

Charity Number: 521820

Brudenell Playing Fields Management Committee (BPFMC)

Trustees Annual Report for 1 Jan – 31 Dec 2023

Summary:

BPFMC (aka Baston Village Hall) Trustees Annual Report (TAR) is derived from the Chairman's Annual report, which was presented at the AGM in Apr 24.

BPFMC has had a busy year in which we successfully applied for grants, via Soth Kesteven District Council, from the UK Shared Prosperity Fund to replace the old, damaged or obsolete Fire Doors, Front Door and the See-Saw. Routine Hirings, inc Football were increased this year as we had the advantage of a very well-drained pitch compared to many of the neighbouring Villages.

This increased usage provided a welcome increase to our annual revenue and, rather than merely "break even", we had additional funds to address many long-term maintenance issues (fences, roof tiles, boiler repairs) and cover the increases to our gas, water and electricity utilities bills. More maintenance projects will be fulfilled in the year ahead, ensuring the continuing viability of the Hall, playground and associated playing fields as a community facility.

Objectives

The objectives of the Village Hall and its Trustees, as set out in the Constitution, remain unchanged.

Trustees & Committee

- M Wynne – Chairman & Secretary
- M Lloyd – Treasurer & Safeguarding Officer
- G Greenall – vice-Chairman & Maintenance Co-ordinator.
- L Stewart – representing Baston Cricket Club

Other Committee Members

- A Sanderson – Booking Clerk
- A Clarke – Volunteer & Fire Safety Manager
- T Fidler – Volunteer & Waste Disposal Co-ordinator.

Village Representation:

- Parish Council
- WI
- Cricket Club

Policy Documents

Our Principal Policy Document continue to be subject to Annual Review; or an interim review if circumstances determine they be amended. The Principal Documents are:

- Constitution
- Finance Policy
- Health & Safety Policy
- Risk Assessment
- Fire Safety Management Plan
- Safeguarding Policy
- Social Media Policy
- Environmental Policy

Key Developments

As we entered 2023, my first full year as Chairman, having been vice-chairman for many years and a volunteer before that, I wanted to ensure that all the BPFMC governance procedures, processes and policy documents reflected fully current requirements and were “fit for purpose”. In late 2023, I had discovered that not all our Hirers had the necessary insurance provisions in place which could, in extremis, have placed unwanted liability onto BPFMC. We have reviewed and revised all our principal operating documents and policies and conducted a 100% review of Hirers insurance policies: including our own. Any commercial organisation or one defined as a “legal entity” must have its own Public Liability insurance as they are not included under the BPFMC insurance, which covers only BPFMC activities and private hirers.

BPFMC has also formalised the ownership of the Barn and playing fields with the Land Registry. There was no record on the Land Registry website to show the rightful ownership of the land; the only legal document we had was the 1966 Conveyance and Trust Deed, detailing when the land and property were purchased from the Grimsthorpe Estate in 1966 for use by the Village In order to safeguard and ratify the ownership of the property, local solicitors were engaged and instructed to raise and submit a Land Registry application to formalise the ownership of the land for future generations.

Early in the year, we conducted a detailed financial forecast review to identify areas of highest spend, most income and to determine where changes and savings could be made. Due to increased costs associated with higher gas and electricity charges introduced in 2023, we could no longer offer a preferential rate to Baston-based commercial activities, and we aligned their charges with the standard rate for all commercial Hirers. We have, however, managed to retain the preferential rate for Baston-based non-profit making or Community organisations; to support their continued use of the Barn; this includes the Parish Council and the WI.

In conjunction with the closer monitoring of costs and expenditure, we have controlled closely the use of gas, electricity and water – having discovered that the heater controls had been altered to have the heating operating when it was not required.

We also experienced a resurgence in the use of the tennis courts. Baston Events blocked booked two 2-hour periods each week, at a preferential rate, to encourage Village tennis

players. Additionally, the Village Shop maintained a close control of hire fees for the courts and we gained considerably more income than collected in previous years. This has also allowed us to pressure-wash and clean the all-weather tennis courts; to attract increased usage.

Following the successful bids for funding in 2022 for the Adult exercise Equipment, BPFMC placed bids with the UK Shared Prosperity Fund; that was administered within our region by South Kesteven District Council (SKDC). We were successful in gaining bids for 100% of the costs towards:

- Fitting new fire exits and a new front door to the Barn; which replaced the distorted and aged items that did not close properly nor keep out the wind. The new front door now sheds daylight into the entrance area.
- Replacement see-saw for the old and deteriorating item that was beyond economical repair and was in danger of becoming unsafe to use.
- Combined parent and toddler swing, to allow parents to swing with their young child, rather than simply push them on the toddler swings.

The 2 x toddler swings, fitted over 13 years ago, were also showing signs of wear and deterioration and were replaced with a more modern design, less susceptible to weather and UV degradation.

Financial situation

Our overall end of year figures, inc grants and donations received to support the above projects were:

- Income - £45,879
- Expenditure - £40,612

This is by far the best end of year financial position that BPFMC has experienced for many years. This is due to several reasons; increased success with funding bids, closer control and monitoring of gas/water/electricity usage, rationalised hire charges, increased football and tennis usage. Additionally, over the past 5-10 years, the Village Hall has had a new heating system (gas boiler), increased insulation, a new floor, a tarmac driveway and extended, gravel-covered car park. All of which make it more attractive to Hirers.

We currently hold a reserve of £11,000, some of which may need to be committed in support of our maintenance projects during the year ahead and held for major capital replacement of the playground equipment.

Issues

There are no significant issues, complaints or disputes to report.

M WYNNE

Chairman
BPFMC (Baston Village Hall)

CFHawthorn
24/10/24

Receipts and Payments Accounts CC16a

**Brudenell Playing Fields Management Committee -
Charity Number 521820**

For the period from 01/01/2023 to 31/12/2023

Section a Receipts and payments

	Unrestricted funds Nearest £	restricted funds Nearest £	Endowment funds Nearest £	Total funds Nearest £	Last Year Nearest £
A1 Receipts					
refundable deposits	3240			3240	3700
Barn Hire	5848			5848	5542
Field/tennis hire	6083			6083	3055
Fund raising	559			559	363
Interest	141			141	25
Donations	8567	19340		27907	7400
grants/lottery	156			156	223
Utility other refunds	1727			1727	
misc	218			218	25
	26539	19340	0	45879	20333

A2 Assets and investments sales

sub total	0	0	0	0	0
Total Receipts	26539	19340	0	45879	20333

A3 Payments

Fund Raising/ stationery	42			42	22
Barn Maintenance, cleaning, repairs	3127			3127	4631
new equipment		18330		18330	12000
Field, palyground maint, grass cutting	8459			8459	7140
misc				0	4
Refunded deposits/hire	3040			3040	3170
Rates/utilities/fees	5245	1010		6255	2588
Insurance	1359			1359	1324
Misc reconciliation balance				0	
Sub total	21272	19340	0	40612	30857

A4 Asset and investment Purchases

sub total	0	0	0	0	0
Total Payments	21272	19340	0	40612	30857

Net of receipts/(payments)	5267	0	0	5267	-10524
A5 Transfer of funds					
A6 cash funds last year	21790			21790	32314
Cash funds this year end	27057	0	0	27057	21790



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Brudenell Playing Fields Management Committee

On accounts for the year
ended

31 December 2023

Charity no
(if any)

521820

Set out on pages

1-3 (remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2021.

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 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

26 June 2024

Name:

Claire Hawkins

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

ACA

Address:

4, Appian Way, Baston

Peterborough. PE6 9PR

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None noted

Audit of the BPFMC accounts for the year ended 31 December 2023

The following work was performed by Claire Hawkins on 27 May 2024:

Work performed	Exceptions noted
1. Complete an analytical review of the results to ensure that the amounts included in the accounts are consistent with your knowledge of the activities of the charity and with prior years. Discuss any exceptions with the BPFMC treasurer	No exceptions
2. Ensure that all figures on the CC16a accounts cast and cross cast	No exceptions
3. Complete a review of the 2023 accounts to ensure the comparatives in the 2023 CC16a accounts agree to the 2022 CC16a.	No exceptions
4. Ensure that the opening cash balances agree to: I. 2022 accounts II. Opening position in the BPFMC cash book	No exceptions
5. Ensure that closing cash balances (current account and business reserve) agree to: I. Closing position in books and records II. Bank statements	No exceptions
6. Review the current account bank reconciliation. Ensure that the reconciliation casts and that all amounts can be agreed to supporting records (cash book and bank statements).	No exceptions
7. Ensure that the total income and expense figures in the CC16a accounts agrees to the income and expense figures of the BPFMC books and records and that the individual items of income and expenditure agree to supporting information provided by the BPFMC treasurer	No exceptions
8. Ensure by a review of formulae that the "annual summary" file and the monthly files cast and cross cast	No exceptions
9. Ensure that all figures in the "annual summary" file agree to the monthly files	No exceptions
10. Expenditure: Select a sample of items from the monthly files. Check them back to a supporting invoice and to the bank statement. Ensure validity and accuracy. Sample selected: I. Jul – SJ Windows - £6,415 II. Jul – Playdale - £4,771.03 III. Sept – Playdale - £4,771.02 IV. Aug – Elite sports maintenance - £450.00 V. Feb – SmartHeat - £278.40	No exceptions
11. Income. Select a sample of material items in the BPFMC excel cashbooks and check them back to the bank statement and to supporting documentation (where available) – ensure accuracy. Sample selected: I. Mar – DUFC - £930.00 II. May – Baston Parish Council - £3,000.00 III. Feb – Plowright Charitable Trust - £5,000.00 IV. May – South Kesteven - £8,555.00 + July £9,816 V. Nov – EON Refund - £1,180.52	No exceptions
12. Discuss all grants and donations with the BPFMC treasurer to gain comfort over those that have been disclosed as restricted income and those that have not.	No exceptions

13. Review the breakdown of restricted income (£19,340) and confirm that this is reasonable	No exceptions
14. Obtain a breakdown of all BPFMC restricted expenditure (£19,340) and ensure that the presentation as restricted expenditure is reasonable via discussions with the BPFMC treasurer.	No exceptions
15. Ensure the closing amount of restricted funds (nil) is appropriate and reflects the activities of BPFMC via discussion with the BPFMC treasurer and a review of available supporting documentation.	No exceptions

Conclusion:

No issues arising.

I am therefore happy to sign the independent examiners report on the consolidated CC16a accounts of BPFMC for the year ended 31 December 2023

Signed:

C. Hulse

Dated:

26/6/24

CFH
24/10/24

Receipts and Payments Accounts CC16a

Brudenell Playing Fields Management Committee -

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A6 cash funds last year 21790 21790 32314

Cash funds this year end **27057** **0** **0** **27057** **21790**