

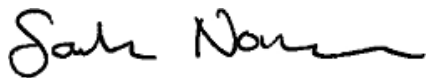


Ernest Stevens Trusts Management Committee

**Tuesday 24th October, 2017, at 6.00pm
In Committee Room 3 at the Council House, Priory Road, Dudley**

Agenda - Public Session (Meeting open to the public and press)

1. Apologies for absence.
2. To report the appointment of any substitute members serving for this meeting of the Committee.
3. To receive any declarations of interest under the Members' Code of Conduct.
4. To confirm and sign the [minutes of the meeting on 17th July, 2017](#) as a correct record.
5. Public Forum
6. [Mary Stevens Centre – Request to Grant a further room to Mary Stevens Hospice \(Pages 1 - 3\)](#)
7. [Mary Stevens Centre – Leases to Dudley MIND and Beacon Centre for the Blind \(Pages 4 - 7\)](#)
8. [Ernest Stevens Trusts - Final Accounts \(Pages 8 - 20\)](#)
9. To consider any questions from Members to the Chair where two clear days notice has been given to the Monitoring Officer (Council Procedure Rule 11.8).



Chief Executive

Dated: 16TH October, 2017

Distribution:

Members of the Committee:

Councillor I Kettle (Chair) - Pedmore and Stourbridge East Ward
Councillor H Rogers (Vice Chair) - Norton Ward
Councillor J Cowell - Quarry Bank and Dudley Wood Ward
Councillor V Wale - Lye and Stourbridge North Ward
Councillor A Hopwood - Wollaston and Stourbridge Town Ward
Councillor G Partridge - Cradley and Wollescote Ward

Co-opted Members (Non-voting)

Friends of Stevens Park, Quarry Bank – M Sparks
Friends of Wollescote Park – C Lees
Friends of Mary Stevens Park – D Lewis

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- In the event of the alarms 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 no smoking on the premises in line with national legislation. It is an offence to smoke in or on these premises.
- Public WiFi is available in the Council House. The use of mobile devices or electronic facilities is permitted for the purposes of recording/reporting during the public session of the meeting. The use of any such devices must not disrupt the meeting – Please turn off any ringtones or set your devices to silent.
- If you (or anyone you know) is attending the meeting and requires assistance to access the venue and/or its facilities, please contact the contact officer below in advance and we will do our best to help you.
- Information about the Council and our meetings can be viewed on the website www.dudley.gov.uk
- Elected Members can submit apologies by contacting Democratic Services. The appointment of any Substitute Member(s) should be notified to Democratic Services at least one hour before the meeting starts.
- Contact Democratic Services by Telephone 01384 815238 or E-mail Democratic.Services@dudley.gov.uk

Minutes of the Ernest Stevens Trusts Management Committee

Monday, 17th July, 2017 at 6.00 p.m.
in Committee Room 2, The Council House, Dudley

Present

Councillor I Kettle (Chair)
Councillor H Rogers (Vice-Chair)
Councillors J Cowell, T Crumpton, M Hanif and A Hopwood

Co-opted Member

M Sparks (Friends of Stevens Park, Quarry Bank)

Officers

M Farooq (Lead for Law and Governance), M Wilcox (Principal Lawyer),
M Johal (Senior Democratic Services Officer), J Croft (Finance Manager),
L Stuffins (Green Space Team Leader) and T Webb (Principal Property Surveyor).

1 Apologies for Absence

Apologies for absence from the meeting were submitted on behalf of Councillors
V Wale and G Partridge and Mr C Lees (Friends of Wollescote Park)

2 Appointment of Substitute Members

It was reported that Councillors T Crumpton and M Hanif were serving as substitute
members for Councillors G Partridge and V Wale for this meeting of the Committee
only.

3 Declarations of Interest

Councillor H Rogers – Non-pecuniary interest 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 T Crumpton – Non-pecuniary interest as a Member of Wollescote Park
Group. Also in relation to any reference to Age Concern as direct discussions had
been held with the group.

Councillor J Cowell – Non-pecuniary interest as a former Trustee of Mary Stevens
Hospice. Also in relation to any reference to Age Concern as discussions had been
held with the group in the past.

Councillor M Hanif – Non-pecuniary interest as he has attended meetings in view of being a member of Friends of Wollescote Park Group.

4 **Minutes**

Reference was made to Minute No 29, penultimate paragraph, and it was commented that it was understood that a lease could only be transferred by the Council's Community Asset Transfer team where the Council owned the land and that this did not apply to Trust land.

Resolved

Subject to clarification of the above, the minutes of the meeting held on 24th April, 2017, be approved as a correct record and signed.

5 **Terms of Reference of the Committee**

A report of the Lead for Law and Governance was submitted on the terms of reference of the Committee as approved by the Council.

Resolved

That the report be noted.

6 **Public Forum**

No issues were raised under this agenda item.

7 **Ernest Stevens Trust – Mary Stevens Hospice, 221 Hagley Road, Oldswinford, Stourbridge – Request to Grant Lease Renewal to Lymphcare UK CIC**

A report of the Strategic Director Place was submitted on a request to grant consent to Mary Stevens Hospice to renew the under lease to Lymphcare UK CIC.

Arising from the presentation of the report discussion took place on rent charges and clarification was sought on whether a profit would be made from subletting. Also it was queried why the whole site had been leased to the Hospice and confirmation was sought on building ownership, whether there was relevant insurance and if the Charity Commission had approved the lease.

With regard to rent charged the Principal Property Surveyor indicated that a market rent would be charged and with the consent of the Committee, the Hospice were able to hire and sublet parts of the site with a view to generating income. It was also reported that Lymphcare UK CIC had paid for improvements to some of the rooms on the site. With regard to the query about the Charity Commission the Principal Lawyer advised that approval was only required from the Charity Commission where leases were for longer than seven years, and as the lease was for five years, it did not apply in this case.

Resolved

That consent be granted to Mary Stevens Hospice to renew the under lease to Lymphcare UK CIC, on terms and conditions to be negotiated and agreed by the Strategic Director Place.

8 **Ernest Stevens Trust – Mary Stevens Hospice, 221 Hagley Road, Oldswinford, Stourbridge – Request to Grant Lease Renewal to Dudley Group NHS Foundation Trust**

A report of the Strategic Director Place was submitted on a request to grant consent to Mary Stevens Hospice to renew the under lease to Dudley Group NHS Foundation Trust.

Resolved

That consent be granted to Mary Stevens Hospice to renew the under lease to Dudley Group NHS Foundation Trust, on terms and conditions to be negotiated and agreed by the Strategic Director Place.

9 **Lease to Mary Stevens Hospice**

A report was submitted on the draft scheme of the Charity Commission seeking consent to proceed with the scheme and lease to the Hospice.

Arising from the presentation of the report a Member made representations on behalf of Age Concern Stourbridge and Halesowen as the group occupied part of the site. The rent for occupying the site had been increased to £15,000 per annum and due to financial difficulties, the organisation had issued notices of redundancy to staff and there was a danger of the service ceasing together with that part of the building becoming derelict. Funding had been withdrawn by the Local Authority and concerns were expressed about increasing utility and maintenance costs which the group could not afford. Clarification was also sought on rates currently charged

as originally these charges were nominal where charities were concerned. In responding the Principal Property Surveyor indicated that the charges were not rent but were a contribution towards running costs and utility costs and had not yet been implemented. The Local Authority had agreed to pay for work for removal of asbestos, however funding had not as yet been identified to replace the boiler. Negotiations were ongoing with the organisation and a report detailing further information would be submitted to a future meeting of the Committee regarding this matter.

The Chair indicated that there were ongoing discussions in relation to contractual agreements and sought clarification on charges in relation to Mary Stevens Hospice in this regard. The Principal Lawyer stated that the Charity Commission's scheme enabled the Local Authority's Trustees to agree terms and conditions for Mary Stevens Hospice in relation to the granting of leases as long as it was in the best interests of the Charity.

Resolved

- (1) That the draft Scheme received from the Charity Commission, attached as an Appendix to the report, be noted;
- (2) That the Council proceed to confirm the Scheme with the Charity Commission and to complete the lease with Mary Stevens Hospice on terms and conditions agreed.

10 **Stevens Park and Recreation Ground Foundation Trust – Grant**

A report of the Chief Officer Finance and Legal Services was submitted on a request from Pedmore Cricket Club for a grant from Stevens Park and Recreation Ground Foundation Trust, which had been deferred from the meeting held on 24th April, 2017.

Resolved

That subject to funding being spent within twelve months, the request from Pedmore Cricket Club for a grant of £5,000 towards the cost of materials to extend and refurbish the Clubhouse from the Stevens Park and Recreation Ground Foundation Trust, be approved.

The meeting ended at 6.55 pm

CHAIR

Ernest Stevens Trusts Management Committee – 24th October 2017

Report of the Strategic Director Place

Mary Stevens Centre – Request to Grant a further room to Mary Stevens Hospice

Purpose

1. To consider the request to grant Mary Stevens Hospice temporary occupation of Room G41 at Mary Stevens Centre for the duration of the refurbishment and extension works by way of a lease.

Recommendation

2. It is recommended that the consent of the Ernest Stevens Trust Management Committee be formally recorded to approve the lease of an additional room, G41, at Mary Stevens Hospice for the duration of their existing lease on terms and conditions to be negotiated and agreed by the Strategic Director of Place.

Background

3. Mary Stevens Centre is part of the Ernest Stevens Trust and Dudley Borough Council are the Trustees. The function of Trustee has been delegated to the Ernest Stevens Trusts Management Committee by the Council's constitution.
4. Consent was granted by the Ernest Stevens Trust Management Committee at its meeting on 13th February, 2017, for a lease of temporary accommodation by the Mary Stevens Hospice at the Centre for the duration of the refurbishment and extension works. A lease was granted in March 2017 for 2 years.
5. Age Concern Stourbridge and Halesowen occupied part of the ground floor of the Mary Stevens Centre before its closure on the 1st September.
6. The Hospice has requested the additional room, G41 as shown edged blue on the plan attached, formerly occupied by Age Concern on the same terms as their existing lease.

Finance

7. There are no financial implications to the Trustees. There will be a slight increase in the running costs contribution made to the Council.

Law

8. The Council is the registered Trustee of the charity and in accordance with the Councils Constitution has delegated the administration of the charity to this Management Committee.
9. 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.
10. The Law relating to Trusts which are charitable is contained in various legislations. The key legislation being the Charities Acts 1960, 1992, 1993, 2011 and the Trustees Investment Act 1961.

Equality Impact

11. This report takes into account the Council's equal opportunities policies.

Human Resources/Transformation

12. There are no Human Resources/Transformation implications.





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Alan Lunt
Strategic Director of Place

Contact Officer: Sonia McLean – Property Manager
Telephone: 01384 815321
Email: sonia.mclean@dudley.gov.uk

List of Background Papers:

- Plan of Ground Floor Rooms

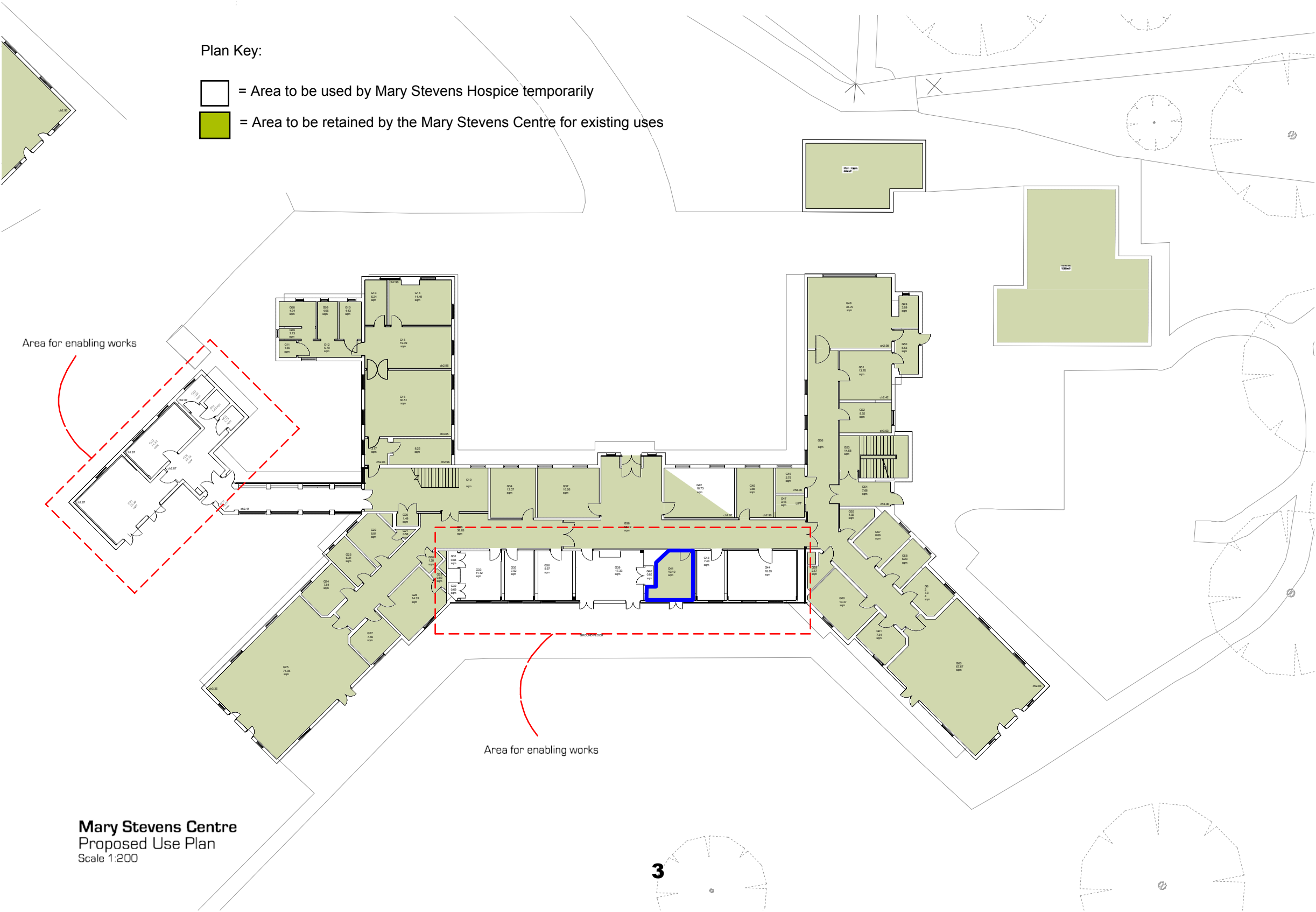
Plan Key:

-  = Area to be used by Mary Stevens Hospice temporarily
-  = Area to be retained by the Mary Stevens Centre for existing uses

Area for enabling works

Area for enabling works

Mary Stevens Centre
Proposed Use Plan
Scale 1:200



Ernest Stevens Trusts Management Committee – 24th October 2017

Report of the Strategic Director Place

Mary Stevens Centre – Leases to Dudley MIND and Beacon Centre for the Blind

Purpose of Report

1. To consider the request to grant leases to the occupiers at Mary Stevens Centre.

Recommendation

2. It is recommended that the consent of the Ernest Stevens Trust Management Committee be formally recorded to grant leases at Mary Stevens Centre to Dudley MIND and Beacon Centre for the Blind on terms and conditions to be negotiated and agreed by the Strategic Director of Place.

Background

3. Mary Stevens Centre is part of the Ernest Stevens Trust and Dudley Borough Council is the Trustee. The function of Trustee has been delegated to the Ernest Stevens Trusts Management Committee by the Council's constitution.
4. The occupation of the Mary Stevens Centre needs to be regularised and leases need to be put in place with the occupants. This matter was put before the Committee in April but a decision on it was deferred and a request made to bring it back to the Committee with additional information.
5. Mary Stevens Centre is currently occupied by Beacon Centre for the Blind and Dudley MIND on the first floor of the building and Mary Stevens Hospice on part of the ground floor. Age Concern formerly occupied the majority of the ground floor, but they vacated the Centre in September. Funding to all three organisations by the Council's Commissioning Section ceased by March 2017.
6. Maintenance of the building, building insurance and all utility costs are borne by the Council; these are around £40k a year. The Council is also currently undertaking asbestos removal works and reprovision of hot water and temporary heating and the cost of these works are in addition to the £40k.
7. It is proposed that leases are put in place with the occupants so that the rights and responsibilities of all parties are clarified. By way of the lease the occupants will pay an accommodation charge that will cover a contribution to repairs, building insurance and utilities. The occupants will be responsible for internal repairs and decoration of their accommodation.

8. The rent will be at a peppercorn rent. Outcomes to the value of the market rent will be agreed under the new lease. The Committee have previously agreed a proposal to grant leases at a market rent, but for the reasons outlined in a previous report, approved by the Committee in April 2017, a peppercorn rent is now recommended.
9. The leases will be in accordance with the scheme granted by the Charity Commission permitting the Trustees to let the building on leases up to 28 years to local registered charities for charitable purposes for the general benefit of residents of the Borough with preference given to charities that benefit the area specified in the Deed of Gift.
10. Consent is therefore required from the Ernest Stevens Trust Management Committee for approval to grant these leases on terms and conditions to be negotiated and agreed.

Finance

11. A peppercorn rent is generally more efficient than a commercial rent would be, since charging a commercial rent would require preparation of more detailed accounts for the Charity Commission, resulting in higher administration and support costs. In addition, peppercorn rents are more efficient from a tax perspective.

Law

12. The Council is the registered Trustee of the charity and in accordance with the Council's Constitution has delegated the administration of the charity to this Management Committee.
13. 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.
14. The Law relating to Trusts which are charitable is contained in various legislations. The key legislation being the Charities Acts 1960, 1992, 1993, 2011 and the Trustees Investment Act 1961.

Equality Impact

15. The proposal takes into account the Council's equal opportunities policies.

Human Resources/Transformation

16. There are no Human Resources/Transformation implications.



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Alan Lunt
Strategic Director of Place

Contact Officer: Sonia McLean – Property Manager
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List of Background Papers:

- Plan of Ground and First Floor Rooms



Ernest Stevens Trusts Management Committee – 24th October 2017

Report of the Chief Officer Finance and Legal Services

Ernest Stevens Trusts - Final Accounts

Purpose

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

Recommendations

2. 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.

Background

3. 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
4. Only the Stevens Park and Recreation Ground Foundation, Wollescote has investments, which generate income for disbursement.
5. 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 6th December 1929 (Mary Stevens Park, Norton) and 13th 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.
6. 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)
 7. 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.
 8. There is no set maximum amount stipulated in the Trust deed for a grant.
 9. 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.
 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 four Ernest Stevens Trusts.
 12. It has been agreed with the Charity Commission to account for income generated at individual sites directly. This greater detail was shown in the 2015/16 Statement of Accounts for the first time.
 13. A Statement of Accounts for the Trusts is attached as Appendix 1.

Finance

14. 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.
15. 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

16. The Council is successor to the former Stourbridge Council by virtue of the Local Government Act 1972.
17. 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.
18. The law relating to Trusts, which are charitable, is contained in various acts, the main one being the Charities Act 2011.
19. 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

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

Human Resources/Transformation

21. The proposals in this report do not have any direct Human Resources / Transformation implications.



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Iain Newman
Chief Officer Finance and Legal Services

Contact Officer: James Croft
Telephone: 01384 815365
Email: james.croft@dudley.gov.uk

STATEMENT OF ACCOUNTS OF ERNEST STEVENS TRUST
BALANCE SHEETS AS AT 31ST MARCH 2017

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

	<u>2017</u> £	<u>2016</u> £
<u>ASSETS</u>		
Land and Buildings	750,000	750,000
TOTAL ASSETS	750,000	750,000
<u>RESERVES</u>		
Revaluation Reserve	750,000	750,000
TOTAL RESERVES	750,000	750,000

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

	<u>2017</u> £	<u>2016</u> £
<u>ASSETS</u>		
Land and Buildings	1,700,000	1,700,000
TOTAL ASSETS	1,700,000	1,700,000
<u>RESERVES</u>		
Revaluation Reserve	1,700,000	1,700,000
TOTAL RESERVES	1,700,000	1,700,000

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

	<u>2017</u> <u>£</u>	<u>2016</u> <u>£</u>
<u>ASSETS</u>		
Land and Buildings	<u>64,000</u>	<u>64,000</u>
TOTAL ASSETS	<u>64,000</u>	<u>64,000</u>
<u>RESERVES</u>		
Revaluation Reserve	<u>64,000</u>	<u>64,000</u>
TOTAL RESERVES	<u>64,000</u>	<u>64,000</u>

Notes to the Balance Sheets

- (i) The Land & Buildings assets have been revalued as at 1st April 2013 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 31ST MARCH 2017

(REGISTERED CHARITY NO. 523196)

	<u>Note</u>	<u>Unrestricted</u>	<u>Endowment</u>	<u>Total Funds</u>	
		<u>Funds</u>	<u>Funds</u>	<u>2017</u>	<u>2016</u>
		£	£	£	£
Incoming Resources	(2)	393,715	-	393,715	402,264
Resources Expended	(3)	382,681	-	382,681	453,243
(Net Resources Expended)/Net Incoming Resources		11,034	-	11,034	(50,979)
<u>Other Recognised Gains and Losses.</u>					
Gain (Loss) on revaluation of investments.	(5)	21,766	18,521	40,287	(13,475)
Gain (Loss) on revaluation of property	(4)	-	-	-	-
Net Movement in Funds		32,800	18,521	51,321	(64,454)
Reconciliation of Funds:					
Total Funds Brought Forward		305,599	656,207	961,806	1,026,260
Total Funds Carried Forward		338,399	674,728	1,013,127	961,806

STEVENS PARK AND RECREATION GROUND FOUNDATION TRUST
BALANCE SHEET AS AT 31ST MARCH 2017

	<u>Note</u>	<u>2017</u>		<u>2016</u>	
		£	£	£	£
<u>Fixed Assets</u>					
Land & Buildings	(4)		491,400		491,400
Investments	(5)		403,872		363,585
			895,272		854,985
<u>Current Assets</u>					
Sundry Debtors	(6)	3,921		3,970	
Balances held by Dudley MBC on behalf of the Trust	(6)	113,927		102,844	
COIF Deposit Account		7		7	
			117,855		106,821
<u>Less Current Liabilities</u>					
Creditors					
Grants approved (not paid)	(7)	0		0	
			117,855		106,821
<u>Net Current Assets</u>			117,855		106,821
<u>Net Assets</u>			1,013,127		961,806
 <u>Represented by:</u>					
Permanent Endowment			674,728		656,207
Unrestricted Funds			338,399		305,599
			1,013,127		961,806

Chairman

Date

For and on behalf of the Trustees.

STEVENS PARK AND RECREATION GROUND FOUNDATION TRUST

NOTES ON FINAL ACCOUNTS FOR YEAR ENDING 31ST MARCH 2017

1 Accounting Policies and basis of preparation

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.
- A recent review of chargeable rates, taking account of productivity and staffing levels to ensure full cost recovery has been undertaken which has been the basis for the maintenance charges within these accounts. As a result maintenance costs for the 2015/16 have been revised and re-stated.

2 Income

Income received was as follows:

	2017	2016
	£	£
Interest Income	14,918	15,089
Rental Income	1,116	8,626
<u>Activity Income:</u>		
MSP Norton	53,303	46,562
MSP Wollescote	1,650	1,658
MSP Swinford Common	3,568	3,471
Maintenance Funded by Dudley MBC	319,160	326,858
	<u>393,715</u>	<u>402,264</u>

As approved by previous meetings of this committee and notified to the Charity Commission, income directly generated at three main parks locations is shown separately. This income contributes towards funding maintenance costs incurred by Dudley MBC. The balance of the maintenance costs are funded directly by the Council.

3 **Expenditure**

The expenditure for the year comprised:

	2017	2016
	£	£
Grants	5,000	74,694
Maintenance	377,681	378,549
	<u>382,681</u>	<u>453,243</u>

Grants

The expenditure included grants committed in the year of £5,000 (£74,694 in 2016).

Other expenditure incurred was maintenance of £377,681 (£378,549 in 2016) part funded by Dudley MBC.

4 **Land and Buildings**

The revaluation was undertaken by Dudley MBC, Corporate Resources Directorate, as indicated in a report dated 3rd February 2014. 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.

	2017	2016
	£	£
Land and Buildings	<u>491,400</u>	<u>491,400</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 31st March 2017 was £403,872

	Original Value	Market Value 31/03/17	Market Value 31/03/16	Unrealised (Loss) Gain
	£	£	£	£
COIF Fixed Interest	118,000	135,724	130,756	4,968
COIF Equity Based	118,000	268,148	232,829	35,319
	<u>236,000</u>	<u>403,872</u>	<u>363,585</u>	<u>40,287</u>

6 Current Assets

- The debtors figure is 2016/17 investment income due
- Monies held by DMBC on behalf of the Trust represents accumulation of any surplus or deficit available for distribution

7 Analysis of Grants Not Yet Claimed

There were no grants outstanding at 31st March 2017

TRUSTEES ANNUAL REPORT FOR THE YEAR TO 31ST MARCH 2017

History, Objectives and Activities of the Trust

The Stevens Park and Recreation Ground Foundation Trust was constructed by a Deed of Gift dated 29th September 1930 and varied by a scheme dated 24th 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:

	<u>Registered Charity No.</u>
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 £5,000.

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 (Stourbridge & District Scout Association).

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 £16,034.

There was one grant allocation which was funded from the income achieved within the year.

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. In previous years costs were solely for manpower, not including variations to programmed work. Following a review of accounting treatment, these have now been revised for both 2015/16 and 2016/17 on the basis of a full cost recovery hourly rate which takes into account productive and unproductive time.

The investments were revalued at 31st March 2017 to be shown at the market value to comply with the Charities SORP 2005. This resulted in an unrealised gain of £40,287 with £21,766 being added to the value of the unrestricted funds and £18,521 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 £338,399.

Future Plans

When providing grants going forward, The Trustees will ensure that the value of the permanent fund is maintained in real terms, and so the Trust is able to meet any ongoing liabilities.

Whereas the accounts now show more detail in relation to income and parks maintenance costs, it has been recognised that there is a need to include a fuller representation of the costs for both land and buildings, as well as reflecting costs and income directly relating to all four charities. A review will be undertaken and reported back to this committee for consultation.

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.