



## Barham Park Trust Committee

**Tuesday 18 July 2017 at 6.00 pm**  
Boardrooms 5-6 - Brent Civic Centre

### Membership:

#### Members Councillors:

McLennan (Chair)  
Hirani (Vice-Chair)  
Farah  
Miller  
Southwood

**For further information contact:** Bryony Gibbs, Governance Officer  
020 8937 1355 [bryony.gibbs@brent.gov.uk](mailto:bryony.gibbs@brent.gov.uk)

For electronic copies of minutes, reports and agendas, and to be alerted when the minutes of this meeting have been published visit:

**[democracy.brent.gov.uk](http://democracy.brent.gov.uk)**

**The press and public are welcome to attend this meeting**

## **Notes for Members - Declarations of Interest:**

If a Member is aware they have a Disclosable Pecuniary Interest\* in an item of business, they must declare its existence and nature at the start of the meeting or when it becomes apparent and must leave the room without participating in discussion of the item.

If a Member is aware they have a Personal Interest\*\* in an item of business, they must declare its existence and nature at the start of the meeting or when it becomes apparent.

If the Personal Interest is also a Prejudicial Interest (i.e. it affects a financial position or relates to determining of any approval, consent, licence, permission, or registration) then (unless an exception at 14(2) of the Members Code applies), after disclosing the interest to the meeting the Member must leave the room without participating in discussion of the item, except that they may first make representations, answer questions or give evidence relating to the matter, provided that the public are allowed to attend the meeting for those purposes.

### **\*Disclosable Pecuniary Interests:**

- (a) **Employment, etc.** - Any employment, office, trade, profession or vocation carried on for profit gain.
- (b) **Sponsorship** - Any payment or other financial benefit in respect expenses in carrying out duties as a member, or of election; including from a trade union.
- (c) **Contracts** - Any current contract for goods, services or works, between the Councillors or their partner (or a body in which one has a beneficial interest) and the council.
- (d) **Land** - Any beneficial interest in land which is within the council's area.
- (e) **Licences**- Any licence to occupy land in the council's area for a month or longer.
- (f) **Corporate tenancies** - Any tenancy between the council and a body in which the Councillor or their partner have a beneficial interest.
- (g) **Securities** - Any beneficial interest in securities of a body which has a place of business or land in the council's area, if the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body or of any one class of its issued share capital.

### **\*\*Personal Interests:**

The business relates to or affects:

(a) Anybody of which you are a member or in a position of general control or management, and:

- To which you are appointed by the council;
- which exercises functions of a public nature;
- which is directed is to charitable purposes;
- whose principal purposes include the influence of public opinion or policy (including a political party of trade union).

(b) The interests a of a person from whom you have received gifts or hospitality of at least £50 as a member in the municipal year;

or

A decision in relation to that business might reasonably be regarded as affecting, to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the electoral ward affected by the decision, the well-being or financial position of:

- You yourself;
- a member of your family or your friend or any person with whom you have a close association or any person or body who employs or has appointed any of these or in whom they have a beneficial interest in a class of securities exceeding the nominal value of £25,000, or any firm in which they are a partner, or any company of which they are a director
- any body of a type described in (a) above.

# Agenda

Introductions, if appropriate.

Apologies for absence and clarification of alternate members.

Item	Page
<b>1 Apologies for Absence</b>	
For the Committee to note any apologies for absence.	
<b>2 Declarations of Interests</b>	
Members are invited to declare at this stage of the meeting, any relevant personal and prejudicial interests and discloseable pecuniary interests in any matter to be considered at this meeting.	
<b>3 Minutes of the Previous Meeting</b>	1 - 4
To approve the attached minutes of the previous meeting on 12 April 2017 as a correct record.	
<b>4 Matters Arising (If Any)</b>	
To consider any matters arising from the minutes of the previous meeting.	
<b>5 Update on Operational Issues Relating to Barham Park</b>	5 - 8
This report presents a summary of the latest operational issues relating to Barham Park for the committee's consideration.	
<b>6 Annual Report 2016-2017</b>	9 - 20
There is a statutory requirement to produce an Annual Report, including the Accounts each financial year. The Annual Report for 2016-2017 is attached for the committee's consideration.	
<b>7 Officer Time Analysis</b>	21 - 24
This is an examination of officer time spent supporting Barham Park Trust and its activities. It is intended for memorandum purposes only.	
<b>8 Any Other Urgent Business</b>	
Notice of items to be raised under this heading must be given in writing to	

the Head of Executive and Member Services or his representative before the meeting.

**Date of the next meeting:            Tuesday 12 December 2017**



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.



## MINUTES OF THE BARHAM PARK TRUST COMMITTEE Held on Wednesday 12 April 2017 at 7.00 pm

**PRESENT:** Councillor McLennan (Chair), Hirani (Vice-Chair) and Councillors Farah, Miller and Southwood

1. **Apologies for Absence**

None.

2. **Declarations of Interests**

None declared.

3. **Minutes of previous meetings**

RESOLVED:

- i) that the minutes of the previous meeting held on 2 February 2017 be approved as an accurate record of the meeting;
- ii) that the amendment to the minutes of the meeting of 7 September 2017, detailed in the excerpt before the committee, be approved.

4. **Matters Arising (If Any)**

None.

5. **Update on Operational Issues Relating to Barham Park**

A report summarising the latest operational issues relating to Barham Park was presented to the committee by Chris Whyte (Operational Director Environment Services). The report included an update regarding the activities of the Sudbury Safer Neighbourhood Team whose regular patrols of the park had curtailed incidences of anti-social behaviour. The report also detailed recent and planned actions of the Parks Team which included improvements to the play area to be made before June 2017. Members also heard that there had been an incidence of vandalism at the park with damage being caused to the wishing well in the courtyard area. The area had since been cleared and made safe.

**RESOLVED:** That the update on Operational Issues relating to Barham Park be noted.

6. **State of Finances**

Gareth Robinson (Head of Finance) presented a report to the committee on the finances of the Barham Park Trust, clarifying the division of responsibility between

the council and the trust and setting out the level of subsidy provided to the trust. Members' attention was drawn to tables 1 and 2 in the report; the former setting out the significant annual costs borne by the Trust, the latter outlining the extensive use of the council's revenue budget and Section 106 funds on the park. The report detailed the actions that would be taken to ensure that the costs of maintaining the park would be charged to the Trust, including fixing maintenance costs at £50,231 (plus yearly inflation) which equated to the proportion of time spent on the park by the council's public realm contractor Veolia. The council would also seek to isolate the costs associated with planting in the park and proposed to undertake a detailed analysis of the amount of council officer time spent on the park, the results of which would be reported back to the committee at a subsequent meeting

In the ensuing discussion, the committee directed that the report on officer time include a comparative analysis with the borough's other parks and questioned how officer time would be recorded. Gareth Robinson outlined the range of activity undertaken by council officers in support of the park and advised that salary costs proportionate to the time spent by officers on the park would be calculated, with a particular focus on time spent over and above what was considered usual for the borough's parks.

**RESOLVED:**

- i) That the spend income in 2016/17 and the anticipated financial position in future years be noted;
- ii) That the spend on Barham Park funded by non-Trust resources be noted;
- iii) That the split between Barham Park and the Council and the standardisation of recharges be noted; and
- iv) That officers produce a report reviewing the cost of officer time spend on Barham Park matters, to include a comparative analysis with other council maintained parks in the borough.

**7. Options for future investment in park infrastructure at Barham Park**

Robert Anderton (Head of Environmental Improvement) and Sarah Chaudhry (Head of Property Services) presented a report to the committee summarising recent investment in park infrastructure for Barham Park and proposing the appointment of a project officer to oversee the development of the park, manage budgets and seek external funding. Members heard that Barham Park had benefited from over £400,000 of infrastructure investment and maintenance works between April 2015 and March. The report set out the improvements achieved as a result of this investment and detailed potential options for future investment including drainage and planting improvements. The committee was advised that any future plans for park development should take into account the investment need identified in the Building Condition and Mechanical and Electrical survey appended to the report, though it was highlighted that a detailed analysis of the required works would be necessary before a final recommendation could be made. The proposed project officer post, the costs of which were estimated to be £60k, would be responsible for taking forward investment projects in the park and ensuring the Trust achieved best value for money.

Responding to questions raised by the committee, Sarah Chaudhry advised that the building condition survey had been commissioned and funded by the Barham Park Trust. Chris Whyte (Operational Director Environment Services) confirmed that the responsibilities and estimated salary of the project officer post were consistent with a PO4 position within the council. A job description had not yet been created but it was anticipated that the duties of the position would be many and varied and would include providing an interface with customers and key stakeholders. Members discussed the benefit of having a dedicated resource for the park and highlighted the importance of ensuring that projects were progressed in a timely manner.

**RESOLVED:**

- i) That the extent of recent investment in the park and options for longer term investment be noted; and
- ii) That approval be granted for the appointment of a project officer, on a fixed term basis, to oversee the development of the park, manage budgets and seek external funding, and take the proposed projects forward over the coming 18 months.

**8. Property Update, Barham Park Building Complex, Unit 2, 660 Harrow Road, Wembley**

Sarah Chaudhry (Head of Property Services) introduced a report updating members on the granting of a lease for Unit 2 (the Snooker and Billiards Room) of the Barham Park Building Complex to the Barham Park Veterans Club. The report provided a summary of the activity undertaken since the Trust approved the granting of a lease to the Veterans at its meeting on 28 January 2015. Members were informed that on 20 March 2017 the Veterans had requested a statutory right to renew the lease at the end of the term, a variation to the previously agreed terms. Given that the Veterans had been in occupation of Unit 2 for over 40 years, Officers recommended that the Trust accede to the request provided that the lease was completed within six weeks of the date of the meeting. In all the circumstances, this was considered to be fair and reasonable and the Veterans' solicitors had confirmed that this was a realistic timeframe for completion. If a lease was not completed within that period, the Trust was requested to delegate to the Strategic Director Resources the power to take such steps as may be necessary to terminate the current basis of the Veterans' occupation of Unit 2.

In the subsequent discussion, the committee sought confirmation that equalities concerns previously raised regarding the Veterans had been resolved. Officers confirmed that work undertaken by the council's equalities officer had been reported to the trust previously to members' satisfaction but that further monitoring was required to ensure long term compliance. Members further queried whether the Veterans would retain an automatic right to renew the lease if the club's membership fell to one or two members. Officers advised that this point would be addressed in the work going forward on the lease.

The committee discussed the proposed arrangements to be followed if the lease were not completed within the set period and considered that it would be

appropriate that the Chair and Vice Chair of the committee be consulted before any actions were taken.

**RESOLVED:**

- i) That the request by the Veterans for a statutory right to an automatic renewal of the lease at the end of the proposed 4 year term of the lease be agreed provided that the lease is completed within six weeks from the date of the meeting, 12 April 2017; and
- i) That if a lease is not completed within the period specified in i), authority be delegated to the Strategic Director Resources, in consultation with the Chair or Vice Chair of the Committee, to take such steps as are necessary to terminate the current basis of the Veterans' occupation of Unit 2 including taking, or responding to any formal action or legal proceedings.

9. **Any Other Urgent Business**

None.

The meeting was declared closed at 7.27 pm

COUNCILLOR MARGARET MCLENNAN  
Chair



**Barham Park Trust Committee  
18 July 2017**

**Report from Strategic Director  
Regeneration and Environment.**

**Update on Operational Issues Relating to Barham Park**

**1.0 Summary**

1.1 This report presents a summary of the latest operational issues relating to Barham Park.

**2.0 Recommendations**

2.1 That the Barham Park Trust Committee note these issues.

**3.0 Operational Issues**

3.1 Officers have created a job description for the proposed Projects Officer post and that will now be taken forward for recruitment as part of a wider reorganisation of the council's Environmental Services directorate.

3.2 The vandalism that was reported to the last meeting has been subject to a temporary repair in advance of more permanent reinstatement.

3.3 Work is underway to replace the ice cream vendor for the site. The previous vendor has moved on.

3.4 The Safer Neighbourhood Team (SNT) have confirmed that the park has not raised many issues in the period since the last Trust meeting.

3.5 However, they have provided a 12 month picture that shows there has been 11 reported crimes in the park in that period. On the whole, these were minor assaults but also included one rape, one robbery, one outraging of public decency and one possession of an offensive weapon.

3.6 During that time, two stop and searches were undertaken, one in relation to the misuse of drugs and one for the possession of offensive weapons.

- 3.7 With respect to antisocial behaviour, the SNT have received two reports of homeless males sleeping in the park, and one concern raised regarding the position of the outdoor gym and its view of the children's playing area.
- 3.8 There were 12 calls for police attendance; these being in relation to firework ASB, missing children in the park, found property, a small fire and a hoax call.
- 3.9 The SNT wish to comment that street drinking has seen a reduction in the park.
- 3.10 They also wish to confirm that the park continues to be patrolled on a daily basis.

### **Property Update**

- 3.11 Barham Park Card room (Unit 1) – Tamu Samaj have signed the lease and completion can take place after the S123 Public Open Space notice expired on 5 July 2017 and allowing a further two weeks to deal with any responses to the notice. A tenancy at will has been entered to allow early access by Tamu Samaj from the 30 June 2017.
- 3.12 Barham Park Veterans (Unit 2, Snooker room). The Veterans solicitor has fully agreed all the lease and again completion will take place on expiry of the S123 Public Open Space notice, which will be the same date as for Unit 1. Some relatively minor works detail have taken place to the building envelope around Unit 2 relating to a leaking flat roof.

### **4.0 Financial Implications**

- 4.1 There are no legal implications.

### **5.0 Legal Implications**

- 5.1 There are no legal implications.

### **6.0 Equality Implications**

- 6.1 The proposals in this report have been reviewed and found to have a neutral impact on equality in relation to all of the protected characteristics.

## **Contact Officers**

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Operational Director Environment Services  
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[Chris.whyte@brent.gov.uk](mailto:Chris.whyte@brent.gov.uk)

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020 8937 1705  
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AMAR DAVE  
Strategic Director Regeneration and Environment.

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 <p><b>Brent</b></p>	<p><b>Barham Park Trust Committee</b> <b>18 July 2017</b></p> <p><b>Report from Strategic Director</b> <b>Regeneration and Environment.</b></p>
<p style="text-align: right;">Ward Affected: Sudbury</p>	
<p><b>Annual Report 2016-2017</b></p>	

## **1.0 Summary**

- 1.1 There is a statutory requirement to produce an Annual Report, including the Accounts each financial year.

## **2.0 Recommendations**

- 2.1 To note the Annual Report and the Accounts and request that Trustees provide to officers any comments and additional narrative that they believe is salient for the Annual Report Achievements and Performance section
- 2.2 To note the Independent Review of the Accounts
- 2.3 To ask officers to update the Charity Commission with the Report and the Accounts

## **3.0 Financial Implications**

- 3.1 This is the Annual Report, which notes the Charity's financial position. There are no direct financial implications beyond that is a legal requirement.

## **4.0 Legal Implications**

- 4.1 It is the responsibility of the Trust in accordance with its own internal regulations to produce an Annual Reports and set of Accounts annually to be reviewed by an independent reviewer.

## **5.0 Equality Implications**

5.1 There are no direct equalities implications arising from this report, other than the ones already mentioned above and in previous reports.

## **6.0 Background Papers**

6.1 Annual Report 2015/16

### **Contact Officers**

Gareth Robinson  
Head of Finance  
Gareth.Robinson@brent.gov.uk  
0208 937 6567

AMAR DAVE  
Strategic Director Regeneration and Environment.



# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	Day	Month	Year	<b>To</b>	Day	Month	Year
	01	04	2016		31	03	2017

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**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)

The voluntary conveyance dated 22 October 1936 between George Titus Barham (1) and Wembley UDC (2) copy annexed

Related documents

- the conveyance dated 1st February 1937 between Florence Elizabeth Barham (1) and the Mayor Alderman and Burgesses of the Borough of Wembley (2) copy annexed
- the 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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**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.

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.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

During 2016-17, the Trust agreed:

- lease over the Children Centre with the Council for £11k annually
- lease of Unit 4 to Friends of Barham Library
- draft lease terms on Snooker & Billiards Room with the Barham Park Veterans Club awaiting acceptance of the equalities and diversity section
- lease agreement on Unit 1, the Card Room.

The Trust commissioned Mechanical & Engineering Surveys and a separate conditions survey and received a report on the state of the building and the costs to bring them upto standard. These are now under review, as the Trust looks to make significant strategic investment decisions in 2017/18.

The Trust commissioned a piece of work to determine the specific fire alarm survey required.

The Trust requested that officers produce a report that looked at strategic options available to the Trust for spending the balance (received in next financial year).

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

As at 31 March 2017 the charity held cash reserves of £464,374

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**

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**Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

--	--

Position (eg Secretary, Chair,  
etc)

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Date

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Charity Name Barham Park	No (if any) 302931
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<b>CC16a</b>
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## Receipts and payments accounts

For the period from	Period start date 01/04/2016	To	Period end date 31/03/2017
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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 £
<b>A1 Receipts</b>					
Hall Hire, Fun Fair & Ice Cream Concessions	16,767			16,767	21,473
Property Rental Income	-			-	-
Ad-hoc lettings	825			825	7,913
Fun Fair	-			-	-
Car Parking	-			-	-
Catering Rights	-			-	-
Rental Income - Virgin Media	6,500			6,500	6,500
Rental Income - Other	43,000			43,000	43,000
Brent Council Contribution	-			-	-
Children Centre	11,300			11,300	
Interest earned	9,000			9,000	8,953
	-			-	-
<b>Sub total (Gross income for AR)</b>	<b>87,392</b>	<b>-</b>	<b>-</b>	<b>87,392</b>	<b>87,838</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>87,392</b>	<b>-</b>	<b>-</b>	<b>87,392</b>	<b>87,838</b>
<b>A3 Payments</b>					
Maintenance and Wardens	71,777			71,777	32,003
Premises - Utility	1,857			1,857	2,404
Premises - Insurance	-			-	2,694
Premises - Security	391			391	-
Premises - Cleaning	60			60	2,685
Premises - Repairs and Maintenance	-			-	18,410
Premises - Other	-			-	595
Supplies and Services	-			-	2,557
Waste Disposal	-			-	-
Trees - felling and planting	2,990			2,990	449
Machinery Repairs	-			-	-
FM running Costs	-			-	-
NNDR	-			-	-
Surveys	800			800	11,964
Consultancy	3,997			3,997	1,700
	-			-	-
	-			-	-
<b>Sub total</b>	<b>80,153</b>	<b>-</b>	<b>-</b>	<b>80,153</b>	<b>75,462</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
Buildings Refurbishment	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>80,153</b>	<b>-</b>	<b>-</b>	<b>80,153</b>	<b>75,462</b>
<b>Net of receipts/(payments)</b>	<b>7,239</b>	<b>-</b>	<b>-</b>	<b>7,239</b>	<b>12,377</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>457,085</b>	<b>-</b>	<b>-</b>	<b>457,085</b>	<b>444,708</b>

10/07/2017

<b>Cash funds this year end</b>	464,324	-	-	464,324	457,085

## 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 £
<b>B1 Cash funds</b>	Cash	464,324	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	464,324	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	to nearest £	to nearest £	to nearest £
	Debtor	11,300	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Barham Park Building Complex			939,071
<b>B5 Liabilities</b>	<b>Details</b>	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

## **1 Independent examiner's report to the trustees of the Barham Park Trust**

I report on the accounts of the Trust for the year ended 31<sup>st</sup> March 2017, which are set out on pages 02 to 03.

## **2 Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

## **3 Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as 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**

*The trustees have prepared receipts and payments accounts and the accounts show the income received and expenditure incurred during the year. One minor alteration was needed in relation to a duplication purchase order that led to an overstatement of costs in the Accounts (no payments were made) and the error has been corrected. The accounts have been adjusted accordingly to ensure that all receipts and expenses received and incurred during the year have been correctly and appropriately accounted for.*

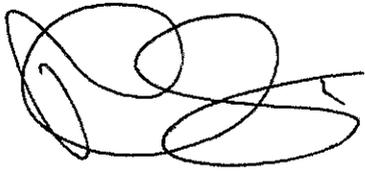
In connection with my examination, no matters except those referred to in the previous paragraph has come to my attention apart from accounting records not having been maintained properly in accordance with S130 of the 2011 Act:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

Have not been met; or

(2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

A handwritten signature in black ink, appearing to be 'Michael Bradley', written in a cursive style.

Name: Michael Bradley – Head of Audit & Investigations, LB Brent.

Relevant professional qualification or body: Fellow Member of Chartered Institute of Internal Auditors (FCMIA)

Address: Brent Civic Centre, Audit & Investigations, Floor 7N, Engineers Way, HA9 0FJ

Date: 10<sup>th</sup> July 2017

 <p><b>Brent</b></p>	<p><b>Barham Park Trust Committee</b> <b>18 July 2017</b></p> <p><b>Report from Head of Finance</b></p>
<p style="text-align: right;">Ward Affected: Sudbury</p>	
<p><b>Officer Time Analysis</b></p>	

## **1.0 Summary**

- 1.1 This is an examination of officer time spent supporting Barham Park Trust and its activities. It is intended for memorandum purposes only.

## **2.0 Recommendations**

- 2.1 To note the amount of officer time spent on Barham Park Trust and its activities.

## **3.0 Detail**

- 3.1 There was a request at April Barham Park Trust Meeting for a breakdown of officer time, as members were concerned that the true cost of officer time was not being recognised.
- 3.2 The Head of Finance was charged with determining the cost to the Council or the hidden subsidy to the Trust from not recharging officer time spent on Barham Park Trust.
- 3.3 The officer sent out a simple template to fellow officers, with the following titles: name, grade, hours, year and work completed/undertaken. The responses formed the basic data upon which the analysis was undertaken.
- 3.4 The officer used the Council's standard salary calculator as a means of calculating the total pay package. To calculate the hourly rate, the officer divided the total pay package by the number of hours.
- 3.5 For simplicity, it was assumed that all officers were entitled to 32 days plus 8 days of statutory leave. Depending on their seniority, hours per week were either taken to be 36 or 40 hours.

- 3.6 It must be noted that it is likely that this likely significantly understates the hours worked as detailed timesheets were not kept at the time, except within Legal. Therefore, officers primarily used email traffic and diaries to assess the hours worked. This is unlikely to capture all time spent on Barham Park. Also, in the case of Legal and Environmental Services, the 2017/18 hours are an extrapolation of hours spent (25% of 2016/17).
- 3.7 For the purposes of the calculation, a 25% overhead has been used. This is because it a common percentage used for estimation of overheads on various projects. It will not be noted on the Annual Report.

#### **Officer Time Spent by Section (April 2016 to June 2017)**

Department	2016/17		2017/18	
	HRS	Cost (£)	HRS	Cost (£)
Finance	44	2,302	3	166
Democratic Services	17	566	6	278
Legal	264	11,690	22	1,103
Property	744	26,313	152	5,694
Environmental Services	68	5,624	62	3,350
CMT (incl. Support)	8	749	7	824
<b>Before Overheads</b>	<b>1,145</b>	<b>47,244</b>	<b>252</b>	<b>11,415</b>
25% Overheads		11,811		2,854
<b>Total</b>		<b>59,055</b>		<b>14,269</b>

- 3.8 The majority of time officer time was in relation to leases (both in Property and Legal). Supporting the Committee, producing reports and dealing with FOIs were also common themes for the level of officer time spent on Barham Part Trust items.
- 3.9 It is important to recognise that if this was charged to Barham Park Trust, that would mean approximately 60% of the income generated (approximately £100k expected in 2017/18) would be spent on officer time.

#### **4.0 Financial Implications**

- 4.1 There are no implications beyond that the Council is currently subsidising the Barham Park Trust by not charging the Trust for officer time.

#### **5.0 Legal Implications**

- 5.1 There are no direct legal implications, as the Council has chosen not to recharge the Barham Park Trust with respect to this expenditure.

## **6.0 Equality Implications**

- 6.1 The proposals in this report have been reviewed and found to have a neutral impact on equality in relation to all of the protected characteristics.

### **Contact Officer**

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