

Charity number: 802492

Littlehampton Sportsfield Trustees

Unaudited

Trustees' report and financial statements

For the year ended 31 March 2023

Littlehampton Sportsfield Trustees

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Littlehampton Sportsfield Trustees

Reference and administrative details of the Charity, its Trustees and advisers For the year ended 31 March 2023

Trustees

S Bates
B Bingham
R Clark
D Fish
S Fastnedge
R McAlees
H Milner
L Hanks (appointed 6 March 2023)
T Peters, Chair
A Pyant
P Tozer
K Walker (observer)
N Wiltshire
V Pyant (resigned 16 August 2023)

Charity registered number

802492

Principal office

22 The Hooe
Littlehampton
West Sussex
BN17 6PS

Littlehampton Sportsfield Trustees

Trustees' report For the year ended 31 March 2023

The Charity is known as the Littlehampton Sportsfield and is also known as the Littlehampton Sportsfield Management Committee or the Littlehampton Sportsfield Trust.

The registered charity number is 802492 and the date of the registration was 14th December 1989. However, the Sportsfield lease and Charity has been transferred to Littlehampton Sportsfield, a company limited by guarantee and registered with the Charity Commission with number 1150019. The Charity is registered at Companies House under no. 07454595 and was incorporated on the 29th November 2010. As at 1st April 2021 the company has been dormant.

The official address of the Charity is The Sportsfield, St. Flora's Road, Littlehampton, West Sussex, BN17 6BD. However, the address for correspondence relating to the Trust and the Company is that of the Company Secretary – H. F. Milner, 87 The Boulevard, Worthing, West Sussex, BN13 1JU. The address for correspondence relating to the operation of the Sportsfield is that of the General Manager - P. Tozer, 22 The Hooe, Littlehampton, West Sussex, BN17 6PS.

The objects of the Charity are – 'Such charitable purposes for the benefit of the inhabitants of Littlehampton and District in such manner as the Board of Directors from time to time shall think fit'.

The Littlehampton Cricket Club is the freeholder of the Sportsfield but the entirety, with the exception of the Cricket Pavilion, is let to a Trust under the terms of a long lease. The Trust is now vested in Littlehampton Sportsfield. There are comprised of two sets of Directors – Policy Directors and Operational Directors. The Charity has power to do anything which is calculated to further its objectives. It has power to raise funds; to manage the property; to borrow money; to co-operate, establish or support other charities and voluntary bodies, including the entering into partnership; to set aside income as a reserve against future expenditure; to employ and remunerate staff; to invest funds through the employment of a professional fund manager; to provide indemnity insurance for the directors; and to pay the costs of forming and registering the charity. The Policy Directors will deal with all policy matters and the Operation Directors will deal with the day-to-day management of the Sportsfield and will work with a General Manager to oversee these duties.

The objectives of the Littlehampton Sportsfield originally agreed in 1991 were revised in January 2002 and again in 2015. These have been encapsulated into a Mission Statement that affirms the Trust will create, develop, co-ordinate and promote opportunities for all the community to participate in sport, physical activity and recreation leading to an improved quality of life, health, social and emotional well-being. It will develop and maintain a sporting infrastructure and use its best endeavours to meet the aspirations of member clubs and their governing bodies. The Sportsfield will work closely with partners, both internal and external, to maximise the use of the facilities and create a centre of sporting excellence in Sussex. The Trust will endeavour to shape the success of the Sportsfield into the future, to assist many thousands of sports' enthusiasts and to provide a general benefit to the local community.

The objectives are: -

- a) to provide an independent facility for sporting activities for the benefit and use of local residents through the membership of one of the member Clubs;
- b) to seek to further develop and improve the standard of facilities available to existing and potential Club members to a level compatible with current and future member expectations;
- c) to endeavour to secure the long-term future for all member Clubs of the Management Committee;
- d) to create the opportunities for the pursuit of the specifically identified sports' initiatives, including the provision of an appropriate and dedicated pavilion for the Howard Lawn Tennis Club and a new football stand incorporating changing rooms for the Littlehampton Town Football Club;
- e) to investigate ways in which the Sportsfield facilities, Clubs and Management can better contribute to the long term improvement and development of sports' opportunities in Littlehampton;
- f) to assist in identifying sporting and other needs through local consultation, developing ideas and initiating appropriate action in partnership with others;
- g) to work with member organisations and other local groups to promote and maximise use of the Sportsfield;
- h) to develop opportunities to share resources and skills, particularly as applied to Grounds Maintenance, with the Town Council;
- i) to maximise the potential for links with the Town Council through publicity, partnership and events;
- j) to maintain a sound and long-term financial basis for the Sportsfield to enable the Founder Trustees to achieve their main objectives; and
- k) to maintain the management system for the Sportsfield, including professional management skills.

Littlehampton Sportsfield Trustees

Trustees' report (continued) For the year ended 31 March 2023

The core objective of the Littlehampton Sportsfield Management Committee is to safeguard sport on the Sportsfield. The majority of these objectives are on going and constantly receive the attention of all Directors and the Management Committee. Objective a) is met with the five sports currently using the Sportsfield – Cricket, Croquet, Football, Stoolball and Tennis. Committees of properly constituted Club manage each sport. Although it is not possible to grant separate leases or to provide individual security of tenure, each Club's occupation is regarded as secure by all the Directors for the term of the long lease. The Constitution guarantees the continual use of each Club's facilities on the Sportsfield for the residue of the term of 200 years granted by the Lease dated 29th September 1897 subject to each Club complying with the terms of the Constitution and relevant bye-laws. Objective d) will require significant investment. The Littlehampton Town Council has continued the Service Funding Agreement with the Sportsfield Management Committee which will help to fulfil the objectives f), g), h), and i). Objective b) was achieved with the sale of part the land, formerly the croquet lawns, and the substantial investment of the proceeds. This investment is managed by professional Fund Managers. This investment will be maintained at a level in excess of £250,000 and will not be used frivolously or unnecessarily. The financial future of the Sportsfield is dependent on conserving this status. The continued employment of a General Manager fulfils objective k).

The Policy Directors will hold the Trust property upon trust and will be responsible for the overall policy management of the Trust property and have agreed Articles of Association. The Policy Directors will appoint a General Manager to manage the day-to-day operation of the Sportsfield and to report to the Operational Directors (Management Committee).

The Policy Directors as at 1st April 2023 are: -

B. R. Bingham	C. Bishop
R. T. F. Clark (Vice Chairman)	M/s V. Copeman
D. J. Fish	H. F. Milner (Secretary)
T. J. Peters (Chairman)	P. Tozer (General Manager)
N. S. Wiltshire	
S. W. Bates is a Policy Trustee	

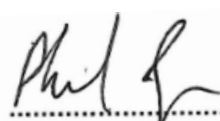
The Directors are authorised to appoint replacement or successor Directors and are currently seeking to fill a current vacancy.

The Operational Directors will act as a Management Committee to carry out the general management and control of the Trust property. The Operational Directors as at 1st July 2022 are: -

R. T. F. Clark (Policy Director) (Chairman)
S. W. Bates (Trustee) (Vice Chairman)
A. Pyant (Cricket)
S. Fastnedge (Croquet)
R. McAlees (Football)
Mrs A. Stone (Tennis)
Observers
Cllr Michelle Molloy (Littlehampton Town Council)
M/s K. Walker (Littlehampton Sports' Club)

Each resident Club is permitted to nominate a deputy to attend meetings of the Sportsfield Management Committee as necessary.

Signed...


P Tozer

Date

28/03/2024

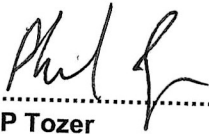
Littlehampton Sportsfield Trustees

Trustees' report (continued)
For the year ended 31 March 2023

Results for the year

The charity this year has made an overall deficit of £32,411. Income has remained steady, which is solely from the investment portfolio. The expenditure this year has increased due to the increased amount paid to the Littlehampton Sportsfield Management Committee. There was a loss on investments this year of £21,937 (2022: £7,626 gain).

Approved by order of the members of the board of Trustees and signed on their behalf by:



.....
P Tozer

Trustee

Date:

28/03/2024

Littlehampton Sportsfield Trustees

Statement of financial activities For the year ended 31 March 2023

	Note	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:				
Investments	2	9,492	9,492	9,411
Total income		9,492	9,492	9,411
Expenditure on:				
Charitable activities:				
Donations to Littlehampton Sportsfield Management Committee: Running expenses		16,990	16,990	10,147
Investment manager's fees		2,256	2,256	2,000
Accountancy fees		720	720	-
Total expenditure		19,966	19,966	12,147
Net expenditure before net (losses)/gains on investments		(10,474)	(10,474)	(2,736)
Net (losses)/gains on investments		(21,937)	(21,937)	7,626
Net movement in funds		(32,411)	(32,411)	4,890
Reconciliation of funds:				
Total funds brought forward		283,707	283,707	278,817
Total funds carried forward		251,296	251,296	283,707

The Statement of financial activities includes all gains and losses recognised in the year.

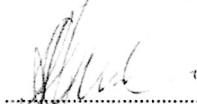
The notes on pages 7 to 9 form part of these financial statements.

Littlehampton Sportsfield Trustees

**Balance sheet
As at 31 March 2023**

	Note	2023 £	2022 £
Fixed assets			
Investments	3	244,017	281,017
		<u>244,017</u>	<u>281,017</u>
Current assets			
Cash at bank and in hand		8,199	3,610
		<u>8,199</u>	<u>3,610</u>
Creditors: amounts falling due within one year	4	(920)	(920)
Net current assets		<u>7,279</u>	<u>2,690</u>
Total assets less current liabilities		<u>251,296</u>	<u>283,707</u>
Total net assets		<u>251,296</u>	<u>283,707</u>
Charity funds			
Restricted funds		-	-
Unrestricted funds		251,296	283,707
Total funds		<u>251,296</u>	<u>283,707</u>

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



H Milner, Secretary
 Trustee
 Date: 25/4/24

The notes on pages 7 to 9 form part of these financial statements.

**Notes to the financial statements
For the year ended 31 March 2023**

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared 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), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Littlehampton Sportsfield Trustees 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.

1.2 Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

1.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

1.4 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

1.5 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of financial activities.

Notes to the financial statements
For the year ended 31 March 2023

1. Accounting policies (continued)

1.6 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2. Investment income

	Unrestricted funds 2023 £	Total funds 2023 £
Income from local listed investments	9,492	9,492
	<hr/>	<hr/>
	Unrestricted funds 2022 £	Total funds 2022 £
Income from local listed investments	9,411	9,411
	<hr/>	<hr/>

Littlehampton Sportsfield Trustees

Notes to the financial statements For the year ended 31 March 2023

3. Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 April 2022	281,017
Additions	72,523
Disposals	(96,203)
Revaluations	(13,320)
At 31 March 2023	<u>244,017</u>
Net book value	
At 31 March 2023	<u>244,017</u>
At 31 March 2022	<u>281,017</u>

All fixed asset investments are held in the UK.

4. Creditors: Amounts falling due within one year

	2023 £	2022 £
Accruals and deferred income	<u>920</u>	<u>920</u>

5. Related Party Transactions

A donation to Littlehampton Sportsfield Management Committee of £16,990 (2022: £10,147) was made during the year.

LITTLEHAMPTON SPORTSFIELD MANAGEMENT COMMITTEE

UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

LITTLEHAMPTON SPORTSFIELD MANAGEMENT COMMITTEE

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LITTLEHAMPTON SPORTSFIELD MANAGEMENT COMMITTEE

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2023

Resignations and Retirements

There were no resignations for the year ended March 2023.

New appointments

There were no new appointments for the year ended March 2023.

The Resident Clubs

Each Club has reported on its activities during this year as below. Approximately 615 active sports' people enjoy the outdoor sporting facilities at the Littlehampton Sportsfield. The total non-players associated with the Sportsfield are in the region of 650.

Since the Covid restrictions of 2020, The Sportsman has still not recovered back to previous numbers and still only opens 5 days a week. It also lost the Littlehampton Hockey club who folded early on this year. It is currently supported by approximately 380 members including Darts with 3 teams (approx. 18 members), Pool 2 teams (approx. 12 members), Poker (approx. 25 members) and the Angling Club (approx. 17 but only 2 members of the club). This summer was one of the most difficult summers The Sportsman has faced in a long time but hopes to continue to support the sporting teams around the field for as long as possible.

Littlehampton Cricket Club is a member of the Sussex Premier Cricket League having won promotion from the West Sussex Invitation Cricket League in 2017. The first XI achieved a further promotion in 2018. The 2nd, 3rd and 4th XIs are playing in the regional divisions of the League with opportunities for all teams to play at the highest level consistent with their playing strengths. In addition to the Saturday league teams, a full programme of friendly matches on Sundays is seen as an opportunity to support the continuation of recreational cricket in the County. There are a total of 121 senior and junior players and approximately 50 social and parent members. There are also 11 players aged over 50. The Club also continues to place a high priority on providing opportunities for youth cricket. 2022 saw the club enter U10/12/14 in the Western Area Leagues and Sussex Junior Cricket Festival in the U10, U12 and U14 competitions. Chance 2 Shine continues to be delivered in five local primary schools with schools also linked to the All-Stars project. All-Stars was delivered for the fourth year and 20 youngsters participated, aged 5-8. The number in the 10–16 age groups was 35 including 2 girls. At the other end of the age spectrum, the Club hosted a number of games for the Sussex Over 50s, Over 60s and Over 70s Teams. During the year the Cricket Club completed the project to provide additional toilet facilities primarily for the use of youth cricket and including separate facilities for girls and women. We were grateful for the funding help from the Town Council, the ECB and the local authority LEAP which enabled the club to bring about the much needed facilities. The close season was spent carrying out essential maintenance including the redecoration of the pavilion and dealing with defects in the flooring attributed to inadequate air circulation. Given that the building dates from 1897 it is inevitable that these issues will arise which makes it essential for the club to maintain its contributions to the sinking fund. Indoor practice for both junior and senior players took place in the close season. However the limited availability of practice facilities in the local area and the rising cost of these is a concern.

LITTLEHAMPTON SPORTSFIELD MANAGEMENT COMMITTEE

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2023

The Littlehampton Croquet Club - The Club again has a full fixture list of friendly matches with Sussex Clubs, plays in two South East Croquet Federation Leagues and holds weekly internal competitions. The five lawns are located on the eastern side of the Littlehampton Sportsfield and are in use six days a week for competitions, bookings and roll-ups. The Club's main home tournament, the Centenary Cup, was established in 2009 to celebrate 100 years of croquet in Littlehampton based on the Sportsfield complex. The Centenary Cup entry is limited to West Sussex clubs and attracted eight entries in July 2022. The playing membership is currently around 47 but, given the membership age profile, approximately 10% membership turnover occurs annually. On Tuesdays and Fridays (competition or fixture days) around 12-24 players are on the lawns. From a Community Amateur Sports Club perspective, the club plays a significant role in keeping its members active, competitive and participating in County Events. The Club has now allocated Monday mornings to the Arun-East branch of the U3A, whose members attend on a "pay to play" basis. Several U3A players have become members of the Club. The Club also welcomes disabled members who can manage to participate and play with more active members. Players range in age from those in their 30's to several in their 80's and 90's. In addition, there is an increasing number of social members, mainly non-playing partners of full members. The Committee organized social events throughout the year, including BBQs, picnics and the Platinum Jubilee. The Club has also installed a lawn irrigation system, for which the Croquet Association awarded a 50% grant, and club volunteers help with upkeep, management and recruitment.

The Littlehampton Town Football Club - Season – 2022/23 – Following on from the previous season was always going to be a very big ask on the success of the First team. It was their first year in the new league, The Isthmian League. Whilst they didn't set the league on fire, they finished in a reputable mid table position. Moving forward from last year the success they gained from the excellent Cup achievement and off the pitch they have not sat back on their laurels. They renovated both changing rooms and have provided a brand-new changing room for their female officials. A new modernised kitchen has replaced the out-of-date smaller old kitchen. This was one of their goals to provide better refreshments for their increasing loyal supporters who turn up to support their local town football club. On top of their continuous support for their Youth teams, a BIG Positive for this coming year is the addition of a Woman's team associated to the club. This is a great opportunity for the girls, ladies and woman of Littlehampton participating football in the town. There would be up to 30 new members which includes 16 playing staff. The Senior side has now 26 playing members, 22 of which were over 18 and there were approximately 90 non-playing members. The new upgrade of floodlights has been successfully carried out as this is a requirement of the new higher ground grading alongside installing permanent fencing to enclose the main pitch. They have now had Planning Permission agreed for the potential replacement of their old stand to be replaced by a new 200-seater stadia if funds can be raised. So overall an excellent season all around for all ages and gender and the football club is looking forward for another positive and successful season.

Littlehampton Town Youth FC is a not-for-profit organisation that supports local children to play grassroots football. There are currently 250 players registered within the Club. The Club finished the season with 15 teams ranging from under 7's to under 16s. It remains a challenge to keep grassroots football affordable for the children registered to the Club. As the Club does not maintain its own ground, but hire, it was ineligible for any grants from the FA to assist with ongoing outlay yet, in this time, the outgoings have continued to mount up. It always tries to offer good value for money, especially considering the excellent facilities offered to teams for training and matches. The subscriptions were increased for the first time in 11 years last year and parents should not be expected to incur further increases for the foreseeable future. The Club again were recently able to hold their annual tournament raising enough revenue to buy some new equipment for the upcoming season. The Club is FA Charter Standard, which means all coaches are qualified in level 1 football coaching, complete first aid courses and hold a Safeguarding Children certificate, all of which are funded by the club. The Club is part of the Arun & Chichester football league, and play matches every Sunday. The Club would like to be able to continue supporting young people in gaining football qualifications after they have finished their footballing careers with the club by funding them to gain FA level 1 Coaching badge or supporting them financially to gain their FA refereeing qualifications. All teams from Littlehampton Town Youth FC use the facilities on Sunday mornings to play their games, along with their coaches, supporters, opposition players and their supporters.

LITTLEHAMPTON SPORTSFIELD MANAGEMENT COMMITTEE

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2023

The Howard Lawn Tennis Club - The club was founded in 1911 and is the last remaining 'grass only' club in Sussex. Because of this they have a small membership, being that they have a short season thus losing out to other local clubs that have all-weather courts and floodlights. Unfortunately, because they do not have a lease, they believe that this has prevented them from securing funding from Sport England and the Lawn Tennis Association in the past, for a badly needed new clubhouse. They have an active membership of just under 50 that includes an age range of 10 to late 70's. They have mixed, women and men's social tennis sessions, and also have two ladies' teams and one men's team in the Sussex doubles league, and a men's team in the National Tennis League. They also hold many social events and fun tournaments, including the popular midsummer wooden racket tournament.

The Angmering Stoolball Club - Angmering Stoolball Club celebrated 100 years of the National Stoolball Association by organising the '100' event. These were friendly games over 100 balls per innings with a rotation of batters. The friendly fixtures were followed by a full season of the Sussex County Stoolball Association West Division league. Angmering have retained the league title and won the league tournament. The season will conclude with a friendly mini league played in August and several mixed fixtures which will incorporate members of the Cricket club. The Sportsfield hosted the Sussex County divisional Finals day this year with the West Division beating Mid and Central to take the trophy. The Stoolball Club has 16 playing members (two under the age of 20; eleven aged between 20 and 50 years; and three over 50 years of age). There are 2 non- playing members.

Grants

The following is a list of all the grants secured in the past year:-

Grants – Football Foundation – Football Pitch Renovations – A seven year rolling grass pitch maintenance grant totalling £27,200 was approved by the Football Foundation to enable the Sportsfield to carry out a higher level of renovations to the main football pitch and the three youth pitches. In addition, and as a result of the grass pitch maintenance grant, the Sportsfield will be able to secure funding for machinery although it would have to meet 30% of the costs.

Ground contributions 2022/2023

The Budget Deficit report dated 25th July 2021 covered many issues including a recommendation to increase ground contributions by 10% to ensure that the present standards of maintenance continued; to review the Groundsman's pay and designation; and to reduce the dependence on the Trustees meeting the operational deficit of the Management Committee. In February 2022 the recommendations of the General Manager to the Sportsfield Management Committee were adopted. These were to accept an inflationary increase as indicated by the Consumer Price's Index (CPI) twelve month rate in December 2021 of 5.4%, plus an additional 2.5%, as in previous years, to continue to reduce the dependence of the Management Committee on contributions from the Trustees to meet the operational deficit.

Increase in costs of fuel and ground materials

With the resurgence of inflation, fuel and material costs have risen. The budget prepared by Hugh Milner in January 2022 could not possibly have foreseen rises as those experienced and left the budget with some deficits.

LITTLEHAMPTON SPORTSFIELD MANAGEMENT COMMITTEE

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2023

Rental of the Vodafone Aerial

The General Manager had been advised that Cluttons, the Surveyors acting for the Cornerstone Telecommunications (Vodafone), would not increase the current rent of £5,600. The New Electronic Communication Code which became Law in December 2017 has given operators more power to reduce rents and greater power to share and upgrade mast sites. All operators are now actively seeking to significantly reduce rents to as little as £25 per annum and, in some cases, to force landlords to accept a small, one-off compensation payment via Land Tribunal/Court. The Sportsfield lease is excluded from the Landlord and Tenant Act, and there is the risk of the rent being reduced when the lease expires in 2025. The Sportsfield had been advised to sell the leasehold or freehold of the site for a lump sum. Alternative quotes had been obtained for various options to sell. The Freeholders (the Littlehampton Cricket Club) had called an Extraordinary General Meeting to discuss the agreement with the agents acting for Vodafone and the impact of the new Electronic Communication Code. The Freeholder's Extraordinary General Meeting had considered a very detailed report setting out the background, the options and the potential impact. It was decided unanimously that the Freeholders would not give consent to any new lease when the current one expires. It was recognised that the cessation of the lease and any of the alternative options would have a financial impact on the income to the Sportsfield Trustees but the Freeholders were of the opinion that in the three years or so before the end of the current lease, ways would be found to mitigate what would, in any case, have been a very much smaller loss than the value of the current lease.

Shared facilities – Cricket, Football and Croquet Clubs

The problems experienced with spatial conflict that seriously affects the ability of both the Cricket and Football Clubs to enjoy a full season because of over-lapping pitches continues to be managed. This has been particularly necessary with the promotion of the Littlehampton Town Football to the Isthmian League South. The stringent pitch criteria of the Isthmian League and the Football Association has required significant ground changes with exclusion areas that have impacted on the cricket and croquet playing areas. Detailed discussions between the Cricket Club and the Football Club and also between the Cricket Club and the Croquet Club have reached acceptable compromises. However, the General Manager and Head Groundsman had concerns that the special Terras hard-standing sections that had been laid in August 2022 appeared to be damaging the grass to an extent the 'path' was now mainly mud, a result of the Terras NOT being lifted as often as was originally assumed it would be by the Football Club. It looked a very tall order for the Groundsman to be able to have the grass repaired by the end of May, let alone the start of the cricket season, something of particular concern to the Cricket Club.

Agreement with the Littlehampton Town Council

The formal Service and Funding Agreement negotiated with the Littlehampton Town Council has continued to operate with joint benefits. The importance of the excellent relationship between the Sportsfield Trustees, Management Committee and the Town Council going forward will always be essential as the Sportsfield is the largest sporting venue, not only in Littlehampton but also in West Sussex. Having a Town Council representative, attending the regular meetings of the Operational Directors of the Sportsfield Management Committee, allows the Council a clear view of how it can be involved in future developments and activities. With this agreement ending by March 2023, the new General Manager has made his presentation to the Council showing the extent to which the Sportsfield is used within the community, the approximate number of users, in particular those of 18 years old and under, the Diversion and Inclusion policy now adopted, and the overall cost of running the Sportsfield, showing Income and Expenditure and noting the latest valuation of the Investment Portfolio, which has suffered from extreme market volatility and a marked downturn in value, from approximately £282,000 in May to £245,000 by October 17th. He has requested, with all of these concerns, an increase to £6,000 funding, (33%), and awaits their response.

LITTLEHAMPTON SPORTSFIELD MANAGEMENT COMMITTEE

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2023

Littlehampton Sports' Forum

The General Manager and Secretary to the Trustees are both members of the Littlehampton Sports' Forum. The Secretary also serves on the Executive Committee of the Forum. The objectives of the Forum are to examine the strategic needs of sport in Littlehampton and to identify exceptional performers who might benefit from individual financial support. The Forum, in conjunction with the Town Council, has previously supported an activity week in the town that included football, cricket, croquet and tennis coaching on the Sportsfield for youngsters who have not previously had the opportunity of being involved in organised sport outside of school. This initiative became a well-supported annual event. In addition, the Forum sponsor an annual sports' awards evening to highlight the achievements of individuals and teams in Littlehampton.

Liability Insurance

All Clubs are required to hold public liability insurance for £5,000,000 and to produce evidence of this cover annually. In addition, the Trustees had particularly asked Clubs to confirm that all buildings owned or occupied by any Club or organisation have a Fire insurance that not only covers damage or loss of property owned or under the control of other third parties but also provides insurance to reinstate and replace the damaged property.

Security

The Sportsfield Management Committee has continued to take action to reduce the vulnerability of the Sportsfield to vandalism and the occupation by travellers. In addition to the vehicular accesses, which have been protected with secure combination padlocks, all pedestrian accesses have also been secured. Consideration has been given to the installation of CCTV cameras to oversee the two main entrances to the Sportsfield but the cost was prohibitive and, as a result, only the main entrance has been protected.

Diversity and Inclusion Policy

The Chairman said that although there is no legal requirement to have a written diversity and inclusion policy, it would serve to demonstrate that the organisation takes its legal and moral obligations towards being a diverse employer and a centre where people of all race, gender and sexuality can come to play sport and be welcomed as valued members of the respective Clubs, seriously. It can also encourage employees to treat others equally. The Secretary had produced a policy which is attached to these Minutes and the Policy was formally adopted by the Trustees.

Investments

The Trust's investment portfolio is managed by Sanlam Private Wealth who had succeeded Thesis Asset management. At the end of March, 2023 the value of net assets was in excess of £251,000. The Trustees agreed at a meeting in February 2022 to review the Risk Level of the portfolio from one of a Cautious risk rating to Balanced risk rating, as the real value of the portfolio, when measured against inflation had reduced considerably over the years, thanks mainly to the high level of income being necessary to support the overall cost of running the Sportsfield. Mr Tozer had recommended in the past that a balanced risk profile should have been adopted many years ago, and as a result of relying on growth, excluding all arising income, from a Cautious Portfolio, the loss in real value, allowing for inflation over 30 years, was in the region of over £200,000 in real terms!

LITTLEHAMPTON SPORTSFIELD MANAGEMENT COMMITTEE

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2023

Income and Expenditure - 1st April 2022 to 31st March 2023

Income

Major items of income, which totalled £70,487 (£72,620 in 2021/2022), included ground contributions from member Clubs – £28,610 (2021/2022: £26,200); caravan rallies and other rents – £9,031 (2021/2022: £7,501); grant aid – £10,649 (2021/2022: £24,137); miscellaneous income – £4,303 (£4,493); and income/interest from Trustees – £17,744 (£10,139), Loan repayment - £263 (£1350)

Expenditure

Major items of expenditure, which totalled £79,970 (£70,549 in 2021/2022), included wages and contract – £34,944 (2021/2022: £30,330); management and administration – £8,075 (2021/22: £7,482); insurance - £2,186 (2021/2022: £2,080); buildings £1,513 (2021/2022: £50); ground maintenance & materials – £17,798 (£16,683); equipment repairs and maintenance – £6,068 (£7,993); water and electricity – £2,602 (£563); professional fees – £3,160 (£1,930); loan repayments £0 (£0); miscellaneous – £128 (£0); and depreciation – £2,671 (£3,347).

Signed 

Date 28 / 03 / 2024

LITTLEHAMPTON SPORTSFIELD MANAGEMENT COMMITTEE

PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

	£	2023 £	£	2022 £
Turnover				
Donations from Founder Trustees		17,744		10,139
Club contributions		28,610		26,200
Caravan and other rents		9,031		7,501
Grant aid		10,649		24,137
Other Income		4,303		4,493
Interest Receivable		150		150
		70,487		72,620
Less expenses				
Groundsman's wages	34,944		30,330	
Rates, water & electricity	2,602		563	
Materials - general	12,575		9,861	
Materials - renovations	5,223		6,823	
Repairs & maintenance	1,513		50	
Equipment - repairs and maintenance	6,068		7,993	
Depreciation	2,671		3,347	
Secretarial expenses and management service	8,075		7,482	
Insurance	2,186		2,080	
Subscriptions and donations	-		90	
Miscellaneous	128		-	
Accountancy	1,810		1,930	
Bad debt	825		-	
Legal and Professional	1,350		-	
		(79,970)		(70,549)
Net (deficit)/surplus for the year		(9,483)		2,071
Total reserves as at 1 April 2022		33,844		31,773
Total reserves as at 31 March 2023		24,361		33,844

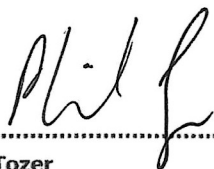
LITTLEHAMPTON SPORTSFIELD MANAGEMENT COMMITTEE

BALANCE SHEET

AS AT 31 MARCH 2023


	Notes	£	2023 £	£	2022 £
Fixed assets					
Plant and equipment	2		<u>16,060</u>		<u>18,731</u>
			16,060		18,731
Current assets					
Debtors and prepayments			<u>1,416</u>		<u>2,190</u>
Bank and building society balances			<u>9,316</u>		<u>13,573</u>
			10,732		15,763
Current liabilities					
Creditors and accruals			<u>2,431</u>		<u>650</u>
			2,431		650
Net current assets			8,301		15,113
Net assets			24,361		33,844
Designated fund	3		604		604
Accumulated Fund	3		<u>23,757</u>		<u>33,240</u>
			24,361		33,844

In accordance with the terms of engagement, we approve these accounts. We acknowledge our responsibility for these accounts, including the appropriateness of the accounting basis as set out in note 1, and for providing Kreston Reeves LLP with all information and explanations necessary for their compilation



P Tozer
(General Manager)

Date: 15/4/2024



R Clark
(Committee Chairman)

Date: 26/4/24

LITTLEHAMPTON SPORTSFIELD MANAGEMENT COMMITTEE

NOTES TO THE ACCOUNTS

AS AT 31 MARCH 2023

1 Accounting policies

Statement of compliance

These financial statements have been prepared in accordance with Financial Reporting Standard 102 Section 1A - 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

Basis of preparation

These financial statements have been prepared under historical cost convention except that as disclosed in the accounting policies certain items are shown at fair value.

Depreciation

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of

Plant and equipment	10%/30% reducing balance per annum
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Funds

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

2 Tangible fixed assets

	Plant and machinery £
Cost	
At 1 April 2022	116,030
At 31 March 2023	116,030
Depreciation	
At 1 April 2022	97,299
Charge for the year	2,671
At 31 March 2023	99,970
Net book value	
At 31 March 2023	16,060
<i>At 31 March 2021</i>	<i>18,731</i>

3 Statement of funds

	As at 1 April	Net deficit	Transfers	As at 31 March
Accumulated fund	33,240	(9,483)	-	23,757
Designated funds	604	-	-	604
Total funds	33,844	(9,483)	-	24,361

The designated funds relate to monies granted by Aspire Leisure to purchase a new pitch mower. In previous years the lawn mower was purchased and £604 of the fund remained unspent.

LITTLEHAMPTON SPORTSFIELD MANAGEMENT COMMITTEE

ACCOUNTANTS' REPORT ON THE UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2023

In order to assist you to fulfil your duties, we have prepared for your approval the financial statements of Littlehampton Sportsfield Management Committee for the year ended 31 March 2023 set out on pages 1 to 10 from the accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at [icaew.com/membershandbook](https://www.icaew.com/membershandbook).

This report is made solely to you in accordance with the terms of our engagement. Our work has been undertaken solely to prepare for your approval the financial statements of Littlehampton Sportsfield Management Committee and state those matters that we have agreed to state to you in this report in accordance with AAF 2/10 as detailed at [icaew.com/compilation](https://www.icaew.com/compilation). To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Littlehampton Sportsfield Management Committee for our work or for this report.

It is your duty to ensure that Littlehampton Sportsfield Management Committee has kept adequate accounting records and to prepare financial statements that give a true and fair view of the assets, liabilities, financial position and profit of Littlehampton Sportsfield Management Committee.

We have not been instructed to carry out an audit or a review of the financial statements of Littlehampton Sportsfield Management Committee. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on these financial statements.

Kreston Reeves LLP

Kreston Reeves LLP
Chartered Accountants
9 Donnington Park
85 Birdham Road
Chichester
West Sussex
PO20 7AJ

Date: 6 August 2024

Littlehampton Sportsfield Management Committee

The Littlehampton Sportsfield
22 The Hooe
Littlehampton
BN17 6PS

Kreston Reeves LLP
Chartered Accountants
9 Donnington Park
85 Birdham Road
Chichester
West Sussex PO20 7AJ

Dear Sirs

This letter is furnished at your request in connection with your compilation of the financial statements of the Management Committee for the year ended 31 March 2023 for the purposes of preparing the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice.

We recognise that our representations concerning the matters referred to below are significant in enabling you to compile the financial statements.

We have fulfilled our responsibilities as trustees of the Management Committee, as set out in your terms of engagement dated 16 December 2021 for preparing financial statements in accordance with the applicable law and United Kingdom Generally Accepted Accounting Practice, which give a true and fair view of the financial position of the Management Committee as of the period end and of the results of operations for the period then ended and for making accurate representations to you.

Exemption from audit

We confirm that notice has not been received from members requiring the Management Committee to obtain an audit.

Provision of information

We have made available to your representatives all significant financial records and related data. We have provided to you all other information requested and given unrestricted access to persons within the entity from whom you have deemed it necessary to obtain information necessary for the compilation of the financial statements. All other records and related information, including minutes of all management and shareholders meetings, have been made available to you.

Accounting records

All financial transactions of the Management Committee have been properly reflected in the accounting records and have been properly reflected in the financial statements.

Accounting estimates

We confirm that the methods, data and significant assumptions used by us in making accounting estimates, and their related disclosures, are appropriate to achieve recognition, measurement and disclosure that is reasonable in the context of the applicable financial reporting framework. We confirm that we have informed you of all such significant assumptions.

Minutes and Contracts

The minute books presented to you contain complete and authentic minutes of all meetings of trustees held since the beginning of the period under review.

We have complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of non-compliance.

None of the trustees had at any time in the year an interest in any contract with the Management Committee (excluding service contracts) except as disclosed in the notes to the financial statements.

Law and Regulations

We confirm that we are not aware of any possible or actual instance of non-compliance with those laws and regulations which provide a legal and regulatory framework within which the Management Committee conducts its business and which are central to the Management Committee's ability to conduct its business, except as explained to yourselves and disclosed in the financial statements.

We can confirm that our procedures for handling data are compliant with the General Data Protection Regulation and that there have been no events which could result in any penalty being levied by the Information Commissioner's Office which could have a material impact on the financial statements.

Tangible Fixed Assets

The net book amounts at which fixed assets are included in the balance sheet are arrived at:

- After taking into account all capital expenditure on additions thereto, but no expenditure properly chargeable to revenue.
- After eliminating the cost and accumulated depreciation relating to items sold or otherwise disposed of.
- After providing for amortisation and impairment at rates sufficient to reduce the net book amounts to their residual value by the time they become no longer economically useful to the entity.

We confirm that all tangible fixed assets included in the financial statements exist at the balance sheet date.

Other Current Assets

We are of the opinion that other current assets have a value on realisation in the ordinary course of business at least equal to the amounts at which they are stated in the financial statements. In particular adequate provision has been made against all amounts owing to the Management Committee, which are known, or may be expected, to be irrecoverable.

Assets - General

We confirm that the Management Committee has satisfactory title to all assets appearing in the balance sheet and that they are free from any lien or charge unless otherwise stated in the financial statements.

We have no intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.

Liabilities - General

All known liabilities of the Management Committee at the balance sheet date have been included in the financial statements. Adequate provisions have been made in the financial statements for liabilities, which are known to exist but the amount of which, cannot be accurately determined.

Contingent Liabilities

We have disclosed to you all claims in connection with litigation or any other claim of material importance that have been, or are expected to be, received and such matters, as appropriate have been properly accounted for and disclosed in the financial statements.

We have disclosed to you all other contingent liabilities.

Profit and Loss Account

All income of the Management Committee for the year under review has been included in the financial statements.

Except as disclosed in the financial statements the results for the year were not materially affected by:

- transactions of a sort not usually undertaken by the Management Committee.
- circumstances of exceptional or non-recurring nature.
- charges or credits relating to prior years.

Transactions with trustees and other related parties

The Management Committee has had at no time during the year any arrangement, transaction or agreement to provide credit facilities (including loans, quasi loans or credit transactions) for trustees and other related parties nor to guarantee or provide security for such matters except as disclosed in the financial statements.

We confirm that we have disclosed to you the identity of all of the Management Committee's related parties.

You have been provided with details of all transactions with related parties that have arisen during the accounting period and we confirm that the disclosure made in the financial statements of these transactions is complete and accurate.

We confirm the factual accuracy of the controlling party disclosure in the financial statements.

Capital Commitments

The financial statements make full disclosure of all outstanding amounts contracted for at the balance sheet date in respect of capital expenditure.

Post Balance Sheet Events

Since the balance sheet date no events or transactions have either occurred or are pending which would have a material effect upon the financial statements at that date, or for the year then ended, or which are of such significance in relation to the Management Committee's affairs as to require disclosure in the financial statements.

Financial Facilities

Since the balance sheet date adequate financial facilities have continued to be available to the Management Committee and we have no reason to believe that such facilities will be withdrawn within the next twelve months.

Review of going concern basis

We confirm that we have considered the Management Committee's future trading prospects, working capital requirements and cashflows and we feel that the going concern basis is appropriate for the preparation of the financial statements for the period under review. Our considerations have covered a period of not less than 12 months from the date of the approval of the financial statements.

Our consideration has included a thorough assessment of the charity's ability to continue trading as a going concern in light of the current economic climate. We have taken appropriate measures, as far as possible based on the information currently available to us, to safeguard the current and future operations of the charity.

In making this assessment we have prepared revised forecasts and cashflows.

All projected cashflows, management accounts and other information and assumptions used in reaching this conclusion have been made available to you for the purposes of your assignment. We confirm that our plans for future actions required to enable the Management Committee to continue as a going concern are feasible.

We are of the opinion that no disclosure is required in the financial statements in respect of future activities.

Approval of Financial Statements

We confirm that the above representations are made on the basis of enquiries of management and staff with relevant knowledge and experience and, where appropriate, of inspection of supporting documentation sufficient to satisfy ourselves that we can properly make each of the above representations to you.

The financial statements and the contents of this letter were formally approved by the board at a meeting held on the date shown below.

Yours faithfully

for and on behalf of the Management Committee

Date: