Registered Charity Number 1193109

Milton Creek Country Park Trust
Trustees Annual Report
1 October 2021 to 30 September 2022

Clerk to the Trustees
Mike Dendor
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Sittingbourne
Kent
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The trustees present their annual report and independently examined financial statements for the year ended 30 September 2022 and confirm that they comply with the Charities Act 1993, as amended by the Charities Act 2006, the trust deed, and Charities SORP 2005.

1. Reference and Administrative Information

a) Charity Name: Milton Creek Country Park Trust

b) Charity Registration Number: 1193109

c) Principal Office

Kemsley Community Centre
The Square, Ridham Avenue
Kemsley
Sittingbourne
Kent
ME10 2SL

d) Board of Trustees

Christopher Andrews
Derek Carnell
Stephen Davey
Michael Dendor (Chairman)
Susan Gent
Lynda Marshall (Treasurer)
Nicholas Vickers
Janet Williams (Minutes Secretary)
Antony Winckless

e) Principal Administrator

Mike Dendor – Chairman/Clerk

f) Independent Examiner of Accounts

Mr A Thorley
67 Chegworth Gardens
Sittingbourne
Kent
ME10 1RJ

g) Bankers

Natwest Bank plc
81 High Street
Sittingbourne
ME10 4AW

2. Structure, governance, and management

a) Governing document

Milton Creek Country Park Trust (MCCPT) was constituted as a “Foundation” Charitable Incorporated Organisation (CIO) with the Charity Commission on 14 January 2021 under charity number 1193109. It is governed by a deed of trust filed with the Charity Commission.

b) Management

MCCPT has been established to promote/enhance Milton Creek Country Park (The Park) supporting maintenance, environment, leisure, recreation in partnership with Swale Borough Council (SBC), owners of The Park.

c) Organisational structure

The charity trustees manage the activities of MCCPT, including cooperation and organisation of volunteers. Trustees give their time freely and receive no remuneration or other financial benefits, other than agreed expenses as incurred. The Trustees meet as a body regularly and are responsible for all decisions taken in relation to running and managing activities provided by the charity.

d) Recruitment and appointment of trustees

Prospective trustees are invited to attend trustees’ meetings as observers and are given details of the charity’s aims and activities. If they wish to join MCCPT as a trustee, due consideration is given to their eligibility and personal competence including specialist knowledge and skills.

Prospective trustees are nominated to the MCCPT Trustee Board by existing trustees. Trustees are initially co-opted to the Board on the understanding that they stand for election at the next AGM at which time, if they are elected, they are elected for a term of 4 years. Any trustee may stand for re-election at the end of their term.

e) Induction and training of trustees

Following appointment, new MCCPT trustees are introduced to their new role and given copies of the trust deed and a guide to the policies and procedures adopted by MCCPT. A number of publications from the Charity Commission are also provided, including the guidance on charities and public benefit. This ensures that new trustees are aware of the scope of their responsibilities under the Charities Act. New trustees work with an existing trustee for a time to get used to the charity.

f) Hiring Agreement

Use of the Park is managed and controlled by SBC. Use of units in The Park owned or leased by MCCPT is currently on an informal basis but this is being reviewed with plans to introduce a formal hiring agreement.

g) Licences

Performing Rights and Alcohol Licencing for the Park, including for MCCPT units, is managed by SBC. Organisations using The Park arrange Temporary Licences with SBC/PRS as needed.

h) Internet

MCCPT has a website https://miltoncreek.co.uk

i) Policies and Procedures

To guide the trustees in its duty of care to members, contractors and users of the hall, the following policy statements have been adopted:

Safeguarding Policy, including Child Protection and Vulnerable Adults
Health and Safety Policy
Equal Opportunities Policy
Data Protection Policy

Copies of these policies are available on our website for hirers to read.

j) Risk Management

MCCPT is insured with Zurich Insurance in respect to: Contents £25,000 (contents of MCCPT Units and equipment owned/leased by MCCPT); Loss of Money £250,000; Public Liability £5,000,000; Employer's Liability £10,000,000; Trustee's (Director's) Liability £100,000; Personal Accident up to £10,000 or £100 per week.

The Trustee Board recognises that is under a legal obligation to protect its buildings, trustees, employees, volunteers, and users through adequate and appropriate insurance.

k) Health and Safety

SBC are responsible for health and safety of personnel, equipment, materials, and buildings within The Park apart from MCCPT units and equipment.

For units or equipment owned/leased by MCCPT, the Trust is responsible for:

☑ Building condition survey every 5 years
☑ Portable electrical appliances tested annually
☑ Mains electrical connection/installation checked every 5 years
☑ Fire Safety Risk Assessment Certificate every three years
☑ Firefighting appliances inspected annually
☑ Legionella Control Checks done annually (for any water supplies)
☑ Asbestos Survey and Register
☑ Food Hygiene Certificate in place and checked annually
☑ Other regular maintenance checks deemed necessary

3. Objectives of the Charity

The objectives are:

1. To provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation at Milton Creek Country Park by individuals who have need of such facilities by reason of their youth, age, infirmity, disability, financial hardship, or social circumstances with the object of improving their conditions of life.
2. To promote the conservation of the environment through education, recording, and research.

In furtherance of these objectives, but not otherwise, the Charity Trustees shall have the power to secure the establishment of a Country Park at Milton Creek and to maintain or manage or cooperate with any statutory authority in the maintenance and continuation of such a park for activities provided by the Charity in furtherance of the above objectives.

The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year.

4. Principal Activities in pursuit of Objectives

The Park is used every day of the week for a variety of activities including leisure, recreation, biodiversity, outdoor events, sport, education, and indoor exhibitions/creative activities.

5. Funding Strategy

The Trust uses fundraising through event ticketing, donations, and grants to finance activities.

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6. Volunteers Effort

The Park is managed by SBC park rangers with help from volunteers. Over 4,005 hours of volunteer time (trustees and other volunteers) have been spent in 2021/22 to help maintain/improve the grounds and cover routine tasks such as MCCPT fundraising, bookings, administration, and accounts.

7. Reserves Policy

The charity had a total of £24,006.83 in bank accounts and petty cash at 2021/22 financial year end. The charity has a reserves policy that £1,000 uncommitted cash be held at all times. The Trustees are responsible for the maintenance/improvement of equipment and facilities they own or lease. On identifying any major works required, fundraising is undertaken with the object of meeting the costs in full. Such funds may be ring fenced for specific maintenance or projects.

8. Ongoing Plans

The Trustees have resolved to help SBC and its rangers to maintain and improve The Park, including expansion and access. The Trust has also resolved to improve marketing of The Park through use of social media, website, and advertising.

9. Trustees Approval of Report

The Trustees declare that they have approved the Trustees' Annual Report. Signed on behalf of the charity's Trustees:

Signature(s): 

Full Name: MICHAEL ROGER DENDOR

Position: CHAIRMAN

Date: 21/2/2023

10. Independent examiner's report on the accounts

The charity's Trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to

- examine the accounts (under section 43 of the Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43 (7) (b) of the Act), and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently, I do not express an audit opinion on the accounts.

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that, in any material respect, the Trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 41 of the Act); and
- accounts are prepared which agree with the accounting records and comply with the requirements of the Act; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

Name:

Relevant Professional Body (if any):

Address:

Income and Expenses 01 April 2021 to 30 September 2022

INCOME	2020-21	2021-22	Variance
Councillors grants	£1,100.00	£1,950.00	£850.00
SBC Grants - Great Big Green Week, Enviornment, Heri	£200.00	£5,500.00	£5,300.00
Bank Compensation	£0.00	£300.00	£300.00
Donations from general public, memorials, legacies	£842.00	£2,049.79	£1,207.79
Developer Donations	£0.00	£300.00	£300.00
KCC grant	£2,130.00	£0.00	(£2,130.00)
SBC grant from Sittingbourne Area Committee	£8,313.00	£7,278.21	(£1,034.79)
Tree guards grant from D S Smith/ Tree Council Grant	£1,000.00	£2,500.00	£1,500.00
Donations collected,Cash Income, Sale of Paint	£0.00	£69.75	£69.75
Kent Community Foundation grant	£2,000.00	£0.00	(£2,000.00)
SBC reimbursement of items purchased for park ranger	£0.00	£1,421.06	£1,421.06
SBC grants - Storage Container, Defib	£2,800.00	£750.00	(£2,050.00)
Fund raising events	£457.87	£1,302.94	£845.07
Interest on reserve account	£0.50	£9.23	£8.73
	£18,843.37	£23,430.98	£4,587.61
EXPENSES	2020-21	2021-22	Variance
Planning Application Fee - Space in the Park	£0.00	£519.40	£519.40
Office Supplies. Media Training, Zoom Licence	£117.55	£156.72	£39.17
Park Furniture inc. delivery	£4,887.00	£2,396.00	(£2,491.00)
Second hand storage container inc. delivery	£2,916.00	£0.00	(£2,916.00)
Website redesign inc. annual hosting fee	£1,300.00	£123.98	(£1,176.02)
Insurance	£157.00	£157.00	£0.00
Volunteer Chainsaw Training	£3,108.00	£0.00	(£3,108.00)
Interpretation panel and art work	£658.33	£0.00	(£658.33)
Biodegradable tree guards and canes	£910.00	£0.00	(£910.00)
Trade Debtor (SBC Invoice not yet paid)	£0.00	£526.51	£526.51
Maintenance items inc. mural on container	£481.66	£512.00	£30.34
Miscellaneous hardware	£0.00	£0.00	£0.00
Fund raisining activities items and expenses	£701.91	£286.98	(£414.93)
Payment SBC re Tree Council Grant purchase	£0.00	£2,534.00	£2,534.00
Grow Wild Grant expenditure	£0.00	£346.73	£346.73
Purchases for SBC	£0.00	£1,463.01	£1,463.01
Partila refund re Culture Grant	£0.00	£0.00	£0.00
Art in the Park	£0.00	£0.00	£0.00
	£15,237.45	£9,022.33	(£6,215.12)
Net Profit/(Loss)	£3,605.92	£14,408.65	£10,802.73

Balance Sheet 01 April 2021 to 30 September 2022

Balance as at 1/10/2021		£9,598.18
Net Proit/Loss 2020/21		£14,408.65
Balance as at 30/9/2021		£24,006.83
Balance Sheet as at 30 Sep 2022		
ASSETS		
Fixed Assets		
Assets - Cost (0001)	£0.00	
	Total Fixed Assets	£0.00
Current Assets		
Bank Balance - Current Account	£4,721.23	
Bank Balance - Project Fund	£19,269.60	
Petty Cash	£16.00	
	Total Current Assets	£24,006.83
	TOTAL ASSETS	£24,006.83
LIABILITIES		
Current Liabilities	£0.00	
	Total Current Liabilities	£0.00
	TOTAL LIABILITIES	£0.00
	TOTAL NET ASSETS	£24,006.83
	TOTAL EQUITY	£24,006.83

NOTES:

(i) Accounts are being administered and reported on "Cash Accounting" basis.

(ii) Insurance

Zurich insurance for public liability, contents of MCCPT units, equipment owned by MSCCPT, employer's liability, loss of money, Trustees' liability

(iii) Developer Donations

£300 donated by David Wilson Homes.

(iv) Trees/Tree Guards

Payment made to SBC for trees & guards totalling £2,534 against grant awarded from SBC for £2,500.

(v) Reimbursed by SBC

Items purchased for ranger totalling £1,463.01, reimbursement received from SBC totalling £1,421.06.

(vi) Awaiting reimbursement from SBC

Items purchased for ranger totalling £526.51 - reimbursed by SBC in 2022/23.

Milton Creek Country Park Trust

Financial Statement 1st October 2021 - 30th September 2022

2020/2021	**Receipts for the year consisted of:**	2021/2022
£1,100.00	LEF funding - SBC Councillors	£1,950.00
£0.00	SBC Environment grant	£4,000.00
£0.00	SBC Sittingbourne Area Committee grant	£2,955.15
£0.00	SBC Heritage & Culture grant	£1,000.00
£8,313.00	SBC Sittingbourne Area Committee grant	£4,323.06
£200.00	SBC Grant re Great Big Green Week Event	£0.00
£2,800.00	SBC Grant re Container	£0.00
£0.00	SBC Defib grant	£750.00
£0.00	Grant from Tree Council	£2,500.00
£2,130.00	Grant from KCC	£0.00
£0.00	Rosie Lancaster -Grow Wild grant	£500.00
£0.00	SBC Invoiced re items purchased on Ranger's behalf	£1,370.18
£0.00	Expense account (LKM not yet invoiced)	£50.88
£305.00	Legacy - Angela Kitney	£400.00
£0.00	Donations to Paypal account	£28.75
£0.00	Donation David Wilson Homes	£300.00
£0.00	Compensation from NatWest	£300.00
£1,000.00	Grant from DSS re Tree Guards	£0.00
£2,000.00	Kent Community Foundation Grant	£0.00
£537.00	Donations for Memorials	£1,649.79
£457.87	Fund Raising Events - Income & donation	£1,302.94
£0.00	Sale of surplus paint from mural	£25.00
£0.50	Interest on reserve account	£9.23
£0.00	Cash Income	£16.00
£18,843.37	**Total Receipts for the year were, therefore**	**£23,430.98**
	From which must be deducted payments during the year;	
£117.55	Zoom licence, volunteer exp etc	£156.72
£4,887.00	Park Furniture incl delivery	£2,396.00
£2,916.00	2nd Hand Storage Container incl delivery	£0.00
£1,300.00	Web site redesign including annual hosting fee	£123.98
£157.00	Insurance	£157.00
£0.00	Planning Application fee for Space in the Park	£519.40
£3,108.00	Volunteer chainsaw training	£0.00
£658.33	Interpretation Panel and art work	£0.00
£910.00	Biodegradable tree guards and canes	£0.00
£0.00	Payment to SBC for Tree Council grant purchase	£2,534.00
£0.00	Rosie Lancaster -Grow Wild grant expenditure	£346.73
£481.66	Maintenance Items incl Mural on new container	£512.00
£701.91	Fund Raising items and expenses (Activities)	£286.98
£0.00	Purchase of items on behalf of Park Ranger	£1,463.01
£0.00	Trade Debtor (SBC invoice not yet paid)	£526.51
£15,237.45	**Total Payments for the year were, therefore**	**£9,022.33**
£3,605.92	**Excess of Receipts over Payments was therefore;**	£14,408.65
£964.07	To which must be added the bank balance at 1/10/21	£4,569.49
£5,028.19	and the reserve fund at 1/10/21	£5,028.69
£9,598.18	**The Accumulated Fund at 30/09/22 was, therefore;**	**£24,006.83**

Represented by;	Bank Balance	£4,721.23
	Reserve fund	£19,269.60
	Petty Cash	£16.00
		£24,006.83

Prepared by Lynda Marshall Treasurer

Checked and Agreed by

Jg. checked as Ok.