

Levens Playing Fields

Minutes of Annual General Meeting held on Thursday 16th May 2024 in Levens Methodist Church

- 1. Present:** Martyn Bland (Chair), Cllr Janet Battye (Secretary), Alice Sharples (Treasurer), Cllr Roger Atfield, Michael Medcalf, Vanessa Riley.
- 2. Apologies:** Rev Bryan Kerr, Steve Bavin, Thomas Booth, Paul Jones, Chrissie Wilson, Jane Farraday (Levens Primary School), Stephen Greenway (Levens Bowling Club), Annie Rawlinson, Cllr Helen Burrow.
- 3. Minutes of last meeting (17th May 2023):** Agreed as an accurate record.
- 4. Chair's report for 2023/24:** Martyn Bland reported that when looking back over the last year, from the outside looking in it may seem (compared to other years) that there has been little physical development. But when sitting down to write this, it is clear there have been some significant developments.

In July 2023, the annual Marquee Dance and Vintage Tea Party was joined by a School Summer Fete and Art Trail turning into 'Levens Big Weekend' And once again the fund raising surpassed anything that has gone before. A huge thank You to everyone involved. And I know the 2024 Marquee Dance team (Vanessa/Paul and others) are busy preparing this years event with an unprecedented which is sure to be another great turn out with a 3 year in row appearance, from band OTT.

The community garden has continued to evolve with a huge effort from all those involved. The introduction of a shed & the raised beds have been noticeable additions to what is proving to be a real asset to Levens community and our Playing Fields.

I also wish to give a mention to the Christmas cards delivery, whilst it may not be the biggest fund raiser of the year, it's a great service that keeps the Playing Fields in peoples minds. Well Done to Janet and all those involved.

The legal 'rubber stamping' of our new CIO constitution has been slow going and has continued to be a challenge.

The Pancake coffee morning was another great fundraiser for us this year. A popular event that seems to just happen but in reality takes a huge effort from a small team. Whether making pancakes, selling tickets at the door or simply making sure everyones got a fresh brew. Thank You to all involved.

But perhaps the biggest development and most energy has been the improvements to the Multi Use Games Area and Tennis Courts. Whilst physical changes have only started to take place in the last 5 days, many hours have been spent getting it to near finalised. So I would like to take the opportunity to thank everyone who has been involved. I would like to say a

special Thank You to Alice and Vanessa. The funds to do these major projects do not just fall in to the bank account and I want us to recognise Alices relentless drive on this front, it is not only appreciated by everyone but helps raise my/our level in the art of the possible. Well done and thank You.

The Childrens Play Area continues to be widely used with visitors travelling far and wide. In deed if anyone in this room ever wonders why we give up our free time, the Sunday gone was a prime example in my opinion. The play area was alive with nearly 50 children, parents sat on picnic rugs and there was a literal buzz around the area. Surely, this is a core reason why we do what we do.

I realise in this short report, there just isn't time to mention every project/task that has been worked on over the last year. Whether you are part of the committee or not it is all appreciated.

To finish, I would like to say a personal thank you to our Treasurer Alice for keeping us straight with the finances and our Secretary Janet for keeping us straight. Thank You to both of you for doing what you do, you are both amazing and have been a great support to me.

Lastly I would like to Thank **everyone in the committee**, whilst I might not have mentioned you by name, it must be acknowledged that you ALL give up your time to help make the Playing Fields a fantastic asset to the little village of Levens. Thank You ALL.

5. Treasurer's report (Alice Sharples):

April 2023 opening balance: £38,999.46

Current account - £29,562.80

Business reserve account - £9402.66

March 2024 closing balance: £49,339.13

Current account - £39,802.01

Business reserve account - £9537.12

Profit for the year: £10,339.67

Income

£182 - Pavilion hire for parties and private use

£596 - Pavilion use for bowling club

NB. The rate to rent the pavilion has increased to £6/hr this financial year for private bookings (it remains the same for the bowling club). From 1st April it will increase to £7/hr for both private bookings and the bowling club.

Grant income

£1600 - Levens Parish Council grant

£10,000 – Westmorland and Furness grant for MUGA project

£2000 - Cumbria Community Foundation for the garden

Fundraising

£5490 - Marquee dance

£38 - Christmas card delivery

£220 - pancake cafe morning

£624 - Levens World Cup

Spends

£2326 - Wild Levens (community garden)

£3613 - Deposit for phases 1 and 2 of the MUGA project

£200 - Tree survey

£67.55 - Parts for the play equipment

£816 - Design, manufacture and installation of new signage (£1416 spent in previous year)

Running costs

This year, the annual running costs of the Playing Fields were £3725 (utility bills, rent, cleaning, insurance, hedge/grass cutting etc). And we tend to raise around £9000 a year.

Notes

The accounts will require auditing prior to the charity commission return in December 2024, since the income is over £25,000. Alice Sharples will contact Adrian Attwood who has kindly carried this out for the Playing Fields previously.

ALL petty cash (£469) was deposited into the current account in March 2024.

6. Trustees and other reports: There were none.

7. New constitution and governance arrangements: Following the extensive work done by the Chair (MB) with legal advice and support from ACT, it was AGREED to work to the new constitution and NOTED that MB was in the process of applying to the Charity Commission.

8. Election of Officers for 2024/25:

Chair:	Martyn Bland
Secretary	Cllr Janet Battye
Treasurer	Alice Sharples
Members	Cllr Roger Atfield Rev Bryan Kerr

Cllr Kevin Holmes
Steve Bavin
Thomas Booth
Paul Jones
Michael Medcalf
Vanessa Riley

9. Any other business: There was none

Date of next Committee meeting: This meeting was followed by a Business meeting

	Income			Expenditure		Natwest Current	Natwest Business Reserve	Total
Date	Details	NatWest Current	Natwest Business Reserve	Details	Natwest Current			
						29,596.80	9402.66	38999.46
31/3/2023	Interest		7.99			29,596.80	9410.65	39,007.45
3/4/2023				F Bennett - pavilion clean	34	29,562.80	9410.65	38,973.45
5/4/2023	Pavilion hire - birthday party	18.5				29,581.30	9410.65	38,991.95
17/4/2023				A Sharples - reimburse topsoil for Wild Levens	270	29,311.30	9410.65	38,721.95
17/4/2023				A Sharples - reimburse compost for Wild Levens	43.2	29,268.10	9410.65	38,678.75
18/4/23				A Sharples - reimburse raised beds for Wild Levens	416.96	28,851.14	9410.65	38,261.79
19/4/23				Water plus	25.02	28,826.12	9410.65	38,236.77
21/4/23				A Sharples - reimburse wood chip for Wild Levens	10	28,816.12	9410.65	38,226.77
25/4/23				A Sharples - reimburse plants for Wild Levens	42	28,774.12	9410.65	38,184.77
28/4/23				A Sharples - reimburse topsoil for Wild Levens	110	28,664.12	9410.65	38,074.77
28/4/23				A Sharples - reimburse plants for Wild Levens	7.47	28,656.65	9410.65	38,067.30
28/4/23	Interest		7.35			28,656.65	9418.00	38,074.65
3/5/23				D and C Atkinson - grass cutting	72	28,584.65	9418.00	38,002.65
3/5/23				F Bennett - pavilion clean	68	28,516.65	9418.00	37,934.65
5/5/23				Dallam Tower rent	100	28,416.65	9418.00	37,834.65
9/5/23				A Sharples - reimburse compost for Wild Levens	9.99	28,406.66	9418.00	37,824.66
10/5/23	Pavilion hire - Beavers	10				28,416.66	9418.00	37,834.66
10/5/23				Octopus - electricity	39.36	28,377.30	9418.00	37,795.30
16/5/23				Sophie Martin - artist fees for design of new sign	200	28,177.30	9418.00	37,595.30
19/5/23				Water plus	53.77	28,123.53	9418.00	37,541.53
22/5/23				A Sharples - reimburse shed and water butt for Wild Lev	494.74	27,628.79	9418.00	37,046.79
22/5/23				A Sharples - reimburse for gardening tools	102.94	27,525.85	9418.00	36,943.85
31/5/23	Interest		9.15			27,525.85	9427.15	36,953.00
1/6/23				D and C Atkinson - grass cutting	72	27,453.85	9427.15	36,881.00
5/6/23				F Bennett - pavilion clean	68	27,385.85	9427.15	36,813.00
7/6/23	Pavilion hire - birthday party	15				27,400.85	9427.15	36,828.00
7/6/23	Westmorland and Furness Council - school contribution to grass cutt	264				27,664.85	9427.15	37,092.00
8/6/23				Willacy Ltd - soil/turf	456.84	27,208.01	9427.15	36,635.16
9/6/23	Cumbria Community Foundation - Wild Levens grant	2000				29,208.01	9427.15	38,635.16
12/6/23				A Sharples - reimburse for garden equipment/Wild Levens	24.43	29,183.58	9427.15	38,610.73
13/6/23	100576 - marquee dance ticket money	1445				30,628.58	9427.15	40,055.73
14/6/23				Octopus electricity	47.37	30,581.21	9427.15	40,008.36
15/6/23				NFU insurance for marquee dance	193.76	30,387.45	9427.15	39,814.60
20/6/23				Water Plus	27.89	30,359.56	9427.15	39,786.71
21/6/23				A Sharples - reimburse for watering cans for Wild Levens	11.96	30,347.60	9427.15	39,774.75
23/6/23				M Bland - reimburse for marquee expenses	125.05	30,222.55	9427.15	39,649.70
27/6/23	100577 - marquee dance ticket money	640				30,862.55	9427.15	40,289.70
27/6/23	100578 - donation at pancake cafe morning	11.58				30,874.13	9427.15	40,301.28
29/6/23	100579 - marquee dance ticket money	205				31,079.13	9427.15	40,506.28
29/6/23				Withdraw cash for marquee dance floats	830	30,249.13	9427.15	39,676.28
29/6/23				Levens Shop - reimburse for reusable cups	451.2	29,797.93	9427.15	39,225.08
30/6/23				D and C Atkinson - grass cutting	72	29,725.93	9427.15	39,153.08
30/6/23	Interest		8.91			29,725.93	9436.06	39,161.99
3/7/23				L Richardson - reimburse wristbands	22.03	29,703.90	9436.06	39,139.96
3/7/23				D and C Atkinson - grass cutting	48	29,655.90	9436.06	39,091.96

3/7/23				M Bland - reimburse marquee dance ice lollies	66.9	29,589.00	9436.06	39,025.06
3/7/23				Levens Shop - tea party food	30	29,559.00	9436.06	38,995.06
3/7/23				Levens Shop - marquee dance drinks	500	29,059.00	9436.06	38,495.06
4/7/23	Marquee dance sum up payments	2525.96				31,584.96	9436.06	41,021.02
4/7/23	100580 - cash from marquee dance	4821.5				36,406.46	9436.06	45,842.52
5/7/23				AW tool hire - heras fence hire	71.04	36,335.42	9436.06	45,771.48
5/7/23				Levens shop - reimburse marquee drinks	646.08	35,689.34	9436.06	45,125.40
5/7/23				F Bennett - clean pavilion	68	35,621.34	9436.06	45,057.40
6/7/23	Marquee dance raffle tickets	11				35,632.34	9436.06	45,068.40
10/7/23	Pavilion hire - birthday party	10				35,642.34	9436.06	45,078.40
11/7/23				Castle fire - fire extinguisher hire	48	35,594.34	9436.06	45,030.40
12/7/23				Westmorland county show - furniture hire	93.6	35,500.74	9436.06	44,936.80
13/7/23				P Jones - reimburse pavilion valve fix	39.5	35,461.24	9436.06	44,897.30
17/7/23				A Sharples - reimburse weed matting for Wild Levens	21.99	35,439.25	9436.06	44,875.31
18/7/23				Octopus electricity	41.94	35,397.31	9436.06	44,833.37
19/7/23				Water plus	27.14	35,370.17	9436.06	44,806.23
21/7/23				Star audio - lights hire for marquee dance	100	35,270.17	9436.06	44,706.23
21/7/23				D Boniface - graphic design of new sign	350	34,920.17	9436.06	44,356.23
24/7/23				M Bland - reimburse drinks for marquee dance	72.3	34,847.87	9436.06	44,283.93
26/7/23				Handsome brewery - beer for marquee dance	408	34,439.87	9436.06	43,875.93
31/7/23			10.61			34,439.87	9446.67	43,886.54
1/8/23				Westmorland county show - marquee hire	500	33,939.87	9446.67	43,386.54
1/8/23				D and C Atkinson - grass cutting	72	33,867.87	9446.67	43,314.54
2/8/23				F Bennett - pavilion clean	68	33,799.87	9446.67	43,246.54
14/8/23				Acorn workshop - sign for Wild Levens	216	33,583.87	9446.67	43,030.54
16/8/23				Octopus electricity	47.83	33,536.04	9446.67	42,982.71
17/8/23				M Bland - reimburse kit to install new sign	50.56	33,485.48	9446.67	42,932.15
21/8/23	Pavilion hire - birthday party	15				33,500.48	9446.67	42,947.15
21/8/23				Water plus	30.3	33,470.18	9446.67	42,916.85
31/8/23	Interest		11.25			33,470.18	9457.92	42,928.10
1/9/23				D and C Atkinson - grass cutting	72	33,398.18	9457.92	42,856.10
4/9/23				A Sharples - reimburse hedgehog house	75.95	33,322.23	9457.92	42,780.15
4/9/23				F Bennett - clean pavilion	68	33,254.23	9457.92	42,712.15
15/9/23				Octopus electricity	33.82	33,220.41	9457.92	42,678.33
19/9/23				Water plus	30.3	33,190.11	9457.92	42,648.03
29/9/23	Interest		10.9			33,190.11	9468.82	42,658.93
2/10/23				D and C Atkinson - grass cutting	72	33,118.11	9468.82	42,586.93
9/10/23				F Bennett - clean pavilion	17	33,101.11	9468.82	42,569.93
16/10/23				NFU PL insurance	1432.32	31,668.79	9468.82	41,137.61
18/10/23				M Bland - reimburse volunteer drinks	35.9	31,632.89	9468.82	41,101.71
18/10/23				Octopus electricity	38.79	31,594.10	9468.82	41,062.92
19/10/23				Water plus	29.55	31,564.55	9468.82	41,033.37
25/10/23				A Sharples - reimburse yellow rattle seed	65.64	31,498.91	9468.82	40,967.73
31/10/23				D and C Atkinson - grass cutting	72	31,426.91	9468.82	40,895.73
31/10/23	Interest		12.04			31,426.91	9480.86	40,907.77
1/11/23	Pavilion hire - crook morris dancers	10				31,436.91	9480.86	40,917.77
2/11/23				F Bennett - clean pavilion	34	31,402.91	9480.86	40,883.77
8/11/23				Andrew K - hedge cutting	100.2	31,302.71	9480.86	40,783.57
15/11/23				Octopus electricity	59.03	31,243.68	9480.86	40,724.54
27/11/23				Playdale - parts	67.55	31,176.13	9480.86	40,656.99
30/11/23	Interest		11.3			31,176.13	9492.16	40,668.29

4/12/23	Pavilion hire - birthday party	20				31,196.13	9492.16	40,688.29
5/12/23				F Bennett - clean pavilion	34	31,162.13	9492.16	40,654.29
14/12/23	Pavilion hire - crook morris dancers	20				31,182.13	9492.16	40,674.29
15/12/23				Octopus electricity	37.58	31,144.55	9492.16	40,636.71
18/12/23				Grant Adams - tree safety survey	200	30,944.55	9492.16	40,436.71
19/12/23				Water plus	16.28	30,928.27	9492.16	40,420.43
29/12/23	Interest		10.94			30,928.27	9503.10	40,431.37
8/1/24				F Bennett - pavilion clean	34	30,894.27	9503.10	40,397.37
15/1/24	J Battye - christmas card delivery profit	38				30,932.27	9503.10	40,435.37
17/1/24				Octopus electricity	36.92	30,895.35	9503.10	40,398.45
23/1/2024	Bowling club - use of pavilion for 2023 season	596				31,491.35	9503.10	40,994.45
29/1/2024	100581 - bowlers (£9) and tennis donations	128.61				31,619.96	9503.10	41,123.06
31/1/2024	Interest		12.46			31,619.96	9515.56	41,135.52
5/2/2024				Water plus	33.09	31,586.87	9515.56	41,102.43
6/2/2024				F Bennett - clean pavilion	34	31,552.87	9515.56	41,068.43
15/2/2024				Octopus electricity	25.52	31,527.35	9515.56	41,042.91
16/2/2024				Doe Sport - deposit for Phase 1 and 2 MUGA work	3613.5	27,913.85	9515.56	37,429.41
26/2/2024				J T Atkinson - soil and sleepers for Wild Levens	449.23	27,464.62	9515.56	36,980.18
26/2/2024				B&Q - weed matting and stakes for Wild Levens	61.79	27,402.83	9515.56	36,918.39
27/2/2024				Water plus	27.89	27,374.94	9515.56	36,890.50
28/2/2024	Sum up payment - Levens World Cup	4.87				27,379.81	9515.56	36,895.37
28/2/2024	Westmorland and furness grant for phase 2 of MUGA work	10000				37,379.81	9515.56	46,895.37
29/2/2024	Sum up payment - Levens World Cup	24.37				37,404.18	9515.56	46,919.74
29/2/2024	Interest		10.96			37,404.18	9526.52	46,930.70
29/2/2024				JT Atkinson - reordered correct sleepers	345.37	37,058.81	9526.52	46,585.33
1/3/2024	Sum up payment - Pancake cafe morning	3.93				37,062.74	9526.52	46,589.26
4/3/2024	JT Atkinson - refund from incorrect sleepers ordered	236.83				37,299.57	9526.52	46,826.09
4/3/2024				F Bennett - pavilion clean	34	37,265.57	9526.52	46,792.09
5/3/2024	Sum up payment - Pancake cafe morning	64.88				37,330.45	9526.52	46,856.97
5/3/2024				A Marsden - reimburse for volunteer refreshments	23.87	37,306.58	9526.52	46,833.10
5/3/2024				M Walker - reimburse for volunteer refreshments	8.1	37,298.48	9526.52	46,825.00
5/3/2024				Levens Methodist Church hire for pancake cafe	30	37,268.48	9526.52	46,795.00
6/3/2024				Levens Shop - reimburse marquee dance 24 cups	376	36,892.48	9526.52	46,419.00
11/3/2024	Sum up payment - Levens World Cup	177.34				37,069.82	9526.52	46,596.34
11/3/2024				Face painting deposit - marquee dance 24	15	37,054.82	9526.52	46,581.34
12/3/2024	Sum up payment - Levens World Cup	20.44				37,075.26	9526.52	46,601.78
14/3/2024	Pavilion hire - crook morris dancers	30				37,105.26	9526.52	46,631.78
15/3/2024				Octopus electricity	19.47	37,085.79	9526.52	46,612.31
18/3/2024	Pavilion hire - birthday party	15				37,100.79	9526.52	46,627.31
18/3/2024	Sum up payment - Levens World Cup	171.59				37,272.38	9526.52	46,798.90
18/3/2024	Pavilion hire - birthday party	18.5				37,290.88	9526.52	46,817.40
19/3/2024	Sum up payment - Levens World Cup	14.62				37,305.50	9526.52	46,832.02
20/3/2024	Sum up payment - Levens World Cup	87.75				37,393.25	9526.52	46,919.77
21/3/2024	100585 - Levens Parish Council Grant	1600				38,993.25	9526.52	48,519.77
21/3/2024	100584 - petty cash deposit	469				39,462.25	9526.52	48,988.77
21/3/2024	100583 - Levens world cup cash	123.55				39,585.80	9526.52	49,112.32
21/3/24	100582 - pancake cafe morning cash	213				39,798.80	9526.52	49,325.32
26/3/2024				Water plus	23.99	39,774.81	9526.52	49,301.33
28/3/2024	Interest		10.6			39,774.81	9537.12	49,311.93
28/3/2024	A Marsden - owed PF for something personal ordered with football ne	27.2				39,802.01	9537.12	49,339.13
Totals		26108.02	134.46		15902.81			

Total Income	26242.48							
Total Expenditure	15902.81							
Total Profit	10339.67							

Asset or Liability

Pavilion

Playing Fields lease

Details

This small building (105m²) belongs to the Playing Fields Committee. For insurance purposes, it has a rebuild value of £16
The playing fields is on a long-term lease from Dallam Tower Estates. The term of the lease is 50 years from 5 June 2004.



Section A Independent Examiner's Report

Report to the trustees Levens Playing Fields

On accounts for the year ended 31st March 2024 Charity no (if any) 523066

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 31/03/2024.

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: 5/12/24

Name: Adrian Attwood

Relevant professional qualification(s) or body

(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.