



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st November 2020 Period start date To 31st October 2021
Period end date

Charity name: Playing Field and Recreation Ground

Charity registration number: 503120

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The provision and maintenance of a playing field, recreation ground and village hall for the benefit of the inhabitants of the Parish of Alton.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Bookings – were down compared to the previous year, due to the pandemic, regular hirers included, fitness classes, toddler group, Scouts and Guides, WI, handbells group, parish council and private hire for parties etc. Grants – due to the receipt of several government grants connected with Covid-19 we were able to complete several maintenance projects to upgrade the hall. Building repairs and upgrade – erection of permanent metal fencing in corner of field to prevent trespassers to neighbour's garden. Gas boiler replacement and new thermostat. Three new double-glazed windows in committee room and kitchen, exterior painting of hall, replacement of guttering and new soffits. Interior painting of foyer and committee room. Services and Utilities Change of broadband internet service provider, energy and water suppliers.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	During our committee meetings we have due regard to the guidance on public benefit

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	

Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	Attending meetings and contributing to the decisions made on the maintenance of the village hall
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The various maintenance projects conducted this year have been essential to enable the village hall to function. The work has been of great benefit to all users of the hall, especially the instalment of the new boilers.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	

Investment performance against objectives	Para 1.41	
Other		All committee members have invested many voluntary hours over the year to ensure the village hall is well maintained for the benefit of the community.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of the period, we have a healthy financial position due to Covid grants.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	
Amount of reserves held	Para 1.22	£24,786 – reserve account
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Principal sources of funds are bookings and in particular for this financial period government grants.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	The principal risks to the charity are high maintenance costs and low income due to a reduction in bookings.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Charity Commission Scheme
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated Charitable Trust
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Election of members at the AGM Representative members of each of the named organisations and hiring groups. Co-option of members for vacant positions.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Playing Field and Recreation Ground
Other name the charity uses	
Registered charity number	503120
Charity's principal address	Alton Village Hall and Recreation Centre Hurston Lane, Alton, Stoke-on-Trent ST10 4AP

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Linda Goodwin	Chair		Village hall committee
2	Alan Dingley	Treasurer		Village hall committee
3	Lawrence Hopkins	Committee member		Village hall committee
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Alton Parish Council		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

L Goodwin

Full name(s)

Linda Goodwin

Position (eg Secretary,
Chair, etc)

Chair

Date

16/08/2023

Alton Playing Field and Village Hall

ACCOUNTS - Year to 31st October 2021

INCOME AND EXPENDITURE ACCOUNT

INCOME	£	£	EXPENDITURE	£	£
	2021	2020		2021	2020
Bookings	3,809.50	4,268.88	Advertising	0.00	21.60
Dividend	172.28	168.89	Building repairs/upgrade	3,831.55	0.00
Donations and fundraising	10.00	22.00	Cleaning and associated costs	259.79	1,148.61
Grants	22,604.00	10,100.00	Electricity	529.51	580.00
Interest	0.05	0.55	Fire safety	230.70	153.60
			Football field associated costs	1,708.60	0.00
			Gas	302.65	1,348.25
			Heating repairs/upgrade	8,676.60	0.00
			Insurance	1,058.65	1,046.52
			Miscellaneous	0.00	30.00
			Music and alcohol licenses	180.00	180.00
			Petrol and mower repairs	55.38	477.51
			Repairs - general	69.60	751.22
			Sanitation	193.00	0.00
			Stationery	10.20	5.20
			Telephone and broadband	458.94	480.26
			Waste	599.47	528.87
			Water	328.96	392.95
			Website services	54.00	6.50
Excess Expenditure over Income	0.00	0.00	Excess Income over Expenditure	8,048.23	7,409.23
	<u>26,595.83</u>	<u>14,560.32</u>		<u>26,595.83</u>	<u>14,560.32</u>

BALANCE SHEET

	2021	2020
	£	£
Current assets		
Investment account at market value	6,599.59	5,524.05
Bank accounts and cash in hand		
Current account	17,412.60	9,512.39
Reserve account	472.27	472.22
Cash in hand	301.96	153.99
	18,186.83	10,138.60
	<u>24,786.42</u>	<u>15,662.65</u>
Represented By:		
General fund	<u>24,786.42</u>	<u>15,662.65</u>
	<u>24,786.42</u>	<u>15,662.65</u>

Signed: 

A. Dingley
Honorary Treasurer

Signed: 

K. Ford
Independent Examiner

Notes to the Accounts

From 1st November 2020 to 31st October 2021
Alton Village Hall and Recreation Centre
registered as 'Playing Field Recreation Ground and Village Hall'
CRN: 503120

Accounting policies **Basis of preparation**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at fair value.

These Accounts have been prepared by myself as treasurer by transferring data from our accounting software (GNUCash) to excel spreadsheets formatted by chartered accountant Keith Ford. To my understanding they comply with FRS 102. All transactions were transferred to and then calculations made within the spreadsheets (although not presented in the accounts). All bank statements and receipts were made available in digital format to Keith for scrutiny who raised no issues and subsequently added his signature to the accounts. This has been our practice over the last decade. As previous incomes have not exceeded the £25000 threshold this is the first occasion that notes to accounts have been required. I have attempted to comply with SORP(FRS 102) to the best of my ability and give a true and fair account of the finances.

Overview

This year has seen a continuation of the effects of covid and as such heavily impacted the usual functioning and activities of the charity. On the one income from our usual sources was drastically reduced and on the other generous government grants have allowed us to continue to pay running cost and also to use some of the remaining funds to undertake necessary and overdue maintenance and improvement projects outlined below.

Policies regarding reserves and Bank and Cash in Hand

We hold three accounts a COIF investment, a reserve business account (instant access) and a business current account. In previous years the current account has not exceeded £3000 and the reserve account has reduced to less than £500. However the covid grants have greatly increased the amount held in the current account. This is expected to reduce as funds are used for various projects. As monthly expenditure averages around £1000 and we would expect to keep 6 months accessible therefore the aim would be to keep £5-6000 in the current account. We will aim therefore to keep future capital expenditure in line with this assuming that other income allows this. A small but significant part of income comes from cash payments. Efforts are made to limit cash in hand at any one time to less than £100 although this is not always possible.

Sources of income and analysis

Hire fees-from both regular user groups and one off hire by private individuals and groups. Ideally this should form the bulk of funding for ongoing expenses. In this current year due to covid income from this source has been significantly reduced due to enforced closure.

Donations-Generally from individuals or groups and usually only a small contribution to overall funds.

Fundraising- Historically has formed an important element towards overall funding especially for capital spending projects. Due to covid fundraising events have not been able to take place.

Grants-Have generally previously been Local Council grants restricted for specific projects. In this current year government covid grants have made up the major component of income and allowed us to fund ongoing expenses and some larger projects as outlined below. These grants were not restricted.

Staffordshire Moorlands Covid grants (unrestricted)

8/12/20 £1,334

25/1/21 £2,001

25/1/21 £4000

27/1/21 £238

28/1/21 £167

28/1/21 £934

3/3/21 £2096

23/4/21 £8000

15/7/21 £1334

Total £20,104

Parish council grant towards new boiler (spent)

27/4/21 £1,500

Staffordshire County Council grant towards lighting (yet to spend-restricted)

16/3/21 £1,000

Dividends-There is one investment account with COIF which results in a small quarterly income of approximately £40

Interest-There is an insignificant interest from the current account and reserve account.

Expenditure

Hall expenses

The prime purpose of the committee is to provide a venue for local community activities and as such the major part of expenditure goes towards maintenance, fuel and services associated with the building, playing field and play area and as such are self explanatory.

Utilities

Broadband-The change of thermostat necessitated a change of ISP due to the need for a static IP. There is therefore a change to IDNET which is also slightly cheaper.

Water-Due to repeated problems with Water Plus (overestimates, poor communication) a change was made to Castle Water.

Fuel-Electricity and gas suppliers were also changed to Octopus as the previous suppliers were unable to offer favourable rates due to our reduced usage over covid.

Projects

During this year a large amount of work was carried out on the hall which is difficult to represent in the accounts. This is therefore a approximate overview of the major works carried out.

- **Boiler replacement and heating repairs**

The existing Viessmann commercial boiler failed an inspection and required service and repair. No available heating engineers were prepared to service it and the manufacturers (although they could service it) informed us that the model was no longer in production and having reached the end of it's service life parts were becoming unavailable or prohibitively expensive. Heat pumps and infra red heating were looked at but not realistically viable due to the poor level of insulation.

We considered the best practical option was to replace the large commercial boiler with two domestic boilers which would make servicing much cheaper and easier. Several quotes were obtained.

The total cost for all heating repairs including a new thermostat (to allow improved control) and flushing and replacement of the system pump was £8,6761

- **Windows**

A single glazed window in the meeting room was broken by a football so this opportunity was taken to replace rotten frames in here and the kitchen with 3 UPVC double glazed windows

£1347.00. It is planned to replace other windows as funds permit.

- **Exterior paintwork and guttering**

The exterior of the building was much in need of paint. The painter also painted the foyer and meeting room with paint sourced by us.

Painter £1250.00

Materials were sourced by the village hall.

Various repairs were needed to the walls prior to painting this included removing and blocking in redundant windows and repairs to mortar. Guttering had to be removed to paint fascia and this was replaced. Rotten soffit was also removed and will be replaced by UPVC.

- **Playing field costs**

External to the hall are a football field and play area. The football field is too small and poorly drained for club use and does not generate income. Principal expenses associated with this are related to mowing. This is completed by an unpaid volunteer on a small sit on mower. Therefore usually the only costs associated with this are fuel and mower parts (also serviced by unpaid volunteer). The surface has been getting more uneven and compacted however. Enquires were made from local contractors but they would be prohibitively expensive. As compromise a small tow behind corer and tine attachment were purchased at a cost of £411 in an attempt to improve the situation.

- **Wall adjoining football field**

There was a partial collapse of a neighbouring wall due to children climbing on it which left it in an unsafe state. Temporary hired fencing was erected at a cost of £180. The neighbour repaired the wall but there was still a risk to children so permanent fencing was erected (by an unpaid committee member) at a material cost of £620.76

- **Bollards**

In an effort to prevent vehicle access to the field stainless steel bollards were obtained from a steel stockholder at a favourable rate due to local contacts with a view to installation on the field these have yet to be installed.

Volunteer contributions

The hall has relied heavily on volunteer work to keep the hall functioning. All has been provided without remuneration.

Linda Goodwin Chair- in addition to duties as chair cleaning when a cleaner was not available (2hrs /week), acting as booking secretary

Alan Dingley Treasurer in addition to duties as treasurer:

Erecting steel fencing in field

Removing and blocking off 4 windows (one was replaced by a builder previously at a cost of over £400)

Repair to pointing of Gable ends prior to painting

Flushing and repairs to main heating system (leaking valves, replace radiator),

Replace taps,

Replace guttering,

Service and repairs to mower.

Mowing- Alan Dingley's son 2hrs every fortnight April-October

It is difficult to quantify the monetary value of this work but it is reasonable to estimate a value of at least £2000.

Trustee and staff remuneration

Apart from repayment for purchases on behalf of the village hall no trustee has received any remuneration in spite of the considerable time spent working on various projects.

Repayment for purchases by Alan Dingley form a significant sum because as the constitution does not permit a current account with online or card facilities. Therefore any items which needed to be purchased online or in person were purchased by him and reimbursed by cheques. The total amounts to £2238.76. This includes non boiler heating parts, mower accessories, exterior paint and materials, urinal flusher, taps and other items. Receipts were retained for all items.

The only paid member of staff was a self employed cleaner who ceased work in January having been paid £216 from 1/11/20. As no replacement was found Linda Goodwin continued with the cleaning (unpaid).

Accounting fees

Keith Ford provided his services free of charge being a resident of the village.

Going concern

The charity represents a going concern providing some or all apply;

- Community groups continue to use the hall in sufficient numbers.
- Private members continue to hire the hall in sufficient numbers.
- Volunteers raise sufficient funds through fundraising events.
- Costs do not rise disproportionately to income.

And most importantly.

- There are enough community members to take on key roles in running the charity and as trustees on the committee.

Alan Dingley Treasurer

A handwritten signature in blue ink, appearing to be 'AD', is written over a light blue rectangular stamp or watermark.