



South Oxford Adventure Playground

CIO Reg number: 1157509

Annual Report 2020 (January 1st – December 31st)

Address: Whitehouse Road, Oxford OX1 4QH

Trustees on date when the report was approved: Bob Price, Pippa Sandford, Naomi Waite

New trustees may be elected at the AGM

Committee on date when report was approved: Megan Douthwaite (Co-Chair); Naomi Waite (Co-Chair); Jill McCleery (Vice Chair); Phil Doubtfire (Treasurer); Pippa Sandford; Catherine Unia; Pat Smith; Jen Lockie, Kai Tabacek; Tamar Shirely; Tom Currie; Sophie Bowell.

Reserves policy: £2,500 shall be kept in reserve, for emergency repairs/renovations and to cover 3 month's running costs for utilities and services.

The charity's trustees have had due regard to the Commission's guidance on public benefit.

Purpose according to SOAP's constitution: To provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of children and young people in the St Ebbe's, Grandpont and New Hinksey area of the city of Oxford who have need of such facilities with the object of improving their conditions of life.

Changes to the management committee & trustees in 2020: 2020 was a challenging year for SOAP. First, Ann Poulter, a long-serving Trustee, holiday play-scheme lead and active volunteer, died in March 2020. Ann is very much missed, and has left a huge hole in our team. Second, two other active committee members reduced their involvement in SOAP due to ill health and caring responsibilities. At the AGM in June 2020 Naomi Waite and Megan Douthwaite were elected co-chairs; Phil Douthwaite elected as treasurer; Kai Tabacek, Tamar Shirley, Jen Lockie and Tom Currie joined the committee. Naomi Waite stepped down as Secretary and the position has been rotated since the AGM.

Provision and activities during 2020: In addition to the significant changes to the volunteer management committee referred to above, the COVID-19 emergency created a series of major challenges to SOAP in 2020. The pandemic added a layer of complexity to our operations that required a significant increase in volunteer time for the planning and oversight of our activities compared to previous years.

In compliance with the legal provisions relating to the pandemic, SOAP remained closed until July 2020. The site was in regular use between March & July free of charge to the local primary school to help with the requirements for social distancing. At the AGM in June the committee agreed to employ a full-time manager on a 3 month contract to oversee delivery of the day to day sessions through the summer, and to support the committee in delivering sessions at SOAP that were covid safe, and complied with the changes in government guidelines. We implemented major changes to our site and adapted our provision. In summary these included abandoning *open access*; limiting sessions to 2 hours; adopting a pre-booking system based on school year bubbles with the aim of keeping children in consistent groups; and limiting access to

unaccompanied (7+ yr olds), local children only. We also installed outdoor sinks and all weather shelters. Sessions were all outdoors, with indoor access only for the toilets. The number of staff and children on site was limited to 15 children in each bubble, and 2 staff. We physically divided the site into two to allow 2 discrete groups of children / young people access at any one time.

In total we were open on 71 days between late July and December 2020, down from 136 in 2019. The table below summarises the number of days for holiday, after school and youth club sessions. The best attended sessions were those for 11-14 yr olds averaging around 20 young people per session (max 30 in December 2020). The total number of child visits was 906, down from 7,916 in 2019. The average number of children attending overall per session was 17. We registered a total of 220 children & young people for the period July-December, and the average age was 9.

Number of sessions, days open, timings & child visits, South Oxford Adventure Playground 2020

Term & holiday opening	Opening times	Days/Sessions per week	Hours open per session	Days open	Number of child visits
Easter holidays	CLOSED DUE TO COVID-19 / NATIONAL LOCKDOWN (site used by local primary school)				
After school (April-May)					
Summer half-term					
After school (June-July)					
Summer holidays	2 sessions per day 10am-12pm & 2-4pm	10	2	25	410
After school (Sept-Oct)	3.15 -5.15pm	4	2	24	149
Evening youth club (Sept-Oct & Nov-Dec)	6-8pm (Sept-Oct) 2-4pm (Nov-Dec)	2	2	17	244
Autumn half-term	2 sessions per day 10am-12pm & 2-4pm	10	2	5	103
Total				71	906

Eight staff were employed through the summer with 4 staff attending each session. Three days of training were provided prior to opening in July. We ran 3 Saturday sessions in October with one staff member and a volunteer committee member present to ensure social distancing was adhered to. These were extremely popular with the local community and we reached our agreed capacity of 30 very quickly.

Use of the site by external groups was limited and weekend party hire was paused from March onwards, having a significant impact on non-restricted revenue.





Funding: We are immensely grateful to the local community for their financial support during 2020, and were fortunate in securing funding from Oxford City Council, Oxfordshire County Council, Oxfordshire Community Fund, and St Aldate's Church.



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
South Oxford Adventure Playground (SOAP)

**On accounts for the year
ended**

31 December 2020

**Charity no
(if any)**

Set out on pages

1 & 2

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

- In connection with my examination, no matter has come to my attention
1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
 2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

2 November 2020

Name:

R Smith

**Relevant professional
qualification(s) or body
(if any):**

Address:

5 The Ley

Woodstock

Oxon OX20 1UX

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

South Oxford Adventure Playground (SOAP)
Income & Expenditure Account
for the year ended 31st December 2020

Income	2020	2019
Grants		
Oxford City Council	15,576.00	9,100.00
Oxfordshire CC	8,008.00	
St Aldate's Church	2,000.00	2,000.00
Oxon Comm Foundation	1,431.00	
Fusion	250.00	
Capital Group	150.00	
Oxford Colleges		250.00
Barnsbury Trust		2,000.00
Pye Settlement		1,000.00
Lettings of Site	5,022.00	13,054.50
Donations & Sponsorship	15,164.80	9,929.63
Miscellaneous		109.67
Party Deposits Retained (2018)		493.00
Party Deposits Retained (2019)	631.21	
Uncashed cheques Retained (to 2018)		567.19
Total Income	48,233.01	38,503.99
Expenditure		
Staff		
Wages & Emp NI	14,868.26	24,053.19
Pensions	376.08	
Payroll	487.80	928.80
Staff Training	874.00	1,504.00
DBS checks	250.00	-
Site rental & maintenance		
Insurance (includes employee & public liability)	1,525.74	1,509.75
Equipment	804.00	323.49
Refuse collection	78.48	82.88
Telephone	316.16	160.98
Electricity	454.29	507.42
Rates	58.00	571.55
Rent	5.00	5.00
Hut and site expenses	9,054.33	3,819.90
Materials (play & domestic)	86.67	-
Activities		875.00
Website	15.00	15.00
Fundraising costs	312.00	312.00
Account Charges	16.92	313.23
Refunds	1,750.00	1,135.00
Sundry payments	186.61	226.80
Total Expenditure	31,519.34	36,343.99
Surplus/Deficit (-) of Income over Expenditure	16,713.67	2,160.00

South Oxford Adventure Playground (SOAP)
Balance Sheet at 31st December 2020

	2020	2019
Current Assets		
Cash	549.55	804.00
Balance at HSBC	20,419.88	4,197.36
Balance at Barclays	1,637.33	2,071.02
Balance in Paypal account	3,010.71	2,162.63
Total Current Assets	<u>25,617.47</u>	<u>9,235.01</u>
Current Liabilities		
Creditors - Party Deposits held	<u>300.00</u>	<u>631.21</u>
Total Current Liabilities	<u>300.00</u>	<u>631.21</u>
Net Assets	25,317.47	8,603.80
Represented by:		
Accumulated Fund		
Balance b/fwd	8,603.80	6,443.80
Surplus/Deficit (-) of Income over Expenditure	<u>16,713.67</u>	<u>2,160.00</u>
Balance c/fwd	<u>25,317.47</u>	<u>8,603.80</u>