

Trustees' Annual Report for the period

| | | | | | | |
|-------------|-------------------|-------|------|-----------------|-------|------|
| | Period start date | | | Period end date | | |
| From | 1st | April | 2021 | 31st | March | 2022 |

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 | Kristian Burgess | Chairman | | MC Playing Fields Assoc. |
| 2 | Sally-Ann Dod | Secretary | | MC Playing Fields Assoc. |
| 3 | Julie Muncey | Treasurer | | MC Playing Fields Assoc. |
| 4 | Peter Mackie | | | MC Playing Fields Assoc. |
| 5 | Brian Amos | | 01.04.21 – 09.08.21 | MC Playing Fields Assoc. |
| 6 | Simon Lowe | | 01.04.21 – 28.04.21 | MC Playing Fields Assoc. |
| 7 | Louise Hook | | | MC Playing Fields Assoc. |
| 8 | Theresa Goss | | | MC Playing Fields Assoc. |
| 9 | | | | |
| 10 | Craig Merry | | 01.04.20 - 01.07.21 | MC Playing Fields Assoc. |
| 11 | Barry Hook | | 01.04.20 - 09.08.21 | MC Playing Fields Assoc. |
| 12 | James Griffin | | 01.04.20 - 01.10.21 | MC Playing Fields Assoc. |
| 13 | Helen Harman | | 01.04.20 - 09.10.21 | MC Playing Fields Assoc. |
| 14 | Niki Stevenson | | 01.04.20 - 28.11.21 | MC Playing Fields Assoc. |
| 15 | Wayne Campbell | | 09.11.20 - 31.03.21 | MC Playing Fields Assoc. |
| 16 | Wayne Goss | | 08.11.21 - 31.03.22 | MC Playing Fields Assoc. |
| 17 | Neil Cobb | | 08.11.21 - 31.03.22 | MC Playing Fields Assoc. |
| 18 | Leah Bridge | | 08.11.21 - 31.03.22 | MC Playing Fields Assoc. |
| 19 | Jon Canning | | 08.11.21 - 31.03.22 | MC Playing Fields Assoc. |
| 20 | Harry Mitchell | | 09.08.21 – 31.03.22 | MC Playing Fields Assoc. |

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)

| |
|--|
| |
|--|

Section B Structure, governance and management

Description of the charity's trusts

| | |
|--|--|
| Type of governing document <i>(eg. trust deed, constitution)</i> | Trust deed |
| How the charity is constituted <i>(eg. trust, association, company)</i> | Trust |
| Trustee selection methods <i>(eg. appointed by, elected by)</i> | 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.

Training is delivered by an outside organisation (ACRE – Action Communities in Rural England) at regular intervals to ensure that all trustees are informed of the responsibilities involved. ACRE also provided help and support throughout the year on general matters.

Section C Objectives and activities

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

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

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 continued for the financial year under review. This limited 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 as a key village green and recreational space. 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. Training for all sports resumed and all three clubs played in their local league matches as allowed.

The Memorial Hall continued to be made available free of charge to a local volunteer group who used the space to sew PPE for the NHS and for overseas countries. The Memorial Hall was also made available to local residents who operated it as a donation and sorting venue for the Ukrainian crisis in the Spring of 2022, providing much needed humanitarian aid.

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

Additional information is included within the Chairman's Report.(section D below)

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 31st March 2022 AGM 8th August 2022

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 committee have again seen a number of changes over the last period both within its resident and sports representatives. We currently however have a full committee who have worked to address the many ongoing challenges due to the Covid pandemic. Work has continued in relation to updating policies, bringing our governance practices up to date and working to identify the future needs of the hall, pavilion, and field. We have been very fortunate to have received several Government backed Covid Grants to support us through the pandemic. Without this support our finances would have been disastrous. Regrettably a number of our regular Hall hirers did not survive the pandemic which has left us with drop in annual income.

Sport has continued and all three clubs have managed to both provide sports opportunities to the local residents and support the Charity through their rental contributions.

Short term considerations

Our short term goals are still to keep the facility open and available to all those that wish to use it and to continue with small refurbishment projects. With that in mind we hope our first project will be the updating of the hall toilets and installation of a disabled toilet facility. We hope with a more welcoming space we can increase the number of hall users again. We are also looking at ways in which we can help those sports clubs that operate from the ground, both in terms of facilities and security.

Medium term considerations

In the mid term we are still looking at the funding options available to complete larger scale refurbishment works or maybe even rebuild. A systematic rolling programme of maintenance is still being followed. The committee are very well aware that the main building especially is old and therefore by nature not very energy efficient. With the new challenges of rapidly increasing fuel prices we need to look to see how we can make the building more sustainable going forward. The committee are also looking at encouraging more events back onto the field. Traditionally the Charity held a main fundraiser each year and we are looking to hold something similar again.

As a committee we are encouraging cross sport participation in the ongoing maintenance and use of the open space. We are continuing to focus on the best way to utilise the funds we have for the future of the charity. The COVID grant funding has been essential in enabling us to ring fence reserves to protect the financial position of the charity going forward.

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. Long term therefore we are looking at the challenges of the increasing overheads and sustainability. We are aware that the site is landlocked and therefore expansion is difficult. We are aware that football have 'outgrown' the site and we need to see how we can support them going forward. The village itself has also grown and it still seeing annual housing development with another 150 houses coming in the next year. Therefore, we need to look at the purpose of the facilities going forward with a growing population and what is needed in the village by those residents. There is a lot of work and research to be done into funding options both immediately for any project and then going forward in terms of a secure business plan.

(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 Charity has a Reserves Policy that requires reserves to be maintained at a level which ensures that the core activities can continue during a time of unforeseen difficulty and that commitments and contingencies are considered. The appropriate level will be reviewed at least annually with consideration to the matters highlighted on the risk register and cash flow forecasts.

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 |

21st January 2023



Receipts and payments accounts

| | | | |
|---------------------|-------------------------------------|----|------------------------------------|
| For the period from | Period start date 1st April 2021 | To | Period end date 31st March 2022 |
|---------------------|-------------------------------------|----|------------------------------------|

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 £ |
|---|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Sports clubs rents | 2,648 | - | - | 2,648 | 3,485 |
| Hall lettings | 1,361 | - | - | 1,361 | - |
| Government grants - Covid-19 | 45,969 | - | - | 45,969 | 31,804 |
| Other Grants | 1,000 | - | - | 1,000 | - |
| Donations | 60 | - | - | 60 | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 51,038 | - | - | 51,038 | 35,289 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 51,038 | - | - | 51,038 | 35,289 |
| A3 Payments | | | | | |
| Field maintenance and litter collection | 4,570 | - | - | 4,570 | 1,569 |
| Utilities | 3,084 | - | - | 3,084 | 3,003 |
| Insurance | 2,108 | - | - | 2,108 | 2,229 |
| Premises licence | 180 | - | - | 180 | 180 |
| Waste disposal and cleaning | 755 | - | - | 755 | 575 |
| Equipment maintenance | - | - | - | - | 574 |
| Premises maintenance and upgrades | 5,658 | - | - | 5,658 | 3,310 |
| Traning, subscriptions and licences | 490 | - | - | 490 | 445 |
| Miscellaneous | 82 | - | - | 82 | - |
| Sub total | 16,927 | - | - | 16,927 | 11,885 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 16,927 | - | - | 16,927 | 11,885 |
| Net of receipts/(payments) | 34,111 | - | - | 34,111 | 23,404 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 25,810 | - | - | 25,810 | 2,406 |
| Cash funds this year end | 59,921 | - | - | 59,921 | 25,810 |

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 £ |
|----------------------|-------------------------|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | Bank current account | 59,921 | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | Total cash funds | 59,921 | - | - |

B2 Other monetary assets

| Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---------------------|------------------------------------|----------------------------------|---------------------------------|
| Lettings debtor | 481 | - | - |
| Prepaid expenditure | 40 | - | - |
| Refunds due | 197 | - | - |
| Expenses adjustment | 33 | - | - |
| | - | - | - |
| | - | - | - |

B3 Investment assets

| Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---------|--------------------------------|-----------------|-----------------------------|
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |


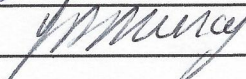
B4 Assets retained for the charity's own use

| Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---|--------------------------------|-----------------|-----------------------------|
| Insurance Value - Buildings £506,587 | Unrestricted | - | - |
| Insurance Value - machinery, plant and all other contents £92,800 | Unrestricted | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |
| | | - | - |

B5 Liabilities

| Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|----------|------------------------------------|--------------------------|------------------------|
| Accruals | 248 | - | |
| | | - | |
| | | - | |
| | | - | |
| | | - | |

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

| Signature | Print Name | Date of approval |
|---|----------------------|-------------------|
|  | K Burgess - Chairman | 21st January 2023 |
|  | J Muncey - Treasurer | 21st January 2023 |



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 2022

Charity no
(if any)

304221

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st march 2022.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below*~~) which gives me cause to believe that in, any material respect:

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

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

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

Signed:

Date:

5/01/2023

Name:

Alan Gascoigne

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

FCCA

Address:

46, BRONNLEY WAY

BRACKLEY

NORTHANTS NN13 5GL

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 to note

[Empty rectangular box for disclosure details]