

**Minutes of a Meeting  
The Watlington Club AGM  
Thursday 12<sup>th</sup> July 2018, 7.30pm  
The Function Room, The Watlington Club**

**Attendees:**

*Trustees:* Peter Brook (PB); Andy Esson (AE); Barry Hemsley (BH); Ruth Hughes (RH); Vicki Marshall (VM); Peter Neal (PN); Dave Parkes (DP) (Chair); Graham Smith (GS)

*Members:*

G Bruce (GB); Peter Clayton (PC); Linda King (LK); C Rhodes (CR);

Apologies: Margaret Bruce; Sarah Fountain; Susan Knox; John Lewis; Jo Price; Mike Staples; Sabine Staples; Mike Vincent; Henry Wancke; Nicola Wilkinson.

1. DP opened the meeting and welcomed all attendees.
2. The 2017 Minutes were approved.
3. The Chairman's Report
  - a. Facilities had been upgraded in several areas over the past year. Notably over 20 fire doors had been replaced and new squash floors put in. Function room usage had increased and the sporting and social hubs continued to develop. There was now a full complement of Trustees (six appointments since the last AGM) and the Club was financially stable.
  - b. 2017-2018 achievements against the business plan were reviewed.
  - c. Resources to effectively manage the Club and funding of major projects where SODC grants were not available continued to be the biggest issues facing the Club.
  - d. The Chairman provided an update on Health and Safety.
    - A Health and Safety policy and risk assessment was in place.
    - Site inspections continued to be completed every 6 months and there was proactive maintenance regularly done of the other areas (including gas boilers, appliances, electrics, fire alarms/extinguishers/doors/lighting).
  - e. The 2018-2019 Plan was presented.
  - f. The Chairman concluded by giving thanks to the Board of Trustees for their hard work over the past year. Particular mention was given to the outgoing section Trustees; Mike Staples of Tennis; Pam Mundy of Squash; and Dave Breden of Bowls.
4. Election of Officers

There was a proposal to elect Peter Brook as Treasurer to replace Graham Smith. As the meeting was not quorate the Chairman proposed making this election by other means.
5. Treasurer's Report and 2017/18 Accounts (including grants)
  - a. Grants – a further grant of £20,000 had been applied for and granted by SODC on the condition that the Club matched this amount with its own funds. Contracts were now signed and the first half of the money was due shortly.
  - b. The 2017/18 accounts were presented to the meeting. It was noted that unrestricted income for 2018 was £104,071 which marked an increase of 15% on 2017. All major

areas of income had increased since the previous year. A healthy balance sheet and cash flow was shown.

- c. £175k had been spent in the past 4 years improving the condition of the buildings and facilities. There were plans to spend a further £90k over the next 3 years. It was noted these levels of investment had not happened for many years.
- d. High renovation costs had reduced the amount of cash held by the Club.
- e. The number of creditors was reducing.
- f. GS explained the increased financial controls which had been put in place to safeguard the assets and financial future of the Club.
- g. The meeting approved the Club's Annual Accounts for the year ended 31<sup>st</sup> March 2018.

6. Membership Update

- a. An update on Membership was provided. GS reported that membership had increased from 563 in March 2017 to 581 in March 2018.
- b. There were further plans to increase the scope and use of the Webcollect system to encourage membership renewals, keep members up to date on relevant Club news and to reinstate the use of membership cards.

7. Tennis Section Report

- a. RH provided an update on the Tennis section.
- b. There were 183 members, a slight decline since 2016.
- c. Ladies, Men's and Mixed teams played in winter and summer Oxfordshire Leagues.
- d. Other tennis highlights included:
  - Refurbishment of the clubhouse;
  - Additional men's team entered into the Oxfordshire League;
  - Increased use of courts during weekdays;
  - Successful socials held;
  - Better participation in 2018 Club Tournament.
- e. An update was provided on the charitable work of the Tennis club.
- f. Plans for 2018-2019 were presented.

8. Bowls Section Report

- a. PC provided an update on the Bowls section.
- b. PC reported on a positive year in the Bowls section with membership continuing to increase and the reputation of the club improving significantly following its strong performance in competitions.
- c. 36% of members were resident in Watlington, with other members travelling from the local area and further afield. The club planned to increase the number of members from Watlington.
- d. The Bowls clubs had received a grant from SODC.
- e. An update on the charitable work of the Bowls club was given.
- f. PC concluded by giving particular thanks to their greenkeeper who was celebrating his 90<sup>th</sup> birthday this year.

9. Squash Section Report

- a. PN provided an update on the Squash section.
- b. The squash facilities were in good condition with new heaters, new flooring, new lighting and new insulation in the loft. A grant towards the cost of replacing the flooring was expected shortly.
- c. The external area was in poor condition and in need of some repair.

- d. There were presently 46 members.
- e. Future plans included resurrecting the “ladder” system; increasing the number of socials held; increasing membership and particularly encouraging younger members and families to join.
- f. Financially the squash club was buoyant. A coin meter was due to be reinstated shortly.

10. Any Other Business

- a. LK gave thanks to the Trustees for all their work over the past year, particularly to GS and DP.
- b. PN asked about on the use of social media and marketing for increasing awareness and knowledge on the workings of the Club. DP responded that a Facebook page was set up and ready to go live but a strategy needed to be put in place to ensure it was maintained and updated appropriately. There were also plans to recruit a marketing expert to implement a marketing strategy for the Club.
- c. DP commented that as the meeting was not quorate another method would be used to elect PB as Treasurer, most likely by contacting members via Webcollect and asking them to vote.
- d. GB asked for the Trustees to attend to several common outside areas of the Club which were becoming neglected and cluttered with rubbish and looked increasingly unsightly.

11. The 2018/2019 AGM would take place on the 28<sup>th</sup> June 2019.

12. DP thanked all members for attending and closed the meeting.

The background of the slide features a low-angle photograph of a modern, multi-story building with a grid-like facade of windows. The building is partially obscured by a semi-transparent blue overlay that covers the upper two-thirds of the image. The sky above the building is a clear, bright blue.

# **The Watlington Club CIO AGM**

**12<sup>th</sup> July 2018**

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# **The Watlington Club CIO AGM**

**12<sup>th</sup> July 2018**

# Board of Trustees

- Dave Parkes - Chairman
- Graham Smith – Treasurer
- Barry Hemsley (trial period) – Secretary \*
- John Lewis – Bowls Chair \*
- Ruth Hughes – Tennis Chair \*
- Pete Neal – Squash Chair \*
- Andy Esson – General Trustee \*
- Peter Brook – General Trustee (Treasurer at AGM) \*

**\* Note: 6 of the above 8 are new to roles in the last year!!**

- In addition, we have a new Administrator, Vicki Marshall



# Agenda

1. Apologies for Absence
2. Adoption of 2017 minutes
3. Chairman's Report
4. Election of new officers
5. Treasurer's Report and 2017/18 Accounts
6. Membership update
7. Section Reports
8. Any other business
9. Date of 2019 AGM
10. Close AGM

# Apologies for Absence





# Adoption of June 2017 AGM Minutes



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# **Chairman's report**

**Dave Parkes**

# Summary

- Good progress on upgrading the facilities:
  - Replaced 20+ fire doors to latest spec. £20+k
  - New Squash floors £10k
- Increased site and function room usage
- Continued financial stability
- Sporting and Social hub developing
- Plans and ideas for more but held back by lack of Trustees. This has been addressed in the last few months



# 2017-18 achievements per plan

- Finances:
  - Continue full lease occupancy. ✓ Continues to be good
  - Apply for April 17 grant pot. ✓ Grant awarded
  - Look at alternative grant funding for Car Park and Toilet refurbishments. ✓ Looked at some ideas, still time
- Charity:
  - Continue Function room support and well as widening community value. ✓ Supported 18 events for 8 different Charities.

# 2017-18 achievements per plan

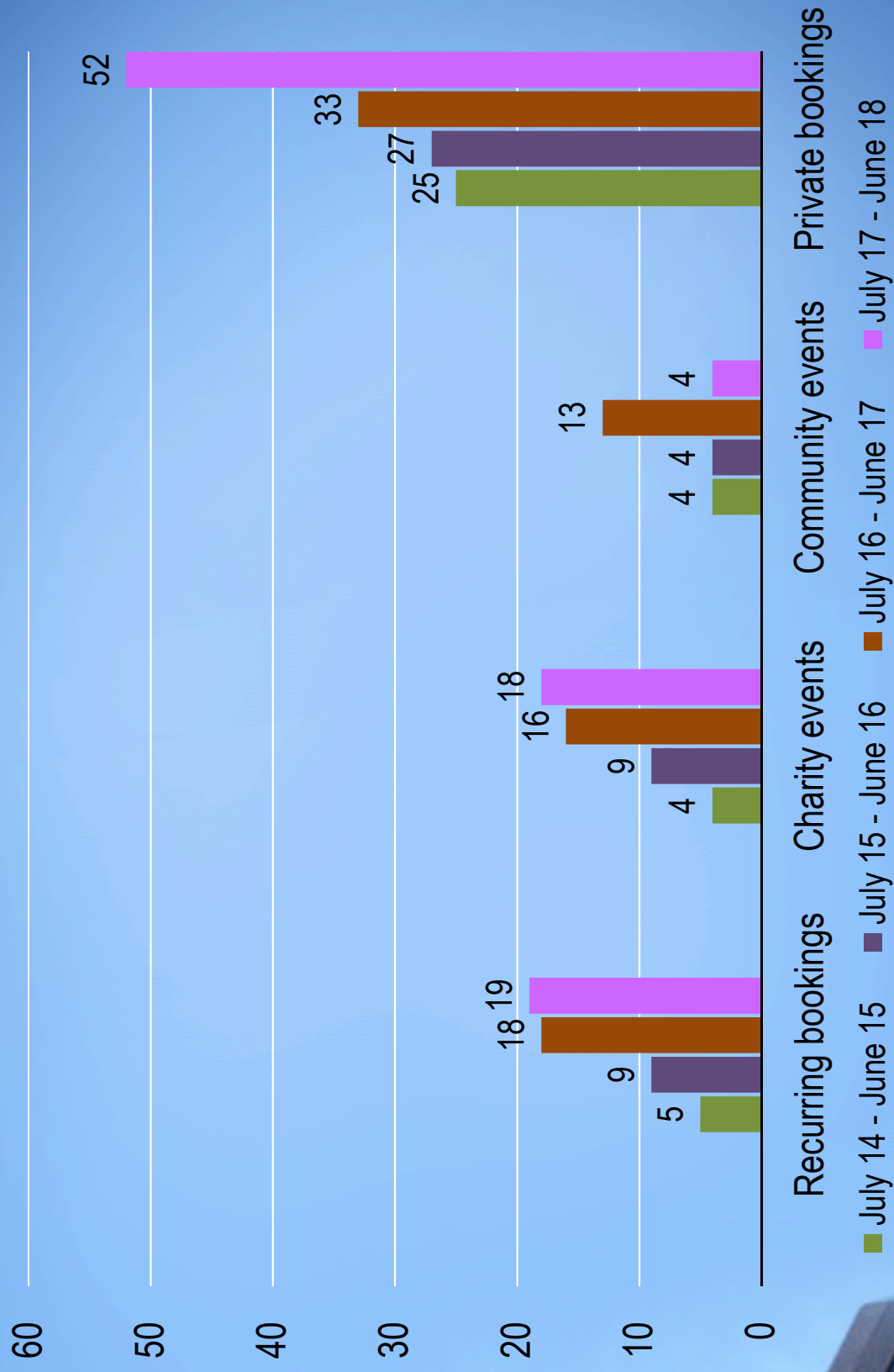
- Sports:
  - Continue to increase usage of the function room for recurring events. ✓ Good usage and class attendance
  - Maintain and improve conditions for Tennis, Bowls and Squash. ✓ New Squash floors. New Bowls aerator funded and ordered
- Membership:
  - Maintain membership levels for Tennis, Squash and Bowls at 230, 80 and 70 respectively ✓
  - Manage WebCollect new and renewed memberships and distribute membership cards. ✓ New on-line system working well but need to improve renewals and cards



# 2017-18 achievements per plan

- Social:
  - To keep up the increase on function room usage ✓
  - Continue to promote family usage ✓
  - Host community events and attract a wider range of customers ✓ Still an area we can improve on
- Marketing:
  - Source marketing skills. ✗ Not done due to resources. Now in a position with more Trustees
  - Generate a marketing strategy and operating plan. ✗

# Function room usage



# Current major issues and risks

- The major risk has been resources to effectively manage the club.
- Funding of major projects where SODC grants are not possible



# Health & Safety

- Very good progress has been made on the actions taken after full Fire Risk Assessments. 20+ doors replaced with recommended spec
- Pro-active maintenance regularly done to cover gas boilers/appliances, electrics, fire alarm/extinguishers/doors/lighting
- Six monthly site inspections completed
- Health & Safety policy and risk assessment in place

# 2018-19 plan

- Finances:
  - Ensure robust financial management process across all sections e.g. bank approvals, spending limits
  - Look at alternative grant funding for Car Park and Toilet refurbishments.
- Charity:
  - Continue to support Charity events at 1-2 /month
  - Feasibility study on partnering with appropriate Charities



# 2018-19 plan

- Membership:
  - Continue to push for an increase in membership levels for Tennis, Squash, Bowls and Main Club.
  - Agree process for The Social to do manual memberships for those not happy with on-line transactions.
  - Agree with Performanze how they will add/renew members.
  - Manage WebCollect new and renewed memberships and distribute membership cards.

# 2018-19 plan

- Social:
  - To keep up the increase on function room usage
  - Continue to promote family usage
  - Host community events and attract a wider range of customers
- Marketing:
  - Source marketing skills.
  - Generate a marketing strategy and operating plan.

# Thanks

- I would like to personally thank the Board of Trustees for their dedication, hard work and results this year.
- Particular mentions to the outgoing Sporting sections Trustees:
  - Mike Staples - Tennis
  - Pam Mundy - Squash
  - Dave Breden - Bowls
- I'd also like to extend thanks to the extended team of volunteers of the Bowls, Squash and Tennis committees



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# **Election of new officers**

**Dave Parkes**

# Election of Officers

- The three Officers (Chairman, Treasurer and Secretary) are elected at the AGM for a 3 year period
- Tennis, Squash and Bowls Chairs become Trustees as a result of being elected at their own AGM's
- General Trustees are elected by the Board of Trustees
- Dave Parkes - Chairman (elected in 2016)
- Graham Smith – Treasurer (elected in 2016)
- Barry Hemsley (trial period) – Secretary
- John Lewis – Bowls Chair
- Ruth Hughes – Tennis Chair
- Pete Neal – Squash Chair
- Andy Esson – General Trustee
- Peter Brook – General Trustee (Treasurer at AGM)



# Election of Officers

- The proposal is to elect Peter Brook as the Treasurer to replace Graham Smith
- Barry Hemsley is having a trial period as Secretary to see if it suits him. If so, he will be co-opted and voted in next year
- Andy Esson was elected to the Board of Trustees during the last year
- Graham Smith will be proposed as a General Trustee at the next Board meeting



**Grants**

**Graham Smith**

# Grant - 2015

- We applied for a capital grant from SODC in late 2015 and were awarded £39,000 on the condition that we matched it with our own funds
- We were successful as we could show that we were an all inclusive club with a large active membership and multiple offerings



# Grant - 2015

- The work has now been completed and the grant paid by SODC
- The following work was completed at a cost of £88,000
  - Entrance Hall – July 2016
  - Gas Boiler – July 2016
  - Function Room – July 2016
  - New Squash heaters – August 2016
  - Cellar roof – August 2016
  - Resurface Tennis courts – Oct 2016
  - Decorate outside of building- Oct 2017

# Grant - 2017

- In April 2017 we applied for a 2nd grant from SODC
- In Oct 2017, we were awarded £20,000 on the condition that we will match this
- The contracts are now signed and are waiting the first half of the money
- However, we have already completed
  - Replace both squash court floors
  - New fire doors for main building
- The following item is on order
  - New lawn aerator for bowls



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# **Treasurer's Report and 2017/18 Accounts**

**Graham Smith**

# Overview of our Financial accounts

- Hard copies of our financial performance have been made available today
- The results only show the total Charity
- Three years of data is shown
- Our income statement for the last two years has been split in two as we have to distinguish between
  - The grant awards by SODC and their associated costs as they have to be used for the agreed purpose
  - Unrestricted funds show our normal day to day trading

# Overview of Income and expenditure

	2018	2017	2016
Income	120,805	123,688	85,350
Expenses	119,217	121,979	82,095
<b>Operating Profit/(Loss)</b>	<b>1,588</b>	<b>1,709</b>	<b>3,255</b>

- 2018 and 2017 includes income and expenditure of £16,734 and £32,936 respectively relating to grants.
  - Unrestricted income for 2018 was £104,071 an increase of 15% on 2017
- All major areas of income increased



# Overview of Income and expenditure

- Expenditure – Repairs and maintenance
  - £51K spent on
    - £37k - on grant work already discussed
      - £11K – New fire doors
      - £15K – Frontage
      - £11k – Squash floor
    - £2k Heating for Studio
    - £3k 18 High Street Roof
  - In the last four years we have spent over £175k improving the condition of our buildings and facilities
  - We have plans in place to spend £90k over the next three years
  - These levels of investment have not happened for many years



# Overview of Income and expenditure

- Expenditure – Other Key items
  - £8k - Property management and as a result
    - High occupancy rates all at market value
    - Proactive maintenance plan rather than just fire fighting.
    - The benefits of this are steadily being realised as we have had no major incidents in the last four years
  - £14k – higher utility costs due to increasing usage of club
  - £8k – depreciation increasing as we invest more in our properties
  - £7K – Insurance – new insurers in place for this year with reduced premium
  - £1k- Donations – as already mentioned by Dave we have started to support our community to demonstrate our charitable worth

# Overview of Balance Sheet

		2018	2017	2016
Assets	Fixed assets	327,786	336,337	311,336
	Cash	100,366	102,402	118,341
	Debtors	11,932	13,667	1,890
	Total	440,084	452,406	431,567
Liabilities	Creditors	16,106	30,016	10,886
	Reserves	423,978	422,390	420,681
	Total	440,084	452,406	431,567

- Assets
  - High renovation costs have reduced cash
  - Debtors high due to outstanding grant
- Liabilities
  - Creditors reducing
- We have a healthy balance sheet and cash

# TWC CIO – Annual Accounts

- Page 2 -Independent Audit Report
  - They has been signed by our auditor to confirm that the accounts have been examined by him and that they are a true and fair view of the financial status of the charity .
- Pages 3 and 4 - The Income and expenditure statement and balance sheet are as previously discussed



# TWC CIO – Annual Accounts

- The Accounts have also been approved and signed by the Trustees
- The Notes to the Accounts provide further details
  - 1 & 2 - Basis of preparation and Accounting Policies
  - 3 - Grant information
  - 4 -Formation of the TWC and transfer of activities
  - 5 to 8 – Further analysis to support Annual Accounts
  - 9 & 10 – Remuneration of staff and Trustees
  - 11 – Details of our advisers
  - 12 – Insurance valuation of our Buildings



# Vote to approve our Annual Accounts

- Are there any further questions?
- **VOTE:** To receive and consider the Charity's Annual Accounts for the financial year ended 31 March 2018.

# Financial Controls & Thank You

- We have put in place controls to safeguard our assets (cash) and financial future
  - All payments need two signatures
  - Detailed monthly accounts produced via web based system
  - 3 year cash forecast updated every quarter
  - Schedule of major repairs and renovations
  - We endeavour to pay all supplier within terms
- I would like to thank the section treasurers for their continued support and for making my life easier
  - Tennis – Ken, Squash – Roger, Bowls - Peter

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# Membership update



# Webcollect

- We have been using our electronic membership database for three years now and the software works well
- Our numbers for the last two years are as follows

	31-Mar-18	31-Mar-17
	Members	Members
Tennis	238	234
Squash	78	86
Bowls	65	66
Joint section	-27	-29
<b>Total Section</b>	<b>354</b>	<b>357</b>
Main Club	227	206
<b>Total Charity</b>	<b>581</b>	<b>563</b>



# Administration issues

- Whilst the software has worked well, we as a Club have not administered nor maintained it properly – mainly due to lack of resource
- This is now not an issue and we need to make the most of the work that has been done so far
- Membership cards need issuing
- Need to use the system to understand who and why members are not renewing
- Keep members updated about what is happening at the Club

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# **Tennis Section report**

**Ruth Hughes**

# Tennis Section report

## Ruth Hughes



# Membership in numbers

Year	Members	Fees
2012	182	£8,738
2013	187	£8,859
2014	188	£9,991
2015	203	£10,143
2016	236	£11,494
2017	209	£10,712
2018	183	£11,049



# Oxfordshire LTA Club Matches

- Ladies, Mens and Mixed teams play in the winter & summer Oxfordshire leagues

- Winter 2017-18, 37 players involved:

- Ladies A 12<sup>th</sup> in Division 1
- Ladies B 8<sup>th</sup> in Division 5
- Mens A 5<sup>th</sup> in Division 5
- Mens B 5<sup>th</sup> in Division 7

- Summer 2018, 29 players involved so far currently:

- Ladies 4<sup>th</sup> in Division 6
- Mixed 8<sup>th</sup> in Division 5
- Mens A 5<sup>th</sup> in Division 7
- Mens B 5<sup>th</sup> in Division 11

# Highlights

- Clubhouse refurbishment
- Additional men's team entered into Oxon league
- Increased use of courts during weekdays
- Successful socials: Christmas dinner; Quiz
- Better participation in 2018 Club Tournament



# Charitable work

Inclusive club for all sectors of local community through:

- Reasonable membership fees to cover costs
- Reduced fees for Juniors, Minis, Seniors, Students and Families – from £16 pp/pa
- Low guest fees
- Coaching Scholarships for local pupils
- Charity ball recycling
- Ad-hoc free court use for local events

# 2018 Plans

- Development
  - Use of social media
  - Membership drive
  - Better membership integration/more inclusive club
- Ideas under review
  - reinstate fence at entry from carpark
  - Improve Court Access
    - Paths to new exterior gates
    - Resurface entrance
  - Tennis “wall”



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# **Bowls Section report**

**Peter Clayton**



# The Watlington Club AGM

Bowls Section  
12 July 2018





# Membership

<u>2017</u>	<u>2018</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Senior	42 (70%)	42 (67%)	43 (66%)	43 (66%)
Adult	7 (12%)	9 (14%)	8 (12%)	8 (12%)
Junior	7 (12%)	8 (13%)	9 (15%)	9 (14%)
Social	4 (7%)	4 (6%)	6 (7%)	5 (8%)
				5 (7%)
Total	60	63	66	65
				73

# Finance

- We are financially secure
- We aim to be self-sufficient, to break even or make a small profit
- We plan for future predictable expenditure
- This year, for the first time, we shall have the assistance of an SODC grant for replacement of some equipment
- We rely heavily on our volunteers
- We have high fixed overheads, so important to increase membership to share that burden



# Charitable Activity

Our facilities at competitive cost are a substantial benefit to the local residents

We host and market the Oxfordshire Under25s Day annually

we make a donation of £100.00pa to Oxon U25s Association

We make annual donations to various bowling-related charities and to other registered charities:

Oxon Ladies Blay Bene Fund

Bowls England Visually Impaired

Royal Berks Hospital

Berks & Oxon Air Ambulance

We provide free coaching to students & prospective members

We have reduced fees for JUNIORS, SENIORS & concessionary cases

We have a purpose-built invalid chair for disabled bowlers

# Competition Achievements 2017

- Sam Watts - England national singles champion and Oxon singles champion
- WBC runners-up in Div 1 of Oxon Men's League
- WBC runners-up in Oxon Summertown Trophy
- WBC runners-up in TENS indoor competition (are champions in 2018)
- Shane Cooper - Oxon U25s singles champion and finalist Home Counties U25 singles
- Claire Soden & Katie Glenn - Oxon U25 ladies' pairs champions
- Terry Batt-Rawden - Oxon unbadged singles champion
- Katie Glenn - finalist Oxon U25s ladies singles
- Brandon King - England national finalist U18 pairs

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# **Squash Section report**

**Pete Neal**

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■ XX





**Any Other Business**

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**Date for the 2018/19  
Watlington Club CIO AGM –  
28<sup>th</sup> June 2019**



**Closing of the AGM**

**Thank you for attending!**



# THE WATLINGTON CLUB

**ANNUAL ACCOUNTS  
FOR THE YEAR TO 31 MARCH 2018**

**CHARITY NUMBER 1160612**



**The Watlington Club CIO**  
**Independent Examiners Report**  
**For the period ended 31 March 2018**

(CHARITY NUMBER 1160612)

We report on the accounts of the Club for the Year ended 31 March 2018 as set out on pages 3 to 7.

**Respective Responsibilities of Trustees and Examiner**

The trustees of the charity are responsible for the preparation of the accounts, They consider that an audit is not required for this period under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to our attention

**Basis of Independent Examiners report**

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the next statement.

**Independent Examiners' statement**

In connection with our examination, no matter has come to our attention

- (1) which gives us reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with Section 130 of the 2011 Act and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met.
- (2) to which, in our opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

**Marchwoods**  
**Chartered Accountants**

3 Berry Lane, Blewbury, OX11 9QJ

29 June 2018

The Watlington Club CIO

Statement of Financial Activities

For the year to 31 March 2018

	Note	2018			2017			2016
		£	£	£	£	£	£	£
		Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds
Incoming Resources								
Rent	3	63,284	0	63,284	52,554	0	52,554	47,372
Grants Received		0	16,734	16,734	0	32,936	32,936	0
Membership		21,093	0	21,093	18,149	0	18,149	17,513
Room Hire		6,124	0	6,124	4,910	0	4,910	5,362
Recharges		456	0	456	1,092	0	1,092	1,440
Section Income		12,964	0	12,964	13,410	0	13,410	12,949
Interest Income		150	0	150	637	0	637	714
Total Incoming Resources		104,071	16,734	120,805	90,752	32,936	123,688	85,350
Resources Expended								
Advertising		851	0	851	1,424	0	1,424	786
Donations		1,082	0	1,082	797	0	797	964
Section Costs		12,635	0	12,635	10,888	0	10,888	10,214
Depreciation Expense		8,552	0	8,552	7,305	0	7,305	5,690
Accountancy Fees		2,358	0	2,358	2,280	0	2,280	2,190
Legal Fees		2,804	0	2,804	2,520	0	2,520	1,330
Surveyors		222	0	222	769	0	769	2,370
Property Management		8,174	0	8,174	7,370	0	7,370	5,619
License Fees & Permits		1,574	0	1,574	1,396	0	1,396	747
Security & Fire		2,725	0	2,725	2,350	0	2,350	2,851
Repairs and Maintenance		34,063	16,734	50,797	26,330	32,936	59,266	28,223
Telephone/WIFI		0	0	0	0	0	0	180
Other Administration costs		319	0	319	376	0	376	328
Rates		(4)	0	(4)	208	0	208	0
Utilities		13,700	0	13,700	10,157	0	10,157	8,778
Office Cleaning		5,173	0	5,173	5,113	0	5,113	4,208
Gardening		1,230	0	1,230	1,190	0	1,190	1,255
Insurance		7,025	0	7,025	8,570	0	8,570	6,362
Total Resources Expended		102,483	16,734	119,217	89,043	32,936	121,979	82,095
Net incoming/(outgoing) Resources		1,588	0	1,588	1,709	0	1,709	3,255
Total Funds brought forward		422,390	0	422,390	420,681	0	420,681	417,426
Total Funds carried forward		423,978	0	423,978	422,390	0	422,390	420,681

# The Watlington Club CIO

## Balance Sheet as at 31st March 2018

	Note	2018		2017		2016	
		£	£	£	£	£	£
<b>Fixed Assets</b>							
Freehold Property		245,897		245,897		245,897	
Section Facilities		81,889		90,440		65,439	
Fixtures & Fittings		0		0		0	
<b>Total Fixed Assets</b>	4		<u>327,786</u>		<u>336,337</u>		<u>311,336</u>
<b>Current Assets</b>							
<b>Cash On Hand</b>							
Current Account		29,392		56,957		28,272	
Deposit Account		70,902		45,272		89,984	
Petty Cash		72		173		85	
<b>Total Cash On Hand</b>			<u>100,366</u>		<u>102,402</u>		<u>118,341</u>
<b>Debtors</b>	5		<u>11,932</u>		<u>13,667</u>		<u>1,890</u>
<b>Total Current Assets</b>			<u>112,298</u>		<u>116,069</u>		<u>120,231</u>
<b>Creditors :amounts due within one year</b>							
LTA Loan	6	100		850		850	
Creditors	7	16,006		29,066		9,086	
<b>Total Current Liabilities</b>			<u>16,106</u>		<u>29,916</u>		<u>9,936</u>
<b>Total Assets less current liabilities</b>			<u>423,978</u>		<u>422,490</u>		<u>421,631</u>
<b>Creditors :amounts due after one year</b>							
LTA Loan	6		0		100		950
<b>Net Assets</b>			<u><u>423,978</u></u>		<u><u>422,390</u></u>		<u><u>420,681</u></u>
<b>Funds of the Charity</b>							
Unrestricted Funds			<u>423,978</u>		<u>422,390</u>		<u>420,681</u>
<b>Total Funds</b>			<u><u>423,978</u></u>		<u><u>422,390</u></u>		<u><u>420,681</u></u>

Approved by the Trustees and signed on its behalf by

*David Parkes*

(Chairman)

David Parkes

*Graham Smith*

(Treasurer)

Graham Smith

Date: *6th June 2018*

## **The Watlington Club CIO**

### **Notes to the Accounts**

**For the period ended 31 March 2018**

#### **1 Basis of preparation**

##### **1.1 Basis of accounting**

These accounts have been prepared on the basis of historic cost in accordance with:

- Accounting and Reporting by Charities - Statement of Recommended Practice (SORP 2005)
- with Accounting standards
- and with the Charities Act

##### **1.2 Change in basis of accounting**

There have been no change to the accounting policies (valuation rules and methods of accounting) since last year

##### **1.3 Changes to previous years**

No changes have been made for previous years

#### **2 Accounting policies**

##### **Incoming resources**

###### **Recognition of incoming resources**

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

The charity receives income from various sources, the main ones are as follows:-

- rent - properties owned that are leased out on a commercial basis
- membership - income received from members who use the various facilities of the Charity

###### **Incoming resources with related expenditure**

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

###### **Volunteer help**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

###### **Investment income**

This is included in the accounts when receivable.

##### **Expenditure and Liabilities**

###### **Liability recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation

###### **Governance costs**

Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters

###### **Support Costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of the resource

##### **Assets**

###### **Tangible fixed assets for use by charity**

Any investment held as fixed assets are valued at net cost at the balance sheet date

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset over its estimated useful life as follows

- fixtures and fittings:- 5 years
- section facilities:- 20 years



## The Watlington Club CIO

### Notes to the Accounts

**For the period ended 31 March 2018**

#### 3 Grants

In October 2015, the Charity was awarded a grant from SODC towards the cost of following projects:-  
Tennis courts, squash heaters, gas boiler, main building frontage.

In October 2017, the Charity was awarded a grant from SODC towards the cost of following projects:-  
Squash floor, upgrade of fire doors and DART aerator for bowls

This income has consequently has been recognised as 'restricted' in our accounts

As part of the 2017 award, the remaining fire doors will be replaced by June 2018

		2015 Award	2017 Award	Total
Total value of award		39,028	20,201	59,229
Amount owed by SODC for work completed by 31/03/2016		0	0	0
50% cash paid in advance		(19,514)	0	(19,514)
Work undertaken to in year to March 2017		32,936	0	32,936
Amount owed by SODC for work completed by 31/03/2017		13,422	0	13,422
Work undertaken to in year to March 2018		6,092	10,642	16,734
50% cash paid on completion		(19,514)	0	(19,514)
Amount owed by SODC for work completed by 31/03/2018		0	10,642	10,642

The Charity would like to express its sincere thanks to SODC for these awards

#### 4 Fixed Assets

	Freehold Property*	Section Facilities**	Fixtures & fittings	Total
Cost as at 1 April 2017	245,897	142,952	0	388,849
Additions - replace tennis courts	0	0	0	0
Cost as at 31 March 2018	245,897	142,952	0	388,849
Depreciation as at 1st April 2017	0	52,512	0	52,512
Charge for the year	0	8,551	0	8,551
Cumulative Depreciation as at 31 March 2018	0	61,063	0	61,063
<b>Net book value as at 31 March 2018</b>	<b>245,897</b>	<b>81,889</b>	<b>0</b>	<b>327,786</b>
<b>Net book value as at 31 March 2017</b>	<b>245,897</b>	<b>90,440</b>	<b>0</b>	<b>336,337</b>

\* This is the cost of building the Function Room

\*\* This is the cost of the Bowls and Tennis Pavilion and the Tennis Floodlights

# **The Watlington Club CIO**

## **Notes to the Accounts**

**For the year ended 31 March 2018**

### **5 Debtors**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Overdue Rent/Recharges	297	42
Other Debtors	993	203
SODC Grant - see note 3	10,642	13,422
	<u>11,932</u>	<u>13,667</u>

### **6 LTA Loan**

	<b>2018</b>		<b>2017</b>
	Amounts falling due with one year	Amounts falling due after one year	Amounts falling due after one year
Lawn Tennis Association	<u>100</u>	<u>0</u>	<u>850</u> <u>100</u>

This interest free loan was given to the Tennis section to purchase their flood lights  
It is due to be repaid by 2018

### **7 Creditors :amounts due within one year**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Trade Creditors	4,997	5,651
Audit/Legal Fees accruals	2,200	2,200
Advances - Memberships	177	4,701
Advances - Rent	0	7,100
Accruals - Utilities	2,120	0
Tennis court painting	0	4,288
Other	6,512	5,126
	<u>16,006</u>	<u>29,066</u>

### **8 Staff costs and remuneration :-**

There are no permanent employees, secretarial services are paid for as and when required .

### **9 Trustees remuneration and expenses :-**

None of the trustees receive a remuneration or receive expenses when carrying out duties on behalf of the charity.

### **10 Advisers**

<b>Bankers</b>	<b>Independent Examiner</b>
Barclays Bank plc	Marchwoods
54 Lombard Street	Chartered Accountants
London	3 Berry Lane
EC3P 3AH	Blewbury
	OXON
	OX11 9QJ

### **11 Land and Building valuation**

The buildings owned by the charity have an insurance value of £3,500,000





# THE WATLINGTON CLUB

**ANNUAL ACCOUNTS  
FOR THE YEAR TO 31 MARCH 2018**

**CHARITY NUMBER 1160612**



**The Watlington Club CIO**  
**Independent Examiners Report**  
**For the period ended 31 March 2018**

(CHARITY NUMBER 1160612)

We report on the accounts of the Club for the Year ended 31 March 2018 as set out on pages 3 to 7.

**Respective Responsibilities of Trustees and Examiner**

The trustees of the charity are responsible for the preparation of the accounts, They consider that an audit is not required for this period under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to our attention

**Basis of Independent Examiners report**

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the next statement.

**Independent Examiners' statement**

In connection with our examination, no matter has come to our attention

- (1) which gives us reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with Section 130 of the 2011 Act and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met.
- (2) to which, in our opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

**Marchwoods**  
**Chartered Accountants**

3 Berry Lane, Blewbury, OX11 9QJ

29 June 2018

The Watlington Club CIO

Statement of Financial Activities

For the year to 31 March 2018

	Note	2018			2017			2016
		£	£	£	£	£	£	£
		Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds
Incoming Resources								
Rent	3	63,284	0	63,284	52,554	0	52,554	47,372
Grants Received		0	16,734	16,734	0	32,936	32,936	0
Membership		21,093	0	21,093	18,149	0	18,149	17,513
Room Hire		6,124	0	6,124	4,910	0	4,910	5,362
Recharges		456	0	456	1,092	0	1,092	1,440
Section Income		12,964	0	12,964	13,410	0	13,410	12,949
Interest Income		150	0	150	637	0	637	714
Total Incoming Resources		104,071	16,734	120,805	90,752	32,936	123,688	85,350
Resources Expended								
Advertising		851	0	851	1,424	0	1,424	786
Donations		1,082	0	1,082	797	0	797	964
Section Costs		12,635	0	12,635	10,888	0	10,888	10,214
Depreciation Expense		8,552	0	8,552	7,305	0	7,305	5,690
Accountancy Fees		2,358	0	2,358	2,280	0	2,280	2,190
Legal Fees		2,804	0	2,804	2,520	0	2,520	1,330
Surveyors		222	0	222	769	0	769	2,370
Property Management		8,174	0	8,174	7,370	0	7,370	5,619
License Fees & Permits		1,574	0	1,574	1,396	0	1,396	747
Security & Fire		2,725	0	2,725	2,350	0	2,350	2,851
Repairs and Maintenance		34,063	16,734	50,797	26,330	32,936	59,266	28,223
Telephone/WIFI		0	0	0	0	0	0	180
Other Administration costs		319	0	319	376	0	376	328
Rates		(4)	0	(4)	208	0	208	0
Utilities		13,700	0	13,700	10,157	0	10,157	8,778
Office Cleaning		5,173	0	5,173	5,113	0	5,113	4,208
Gardening		1,230	0	1,230	1,190	0	1,190	1,255
Insurance		7,025	0	7,025	8,570	0	8,570	6,362
Total Resources Expended		102,483	16,734	119,217	89,043	32,936	121,979	82,095
Net incoming/(outgoing) Resources		1,588	0	1,588	1,709	0	1,709	3,255
Total Funds brought forward		422,390	0	422,390	420,681	0	420,681	417,426
Total Funds carried forward		423,978	0	423,978	422,390	0	422,390	420,681

# The Watlington Club CIO

## Balance Sheet as at 31st March 2018

	Note	2018		2017		2016	
		£	£	£	£	£	£
<b>Fixed Assets</b>							
Freehold Property		245,897		245,897		245,897	
Section Facilities		81,889		90,440		65,439	
Fixtures & Fittings		0		0		0	
<b>Total Fixed Assets</b>	4		<u>327,786</u>		<u>336,337</u>		<u>311,336</u>
<b>Current Assets</b>							
<b>Cash On Hand</b>							
Current Account		29,392		56,957		28,272	
Deposit Account		70,902		45,272		89,984	
Petty Cash		72		173		85	
<b>Total Cash On Hand</b>			<u>100,366</u>		<u>102,402</u>		<u>118,341</u>
<b>Debtors</b>	5		<u>11,932</u>		<u>13,667</u>		<u>1,890</u>
<b>Total Current Assets</b>			<u>112,298</u>		<u>116,069</u>		<u>120,231</u>
<b>Creditors :amounts due within one year</b>							
LTA Loan	6	100		850		850	
Creditors	7	16,006		29,066		9,086	
<b>Total Current Liabilities</b>			<u>16,106</u>		<u>29,916</u>		<u>9,936</u>
<b>Total Assets less current liabilities</b>			<u>423,978</u>		<u>422,490</u>		<u>421,631</u>
<b>Creditors :amounts due after one year</b>							
LTA Loan	6		0		100		950
<b>Net Assets</b>			<u><u>423,978</u></u>		<u><u>422,390</u></u>		<u><u>420,681</u></u>
<b>Funds of the Charity</b>							
Unrestricted Funds			<u>423,978</u>		<u>422,390</u>		<u>420,681</u>
<b>Total Funds</b>			<u><u>423,978</u></u>		<u><u>422,390</u></u>		<u><u>420,681</u></u>

Approved by the Trustees and signed on its behalf by

*David Parkes*

(Chairman)

David Parkes

*Graham Smith*

(Treasurer)

Graham Smith

Date: *6th June 2018*

## **The Watlington Club CIO**

### **Notes to the Accounts**

**For the period ended 31 March 2018**

#### **1 Basis of preparation**

##### **1.1 Basis of accounting**

These accounts have been prepared on the basis of historic cost in accordance with:

- Accounting and Reporting by Charities - Statement of Recommended Practice (SORP 2005)
- with Accounting standards
- and with the Charities Act

##### **1.2 Change in basis of accounting**

There have been no change to the accounting policies (valuation rules and methods of accounting) since last year

##### **1.3 Changes to previous years**

No changes have been made for previous years

#### **2 Accounting policies**

##### **Incoming resources**

###### **Recognition of incoming resources**

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

The charity receives income from various sources, the main ones are as follows:-

- rent - properties owned that are leased out on a commercial basis
- membership - income received from members who use the various facilities of the Charity

###### **Incoming resources with related expenditure**

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

###### **Volunteer help**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

###### **Investment income**

This is included in the accounts when receivable.

##### **Expenditure and Liabilities**

###### **Liability recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation

###### **Governance costs**

Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters

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Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of the resource

##### **Assets**

###### **Tangible fixed assets for use by charity**

Any investment held as fixed assets are valued at net cost at the balance sheet date

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset over its estimated useful life as follows

- fixtures and fittings:- 5 years
- section facilities:- 20 years



## The Watlington Club CIO

### Notes to the Accounts

**For the period ended 31 March 2018**

#### 3 Grants

In October 2015, the Charity was awarded a grant from SODC towards the cost of following projects:-  
Tennis courts, squash heaters, gas boiler, main building frontage.

In October 2017, the Charity was awarded a grant from SODC towards the cost of following projects:-  
Squash floor, upgrade of fire doors and DART aerator for bowls

This income has consequently has been recognised as 'restricted' in our accounts

As part of the 2017 award, the remaining fire doors will be replaced by June 2018

		2015 Award	2017 Award	Total
Total value of award		39,028	20,201	59,229
Amount owed by SODC for work completed by 31/03/2016		0	0	0
50% cash paid in advance		(19,514)	0	(19,514)
Work undertaken to in year to March 2017		32,936	0	32,936
Amount owed by SODC for work completed by 31/03/2017		13,422	0	13,422
Work undertaken to in year to March 2018		6,092	10,642	16,734
50% cash paid on completion		(19,514)	0	(19,514)
Amount owed by SODC for work completed by 31/03/2018		0	10,642	10,642

The Charity would like to express its sincere thanks to SODC for these awards

#### 4 Fixed Assets

	Freehold Property*	Section Facilities**	Fixtures & fittings	Total
Cost as at 1 April 2017	245,897	142,952	0	388,849
Additions - replace tennis courts	0	0	0	0
Cost as at 31 March 2018	245,897	142,952	0	388,849
Depreciation as at 1st April 2017	0	52,512	0	52,512
Charge for the year	0	8,551	0	8,551
Cumulative Depreciation as at 31 March 2018	0	61,063	0	61,063
<b>Net book value as at 31 March 2018</b>	<b>245,897</b>	<b>81,889</b>	<b>0</b>	<b>327,786</b>
<b>Net book value as at 31 March 2017</b>	<b>245,897</b>	<b>90,440</b>	<b>0</b>	<b>336,337</b>

\* This is the cost of building the Function Room

\*\* This is the cost of the Bowls and Tennis Pavilion and the Tennis Floodlights

# The Watlington Club CIO

## Notes to the Accounts

For the year ended 31 March 2018

### 5 Debtors

	2018 £	2017 £
Overdue Rent/Recharges	297	42
Other Debtors	993	203
SODC Grant - see note 3	10,642	13,422
	<u>11,932</u>	<u>13,667</u>

### 6 LTA Loan

	2018		2017	
	Amounts falling due with one year	Amounts falling due after one year	Amounts falling due with one year	Amounts falling due after one year
Lawn Tennis Association	100	0	850	100

This interest free loan was given to the Tennis section to purchase their flood lights  
It is due to be repaid by 2018

### 7 Creditors :amounts due within one year

	2018 £	2017 £
Trade Creditors	4,997	5,651
Audit/Legal Fees accruals	2,200	2,200
Advances - Memberships	177	4,701
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Accruals - Utilities	2,120	0
Tennis court painting	0	4,288
Other	6,512	5,126
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London	3 Berry Lane
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	OXON
	OX11 9QJ

### 11 Land and Building valuation

The buildings owned by the charity have an insurance value of £3,500,000

