

Trustees' Annual Report for the period

From: 1 February 2021 To: 31 January 2022

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
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
Philip Richardson	Windlesham Club & Theatre
Bob Webb	Windle Valley Runners

OFFICERS Appointment to be confirmed annually prior to AGM

Mrs Helen Barclay	Co-opted Officer (Hub Coordinator) from 03/11/21
Mrs Susan Clarkson	Honorary Secretary
Mr Tom Jack	Treasurer
Mrs Pat Lewis	Co-opted Officer (Hub Coordinator) to 13/09/21
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 (WFor) was set up 72 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 Windlesham. The Windlesham Hub, which was opened in January 2020 was the result of the vision and commitment of Trustees during the previous 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 first full year after the Hub was opened and includes the extended period when the effects of the Covid restrictions were at their height. The WFor has evolved into a quite different, more complex operation than in the past with more detailed financial planning and reporting, formal contracting, and a reserves policy designed to ensure that future Hub maintenance commitments can be met.

1. Maintaining our 18 acres of open spaces and woodland requires both volunteer and professional support. Covid restrictions and the opening of the Coffee Shop resulted in a significant increase in visits to the Field including those keeping fit with various boot camps and use of our outdoor gym.
 - A local contractor, Nigel Jeffries Landscapes, maintains our green spaces. 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. After an assessment significant work was identified to bring the field up to Football Foundation standards and we received the first payment of a six-year grant to make those improvements.

- Our wonderful Admiral's Field woodland and the trees around our boundary require regular work by tree surgeons, frequent maintenance, and careful replanting. A professional tree survey identified several trees that needed work by our tree surgeons, including some larger trees that will either be reduced in size or in some cases cut down completely. This work came at a significant cost despite great support from Paul Searle, an arborist. Regular work parties, together with volunteers from Surrey Heath Tree Wardens, are making excellent progress restoring the woodland by clearing invasive species like laurel and holly. This will allow us to plant native tree saplings to replace several mature trees that have fallen and regenerate the woodland. Creating a healthy woodland is a great way of attracting wildlife and improving the overall biodiversity of the area. Our Hub tenant, Rainbow Corner pre-school, have an established forest school area in our woodland.
 - Security – we have a continuing challenge to keep the Field secure against traveller incursion. This year we committed to a significant investment in a new car park barrier to improve both site security and our users experience.
 - Further agreements are in place 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.
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, Helen Barclay, is a member of our management committee and works with our tenants and other users of the building to address the building services, maintenance, cleaning and security requirements. 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 were restricted by the Covid pandemic, but we recently we are seeing more interest.

Commitments

As a part of the Charity's agreement in 2018 with the Football Foundation (FF) 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 FF 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 FF, 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 extensive 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. By and large we have achieved our objective of having the Hub cover its costs and contribute the reserves required by our policy. We remain heavily dependent on public support and grants to pay the costs of maintaining our open spaces and woodland.

The greatest on-going challenge for the trustees is to close the gap between the annual running costs (approximately £85,000) and the income generated from tenants and users (approximately £50,000). Currently several grants partially help bridge the gap, but the trustees are concerned about whether they are sustainable in the future.

The four main sources of funds are:

- Rental income from the Hub tenants
- Grants available from local government, including individual councillors' allocations. In this financial year four grants totalled 2021/2 - £420, down from £3,104 the previous year as we did not receive an open spaces grant from Windlesham Parish Council. For more than 5 years the annual open spaces grant was worth £3,500.
- Grants from sports organisations like the Football Foundation – 2021/2 - £9,500
- Income from the users of the open spaces (WUFC, BCC, Windlesham Fete, fitness groups) and hirers of the Hub
- Continuing support from our Windlesham community. In June 2022 we will introduce a new scheme to enable residents and visitors to contribute to the long-term viability of the Field and its amenities by making regular, monthly contributions to the charity via a bank Standing Order or Direct Debit. It is called the 'Friends of the Field'.

The charity did not work with any professional fundraisers in 2021/22.

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, Philip Richardson became a trustee proposed by the Windlesham Club and Theatre and has already made a real contribution to our planned community fund raising scheme. I would like to thank all the current trustees and officers for their individual and collective contributions this year. In particular, I would like to recognise Pat Lewis who resigned in September for the remarkable 13 years of service she has given to the

WFoR as both a trustee and officer and Brian Chester who brought his financial and commercial expertise to our fund raising during a challenging period in our history and is now standing down as a trustee.

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 always keen to find additional trustees from village organisations to reduce the overload of the existing team.

Richard Michael Sheard

Chairman

31 March 2022

