



**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 2021**



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

Name	Position	Joined	Additional Role
Ms P McNaughton	Trustee	07.01.2000	Oxted Lawn Tennis Club Rep
		15.01.2019	Chairman
Mr A. Batchelor	Elected Trustee	15.11.1999	
Mr R Pitt	Elected Trustee	13.01.2007	Vice Chairman
Mr I Beagley	Trustee	07.07.1996	Oxted & District Football Club Rep
Mr G Kearns	Elected Trustee	18.07.2018	
Mr P Trayner	Trustee	15.01.2019	Oxted & Limpsfield Cricket Club Rep
Ms A Starr	Co-Opted Trustee	15.01.2019	Treasurer
Mr R Sayer	Co-Opted Trustee	15.01.2019	
Mr A Campbell	Elected Trustee	17.07.2019	

Ex- Committee Members since 2018

K. Willis (Treasurer) – resigned 18.07.2018

V. Hadida (Co-opted) – resigned 18.07.2018

H. Webber (Chairman) – resigned 22.11.2018

K. Powell (Oxted & Limpsfield Cricket Club) – resigned 22.11.2018

T. Kulp (Co-opted) – resigned 05.12.2018

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 2021 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: 2021

COMMITTEE OF MANAGEMENT OF MASTER PARK, OXTED, SURREY TRUSTEES REPORT FOR THE YEAR ENDED 31st MARCH 2021

The Trustees present their report and accounts for the year ended 31st March 2021.

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 Lawn Tennis Club, Oxted & District Football Club and Oxted & Limpsfield Cricket Club 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, a contractor cuts the hedges and in between trees.

The finances were severely curtailed in 2020 (as they were for many charities around the world) due to the covid pandemic. We lost all the income from our annual events and were very grateful for the Covid grant of £10,000 offered by Tandridge District Council to help local charities & clubs. This helped with our ongoing costs of litter and waste removal and we were extremely frugal in our spending - only spending on absolute essentials such as litter and the children's playground.

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.

Children's playground

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

COMMITTEE OF MANAGEMENT OF MASTER PARK, OXTED, SURREY
TRUSTEES REPORT
FOR THE YEAR ENDED 31st MARCH 2021 (continued)

New Pavilion

A new subsidiary charity, **Master Park Pavilion Charity** (MPPC), has been established to progress the new pavilion project's fund-raising. Once this new pavilion is built, MPPC will return all operations and management of the building to the Master Park Management Committee (MPMC). The MPPC 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, summer events on the Park such as fun fairs, pram race, beer festival, boot fairs etc., rents from the sports clubs, donations, covenants and grants from local authorities.

There was a surplus for the year on the General Fund of £11069.13 which, when added to the funds brought-forward gave a total General Fund of £53532.62 at 31st March 2021.

Administration

There was no AGM in 2020. A phone call was made to the Charities Commission asking for guidance regarding AGMs and lockdowns. We followed their advice and informed the community that we would not be having an AGM and that this would now take place in July of 2021.

In absence of an AGM the following Trustees remained as is:

Elected Trustees

1. Mr A Batchelor
2. Mr R Pitt
3. Mr G Kearns
4. Mr A Campbell

Co-Opted Trustees

5. Ms A Starr was co-opted by the Committee as Trustee.
6. Mr R Sayer was co-opted by the Committee as Trustee

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

1. Ms P McNaughton (Oxted Lawn Tennis Club)
2. Mr I Beagley (Oxted & District Football Club)
3. Mr P Trayner (Oxted & Limpsfield Cricket Club)

**COMMITTEE OF MANAGEMENT OF MASTER PARK, OXTED, SURREY
TRUSTEES REPORT
FOR THE YEAR ENDED 31st MARCH 2021 (continued)**

Activities

All 2020 activities were cancelled in accordance with government guidelines. Cricket, Football and Tennis matches took place, again only as and when government guidelines and governing sporting bodies permitted.

What became glaringly apparent is how **VITAL** parks are to communities for: well-being, exercise, mental health, socialising and community spirit.

Master Park became the true **hub of the community** and we are even more determined that it stays that way.

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 2021
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 2021**

GENERAL FUND INCOME & EXPENDITURE

	2021	2020
INCOME		
Rents received		
Sports Clubs	4403.00	4040
Other lettings	<u>13988.48</u>	<u>18893.80</u>
	18391.48	22939.80
Donations (Gift Aided)	3333.00	3983
Donations (Non-tax)	9137.96	<u>7373.50</u>
Tax claim - current year	<u> </u>	<u>7.65</u>
	12470.96	13423.25
 Grants and Donations		
Donations for new benches		1690.00
Oxted Parish Council	6000	4000
Pram race	<u> </u>	<u>0</u>
	6000	6190
Income from Sports Clubs	<u>3400</u>	<u>9221.19</u>
TOTAL INCOME	<u>40262.44</u>	<u>49,480.16</u>

COMMITTEE OF MANAGEMENT OF MASTER PARK, OXTED, SURREY
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st MARCH 2021

GENERAL FUND INCOME & EXPENDITURE (continued)

	2021	2020
EXPENDITURE		
Electricity	3232.95	3337.18
Insurance	1636.59	1611.87
Water rates	525.14	654.01
TDC rates	53.48	209.16
Secretarial/Sundry	0.00	255.00
Playing Field Assoc	10.00	10
Pest control	240.00	306.00
Officers insurance	500.00	<u>500</u>
	6198.16	6883.02
 Maintenance		
Pavilion repairs	489.92	1672.58
Ground - labour & equipment	5027.83	17086.13
Sundry repairs/costs	3658.09	2961.05
Tree maintenance	8628.00	273.00
Playground maintenance and repairs	1686.60	5210.82
Grass cutting	0.00	4680.00
Refuse and Waste disposal	2838.34	9324.04
Playground insurance	500.00	500
Northern Boundary works	0	0
New bench and fence works	0	0
Memorial Benches	0	1919.95
Fire extinguishers and servicing	166.37	<u>160.74</u>
	22995.15	43793.31
 TOTAL EXPENDITURE	 29193.31	 50671.53
 SUMMARY OPERATING SURPLUS		
General Income Total	40262.44	49480.16
General Expenditure Total	29193.31	50671.53
 Net (Deficit)/Surplus for Year	 11069.13	 -1191.37

COMMITTEE OF MANAGEMENT OF MASTER PARK, OXTED, SURREY
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31st MARCH 2021

	General Fund	Asset Replacement Fund	2021 TOTAL
INCOMING RESOURCES			
Donations, legacies, grants and tax reclaimed	12470.96		12470.96
Income from activities in furtherance of charitable objects	18391.48		18391.48
Income from activities for generating funds			0.00
Investment income		0.00	0.00
Other income	9400.00		9400.00
	<hr/> 40262.44		<hr/> 40262.44
CHARITABLE EXPENDITURE			
Grants payable in furtherance of charity's objects			
Expenditure on activities in furtherance of charity's objects	29193.31		29193.31
Support costs of charitable activity			0.00
Management and administration expenditure			0.00
	<hr/> 29193.31	0	<hr/> 29193.31
Net (outgoing) incoming resources	11069.13	0.00	11069.13
Transfers between funds	75.42	-75.42	0.00
Net (outgoing)/incoming resources after transfers	<hr/> 11144.55	-75.42	<hr/> 11069.13
MOVEMENT ON FUNDS FOR THE YEAR	11144.55	-75.42	11069.13
Transfers between funds	8205.30	-8205.30	
Brought forward balances	34258.19	8205.30	42463.49
FUND BALANCES AT END OF YEAR	<hr/> 53608.04	-75.42	<hr/> 53532.62

**COMMITTEE OF MANAGEMENT OF MASTER PARK, OXTED, SURREY
BALANCE SHEET AT 31st MARCH 2021**

	General Fund	Asset Replacement Fund	2021 TOTAL
FIXED ASSETS			
Land and Buildings	1.3		
Equipment	1.4		
CURRENT ASSETS			
National Savings Bank	0.00	0.00	0.00
Barclays Bank Current Account	48628.44		48628.44
COIF Deposit	0.00		0.00
Tax recoverable	2066.75		2066.75
Amount due from Sports Clubs	0.00		0.00
Other debtors and prepayments	0.00		0.00
	50695.19	0.00	50695.19
CURRENT LIABILITIES			
Amounts due for services	500.00		500.00
	50195.19	0.00	50195.19
NET CURRENT ASSETS			
	50195.19	0.00	50195.19
FUNDS			
Balance brought forward	34258.19	8205.30	42463.49
Surplus/(Deficit) for year	11144.55	-75.42	11069.13
Transfer between fund	8205.30	-8205.30	0.00
	53608.04	-75.42	53532.62

**COMMITTEE OF MANAGEMENT OF MASTER PARK,
OXTED, SURREY
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED
31st MARCH 2021**

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 (2020: £ NIL).
There were no paid employees (2020: £ NIL).