



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **01.04.22** Period start date To **31.03.23** Period end date

Charity name: **Oaks Meadow Project**

Charity registration number: **1192200**

## Objectives and Activities

|                                                                                                                                                                      | SORP reference     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the purposes of the charity as set out in its governing document                                                                                          | Para 1.17          | Provision of facilities for recreation, leisure & education in the interests of social welfare & improving the conditions of life for the residents of Combs, Little Finborough & neighbouring rural settlements.<br>Promotion of sustainable eco-systems & recycling with a view to providing education & conservation of local flora, fauna & the environment generally.                                                                                                                                                                                  |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | Construction of a Reflective Garden with seating areas for quiet reflection. The site was designated a "Healing Wood" providing newly planted woodland areas with grass pathways throughout and recycled plastic seating. A small sensory garden is in place and raised vegetable beds which have provided free vegetables for the community. The installation of a play area including slides, climbing apparatus, a mud kitchen, exercise equipment and bench seating. The construction of a large wooden gazebo to provide shelter from the rain or sun. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit                                         | Para 1.18          | The Trustees have had regards to the guidance issued by the Charity Commission on public benefit.                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                       | SORP reference |  |
|-------------------------------------------------------|----------------|--|
| Policy on grant making                                | Para 1.38      |  |
| Policy on social investment including program related | Para 1.38      |  |

|                                 |           |                                                                                          |
|---------------------------------|-----------|------------------------------------------------------------------------------------------|
| investment                      |           |                                                                                          |
| Contribution made by volunteers | Para 1.38 | The project relies on volunteers to maintain and sustain the meadow throughout the year. |
| Other                           |           |                                                                                          |

## Achievements and Performance

|                                                                                                                                                                                                 | SORP reference |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | <p>Oaks Meadow Project has provided an open greenspace for the residents of Combs, Little Finborough, Battisford and the wider rural settlements.</p> <p>The development of small specialist areas in the green space has added to the visitor experience which has increased markedly over this past year.</p> <p>The covered wooden gazebo has provided a meeting place for young and old alike and a comfortable place to sit when the volunteers are working hard to maintain the site.</p> <p>The provision of a well equipped play area has given the local children a great space to play and socialise with others who they may not get a chance to meet anywhere else. In fact the play equipment has been so popular that word is spreading fast and families are visiting from further afield than the local villages. This also gives an opportunity for parents and grandparents to meet and socialise which has been welcomed.</p> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                              |           |  |
|--------------------------------------------------------------|-----------|--|
| Achievements against objectives set                          | Para 1.41 |  |
| Performance of fundraising activities against objectives set | Para 1.41 |  |
| Investment performance against objectives                    | Para 1.41 |  |

|       |  |  |
|-------|--|--|
|       |  |  |
| Other |  |  |

## Financial Review

|                                                                                  |           |                                                                                                                 |
|----------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------|
| Review of the charity's financial position at the end of the period              | Para 1.21 | There was £7137.91 in the bank at the end of the period                                                         |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | Now that we have completed most of the capital projects in our strategic plan, reserves policy is under review. |
| Amount of reserves held                                                          | Para 1.22 | 0                                                                                                               |
| Reasons for holding zero reserves                                                | Para 1.22 | Funds are raised for individual parts of the project and used for that purpose only as and when required.       |
| Details of fund materially in deficit                                            | Para 1.24 | There are no deficits                                                                                           |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | There are no uncertainties                                                                                      |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                                 |           |  |
|---------------------------------------------------------------------------------|-----------|--|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 |  |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 |  |
| A description of the principal risks facing the charity                         | Para 1.46 |  |
| Other                                                                           |           |  |

## Structure, Governance and Management

|                                                                                                                                                                           |           |                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Description of charity's trusts:                                                                                                                                          |           |                                                                                                                                              |
| Type of governing document<br>(trust deed, royal charter)                                                                                                                 | Para 1.25 | Constitution                                                                                                                                 |
| How is the charity constituted?<br>(e.g unincorporated association, CIO)                                                                                                  | Para 1.25 | Charitable Incorporated Organisation(CIO) Foundation Model                                                                                   |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Founding Trustees volunteered for the positions. Subsequent Trustees are appointed by the existing ones after providing a written statement. |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                                           |           |  |
|-------------------------------------------------------------------------------------------|-----------|--|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 |  |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 |  |
| Relationship with any related parties                                                     | Para 1.51 |  |
| Other                                                                                     |           |  |

## Reference and Administrative details

|                             |                                                                      |
|-----------------------------|----------------------------------------------------------------------|
| Charity name                | Oaks Meadow Project                                                  |
| Other name the charity uses |                                                                      |
| Registered charity number   | 1192200                                                              |
| Charity's principal address | Blackberry Barn<br>Bildeston Road<br>Combs<br>Stowmarket<br>IP14 2JZ |
|                             |                                                                      |

## 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  | Desiree Shelley  | Chair           |                                   |                                                               |
| 2  | Susan Green      | Secretary       |                                   |                                                               |
| 3  | Diana Marjoram   | Treasurer       |                                   |                                                               |
| 4  | Ian Clark        |                 |                                   |                                                               |
| 5  | Stephen Green    | H & S Officer   |                                   |                                                               |
| 6  | Sara Waterer     |                 |                                   |                                                               |
| 7  | Georgina Shelley |                 |                                   |                                                               |
| 8  | Nicola Cleaver   |                 |                                   |                                                               |
| 9  |                  |                 |                                   |                                                               |
| 10 |                  |                 |                                   |                                                               |
| 11 |                  |                 |                                   |                                                               |
| 12 |                  |                 |                                   |                                                               |
| 13 |                  |                 |                                   |                                                               |
| 14 |                  |                 |                                   |                                                               |
| 15 |                  |                 |                                   |                                                               |
| 16 |                  |                 |                                   |                                                               |
| 17 |                  |                 |                                   |                                                               |
| 18 |                  |                 |                                   |                                                               |
| 19 |                  |                 |                                   |                                                               |
| 20 |                  |                 |                                   |                                                               |

## Corporate trustees – names of the directors at the date the report was approved

| Director name |  |  |
|---------------|--|--|
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |

## Name of trustees holding title to property belonging to the charity

| Trustee name    | Dates acted if not for whole year |  |
|-----------------|-----------------------------------|--|
| Desiree Shelley |                                   |  |
| Nicola Cleaver  |                                   |  |
| Sara Waterer    |                                   |  |
| Stephen Green   |                                   |  |
| Susan Green     |                                   |  |
| Ian Clark       |                                   |  |

## Funds held as custodian trustees on behalf of others

|                                                                                                                               |   |
|-------------------------------------------------------------------------------------------------------------------------------|---|
| Description of the assets held in this capacity                                                                               | 0 |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects |   |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         |   |

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

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

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

|  |
|--|
|  |
|--|

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

|  |
|--|
|  |
|--|

## Other optional information

|  |
|--|
|  |
|--|

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

|  |  |
|--|--|
|  |  |
|--|--|

Full name(s)

|                   |             |
|-------------------|-------------|
| Desiree G Shelley | Susan Green |
|-------------------|-------------|

Position (eg Secretary,  
Chair, etc)

|       |           |
|-------|-----------|
| Chair | Secretary |
|-------|-----------|

Date

|  |
|--|
|  |
|--|



CHARITY COMMISSION  
FOR ENGLAND AND WALES

|                                     |             |
|-------------------------------------|-------------|
| Charity Name<br>Oaks Meadow Project | No (if any) |
|-------------------------------------|-------------|

## Receipts and payments accounts

CC16a

|                        |                               |    |                             |
|------------------------|-------------------------------|----|-----------------------------|
| For the period<br>from | Period start date<br>01.04.22 | To | Period end date<br>31.03.23 |
|------------------------|-------------------------------|----|-----------------------------|

### Section A Receipts and payments

|                                                           | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|-----------------------------------------------------------|----------------------------------------|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                        |                                        |                                      |                                     |                                 |                               |
| Donations                                                 | 38                                     | -                                    | -                                   | 38                              | -                             |
| Mid Suffolk District Council                              | -                                      | 25,000                               | -                                   | 25,000                          | -                             |
| Councillor Locality Budgets                               | -                                      | 1,502                                | -                                   | 1,502                           | -                             |
| Combs Parish Council                                      | -                                      | 865                                  | -                                   | 865                             | -                             |
| Valencia Communities Fund                                 | -                                      | 50,000                               | -                                   | 50,000                          | -                             |
| Local Fund Raising                                        | 312                                    | -                                    | -                                   | 312                             | -                             |
|                                                           | -                                      | -                                    | -                                   | -                               | -                             |
|                                                           | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b> (Gross income for AR)                    | 350                                    | 77,367                               | -                                   | 77,717                          | -                             |
| <b>A2 Asset and investment sales,<br/>(see table).</b>    |                                        |                                      |                                     |                                 |                               |
|                                                           | -                                      | -                                    | -                                   | -                               | -                             |
|                                                           | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                          | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Total receipts</b>                                     | 350                                    | 77,367                               | -                                   | 77,717                          | -                             |
| <b>A3 Payments</b>                                        |                                        |                                      |                                     |                                 |                               |
| Insurance                                                 |                                        | 146                                  | -                                   | 146                             | -                             |
| Bank Charges                                              | -                                      | 72                                   | -                                   | 72                              | -                             |
| Site, Groundworks & Desogm                                | -                                      | 20,092                               | -                                   | 20,092                          | -                             |
| Admin & Office                                            | -                                      | 218                                  | -                                   | 218                             | -                             |
| Cost of Events                                            | 188                                    | -                                    | -                                   | 188                             | -                             |
|                                                           | -                                      | -                                    | -                                   | -                               | -                             |
|                                                           | -                                      | -                                    | -                                   | -                               | -                             |
|                                                           | -                                      | -                                    | -                                   | -                               | -                             |
|                                                           | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                          | 188                                    | 20,528                               | -                                   | 20,716                          | -                             |
| <b>A4 Asset and investment<br/>purchases, (see table)</b> |                                        |                                      |                                     |                                 |                               |
| <b>Structures &amp; Equipment</b>                         |                                        | 1,062                                | -                                   | 1,062                           | -                             |
| Playground Fixtures & Fittings                            | -                                      | 63,553                               | -                                   | 63,553                          | -                             |
| <b>Sub total</b>                                          | -                                      | 64,615                               | -                                   | 64,615                          | -                             |
| <b>Total payments</b>                                     | 188                                    | 85,143                               | -                                   | 85,331                          | -                             |
| <b>Net of receipts/(payments)</b>                         | 162                                    | 7,776                                | -                                   | 7,614                           | -                             |
| <b>A5 Transfers between funds</b>                         | -                                      | -                                    | -                                   | -                               | -                             |
| <b>A6 Cash funds last year end</b>                        | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Cash funds this year end</b>                           | 162                                    | 7,776                                | -                                   | 7,614                           | 14,766                        |

## Section B Statement of assets and liabilities at the end of the period

| Categories                                                  | Details                                                | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|-------------------------------------------------------------|--------------------------------------------------------|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b>                                        | Bank Balance                                           | 7,138                              | -                                | -                               |
|                                                             | Cash in Hand                                           | 14                                 | -                                | -                               |
|                                                             |                                                        | -                                  | -                                | -                               |
|                                                             | <b>Total cash funds</b>                                | <b>7,152</b>                       | <b>-</b>                         | <b>-</b>                        |
|                                                             | (agree balances with receipts and payments account(s)) | Agreement Error                    | Agreement Error                  | OK                              |
| <b>B2 Other monetary assets</b>                             | Details                                                | to nearest £                       | to nearest £                     | to nearest £                    |
|                                                             |                                                        | -                                  | -                                | -                               |
|                                                             |                                                        | -                                  | -                                | -                               |
|                                                             |                                                        | -                                  | -                                | -                               |
|                                                             |                                                        | -                                  | -                                | -                               |
|                                                             |                                                        | -                                  | -                                | -                               |
|                                                             |                                                        | -                                  | -                                | -                               |
| <b>B3 Investment assets</b>                                 | Details                                                | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
| <b>B4 Assets retained for the charity's own use</b>         | Details                                                | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
|                                                             |                                                        |                                    | -                                | -                               |
| <b>B5 Liabilities</b>                                       | Details                                                | Fund to which liability relates    | Amount due (optional)            | When due (optional)             |
|                                                             |                                                        |                                    | -                                |                                 |
|                                                             |                                                        |                                    | -                                |                                 |
|                                                             |                                                        |                                    | -                                |                                 |
|                                                             |                                                        |                                    | -                                |                                 |
|                                                             |                                                        |                                    | -                                |                                 |
| Signed by one or two trustees on behalf of all the trustees | Signature                                              | Print Name                         | Date of approval                 |                                 |
|                                                             |                                                        |                                    |                                  |                                 |
|                                                             |                                                        |                                    |                                  |                                 |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/ members of

Charity Name

Oaks Meadow Project

On accounts for the year ended

31.03.23

Charity no (if any)

1192200

Set out on pages

1

(remember to include the page numbers of additional sheets)

### Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

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").

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

### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) 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 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.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

J Scarff

Date:

10/10/2023

Name:

Mrs Jill Scarff

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

**Address:**

West End Farm. Mill Lane

Combs, Stowmarket

Suffolk IP14 2NF

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**