

TRUSTEES' ANNUAL REPORT 2017-18

Governing Document

Constitution (adopted in 1985 and amended in 1996, 1997, 1998, 1999, 2008 and 2013)
Area of benefit: Priority given to Oxfordshire and neighbouring areas but our objects are not specific to a particular geographical area. Unincorporated association.

President

Malcolm Cochrane, former Vice Lord Lieutenant of Oxfordshire (to January 2018)
David Astor, CBE DL, a Deputy Lieutenant of Oxfordshire (from January 2018)

Vice-Presidents

Mrs. P Narroway
Mr A Walker
Mrs. JR Williams

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: Mrs E Bickley
Hon. Treasurer: J Cooper
Hon. Manager Ms M Smith
Other members: Ms R Smith, Sir Charles Ponsonby, J Sword (from September 2017)

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

Staff members

Nicole O'Donnell Community Development Officer (part-time – 18 hours per week)

.Association Membership 2017-18

Hon Officers

Representatives of Statutory Authorities

Oxfordshire County Council: Ms R Smith, RT Johnston, M Lygo

West Oxfordshire District Council: Mrs EHN Fenton, Mr AS Coles

South Oxfordshire District Council: David Turner, Jeannette Matelot

Representatives of the following National, County and other organisations:

Oxfordshire Association of Local Councils

Community First Oxfordshire

Fields in Trust (National Playing Fields Association)

Oxfordshire Play Association

Others (by invitation)

Mrs E Bickley, Mr M Cochrane, Mrs P Narroway, Sir Charles Ponsonby, Mr A Walker, Mrs JR Williams, J Sword

Subscribing members

Parish and Town Councils

Adderbury	Culham	Kidlington	Stanton St John
Alvescot	Cumnor	Kidmore End	Steeple Aston
Appleford	Curbridge & Lew	Kingston Bagpuize	Stratton Audley
Arcott	Deddington	Leafield	Sutton Courtenay
Aston Rowant	Dorchester	Little Milton	Swalcliffe
Baldons	Drayton (Abingdon)	Mapledurham	Sydenham
Bampton	Ducklington	Marcham	Tetsworth
Beckley & Stowood	Duns Tew	Middleton Stoney	Uffington
Begbroke	East Challow	Milcombe	Wallingford
Benson	East Hanney	Milton-u-Wychwood	Wardington
Berinsfield	East Hendred	Moulsford	Wendlebury
Binfield Heath	Epwell	Nettlebed	Wheatley
Bladon	Ewelme	North Hinksey	Witney
Blewbury	Eynsham	North Moreton	Woodcote
Bloxham	Finmere	Nuffield	Woodstock
Bourtons	Freeland	Piddington	Wootton (Abingdon)
Brightwell-c-Sotwell	Fringford	Radley	Wootton (Woodstock)
Brize Norton	Goring	Risinghurst&Sandhills	Yarnton
Cassington	Great Coxwell	Rotherfield Peppard	
Chalgrove	Great Haseley	Sandford on Thames	Voluntary groups
Charlton on Otmoor	Grove	Shiplake	Ardley & Fewcott P F Cttee
Checkendon	Hanborough	Shrivenham	Bloxham Rec Ground
Chesterton	Harwell	Shutford	Charney Bassett Hall/PF Trust
Charlbury	Henley	Sibford Ferris	Great Milton Rec Ground
Chinnor	Hethe	Sonning Common	Noke PF Trust
Chipping Norton	Hook Norton	South Newington	Nuneham C'tnay Sports&PFA
Combe	Horspath	St Helen Without	S Oxford Adventure Playgrnd
Cropredy	Islip	Standlake	Wheatley PF Trust
Crowmarsh	Kennington	Stanford in the Vale	

The Charity's objects and statement of public benefit

Our charity's main aims, as set out in the Objects clause in our constitution, are as follows:

1. 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.
2. To encourage and develop the playing of all games, sports and pastimes as aforesaid with a view to promoting the physical and moral welfare and the safety of the population and to extend the benefits of playing fields, playgrounds and open spaces to all members of the community.
3. To ensure that the fullest use is made of all playing fields.
4. To encourage and develop all types of children's play facilities and play leadership.
5. To co-operate in saving threatened recreational facilities.
6. To co-operate with local authorities and all statutory and other bodies for the furtherance of these objects.

We review our aims, objectives and work programme each year. The review:

- looks at what we achieved and the outcomes of our work in the previous 12 months,
- identifies the benefits that our work has brought to the population in the communities which our charity was set up to help; and
- develops a work programme for the coming year which will enable us to fulfil our main aims.

The review is carried out 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 adequate 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
- Assist other agencies in the administration of their grant funds available to support community recreation space improvements
- Raise awareness of the importance of good quality outdoor recreation space and of community recreation space managers' needs and issues by liaising and working in partnership with other interested agencies at national, regional and local level responding to policy and consultation documents using publicity media
- Be alert to evidence of threats to existing community recreation spaces from development or other pressures and make representations and/ or support representation by others in order to remove them.

Summary of work and achievements during the year

In relation to our main activities

Provide an on-going information, advice and support service for community recreation space managers or project groups

Our Community Development Officer has continued to provide a comprehensive information, advice and support service for local community organisations, including the following:

Site visits

- 12 visits in Oxfordshire to advise on local improvement projects

Newsletter and information sheets

- 4 quarterly editions of our electronic quarterly OPFA Newsletter – well-received by readers
- Up-dated information sheets on:
 - Sources of funding
 - Problems with dogs

Answers to individual queries by letter, phone or e-mail – 57 local organisations helped.

Provide opportunities for recreation space managers to share ideas and information

Playground Inspection Training event in December 2017 (12 participants)

Raise awareness of the importance of good quality outdoor recreation space and of community recreation space managers' needs and issues

In order to promote our aims and objectives and our work we have attended meetings and other opportunities for contact with representatives of other interested agencies:

The Hon. Manager attended meetings of the following:

- Oxfordshire Sport and Physical Activity
- Oxfordshire Play Association Trustees
- Oxfordshire Stronger Communities Alliance
- National CPFA Support Committee (now the Playing Fields Network)

The CDO attended meetings of the following:

- Cherwell Young People, Play and Wellbeing Partnership
- Cherwell District Council Parish Liaison Meeting
- Go Active Gold Steering Committee
- Oxford City Playing Pitch Strategy Steering Group
- Brackley Youth Engagement
- South Northants Parish Liaison

The Hon. Manager attended the National CPFA Conference in Kenilworth in June 2017.

Be alert to evidence of threats to existing community recreation spaces from development or other pressures

We maintained a watching brief in case of any evidence of threats in the local media and through contact with agencies and communities.

In relation to the management and funding of the charity and its work:

1. Business Development

Project management services on a contract basis

The OPFA is now building up a reputation for delivering effective and efficient professional project management services on a contract basis in support of local parish outdoor recreation facility improvement projects. Our Community Development Officer's previous work experience was in professional project management, which we are able to use in order to assist parishes to achieve effective project outcomes on the ground as well as generating welcome new income to support the ongoing delivery of the OPFA's charitable objectives.

Madley Park, Witney

At the invitation of West Oxfordshire District Council the OPFA successfully bid on a consultancy basis to act as the Council's Project Manager to support a local steering group in the development and implementation of phase two of the Madley Park Teen Zone, which had been established with the help of S106 monies received in connection with new housing development in north Witney.

The work has involved supporting meetings of the project Steering Group; liaising with interested local agencies and playground equipment suppliers on design issues; consulting and involving local residents in the project planning process; and working with WODC on the procurement process.

Oxlease Play Area, Witney

Witney Town Council asked OPFA to take on the Project Manager role for a project to refurbish an existing play area outside Cogges Manor Farm, including the installation of outdoor fitness equipment. The CDO spent a total of 87 hours on the project over 9 months.

Raleigh Crescent, Witney

Witney Town Council also asked OPFA to take on the Project Manager role for a project to refurbish an existing play area, using S106 funding. Initially The CDO carried out a detailed consultation exercise at the West Witney Primary School Christmas Fayre. Around 70 children contributed their opinions and a detailed report was written for the Town Council. The CDO was then involved in managing the tender process with officers of the Town Council and submitted a report for the Council's Sport and Recreation Committee with recommendations. The play area will be installed in September 2018.

Other opportunities

Towards the end of the year in question, new opportunities for contract work were being discussed with Crowmarsh Parish Council and Deddington Parish Council.

Taking OPFA work across the border into South Northamptonshire

Cherwell District Council has recognised that there is a need for OPFA's service in the South Northants District (with which it is currently in partnership) and therefore agreed to provide OPFA with £3,500 for a year to move our service over the border. The amendments to the OPFA constitution agreed in consultation with the Charity Commission in 2013 allow us to carry out work outside Oxfordshire as part of our primary charitable purposes.

The CDO made an introductory presentation to the South Northants Parish Clerks' Forum in May 2017, which led to a request to produce a report for Roade Parish Council giving detailed advice on the best use of S106 funding.

The CDO was also asked by CDC/South Northants DC to carry out a feasibility study for a new skate park in Brackley, for which we were paid in addition to the general funding mentioned above.

5 site visits have been made to parishes in South Northants during the year in question and the CDO is working to spread the word about our service and how it can help local parishes provide and improve local outdoor recreation facilities.

2. Other fund-raising

The Trustees recognise that the organisation needs to pursue an ongoing fund-raising campaign to ensure that there is sufficient funding available to the organisation to continue to deliver its work. An appeal letter and brochure explaining OPFA's services have been produced to help with approaches to local charitable trusts.

We were delighted to have been successful in applying for financial support to the Mr and Mrs JA Pye's Charitable Settlement, who generously agreed a grant of £2,500, and to the HDH Wills 1965 Charitable Trust, who have given us £500. We are grateful to both these donors for their welcome support. .

Thanks

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

All the Parish and Town Councils, local playing field and play area committees and various other locally based sports clubs, societies and individuals working hard to provide and maintain local outdoor playing spaces for their communities;

The range of agencies with whom we work in partnership:

- Local authority Officers and Members
- Fields in Trust (National Playing Fields Association)
- Oxfordshire Association of Local Councils
- Oxfordshire Play Association
- Institute of Groundsmanship (IOG)
- Royal Society for the Prevention of Accidents (RoSPA)
- Sports and Play Construction Association (SAPCA);

Our retiring President, Malcolm Cochrane, and our newly-appointed successor President, David Astor.

Our Hon Officers and members of the Executive Committee (the Trustees);

Mike Watkinson MBE, who is an experienced Charity Treasurer, for being our Independent Examiner of accounts.

Our funders (mentioned in the Notes to the Accounts) including the companies/suppliers which support OPFA's work by taking Newsletter advertising space and sponsoring events;

Our CDO for dedicated professional work and for her ability to juggle a range of different and often challenging work commitments without any loss of quality or attention to detail.

A tribute to Malcolm Cochrane, our retiring President

We cannot record the retirement of Malcolm Cochrane as OPFA President during the year without recognising the outstanding contribution he has made over many years not only to the development of a range of high quality outdoor and indoor recreation facilities for his home parish of Shipton-under-Wychwood but also to the strength of the OPFA through his ongoing moral support and practical help with fund-raising.

Everyone who has worked with Malcolm has been touched by his overwhelming and undiminished enthusiasm for everything he has worked to achieve, despite the set-backs and frustrations involved in any local endeavour. We have been proud that OPFA has been one subject of this enthusiasm, which has enlivened all the AGMs he has chaired for us.

Malcolm has held a number of high offices in the County over the years but his understanding of how communities work (or don't work unless you put in the right amount of effort) and his unswerving willingness to get involved in the "nitty-gritty" of community activities for the benefit of local residents is what first comes to mind about him.

We thank him for his valued support for OPFA as President for over 9 years and wish him and his family well for the future.

Thank you, Malcolm.

Welcome to our new President, David Astor

We are delighted and privileged that David Astor CBE has agreed to succeed Malcolm as our President.

David is a Deputy Lieutenant of Oxfordshire and has been very helpful to the OPFA in the past as a member of Charity Mentors, an organisation which matches people with valuable professional experience in the public or private sector with local charities in need of support to find a positive way forward out of a difficulty or challenge. David talked to our Trustees from his own vast experience of successful charity funding approaches about how we should develop a successful fund-raising strategy.

We look forward to a future relationship with him in this new role.

Notes on the accounts

INCOME

We are extremely grateful to Cherwell District Council for continuing its invaluable revenue support for our work and are pleased to offer a more concentrated service to communities in the District in return. A majority of the CDO site visits recorded in this report were to parishes in Cherwell.

Grant aid support from South Northants District Council is a welcome new addition to our sources of income this year. The Council provided £3,500 for 2017/18 and £3,500 for 2018/19, both payments having come into our bank account within the 17/18 financial year.

We continue to appreciate the regular support through subscriptions of our member parish and town councils and other local organisations, who clearly value the service we provide. Income from membership fees received during the previous year was lower than usual, as we had taken the decision to move from a rolling programme of membership renewals during each year to one renewal date of 1 April. This change meant that some memberships were not renewed on the anniversary of the last payment but delayed to the beginning of the 2017/18 financial year. Renewals for 2018/19 also came in at the end of the 2017/18 financial year, boosting total membership income accordingly. In general we aim to achieve a total of around £5,000 from memberships in any one year.

It is clear that we are now relying on increased income from contract work to help to support our other charitable activities.

Restricted Fund

Since September 2013/14, on behalf of the National CPFA Support Committee, we had been in receipt of income to carry out work on a national project being funded by the Playing Fields Legacy Fund (PFLF). The project involved creating and maintaining a new national website, "The Playing Field", designed to provide news and other information relevant to local organisations providing, maintaining and using local community outdoor recreation spaces. The PFLF money was treated as a Restricted Fund.

The project work was largely completed by March 2017 and a funding balance of £2,803.57 remained held in our reserves.

With the agreement of the PFLF during this year we spent some of the balance on final website wind-up work and paid over the remaining £2,500 to the National CPFA Support Committee to support its work on behalf of CPFAs around the country. This therefore cleared the Restricted Fund.

EXPENDITURE

The salary and pension costs covered from OPFA's general income increased during the year, as a result of the reduction in the number of CDO hours per week funded from the Restricted Fund.

The entry for Pension Debt Payments reflects the fact that we are required to pay an annual sum to the Pensions Trust as part of a 10 year programme to eliminate the debt in the pension fund to which we contribute.

PENSION LIABILITY

Due to changes in pension legislation, the Pensions Trust multi-employer pension scheme in which we participate to provide for our CDO now requires any participating employer to pay a contribution towards remedying scheme under-funding, if they were to withdraw from the scheme. Withdrawal would occur if the OPFA should ever be in the position of not having any employee contributing to the pension scheme. Our Executive Committee considers that the maintenance of a designated reserve is the most effective and appropriate way of mitigating this particular financial risk, as well as ensuring as far as possible that we can continue to carry out our charitable objectives through the employment of a CDO, which is of course our prime concern. We have set aside a sum of £30,000 in an interest-bearing Deposit Account to cover any Employer Debt which might crystallise in the future. This is shown as a Contingent Liabilities Fund as part of our Reserves.

RESERVES POLICY (see statement of designated reserves on page 11)

We are reserving sufficient funds (General Reserve) in order to cover total operating costs for at least 6 months, in the event of any substantial loss of/reduction in income. We have also reserved a sum to fund any redundancy payments involved.

Our designated Community Development Fund consists of monies received through past and recent income- generating initiatives, which have been set aside to support the employment of a Community Development Officer, which our Trustees consider is crucial for maintaining a consistent and high quality professional service.

Our small designated Business Development Fund is set aside to fund any costs incurred in putting the organisation in a favourable position to develop new sources of income.

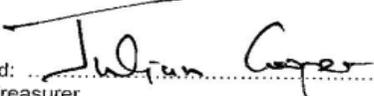
**The Trustees declare that they have approved this Trustees' Report.
Signed on behalf of the Charity's Trustees:**

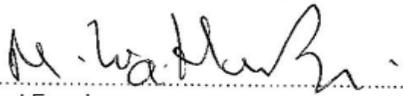
Signature		
Full name	ROBIN TIMOTHY JOHNSTON	ELISABETH SARAH BICKLEY
Position	Chair	Vice-Chair
Date		

OXFORDSHIRE PLAYING FIELDS ASSOCIATION
RECEIPTS & PAYMENTS STATEMENT FOR THE YEAR ENDED 31 MARCH 2018

RECEIPTS	2018		2017		PAYMENTS	2018		2017	
		£		£			£		£
South Northants DC grant	7,000.00		0.00		Salary	13,351.11		11,395.20	
Cherwell DC grant	2,500.00		0.00		Current pension	641.90		628.07	
Donations	3,020.00		20.00		Pension debt payments	1,606.20		1,559.40	
Membership subscriptions	6,747.05		2,876.05		Office costs	2,281.47		1,887.73	
Advertising/Sponsorship	1,118.00		1,240.00		Travel	1,460.76		1,662.75	
Seminar fees	552.50		810.00		Insurance	621.15		617.11	
Contract work	7,909.92		3,869.32		Training/Conference	444.00		75.00	
Misc.	150.00		0.00		Seminar costs	381.80		930.09	
COIF account interest	76.63		141.48		Subscriptions	118.20		118.20	
Shawbrook Bank Deposit Account interest	378.37		428.49		Meeting & Trustee Expenses	195.76		330.33	
					Misc.	160.00		0.00	
SUB TOTAL (Unrestricted)	29,452.47		9,385.34		SUB TOTAL (Unrestricted)	21,262.35		19,203.88	
RESTRICTED FUND					RESTRICTED FUND				
Advertising	0.00		1,500.00		Salary	203.57		1,508.00	
					Office costs	0.00		307.68	
					Travel	0.00		39.80	
					Management & overheads	100.00		150.00	
					Transfer of balance to National Cttee	2,500.00		0.00	
SUB TOTAL (Restricted)	0.00		1,500.00		SUB TOTAL (Restricted)	2,803.57		2,005.48	
TOTAL RECEIPTS	29,452.47		10,885.34		TOTAL PAYMENTS	24,065.92		21,209.36	
NatWest Current A/C Opening Balance	1,967.62		5,552.56		Closing NatWest Current A/C	7,899.17		1,967.62	
COIF Charity Deposit A/C Opening Balance	32,274.70		39,442.27		Closing COIF Charity Deposit A/C	31,351.33		32,274.70	
Shawbrook Bank Deposit A/C Opening Balance	31,035.18		30,606.69		Closing Shawbrook Bank Deposit A/C	31,413.55		31,035.18	
TOTAL	94,729.97		86,486.86		TOTAL	94,729.97		86,486.86	

SUMMARY	Unrestricted	Restricted	Total
Receipts	29,452.47	0.00	29,452.47
Payments	21,262.35	2,803.57	24,065.92
Net of receipts/(-payments)	8,190.12	-2,803.57	5,386.55

Signed: 
Hon Treasurer

Signed: 
Independent Examiner

See also Notes overleaf

OXFORDSHIRE PLAYING FIELDS ASSOCIATION
ANNUAL ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

Statement of Assets and Liabilities as at 31 March 2018

Cash Funds	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
NatWest Current Account	7,899.17	0.00	7,899.17	1,967.62
COIF Charity Deposit Account	31,351.33	0.00	31,351.33	32,274.70
Shawbrook Bank Deposit Account	31,413.55	0.00	31,413.55	31,035.18
TOTAL ASSETS:	70,664.05	0.00	70,664.05	65,277.50
Liabilities	0.00	0.00	0.00	2,803.57
NET ASSETS:	70,664.05	0.00	70,664.05	62,473.93

DESIGNATED RESERVES

	£
Current Account	7,899.17
Redundancy Reserve	2,000.00
Community Development Fund	16,000.00
Business Development Fund	2,500.00
General Reserve	10,851.33
Contingent Liabilities Fund (pension debt)	31,413.55
TOTAL:	70,664.05



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
OXFORDSHIRE PLAYING FIELDS ASSOCIATION

**On accounts for the year
ended**

31 MARCH 2018

**Charity no
(if any)**

304398

Set out on pages

(remember to include the page numbers of additional sheets)

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

In connection with my examination, no material matters have come to my attention ~~(other than that disclosed below*)~~ which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

M. Watkinson

Date:

19/6/2018

Name:

M. WATKINSON

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

CHARITY FINANCIAL CONSULTANT