

# BPFA



## Bagshot Playing Fields Association

### BPFA Trustees' Report (2023/2024)

This report is by the trustees of the Bagshot Playing Fields Association. The charity is managed by a Board of Trustees and the day to day running of the facilities is run by the management committee. There is always one trustee on the management committee. As the board of trustees, we are very involved with the activities of the association and are supportive of the management committee in whom we have full confidence.

The objectives of the Association is to promote the benefit of the grounds and facilities to the inhabitants of the village of Bagshot and the borough of Surrey Heath by providing facilities in the interests of social welfare for recreation and leisure-time occupation with the objective of improving the conditions of the life for said inhabitants, and in particular the :-

- i) extension of the existing playing and recreational facilities;
- ii) encouragement of all forms of recreational activities;
- iii) management, maintenance and improvement of the established play areas and the equipment & materials and to raise money for these purposes; and
- iv) encouragement of a mutual support relationship with the local community.

These objectives are being achieved.

The playing field is extensively used by the local community. We have both a local tennis club and a youth football club based on the facilities as well as regular runners and walkers, plus we manage ¼ of an acre of woodland and are aware of their ecological value.

The tennis facilities are run by an active club with a growing membership. The club now has 5 all-weather courts, LED flood lights and coaching including for children with additional needs.

The pavilion is used by a wide range of community groups: keep fit groups, pilates, yoga, ballet & dancing, and more. We are also the home for Bagshot Guides. The pavillion is also a major venue for hire in the community for birthdays, celebrations, other events and is much in demand.



## Bagshot Playing Fields Association

Over recent years we have successfully modernised the pavilion. This was achieved with the help of local fundraising and funding from the Lottery Fund and the Marathon Trust as well as support from Windlesham Parish Council.

As a result of the boilers failing over the New Year period 2024, this resulted in the pipes in the loft spaces bursting, causing major water damage to the Main Hall of the Pavilion. Therefore, in 2024 we had both boilers replaced, and the necessary repairs and re-decoration will be financed from insurance claims and cash reserves. This work will be ongoing into 2025.

The car park entrance has been re-surfaced and improved for greater visibility and safety with enhanced road markings.

Encroaching trees over the car park and surrounding tree line have been cut back, and the border hedge at the back of the field has been trimmed and maintained. Financing this has come from a small grant from Windlesham Parish Council and cash reserves. This is an ongoing annual expenditure along with leaf clearance in the car park.

The field itself has been, and is continuing to be, maintained for the coming year by arrangement with Curley Park Rangers Football Club, including mowing the leisure areas.

**David RH Norminton**

**Frank Curry**

**Neil Dodge**

**Trustees of the Bagshot Playing Fields Association**

**The BPFA Pavilion, College Ride, Bagshot, Surrey GU19 5ET.**

*<http://www.bagshotbpfa.co.uk>*

**Charity Number: 274653**

*Email: [bagshotbpfa@gmail.com](mailto:bagshotbpfa@gmail.com)*

For the period from :

01/10/2023 to 30/09/2024

## RECEIPTS &amp; PAYMENTS ACCOUNTS

## Section A : Receipts and payments

A1 : Receipts	NOTES	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £	Last year £
Affiliated Clubs	1	2,300	-	-	2,300	4,150
Under 18 Community Activities	2	-	-	-	-	216
Commercial Lettings	3	9,811	-	-	9,811	10,460
Casual Lettings & Parties	4	6,221	-	-	6,221	6,368
Grants	5	957	-	-	957	750
Donations	6	13	-	-	13	35,028
Gift Aid	7	-	-	-	-	-
General Fund Raising	8	301	-	-	301	361
Interest Received	9	471	-	-	471	497
Other Income	10	4,987	-	-	4,987	1,542
<b>Sub total :</b>		<b>25,061</b>	<b>-</b>	<b>-</b>	<b>25,061</b>	<b>59,372</b>
<b>A2 : Asset &amp; investment sales</b>						
NONE	11	-	-	-	-	-
<b>Sub total :</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts :</b>		<b>25,061</b>	<b>-</b>	<b>-</b>	<b>25,061</b>	<b>59,372</b>
<b>A3 : Payments</b>	NOTES					
Pavillion Maintenance & Renewals	12	14,332	-	-	14,332	12,157
Grounds & Outdoor Facilities	13	2,078	-	-	2,078	21,135
Rent & Refuse (SHBC)	14	1,316	-	-	1,316	1,271
Utilities (Gas, Electricity & Water)	15	3,177	-	-	3,177	5,724
Insurance Policies & Licences	16	2,800	-	-	2,800	2,379
Bank Charges	17	-	-	-	-	31
Sundries & Expenses	18	1,505	-	-	1,505	559
Major Infrastructure Work and Refurbishments	19	391	-	-	391	6,556
<b>Sub total :</b>		<b>25,599</b>	<b>-</b>	<b>-</b>	<b>25,599</b>	<b>49,811</b>
<b>A4 : Asset &amp; investment purchases</b>						
NONE	20	-	-	-	-	-
<b>Sub total :</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments :</b>		<b>25,599</b>	<b>-</b>	<b>-</b>	<b>25,599</b>	<b>49,811</b>
<b>Net of receipts / (payments) :</b>		<b>- 539</b>	<b>-</b>	<b>-</b>	<b>- 539</b>	<b>9,561</b>
<b>A5 : Transfers between funds</b>	21	-	-	-	-	-
<b>A6 : Cash funds last year end</b>	22	48,449	-	-	48,449	38,888
<b>Cash funds this year end :</b>		<b>47,910</b>	<b>-</b>	<b>-</b>	<b>47,910</b>	<b>48,449</b>


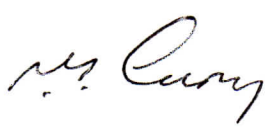

For the period from :

01/10/2023 to 30/09/2024

## RECEIPTS &amp; PAYMENTS ACCOUNTS

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

Categories	NOTES	Details	Unrestricted funds £	Restricted funds £	Endowment funds £
B1 : Cash funds	23	Current Account	3,128	-	-
	24	Deposit Account	44,782	-	-
		<b>Total cash funds</b>	<b>47,910</b>	<b>-</b>	<b>-</b>
(balance checks : receipts v payments)					
		Details	Unrestricted funds £	Restricted funds £	Endowment funds £
B2 : Other monetary assets	25	NONE	-	-	-
		Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 : Investment assets	26	NONE	-	-	-
		Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 : Assets retained for the charity's own use	27	BPFA Pavillion	n/a	n/a	n/a
	28	Fixtures & Fittings	n/a	n/a	n/a
	29	Debtors	n/a	1,562	-
		Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 : Liabilities	30	Creditors	n/a	-	n/a

TRUSTEES :	Signature	Name	Date of approval
		DAVID NORMINTON	21/10/24
		FRANCIS CURRY	21/10/24
		NEIL DODGE	21/10/24

BAGSHOT PLAYING FIELDS ASSOCIATION		Charity No. : 274653
For the period from :		
01/10/2023 to 30/09/2024		RECEIPTS & PAYMENTS ACCOUNTS
Section C : NOTES		
<p>1 - Bagshot Tennis Club is based at the Pavillion and uses the facilities throughout the year. It has 5 outdoor courts, 4 of which are floodlit. Curley Park Rangers Football Club is also a regular user of the outside pitches. Difference from previous year's figures is due to a change in the invoicing period for the Tennis Club. Invoicing is now quarterly in advance, rather than annually.</p>		
<p>2 - 1st Bagshot Guides host their weekly meetings within both the Pavillion and the outside grounds. Hiring rates are dependent upon the value of their subscription revenues. Recent numbers have been relatively small and, therefore, the BPFA has reduced or removed the hiring charges accordingly.</p>		
<p>3 - A variety of clubs and regular hirers use the premises each week. Between them they offer a wide range of classes and hobbies to the community, such as yoga, dance, pilates, keep fit, baby sensory &amp; massage, meditation and more.</p>		
<p>4 - The Pavillion and grounds are available for hire 7 days a week. There were over 60 different events hosted this year, for parties, celebrations and ad-hoc meetings.</p>		
<p>5 - Grant received from Windlesham Parish Council for the purpose of maintaining the grounds and outside areas.</p>		
<p>6 - Ad hoc, small donations from hirers. Difference from previous year's figure is due to a single large donation of £35k received in early 2023.</p>		
<p>7 - None claimed this year, since no donations from relevent individuals.</p>		
<p>8 - These included receipts from 'gifting' schemes such as that offered by the Surrey Heath lottery.</p>		
<p>9 - This applies to the Metro Bank deposit account.</p>		
<p>10 - This included payments from Bagshot Tennis Club in respect of electricity usage for court floodlighting, a payment of £69.68 from SSE as a "Wayleave" payment plus a £4,470 insurance claim in respect of water damage to the roof space, ceiling and walls in the main hall.</p>		
<p>11 - N/a.</p>		
<p>12 - Minor repairs, servicing and checks on equipment plus replacement of both boilers.</p>		
<p>13 - Normal maintenance of trees &amp; hedges, leaf clearance and grass mowing.</p>		
<p>14 - Annual rent of £820, covering the period July 2024 to June 2025, was paid to SHBC, plus then a further charge to cover refuse and waste collection and disposal.</p>		
<p>15 - Gas and electricity was provided by SSE. Water was provided by Castle Water Ltd. Note that there have been no electricity invoices recived from SSE since November 2023. This issue has been escalated within SSE and the BPFA is awaiting resolution.</p>		
<p>16 - There are 2 insurance policies required. One with SHBC for the property itself, plus another for other cover, such as 3rd party liability, etc. In addition, a 'PPL PRS' licence is required to allow the playing of music at any events or parties on the premises. Note: a claim was made, and paid, off the SHBC insurance for water damage sustained in heavy rains at the beginiing of 2024.</p>		
<p>17 - N/a.</p>		
<p>18 - This included payments for gifts to past members as well as for WiFi access in the premises and maintance of the website and domain.</p>		

**For the period from :****01/10/2023 to 30/09/2024****RECEIPTS & PAYMENTS ACCOUNTS****19** - Main project was the purchase of pictures, frames and a noticeboard for various walls.**20** - N/a.**21** - N/a.**22** - Total of opening balances of both current and deposit accounts as at 1st October 2024.**23** - With Metro Bank.**24** - With Metro Bank.**25** - N/a.**26** - N/a.**27** - The BPFA Pavilion is owned by SHBC which the BPFA rent. The charity's reserves are solely based on its cash funds.**28** - N/a.**29** - Minor amounts due to normal delays between invoices going out to hirers and their payments being received online.**30** - All invoices are promptly paid online. Therefore, there are no outstanding creditors.





Section A

Independent Examiner's Report

Report to the trustees/  
members of

BAGSHOT PLAYING FIELDS ASSOCIATION

On accounts for the year  
ended

30 September 2024

Charity no  
(if any)

274653

Set out on pages

1 to 4

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/09/2023.

Responsibilities and  
basis of report

As the charity's trustees, 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 all 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 in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

Name:

Allan MacDonald

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

Member of Institute of Chartered Accountants of Scotland