



Barham Park Trust Committee – supplementary agenda

Wednesday 27 January 2016 at 6.00 pm

Board Room 2 - Brent Civic Centre, Engineers Way,
Wembley HA9 0FJ

Membership:

Members

Councillors:

Pavey (Chair)

Denselow

Hirani

McLennan

Southwood

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The press and public are welcome to attend this meeting

Agenda

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Item

5 Amendments to 2014/15 Barham Park Report and Accounts

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Please remember to set your mobile phone to silent during the meeting.

- The meeting room is accessible by lift and seats will be provided for members of the public.



Barham Park Trust Committee
27 January 2016

**Report from the Chief Finance
Officer**

Wards affected:
ALL

Quarter 2 Report 2015/16

1.0 Summary

1.1 This report presents the quarter 2 report for the Trust for 2015/16.

2.0 Recommendations

2.1 The Committee notes the quarter 2 report for 2015/16

2.2 The Committee consider the recommendation in paragraph 3.3 to increase the overall financial position of the Trust

3.0 Detail

Quarter 2 Report for 2015/16

3.1 The quarter 2 report is set out as an appendix 1 for consideration by the Committee. It outlines the income generated and expenditure incurred on behalf of the Trust during the year commencing from 1 April 2015 to 30 September 2015.

3.2 An analysis of the accounts is shown in appendix 2. The total income to date was £44k with expenditure of £34k. The net surplus at the end of the quarter was £10k.

3.3 It would be recommended that the Trust endeavour to generate more income where possible to improve the overall financial position of the Trust. This can include increased letting of the Hall and increased activities for Fun fare for additional income.

4.0 Financial Implications

4.1 As at 30 September 2015 the cash position of the Trust amounted to £454,859.

5.0 Legal Implications

5.1 None

6.0 Diversity Implications

6.1 None

Background Papers

Not Applicable

Contact Officers:

Conrad Hall, Chief Finance Officer

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Chris Whyte

Operational Director - Community Services

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Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 04	Year 2015		Day 30	Month 09	Year 2015

Section A Reference and administration details

Charity name	Barham Park Trust
Other names charity is known by	Barham Park Trust
Registered charity number (if any)	302931
Charity's principal address	Brent Civic Centre, Engineers Way Wembley Middlesex Postcode HA9 0FJ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	LB Brent	Barham Park Trust Committee		Not applicable as corporate sole trustee
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	<p>The voluntary conveyance dated 22 October 1936 between George Titus Barham (1) and Wembley UDC (2) copy annexed.</p> <p>Related documents:</p> <ul style="list-style-type: none">the conveyance dated 1st February 1937 between Florence Elizabeth Barham (1) and the Mayor Alderman and Burgesses of the Borough of Wembley (2) copy annexedthe Assent dated 1st February 1938 between James Williamson and Kenneth Ewart Tansley (1) and the Mayor Alderman and Burgesses of the Borough of Wembley (2) copy annexed
How the charity is constituted (eg. trust, association, company)	London Borough of Brent as sole trustee
Trustee selection methods (eg. appointed by, elected by)	Not applicable – the Council as local authority is the sole trustee. The London Borough of Brent is statutory successor to the Borough of Wembley.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The land is be held on trust to preserve the same for the recreation of the public in such manner and subject to such regulations in all respects as the Council may from time to time think proper.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The benefit is the provision of Barham Park and building for recreational purposes for the benefit of the local community.

The Trustees received training on 16 September 2013 and this included a wide range of information including governance, conflicts of interest and public benefit.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

During the 2013-14 financial year work was undertaken to improve the Barham Park Building Complex and work commenced on delivering the vision for the open space.

In respect of the open space, the first step was the tendering for a company to project manage the works and Ig9 was awarded this contract in October 2013.

A bank of approximately 100 ageing Leylandii trees located adjacent to the railway line were removed in February 2014, an Invitation to Quote issued at the end of March 2014 to three companies, who were asked to bid for the installation of a path at the rear of the park creating a link from East to West.

Officers have successfully secured £200k of Section 106 money to be spent in 2014/15, the works anticipated are:

- Horticultural works to restore/improve the existing gardens and beds;
- Building works including repointing;
- Improvements to the main entrance; and,
- The provision of an outdoor gym.

During 2014/15 ACAVA (a tenant) completed alternation works and their area is now fully occupied. ACAVA have formed local links with local community groups such as the Sudbury Residents Association and are planning a number of community initiatives.

The Lounge, an empty area, was marketed, attracting a good level of interest, with 10 applications that were shortlisted to 4, who were invited for interview, the interview panel included Trust Members. A decision has since been made to rent the area to a preferred applicant, subject to completion of the necessary legal documentation. It is anticipated that they will be in occupation within the next few months, contributing to the revenue income generated through lettings at the Barham Complex.

The Trust is currently seeking to regularise the long standing occupation of the Snooker and Billiard Room by the Barham Park Veterans Club. It is hoped the lease to the Barham Vets will also be completed this financial year.

This will leave two units vacant, the Card Room and Unit 7 The Massroom and Store, the Trust made a decision in June 2015 to offer Unit 1 out to the Community, as a Community Asset Transfer, marketing will commence in January 2016.

A report is going to the January 2016, Trust meeting, recommending that a condition survey be compiled of the buildings, ensuring any major issues are identified and if necessary to seek funding to address any critical problems in the fabric of the building.

The Trust has made an application to the Charity Commission, seeking consent to lease part of the former library building, comprising the Children's Centre, to the Council on a five year lease at a rent that has been assessed by the Valuation Office Agency.

Section E

Financial review

Brief statement of the charity's policy on reserves

As at 31 March 2015 the charity held cash reserves of £444,708

In accordance with the decision of the trustees any future receipts will be used for improvements within Barham Park.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

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Charity Name Barham Park	No (if any) 302931
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Receipts and payments accounts

CC16a

For the period from	Period start date 01/04/15	To	Period end date 30/09/15
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Hall Hire, Fun Fair & Ice Cream Concessions	-			-	-
Property Rental Income	-			-	-
Ad-hoc lettings	4,244			4,244	14,782
Fun Fair	17,599			17,599	10,657
Car Parking	-			-	1,956
Catering Rights	-			-	1,560
Rental Income - Virgin Media	3,250			3,250	6,500
Rental Income - ACAVA	18,806			18,806	9,592
Brent Council Contribution				-	51,188
Interest earned				-	10,926
				-	-
Sub total (Gross income for AR)	43,899	-	-	43,899	107,161
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	43,899	-	-	43,899	107,161
A3 Payments					
Maintenance and Wardens	-			-	49,827
Premises - Utility	1,793			1,793	3,876
Premises - Insurance	-			-	3,214
Premises - Security	-			-	1,910
Premises - Cleaning	2,791			2,791	3,832
Premises - Repairs and Maintenance	16,776			16,776	6,380
Premises - Other	1,700			1,700	-
Supplies and Services	3,367			3,367	-
Waste Disposal	2,373			2,373	1,931
Trees - felling and planting	-			-	4,030
Machinery Repairs	-			-	2,904
FM running Costs	855			855	-
NNDR	-			-	18,331
Surveys	-			-	-
Service Charges	-			-	-
					-
Sub total	29,655	-	-	29,655	96,235
A4 Asset and investment purchases, (see table)					
		-	-	-	-
Buildings Refurbishment	4,094			4,094	164,032
Sub total	4,094	-	-	4,094	164,032
Total payments	33,749	-	-	33,749	260,267
Net of receipts/(payments)	10,150	-	-	10,150	- 153,106
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	444,708	-	-	444,708	628,310
Cash funds as at 30 September 2015	454,858	-	-	454,858	475,204

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash	454,858	-	-
		-	-	-
		-	-	-
	Total cash funds	454,858	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	Details			
			-	-
			-	-
			-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Details			
	Barham Park Building Complex			939,071
		Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Details			
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

Appendix 2**BARHAM PARK TRUST ACCOUNT 2015-16****Analysis for Quarter 2 ending 30 September 2015**

Description	Amount to date £	% Of Income	Comments
Income			
Ad-hoc lettings	(4,244.00)	10%	Various ad hoc Hall letting
Fun Fair	(17,599.00)	40%	Fun Fair activities
Rental Income - Virgin Media	(3,250.00)	7%	Income from telephone equipment room of Virgin Media
Rental Income - ACAVA	(18,806.00)	43%	Rental Income from ACAVA
Sub total Gross income	(43,899.00)	100%	
Expenditure	Amount to date £	% of Expenditure	Comments
Premises - Utility	1,793.34	5%	Laser Recharges, Thames Water, Affinity Water etc
Premises - Cleaning	2,790.68	8%	Cleaning of Premises
Premises - Repairs and Maintenance	16,776.10	50%	General repair and Maintenance of premises
Premises - Other	1,700.00	5%	Valuation Office Agency - open market rental valuation
Supplies and Services	2,085.00	6%	Advertisements etc
Waste Disposal	2,373.00	7%	Waste disposal expenses (Veolia, PHS Group)
FM running Costs	2,137.21	6%	Facilities Management costs
Buildings Refurbishment (Capital)	4,094.06	12%	This cost will be met from Capital Receipts Reserve at year end - Payment to GA Harper for release of retention
Sub total Gross expenditure	33,749.39	100%	
(Surplus / Deficit	(10,149.61)	23%	Surplus as % of total Income

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