

BPFMC - Registered Charity Number 521820

TRUSTEES ANNUAL REPORT - 2024

Introduction

BPFMC is a charitable organisation that is run entirely by an amazing group of unpaid volunteers that give up their free time to ensure the continued operation and maintenance of our facilities. We are very fortunate to be supported by annual grants from the Parish Council precept and the Plowright Trust without which we would struggle to continue and want to extend our gratitude. This report is based on the Chairman's Report, presented at the AGM held in Apr 2025.

2024

2024 has been a year of maintenance of which a lot was overdue with some being more desirable and others what I would class as a little more vital. On the list of vital was most certainly the roof over the changing rooms which was leaking and poorly repaired many years ago, this required a large grant to renew which we were successful and had the roof replaced with which was largely the result of Martin's hard work. Alongside boiler repairs and general maintenance on the fence rails and posts this was a considerable expense of ours this year. We couldn't overlook some of the more desirable pieces which included cleaning the chairs, the paths, gutters and even treating the tennis courts and giving them a good clean. Some of these jobs having not been carried out for many years, however you could argue they go a long way to ensuring that we continue to have and attract paying hirers for our facilities should they look well maintained.

I do not particularly enjoy having to focus on some of the negatives for the year with the vandalism we've experienced which in large they were few and thankfully could have been considerably more impacting than they have been. The rebound wall that serves as a basketball hoop and football goal aimed at older teenagers was subject to further vandalism rendering two of the large steel panels unsafe. With one of these being NLA and the other commanding a four figure price tag it was decided we are better off removing and making safe. At the same time crowd fencing owned by Baston Events was damaged and as a result so was mowing equipment owned by Masons Mowers. After an initial social media campaign in an effort to stop further damage failed, these fences and goal nets owned by the football clubs were again damaged on another two occasions. It was a result of this that we decided to invest in additional CCTV that came at a premium and made a statement that going forward any further incidents will be reported directly to the police rather than remediate within the village. Whilst it was sad to have to take such a stance the vandalism now appears to be under control.

This year was my first year as Chair of BPFMC and what I wanted to do was help modernise our charity and improve our awareness and fundraising, which whilst is not something that can happen overnight I believe we have made significant progress on. As part of the Microsoft non-profit scheme I was able to obtain several O365 enterprise licences free of charge. This has meant our emails are now centrally managed and archived removing the need for personal mailboxes and difficulty in covering for holidays, it has significantly increased the security of our emails

and given us the ability to provide trustees and volunteers free access to the Microsoft office suite of products. Going forward I aim to offer an online calendar of bookings visible to multiple audiences and hopefully a refreshed website with an online booking process.

With regard to fundraising efforts, we have had rising costs over the last few years, in no part due to the change in red diesel laws and increasing energy costs. This has meant that a lot of our expenditure has been keeping the lights on and not having the funds to increase our offerings and our support to the village. The main drive to establish fundraising events for BPFMC was so we can continue to offer more to the village and provide increased support. Our first attempt at fundraising was unfortunately not successful, which despite great initial interest only sold a handful of tickets and ended up being cancelled at a loss. This is the nature of these things and unfortunately with nothing ventured there can be nothing gained, it was understood throughout the committee that we may not make a return on these events.

Our current fund-raising event is an annual village fete (Baston Party in the Park) that we are hoping to make good use of our available space, offering a free event for all villagers and those surround whilst having the ability to raise funds. This required some expert help in the form of Deepings Round Table and in particular Simon Bateman who has experience organising large events such as the raft race and Sunday Funday. To allow the planning and effort required to take place a separate committee was put together to ensure we do not put this additional workload on our already stretched volunteers and to encourage some village participation and expertise, which has been vital in getting this moving. We are getting close to the date and through stall fees/sponsorship we are coming close to covering our costs. With BPFMC and the Deepings Round Table running the bar we are hopeful that we can jointly raise some funds for both of our charities and establish an annual event that will be enjoyed for the village.

My last desire as Chair was to improve our awareness as a charity and what we do. What I noticed within the first week of this role is that the general confusion over responsibilities we have, and responsibilities of the parish council, the local clubs and committees such as Baston Events was generally quite large spread throughout. It was through this we came up with the idea of a joint event, the first of its kind that was held in September last year and it was called the Meet Your Committee Reps evening. Through everyone's support this proved a vital and successful evening encouraging villagers to attend and learn more about the various committees and what they do, with the hope of perhaps encouraging some more village participation and volunteers. This will hopefully become an annual event with a very small outlay but a large positive impact into understanding what it takes to make all aspects of this village prosper.

In closing I want to thank everyone of my trustees, committee members and volunteers without which none of this would have been remotely possible. Whilst I covered this at the start we are all volunteers and we are stretched very thin, we have vacant positions and positions that will be vacant in the coming 12-24 months which if we're unable to fill will mean we have to fence off the park and close up shop, so if you know anyone that has a few hours to spare a week or even a month and wants to help please point them in our direction.

And for 2025...

This year I want to continue to work on my three goals and hope that we can all as a village show what we are capable of achieving and make Baston, it's residents, BPFMC and the facilities we have stand out.

Receipts and Payments Accounts CC16a

Brudenell Playing Fields Management Committee -

Charity Number 521820

For the period from 01/01/2024 to 31/12/2024

Section a Receipts and payments

	Unrestricted funds Nearest £	restricted funds Nearest £	Endowment funds Nearest £	Total funds Nearest £	Last Year Nearest £
<u>A1 Receipts</u>					
refundable deposits	3300			3300	3240
Barn Hire	7228			7228	5848
Field/tennis hire	4651			4651	6083
Fund raising	458			458	559
Interest	170			170	141
Donations	9150			9150	27907
grants/lottery	230	12000		12230	156
Utility other refunds				0	1727
misc				0	218
	25187	12000	0	37187	45879

A2 Assets and investments sales

sub total 0 0 0 0 0

Total Receipts **25187** **12000** **0** **37187** **45879**

A3 Payments

Fund Raising/ stationery	355			355	42
Barn Maintenance, cleaning, repair	2979	11134		14113	3127
new equipment				0	18330
Field, palyground maint, grass cutt	11287			11287	8459
misc				0	0
Refunded deposits/hire	3165			3165	3040
Rates/utilities/fees	3833			3833	6255
Insurance	1502			1502	1359
Misc reconciliation balance				0	
Sub total	23121	11134	0	34255	40612

A4 Asset and investment Purchases

sub total 0 0 0 0 0

Total Payments **23121** **11134** **0** **34255** **40612**

Net of receipts/(payments) **2066** **866** **0** **2932** **5267**

A5 Transfer of funds

A6 cash funds last year 27057 27057 21790

Cash funds this year end **29123** **866** **0** **29989** **27057**



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 2024

Charity no
(if any)

521820

Set out on pages

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

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

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 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:

C Hawkins

Date: 21/7/2025

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 2024

The following work was performed by Claire Hawkins on 9 February 2025:

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 2024 accounts to ensure the comparatives in the 2024 CC16a accounts agree to the 2023 CC16a.	No exceptions
4. Ensure that the opening cash balances agree to: I. 2023 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. Oct – Manor Roofing - £11,133.60 II. May – Broker Network (insurance) - £1,502.86 III. Sept – M Fire - £255.97 IV. Dec – Elite sports maintenance - £450.00 V. Feb – SmartHeat - £584.40	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. Jan – DUFC - £430.00 II. Ju – Baston Parish Council - £3,150.00 III. Feb – Plowright Charitable Trust - £6,000.00 IV. July – South Kesteven - £12,000.00 V. Oct – Baston events - £1,000.00	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 (£12,000) and confirm that this is reasonable	No exceptions
14. Obtain a breakdown of all BPFMC restricted expenditure (£11,134) 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 (£866) 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 2024

Signed:

C. Hume

Dated:

21/7/25