

BURWASH WEALD AND COMMON MEMORIAL FUND PLAYING FIELD
Registered Charity Number 282296



Annual Report and Accounts
01/04/2020 – 31/03/2021

AGM 2021

Governance, No Changes in 2021



Registered Trustees	Policies Adopted	Objectives
Janet Hillyer	Safeguarding of Children, Young People and Adults at Risk	<i>“To hold the property upon the trusts... for the purposes of the Recreation Grounds Act 1859”</i>
Jeremy Richardson	Protection of Data to GDPR	To provide support and facilities for Village Sports Clubs
Nick Padgham	Complaints Management	To provide support and facilities for Individual Exercise
Graham Lewis	Financial Risk Management	To provide meeting facilities for local clubs, societies and residents
David Elmslie	Related Parties Transactions	To maintain and improve the Playing Fields and Pavilion facilities

Covid Year in Numbers

compared to Apr 2019 – Mar 2020



- 11 Group Pavilion Bookings (includes multiple) cf 223
- 16 bookings providing space for dance students
- Toddlers and other groups able to meet outside
- 0 Private Parties cf 41
- 0 Occasions the Bar was Open cf 142

Headlines



- Most bookings cancelled or reduced in scale but enabled key support groups to continue when allowed, provide safe space for dance students.
- Rother Council Grant to Bar enabled us continue maintenance, etc., and to support small-number support groups (such as Mother and Baby)
- ~ £500 out-of-date bar stock written off
 - non-alcoholic products donated to local care home whilst still just in date
- Playground surface and gates refurbished.
- Risk Assessments, notices, etc., allowed safe use of Playground and Field
- WiFi installed and available to users inside and outside pavilion
- Cricket continued under guidelines, plus some snooker
- No fete
- Lytch Gate affected by weather and restrictions but foundations laid
 - Waiting good weather suitable for the special mortar used
- Phil and Heather, our caretakers for 11 years left the UK at the end of 2020

Finance Summary (figures to nearest £500)

Income and Reserves

• Rother Covid Grant:	£10,000
• Other Income:	£3,000
• Expenses:	<u>£10,900</u>
• Income – Expenditure:	£2,100
• Strategic Reserve:	£25,000
• Project Reserves:	£19,900
• Unallocated Reserves:	<u>£330</u>
• Total Reserves:	£45,800

Major Income and Expenditure

• Income (Pavilion + Bar gross):	
• All Bookings:	£1,000
• Grants:	£12,000
• Expenditure	
• Caretaking & Maintenance:	£5,700
• Insurance:	£0*
• Lych Gate Foundations, etc.:	£1,600
• Licences	£900†

Notes:

* *Insurance payment shifted into 2021-22*

† *PPRS under negotiation)*

Official Finance Statements PF Income



Playing Fields Profit & Loss Account	2020/21	2019/20	Budget 21/22	Risk Budget
Income				
1 Pavilion Bookings	£843	£7,908	£3,500	£1,000
2 Pavilion Club Service Charge	£9,592	£6,725	£3,000	£1,000
3 Fete	£0	£4,214	£1,500	£0
Donations				
4 Donations	£410	£4,251	£500	£0
Lych Gate Donations	£257	£277	£100	£100
5 Grants	£2,020	£2,000	£1,000	£500
6 Snooker Tables	£0	£778	£200	£100
Other				
Bank Interest	£10	£32	£0	£0
Electricity Wayleave	£22	£21	£21	£21
Total Income	£13,153	£26,206	£9,821	£2,721

Note that the 2021-2 budget now assumes 50% income loss.

The Risk Budget assumes a winter shutdown.

Both assume we complete some, but not all, of the planned projects

Official Finance Statements PF Spend



Playing Fields Profit & Loss Account	2020/21	2019/20	Budget 21/22	Risk Budget
1 Projects				
Major Projects				
Mower	£0	£800	£0	£0
Security And Alarm Upgrade	£0	£0	£4,000	£4,000
Heating repair and upgrade	£0	£0	£1,000	£1,000
Path and Fencing	£0	£3,868	£4,000	£0
Repairs to Playground	£776	£477	£0	£0
Lych Gate	£1,604	£528	£7,000	£7,000
Total Major Projects	£2,381	£5,674	£16,000	£12,000
Other Projects	£584	£2,868	£1,000	£1,000
Total 1 Projects	£2,964	£8,542	£17,000	£13,000
2 Pavilion Building Costs				
Electricity	£648	£671	£700	£400
Gas	£92	£115	£150	£100
Pavilion Running Costs & Maintenance	£5,675	£8,676	£4,000	£2,000
Property Insurance	£0	£1,719	£2,000	£2,000
Rates	£0	£0	£0	£0
Water Rates	£115	£165	£170	£100
Total 2 Pavilion Building Costs	£6,531	£11,347	£7,020	£4,600
3 Grounds Costs				
Grounds Maintenance	£0	£1,024	£1,000	£500
Playing Field Equip & Maint	£262	£482	£500	£0
Playing Field Fuel & Oil	£45	£63	£65	£0
Total 3 Grounds Costs	£308	£1,569	£1,565	£500
Cost of Fund Raising	£20	£1,745	£100	£0
Overheads				
Advertising and Entertainment	£0	£0	£0	£0
General Administrative Expenses				
General Office Costs	£13	-£1	£60	£60
Telephone and Internet	£231	£58	£400	£400
Total General Administrative Expenses	£244	£56	£460	£460
Licenses	£863	£846	£900	£900
Uncategorised Expenses	£0	£13	£15	£15
Total Overheads	£1,107	£915	£1,375	£1,375
Total Expenses	£10,929	£24,119	£27,060	£19,475

Note that the 2021-2 budget now assumes 50% income loss. The Risk Budget assumes a winter shutdown. Both assume we complete some, but not all, of the planned projects

Official Finance Statements PF Balance Sheet



Playing Fields Balance Sheet	2020/21	2019/20	Budget 21/22	Risk Budget
Assets				
Accounts Receivable	£0	£0	£0	£0
Barclays Deposit	£15,333	£15,323	£15,333	£15,333
Cash On Hand				
Money To Be Banked	£0	£107	£0	£0
Petty Cash	£489	-£10	£0	£0
Total Cash On Hand	£489	£97	£0	£0
Cheque Account	£24,903	£23,338	£10,317	£10,802
Loan to Subsidiary Company	£3,000	£3,000	£3,000	£3,000
Lych Gate Bank	£2,163	£1,906	£0	£0
Total Assets	£45,888	£43,664	£28,649	£29,134
Liabilities				
Accounts Payable	£0	£0	£0	£0
Total Liabilities	£0	£0	£0	£0
Net Assets	£45,888	£43,664	£28,649	£29,134
Equity				
Non Project Reserves				
Playground Repairs	£5,000	£5,000	£5,000	£5,000
Strategic Reserve	£19,000	£19,000	£19,000	£19,000
War Memorial Reserve	£1,000	£1,000	£1,000	£1,000
Total Non Project Reserves	£25,000	£25,000	£25,000	£25,000
Project Reserves				
Lych Gate Project	£4,586	£6,191	£0	£0
Heating Repair and Upgrade	£1,000	£0	£1,000	£1,000
PF Path	£9,655	£11,205	£1,300	£1,800
Security and Alarm Upgrade	£4,000	£0	£0	£0
Playing Field Drainage	£1,250	£1,250	£1,250	£1,250
Total Project Reserves	£20,491	£18,646	£3,550	£4,050
Retained Earnings	£397	£19	£99	£84
Total Equity	£45,888	£43,664	£28,649	£29,134

Note that the 2021-2 budget now assumes 50% income loss. The Risk Budget assumes a winter shutdown. Both assume we complete some, but not all, of the planned projects

It will be observed that in even the worst-case scenario we will maintain over 9 months income as reserves at the end of the financial year

Official Finance Statements Bar



BAR Profit & Loss Account	2020/21	2019/20
Income		
Sales Income	£378	£15,005
Grants	£10,000	
Total Income	£10,378	£15,005
Expenses		
Direct Costs		
Cost of Goods Sold	£785	£8,084
Total Direct Costs	£785	£8,084
Overheads		
Premises Costs		
Rent	£9,592	£6,725
Total Premises Costs	£9,592	£6,725
Travel	£0	£190
Bank Fees & Other Expenses	£0	£6
Total Overheads	£9,592	£6,921
Total Expenses	£10,378	£15,005
Net Income	£0	£0

BAR Balance Sheet	2020/21	2019/20
Assets		
Cash On Hand		
Money To Be Banked	£0	£494
Petty Cash		
Red Box	£257	£230
Safe Box	£0	£0
Till	£125	£79
Total Petty Cash	£382	£309
Total Cash On Hand	£382	£803
Cheque Account	£1,474	£768
Stock	£1,144	£1,929
Total Assets	£3,000	£3,500
Liabilities		
Accounts Payable	£0	£500
Shareholder Loan	£3,000	£3,000
Total Liabilities	£3,000	£3,500
Net Assets	£0	£0
Equity		
Retained Earnings	£0	£0
Total Equity	£0	£0

The bar is run at zero profit, any surplus being paid as a Service Charge to the Playing Fields Charity
All dated stock was written off or sold during 2020-21

Trustees' Official Report



- The Playing Fields and Pavilion has continued to thrive and to improve the facilities available to the village despite the restrictions of Covid-19.
- Thanks to the prudent actions of past and current committees, we are in a good financial position to weather the ongoing restrictions of social activity whilst continuing to make improvements as conditions allow.
We have funds to cover a continuation of restrictions as a result of our policy of keeping 12 months income in reserve.
- The provision of a business support grant was essential to continue our caretaking and maintenance of the facilities and we are grateful to Rother District Council for facilitating this.
- We are very grateful to the Parish Council for their provision of grants towards our major projects and, together with local and district councillors, the Residents Association and other local groups, in their ongoing practical support.