

**COMMITTEE OF MANAGEMENT OF  
MASTER PARK, OXTED**



**STATEMENTS OF ACCOUNTS  
FOR YEAR ENDED 31st MARCH 2022**



**Registered Charity No. 200846**

# COMMITTEE OF MANAGEMENT OF MASTER PARK OXTED

**Charity number:** 200846

**Contact address:** Master Park Management Committee  
PO Box 164  
Oxted  
RH8 9WE

**Bankers:** Barclays Bank  
Sevenoaks Group  
80 High Street  
Sevenoaks  
Kent  
TN13 1LR

**Independent Examiner:** R. Thomas

## Members of the Management Committee

Name	Position	Joined	Additional Role
Ms P McNaughton	Trustee	07.01.2000	Oxted Lawn Tennis Club Rep
		15.01.2019	Master Park Chair
Mr A. Batchelor	Elected Trustee	15.11.1999	
Mr R Pitt	Elected Trustee	13.01.2007	
Mr I Beagley	Trustee	07.07.1996	Oxted & District Football Club Rep
Mr G Kearns	Elected Trustee	18.07.2018	
Mr P Trayner	Trustee	15.01.2019	Oxted & Limpsfield Cricket Club Rep
Ms A Starr	Co-Opted Trustee	15.01.2019	Treasurer
Mr R Sayer	Co-Opted Trustee	15.01.2019	

## Ex- Committee Members since 2018

K. Willis (Treasurer) – resigned 18.07.2018  
V. Hadida (Co-opted) – resigned 18.07.2018  
H. Webber (Chairman) – resigned 22.11.2018  
K. Powell (Oxted & Limpsfield Cricket Club) – resigned 22.11.2018  
T. Kulp (Co-opted) – resigned 05.12.2018  
A. Campbell (Elected Trustee) – resigned 13.07.2022

# INDEPENDENT EXAMINER'S REPORT TO THE COMMITTEE OF MANAGEMENT OF MASTER PARK, OXTED, SURREY

I report on the accounts of the Trust for the year ended 31st March 2022 which are set out on pages 7 to 13.

## Respective Responsibilities of Committee and Examiner

The Trust's Management Committee is responsible for the preparation of the accounts; it considers that the audit requirement of Section 144 of the Charities Act 2011 (the Act) does not apply and that an independent examination is needed. It is my responsibility to examine the accounts under Section 145 of the Act and state, on the basis of procedures specified in the General Directions given by the Charity Commission under Section 145(5) (b) of the Act, whether particular matters have come to my attention.

## Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Management Committee and a 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 you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in the statement below.

## Independent Examiner's Statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with Section 130 of the Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act.

have not been met, or

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



.....  
R. Thomas

Dated: 2022/July/11



# **COMMITTEE OF MANAGEMENT OF MASTER PARK, OXTED, SURREY**

## **TRUSTEES REPORT FOR THE YEAR ENDED 31st MARCH 2022**

The Trustees present their report and accounts for the year ended 31st March 2022.

### **Constitution, Objects and Policies**

Master Park was constituted under a Deed dated 16th March 1923 and its object was to lay out and reserve a parcel of land now known as Master Park for the healthy recreation and amusement of the inhabitants of the parish of Oxted.

A further parcel of land was conveyed into the Trust on 1st July 1946 and the original Trusts have been varied by two schemes of the Charity Commissioners dated 20th August 1982 and 6th November 2001 to update the administration of The Committee of Management.

Oxted Lawn Tennis Club, Oxted & District Football Club and Oxted & Limpsfield Cricket Club may each appoint one representative to the Committee.

Four committee members should be elected annually at the AGM and two more co-opted by the Committee.

In the event that four members are not elected at the AGM the Committee may co-opt a further two members to the Committee.

The trustees have had regard to the Charity Commission guidance on public benefit

### **Annual Review and Future Developments**

#### **Ground**

Our main revenue streams are from the sports clubs, events on the park, donors, Friends of the Park and the invaluable help from Tandridge District Council and the Oxted Parish Council.

The Committee is very grateful for the number of donations received in the year from members of the public. We are currently creating many events so as to encourage more of the local community to become "Friends of the Park".

Tandridge District Council kindly continued to cut the grassy areas which saves the Committee much money. In addition, a contractor cuts the edges and in between trees.

The finances have been frugally spent as we lost 2 years of Beer Festival revenue as well as very few events being held due to covid restrictions. The park continues to be indebted to the Rotary Club of Titsey who donated £1,200 to the park following their very successful car boot sales on the park.

The Committee thanks Oxted Parish Council for annual funding of **£4,000** towards the cost of refuse collection by a third party and towards the cost of hedge and grass cutting.

However, the Committee struggles to raise enough funds each year to carry out the many projects it wishes to do and for this reason the Committee sought Planning Permission to build a new Pavilion (to replace the old Pavilion which is now unfit for purpose). Planning permission was granted 2<sup>nd</sup> October 2019. This will be a multi-use facility, generating much needed funds to help maintain the Park, the Pavilion as well as meeting the high requirements now needed for the Football & Cricket Clubs as stated by their governing bodies.



# **COMMITTEE OF MANAGEMENT OF MASTER PARK, OXTED, SURREY TRUSTEES REPORT FOR THE YEAR ENDED 31st MARCH 2022 (continued)**

## **Children's playground**

The playground continues to be very widely used by both able-bodied and disabled children. However, pieces of equipment will need replacing in the future and funds will need to be found. We are in the process of creating a small area (within the playground) for under 3s and will be buying age-appropriate equipment with more donations from Titsey Rotary.

## **New Pavilion**

A new subsidiary charity, **Master Park Pavilion Charity**, has been established to progress the new pavilion project's fund-raising. The new charity has six committee members, 3 members appointed by the Master Park charity, 1 by Oxted Football Club and 2 by Oxted and Limpsfield Cricket Club. The Group is defined as small under The Companies Act and has produced separate accounts for The Pavilion Charity.

## **Finance**

As a result of successful fundraising over the last few years and the considerable financial help from Oxted Parish Council the park is now in a stable financial position.

Income arises from lettings, summer events on the Park such as fun fairs, pram race, beer festival, boot fairs etc., rents from the sports clubs, donations, covenants and grants from local authorities.

There was a deficit for the year on the General Fund of **-£4254.65** which, when added to the funds brought-forward gave a total General Fund of **£45940.54** at 31<sup>st</sup> March 2022.

## **Administration**

In July 2021 an Annual General Meeting was held and the following Trustees were elected:

### **Elected Trustees**

1. Mr A Batchelor
2. Mr R Pitt
3. Mr G Kearns
4. Mr A Campbell

### **Co-Opted Trustees**

5. Ms A Starr was co-opted by the Committee as Trustee.
6. Mr R Sayer was co-opted by the Committee as Trustee

**In addition to the six Trustees mentioned above, there are three Trustees nominated from the Sports Clubs, namely:**

1. Ms P McNaughton (Oxted Lawn Tennis Club)
2. Mr I Beagley (Oxted & District Football Club)
3. Mr P Trayner (Oxted & Limpsfield Cricket Club)

# COMMITTEE OF MANAGEMENT OF MASTER PARK, OXTED, SURREY TRUSTEES REPORT FOR THE YEAR ENDED 31st MARCH 2022 (continued)

## Activities

In addition to regular use by the sports clubs, the park was used even more widely by the general public. This is a direct result of Covid restrictions and with social distancing and lockdowns, the privilege of having an 11-acre Park in the centre of town has made the local community appreciate it (and use it) even more than before.

What became glaringly apparent is how **VITAL** parks are to communities for: well-being, exercise, mental health, socialising and community spirit.

We hope to use these benevolent feelings when launching our fundraising drive for the new Park Pavilion.

Master Park is the true **hub of the community**, and we are determined that it stays that way.

## Statement of Trustees Financial Responsibilities

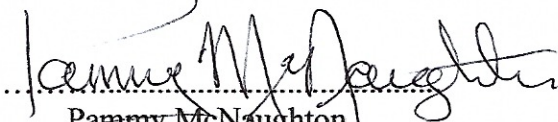
The Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Charity and of its results for that period. In preparing these financial statements, they are required to:


- (a) select suitable accounting policies and apply them consistently.
- (b) make judgements and estimates that are reasonable and prudent.
- (c) prepare the financial statements on a going concern basis unless it is inappropriate to assume that the Charity can continue.

They are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Approval

This report and accounts were approved by the Trustees on ...11th July 2022  
and signed on their behalf by

  
Pammy McNaughton  
Chairman

  
Tony Batchelor  
Trustee



**COMMITTEE OF MANAGEMENT OF MASTER PARK, OXTED, SURREY**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31st MARCH 2022**

**GENERAL FUND INCOME & EXPENDITURE**

General Fund Income & Expenditure		2022	2021
<b>Income</b>			
Rents Received			
	Sports Clubs	7403.00	4403.00
	Other Lettings	8316.00	13988.48
		<b>15719.00</b>	18391.48
Donations			
	Donations subject to Gift		
	Aid	4937.00	3333.00
	Other Donations	2217.00	9137.96
		<b>7154.00</b>	12470.96
Grants			
	Oxted Parish Council	2000.00	6000.00
	Interest	6.86	0.00
		<b>2006.86</b>	6000.00
Other Income			
	Sports Clubs	5034.70	3400.00
	Benches	1865.00	0.00
	Sundry	1985.55	0.00
		<b>8885.25</b>	3400.00
<b>Total Income</b>		<b>33765.11</b>	<b>40262.44</b>

**COMMITTEE OF MANAGEMENT OF MASTER PARK, OXTED, SURREY**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31st MARCH 2022**

**GENERAL FUND INCOME & EXPENDITURE (continued)**

<b>Expenditure</b>	<b>2022</b>	<b>2021</b>
Electricity	4549.71	3232.95
Insurance	1832.89	1818.53
Water	777.33	525.14
TDC Rates & Playing field Assoc.	0.00	53.48
Pest Control	240.00	240.00
Trustees Insurance	333.21	318.06
	<b>7733.14</b>	6688.16
Pavilion Repairs	795.99	1197.79
Ground, labour & equipment	10982.50	5027.83
Sundry Expenses	200.00	0.00
Tree Maintenance	8790.00	8628.00
Playground Repairs	579.00	1686.60
Grass	3400.00	0.00
Refuse and Waste disposal	4379.13	2838.34
Playground Insurance	500.00	500.00
Benches	660.00	0.00
Fence Signs & boundary work		3126.59
	<b>30286.62</b>	22505.15
<b>Total Expenditure</b>	<b>38019.76</b>	<b>29193.31</b>
<b>Deficit/Surplus</b>	<b>-4254.65</b>	<b>11069.13</b>



**COMMITTEE OF MANAGEMENT OF MASTER PARK, OXTED, SURREY**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31st MARCH 2022**

	<b>2022 TOTAL</b>
<b>INCOMING RESOURCES</b>	
Donations, legacies, grants and tax reclaimed	9154.00
Income from activities in furtherance of charitable objects	15719.00
Income from activities for generating funds	0.00
Investment income	6.86
Other income	8885.25
	<u>33765.11</u>
<b>RESOURCES EXPENDED</b>	
Costs of generating funds	
<b>CHARITABLE EXPENDITURE</b>	
Grants payable in furtherance of charity's objects	
Expenditure on activities in furtherance of charity's objects	37819.76
Support costs of charitable activity	
Management and administration expenditure	200.00
	<u>38019.76</u>
Net (outgoing) incoming resources	-4254.65
Transfers between funds	0.00
Net (outgoing)/incoming resources after transfers	<u>-4254.65</u>
Unrealised gains/(losses) on revaluation of tangible fixed assets	0.00
Gains/(losses) on the disposal and revaluation of investments	0.00
<b>MOVEMENT ON FUNDS FOR THE YEAR</b>	<u>-4254.65</u>
Transfers between funds	0.00
Brought forward balances	<u>50195.19</u>
<b>FUND BALANCES AT END OF YEAR</b>	<b>45940.54</b>

**COMMITTEE OF MANAGEMENT OF MASTER PARK, OXTED, SURREY**  
**BALANCE SHEET**  
**FOR THE YEAR ENDED 31st MARCH 2022**

	Note	2022 TOTAL
<b>FIXED ASSETS</b>		
Land and		
Buildings	1.3	
Equipment	1.4	
<b>CURRENT ASSETS</b>		
Barclays Bank Current Account		38756.09
Tax recoverable from HMRC		2649.75
Amount due from Sports Clubs		5034.70
Other debtors and prepayments		0.00
		46440.54
<b>CURRENT LIABILITIES</b>		
Amounts due for services		500.00
<b>NET CURRENT ASSETS</b>		<b>45940.54</b>
<b>FUNDS</b>		
Balance brought forward		50195.19
Surplus/(Deficit) for year		-4254.65
Transfer between fund		0.00
		45940.54



**COMMITTEE OF MANAGEMENT OF MASTER PARK,  
OXTED, SURREY  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED  
31st MARCH 2022**

**1. Basis of Accounting**

**1.1. General**

The financial statements are prepared under the historical cost convention.

**1.2. Income and Expenditure**

Donations are accounted for when received and income tax recoverable on gift aid donations is recognised when the related income is recognised. Grants and legacies to the charity are accounted for when notified, the amount is quantifiable, and its ultimate receipt is reasonably certain.

**1.3. Land and Buildings**

The land now known as Master Park was originally donated to the inhabitants of the Parish of Oxted for their recreational use. No consideration was incurred in 1923. The land is held by the Official Custodian who is a member of the Charity Commission. No market value is placed on the land as it cannot be sold. The pavilion is currently insured for £502,000.

**1.4. Equipment**

Various items of purchased equipment are used by the Charity for the maintenance of the Park. The equipment is not capitalised as it has a short life expectancy.

**1.5. Donations in Kind**

Master Park benefits from the voluntary efforts of some local citizens, in particular, the Trustees. The members of Oxted Football and Cricket Clubs provide assistance in maintaining the grounds. Tandridge District Council generously provided grass-cutting services during the financial year.

**2. Trustees and Employees Remuneration**

During the year the Trustees did not receive any reimbursement of expenses or remuneration from the charity (2021: £ NIL).

There were no paid employees (2021: £ NIL).