

WHATTON & ASLOCKTON PLAYING FIELD TRUST

(Registered Charity – 1135385)

ANNUAL REPORTS AND ACCOUNTS
FOR THE YEAR ENDED
31ST MARCH 2012

Table of Contents

Report of the Trustees for the year ended 31 March 2012	4
Background.....	4
Aims and Objectives	4
Structure, Governance and Management.....	4
Trustee.....	4
Committee	5
Statement of Trustees' Responsibilities	6
Review of the Year.....	6
Introduction.....	6
Overview of Results for the Year	7
Operating Income and Expenses	7
Sports areas	7
Pavilion	8
Village Gala	8
Forward projects	8
Pavilion	8
Operating Profit and Loss Account.....	9
Balance Sheet	10
Cash Flow Statement.....	11
Accounting Policies and Other information	12
Accounting Policies.....	12
Introduction.....	12
Income and Expenditure	12
Reserves.....	12
Charity Status	12
Notes to the Accounts	13
Notice of Annual General Meeting.....	16

Report of the Trustees for the year ended 31 March 2012

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:

Cllr. Mansfield Barker (Aslockton Parish Council)

Brian Crawford (Aslockton Parish Council) until May 2012

Cllr. Norma Broomham (Aslockton Parish Council) from May 2012.

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

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

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

David Rowe (Aslockton Parish Council) until May 2012

Cllr. Thomas Daws (Aslockton Parish Council) from May 2012.

Clerk to the Sub-committee: Amanda George until 14th February 2012. Mike Elliott from the 14th February 2012.

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
Cllr. Mansfield Barker	Appointed by Aslockton Parish Council	Aslockton
Bob Crawford	Appointed by the Greyhounds Football Club	Aslockton
Brian Crawford	Appointed by Aslockton Parish Council until May 2012 From May 2012 – elected Member.	Aslockton
Cllr. Thomas Daws	Appointed by Aslockton Parish Council from May 2012	Aslockton
Cllr. 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	Elected	Aslockton
Cllr. Gregg Redford	Appointed by Whatton-in-the-Vale Parish Council	Whatton-in-the-Vale
Tracy Coy	Appointed by the Cranmer Arms Football Club	Aslockton

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 2011/12.

The Playing Field is lucky is 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 £7,095 (Prior Year £7,748), including gross Income from Fund Raising activities of £3,554 (Prior Year £5,890).

Operating Costs were £3,247 (Prior Year £2,988) producing an excess of Income over Expenditure before Extraordinary Maintenance Costs of £294 (Prior Year: £2,133). Extraordinary Maintenance Costs of £760 (Prior year £- See Note 25) were incurred during the year.

The Profit Transferred to reserves was £890 (Prior Year: £818).

The Bank position was a positive balance of £5,403 compared with the prior year figure of £4,276.

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	£1,111	
Income from Pavilion Rental	<u>£630</u>	£1,741
Revenue Contribution from:		
Aslockton Parish Council	£900	
Whatton-in-the-Vale Parish Council	<u>£900</u>	<u>£1,800</u>
Total Operating Income		£3,541
Operating Expenses		
Administration and Professional Costs	£510	
Insurance	£436	
Business Rates and Water Charge	£255	
Maintenance and Grass Cutting	£1,746	
Other Expenses	(£93)	
Ground and Play Equipment Reserves	<u>£300</u>	<u>(£3,154)</u>
Profit from Operating Activities		£387

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 use 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

Ad-hoc repairs have been made to the Pavilion during the year.

Village Gala

The Village 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 400 visitors and was well supported by local groups.

Forward projects

Pavilion

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

GR Redford

CHAIRMAN of the Whatton and Aslockton Playing Field Committee
on behalf of the Trustee –November 2012

Operating Profit and Loss Account

	Note	Year Ended 31 st March 2012 £'s	Year Ended 31 st March 2011 £'s
Income from Ground Rental	2	1,111	1,058
Income from Pavilion Rental	3	630	600
Net Income from Fund Raising Activities	4	1,251	1,463
Parish Council Funding Contribution	5	1,800	2,000
Revenue Grants	6		
Other income	8		
TOTAL INCOME		4,792	5,121
Subscriptions, Licenses etc	9	60	55
Printing and Stationary	10	50	1
Postage and Delivery	11	4	
Professional Fees	12	343	250
Insurance - Liability	13	0	162
Insurance – Building and Contents	14	436	444
Water Charges	15	116	41
Equipment and Field Safety checks	16	76	78
Rent – Meetings	17	(28)	25
Council Tax	18	139	124
Web Site	19	65	5
Grass Cutting	20	1,225	1,375
Pavilion Maintenance	21	19	
Ground and Boundary Maintenance	22	382	67
Trade Waste disposal	23	48	36
Play Equipment Maintenance Reserve	32	200	200
Ground Maintenance Reserve	33	100	100
Miscellaneous Expenses	24	(93)	
TOTAL EXPENSES		3,142	2,988
Profit before extra-ordinary items		1,650	2,133
Extra-ordinary Maintenance	25	760	1,315
PROFIT – TRANSFERRED TO RESERVES	35	890	818

Adopted by the Committee on the 10th November 2012.

Balance Sheet

	Note	Year Ended 31 st March 2012 £'s	Year Ended 31 st March 2011 £'s
FIXED ASSETS			
Equipment		127	
Total Fixed Assets		127	127
CURRENT ASSETS			
Current Account	26	5,403	4,276
Prepayments	27	(11)	419
Cash-in-hand and Petty Cash	28	0	0
Sales Ledger	29	880	625
TOTAL CURRENT ASSETS	30	6,272	5,320
CREDITORS DUE WITHIN ONE YEAR			
Purchase Ledger	33	147	185
Accruals	34	301	500
TOTAL CREDITORS		447	685
NET CURRENT ASSETS		5,825	4,635
Total assets less current liabilities		5,952	4,662
CAPITAL AND RESERVES			
General Reserve	35	3,000	3,000
Play Equipment Reserve	31	400	200
Maintenance Reserve	32	200	100
Capital Reserve		2,352	1,462
		5,952	4,662

Adopted by the Committee on the 10th November 2012.

Cash Flow Statement

	Year Ended 31 st March 2012 £'s	Year Ended 31 st March 2011 £'s
OPERATING ACTIVITIES		
Net Income	890	818
Adjustments to reconcile net income to cash		
Decrease (Increase) in outstanding debtors	(255)	25
(Increase) Decrease in Prepayments	430	(99)
(Increase) Decrease in outstanding creditors	(38)	105
Increase (Decrease) in Play Equipment Reserve	200	200
Increase (Decrease) in Ground Reserve	200	100
Increase (Decrease) in accruals	(200)	500
Net Cash provided by Operating activities	528	1,649
INVESTING ACTIVITIES		
Equipment		
Net cash absorbed by investing activities		
FINANCING ACTIVITIES		
Movement in Reserves	600	(600)
Net Cash provided by Financing Activities	0	(600)
Net cash change for the period	1,128	1,049
Cash at beginning of the period	4,276	3,227
Cash at the end of the period	5,403	4,276

Adopted by the Committee on the 31st 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 2011/2012
- 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 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

Sponsorship	£950	
Village Gala	£2,604	<u>£3,554</u>
TOTAL INCOME		£3,554
Cost of Sales		(£841)
GROSS PROFIT		<u>£2,713</u>
Expenses		<u>(£1,450)</u>
<u>NET INCOME FROM FUND RAISING ACTIVITIES</u>		<u>£1,263</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 through Whatton-in-the-Vale Parish Council as the freehold owner. 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 and the strimming of the field edges.
23. **Trade Waste disposal** represents the cost of disposing of waste.
24. **Miscellaneous Expenses** represents the cost of chains and locks and the reversal of the deposit for the hire of the marquee.
25. **Extra-Ordinary Maintenance** – Is considered a ‘one-off cost’ reflecting the costs of replacing and repairing the fencing on the Southern boundary and replacing the posts and gate at the main entrance. The scheme was completed in the year at a cost of £760.
26. **Current Account** represents the funds held at the National Westminster Bank Limited, Bingham Branch.

BANK RECONCILIATION

Balance per Bank Statement (31/3/2012)	£5,468.19
Uncleared Payment	<u>(£64.88)</u>
Bank balance per Balance Sheet	<u>£5,403.31</u>

27. Prepayments

Prepayments consist of an unreleased amount of £10.53.

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

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

i. Outstanding donations	£250
ii. Greyhounds Football Club	£315
iii. Cranmer Arms Football Club	<u>£315</u>
	£850

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

31. **Accruals** consist of:

i. Rushcliffe Borough Council	£102
ii. Severn Trent	<u>£45</u>
	<u>£147</u>

32. Capital and Reserves and Financing Movements

	General Reserve £s	Play Equipment Reserve £s	Maintenance Reserve £s	Capital Projects Reserve £s	Total £s
Reserve brought forward	3,000	200	100	1,462	4,762
Grant Received Grants Awarded Release and Transfer Allocated in the Year		200	100	890	1,290
CLOSING RESERVES	3,000	400	200	2,352	5,952

Notice of Annual General Meeting

Notice of the 6th Annual General Meeting of the Whatton & Aslockton Playing Field Trust in
The Harris Room, Whatton Jubilee Hall, Church Street, Whatton-in-the-Vale

At 7:30 pm

On Wednesday 10th October 2012

AGENDA

1. Presentation and adoption of the Accounts for the Year-ended 31st March 2012.
2. Election of a maximum of Four Committee Members in accordance with Clause 2 of the Rules Governing the Conduct of the Management Committee.
3. 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 October 8th 2012

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