the Park on 1st July 2014.

Trustee Induction and Training

Members are encouraged to attend relevant training and copies of newsletters and circulations from the Charity Commission and Voluntary Norfolk are available for all members.

Risk Management

The Members have identified and assessed all risks and established systems to mitigate the risks.

Organisation Structure

The Members meet every 6-8 weeks to administer the Charity and its finances and deal with day to day matters.

The Charity employs a Park Warden who is responsible for the day to day running of the Park. The Warden is supported by an Assistant Park Warden.

Mission Statement

- To manage and protect Catton Park in a way that is recognised as high quality, enhancing the natural landscape and wildlife whilst promoting enjoyment for the local community and visitors.
- To provide opportunities and facilities for education and recreation in a safe and attractive environment, which will encourage greater understanding of the heritage and natural assets of Catton Park.

Public Benefit

The Members confirm that they have had due regard to the Charity Commission's guidance on public benefit.

The Members consider that the Charity meets the Charity Commission's public benefit requirements in the advancement of its objectives, by way of the promotion of the conservation, protection and improvement of Catton Park and its environment. The Park is open to all and there is no charge for use of the Park by individuals.

Achievements and Performance

Catton Park was awarded a Community Green Flag Award for the seventh consecutive year during this period. The Award recognises that Catton Park boasts the highest possible environmental standards, is beautifully maintained and has excellent visitor facilities.

Hire of the Lodge continues to remain good with the building being used every weekday (weekend hire not available) by organisations who meet the Trusts educational requirement for the Lodge. Hirers include home education classes, art classes, senior recreational groups, Brownies, yoga, pilates and mental wellbeing. Outside space continues to be used by educational groups for forest school and disability groups as well as being used for ParkRun on Saturday mornings. During this period the Park has also welcomed annual hire from the funfair and circus.

Financial Review

All incoming funds have been unrestricted. Income was £65,833 of which £47,137 was received from the Parish Council, via precept, for staff salaries. Expenditure was £67,001 (a decrease of £11,067 on the previous financial year).

Principal Funding Sources

Funding is now dependant on private hire, local authority, Natural England and fund raising. Hire of Buxton Lodge, events in the Park, refreshment sales and recycling are an important source of income.

Investment Policy

There are currently no funds for long-term investment. The Trust will continue to review this position should substantial funds become available for investment.

Reserves Policy

The Members are working to find ways to build up reserves.

Plans for Future Periods

Dissolution of the Trust has been agreed and is pending action. Parish Council have agreed to the Trust's request to transfer staff to Council payroll which will take place from 1st April 2024. Funding streams in the interim will continue to be investigated.

CATTON PARK TRUST LTD

England & Wales - Charity number 1112444

Accounts

Catton Park Trust Limited

Company limited by guarantee

Trustees' Annual Report for the year ending 31st March 2021

The Trustee presents the Annual Report and Financial Statements for the year ended: 31st March 2020.

Registered Charity Name	Catton Park Trust Ltd
Charity Number	1112444
Company Registration Number	05090852
Registered Office and Operational Address	Buxton Lodge Oak Lane Old Catton Norwich NR6 7DB
Sole Trustee	Old Catton Parish Council
Chairman	Mr Bradley Sabberton-Coe
Company Secretary	Ms Sarah Vincent
Treasurer	Ms Sarah Vincent
Independent Examiner	Mr Trevor Brown, Internal Audit Services
Bankers	The Co-Operative Bank PLC

Structure, Governance and Management**Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 1st April 2004 and registered as a Charity on 7th December 2005. The Company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. Memorandum of Association was amended and approved at meeting on 2nd September 2019. In the event of the Company being wound up Members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Trustees

The three Directors of the Company, Mr B Sabberton-Coe, Mr M Vincent and Mr B Honess are also Charity Trustees for the purposes of charity law. Old Catton Parish Council is the sole-trustee of Catton Park Trust; all Council Members are Members of the Trust and offer a wide range of business and public sector experience from which the Charity will benefit. Old Catton Parish Council became sole-trustee of the Park on 1st July 2014.

Trustee Induction and Training

Members are encouraged to attend relevant training and copies of newsletters and circulations from the Charity Commission and Voluntary Norfolk are available for all members.

Risk Management

The Members have identified and assessed all risks and established systems to mitigate the risks.

Organisation Structure

The Members meet every 6-8 weeks to administer the Charity and its finances and deal with day to day matters.

The Charity employs a Park Warden who is responsible for the day to day running of the Park. The Warden is supported by an Assistant Park Warden.

Mission Statement

- To manage and protect Catton Park in a way that is recognised as high quality, enhancing the natural landscape and wildlife whilst promoting enjoyment for the local community and visitors.
- To provide opportunities and facilities for education and recreation in a safe and attractive environment, which will encourage greater understanding of the heritage and natural assets of Catton Park.

Public Benefit

The Members confirm that they have had due regard to the Charity Commission's guidance on public benefit.

The Members consider that the Charity meets the Charity Commission's public benefit requirements in the advancement of its objectives, by way of the promotion of the conservation, protection and improvement of Catton Park and its environment. The Park is open to all and there is no charge for use of the Park by individuals.

Achievements and Performance

Coming out of covid restrictions the Lodge has returned to its original usage of an educational building. Ad-hoc hire is no longer available with regular hire to organisations who provide educational (mental and health wellbeing) being encouraged to use the space provided. Daytime hire includes home educational classes, art classes and senior recreational groups, whilst evening hire now includes Brownies, yoga, pilates and mental wellbeing. Outside space is also used by ParkRun, educational groups for forest school and disability groups. The Park has also welcomed annual hire from funfair, circus and open-air theatre.

Catton Park was awarded a Community Green Flag Award for the sixth consecutive year during this period. The Award recognises that Catton Park boasts the highest possible environmental standards, is beautifully maintained and has excellent visitor facilities

Financial Review

All incoming funds have been unrestricted. Income was £55,000 and expenditure was £88,813 (an income decrease of £16,175 and an expenditure increase of £10,745 on the previous financial year).

Principal Funding Sources

Funding is now dependant on private hire, local authority, Natural England and fund raising. Hire of Buxton Lodge, events in the Park, refreshment sales and recycling are an important source of income.

Investment Policy

There are currently no funds for long-term investment. The Trust will continue to review this position should substantial funds become available for investment.

Reserves Policy

The Members are working to find ways to build up reserves.

Plans for Future Periods

It continues to be essential for the Trust to manage the Park within its resources but with limited sources of income this will become increasingly difficult. The Parish Council continue to support the Trust and will be providing additional funding next financial year, via precept. However the Trust must consider the long-term future management of the Park and establish permanent means of income to continue sustainability.

Independent Examiner's Report to the Trustees of Catton Park Trust Ltd Charity – year ended 31 March 2023

Registered Charity No: 1112444

Receipts in the Year: £54,999.94

Payments in the Year: £88,812.59

Reserves as at 31 March 2023: £7,230.97

1. Respective responsibilities of Trustees and Independent Examiner.

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. The Trustees require an independent examination.

As the Independent Examiner it is my responsibility to:

- a) examine the accounts under section 145 of the Charities Act 2011.
- b) follow all the applicable Directions given by the Charity Commission under section 145 (5)(b) of the Act and state whether particular matters have come to my attention.

2. Report for the year ended 31 March 2023.

The Charity Commission records the Charity's Governing document as relating to a Memorandum and Articles of Association incorporated on 1 April 2004, amended by special resolution dated 2 December 2005 and again on 2 September 2019. The area the Charity can operate in, as set out in its governing document, is Catton Park. Old Catton, Norfolk.

The aims and activities of the Charity are *'to promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment of Catton Park. To advance the education of the public in the conservation, protection and improvement of the physical and natural environment of Catton Park'*.

The Independent Examiner attended the Old Catton Parish Council's offices on 18 October 2023. The Trustees (the Old Catton Parish Council) have a Scribe accounting system in place with a detailed breakdown of receipts and payments recorded within the system. Detailed documents recording the Receipts and Payments in the year of account were presented to the Independent Examiner and transactions in the year of account were examined on a sample basis.

The following observations are made:

- a) The Charity's Accounts for the year ending 31 March 2023 have been examined; they have been prepared on a Receipts and Payments basis for audit and Charity Commission purposes. The Accounts have yet to be formally approved by the Trustees.
- b) The Charity Commission website confirms that the Commission received the Annual Return for the previous year (ended 31 March 2022) on 9 January 2023, within the due date. The Commission also received and published a copy of the Independent Examiner's Report for the year ended 31 March 2022.
- c) The Treasurer confirmed that, following approval by Trustees, the Annual Return and accounting information for the year ending 31 March 2023 will be submitted to the Charity Commission by the due date of 31 January 2024.
- d) The Charity holds a Current Account at the Co-operative Bank. The bank account stood at £12,176.58 as at 31 March 2023. However, the Treasurer confirmed that the bank balance had still to reflect unpresented (uncleared) payments totalling £4,945.61 giving an adjusted bank account figure of £7,230.97 as at 31 March 2023. The movement in the Account Balances during the year was as follows:

Accounts Balance b/f at 1 April 2022: £41,043.62 (confirmed with Accounts and Bank Reconciliation at that date)

Add Receipts in year 2022/23: £54,999.94 (confirmed from Scribe Transactions List)

Deduct Payments in year 2022/23: £88,812.59 (confirmed from Scribe Transactions List)

Accounts balance c/f at 31 March 2023: £7,230.97 (confirmed from Scribe Statement of Accounts as at that date)

- e) The recorded Overall Receipts of £54,999.94 in the 2022/23 year of account included £18,619 from Old Catton Parish Council regarding Employment Costs, £10,391 from Grants and Donations, £3,066 from Natural England, Re-cycling Income of £4,311 and Hire Receipts of £4,500. (This compares to £71,174 in total in the previous year which included £39,489 from the Spooktacular Event).
- f) Overall Payments in the year were recorded as £88,812.59 in the 2022/23 year of account and consisted of (inter alia) Employment Costs for Warden and Park Assistant (£44,434), Buxton Lodge expenses (£5,332), Plant and Machinery (£3,374), Insurance (£3,434) and recoverable VAT (£4,320). (This compares to overall expenditure of £78,068 recorded in the previous year, 2021/22).
- g) The Reserves balance at the year-end 31 March 2023 amounted to £7,230.97 and reflected the overall deficit of £33,812.65 (from £41,043.62 to £7,230.97) in the 2022/23 year of account. Whilst such a deficit would normally be unsustainable in the longer term, the Treasurer confirmed to the Independent Examiner that the Old Catton Parish Council has recently agreed to dissolve the Charity and bring the Sole Trusteeship under the remit of the Council. The Treasurer will be taking this forward with the Charity Commission and all other relevant parties.
- h) The Charity is not registered with the Information Commissioner's Office (ICO) as a Fee Payer/Data Controller for Local Charity purposes. Organisations which are established for 'not-for-profit' making purposes can be exempt from registration; the exemption may apply to small clubs, voluntary organisations and some charities. The Treasurer confirmed that she had previously completed the ICO's Registration Self-Assessment which indicated that the Charity need not register with the ICO.

- i) The Treasurer confirmed that the Charity is registered with HMRC for VAT purposes as from 1 April 2022. Accordingly the Charity may recover from HMRC the amount of £4,320.85 VAT paid during the 2022/23 year of account ending 31 March 2023. The Charity will not be able to recover from HMRC any VAT paid prior to 1 April 2022.
- j) The Charity maintains an Asset Register listing buildings, equipment and machinery under the ownership of the Charity. The Asset Register describes each asset held and (where possible) lists details of the date of purchase, model/serial number and manufacturer's name (where relevant) and the Initial (Purchase) Value and Insured Value. As at 31 March 2023 the Register recorded Assets of £723,600 at Insured Value. The total value of recorded assets agreed with the current level of insurance cover for buildings/contents/vehicles in place.
- k) The Insurance Policy for the period 28 April 2022 to 27 April 2023 was presented to the Independent Examiner. The Policy was with Hiscox Insurance at a cost of £2,484.45 and provided for Employer's Liability and Public Liability (each at £10m.), Officials' and Trustees' Indemnity cover at £500,000, Total Buildings cover at £579,200 and Total Contents cover at £18,011.
- l) The current Insurance Policy with Hiscox Insurance (for the period 28 April 2023 to 27 April 2024 at a cost of £2,747.23) similarly provides cover for both Employer's Liability and Public Liability at £10m., cover for Officials' and Trustees' Indemnity at £500,000, Fraud and Dishonesty at £150,000, Total Buildings cover at £648,704 and Total Contents cover at £19,452.
- m) The Fidelity Guarantee (Fraud and Dishonesty) insurance cover normally needs to cover the maximum amount of bank/cash sums held by a Charity at any one time. The current Fraud and Dishonesty cover of £150,000 is appropriate to the Charity's needs.
- n) The Charity also currently has in place insurance cover with Countrywise Motor Insurance for an Iseki TG6496 Tractor (£30,000), John Deere X590 Lawn Mower (£6,250) and a Kawasaki Mule Pro DX Utility Terrain Vehicle (£19,194) at a total cost of £867.69 for the period 1 April 2023 to 31 March 2024.
- o) The Council's financial administration is undertaken by the Treasurer to a high standard using the Scribe Accounting System. End of Year financial statements (a Receipts and Payments Account) have been prepared by the Treasurer. The Scribe system displays the date of payment, the method of payment, the payee (or person/organisation making payment to the Charity in the case of sums received), a description of the service received or provided and the amount of the transaction, both Net and Gross of VAT. The Scribe system secures the necessary financial control over transactions and provides clear evidence of each payment and receipt.
- p) The Independent Examiner undertook a sample check of the entries in the Scribe Payments Lists for each month of the year of account and confirmed the transactions with the Bank Statements. Individual invoices/vouchers supporting the payments made were examined. Invoices/vouchers were confirmed as held for each item of expenditure examined with an appropriate audit trail in place. Salary/wage payments were examined on a sample basis; the P60 End of Year Certificates were presented to the Examiner.
- q) The Treasurer advised the Independent Examiner that she was not aware of any issues (potential legal liabilities, financial or administrative issues) which the Charity faces which could impact upon the future short-term finances or income streams of the current organisation of the Charity, bearing in mind that the Council has resolved to dissolve the Charity.

- r) I would like to record my appreciation to the Treasurer for her assistance during the course of this Examination and for the careful presentation of the Charity's documents for the review.

3. Basis of independent examiner's report.

My examination was carried out in accordance with the applicable 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 Treasurer to the Charity and 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.

4. Independent Examiner's statement.

In connection with my examination:

- a) I confirm that no material matters have come to my attention which gives me cause to believe that in any material respect the accounting records were not kept in accordance with Section 130 of the Charities Act 2011 or the accounts did not accord with the accounting records or comply with the applicable requirements concerning the form and content of accounts.
- b) 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 (other than those matters already listed at item 2 above) in order to enable a proper understanding of the accounts to be reached.

Trevor Brown

Trevor Brown

Chartered Institute of Public Finance and Accountancy

18 October 2023

Independent Examiner's Report to the Trustees of Catton Park Trust Ltd Charity – year ended 31 March 2023

Registered Charity No: 1112444

Receipts in the Year: £54,999.94

Payments in the Year: £88,812.59

Reserves as at 31 March 2023: £7,230.97

1. Respective responsibilities of Trustees and Independent Examiner.

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. The Trustees require an independent examination.

As the Independent Examiner it is my responsibility to:

- a) examine the accounts under section 145 of the Charities Act 2011.
- b) follow all the applicable Directions given by the Charity Commission under section 145 (5)(b) of the Act and state whether particular matters have come to my attention.

2. Report for the year ended 31 March 2023.

The Charity Commission records the Charity's Governing document as relating to a Memorandum and Articles of Association incorporated on 1 April 2004, amended by special resolution dated 2 December 2005 and again on 2 September 2019. The area the Charity can operate in, as set out in its governing document, is Catton Park. Old Catton, Norfolk.

The aims and activities of the Charity are *'to promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment of Catton Park. To advance the education of the public in the conservation, protection and improvement of the physical and natural environment of Catton Park'*.

The Independent Examiner attended the Old Catton Parish Council's offices on 18 October 2023. The Trustees (the Old Catton Parish Council) have a Scribe accounting system in place with a detailed breakdown of receipts and payments recorded within the system. Detailed documents recording the Receipts and Payments in the year of account were presented to the Independent Examiner and transactions in the year of account were examined on a sample basis.

The following observations are made:

- a) The Charity's Accounts for the year ending 31 March 2023 have been examined; they have been prepared on a Receipts and Payments basis for audit and Charity Commission purposes. The Accounts have yet to be formally approved by the Trustees.
- b) The Charity Commission website confirms that the Commission received the Annual Return for the previous year (ended 31 March 2022) on 9 January 2023, within the due date. The Commission also received and published a copy of the Independent Examiner's Report for the year ended 31 March 2022.
- c) The Treasurer confirmed that, following approval by Trustees, the Annual Return and accounting information for the year ending 31 March 2023 will be submitted to the Charity Commission by the due date of 31 January 2024.
- d) The Charity holds a Current Account at the Co-operative Bank. The bank account stood at £12,176.58 as at 31 March 2023. However, the Treasurer confirmed that the bank balance had still to reflect unpresented (uncleared) payments totalling £4,945.61 giving an adjusted bank account figure of £7,230.97 as at 31 March 2023. The movement in the Account Balances during the year was as follows:

Accounts Balance b/f at 1 April 2022: £41,043.62 (confirmed with Accounts and Bank Reconciliation at that date)

Add Receipts in year 2022/23: £54,999.94 (confirmed from Scribe Transactions List)

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Accounts balance c/f at 31 March 2023: £7,230.97 (confirmed from Scribe Statement of Accounts as at that date)

- e) The recorded Overall Receipts of £54,999.94 in the 2022/23 year of account included £18,619 from Old Catton Parish Council regarding Employment Costs, £10,391 from Grants and Donations, £3,066 from Natural England, Re-cycling Income of £4,311 and Hire Receipts of £4,500. (This compares to £71,174 in total in the previous year which included £39,489 from the Spooktacular Event).
- f) Overall Payments in the year were recorded as £88,812.59 in the 2022/23 year of account and consisted of (inter alia) Employment Costs for Warden and Park Assistant (£44,434), Buxton Lodge expenses (£5,332), Plant and Machinery (£3,374), Insurance (£3,434) and recoverable VAT (£4,320). (This compares to overall expenditure of £78,068 recorded in the previous year, 2021/22).
- g) The Reserves balance at the year-end 31 March 2023 amounted to £7,230.97 and reflected the overall deficit of £33,812.65 (from £41,043.62 to £7,230.97) in the 2022/23 year of account. Whilst such a deficit would normally be unsustainable in the longer term, the Treasurer confirmed to the Independent Examiner that the Old Catton Parish Council has recently agreed to dissolve the Charity and bring the Sole Trusteeship under the remit of the Council. The Treasurer will be taking this forward with the Charity Commission and all other relevant parties.
- h) The Charity is not registered with the Information Commissioner's Office (ICO) as a Fee Payer/Data Controller for Local Charity purposes. Organisations which are established for 'not-for-profit' making purposes can be exempt from registration; the exemption may apply to small clubs, voluntary organisations and some charities. The Treasurer confirmed that she had previously completed the ICO's Registration Self-Assessment which indicated that the Charity need not register with the ICO.

- i) The Treasurer confirmed that the Charity is registered with HMRC for VAT purposes as from 1 April 2022. Accordingly the Charity may recover from HMRC the amount of £4,320.85 VAT paid during the 2022/23 year of account ending 31 March 2023. The Charity will not be able to recover from HMRC any VAT paid prior to 1 April 2022.
- j) The Charity maintains an Asset Register listing buildings, equipment and machinery under the ownership of the Charity. The Asset Register describes each asset held and (where possible) lists details of the date of purchase, model/serial number and manufacturer's name (where relevant) and the Initial (Purchase) Value and Insured Value. As at 31 March 2023 the Register recorded Assets of £723,600 at Insured Value. The total value of recorded assets agreed with the current level of insurance cover for buildings/contents/vehicles in place.
- k) The Insurance Policy for the period 28 April 2022 to 27 April 2023 was presented to the Independent Examiner. The Policy was with Hiscox Insurance at a cost of £2,484.45 and provided for Employer's Liability and Public Liability (each at £10m.), Officials' and Trustees' Indemnity cover at £500,000, Total Buildings cover at £579,200 and Total Contents cover at £18,011.
- l) The current Insurance Policy with Hiscox Insurance (for the period 28 April 2023 to 27 April 2024 at a cost of £2,747.23) similarly provides cover for both Employer's Liability and Public Liability at £10m., cover for Officials' and Trustees' Indemnity at £500,000, Fraud and Dishonesty at £150,000, Total Buildings cover at £648,704 and Total Contents cover at £19,452.
- m) The Fidelity Guarantee (Fraud and Dishonesty) insurance cover normally needs to cover the maximum amount of bank/cash sums held by a Charity at any one time. The current Fraud and Dishonesty cover of £150,000 is appropriate to the Charity's needs.
- n) The Charity also currently has in place insurance cover with Countrywise Motor Insurance for an Iseki TG6496 Tractor (£30,000), John Deere X590 Lawn Mower (£6,250) and a Kawasaki Mule Pro DX Utility Terrain Vehicle (£19,194) at a total cost of £867.69 for the period 1 April 2023 to 31 March 2024.
- o) The Council's financial administration is undertaken by the Treasurer to a high standard using the Scribe Accounting System. End of Year financial statements (a Receipts and Payments Account) have been prepared by the Treasurer. The Scribe system displays the date of payment, the method of payment, the payee (or person/organisation making payment to the Charity in the case of sums received), a description of the service received or provided and the amount of the transaction, both Net and Gross of VAT. The Scribe system secures the necessary financial control over transactions and provides clear evidence of each payment and receipt.
- p) The Independent Examiner undertook a sample check of the entries in the Scribe Payments Lists for each month of the year of account and confirmed the transactions with the Bank Statements. Individual invoices/vouchers supporting the payments made were examined. Invoices/vouchers were confirmed as held for each item of expenditure examined with an appropriate audit trail in place. Salary/wage payments were examined on a sample basis; the P60 End of Year Certificates were presented to the Examiner.
- q) The Treasurer advised the Independent Examiner that she was not aware of any issues (potential legal liabilities, financial or administrative issues) which the Charity faces which could impact upon the future short-term finances or income streams of the current organisation of the Charity, bearing in mind that the Council has resolved to dissolve the Charity.

- r) I would like to record my appreciation to the Treasurer for her assistance during the course of this Examination and for the careful presentation of the Charity's documents for the review.

3. Basis of independent examiner's report.

My examination was carried out in accordance with the applicable 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 Treasurer to the Charity and 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.

4. Independent Examiner's statement.

In connection with my examination:

- a) I confirm that no material matters have come to my attention which gives me cause to believe that in any material respect the accounting records were not kept in accordance with Section 130 of the Charities Act 2011 or the accounts did not accord with the accounting records or comply with the applicable requirements concerning the form and content of accounts.
- b) 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 (other than those matters already listed at item 2 above) in order to enable a proper understanding of the accounts to be reached.

Trevor Brown

Trevor Brown

Chartered Institute of Public Finance and Accountancy

18 October 2023

CATTON PARK TRUST LTD

England & Wales - Charity number 1112444

Accounts

Independent Examiner's Report to the Trustees of Catton Park Trust Ltd Charity – year ended 31 March 2022

Registered Charity No: 1112444

Income in the Year: £71,174.57

Expenditure in the Year: £78,068.01

Reserves as at 31 March 2022: £41,043.62

1. Respective responsibilities of Trustees and Independent Examiner.

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. The Trustees require an independent examination.

As the Independent Examiner it is my responsibility to:

- a) examine the accounts under section 145 of the Charities Act 2011.
- b) follow all the applicable Directions given by the Charity Commission under section 145 (5)(b) of the Act and state whether particular matters have come to my attention.

2. Report for the year ended 31 March 2022.

The Charity Commission records the Charity's Governing document as relating to a Memorandum and Articles of Association incorporated on 1 April 2004, amended by special resolution dated 2 December 2005 and again on 2 September 2019. The area the Charity can operate in, as set out in its governing document, is Catton Park. Old Catton, Norfolk.

The aims and activities of the Charity are *'to promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment of Catton Park. To advance the education of the public in the conservation, protection and improvement of the physical and natural environment of Catton Park'*.

The Trustees (the Old Catton Parish Council) has a Scribe accounting system in place with detailed breakdown of receipts and payments recorded within the system. A Summary document recording the Receipts and Payments in the year of account has been constructed and presented to the Independent Examiner. The Independent Examiner attended the Old Catton Parish Council's offices on 26 January 2023, when a sample of transactions in the year of account were examined on a sample basis.

The following observations are made:

- a) The Charity's Accounts for the year ending 31 March 2022 have been prepared on an Income and Expenditure basis and have yet to be formally approved by the Trustees.
- b) The Treasurer has submitted the draft Annual Accounts to the Charity Commission (received by the Commission on 9 January 2023, within the due date). The Treasurer confirmed that she will be submitting the Trustees' Annual Report and final Accounts following approval by Trustees.
- c) The Charity holds a Current Account at the Co-operative Bank. The Account stood at £41,043.62 as at 31 March 2022.
- d) The Independent Examiner has confirmed that the Bank Statement as at 31 March 2022 agreed and reconciled with the End-of-Year Accounts at that date, as follows:

Accounts Balance b/f at 1 April 2021: £47,937.06 (confirmed with Accounts and Bank Reconciliation at that date)

Add Receipts in year 2021/22: £71,174.57 (confirmed with Transactions List)

Deduct Payments in year 2021/22: £78,068.01 (confirmed with Transactions List)

Accounts balance c/f at 31 March 2022: £41,043.62 (confirmed with Bank Statement at that date).

- e) The recorded Overall Receipts of £71,174.57 in the 2021/22 year of account included £39,489 from the Spooktacular Event, Grants of £11,092 from Broadland District Council and £3,066 from Natural England, Refreshment Income of £3,301, Re-cycling Income of £3,307 and Hire Receipts of £2,799. (This compares to £34,326 in total in the previous year which reflected income of £34,027 from Grants and Donations following the restrictions imposed due to the Covid-19 pandemic, a period over which regular income (from hirings etc) was curtailed due to the various lockdowns).
- f) Overall Payments in the year were recorded as £78,068.01 in the 2021/22 year of account and consisted of (inter alia) Employment Costs for Warden and Park Assistant (£42,077), Plant and Machinery (£4,941), Spooktacular Costs (£4,050) and Irrecoverable VAT (£3,278). (This compares to overall expenditure of £110,754 recorded in the previous year, 2020/21).
- g) The Reserves balance at the year-end 31 March 2022 amounted to £41,043 and reflected the overall deficit of £6,894 (from £47,937 to £41,043) in the 2021/22 year of account. As at 31 March 2022 the Charity held sufficient reserves and contingency sums to meet, within reason, any unforeseen items of expense that may occur. The Treasurer advised the Independent Examiner that the Trustees do not currently maintain a Reserves Policy document. **In view of the cash balances available it is suggested that the Trustees consider constructing and approving a Reserves Policy to support and provide guidance upon the Charity's use of current Cash Reserves and possible Investment Strategies for longer-term financial planning.**
- h) The Charity is not registered with the Information Commissioner's Office (ICO) as a Fee Payer/Data Controller for Local Charity purposes. Organisations which are established for 'not-for-profit' making purposes can be exempt from registration; the exemption may apply to small clubs, voluntary organisations and some charities. The Treasurer confirmed that she had recently completed the ICO's Registration Self-Assessment.

- i) The Charity is not registered with HMRC for VAT purposes. A net payment of £3,132.01 VAT is recorded in the Statement of Accounts. VAT is currently not being recovered from HMRC. Similarly, small amounts of VAT are being charged on some invoices but not being paid to HMRC. **The Treasurer advised the Independent Examiner that she will be making enquiries to HMRC regarding possible registration with HMRC for VAT purposes and to confirm the position regarding reclaiming future VAT payments from HMRC and making payment to HMRC of the small amounts VAT charged to creditors.**
- j) The Charity maintains an Asset Register listing buildings, equipment and machinery under the ownership of the Charity. The Asset Register describes each asset held and (where possible) lists details of the date of purchase, model/serial number and manufacturer's name (where relevant) and the Initial (Purchase) Value and Insured Value. As at 31 March 2022 the Register recorded Assets of £652,655 at Insured Value.
- k) The Insurance Policy for the period 28 April 2021 to 27 April 2022 was presented to the Independent Examiner. The Policy was with Ansvar Insurance at a cost of £3,035.12. Cover for Employer's Liability, Public Liability and Property Owners Liability each stood at £10m. The policy included cover for Buildings (£579,200) and Contents (£14,000). The current Insurance Policy with Hiscox Insurance (for the period 28 April 2022 to 27 April 2023 at a cost of £2,484.45) similarly provides for Employer's Liability and Public Liability at £10m. Officials' and Trustees' Indemnity cover currently stands at £500,000, Total Buildings cover at £579,200 and Total Contents cover at £18,011.
- l) During the course of the 2021/22 year of account the Fidelity Guarantee (Fraud and Dishonesty) insurance cover under Ansvar Insurance stood at £5,000. Fidelity Guarantee Insurance normally covers the maximum amount of bank/cash sums held by a Charity at any one time. As the Cash/Bank in hand as at 31 March 2022 stood at £41,043 the sums held were significantly in excess of the cover in place at that time. However, the current Fraud and Dishonesty cover under the Hiscox insurance stands at £150,000 and the cover is now more appropriate to the Charity's needs.
- m) The Council's financial administration is undertaken by the Treasurer to a high standard through the use of the Scribe accounting system. End of Year financial statements (Income and Expenditure Account and Balance Sheet) have been prepared by the Treasurer. The Scribe Accounting system (operating a Receipts and Payments during the year) displays the date of payment, the method of payment, the payee (or person/organisation making payment to the Charity in the case of sums received) and the category/sub-category concerned. The Scribe accounting system secures the necessary financial control over transactions and provides clear evidence of each payment and receipt.
- n) The Independent Examiner undertook a sample check of the entries in the Scribe Payments Lists for each month of the year of account and confirmed the transactions with the Bank Statements. Individual invoices/vouchers supporting the payments made were examined. Invoices/vouchers were confirmed as held for each item of expenditure examined with an appropriate audit trail in place.
- o) The Treasurer confirmed that the Charity did not have Creditors (debts owed to any parties) as at 31 March 2022. Similarly, no Debtors (sums owed to the Charity) were recorded as at 31 March 2022.
- p) The Treasurer confirmed to the Independent Examiner that she was not aware of any issues (potential legal liabilities, financial or administrative issues) which the Charity faces which could impact upon the future finances or income streams of the Charity.

- q) The Annual Return and Accounts for the previous year ended 31 March 2021 are recorded by the Charity Commission as having been received on 18 July 2022 (168 days late from the due date for submission).
- r) I would like to record my appreciation to the Treasurer for her assistance during the course of this Examination and for the careful presentation of the Charity's documents for the review.

3. Basis of independent examiner's report.

My examination was carried out in accordance with the applicable 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 Treasurer to the Charity and 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.

4. Independent Examiner's statement.

In connection with my examination:

- a) I confirm that no material matters have come to my attention which gives me cause to believe that in any material respect the accounting records were not kept in accordance with Section 130 of the Charities Act 2011 or the accounts did not accord with the accounting records or comply with the applicable requirements concerning the form and content of accounts.
- b) 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 (other than those matters already listed at item 2 above) in order to enable a proper understanding of the accounts to be reached.

Trevor Brown

Trevor Brown

Chartered Institute of Public Finance and Accountancy

26 January 2023

CATTON PARK TRUST LTD

England & Wales - Charity number 1112444

Accounts

Catton Park Trust Limited

Financial Statements

For the Year Ended 31st March 2021

Company Registration Number: 05090852

Charity Commission Number: 1112444

Registered Office:

Hayman Lodge
Oak Lane
Old Catton
Norwich
Norfolk
NR6 7DB

Catton Park Trust Limited**Statement of Financial Activities (incorporating the Income and Expenditure Account)
for the year ended 31st March 2021**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Incoming Resources					
Incoming resources from generating funds:					
Voluntary income	2	34,027	0	34,027	9,709
Other generating activities	3	299	0	299	33,680
Investment Income	4	0	0	0	0
Incoming resources from charitable activities	5	0	0	0	2,073
Total Incoming Resources		34,326	0	34,326	45,462
Resources Expended					
Costs of generating voluntary income					
	6	0	0	0	(8,461)
Charitable activities	7	(110,154)	0	(110,154)	(73,770)
Governance costs	8	(600)	0	(600)	(600)
Total Resources Expended		(110,754)	0	(110,754)	(82,831)
Net Incoming / (Outgoing) Resources before Transfers		(76,428)	0	(76,428)	(37,369)
Transfers Between Funds		0	0	0	0
Net Movement in Funds and Net Income / (Expenditure) for Year		(76,428)	0	(76,428)	(37,369)
Total Funds Brought Forward		494,662	0	494,662	532,031
Diminution in Asset Values		(205,887)	0	(205,887)	0
Total Funds Carried Forward		212,347	0	212,347	494,662

The notes on pages 4 to 8 form part of these financial statements.

Catton Park Trust Limited**Balance Sheet as at 31st March 2021**

		2021		2020	
	Notes	£	£	£	£
Fixed Assets					
Tangible Assets	11		165,010		382,912
Current Assets					
Debtors	12		0		0
Cash at Bank and in Hand			47,937		112,350
			47,937		112,350
Current Liabilities					
Amounts falling due within one year	13		(600)		(600)
Net Current Assets / (Liabilities)			47,337		111,750
Total Net Assets			212,347		494,662
Represented By					
Restricted Income Funds	14		0		0
Unrestricted Income Funds	15		212,347		494,662
Total Funds			212,347		494,662

The directors consider that, for the year ended 31st March 2021, the company was entitled to exemption under section 477 and confirm that no member has requested an audit in accordance with section 476 of the Companies Act 2006. The directors also acknowledge their responsibility for ensuring that the company keeps accounting records which comply with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime set out in Parts 15 and 16 of the Companies Act 2006, were approved by the trustees on and are signed on their behalf by:

Mr. B. Sabberton-Coe
Chairman

Ms. S. Vincent
Treasurer

Company Registration Number: 05090852

The notes on pages 4 to 8 form part of these accounts.

Catton Park Trust Limited

Notes to the Financial Statements for the year ended 31st March 2021

1. Accounting Policies

Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Accounting and Reporting by Charities SORP (issued in 2005) and the special provisions applicable to small companies (Companies Act 2006).

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity; and

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Incoming Resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants and donations and is included in full in the Statement of Financial Activities when receivable. Where entitlement is not conditional on the delivery of a specific performance by the charity, income is recognised when the charity becomes unconditionally entitled to it.
- Investment income is included when receivable.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Resources Expended

Expenditure is recognised on an accrual basis as a liability as incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and included the independent examination fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designated to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Fixed Assets and Depreciation

All fixed assets are initially recorded at cost, with the exception of those items costing less than £100 which are not capitalised.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over its estimated economic life as follows:

Plant and machinery	- 20% on straight line basis
Computer equipment	- 33% per annum on straight line basis
Leasehold buildings	- over the remainder of the lease of 14 years

Catton Park Trust Limited

Notes to the Financial Statements for the year ended 31st March 2021

2. Voluntary Income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Broadland District Council	20,467	0	20,467	0
Norfolk County Council	3,879	0	3,879	4,054
Heritage Lottery Fund	0	0	0	0
Old Catton Parish Council	0	0	0	0
Natural England	3,067	0	3,067	3,833
Other Grants & Donations	6,614	0	6,614	1,822
	<u>34,027</u>	<u>0</u>	<u>34,027</u>	<u>9,709</u>

3. Income Resources from Activities for Generating Funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Festivals & Events in the Park	263	0	263	15,108
Lodge and Park Hire	36	0	36	15,847
Refreshment Sales	0	0	0	2,725
	<u>299</u>	<u>0</u>	<u>299</u>	<u>33,680</u>

4. Investment Income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Bank Interest Receivable	0	0	0	0

5. Incoming Resources from Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Sale of Hay and Charcoal	0	0	0	0
Miscellaneous	0	0	0	2,073
	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,073</u>

Catton Park Trust Limited**Notes to the Financial Statements for the year ended 31st March 2021****6. Costs of Generating Voluntary Income**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Festivals and Events	0	0	0	8,461

7. Costs of Charitable Activities by Fund Type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Restoration and Maintenance of Parkland	9,133	0	9,133	6,409
Warden & Assistant Staff Costs	38,924	0	38,924	30,338
Rent	0	0	0	500
General Administration	9,773	0	9,773	3,601
Depreciation	12,015	0	12,015	22,141
HLF Grant Expenditure	0	0	0	0
Miscellaneous	1,268	0	1,268	329
Motor & Equipment Expenses	26,572	0	26,572	2,380
Lodge Running Expenses	4,058	0	4,058	5,711
Irrecoverable VAT	8,411	0	8,411	2,361
	110,154	0	110,154	73,770

8. Governance Costs

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Independent Examiner Fees	600	0	600	600
Sundry Other	0	0	0	0
	600	0	600	600

9. Net Incoming / (Outgoing) Resources for the Year

This is stated after charging:	2021 £	2020 £
Depreciation	12,015	22,141
Operating Lease Costs	0	0

Catton Park Trust Limited

Notes to the Financial Statements for the year ended 31st March 2021

10. Transactions with Trustees

During the period, the charity rented Catton Park from Mr. A. E. Buxton at a charge of £Nil (2020: £500).

No trustees received any remuneration whilst no trustees were paid expenses during the period (2020: £Nil).

11. Tangible Fixed Assets

	Education Building £	Plant and Machinery £	Computer Equipment £	Leasehold Property £	Totals £
Cost					
At 1st April 2020	252,000	46,940	958	380,594	680,492
Additions	0	0	0	0	0
Diminutions	0	0	0	(380,594)	(380,594)
At 31 st March 2021	252,000	46,940	958	0	299,898
Depreciation					
At 1st April 2020	74,975	46,940	958	174,707	297,580
Charge for year	12,015	0	0	0	12,015
Diminutions	0	0	0	(174,707)	(174,707)
At 31 st March 2021	86,990	46,940	958	0	134,888
Net Book Values					
At 31 st March 2021	165,010	0	0	0	165,010
	=====	=====	=====	=====	=====
At 1st April 2020	177,025	0	0	205,887	382,912
	=====	=====	=====	=====	=====

12. Debtors

	2021 £	2020 £
Prepayments and accrued income	0	0
	=====	=====

13. Creditors

	2021 £	2020 £
Accruals	600	600
	=====	=====

Catton Park Trust Limited

Notes to the Financial Statements for the year ended 31st March 2021

14. Restricted Income Funds

	Balance at 1 April 2020 £	Incoming Resource £	Outgoing Resource £	Transfers £	Balance at 31 Mar 2021 £
Hayman Lodge	0	0	0	0	0

15. Unrestricted Income Funds

	Balance at 1 April 2020 £	Incoming Resource £	Outgoing Resource £	Transfers £	Balance at 31 Mar 2021 £
General Funds	494,662	34,326	(316,641)	0	212,347

16. Analysis of Net Assets between Funds

	Tangible Fixed Assets £	Net Current Assets £	Total £
Restricted Income Funds:			
Education Building – Hayman Lodge	0	0	0
Unrestricted Income Funds:			
General Funds	165,010	47,337	212,347
Total Funds	165,010	47,337	212,347

17. Company Limited by Guarantee

The charity is a company limited by guarantee and has no share capital. The members have guaranteed that in the event of the charity being wound up during their membership, or one year thereafter, each would contribute to the assets of the charity a sum not exceeding £10.

Catton Park Trust Limited
Company limited by guarantee

Trustees' Annual Report for the year ending 31st March 2021

The Trustee presents the Annual Report and Financial Statements for the year ended:
31st March 2020.

Registered Charity Name	Catton Park Trust Ltd
Charity Number	1112444
Company Registration Number	05090852
Registered Office and Operational Address	Buxton Lodge Oak Lane Old Catton Norwich NR6 7DB
Sole Trustee	Old Catton Parish Council
Chairman	Mr Bradley Sabberton-Coe
Company Secretary	Ms Sarah Vincent
Treasurer	Ms Sarah Vincent
Independent Examiner	Mr Nigel Archer, Auditing Solutions
Bankers	The Co-Operative Bank PLC

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 1st April 2004 and registered as a Charity on 7th December 2005. The Company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. Memorandum of Association was amended and approved at meeting on 2nd September 2019. In the event of the Company being wound up Members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Trustees

The three Directors of the Company, Mr B Sabberton-Coe, Mr M Vincent and Mr B Honess are also Charity Trustees for the purposes of charity law. Old Catton Parish Council is the sole-trustee of Catton Park Trust; all Council Members are Members of the Trust and offer a wide range of business and public sector experience from which the Charity will benefit. Old Catton Parish Council became sole-trustee of the Park on 1st July 2014.

Trustee Induction and Training

Members are encouraged to attend relevant training and copies of newsletters and circulations from the Charity Commission and Voluntary Norfolk are available for all members.

Risk Management

The Members have identified and assessed all risks and established systems to mitigate the risks.

Organisation Structure

The Members meet every 6-8 weeks to administer the Charity and its finances and deal with day to day matters.

The Charity employs a Park Warden who is responsible for the day to day running of the Park. The Warden is supported by an Assistant Park Warden.

Mission Statement

- To manage and protect Catton Park in a way that is recognised as high quality, enhancing the natural landscape and wildlife whilst promoting enjoyment for the local community and visitors.
- To provide opportunities and facilities for education and recreation in a safe and attractive environment, which will encourage greater understanding of the heritage and natural assets of Catton Park.

Public Benefit

The Members confirm that they have had due regard to the Charity Commission's guidance on public benefit.

The Members consider that the Charity meets the Charity Commission's public benefit requirements in the advancement of its objectives, by way of the promotion of the conservation, protection and improvement of Catton Park and its environment. The Park is open to all and there is no charge for use of the Park by individuals.

Achievements and Performance

Old Catton Parish Council purchased 50 acres of the Park from Mr A Buxton in March 2021 thereby securing the safety of the Park from future development. Remaining 20 acres remains under lease with Norfolk County Council at peppercorn rent.

Due to Covid-19 restrictions, numerous lockdowns and rulings on large gatherings all hiring of Buxton Lodge and picnic area ceased during the period. Within Government guidelines the Trust continued to support local community groups who met within the Park during this period however, other than small donations, no income was received. Footfall and public awareness of Catton Park increased significantly during this period of restrictions. Maintenance and running costs of the Lodge and Park were covered by Government Covid-19 grants during this period.

Catton Park was awarded a Community Green Flag Award for the fourth consecutive year during this period. The Award recognises that Catton Park boasts the highest possible environmental standards, is beautifully maintained and has excellent visitor facilities

Financial Review

All incoming funds have been unrestricted. Income was £34,326 and expenditure was £110,754 (an income decrease of £11,136 and an expenditure increase of £27,923 on the previous financial year).

Principal Funding Sources

Funding is now dependant on local authorities, Natural England and fund raising. Local authority funding, due to Covid-19 provided the main source of income during this period. Moving forward

there are no further sources of local authority funding identified at this time. Hire of Buxton Lodge, events in the Park, refreshment sales and recycling are an important source of income.

Investment Policy

There are currently no funds for long-term investment. The Trust will continue to review this position should substantial funds become available for investment.

Reserves Policy

The Members are working to find ways to build up reserves.

Plans for Future Periods

It continues to be essential for the Trust to manage the Park within its resources but with limited sources of income this will become increasingly difficult. The Parish Council continue to support the Trust and will be providing additional funding next financial year, via precept. However the Trust must consider the long-term future management of the Park and establish permanent means of income to continue sustainability.

