

WEST DOWN COMMUNITY PARK

**(West Down Village Green Field Association)
(Charity Commission number 1153245)**

www.westdown.org.uk

ANNUAL GENENERAL MEETING 6.45pm

27/02/2023

West Down Parish Hall

Chairman's Report 2022-2023

The Community Park is managed by Volunteer Trustees who act as the Management Committee who are a totally independent organisation, meeting regularly to discuss and make decisions about the day to day and long-term actions needed to ensure that this facility remains fit for purpose, also raising the essential funds for its continued operation. This Committee team has done a fantastic job over the many years and continue to be enthusiastic ensuring that the West Down Community Park remains available in perpetuity for its residents.

Because we own land, the Community Park is registered as a CIO (Charity Incorporated Organisation) with our Charity Commission number being 1153245, our Constitution is as recommended by Charity Commission, and all of our annual reports continue to be kept up to date. The Community Park is protected against its disposal and development by a (Deed Of Dedication) at Fields in Trust(FIT) in perpetuity. The Community Park is currently insured for third party liability by Allied Westminster. We have in place a health & safety policy, a Risk Assessment along with a Equal opportunities policy. There are substantial ever increasing financial costs in providing this facility for the parishioners of West Down, **funds which have to be provided each year** - costs such as Park maintenance and insurance – also of course, the cost of any projects undertaken, including play area along with maintenance and ongoing RoSPA safety inspections to meet our insurance requirements.

Once again a big 'thank you' to all of our Volunteer Trustee's for the time and enthusiasm that they give to ensure the continued success of this major community asset. **Huge thanks** to the Park maintenance volunteer team for keeping the Park in such a great condition. Also a huge thank also to the West Down Parish Council for their continued financial support which contributes towards the continued operation of this facility for the wellbeing of West Down Residents.

It has now been TEN YEARS since the Trustee's and volunteers started to transform a rough agricultural field into the Park finish that we have today. The West Down Community Park Trustees whilst providing this open space for its residents have:-

Developed borders and other areas of wild natural growth to encourage insects and small mammals.

Developed and equipped picnic areas within the Park.

Created allotments for those Green fingered enthusiast.

Not forgetting the Children's Play area that we provided and installed.

More recently, planting the fruit orchard, Tree Glade and Boules court.

Over and above all this, from day one we have successfully fund raised carrying out Annual Village Fayre's, Christmas Raffles, Band/Concert Nights at Parish Hall and even Fashion Evenings all raising many thousands of pounds allowing us to provide the facilities described above along with all our original Grass cutting and maintenance equipment.

With the support and funding from Fullabrook CIC and National Lottery in particular we have been able to fund the purchase of materials to bring a water supply into the Park, the purchase of

new Grass Cutting Equipment, new Picnic Benches, Marquees, Event tables and seating.

John Stainer Chair.

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West Down Village Green Field Association
Reg.1153245

Accounts for the period ending 31st March 2023

	£	£
Opening Bank Balance	39,609	
Allotment Income	575	
Grants	20,483	
Fundraising	1,095	
New Equipment		30,858
Projects/Improvements		8,638
Insurance		656
Maintenance		708
Fuel		896
Administration		472
Events		3,090
Other expenses		1,000
Closing Bank Balance		15,444
	<u>61,762</u>	<u>61,762</u>

Approved _____

Disclosure.

Matters of concern.

Internal Controls and Governance:

- The charity has kept a sufficient cash book, reconciled to the charity's bank statements throughout the year. However petty cash records and reconciliations were not reviewed by us despite the existence of petty cash transactions throughout the year. None does a petty cash balance feature in the balancing figures within the accounts.
- Underlying records for various charity expenditure throughout the year does not form part of the charity's records. There were a total of 21 expense transactions during the period with no underlying receipt or invoice.

Related party transactions

- During the year the charity carried out several transactions with related parties where no underlying records were evidenced. This amounted to £1,811.49 during the year.

Recommendations.

Record Keeping – The charity should continue to record and store all invoices and receipts relating to charity activities as part of your statutory records.

Cash Records – The charity should maintain a petty cash record for all petty cash transactions carried out.

Reporting – The charity should continue to report on an income and expenditure basis with carrying balances (Cash & Bank).

Independent Examiner's Report on the Accounts

Report to the trustees of	West Down Village Green Field Association
On the Accounts for	the period 1 st February 2022 to 31 st March 2023
Charity Number.	1153245
Set out on pages	Three

We report to the trustees on our examination of the accounts of the above charity for the year period ending 31st March 2023.

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

We report in respect of our examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out our examination, we have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

We have completed our examination. We confirm that no material matters have come to our attention (other than that disclosed below – see page two of the examiners report) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act
- or
- the accounts do not accord with the accounting records

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



25-01-2024

Paul Wright on behalf of
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