

# WINDLESHAM FIELD OF REMEMBRANCE

England & Wales · Charity number 305138

## Details

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Other names	FIELD OF REMEMBRANCE
Status	Registered
Legal form	Other
Registered	1961-08-29
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Kennel Lane Windlesham GU20 6AA
Phone	01276474711
Email	<a href="mailto:secretary@windleshamfor.com">secretary@windleshamfor.com</a>
Website	<a href="http://windleshamfor.com">windleshamfor.com</a>

## Activities

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**Objects:** OPEN SPACE AND RECREATION GROUND

**Activities:** Providing an open space and place of rest, recreation and entertainment for the benefit of the inhabitants of the Windlesham area.

## Classification

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- **How:** Provides Human Resources, Provides Buildings/facilities/open Space
- **What:** Amateur Sport
- **Who:** The General Public/mankind

## Geography

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- **Area of benefit:** ECCLESIASTICAL PARISH OF WINDLESHAM
- Surrey

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-01-31	£100,706	£86,329	-	-
2024-01-31	£85,376	£72,423	-	-
2023-01-31	£90,706	£73,032	-	-
2022-01-31	£63,145	£62,156	-	-
2021-01-31	£88,891	£63,113	-	-

## Trustees

Name	Role	Appointed
<b>Richard Michael Sheard</b>	Chair	2024-06-11
Alex Power		2026-05-12
Alexander Light		2025-08-06
COLIN BIDWELL		2024-06-11
David Hoggins		2020-05-28
Ronald Starreveld		2023-09-06
Vincent Mark Kerr		2025-01-14
W John Medhurst		2023-01-10

**WINDLESHAM FIELD OF REMEMBRANCE**

England & Wales - Charity number 305138

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# Accounts

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Charity Registration Number: 305138

**Trustees Annual Report**

31st January 2025

**Legal and administrative details**

Status The charity, known as "Windlesham Field of Remembrance" is an unincorporated organisation, regulated by the Charity Commissioners.

Trustees The following persons were Trustees during the year ended 31st January 2025

Mike Sheard	Chair, Windlesham Branch, Royal British Legion	re-appointed June 2024
Philip Richardson	Windlesham Club & Theatre	resigned June 2024
David Hoggins	Public member	
John Medhurst	Public member	
Ronald Starreveld	Windlesham Branch, Royal British Legion	
Matt Pettet	Bagshot CC	
Nick Terry	Windlesham United - Youth	
Vince Kerr	Public member	appointed January 2025
Colin Bidwell	Windlesham Club & Theatre	appointed January 2025

Principal Address Windlesham Hub, Windlesham Field of Remembrance, Kennel Lane, Windlesham GU20 6AA

Officers

Sophie Holt	Secretary
Tom Jack	Treasurer
Robin Lewis	Co-opted Open Spaces Coordinator
Helen Barclay	Co-opted Hub Coordinator
Paul Nickson	Co-opted Football Coordinator
Jem Davis	Co-opted Cricket Coordinator
Pat Lewis	Windlesham Parish Council

Objectives The provision and maintenance of the pavilion, playing fields, play areas, along with a wooded area and pond, for the benefit and recreation of the inhabitants of the Parish of Windlesham.

Organisation The Charity is run by the Trustees and officers. Regular meetings are held, along with an Annual General Meeting to which members of the public are invited to attend.

Reserves The Trustees recognise that reserves must be created to fund maintenance, for which General and Sinking Fund Reserves have been created. In addition, there is a Pavilion Fund.

**Activities and review**

The Field has been actively used during the year, and its income is shown on Page 3.  
 The Officers have identified potential risks facing the charity, and consider there is adequate insurance cover in place, and any risks, not covered by insurance, are reduced to a minimum.  
 There are reserves of £389,705.64  
 The Trustees regard £296,279.99 of the Reserves as applicable to the Pavilion.

**Grants**

The Trustees gratefully acknowledge funds granted from:  
 Football Foundation  
 S H Lottery  
 Windlesham Parish Council

Trustees Annual Report for the year ended 31st January 2025

Trustees Responsibilities

Under the Charities Act 1993, the trustees are required to prepare a statement of account for each financial year which gives a true and fair view of the state of affairs of the charity at the end of the year and of its incoming resources and application of resources in the year. In preparing the statement, the trustees are required to:

Select suitable accounting policies and then apply them consistently;

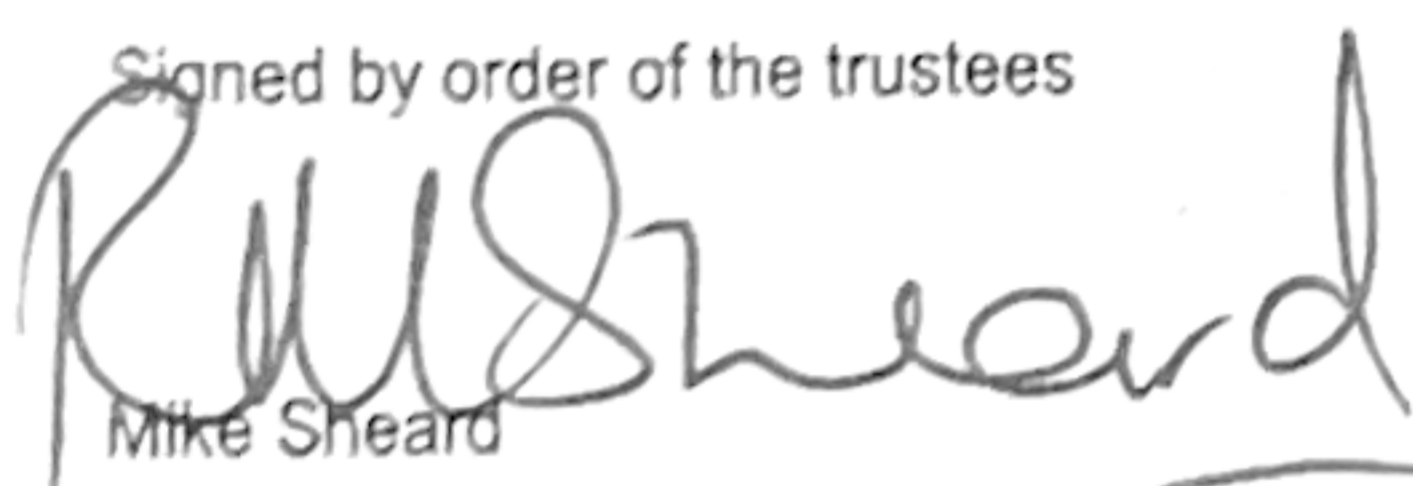
Make judgments and estimates that are reasonable and prudent;

State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the statement of account;

Prepare the financial statements on the "Going Concern" basis unless it is inappropriate to presume that the charity will continue its operations.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy, at any time, the financial position of the charity at that time and to enable the trustees to ensure that the financial statements comply with the requirements of the Charities Act 1993 and regulation 3 of the Charities (Accounts and Reports) Regulations 1995. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and other irregularities.

Signed by order of the trustees



Mike Sheard

Chair

DATE

20 May 2025

WINDLESHAM FIELD OF REMEMBRANCE  
 INCOME & EXPENDITURE STATEMENT  
 Year to 31 January 2025

**INCOME**

Football & Cricket Clubs  
 Field rental  
 Hub income  
 Parish Council  
 - Bin Emptying Contribution  
 Sundry income

**FUNDRAISING**

Annual appeal - inc. Gift Aid  
 Summer Fete  
 Friends of the Field & General Donations  
 Grants

**TOTAL**

**EXPENDITURE**

Hub Costs  
 Electricity & Gas  
 Water  
 Internet & phone  
 Accounting software  
 Field Waste Collection  
 Field Maintenance  
 Trees and general area  
 Play area  
 Insurance

**INTEREST**

**NET INCOME BEFORE SINKING FUND**

Sinking Fund

**TRANSFER TO RESERVES**

	2025	2024
	£	£
	7,047.96	6,558.96
	784.00	665.50
	51,299.03	49,554.73
	1,209.00	3,500.00
	60,339.99	60,279.19
	3,675.00	2,850.25
	3,360.35	3,200.00
	19,149.09	7,770.87
	10,806.55	10,032.50
	36,990.99	23,853.62
	<b>97,330.98</b>	<b>84,132.81</b>
	29,328.50	26,630.78
	9,171.83	8,495.18
	690.60	807.15
	1,345.58	1,396.95
	7,764.46	6,541.63
	25,983.43	21,661.20
	9,310.00	4,733.00
	254.80	
	2,479.90	2,157.42
	86,329.10	72,423.31
	3,374.78	1,243.39
	<b>14,376.66</b>	<b>12,952.89</b>
	6,000.00	6,000.00
	<b>8,376.66</b>	<b>6,952.89</b>



**INDEPENDENT EXAMINERS REPORT**

I report on the financial statements of The Field of Remembrance for the year ended 31st January 2025, which are attached.

**Respective responsibilities of trustees and examiner.**

As the charity's trustees you are responsible for the preparation of the accounts and you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

**Basis of independent examiner's report**

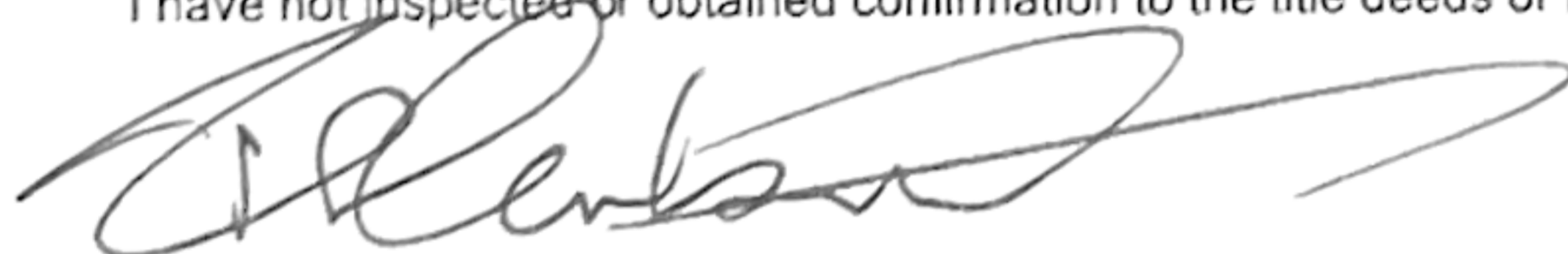
My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items 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, I do not express an audit opinion on the view given by the accounts.

**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 41 of the Act; and
  - prepare accounts which accord with the accounting records and to 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.
- 3 I have raised some minor issues with the Treasurer but these are not material to the overall financial position.

I have not inspected or obtained confirmation to the title deeds or Land Registry entry relating to the land.



R Harbord  
Independent Examiner

DATE

20 May 2025

**1 Accounting policies**

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the charity's financial statements.

**Basis of accounting**

The financial statements have been prepared in accordance with applicable accounting standards and follow recommendations in Statement of Recommended Practice: Accounting by Charities.

**Fixed Assets**

Fixed assets are shown at cost. Members of the public have contributed to some acquisitions and such subscriptions are shown against the original cost. Any balance remaining is written off in the year that the asset is first brought into use, to reduce to £1 net value, except for costs relating to the new Community Hall which is depreciated at the rate of 10% per annum.

**Investment income**

Investment income is recognised when credited to the charity's account.  
All deposits / investments are with the Charities Office Investment Funds.

**Charge on assets**

The grant from the Football Federation has a charge on the Field with a term of 20 years.

**WINDLESHAM FIELD OF REMEMBRANCE**

England & Wales - Charity number 305138

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# Accounts

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Charity Registration Number: 305138

Trustees Annual Report

31st January 2024

**Legal and administrative details**

<b>Status</b>	The charity, known as "Windlesham Field of Remembrance" is an unincorporated organisation, regulated by the Charity Commissioners.		
<b>Trustees</b>	The following persons were Trustees during the year ended 31st January 2024		
	Mike Sheard	Chair, Windlesham Branch, Royal British Legion	end of term September 2023
	Philip Richardson	Windlesham Club & Theatre	
	Helen Hansen-Hjul	Windlesham Parish Council	resigned September 2023
	Kevin Lloyd-Bisley	Public member	end of term July 2023
	David Hoggins	Public member	
	John Medhurst	Public member	
	Ronald Starreveld	Windlesham Branch, Royal British Legion	appointed September 2023
	Matt Pettet	Bagshot CC	appointed June 2023
	Nick Terry	Windlesham United - Youth	appointed June 2023
<b>Principal Address</b>	Windlesham Hub, Windlesham Field of Remembrance, Kennel Lane, Windlesham GU20 6AA		
<b>Officers</b>	Sophie Holt	Secretary	
	Tom Jack	Treasurer	
	Robin Lewis	Co-opted Open Space Coordinator	
	Helen Barclay	Co-opted Hub Coordinator	
	Paul Nickson	Co-opted Football Coordinator	
	Jern Davis	Co-opted Cricket Coordinator	
	Pat Lewis	Windlesham Parish Council	appointed June 2023
	Mike Sheard	Acting Chair	appointed September 2023
<b>Objectives</b>	The provision and maintenance of the pavilion, playing fields, play areas, along with a wooded area and pond, for the benefit and recreation of the inhabitants of the Parish of Windlesham.		
<b>Organisation</b>	The Charity is run by the Trustees and officers. Regular meetings are held, along with an Annual General Meeting to which members of the public are invited to attend.		
<b>Reserves</b>	The Trustees recognise that reserves must be created to fund maintenance, for which General and Sinking Fund Reserves have been created. In addition, there is a Pavilion Fund.		

**Activities and review**

The Field has been actively used during the year, and its income is shown on Page 3.  
 The Officers have identified potential risks facing the charity, and consider there is adequate insurance cover in place, and any risks, not covered by insurance, are reduced to a minimum.  
 There are reserves of £438,391.61  
 The Trustees regard £369,554.10 of the Reserves as applicable to the Pavilion.

**Grants**

The Trustees gratefully acknowledge funds granted from:  
 Football Foundation  
 Co-op Local Community Fund  
 Surrey Health Borough Council  
 Surrey County Council  
 Windlesham Parish Council

Trustees Annual Report for the year ended 31st January 2024

Trustees Responsibilities

Under the Charities Act 1993, the trustees are required to prepare a statement of account for each financial year which gives a true and fair view of the state of affairs of the charity at the end of the year and of its incoming resources and application of resources in the year. In preparing the statement, the trustees are required to:

Select suitable accounting policies and then apply them consistently;

Make judgments and estimates that are reasonable and prudent;

State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the statement of account;

Prepare the financial statements on the "Going Concern" basis unless it is inappropriate to presume that the charity will continue its operations.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy, at any time, the financial position of the charity at that time and to enable the trustees to ensure that the financial statements comply with the requirements of the Charities Act 1993 and regulation 3 of the Charities (Accounts and Reports) Regulations 1995. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and other irregularities.

Signed by order of the trustees



Mike Sheard

Chair

DATE

30 May 2024

**WINDLESHAM FIELD OF REMEMBRANCE  
INCOME & EXPENDITURE STATEMENT  
Year to 31 January 2024**

Page 3

	2024	2023
	£	£
<b>INCOME</b>		
Football & Cricket Clubs	6,558.96	6,617.90
Field rental	665.50	1,258.00
Hub income	49,554.73	48,578.45
Parish Council - Bin Emptying Contribution	3,500.00	2,000.00
Sundry income		790.00
	60,279.19	59,244.35
<b>FUNDRAISING</b>		
Annual appeal - inc. Gift Aid	2,850.25	3,711.95
Summer Fete	3,200.00	3,200.00
Friends of the Field & General Donations	7,770.87	6,028.11
Grants	10,032.50	18,434.79
	23,853.62	31,374.85
<b>TOTAL</b>	<b>84,132.81</b>	<b>90,619.20</b>
<b>EXPENDITURE</b>		
Hub Costs	26,630.78	30,461.01
Electricity & Gas	8,495.18	11,202.48
Water	807.15	741.97
Internet & phone	1,396.95	858.89
Accounting software		322.80
Dog Waste Collection - Parish Council	6,541.63	2,000.00
Field Maintenance	21,661.20	17,264.40
Trees and general area	4,733.00	3,497.65
Play area		4,752.66
Insurance	2,157.42	1,930.34
	72,423.31	73,032.20
<b>INTEREST</b>	1,243.39	86.68
<b>NET INCOME BEFORE SINKING FUND</b>	<b>12,952.89</b>	<b>17,673.68</b>
Sinking Fund	6,000.00	6,000.00
<b>TRANSFER TO RESERVES</b>	<b>6,952.89</b>	<b>11,673.68</b>



**INDEPENDENT EXAMINERS REPORT**

I report on the financial statements of The Field of Remembrance for the year ended 31st January 2024, which are attached.

**Respective responsibilities of trustees and examiner.**

As the charity's trustees you are responsible for the preparation of the accounts and you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(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 charity 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, I do not express an audit opinion on the view given by the accounts.

**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 41 of the Act; and
  - prepare accounts which accord with the accounting records and to 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.
- 3 I have raised some minor issues with the Treasurer but these are not material to the overall financial position.

I have not inspected or obtained confirmation to the title deeds or Land Registry entry relating to the land.

 FCCA CIPFA

R Harbord  
Independent Examiner  
DATE

30<sup>th</sup> May 2024

**1 Accounting policies**

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the charity's financial statements.

**Basis of accounting**

The financial statements have been prepared in accordance with applicable accounting standards and follow recommendations in Statement of Recommended Practice: Accounting by Charities.

**Fixed Assets**

Fixed assets are shown at cost. Members of the public have contributed to some acquisitions and such subscriptions are shown against the original cost. Any balance remaining is written off in the year that the asset is first brought into use, to reduce to £1 net value, except for costs relating to the new Community Hall which is depreciated at the rate of 10% per annum.

**Investment income**

Investment income is recognised when credited to the charity's account.  
All deposits / investments are with the Charities Office Investment Funds.

**Charge on assets**

The grant from the Football Federation has a charge on the Field with a term of 20 years.

**WINDLESHAM FIELD OF REMEMBRANCE**

England & Wales - Charity number 305138

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# Accounts

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Windlesham Field of Remembrance

Charity Registration Number: 305138

Trustees Annual Report

31st January 2023

Legal and administrative details

**Status** The charity, known as "Windlesham Field of Remembrance" is an unincorporated organisation, regulated by the Charity Commissioners.

**Trustees** The following persons were Trustees during the year ended 31st January 2023

Mike Sheard	Chair, Windlesham Branch, Royal British Legion	resigned November 2022
Paul Nickson	Windlesham United Youth Football Club	resigned November 2022
Jam Davis	Bagshot Cricket Club	resigned November 2022
Robert Webb	Windle Valley Runners	
Philip Richardson	Windlesham Club & Theatre	
Heleen Hansen-Hjul	Windlesham Parish Council	
Kevin Lloyd-Bisley	Public member	resigned March 2022
Brian Chester	Public member	
David Hoggins	Public member	appointed January 2023
John Medhurst		

**Principal Address** Windlesham Hub, Windlesham Field of Remembrance, Kennel Lane, Windlesham GU20 8AA

**Officers**

Sue Clarkson	Secretary	resigned May 2022
Sophie Holt	Secretary	appointed June 2022
Tom Jack	Treasurer	
Robbin Lewis	Co-opted Open Space Coordinator	
Heleen Barclay	Co-opted Football Coordinator	appointed November 2022
Paul Nickson	Co-opted Cricket Coordinator	appointed November 2022
Jam Davis	Co-opted Hub Coordinator	

**Objectives** The provision and maintenance of the pavilion, playing fields, play areas, along with a wooded area and pond, for the benefit and recreation of the inhabitants of the Parish of Windlesham.

**Organisation** The Charity is run by the Trustees and officers. Regular meetings are held, along with an Annual General Meeting to which members of the public are invited to attend.

**Reserves** The Trustees recognise that reserves must be created to fund exceptional maintenance, for which a General Reserve has been created. In addition, there is a Building Fund for the new pavilion.

**Activities and review**  
 The Field has been actively used during the year, and its income is shown on Page 3.  
 The Officers have identified potential risks facing the charity, and consider there is adequate insurance cover in place, and any risks, not covered by insurance, are reduced to a minimum.  
 There are reserves of £468,492.82  
 The Trustees regard £422,386.38 of the Reserves as applicable to the Pavilion.

**Grants** The Trustees gratefully acknowledge funds granted from:  
 Football Foundation  
 Co-op Local Community Fund  
 Surrey Heath Borough Council  
 Windlesham Parish Council

Trustees Annual Report for the year ended 31st January 2023

Trustees Responsibilities

Under the Charities Act 1993, the trustees are required to prepare a statement of account for each financial year which gives a true and fair view of the state of affairs of the charity at the end of the year and of its incoming resources and application of resources in the year. In preparing the statement, the trustees are required to:


Select suitable accounting policies and then apply them consistently;

Make judgments and estimates that are reasonable and prudent;

State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the statement of account;

Prepare the financial statements on the "Going Concern" basis unless it is inappropriate to presume that the charity will continue its operations.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy, at any time, the financial position of the charity at that time and to enable the trustees to ensure that the financial statements comply with the requirements of the Charities Act 1993 and regulation 3 of the Charities (Accounts and Reports) Regulations 1995. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and other irregularities.

Signed by order of the trustees  
  
Mike Sheard  
Chair  
DATE 21 June 2023

**WINDLESHAM FIELD OF REMEMBRANCE  
INCOME & EXPENDITURE STATEMENT  
Year to 31 January 2023**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>INCOME</b>		
Football & Cricket Clubs	6,617.90	4,562.50
Field rental	1,258.00	1,419.00
Hub income	48,578.45	35,826.00
Parish Council		
- Grants		420.00
- Bin Emptying Contribution	2,000.00	
Sundry income	790.00	
	<b>59,244.35</b>	<b>42,227.50</b>
<b>FUNDRAISING</b>		
Annual appeal - inc. Gift Aid	3,711.95	4,611.61
Summer Fete	3,200.00	3,200.00
Friends of the Field & General Donations	6,028.11	970.00
Grants	18,434.79	12,136.06
	<b>31,374.85</b>	<b>20,917.67</b>
<b>TOTAL</b>	<b>90,619.20</b>	<b>63,145.17</b>
<b>EXPENDITURE</b>		
Hub Costs	30,461.01	16,608.35
Electricity & Gas	11,202.48	3,990.98
Water	741.97	150.50
Internet & phone	858.89	557.30
Accounting software	322.80	227.00
Dog Waste Collection - Parish Council	2,000.00	2,000.00
Field Maintenance	17,264.40	19,479.00
Trees and general area	3,497.65	14,716.26
Play area	4,752.66	162.70
General	0.00	2,667.49
Insurance	1,930.34	1,596.50
	<b>73,032.20</b>	<b>62,156.08</b>
<b>INTEREST</b>	<b>86.68</b>	<b>0.17</b>
<b>NET INCOME BEFORE SINKING FUND</b>	<b>17,673.68</b>	<b>989.26</b>
Sinking Fund	6,000.00	6,000.00
<b>TRANSFER TO RESERVES</b>	<b>11,673.68</b>	<b>-5,010.74</b>



Windlesham Field of Remembrance

**INDEPENDENT EXAMINERS REPORT**

I report on the financial statements of The Field of Remembrance for the year ended 31st January 2023, which are attached.

**Respective responsibilities of trustees and examiner.**

As the charity's trustees you are responsible for the preparation of the accounts and you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(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 charity 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, I do not express an audit opinion on the view given by the accounts.

**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 41 of the Act; and
  - prepare accounts which accord with the accounting records and to 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.
- 3 I have raised some minor issues with the Treasurer but these are not material to the overall financial position.

I have not inspected or obtained confirmation to the title deeds or Land Registry entry relating to the land.



R Harbord  
Independent Examiner  
DATE

22<sup>nd</sup> June 2023

## 1 Accounting policies

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the charity's financial statements.

### **Basis of accounting**

The financial statements have been prepared in accordance with applicable accounting standards and follow recommendations in Statement of Recommended Practice: Accounting by Charities.

### **Fixed Assets**

Fixed assets are shown at cost. Members of the public have contributed to some acquisitions and such subscriptions are shown against the original cost. Any balance remaining is written off in the year that the asset is first brought into use, to reduce to £1 net value, except for costs relating to the new Community Hall which is depreciated at the rate of 10% per annum.

### **Investment income**

Investment income is recognised when credited to the charity's account.  
All deposits / investments are with the Charities Office Investment Funds.

### **Charge on assets**

The grant from the Football Federation has a charge on the Field with a term of 21 years.

**WINDLESHAM FIELD OF REMEMBRANCE**

England & Wales - Charity number 305138

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# Accounts

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**Trustees' Annual Report for the period****From: 1 February 2021 To: 31 January 2022****Charity name: Windlesham Field of Remembrance****Charity registration number: 305138****Legal and administrative details**

**Status** The charity, known as "Windlesham Field of Remembrance" is an unincorporated organisation, regulated by the Charity Commissioners.

**TRUSTEES**

<b>Richard Michael Sheard</b>	<b>Chair, Windlesham Branch Royal British Legion</b>
<b>Brian Chester</b>	<b>Public Member</b>
<b>Jeremy (Jem) Davis</b>	<b>Bagshot Cricket Club</b>
<b>Helen Hansen-Hjul</b>	<b>Windlesham Parish Council</b>
<b>David Hoggins</b>	<b>Public Member</b>
<b>Kevin Lloyd-Bisley</b>	<b>Public Member</b>
<b>Paul Nickson</b>	<b>Windlesham United Football Club – Youth</b>
<b>Philip Richardson</b>	<b>Windlesham Club &amp; Theatre</b>
<b>Bob Webb</b>	<b>Windle Valley Runners</b>

**OFFICERS Appointment to be confirmed annually prior to AGM**

<b>Mrs Helen Barclay</b>	<b>Co-opted Officer (Hub Coordinator) from 03/11/21</b>
<b>Mrs Susan Clarkson</b>	<b>Honorary Secretary</b>
<b>Mr Tom Jack</b>	<b>Treasurer</b>
<b>Mrs Pat Lewis</b>	<b>Co-opted Officer (Hub Coordinator) to 13/09/21</b>
<b>Robin Lewis</b>	<b>Co-opted Officer (Open Spaces)</b>

**Principal Address: Windlesham Hub, Windlesham Field of Remembrance, Kennel Lane, Windlesham, Surrey, GU20 6AA**

**Organisation:** The Charity is run by the Trustees and officers, with the help of a Hub Coordinator. Regular meetings are held, along with an Annual General Meeting to which members of the public are invited to attend.

**Reserves:** The Trustees recognise that reserves must be created to fund exceptional maintenance, for which a General Reserve has been created.

## **CHAIRMAN AND SECRETARY'S COMBINED REPORT**

### **Purpose and impact**

The Field of Remembrance trust (WFor) was set up 72 years ago to provide the playing fields, play areas, along with a wooded area and pond, for the 'rest, recreation and entertainment' of the inhabitants of Windlesham. The Windlesham Hub, which was opened in January 2020 was the result of the vision and commitment of Trustees during the previous 12 years. The purpose of the Charity today is to sustain and maintain the field and these premises whilst growing the use by our community and deliver on the commitments to the grant providers that were agreed in 2018.

### **Operations**

This report covers the first full year after the Hub was opened and includes the extended period when the effects of the Covid restrictions were at their height. The WFor has evolved into a quite different, more complex operation than in the past with more detailed financial planning and reporting, formal contracting, and a reserves policy designed to ensure that future Hub maintenance commitments can be met.

1. Maintaining our 18 acres of open spaces and woodland requires both volunteer and professional support. Covid restrictions and the opening of the Coffee Shop resulted in a significant increase in visits to the Field including those keeping fit with various boot camps and use of our outdoor gym.
  - A local contractor, Nigel Jeffries Landscapes, maintains our green spaces. We are continually trying to improve the quality of the experience people get when they visit the field including football and cricket pitch quality and repairing the

areas where foot traffic is high. After an assessment significant work was identified to bring the field up to Football Foundation standards and we received the first payment of a six-year grant to make those improvements.

- Our wonderful Admiral's Field woodland and the trees around our boundary require regular work by tree surgeons, frequent maintenance, and careful replanting. A professional tree survey identified several trees that needed work by our tree surgeons, including some larger trees that will either be reduced in size or in some cases cut down completely. This work came at a significant cost despite great support from Paul Searle, an arborist. Regular work parties, together with volunteers from Surrey Heath Tree Wardens, are making excellent progress restoring the woodland by clearing invasive species like laurel and holly. This will allow us to plant native tree saplings to replace several mature trees that have fallen and regenerate the woodland. Creating a healthy woodland is a great way of attracting wildlife and improving the overall biodiversity of the area. Our Hub tenant, Rainbow Corner pre-school, have an established forest school area in our woodland.
  - Security – we have a continuing challenge to keep the Field secure against traveller incursion. This year we committed to a significant investment in a new car park barrier to improve both site security and our users experience.
  - Further agreements are in place with Windlesham United (Youth) and Bagshot Cricket Club regarding their contributions to the costs of maintaining the open spaces. Bagshot Cricket Club have responsibility for maintaining the cricket square.
2. The completion of the Hub building has created a wonderful asset for our community both for sport and non-sport activities. A part-time Hub coordinator, Helen Barclay, is a member of our management committee and works with our tenants and other users of the building to address the building services, maintenance, cleaning and security requirements. To ensure that the costs of running the Hub are covered, provide additional facilities to the community, and keep the charges for community use reasonable, 2 five-year leases were agreed

in summer 2020. One with Fieldhouse Coffee Shop and the other with Rainbow Corner pre-school. Community bookings were restricted by the Covid pandemic, but we recently we are seeing more interest.

## **Commitments**

As a part of the Charity's agreement in 2018 with the Football Foundation (FF) for a grant of £278,000 towards the costs of the Hub building the Trustees at the time agreed to a Legal Charge to be secured against the Charity's land in favour of the FF for 21 years from the acceptance of the award. Finalising this charge proved to be an exceptionally long process but was completed on 9 November 2020, resulting in the release of the final tranche of FF grant funds.

As a result of the grant's received from the FF, the London Marathon Trust and Sport England for the building of the Hub we are required to report on the progress made to extend the use of sporting activities at the Field. The requirements are extensive and require a progress report for each of the next three years covering youth football, cycling, cricket, running and new sports and physical activities to attract new 'non-sporty' participants.

## **Fund raising**

The aim of the Charity is to raise sufficient funds to cover the routine annual costs of operations and to create sufficient reserves to cover future, non-routine, costs. By and large we have achieved our objective of having the Hub cover its costs and contribute the reserves required by our policy. We remain heavily dependent on public support and grants to pay the costs of maintaining our open spaces and woodland.

The greatest on-going challenge for the trustees is to close the gap between the annual running costs (approximately £85,000) and the income generated from tenants and users (approximately £50,000). Currently several grants partially help bridge the gap, but the trustees are concerned about whether they are sustainable in the future.

The four main sources of funds are:

- Rental income from the Hub tenants
- Grants available from local government, including individual councillors' allocations. In this financial year four grants totalled 2021/2 - £420, down from £3,104 the previous year as we did not receive an open spaces grant from Windlesham Parish Council. For more than 5 years the annual open spaces grant was worth £3,500.
- Grants from sports organisations like the Football Foundation – 2021/2 - £9,500
- Income from the users of the open spaces (WUFC, BCC, Windlesham Fete, fitness groups) and hirers of the Hub
- Continuing support from our Windlesham community. In June 2022 we will introduce a new scheme to enable residents and visitors to contribute to the long-term viability of the Field and its amenities by making regular, monthly contributions to the charity via a bank Standing Order or Direct Debit. It is called the 'Friends of the Field'.

The charity did not work with any professional fundraisers in 2021/22.

### **Governance and decision-making**

The Charity is run by the Trustees, officers and secretary, with the help of a Hub coordinator and cleaner. The Trustees are responsible for the overall governance of the Charity and together with the officers form the management committee. Its members take on responsibilities for different aspects of the management of the premises and regular meetings are held. During the year, Philip Richardson became a trustee proposed by the Windlesham Club and Theatre and has already made a real contribution to our planned community fund raising scheme. I would like to thank all the current trustees and officers for their individual and collective contributions this year. In particular, I would like to recognise Pat Lewis who resigned in September for the remarkable 13 years of service she has given to the

WFoR as both a trustee and officer and Brian Chester who brought his financial and commercial expertise to our fund raising during a challenging period in our history and is now standing down as a trustee.

No trustees received any remuneration, payments or benefits from the charity other than refunds of legitimate trustee expenses.

Each member of the WFoR management committee works hard to maintain the Field of Remembrance for the village. We are always keen to find additional trustees from village organisations to reduce the overload of the existing team.

Richard Michael Sheard

Chairman

31 March 2022





**WINDLESHAM FIELD OF REMEMBRANCE**

England & Wales - Charity number 305138

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# Accounts

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**Trustees' Annual Report for the period**

**From: 1 February 2020 To: 31 January 2021**

**Charity name: Windlesham Field of Remembrance**

**Charity registration number: 305138**

**Legal and administrative details**

**Status** The charity, known as "Windlesham Field of Remembrance" is an unincorporated organisation, regulated by the Charity Commissioners.

**TRUSTEES**

**Richard Michael Sheard** Chair, Windlesham Branch Royal British Legion

**Colin Bidwell** Windlesham Club & Theatre

**Brian Chester** Public Member

**Jeremy (Jem) Davis** Bagshot Cricket Club

**Helen Hansen-Hjul** Windlesham Parish Council

**David Hoggins** Public Member

**Kevin Lloyd-Bisley** Public Member

**Paul Nickson** Windlesham United Football Club – Youth

**Bob Webb** Windle Valley Runners

**OFFICERS** Appointment to be confirmed annually prior to AGM

**Mrs Susan Clarkson** Honorary Secretary

**Mr Tom Jack** Treasurer

**Mrs Pat Lewis** Co-opted Officer (Hub Coordinator)

**Robin Lewis** Co-opted Officer (Open Spaces)

**Principal Address: Windlesham Hub, Windlesham Field of Remembrance, Kennel Lane, Windlesham, Surrey, GU20 6AA**

**Organisation:** The Charity is run by the Trustees and officers, with the help of a Hub Coordinator. Regular meetings are held, along with an Annual General Meeting to which members of the public are invited to attend.

**Reserves:** The Trustees recognise that reserves must be created to fund exceptional maintenance, for which a General Reserve has been created.

## **CHAIRMAN AND SECRETARY'S COMBINED REPORT**

### **Purpose and impact**

The Field of Remembrance trust was set up 71 years ago to provide the playing fields, play areas, along with a wooded area and pond, for the 'rest, recreation and entertainment' of the inhabitants of the Windlesham. The Windlesham Hub, which was opened in January 2020 was the result of the vision and commitment of Trustees during the past 12 years. The purpose of the Charity today is to sustain and maintain the field and these premises whilst growing the use by our community and deliver on the commitments to the grant providers that were agreed in 2018.

### **Operations**

This report covers the period after the Hub was opened and the effects of the Covid restrictions that we have all endured. The WFoR is now a quite different, more complex operation than in the past which requires more detailed financial forecasting, formal contracting, and a new reserves policy to ensure that future maintenance commitments can be met.

1. Maintaining our 18 acres of open spaces and woodland requires both volunteer and professional support and these both contributed to our Green Flag Community Award in 2020. Covid restrictions and the opening of the Coffee Shop have resulted in a significant increase in visits to the Field including those keeping fit with various boot camps and use of our outdoor gym.
  - For many years we benefited from the support of Foramaflow who did a terrific job of looking after the Field but sadly were unable to continue. After a tender process we appointed a local contractor, Nigel Jeffries Landcapes, to maintain our green spaces from 1 February 2021. We are continually trying to improve the quality of the experience people get when they visit the field including football and cricket pitch quality and repairing the areas where foot traffic is high. Significant work is required to bring the field up to Football Association standards and an investigation of the field drainage has begun.
  - Our wonderful Admiral's Field woodland and the trees around our boundary require regular work by tree surgeons, frequent maintenance, and careful replanting. Severe weather, cavities and decay damage can mean we need to either reduce trees or in some cases remove them for public health and safety reasons. A professional tree survey has identified several trees that need work by our tree surgeons, including some larger trees that will either be reduced in

size or in some cases cut down completely. These include trees that overhang Kennel Lane. We received great support from Paul Searle, an arborist.

- Regular work parties together with volunteers from Surrey Tree Wardens are making excellent progress maintaining the woodland by clearing invasive species like laurel.
- Recently we have sadly lost a large number of mature trees in the woodland area but the clearer canopy gives us an opportunity to regenerate the woods and allow young saplings to thrive.
- Rainbow Corner pre-school have established a forest school activity area in our woodland.

We were fortunate to receive an Open Spaces Maintenance grant again from Windlesham Parish Council which helps remove rubbish and empty the dog bins. Further agreements were reached with Windlesham United (Youth) and Bagshot Cricket Club regarding their contributions to the costs of maintaining the open spaces. Bagshot Cricket Club have responsibility for maintaining the cricket square. Nevertheless, we remain heavily dependent on public support to pay the costs of maintaining our open spaces and woodland.

2. The completion of the Hub building has created a wonderful asset for our community both for sport and non-sport activities. A part-time Hub coordinator has been appointed. Inevitably the experience of having tenants and other users in the building and additional requirements related to building and site security have resulted in some additional works which are largely completed. To ensure that the costs of running the Hub are covered, provide additional facilities to the community, and keep the charges for community use reasonable, 2 five-year leases were agreed in summer 2020. One with Fieldhouse Coffee Shop and the other with Rainbow Corner pre-school. Community bookings have been severely restricted by the Covid pandemic, but we are hopeful that they will bounce back this summer.

### **Commitments**

As a part of the Charity's agreement in 2018 with the Football Foundation for a grant of £278,000 towards the costs of the Hub building the Trustees at the time agreed to a Legal Charge to be secured against the Charity's land in favour of the Football Foundation for 21 years from the acceptance of the award. Finalising this charge proved to be an exceptionally long process but was completed on 9 November 2020, resulting in the release of the final tranche of FF grant funds.

As a result of the grant's received from the Football Foundation, the London Marathon Trust and Sport England for the building of the Hub we are required to report on the progress made to extend the use of sporting activities at the Field. The requirements are detailed and onerous and require a progress report for each of the next three years covering youth football, cycling, cricket, running and new sports and physical activities to attract new 'non-sporty' participants.

## Fund raising

The aim of the Charity is to raise sufficient funds to cover the routine annual costs of operations and to create sufficient reserves to cover future, non-routine, costs.

The charity did not work with any professional fundraisers in 2020/21.

The four main sources of funds this year and in the future will be:

- Continuing support from our Windlesham community
- Grants available from local government, including individual councillors' allocations. In this financial year four grants totalled £5109.
- Grants for sports organisations
- Income from the users of the open spaces and the hirers of the Hub
- Rental income from the Hub tenants

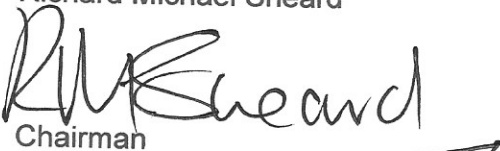
## Governance and decision-making

The Charity is run by the Trustees, officers and secretary, with the help of a Hub coordinator and cleaner. The Trustees are responsible for the overall governance of the Charity and together with the officers form the management committee. Its members take on responsibilities for different aspects of the management of the premises and regular meetings are held. During the year, David Hoggins joined as a public member and has taken responsibility for our relationship with our pre-school tenant. I would like to thank both the current trustees and officers and particularly Colin Bidwell who has completed his 5 years as a trustee during one of the most challenging periods in our history.

No trustees received any remuneration, payments or benefits from the charity other than refunds of legitimate trustee expenses.

Each member of the WFor management committee works hard to maintain the Field of Remembrance for the village. We are keen to find additional trustees from village organisations to reduce the overload of the existing team. I am delighted that Philip Richardson has been proposed as a Trustee by the Windlesham Club and Theatre and will take up his role after this meeting.

Richard Michael Sheard

  
Chairman

28 November 2021

WINDLESHAM FIELD OF REMEMBRANCE  
INCOME & EXPENDITURE STATEMENT  
Year to 31 January 2021

	2021		2020	
	General £	Pavilion £	General £	Pavilion £
<b>INCOME</b>				
Football & Cricket Clubs	8,001.00		8,001.00	
Field rental	951.44		951.44	
Hub rental	11,658.13		11,658.13	290.00
Parish Council				
- Grants	3,108.52		3,108.52	
- Bin Emptying Contribution	2,000.00		2,000.00	1,500.00
Sundry Income	2,305.00		195.00	2,000.00
	28,024.09		3,985.00	195.00
				3,985.00
<b>FUNDRAISING</b>				
Annual appeal - inc. Gift Aid	3,336.82		3,336.82	5,174.97
Pram Race	1,050.00		1,400.00	1,400.00
Summer Fete			2,000.00	2,000.00
Donations - General	1,030.00		740.00	740.00
Grants - Pavilion	54,304.17		54,304.17	217,677.00
Donations - Pavilion	1,145.70		1,145.70	35,700.97
Grants - Outdoor Gym				
	5,416.82	55,449.87	60,866.69	253,377.97
	33,440.91	55,449.87	88,890.78	253,377.97
<b>TOTAL</b>				
	4,509.11		4,509.11	20.89
<b>EXPENDITURE</b>				
Hub Costs	3,086.44		3,086.44	96.00
Electricity	96.00		96.00	731.17
Water	554.44		554.44	144.00
Internet & phone	225.70		225.70	1,000.00
Accounting software	1,000.00		1,000.00	9,000.03
Dog Waste Collection - Parish Council	5,750.03		5,750.03	4,830.00
Field Maintenance	2,578.00		2,578.00	115.80
Trees and general area	567.00		567.00	73.45
Play area	73.45		73.45	136.50
General	1,551.46		1,551.46	1,093.63
Insurance	19,891.63		19,891.63	17,768.02
<b>PAVILION &amp; GYM</b>				
New Pavilion Costs		35,095.49	35,095.49	446,687.37
VAT refunds				-103,756.19
New Gym		8,026.20	8,026.20	10,000.00
Legal & advisory costs				3,444.00
Fundraising costs				1,389.70
				357,764.88
<b>TOTAL</b>				
	19,891.63	43,121.69	63,113.32	374,932.90
	0.27	2.39	2.66	338.82
<b>FINANCE</b>				
Interest				
<b>NET INCOME (- DEFICIT) BEFORE DEPRECIATION</b>				
	13,449.56	12,330.67	26,780.12	-104,081.97
<b>DEPRECIATION ADJUSTMENT</b>				
		239,816.64	239,816.64	
<b>TRANSFER TO RESERVES</b>				
	13,449.56	252,147.21	266,596.76	-104,081.97
				-107,916.14

WINDLESHAM FIELD OF REMEMBRANCE  
BALANCE SHEET  
31 January 2021

2020 £	2021 £
<b>FIXED ASSETS</b>	
1.00 Field	2,886.00
1.00 Admiral Field	12,000.00
0.00 Pavilion	2,184.00
323,909.97 New Community Hall costs	626,876.10
1.00 Gym	10,000.00
1.00 Play Area - modular structure	42,340.00
323,913.97	696,287.10
	132,094.61
	564,192.49
<b>CURRENT ASSETS</b>	
3,500.00 Debtors	0.00
1,674.72 Current Bank Account	48,500.03
1,252.91 C O I F Charity Fund	1,255.57
6,427.63	49,755.60
<b>CURRENT LIABILITIES</b>	
0.00 Creditors	14,250.00
0.00 VAT	3,759.73
0.00	18,009.73
6,427.63	31,745.87
<b>NET WORKING CAPITAL</b>	
<b>TOTAL ASSETS</b>	
330,341.60	596,938.36
<b>FINANCED AS FOLLOWS</b>	
336,692.13 Reserves brought forward	330,341.60
-107,916.14 Surplus/(-deficit) arising in year	25,780.12
101,565.61 Pavilion cost less funding	0.00
0.00 Depreciation adjustment	239,816.64
330,341.60	596,938.36
	0.00

General	Pavilion	Inv Reval
35,030.01	296,349.55	-1,037.96
13,449.55	12,330.57	
48,479.56	239,816.64	-1,037.96
	548,496.76	

For and on behalf of the Managing Committee

*Mike Sheard*

M Sheard  
Chairman

*Tom Jack*

T Jack  
Treasurer

DATE  
April 2021

The above Balance Sheet and attached Income and Expenditure Account agree with the books, records and information given to me.

R Harbord