



**MASTER PARK
MANAGEMENT COMMITTEE**
PO Box 164
Oxted, Surrey RH8 9WE
Telephone: 07908 014525
Email: hello@masterparkoxted.org
Website: www.masterparkoxted.org

Registered Charity Number: 200846

**COMMITTEE OF MANAGEMENT OF
MASTER PARK, OXTED**



**STATEMENTS OF ACCOUNTS
FOR YEAR ENDED 31st MARCH 2019**



Registered Charity No. 200846

COMMITTEE OF MANAGEMENT OF MASTER PARK OXTED

Charity number: 200846

Contact address: Master Park Management Committee
PO Box 164
Oxted
RH8 9WE

Bankers: Barclays Bank
Sevenoaks Group
80 High Street
Sevenoaks
Kent
TN13 1LR

Independent Examiner: R. Thomas

Members of the Management Committee

P. McNaughton (Chairman - 15/01/19) – (Oxted Tennis Club)
A. Batchelor (Elected Trustee)
R. Pitt (Elected Trustee)
G. Kearns (Elected Trustee – 18/07/18)
I. Beagley (Oxted Football Club)
P. Trayner (Oxted & Limpsfield Cricket Club – 15/01/19)
A. Starr (Treasurer – Co-Opted Trustee – 15/01/19)
R. Sayer (Co-Opted Trustee – 15/01/19)

Ex- Committee Members

K. Willis (Treasurer) – resigned 18/07/18
V. Hadida (Co-opted) – resigned 18/07/18
H. Webber (Chairman) – resigned 22/11/18
K. Powell (Oxted & Limpsfield Cricket Club) – resigned 22/11/18
T. Kulp (Co-opted) – resigned 05/12/18

INDEPENDENT EXAMINER'S REPORT TO THE COMMITTEE OF MANAGEMENT OF MASTER PARK, OXTED, SURREY

I report on the accounts of the Trust for the year ended 31st March 2019 which are set out on pages 7 to 13.

Respective Responsibilities of Committee and Examiner

The Trust's Management Committee is responsible for the preparation of the accounts; it considers that the audit requirement of Section 144 of the Charities Act 2011 (the Act) does not apply and that an independent examination is needed. It is my responsibility to examine the accounts under Section 145 of the Act and state, on the basis of procedures specified in the General Directions given by the Charity Commission under Section 145(5) (b) of the Act, whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Management Committee 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 you as 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 matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with Section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act.

have not been met, : or

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
R. Thomas

Dated: 2019

COMMITTEE OF MANAGEMENT OF MASTER PARK, OXTED, SURREY TRUSTEES REPORT FOR THE YEAR ENDED 31st MARCH 2019

The Trustees present their report and accounts for the year ended 31st March 2019.

Constitution, Objects and Policies

Master Park was constituted under a Deed dated 16th March 1923 and its object was to lay out and reserve a parcel of land now known as Master Park for the healthy recreation and amusement of the inhabitants of the parish of Oxted. A further parcel of land was conveyed into the Trust on 1st July 1946 and the original Trusts have been varied by two schemes of the Charity Commissioners dated 20th August 1982 and 6th November 2001 to update the administration of The Committee of Management. Oxted & Limpsfield Cricket, Oxted & District Football and Oxted Lawn Tennis Clubs may each appoint one representative to the Committee. Four committee members should be elected annually at the AGM and two more co-opted by the Committee. In the event that four members are not elected at the AGM the Committee may co-opt a further two members to the Committee.

The trustees have had regard to the Charity Commission guidance on public benefit

Annual Review and Future Developments

Ground

Our main revenue streams are from the sports clubs, events on the park, donors, Friends of the Park and the invaluable help from Tandridge District Council and the Oxted Parish Council.

The Committee is very grateful for the number of donations received in the year from members of the public. We hope to encourage more of the local community to become "Friends of the Park".

Tandridge District Council kindly continued to cut the grassy areas which saves the Committee much money. In addition, the Committee employed a contractor to cut the edges and in between trees.

The finances were assisted by the park being utilised for the very successful Beer Festival. The park continues to be indebted to the Rotary Club of Titsey who donated £2,200 to the park following the very successful car boot sales on the park.

The Committee thanks Oxted Parish Council for annual funding of £4,000 towards the cost of refuse collection by a third party and towards the cost of hedge and grass cutting.

However, the Committee struggles to raise enough funds each year to carry out the many projects it wishes to do and for this reason the Committee has sought Planning Permission to build a new Pavilion (to replace the old Pavilion which is now unfit for purpose).

This will be a multi-use facility, generating much needed funds to help maintain the Park as well as meeting the high requirements now needed for the Football & Cricket Clubs as stated by their governing bodies.

Children's playground

The playground continues to be very widely used by both able-bodied and disabled children. However, soon many of the pieces of equipment will need replacing and funds will need to be found.

COMMITTEE OF MANAGEMENT OF MASTER PARK, OXTED, SURREY TRUSTEES REPORT FOR THE YEAR ENDED 31st MARCH 2019 (continued)

New Pavilion

A new subsidiary charity, **Master Park Pavilion Charity**, has been established to progress the new pavilion project's fund raising. The new charity has seven Trustees, 3 members appointed by the Master Park charity, 2 by Oxted Football Club and 2 by Oxted and Limpsfield Cricket Club. The Group is defined as small under The Companies Act and has produced separate accounts for The Pavilion Charity.

Finance

As a result of successful fundraising over the last few years and the considerable financial help from Oxted Parish Council the park is now in a stable financial position.

Income arises from lettings to the sports clubs, fair and other organisations, donations and covenants and grants from local authorities.

There was a deficit for the year on the General Fund of £4,496 which, when added to the funds brought-forward gave a total General Fund of £34,258 at 31st March 2019. The asset-replacement fund stands at £8205.

Administration

In July 2018 an Annual General Meeting was held and the following Trustees were elected:

1. Batchelor
2. G. Kearns
3. R. Pitt
4. H. Webber

5. T. Kulp was co-opted by the Committee as Trustee.

V. Hadida and K. Willis resigned

In addition to the five Trustees mentioned above, there are three Trustees nominated from the Sports Clubs, namely:

1. P. McNaughton (Oxted Tennis Club)
2. I. Beagley (Oxted Football Club)
3. K. Powell (Oxted & Limpsfield Cricket Club)

Events

In addition to regular use by the sports clubs, the park was used for the Beer Festival, Scouts Bike Sales, Round Table Carnival, Rotary Club of Titsey Boot Fairs and Oxted Rotary Pram Race. Shaw's Fair continues to visit the park twice a year.

COMMITTEE OF MANAGEMENT OF MASTER PARK, OXTED, SURREY TRUSTEES REPORT FOR THE YEAR ENDED 31st MARCH 2019 (continued)

Statement of Trustees Financial Responsibilities

The Trustees are required to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the Charity and of its results for that period. In preparing these financial statements, they are required to:

- (a) select suitable accounting policies and apply them consistently;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) prepare the financial statements on a going concern basis unless it is inappropriate to assume that the Charity can continue.

They are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approval

This report and accounts were approved by the Trustees on 5th August 2019 and signed on their behalf by

.....
Pammy McNaughton
Chairman

.....
Tony Batchelor
Trustee

COMMITTEE OF MANAGEMENT OF MASTER PARK, OXTED, SURREY
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2019

GENERAL FUND INCOME AND EXPENDITURE

	2019	2018
INCOME		
Rents Received		
Sports Clubs	3106	3106
Other lettings	<u>20506.75</u>	<u>17578.7</u>
	23612.75	20684.7
Donations tax including tax claim	5229.64	11079.14
Donations non-tax	3535.15	<u>1466</u>
	8764.79	12545.14
Grants and Donations		
Oxted Parish Council	5000	900 4000 <u>450</u>
	5000	5350
Income from Sports Clubs	9535.13	6491
TOTAL INCOME	46912.67	45070.84

COMMITTEE OF MANAGEMENT OF MASTER PARK, OXTED, SURREY
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2019

GENERAL FUND INCOME AND EXPENDITURE (CONT.D)

	2019	2018
EXPENDITURE		
Electricity	2303.86	3015.37
Insurance	1424.26	1793.95
Water	905.46	1056.34
TDC Rates	204.6	198.79
Secretarial/Sundry	0	744.08
Playing Field Association	10	10
Pest Control	280	400
Trustees insurance	<u>500</u>	<u>441.95</u>
	5628.18	7660.48
Maintenance		
Pavillion repairs	11370.31	1004.7
Ground - labour and equipment	5505	5700
Sundry Expenses	3597.62	1193.49
Tree Maintenance	1776	1500
Playground repairs	5421.6	4516.8
Grass	5808	5460
Refuse/waste disposal	9902.75	8415.38
Playground insurance	500	500
New bench and fence works	0	8117.95
Northern Boundary works	0	1440
Memorial Benches	1900	0
Fire extinguishers and servicing	0	150.78
	45781.28	37999.1
TOTAL EXPENDITURE	51409.46	37999.1
SUMMARY OPERATING SURPLUS		
General Income Total	46912.67	45070.84
General Expenditure Total	51409.46	45659.58
Net/(Deficit)/Surplus for the year	-4496.79	-588.74

COMMITTEE OF MANAGEMENT OF MASTER PARK, OXTED, SURREY
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2019

	Unrestricted Funds		2019 TOTAL	2018 TOTAL
	General Fund	Asset Replacement Fund		
INCOMING RESOURCES				
Donations, legacies, grants and tax reclaimed	13764.79		13764.79	17895.14
Income from activities in furtherance of charitable objects	20506.75		20506.75	27175.7
Income from activities for generating funds				
Investment income		64.29	64.29	41.29
Other income	12641.13		12641.13	
RESOURCES EXPENDED	46912.67	64.29	46976.96	45112.13
Costs of generating funds				
CHARITABLE EXPENDITURE				
Grants payable in furtherance of charity's objects	50563.47		50563.47	47932.7
Expenditure on activities in furtherance of charity's objects				
Support costs of charitable activity	845.99		845.99	754.08
Management and administration expenditure	51409.46		51409.46	48686.78
Net (outgoing) incoming resources				
Transfers between funds				
Net (outgoing)/incoming resources after transfers	-4496.79	64.29	-4432.5	-3574.65
Unrealised gains/(losses) on revaluation of tangible fixed assets				
Gains/(losses) on the disposal and revaluation of investments	-4496.79	64.29	-4432.5	-3574.65
Movement on funds for the year	38754.98	8141.01	46895.99	50470.64
Brought forward balances	34258.19	8205.3	42463.49	46895.99
Fund balances at the year end.				

**COMMITTEE OF MANAGEMENT OF MASTER PARK,
OXTED, SURREY
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED
31st MARCH 2019**

1. Basis of Accounting

1.1. General

The financial statements are prepared under the historical cost convention.

1.2. Income and Expenditure

Donations are accounted for when received and income tax recoverable on gift aid donations is recognised when the related income is recognised. Grants and legacies to the charity are accounted for when notified, the amount is quantifiable and its ultimate receipt is reasonably certain.

1.3. Land and Buildings

The land now known as Master Park was originally donated to the inhabitants of the Parish of Oxted for their recreational use. No consideration was incurred in 1923. The land is held by the Official Custodian who is a member of the Charity Commission. No market value is placed on the land as it cannot be sold. The pavilion is currently insured for £502,000.

1.4. Equipment

Various items of purchased equipment are used by the Charity for the maintenance of the Park. The equipment is not capitalised as it has a short life expectancy.

1.5. Donations in Kind

Master Park benefits from the voluntary efforts of some local citizens, in particular, the Trustees. The members of Oxted Football and Cricket Clubs provide assistance in maintaining the grounds. Tandridge District Council generously provided grass-cutting services during the financial year.

2. Trustees and Employees Remuneration

During the year the Trustees did not receive any reimbursement of expenses or remuneration from the charity (2018: £ NIL).
There were no paid employees (2018: £ NIL).