

EPSOM AND WALTON DOWNS CONSERVATORS

Wednesday 15 June 2016 at 6.00 pm

Committee Room 1 - Epsom Town Hall

The members listed below are summoned to attend the Epsom and Walton Downs Conservators meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Committee Members

Councillor Liz Frost (Chairman)

Andrew Cooper, Epsom Downs Racecourse (Vice-Chairman)

Councillor Rekha Bansil

Councillor Lucie Dallen

Simon Dow, Horserace Betting Levy Board

Simon Durrant, Epsom Downs Racecourse

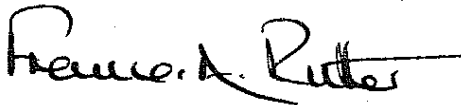
Councillor Robert Foote

Councillor Jan Mason

Nigel Whybrow, Epsom Downs Racecourse

Councillor Clive Woodbridge

Yours sincerely



Clerk to the Conservators

For further information, please contact Tim Richardson, 01372 732122 or trichardson@epsom-ewell.gov.uk

AGENDA

1. APPOINTMENT OF CHAIRMAN

To appoint a Chairman to the Conservators to hold office until the first meeting of the Conservators held after the Annual meeting of the Borough Council in May 2017.

2. APPOINTMENT OF VICE-CHAIRMAN

To appoint a Vice-Chairman to the Conservators to hold office until the first meeting of the Conservators held after the Annual meeting of the Borough Council in May 2017.

3. MINUTES OF PREVIOUS MEETING (Pages 3 - 8)

The Conservators are asked to confirm as a true record the Minutes of the Conservators' Meeting held on 13 April 2016 (attached) and to authorise the Chairman to sign them.

4. ITEMS OF INTEREST DISCUSSED BY THE TRAINING GROUNDS MANAGEMENT BOARD (TGMB) (Pages 9 - 10)

To consider any items of interest to the Conservators discussed at recent meetings of the Training Grounds Management Board (TGMB). The Conservators will receive a verbal report informing them of relevant recent business discussed by the TGMB.

5. MATTERS ARISING FROM PREVIOUS MEETINGS AND OTHER ITEMS OF INTEREST (Pages 11 - 12)

The Conservators are asked to note the current situation on issues raised previously and other items of interest.

6. REPORT OF THE HEAD DOWNSKEEPER (Pages 13 - 14)

To receive the report of the Head Downskeeper.

7. FINAL ACCOUNTS 2015/16 (Pages 15 - 30)

This item reports on the final accounts for the financial year 2015/16 and the financial position as at 31 March 2016.

8. ISSUES ARISING FROM THE DERBY RACE MEETING

Simon Durrant will provide the Conservators with a verbal report regarding issues arising from the Derby race meeting.

9. OUTSTANDING REFERENCES (Pages 31 - 34)

This report lists references to Officers outstanding as at 15 June 2016.

**Minutes of the Meeting of the EPSOM AND WALTON DOWNS CONSERVATORS
held on 13 April 2016**

PRESENT -

Councillor Liz Frost (Chairman); Andrew Cooper (Epsom Downs Racecourse) (Vice-Chairman); Councillor Rekha Bansil, Councillor Lucie Dallen, Simon Durrant (Epsom Downs Racecourse), Councillor Robert Foote, Councillor Jan Mason and Nigel Whybrow (Epsom Downs Racecourse)

In Attendance:

Absent: Simon Dow (Horserace Betting Levy Board) and Councillor Clive Woodbridge

Officers present: Frances Rutter (Clerk to the Conservators), Sam Beak (Downs Manager), Bob Harding (Head Downskeeper), Tim Richardson (Democratic Services Officer), Samantha Whitehead (Streetcare Manager) and Simon Young (Head of Legal and Democratic Services)

34 DECLARATIONS OF INTEREST

The following Declaration of interest was made with regard to an item of business considered at this meeting:

Proposed Events on the Downs

Councillor Robert Foote, Other Interest: Councillor Robert Foote declared in the interests of openness and transparency that he was a member of the Epsom Downs Model Aircraft Club.

35 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Epsom and Walton Downs Conservators held on 20 January 2016 were agreed as a true record and signed by the Chairman.

36 ITEMS OF INTEREST DISCUSSED BY THE TRAINING GROUNDS MANAGEMENT BOARD (TGMB)

The Conservators received a report providing an update on items considered by the Epsom and Walton Downs Training Grounds Management Board (TGMB). The following matters were considered:

- a) Hatched Area at the foot of Walton Downs. The Conservators noted that the TGMB had considered that it had no reason to change its stance with regard to the Hatched Area, and had reconfirmed that it could not authorise the use of the Hatched Area for hack riding. The Conservators also noted that the Hack Rider representatives had requested further information regarding the Hatched Area at the last meeting of the Epsom and Walton Downs Consultative Committee, and that this would be reported to the next meeting of the TGMB for its consideration.
- b) Dogs on leads. The Conservators noted the thanks of the TGMB with regard to the work undertaken to introduce a restriction on dogs being walked 'off-lead' whilst on the Downs before noon.
- c) Polytrack extension. The Conservators noted that works to extend the Polytrack were progressing well.
- d) Trainer's news. The Conservators were pleased to hear that the Trainer Ralph Smith had returned to train on the Downs.

37 MATTERS ARISING FROM PREVIOUS MEETINGS AND OTHER ITEMS OF INTEREST

- a) Dog control on the Downs. The Conservators noted that the introduction of the requirement that dogs be held on a lead whilst on the Downs before noon daily had been highly successful. The Streetcare Manager informed the meeting that the next anticipated busy period for providing information to Downs visitors would be the school summer holidays. It was felt that information leaflets about the restriction would not be appropriate, as they could lead to littering. Dog waste bags printed with information about the restriction would be handed to dog walkers instead, and had been successful at other sites (such as Nonsuch Park) when running similar campaigns.

The Chairman had received correspondence from a local resident enquiring about the restriction on dogs being allowed 'off the lead' whilst on the Downs on Sundays prior to noon, as Racehorse training finished at 9.30am. The Conservators considered this issue, but noted that by requesting that dogs be held on leads until noon every day, a very simple and clear message could be given to Downs users. This significantly assisted the Downskeepers and provided a very easy to understand arrangement for all Downs visitors. It was noted that there were some existing signposts on the Downs which contradicted the before noon restriction on Sundays, but that they were due to be removed.

Following consideration, the Conservators supported the current restrictions (that dogs be held on leads until noon daily).

- b) The Queen's 90th Birthday Beacon. The Conservators noted that arrangements for the Beacon lighting event were progressing well. Officers anticipated that the event would be much smaller in scale than

the Golden Jubilee Beacon in 2012. The Conservators were informed that portaloos would be provided for the event.

- c) Replacement of steel posts at access points to the Downs. The Conservators were informed that replacement posts and gates had been ordered following an incident in which a racehorse had received significant injuries. These would be installed following the racing on the Downs on 20 April 2016.

38 REPORT OF THE HEAD DOWNSKEEPER

The Conservators received and noted the report of the Head Downskeeper.

39 HACK SAND TRACK, FOOT OF WALTON DOWNS

The Conservators received a report considering the position in relation to the Hack Sand Track on Walton Downs. This report had been listed as 'to follow' in the agenda and was circulated at the meeting.

The Council's Head of Legal and Democratic Services introduced the report. The Conservators were informed that concerns about the condition of the Hack Sand Track at the foot of Walton Downs had been considered by the Conservators and Borough Council 3 years ago, and that at this time it had been decided to further investigate the legal responsibility for repairing and maintaining the track.

The Head of Legal and Democratic Services informed the Conservators that following investigation of the arrangements for the track, and correspondence with the Horserace Betting Levy Board (HBLB), who held a 999 year lease for Walton Downs, he was satisfied that maintenance responsibility for the track belonged to the HBLB, and not the Conservators.

The Conservators were informed that there was an undertaking made by the HBLB to the Opposed Bills Committee of the House of Commons during the enactment of the Epsom and Walton Downs Regulation Act 1984 to maintain the track. In correspondence to the Head of Legal and Democratic Services, the HBLB had expressed that it felt that this responsibility had been passed to the Conservators as a condition of a grant for improvements to horsewalks made by the HBLB in 2000. The conditions of this grant had included that future maintenance of certain horse walks on the Downs would be accepted by the Conservators or Training Grounds Management Board (TGMB).

The Head of Legal and Democratic Services informed the Conservators that maintenance responsibilities for the horsewalks to be adopted were identified on a map agreed with the grant, but unfortunately neither the Council nor HBLB still held a copy of this map. The Head of Legal and Democratic Services informed the Conservators that he was confident that the Hack Sand Track was not included within those adopted by either the Conservators or TGMB. The Vice Chairman informed the meeting that he agreed with the Head of Legal and Democratic Services' opinion on the terms of the grant, and that his recollection was that it did not relate in any way to the Hack Sand Track. He informed the

Conservators that to his recollection, the grant from the HBLB related to horsewalks utilised by Racehorses accessing the gallops. The Vice Chairman also informed the meeting that it was possible that he might still have a copy of the relevant map, and that if he did, he would provide it to the Head of Legal and Democratic Services.

The Conservators were informed that presently, the Downskeepers undertook a weekly harrow and occasional stone-picking of the sand track, following requests from Hack Rider Representatives to the Epsom and Walton Downs Consultative Committee. The Conservators discussed the condition of the track, and potential health and safety concerns if it were used at speed by horse riders. The Conservators also noted that there were powers within the Epsom and Walton Downs Regulation Act 1984 to temporarily close rides on the Downs to enable works to be undertaken to them. The Head of Legal and Democratic Services emphasised that these were designed to be used on a temporary basis, and not permanently.

The Head of Legal and Democratic Services recommended that the Conservators should not accept responsibility for the maintenance of the Hack Sand Track, and should instruct the Downskeepers not to continue to undertake any works of maintenance to it, in light of this. The Conservators were informed that they did not own the land on which the Track was located, and did not have any maintenance responsibility for it under the Epsom and Walton Downs Regulation Act 1984. The Head of Legal and Democratic Services also recommended that if the Conservators received any future requests for works to be undertaken to the Hack Sand Track, these should be referred to the HBLB.

The Conservators considered how to best inform Downs users if it were agreed that the Sand Track was not going to be maintained by the Downskeepers. It was considered that the Hack Rider Representatives to the Consultative Committee should be informed.

Following consideration, the Conservators:

- (1) Agreed to instruct the Downskeepers not to continue to undertake any works of maintenance to the hack sand track;
- (2) Agreed to ask the Council's Head of Legal and Democratic Services to write to the Horserace Betting Levy Board to confirm that the Conservators did not accept that they are responsible for maintaining the track, and that they decline to do so.

It was noted that the Vice Chairman would look into whether he was able to access a copy of the map agreed alongside the HBLB grant for renovation of horsewalks on the Downs, and provide this to the Council's Head of Legal and Democratic Services if possible.

40 SURREY COUNTY COUNCIL PROPOSAL TO ERECT ADVANCE WARNING SIGNS ON ASHLEY ROAD

The Conservators received a report presenting a request from Surrey County Council to erect new advance warning signs for the equestrian crossing on Ashley Road.

Following consideration, the Conservators:

- (1) Approved the proposal from Surrey County Council to erect new advance warning signs on Ashley Road near to the equestrian crossing.

41 EPSOM GOLF CLUB - PROPOSAL FOR STEPS NEAR 16TH GREEN

The Conservators received a report presenting a request from Epsom Golf Club to erect new steps leading from the 16th Green of the golf course.

The Conservators noted that this application had been submitted by the Golf Club due to health and safety concerns, but requested that in future, applications for works be provided within in an annual programme of works where possible, rather than on an ad-hoc basis. It was requested that this annual programme of works be presented to the Conservators once per year in the future. It was noted that the Downs Manager would discuss this with the Golf Club.

Following consideration, the Conservators:

- (1) Approved the proposal from Epsom Golf Club to erect a new set of steps leading from the 16th Green.

42 PROPOSED EVENTS ON THE DOWNS

The Conservators received a report providing details of requests submitted to hold events on the Downs. It was noted that as the events requested had all been held on the Downs for several years without problems, the Head Downkeeper and Trainers Representative had not been directly consulted prior to the meeting. The Head Downkeeper confirmed that he did not have any concerns regarding the events proposed.

Following consideration, the Conservators:

- (1) Granted approval to the following events on the Downs:
 - a. EDMAC Cloud Tramp Event (Saturday 6 August 2016)
 - b. OMNI Terrier Derby (Sunday 28 August 2016)
 - c. Epsom College Cross Country Event (Thursday 24 November 2016)
 - d. Tadworth 10 (Sunday 8 January 2017)

(2) Noted the Calendar of Events for 2016/17.

(3) Noted the fees and charges to be applied to each event.

43 EPSON AND WALTON DOWNS CONSULTATIVE COMMITTEE - MINUTES OF PREVIOUS MEETING

The Conservators received and noted the draft Minutes of the meeting of the Epsom and Walton Downs Consultative Committee held on 9 March 2016. The following item was considered:

a) Minute 11 f) – Cars advertised for sale on the Downs. The Conservators were informed that the Council's Enforcement Officer had looked into the issue and reported that not enforceable.

44 OUTSTANDING REFERENCES

The Conservators received and noted the position of their outstanding references to officers.

45 EXCLUSION OF PRESS AND PUBLIC

The Conservators agreed that it was not necessary to pass a resolution to exclude the public from the meeting.

46 EPSON GOLF CLUB UNAUTHORISED DEVELOPMENT

This item had initially been marked as 'to follow' on the agenda for the meeting, but no report was presented for consideration, and it was not discussed by the Conservators.

The meeting began at 6.00 pm and ended at 6.50 pm

COUNCILLOR LIZ FROST (CHAIRMAN)

**ITEMS OF INTEREST DISCUSSED BY THE TRAINING GROUNDS
MANAGEMENT BOARD (TGMB)**

Report of the: Chairman of the Conservators
Contact: Tim Richardson
Annexes/Appendices (attached): None
Other available papers (not attached):

REPORT SUMMARY

This report provides the Conservators with an update on items considered by the Epsom and Walton Downs Training Grounds Management Board.

1 Items considered by the Training Grounds Management Board (TGMB)

- 1.1 The TGMB last met on 11 May 2016. The Chairman of the Conservators and Training Grounds Manager (Mr Nigel Whybrow) have provided the following report on items considered by the Board, for the Conservators' information.
- 1.1.1 **Hatched area at the foot of Walton Downs.** They TGMB found no reason to change its current view that the hatched area is not currently suitable for hack riding, but a small group will further look at the issues in depth and report back to TGMB.
- 1.1.2 **Dogs on leads.** The TGMB agreed to look at amending the signs with regard to reflecting the earlier finishing time of training on Sundays.
- 1.1.3 **Cars on the roadway outside the Rubbing House.** The TGMB noted that the number of cars parking on the road outside the Rubbing House during training hours was causing difficulties for some trainers.
- 1.1.4 **Polytrack extension.** TGMB were pleased that the new Polytrack extension has been completed and was now open. The trainers reported that it was proving of great benefit.
- 1.1.5 **Trainers' news.** The TGMB observed that following a decrease in the number of horses in yard and using the training gallops over recent months, there had now been a slight upturn with 2 new trainers moving into the area. The TGMB expressed that this was still below the numbers required for the long term sustainability of the training facilities however.

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MATTERS ARISING FROM PREVIOUS MEETINGS & OTHER ITEMS OF INTEREST

<u>Report of the:</u>	Clerk to the Conservators
<u>Contact:</u>	Tim Richardson
<u>Annexes/Appendices (attached):</u>	None
<u>Other available papers (not attached):</u>	None

REPORT SUMMARY

The Conservators are asked to note the current situation on issues raised previously and other items of interest.

1 Dog Control on the Downs – Minute 37 a)

- 1.1 There have been some challenges administering dog control on the Downs during the Derby week as some of the dogs belonging to the Travelling community were not well supervised and were worrying horses. However, generally the public have responded well to requests to keep their dogs on a lead.
- 1.2 As mentioned previously, the next set of challenges are likely to be over the school summer holiday period when more people from out of the area generally visit. In order to assist the Downskeepers with approaching dog walkers in a friendly manner, the idea of handing out dog waste bags has previously been discussed. A quote has been received for printing up custom dog waste bags which simply state: "Welcome to Epsom & Walton Downs. In the interests of safety please keep your dog on a lead before 12 noon or when horses are present". The cost of 10,000 custom printed bags (minimum order quantity) is around £300 which could be funded from the Conservators' budget. The Conservators' views on this proposal are requested.

2 Hack sand track, foot of Walton Downs – Minute 39

- 2.1 The Head of Legal and Democratic Services will provide a verbal update on this matter at the meeting.

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REPORT OF THE HEAD DOWNSKEEPER

<u>Report of the:</u>	Head Downskeeper
<u>Contact:</u>	Robert Harding
<u>Annexes/Appendices (attached):</u>	None
<u>Other available papers (not attached):</u>	N/A

REPORT SUMMARY

To receive the report of the Head Downskeeper.

1 Events

- 1.1 The Royal Pigeon Racing Association has held a number of Pigeon Liberations during the period and all passed without incident. The annual Rotary Club of Banstead Ramble was well attended and blessed with exceptional weather. The route of the Round the Borough Bike Ride visited the Downs, and the event was well supported.

2 Derby Build-up and Race Days

- 2.1 The Derby build-up started as planned on the 16 May and a considerable amount of infrastructure was in place after only a few days.
- 2.2 The Gypsy Site opened by arrangement on Thursday 26 May. It was necessary to acquaint the Travellers with details of the Dogs on Leads initiative, otherwise there were no further issues up to this report being prepared.
- 2.3 A verbal report on the Race Days will be provided at the meeting.

3 Derby Clean up

- 3.1 A verbal report will be provided at the meeting.

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FINAL ACCOUNTS 2015/16

Report of the: Treasurer to the Conservators
Contact: Michael Smith
Annexes/Appendices (attached): Annexe 1 – 2015/16 Cost Centre Account
Annexe 2 - Draft Financial Statements 2015/16
Annexe 3 - Annual Return and Statement of Assurance for the year ended 31 March 2016

Other available papers (not attached): Final Accounts Working Papers

REPORT SUMMARY

This item reports on the final accounts for the financial year 2015/16 and the financial position as at 31 March 2016

RECOMMENDATIONS

Notes

- (1) That the final accounts for 2015/16 be received, subject to external audit.**
- (2) That the Conservators accept the Statement of Accounts and the Annual Governance Statement as set out in sections 1 and 2 of Annexe 3 to this report.**
- (3) That the Conservators confirm that the arrangements for internal audit as set out in this report are effective for auditing purposes.**
- (4) That the Chairman and Clerk be authorised to sign the Statement of Assurance on behalf of the Conservators**

1 Introduction

1.1 The detailed revenue account for the year ended 31 March 2016 is attached at Annexe 1. This shows detailed income and expenditure for the year compared to the original budget and the forecast reported in January 2016.

1.2 The draft financial statements for 2015/16 are attached at Annexe 2.

1.3 The Annual Return for Smaller Bodies is required to be sent to the Audit Commission and is attached at Annexe 3.

1.4 The accounts are subject to external audit.

2 Revenue Account for 2015/16

2.1 A deficit of income over expenditure was generated resulting in £8,595 being transferred from the working balance.

2.2 Gross expenditure at £384,847 was less than the original budget by £10,233. The main discrepancies are as follows:-

2.2.1 Reduced grounds maintenance charges of £4,440.

2.2.2 No expenditure was incurred during the year against the £4,000 provision for ecological surveys, this expenditure occurs every 5 years and a survey was due in 2015/16.

3 Repairs and Renewals Fund

3.1 The balance on the fund was £34,013 at 31 March 2016 calculated as follows:-

	£
Balance b/f 1 April 2015	31,262
Contributions 2015/16	2,500
Payments 2015/16	0
Sub total	33,762
Interest on balance (0.81% Interest rate applied)	251
Balance c/f 31 March 2016	<u>34,013</u>

4 Financial Implications

4.1 The working balance stood at £56,259 as at 31 March 2016 (£64,853 at 31 March 2015).

4.2 The balance sheet debtor is Epsom and Ewell Borough Council who holds the working balance and renewals fund reserve. The Council credits interest on these sums to the Conservators' account on the average return on the Council's investments for 2015/16 at 0.81%.

5 Internal Audit

5.1 The following comprises the review of the effectiveness of internal audit arrangements for the current year.

5.2 All financial transactions are processed through Epsom and Ewell Borough Council's financial systems and transactions recorded on the Council's financial management systems.

- 5.3 Baker Tilley have been appointed by Epsom and Ewell Borough Council to provide internal audit services to the Council and to audit the financial statements of 'smaller bodies'
- 5.4 Baker Tilley prepares a risk based audit strategy and an annual audit plan which covers all of the Council's core financial systems.
- 5.5 The Audit Plan is submitted annually to Epsom and Ewell Borough Council's Audit, Crime & Disorder & Scrutiny Committee who act as an Audit Committee under the Council's constitution
- 5.6 The Audit, Crime & Disorder & Scrutiny Committee receive quarterly audit progress reports and a year-end Assurance Report
- 5.7 The role and scope of internal audit can be extracted from the annual assurance report prepared for Epsom and Ewell Borough Council and this can be found on the public part of the Audit, Crime & Disorder & Scrutiny Committee agenda of the meeting dated 28 June 2016.
- 5.8 Baker Tilley audit plan includes provision to review smaller bodies accounts and financial statements, including the Epsom and Walton Downs Conservators' accounts.
- 5.9 Baker Tilley Internal Audit Contract Manager makes the appropriate arrangements for the smaller body accounts to be checked and signed off for Section 4 of the Annual Return.

6 Annual Return

- 6.1 Smaller bodies in England must complete an annual return to the appointed External Auditor. The Annual Return for the year ending 31 March 2016 is attached at Annexe 3:-
 - 6.1.1 Section 1 comprises a summary of the statement of accounts completed by the responsible financial officer.
 - 6.1.2 Section 2 comprises a Statement of Assurance which must be approved by the body and signed by the Chairman and the Clerk.
 - 6.1.3 Section 3 comprises the external auditor's certificate and opinion.
 - 6.1.4 Section 4 comprises the annual internal audit report.
- 6.2 With regard to the Statement of Assurance the Conservators will note that:-
 - 6.2.1 The detailed budget is submitted to the Conservators each year prior to contributions being levied from constituent bodies,
 - 6.2.2 Officers monitor the account as part of the Council's budget monitoring arrangements with monthly monitoring reports and quarterly reviews of major variances.

- 6.2.3 A mid-year monitoring report is presented to the Conservators by the Treasurer.
- 6.2.4 A year-end report is presented to the Conservators by the Treasurer.
- 6.2.5 All transactions are subject to the Council's financial management and internal control arrangements
- 6.2.6 The Council's financial processes and operational activity are subject to risk profile as part of the audit needs assessment.

7 Issues arising from the previous Audit of the Accounts for the year ended 31 March 2015

- 7.1 The external auditors carry out a review of the financial returns and identify areas where changes are required.
- 7.2 The external auditors, BDO LLP, completed the audit of the accounts for the year ended 31 March 2015. No changes were required to the financial position for 2014/15 as reported in June 2015.
- 7.3 One recommendation was made, that due to the annual return not adding up by £1 that in future years these minor errors should be omitted from the return.

8 Proposals

- 8.1 It is proposed that:-
 - 8.1.1 the draft final accounts for 2015/16 be received
 - 8.1.2 the Conservators accept the Statement of Accounts
 - 8.1.3 the Conservators confirm that the arrangements for internal audit as set out in this report are effective for the purpose of the Committee
 - 8.1.4 the Chairman and Clerk be authorised to sign the Statement of Assurance on behalf of the Conservators.
- 8.2 Any significant changes to figures following external audit will be reported back to the Conservators.

9 Conclusions

- 9.1 Expenditure for the year exceeded income by over £8,594.
- 9.2 The working balance at the year-end is £56,259 which represents approximately 15% of annual turnover (18% last year).

- 9.3 The level of working balance, taking into account this commitment, is considered to be adequate for the purpose.

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2015/16 cost centre accounts

	<u>2014/15</u> Actual	<u>2015/16</u> Budget	<u>2015/16</u> Forecast	<u>2015/16</u> ACTUAL
	£	£	£	£
Grounds Maintenance				
Maintenance of Grounds	545	400	671	671
Maintenance of Notice Boards	0	500	500	0
Car Park Repairs	0	1,000	1,000	300
Warren Woodland	737	11,100	10,356	10,356
Tree Maintenance Schedule	0	4,180	4,842	4,842
Transport and Plant R&M	365	1,000	300	0
Fuel	9,763	9,000	9,000	8,308
Transport contract recharge	26,500	27,030	26,500	26,500
Transport Insurance recharge	2,000	2,400	2,000	2,000
Hire of paladins	2,457	2,500	2,507	2,507
Spot hire of vehicles	0	0	1,311	1,311
Sub-Total	42,367	59,110	58,987	56,795
Keepers Hut				
Building and M&E maintenance	231	0	0	0
PPM (m&e bm) recharge	1,133	1,740	1,740	1,465
Contribution to rebuilding Downskeepers Hu	0	0	0	0
Electricity	1,112	1,500	1,500	1,646
Rates	707	700	720	720
Premises Insurance	900	900	900	900
TV Licence	146	150	146	146
Sub-Total	4,229	4,990	5,006	4,877
Central Expenses				
Grounds Maintenance Operations Recharge	222,000	226,440	222,000	222,000
Additional pension contribution	19,000	24,000	24,000	24,000
Management Support	28,100	28,150	27,584	27,548
Contribution to R&R Fund	2,500	2,500	2,500	2,500
Uniforms	712	500	618	618
External Audit	960	900	1,014	1,014
Ecological Surveys	0	4,000	4,000	0
Miscellaneous Expenses	1,264	1,000	600	398
General Office Expenses	3,097	2,400	1,000	681
VAT payments	17,719	15,000	15,000	18,741
Internal audit	538	500	500	508
Conservation expenses	0	500	500	0
Insurance Charges	0	1,100	1,100	1,100
Sub-Total	295,890	306,990	300,416	299,108
Derby Gypsy Caravan Site				
Contract Payments	6,180	6,300	5,330	5,335
Sub-Total	6,180	6,300	5,330	5,335
Tattenham Corner conveniences				
Building and M&E maintenance	5,083	2,000	2,107	2,001
PPM (m&e bm) recharge	773	670	670	782

2015/16 cost centre accounts

	2014/15 Actual	2015/16 Budget	2015/16 Forecast	2015/16 ACTUAL
	£	£	£	£
Electricity	1,126	1,000	1,000	576
Business Rates	3,297	3,300	3,360	3,360
Water Charges	374	400	400	293
Insurance Charges	1,500	1,500	1,500	1,500
Cleaning Materials	0	200	2,300	0
Contract Cleaning	8,622	8,620	10,070	10,220
Sub-Total	20,775	17,690	21,407	18,732
Gross Expenditure	369,441	395,080	391,146	384,847
Income:				
Interest on Balances	-2,439	-2,300	-2,300	-2,360
Charges for Events	-1,033	-3,500	-5,383	-5,383
Misc. income	-630	-500	-770	-875
Grant income	-738	-11,100	-10,640	-10,635
Income	-4,840	-17,400	-19,093	-19,253
Net Expenditure	364,601	377,680	372,053	365,594
Precepts:				
Borough Council	-210,000	-214,200	-214,200	-214,200
Training Board	-35,000	-35,700	-35,700	-35,700
Epsom Racecourse	-105,000	-107,100	-107,100	-107,100
	-350,000	-357,000	-357,000	-357,000

Surplus (-) / Deficit in Year

14,601	20,680	15,053	8,594
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Balance b/fwd 1 April
Balance c/fwd 31 March

79,454	64,853	64,853	64,853
64,853	44,173	49,800	56,259

Financial Statements 2015/16 (Subject to Audit)

**EPSOM AND WALTON DOWNS CONSERVATORS
REVENUE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2016**

	2014/15 £'000	2015/16 £'000
Income:-		
Interest on Balances	2	2
Other Income	3	17
Epsom and Ewell Borough Council Precept	210	214
Epsom Down Racecourse Precept	105	107
Epsom and Walton Downs training Board Precept	35	36
	355	376
Expenditure:-		
Employees	19	24
Premises	24	37
Transport	15	14
Suppliers and Services	26	24
Third Party Payments	6	6
Support Services	279	280
	369	385
Surplus for the year	-14	-9
Balance Brought Forward at 1 April	79	65
Balance Carried Forward at 31 March	65	56

Financial Statements 2015/16

**EPSOM AND WALTON DOWNS CONSERVATORS
BALANCE SHEET AS AT 31 MARCH 2016**

31 March 2015			31 March 2016	
£'000	£'000		£'000	£'000
		FIXED ASSETS		
	0	Plant and Equipment		0
		CURRENT ASSETS		
0		Debtors (General)	0	
269		Debtors (Epsom and Ewell B.C.)	109	
269			109	
		LESS: CURRENT LIABILITIES		
173	96	Creditors	19	90
	96			90
		Represented By:-		
		RESERVES		
	31	Repairs and Renewals Fund		34
	0	Capital Adjustment Account		0
	65	Revenue Balance		56
	96			90

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Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2016

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication or public display of Sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2016.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014*

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

Epsom & Walton Downs Conservators

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	Yes		has only done what it has the legal power to do and has complied with proper practices in doing so.	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes		considered the financial and other risks it faces and has dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes		responded to matters brought to its attention by internal and external audit.	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	Yes		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

N/A - GOING TO JUNE COMMITTEE - TO FOLLOW

dated

Signed by:

Chair

[Signature]

dated

27/05/2016

Signed by:

Clerk

Heather A. Rutter

dated

27/5/16

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

Epsom Walton Downs Conservators

	Year ending		Notes and guidance				
	31 March 2015 £	31 March 2016 £					
1. Balances brought forward	107975	96115	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+) Precept or Rates and Levies	350240	357251	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	4839	19252	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	19000	24000	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	347940	358347	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	96115	90271	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	269450	109491	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.				
9. Total fixed assets plus long term investments and assets	0	0	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March				
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table border="1"> <tr> <th>Yes</th> <th>No</th> </tr> <tr> <td></td> <td></td> </tr> </table>		Yes	No			The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
Yes	No						

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

K. Beck

Date 27/05/2016

I confirm that these accounting statements were approved by this smaller authority on this date:

N/A - GOING TO JUNE COMMITTEE - TO FOLLOW

and recorded as minute reference:

SEE ABOVE

Signed by Chair of the meeting approving these accounting statements.

M. Jones

Date 27/05/16

Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of
smaller authority here:

Epsom Walton Downs Conservators

Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2015/16 to

Enter name of
smaller authority here:

Epsom Walton Downs Conservators.

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	YES		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	NOT APPL.		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	YES		
H. Asset and investments registers were complete and accurate and properly maintained.	NOT APPL.		
I. Periodic and year-end bank account reconciliations were properly carried out.	YES		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	YES		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

KAREN WILLIAMS

Signature of person who carried out the internal audit

[Handwritten Signature]

Date

18.5.16.

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

AGENDA ITEM 7 ANNEXE 3

Guidance notes on completing the 2015/16 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unapproved or unexplained amendments will be returned and may incur additional costs. **Smaller authorities must approve the annual governance statement before approving the accounts.**
3. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness before sending it to the external auditor.
4. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
5. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (**Section 2 on page 3**). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
6. Explain fully significant variances in the accounting statements on **page 3**. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
7. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge. **From 2016 onwards, you must inform the auditor of the date set for the commencement of the period for the exercise of public rights.**
8. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2015) equals the balance brought forward in the current year (Box 1 of 2016).
9. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	
	All additional information requested, including the dates set for the period for the exercise of public rights , has been provided for the external auditor?	
Section 1	For any statement to which the response is 'no', an explanation is provided?	
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2016 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	

*Note: Practitioners' Guides are available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.

OUTSTANDING REFERENCES

Report of the: Clerk to the Conservators
Contact: Tim Richardson
Annexes/Appendices (attached): Annexe 1 - Outstanding references
Other available papers (not attached):

REPORT SUMMARY

This report lists references to officers outstanding as at 15 June 2016.

RECOMMENDATION (S)

(1) That this report be noted.

Notes

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OUTSTANDING REFERENCES

Ref. of Item (Min. no / meeting date)	Title and nature of issue	Position at last meeting	Current position
19/04/2006	Signposting of the Downs	5 Code of Conduct signs in position on the Downs.	Further signposting requirements for the Downs to be considered at a future meeting of the Conservators.
19/04/2006	Additional hack riding area, foot of Walton Downs	Condition of ground did not allow it to be opened for use by hack riders in the view of the TGMB.	Condition of ground considered at each meeting of the Training Grounds Management Board.
25/10/2010	Maintenance of sand track	The Conservators agreed to instruct the Downskeepers not to undertake any works of maintenance to the hack sand track and to ask the Head of Legal and Democratic Services to write to the Horserace Betting Levy Board to confirm that they did not accept that they are responsible for maintaining the track.	See <u>Item 05</u> .
19/04/2012	Combined Habitat Management Plan for the Downs	The Epsom and Walton Downs Habitat Management Plan 2015-2020 was considered and approved at the meeting in April 2015. It was noted that this would be integrated with the Epsom Golf Course Habitat Management Plan once that had also been reviewed, to create a single Plan document. Peter Howarth (Countryside Officer for Epsom & Ewell Borough Council) has been commissioned to undertake a review of the Golf course Habitat Management Plan.	Report to October 2016 meeting, following completion of survey work.

EPSOM AND WALTON DOWNS CONSERVATORS
15 JUNE 2016

13/10/2014, Minute 19 a)	Epsom Golf Club – unauthorised development & other matters	Officers to pursue the matters with Epsom Golf Club.	The Council’s Head of Legal and Democratic Services has written to Epsom Golf Club regarding this matter. It is recommended that no further action is taken with regard to this issue at present, and that it is removed from the Conservators’ future Outstanding References.
7/10/15, Minute 20	Memorial benches on the Downs – review of policy	Report to October 2016 meeting	Report to October 2016 meeting.
20/01/16, Minute 28	Review of number of metal detecting licenses	A review of the number of metal detecting permits available to Downs users will be considered in October 2016, following the decision to increase the number from 20 to 25.	Report to October 2016 meeting.