

Charities and Trusts Committee

Tuesday 15 November 2022

14:00

Council Chamber, County Buildings, Stafford

The meeting will be webcast live which can be viewed at any time here:

<https://staffordshire.public-i.tv/core/portal/home>

John Tradewell
Deputy Chief Executive and Director of Corporate Services
7 November 2022

A G E N D A

1. **Apologies**
2. **Declaration of Interests**
3. **Minutes of the meeting held on 14th June 2022** (Pages 1 - 6)
4. **Endowment Charities' Annual Accounts 2021/22** (Pages 7 - 34)
5. **Brewood Middle School - Orchard Planting** (Pages 35 - 44)
6. **Exclusion of the Public and Press**

The Chairman to move:

"That the public be excluded from the meeting for the following items of business which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972 indicated below".

Part Two (reports in this section are exempt)

Nil.

Membership

Thomas Jay	Paul Snape (Chair)
David Smith (Vice-Chair)	Mark Winnington

Notes for Members of the Press and Public

Filming of Meetings

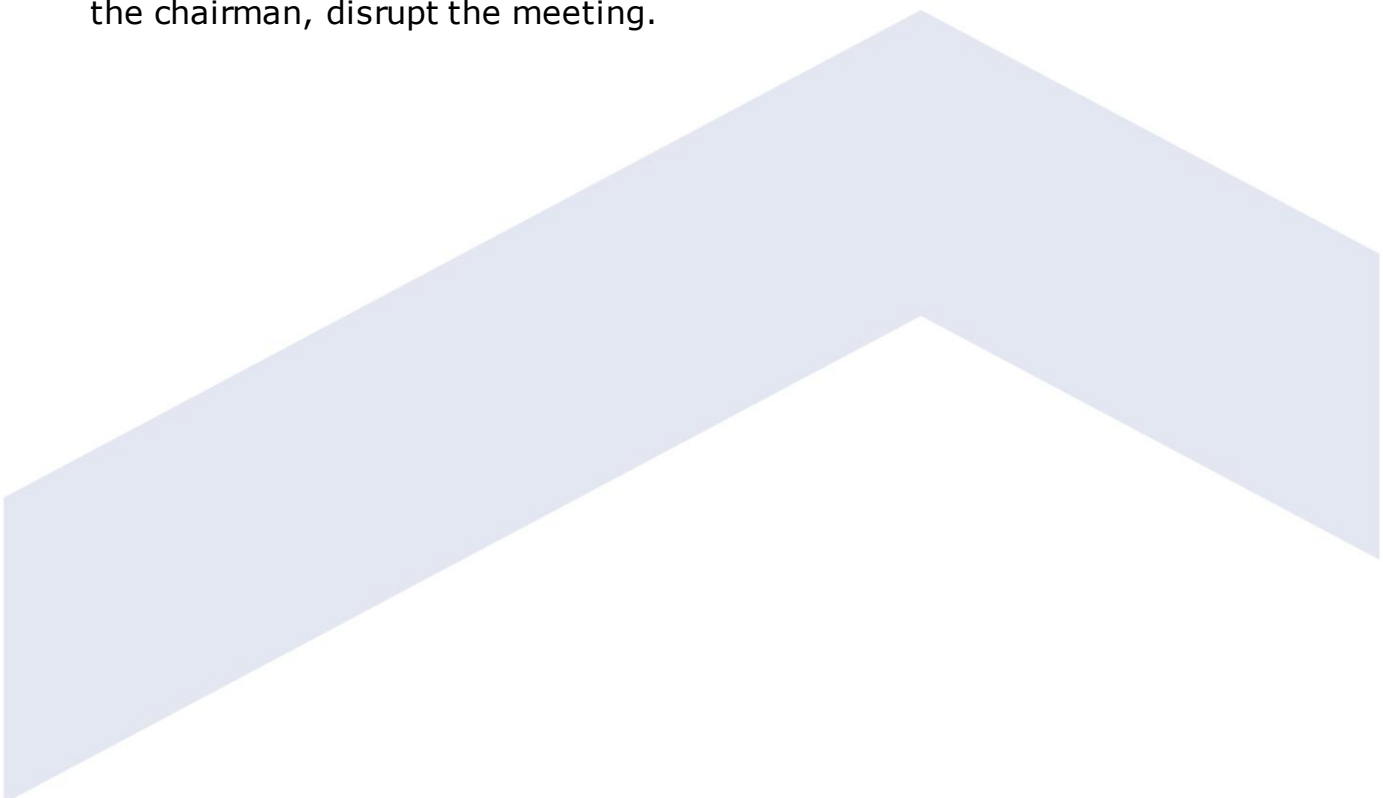
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Recording by Press and Public

Recording (including by the use of social media) by the Press and Public is permitted from the public seating area provided it does not, in the opinion of the chairman, disrupt the meeting.



Minutes of the Charities and Trusts Committee Meeting held on 14 June 2022

Present: David Smith (Vice-Chair, in the Chair)

Attendance	
Thomas Jay Ian Lawson	Mark Winnington

Apologies: Paul Snape

PART ONE

1. Declaration of Interests

Name of Member	Nature of Association	Minute No
Cllr Ian Lawson	Member of Staffordshire Moorlands District Council	4
Cllr Thomas Jay	Member of Tamworth Borough Council	5

2. Minutes of the meeting held on 16 November 2021

Resolved – That the minutes of the meeting held on 16 November 2021 be approved and signed by the Chair as an accurate record.

3. Stafford 14-19 Partnership - Business Plan Update

The Board received a report and verbal update from Alison Matthews (Head of 16-18 Participation and Skills) and Ann Kingman (Headteacher at Weston Road Academy) on the Stafford 14-19 Partnership.

At the Committee meeting in June 2018, trustees approved in principle that the Stafford 14-19 Partnership be supported by Staffordshire Education Centre Charity, with financial contributions on a five-year rolling basis, subject to the production of a business plan and its approval from the trustees.

The Business Plan and Annual Operational Plan are reviewed and update each year, which includes a review of the finances and updated details of the financial contribution requests being made.

The Partnership had made an amendment to the layout of the Business Plan, by including a section on their progress against the current academic year operational plan and showing their plan for the forthcoming year.

In respect of the funding requests, at the Committee meeting on the 15 June 2021, an estimated request of £176,319 was approved in principle. The updated request being made for the 2022-23 academic year was reduced to £149,320, due to savings being made during the current academic year spending.

The request was made up of three elements:

- Central Teaching Costs - £21,249
- Raising Aspirations at Key Stage 4 - £40,000
- Central Partnership Team and Resources - £88,071

Members reflected on the troubles experienced during the Covid pandemic but were pleased to hear of the progress being made following the lifting of restrictions and welcomed the return to a 'new normal'.

Members discussed where updates on both the Business Plan and ongoing work of the Partnership could be reported. It was agreed that updates on the Business Plan would be provided to the Charities and Trusts Committee.

Resolved – That the Committee (a) review and approve the updated Stafford 14-19 Partnership Business Plan 2019-2024;

(b) Consider for approval the funding request to the Staffordshire Education Centre Charity as set out in the Business Plan for 2022-23 and 2023-24 academic years; and

(c) Delegate approval to the Assistant Director for Skills and Employability to continue to be authorised to approve the release of funds set out in the report, subject to the successful delivery of the 2022-23 element of the Business Plan.

4. Nicholson Institute, Leek - Staffordshire Moorlands

The Committee received a report on the Nicholson Institute in Leek and were provided with an update on the proposed investment in the Institute via the Government's Levelling Up Fund.

The Committee were reminded that the Nicholson Institute was held in Trust by the County Council, and its use shared between the Library and Arts Service, Staffordshire Moorlands District Council (SMDC), and Leek and Buxton College.

The Institute would be included in a bid by SMDC to the Government's Levelling Up Fund, which was due to be submitted by the 6th July 2022.

The Committee were informed of the need to develop sustainable income streams for the building, and therefore an application to the Charity Commission to amend the Trust Deeds would need to be made.

Members of the Committee were asked to consider the report and agree to an approach to the Charity Commission to explore amending the Trust Deeds.

Members of the Committee discussed the current state of repair for the building and questioned the figures surrounding the maintenance costs to get the building back into use. Clarification was provided in that the building is still actively used, and that the funds would be provided by the Levelling Up Fund bid, which would cover the maintenance backlog for the Nicholson Institute building and the option for an uplift.

Resolved – That:

- (a) The Committee consider and comment on the proposed investment in the Nicholson Institute via the Government's Levelling Up Fund; and
- (b) The Committee approve an application to the Charity Commission requesting an amendment to the Trust Deed.

5. Tamworth Youth Centre Fund

The Committee received a report on the Tamworth Youth Centre Fund (Charity Number 522734), asking them to consider whether they still favoured the amendment to the charitable scheme to enable the sale of the Property and the reinvestment of the sale proceeds following the outcome of the public consultation.

The Committee were also asked to confirm whether, if the scheme was amended, they would support a direct sale of the Property to Tamworth Borough Council, rather than a sale of the Property on the open market, subject to independent valuation advice.

The Committee were reminded of the discussion at their meeting on the 15th June 2021, where they made the following resolution:

Resolved – That (a) an application be made to the Charity Commission to amend the charitable scheme to enable the sale of the Property and the reinvestment of the sale proceeds as part of an endowment in line with previous Charities and Trusts Committee approvals across all Staffordshire County Council Charitable Funds;

(b) an annual grant programme to be run by appointed quasi management trustees to deliver against the charitable objectives;

- (c) the marketing of the sale of the Property jointly with adjoining landowners;*
- (d) approval of the sale be delegated to the Assistant Director for Commercial and Assets;*
- (e) fund management be undertaken in the normal way for charity trusts capital.*

Since then, an application had been made to the Charity Commission to amend the scheme and as part of the application, the Commission had requested a consultation on the future options for the Property. A summary of the outcome of the consultation was set out in the report.

Of the 6 responses received, 3 individuals favoured maintaining the status quo, 2 individuals favoured the sale of the Property and the reinvestment of the sale proceeds and 1 individual favoured sourcing an alternative tenant.

Members were informed of the next steps which included the disposal of the property. As discussed previously, this was proposed to be a joint market sale with County Council corporate properties in that area. Members were reminded that Tamworth Borough Council wanted to regenerate the area in question and were submitting a Levelling Up bid for the regeneration, therefore wishing to acquire the interest that the County Council has.

Corporately, the County Council had agreed in principle to sell the former magistrates court and the 56 Albert Road property, to Tamworth Borough Council, based on a valuation exercise. However, the charity status of the Youth Centre is slightly different, and therefore separate rules needed to be followed for disposal of assets.

Members further questioned the use of the proceeds and what this would entail, along with the independent advice being sought and the procurement of such advice. In response, the income generated from the sale would be invested by a process where local youth charities bid for funding annually, managed by SCVYS, and return to the Committee every 12 months with an update.

A registered valuer would be sought from the Royal Institute of Chartered Surveyors who are appropriately ensured and bound by rules and regulations. Clarification was provided to propose that the same valuer would be used, which had been used before during a joint valuation with Tamworth Borough Council, under the stipulation that they are acting specifically for the Trust.

Members raised their concerns around the use of an existing valuer and questioned how independent this would be. To that end, usual County Council procurement rules would be followed, and three qualified organisations would be sought to provide a price and a fresh set of eyes. Members put this forward to the Committee as a proposal.

Resolved – That the Committee (a) approves the Charity Commission being informed of the outcome of the consultation and the progression of the current application with the Charity Commission to amend the charitable scheme to enable the sale of the Property and the reinvestment of the sale proceeds into an endowment to be run by appointed managing trustees if deemed appropriate by the Committee;

(b) approves the sale of the Property to Tamworth Borough Council, subject to revised valuation advice; and

(c) delegated approval to the Assistant Director for Commercial and assets to agree sale and fund management terms for the approval of the Committee.

6. The Broom, Dosthill, Tamworth - Update

The Committee received a brief update on The Broom, Dosthill, Tamworth.

They were reminded that at their meeting on the 26th October 2018, the Committee made the following recommendation:

- a. That the Committee approve a temporary licence of access at Dosthill Playing Field and Recreation Ground to facilitate building works at the school.*

The Committee requested that officers agree the terms of the licence. These were subsequently agreed and the Licence was completed, and the £600 plus VAT legal fees paid. The Licence period was from the 10th May 2021 to 10th May 2022. The Licence fee of £1,000 a month had been paid up until 4 December 2021.

The Committee were informed that Midas Construction Limited went into administration in February 2022, and that the administrators had been written to, and provided with a copy of the licence, along with a request for the balance of the licence fee, but a response had not yet been received. It was unlikely that the remainder of the licence fee would be recovered.

7. Exclusion of the Public and Press

Resolved - That the public be excluded from the meeting for the following items of business which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972 indicated below.

Chairman

Charities and Trusts Committee – 15 November 2022

Endowment Charities' Annual Accounts 2021/22

Recommendation(s) / Action(s) Required

- a. That the Charities and Trusts Committee approve the Annual Accounts for 2021/22 for the 12 Charities where the Council is the Custodian Trustee (See Appendix 1).
- b. That the Charities and Trusts Committee approve the Trustee's Annual Reports for the 3 Charities, which are required to submit such to the Charity Commission.

Report of Rob Salmon, County Treasurer

Summary

1. This report presents the Annual Accounts for 2021/22 for each of the Endowment Charities 'Charities' where Staffordshire County Council ("the Council") has been appointed Sole Trustee (also referred to as Custodian Trustee).

Report

Background

2. The Council is the Custodian Trustee for 12 Charities and administers the funds of several other Charities, including those where there may only be land and/or buildings. These 12 Charities were typically set up for education purposes. As Custodian Trustee, the Council is responsible for directing the affairs of the Charities, ensuring they are solvent and well-run and that they deliver the charitable objectives for the benefit of those for whom they were intended.
3. The County Treasurer is responsible for the day-to-day financial affairs of the Charities i.e., the collection of income and ensuring that any expenditure payable is in accordance with the 'Application of Income' stated in the Trust Deed. The County Treasurer is also responsible for the production of the Annual Accounts for the 12 Charities.
4. The Charity and Trusts Committee, in fulfilling its role, as Custodian Trustee for the 12 Charities, is required to approve their Annual Accounts. The Annual Accounts include a Statement of Income and Expenditure for the 2021/22 financial year and a Summary of Investments as at 31 March 2022.

5. Additionally, Charity Commission regulations state that charities with income levels of over £25,000 must submit a copy of their Annual Accounts, their Trustee's Annual Report and a report from an independent examiner or auditor.
6. Currently 3 of the 12 Charities fall within this category and their Annual Reports have been included for approval by the Committee. These have been audited by the Staffordshire Internal Audit Service, acting as the Independent Auditor, prior to submission to the Charity Commission.

List of Background Documents/Appendices:

Appendix 1 – Endowment Charities' Annual Accounts for 2021/22.

Contact Details

Report Author:	Melanie Stokes
Job Title:	Assistant Director for Treasury & Pensions
Telephone No.:	(01785) 276330
E-Mail Address:	melanie.stokes@staffordshire.gov.uk

BREWOOD EDUCATIONAL CHARITY - TA0093

Statement of Income & Expenditure for the period 1 April 2021 - 31 March 2022

	£	£
Balance on temporary investment b/fwd 1 April 2021		48,457.61
<u>Income</u>		
Interest on permanent Investments	74,051.53	
Interest on temporary Investments Codsall	5.46	
Interest on temporary Investments Cheslyn Hay	1.04	
Interest on temporary Investments remaining Balance	<u>2.93</u>	74,060.96
<u>Expenditure</u>		
Clerking fees	(410.00)	
Discretionary Grants to Schools	<u>(51,266.69)</u>	<u>(51,676.69)</u>
Surplus Income on temporary Investment with Staffordshire County Council at 31 March 2022		<u><u>70,841.88</u></u>
<u>Committed Expenditure for Codsall Community High School</u>		
(Please see attached commitment statement breakdown for full details)	<u>(33,566.52)</u>	<u>(33,566.52)</u>
<u>Committed Expenditure for Cheslyn Hay Academy</u>		
(Please see attached commitment statement breakdown for full details)	<u>(6,363.77)</u>	<u>(6,363.77)</u>
Total available for expenditure at 31 March 2022		<u><u>30,911.59</u></u>
<u>Farm Reserve Funds</u>		
Major Repair Fund on temporary Investment with Staffordshire County Council at 31 March 2022		<u><u>2,704.35</u></u>
Minor Repair Fund on temporary Investment with Staffordshire County Council at 31 March 2022		<u><u>786.14</u></u>

<u>Permanent Investment Type</u>	<u>Purchase Price</u>	<u>Nominal Value</u>	<u>Unit Value</u>	<u>Market Value 31 Mar 22</u>	<u>Forecast Annual Income</u>	<u>Due</u>
	£	£		£	£	
COIF Investment Fund Accumulation Shares	203.33	147.33	23,123.01	34,067.13	0.00	
COIF Investment Fund Income Shares	1,245,368.50	138,647.35	1,947.35	2,699,949.17	75,598.58	Jun/Sep/Dec/Mar
Total Market Value as at 31 March 2022			<u>25,070.36</u>	<u>2,734,016.30</u>	<u>75,598.58</u>	

BREWOOD EDUCATIONAL CHARITY

Codsall Community High School

<u>Date</u>	<u>Minute No.</u>	<u>Details</u>	<u>Amount Granted</u>	<u>yr</u>	<u>Balance</u>
<u>2020/2021</u>					
04/11/2020	567(a)	Codsall Rotational Fund Grant	£ 2,500.00	2020	£ 2,500.00
04/11/2020	567(b)	Codsall Social Spaces Project November 20 Grant	£ 10,161.05	2020	£ 10,161.05
<u>2021/2022</u>					
15/05/2021	581	Codsall Social Spaces Project May 21 Grant	£ 14,537.28	2021	£ 14,537.28
03/11/2021	592	Codsall Nov 21 Grant	£ 6,362.73	2021	£ 6,362.73
31/03/2022	n/a	Interest Accrued 1/2 yearly (30 Sep & 31 Mar)	£ 5.46	2022	£ 5.46
					<u>£ 33,566.52</u>

BREWOOD EDUCATIONAL CHARITY

Cheslyn Hay Academy

<u>Date</u>	<u>Minute No.</u>	<u>Details</u>	<u>Amount</u> <u>Granted</u>	<u>yr</u>	<u>Balance</u>
<u>2021/2022</u>					
03/11/2021	592	Cheslyn Hay Nov 21 Grant	6,362.73	2021	£ 6,362.73
31/03/2022	n/a	Interest Accrued 1/2 yearly (30 Sep & 31 Mar)	5.46	2022	£ 1.04
					<u>£ 6,363.77</u>

Trustee's Annual Report for the period: 1 April 2021 until 31 March 2022

Administration details

Charity name	Brewood Educational Charity
Charity registration number	518038
Charity principal address	2 Staffordshire Place, Tipping Street, Stafford, ST16 2DH

Objective

Governing document	Title Deed registered with Charity Commission on 7 July 1986 as varied by Scheme dated 30 September 1992.
Objective of the Charity	To provide such special benefits of any kind not normally provided by the Local Education Authority for any secondary school (excepting the Brewood Middle School) serving in the area of parishes of Brewood, Stretton, Featherstone, Shareshill and Codsall as may from time to time be agreed between the School Governors and the Trustees. Also to promote the education of persons under the age of 25 who are in need of financial assistance and who have not for less than 2 years at any time either attended any secondary middle school (except Brewood Middle School) which serves or has served the said area.

Structure, governance and management

Registered Trustee	Staffordshire County Council
Managing Trustees	Managing Trustees are Teachers, Governors or representatives appointed from time to time to represent each school. Criminal Records Bureau checks were carried out prior to commencement of their involvement.

Schools represented were:

Wolgarston High School

Codsall Community High School

Cheslyn Hay Community High School

Blessed William Howard Catholic High School

Financial details

To achieve the objectives of the charity, the Managing Trustees met twice a year to consider requests and allocate the discretionary awards and grants.

The financial statements were supplied and analysed by the Managing Trustees minimum twice a year.

During the 2021/22 financial year, total income received from permanent and temporary investments was £74,060.96 and total expenditure of £51,676.69 was allocated as discretionary grants towards the costs of items such as transport support, student awards and pastoral/mental health support.

Investments

Name of Investment	Number of Units	Market Value as at 31 March 2022 £
COIF Accumulation Shares Fund	147.33	34,067
COIF Investment Fund	138,647.35	2,699,949
Total Market Value		2,734,016

Other information

The Brewood Education Charity includes two additional funds on temporary investment with Staffordshire County Council called the Major and Minor Farm Reserve Funds.

The cash value of the funds as at 31 March 2022 is as follows:

	£
Major Repair Farm Reserve Fund	2,704.35
Minor Repair Farm Reserve Fund	786.14

Independent Examination

The financial accounts of the charity for the financial year 2021/22 were checked and approved by an independent examiner from the Staffordshire Internal Audit Service.

Signed on behalf of the Charity Trustees

A handwritten signature in black ink, appearing to read 'M. A. Stokes', written in a cursive style.

Full name: Melanie A. Stokes

Position: Assistant Director for Treasury and Pensions

Date: 27/10/22

Independent Examiner's Report to the Trustees of Brewood Educational Charity - 518038

I report to the trustees on my examination of the accounts of the Brewood Educational Charity Trust (the trust) for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the 2011 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:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no 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.



Claire Scott
Audit Assistant
Internal Audit Services
Staffordshire County Council
Staffordshire Place 1
Tipping Street
Stafford
ST16 2DH

Date: 20 October 2022

RUGELEY EDUCATIONAL ENDOWMENT - TA0010

Statement of Income & Expenditure for the period 1 April 2021 - 31 March 2022

	£	£
Balance on temporary investment b/fwd 01 April 2021		88,498.84
<u>Income</u>		
Interest on permanent investments	85,036.82	
Interest on temporary investments	<u>13.00</u>	85,049.82
<u>Expenditure</u>		
Endowment Prizes	(3,107.50)	
Discretionary Grants	(1,246.97)	
Financial Assistance	(5,121.14)	
Educational Equipment	(62,857.68)	
Sporting/Cultural Activities	(13,234.92)	
Education Visits	500.00	
Other services	<u>(189.50)</u>	(85,257.71)
Surplus income on temporary investment with Staffordshire County Council at 31 March 2022		<u><u>88,290.95</u></u>
<u>Committed Expenditure</u>		
(Please see attached breakdown for full details)	(42,634.00)	(42,634.00)
Total available for expenditure at 31 March 2022		<u><u>45,656.95</u></u>

Summary of Investments

<u>Permanent Investment Type</u>	<u>Purchase</u>	<u>Nominal</u>	<u>Unit</u>	<u>Market Value</u>	<u>Forecast</u>	<u>Due</u>
	<u>Price</u>	<u>Value</u>	<u>Value</u>	<u>31 March 2022</u>	<u>Annual</u>	
	£	Units		£	£	
COIF Investment Fund Shares	1,504,736.04	159,215.19	1,947.35	3,100,477.00	86,813	Jun/Sep/Dec/Mar
Total Market Value as at 31 March 2022				<u><u>3,100,477.00</u></u>	<u><u>86,813</u></u>	

RUGELEY EDUCATIONAL ENDOWMENT**Breakdown of Committed Expenditure
as at 31 March 2022**

£

Committed Income/expenditure	Min No	Date	The Hart School	
Lego Therapy for SEN	1065(5)	Jun-18		128.68
Gardening equipment for SEN	1065(7)	Jun-18		2.32
Green Car	1065(13)	Jun-18		1,275.64
Wellbeing Fund	1074 (6)	Nov-18		228.77
Y10 Work Experience	1074 (8)	Nov-18		1,249.67
Coaches	1102 (7)	Oct-19		685.01
School Production	1102 (9)	Oct-19		1,140.00
Coaches	1111 (6)	Feb-20		500.00
Student Wellbeing	1119 (4b)	Jun-20		4,500.00
Prizes and Rewards:	1147 (2b)	May-21		1,271.76
Educational Visits (discretionary fund)	1147 (2c)	May-21		565.95
Discretionary Fund	1158 (2b)	Nov-21		3,000.00
Prizes and Rewards	1158 (2c)	Nov-21		2,000.00
Education visits	1158 (2d)	Nov-21		2,000.00
Curriculum Days	1158 (4)	Nov-21		1,931.13
Duke of Edinburgh	1158 (5)	Nov-21		2,000.00
Uniform / Hardship fund	1158 (6)	Nov-21		1,675.07
Gardening Club	1158 (7)	Nov-21		500.00
University Bursary	1167 (1)	Feb-22		200.00
Discretionary Fund	1167 (2a)	Feb-22		3,000.00
Prizes and Rewards	1167 (2b)	Feb-22		2,000.00
Education visits	1167 (2c)	Feb-22		2,000.00
Chrome Books	1167 (3)	Feb-22		2,580.00
Curriculum Days	1167 (4)	Feb-22		3,700.00
Kidzania	1167 (5)	Feb-22		3,500.00
School Production	1167 (6)	Feb-22		1,000.00

Total committed expenditure**TOTAL****42,634.00**

Trustee's Annual Report for the period: 1 April 2021 until 31 March 2022

Administration details:

Charity name:	Rugeley Educational Endowment
Charity registration number	528603
Charity principal address:	2 Staffordshire Place, Tipping Street, Stafford, ST16 2DH

Objective:

Governing document:	Title Deed registered with Charity Commission on 31 March 1994 and as amended on 6 July 2017
Objective of the Charity	To provide for any eligible school equipment and other items, services and facilities for such school and thereby advance education thereat. In otherwise promoting the education either generally or individually of beneficiaries. The Trustee shall apply income in awarding prizes to pupils in recognition of their academic, artistic, moral or physical achievements, thereby furthering their education. Area of Benefit shall mean the area of Rugeley. Eligible school shall mean any secondary school in the Area of Benefit. Beneficiaries shall mean persons under 25 years of age who are or who have been pupils of an eligible school.

Structure, governance and management:

Registered Trustee	Staffordshire County Council
Managing Trustees	Managing Trustees are Teachers, Governors or representatives of the eligible schools appointed by each school. Criminal Records Bureau checks were carried out prior to commencement of their involvement.

Schools represented were :

The Hart School Academy

Financial details and summary of the allocation of funds

The Managing Trustees met regularly to consider requests and to allocate awards and grants to individual pupils and to the school, to support various projects including the purchase of digital learning services, the award of student prizes and rewards and contributing to various educational visits.

The financial statements were supplied and analysed by the Managing Trustees three times during the year.

During the 2021/22 financial year, total income received from permanent and temporary investments was £85,049.82 and total expenditure was £85,257.71.

The details of the expenditure from the Endowment are as follows:

Area of expenditure	Amount
	£
Financial Assistance/ Grants/ Awards	22,900.03
Educational Equipment	62,857.68
Educational Visits (net credit)	(500)
Total	85,257.71

Investments

Name of Investment	Number of Units	Market Value as at 31 March 2022 £
COIF Investment Fund	159,215.19	3,100,477

Additional information

Managing Trustees also committed expenditure to the value of £42,634 towards individual school projects, which was unspent at the year end.

Independent Examination

The financial accounts of the charity for the financial year 2021/22 were checked and approved by an independent examiner from the Staffordshire Internal Audit Service.

Signed on behalf of the Charity Trustees

A handwritten signature in black ink, appearing to read 'M. A. Stokes'.

Full name: Melanie A. Stokes

Position: Assistant Director for Treasury & Pensions

Date: 27/10/22

Independent Examiner's Report to the Trustees of The Rugeley Educational Endowment - 528603

I report to the trustees on my examination of the accounts of the Rugeley Educational Endowment Trust (the trust) for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the 2011 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:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no 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.



Claire Scott
Audit Assistant
Internal Audit Services
Staffordshire County Council
Staffordshire Place 1
Tipping Street
Stafford
ST16 2DH

Date: 20 October 2022

Stafford Education Centre Charity TA0141

Statement of Income & Expenditure for the period 1 April 2021 - 31 March 2022

		£	£
Balance on temporary investment b/fwd	1 April 2021		111,662.31
 <u>Income</u>			
Interest on permanent investments		155,511.50	
Interest on temporary investments		<u>38.00</u>	155,549.50
 <u>Expenditure</u>			
Contribution to Stafford 14-19 Partnership	2021 / 2022	<u>(169,029.00)</u>	(169,029.00)
Total available for expenditure at	31 March 2022		<u><u>98,182.81</u></u>

Summary of Investments

<u>Permanent Investment Type</u>	<u>Purchase Price</u>	<u>Nominal Value</u>	<u>Unit Value</u>	<u>Market Value 31 March 2022</u>	<u>Forecast Annual Income</u>	<u>Due</u>
	£	units		£	£	
COIF Investment Fund Shares	3,325,969.15	291,165.50	1,947.35	5,670,011	158,760	Jun/Sep/Dec/Mar
Total Market Value as at				<u>5,670,011</u>	<u>158,760</u>	

Trustee's Annual Report for the period: 1 April 2021 until 31 March 2022

Administration details

Charity name	Stafford Education Centre Charity
Charity registration number	528604
Charity principal address	2 Staffordshire Place, Tipping Street, Stafford, ST16 2DH

Objectives:

Governing document	Title Deed registered with Charity Commission on 26 July 1963 Governing document – scheme dated 11 March 2016
Objective of the Charity	1. The promotion of education of persons between the ages of 14 and 19 years (and subject to the provisions of sub-clause 2 of this clause for children under the age of 14) who are resident in, or being educated in, Stafford in such ways as the Trustee sees fit. 2. The Trustee may permit the property of the charity to be used for the education of children under the age of 14 by the granting of a licence to an educational institution in need of such use (for conditions see scheme).

Structure, governance and management

Registered Trustee	Staffordshire County Council
Managing Trustees	Managing Trustees are representatives of Staffordshire County Council Charities and Trust Committee. Criminal Records Bureau checks were carried out prior to commencement of their involvement.

Financial details

To achieve the objectives in 2021/22, the Registered Trustee gave approval to allocate income to the education of young people, resident in Stafford, as part of the Stafford 14-19 Partnership.

During the 2021/22 financial year, total income received from permanent and temporary investments was £155,549.50 and total expenditure was £169,029.

The details of expenditure from the Endowment are as follows:

Narrative	£
Approved contribution to Stafford 14-19 Partnership	169,029
Total	169,029

Investments

Name of Investment	Number of Units	Market Value as at 31 March 2021 £
COIF Investment Fund	291,165.50	5,670,011

Independent Examination

The financial accounts of the charity for the financial year 2021/22 were checked and approved by an independent examiner from the Staffordshire Internal Audit Service.

Signed on behalf of the Charity Trustees



Full name: Melanie A. Stokes

Position: Assistant Director for Treasury and Pensions

Date: 27/10/22

Independent Examiner's Report to the Trustees of Stafford Education Centre Charity - 528604

I report to the trustees on my examination of the accounts of the Stafford Education Centre Charity Trust (the trust) for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the 2011 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:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no 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.



Claire Scott
Audit Assistant
Internal Audit Services
Staffordshire County Council
Staffordshire Place 1
Tipping Street
Stafford
ST16 2DH

Date: 20 October 2022

BURTON-ON-TRENT EDUCATIONAL CHARITY - TA0121
(former Short Street Infants school)

Statement of Income & Expenditure for the period 1 April 2021 - 31 March 2022

	£	£
Balance on temporary investment b/fwd 1 April 2021		29,254.89
 <u>Income</u>		
Interest on permanent investments		
Interest on temporary investments	<u>4.76</u>	4.76
 <u>Expenditure</u>		
	<u> </u>	0.00
Surplus income on temporary investment with Staffordshire County Council at 31 March 2022		<u><u>29,259.65</u></u>

DOSTHILL PRIMARY SCHOOL - TA0151

Statement of Income & Expenditure for the period 1 April 2021 - 31 March 2022

		£
Balance on temporary investment b/fwd	1 April 2021	5,193.55
 <u>Income</u>		
Interest on temporary investments	0.75	
Other Income (credit of part of Licence fee from last year)	(580.65)	
		(579.90)
 <u>Expenditure</u>		
		0.00
Surplus income on temporary investment with Staffordshire County Council at	31 March 2022	<u>4,613.65</u>

JOAN & PETER HARRIS MUSIC TRUST - TA0131

Statement of Income & Expenditure for the period 1 April 2021 - 31 March 2022

		£
Balance on temporary investment b/fwd 1 April 2021		281.93
 <u>Income</u>		
Interest on temporary investments	0.05	0.05
 <u>Expenditure</u>		
		0.00
Surplus income on temporary investment with Staffordshire County Council at 31 March 2022		<u>281.98</u>

STAFFORD EDUCATIONAL ENDOWMENT - TA0081

Statement of Income & Expenditure for the period 1 April 2021 - 31 March 2022

	£	£
Balance on temporary investment b/fwd 1 April 2021		20,162.36
<u>Income</u>		
Interest on permanent investments	18,324.69	
Interest on temporary investments	2.68	
Other Rents - McDonald Rest Ltd	<u>0.00</u>	18,327.37
<u>Expenditure</u>		
Discretionary Grants to Schools	(17,600.00)	
Financial Assistance	(1,150.00)	
Clerking fees	<u>(100.00)</u>	(18,850.00)
Surplus on temporary investment with Staffordshire County Council at 31 March 2022		<u><u>19,639.73</u></u>

Summary of Investments

<u>Permanent Investment Type</u>	<u>Purchase</u>	<u>Nominal</u>	<u>Unit</u>	<u>Market Value</u>	<u>Forecast</u>	<u>Due</u>
	<u>Price</u>	<u>Value</u>	<u>Value</u>	<u>as at 31 March 2022</u>	<u>Annual</u>	
	£	units		£	£	
COIF Investment Fund Shares	176,422.25	34,309.49	1,947.35	668,126	18,708	Jun/Sep/Dec/Mar
Total Market Value as at 31 March 2022				<u>668,126</u>	<u>18,708</u>	

STONE ALLEYNES HIGH SCHOOL - TA0021

Statement of Income & Expenditure for the period 1 April 2021 - 31 March 2022

	£	£
Balance on temporary investment b/fwd 1 April 2021		13,712.09
 <u>Income</u>		
Trinity College Grant	480.00	
Interest on permanent investments	1,807.40	
Interest on temporary investments	<u>0.77</u>	2,288.17
 <u>Expenditure</u>		
Educational Equipment	(7,869.68)	
Prizes and Rewards	(2,144.88)	
Financial Assistance	(220.00)	
Other	<u>(282.00)</u>	(10,516.56)
Surplus income on temporary investment with Staffordshire County Council at 31 March 2022		<u><u>5,483.70</u></u>

Summary of Investments

<u>Permanent Investment Type</u>	<u>Purchase Price</u>	<u>Nominal Value</u>	<u>Unit Value</u>	<u>Market Value 31/03/2022</u>	<u>Forecast Annual Income</u>
	£	£		£	£
COIF Investment Fund Income Shares	33,615.78	3,384.03	1,947.35	65,898.91	1,845.17
Trinity College					480.00
Total Market Value as at 31 March 2022				<u>65,898.91</u>	<u>2,325.17</u>

LANDAU FORTE ACADEMY & RAWLETT COMMUNITY SPORTS COLLEGE

Statement of Income & Expenditure for the period 1 April 2021 - 31 March 2022

		£	£
Balance on temporary investment b/fwc	1 April 2021		30,006.84
 <u>Income</u>			
Interest on permanent Investments		9,193.94	
Interest on temporary investments		6.12	
Rental income		4.97	9,205.03
 <u>Expenditure</u>			
		_____	0.00
Surplus income on temporary investment with Staffordshire County Council at	31 March 2022		<u><u>39,211.87</u></u>

Summary of Investments

<u>Permanent Investment Type</u>	<u>Purchase Price</u>	<u>Nominal Value</u>	<u>Unit Value</u>	<u>Market Value 31 March 2022</u>	<u>Forecast Annual Income</u>	<u>Due</u>
	£	£		£	£	
COIF Investment Fund Shares	74,962.10	17,213.90	1,947.35	335,214.88	9,386.02	Jun/Sep/Dec/Mar
Total Market Value as at	31 March 2022			<u>335,214.88</u>	<u>9,386.02</u>	

TAMWORTH AND DISTRICT YOUTH CENTRE - TA0102

Statement of Income & Expenditure for the period 1 April 2021 - 31 March 2022

	£	£
Balance on temporary investment b/fw 1 April 2021		12,188.44
<u>Income</u>		
Interest on permanent investments	2,159.61	
Interest on temporary investments	<u>2.28</u>	2,161.89
<u>Expenditure</u>		
1/3 Capital Transfer	<u>(0.76)</u>	(0.76)
Surplus income on temporary investment with Staffordshire County Council at 31 March 2022		<u><u>14,349.57</u></u>

Summary of Investments

<u>Permanent Investment Type</u>	<u>Purchase Price</u>	<u>Nominal Value</u>	<u>Unit Value</u>	<u>Market Value 31 March 2022</u>	<u>Forecast Annual Income</u>	<u>Due</u>
	£	£		£	£	
COIF Investment Fund Shares	35,415.55	4,043.46	1,947.35	78,740.32	2,204.73	Jun/Sep/Dec/Mar
Total Market Value as at 31 March 2022				<u>78,740.32</u>	<u>2,204.73</u>	

THOMAS RUSSELL FOUNDATION & SCHOOL ALLOTMENTS - TA0061

Statement of Income & Expenditure for the period 1 April 2021 - 31 March 2022

	£	£
Balance on temporary investment b/fwd 1 April 2021		2,099.51
 <u>Income</u>		
Interest on permanent investments	341.52	
Interest on temporary investments	<u>0.39</u>	341.91
 <u>Expenditure</u>		
	<u> </u>	0.00
Surplus income on temporary investment with Staffordshire County Council 31 March 2022		<u><u>2,441.42</u></u>

Summary of Investments

<u>Permanent Investment Type</u>	<u>Purchase Price</u>	<u>Nominal Value</u>	<u>Unit Value</u>	<u>Market Value 31/03/2022</u>	<u>Forecast Annual Income</u>
	£	£		£	£
COIF Investment Fund Income Shares - School Allotments	5,255.70	611.99	1,947.35	11,917.59	333.69
COIF Investment Fund Income Shares - Thomas Russell Foundation	1,229.84	27.44	1,947.35	534.35	14.96
Total Market Value as at 31 March 2022				<u>12,451.94</u>	

UTTOXETER ALLEYNES FOUNDATION ENDOWMENT - TA0071

Statement of Income & Expenditure for the period 1 April 2021 - 31 March 2022

	£	£
Balance on temporary investment b/fwd 1 April 2021		1,571.94
 <u>Income</u>		
Trinity College Grant	480.00	
Interest on permanent investments	1,112.75	
Interest on temporary investments	<u>0.41</u>	1,593.16
 <u>Expenditure</u>		
	<u> </u>	0.00
Surplus income on temporary investment with Staffordshire County Council at 31 March 2022		<u><u>3,165.10</u></u>

Summary of Investments

<u>Permanent Investment Type</u>	<u>Purchase Price</u>	<u>Nominal Value</u>	<u>Unit Value</u>	<u>Market Value</u> <u>31 March 2022</u>	<u>Forecast Annual Income</u>	<u>Due</u>
	£	£		£	£	
COIF Investment Fund Shares	20,767.54	2,083.40	1,947.35	40,571.09	1,135.99	Jun/Sep/Dec/Mar
Trinity College					480.00	Mar
Total Market Value as at 31 March 2022				<u><u>40,571.09</u></u>	<u><u>1,615.99</u></u>	

Charities and Trusts Committee Meeting - Tuesday 15 November 2022

Brewood Middle School – Orchard Planting

Recommendation(s) / Action(s) Required

- a. For the Charity to review the contents of the report and provide a recommendation to proceed or decline the request by the school.

Report of John Tradewell – Deputy Chief Executive and Director for Corporate Services

Summary

1. To consider the request to allow Brewood Middle School to enter an agreement with Forest of Mercia to plant and maintain a community orchard on the charity-controlled land.

Report

Background

2. A request has been submitted by the Head Teacher of Brewood Middle School to allow an area of land, as identified on Appendix 1 – Location Plans, to be planted as a community orchard. The trees are to be supplied by the Forest of Mercia and maintained by this organisation for two years, after which they would revert to the school to maintain.
3. The land is currently held in Trust as part of the Brewood Educational Charity with Staffordshire County Council acting as trustees, therefore consent is required by the Trustees prior to any activity taking place on the land.
4. The land is not currently required for school expansion or any future anticipated basic need capacity, as confirmed by Schools Organisation. There is sufficient land, adjacent to the school buildings, for future expansion for both buildings and playing fields. Currently it is an area not utilised by the school hence their desire to bring this into a formal community orchard.

Financial

5. The costs of the trees and initial planting would be carried out and funded by the Forest of Mercia using the DEFRA funding.
6. Future costs to manage and maintain would be at the expense of the school unless further support and funding could be found. Whilst minimal cost, this would increase over time as the trees mature.
7. The school have indicated that they perceive no financial risk to this arrangement.

Legal / Community Risks

8. The agreement with the Forest of Mercia, Appendix 2 – Landowner Pledge Form, does not bind the land or insist retention of the trees beyond two years, however, this does not prevent local or community anticipation that they would remain on site for a significant period once planted, particularly as the funding is part of the Department for Environment Food & Rural Affairs – Trees for Climate.
9. As an Orchard, the trees would not be subject to future Tree Preservation Orders, but their location is within a conservation area which would require consent in the future from the District Council if planted and removal was required. If established, the District Council could very well resist their removal on the basis they were deemed to enhance the conservation area.
10. If the land was ever required for expansion, which necessitated removal of trees, this may not be received well by the local community particularly with the environmental benefits and expectation as part of the funding.
11. Staffordshire County Council Property Committee took a decision not to allow any tree planting on school sites which burdened the land or could prevent any future school expansion and basic needs requirements. This was based upon an agreement which prevented the trees being removed for 10 years.

Environmental

12. The project would provide an additional tree planted area within the centre of Brewood. This action clearly supports carbon sequestration and government targets as well as an environmental area supporting children's education in respect of both green environments and food sources/fruit.

List of Background Documents/Appendices:

Appendix 1 – Location Plans
Appendix 2 – Landowner Pledge Form

Contact Details

Report Author:	Lee Wells
Job Title:	Head of Corporate Assets
Telephone No.:	01785 277732
E-Mail Address:	lee.wells@staffordshire.gov.uk

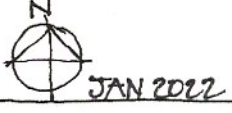
BREWOD MIDDLE SCHOOL
COMMUNITY ORCHARD
LOCATION PLAN



Not to scale

SKETCH IDEAS FOR BREWOOD MIDDLE SCHOOL COMMUNITY ORCHARD

NOT TO SCALE



SCHOOL CAR PARK

Post & rail fence with fruit cordons trained along it, OR: Native hedge kept trimmed low for visibility.

Vehicular & Pedestrian gates into orchard

Interpretation boards

Fruit trees @ 5m spacing eg: apples, pears, plums, cherries, damsons & quince including local varieties.

Small lockable store

Tree Nursery

Compost

Wildlife Pond

EXISTING TREES

Existing gate onto Dirty Lane. Track reduced to gate width

Existing trees require remedial pruning. Area around the **Page 40** enhanced for wildlife

Existing close-board fence

Post & wire fence to support soft fruit eg: raspberries blackberries

Grass between trees to be managed as hay meadow for wildlife, cut late summer.

DAMSON LODGE

Existing hedge

DIRTY LANE





Potential
new build
zone

Potential
Compensatory
land

Proposed
orchard



Landowner Pledge

Thank you for working with The Forest of Mercia CIC.

In order to ensure the aims of the DEFRA Trees for Climate project are met, we ask you to read and sign to confirm you agree to the following pledge.

As the Landowner / representative, I agree to the following:

- ✓ I give permission for The Forest of Mercia team to fund planting on my land.
- ✓ I will allow the site to be used by schools if requested, by prior arrangement. Assuming schools wish to take up the offer.
- ✓ I will allow The Forest of Mercia team to access the site to monitor the trees for the next 2 years, by prior arrangement.
- ✓ I will maintain and care for the trees following the advice and recommendations made by The Forest of Mercia team.

Site name/address: _____

Signed : _____

Print name: _____

Date: _____
