

# King George's Field, Lower Heyford

Charity no. 1075238

## Report for the year ending 30 September 2019

### 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 the 1930s 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
- Lower Heyford & Caulcott Parochial Church Council
- Lower Heyford Sports and Social Club
- The Womens Institute

Each of which is required to re-affirm or change its appointee at the Annual Meeting of the KGF.

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. It is in process of applying to the Charities Commission to be formally wound up and is therefore not in a position to appoint a member of the CoM. 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 would 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.

The AGM of the KGF is held in November in each calendar year. Three weeks' notice of the AGM are given via all possible means, including notices on notice boards, in the public houses and affixed to telegraph poles in the villages. All residents of Lower Heyford and Caulcott who are over the age of 17 years are entitled to attend and vote at all AGM's.

At the Annual Meeting of KGF a further 5 independent members may be appointed none of whom may be an officer of any of the bodies above who are entitled to appoint a 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.

### **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 and extension**

The existing facility on the North West corner of the field was built many years ago in the 1970s and extended in 1983. The Trustees were of the view that the building was showing its age and was in great need of work. Therefore, in 2017, they decided that in order to provide a suitable facility for the foreseeable future it was necessary to seek the necessary funds to rebuild and extend the facilities to better provide for future demands.

To this end plans were prepared and costed and funding sought from a number of sources as follows:

- Lower Heyford Village Hall Fund
- The Football Foundation
- Lower Heyford Sports and Social Club
- Heyford Athletic Football Club
- Lower Heyford Relief in Need Charity
- Lower Heyford Parish Council
- Councillor Ian Corkin's priority fund

Contracts for the work were signed with two local builders, brothers John and Barry Varney, on 2 May 2018. Work commenced in June 2018 and was completed early in the summer of 2019.

### **Policy on reserves**

In the future 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 2019 are £6,401 of which £4,005 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 2019, which have been prepared on a receipts and payments basis, are set out on page 6.

The accounts have been independently reviewed by Diana Boxall whose report is set out on page 7.

During the period under review receipts totalled £124,344 whilst payments totalled £134,229. Net expenditures showed a total of £9,885.

The Trustees are of the view that the shortfall noted above was, as planned, more than offset by the excess of receipts over payments for the prior period ending on 30 September 2018, being £13,937, and that the net reserves as at 30 September 2019 should be retained to meet the future costs of future maintenance and repairs costs as and when they arise.

### **Building refurbishment**

The refurbishment of the King George's Field Community and Sports Centre was completed in the early summer of 2019.

As these accounts on page 6 are prepared on a receipts and payments basis and the building works straddled two accounting periods a summary of the income and expenditure that related to the refurbishment work is set out in Appendix A on page 8 showing the totals for each.

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

In view of the fact that the accounts combine both the refurbishment and 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 on page 6.

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 are set out at Appendix B on page 9. The Trustees are of the view that these amounts are reasonably representative of the normal incomes and expenditures.

### **Related Party Transactions**

Both John and Barry Varney are related parties to the charity in that Barry is a trustee of KGF and John is Chairman of the Sports and Social Club. The CoM has reviewed the conditions in the Charity Commission guidance on making payments to trustees and connected parties for supplying a service to the charity, and is of the view that they have all been satisfied.

Under these contracts, during the two year period, the following, total payments, were made:

John Varney                    £170,496

Barry Varney                 £20,000

During the period of the refurbishment works and as part of those works the Chairman of Heyford Athletic Football Club, Mr Anthony Alder, kindly gave up volunteer time.

The Trustees are of the view that Anthony Alder is a related party and the total value of works donated by him during the period were £2,020.

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 donations & hire fees totalling £7,531 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 donations & hire fees totalling £23,043 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 16th October 2019 and is signed on their behalf by:

*Dr Elizabeth Goodwin, OBE*

**Chair of KGF Committee of Management**

*Mrs Cheryl A Pike*

**Treasurer, King George's Field**

This report was considered and approved by the Trustees on 24th October 2019 and is signed on their behalf by:

*Mr David Gregory*

**Chair of KGF Trustees**

*Mr Bruce Eggeling*

**Trustee**

**King George's Playing Field, Lower**  
**Heyford Charity number - 1075238**  
**Year ended 30 September 2019**  
**Receipts & payments accounts**

	<b>30-Sep 2019</b>	<b>30-Sep 2018</b>
<b>Receipts</b>	<b>£</b>	<b>£</b>
Grants	39,968	12,032
Donations - refurb project	75,143	73,710
Donations - non refurb	4,509	-
Ticket monies	910	-
Hire fees	2,456	-
Auction	1,228	-
Other	130	-
<b>Total receipts</b>	<b>124,344</b>	<b>85,742</b>
<b>Payments</b>		
Refurbishment costs	127,292	71,574
Legal costs	-	195
Printing costs	70	36
Water	66	-
Oil & electric	1,201	-
Phone costs	90	-
Repairs / Cleaning	1,108	-
Other	287	-
Insurance	1,979	-
Independent examination (2018 report)	150	-
Auction/opening ceremony	1,167	-
Charitable donations	819	-
<b>Total payments</b>	<b>134,229</b>	<b>71,805</b>
<b>Net of receipts/(payments)</b>	<b>(9,885)</b>	<b>13,937</b>
<b>Cash funds last period end</b>	<b>16,286</b>	<b>2,349</b>
<b>Cash funds this year end</b>	<b>£ 6,401</b>	<b>£ 16,286</b>

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

	<b>30-Sep 2019</b>	<b>30-Sep 2018</b>
	<b>£</b>	<b>£</b>
Bank account - main a/c	6,121	16,286
Bank account - second a/c	380	-
Deposits to be refunded	(100)	-
<b>Total cash funds</b>	<b>£ 6,401</b>	<b>£ 16,286</b>

**Funds analysis:**

Restricted funds - development of facility	1,987	14,168
Restricted funds - car park costs	409	-
Unrestricted general funds	4,005	2,118
	<b>£ 6,401</b>	<b>£ 16,286</b>

Signed by two trustees on behalf of all the trustees:

*Mr David Gregory*

*Mr Bruce Eggeling*

Trustee

Trustee

Date: 24th October 2019



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name King George's Field, Lower Heyford
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**On accounts for the year  
ended**

30 September 2019	<b>Charity no (if any)</b>	1075238
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**Set out on pages**

1-9	<small>(remember to include the page numbers of additional sheets)</small>
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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:** 24 October 2019

**Name:** Diana Boxall

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

CGMA/FCMA
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**Address:**

Manor Barn House,
Church Lane
Lower Heyford

**Appendix A: King George's Field, Lower Heyford**

**Building Project Receipts and Expenditures for the two years ending 30 September 2019**

	<b>Total</b>	<b>30-Sep</b>	<b>30-Sep</b>
	<b>£</b>	<b>2019</b>	<b>2018</b>
<b><u>Receipts</u></b>		<b>£</b>	<b>£</b>
Grants	52,000	39,968	12,032
Donations:			
Heyford Athletic FC	7,000		
Lower Heyford Sports & Social Club	19,000		
Others	<u>120,833</u>		
	146,833	73,123	73,710
Volunteer time	2,020	2,020	-
Total receipts	<u><b>£200,853</b></u>	<u><b>£115,111</b></u>	<u><b>£85,742</b></u>
<b><u>Payments</u></b>			
John Varney costs	170,376	106,802	63,574
Barry Varney costs	20,000	12,000	8,000
Other costs	8,490	8,490	-
Total payments	<u><b>£198,866</b></u>	<u><b>£127,292</b></u>	<u><b>£71,574</b></u>
<b>Net of receipts/(payments)</b>	<u><b>£1,987</b></u>	<u><b>£(12,181)</b></u>	<u><b>£14,168</b></u>

**Appendix B: King George's Field, Lower Heyford**  
**General operating receipts and costs**

	<b>30-Sep 2019 £</b>
<b><u>Receipts</u></b>	
Donations - Lower Heyford Sports & Social Club	3,839
Donations - other	610
Ticket monies	910
Hire fees - Heyford Athletic FC	531
Hire fees - Lower Heyford Sports & Social Club	704
Hire fees - other	1,281
Auction	1,228
Other	130
Total receipts	<u><u>£9,233</u></u>
<b><u>Payments</u></b>	
Legal costs	-
Printing costs	70
Water	66
Oil & electric	1,201
Phone costs	90
Repairs / Cleaning	1,108
Other	287
Insurance	1,979
Independent examination (2018 report)	150
Auction/opening ceremony	1,986
Total payments	<u><u>£6,937</u></u>
<b>Net of receipts/(payments)</b>	<u><u>£2,296</u></u>