

# **ERNEST STEVENS TRUSTS MANAGEMENT COMMITTEE**

**THURSDAY 31<sup>ST</sup> OCTOBER 2013**

**AT 6:00 PM  
WOLLESCOTE HALL  
STEVENS PARK  
WOLLESCOTE ROAD  
STOURBRIDGE  
DY9 7JG**

**If you (or anyone you know) is attending the meeting and requires assistance to access the venue and/or its facilities, could you please contact Democratic Services in advance and we will do our best to help you**

**STEVE GRIFFITHS  
DEMOCRATIC SERVICES MANAGER  
Tel – 01384 815235  
Email: [steve.griffiths@dudley.gov.uk](mailto:steve.griffiths@dudley.gov.uk)**

**You can view information about Dudley MBC on  
[www.dudley.gov.uk](http://www.dudley.gov.uk)**

**IMPORTANT NOTICE**

**MEETINGS AT WOLLESCOTE HALL, STEVENS  
PARK**

Welcome to Wollescote Park

In the event of the alarm sounding, please leave the building by the nearest exit. There are Officers who will assist you in the event of this happening, please follow their instructions.

There is to be no smoking on the premises in line with national legislation. It is an offence to smoke in or on these premises.

Please turn off your mobile phones and mobile communication devices during the meeting.

Thank you for your co-operation.

Our Ref:  
SG

Your Ref:

Please Ask For:  
Steve Griffiths

Telephone No:  
01384 815235

23<sup>rd</sup> October, 2013

Dear Councillor

**ERNEST STEVENS TRUSTS MANAGEMENT COMMITTEE**  
**THURSDAY, 31<sup>ST</sup> OCTOBER, 2013**

You are requested to attend a meeting of the above Committee to be held on Thursday, 31<sup>st</sup> October, 2013 at 6 p.m. at Wollescote Hall, Stevens Park, Wollescote Road, Stourbridge, DY9 7JG to consider the business set out in the agenda below.

Car parking is available at Wollescote Hall. For access to the building, please follow the directions to Reception. Entry is security controlled and you will be admitted upon announcing your arrival through the intercom machinery at the door. Once inside, you will be directed to the meeting room.

The agenda and reports for this meeting can be viewed on the Council's website [www.dudley.gov.uk](http://www.dudley.gov.uk) (Follow the links to Councillors in Dudley and Committee Management Information System).

Yours sincerely



Director of Corporate Resources

**A G E N D A**

1. APOLOGIES FOR ABSENCE

To receive apologies for absence from the meeting.

2. APPOINTMENT OF SUBSTITUTE MEMBERS

To report the appointment of any substitute members serving for this meeting of the Committee.

3. DECLARATIONS OF INTEREST

To receive declarations of interest, in accordance with the Members' Code of Conduct.

4. MINUTES

To approve as a correct record and sign the minutes of the meeting held on 31<sup>st</sup> July, 2013 (attached)

5. STEVENS PARK AND RECREATION GROUND FOUNDATION TRUST – FINANCIAL STRATEGY (PAGES 1 - 7)

To consider the report of the Treasurer

6. ERNEST STEVENS TRUSTS – FINAL ACCOUNTS (PAGES 8 - 21)

To consider the report of the Treasurer

7. TO ANSWER QUESTIONS UNDER COUNCIL PROCEDURE RULE 11.8 (IF ANY)

**To: All Members of the Committee:**

Cradley and Wollescote Ward – Councillor Partridge

Lye and Stourbridge North Ward – Councillor Hanif (Vice-Chair)

Norton Ward – Councillor Mrs Rogers

Pedmore and Stourbridge East Ward – Councillor C Wilson

Quarry Bank and Dudley Wood Ward – Councillor Cowell (Chair)

Wollaston and Stourbridge Town Ward – Councillor Sykes

## **ERNEST STEVENS TRUSTS MANAGEMENT COMMITTEE**

Wednesday, 31<sup>st</sup> July, 2013 at 6.00pm  
Committee Room 1, The Council House, Dudley

### **PRESENT:-**

Councillor Cowell (Chair);  
Councillor Hanif (Vice-Chair);  
Councillors Kettle, Partridge, Mrs Rogers and Sykes

### **OFFICERS**

Assistant Director of Law and Governance (Lead Officer), Solicitor,  
Democratic Services Manager and Principal Tax Accountant (Directorate  
of Corporate Resources)

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#### **1      APOLOGIES FOR ABSENCE**

Apologies for absence from the meeting were received on behalf of  
Councillor C Wilson.

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#### **2      APPOINTMENT OF SUBSTITUTE MEMBER**

It was reported that Councillor Kettle was serving in place of Councillor C  
Wilson for this meeting of the Committee only.

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#### **3      DECLARATIONS OF INTEREST**

Declarations of interests, in accordance with the Members' Code of  
Conduct, were made by the following Members:

Councillor Mrs Rogers – Non-pecuniary interests as Chair of the Friends  
Group for Mary Stevens Park and Swinford Common. Also in relation to  
her involvement with the Project Implementation Team - Heritage Lottery  
Bid for Mary Stevens Park and attendance at stakeholder meetings.

Councillor Mrs Rogers – Agenda Item No. 8 (Stevens Park and Recreation  
Ground Foundation Trust – Grant Application) - Non-pecuniary interest  
as she had attended the Annual General Meeting at the Alderman Tye  
Scout and Guide Headquarters, South Road, Stourbridge. Other  
members of the Committee indicated that they had also received an  
invitation to this meeting.

Councillor Hanif - Non-pecuniary interest as an attendee at stakeholder meetings and Friends of Parks Groups.

Councillor Partridge – Non-pecuniary interest as an attendee at Friends of Parks Groups meetings.

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4        MINUTES

RESOLVED

That the minutes of the meeting held on 22<sup>nd</sup> April, 2013 be confirmed as a correct record and signed.

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5        FINANCIAL STRATEGY FOR THE STEVENS PARK AND RECREATION GROUND FOUNDATION TRUST

The Committee considered a report of the Lead Officer on the financial strategy for the Stevens Park and Recreation Ground Foundation Trust. The Committee gave consideration to the reserves policy, the criteria for awarding grants and the overall finances of the Trust, including the maintenance costs borne by the Council's revenue budgets and the income used to offset the maintenance costs.

Arising from paragraph 20 of the report, the Committee noted confirmation of the receipt of Heritage Lottery Funding towards the overall project costs at Mary Stevens Park, Stourbridge. A sum of £66,000 was held in the Stevens Trust accounts as a contribution to the project and the Committee considered that this funding should be retained by the Trust until such time as the project works were undertaken.

RESOLVED

- (1) That the existing reserves policy be continued on the basis of maintaining the value of the original endowment by adjusting it for inflation, property and investment valuations and that this policy be reviewed at the first meeting of the Committee in each municipal year.
- (2) That in relation to the award of grants from the Trust:
  - (a) Subject to the Committee retaining flexibility to consider each and every application on its own individual merit and to award grants at their discretion in special or exceptional circumstances, in accordance with the overall terms of the Trust Deed, the general criteria be set as follows:

- (i) Applications will normally be considered for capital purposes up to a maximum grant of £5,000 or 50% of the project costs;
    - (ii) Consideration will be given to the applicants' ability to self-fund the expenditure or to obtain funding from alternative sources;
    - (iii) Applicants will be able to apply for further funding from the Trust upon the expiry of two years from the date of the Committee meeting at which the previous grant award was approved.
  - (b) That the administrative arrangements for making grant payments continue on the existing basis of funds being released for the actual expenditure incurred, following the submission of invoices, and that monies will only be allocated for the purposes granted by the Committee.
  - (c) That, subject to any implications arising from the imminent revaluation of the Trust's land and buildings, officers give consideration to publicising the availability of grant funding for local people, groups or organisations in the area of benefit and that information concerning the implications of the revaluation be circulated to Members of the Committee in due course.
- (3) That the arrangements concerning the finances of the Trust as set out in paragraphs 23 to 25 of the report, including the maintenance costs being borne by the Council's revenue budgets and the income used by the Council to offset those maintenance costs, be continued on the existing basis.
- (4) That the sum of £66,000 previously allocated as a contribution to the project at Mary Stevens Park, Stourbridge be held in the Stevens Trust accounts until such time as the project is initiated and that the monies only be released as and when the necessary works are undertaken.
- (5) That officers investigate the feasibility of meetings of the Committee being rotated between various properties administered under the auspices of the Ernest Stevens Trusts and that future meetings be held on a quarterly basis.
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6      ERNEST STEVENS TRUST – MARY STEVENS HOSPICE – CONSENT FOR BUILDING WORKS

The Committee considered a report of the Director of Corporate Resources on a request to undertake building works for a two-storey annexe extension on the north-east facing elevations of the Mary Stevens Hospice and associated internal refurbishment works.

A Member queried the requirement to notify the Charity Commission of the Planning Application. The Lead Officer undertook to investigate this issue.

RESOLVED

That, subject to any necessary consents from the Charity Commission, the Committee endorse the extension and internal refurbishment of the Mary Stevens Hospice on terms and conditions to be negotiated and agreed by the Director of Corporate Resources.

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7      ERNEST STEVENS TRUST – WOLLESCOTE HALL – GRANT OF A LEASE/LICENCE

The Committee considered a report of the Director of Corporate Resources on a request for a lease/licence of a room to the Women's Royal Voluntary Service (WRVS) Good Neighbours at Wollescote Hall, Stevens Park, Stourbridge.

RESOLVED

That the Committee consent to the grant a lease/licence of a room to WRVS Good Neighbours at Wollescote Hall, Stevens Park, Stourbridge on terms and conditions to be negotiated and agreed by the Director of Corporate Resources.

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8      STEVENS PARK AND RECREATION GROUND FOUNDATION TRUST – GRANT APPLICATION

Further to Minute No. 7 of the meeting held on 22<sup>nd</sup> April, 2013, the Committee considered a report of the Director of Corporate Resources on a request from the Stourbridge and District Scout Council for a grant from the Stevens Park and Recreation Ground Foundation Trust.

The Committee discussed the application in detail taking account of the criteria and other issues referred to in Minute No. 5 above.



RESOLVED

- (1) That based on the information available to the Committee, the Director of Corporate Resources write to the Stourbridge and District Scout Council advising that their application has not been successful on this occasion due to concerns regarding the ability of the organisation to self-fund the expenditure.
- (2) That the Director of Corporate Resources advise the applicant of the reasons for the decision and the possibility of submitting a fresh application should the organisation so wish in the future.

The meeting ended at 7.15 p.m.

CHAIR

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**Ernest Stevens Trusts Management Committee – 31<sup>st</sup> October 2013**

**Report of The Treasurer**

**Stevens Park and Recreation Ground Foundation Trust - Financial Strategy**

**Purpose of Report**

1. To update members about the revaluation of the Stevens Park and Recreation Ground Foundation Trust property and the amount available for distribution as grants.

**Background**

2. Ernest Stevens made various donations of property which were to be used for specified purposes. These have been identified as individual Trusts and detailed below:
  - i. Mary Stevens Maternity Home and Public Park Charity.
  - ii. Mary Stevens Park, Recreation Ground and Park, Norton.
  - iii. Stevens Park, Quarry Bank.
  - iv. Stevens Park and Recreation Ground Foundation, Wollescote
3. Only the Stevens Park and Recreation Ground Foundation, Wollescote has investments, which generate income for disbursement.
4. The income of the Stevens Park and Recreation Ground Foundation Trust shall be applied in one or more of the following ways:
  - a. The maintenance and improvement of the property for the time being belonging to the Foundation:
  - b. The acquisition and laying out of additional land to be held in trust for the Foundation;
  - c. The maintenance and improvement of the property for the time being held by the Council on trust for the charitable purposes specified in deeds dated 6<sup>th</sup> December 1929( Mary Stevens Park, Norton ) and 13<sup>th</sup> February 1931 (Mary Stevens Maternity Home and Public Park)
  - d. The provision of facilities for recreation or other leisure time occupation, being facilities provided with the object of improving the conditions of life for persons resident in the Borough of Stourbridge.
  - e. Where in the opinion of the Council, the net income of the Foundation cannot be usefully and beneficially applied in accordance with the provisions of the last sub clause, it may be applied for such other charitable purposes for the benefit of persons resident in the Borough of Stourbridge as the Council may determine.

5. In 2001, the Charity Commission confirmed the opinion that because the Council uses its mainstream budget to maintain all the property in the trusts, it is permitted to give grants under paragraph (e)
6. In the application of the income of the Foundation, the Trustees have discretion to give preference to the area of the former Urban District of Lye and Wollescote and to meeting the needs of the people resident therein.
7. There is no set maximum amount stipulated in the Trust deed for a grant.
8. At a previous meeting the Trustees agreed that subject to retaining the flexibility to consider each and every application on its own merit and to award grants at their discretion in special and exceptional circumstances, in accordance with the overall terms of the Trust Deed, the Trustees will apply the general criteria as follows;
  - a. Applications will normally be considered if they are for capital purposes up to a maximum grant of £5,000 or 50% of the project cost, whichever is the lower.
  - b. Consideration will be given to the applicant's ability to self fund the expenditure or to obtain funding from alternative sources;
  - c. Applicants will be able to apply for further funding from the Trust upon the expiry of two years from the date of the Committee meeting at which the previous grant award was approved.
9. In November 2008 the Trustees agreed to set aside the undistributed income of the Trust for the 5 years 2008/09 to 2012/13 which currently amounts to £66,000.
10. At a previous meeting of this Committee, the Trustees agreed to continue a policy setting out the level of reserves needed to meet the objectives of the Charity. This policy was to maintain the "Real" spending power of the bequest i.e. the permanent funds, as a fundamental part of the investment strategy. Therefore before any grants are awarded, it is confirmed that the value of the permanent funds adjusted for inflation has been maintained.
11. This Committee has the delegated power to act on behalf of the Trustee, Dudley MBC for the 4 Ernest Stevens Trusts as shown in paragraph 2.

## **Finance**

12. As set out in paragraph (10) above the Trustees have previously agreed to maintain the value of the original endowment by adjusting it for inflation and property and investment valuations. If the value of the capital falls it has to be maintained by using the undistributed income, which could result in no funds being available for awarding grants and the amount of funds in reserve.

13. The Trust has 2 funds:
  - a. The Permanent Fund  
This is the original assets of the Charity at current valuations which cannot be used without special permission from the Charity Commission.
  - b. The Unrestricted Fund  
This is the amount available for distribution subject to the conditions of the Trust. This comprises all undistributed income from past years and any revaluations of investments which form part of this Fund.
14. The land and buildings have been revalued as at 1<sup>st</sup> April 2013, by the Management and Valuations team, within the Directorate of Corporate Resources.
15. Appendix 1 shows the valuation of the land and buildings of the Trust as at 1<sup>st</sup> April 2013 and the changes from the previous valuation as at 1<sup>st</sup> April 2008.
16. Appendix 2 shows the valuation of other assets as at 31<sup>st</sup> July 2013 and how this is split across the two funds.
17. Appendix 3 shows the required value of the permanent fund after it has been adjusted for inflation to be £838,139. Therefore the difference between the current value and the value adjusted for inflation of the Permanent Fund is £189,902.
18. This difference can be funded from the Accumulated Fund, as shown in Appendix 3 the value of this fund totals £317,044 as at July 2013. Once the £66,000 mentioned in paragraph 9, as a contribution to the cost of the gates at Mary Stevens Park, Stourbridge has been deducted this leaves £61,142, available for distribution from the accumulated fund, together with this year's estimated income of £17,000.
19. However, the valuation of investments may decrease in the future, which may result in more of the accumulated funds being needed to be set aside to maintain the value of the Permanent fund to comply with the reserves policy as set out in paragraph 10.

## **Law**

20. The Council is successor to the former Stourbridge Council by virtue of the Local Government Act 1972.
21. Section 139 of the Local Government Act, 1972 empowers the Council to accept, hold and administer gifts of property, where it enables them to discharge any of their functions, and where the gifts are for the purposes of benefiting the inhabitants of their area.
22. The law relating to Trusts, which are charitable, is contained in various acts, the main one being the Charities Act 2011.
23. The conditions under which a gift is to be administered, are contained in the Deed creating the Trust, and any subsequent schemes made by the Charity Commission.

### **Equality Impact**

24. The Trusts have been set up to benefit the public in certain geographical areas of the Borough as outlined in the Deeds of Gift.

### **Recommendation**

25. It is recommended that the Members consider the amount available for distribution before any awards are approved.



Treasurer

Contact Officer: Diane Robbins

Telephone: 01384 811394

Email: [diane.robbsins@dudley.gov.uk](mailto:diane.robbsins@dudley.gov.uk)

## APPENDIX 1

### Ernest Stevens Trust Valuations

	01/04/2008	01/04/2013	INCREASE
Field at Pedmore Lane Dobbins Oak	13850	21900	8050
Stevens Park - Wollescote Hall	428000	435000	7000
Open Space Off Woodfield Ave	20000	34500	14500
	<b>461850</b>	<b>491400</b>	<b>29550</b>

## APPENDIX 2

	COST	VALUATION 31/07/2013
COIF		1139.42
BID PRICE		
EQUITY FUND		
19299.52 Shares	£118,000.00	£219,902.59

	COST	VALUATION 31/07/2013
BID PRICE		130.05
FIXED INTEREST FUND		
97043.03 shares	£118,000.00	126,204.46

TOTAL	<u>£236,000.00</u>	<u>£346,107.05</u>
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PERMANENT FUND	VALUATION 31/07/2013	VALUATION 31/03/2013
8937.11 EQUITY SHARES	£101,831.22	£100,405.75
42296.17 FIXED SHARES	£55,006.17	£56,643.03
	<u>£156,837.39</u>	<u>£157,048.78</u>

UNRESTRICTED		
10362.41 EQUITY SHARES	£118,071.37	£116,418.57
54746.86 FIXED SHARES	£71,198.29	£73,316.99
	<u>£189,269.66</u>	<u>£189,735.56</u>

TOTAL	<u>£346,107.05</u>	<u>£346,784.34</u>
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# APPENDIX 3

	As at 31/03/1993	31/07/2013	MOVEMENT
Permanent Endowment	467572	648237	
Represented :			
Land & Buildings	366500	491400	
Equity Shares	50536	101831	
Fixed Interest shares	50536	55006	
	<u>467572</u>	<u>648237</u>	
INDEXATION			
Mar-93	139.3		
Jul-13	249.7		
INDEXATION FACTOR	0.7925	370567	
REVALUED FUND	<u>838139</u>	<u>648237</u>	189902
ACCUMULATED FUND AS 31st July 2013			317044
Less set aside for gates			66000
Less amount needed to maintain Permanent Fund			189902
			<u>61142</u>
AVAILABLE FOR GRANTS AFTER ADJUSTING FOR INDEXATION			61142



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**Ernest Stevens Trusts Management Committee – 31<sup>st</sup> October 2013**

**Report of The Treasurer**

**Ernest Stevens Trusts - Final Accounts**

**Purpose of Report**

1. To consider, approve and sign the accounts of the individual Trusts comprising the Ernest Stevens Bequests.

**Background**

2. Ernest Stevens made various donations of property which were to be used for specified purposes. These have been identified as individual Trusts and detailed below:
  - i. Mary Stevens Maternity Home and Public Park Charity.
  - ii. Mary Stevens Park, Recreation Ground and Park, Norton.
  - iii. Stevens Park, Quarry Bank.
  - iv. Stevens Park and Recreation Ground Foundation, Wollescote
3. Only the Stevens Park and Recreation Ground Foundation, Wollescote has investments, which generate income for disbursement.
4. The income of the Stevens Park and Recreation Ground Foundation Trust shall be applied in one or more of the following ways:
  - a. The maintenance and improvement of the property for the time being belonging to the Foundation;
  - b. The acquisition and laying out of additional land to be held in trust for the Foundation;
  - c. The maintenance and improvement of the property for the time being held by the Council on trust for the charitable purposes specified in deeds dated 6<sup>th</sup> December 1929( Mary Stevens Park, Norton ) and 13<sup>th</sup> February 1931 (Mary Stevens Maternity Home and Public Park)
  - d. The provision of facilities for recreation or other leisure time occupation, being facilities provided with the object of improving the conditions of life for persons resident in the Borough of Stourbridge.
  - e. Where in the opinion of the Council, the net income of the Foundation cannot be usefully and beneficially applied in accordance with the provisions of the last sub clause, it may be applied for such other charitable purposes for the benefit

of persons resident in the Borough of Stourbridge as the Council may determine.

5. In 2001, the Charity Commission confirmed the opinion that because the Council uses its mainstream budget to maintain all the property in the trusts, it is permitted to give grants under paragraph (e)
6. In the application of the income of the Foundation, the Trustees have discretion to give preference to the area of the former Urban District of Lye and Wollescote and to meeting the needs of the people resident therein.
7. There is no set maximum amount stipulated in the Trust deed for a grant.
8. At a previous meeting the Trustees agreed that subject to retaining the flexibility to consider each and every application on its own merit and to award grants at their discretion in special and exceptional circumstances, in accordance with the overall terms of the Trust Deed, the Trustees will apply the general criteria as follows;
  - a. Applications will normally be considered if they are for capital purposes up to a maximum grant of £5,000 or 50% of the project cost, whichever is the lower.
  - b. Consideration will be given to the applicant's ability to self fund the expenditure or to obtain funding from alternative sources;
  - c. Applicants will be able to apply for further funding from the Trust upon the expiry of two years from the date of the Committee meeting at which the previous grant award was approved.
9. In November 2008 the Trustees agreed to set aside the undistributed income of the Trust for the 5 years 2008/09 to 2012/13 which currently amounts to £66,000.
10. At a previous meeting of this Committee, the Trustees agreed to continue a policy setting out the level of reserves needed to meet the objectives of the Charity. This policy was to maintain the "Real" spending power of the bequest i.e. the permanent funds, as a fundamental part of the investment strategy. Therefore before any grants are awarded, it is confirmed that the value of the permanent funds adjusted for inflation has been maintained.
11. This Committee has the delegated power to act on behalf of the Trustee, Dudley MBC for the 4 Ernest Stevens Trusts as shown in paragraph 2.
12. A Statement of Accounts for the Trusts as detailed in paragraph 2 is attached as Appendix 1

## **Finance**

13. The Accounts of the Trust have been independently examined by the Head of Audit Services. The accounts and the signed Independent Examiner's certificate will be sent to the Charity Commissioners, after approval by the Trustees.
14. The investment of resources is regulated by the Trustee Investment Act 1961. This Act

puts limits on the power of Trustees in investing the funds in stocks, shares and bonds

### **Law**

15. The Council is successor to the former Stourbridge Council by virtue of the Local Government Act 1972.
16. Section 139 of the Local Government Act, 1972 empowers the Council to accept, hold and administer gifts of property, where it enables them to discharge any of their functions, and where the gifts are for the purposes of benefiting the inhabitants of their area.
17. The law relating to Trusts, which are charitable, is contained in various acts, the main one being the Charities Act 2011.
18. The conditions under which a gift is to be administered, are contained in the Deed creating the Trust, and any subsequent schemes made by the Charity Commission.

### **Equality Impact**

19. The Trusts have been set up to benefit the public in certain geographical areas of the Borough as outlined in the Deeds of Gift.

### **Recommendation**

20. It is recommended that :
  - a. The Committee approve the accounts of the Trusts, on behalf of the Council in their capacity as Trustees.
  - b. The Chair be authorised to sign the accounts.



**Treasurer**

Contact Officer: Diane Robbins

Telephone: 01384 811394

Email: [diane.robbins@dudley.gov.uk](mailto:diane.robbins@dudley.gov.uk)

## **Independent Examiner's Report to the Trustees of Ernest Stevens Trust**

I report on the accounts of the Trust for the year ended 31<sup>st</sup> March 2013, which are set out on pages 1 to 7.

### **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 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3) (a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7) (b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

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

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.



Shaun Potter  
Dudley Audit Services  
Council House  
Dudley  
DY1 1HF  
23<sup>rd</sup> September 2013

# **STATEMENT OF ACCOUNTS OF ERNEST STEVENS TRUST**

## **BALANCE SHEETS AS AT 31<sup>ST</sup> MARCH 2013**

**1. MARY STEVENS MATERNITY HOME & PUBLIC PARK CHARITY**  
**(REGISTERED CHARITY NO. 203087)**

	<u>2013</u> <u>£</u>	<u>2012</u> <u>£</u>
<b><u>ASSETS</u></b>		
Land and Buildings	<u>358,500</u>	<u>358,500</u>
<b>TOTAL ASSETS</b>	<u><u>358,500</u></u>	<u><u>358,500</u></u>
<b><u>RESERVES</u></b>		
Revaluation Reserve	<u>358,500</u>	<u>358,500</u>
<b>TOTAL RESERVES</b>	<u><u>358,500</u></u>	<u><u>358,500</u></u>

**2. MARY STEVENS RECREATION GROUND AND PARK**  
**(REGISTERED CHARITY NO. 523195)**

	<u>2013</u> <u>£</u>	<u>2012</u> <u>£</u>
<b><u>ASSETS</u></b>		
Land and Buildings	<u>1,600,000</u>	<u>1,600,000</u>
<b>TOTAL ASSETS</b>	<u><u>1,600,000</u></u>	<u><u>1,600,000</u></u>
<b><u>RESERVES</u></b>		
Revaluation Reserve	<u>1,600,000</u>	<u>1,600,000</u>
<b>TOTAL RESERVES</b>	<u><u>1,600,000</u></u>	<u><u>1,600,000</u></u>

**3. STEVENS PARK, QUARRY BANK**  
**(REGISTERED CHARITY NO. 219690)**

	<u>2013</u> <u>£</u>	<u>2012</u> <u>£</u>
<b><u>ASSETS</u></b>		
Land and Buildings	<u>64,000</u>	<u>64,000</u>
<b>TOTAL ASSETS</b>	<u><u>64,000</u></u>	<u><u>64,000</u></u>
<b><u>RESERVES</u></b>		
Revaluation Reserve	<u>64,000</u>	<u>64,000</u>
<b>TOTAL RESERVES</b>	<u><u>64,000</u></u>	<u><u>64,000</u></u>

**Notes to the Balance Sheets**

- (i) The Land & Buildings assets have been revalued as at 1<sup>st</sup> April 2008 in accordance with the RICS Appraisal & Valuation Manual. The valuation was undertaken by Dudley MBC, Corporate Resources Directorate and reflects the various lease and licence arrangements in operation.

# **STEVENS PARK AND RECREATION GROUND FOUNDATION TRUST**

## **STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR TO 31<sup>ST</sup> MARCH 2013**

	<u>Note</u>	<u>Unrestricted</u>	<u>Endowment</u>	<u>Total Funds</u>	
		<u>Funds</u>	<u>Funds</u>	<u>2013</u>	<u>2012</u>
		£	£	£	£
Incoming Resources	(2)	181,084	-	181,084	219,222
Resources Expended	(3)	164,110	-	164,110	203,107
(Net Resources Expended)/Net Incoming Resources		16,974	-	16,974	16,115
<b><u>Other Recognised Gains and Losses.</u></b>					
Gain (Loss) on revaluation of investments.	(5)	13,576	11,586	25,162	4,542
Gain (Loss) on revaluation of property	(4)	-	-	-	-
Net Movement in Funds		30,550	11,586	42,136	20,657
<b>Reconciliation of Funds:</b>					
Total Funds Brought Forward		286,960	607,312	894,272	873,615
Total Funds Carried Forward		317,510	618,898	936,408	894,272

**STEVENS PARK AND RECREATION GROUND FOUNDATION TRUST**  
**BALANCE SHEET AS AT 31<sup>ST</sup> MARCH 2013**

	<u>Note</u>	<u>2013</u>	<u>2012</u>
		£	£
<b><u>Fixed Assets</u></b>			
Land & Buildings	(4)	461,850	461,850
<b><u>Investments</u></b>	(5)	346,784	321,622
		<u>808,634</u>	<u>783,472</u>
<b><u>Current Assets</u></b>			
Sundry Debtors	(6)	3,747	3,747
Dudley MBC		124,020	112,477
COIF Deposit Account		7	6
		<u>127,774</u>	<u>116,230</u>
<b><u>Less Current Liabilities</u></b>			
Creditors			
Grants approved (not paid)	(7)	0	5,430
<b><u>Net Current Assets</u></b>		<u>127,774</u>	<u>110,800</u>
<b><u>Net Assets</u></b>		<u><u>936,408</u></u>	<u><u>894,272</u></u>
<b><u>Represented by:</u></b>			
Permanent Endowment		618,898	607,312
Unrestricted Funds		317,510	286,960
		<u><u>936,408</u></u>	<u><u>894,272</u></u>

**Chairman** .....

**Date** .....

For and on behalf of the Trustees.



# **STEVENS PARK AND RECREATION GROUND FOUNDATION TRUST**

## **NOTES ON FINAL ACCOUNTS FOR YEAR ENDING 31<sup>ST</sup> MARCH 2013**

### **1 Accounting Policies**

In preparing the accounts the following accounting policies have been complied with:

- These accounts have been prepared under the historic cost convention with the exception that the investments are valued at market value. The accounts are in accordance with applicable accounting standards and the Charities SORP 2005 (Accounting and Reporting by Charities) and comply with the Charities (Accounts and Reports) Regulations 2005 issued under the Charities Act 1993.
- Investment Income is recorded when receivable
- Expenditure on grants is recorded once the Trust has made a commitment to pay the grant and this is communicated to the beneficiary or the grant paid, whichever is the earlier. The Trust requests that all grants are paid within 6 months of being awarded.
- Other expenditure is included in the accounts on an accruals basis.
- Quoted investments have been valued at market value at the balance sheet date.
- Unrealised and realised investment gains and losses are shown net in the statement of financial activities.
- Depreciation is not provided for in the accounts. This is in line with current Council policy that depreciation is not accounted for on land and buildings which are properly maintained.
- The Charity Commission has advised that maintenance funded from the budget of the Council should be included in the Charity accounts.

### **2 Income**

Income received was as follows:

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Interest Income	16,273	16,149
Rental Income	1,116	1,116
Maintenance Funded by Dudley MBC	163,695	201,957
	<u>181,084</u>	<u>219,222</u>

### 3 **Expenditure**

The expenditure for the year comprised:

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Grants	415	1,150
Maintenance	163,695	201,957
	<u>164,110</u>	<u>203,107</u>

#### **Grants**

The expenditure included grants committed in the year of £415 (£1,150 in 2012).

Other expenditure incurred was maintenance of £163,695 (£201,957 in 2012) funded by Dudley MBC.

### 4 **Land and Buildings**

The revaluation was undertaken by Dudley MBC, Corporate Resources Directorate, as indicated in a report dated 8<sup>th</sup> October 2008. Property occupied by Dudley MBC has been classified as Operational and valued on the basis of Existing Use Value with the remainder classified as Non-operational and valued on the basis of Open Market Value (definitions of the bases are contained in RICS Appraisal and Valuation Manual). All valuations reflect the stipulations, restrictions and covenants contained in the relevant Deed of trust.

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Land and Buildings	<u>461,850</u>	<u>461,850</u>

### 5 **Investments**

Investments are stated at the market value to comply with the Charities Statement of Recommended Practice 2005. The market value of investments as at 31<sup>st</sup> March 2013 was £346,784

	<b>Original Value</b>	<b>Market Value</b>	<b>Market value</b>	<b>Unrealised (Loss) Gain</b>
	<b>£</b>	<b>31/03/13</b>	<b>31/03/12</b>	<b>£</b>
<b>COIF Fixed Interest</b>	118,000	129,960	127,554	2,406
<b>COIF Equity Based</b>	118,000	216,824	194,068	22,756
	<u>236,000</u>	<u>346,784</u>	<u>321,622</u>	<u>25,162</u>

**6    Analysis of Debtors**

The debtors figure is investment income due (2012 investment income due)

**7    Analysis of Grants Not Yet Claimed**

There were no grants outstanding at 31<sup>st</sup> March 2013

# TRUSTEES ANNUAL REPORT FOR THE YEAR TO 31<sup>ST</sup> MARCH 2013

## History, Objectives and Activities of the Trust

The Stevens Park and Recreation Ground Foundation Trust was constructed by a Deed of Gift dated 29<sup>th</sup> September 1930 and varied by a scheme dated 24<sup>th</sup> May 1966. The Trust is registered charity, number 523196.

The Charity is established for the following purposes:

- (a) to maintain and improve property belonging to the Foundation
- (b) to acquire land to be held in trust for the Foundation
- (c) to maintain and improve property held by the following registered charities:

Registered  
Charity No.

- |    |   |        |
|----|---|--------|
| 1. | Mary Stevens Maternity Home and Public Park | 203087 |
| 2. | Mary Stevens Park, Stourbridge              | 523195 |

- (d) to provide recreation facilities to improve the conditions of life for persons resident in the Borough of Stourbridge, with preference given to Lye and Wollescote.

## Management and Governance Arrangements

The Trustee of the charity is Dudley Metropolitan Borough Council which delegated its power to the Stourbridge Area Committee. However following the reorganisation of Area Committees to Community forums in February 2013, the Ernest Stevens Management Committee was created with the delegated power of the Trustee.

## Procedures and Policy for Grant making

Grant applications are reported to the Ernest Stevens Management Committee which meets regularly. Organisations normally submit a formal application explaining how the funds will be used, what would be achieved if the grant was awarded and their financial position.

The Trustees have a policy that the grant should be for capital items and be for a maximum of 50% of the cost of the project or £5000.

Application forms, the criteria of the Trust & a map of the area in which the Trust operates are available from the charity.

The charity's address is:

The Council House  
Priory Road  
Dudley  
West Midlands  
DY1 1HF

## **Achievements and Performance of the Trust**

During the year the Trust awarded 1 grant.

## **Financial Review, Investment Policy and Reserves**

The Trust has a permanent endowment and general funds. The former is not available for distribution and the latter could be expended with the Trustees' approval.

At a previous meeting of the former Finance (Stevens Bequests) Sub. Committee, the Trustees agreed a policy setting out the level of reserves needed to meet the objectives of the Charity. This policy was to maintain the "Real" spending power of the bequest i.e. the permanent funds, as a fundamental part of the investment strategy. Therefore before any grants are awarded, it is confirmed that the value of the permanent funds adjusted for inflation has been maintained.

The charity continued to receive rental income and interest for the year of £17,389; there was 1 grant allocation this year. The surplus will be added to reserves brought forward from past years.

The Trustee, Dudley MBC undertakes to maintain the property from its own funds. On the advice of the Charity Commission, maintenance on property referred to in the objectives of the Charity has been included in these accounts as both income & expenditure.

The investments were revalued at 31<sup>st</sup> March 2013 to be shown at the market value to comply with the Charities SORP 2005. This resulted in an unrealised gain of £25,162 with £13,576 being added to the value of the unrestricted funds and £11,586 being added to the value of the permanent endowment funds.

At the end of the financial year reserves available for distribution subject to the reserves policy was £317,510

## **Future Plans**

The Trustees intend to continue providing grants in a similar way to past years within the constraints of the available funds and the reserves policy. However, at the meeting of the Committee of 17<sup>th</sup> November 2008 a resolution was passed such that:

"for the next five years interest earned on the capital of the Ernest Stevens Trust fund be set aside for the repair of the gates at Mary Stevens Park, Stourbridge. That subject to [this] resolution, any application for funding from the Stevens Trust, of exceptional merit, be considered on an individual basis over the next five years".

## **Statement of Trustees' Responsibilities**

Charity law requires the Trustees to prepare financial statements for each financial year which show a true and fair view of the state of the affairs of the charity and its financial activities for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **Independent Examiner**

The Trustees intend to ask Dudley Audit Services to undertake the independent examination of the Trust in the following year.

**Chairman** .....

**Date** .....

**Signed on behalf of the Trustees.**