

The Therfield Regulation Trust

Registered Charity 277881

The Therfield Regulation Trust

Report and Financial Statements

For The Year Ended

31 December 2019

The Therfield Regulation Trust

Legal and administrative details

For the year ended 31 December 2019

| | | |
|------------------------------|---|--|
| Status | The organisation is a charitable trust | |
| Charity number | 277881 | |
| Operational address | c/o Royston Golf Club Baldock Royston Herts SG8 5BG | |
| Trustees | M Weatherhead (resigned 06.01.20) J King N Guttridge J Davison (term ended 19.02.20) C Smith B Harrop (elected 24.01.19) R Law (elected 30.01.20) C Swarbrick (elected 19.02.20) C Combe (resigned 03.01.19) M Gregorios (term ended 12.02.19) | Representing the Lord of the Manor Elected by Stint holders Elected by Stint holders Elected by Special drainage district Elected by Special drainage district Elected by Stint holders Elected by Stint holders Elected by Special drainage district Elected by Stint holders Elected by Special drainage district |
| Bankers | Barclays Bank 23 High Street Royston SG8 9AB | |
| Solicitors | Hewitsons Shakespeare House 42 Newmarket Road Cambridge CB5 8EP | |
| Independent Examiners | Hardcastle Burton LLP Chartered Accountants Lake House Market Hill Royston Herts SG8 9JN | |

The Therfield Regulation Trust

Report of the Trustees

For the year ended 31 December 2019

The Conservators (who are the Charity's managing trustees) present their report and the unaudited financial statements for the year ended 31 December 2019.

Legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the trust deed and the Statement of Recommended Practice - Accounting and Reporting by Charities.

Structure, Governance and Management

The Therfield Regulation Trust became registered with the Charity Commission on 17 October 1979 with number 277881. The Charity was established as a charitable continuation of The Therfield Regulation, which was an arrangement established under an Act of Parliament in 1888 and a subsequent "Award" in 1893, and which had given the Conservators responsibility for managing the Heath and Greens.

The trust deed states that the Conservators should have responsibility for governing the Charity and they are accordingly the charity trustees or managing trustees in law. The trust deed also gives the Conservators the power of appointment of property trustees, to hold legal title to the Charity's land. Currently, for convenience, the Conservators fulfil the role of property trustee.

The origins and composition of the Charity are rather unusual and for this reason there can be confusion as to the structure and the roles of those involved. So for clarity, it should be noted there is only one organisation involved that owns and governs the Therfield Heath and Greens: this is a charitable trust with statutory origins as noted above. Within this one organisation there are three roles, although these are fulfilled by the same group of people:

- Conservators: these people were given responsibility for governing the Therfield Heath and Greens under the Act of 1888. They are appointed/elected in accordance with the 1888 Act and 1893 Award.
- Managing trustees: this role arose when the organisation became a charity in 1979, and as the Conservators have responsibility for governance they are automatically, in law, the managing trustees. So the Conservators are always the managing trustees.
- Property trustees: this role is simply to hold the legal title to the land and buildings of the Charity.

Objectives & Activities

The main objectives of the charity in accordance with the 1888 Act are to provide and maintain access to a recreation ground for the inhabitants of Therfield, Royston and the neighbourhood. The Charity continues to successfully meet its objectives, providing access to the Heath for the local inhabitants and through significant investment in scrub clearance and grass cutting to maintain the heath and greens for use by both the public and amateur sports clubs. During the Covid-19 pandemic many people have been able to enjoy the Heath but the substantial increase in use has put pressure on infrastructure and maintenance. Ongoing management and maintenance costs are funded by the letting of sports facilities to third party organisations and amateur sports clubs and we have had to increase spending on litter picking to ensure the Heath remains a safe environment for all users.

Public Benefit

The Conservators have referred to the Charity Commission's general guidance on public benefit to ensure compliance when reviewing the charity's aims and objectives and in planning its future activities. The Charity's aims and objectives fall within the various descriptions of charitable purposes in the Charities Act 2011. These purposes principally include promoting public access to the Heath and Greens for sport and recreation and conserving the same.

Public benefit is readily demonstrated in the delivery of a) the intended outcomes of the Charity's charitable purposes listed above for the general public, all of whom can benefit and b) the financial and other support which these outcomes can achieve, among the public at large or significant relevant sections of the public without unreasonable restriction.

The Therfield Regulation Trust

Report of the Trustees

For the year ended 31 December 2019

Achievements and Performance

2019 was a very busy year for us – much of it very good for the Heath and everyone that uses it.

We have been looking at updating our byelaws. They were last updated in 1989 and use of the Heath has changed since then. We as conservators are not as one on the proposed changes to the byelaws and need time to work out, using a consultation process, what, if anything, needs changing.

Over the last year we have looked into car park charging. It would have been very easy to implement and could have raised a lot of money. After consultation and thought, we chose not to implement charging and instead will be setting up a voluntary system that will enable people to donate and receive a sticker for their car to show they have done so. We widened the car park entrance to make it easier for traffic coming in and out. We were very fortunate to receive a grant of £13,000 (restricted funds) from Brian Racher Trust for car park maintenance, which has been completed

A fair bit of grazing was undertaken but due to a number of incidents, the grazier has decided not to extend his Higher Level Stewardship (HLS) agreement and we need a different solution for future years.

We received £1,560 from IBM Foundation (unrestricted funds) which was for general maintenance and will be spent on the Lankaster Hill cut and collect. The volunteers continue to do good work battling scrub on the site, aided by 3 tree poppers. Funding for two of these was received from the Friends and from the Rotary Club and we are extremely grateful. The volunteers are currently working on Church Hill to try and reduce the bramble and hawthorn that shade out the pasque flowers. We are in the process of implementing charges for professional dogwalkers and fitness businesses that make a charge for their services and classes on the heath.

We have agreed a new lease for the Therfield recreation ground allowing Therfield, Royston and Kelshall Sports Association (TRAKSA) to seek funding to replace their pavilion. Royston Cricket would also like to bring cricket back to the Heath for maybe a 3rd team and ladies team and we have started discussions.

We have also agreed a new lease for the Heath Sports Club, giving security of tenure to allow the tenants to undertake extensive renovation.

Plans for the future

We are working with North Herts District Council (NHDC) to produce a Heath Mitigation Strategy which will form part of their Local Plan. This might take the form of greenspaces in their new developments as an alternative to the heath or developers paying money towards the upkeep of the heath.

Natural England have agreed to fund most of the cost of producing a Management Plan for Heath as part of a Countryside Stewardship Feasibility Study. This will lay out what needs to be done to manage and protect the unique ecology of the Heath along with getting the right balance to ensure the best of recreation and conservation for generations to come. Tenders were issued last year.

We are also considering:

- Setting up a donation system
- Running a "Heath Day" with all the clubs having a chance to talk to people about what they offer and providing a chance for people to get advice and information about the site too
- Reinstating the meetings of representatives of all major Heath users, so they can all get together
- Review of bins across the site
- Maintenance work on some chalk paths
- Working with the Friends and other organisations to produce an information board for Church Hill
- Review of governance and the elections process especially in light of current Covid-19 restrictions

Remuneration of Trustees

The Conservators receive no remuneration, but may be reimbursed for expenses incurred on conducting the Charity's business.

Financial Review

The property trustees hold the land of Therfield Heath and Greens in accordance with the directions of the conservators.

Income from the land is held as General Purpose funds and expenditure from these funds is directed by the managing trustees.

The Therfield Regulation Trust

Report of the Trustees

For the year ended 31 December 2019

Expenditure in the year to 31 December 2019 was £86,110 and income was £79,020 resulting in an overall deficit of £7,090. As a result, the reserves were reduced from £48,427, as at 31 December 2018, to £41,337 as at 31 December 2019. It should be noted that the accounts are prepared on a receipts and payments basis and income and costs are recognised when they are incurred and not necessarily in the period which they relate. This explains why the rental income has dropped and is due to a timing difference.

Legal and professional fees still remain high, this year we spent £21,120.60 in relation to advice on Governance and Environmental Information Requests (EIR), the remaining £16,113.40 was on other costs including contract renewals and lease amendments, reports on rental values and property transfers. It is our intention to manage legal costs down even further by being open and transparent about the way the organisation is run and handling EIRs internally. Accountancy fees were higher in 2019 due to advice regarding VAT. We have paid less Warden fees because we had a combined Clerk/Warden role from March 2019, however we are seeking alternative funding for a Warden/Conservation Outreach Officer.

The trustees' income comes from the three main tenants The Golf Club, The Heath Sports Centre and John Jenkins Racing.

A general reserve of around 1 year's rental income, excluding VAT, which is approximately £50,000 is considered to be prudent and the Conservators will consider ways to ensure that this policy is met over the coming 3 years.

The conservators meet regularly to review the financial position of the Charity and expenditure must be approved before it is incurred. Consideration is given to the rental position when the leases are renewed to ensure that the income is sufficient to maintain the desired level of reserves, after taking costs into account.

Risk management and principal risks

Major risks to which the charity is exposed have been reviewed and systems established to mitigate those risks. Responsibility for management of risk is overseen by the Conservators. They regularly consider the risks (including financial and reputational risks) which may affect the activities of the organisation, assess the impact of those risks and ensure that appropriate controls are in place as follows:

- comprehensive strategic planning, budgeting and management accounting
- detailed review by the Conservators of significant projects or new ventures before they are approved
- clear authorisation approval levels and segregation of duties
- appropriate contractual arrangements for all work undertaken

The Conservators like many charities are concerned about the effect of Covid-19 and the risk register is being updated to reflect this. The key risks are below:

| Risk | Impact | Mitigation |
|--|--|--|
| Loss of income from tenants and users of the Heath | Trust struggles to maintain activity, or ceases it | Monitor funding closely. Especially in light of economic impact of Covid-19. Review regularly the Trusts ability to deliver its charitable remit. Continue to explore sustainable funding sources. Keep in close touch with tenants via Joint Advisory Committee and regular meetings and gauge likely impact early |
| Extreme pressure on the heath | Spiralling costs, resulting in deterioration and detrimental impact on the site | Work with tenants, visitors, users and stakeholders. Regularly review maintenance schedules including litter plans. Review guidance and information shared with visitors and users in light of Covid-19. Educate and inform visitors about the uniqueness of the Heath's ecology and history and the fact that it is common land |
| Site loses favourable recovering status resulting in loss of SSSI status | Condition of The Heath (SSSI), deteriorates resulting in loss of nature and habitat for wildlife | Conservation Management Plan developed, and agreed with tenants, general public/visitors and stakeholders like Natural England. Priorities and forward planning sets clarity about strategic direction to ensure we have appropriate resource and capabilities |

The Therfield Regulation Trust

Report of the Trustees

For the year ended 31 December 2019

Statement of Trustees' responsibilities

The Conservators are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees (i.e. the Conservators) to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Conservators are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Conservators are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the provisions of the trust deed. 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.

In so far as the Conservators are aware:

- there is no relevant information of which the charity's independent examiners are unaware; and
- the Conservators have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiners are aware of that information.

The Conservators are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the Conservators, being the Charity's managing trustees on 22 October 2020 and signed on their behalf by



C Swarbrick - Chair of The Therfield Regulation Trust

The Therfield Regulation Trust

Independent examiner's report to the trustees of The Therfield Regulation Trust

I report on the accounts of the Charity for the year ended 31st December 2019, which are set out on pages six to nine.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement:

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charity as required by section 130 of the Act or;
- the accounts do not accord with those records; or
- the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

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Name: Keith Bouttell ACA
Date:
Address: Hardcastle Burton LLP
Lake House
Market Hill
Royston
Herts
SG8 9JN

The Therfield Regulation Trust

Receipts & payments account

For the year ended 31 December 2019

| | Note | Restricted £ | Unrestricted £ | 2019 Total £ | 2018 Total £ |
|--|------|-----------------|-------------------|--------------------|--------------------|
| Receipts | | | | | |
| <i>Incoming resources from generated funds</i> | | | | | |
| Investment income | 2 | - | 53,011 | 53,011 | 61,085 |
| Other incoming resources | 2 | 13,300 | 12,709 | 26,009 | 5,316 |
| Total receipts | | 13,300 | 65,720 | 79,020 | 66,401 |
| Payments | | | | | |
| <i>Charitable expenditure</i> | | | | | |
| Costs incurred | 3 | 13,300 | 72,810 | 86,110 | 151,022 |
| Total payments | | 13,300 | 72,810 | 86,110 | 151,022 |
| Net income/(deficit) | | - | (7,090) | (7,090) | (84,621) |
| Total income/(deficit) | | - | (7,090) | (7,090) | (84,621) |
| Funds at the start of the year | | - | 48,427 | 48,427 | 133,048 |
| Funds at the end of the year | | - | 41,337 | 41,337 | 48,427 |

The Therfield Regulation Trust

Statement of assets & liabilities

As at 31 December 2019

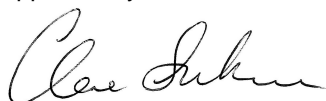
| | £ | 2019 £ | £ | 2018 £ |
|---|---------------|---------------|---------------|---------------|
| Fixed assets | | | | |
| Land (see below) | | - | | - |
| Buildings (see below) | | | | |
| Current assets | | | | |
| Cash at bank and in hand | <u>45,191</u> | | <u>56,875</u> | |
| | 45,191 | | 56,875 | |
| Creditors: amounts due within 1 year - VAT | <u>3,854</u> | | <u>8,448</u> | |
| Net current assets | | <u>41,337</u> | | <u>48,427</u> |
| | | <u>41,337</u> | | <u>48,427</u> |
| Funds | | | | |
| Restricted funds | | - | | - |
| General funds | | <u>41,337</u> | | <u>48,427</u> |
| Total funds | | <u>41,337</u> | | <u>48,427</u> |

In accordance with Charity Commission guidance at CC16b, a statement listing assets and liabilities is required in receipts and payments accounts (in place of a balance sheet required for accruals accounts). However, no asset valuations are required, and given that the trust assets were acquired many years ago, such information cannot be obtained at a cost commensurate with the benefit to the users of the accounts. The trustees do not consider the cost of obtaining a valuation is justified by the usefulness of the information to the users of the accounts.

The trust assets comprise the following:

Therfield Heath and Greens
The Heath Sports Club building

Approved by the Conservators on 22 October 2020 and signed on their behalf by



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C Swarbrick

The Therfield Regulation Trust

Notes to the financial statements

For the year ended 31 December 2019

1. Accounting policies

a) The financial statements have been prepared on a receipts and payments basis

f) Incoming resources

| | Restricted £ | Unrestricted £ | 2019 Total £ | Restricted £ | Unrestricted £ | 2018 Total £ |
|---------------------------------|-----------------|-------------------|--------------------|-----------------|-------------------|--------------------|
| Investment income | | | | | | |
| Rental income | | 52,972 | 52,972 | - | 60,993 | 60,993 |
| Interest | | 39 | 39 | | 92 | 92 |
| Total | - | 53,011 | 53,011 | - | 60,993 | 60,993 |
| Other incoming resources | | | | | | |
| Other income | 13,300 | 12,709 | 26,009 | - | 5,316 | 5,316 |
| Total | 13,300 | 12,709 | 26,009 | - | 5,316 | 5,316 |

The Therfield Regulation Trust

Notes to the financial statements

For the year ended 31 December 2019

3. Charitable expenditure

| | Restricted | Unrestricted | 2019 Total |
|---------------------------|---------------|---------------|----------------------|
| | £ | £ | £ |
| Clerk fees | | 12,452 | 12,452 |
| Office and administration | | 1,305 | 1,305 |
| Accountancy | | 4,450 | 4,450 |
| Legal & professional fees | | 37,234 | 37,234 |
| Site maintenance | 13,300 | 14,997 | 28,297 |
| Warden | | 1,500 | 1,500 |
| Insurance | | 277 | 277 |
| Travel costs | | 595 | 595 |
| | <u>13,300</u> | <u>72,810</u> | <u>86,110</u> |

| | Restricted | Unrestricted | 2018 Total |
|---------------------------|------------|----------------|-----------------------|
| | £ | £ | £ |
| Clerk fees | | 19,313 | 19,313 |
| Office and administration | | 1,410 | 1,410 |
| Accountancy | | 1,245 | 1,245 |
| Legal & professional fees | | 96,516 | 96,516 |
| Site maintenance | | 23,119 | 23,119 |
| Warden | | 5,960 | 5,960 |
| Insurance | | 3,459 | 3,459 |
| Travel costs | | - | - |
| | <u>-</u> | <u>151,022</u> | <u>151,022</u> |