



*Castle House
Great North Road
Newark
NG24 1BY*

Tel: 01636 650000

www.newark-sherwooddc.gov.uk

Date Not Specified

Chairman: Councillor Mrs R Crowe

Voting Members of the Committee:

Councillor M Cope
Councillor K Girling
Councillor L Goff
Councillor S Haynes

Non-Voting Members of the Committee:

Councillor R Crowe
Councillor J Kellas
Councillor D Lloyd
Councillor M Skinner

**MEETING: Trustee Board of the Gilstrap and William
 Edward Knight Charities**

DATE: Wednesday, 11 January 2023 at 6.00 pm

**VENUE: Civic Suite, Castle House, Great North Road,
 Newark NG24 1BY**

**You are hereby requested to attend the above Meeting to be held at the time/place
and on the date mentioned above for the purpose of transacting the
business on the Agenda as overleaf.**

If you have any queries please contact Helen Brandham on
helen.brandham@newark-sherwooddc.gov.uk

AGENDA

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|----|---|---------|
| 1. | Apologies for Absence | |
| 2. | Declarations of Interests from Members and Officers | |
| 3. | Notification to those present that the meeting will be recorded and streamed online | |
| 4. | Minutes of the Meeting held on 5 May 2022 | 4 - 6 |
| 5. | Trust Accounts for Financial Year Ending 31 March 2022 | 7 - 14 |
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| 8. | Date of Next Meeting | |

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Trustee Board of the Gilstrap and William Edward Knight Charities** held in the Civic Suite, Castle House, Great North Road, Newark NG24 1BY on Thursday, 5 May 2022 at 6.00 pm.

PRESENT: Councillor Mrs R Crowe (Chairman)

Councillor K Girling, Councillor L Goff, Councillor S Haynes, Councillor R Crowe, Councillor J Kellas and Councillor M Skinner

APOLOGIES FOR ABSENCE: Councillor M Cope (Committee Member) and Councillor D Lloyd (Committee Member)

32 DECLARATIONS OF INTERESTS FROM MEMBERS AND OFFICERS

NOTED that:

- (a) the following voting Members declared Interests in Agenda Item No. 5 – Land Off Cedar Avenue/Lincoln Road, Newark, as elected Members of Newark Town Council.

Councillor Rita Crowe
Councillor Laurence Goff
Councillor Mathew Skinner

- (b) Councillor Robert Crowe as a non-voting Members declared an interest in Agenda Item No. 5 – Land off Cedar Avenue/Lincoln Road, Newark Town Council.

33 DECLARATION OF INTENTION TO RECORD THE MEETING

The Chairman advised that due to technological problems the meeting would not be livestreamed by the Council.

34 MINUTES OF THE MEETING HELD ON 11 JANUARY 2022

AGREED that the Minutes of the Meeting held on 11 January 2022 be approved and signed by the Chairman as a correct record.

The Chairman informed the meeting that the order of business on the agenda would be changed and Agenda Item No. 5 – Land off Cedar Avenue/Lincoln Road, Newark would be taken after Agenda Item No. 7 – Promotion of the Trust.

35 URGENCY ITEM - NEWARK R&M CRICKET CLUB PROJECT

The Committee noted that the urgency item agreed by Members listed on the Minute of Decision was to offer the balance of the unallocated reserve of £27,000 to the Newark R&M Cricket Club in respect of their ground development project in accordance with paragraph 3.4 of the report, which was included in the agenda.

The reason for urgency was to ensure the development could proceed within the current costing envelope as any delay would have resulted in additional costs.

AGREED (unanimously) that the urgency item be noted.

(Councillor M. Skinner joined the meeting at this point).

36 PROMOTION OF THE TRUST

The Trustees considered the report presented by the Clerk to the Trustees which provided an update on actions being taken to increase awareness of the Gilstrap Trust and its grant funding offer.

The Trustees were informed that Officers had drafted the necessary updates to the Trust website and those updates were in the process of being implemented.

It was reported that the District Council had offered to provide a link to the Trust's website on its Community Funding web pages. The Town Council had also offered to provide a link on its website. It was proposed that the Trustee Board approved those changes with the aim of raising awareness of the Trust and its offer.

It was also proposed that in future when grant payments were issued, a condition of grant would be to acknowledge The Trust in any publicity associated with the funding. For example, in January 2022 the Trustee Board confirmed funding of £5,930 towards the Newark Comes to Life series of events this summer. These events were promoted in the Palace Theatre's Summer 2020 brochure, and there was a line thanking the Trust for its grant funding which had made the events possible. The acknowledgement could arguably have been more prominent and effective for the Trust in terms of publicity, if the Trust had required publication of its logo and website address.

The current grant application said that applications would be considered annually in March/April and that applications must be received by 1 January in the relevant year. It was proposed to remove that requirement in order to increase accessibility of grant funding.

AGREED (unanimously) that the Board approves the proposals set out above and in paragraphs 3.1, 3.2 and 3.4 of the report contained within the agenda.

37 LAND OFF CEDAR AVENUE/LINCOLN ROAD, NEWARK - UPDATE

The Trustees considered the report and the exempt appendix presented by the Clerk to the Trustees which provided an update on the progress since the Board's last meeting on 11 January 2022.

It was reported that Legal advice was received on 22 March. A summary of key points was provided in the exempt appendix in order to maintain legal privilege.

The report detailed the next steps proposed. It was proposed for the Trustee Board to instruct the Clerk to the Trust to instruct external legal advisors to make the necessary submission to the Charities Commission. It was estimated that an initial response

would be received within 1-2 months; the whole process could take up to a year. In the meantime, further discussions would be held between the Town Council regarding the terms of any transfer, including the need for an overage clause in relation to any future development.

The Trustee Board noted the current position in relation to the District Council's Allocations & Development Management Plan Document (DPD). The current position was that the Land off Cedar Avenue/Lincoln Road may be deallocated as housing land. The District Council was due to consider a Draft DPD in July 2022 and publish this for a period of public representation during summer 2022.

It was noted that the Trust would incur legal costs in relation to making a submission to the Charity Commission. A quote would be obtained. There were no fees for the application itself. If an additional survey was required that would cost in the region of £2,500 plus VAT. There may also be some costs, of around £200, for legal notices.

AGREED (unanimously) that a submission is made to the Charity Commission in respect of the potential disposal of Land off Cedar Avenue/Lincoln Road, that discussions with the Town Council continue and that further update reports are brought to the Trustee Board as required.

38 DATE OF NEXT MEETING

To be confirmed.

Meeting closed at 6.20 pm.

Chairman



Report to: Meeting of the Trustees of the Gilstrap and WE Knight Charities
11 January 2023

Clerk to the Trustees: Sue Bearman, Assistant Director – Legal & Democratic Services/
Clerk to the Trustees of the Gilstrap & WE Knight Charities

Lead Officer: Andrew Snape, Assistant Business Manager – Financial Services,
01636 655523

Report Summary	
Report Title	Trust Accounts for the Financial Year Ended 31 March 2022
Purpose of Report	To obtain approval of the Trustee's Statutory Accounts, for W.E. Knight and Gilstrap Charity, for the financial year ended 31 March 2022.
Recommendations	That the Trustees: a) approve the W.E. Knight accounts for the financial year ended 31 March 2022 and the publication of the charities commission; and b) approve the Gilstrap accounts for the financial year ended 31 March 2022 and the publication on the charities commission.
Reason for Recommendations	All charities must maintain accounting records as required by Part 8 of the Charities Act or, for charities registered under the Companies Acts, section 386 of the Companies Act 2006.

1.0 Background

- 1.1 The District Council is the Trustee for two charities, William Edward Knight Charity and the Gilstrap Charity. The main asset held by the Charity is the Gilstrap building in Newark which was leased to Nottinghamshire County Council from April 2013.
- 2.2 In line with Government requirements annual charities accounts have to be submitted to the charities commission within 10 months of the end of their financial year, therefore the deadline for submission for both charities is 31 January 2023.

2.0 Proposal/Options Considered

Approval of the Accounts - Financial Performance to end of March 2022

- 2.1 The annual accounts for W.E. Knight are attached at **Appendix A** and those for the Gilstrap Charity at **Appendix B**. W.E. Knight has no active functions. Monies are retained within the charity's account until such time as the Trustees choose to disburse it.

- 2.2 The annual accounts for the Gilstrap Charity are attached at **Appendix B**. The Gilstrap Charity receives most of its income from the lease of the Gilstrap building in Newark. In previous Trustee meetings decisions have been made as to how this income is to be spent to best fulfil the trust requirements.
- 2.3 The Management and Administration charges are in line with the Service Level Agreement with the Council.

Audit of the Accounts

- 2.4 Due to the annual income of W.E. Knight being under the £10,000 threshold, there is no requirement for their accounts to have an independent examiner's report, i.e. an audit.
- 2.5 As the Gilstrap Charity has annual income over the £25,000 threshold their accounts do require an independent examiner's report. Therefore, the figures within the Gilstrap Charities accounts are presented as final audited figures.

Background Papers and Published Documents

None

CHARITY OF WILLIAM EDWARD KNIGHT**Appendix A****(Registration No. 514502)****REPORT AND ACCOUNTS - YEAR ENDED 31ST MARCH 2022**

A permanently endowed charity established by an indenture dated 6th January 1920 as varied by a conveyance of 6th July 1933 by the Trustees to the Mayor, Aldermen and Burgesses of the Borough Newark-on-Trent.

The charity is governed by a Trust of scheme made on 6th April 1990

ANNUAL REPORT

Separate accounts for this Charity have been maintained since 1st April 1984. Up to that date the costs of maintenance and repair and any income received had been included in the accounts of the Borough and District Councils.

The Trustees resolved at their meeting on 22nd July 2013 to retain the income earned by the endowment until a significant sum had been accrued at which time a decision on distribution would be taken.

REVENUE ACCOUNT

Note	Year Ended 31-Mar-22 £p	Year Ended 31-Mar-21 £p	Year Ended 31-Mar-20 £p
Income			
Investment Interest	643.16	792.64	1,276.53
	643.16	792.64	1,276.53
Expenditure			
Administration	0.00	0.00	0.00
Project - Advance to Newark R&M CC	0.00	0.00	5,000.00
	0.00	0.00	5,000.00
Income less Expenditure	643.16	792.64	-3,723.47
Surplus/(Deficit)	643.16	792.64	-3,723.47
Surplus/(Deficit) brought forward	896.29	103.65	3,827.12
Surplus/(Deficit) carried forward	1,539.45	896.29	103.65

BALANCE SHEET

Note	As at 31-Mar-22 £p	As at 31-Mar-21 £p	As at 31-Mar-20 £p
Current Assets/Liabilities			
Investments	64,987.91	64,344.75	63,552.11
Bank	70,401.54	70,401.54	70,401.54
Debtor	0.00	0.00	0.00
Creditor	0.00	0.00	0.00
	135,389.45	134,746.29	133,953.65
Reserves			
Unallocated Reserves	27,255.45	26,612.29	38,953.65
Committed Reserves	108,134.00	108,134.00	95,000.00
	135,389.45	134,746.29	133,953.65



Andrew Snape
Assistant Business Manager
Financial Services
October 2022

CHARITY NUMBER: 528226 (England and Wales)

The Gilstrap Charity
Audited Financial Statements For the
Year Ended 31 March 2022



THE GILSTRAP ENDOWMENT (Registration Number 528226)

ANNUAL REPORT AND ACCOUNTS - YEAR ENDED 31ST MARCH 2022

The Gilstrap endowment consists of three permanently endowed charities:-

A The Gilstrap Free Library	26th July 1883
B William Gilstrap	1897
C Major MacRae Gilstrap	27th November 1899

Created for the purpose of establishing a Library to be vested in the Newark Corporation and to provide financial assistance towards the salaries and expenses of such Library.

ANNUAL REPORT

The accounts in respect of the Endowment were maintained by Nottinghamshire County Council until 31st March 1987 when Newark and Sherwood District Council took over as Trustees consequent upon the County Council acquiring a new site for a Central Library.

The District Council has agreed a new scheme of administration which has been sealed by the Charity Commissioners on the 28th August 1990 and applies the income of the Endowment to the upkeep and use of the Gilstrap building.

In previous financial years Newark and Sherwood District Council have supported the Trust by both making a contribution in respect of any deficit and directly meeting expenditure items from its own budget. A review of the financial situation was undertaken in 2011/2012 and the conclusion reached that all Trust expenditure should be charged direct to the Trust in order to give a true and fair view of the Trust's finances.

On 8 March 2013 the scheme of administration was updated to allow the trustees to lease the Gilstrap building to Nottinghamshire County Council. The resulting income to be used in accordance with the provisions of the charity. The lease commenced on 1st April 2013.

THE GILSTRAP ENDOWMENT (Registration Number 528226)

Independent Examiner's Report to the Trustees of the Gilstrap Trust

I report on the accounts of the Trust for the year ended 31st March 2022 which are set out on pages 3-4.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities 1993 Act); and
- state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

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 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

Name:	McJoy Nkhoma	Date:- 17/8/2022
Relevant professional qualification or body	FCCA, FMAAT, CIPFA Dip	
Address	Assurance Lincolnshire, Lincolnshire County Council, Lincoln, LN1 1YL	

THE GILSTRAP ENDOWMENT (Registration Number 528226)

REVENUE ACCOUNT

	Note	Year Ended 31/03/2022 £p	Year Ended 31/03/2021 £p	Year Ended 31/03/2020 £p	Year Ended 31/03/2019 £p
<u>Income</u>					
Investment Interest		712.23	1,192.30	3,518.02	2,310.75
Lease income		43,000.00	42,173.08	43,826.92	43,000.00
Total Income		43,712.23	43,365.38	47,344.94	45,310.75
<u>Expenditure</u>					
Castle Exhibition		5,930.00		5,656.25	5,140.00
Educational Events					
Chestnut Avenue Unlawful Occupation			5,503.27		
Land Valuation			949.58		
King John Re-enactment Grant Aid Support		1918.00			
Catering and Refreshment Advertising					
Contractual Services			(2750.00)		2,966.00
Miscellaneous Items					
Bank Charges		247.00	264.50	243.50	309.50
Audit Fees			280.00		
Financial Services		2,480.00	2,140.00	2,370.00	2,320.00
Corporate Management Team		1,100.00	1,080.00	1060.00	1040.00
Committee Support		680.00	660.00	640.00	640.00
Total Expenditure		12,355.00	8,127.35	9,969.75	12,415.50
Surplus / Deficit(-) on Income less Expenditure		31,357.23	35,238.03	37,375.19	32,895.25
<u>Other Comprehensive Income and Expenditure</u>					
Revaluation on Fixed Asset				(235,000.00)	130,000.00
Total Comprehensive Income for the year		31,357.23	35,238.03	(197,624.81)	162,895.25
Surplus brought forward		207,899.88	172,661.85	135,286.66	102,391.41
In year Surplus / Deficit (-)		31,357.23	35,238.03	37,375.19	32,895.25
Surplus carried forward		239,257.11	207,899.88	172,661.85	135,286.66

THE GILSTRAP ENDOWMENT (Registration Number 528226)

BALANCE SHEET

	Year Ended 31/03/2022	Year Ended 31/03/2021	Year Ended 31/03/2020	Year Ended 31/03/2019
	£p	£p	£p	£p
<u>Current Assets/Liabilities</u>				
Fixed Assets	45,000.00	375,000.00	375,000.00	610,000.00
Investments	141,015.84	140,303.61	139,111.31	135,593.29
Bank	241,352.31	209,962.21	167,916.48	144,809.31
Debtor	0.00	0.00	0.00	0.00
Creditor	(11,495.10)	(10,750.00)	(2,750.00)	(13,500.00)
	415,873.05	714,515.82	679,277.79	876,902.60
<u>Source of Funds</u>				
Revenue surplus	235,757.11	204,399.88	169,161.85	131,786.66
Capital surplus	3,500.00	3,500.00	3,500.00	3,500.00
Endowment Fund	131,615.94	131,615.94	131,615.94	131,615.94
Revaluation Reserve	45,000.00	375,000.00	375,000.00	610,000.00
	415,873.05	714,515.82	679,277.79	876,902.60



Andrew Snape

Assistant Business Manager

Financial Services

October 2022



Report to: Meeting of the Trustees of the Gilstrap and WE Knight Charities
11 January 2023

Clerk to the Trustees: Sue Bearman, Assistant Director Legal & Democratic Services,
Monitoring Officer

Lead Officer: sue.bearman@newark-sherwooddc.gov.uk 01636 655935

Report Summary	
Report Title	Newark R&M Cricket Club Project - Update
Purpose of Report	To update the Trustee Board on progress since the Board's last meeting on 5 May 2022.
Recommendations	That the report is noted.
Reason for Recommendations	To keep the Board appropriately updated on progress, no further action is required at this time.

1.0 Background

- 1.1 The Board will be aware that the redevelopment of the former RHP Sports & Social Ground resulted in the loss of the cricket pitch. In order to satisfy Sport England's Planning Policy requirements, it was agreed to provide a replacement pitch in a timely manner to mitigate this loss.
- 1.2 The District Council has been working in partnership with Newark R&M Cricket Club (the Club), the English Cricket Board and Newark Town Council to develop a phased scheme, which would deliver the replacement pitch and associated infrastructure at the Club's Kelham Road site.
- 1.3 The Trustee Board initially approved grant funding of £100,000 towards the ground development project from the WE Knight Charity. At its meeting of 2 October 2020, the Trustee Board resolved to approve a request for further funding of £13,134 towards the installation of a platform lift for the changing room building to make it accessible.
- 1.4 On 5 May 2022 it was reported to the Trustee Board that an urgency decision had been taken, in consultation with all Members of the Trustee Board, to offer the balance of the unallocated reserve of £27,000 to the Club in respect of the project to ensure the development could proceed within the current costing envelope as any delay would result in additional costs.

2.0 Proposal/Options Considered

2.1 The entire allocated spend has now been paid to the Club as follows: -

Agreement of funding per board meetings

09.10.18	100,000.00	
02.10.20	13,134.00	
05.04.22	27,000.00	
	<hr/>	
	140,134.00	Budget

Release of Payment

03.10.19	- 5,000.00	Progress report requested £5k advancement, paid 19.12.19
	- 41,609.17	Paid 26.08.22
	- 12,734.03	Paid 27.9.22
	- 60,020.71	Paid 28.10.22
	- 20,770.09	Paid 7.12.22
	<hr/>	
	- 140,134.00	Spend

- Budget Allocated Remaining

2.2 A verbal update on the project itself will be brought to the meeting. A further report will be brought to the Trustee Board in due course about the winding-up of the WE Knight Charity.

3.0 Implications

In writing this report and in putting forward recommendations, officers have considered the following implications; Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding and Sustainability, and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972. Any documents that contain confidential information or personal information about individuals should not be included in this list.

[5 May 2022 report to the Trustee Board – Newark R&M Cricket Club Report](#)



Report to: Meeting of the Trustees of the Gilstrap and WE Knight Charities
11 January 2023

Clerk to the Trustees: Sue Bearman, Assistant Director Legal & Democratic Services,
Monitoring Officer

Lead Officer: sue.bearman@newark-sherwooddc.gov.uk 01636 655935

Report Summary	
Report Title	Land off Cedar Avenue/Lincoln Road Newark - Update
Purpose of Report	To update the Trustee Board on progress since the Board's last meeting on 5 May 2022.
Recommendations	That the report is noted .
Reason for Recommendations	To keep the Board appropriately updated on progress, no further action is required at this time.

1.0 Background

- 1.1 On 4 March 2021 the Trustee Board considered future options for the land owned by the Gilstrap Charity at Cedar Avenue/Lincoln Road, Newark (the Land). The Board resolved to seek to have the Land designated as public open space and to approach the District and Town Councils for expressions of interest in acquiring the Land.
- 1.2 On 19 October 2021 a valuation of £45,000, based on the Land being sold as public open space, was reported to the Trustee Board.
- 1.3 The Trustee Board was provided with a verbal update on 11 January 2022. This confirmed that Newark Town Council had approved, in principle, the purchase of the Land. Further, that charities law advice regarding the potential land disposal was being obtained on behalf of the Council as Trustee to the Charity.
- 1.4 At the Board's last meeting on 5 May 2022 Members resolved for a submission to be made to the Charity Commission in respect of the potential disposal of Land off Cedar Avenue/Lincoln Road, that discussions with the Town Council continue in the meantime, and that further update reports are brought to the Trustee Board as required.

2.0 Proposal/Options Considered

- 2.1 Since May external legal advisors have been instructed and the Charity Commission submission has now been finalised.

- 2.2 The Clerk to the Trustee Board has met with the Clerk to the Town Council for an initial discussion and provided relevant documentation regarding land ownership for review.
- 2.3 Members will be aware that there is a District Council multi-use games area (MUGA) on the site. This is maintained at the cost of the District Council and the District Council has historically met all other maintenance costs for the land in recognition of the MUGA being allowed on the site by the Trustee Board. If the land is sold to the Town Council, the Town and District Councils will need to reach agreement on management and responsibility for the MUGA going forward. This has already been raised as an issue for the Town Council to consider. The annual condition report has recently been obtained and provided to the Town Council for consideration.
- 2.4 Further updates will be brought to the Board when available.

3.0 Implications

In writing this report and in putting forward recommendations, Officers have considered the following implications; Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding and Sustainability, and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972. Any documents that contain confidential information or personal information about individuals should not be included in this list.

[5 May 2022 report to the Trustee Board – Land off Cedar Avenue/Lincoln Road Newark - update](#)