



Trustees' Annual Report for the Period 1 April 2024 to 31 March 2025

Charity name: The Navenby Playing Field Association

Charity registration number: 514422

Objectives and Activities

	SORP ¹ reference	
1. Summary of the purposes of the charity as set out in its governing document	Para 1.17	The Purpose of the Charity from the 1983 Conveyance and as per the Charity Commission's website is to provide: 'a recreation ground for the benefit of the inhabitants of the Parish of Navenby in the County of Lincoln (sic) in such a manner as the Committee of Management from time to time shall think fit'.
2. Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The Committee of Management (COM) defines the key activities, projects and services that fall out of this high-level Purpose as:</p> <ul style="list-style-type: none">a. Managing, on behalf of Navenby, the Venue Community Centre, the John Cutforth Field and all structures and assets thereon.b. Providing various community amenities and facilities for education, social, fitness, recreation and sporting activities without discrimination against any of the protected characteristics defined in the Equality Act 2010c. Maintaining, on behalf of Navenby, the John Cutforth Memorial Field, the Venue and all facilities in good order.d. Ensuring that the facilities provided by the Charity are rented for use at a fee which is sufficient to provide adequate income to cover the costs of operation and to set aside a necessary capital amount for future maintenance, improvement and support of those facilities.e. Using revenue generated by the Charity to provide, where appropriate, financial support to enhance the provision of recreational, educational and sporting activities within the community of Navenby.
3. Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The COM has had regard to the guidance issued by the Charity Commission on public benefit.

¹ The Charities Statement of Recommended Practice (SORP).

4. Policy on grant making	Para 1.38	The Charity follows the principles of Navenby Parish Council's grant-making policy, which allows funding to be provided for activities and projects that meet the objectives defined at paragraph 2 of this document, and which are non-political.
5. Policy on social investment including program related investment	Para 1.38	The Charity does not have any investments.
6. Contribution made by volunteers	Para 1.38	<p>The COM comprises the Councillors of Navenby Parish Council, who for the benefit of the Charity give up additional time to that already spent on their Local Authority duties.</p> <p>In addition, there are many volunteers involved in operating the activities that are only made possible by the existence of this Charity (e.g. the Navenby Junior Football Club, that operates 11/12 months and whose 250 players use the Pavilion, changing facilities and pitches that are maintained and managed by the Charity; the Youth Café that meets every Friday evening during term time; the singing group that meets weekly; etc.).</p> <p>In November 2024, for the first time in the memory of current COM members, two members, supported by 35 volunteers from the village, organised a fireworks event that was attended by 1600 people. This was judged such a success by attendees, volunteers and the COM that we will organise a similar event in FY 25/26.</p>

Achievements and Performance

	SORP reference	
7. Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>For the residents of Navenby, and many of the surrounding villages, the Charity has provided the following during FY 24/25:</p> <ul style="list-style-type: none"> • A well-maintained playing field that provides formal sporting facilities for the c250 boys and girls of the Navenby Junior Football Club, outdoor gym equipment for general use, and an open space for various leisure activities ranging from dog walking to May Day celebrations. The playing field is an important element in supporting the physical and mental well-being of villagers. • A well-lit and well-ventilated/heated modern building (the Venue Community Centre) offering a range of rooms and kitchen facilities to allow the delivery of activities for all age groups, ranging from an after-school club, Girl Guides and Army Cadets for younger villagers, to meetings of the University of the Third Age and carpet bowls for older villagers. The Venue plays a key role in fostering community cohesion and combatting social isolation. • This year we supported the establishment of a monthly Dementia Carers' Café by providing a room rent-free in The Venue, offering those carers that can spare the time the opportunity to come together for a chat with people in similar circumstances, to play board games or do some

		<p>craftwork, and have a tea or coffee in relaxed surroundings.</p> <p>Because the Venue offers such good facilities, including ease of access for less-able users and car-parking for those who are not within walking distance, it also attracts users who offer wider benefits to society as a whole. These include, but are not limited to, local NHS Trusts who conduct conferences and training sessions here, blood donation sessions and businesses offering activities ranging from keep fit sessions to antiques fairs.</p>
8. Achievements against objectives set	Para 1.41	<p>The Charity has delivered effectively against all of the elements highlighted at para 7 above.</p> <p>However, notwithstanding the support to the Dementia Carers' Café highlighted in Section 7, the one area which the Charity wants to strengthen is meeting Section 2e: generating income <i>'to provide, where appropriate, financial support to enhance the provision of recreational, educational and sporting activities within the community of Navenby'</i>. The COM believes the difficulty we are experiencing with this results from a combination of post-CV19 societal changes:</p> <ul style="list-style-type: none"> • Increased use of on-line platforms for conferences and training events, leading to fewer high-value corporate bookings for The Venue. • Ongoing reticence by residents to socialise or take part in organised activities, leading to the cessation of some clubs/activities, e.g. the bridge club. • Increasing challenges for business owners to operate profitably and for the public to afford to participate in leisure activities, causing us to maintain rental rates for hirers delivering leisure activities at levels that barely cover our running costs. <p>In December 2024, the COM reviewed the Charity's business model to consider how to bolster our income generation. Based on the community's positive response to the fireworks event of November, it was decided to recruit a part-time events manager (40 hrs per month) to run a one-year programme of ticketed events as a trial during FY 25/26. In February 2025, the COM interviewed two applicants for the role, and because of their complementary skill sets employed both of them for a total of 60 hrs per month. By 31 March 2025 they had planned the programme, the results of which will be reported on at the end of FY 25/26.</p>
9. Performance of fundraising activities against objectives set	Para 1.41	<p>Booking fees and rents covered in the attached accounts, combined with the significant profit (£9631) raised by the fireworks event, have allowed the NPFA to achieve an in-year profit of £5884, compared to FY 23/24's in-year loss of £11449</p>
10. Investment performance against objectives	Para 1.41	<p>The Charity does not have any investments.</p>

Financial Review

	SORP reference	
11. Review of the charity's financial position at the end of the period	Para 1.21	<p>The attached end of year accounts show:</p> <ul style="list-style-type: none"> • Total Income: £82 942 • Total Expenditure: £77 058 • Balance held by Charity in current account: £21 530
12. Statement explaining the policy for holding reserves	Para 1.22	The COM has specified that the Charity should hold a reserve to replace or repair existing assets not covered by insurance (e.g. spare parts for heating boiler) or buy new ones (e.g. CCTV equipment). The aspiration currently is for this reserve to be maintained at no less than £30K.
13. Amount of reserves held	Para 1.22	£21 530
14. Reasons for holding zero reserves	Para 1.22	Not applicable.
15. Details of fund materially in deficit	Para 1.24	Not applicable.
16. Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The Venue (a purpose-built modern building that includes 3 large rooms for hire, 2 fully-equipped kitchens, sports changing rooms, Parish Office, Manager's office, library and storage) is significantly larger than community centres in local villages of comparable size to Navenby and therefore relatively expensive to run. The COM is alive to the challenges outlined at Section 8 and is seeking to mitigate them to ensure the NPFA can continue as a going concern.
17. The Charity's principal sources of funds (including any fundraising)	Para 1.47	The Charity's principal sources of funding are from hirers' use of rooms in the Venue and annual payments from the Navenby Junior Football Club for use of the pavilion and playing field, and the Navenby Bowls Club for their bowling green. This year's fireworks event was a new source of income.
18. Investment policy and objectives including any social investment policy adopted	Para 1.46	The Charity does not have investments as it cannot afford to make any.
19. A description of the principal risks facing the Charity	Para 1.46	<p>The key risk to the Charity is that we cannot make enough income to cover running expenses for The Venue and it has to close. This is being mitigated by:</p> <ol style="list-style-type: none"> (1) Conducting an annual review of room hire rates and the rents from the Navenby Junior Football Club and Bowls Club in order to ensure that they remain realistic and competitive. (2) Broadening marketing activities to attract new users (i.e. strengthening this existing income stream). (3) Initiating a one-year trial to run a programme of ticketed events for the community to attend during FY 25/26 (i.e. creating a new income stream).

		(4) As a last resort, having the option to seek financial support from the community via a grant from the Navenby Parish Council.
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Structure, Governance and Management

	SORP reference	
20. Type of governing document	Para 1.25	<p>The Charity's governing document is the conveyance dated 26 July 1983, passing the piece of land that is now known as the Navenby Playing Fields from the Lincoln Diocesan Trust and Board of Finance to the Navenby Parish Council as Custodian Trustee, with a Committee of Management drawn from members of specified village sports clubs and interest groups.</p> <p>However, the original Committee of Management membership waned steadily, until at a properly convened meeting in 1995, and with the agreement of the Charity Commission, the Committee passed management responsibility for the Charity to Navenby Parish Council, which it continues to discharge.</p> <p>Although the Charity Commission views the conveyance of 1983 as the Charity's governing document, it has agreed that the Committee of Management can conduct its activities in accordance with a locally-produced document, a copy of which is held by the Clerk to Navenby Parish Council.</p> <p>During FY 26/27 the COM will seek to formally update the NPFA's governing document to reflect the change of circumstances outlined above, and the fact that since the NPFA was formed The Venue has been built, which has significantly broadened the range of activities the Charity provides and changed how it is funded and managed.</p>
21. How is the charity constituted?	Para 1.25	Unincorporated association.
22. Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>Following the disbandment in 1995 of the original COM (see Section 20 above), the COM now comprises all Councillors of the Navenby Parish Council, who give up additional and separate time to conduct their trustee duties.</p> <p>As it is extremely unlikely that the Parish Council will not continue to function, this provides the most viable option to maintain a COM for the NPFA.</p>
23. Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>COM members are given a copy of the management document that explains the history of the Charity, including how the Parish Council ended up as being both the Custodian Trustee and providing the COM, and sets out how the COM discharges its responsibilities. The Chairman of the COM also conducts a face-to-face briefing with new members and offers the opportunity to ask any questions they have arising from the document.</p> <p>As part of the update of the formal governance document planned for FY 26/27, a reading list of wider key gov.uk documents will be defined to help COM members understand their responsibilities.</p>

24. The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>All Councillors of Navenby Parish Council are automatically members of the COM. The Chairman of Navenby Parish Council is also Chairman of the COM, and other Councillors volunteer to serve as the Secretary and Treasurer.</p> <p>Day-to-day management of the Venue is delegated to a paid part-time Operations Manager, who is issued with a contract and Terms of Reference (TORs), and line-managed by the Chairman. Their TORs include the management of room bookings, interfacing with user groups (e.g. engaging with the Navenby Junior Football Club to deconflict use of car parking spaces needed by other hirers) and the ability to spend money independently within set limits for maintenance, repairs and facility development. The Manager's rate of pay is set by the Committee so as to attract a properly-motivated individual, and increases each year in line with the Government's percentage increase to the Minimum Living Wage.</p> <p>In addition to routine email correspondence between the Operations Manager and the COM, elements of the COM meet with the Operations Manager monthly to review the accounts, receive a report on ongoing operations, approve any items of future expenditure that exceed the Operations Manager's independent spend limit, and consider ongoing and new initiatives to support the Charity's objectives defined at Section 2 above.</p> <p>The Charity does not currently work with any wider network.</p>
Relationship with any related parties	Para 1.51	The Venue has Service Level Agreements with the Navenby Junior Football Club and the Bowls Club. The Charity has no undertakings with other charities or organisations.

Reference and Administrative details

Charity name	The Navenby Playing Field Association
Other name the charity uses	Not applicable.
Registered charity number	514422
Charity's principal address	The Venue, Grantham Road, Navenby, Lincoln, LN5 0JJ.

Names of the Trustees who Manage the Charity

The Navenby Parish Council acts as the Custodian Trustee and Committee of Management. The Chair of the Parish Council can be contacted via the Parish Clerk, Parish Office, the Venue, Grantham Road, Navenby, Lincoln, LN5 0JJ. Tel 01522 811132, e-mail office@navenbypc.org.uk. The list of current Councillors can be found here: [Committee of Management Members](#).

Declarations

The Committee of Management declare they have approved the report above.

Signed on behalf of the Charity's Committee of Management

Signature(s)



Full name(s) MICHAEL JAMES BURT

ELIZABETH CARLESS

Position (eg
Secretary,
Chair)

Chairman of Committee of Management Secretary to Committee of Management

Date

6 January 2026

	Navenby Playing Field Association	Reg Charity 514422	
	Statement of Accounts for year Ending 31st March 2025		
		2024-2025	
	Accounts	3425.55	
	Staff	29358.22	
	Maintenance	1904.52	
	Events	1931.52	
	HMRC	5612.65	
	Equipment	989.86	
	Maintenance	582.3	
	Projects	0	
	Supplies	1173.52	
	Playing Field	0	
	License - PPL PRS & Alcohol	427.68	
	Utilities	14560.42	
	Loan to PC	2971.6	
	Refund		
	Other expense - Contracts	5413.59	
	Pavilion	488.84	
	Community Expense	183.85	
	Events	8033.86	
	Total	77057.98	
	Rental Income	64677.99	
	Events - Fireworks	9630.99	
	Events - Others	3537.95	
	Event Sponsors	3100	
	Events Donations Nav PC	1118	
	Donations YouthCafe, NK lottery, Richer Learning	877.5	
	Total	82942.43	
	Net Income	5884.45	



Section A

Independent Examiner's Report

Report to the trustees/ members of

NAVENBY PLAYING FIELDS ASSOCIATION

On accounts for the year ended

31st MARCH 2025 Charity no (if any) 514422

Set out on pages

1 to 3.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

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: 11 DECEMBER 2025

Name: E. MORRIS-WRIGHT

Relevant professional qualification(s) or body

[Empty box for professional qualification]



Section A Independent Examiner's Report

Report to the trustees/ members of

NAVEYBY PLAYING FIELDS ASSOCIATION

On accounts for the year ended

31st MARCH 2025

Charity no (if any)

514422

Set out on pages

1 to 3.

(Number to include the page number of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

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:

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- 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:

11 DECEMBER 2025

Name:

E. MOSS-WRIGHT

Relevant professional qualification(s) or body

[Empty box]

(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.

Navenby Playing Field Association		Reg Charity 514422
Statement of Accounts for year Ending 31st March 2025		
	2024-2025	
Accounts	3425.55	
Staff	29358.22	
Maintenance	1904.52	
Events	1931.52	
HMRC	5612.65	
Equipment	989.86	
Maintenance	582.3	
Projects	0	
Supplies	1173.52	
Playing Field	0	
License - PPL PRS & Alcohol	427.68	
Utilities	14560.42	
Loan to PC	2971.6	
Refund		
Other expense - Contracts	5413.59	
Pavilion	488.84	
Community Expense	183.85	
Events	8033.86	
Total	77057.98	
Rental Income	64677.99	
Events - Fireworks	9630.99	
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Event Sponsors	3100	
Events Donations Nav PC	1118	
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