

Report of the Trustees for the financial period from 1 May 2024 to 30 April 2025
Houghton Field Association (HFA) CIO Charity registration number: 1204706

1. Aim and purposes

To hold in trust and manage the recreation ground and associated facilities in Houghton-on-the-Hill for the benefit of the residents of Houghton-on-the-Hill in the County of Leicestershire who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

2. Our facilities:

Houghton Field is an area of land of 7.8 acres on the edge of the village of Houghton on the Hill, Leicestershire.

We provide indoor Pavilion facilities for both sports and community activities, changing rooms, kitchen, indoor and outdoor social space, and community cafe.

Our outdoor facilities include large open space for informal recreational activities with picnic benches and seats available with beautiful views over the open countryside. Two adult and one junior football pitch, children's play park, table tennis table, three tennis courts, basketball hoop and outdoor youth pod, outdoor gym, and circular walking/ running path.

Houghton Field is home to several local community organisations: Sports groups include Houghton Rangers Senior and Junior Football Clubs including the Wildcats and Houghton Rangers Juniors Girls Teams, Houghton Tennis Club and Houghton Running Club. The Pavilion hosts several local community groups including a bridge club, table tennis club and weekly social club and community café. It is also rented out at low cost for community social functions.

3. HFA Objectives and Activities	
HFA provides a public benefit; we enable people in Houghton to have the benefit and enjoyment of the Field and its facilities. Nature and the outdoors has significant importance for mental, emotional, and physical health for both adults and children.	
Resources	<ul style="list-style-type: none"> • Recreation ground and pavilion and associated assets • Strong board of trustees • Volunteer time • Financial resources from rental, grants, donations, and community fundraising
What we do	<ul style="list-style-type: none"> • Manage and maintain the recreation grounds and pavilion • Provide facilities for local partners, community organisations, and local businesses

	<ul style="list-style-type: none"> • Organise community events and fundraisers • Engage with members of HFA through regular community engagement
Reach:	<ul style="list-style-type: none"> • Members of Houghton Village • Children and young people • Older people at risk of isolation • Wider community including those from surrounding villages
Achievements and Performance	<ul style="list-style-type: none"> • A well-maintained and accessible local place for wellbeing, recreation, and exercise • Maintain an operational and inclusive community pavilion despite the challenges in its condition. • Opportunities for regular ad hoc and calendar of events and activities which promote health and wellbeing • A pool of volunteers from the local community • Financial stability of charity • A new improved charitable structure
Outcomes	<ul style="list-style-type: none"> • Good levels facility hire by local community groups, partners, and businesses. • Opportunities for residents to participate in activities which promote better health and wellbeing. • People using the recreation ground and pavilion are connecting with others • Improved overall health and mental wellbeing of residents

4. Administration

In September 2023, the new Houghton Field Association Charitable Incorporated Organisation was formally registered with the Charity Commission and the CIO Constitution approved. The CIO ran dormant but coterminous with the Charitable Trust whilst preparation work by the Trustees was undertaken in this period for the formal move of HFA from a Charitable Trust to a Charitable Incorporated Organization this included all the formal legal work and required agreements on the transfer of the assets. Following this work, in October 2024 the transfer of the Charity Assets took place and trading closed from the Charitable Trust on 30th November 2024, with HFA CIO formerly trading from 01/12/24.

Alongside the monthly Trustees meetings, weekly meetings were implemented from January 2025 for all Trustees Chaired by the Capital Projects Grants and Fundraising Subgroup to oversee the planned demolition and rebuild of the pavilion. These had particular focus on risk management, financial management and the link back to the Contract Management meeting

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with the Quantity Surveyor and Builder. The Quantity Survey also began the Contract Administrator role for the Trustees.

5. Capital Projects Grants and Fundraising

The Trustees accepted the Football Foundation Grant, and this allowed a Contract to be entered into with the successful supplier for the rebuild of the pavilion, the Trustees successfully negotiated with Harborough DC and other Grant funders extended the terms of the S106 Grant to allow for the build to be delivered during 2025.

The Trustees also spent more time submitting new grant applications were submitted for Solar Panels, bids for internal furniture and also the extension of the Jubilee Path to cover the entrance of the playground

6. Field and Pavilion; Repairs, maintenance, and improvements

The Pavilion was closed on January 2025 with ongoing site access managed by the Trustees.

7. Community Events, engagement, and fundraisers

The Quiz Night was successful run again in the village and was very well attended raising over £1000 for the Charity.

The trustees remain incredibly grateful to all our donors and supporters of HFA as all money raised goes to our running costs, as we receive no direct public funding.

8. Key Financial Details

See Treasurers Report Appendix 1.

9. Charity Structure, governance, and management

HFA CIO is governed by its constitution. The membership is made up of not less than 3 nor more than 6 elected trustees and no more than 6 nominated trustees. There must be at least three charity trustees. The trustees will determine the appointing bodies (from the user groups and community groups/organisations) who may nominate a trustee, and these will be listed in the rules of the CIO. The HFA Committee met four times during the four months of this report.

Administrative information

- Houghton Field Association is situated in Houghton on the Hill, Leicestershire. The correspondence address is 30 Firs Road, Houghton-On-The-Hill, Leicester LE7 9GU
- HFA CIO is a registered charity with the Charity Commission. Charity registration number **1204706**

HFA CIO members who have served during the period covered by this report:

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- Nicola Hobbs Elected Trustee
- Barbara Scase Elected Trustee
- Graham Warwick Elected Trustee
- Neil Coleman Elected Trustee
- Iain Munro Nominated by Houghton Rangers Seniors FC
- Matt Martin Nominated by Houghton Rangers Juniors FC
- Sue Sutton Nominated by Houghton 100 Club

Appendix 1.

Report of the Trustees for the financial period from 1 May 2024 to 30 April 2025
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Financial Overview of HFA Accounts for period 1st May 2024-30th April 2025.

A challenging year, with the new pavilion rebuild programme commencing in Feb 2025, along with the prebuild specification requirements of the M& E & a tendering exercise and finalising grant awards, plus the changeover of HFA charity status from a Charitable Trust to a Charitable Incorporated Organisation. The new CIO commenced trading in December 2024 with the transfer of the CT bank funds over into the new NatWest Bankline bank accounts.

Hence, we are reporting on both Charities accounts for the financial year 1st May 2024 to end April 2025 until the Charity Commission sanction the closure and merger which they completed in August 2025. I can comment on some financial detail from each of the two Charities from the account receipts and expenditure summaries that are published: -

HFA CT – 521431, Opening balance across the bank accounts £76957 and closed at zero after the transfer of £68464 to new CIO.

Expenditure included Prebuild costs of £12990 that are showing in the Pavilion accounts whilst the Main account, is showing reduced costs for gas, pavilion maintenance, & events.

Income from room hire was comparable to the previous year but stopped after the January pavilion closure, 100 club donated a generous £1600, and football income was less due to invoice phasing.

HFA CIO – 1204706, Opening balance in May – zero, with the transfer of the HFA CT banking funds in Dec became £68464 and closed at £88567.

Expenditure included further Prebuild costs for architects and specialist consultant reports of £38771, insurance costs of £1889, Jubilee footpath extension costs of £5019, whilst pitch maintenance was limited to £84 as HRJFC took over the organising and costs. AMD were appointed project managers for the pavilion rebuild and the build contract to AA Builders with costs to end April amounting to £131783.

Income from room hire was limited to £475 following the January pavilion closure, whilst the phased income from HRFC realised £3485, and £2119 from donations/ event. A Crowdfunder2 appeal for furnishing for the new pavilion was started with £545+ £1224. Following the success of the Jubilee walk footpath we proposed an extension to link on south side of the play area to car park and a HDC Community grant award of £8176 enabling its introduction. A HPC precept grant of £1425 was awarded towards replacing the Play area fencing next to car park, partial tyres, and log wall refresh which we complimented by utilising the same amount from HFA Play area designated reserves.

The main CIO income was via the monthly invoicing to two of the Grant funders COF, and Football Foundation.

ADM as project managers carry out this end of month assessment of the progress by AA Builders of the work to the tender and project plan, this value is showing as COF -£107493, FF- £51481. Two other grants of £10k from Edith Murphy & £15k from Garfield Weston add to this total.

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Combining both Charity accounts for the financial year 1st May 2024-25 show the opening balance of £76957 and closing @ £88567 to give a trading surplus for the year of £11610.

HOUGHTON FIELD ASSOCIATION - CIO MAIN ACCOUNT

	25.05.25	
RECEIPTS & PAYMENTS ACCOUNT		
For year 1st May 2024 - end April 2025	trading 1stDec	
NatWest Account 37500619	Cash	
1st May 24 opening bal	0.00	
1st Dec trsfr CT bank funds	5981.20	122.26

RECEIPTS	2024-25	
	£	£
Houghton Rangers FC	3485.00	
Houghton Tennis Club	632.88	
Houghton Tennis Club (elec/water)	540.31	
income sub total	4658.19	
Room Hire- assume closure End Feb	475.45	
Crowdfunder 2 -furniture	545.01	
Donations & Other events	2119.19	
Car Park grant	0.00	
Outdoor Gym	0.00	
HDC /HPC & Other Grants	2850.00	
100 Club	0.00	
Jubilee Walk Footpath extension	8176.00	
Parklife	0.00	
Other income	70.00	
€355.15 trsfr incl	Income sub total	14235.65

TOTAL RECEIPTS	Total Income	18893.84
PAYMENTS		
Field Maintenance	-111.00	
Pavilion Maintain, + skips Portaloo	-158.28	
Pitch Maintenance	-83.96	
Pavilion Cleaning	-195.00	
Gas- assumed pavilion closure	-434.85	
Electricity- assumed pavilion closure	-551.39	
Water	-201.16	
Insurance	-1889.25	
Auditor's fee/ accountant	0.00	
Car Park	0.00	
Crowdfund 2- furniture	transfer to pavilion acc	-496.43
Events & Coronation	-1019.91	
Jubilee Walk Extension	-5018.92	
Parklife & outdoor gym	-144.39	
CIO Transfer costs	-2198.40	
Sundries, Chess, Promotion	0.00	-25.00
HFA interbank Transfers	0.00	
TOTAL PAYMENTS	Expenditure total	-12502.94
NET RECEIPTS/(PAYMENTS)		6390.90 0.00
Net in/out Result Total		12372.10

Nett Cash	YTD reconciliation	- 25.00
Pavilion Account YTD	YTD reconciliation	€ 65,607.91
Reserves account YTD	YTD reconciliation	10,587.46
35day Notice YTD	YTD reconciliation	0
Overall Net Result		88567.47

Current Bank balance made up as follows:		
Reserve Acc, Parklife,	10,587.46	
Pavilion Account	65,607.91	
Main Current Account	11580.60	
Main Acc NoteA	791.50	
35day deposit acc-	0	
Petty cash		97.26
Bank balance	88,567.47	
Opening balance	0.00	
Bank Net Receipt /Payments	88,567.47	
Notes		

HFA Pavilion Account CIO

25.05.25

RECEIPTS & PAYMENTS ACCOUNT

For year 1st May 24 to end April 25

NatWest Capital Pavilion Account 37500724

trading 1st Dec

RECEIPTS

2024-25

Opening Balance	0
CT Pavilion Acc closure transfers	35,245.67
InterHFA bank Transfers	15337.54
Grant HDC Sec106	0.00
Grant Edith Murphy	10000.00
Grant Garfield Weston	15000.00
Grant UK Com Ownr Fund	107493.53
Grant Football Foundation	51481.00
Crowdfund 2	1224.04
Furniture	0.00
Scouts Shed	0.00
Solar Panels	0.00
Events	0.00
Donations	0.00
Misc	0.00
Total Receipts	<u>235781.78</u>

PAYMENTS

AA Builders	-120500.00
ADM Surveyors	-11282.87
Specialist Consultants	-7953.00
HDC Planning	-578.00
A&G Architect Design	-29700.00
Furniture/fixtures	0.00
Scouts Shed	0.00
Misc costs	-160.00

Total Payments	<u>-170173.87</u>
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Net Receipts/Payments	<u>65607.91</u>
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including May allocated Note 2

opening Balance	0
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Houghton Field Association - Charitable Inc. Organisation 12044706 - 2024-25 accounts

Examiners report relating to all Bank Accounts for the year ending 30th April 2025

Subject to the information provided and explanations given to myself, I hereby certify that the accounts are in accordance with the Charity's records.

Mark Brown

Bank Manager – retired.

22 Firs Road

Houghton on the Hill

Leicester

LE7 9GU

31st July 2025.

HOUGHTON FIELD ASSOCIATION - CIO MAIN ACCOUNT

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