

Charity number: 1142227
Company number: 06677042
(England and Wales)

Caerwent Playing Fields Association Limited
Report of the Trustees and Unaudited Financial Statements
For the year ended 31 December 2023

Caerwent Playing Fields Association Limited
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For the year ended 31 December 2023

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Caerwent Playing Fields Association Limited
Report of the Trustees
For the year ended 31 December 2023

The Trustees have pleasure in presenting their report and the financial statements for the Charity for the year-ended 31 December 2023. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) and the Companies Act 2006.

OBJECTIVES AND ACTIVITIES

The aims and objectives of Caerwent Playing Fields Association Limited are to:

Promote, for the benefit and enjoyment of the inhabitants of the villages and neighbourhood of Caerwent, facilities for relaxation, recreation, education and leisure activities.

Promote these activities without any distinction of sex, sexual orientation, race, political or religious beliefs.

Promote appropriate use of the playing fields and village hall to serve the inhabitants of Caerwent and its neighbourhood.

Maintain and manage the hall and playing fields, working together with the local authority and other agencies as appropriate, for the benefit of the inhabitants of Caerwent and its neighbourhood.

The formal documentation (Memorandum of Association), reflects that the company is a charity, it summarises the formal objectives and confirms that the liability of the members is limited.

Evidence our work delivers our aims:

This review looks at what activities took place in the hall and on the field during the year. Most of our activity is generated from evening and weekend use of the hall including regular bookings from the local bowls club, church, and various fitness and slimming classes. There are fitness and dance classes in the daytime on two days of the week and the football club on Sunday mornings.

We can confirm that the hall has been used by all age groups and it is evident from the usage profile that a wide age range of local residents, from the very young to the elderly, have engaged at various times in recreational and leisure pursuits in the hall and on the playing fields; our website shows the booking range and frequency on the bookings calendar.

The focus of our work:

To achieve our objectives of managing the hall for a variety of public use; much of our work is aimed at fundraising which comes from the following sources:

Fundraising events by the committee

Donations

Grants from various bodies

The other main source of income is from private hall hire for individuals and groups

The trustees have had regard to the Charity Commission's guidance on public benefit. The hall is run on a day to day basis by a Planning and Fundraising Committee who meet face to face throughout the year. The committee, together with the trustees, consists entirely of volunteers. The main function of the committee is to ensure the facilities are 'fit for purpose'. This necessitates a wide number of tasks, including the procurement of appropriate licenses, insurance, maintaining fire safety equipment, emergency drills, health and safety policy review including food hygiene certificates, restocking the first aid box, portable appliance testing, annual gas boiler central heating service, regular security checks, maintenance and cleaning, stock checks, keeping proper accounting records, regular budget reviews and ensuring annual returns are made to the Charity Commission and to Companies House.

Improvements to the hall fabric are funded as required.

The committee also raises funds to share the cost of maintenance of the trees and playing field jointly with the Caerwent Community Council.

Objectives and aims

The trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

Caerwent Playing Fields Association Limited
Report of the Trustees Continued
For the year ended 31 December 2023

ACHIEVEMENTS AND PERFORMANCE

Who used and benefited from our facilities

We continued to hold fundraising events in 2023 including holding Car Boot Sales on the playing fields where weather permitted, a fundraising book sale where we donated 50 % of the proceeds to Macmillan Cancer and a successful quiz night. Following positive feedback from the community with regard to our scaled down Village Show in 2022, we followed a similar format in 2023 by keeping it as a smaller show with less entertainment alongside the usual fruit and veg competition. As in 2022 we held this more as a community event instead of a fundraiser, however, due to good weather and increased footfall the bar and bbq takings almost doubled, resulting in a very successful day.

The hall has been used regularly throughout the year by a variety of clubs/classes. On the playing fields, there has been junior and youth football including a football tournament in July.

Financial review

Our accounts show a deficit of £5670 this year, however, we had to pay for major roof repairs to the hall and for a toilet refurbishment. In total these costs came to £10,300.

Without this cost we would have shown a surplus. We continue to receive grants from the local council to help with the costs of the newsletters and the general upkeep of the hall.

Plans for future periods

Unfortunately, whilst plans are still underway to begin fitting out the football changing rooms, time constraints have delayed the planning of this which is being managed by the Caerwent Football Club. Funds are still available for this and the cost of this will be split between the Caerwent Football Club and the Caerwent Playing Fields Committee.

The toilets were refurbished in 2023 although they will need to be decorated and new flooring fitted. There is also still plans to refit the kitchen and this has purely been held up by lack of time to plan and organise.

Hall bookings are expected to continue to be popular this year and four boot sales have already been planned for the summer months.

The Village Show continued to be scaled down in 2023 with no charges for any stalls we agree can attend and entertainment and facepainting provided for free. The idea is to provide an event for the community that does not need to cost anything. We did continue to have a paid bar and bbq though, which due to good weather raised twice as much as 2022. The Veg and Fruit show continues to be popular and an expected event by the local community.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Company's Memorandum & Articles of Association reflect the fact that the organisation is a private company limited by guarantee (incorporated on 19 August 2008) and, as such, has no share capital. The company is referred to as 'The Charity' throughout the document and as such it is a charitable company.

As the company is set up with special charitable Articles of Association (and has dual registration both as a company and as a charity) it is unlike an unincorporated trust or association.

The charity is run by directors and members, the directors acting as trustees for the purposes of the Charities Act. This is advantageous as the liability is limited, (the charity being liable for debts rather than the individuals), and there is a maximum contribution of £10 each.

The Company's Articles govern the requirements for general meetings, (and the procedures therein) and there is no stipulation as to the maximum number of trustees although there must be no fewer than three.

The Articles also govern the appointment and retirement of trustees and require retirement by rotation although the retiree may be reappointed if the vacancy is not filled.

Caerwent Playing Fields Association Limited
Report of the Trustees Continued
For the year ended 31 December 2023

Recruitment and appointment of trustees

Committee members, directors and trustees are formally appointed at the Annual General Meeting, (AGM), in April. The AGM is advertised in the village newsletter and is open to the public. The requirement for notice of the AGM are set out in the Articles of Association.

Trustee Induction and Training:

The present trustees are already familiar with the practical work of the charity having served on the committee for a number of years. The committee meets regularly on a monthly basis and all are involved in the day to day running of the charity in various roles. All trustees are given copies of the annual financial statements.

Risk Management:

A central register of risk assessment specific to the show is maintained, a checklist is also retained of other items for periodic review including licensing, maintenance and appliance testing etc.

A fire action and evacuation plan is published within the hall itself.

The committee has adopted 'The Health and Safety Checklist for Village and Community Halls' published specifically for village halls by the Health and safety Executive to use as a broad baseline.

Organisational Structure

The Charity is run by a management committee all of whom are volunteers and receive no payment.

At present, members are elected for one year at the AGM held in April. There is currently no finite term of office. Trustees and directors are elected at the AGM

The Charity enjoys good working relations with Monmouthshire County Council and Caerwent Community Council.

REFERENCE AND ADMINISTRATIVE INFORMATION

Name of Charity	Caerwent Playing Fields Association Limited
Charity registration number	1142227
Company registration number	06677042
Principal address	8 Cadoc Close Caerwent Caldicot NP26 4QT

Trustees

The trustees and officers serving during the year and since the year end were as follows:

C Harris
Donna Tomlin
Caroline Morris

Secretary Caroline Morris

Independent examiners Portskewett Accountancy Services Ltd
33 Main Road
Portskewett
Caldicot
NP26 5SA

Caerwent Playing Fields Association Limited
Report of the Trustees Continued
For the year ended 31 December 2023

Approved by the Board of Trustees and signed on its behalf by

..... 12 April 2024
Caroline Morris

Caerwent Playing Fields Association Limited
Independent Examiners Report to the Trustees
For the year ended 31 December 2023

I report to the trustees on my examination of the accounts of the Caerwent Playing Fields Association Limited, ('the charity') for the year ended 31 December 2023.

Responsibilities and basis of report

As the trustees of the company, (and also its directors for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiners statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Portskewett Accountancy Services Ltd
33 Main Road
Portskewett
Caldicot
NP26 5SA

09 April 2024

Caerwent Playing Fields Association Limited
Statement of Financial Activities (including Income and Expenditure Account)
For the year ended 31 December 2023

	Notes	Unrestricted funds £	2022 £
Income and endowments from:			
Donations and legacies	2	3,000	2,000
Other trading activities	3		
Fund raising events		5,825	5,718
Hall hire		11,674	11,761
Bar takings		8,621	2,651
Newsletter subscriptions & adverts		2,153	-
Investments	4		
Bank interest receivable		335	39
Total		31,608	22,169
Expenditure on:			
Raising funds	5/6		
Costs of generating donations and legacies		(1,010)	-
Fundraising trading: cost of goods sold and other costs		(36,268)	(23,704)
Total		(37,278)	(23,704)
Net expenditure		(5,670)	(1,535)
Reconciliation of funds			
Total funds brought forward		64,843	66,378
Total funds carried forward		59,173	64,843

Caerwent Playing Fields Association Limited
Statement of Financial Position
As at 31 December 2023

	Notes	2023 £	2022 £
Fixed assets			
Tangible assets	11	4,798	5,645
		4,798	5,645
Current assets			
Stocks	12	350	350
Debtors	13	114	-
Cash at bank and in hand		57,232	59,328
		57,696	59,678
Creditors: amounts falling due within one year	14	(3,321)	(480)
Net current assets		54,375	59,198
Total assets less current liabilities		59,173	64,843
Net assets		59,173	64,843
The funds of the charity			
Unrestricted income funds	15	59,173	64,843
Total funds		59,173	64,843

For the year ended 31 December 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved and authorised for issue by the Board and signed on its behalf by:

Caroline Morris
Trustee
12 April 2024

Caerwent Playing Fields Association Limited
Notes to the Financial Statements
For the year ended 31 December 2023

1. Accounting Policies

Basis of accounting

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value and the revaluation of certain fixed assets and in accordance with the Charities SORP (FRS 102) Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Companies Act 2006.

Caerwent Playing Fields Association Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

2. Income from donations and legacies

	2023 £	2022 £
Unrestricted funds		
Donations received	200	-
Grants received	2,800	2,000
	3,000	2,000

3. Income earned from other activities

	2023 £	2022 £
Unrestricted funds		
Fundraising events	5,825	5,718
Hall hire	11,674	11,761
Bar takings	8,621	2,651
Newsletter subscriptions & adverts	2,153	-
	28,273	20,130

4. Investment income

	2023 £	2022 £
Unrestricted funds		
Bank interest receivable	335	39
	335	39

Caerwent Playing Fields Association Limited
Notes to the Financial Statements Continued
For the year ended 31 December 2023

5. Expenditure on generating donations and legacies

	2023	2022
	£	£
Unrestricted funds		
Donations	1,010	-
	1,010	-

6. Expenditure on other trading activities

	2023	2022
	£	£
Unrestricted funds		
Fundraising events	5,634	2,749
Bar takings	4,309	1,952
Newsletter subscriptions & adverts	4,726	1,973
Support costs	21,599	17,030
	36,268	23,704

7. Analysis of support costs

	2023	2022
	£	£
Licences	667	-
Governance costs	20,932	17,030
	21,599	17,030

8. Net income/(expenditure) for the year

This is stated after charging/(crediting):

	2023	2022
	£	£
Depreciation of owned fixed assets	847	996
Accountancy fees	746	576

Caerwent Playing Fields Association Limited
Notes to the Financial Statements Continued
For the year ended 31 December 2023

9. Particulars of employees

	2023	2022
Directors	3	3
	<u>3</u>	<u>3</u>

10. Comparative for the Statement of Financial Activities

The comparative year values on the Statement of Financial Activities are for unrestricted funds.

11. Tangible fixed assets

Cost or valuation	Fixtures and Fittings £
At 01 January 2023	56,500
At 31 December 2023	<u>56,500</u>
Depreciation	
At 01 January 2023	50,855
Charge for year	847
At 31 December 2023	<u>51,702</u>
Net book values	
At 31 December 2023	<u>4,798</u>
At 31 December 2022	<u>5,645</u>

The depreciation charge for the year is £(34) in respect of assets leased under finance leases or hire purchase contracts.

12. Stocks and work in progress

	2023 £	2022 £
Stocks of raw materials	350	350
	<u>350</u>	<u>350</u>

Caerwent Playing Fields Association Limited
Notes to the Financial Statements Continued
For the year ended 31 December 2023

13. Debtors

	2023	2022
	£	£
Amounts due within one year:		
Prepayments and accrued income	114	-
	<u>114</u>	<u>-</u>

14. Creditors: amounts falling due within one year

	2023	2022
	£	£
Other creditors	2,144	-
Accruals and deferred income	1,177	480
	<u>3,321</u>	<u>480</u>

15. Movement in funds

Unrestricted Funds

	Balance at 01/01/2023	Incoming resources	Outgoing resources	Balance at 31/12/2023
	£	£	£	£
<i>General</i>				
General	64,843	31,608	(37,278)	59,173
	<u>64,843</u>	<u>31,608</u>	<u>(37,278)</u>	<u>59,173</u>

Unrestricted Funds - Previous year

	Balance at 01/01/2022	Incoming resources	Outgoing resources	Balance at 31/12/2022
	£	£	£	£
<i>General</i>				
General	66,378	22,169	(23,704)	64,843
	<u>66,378</u>	<u>22,169</u>	<u>(23,704)</u>	<u>64,843</u>

Caerwent Playing Fields Association Limited
Notes to the Financial Statements Continued
For the year ended 31 December 2023

Purpose of unrestricted Funds

General

The aims and objectives of the fund are:

To promote, for the benefit & enjoyment of the inhabitants of the village & neighbourhood of Caerwent, facilities for relaxations, recreation, education and leisure activities.

To promote these activities without any distinction of sex, sexual orientation, race, political or religious beliefs.

To promote appropriate use of the playing fields and village hall to serve the inhabitants of Caerwent & neighbourhood.

To maintain & manage the hall & playing fields, working together with the local authority & other agencies as appropriate, for the benefit of the inhabitants of Caerwent & neighbourhood.

16. Analysis of net assets between funds

	Tangible fixed assets	Net current assets / (liabilities)	Net Assets
	£	£	£
Unrestricted funds			
<i>General</i>			
General	4,798	54,375	59,173
	4,798	54,375	59,173
Previous year			
	Tangible fixed assets	Net current assets / (liabilities)	Net Assets
	£	£	£
Unrestricted funds			
<i>General</i>			
General	5,645	59,198	64,843
	5,645	59,198	64,843

Caerwent Playing Fields Association Limited
Detailed Statement of Financial Activities
For the year ended 31 December 2023

	2023 £	2022 £
INCOME AND ENDOWMENT		
Donations and legacies		
Donations	200	-
Grants receivable	2,800	2,000
	3,000	2,000
Other trading activities		
Fundraising events	5,825	5,718
Income from Hall hire	11,674	11,761
Income from Bar takings	8,621	2,651
Income from Newsletter subscriptions & adverts	2,153	-
	28,273	20,130
Investments		
Bank interest receivable	335	39
	335	39
Total incoming resources	31,608	22,169
EXPENDITURE		
Raising donations and legacies		
Donations	(1,010)	-
	(1,010)	-
Other trading activities		
Fundraising events	(5,634)	(2,749)
Cost of Bar takings	(4,309)	(1,952)
Cost of Newsletter subscriptions & adverts	(4,726)	(1,973)
	(14,669)	(6,674)
SUPPORT COSTS		
Licences		
Fundraising Licences	(667)	-
	(667)	-
Governance costs		
Governance costs	(20,932)	(17,030)
	(20,932)	(17,030)
Total resources expended	(37,278)	(23,704)
Net Expenditure	(5,670)	(1,535)