

## TRUSTEES' ANNUAL REPORT 2018-19

### 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

David Astor, CBE

### 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, P Bramwell (from January 2019)

### 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 2018-19**

### **Hon Officers**

#### **Representatives of Statutory Authorities**

Oxfordshire County Council: Ms R Smith, RT Johnston, M Lygo  
West Oxfordshire District Council: Mrs EHN Fenton, Mr A Beaney

#### **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, P Bramwell

### **Subscribing members**

#### **Parish and Town Councils**

Adderbury	Cumnor	Kidlington	Stanton St John
Alvescot	Curbridge & Lew	Kidmore End	Steeple Aston
Appleford	Deddington	Kingston Bagpuize	Sutton Courtenay
Arcott	Dorchester	Leafield	Swalcliffe
Aston Rowant	Drayton (Abingdon)	Little Milton	Sydenham
Bampton	Ducklington	Mapledurham	Tetsworth
Beckley & Stowood	Duns Tew	Marcham	Uffington
Begbroke	East Challow	Middleton Stoney	Wallingford
Benson	East Hagbourne	Milcombe	Wardington
Berinsfield	East Hanney	Milton-u-Wychwood	Wendlebury
Binfield Heath	East Hendred	Nettlebed	Wheatley
Blewbury	Ewelme	North Hinksey	Witney
Bloxham	Eynsham	North Moreton	Woodcote
Bourtons	Finmere	Nuffield	Wootton (Abingdon)
Brize Norton	Freeland	Piddington	Wootton (Woodstock)
Cassington	Fringford	Radley	Yarnton
Chalgrove	Great Coxwell	Risinghurst&Sandhills	
Charlbury	Great Haseley	Rotherfield Peppard	<b>Voluntary groups</b>
Charlton on Otmoor	Grove	Sandford on Thames	Bloxham Rec Ground
Checkendon	Hanborough	Shiplake	Charney Bassett Hall/PF Trust
Chesterton	Henley	Shrivenham	Enstone PF Association
Chinnor	Hethe	Shutford	Great Milton Rec Ground
Chipping Norton	Highmoor	Sibford Ferris	Noke PF Trust
Combe	Hook Norton	Sonning Common	Nuneham C'tnay Sports&PFA
Cropredy	Horspath	South Newington	S Oxford Adventure Playgrnd
Crowmarsh	Islip	Standlake	Wheatley PF Trust
Culham	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.
- Advise on means available through Fields In Trust and otherwise of protecting green spaces from inappropriate development.

## Summary of work and achievements during the year

### **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*

- 9 visits in Oxfordshire and 9 visits in Northamptonshire to advise on local improvement projects

#### *Newsletter and information sheets*

- 4 editions of our electronic Oxfordshire Newsletter and 3 editions of our electronic South Northamptonshire Newsletter
- We have produced a range of 19 practical information sheets (listed on our website). During the year we up-dated the following sheets:
  - Sources of funding – one for Oxfordshire and one for Northamptonshire
  - Problems with dogs
  - Notices
  - Maintenance Contractors
  - Outdoor Fitness Equipment

*Answers to individual queries* by letter, phone or e-mail – 47 local Oxfordshire organisations and 17 Northamptonshire organisations helped.

Our advice has helped parishes to provide new or improved outdoor recreational facilities which are good quality and cost-effective and meet local needs. In some cases, our advice has led directly to funding being obtained for a local project.

We have worked with a number of parishes which have had new housing development over the past year or have development to come, in order to help them to start to improve their facilities, so they are better placed to meet the needs of an increased population. Where S106 funding is available, engagement is achieved with parishes and guidance provided, so that parishes can produce robust spending plans.

### **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.

In support of this development we consider that project management work of this kind is in furtherance of OPFA's objects and in particular the first object ("to advise on and assist in the provision of adequate playing fields and playgrounds for the purpose of outdoor games, sports and pastimes"). This has been supported by advice obtained from a specialist accountancy firm, who have judged this work to be primary purpose trading.

We see this as an appropriate extension of our core work. The same technical knowledge of how to provide, improve and protect safe high quality outdoor recreational facilities is required for the project management work. The difference is that the knowledge and advice is provided to the client in return for a fee and our Community Development Officer has a more "hands-on" role in the management of some of the project stages on behalf of the client.

We see this work as ensuring that local projects to provide or improve facilities benefit from OPFA's professional experience and knowledge and are managed and delivered in the best possible way for the benefit of local facility managers and users.

We should remember that we began to move into the provision of project management services under contract because West Oxfordshire District Council and Witney Town Council needed these services and considered that the OPFA was the best source of relevant experience and knowledge as well as an understanding of how to work with community organisations that they could find.

It is now becoming clear that a number of the larger parishes in the county are also beginning to have this need and are looking to the OPFA from past experience of our core service.

The charity can therefore be said to be responding to a new local community need through this part of our service. Given the more in-depth nature of the advice and management services provided and the amount of time spent on a particular project for the benefit of a particular parish, it is appropriate to provide this part of our service on a contract basis, so long as our charges provide sufficient income to support our other charitable objectives.

Contracted work carried out during the year in question has been as follows:

#### Madley Park, Witney, West Oxfordshire

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.

During this year, the work has involved supporting meetings of the project Steering Group; liaising with interested local agencies and playground equipment suppliers on design issues, giving advice and support where necessary on funding applications and the project budget, and dealing with project timings.

#### Ralegh Crescent, Witney, west Oxfordshire

Witney Town Council asked OPFA to take on the Project Manager role for a project to refurbish an existing play area, using S106 funding. The CDO was involved in managing the tender process with officers of the Town Council and project-managed the installation of the play area in Autumn/Winter 2018/19.

#### Crowmarsh, South Oxfordshire

The CDO was appointed Project Manager in Autumn 2018 for a new play area project in this parish to take effect when funding had been obtained by the Parish Council. The project was completed and officially opened in April 2019 and has been a big success, with the new play area proving very popular.

#### Deddington, Cherwell

In April the OPFA was employed by Sacha Barnes Ltd to take on a supporting role in a project to install a new play area and multi-use games area (MUGA) at the Windmill Centre in Deddington. The CDO supported the main project manager, with work including review of tender and contract documentation, liaison with Sport England and Cherwell DC over planning issues, and review of tender submissions for the play area element.

## **Provide opportunities for recreation space managers to share ideas and information**

Playground Inspection Training event in Oxfordshire March 2019 (11 participants) and a similar event in South Northamptonshire April 2019 (7 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 Play Association Trustees
- Oxfordshire Stronger Communities Alliance
- National CPFA Support Committee/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
- South and Vale Youth Partnership
- Oxford City Playing Pitch Strategy Steering Group
- Brackley Youth Engagement
- South Northants Funding Fair
- Playground Safety Standards Roadshow

## **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.

## **Advise on means available through Fields In Trust and otherwise of protecting green spaces from inappropriate development.**

Articles about Fields in Trust have been included in the the Oxfordshire and Northamptonshire OPFA newsletters and FIT protection has been promoted to individual communities, where relevant.

FIT protects land through a Deed of Dedication, which is a legally-binding document protecting each site for future generations to enjoy. Deeds of Dedication are promoted to the landowners of outdoor recreational sites including sports clubs, private individuals and local authorities.

## **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
- Royal Society for the Prevention of Accidents (RoSPA)
- Sports and Play Construction Association (SAPCA)

Our 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, Nicole, 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. (We are sorry that our next Annual Report will need to record our farewells to Nicole, who will be leaving OPFA in October 2019 to take up a new role with a national charity.)

**Notes on the accounts**

**INCOME**

We are extremely grateful to Cherwell District Council and South Northamptonshire District Council for continuing their invaluable revenue support for our work and are pleased to offer a more concentrated service to communities in those Districts in return. It should be explained that we received 2 CDC annual grants of £2,500 each during the year in question – one for the year 2018-19 and one in advance for the following 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.

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

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. We are grateful to Charles Ponsonby for leading on appeals to charitable trusts. As a result of a series of requests submitted during the year, we were delighted to receive grants from the following:

	<b>£</b>
Tom Hall Charitable Trust	200.00
Marston Charitable Trust	100.00
Ammco Charitable Trust	500.00
Doris Field Trust	500.00
Lord Faringdon Charitable Trust	1,500.00
Local Trust wishing to remain anonymous	2,500.00
Ormonde Charitable Trust	750.00

An application submitted to the JA Pye Charitable Settlement resulted in a grant of £500.00, which was much appreciated.

**EXPENDITURE**

**Pension Liability**

OPFA participates in the Pensions Trust Growth Plan pension scheme: a multi-employer scheme. The scheme is classified as a 'last-man standing arrangement'. Therefore the OPFA is

potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal 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 potential 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.

A full actuarial valuation for the Growth Plan scheme was carried out at 30 September 2017. This valuation showed a deficit. To eliminate the funding shortfall, participating employers are being asked by the Pensions Trust to pay additional annual contributions to the scheme over a 10 year period beginning in 2017.

Where a scheme is in deficit and where an employer has agreed to a deficit funding arrangement, the employer has to recognise a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using a discount rate.

The OPFA's liability is currently £9,460.00 and this is shown in our Statement of Assets and Liabilities. A detailed paper giving further information about the liability and how it is calculated can be viewed on the OPFA website.

**RESERVES POLICY** (see statement of designated reserves on page 10)

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.

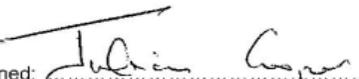
**The Trustees declare that they have approved this Trustees' Report.  
Signed on behalf of the Charity's Trustees:**

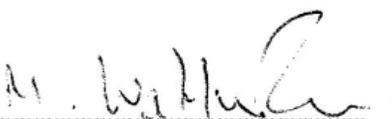
<b>Signature</b>		
<b>Full name</b>	ROBIN TIMOTHY JOHNSTON	ELISABETH SARAH BICKLEY
<b>Position</b>	Chair	Vice-Chair
<b>Date</b>	2 September 2019	2 September 2019

**OXFORDSHIRE PLAYING FIELDS ASSOCIATION**  
**RECEIPTS & PAYMENTS STATEMENT FOR THE YEAR ENDED 31 MARCH 2019**

RECEIPTS	2019		2018		PAYMENTS	2019		2018	
	£		£			£		£	
South Northants DC grant	3,500.00	7,000.00	Salary	14,329.16	13,351.11				
Cherwell DC grant	5,000.00	2,500.00	Current pension	680.61	641.90				
Donations	6,570.00	3,020.00	Pension debt payments	1,654.32	1,606.20				
Membership subscriptions	5,905.05	6,747.05	Office costs	2,073.14	2,281.47				
Advertising/Sponsorship	1,152.00	1,118.00	Travel	1,738.25	1,460.76				
Seminar fees	595.00	552.50	Insurance	622.17	621.15				
Contract work	7,400.75	7,909.92	Training/Conference	0.00	444.00				
Misc.	0.00	150.00	Seminar costs	390.00	381.80				
COIF account interest	129.80	76.63	Subscriptions	68.20	118.20				
Shawbrook Bank Deposit Account interest	345.55	378.37	Meeting & Trustee Expenses	329.98	195.76				
			Misc.	378.00	160.00				
<b>SUB TOTAL (Unrestricted)</b>	<b>30,598.15</b>	<b>29,452.47</b>	<b>SUB TOTAL (Unrestricted)</b>	<b>22,263.83</b>	<b>21,262.35</b>				
<b>RESTRICTED FUND</b>			<b>RESTRICTED FUND</b>						
			Salary	0.00	203.57				
			Office costs	0.00	0.00				
			Travel	0.00	0.00				
			Management & overheads	0.00	100.00				
			Transfer of balance to National Cttee	0.00	2,500.00				
<b>SUB TOTAL (Restricted)</b>	<b>0.00</b>	<b>0.00</b>	<b>SUB TOTAL (Restricted)</b>	<b>0.00</b>	<b>2,803.57</b>				
<b>TOTAL RECEIPTS</b>	<b>30,598.15</b>	<b>29,452.47</b>	<b>TOTAL PAYMENTS</b>	<b>22,263.83</b>	<b>24,065.92</b>				
NatWest Current A/C Opening Balance	7,899.17	1,967.62	Closing NatWest Current A/C	15,258.14	7,899.17				
COIF Charity Deposit A/C Opening Balance	31,351.33	32,274.70	Closing COIF Charity Deposit A/C	16,981.13	31,351.33				
Shawbrook Bank Deposit A/C Opening Balance	31,413.55	31,035.18	Closing Shawbrook Bank Deposit A/C	31,759.10	31,413.55				
CAF 12 Month Fixed Rate Saver Opening Balance	0.00	0.00	Closing CAF Fixed Rate Saver A/C	15,000.00	0.00				
<b>TOTAL</b>	<b>101,262.20</b>	<b>94,729.97</b>	<b>TOTAL</b>	<b>101,262.20</b>	<b>94,729.97</b>				

SUMMARY			
	2019	2018	
Total Receipts	30,598.15	29,452.47	
Total Payments	22,263.83	24,065.92	
Net of receipts/(payments)	8,334.32	5,386.55	

Signed:   
 Hon Treasurer

Signed:   
 Independent Examiner

**OXFORDSHIRE PLAYING FIELDS ASSOCIATION  
ANNUAL ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019**

**Statement of Assets and Liabilities as at 31 March 2019**

<b>Cash Funds</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2019 £</b>	<b>Total 2018 £</b>
NatWest Current Account	15,258.14	0.00	15,258.14	7,899.17
COIF Charity Deposit Account	16,981.13	0.00	16,981.13	31,351.33
Shawbrook Bank Deposit Account	31,759.10	0.00	31,759.10	31,413.55
CAF 12 Month Fixed Rate Saver	15,000.00	0.00	15,000.00	
<b>TOTAL ASSETS:</b>	<b>78,998.37</b>	<b>0.00</b>	<b>78,998.37</b>	<b>70,664.05</b>
<b>Liabilities</b>	9,460.00	0.00	9,460.00	0.00
<b>NET ASSETS:</b>	<b>69,538.37</b>	<b>0.00</b>	<b>69,538.37</b>	<b>70,664.05</b>

**DESIGNATED RESERVES**

	<b>£</b>
Current Account	15,258.14
Redundancy Reserve	2,000.00
Community Development Fund	16,000.00
Business Development Fund	2,500.00
General Reserve	11,481.13
Contingent Liabilities Fund (pension debt)	31,759.10
<b>TOTAL:</b>	<b>78,998.37</b>



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 2019 Charity no (if any) 304398

Set out on pages (numeral) 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 31/03/2019

Responsibilities and basis of report As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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 (other than that disclosed below\*) 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 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: M. Watkinson Date: 21/07/2019

Name: MICHAEL WATKINSON

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