

# Trustees Annual Report & Annual Accounts for 2022

The trustees have pleasure in presenting their report and financial statements of  
The Pavilion and Sports Ground CIO for the year ending 31<sup>st</sup> December 2022

## REFERENCE AND ADMINISTRATIVE INFORMATION

Charity Name: The Ogilvie Pavilion and Sports Ground CIO  
Thorpe Road, Thorpeness, Suffolk IP16 4FD

Charity No: 1160097

Principal Address - c/o: Eric Atkinson  
Logwood  
Aldeburgh Road  
Aldringham  
LEISTON  
IP16 4QH

Trustees who served during the year were as follows:

Eric Atkinson	Chair	Pilgrims
Maureen Jones	Treasurer	Parish Council
Sue Atkinson	Secretary	St Andrew's Tea and Toast
Sara Paulley	Minutes Secretary	Elected
Sue Allen		Social Group
Mark Ballamy	From March 2022	Heritage Group
Francis Byrne		Cricket Club
Dylan Churchill		Elected
Stuart Girling	Until October 2022	Badminton Club
Jane McLoughlin		Croquet Club
Michael Ralph		Rifle Club
Sandra Ralph		Elected
William Seale		Elected
Steve White		Ukulele Group

The constitution provides for 8 elected trustees, 12 nominated trustees and 3 co-opted trustees

The accounts have been scrutinized by three members of the Charity

## TYPE OF GOVERNING BODY

The Charity is governed by all the Trustees elected, co-opted and nominated in accordance with the Constitution.

## CONSTITUTION

The charity was established as a Charitable Incorporated Organisation (CIO) in January 2015 to the charities commission standard Foundation Model.

## APPOINTMENT OF TRUSTEES

The Trustees are the sole members of the Charity. In the year, four of the Trustees were elected from the local community and ten were nominated by each of the ten supporting user groups and two were co-opted from the local community

## THE PAVILION AND SPORTS GROUND MANAGEMENT COMMITTEE

The management committee is made up of all the trustees and is responsible for all aspects of managing the facilities. The committee normally meets every six weeks and more often if there is a specific need.

## RISK AND INTERNAL CONTROL

The management committee had previously identified the major risks that they believe the charity is exposed to and have taken steps to mitigate them, as follows.

### **Reduction or loss of users**

The charity provides facilities to enable sports and recreation activities to be undertaken by a wide range of users. The committee monitors the use of the facilities to ensure they continue to provide a suitable environment for the users to grow and succeed in their aims and objectives.

If a significant reduction in users did occur the ability of the committee to provide the remaining users with adequate facilities would not be greatly impacted as the running costs could be reduced in line with the reduced use.

### **Damage to buildings, property and equipment.**

The Charity has sufficient building and contents insurance in place to mitigate against permanent loss. The user groups are also required to insure themselves against any loss associated with their activity.

### **Reduced income**

See Reserves Policy

## **Reduction of Trustees or helpers**

If there was to be a reduction in support from volunteers to an unacceptable level then the user groups would have to take on the additional burdens required to maintain the facilities in order for them to continue their activities.

## **OBJECTIVES AND ACTIVITIES**

- (1) To promote for the benefit of the inhabitants of the Parish of Aldringham-cum-Thorpe and all the neighbouring and adjacent parishes without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to provide facilities in the interests of social welfare for recreation and other leisure time occupations with the objects of improving the conditions of life of the said inhabitants.
- (2) To establish or secure the establishment of a Pavilion and Sports Ground and to maintain and manage the same (whether alone or in co-operation with any local authority or person or body) in furtherance of these objectives.

## **POLICY ON GRANT-MAKING**

Grants to enable user groups to start up or improve their offering are considered on a case-by-case basis.

## **CONTRIBUTION MADE BY VOLUNTEERS**

Trustees and regular helpers number around 20. In addition, there is the input by many members of the user groups to facilitate their own activities. Much of this work has a direct benefit to the overall facility. It is difficult to put a monetary value on this input, but the results of our volunteer help can easily be appreciated. Only when a particular skill or qualification is required are additional resources engaged.

## **ACHIEVEMENTS AND PERFORMANCE**

### **The Pavilion and Sports Ground**

In the early part of the year, the use of the Pavilion was still being impacted by the effects of the pandemic.

However, in April we held an Open Day where two sets of plans for a new build were presented, one to extend the existing building and the other to provide a new building and retain the existing building. A questionnaire was also made available for completion on the day and online, enabling the community to have a say on the way forward. Around 100 responses were received.

Although both plans were well received, there was overwhelming support for retaining the old Pavilion, as it forms part of the village heritage, and with the addition of a new building. The results from the questionnaire are

being used to assist in drafting a business plan so that the additional funding required can be sought.

Following the consultation an architect was appointed and a final design for the new build is being developed to a stage where costs can be established and a pre-application submitted to the local planning authority.

As part of the design process, the architect has also been looking at the layout of the field and we are investigating the possibility of providing a MUGA.

We have continued to carry out improvements to the existing building, providing hot water in the toilets and bar areas.

At the entrance, work has also continued with a new fence erected in the Thorpeness style together with new lighting columns, a frame to support new name boards and a flag pole. Water containers had been put in place to make it easier to water the fruit trees in summer. Most of this work has been paid for from the Covid grants.

From the open day and questionnaires, we have created a mailing list and are now issuing a regular newsletter.

## **Users and use**

**Cricket Club:** Had a good consolidating year having played twelve games, and winning two games. Some promising new players had joined the club. Work is being done to improve the wicket. The club is now in a position to have a village-level team and create a league-level team.

**Croquet Club:** The grass has suffered during the dry summer but is now recovering. The club is expanding and has more members than ever. Currently twenty-nine members. Playing space is becoming limited. The club plays six days a week.

**Social Group:** Two well-attended barbecues have been held. The plan next year is to have a programme of events. The Classic Cars have been a success.

**Tea & Toast:** This has yet to resume after Covid.

**Rifle Club:** There are now fourteen members. Recently fourteen trophies won over the last two years have been handed out. Shooting takes place every Tuesday and Thursday, with three teams in the County League.

**Parish Council:** Continue to use the Pavilion for all their meetings.

**Pilgrims Together:** Zoom was introduced during the pandemic. As some of the group are elderly and not very mobile the use of Zoom will continue. Therefore, the Pavilion has not been used recently.

**Heritage Group:** The Pavilion is being used for events and fundraising and see the Pavilion as part of the village's heritage.

**Ukulele Group:** After live music was banned during the pandemic, the Uke-n-Smile ukulele group has enjoyed a full year of face-to-face meetings at the Pavilion. Virtual Zoom meetings are no substitute for the joy of making music with others! We have attracted several new members to our ranks and had guest players visiting us whilst on holiday in the area.

Regular events such as the annual fun run, firework parking and the Classics at the Pavilion were all back, together with other events which have been restarting.

The field has been used by caravan clubs for four weekends during the summer months.

## FINANCIAL REVIEW

### **Reserves policy**

The Charity holds a small operating reserve to ensure the continuity of facilities being available should there be a major reduction in income. If necessary it would be possible for the committee to raise the level of charges, which are deliberately held low, either temporarily or permanently.

### **Designations**

There are no ring-fenced deficits.

### **Investment Policy**

The Charity has adopted a low-risk strategy to the investment of its funds and does not hold longer-term investments such as stocks and shares. All funds are held in cash using only mainstream banks and building societies

### **Main sources of funds**

Although the use of the Pavilion was still being influenced by the effects of the pandemic in the period covered by this report the main sources of funding were:

fees from user groups although they are kept low and have been the same for a number of years; hiring of the Pavilion and Sports Ground; fundraising events and parking for the annual Thorpeness fireworks in August.

### **How expenditure has supported the objectives**

In the period covered by this report, the major expenses continue to be insurance, utility bills, licensing and other fixed operating costs. However, with the grants made available through the government support scheme, significant work continued to be carried out to improve the facilities for users, with the intention of making the venue more attractive and therefore, increasing its use. Costs have also been incurred on work carried out preparing the plans for the new build including architect fees, survey fees and specialist reports.

## PLANS FOR THE FUTURE PERIODS

It is planned to hold a second open day at Easter 2023 where the finalized plans for the new build will be on display and progress with the work at the Pavilion can be presented, providing an update to the community and again giving an opportunity for feedback.

Improvements to the Pavilion and sports ground will continue, making the facilities attractive to more diverse groups of users.

## DECLARATION

The trustees declare that they have approved the trustee's report and the accounts as shown in Appendix A

Signed on behalf of the Charities trustees

THE OGILVIE PAVILION AND SPORTS GROUND CIO  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

GENERAL FUND RECEIPTS AND PAYMENTS ACCOUNT

		2022	2021
<b>RECEIPTS</b>			
Hire Of Pavilion	£945.00	£1,010.00	
Hire of Field	£3,460.00	£4,280.00	
User Groups	£530.00	£0.00	
Parking	£1,049.98	£859.70	
Bar	£1,014.13	£0.00	
Fund raising	£626.21	£0.00	
Grants	£0.00	£18,708.00	
Sundry	£245.00	£226.11	
Interest	£546.26	£215.85	
<b>Total</b>		<b>£8,416.58</b>	<b>£25,299.66</b>
<b>EXPENDITURE</b>			
Stationary & Postage	£28.80	£0.00	
Insurance	£1,373.82	£1,484.74	
Licence	£604.97	£609.78	
Electric	£1,070.45	£463.79	
Operational Cost	£753.13		
Anglia/East S. Water	£91.20	£380.45	
Rates	£246.64	£92.84	
New Development	£6,185.60	£115.64	
Sewage/Refuse	£839.08	£300.00	
Maint & Repair	£22,315.21	£9,252.35	
Assets	£179.00	£5,875.99	
Grants	£0.00	£0.00	
Sundry	£1,317.98	£150.55	
Other		£724.63	
<b>Total</b>		<b>£35,005.88</b>	<b>£19,450.76</b>
<b>SURPLUS FOR YEAR</b>		<b>-£26,589.30</b>	<b>£5,848.90</b>

BALANCE SHEET as of 31st DECEMBER 2022

<b>CURRENT ASSETS</b>			
Cash in Hand	£143.25	£0.00	
Current Account	£355,634.91	£381,438.47	
Building Society	£85,769.64	£86,555.38	
Deposits			
<b>Total</b>		<b>£441,547.80</b>	<b>£467,993.85</b>
<b>BAR ACCOUNT</b>			
Cash in Hand	£265.32		
Stock	£295.00		
<b>Less CURRENT LIABILITIES</b>			
<b>Total</b>		<b>£560.32</b>	<b>£0.00</b>
<b>Total @ 31st December</b>		<b>£442,108.12</b>	<b>£467,993.85</b>