

**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

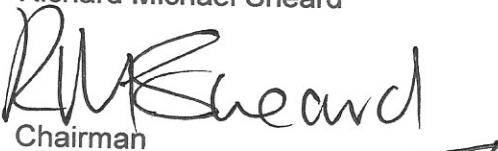
## Governance and decision-making

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		5,174.97	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	9,314.97	253,377.97
	33,440.91	55,449.87	13,299.97	266,677.94
<b>TOTAL</b>				
<b>EXPENDITURE</b>				
Hub Costs	4,509.11		4,509.11	20.89
Electricity	3,086.44		3,086.44	96.00
Water	96.00		96.00	731.17
Internet & phone	554.44		554.44	144.00
Accounting software	225.70		225.70	1,000.00
Dog Waste Collection - Parish Council	1,000.00		1,000.00	9,000.03
Field Maintenance	5,750.03		5,750.03	4,830.00
Trees and general area	2,578.00		2,578.00	115.80
Play area	567.00		567.00	73.45
General	73.45		73.45	136.50
Insurance	1,551.46		1,551.46	1,093.63
	19,891.63		19,891.63	17,768.02
<b>PAVILION &amp; GYM</b>				
New Pavilion Costs		35,095.49		446,687.37
VAT refunds				-103,756.19
New Gym		8,026.20		10,000.00
Legal & advisory costs				3,444.00
Fundraising costs				1,389.70
		43,121.69		357,764.88
<b>TOTAL</b>				
	19,891.63	43,121.69	17,768.02	374,932.90
<b>FINANCE</b>				
Interest	0.27	2.39	33.88	338.82
<b>NET INCOME (- DEFICIT) BEFORE DEPRECIATION</b>	13,449.56	12,330.57	-3,834.17	-107,916.14
<b>DEPRECIATION ADJUSTMENT</b>				
		239,816.64		
<b>TRANSFER TO RESERVES</b>	13,449.56	252,147.21	-3,834.17	-104,081.97
		266,696.76		-107,916.14

WINDLESHAM FIELD OF REMEMBRANCE  
BALANCE SHEET  
31 January 2021

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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>	
330,341.60	595,938.36
<b>TOTAL ASSETS</b>	
<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	595,938.36
	0.00

Cost	Building Fund / Amortisation
2,886.00	2,885.00
12,000.00	11,999.00
2,184.00	2,184.00
626,876.10	62,687.61
10,000.00	9,999.00
42,340.00	42,340.00
696,287.10	132,094.61

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