

Wheatley Playing Field Trust

Registered Charity: Number 1162945

Financial Statements for the period ended 31 March 2021

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**The Parish Office
The Merry Bells
89 High Street
Wheatley
Oxford
OX33 1XP**

WHEATLEY PLAYING FIELD TRUST

Annual Report of the trustees for the period ending 31st March 2021

The trustees present their annual report and financial statements for the period ended 31 March 2021. The financial statements have been prepared under the historical cost convention and in accordance with 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 (FRS102) (effective 1 January 2015).

Wheatley Playing Field Trust is a Charitable Incorporated Organisation that was incorporated on 31st July 2015 with the registered charity number 1162945.

OUR AIMS

The promotion of community participation in healthy recreation and the advancement of education for the benefit of the inhabitants of the Parish of Wheatley and the neighbouring community by the provision of facilities, including a pavilion and changing rooms, for playing rugby, football, cricket and tennis and netball in the first instant and to develop facilities for other sports and pastimes.

OUR OBJECTIVES

The charity's objectives are the provision and maintenance of the pavilions and playing fields for the use of the inhabitants of the Parish of Wheatley and its neighbouring community without distinction of political, religious or other opinions, including use for sport and for other forms of recreation and leisure time occupation, with the object of improving the conditions of life for the said inhabitants.

The Wheatley Parish Council playing field at Holton is a well-established resource based in Oxfordshire, approximately 5 miles east of the city of Oxford. For 42 years, from 1973, the playing field was subject to a joint user agreement and was funded by both the Wheatley Parish Council and Oxfordshire County Council. Since taking over the management of the playing field on 1st September 2015, the Trust has continued throughout this year to take steps to maintain the quality of the playing surfaces under difficult times due to the coronavirus pandemic.

The facilities comprise two pavilions, a clubhouse, numerous football pitches to suit most age groups, rugby pitches, a cricket square and tennis courts. There are markings and facilities for two netball courts and additional provisions for athletics during the summer for the local school.

REVIEW OF ACTIVITIES AND ACHIEVEMENTS

The major impact on use of the fields was the lockdown imposed by government in March 2020 because of the emergence of Coronavirus in the wider community. Within a week the country went from heightened bio-security to full lockdown. The trustees had been fortunate to use that week to get boilers and fire extinguishers serviced slightly ahead of their annual date and to mothball and to secure the buildings as much as possible. Trustees made regular visits to inspect the buildings and grounds under the terms of essential maintenance. During the year regular flushing of water systems was carried out and the annual boiler and fire extinguisher servicing together with fire alarm testing maintained.

Severe restrictions on sporting activities continued throughout the whole year. At times the school was closed other than for children of key workers, and even when selected years were allowed back in class, outdoor activities were highly regulated

within class "bubbles". This part time use continued until the end of 2020, and enhanced restrictions meant no effective use of the facilities until the end of March.

All football and rugby activity were effectively suspended from the beginning of March until late July when limited training activities in groups of 6 resumed. Whilst a few junior football matches were resumed in September, no rugby matches were permitted, and no changing facilities used.

We were fortunate to host Rugby Tots during July and August, again adhering to socially distanced participation.

By mid December the country was back in lockdown of various proportions and all school and club activated ceased until mid-April 2021.

The trustees continue to maintain a website www.wheatleyplayingfieldtrust.co.uk that explains what the Trust does, invites comment and contains contact information. The website contains a calendar of bookings and local team fixtures and was updated regularly during the year with ever changing advice about covid restrictions issued by both government and national governing bodies of sport.

All of the Trust documents, correspondence, meeting minutes and details of bookings are backed up onto an online account that can be accessed by any trustee so that records are safeguarded from loss on personal computers. The Trust is registered with the ICO under GDPR. The Trust has recently extended CCTV round the buildings and updated its registration with the ICO accordingly.

The principal users and activities at Holton playing fields have historically been education, football, cricket, rugby and tennis. Owing to the deterioration of the playing surfaces over the past 10 years club tennis has folded and club cricket now play at other facilities. However, during March 2021, plans were well under way to firmly re-establish children's and adults netball and to create Wheatley Youth Cricket Club to deliver All Stars cricket for 5-8 year olds. Wheatley FC would expand to cover all ages from minis to U12 teams and Wheatley Oaks FC continue to provide football to women over 30.

This year the intended users were Wheatley Park School (approx 1000 students), Wheatley Rugby Club (95 members and an additional Vet's side), Wheatley FC running teams from minis to U11 plus Wheatley Oaks FC running women's over 30's football. Five soccer pitches, one full size, one 9v9 size and three 5v5 pitch, one rugby pitch and a floodlit training pitch were maintained for all users. The second rugby pitch was used by the school for segregated play areas. Training grids were used predominantly by Wheatley Park School. Netball, however, did not run at all during the year. In the summer the fields were marked for athletics and alternating courts used for community tennis for a brief period in late summer.

The user management group comprising, school, rugby and football clubs chaired by a trustee to empower the major users to agree shared use of the changing rooms and clubhouse did not meet.

After many years of discussion, the Trust was able to agree a primary user agreement with Wheatley Rugby Club. Legal advice was obtained to the effect that no sub-letting was easily feasible due to the multiple shared use of the facilities, but the agreement was in effect equal to a contract that gave the rugby club long term first option on booking the use of rugby pitches and clubhouse together with managing the social area for other users. The RFU ratified this agreement and legal advice as being robust enough to secure major funding from the Rugby Football Foundation for future projects and the agreement was signed in June 2020.

There were no organised community events during the year.

Unfortunately travellers broke onto the field in mid-August and some 8 caravans set up camp around the rugby pitch. Wheatley Parish Council responded immediately with bailiffs evicting the intruders at some expense within 48 hours, but not before the field container had been broken into and the contents destroy by faeces.

However, community clubs responded by cleaning the debris left behind, and the Trust obtained a grant from SODC to help install concrete and steel bollards around the car park and as a second deterrent behind gates that were adapted to conceal padlock fixings.

Throughout the year, including lockdown periods, the Trust was able to maintain the level of maintenance to the level previously carried out and was able to do all the works felt necessary to sustain the fields at the previous standard. However, with no foreseeable cricket being played and due to covid infections within some of the specialist maintenance contractor, the cricket square was only maintained to a low standard.

The grant from SODC towards floodlighting a netball court to allow use on winter evening was eventually spent in the summer to complete the work started before the pandemic.

The Trust was fortunate to change energy supplier in February 2020 to tariffs with no standing charges. This meant that during the lockdowns and periods of inactivity, and hence little heating or lighting, our energy bills were substantially lower than if we had been on a standard rate.

GDPR

The trustees continue to evaluate the Trust's data use and retention policy and develop a data protection policy following the guidelines of the ICO's self-assessment toolkit. The policy is published on our website and data retention notices applied to any communication requesting personal information. The Trust evaluates its situation and renewed registration with the ICO under GDPR including an extension to cover the CCTV.

Environmental initiatives

The trustees recognise that, because of their structure, the existing buildings are extremely poor users of energy, with all controls manually operated. With the changing of the light fittings to LED and the upper pavilion boiler fitted with time controls on heating and hot water, we have seen a 50% drop in electricity use in a normal year. However, this year saw very little use of the buildings and the only use of electricity was for essential equipment and some lighting in the darker months. Gas boilers were run to prevent frost and maintain building integrity, but with little use of changing rooms or showers, the main heating load was reduced drastically.

FUTURE PLANS

The Trust has a schedule of grounds improvements to attract other sports back to Holton. The improvements will need significant funding. The Trust has made submissions to the Wheatley Neighbourhood Plan and the Playing Pitch Strategy prepared by SODC that has registered the poor condition of grounds and the need for improvement. Although the Trustees met with SODC Leisure and the local football community development manager in February 2020 to develop the area's input to the Local Football Foundation Plan which would establish funding opportunities for the next 10 years, this initiative was never finalised because covid lockdown saw a number of community support staff put on furlough throughout the year.

Wheatley Parish Council continued redevelopment plans for a replacement pavilion based on revised plans that were submitted by Wheatley Parish Council and eventually passed in January 2020. This resulted in a number of contractors and designers being invited to tender against a highly detailed schedule of requirements to develop the plans as far as obtaining a realist cost plan. Interviews were held by Zoom and eventually Sports Clubhouses were recommended to Wheatley Parish Council as the most suitable company to take the redevelopment to the next stage.

The need was again highlighted by a roof leak that eventually saw a partial ceiling collapse in the social area. Due to covid restrictions the full repairs were delayed for several months into the New Year.

The plans to redevelop the adjoining Oxford Brooks campus for housing owing to the University relocating elsewhere in Oxford were eventually passed on appeal. The Trust is identified as provider of sporting facilities in the area. As the redevelopment of the campus involves building on existing pitches and sporting facilities, National Planning Policy Framework dictates the need to provide alternative or better facilities elsewhere. Discussion with GVA, SODC Leisure and Planning and Sport England concluded that Holton playing fields could accommodate an all-weather football/rugby 3G floodlit pitch and would accept reconstruction of the existing tennis courts with floodlights to club standard. These conditions were largely set out in a Section 106 document accompanying the appeal. The pandemic meant no further progress on these matters because none of this can come to fruition until the redevelopment takes place.

FINANCES

With a lease, the Trust now reinvests the income from users in the facilities and is now able to seek outside money for improvements.

The Trust subscribes to and maintains an online accounting system. This allows all of financial records to be stored in the cloud and not on any individual's personal computer.

Income is derived from the charges levied on users of the facilities. Expenditure of this user income has been on ground maintenance, utility bills, upkeep of buildings, but not repairs that are the responsibility of Wheatley Parish Council. Public money by way of grants was invested in the facilities this year on improved security and floodlighting upgrades. The Trust suspended waste collections during the year.

No expenditure was paid by way of salary. No trustee received any financial reimbursement for goods or services provided. Users were encouraged to clean changing rooms by way of a "cleaning" discount on pitch hire.

The surplus of income over expenditure at 31st March 2020 was used in the spring to improve maintenance on the pitches.

The trustees successfully applied for a 100% rebate from SODC on Business Rates. This allowed the Trust to apply for a government hospitality grant under the Covid-19 emergency regulations. After a long debate with a skeleton SODC staff the grant was received in May 2020 and the Trust benefited thereafter from other government restrictions grants. These grants largely helped offset the total loss of user income between December and March.

Development and maintenance of finances

The agreement with Wheatley Park School that annual charges would be invoiced over three terms and pro-rata to the facilities provided in any month continued. The restrictions and little school activity meant the school agreed to a reduced contribution in 2020 for the summer term that helped cover basis grass cutting costs and allowed recreation for the school if needed. However, the first 3 months of 2021 saw no use or financial contributions.

The Trust has replaced its water supplier with a more ethical and cheaper company.

At present, finances are being maintained at sufficient level to meet envisaged outgoings. The government grant has provided additional financial stability to the end of 2021 as the trustees are aware that any users ceasing to use the facilities needs to be replaced by an equal or greater source of income.

Reserves and financial health

The pandemic proved the trust had sufficient reserves to protect it from any loss of income for four months which it considers a sufficient minimum. Ideally the trust needs to maintain reserves that relate to 6 months of controlled expenditure without income. All of the income to date has been allocated for reinvestment in the facilities at Holton.

Investment policy and performance

The Trust has no investment policy at this stage and has no plans for the future.

OUR ETHOS, STRATEGY AND POLICIES

The Wheatley Playing Field Trust seeks to advance the wellbeing of the inhabitants of Wheatley and the surrounding area by encouraging participation of all sections of the community in sport and recreation. To achieve this, the Trust will seek every opportunity to improve the current facilities.

By consulting with the community and reporting this feedback, the Trust aims to help develop new facilities to increase participation in sport and recreation.

The Trust has continued to work closely with Wheatley Parish Council in its project to replace the current pavilions. Although the project is funded by Wheatley Parish Council, the design and functions must be able to be maintained within the Trust's funding and objectives.

ACCESS POLICY

The Wheatley Playing Field Trust works to ensure that all the inhabitants of Wheatley and the neighbouring community have access to local outdoor space for organise sport and activities. The charity strives to promote active lifestyles through the protection and promotion of the playing fields and encourages participation from all age groups, ethnicity and ability.

Education links

The trustees regularly meet with the school to ensure that all the facilities are available to enable the school to fulfil its Physical Education curriculum. We have achieved a greater understanding of the school's needs and are able to respond rapidly to changes and requests. We have provided an additional softball area to meet curriculum needs.

The Trust seeks to encourage ever-closer ties between the school and other sporting bodies to promote opportunities for coaching, greater participation and other educational opportunities in sport and recreation.

PROMOTING HIGH STANDARDS

The Trust, by working closely with the school, clubs and other users, encourages and nurtures the highest standards in sport and associated management of the facilities for the overall well-being and satisfaction of all who use the playing fields.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The trustees met four times via zoom during the year, as allowed in the governing document. Face to face meeting was not permitted under Government regulations.

Charity trustees:

7 trustees remained in office during the year.

Douglas Lamont (until 31st July 2021)

Paul Adrian Eric Willmott (until 31st July 2022)

Richard Charles Cosier (until 31st July 2023)

Graham James Davies (reappointed in February until 9th February 2024)

Penelope Corinne Willmott (until 31st July 2023)

Kevin Heritage (reappointed in February until 8th February 2025)

Michelle Legg (until 3rd October 2021)

Roles and responsibilities, organisational management

	Chairman	Records and admin	Manage maintenance of the facilities	Bookings and income	Keeping and preparing accounts	Development Strategy for the site	External funding opportunities	User Group coordination	Inspect facilities and report dilapidations
Paul Willmott	✓	✓	✓	✓	✓	✓	✓	✓	✓
Michelle Legg		✓				✓	✓		
Doug Lamont				✓		✓	✓		
Graham Davies			✓		✓	✓	✓		✓
Penny Willmott		✓			✓	✓			
Kevin Heritage			✓			✓		✓	✓
Richard Cosier			✓	✓	✓	✓		✓	✓

Other relationships

Wheatley Playing Field Trust maintains membership of Oxfordshire Playing Fields Association and the Grounds Management Association to benefit from professional advice. One trustee maintains membership of the RFU Grounds' Management Group. A benefit of Lockdown was the number of online training courses from all organisations made free to members.

Risk management

In April 2015 the trustees carried out a condition survey of existing facilities and playing fields to highlight threats to the Trust by pre-existing conditions. This condition survey was presented to Wheatley Parish Council, the landowner, to form part of the lease as landlord's defects.

The trustees regularly review the documents handed over with the lease and has arranged further water system cleaning and testing on a regular basis. Wheatley Park School, being the largest user and also responsible for young persons, are consulted about specific risk and safeguarding policies with regard to their use of the fields.

There has been a great deal of ongoing discussion with Wheatley Parish Council about dealing with these issues that present potential risk. However, Wheatley Parish Council has agreed that all existing defects will remain the liability of the Council and on advice from the Trust, has started a programme of remedial works.

Trustee recruitment and training

One trustee now has an enhanced DBS check.

One trustee has a DBS check through Wheatley Park School.

One trustee has a DBS check through work as a teacher.

It was agreed that the pandemic highlighted the risk to the Trust operations if one trustee was severely incapacitated, so proposals for an additional trustee would be sought.

Contact details for the trust

www.wheatleyplayingfieldtrust.co.uk

admin@wheatleyplayingfieldtrust.co.uk

PROFESSIONAL ADVISERS

Bankers

Barclays Bank,
105 London Road
Headington,
Oxford OX3 9AH

Insurance broker

Towergate
PO Box 257
Wymondham
NR18 8DR

Solicitor during the period

Geoffrey Bryant and Company
54 High Street
Eton
SL4 6BL

Independent Examiner

Robert Minty
24 Old London Road
Wheatley
Oxford OX33 1YW

This report was approved at a meeting of the Trustees on

17th November 2021

At 10.30 am



Chairman

Wheatley Playing Field Trust

Charity No. 1162945

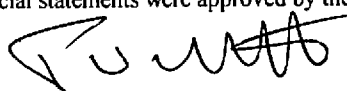
Statement of Financial Activities for the period ended 31 March 2021

	2021		2020	
	Unrestricted £	Restricted £	Total £	Unrestricted £
Income and Endowments from				
Voluntary Income				
Covid support grants - South Oxfordshire District Council	19,907	-	19,907	-
Other grants - SODC security grant	-	1,500	1,500	-
SODC TOE grant	-	-	-	1,000
Income from charitable activities				
Hire of facilities to Wheatley Park school	23,256	-	23,256	33,000
Facility hire - Rugby	800	-	800	2,005
Football	770	-	770	842
Other	-	-	-	1205
Contribution to costs by Rugby club	-	3,600	3,600	-
Total Income and Endowments	44,733	5,100	49,833	37,052
Expenditure on				
Field maintenance	16,801	4,600	21,401	18,719
Sports equipment	459	-	459	-
Repairs	1,773	-	1,773	4,049
Materials	-	-	-	25
Rent	10	-	10	10
Water	907	-	907	1,295
Insurances	4,008	-	4,008	3,875
Heat and light (net of user contributions)	826	-	826	2,487
Waste disposal	(120)	-	(120)	341
Professional fees	180	-	180	-
Subscriptions	202	-	202	202
Bad Debts	-	-	-	50
Other	440	-	440	550
Depreciation	1,830	375	2,205	756
Total Expenditure	27,316	4,975	32,291	32,359
Net Income for the year	17,417	125	17,542	5,693
General reserves brought forward	20,902	1,000	21,902	16,209
General reserves carried forward	38,319	1,125	39,444	21,902

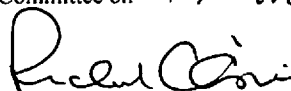
Wheatley Playing Field Trust
Charity No. 1162945
Balance Sheet as at 31 March 2021

	Note	£	2020 £
Fixed Assets			
Sports equipment	3	4,619	2,829
Current Assets			
Debtors		-	-
Cash in hand and at bank		40,334	26,607
		<u>40,334</u>	<u>26,607</u>
Less: creditors falling due within one year	4	(5,509)	(7,534)
		<u>34,825</u>	<u>19,073</u>
Net current assets			
		<u>39,444</u>	<u>21,902</u>
Net Assets			
		<u>39,444</u>	<u>21,902</u>
Unrestricted funds			
Unrestricted reserves		38,319	20,902
Restricted reserves		1,125	1,000
		<u>39,444</u>	<u>21,902</u>

These financial statements were approved by the Management Committee on 17th November 2021 at 10.30am



P A E Wilmott
Chairman



R C Cosier
Treasurer

Wheatley Playing Field Trust

Charity No. 1162945

Notes on the Financial Statements for the Year ended 31 March 2021

1. Accounting Policies

a) Basis of accounting

The financial statements have been prepared on the historical cost convention and in accordance with accounting standards, the Charities SORP and comply with the Charities (Accounts and Reports) Regulations issued under the Charities Act 2011.

b) Recognition of Income and Endowments

Incoming resources are recognised in the Statement of Financial Activities when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain that they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

c) Liability Recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to make expenditure.

d) Depreciation

Depreciation is calculated to write off the cost of tangible fixed assets over their expected useful lives as follows;

Sports equipment - straight line over 4 years

2. Incorporation

Wheatley Playing Field Trust is a Charitable Incorporated Organisation and was entered on the Register of Charities by the Charity Commission on 31 July 2015.

The objects of the Trust are the promotion of community participation in healthy recreation and the advancement of education for the benefit of the inhabitants of the Parish of Wheatley and the neighbouring community by the provision of facilities, including a pavilion and changing rooms, for playing rugby, football, cricket and tennis in the first instance and to develop facilities for other sports and pastimes.

The Trust took over the facilities previously provided by the Wheatley Park Sportsfield Management Committee on behalf of Oxfordshire County Council and Wheatley Parish Council and commenced operation on 1 September 2015.

3. Tangible Fixed Assets

	Sports Equipment £	Total £
Cost		
Cost at 1 April 2020	4,823	4,823
Additions	3,995	3,995
Cost at 31 March 2021	<u>8,818</u>	<u>8,818</u>
Accumulated depreciation		
Accumulated depreciation to 1 April 2020	1,994	1,994
Charge for the year	2,205	2,205
Accumulated depreciation to 31 March 2021	<u>4,199</u>	<u>4,199</u>
Net book value at 31 March 2021	<u>4,619</u>	<u>4,619</u>
Net book value at 31 March 2020	<u>2,829</u>	<u>2,829</u>

Wheatley Playing Field Trust

Charity No. 1162945

Notes on the Financial Statements for the Year ended 31 March 2021

4. Creditors

		2020
	£	£
Income in advance	-	3,512
Other creditors	5,509	4,022
	<u>5,509</u>	<u>7,534</u>

5. Restricted Funds

	Balance at 1/4/2020	Income	Expenditure	Balance at 31/3/2021
	£	£	£	£
South Oxfordshire District Council				
Netball lighting	1,000	-	250	750
Security	-	1,500	1,500	-
Rugby club - CCTV	-	500	125	375
- Security	-	1,600	1,600	-
- Ceiling repairs	-	1,500	1,500	-
	<u>1,000</u>	<u>5,100</u>	<u>4,975</u>	<u>1,125</u>

6. Analysis of Assets and Liabilities as at 31 March 2021

	Unrestricted	Restricted	Total
	£	£	£
Tangible fixed assets	3,494	1,125	4,619
Current assets	40,334	-	40,334
Current liabilities	(5,509)	-	(5,509)
	<u>38,319</u>	<u>1,125</u>	<u>39,444</u>

7. Capital Commitments

As at 31 March 2021 the Trust had allocated £3900 to upgrading the training pitch floodlights and upgrading fire doors (2020: £1700 for completing the netball lighting).

Wheatley Playing Field Trust
Charity No. 1162945
Accounts for the period ended 31 March 2021

I report on the accounts of Wheatley Playing Field Trust for the period ended 31 March 2021 which are set out on pages 8 to 11.

Respective responsibilities of trustees and examiner

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

The Charity's Trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- . Examine the accounts under section 145 of the 2011 Act
- . To follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5) (b) of the Act, ;
and
- . To state whether particular matters have come to my attention.

Basis of independent examiners report

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 disclosure 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 which give me cause to believe that in any material respect:

the accounting records were not kept in accordance with section 130 of the Charities Act; or
the accounts did not accord with the accounting records; or
the accounts did not accord with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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

R.F. Minty

R.F. MINTY FCA

24 OLD LONDON ROAD

WHEATLEY

OXFORD

OX33 4W

20/11/2021.