

# King George's Field, Lower Heyford

Charity no. 1075238

## Report for the year ending 30 September 2020

### Trustees

The Trustees who served during the year under review were:

- Mr Peter Thompson
- Mr David Gregory
- Mr Barry Varney
- Mr Bruce Eggeling

### King George's Field

The King George's Field, Lower Heyford, operates under a deed of variation dated 26 February 2018 and is an unincorporated organisation.

The charity was established in memory of the late King George V, as a result of conveyances dated 9 August 1937, 31 December 1943 and 24 March 1950. The intention was to provide an area upon which, and in which, the local residents and others could enter into sporting and leisure activities.

It is a requirement that all Trustees and members of the King George's Field Committee of Management seek to provide these facilities to all of the community and the residents of Lower Heyford and Caulcott.

### Structure, governance and management

The King George's Field, Lower Heyford (KGF ) Trustees are appointed by Lower Heyford Parish Council and require to be resident in, or closely involved in through employment, the Parish of Lower Heyford and Caulcott. In the event a Trustee moves away they are required to step down as Trustee.

Management of the KGF and the facilities thereon is undertaken by a Committee of Management (CoM).

The CoM has a maximum of 12 members of whom the following may each appoint one:

- The Parish Council of Lower Heyford
- Heyford Athletic Football Club
- Lower Heyford Village Hall Fund
- Heyford Bowls Club
- Heyford Church Parochial Church Council
- Lower Heyford Sports and Social Club
- The Womens Institute

Lower Heyford Village Hall Fund ceased to operate after it gave up its entire funds to part fund the redevelopment of the King George's Field Community and Sports Centre in 2018 and it was then formally closed. However, in order to maintain the correct balance between the independent and appointed members, it was decided by the CoM that Lower Heyford Parish Council should be asked to appoint a second representative whose responsibility was to ensure that the original objects of the Lower Heyford Village Hall Fund continued to be met in the future.

During the year Lower Heyford Bowls Club intimated to KGF that it did not intend to appoint a member of the Committee of Management.

There are, normally, up to five independent members of the CoM who are elected at the AGM. In order to be an 'independent' one must not be an officer of one of the bodies entitled to nominate a member of the CoM. The Chair of the CoM must be drawn from amongst the independent member.

The KGF CoM meets as often as necessary, but not less often than two times per annum.

The Trustees meet as often as necessary as well, but also not less often than two times per annum.

It is an express term of the lease that both the Trustees and the KGF CoM are required to ensure that the facilities afforded by the field and premises thereon are made available to the entire community in Lower Heyford and Caulcott.

### **AGM**

Normally the AGM of the KGF is held in November in each calendar year. In the light of the coronavirus pandemic in 2020 the KGF CoM decided to seek the agreement of the Lower Heyford Parish Council that it would, exceptionally, not hold a public AGM in 2020. This agreement was given by the parish council at its meeting on 17 September 2020.

### **KGF Lease**

The King George's Field, located in Lower Heyford, is owned by Lower Heyford Parish Council and was leased to the Trustees of KGF for a period dating from 20 March 2003 to 19 March 2025.

This lease was extended by the agreement of the parties on 26 February 2018 for a period ending on 25 February 2068.

### **Building refurbishment**

In 2018/2019 the building known as King George's Field Community and Sports Centre was extended and refurbished. Work commenced in June 2018 and was completed early in the summer of 2019.

### **Policy on reserves**

It is intended to make all of the facilities available to residents and non-residents at modest charge in such manner that funds are available to meet all expenditures as they arise.

To this end any excess arising from operations will always be put into a future maintenance and repairs reserve and it is not envisaged that any distributions will be made at any time in the future.

The total reserves as at 30 September 2020 are £7,225 of which £5,330 are unrestricted reserves.

It is the intention of the Trustees and the CoM to ensure that the reserves will at all times be adequate to meet the running and operating costs for an agreed period of time and no distributions of any kind shall ever be made.

### **Financial review**

The accounts for the year ended 30 September 2020, which have been prepared on a receipts and payments basis, are set out on page 5.

The accounts have been independently reviewed by Diana Boxall whose report is set out on page 6.

During the period under review receipts totalled £6,671 whilst payments totalled £5,847. Net income showed a total of £825.

The Trustees are of the view that net reserves as at 30 September 2020 of £7,225 should be retained to meet the future costs of future maintenance and repairs costs as and when they arise.

### **General operating receipts and costs**

In view of the fact that the accounts for 2019 combine both part of the refurbishment costs and income as well as general operating costs, and in view of the magnitude of the refurbishment costs, a full appreciation of the ongoing income and expenditures is not easily possible from the accounts set out on page 5.

In order to enable a clearer understanding of the ongoing position, the figures that do not relate to refurbishment, but to the ongoing operations of the King George's Field for the two years ending 30 September 2020 are set out in Appendix A on page 7.

### **Rates**

During the year under review it was realised by the CoM that no rates had been paid to Cherwell District Council (CDC) in the past. The CoM decided that the matter should be investigated and confirmed directly with CDC. CDC have subsequently confirmed that they believe that the building should be rated and have requested a valuation to be undertaken although they have confirmed that due to the Coronavirus pandemic this may take some period of months to undertake.

It is the view of the Trustees and the CoM that in view of the fact that the King George's Field Community and Sports Centre is effectively the parish's village hall it will qualify for a reduction of either 80% or 100% of the rate that would ordinarily be payable.

KGF and the CoM are of the opinion that the amount payable cannot be quantified with any accuracy and that the reserves in place are adequate to meet any liability arising in the future in this regard.

### **Related Party Transactions**

Two of the bodies entitled to appoint a member of the Committee of Management made substantial contributions to the KGF during the year.

Heyford Athletic Football Club is based at KGF and Lower Heyford Sports and Social Club operates the bar and holds various social events at the King George's Field Community and Sports Centre.

The Trustees are of the view that these bodies are related parties and sets out below the values of the transactions in each case.

During the period Heyford Athletic Football Club made payments totalling £705 towards the maintenance costs of the field as well as the building and the changing facilities.

During the period Lower Heyford Sports and Social Club made payments totalling £ 3,366 to KGF as its contribution towards the costs of operating and maintaining the building.

### **Future plans**

The Trustees of KGF do not envisage any changes in either objectives or activities of the King George's Field, Lower Heyford.

### **Public benefit statement**

The Trustees are of the view that they have, throughout the period under review, complied with their duties which require them to have due regard to the guidance on public benefit published by the Charities Commission in exercising their powers and duties.

### **Principal Office**

The King George's Field Community and Sports Centre's address is:

Mill Lane, Lower Heyford, OX25 5PG

The principal office of the King George's Field charity is:

c/o Cheryl Pike, 107A Barry Avenue, Bicester, Oxon, OX26 2HA

This report was prepared by the KGF CoM and approved by it on 27th October 2020 and is signed on their behalf by:

*Dr Elizabeth Goodwin, OBE*

**Chair of KGF Committee of Management**

*Mrs Cheryl A Pike*

**Treasurer, King George Field**

This report was considered and approved by the Trustees on 2nd November 2020 and is signed on their behalf by:

*Mr Bruce Eggeling*

**Chair of KGF Trustees**

*Mr David Gregory*

**Trustee**

**King George's Field, Lower Heyford**

**Charity number - 1075238**

**Year ended 30 September 2020**

**Receipts & payments accounts**

	30-Sep 2020	30-Sep 2020	30-Sep 2019	30-Sep 2019
	£	£	£	£
<b><u>Receipts</u></b>				
Grants	-		39,968	
Donations - refurbishment project	-		75,143	
Donations - non refurbishment	1,255		670	
Donations - Lower Heyford Sports and Social Club	2,950		3,839	
Ticket monies	-		910	
Hire fees - general	1,335		1,221	
Hire fees - Heyford Athletic FC	705		531	
Hire fees - Lower Heyford Sports and Social Club	416		704	
Auction	-		1,228	
Other	11		130	
<b>Total receipts</b>		<b>6,671</b>		<b>124,344</b>
<b><u>Payments</u></b>				
<b>Ordinary expenditure:</b>				
Legal costs / PRS licence	125		-	
Printing costs	-		70	
Water	142		66	
Oil & electricity	1,353		1,201	
Phone costs	120		90	
Repairs & maintenance	1,407		1,108	
Other	-		287	
Insurance	2,099		1,979	
Independent examination (2018 report)	-		150	
		5,247		4,951
<b>One off/capital expenditure:</b>				
Refurbishment & car park costs	600		127,292	
Auction/opening ceremony	-		1,167	
Charitable donations	-		819	
		600		129,278
<b>Total payments</b>		<b>5,847</b>		<b>134,229</b>
<b>Net of receipts/(payments)</b>		<b>£ 825</b>		<b>£(9,885)</b>
<b>Funds last period end</b>		6,401		16,286
<b>Funds this year end</b>		<b>£ 7,225</b>		<b>£ 6,401</b>

**Statements of assets and liabilities at the end of the period**

	30-Sep 2020	30-Sep 2019	inc/(dec)
	£	£	£
Bank account - main a/c	6,553	6,121	432
Bank account - second a/c	662	380	282
Petty Cash	11	-	11
Deposits to be refunded	-	(100)	100
<b>Total cash funds</b>	<b>7,225</b>	<b>6,401</b>	<b>825</b>
<b><u>Funds analysis:</u></b>			
Restricted funds - development of facility & car park	1,795	1,987	(192)
Restricted funds - car park costs	-	409	(409)
Unrestricted general funds	5,430	4,005	1,425
	<b>7,225</b>	<b>6,401</b>	<b>825</b>

Signed by two trustees on behalf of all the trustees:

*Mr David Gregory*

Trustee

Date: 2nd November 2020

*Mr Bruce Eggeling*

Trustee



Section A Independent Examiner's Report

Report to the trustees/ members of

King George's Field, Lower Heyford

On accounts for the year ended

30 September 2020

Charity no (if any)

1075238

Set out on pages

1-9

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/09/2019.

Responsibilities and basis of report

As the charity trustees of the Trust, 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 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
the accounts do not accord with the accounting records

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

Signed: Diana Boxall

Date: 22/10/2020

Name: Diana Boxall

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

CGMA/FCMA

Address:

Manor Barn House, Church Lane Lower Heyford

Section B Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, independent examination of charity accounts: directions and guidance for examiners). Nothing to complete

## Appendix A

### King George's Field, Lower Heyford

Charity number - 1075238

Year ended 30 September 2020

### General operating receipts and costs

	30-Sep 2020	30-Sep 2020	30-Sep 2019	30-Sep 2019
	£	£	£	£
<b><u>Receipts</u></b>				
Donations - non refurbishment	1,255		610	
Donations - Lower Heyford Sports and Social	2,950		3,839	
Ticket monies	-		910	
Hire fees - general	1,335		1,281	
Hire fees - Heyford Athletic FC	705		531	
Hire fees - Lower Heyford Sports and Social	416		704	
Auction	-		1,228	
Other	11		130	
<b>Total receipts</b>		<b>6,671</b>		<b>9,233</b>
<b><u>Payments</u></b>				
<b>Ordinary expenditure:</b>				
Legal costs / PRS licence	125		-	
Printing costs	-		70	
Water	142		66	
Oil & electricity	1,353		1,201	
Phone costs	120		90	
Repairs & maintenance	1,407		1,108	
Other	-		287	
Insurance	2,099		1,979	
Independent examination (2018 report)	-		150	
Auction/opening ceremony			1,986	
		<b>5,247</b>		<b>6,937</b>
Net of receipts/(payments)		<b>£ 1,425</b>		<b>£ 2,296</b>