

# Trustees' Annual Report for the period

	Period start date			Period end date		
<b>From</b>	1st	April	2020	31st	March	2021

## Section A Reference and administration details

**Charity name**

Memorial Hall and Playing Fields Middleton Cheney

**Other names charity is known by**

Middleton Cheney Playing Fields Association

**Registered charity number (if any)**

304221

**Charity's principal address**

Astrop Road

Middleton Cheney

Nr Banbury

**Postcode**

OX17 2PG

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Brian Amos	Secretary	01.04.20 – 9.11.20	MC Playing Fields Assoc.
2	Caroline Stacey	Chairman	01.04.20 – 9.11.20	MC Playing Fields Assoc.
3	Julie Muncey	Treasurer	9.11.20- 31.03.21	MC Playing Fields Assoc.
4	Kristian Burgess	Chairman	9.11.20- 31.03.21	MC Playing Fields Assoc.
5	Sally-Ann Dod	Secretary	9.11.20- 31.03.21	MC Playing Fields Assoc.
6	John Paul Cristie		01.04.20 – 09.11.20	MC Playing Fields Assoc.
7	Peter Mackie		9.11.20- 31.03.21	MC Playing Fields Assoc.
8	Simon Lowe		9.11.20- 31.03.21	MC Playing Fields Assoc.
9	Craig Merry		9.11.20- 31.03.21	MC Playing Fields Assoc.
10	Brian Amos		9.11.20- 31.03.21	MC Playing Fields Assoc.
11	James Griffin		9.11.20- 31.03.21	MC Playing Fields Assoc.
12	Helen Harman		9.11.20- 31.03.21	MC Playing Fields Assoc.
13	Barry Hook		9.11.20- 31.03.21	MC Playing Fields Assoc.
14	Louise Hook		9.11.20- 31.03.21	MC Playing Fields Assoc.
15	Wayne Campbell		9.11.20- 31.03.21	MC Playing Fields Assoc.
16	Theresa Goss		9.11.20- 31.03.21	MC Playing Fields Assoc.
17	Niki Stevenson		9.11.20- 31.03.21	MC Playing Fields Assoc.
18	Basil Pouloupoulos		9.11.20- 25.02.21	MC Playing Fields Assoc.
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Middleton Cheney Parish Council – Custodian Trustee	

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Trust deed
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Maximum of 15 trustees. Nine appointed and six elected

**Additional governance issues (Optional information)**

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

<p>Training regarding the role of Trustees was delivered by an outside organisation (ACRE – Action Communities in Rural England) to the whole committee to ensure that everyone was informed of the responsibilities involved. ACRE also provided help and support throughout the year on general matters.</p>
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**Section C Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

<p>Purposes of physical and mental training and recreation and social, moral and intellectual development through the medium of reading and recreation rooms, library, lectures, classes, recreations and entertainments or otherwise as may be found expedient for the benefits of the inhabitants of the beneficial area without distinction of sex or of political, religious or other opinions</p>
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**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The Covid lockdown restrictions came into force shortly before the start of the financial year under review. This prevented the charity from being able to carry out any fund raising events, however, throughout the year the open space of the site was made available to the public and maintenance of the area continued.

The sports teams met when restrictions allowed, and they provided events to support the residents as well as giving their time to maintain the area.

The Memorial Hall was made available free of charge to a local volunteer group who used the space to sew PPE for the NHS and for overseas countries also.

The Trustees believe that during this difficult time the charity was able to fulfil its obligations to provide facilities for the public benefit as set out in the governing document.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year****Chairperson's Report –Year ended 31<sup>st</sup> March 2021  
AGM 9<sup>th</sup> August 2021**

The Charity was formed 1952. The official name registered with the Charity Commission is 'Memorial Hall and Playing Fields – Middleton Cheney'. We are also known by the working names PFA and Middleton Cheney Playing Fields Association. The Board of Trustees are responsible for the running of the charity and the safeguarding of its assets.

From its conception in 1952 the committee comprises both residents and representatives from the three main sports clubs, Football, Cricket and Tennis. The field is still one of the main recreational resources for the village, acting not only as a sports field, but also housing a playpark and providing an invaluable open green space for a multitude of uses. During lockdown this resource proved invaluable to the community.

The current committee took office in November 2020 and there have been many challenges due to the Covid pandemic, however, much work has been taking place which may not always have been visible to the public. We have been updating policies, bringing our governance practices up to date and working to identify the future needs of the hall, pavilion, and field. A new website and email system is in progress to facilitate better communication both within and outside of the committee.

We have been fortunate to have received several Government backed Covid Grants to support us through the pandemic. Without this support our finances would have been precarious. The lockdown restrictions came into force just a few months after losing the regular income from the use of the Memorial Hall by the Social Club, which ceased trading in January 2020. The sports clubs continued to pay their rent which was a welcome inflow of funds.

**Short term considerations**

We hope that, as restriction ease, we will be welcoming back regular community hirers of the Memorial Hall. It is not practical currently to reopen the bar or to put in place those works needed to hire the venue out for larger events and parties.

**Medium term considerations**

We have spent some funds on modest essential improvements, and requirements for reopening. A systematic rolling programme of maintenance needs to be instigated. We are focusing on the best way to utilise the funds we have for the future of the charity. The grant funding has enabled us to ring fence reserves to protect the financial position of the charity going forward.

Whilst we have a great team of grounds persons that look after the field, we aim to consider the boundaries and other spaces available to us to determine what improvements we can achieve. Ideas such as wildflower areas, improved hedgerows and tidying the boundaries have been suggested.

**Long term considerations**

The buildings as they stand require substantial amounts to be spent to upgrade them and to ensure they meet expectations of current and potential users. We are wary of spending our funds impulsively as our aim for the future is to provide an improved building. We have invited residents to join us on a working party to look at all the options available to us and to determine whether a refurbishment or rebuild would be the best solution, and how to proceed. We welcome input and ideas and are looking for volunteers to become actively involved. Rebuilding the hall is not a new idea by any means and over the years there have been various proposals and plans drawn up. These will be revisited, and a new approach found. This will need to be considered alongside a concerted fundraising effort. A solution may be expensive, but it is necessary if we are going to have a facility which will serve the village for the long term.

A strong and determined team will be needed to then take the facility forward and make it sustainable for the next generations with a sound business plan in place.

*(Section C above gives additional details of the main achievements during the year.)*

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

The Committee have discussed the most appropriate Reserve Policy for the charity, and it is considered that an appropriate level is the amount required to cover twelve months usual running costs of the charity.

**Details of any funds materially in deficit**

None

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The principal sources of income for the charity have historically been the rent received from sports clubs and other users of the facility and from ad hoc fundraising activities. For the year under review the charity has received government funded grants to counter the effects of the Coronavirus pandemic.

The report in section D provides additional information

## Section F



## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Kristian Burgess	Sally-Ann Dod
Position (eg Secretary, Chair, etc)	Chair	Secretary

Date 17<sup>TH</sup> January 2022

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank current account	25,810	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>25,810</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))		OK	OK	OK

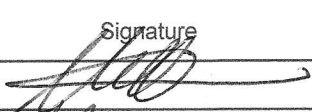
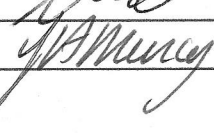
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Grants not received at year end	9,302	-	-
	Lettings debtor	250	-	-
	Prepaid expenditure	120	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Insurance Value - Buildings £466,900	Unrestricted	-	-
	Insurance Value - machinery, plant and all other contents £88,550	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Rents received in advance	240.69	-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	K Burgess - Chairman	20.1.22
	J Muncey - Treasurer	20.1.22.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Memorial Hall and Playing Fields - Middleton Cheney

No (if any)  
304221

## Receipts and payments accounts

CC16a

For the period from	Period start date 1st April 2020	To	Period end date 31st March 2021
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Sports clubs rents	3,485	-	-	3,485	6,968
Hall lettings	-	-	-	-	190
Government grants - Covid-19	31,804	-	-	31,804	-
Fundraising	-	-	-	-	843
Equipment sale	-	-	-	-	1,000
Donation	-	-	-	-	4,456
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>35,289</b>	<b>-</b>	<b>-</b>	<b>35,289</b>	<b>13,457</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>35,289</b>	<b>-</b>	<b>-</b>	<b>35,289</b>	<b>13,457</b>
<b>A3 Payments</b>					
Field maintenance and litter collection	1,569	-	-	1,569	4,073
Utilities	3,003	-	-	3,003	2,367
Insurance	2,229	-	-	2,229	2,359
Premises licence	180	-	-	180	650
Waste disposal and cleaning	575	-	-	575	179
Equipment maintenance	574	-	-	574	66
Premises maintenance and upgrade	3,310	-	-	3,310	5,759
Traning, subscriptions and licences	445	-	-	445	70
	-	-	-	-	-
<b>Sub total</b>	<b>11,885</b>	<b>-</b>	<b>-</b>	<b>11,885</b>	<b>15,523</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>11,885</b>	<b>-</b>	<b>-</b>	<b>11,885</b>	<b>15,523</b>
<b>Net of receipts/(payments)</b>	<b>23,404</b>	<b>-</b>	<b>-</b>	<b>23,404</b>	<b>- 2,066</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>2,406</b>	<b>-</b>	<b>-</b>	<b>2,406</b>	<b>4,472</b>
<b>Cash funds this year end</b>	<b>25,810</b>	<b>-</b>	<b>-</b>	<b>25,810</b>	<b>2,406</b>



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name MEMORIAL HALL AND PLAYING FIELDS - MIDDLETON CHENEY.

On accounts for the year ended

31st MARCH 2021 Charity no (if any) 304221

Set out on pages

(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 31/03/2021

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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

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.

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

Signed: [Signature] Date: 4/10/2021

Name: ALAN GASCOIGNE

Relevant professional qualification(s) or body

F.C.C.A.

(if any):

Address:

**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.**