

OXFORDSHIRE PLAYING FIELDS ASSOCIATION

REPORT & ACCOUNTS

for the year ended 31 March 2023

OXFORDSHIRE PLAYING FIELDS ASSOCIATION: WHO WE ARE AND WHAT WE DO

OPFA, registered charity 304398, works to ensure that everyone in Oxfordshire has access to good quality local facilities for outdoor sport, play and recreation.

OPFA assists community organisations to provide, preserve, improve and adequately maintain such facilities, through information and advice, training and helping to identify relevant sources of financial help.

OPFA provides its members with practical advice by phone, email or site visit; emailed news items; and a regularly updated series of information sheets covering a wide range of topics.

A paid-for consultancy service is available, offering more in-depth and hands-on support than is covered by OPFA's modest membership fees.

OPFA's advice service is provided by its Community Development Officer, Andrew Parsons, formerly Head of Parks and Green Spaces at Oxford City Council and an original member of the CABE Space Advisory Panel (Commission for Architecture and the Built Environment). Andrew also helped to re-write the Green Flag Award Scheme's guidance manual "Raising the Standard".

KEY FEATURES OF THE YEAR

- Seventeen site visits to advise on management issues and ideas for local improvement projects.
- Well over 100 requests for guidance and information dealt with by phone and email.
- Three pieces of contract work involving project management of local facility improvements demonstrated the value of being able to bring in OPFA's professional knowledge and experience and also helped to provide much-needed income to support our general advisory work.
- A reduction in our office costs and a renewed opportunity to generate income from contract work resulted in a small surplus of £1,000+ following deficits in the previous three years.

**OXFORDSHIRE PLAYING FIELDS ASSOCIATION
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2023**

Charity number: 304398

Principal address:

c/o South Stables, Worton Park, Witney OX29 4SU
Tel: 01865 883488

Email: oxfordshirepfa@gmail.com

Website: www.opfa.org.uk

Governing Document

Constitution (adopted in 1985 and amended in 1996, 1997, 1998, 1999, 2008, 2013 and 2019)

Unincorporated association.

Area of benefit: Priority given to Oxfordshire and neighbouring areas, but our objects are not specific to a particular geographical area.

President: David Astor, CBE

Vice-President: Mr A Walker

Charity Trustees

The members of our Executive Committee, who as charity trustees were legally responsible for the control and management of the charity during this period, following election at the AGM, were as follows:

Chairman:	RT Johnston
Vice Chairman:	E Bickley
Hon. Treasurer:	P Bramwell
Hon. Manager	M Smith
Other members:	Sir C Ponsonby, J Sword, S. McKechnie

Method of appointing Trustees

According to the constitution, Trustees are appointed annually at the Annual General Meeting consisting of the following:

- Chairman, Vice-Chairman, Hon. Treasurer and such other Hon. Officers as the Association may from time to time decide.
- Members elected at the Annual General Meeting, the number to be determined from time to time by the Association.

Bankers

National Westminster Bank plc, 32 Cornmarket Street, Oxford OX1 3HQ

Independent Examiner

M Watkinson MBE

Consultant

Andrew Parsons Contracted to deliver the OPFA's information and advice services.

THE CHARITY'S OBJECTS AND STATEMENT OF PUBLIC BENEFIT

Our charity's main aim, as set out in the Objects clause in our constitution, is to advise on and assist in the provision of adequate playing fields and playgrounds for the purpose of outdoor games, sports and pastimes, including facilities for the recreation of people with disabilities.

We review our aims, objectives and work programme each year with reference to the guidance available from the Charity Commission on public benefit.

Our work fulfils the two key principles of public benefit in the following ways:

- There is clear recognition by policy makers and the public of the benefit to the physical and mental health and well-being of children, young people and adults of involvement in formal or informal sport, play and outdoor recreational activity. This depends on the availability of attractive, high quality and locally accessible playing fields and playgrounds. All our aims and activities are focussed on achieving these benefits and we cannot identify any potential detriment or harm that needs to be balanced against those benefits.
- Our activities are aimed at achieving these benefits for all the population in as many communities as possible. The recreational facilities we promote and support communities to provide are not restricted to use by any particular section or sections of these communities. On the contrary, we promote the provision of facilities that are as accessible as possible to people of all ages and abilities. The facilities are also generally available free of charge.

The main activities undertaken in order to fulfil these charitable purposes are to:

- Provide an on-going information, advice and support service for community recreation space managers or project groups, such as parish and town councils, playing field committees and play area action groups.
- Provide opportunities for recreation space managers to share ideas and information
- Raise awareness of the importance of good quality outdoor recreation space by liaising and working in partnership with other interested agencies at national, regional and local level and responding to policy and consultation documents
- Be alert to evidence of threats to existing community recreation spaces from new building or other pressures and make representations and/ or support representation by others in order to remove them
- Advise on means available, through Fields In Trust (the operating name of the National Playing Fields Association) and otherwise, of protecting green spaces from inappropriate development.

SUMMARY OF OPFA'S WORK AND ACHIEVEMENTS DURING THE YEAR

The restrictions on local community activity imposed due to the COVID pandemic, which reduced the scope of the help that OPFA could provide in support of local outdoor space managers and improvement projects, had eased by the beginning of the 2022-23 financial year. This was soon reflected in an increase in requests for site visits in addition to queries made by phone and email.

Our information service.

- Our CDO answered numerous queries on a wide range of topics by phone or email
- We issued electronic News Bulletins to members in Oxfordshire, including one giving information on how to conduct routine playground inspections.
- Fact sheets:
If the subject of an enquiry is one that OPFA may have not dealt with before, we have taken the opportunity to produce a new fact sheet. We have also updated all of our existing fact sheets to ensure they offer current guidance and are presented in a coordinated style.

Fact sheets that are either new to OPFA or have been recently reviewed include:

Accessible Playgrounds	Outdoor Fitness Equipment
Accident reporting	Playground Fencing
Checklist for making a successful grant application	Playground Inspections
Dog Fouling & Toxocara Canis	Playground Insurance
Draft Constitutions	Playground legislation & Safety
Funding the future of children's play	Playground Ownership
Goal Post Safety	Section 106 agreements
Insurance requirements for town/parish councils	Setting charges for the hire of pitches
Maintenance Contractors	Sports Pitch Maintenance
Managing Charitable Playing Fields	Use of glyphosate weedkillers

Site visits

Site visits were made as follows:

Sibford Ferris, Carterton, Weston-on-the-Green, Brize Norton, Kennington, Charlton-on-Otmoor, Begbroke, Sonning Common, Cumnor, Whitchurch, Kidmore End, Great Haseley, East Hendred, Deddington, Fulbrook, Burford, Risinghurst

Consultancy work

As local community organisations began to feel able to embark on facility improvement projects, we were able to promote our consultancy and project management services and took on contract work in Carterton (for WODC), Aston and Cote (for the Community Trust) and East Hanney (for the Parish Council).

In Carterton OPFA was commissioned to review and recommend improvements to a large destination play space in Kilkenny Park and then to oversee the required work.

In Aston and Cote, we were engaged to oversee and manage the planning and construction of a floodlit Multi-Use Games Area (MUGA).

In East Hanney we were appointed as project manager to assist with the delivery of a multi-use games area (MUGA) and new car park at the recreation ground by overseeing the work on site.

Membership

During the period OPFA had 79 member organisations: 4 Town Councils, 68 parish councils and 7 Parish Meetings, field trusts or others.

At the AGM held in October 2022 it was agreed that the CDO should write to all member organisations to remind them of the benefits of membership and, in particular the opportunity to arrange a 'health check' visit from him. As a result, the CDO delivered five visits.

THANKS

As always, our thanks are also due to the following for their interest and support during the year:

- The agencies with whom we work in partnership, including:
 - Local Authority Officers and Members
 - Oxfordshire Association of Local Councils
 - Oxfordshire Play Association
- Our President, David Astor, and our Hon Officers and members of the Executive Committee.
- Mike Watkinson MBE for being our Independent Examiner of accounts.
- Our funders (mentioned in the Notes to the Accounts).
- Our consultant CDO, Andrew Parsons, for making his expertise available to OPFA and local community organisations through a contract to deliver our information and advice service.
- The Trustees and staff of Community First Oxfordshire for offering us the opportunity to purchase

virtual office services at a cost-effective rate. We are delighted to continue what has been a very long-standing partnership with CFO (formerly the Oxfordshire Rural Community Council) who helped OPFA to become established in the 1930s.

- All the volunteers in communities who work to provide, maintain and develop green spaces and outdoor sport, play and recreation opportunities.

FINANCIAL REVIEW AND RESERVES POLICY

We are grateful to the following for their assistance in helping us to cover our annual operating costs:

- Cherwell District Council which provides a revenue grant in return for an enhanced information and advice service available to parishes in that District
- Donation from the Ormonde Charitable Trust
- Income from membership fees from parish-level organisations

A reduction in our office costs and a renewed opportunity to generate income from contract work have resulted in a small surplus of £1,000+, which will be some compensation following deficits in the previous three years.

As a general precaution against future changes of fortune, the Trustees have adopted a cautious approach in holding sufficient reserves to deal with current and future financial pressures. If necessary, we have funds in hand to cover annual operating costs for up to four years.

The Trustees declare that they have approved this Report by email in September 2023.

Signed on behalf of the Charity's Trustees:

Signature		
Full name	ROBIN TIMOTHY JOHNSTON (Chair)	ELISABETH SARAH BICKLEY (Vice-Chair)
Date		

Oxfordshire Playing Fields Association

Statement of Financial Activities for the year ended 31st March 2023

	Total (Unrestricted funds)		Total (Unrestricted funds)	
	2023		2022	
	£	£	£	£
Incoming resources				
<i>Income and endowments from:</i>				
Donations	1,001		582	
Grants	2,500		3,500	
<i>Grants and donations</i>	3	3,501		4,082
Membership subscriptions	4,089		4,275	
Contract work	5,492		-	
Miscellaneous	200		-	
Seminar fees	-		200	
<i>Charitable activities</i>	3	9,781		4,475
COIF account interest	144		4	
Shawbrook Bank Deposit Account interest	193		191	
<i>Investments</i>	3	337		195
Total incoming resources	-	13,619		8,752
Resources expended				
<i>Expenditure on:</i>				
Consultancy (Community Development Officer)	(10,745)		(8,827)	
Office costs	(417)		(1,570)	
Travel	(429)		(79)	
Insurance	(512)		-	
Subscriptions	(75)		(70)	
Meeting & trustee expenses	(135)		(137)	
<i>Charitable activities</i>	4	(12,312)		(10,683)
Miscellaneous		(200)		(144)
Total expenditure		(12,512)		(10,827)
Net income/(expenditure)		1,107		(2,074)
Net movement in funds		1,107		(2,074)
Reconciliation of funds:				
Total funds brought forward		43,651		45,725
Total funds carried forward	8,9	44,758		43,651

Oxfordshire Playing Fields Association

Balance Sheet
31st March 2023


Charity number: 304398


	Note	£	2023 Total £	£	2022 Total £
Current assets					
Debtors	6	1,290	<u>1,290</u>	25	<u>25</u>
NatWest current account		4,143		6,453	
COIF Charity Deposit account		8,280		8,136	
Shawbrook Bank Deposit account		32,829	<u>32,829</u>	32,636	<u>32,636</u>
Cash at bank and in hand			<u>45,252</u>		<u>47,225</u>
Total current assets			<u>46,542</u>		<u>47,250</u>
Creditors					
Deferred income		(1,784)	<u>(1,784)</u>	(3,599)	<u>(3,599)</u>
Creditors: amounts falling due within one year	7		<u>(1,784)</u>		<u>(3,599)</u>
Total net assets			<u>44,758</u>		<u>43,651</u>
Unrestricted funds	8,9		<u>44,758</u>		<u>43,651</u>
Total funds			<u>44,758</u>		<u>43,651</u>

The financial statements were approved and authorised by the Board of Trustees on 5th June 2023.

Signed on behalf of the Board:

Financial statements reviewed by:


.....
Hon. Treasurer


.....
Independent Examiner
27/07/2023

Oxfordshire Playing Fields Association

Notes to the Accounts for the year ended 31st March 2023

Note 1 Summary of significant accounting policies

1.1. Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

- the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014;
- the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102);
- the Charities Act 2011.

Note 2 Accounting policies

2.1 Income

Recognition of income

Income is included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS 102 SORP).

Contractual income and performance-related grants

This is only included in the SoFA once the charity has provided the related goods or services or met the performance-related conditions.

2.2 Expenditure and liabilities

Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

Oxfordshire Playing Fields Association

Notes to the Accounts
for the year ended 31st March 2023

Note 3 Analysis of income

Grants and donations

	2023	2022
	£	£
Donations	1,001	582
Grants	2,500	3,500
	<u>3,501</u>	<u>4,082</u>

Charitable activities

	2023	2022
	£	£
Membership subscriptions	4,089	4,275
Contract work	5,492	-
Miscellaneous	200	-
Seminar fees	-	200
	<u>9,781</u>	<u>4,475</u>

Income from investments

	2023	2022
	£	£
COIF account interest	144	4
Shawbrook Bank Deposit Account interest	193	191
	<u>337</u>	<u>195</u>

Note 4 Analysis of expenditure

Analysis of expenditure on charitable activities

	2023		
	Activities undertaken directly	Support costs	Total
	£	£	£
Consultancy (Community Development Officer)	(10,745)	-	(10,745)
Office costs	-	(417)	(417)
Travel	(429)	-	(429)
Insurance	-	(512)	(512)
Subscriptions	-	(75)	(75)
Meeting & trustee expenses	(135)	-	(135)
	<u>(11,309)</u>	<u>(1,003)</u>	<u>(12,312)</u>

	2022		
	Activities undertaken directly	Support costs	Total
	£	£	£
Consultancy (CDO)	(8,827)	-	(8,827)
Office costs	-	(1,570)	(1,570)
Travel	(79)	-	(79)
Subscriptions	-	(70)	(70)
Meeting & trustee expenses	(137)	-	(137)
	<u>(9,043)</u>	<u>(1,640)</u>	<u>(10,683)</u>

Note 5 Staff costs

The charity did not have any employees during the reporting period (2022: none).

The Trustees neither received nor waived any remuneration during this or last year.

Oxfordshire Playing Fields Association

Notes to the Accounts
for the year ended 31st March 2023

Note 6 Debtors

	2023	2022
	£	£
Accrued income	1,290	-
Prepayments	-	25
	<u>1,290</u>	<u>25</u>

Note 7 Creditors

	2023	2022
	£	£
Deferred income		
Membership income	1,784	1,099
Grants	-	2,500
	<u>1,784</u>	<u>1,099</u>

	2023	2022
	£	£
Balance at the start of the period	3,599	4,646
Amounts added in current period	1,784	3,599
Amounts released to income from previous periods	(3,599)	(4,646)
Balance at the end of the period	<u>1,784</u>	<u>3,599</u>

Grant income is deferred in accordance with the period stated in the grant agreement.

Membership income received each March relates to the following period and is therefore deferred.

Note 8 Funds

	2023	2022
	Total - Unrestricted funds	Total - Unrestricted funds
	£	£
At 1st April	43,651	45,725
Surplus/(deficit) for the year	<u>1,107</u>	<u>(2,074)</u>
At 31st March	<u>44,758</u>	<u>43,651</u>

Note 9 Analysis of net assets between funds

	2023	2022
	£	£
Fund balances at 31st March are represented by:-		
Net current assets	<u>44,758</u>	<u>43,651</u>
	<u>44,758</u>	<u>43,651</u>



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

OXFORDSHIRE PLAYING FIELDS ASSOCIATION

**On accounts for the year
ended**

31ST MARCH 2023

**Charity no
(if any)**

304398

Set out on pages

1 through 6

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**

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:

- 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:

Date:

27 JULY 2023

Name:

MICHAEL WATKINSON MBE

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

Charity Finance consultant

Address:

1 Cote House Farm Cottages, Cote, Oxon. OX18 2EQ