



Trustees' Annual Report for the period

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|-------------|-------------------|---------|------|-----------|------------------|----------|------|
| From | Period start date | | | To | Period end date | | |
| | 01 st | January | 2023 | | 31 st | December | 2023 |

Section A Reference and administration details

Charity name

Oakwood Park Community Group

Other names charity is known by

Registered charity number (if any)

1177948

Charity's principal address

c/o Little Oaks,

68 Oakwood Road,

Maidstone, Kent

Postcode

ME16 8AL

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|----------------------|------------------------------------|-----------------------------------|---|
| 1 | Brian Flinders | Chair | | |
| 2 | Paul Harper | Vice Chair & Coordinator-Treasurer | | |
| 3 | Patricia Whitby | | | |
| 4 | Malcolm Peet | | | |
| 5 | Janet Keeley | | | |
| 6 | Lucy Lynch | Social Media and Website | | |
| 7 | Steven Patrick Lynch | | | |
| 8 | Ron Tressider | | | |
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
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Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

| | |
|---|--|
| Type of governing document (eg. trust deed, constitution) | Charitable Incorporated Organisation with voting members other than its charity trustees |
| How the charity is constituted (eg. trust, association, company) | Charitable Incorporated Organisation |
| Trustee selection methods (eg. appointed by, elected by) | Founder Trustees will retire and be eligible for re-election in accordance with the Constitution |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Oakwood Park Community Group is an independent unaffiliated organisation.

Risks to the Charity and its finances are regularly reviewed by the Trustees.

Summary of the objects of the charity set out in its governing document

For the benefit of the inhabitants of Maidstone and the surrounding area ("the area of benefit") to provide or assist in the provision of facilities for recreation and other leisure time occupation in the interests of social welfare with the object of improving their conditions of life for the inhabitants of the area of benefit in particular but not exclusively by the preservation, promotion support, assistance and improvement of Oakwood Park.

Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable in accordance with [section 7 of the Charities and Trustee Investment (Scotland) Act 2005] and [section 2 of the Charities Act (Northern Ireland) 2008]

This is our sixth year as a registered charity and Charitable Incorporated Organisation, having been registered on the 13th April 2018.

During the period under consideration, the Charity continued to concentrated on its project to maintain (recently restored) public access to the Oakwood Park Playing Fields.

The main activities in the period included:

[1] Making Grant Applications.

[2] Maintenance of Electronic gate equipment to the Oakwood Road and Queens Road Gates.

[3] Continuation of community access to the playing fields via a fob access system requiring an annual subscription.

[4] We held a Coronation Picnic in the Park with a concert and events to celebrate the coronation of King Charles III.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Oakwood Park Community Group is entirely run by its Trustees and Volunteers.

Over the year about 8 people (including the volunteers) have been involved in undertaking all the activities done by the Group.

Summary of the main achievements of the charity during the year

The period under review covers the period from 1st January 2023 to 31st December 2023 our sixth year of operation. This is our sixth Trustees Annual Report. The Oakwood Park Community Group (OPCG) becoming registered as a CIO on the 13th April 2018.

The Trustees previously determined that the initial priority for the Charity would be to work to get community/ public access restored to the Oakwood Park Playing Fields. This has been the sole project the Charity has focused on during 2023.

Access was closed off by the St Augustine Academy in March 2017, after the site having been unenclosed within living memory. A group of local people submitted a Town/ Village Green application for the playing fields to be registered under the appropriate legislation. The Oakwood Park Community Group (OPCG) decided if possible with the support of the promoters of the village green application to try to negotiate a compromise approach with the owners of the playing fields St Augustine Academy, Oakwood Park Grammar School and Kent County Council.

Negotiations were successfully completed in February 2020, with a signed licence in September 2020. The headlines of the agreement include:

- Out of School Hours Community Access Restored
- Community Access will be through a scheme managed by the OPCG using a fob entre system via two existing gates.
- Covenants on the site by its freeholders in respect of residents of Oakwood Road to maintain the playing fields as open space, with only possible building being that associated with outdoor educational space.
- The Trustees working with the promoters of the Village Green application to get that withdrawn if the above agreement can be implemented.
- The OPCG to paid all the associated costs £17,300, to install the two electronic gates and the fully hardware and software for the fob access system.

We have during the year 2023 we have continued to successfully raise further grants and been granted the following two grants:

1. A second grant of £500 from the West Kent Extra Linda Hogan Charitable Fund Award (awarded in December 2022), this helped to support the costs of our 2023 picnic in the park to celebrate King Charles III Platinum Coronation Celebrations. The picnic was very successful, and we had sports as well as a brass band.
2. .We also were awarded a third Awards for All grant of £5,710, this is to support the establishment of the King Charles III woodland walk which will be accessible for Dogs on Leads. The grant will also enable us to pay for the relevant signage as well as a number of benches along the walk from which people can look over the grounds.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Charity operates on a break-even policy. All activities must be covered by project generated income. Membership subscriptions are to cover the running costs of the Charity and to support our unfunded campaigning work. Reserves would therefore only normally be held in respect of programmed work.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

In the period under review the main sources of income were:

Grants from the following:

1. £5170 from the National Lottery in the form of a third Awards for All.

Our other regular main income was £3,778.60 from the membership of the fob scheme.

We have a Business Instant Access Account with the Metro Bank, which provides some minimal interest (£86) on our funds under deposit whilst they are currently not required.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

| | | |
|-------------------------------------|-------------------------|----------------|
| Signature(s) | | |
| Full name(s) | Paul Harper | Brian Flinders |
| Position (eg Secretary, Chair, etc) | Vice-Chair/ Coordinator | Chair |
| Date | | |



| | | | | | | |
|--------------------------------|--|----|------|------------------------|---------|-------|
| Oakwood Park Community Group | | | | Charity No (if any) | 1177948 | CC17a |
| Annual accounts for the period | | | | | | |
| 1st January 2023 | | To | 31st | Dec-23 | | |

Section A Statement of financial activities

| Recommended categories by activity | Details of own analysis | Note | Restricted | | | | |
|---|---|------|-------------------------|-------------------|----------------------|----------------------|----------------------|
| | | | Unrestricted funds £ | income funds £ | Endowment funds £ | Total this year £ | Total last year £ |
| | | | F01 | F02 | F03 | F04 | F05 |
| Incoming resources (Note 3) | | | | | | | |
| Incoming resources from generated funds | | | - | - | - | - | - |
| Voluntary income | | S01 | 3,779 | 5,710 | - | 9,489 | 3,073 |
| Activities for generating funds | | S02 | - | - | - | - | - |
| Investment income | | S03 | 86 | - | - | 86 | 3 |
| Incoming resources from charitable activities | | S04 | - | - | - | - | - |
| Other incoming resources | | S05 | - | - | - | - | - |
| | Total incoming resources | S06 | 3,865 | 5,710 | - | 9,575 | 3,076 |
| Resources expended (Notes 4-8) | | | | | | | |
| Costs of Generating Funds | | | - | - | - | - | - |
| Costs of generating voluntary income | | S07 | - | - | - | - | - |
| Fundraising trading costs | | S08 | - | - | - | - | - |
| Investment management costs | | S09 | - | - | - | - | - |
| Charitable activities | 0 | S10 | 3,490 | 1,106 | - | 4,597 | 3,419 |
| Governance costs | | S11 | - | - | - | - | - |
| Other resources expended | | S12 | - | - | - | - | - |
| | Total resources expended | S13 | 3,490 | 1,106 | - | 4,597 | 3,419 |
| | Net incoming/(outgoing) resources before transfers | S14 | 374 | 4,604 | - | 4,978 | 343 |
| Gross transfers between funds | | S15 | - | - | - | - | - |
| | Net incoming/(outgoing) resources before other recognised gains/(losses) | S16 | 374 | 4,604 | - | 4,978 | 343 |
| Other recognised gains/(losses) | | | | | | | |
| Gains and losses on revaluation of fixed assets for the charity's own use | | S17 | - | - | - | - | - |
| Gains and losses on investment assets | | S18 | - | - | - | - | - |
| | Net movement in funds | S19 | 374 | 4,604 | - | 4,978 | 343 |
| Total funds brought forward | | S20 | 4,918 | 5,052 | - | 9,970 | 10,313 |
| | Total funds carried forward | S21 | 5,292 | 9,656 | - | 14,948 | 9,970 |

Section B Balance sheet

| | Note | Unrestricted funds £ | Restricted income funds £ | Endowment funds £ | Total this year £ | Total last year £ |
|---|------|-------------------------|------------------------------|----------------------|----------------------|----------------------|
| | | F01 | F02 | F03 | F04 | F05 |
| Fixed assets | | | | | | |
| Tangible assets (Note 9) | B01 | - | - | - | - | - |
| | B02 | - | - | - | - | - |
| Investments (Note 10) | B03 | - | - | - | - | - |
| Total fixed assets | B04 | - | - | - | - | - |
| Current assets | | | | | | |
| Stock and work in progress | B05 | - | - | - | - | - |
| Debtors (Note 11) | B06 | - | - | - | - | - |
| (Short term) investments | B07 | - | - | - | - | - |
| Cash at bank and in hand | B08 | 5,292 | 9,656 | - | 14,948 | 9,970 |
| Total current assets | B09 | 5,292 | 9,656 | - | 14,948 | 9,970 |
| Creditors: amounts falling due within one year (Note 12) | B10 | - | - | - | - | - |
| Net current assets/(liabilities) | B11 | 5,292 | 9,656 | - | 14,948 | 9,970 |
| Total assets less current liabilities | B12 | 5,292 | 9,656 | - | 14,948 | 9,970 |
| Creditors: amounts falling due after one year (Note 12) | B13 | - | - | - | - | - |
| Provisions for liabilities and charges | B14 | - | - | - | - | - |
| Net assets | B15 | 5,292 | 9,656 | - | 14,948 | 9,970 |
| Funds of the Charity | | | | | | |
| Unrestricted funds | B16 | 5,292 | | | 5,292 | 4,917 |
| | B17 | - | | | - | - |
| Restricted income funds (Note 13) | B18 | | 9,656 | | 9,656 | 5,053 |
| Endowment funds (Note 13) | B19 | | | - | - | - |
| Total funds | B20 | 5,292 | 9,656 | - | 14,948 | 9,970 |
| Signed by one or two trustees on behalf of all the trustees | | Signature | | Print Name | | Date of approval |
| | | | | Paul Harper | | |
| | | | | | | |

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Cells highlighted in Blue contain formulas in protected cells. The protection can be removed from the tools menu

| | | |
|------------------|------------------------------|--|
| Section C | Notes to the accounts | |
|------------------|------------------------------|--|

Note 1 Basis of preparation

This section should be completed by all charities .

1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with:

- Accounting and Reporting by Charities – Statement of Recommended Practice (SORP 2005);
 - and with*
 - or
 - and with the Charities Act.

Accounting Standards;

Financial Reporting Standards for Smaller Enterprises
- [** except for the following].

Give details in this box if a different standard has been followed.

- * -Tick as appropriate:
- if all relevant disclosures shown in the pack have been given then please tick "Accounting Standards";
 - if disclosures completed in these accounts have been restricted to those required by the FRSE, then please tick "Financial Reporting Standards for Smaller Enterprises (FRSSE)".

** - If no departures from the chosen standards have been made then delete these words; otherwise give details of any changes in the boxes.

1.2 Change in basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year (§ except for the following).

Give details in this box of any material changes that have been made.

§ if no changes have been made to accounting policies then delete these words.

1.3 Changes to previous accounts

No changes have been made to accounts for previous years (§§ except for the following).

Give details in this box of any material changes that have been made.

§§ if no changes have been made to accounts for previous periods then delete these words.

| | | |
|------------------|------------------------------|---------------|
| Section C | Notes to the accounts | (cont) |
|------------------|------------------------------|---------------|

Note 2 Accounting policies

This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed in the box below.

INCOMING RESOURCES

| | |
|--|--|
| Recognition of incoming resources | <p>These are included in the Statement of Financial Activities (SoFA) when:</p> <ul style="list-style-type: none"> • the charity becomes entitled to the resources; • the trustees are virtually certain they will receive the resources; and • the monetary value can be measured with sufficient reliability. |
| Incoming resources with related expenditure | Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA. |
| Grants and donations | Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources. |
| Tax reclaims on donations and gifts | Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate. |
| Contractual income and performance related grants | This is only included in the SoFA once the related goods or services have been delivered. |
| Gifts in kind | <p>Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.</p> <p>Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity.</p> <p>Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable.</p> |
| Donated services and facilities | These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received. |
| Volunteer help | The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report. |
| Investment income | This is included in the accounts when receivable. |
| Investment gains and losses | This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year. |

EXPENDITURE AND LIABILITIES

| | |
|--|--|
| Liability recognition | Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources. |
| Governance costs | Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters. |
| Grants with performance conditions | Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output. |
| Grants payable without performance conditions | These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity. |
| Support Costs | Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage. |

ASSETS

| | |
|---|--|
| Tangible fixed assets for use by charity | These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt. |
| Investments | Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value. |
| Stocks and work in progress | These are valued at the lower of cost or market value. |

POLICIES ADOPTED ADDITIONAL
TO OR DIFFERENT FROM THOSE
ABOVE

Section C **Notes to the accounts** **(cont)**

Note 3 **Analysis of incoming resources**

Incoming resources may be further analysed if this would help the reader of the accounts.

| | Analysis | This year £ | Last year £ |
|---|--|----------------|----------------|
| Voluntary income | Oaks Dinner | - | - |
| | Pub Quiz | - | - |
| | Fish and Chips | - | - |
| | Boot and Cake Fair | - | - |
| | Donations | - | - |
| | Fobs | 3,779 | 2,073 |
| | Interest | 86 | 3 |
| | Grant - Awards for All (3rd Grant) | 5,710 | - |
| | Grant - Kent Reliance Provident Fund | - | - |
| | Grant - Groundwork UK Grant | - | - |
| | Grant - Charities Trust | - | - |
| | Grant - Waitrose Community Fund | - | - |
| | Grant - West Kent Extra (Linda Hogan) | - | 500 |
| | Grant - Local Giving (Magic Little Grants) | - | 500 |
| | Grant - Kent Community Fund | - | - |
| | Grant - Cobtree | - | - |
| | Total | 9,575 | 3,076 |
| Activities for generating funds | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | Total | - | - |
| Investment income | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | Total | - | - |
| Incoming resources from charitable activities | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | Total | - | - |

Section C **Notes to the accounts** **(cont)**

Note 4 **Analysis of resources expended**

Resources expended may be further analysed if this would help the reader of the accounts.

| | Analysis | This year £ | Last year £ |
|--------------------------------------|--------------------------|----------------|----------------|
| Costs of generating voluntary income | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | Total | - | - |
| Fundraising trading costs | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | Total | - | - |
| Investment management costs | | - | - |
| | | - | - |
| | Total | - | - |
| Charitable activities | Oaks Dinner | - | - |
| | Fish and Chips | - | - |
| | Boot and Cake Fair | - | - |
| | Gate Access installation | - | 762 |
| | Notice Board | - | 197 |
| | Insurance | 174 | 171 |
| | Gate Running Costs | 3,250 | 1,569 |
| | Miscellaneous | 1,173 | 720 |
| | | - | - |
| | Total | 4,597 | 3,419 |
| Governance costs | | - | - |
| | | - | - |
| | Total | - | - |

Section C **Notes to the accounts** **(cont)**

Note 13 **Endowment and restricted income funds**

Please complete this section if the charity has any endowment or restricted income funds.

13.1 Funds held

Please give a brief description of any of the following type of funds held by the charity:

- permanent endowment funds (PE);
- expendable endowment funds (EE); and
- restricted income funds, including special trusts, of the charity (R).

| Fund Name | Type PE, EE or R | Purpose and Restrictions |
|-----------|------------------|--------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

13.2 Movements of major funds

Please give details of the movements of the major funds summarised in the restricted and endowment columns of the Statement of Financial Activities.

| Fund names | Fund balances brought forward £ | Incomin g resourc es £ | Outgoing resources £ | Transfers £ | Gains and losses £ | Fund balances carried forward £ |
|---------------------------------------|------------------------------------|------------------------------------|----------------------------|----------------|--------------------------|---|
| Awards for All Grant | 4,552 | | - 606 | - | - | 3,946 |
| Awards for All Grant 3rd Grant | | 5,710 | | | | 5,710 |
| Kent Reliance Provident Fund Grant | | | | - | - | - |
| Groundwork UK Grant | | | | - | - | - |
| Charities Trust Grant | | | | - | - | - |
| West Kent Extra (Linda Hogan) - Grant | 500 | | - 500 | - | - | - |
| Local Giving (Magic Little) - Grant | | | | - | - | - |
| Cobtree Grant | - | | | - | - | - |
| Kent Community Fund Grant | - | | | - | - | - |
| | - | - | - | - | - | - |
| | - | - | - | - | - | - |
| Total Funds | 5,052 | 5,710 | - 1,106 | - | - | 9,656 |

13.3 Transfers between funds

Please give details of any transfers between funds.

| From Fund (Name) | To Fund (Name) | Reason | Amount |
|------------------|----------------|--------|--------|
| | | | |
| | | | |
| | | | |
| | | | |

Note 15

Additional Disclosures

The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.

The Oakwood Park Community Group signed a licence with Oakwood Park Grammar School, St Augustine Academy and Kent County Council to restore community access to the Oakwood Park Playing Fields. The Oakwood Park Community Group's restricted funds are held partly in respect of works to implement the community access via the installation of two fob controlled gates access to the Oakwood Park Playing Fields, and partly in respect of improving access within the site.