

WHATTON & ASLOCKTON PLAYING FIELD TRUST

(Registered Charity – 1135385)

ANNUAL REPORTS AND ACCOUNTS
FOR THE YEAR ENDED
31ST MARCH 2011

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Report of the Trustees for the year ended 31 March 2011

Background

The freehold of the playing field was purchased jointly by Aslockton Parish Council and Whatton-in-the-Vale Parish Council in 1994, with the aid of a grant from the Big Lottery Fund.

In May 2006 the Parish Councils entered into a Deed of Dedication with the National Association of Playing Fields (now Fields in Trust). The Deed of Dedication ensures that the playing field will remain a recreational facility in perpetuity for the benefit of the residents of Aslockton and Whatton-in-the-Vale.

The Deed of Dedication also appointed Aslockton Parish Council and Whatton-in-the-Vale Parish Council as the Sole Trustee (the 'Trustee').

On the 7th April 2010 the Whatton and Aslockton Playing Trust was registered with the Charity Commission as a Registered Charity – Number 1135385

Aims and Objectives

The Whatton and Aslockton Playing Field Trust aims to provide sporting and recreational facilities to the residents of Aslockton and Whatton-in-the-Vale.

Structure, Governance and Management

Trustee

The Trustee is Aslockton Parish Council and Whatton-in-the-Vale Parish Council (the 'Parish Councils')

The Parish Councils have established a Joint Sub-Committee to undertake the responsibilities of the Trustee on behalf of the Parish Councils. The members of the Joint sub-committee are as follows:

Mansfield Barker (Aslockton Parish Council)

Brian Crawford (Aslockton Parish Council)#

Ray Dawson (Whatton-in-the-Vale Parish Council)

Barbara Harris (Whatton-in-the-Vale Parish Council)

Gregory Redford (Whatton-in-the-Vale Parish Council)

David Rowe (Aslockton Parish Council)

Clerk to the Sub-committee: Amanda George.

The Trustee has delegated day to day management of the facility to the Whatton and Aslockton Playing Field Committee.

Committee

In 2006 the Trustee delegated the day-to-day management of the Playing Field to the Whatton and Aslockton Playing Field Committee (the 'Committee').

The Committee comprises:

- Two members appointed by Aslockton Parish Council;
- Two members appointed by Whatton-in-the-Vale Parish Council;
- One member appointed by Aslockton Cranmers Football Club;
- One member appointed by the Greyhounds Football Club;
- One member appointed by Whatton and Aslockton Cricket Club;
- One member appointed by Cranmer Arms Football Club (replacing Whatton United Football Club) and
- Four members elected at the Annual General Meeting.
- The Committee may also co-opt two additional Members.
- Members serve until the Annual General Meeting.

The Chairman, Vice-Chairman, Treasurer and Secretary are elected by the Committee at the committee meeting immediately following the Annual General Meeting.

Members

Name	Tenure	Residence
Mansfield Barker ¹	Appointed by Aslockton Parish Council	Aslockton
Bob Crawford	Appointed by the Greyhounds Football Club	Aslockton
Brian Crawford	Appointed by Aslockton Parish Council	Aslockton
Ray Dawson	Appointed by Whatton-in-the-Vale Parish Council	Whatton-in-the-Vale
Martin Hallam	Appointed by Aslockton Cranmers Junior Football Club	Whatton-in-the-Vale
Richard Lambourne	Appointed by Whatton & Aslockton Cricket Club	Bingham
Gerry Nerney ¹	Elected	Aslockton
Gregg Redford ¹	Appointed by Whatton-in-the-Vale Parish Council	Whatton-in-the-Vale
Tracy Coy	Appointed by the Cranmer Arms Football Club	Aslockton

¹ Member of the Event Committee

Officers

Chairman	Gregg Redford
Vice-Chairman	Brian Crawford
Honorary-Treasurer	Ray Dawson
Secretary	Vacant
Ground Manager (Football Season)	Bob Crawford
Ground Manager (Cricket Season)	Richard Lambourne

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

The law applicable to charities in England and Wales, the Charities Act 1993, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Review of the Year

Introduction

The individual elements of the playing field activities are provided in more detail below, but in general the committee has met its objectives in 2010/2011.

The Playing Field is lucky in having a pro-active and dedicated committee who not only give their time freely to attend and contribute to our monthly meetings and thus the overall management of the field, but many also contribute to the practical maintenance of the facilities.

Overview of Results for the Year

The total income for the year amounted to £5,121 (Prior Year £4,797), including Net Income from Fund Raising activities of £1,463 (Prior Year £1,139).

Operating Costs were £2,988 (Prior Year £3,381) producing an excess of Income over Expenditure before Extraordinary Maintenance Costs of £2,133 (Prior Year: £1,146). Extraordinary Maintenance Costs of £1,315 (See Note 25) were incurred during the year.

The Profit Transferred to reserves was £818 (Prior Year: £1,416).

The Bank position was a positive balance of £4,276 compared with the prior year figure of £3,227.

Operating Income and Expenses

The Operating Expenses for the year were maintained within budget and with the exception of the extra-ordinary maintenance costs (see Note 25) were within last years' costs.

Operating Income (excluding Fun Raising Activities)

Income from Ground Rental	£1,058	
Income from Pavilion Rental	<u>£600</u>	£1,658
Revenue Contribution from:		
Aslockton Parish Council	£1,000	
Whatton-in-the-Vale Parish Council	<u>£1,000</u>	<u>£2,000</u>
Total Operating Income		£3,658

Operating Expenses

Administration and Professional Costs	£475	
Insurance	£606	
Business Rates and Water Charge	£165	
Maintenance and Grass Cutting	£1,442	
Ground and Play Equipment Reserves	<u>£300</u>	<u>(£2,988)</u>

Profit from Operating Activities £1,310

The General Reserve has been maintained at £3,000.

Sports areas

On behalf on the committee I would like to thank our Ground Managers for their work in ensuring that all our playing surfaces remain 'playable'. Both our Ground Managers, Bob Crawford (Football season) and Richard Lambourne (Cricket Season) give their time to ensure that our playing surfaces remain in the best condition possible.

The Cranmer Arms Football Club replaced Whatton United FC (who have moved to Orston) in using the Senior Pitch alternating with the Greyhounds Football Club.

The Playing Field continues to support youth sport with Aslockton Cranmer Juniors and the junior side of Whatton and Aslockton Cricket Club.

Pavilion

The interior of the pavilion was improved during the year, thanks to the help from a number of volunteers. On behalf of the committee I would like to thank those volunteers for their commitment and effort.

Village Gala

The Village Gala replaced the Annual Fun Day. The event was designed to cater for a wide audience including a Photographic Competition, Horticultural Competition, a Fun Dog Show, stalls and a number of attractions. The Gala attracted in excess of 300 visitors and was well supported by local groups.

Ground

The old play equipment and surfaces were removed during the year and the area on the Southern Boundary was cleared of accumulative debris.

Forward projects

Car Parking

Provision for off-road parking will be addressed in 2011/2012.

Pavilion

The Pavilion committee will continue to examine options for replacing the current pavilion.

GR Redford MIodD

CHAIRMAN of the Whatton and Aslockton Playing Field Committee
on behalf of the Trustee - April 2011

Operating Profit and Loss Account

	Note	Year Ended 31 st March 2011 £'s	Year Ended 31 st March 2010 £'s
Income from Ground Rental	2	1,058	1,058
Income from Pavilion Rental	3	600	600
Net Income from Fund Raising Activities	4	1,463	1,139
Parish Council Funding Contribution	5	2,000	2,000
Revenue Grants	6		
Other income	8		
TOTAL INCOME		5,121	4,797
Subscriptions, Licenses etc	9	55	128
Printing and Stationary	10	1	
Postage and Delivery	11		
Professional Fees	12	250	
Insurance - Liability	13	162	595
Insurance – Building and Contents	14	444	394
Water Charges	15	41	154
Equipment and Field Safety checks	16	78	76
Rent – Meetings	17	25	65
Council Tax	18	124	116
Web Site	19	5	53
Grass Cutting	20	1,375	1,379
Pavilion Maintenance	21		167
Ground and Boundary Maintenance	22	67	190
Trade Waste disposal	23	61	36
Play Equipment Maintenance Reserve	32	200	
Ground Maintenance Reserve	33	100	
Miscellaneous Expenses	24		29
TOTAL EXPENSES		2,988	3,381
Profit before extra-ordinary items		2,133	1,416
Extra-ordinary Maintenance	25	1,315	
PROFIT – TRANSFERRED TO RESERVES	35	818	1,416

Adopted by the Committee on the 4th May 2011.

Balance Sheet

	Note	Year Ended 31 st March 2010 £'s	Year Ended 31 st March 2009 £'s
FIXED ASSETS			
Equipment		127	
Total Fixed Assets		127	127
CURRENT ASSETS			
Current Account	26	4,276	3,227
Prepayments	27	419	320
Cash-in-hand and Petty Cash	28	0	0
Sales Ledger	29	625	650
TOTAL CURRENT ASSETS	30	5,320	4,197
CREDITORS DUE WITHIN ONE YEAR			
Play Equipment Maintenance Reserve	31	200	
Ground Maintenance Reserve	32	100	
Purchase Ledger	33	185	80
Accruals	34	500	
TOTAL CREDITORS		985	80
NET CURRENT ASSETS		4,335	4,117
Total assets less current liabilities		4,462	4,244
CAPITAL AND RESERVES			
Retained earnings brought forward	35	4,462	4,244

Adopted by the Committee on the 4th May 2011.

Cash Flow Statement

	Year Ended 31 st March 2011 £'s	Year Ended 31 st March 2010 £'s
OPERATING ACTIVITIES		
Net Income	818	1,416
Adjustments to reconcile net income to cash		
Decrease (Increase) in outstanding debtors	25	(650)
(Increase) Decrease in Prepayments	(99)	70
(Increase) Decrease in outstanding creditors	105	(106)
Increase (Decrease) in Play Equipment Reserve	200	
Increase (Decrease) in Ground Reserve	100	
Increase (Decrease) in accruals	500	(11)
Net Cash provided by Operating activities	1,649	719
INVESTING ACTIVITIES		
Equipment		(127)
Net cash absorbed by investing activities		(127)
FINANCING ACTIVITIES		
Movement in Reserves	(600)	
Net Cash provided by Financing Activities	(600)	
Net cash change for the period	1,049	592
Cash at beginning of the period	3,227	2,635
Cash at the end of the period	4,276	3,227

Adopted by the Committee on the 4th May 2011.

Accounting Policies and Other information

Accounting Policies

Introduction

The financial statements have been prepared under the historical cost convention.

Income and Expenditure

Where income is received in advance, recognition is deferred and included in creditors and where entitlement arises before income is received the income is accrued.

Where expenditure is made prior to the service or goods being provided the 'unused' element of the cost are carried forward into the next financial year as a 'prepayment'. Where goods or services have been received, but not yet invoiced, the amount is included in these accounts as an accrual.

No amounts are included in the financial statements for services donated by volunteers.

Reserves

Surpluses are transferred to Reserves, in the following manner:

- General Reserve – The target level for the General Reserve is an amount equal to the anticipated annual expenditure. Any surpluses are applied firstly to this reserve to maintain the target level of £3,000 per 2010/2011
- Capital Reserve - To fund future Capital Projects

Where donations or fund raising activities are for specific purpose proceeds of such donations or funding-raising will be allocated directly to the specified reserve.

Charity Status

The Whatton and Aslockton Playing Field Trust is a Registered Charity - Registration Number: 1135385.

Notes to the Accounts

1. These notes amplify various issues in the Accounts. The number in the 'Note' column in the Profit and Loss and Balance Sheet relates to these notes.
2. **Ground Rental** is derived from the four sports clubs using the facilities. The clubs are invoiced in November of each year.
3. **Pavilion Rental** is derived from the four sports club the facility. The clubs are invoiced in November of each year.
4. **Net Income from Fund Raising Activities** in the year under review relates to Income from the Race Night and Village Gala. The Income is net of costs and expenses and includes Sponsorship Income. A detailed analysis of the Event Income and Expenditure is provided below:

GROSS INCOME

Race Night – Ticket Sales	£160	
Race Night – Tote	£258	
<u>Race Night – Bar</u>	<u>£321</u>	£739
Sponsorship	£800	
Village Gala	<u>£2,550</u>	<u>£3,350</u>
TOTAL INCOME		£4,089
Cost of Sales		<u>(£722)</u>
GROSS PROFIT		<u>£3,367</u>
Expenses		<u>(£1,904)</u>
<u>NET INCOME FROM FUND RAISING ACTIVITIES</u>		<u>£1,463</u>

Analysis of Net Income from Fund Raising Activities by Event

RACE NIGHT		
Income	£739	
Expenditure	<u>(£430)</u>	£309
VILLAGE GALA		
Income	£3,350	
Expenditure	<u>(£2,196)</u>	£1,154
<u>NET INCOME FROM FUND RAISING ACTIVITIES</u>		<u>£1,463</u>

5. **Parish Council Funding Contribution** reflects the Annual Contribution towards the running costs of the Playing Field by Aslockton and Whatton-in-the-Vale Parish Councils.
6. **Revenue Grants** – there were no revenue grants during the year.
7. **Donations and Sponsorship** – There was no Donations during the year. The Sponsorship received was entirely attributable to the Village Gala and details of the Sponsorship is shown in Note 4.

8. **Other Income** – there was no other income for the year.
9. **Subscriptions, Licenses etc.** represents the cost of the Event License for the Fun Day, Small Lotteries Fee. As no applicable raffles are planned the Small Lotteries license has not been renewed.
10. **Printing and Stationary** – Represents the cost of Printing and Stationary which was minimal in the year.
11. **Postage and Delivery** – there was no expenditure in the year.
12. **Professional Fees** – represents the cost of the preparation of the Annual Accounts, Charity Commission and HMRC returns.
13. **Insurance Third Party and Play Equipment** – The Liability Insurance was provided through the CPFA Scheme underwritten by Zurich Insurance. The Play Equipment is not insured for damage. An accrual of £200 per annum is made to cover repairs to the equipment see Note 31.
14. **Insurance Building and Contents**- The cost of the building and contents insurance for the Pavilion.
15. **Water Charges** - The cost of the metered water supply.
16. **Equipment and Field Safety Checks**- the cost of the annual RoSPA annual play equipment check.
17. **Rent** reflects the cost of hiring the Jubilee Hall for meetings. The Pavilion is used for meetings as much as possible in order to reduce costs.
18. **Council Tax** reflects the Council Tax payment made to Rushcliffe Borough; the actual cost includes a statutory 80% reduction applicable to Registered Charities.
19. **Fund Raising Expenditure** – is included as part of the Net Income from Fund Raising Activities. Details are included in Note 4.
20. **Grass Cutting** – the field is cut by Whatton and Aslockton Cricket Club during the Cricket Season and the Greyhounds Football Club in the football season.
21. **Pavilion Maintenance** no costs were incurred during the year.
22. **Ground and Boundary Maintenance** reflect the cost of hedge cutting.
23. **Trade Waste disposal** represents the cost to Rushcliffe Borough Council of collecting waste.
24. **Miscellaneous Expenses** represents the cost of chains and locks.
25. **Extra-Ordinary Maintenance** – Is considered a ‘one-off cost’ reflecting the costs of removing the old play equipment, the removal and safe disposal of the old play surfaces and the clearing of the Southern boundary. The scheme was completed in the year at a cost of £1,315.
26. **Current Account** represents the funds held at the National Westminster Bank Limited, Bingham Branch.

BANK RECONCILIATION

Balance per Bank Statement (31/3/2011)	£4,496
Uncleared Payment	<u>£220</u>
Bank balance per Balance Sheet	<u>£4,276</u>

27. **Prepayments** consist of:

i. Deposit for Marquee	£50
ii. Jubilee Hall Hire (Quiz Night)	£63
iii. Web Site prepayment	£59
iv. Building Insurance	<u>£247</u>
	<u>£419</u>

28. **Cash-in-hand and Petty Cash** – there was no petty or cash in hand at the end of the year.

29. **Sales Ledger** - the outstanding debtors at the year end were:

i. Handicentre	£25
ii. Greyhounds Football Club	£300
iii. Cranmer Arms Football Club	<u>£300</u>
	<u>£625</u>

30. **Purchase Ledger** represents outstanding supplier invoices.

31. **Accruals** consist of:

i. Grass Cutting (Greyhounds)	£250
ii. Professional Fees (GR Redford)	<u>£250</u>
	<u>£500</u>

32. Capital and Reserves and Financing Movements

	General Reserve £s	Play Equipment Reserve £s	Event Reserve £s	Capital Projects Reserve £s	Total £s
Reserve brought forward	3,424	345	475		4,244
Grant Received					
Grants Awarded					
Release and Transfer	(1,242)	(345)	(475)	1,462	(600)
Retained Profit for the Year	818				818
CLOSING RESERVES	3,000	-	-	1,462	4,462

Notice of Annual General Meeting

Notice of the 5th Annual General Meeting of the Whatton & Aslockton Playing Field Trust in
The Pavilion, Dark Lane, Whatton-in-the-Vale

At 8:00 pm

On Wednesday 18th May 2011

AGENDA

1. Chairman's Report.
2. Presentation and adoption of the Accounts for the Year-ended 31st March 2011.
3. Election of a maximum of Four Committee Members in accordance with Clause 2 of the Rules Governing the Conduct of the Management Committee.
4. Any other business.

Notes:

The Committee consists of:

Two members appointed by Aslockton Parish Council

Two members appointed by Whatton-in-the-Vale Parish Council

One member appointed by Aslockton Cranmer FC

One member appointed by The Greyhounds FC

One member appointed by Whatton and Aslockton Cricket Club

One member appointed by Cranmer Arms FC and

Four members elected by the residents of Aslockton, Scarrington and Whatton-in-the-Vale.

Nominations for proposed Elected Members may be presented at least 7 days prior to the meeting sent to: The Chairman, W&APFC, 17, Burton Lane, Whatton-in-the-Vale, Notts NG13 9EQ. All nominations must be supported by a proposer and seconder. Proposers and seconders must be a resident of Aslockton, Scarrington or Whatton-in-the-Vale and must be over 18 years. Nomination forms are available from the Secretary or the Chairman.

Residents of Aslockton, Scarrington and Whatton-in-the-Vale aged 18 years and over are entitled to vote. Extract from the rules: 'Every matter must be decided by majority decision of those present and voting. The Chairman may cast a second or casting vote only if there is a tied vote.'

Details of Any Other Business MUST be submitted no later than May 12th 2011

Details should be sent to: The Chairman, W&APFC, 17, Burton Lane, Whatton-in-the-Vale, Notts NG13 9EQ.