



**MASTER PARK
MANAGEMENT COMMITTEE**
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Registered Charity Number: 200846

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



**STATEMENTS OF ACCOUNTS
FOR YEAR ENDED 31st MARCH 2023**



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	Master Park Vice Chair
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 & Treasurer
Ms A Starr	Co-Opted Trustee	15.01.2019	Secretary
Mr R Sayer	Co-Opted Trustee	15.01.2019	Legal Advisor
Ms C Emmott	Elected Trustee	13.07.2022	

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.
C Emmott (Elected Trustee) – resigned 27.03.2023.

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 2023 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: 6/2023

COMMITTEE OF MANAGEMENT OF MASTER PARK, OXTED, SURREY

TRUSTEES REPORT FOR THE YEAR ENDED 31st MARCH 2023

The Trustees present their report and accounts for the year ended 31st March 2023

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

Grounds

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 hedges and between trees.

The committee have been pro-active in creating events on the Park to help make up the shortfall left by the pandemic and loss of events able to be held during lockdowns.

The Trustees are indebted to Titsey Rotary and Oxted Rotary for their donations and also 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.

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 near 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.

COMMITTEE OF MANAGEMENT OF MASTER PARK, OXTED, SURREY TRUSTEES REPORT FOR THE YEAR ENDED 31st MARCH 2023 (continued)

New Pavilion

The new subsidiary charity, **Master Park Pavilion Charity**, has been established to progress the new pavilion project's fund-raising. The Group is defined as small under The Companies Act and has produced separate accounts for The Pavilion Charity.

The Trustees struggle to raise enough funds each year to carry out Park maintenance, repairs, and improvements and so have been obsessive in seeking grants towards the project of building the new Hub. This will replace the currently unfit-for-purpose pavilion and will create a sustainable park by generating an annual revenue stream with lettings and rents. Planning permission was granted 2nd October 2019.

Surrey County Council's Your Fund Surrey has awarded Master Park a grant of £1.86 million, Tandridge District Council has awarded £500,000 and Oxted Parish Council £90,000. We are now in the process of raising a further £450,000 from the community.

Finance

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 **-£1,073.62** which, when added to the funds brought-forward gave a total General Fund of **£44,866.92** at 31st March 2023.

Administration

In July 2022 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. Ms C Emmott

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 2023 (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 more houses and apartments being built in the area and so by having a public park in the centre of town has made it even more noticeably the Hub of the Community.

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

We hope these benevolent feelings will translate into raising £450,000 from our community fundraising launch for the new Hub.

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

Statement of Trustees Financial Responsibilities

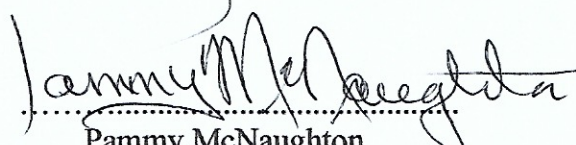
The Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Charity and of its results for that period. In preparing these financial statements, they are required to:

- (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 ...1st July 2023.
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 2023

GENERAL FUND INCOME & EXPENDITURE

General Fund Income & Expenditure			2022	2023
Income				
Rents Received				
	Sports Clubs	7403.00		7803.00
	Other Lettings	8316.00		16816.40
			15719.00	24619.40
Donations				
	Donations subject to Gift Aid	4937.00		3971.25
	Other Donations	2217.00		2895.92
			7154.00	6867.17
Grants				
	Oxted Parish Council	2000.00		4000.00
	Interest	6.86		0.00
			2006.86	4000.00
Other Income				
	Sports Clubs	5034.70		10849.77
	Benches	1865.00		135.00
	Sundry	1985.55		145.12
			8885.25	11129.89
Total Income			33765.11	46616.46

COMMITTEE OF MANAGEMENT OF MASTER PARK, OXTED, SURREY
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st MARCH 2023

GENERAL FUND INCOME & EXPENDITURE (continued)

Expenditure	2022	2023
Electricity	4549.71	7923.51
Insurance	1832.89	2595.62
Water	777.33	729.69
TDC Rates & Playing field Assoc.	0.00	116.24
Pest Control	240.00	376.00
Trustees Insurance	333.21	501.69
	7733.14	12242.75
Pavilion Repairs	795.99	5029.77
Ground, labour & equipment	10982.50	1549.80
Sundry Expenses	200.00	560.39
Tree Maintenance	8790.00	13834.60
Playground Repairs	579.00	4344.44
Grass	3400.00	0.00
Refuse and Waste disposal	4379.13	4871.75
Playground Insurance	500.00	500.00
Benches	660.00	3413.06
Fence Signs & boundary work	0.00	1343.52
	30286.62	35447.33
Total Expenditure	38019.76	47690.08
Deficit/Surplus	-4254.65	-1073.62

COMMITTEE OF MANAGEMENT OF MASTER PARK, OXTED, SURREY
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st MARCH 2023

	2023 TOTAL
INCOMING RESOURCES	
Donations, legacies, grants and tax reclaimed	10867.17
Income from activities in furtherance of charitable objects	24619.40
Income from activities for generating funds	0.00
Investment income	0.00
Other income	11129.89
	<u>46616.46</u>
RESOURCES EXPENDED	
Costs of generating funds	
CHARITABLE EXPENDITURE	
Grants payable in furtherance of charity's objects	
Expenditure on activities in furtherance of charity's objects	47129.69
Support costs of charitable activity	
Management and administration expenditure	560.39
	<u>47690.08</u>
Net (outgoing) incoming resources	0.00
Transfers between funds	0.00
Net (outgoing)/incoming resources after transfers	<u>0.00</u>
Unrealised gains/(losses) on revaluation of tangible fixed assets	0.00
Gains/(losses) on the disposal and revaluation of investments	0.00
MOVEMENT ON FUNDS FOR THE YEAR	<u>-1073.62</u>
Transfers between funds	0.00
Brought forward balances	<u>45940.54</u>
FUND BALANCES AT END OF YEAR	44866.92

COMMITTEE OF MANAGEMENT OF MASTER PARK, OXTED, SURREY
BALANCE SHEET
FOR THE YEAR ENDED 31st MARCH 2023

	Note	2023 TOTAL
FIXED ASSETS		
Land and		
Buildings	1.3	
Equipment	1.4	
CURRENT ASSETS		
Barclays Bank Current Account		32769.90
Tax recoverable from HMRC		794.25
Amount due from Sports Clubs		11752.77
Other debtors and prepayments		0.00
		<hr/> 45316.92 <hr/>
CURRENT LIABILITIES		
Amounts due for services		450.00
		<hr/>
NET CURRENT ASSETS		44866.92
FUNDS		
Balance brought forward		45940.54
Surplus/(Deficit) for year		-1073.62
Transfer between fund		0.00
		<hr/> 44866.92 <hr/>

**COMMITTEE OF MANAGEMENT OF MASTER PARK,
OXTED, SURREY
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED
31st MARCH 2023**

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 (2023: £ NIL).

There were no paid employees (2023: £ NIL).