

# Carterton Town Council

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5th March 2026

**Chair:** Cllr L Wood  
**Vice-Chair:** Cllr M McBride

**Members:** Cllr J Guest, Cllr E Hatton, Cllr D Melvin

You are hereby summoned to attend an ORDINARY meeting of the **GRANTS COMMITTEE** on **Tuesday 10th March 2026 at 6.00pm** at the Town Hall.

Under the Openness of Local Government Bodies Regulations 2014 the Council's public meetings are recorded, which includes filming, audio-recording as well as photography.

In accordance with the council's standing orders any councillor or member of the public must inform all of those present if they wish to film, photograph, livestream or make an audio recording of meeting proceedings.

**We are proud to announce that Carterton Town Council has signed the Civility and Respect Pledge. The Council will treat all Members, Officers, and members of the public, with civility and respect at all times. We please ask that members of the public do the same.**

Simon Garwood  
**Town Clerk and Chief Officer**

## AGENDA

## PAGES

- 1. APOLOGIES**  
Committee to receive apologies for absence.
- 2. DECLARATIONS OF INTEREST and DISPENSATIONS**  
With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interests accordingly.
- 3. MINUTES OF THE PREVIOUS MEETING** **PAGES 3 - 5**  
Committee to approve the minutes of the Grants Committee meeting held on 16th December 2025.
- 4. PUBLIC PARTICIPATION**  
Members of the public are invited to speak on matters relating to this agenda. The period of time designated for public participation in accordance with Standing Orders shall not exceed 15 minutes, max. three minutes per person, and will be under the direction of the Chair.

**5. UPDATE ON THE GRANTS BUDGET AND PREVIOUS APPLICATIONS**

Committee to recommend to the Full Council that any funds remaining in the Grants budget for 2025-26 are reserved and then added to the Grants budget for 2026-27.

**6. GRANT APPLICATIONS FOR CONSIDERATION**

- a) To consider and make recommendations to the Town Council on a grant application from the Oxfordshire Play Association. **PAGES 6 - 61**
- b) To consider and make recommendations to the Town Council on a grant application from the West Oxfordshire Community Transport. **PAGES 62 – 67**
- c) To consider and make recommendations to the Town Council on a grant application from Save the Children towards the Carterton May Day Event 2026. **PAGES 68 – 73**
- d) To consider and make a recommendations to the Town Council on a grant application from Carterton Celebrates towards the Carterton Open Gardens Event 2026. **PAGES 74 - 77**

**7. DATE OF NEXT MEETING**

Committee to note that the date of the next meeting is to be confirmed pending the receipt of new applications for grants and available budget.

**Members of the Press and Public Welcome**

**Please click on any heading underlined to take you to the relevant supporting information.**



## Carterton Town Council

**DRAFT**

**A meeting of the GRANTS COMMITTEE was held on Tuesday 16 December 2025  
at 6.30pm in the Town Hall and was attended by the following:**

Chair: Cllr L Wood  
 Vice Chair: Cllr M McBride

Members: Cllr J Guest, Cllr D Melvin

In attendance: There were no members of the public present

Town Clerk: Mr S Garwood

ITEM	MINUTE	VOTE/ACTION
<b>G10/25-26/1</b>	<b>APOLOGIES</b>	
	<p>Apologies were received from Cllr E Hatton.</p> <p>The Clerk apologised for the meeting starting later than planned, which was due to the previous meeting overrunning.</p>	
<b>G11/25-26/2</b>	<b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b>	
	Cllr Wood declared an interest in the Carterton WI Hall grant application, due to her early involvement in a discussion group regarding Phase 1 and 2 of the refurbishment project.	
<b>G12/25-26/3</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>	
	The minutes of the meeting held on 8 July 2025 were approved as a true record and signed by the Chair.	Proposed: McB Seconded: JG All in favour
<b>G13/25-26/4</b>	<b>PUBLIC PARTICIPATION</b>	
	There were no members of the public present.	

<b>G14/25-26/5</b>	<b>UPDATE ON THE GRANT BUDGET AND PREVIOUS APPLICATIONS</b>	
	<p><b>Committee to note the budget remaining for 2025-2026.</b></p> <p>The Clerk said that there is currently £6,470 remaining in the budget. Recommendations from the Grants Committee for the two applications considered today will go to the Council meeting in January 2026, so this would probably be the last allocation for this financial year. The Clerk suggested that any remaining funds be rolled over to next year's budget.</p> <p><b>IT WAS RESOLVED</b> to recommend to Council that the money remaining in the budget after the grants are awarded today should be rolled over to the next financial year.</p>	<p>Proposed: JG  Seconded: LW  All in favour</p>
<b>G15/25-26/6</b>	<b>GRANT APPLICATIONS FOR FINANCIAL YEAR 2025/2026</b>	
	<p>The following grant applications were considered:</p>	
<b>(a)</b>	<p><u>Carterton Food Angels</u></p> <p>The Food Angels, operating from the former Day Centre building providing food parcels, community hub, meals and warm space facilities, seek a grant of £2,000 towards the cost of a dishwasher and cooker.</p> <p>It was noted that neither of the applications being considered had match funded up to 50% as stated in the policy. The Clerk said that there is a £2,000 limit on general grants and community events, but not for service level agreements. The committee could use its discretion when making an award.</p> <p><b>IT WAS RESOLVED</b> to recommend to Council that a grant of £2,000 be awarded to Carterton Food Angels.</p>	<p>Proposed: McB  Seconded: LW  All in favour</p>
<b>(b)</b>	<p><u>Carterton WI Hall</u></p> <p>Carterton WI Hall provides a warm and welcoming facility for their members and local community groups. The hall has been completely refurbished during 2025, with the exception of the kitchen, which will commence in 2026. A grant of £5,000 is sought towards the cost of refurbishing the kitchen, although any amount offered would be welcome.</p> <p>During the discussion, it was noted that the Council had previously awarded a grant of £20,000 to the WI, and the hall is extremely well used by the community.</p>	

	<b>IT WAS RESOLVED</b> to recommend to Council that a grant of £2,000 be awarded to Carterton WI Hall.	Proposed: McB Seconded: LW All in favour
<b>G16/25-26/7</b>	<b>DATE OF NEXT MEETING</b>	
	The Committee noted the date of next meeting is to be confirmed pending new applications for Grants and available budget.	

The meeting closed at 6.47pm.

Chair: .....

Date: .....



## CARTERTON TOWN COUNCIL

### APPLICATION FOR GRANT FUNDING (PLEASE COMPLETE IN BLOCK CAPITALS)

**PLEASE READ THE ATTACHED GUIDANCE NOTES BEFORE COMPLETING THIS FORM**

<b>(1) Your Organisation</b>			
Name of Organisation:	Oxfordshire Play Association (OPA)		
[REDACTED]			
[REDACTED]			
Postcode:	[REDACTED]	Telephone No:	[REDACTED]
Contact Name:	Martin Gillett		
Position in Organisation:	OPA Manager / Project Manager		
Email Address: (PLEASE PRINT)	[REDACTED]		
Registered Charity:	YES	Registration No:	1160320
<i>What are the activities and/or aims of your organisation?</i>			
<p>The Oxfordshire Play Association is a Charitable Incorporated Organisation (Registered Charity Number 1160320) and has been offering a Countywide Service across Oxfordshire since 1974.</p> <p>Vision To improve lives through Play</p> <p>Mission Statement To champion and to support the rights of all Children and Young People to have access to high quality, inclusive Play opportunities to improve physical, mental and spiritual wellbeing</p> <p>We deliver 3 main strands of work;</p> <ul style="list-style-type: none"><li>• Play Projects (Playday, Street Play, Stay &amp; Play, Saturdads, Play Rangers, Playful Woodlands, Therapeutic Playwork, Junior Youth Clubs etc)</li></ul>			

- Play Training
- Support Services (Advice, Guidance, Outreach, Partnerships and Networking)

Purpose, Values and Objectives

- Create Playful communities for Children and their Families
- Raise awareness amongst parents and carers of the importance of Play in their Children's lives
- Promote the importance of Play to Statutory, Corporate and Voluntary organisations
- Increase the number of qualified Playworkers delivering high quality Play as part of a qualified workforce
- Provide services and support to settings and partnerships that promote and influence Play and Playwork

## (2) Membership

How many members do you have/how many people do you support (as applicable)?	N/A – We no longer operate a Membership scheme due to the administration costs involved  For this application / project - Since 2012, since our Play & Activity Day project started we have supported over 170,000 'guests' at over 160 events across Oxfordshire
Approximately how many of the above live in Carterton?	Our previous Carterton / RAF Brize Norton Playdays have attracted an audience of between 500 and 1000
Is membership/assistance restricted in any way?	No
What is your annual subscription, if any?	N/A
Are you affiliated to a national organisation? If so, which one?	Play England
Local venue/meeting place (if different from address above)	Various across Oxfordshire

## (3) Grants

Purpose for which the grant is required (please give as much information as possible):

Carterton / RAF Brize Norton Play & Activity Day 2026

Each year OPA organises a series of Play and Activity days at multiple venues across Oxfordshire in line with the ethos of National Playday, the celebration of the Childs Right to Play, ([www.playday.org.uk](http://www.playday.org.uk))

From 2012 to 2025 we have delivered over 160 events across Oxfordshire which have been attended by over 170,000 'guests'  
(Our 2020 Events were postponed due to Coronavirus Lockdowns / Restrictions)

The key selling point of our project is that all of our events offer both FREE Entrance and FREE Activities to ensure an Inclusion for ALL.

These events were already becoming increasingly important with the savage cuts previously imposed on Children and Families services in Oxfordshire (including the closure of local Children's Centres and Youth Services) in terms of providing activities and information on services available to local families.

These needs were further exacerbated by the issues caused by Covid-19.

In addition to all this Children, Young People and their Families now face an unprecedented Cost of Living Crisis.

It is of no surprise to anyone then that we are now seeing unprecedented increases in children's mental health problems and loneliness, alongside reduced physical activity.

We previously delivered events of this nature for Carterton / RAF Brize Norton before in 2013, 2016, 2017, 2018, 2022, 2023, 2024 and in 2025 and we worked in partnership with Carterton Town Council, RAF Brize Norton and other local groups to deliver these events / this project

Based on the success of our previous Playday events we would like to return again in 2026 for our annual Playday event which is planned to be delivered at the Alvescot Road Recreation Ground on Saturday 13<sup>th</sup> June 2026

The event will again have the following key, Aims and Objectives;

For Children & Young People

- 1) Promote Positive Behaviours & Activities (reduce anti-social behaviour)
- 2) Promote Increased Levels of Physical Activity
- 3) Promote a Healthy Lifestyle (healthy choices)
- 4) Promote Healthy Weight Management (obesity reduction)
- 5) Provide information on services and activities to promote a sense of Wellbeing and Inclusion

For Parents / Carers

- 1) Provide an Event offering both FREE Entrance & FREE Activities to Ensure an Inclusion for ALL
- 2) Demonstrate how Play can be achieved on a Zero / Minimal Budget using Natural & Recycled materials
- 3) Provide information on services and activities available in the local and wider area

For Communities	
<p>1) Encourage a greater sense of belonging to promote Active &amp; Engaged Communities (Love where you Live)</p> <p>2) Promote local clubs, groups and societies</p> <p>3) Involve local groups, communities and Children &amp; Young People in the planning and delivery of each event</p>	
Amount being applied for?	£2,000
What is the total cost?	£5,000
Has your organisation previously applied to the Town Council for a grant?	YES
If YES, please give details: (date, amount & purpose)	Previous funding received in 2025, 2024, 2023, 2022, 2018, 2017, 2016 and 2013 of various amounts to support the previous Playday events
Have you applied for a grant to any other body or organisation?	YES
If YES, please give details:	<p>Oxfordshire County Council – Councillor Priority Fund = £500</p> <p>West Oxfordshire District Council – Westhive = £500</p> <p>RAF Brize Norton Community Support Grant = £1,000</p> <p>Cottsway Housing = £500</p> <p>Grants &amp; Trusts = £500</p>
<b>(4) Fundraising</b>	
<p>What fundraising events or activities will your organisation be holding this year?</p> <p>Friends of OPA Donation Scheme</p> <p>Council Charitable Lotteries</p> <p>Tenders and Contracts</p> <p>Grants and Trusts</p>	
<b>(5) General – PLEASE NOTE</b>	
<ul style="list-style-type: none"> <li>You must enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet, or a Business Plan if a new organisation.</li> </ul>	

<ul style="list-style-type: none"> <li>• Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature. Please apply to us for a copy of our Town Crest.</li> <li>• Please provide any additional information which may assist the Council in reaching its decision.</li> <li>• <u>Any grant awarded on a draw-down basis can only be drawn during the financial year 1 April to 31 March. It cannot be carried over to the following year.</u></li> </ul>	
<p>Please indicate to whom a cheque should be made payable if your application is successful. Alternatively, please supply your bank account details (preferred):</p> <p>Cheque:</p> <div style="background-color: black; width: 100%; height: 50px; margin-top: 10px;"></div>	
<p><i>I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for grant-aid</i></p>	
<p>Signed: <div style="background-color: black; width: 150px; height: 15px; display: inline-block;"></div></p>	<p>Date: 5<sup>th</sup> November 2025</p>

***Please return your completed application form, with copies of accounts and financial projection and a covering letter giving any further information, to Carterton Town Council, Town Hall, 19 Alvescot Road, Carterton, OX18 3JL***

***Tel: 01993 842156. Email: [clerk@carterton-tc.gov.uk](mailto:clerk@carterton-tc.gov.uk)***

### GUIDANCE NOTES

Carterton Town Council has grants available for funding a project or activity. The Town Council grants are awarded at the discretion of the Grants Committee, and match funded up to 50% of costs to a maximum of £2,000; unless the Grants Committee decides that there are exceptional reasons to award a higher grant. Grants can be awarded to support a project, event or service,

or to purchase equipment to help your group provide services to its users. Other funding can come from your own fundraising, existing resources or grants from other organisations.

The Grants Committee reserves the right to monitor the application and use of any grant awarded and may withhold, withdraw or recover the grant if the funds are not used for the purposes described in the application.

### **Application Process and Meeting Dates**

Grants Committee meetings are held 4 times a year and the committee reviews, discusses and makes a recommendation on the level of grant to be awarded to each applicant. The committee reserves the right not to award a grant to an applicant. Applicants are encouraged to attend the committee meeting, to present their case. The giving of a grant one year does not set a precedent for another year.

The application form and supporting documents need to be submitted at least 20 working days prior to each committee meeting, to the Town Clerk, Simon Garwood - contact details above. Additional information or clarification may be requested to support your grant application before the meeting. The committee may defer an application, pending receipt of any additional information it requires.

Please contact the Town Council if you have any questions before submitting your application.

### For Office Use Only

Grant applications must be checked against the following criteria. Any questions where the answer is 'no' must be reported to the Grants Committee meeting where the application is being considered.

Yes	No (investigate)	
		The grant will result in a benefit for the area covered by the Town Council and will contribute positively to the area of Carterton?
		Does the grant exclude ongoing running costs?
		If the application is for running costs has the applicant included plans for where future running costs will be found from?
		Is the grant for a group and not for individuals or organisations whose function is primarily undertaken by the health authority or Oxfordshire County Council's Social Services?
		Is the grant for non-political or non-quasi-political organisations or projects?
		Is the grant application for £2,000 or less?
		For applications in excess of £2,000, has the applicant fully detailed the exceptional circumstances?
		Does the application include the required financial and organisational information?

		Is this the only application in this financial year from this group or organisation?
		Is the applicant based in the Town Council area? If not has the applicant detailed what proportion of beneficiaries of the grant reside in the area?
		Is the application for future funding? (ie not retrospective)
		Is the grant for the sole use of the applying group and not to pass on money?
		Has the applicant demonstrated how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications?
		For applications for funds for security measures, does the applicant have the support of the local police or crime reduction officer?

Assessing officer.....

Date of assessment.....

Decision (delete as applicable) reject / return for further information / proceed to committee

Approved as an agenda item for the Grants Committee meeting on .....

Outcome at that meeting .....

**REPORT ON CARTERTON / RAF BRIZE**  
**NORTON PLAY & ACTIVITY DAY 2025**  
**SATURDAY 5<sup>TH</sup> JULY 2025**



**BUILDING COMMUNITIES THROUGH PLAY'**

Funding Secured and Event Organised and Delivered by:





**ARMED FORCES  
PLAYDAYS**



# RAF Brize Norton / Carterton Play & Activity Day

**Saturday 5<sup>th</sup> July 2025, 11am – 3pm**

**Alvescot Road Recreation Ground**

**Carterton, Oxon. OX18 3BS**

## FREE ENTRANCE AND FREE ACTIVITIES



**Art Avalanche / Go Kart Party / Body Zorbing / Smoothie Bike  
/ DIY Face Painting / Giant Bubbles / Arts & Crafts /  
Ride on Time / Groovy Su / Fire Play / Creating Art / Bright Sparks  
Science / OU Chemistry Outreach Team / Home Start plus more!!**

**Bringing Armed Forces Families and Local Communities Together**

**This is an open access event & NO childcare is provided / The event will be photographed & filmed.  
There is NO parking on site / Food & Refreshments will need to be purchased or please do feel to  
bring a picnic.**

**For further information please contact - ☎ 07436 270267 / ✉ [martin.gillett@oxonplay.org.uk](mailto:martin.gillett@oxonplay.org.uk)  
/ 🌐 [www.oxonplay.org.uk](http://www.oxonplay.org.uk)**

**THIS EVENT IS FUNDED AND SUPPORTED BY**



**BLLENHEIM**



**ROYAL  
AIR FORCE  
COMMUNITY  
SUPPORT**





Playday is the national day for play, celebrated each year across the UK.

The theme for this year's Playday is ... Spaces for Play.

This year's theme highlights the vital importance of accessible, inclusive spaces where children and young people have opportunities to play freely, spending time, and connecting with friends - and feel valued as part of their community. Children will play anywhere and everywhere, so access to quality playful spaces and places is essential for their happiness and development, offering opportunities to boost both physical health and emotional well-being.

This Playday, we're calling for spaces for play that:

Are inclusive and welcoming for children and young people of all ages and abilities.

Provide accessible, safe, and playful spaces where children can play freely in their local community.

Maximise opportunities for play in schools, childcare, and youth settings.

Are shaped by the voices, needs, and experiences of children and young people themselves.

Support play that promotes fun, friendship, being active, enjoying nature, and building a strong sense of belonging.

Encourage families, carers, and communities to come together through play across generations.

Every child and young person has the right to play - and they deserve the time, space, freedom, and opportunity to do so, every day. This Playday, we encourage families, community leaders, planners, developers, and everyone who shapes children's lives to champion better spaces for play. Together, we can create a more playful, inclusive world where all children can grow, thrive, and belong.



OPA would like to thank the following for their financial and practical support, without whom this event would not have happened

 **ROYAL  
AIR FORCE  
COMMUNITY  
SUPPORT**



Cottsway 



**WEST OXFORDSHIRE  
DISTRICT COUNCIL**



**play 4 life**







## OPA PLAY AND ACTIVITY DAYS 2025

### KEY AIMS AND OBJECTIVES

#### For Children & Young People

- 1) Promote Positive Behaviours & Activities (reduce anti-social behaviour)
- 2) Promote Increased Levels of Physical Activity
- 3) Promote a Healthy Lifestyle (healthy choices)
- 4) Promote Healthy Weight Management (obesity reduction)
- 5) Provide information on services and activities to promote a sense of Wellbeing and Inclusion

#### For Parents / Carers

- 1) Provide an Event offering both **FREE** Entrance & **FREE** Activities to Ensure an Inclusion for **ALL**
- 2) Demonstrate how Play & Quality Family Time can be achieved on a Zero / Minimal Budget using Natural & Recycled materials
- 3) Provide information on services and activities available in the local and wider area

#### For Communities

- 1) Encourage a greater sense of belonging to promote Active & Engaged Communities - 'Love Where You Live'
- 2) Promote local clubs, groups and societies
- 3) Involve local groups, communities and Children & Young People in the planning and delivery of each event





## OXFORDSHIRE PLAY ASSOCIATION

**OPA's Vision is to 'Improve Lives Through Play'**

**OPA's Mission is to 'Champion and to support the rights of all Children & Young People to have access to, high quality, inclusive Play opportunities to improve their Physical, Mental and Spiritual wellbeing'**

**T = 07436 270267**

**E = [enquiries@oxonplay.org.uk](mailto:enquiries@oxonplay.org.uk)**

**W = [www.oxonplay.org.uk](http://www.oxonplay.org.uk)**

**Facebook - Oxfordshire Play Association -  
OPA**

**X / Twitter = @oxonplay**

**Blue Sky = @oxon-play-assoc**

**Linkedin = Oxfordshire Play Association**



# **OXFORDSHIRE PLAY**

# **ASSOCIATION**

# **ANNUAL REPORT**

# **2025**

**For the Period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025**

**OPA is a Charitable Incorporated Organisation**  
**Registered Charity Number 1160320**

OPA's Vision is to improve lives through play

OPA's mission is to champion and to support the rights of all Children and Young People to have access to high quality, inclusive Play opportunities to improve their Physical, Mental and Spiritual Wellbeing

## **OPA ORGANISATIONAL DETAILS**

### **OPA TRUSTEES**

Chair = Anda Fitzgerald O'Connor

Hon. Treasurer = Meryl Smith

Trustees = Anne Bissell, Sarah Gristwood and Emma Leaver

### **OPA STAFF**

Manager = Martin Gillett

Finance Officer = Cheryl Barnes

Sessional Playworkers = Tracy Rampton, Dominique Keetley and Rebecca Gray

RAF Benson Family Support Worker = Tracey-Lee Parker

### **ADDRESS**

Suite 8-05, Unit 8, Area C, Radley Road Industrial Estate, Radley Road,  
Abingdon, Oxon. OX14 3RY

### **BANKERS**

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19  
4JQ

### **ACCOUNTANTS / AUDITORS**

SPX Oxford, Peace House, 19 Paradise Street, Oxford. OX1 1LD

### **OPA FINANCE – 2024/25**

Income	£169,640
Expenditure	£164,948
Surplus	£4,692
Reserves	£61,940

(A full copy of our Independently Examined Accounts are available on request)

## **Trustees Annual Financial Report**

We are pleased to report that OPA continued to deliver our projects and services across Oxfordshire in what was another busy year for the Charity.

It was also a special year for us as we celebrated our 50th birthday after starting to operate in November 1974, this truly shows the resilience of our organisation and that even after 50 years Play is so very much needed in the lives of Children and Young People for both their Physical and Mental Wellbeing.

Following a Trustee recruitment campaign which ran alongside our 50th birthday celebrations we were absolutely delighted to welcome 2 new Trustees to the Charity. Sarah Gristwood who brings a wealth of experience in Education and Emma Leaver with an expertise in Health. Both Sarah & Emma have been welcome additions to our Volunteer Management Board.

Our income of £169,640 was the 2nd highest it has been in the last 9 years which shows that both our fundraising and service contracts are working well and that our projects and services meet the needs of today.

Our expenditure was £164,948 meaning that we were able to record a small surplus of £4,692. With the exception of 'Covid' year we have now recorded a surplus for 6 years in a row evidencing what a well run organisation OPA is with all the financial challenges that a small charity faces.

Our unrestricted reserves now stand at £61,940 which is the highest level since financial year 2026/17 meaning that we are well placed to cope with any future major disruption to our operations and services.

At the start of the financial year in April 2025 we consolidated our existing office space and 2 x storage lockers into one larger premises, although this saw an increase in our annual rental expenditure we now have our office base and all our equipment and resources under '1 roof' which is vastly reducing staff time travelling around collecting equipment from various locations.

As always all of our projects and services are offered FREE of charge to ensure an inclusion for ALL - No Child or Young Person should have to miss out on Play opportunities due to the cost.

Due to the savage cuts previously imposed on Children and Families services in Oxfordshire (including the closure of local Children's Centres and Youth Services) during Austerity our projects and services were already becoming increasingly important in terms of providing activities and information on services available to local families.

These needs were further exacerbated by the issues caused by Covid-19.

In addition to all this Children, Young People and their Families faced an unprecedented Cost of Living Crisis.

It is of no surprise to anyone then that we are now seeing unprecedented increases in children's mental health problems and loneliness, alongside reduced physical activity.

Our project work continues to increase and last year we delivered 18 FREE, Community Play & Activity Days across Oxfordshire which were attended by over 20,000 guests, a remarkable achievement for a relatively small organisation.

We also managed to continue our work with both Oxford University and Brookes University following the production of our 'Why Play Matters' and 'Why Play is Important in Oxfordshire' reports as part of the Science Together project.

In addition to this we continued the delivery of our Therapeutic Playwork project at Thameside and Thomas Reade schools, our Faringdon Junior Youth Club project grew in attendance numbers and we delivered new Stay & Play sessions in Blackbird Leys in partnership with Peabody Housing. Thanks to funding from the Armed Forces Covenant Trust we were also able to employ a support worker at RAF Benson to help and support Young People access Play and leisure activities. We continued with our Play Infrastructure support work across Cherwell District Council and our Playbox hire scheme recorded its busiest year for some time.

This work will continue into 2025/26 with other new exciting projects planned including Youth Sessions in Wheatley, a series of mini Playdays and a unique, Pop Up Play project delivered in Oxford City Centre in partnership with Oxfordshire County Council and Oxford City Council

None of this would be possible without the following;

Our partners - due to our relatively small size we always work with partners in our project work, this increases our delivery capacity massively, helps reduce duplication and ensures that we all share best practice - it also ensures that we are meeting LOCAL need with LOCAL people.

Our funders and supporters - we continue to be so very grateful to all of our funders and supporters, many of whom are local, without the support of these groups and individuals we would not be able to deliver the volume of work that we do

Our manager and staff - our small, but amazingly dedicated team of staff continue to deliver outstanding work across the County delivering the work of many whilst numbering only a few - the feedback and comments we receive from numerous sources confirms the positive difference they make to the Physical and Mental Wellbeing of Children and Young People and we are so grateful to them for their hard work and professionalism.

Anda Fitzgerald-O'Connor (Chair)

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### **OPA STATEMENT OF PUBLIC BENEFIT**

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OPA and its Trustees confirm that they have complied with the Statutory Duty in Section 17(5) of the 2011 Charities Act to have due regard to Public Benefit guidance published by the Charity Commission. We work on a fully inclusive basis across Oxfordshire taking into account all relevant legislation and guidelines.



<b><u>PROJECT</u></b>	<b><u>Play &amp; Activity Days 2024</u></b>
FUNDED BY	Oxfordshire County Council (Councillor Priority Fund) / Sovereign Housing / A2 Dominion Housing / Abingdon Vineyard Church / Grant & Stone / Co-Op Community Grant / Green Square Accord / Littlemore Parish Council / Cherwell District Council / South Oxfordshire District Council / SOHA / Abingdon Town Council / Banbury Charities / Dorchester Group / Benson Parish Council / Didcot Town Council / JA Pye Charitable Settlement / Didcot Powerhouse Fund / The Howe Trust / Peabody Housing / Shanly Foundation / Oxford City Council / Waitrose – John Lewis / Eynsham Parish Council / Heyford Park Parish Council / Faringdon United Charity / Tesco Community Grants – Stronger Starts / Henley Town Council / Didcot Rotary Club / Emma Wilson Memorial Fund / Faringdon Town Council / Wheatley Parish Council / Witney Town Council / Carterton Town Council / Cottsway Housing / Banbury Town Council / Sanctuary Housing / Blenheim Bursary / Doris Field Charitable Trust / RAF Brize Norton Community Support / Bicester Town Council / EKFB / Ambrosden 4 Children / Platform Housing Group / Ambrosden Parish Council / Witney Town Hall Charity / West Oxfordshire District Council / Boots Charitable Trust
PROJECT DETAILS	Delivery of Community Play & Activity days across Oxfordshire offering both FREE Entrance and FREE Activities to ensure an Inclusion for ALL
PROJECT DELIVERY	<p>We delivered a total of 17 main Playday events in 2024 including first ever events delivered for Henley and Heyford Park (this included 4 ‘Armed Forces Playdays’ in partnership with our colleagues from the Armed Forces Community) in addition to 2 x mini Playday events in Chipping Norton and Windrush Place in Witney as follows;</p> <p>Oxford City – Littlemore = Saturday 15<sup>th</sup> June  Vauxhall Barracks / Didcot = Saturday 22<sup>nd</sup> June  RAF Benson / Benson = Saturday 29<sup>th</sup> June</p>

South Abingdon = Saturday 6th July  
Wheatley & Holton = Saturday 13th July  
Oxford – Rose Hill = Saturday 20<sup>th</sup> July  
Eynsham = Friday 26<sup>th</sup> July  
RAF Brize Norton / Carterton = Saturday 27<sup>th</sup> July  
Bicester Elmsbrook = Monday 29<sup>th</sup> July  
Banbury Peoples Park = Wednesday 31<sup>st</sup> July  
Witney = Thursday 1<sup>st</sup> August  
Faringdon = Friday 2<sup>nd</sup> August  
Heyford Park = Saturday 3<sup>rd</sup> August  
Berinsfield = Tuesday 6<sup>th</sup> August  
Henley = Tuesday 13<sup>th</sup> August  
Bicester Garrison / Ambrosden = Thursday 8<sup>th</sup> August  
Banbury Princess Diana Park = Wednesday 14th August

Chipping Norton ‘mini’ Playday = Wednesday 28<sup>th</sup> August  
Windrush Place ‘mini’ Playday = Thursday 29<sup>th</sup> August

These events were attended by over 20,000 Children,  
Young People and their Families.

As always we worked in partnership with a wide range of local organisations in both the planning and delivery of each event to ensure that we were meeting LOCAL need with LOCAL people including the relevant Town or Parish Council, local Housing Association and other local Charities and organisations with an interest in Children and Young People.

Each event had the following key, Aims and Objectives

**For Children & Young People**

- 1) Promote Positive Behaviours & Activities (reduce anti-social behaviour)
- 2) Promote Increased Levels of Physical Activity
- 3) Promote a Healthy Lifestyle (healthy choices)
- 4) Promote Healthy Weight Management (obesity)

reduction)

- 5) Provide information on services and activities to promote a sense of Wellbeing and Inclusion

**For Parents / Carers**

- 1) Provide an Event offering both **FREE** Entrance & **FREE** Activities to Ensure an Inclusion for **ALL**
- 2) Demonstrate how Play & Quality Family Time can be achieved on a Zero / Minimal Budget using Natural & Recycled materials
- 3) Provide information on services and activities available in the local and wider area

**For Communities**

- 1) Encourage a greater sense of belonging to promote Active & Engaged Communities – ‘Love Where You Live’
- 2) Promote local clubs, groups and societies
- 3) Involve local groups, communities and Children & Young People in the planning and delivery of each event

Playday is the annual celebration of the Childrens Right to Play in the UK.  
([www.playday.org.uk](http://www.playday.org.uk))

The 2024 Playday theme was ‘Play – the Culture of Childhood’ – Supporting play, fun and friendships.

[www.summerofplay.co.uk](http://www.summerofplay.co.uk) / [www.playday.org.uk](http://www.playday.org.uk)

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This year's theme is...

# Play – the culture of childhood

– Supporting play, fun and friendships

Playday is the national day for play, celebrated each year across the UK.

The theme for Playday 2024 was ...

Play – the culture of childhood - Supporting play, fun and friendships

The theme celebrated the rich and lively culture of children's play.

Every child plays – playfulness is a distinct feature of behaviour across generations and cultures. Playing generates a culture of childhood.

Playing is vital for children's health, happiness, and creativity. Through play:

children develop a sense of, and value for culture

cultural exploration is encouraged, fostering an appreciation for diversity

children work together, negotiate, and build relationships.

children feel connected to each other and their neighbourhoods



children create and pass on games, songs and stories.

Play is every child's right – on Playday and every day.

This Playday, we are calling on everyone – families, playworkers, and all those who work with children across the UK, to join together to foster a culture of supporting play.





<b><u>PROJECT</u></b>	<b><u>OXFORD THERAPEUTIC PLAYWORK</u></b>
FUNDED AND SUPPORTED BY	  <p style="text-align: center;"><b>Christ's Hospital of Abingdon</b> Almshouses - Education - Relief in Need - Albert Park</p>
PROJECT DETAILS	<p>To support Children &amp; Young People faced with challenges to increase their resilience, develop a positive sense of self and improve their self confidence</p> <p>Developed in partnership with the late, Internationally renowned Playwork Theorist Gordon Sturrock</p>

Following our initial 3 year project funding from Children In Need and Thanks to other funders such as the Oxfordshire Community Foundation and in particular Christs Hospital of Abingdon our Therapeutic Playwork project is now in it's 6<sup>th</sup> year. We worked at both Thameside and Thomas Reade Schools in Abingdon in the last financial year where both of the schools have a high percentage of Children eligible for Pupil Premium

- We worked with 8 Cohorts of 6 x Children to deliver 10 x 1 hour Therapeutic Play sessions within School Hours, each over 1 Full term
- 48 Children in total – 24 from Thameside School and 24 from Thomas Reade
- The Therapeutic Play sessions were delivered by 2 Therapeutic Playwork specialists from OPA with extensive experience of working in this environment
- The Therapeutic Playwork sessions offered a safe and secure, Child led Play Environment with an empathetic approach to Play that centred around clear and consistent boundaries to enable Children to express and act out emotions in a safe way

**KEY AIMS AND OBJECTIVES**

- 1) Children and Young People are Emotionally Well – They can Play through and express their emotions in a safe, non-judgemental way

- 2) Children and Young People are Empowered through Child Centred and Child Led activities / sessions
- 3) Children & Young People enjoy Positive Relationships with their Peers and Adults



### WHO

- We worked with Children with additional needs who currently fall below the Oxfordshire County Council 'Threshold of Need' (those at Level 2 / early Level 3 on the County Council 'windscreen')
- The project was not designed for those Children with multiple / complex needs
- Children suffering Lack of Confidence, Social Skills etc

Following meetings with key staff at the school the Children were chosen and referred by the school. Feedback from staff showed sincere appreciation of the positive impact that our sessions had on these children.





<b>PROJECT</b>	<b>Cherwell District Council – Play Infrastructure</b>
FUNDED AND SUPPORTED BY	  
PROJECT DETAILS	Supporting Play Infrastructure, Projects and Services across the Cherwell District Council Area

Within Cherwell District Council we co-Chair the Cherwell Young People, Play and Wellbeing Group and are also involved with both the ‘Grimsbury and North Banbury Networks’ working in the ‘Brighter Futures’ areas of Banbury.

This work also includes attending Outreach events (such as Winter & New Year Wishes) which looks to consult with local residents as well as working with other partners in the District to plan and deliver large scale Community events.

This work has also expanded to incorporate ‘OX5 Better Together’ which will introduce a ‘Healthy Town’ approach to the whole Community in Kidlington and surrounding areas and the Healthy Bicester initiative.

All of this work involves large numbers of local stakeholders and act as a focus point to co-ordinate service delivery, reduce duplication and share best practice as well as increasing delivery capacity across the whole district.

Our work in these areas will link into the main themes of the Cherwell Play Strategy which include; Increased Participation / To Improve Play Spaces / Community Cohesion / Inclusivity / Develop Play in both Urban & Rural Areas / Promote Managed, Risky Play / To Introduce more Play into, and out of School



<b>PROJECT</b>	<b>RAF Benson Support Worker</b>
FUNDED BY	<b>ARMED FORCES COVENANT FUND TRUST</b>
PROJECT DETAILS	Provide help and assistance to Families, stationed at RAF Benson, who have a Child with additional needs to help empower the lives of those Children.

We were delighted to welcome Tracey-Lee Parker to the OPA Team in 2024 as our RAF Benson Support Worker following the receipt of 2 year funding from the Armed Forces Covenant Fund Trust.

The project involves working with RAF Benson families in supporting their Children to access fun and positive Play opportunities within a Safe and Supportive environment across the site at locations to include their School and various out of school activities such as Youth Club, Uniformed groups and other activities whilst promoting Positive Activities and Behaviours, Increased Levels of Physical Activity and Healthy Lifestyles.

The role does not support Children & Young People with complex or high level needs but rather those experiencing Lack of Confidence, Lack of Social Skills, Mild Behavioural Needs, Difficulties with their Social, Emotional and Communication processing and in their Understanding, Allergies and Autism who would benefit from adult support in accessing activities with their peers.

As the project has developed we have also started additional support such as ‘Services Students Clubs’ during lunchtimes at the local Secondary Schools


<b>PROJECT</b>	<b>Faringdon Junior Youth Club</b>
FUNDED BY	 <b>OXFORDSHIRE COUNTY COUNCIL</b>  
PROJECT DETAILS	A Junior Youth Club delivered weekly for Children aged from 10 to 13 in School Years 6 and 7

Following consultation with our partners and with Young People and Thanks to funding from Faringdon Town Council, Faringdon United Charity and Oxfordshire County Council we launched our 'Faringdon Junior Youth Club' in November 2021.




The project is aimed at supporting Young People aged 10 to 13 as they transition to secondary school (school years 6 and 7) and is a mixture of Playwork / Youthwork

Following initial delivery at Faringdon Town Football Club and Faringdon Cricket Club the sessions are now delivered at All Saints Church for 2 hours on a Tuesday evening with regular special guests or even trips out!








**FARINGDON JUNIOR YOUTH CLUB**  
**TUESDAY EVENINGS – 6PM TO 8PM**  
**FOR YOUNG PEOPLE AGED 10 TO 12**  
**YEARS OLD (SCHOOL YEARS 6 AND 7)**

**TUESDAY NIGHTS FROM 6PM TO 8PM AT**  
**THE BARBER ROOMS, REAR OF ALL**  
**SAINTS CHURCH, CHURCH STREET,**  
**FARINGDON, OXON. SN7 8AD**  
**FREE ENTRANCE AND FREE ACTIVITIES**

Tuckshop / Snacks available to purchase  
Contact = 07436 270267 / [martin.gillett@oxonplay.org.uk](mailto:martin.gillett@oxonplay.org.uk) / [www.oxonplay.org.uk](http://www.oxonplay.org.uk)  
This project is funded and supported by:


Our average attendance number per session at Faringdon Town Football Club from November 2021 to July 2022 was 5.04 Children and Young People per session

Our average attendance after relaunching at Faringdon Cricket Club from November 2022 to February 2023 was 13.7 Children and Young People per session

Our average attendance number from March to July 2023 (including the change to a Tuesday evening) was 12.6 Children and Young People per session.

Our average attendance number for Autumn 2023 was 4.85 Children & Young People per session

Our average attendance for Winter 2024 was 10.18 Children & Young People per session

Our average attendance number for Spring / Summer 2024 was 15.54 Children & Young People per session

Our average attendance number for Winter 2024 / 2025 was 21.45 Children & Young People per session again breaking the record for our highest ever average including our single, highest ever attendance of 35 Young People on 11th March 2025!

The Young People attending have produced their own Code of Conduct / Club Rules;

- 1) NO Swearing – Talk to each other nicely
- 2) NO Violence, Fighting or Aggression
- 3) ASK for consent before taking photos
- 4) CLEAN / TIDY up after yourselves
- 5) DON'T violate each others personal space
- 6) NO eating / drinking each others food, snacks or drinks unless invited
- 7) INDOOR voices inside / OUTDOOR voices outside
- 8) RESPECT each other, the venue and the staff



**Friends of OPA are now able to support the Charity  
via the local Council Lotteries in South Oxfordshire,  
Vale of White Horse, Cherwell and Oxford City**





## WE'VE LAUNCHED OUR LOTTERY PAGE

**Buy Your Tickets From Our Page - We Get 50%**

- We now have a SO Charitable Lottery page!
- Support local causes and win prizes of up to £25,000!
- 50% of all tickets sold from our page go to us!
- PLUS 10% goes to other good causes in South Oxfordshire!
- Tickets only cost £1 per week!
- Support us and win prizes - WIN WIN!

To Start Supporting, Visit:  
[www.SoCharitable.co.uk](http://www.SoCharitable.co.uk)

And Search For:  
**OPA**



Supporters must be 16 years of age or older





## WE'VE LAUNCHED OUR LOTTERY PAGE

**Buy Your Tickets From Our Page - We Get 50%**

- We now have a Cherwell Lottery page!
- Support local causes and win prizes of up to £25,000!
- 50% of all tickets sold from our page go to us!
- PLUS 10% goes to other local good causes!
- Tickets only cost £1 per week!
- Support us and win prizes - WIN WIN!

To Start Supporting, Visit:  
[www.CherwellLottery.co.uk](http://www.CherwellLottery.co.uk)

And Search For:  
**OPA**



Supporters must be 16 years of age or older





## WE'VE LAUNCHED OUR LOTTERY PAGE

**Buy Your Tickets From Our Page - We Get 50%**

- We now have a Oxford Lottery page!
- Support local causes and win prizes of up to £25,000!
- 50% of all tickets sold from our page go to us!
- PLUS 10% goes to other local good causes!
- Tickets only cost £1 per week!
- Support us and win prizes - WIN WIN!

To Start Supporting, Visit:  
[www.OxfordLottery.org](http://www.OxfordLottery.org)

And Search For:  
**Play Association**



Supporters must be 16 years of age or older





## WE'VE LAUNCHED OUR LOTTERY PAGE


**Buy your tickets from our page - we get 50%**

- We now have a White Horse Community Lottery page!
- Support local causes and win prizes of up to £25,000!
- 50% of all tickets sold from our page go to us!
- PLUS 10% goes to other local good causes!
- Tickets only cost £1 per week!
- Support us and win prizes - WIN WIN!

To start supporting, visit:  
[www.WhiteHorseLottery.co.uk](http://www.WhiteHorseLottery.co.uk)  
and search for:  
**Oxfordshire Play**



Supporters must be 16 years of age or older

<b>PROJECT</b>	<b>Science Together Project</b>
<b>FUNDED BY</b>	 
<b>PROJECT DETAILS</b>	<p>Science Together was a new collaboration between the Public Engagement Team and Researchers at both the University of Oxford and Brookes University and local Oxfordshire community groups.</p> <p>We were very fortunate to be chosen for the project in 2022 and be able to work with a team with the world class skills, knowledge and resources of the University of Oxford and Oxford Brookes University researchers</p> <p>SCIENCE TOGETHER was a brand new, grass-roots programme that harnessed the power of community-led collaborative research projects to overcome challenges and seize opportunities for people who live and work in Oxfordshire.</p> <p>We worked with our team of Volunteers from the Universities to produce a document entitled ‘Why Play is Important in Oxfordshire’ which, when finished was sent to our partners, funders and decision makers across the County.</p> <p>The full report can be found here;  <a href="https://secureservercdn.net/160.153.138.71/ipa.75a.myftpupload.com/wp-content/uploads/2022/07/Why-is-Play-Important-June-2022-Oxfordshire-Play-Association-Oxford-University-Oxford-Brookes-University.pdf">https://secureservercdn.net/160.153.138.71/ipa.75a.myftpupload.com/wp-content/uploads/2022/07/Why-is-Play-Important-June-2022-Oxfordshire-Play-Association Oxford-University Oxford-Brookes-University.pdf</a></p> <p>A video celebrating our partnership was also created which can be found here;  <a href="https://www.youtube.com/watch?v=La16kMC-tJ0">https://www.youtube.com/watch?v=La16kMC-tJ0</a></p> <p>This report provided evidence from academic and non-academic sources highlighting the importance of play and the importance of supplying</p>

resources to support play across Oxfordshire. Play positively impacts children's lives, including their physical and mental wellbeing and within their communities.

**Public Health**  
Play contributes to community growth. Playgrounds and the promotion of street play aren't simply an opportunity for children to play together. They reduce feelings of loneliness in adults, positively affecting health and wellbeing. Children can form connections and friendships through Street Play.

**Play Builds Stronger Communities**  
Play Streets provide residents with a low-pressure, safe environment, allowing them to connect with their local community. Communities whose residents participate in Street Play are more inclusive and accessible.

**Nature and Environment**  
Playing outdoors increases overall physical activity through active play and promotes mental wellbeing. Children who play in nature develop a close connection with the natural environment, resulting in environmentally responsible behaviour, and higher interest in sustainability issues.

**Why is Play Important in Oxfordshire?**  
As play is not a statutory requirement, it has seen drastic cuts to its staff, resources and its importance across Oxfordshire since the age of austerity. In 2008, the provision of play opportunities has been neglected across the county, both in urban and rural areas. This report reviews evidence from academic and non-academic sources highlighting the importance of play and the importance of supplying resources to support play across Oxfordshire. Play positively impacts children's lives, including their physical and mental wellbeing and within their communities.

**Planning and Play Habitat**  
Play in the built environment is crucial as it promotes the science of learning, placemaking and community cohesion: it allows children and adults to pause and interact. Playful landscaping, planting and community art installations in green spaces transform everyday public spaces into engaging learning hubs.

**The Benefits of Intergenerational Play**  
Play promotes stronger intergenerational relationships, which, in turn, results in children and adults learning respect for each other's knowledge, values and strengths. Different generations playing together improves both their social and communication skills.

**The Importance of Play in Education**  
Integrating play in schools promotes children's development through expression, building resilience and encouraging self-regulation. Unstructured play allows children to let off steam, refresh and eventually return to structured learning activities with a clear mind.

For further details, contact Oxfordshire Play Association  
Martin.Gillett@oxonplay.org.uk  
Download the full report here: [www.gchu.org.uk/reports/](http://www.gchu.org.uk/reports/)

**Play Matters!**  
A research project in conjunction with Oxfordshire Play Association









January 2023 - January 2024  
Funded by: Oxford University's Public and Community Engagement with Research

OPA  
UNIVERSITY OF OXFORD  
OXFORD BROOKES UNIVERSITY  
The Centre for Psychological Research

We continued our work with the Team into 2023 and produced a 2<sup>nd</sup> report entitled 'Play Matters' which was produced after extensive consultation with Parents / Carers

<https://www.gchu.org.uk/wp-content/uploads/2024/03/OPA-PCER-evidence-base-FINAL.pdf>

We are continuing to liaise with our partners and have submitted funding applications to continue our work moving forward

<b>PROJECT</b>	<b>Neighbour-Ley</b>
FUNDED BY	
PROJECT DETAILS	<p>This 2 year project started in Autumn 2023 and completed in Spring 2025 and was delivered in partnership with our friends from the Oxford HUB. Neighbour-Ley was a project that delivered Fortnightly Stay &amp; Play sessions at the Oxford HUB base at Windale Primary School in Blackbird Leys and offers Stay &amp; Play for the Children and Parental Support for Parents &amp; Carers</p> <div data-bbox="673 850 1120 1501" style="border: 1px solid black; padding: 10px; text-align: center;">   <p><b>FREE</b> <b>NEIGHBOUR-LEY PROJECT</b> For Pre-Schoolers and their Families</p> <p><b>TUESDAY MORNINGS EVERY FORTNIGHT FROM 9.30AM TO 11.30AM</b></p> <p><b>The Oxford Hub, The Old Nursery, Windale Primary School, Windale Avenue, Blackbird Leys, Oxford. OX4 6JD</b></p> <p><b>Session Dates for Autumn 2024 = 10/9, 24/9, 8/10, 22/10, 5/11, 19/11, 3/12 and 17/12</b></p> <p><b>FREE ENTRANCE AND FREE ACTIVITIES</b></p>   <ul style="list-style-type: none"> <li>• <b>Stay &amp; Play for the Children</b></li> <li>• <b>Parental Support for Parents &amp; Carers</b></li> </ul> <p><small>Please be advised that NO childcare is provided at these sessions and parents / carers are responsible for their Children at all times. Contact – 07436 270267 / <a href="mailto:martin.gilllett@oxonplay.org.uk">martin.gilllett@oxonplay.org.uk</a> / <a href="http://www.oxonplay.org.uk">www.oxonplay.org.uk</a></small></p>  </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;">   </div>



OXFORDSHIRE PLAY ASSOCIATION

☎ 07436 270267

🖱 [www.oxonplay.org.uk](http://www.oxonplay.org.uk)

🖱 [enquiries@oxonplay.org.uk](mailto:enquiries@oxonplay.org.uk)

💻 Facebook = Oxfordshire Play Association – OPA

💻 Twitter = @oxonplay

💻 Blue Sky = @oxon-play-assoc

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Oxfordshire Play Association

Suite 8-05, Unit 8, Area C

Radley Road Industrial Estate

Radley Road, Abingdon

Oxon. OX14 3RY



**OXFORDSHIRE PLAY ASSOCIATION CIO**

**UNAUDITED FINANCIAL STATEMENTS  
AND TRUSTEES' ANNUAL REPORT  
FOR THE YEAR ENDED  
31 MARCH 2025**

**Charity Registration Number: 1160320**

# OXFORDSHIRE PLAY ASSOCIATION CIO

## TRUSTEES' ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

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# OXFORDSHIRE PLAY ASSOCIATION CIO

## CHARITY INFORMATION FOR THE YEAR ENDED 31 MARCH 2025

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### TRUSTEE COMMITTEE MEMBERS

Anda Fitzgerald-O'Connor  
Meryl Smith  
Sarah Gristwood (appointed February 2025)

Anne Bissell  
Emma Leaver (appointed February 2025)

### REGISTERED OFFICE

Suite 8-05, Unit 8, Area C  
Radley Road Industrial Estate  
Radley Road  
Abingdon  
Oxfordshire  
OX14 3RY

### CHARITY REFERENCE NUMBER

1160320

### ACCOUNTANTS

SPX Oxford Ltd  
Peace House  
19 Paradise Street  
Oxford  
OX1 1LD

### BANKERS

CAF Bank  
25 Kings Hill Avenue  
Kings Hill  
West Malling Kent  
ME19 4JQ

# OXFORDSHIRE PLAY ASSOCIATION CIO

## TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2025

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We are pleased to report that OPA continued to deliver our projects and services across Oxfordshire in what was another busy year for the Charity.

It was also a special year for us as we celebrated our 50th birthday after starting to operate in November 1974, this truly shows the resilience of our organisation and that even after 50 years Play is so very much needed in the lives of Children and Young People for both their Physical and Mental Wellbeing

Following a Trustee recruitment campaign which ran alongside our 50<sup>th</sup> birthday celebrations we were absolutely delighted to welcome 2 new Trustees to the Charity. Sarah Gristwood who brings a wealth of experience in Education and Emma Leaver with an expertise in Health. Both Sarah & Emma have been welcome additions to our Volunteer Management Board.

Our income of £169,640 was the 2nd highest it has been in the last 9 years which shows that both our fundraising and service contracts are working well and that our projects and services meet the needs of today.

Our expenditure was £164,948 meaning that we were able to record a small surplus of £4,692. With the exception of 'Covid' year we have now recorded a surplus for 6 years in a row evidencing what a well run organisation OPA is with all the financial challenges that a small charity faces.

Our unrestricted reserves now stand at £61,940 which is the highest level since financial year 2026/17 meaning that we are well placed to cope with any future major disruption to our operations and services.

At the start of the financial year in April 2025 we consolidated our existing office space and 2 x storage lockers into one larger premises, although this saw an increase in our annual rental expenditure we now have our office base and all our equipment and resources under '1 roof' which is vastly reducing staff time travelling around collecting equipment from various locations.

As always all of our projects and services are offered FREE of charge to ensure an inclusion for ALL - No Child or Young Person should have to miss out on Play opportunities due to the cost.

Due to the savage cuts previously imposed on Children and Families services in Oxfordshire (including the closure of local Children's Centres and Youth Services) during Austerity our projects and services were already becoming increasingly important in terms of providing activities and information on services available to local families.

These needs were further exacerbated by the issues caused by Covid-19.

In addition to all this Children, Young People and their Families faced an unprecedented Cost of Living Crisis.

## OXFORDSHIRE PLAY ASSOCIATION CIO

It is of no surprise to anyone then that we are now seeing unprecedented increases in children's mental health problems and loneliness, alongside reduced physical activity.

Our project work continues to increase and last year we delivered 18 FREE, Community Play & Activity Days across Oxfordshire which were attended by over 20,000 guests, a remarkable achievement for a relatively small organisation.

We also managed to continue our work with both Oxford University and Brookes University following the production of our 'Why Play Matters' and 'Why Play is Important in Oxfordshire' reports as part of the Science Together project.

In addition to this we continued the delivery of our Therapeutic Playwork project at Thameside and Thomas Reade schools, our Faringdon Junior Youth Club project grew in attendance numbers and we delivered new Stay & Play sessions in Blackbird Leys in partnership with Peabody Housing. Thanks to funding from the Armed Forces Covenant Trust we were also able to employ a support worker at RAF Benson to help and support Young People access Play and leisure activities. We continued with our Play Infrastructure support work across Cherwell District Council and our Playbox hire scheme recorded its busiest year for some time.

This work will continue into 2025/26 with other new exciting projects planned including Youth Sessions in Wheatley, a series of mini Playdays and a unique, Pop Up Play project delivered in Oxford City Centre in partnership with Oxfordshire County Council and Oxford City Council  
None of this would be possible without the following;

Our partners - due to our relatively small size we always work with partners in our project work, this increases our delivery capacity massively, helps reduce duplication and ensures that we all share best practice - it also ensures that we are meeting LOCAL need with LOCAL people.

Our funders and supporters - we continue to be so very grateful to all of our funders and supporters, many of whom are local, without the support of these groups and individuals we would not be able to deliver the volume of work that we do

Our manager and staff - our small, but amazingly dedicated team of staff continue to deliver outstanding work across the County delivering the work of many whilst numbering only a few - the feedback and comments we receive from numerous sources confirms the positive difference they make to the Physical and Mental Wellbeing of Children and Young People and we are so grateful to them for their hard work and professionalism.

Anda Fitzgerald-O'Connor (Chair)

Date .....

*A.M. Fitzgerald-O'Connor*  
*14 July 2025*

# OXFORDSHIRE PLAY ASSOCIATION CIO

## STATEMENT OF THE TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31 MARCH 2025

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The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy, the financial position of the charity and which enable them to ascertain both the financial position of the charity and ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. 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.

# OXFORDSHIRE PLAY ASSOCIATION CIO

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF OXFORDSHIRE PLAY ASSOCIATION

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I report on the accounts of the Trust for the period ended 31 March 2025, which are set out on pages 8 to 16.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act
- to state 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 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 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 next statement.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

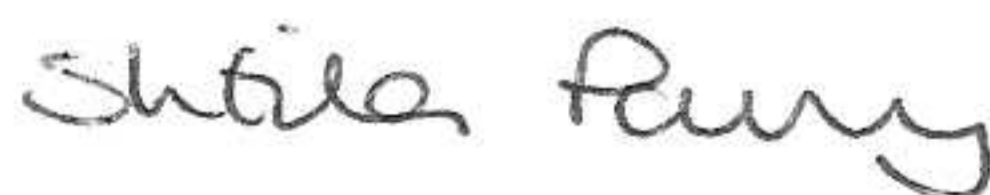
(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Name: Sheila Parry FCCA



Relevant professional qualification or body: ACCA

Address:

Peace House  
19 Paradise Street  
Oxford OX1 1LD

Date: 18 July 2025

# OXFORDSHIRE PLAY ASSOCIATION CIO

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2025

		2025			2024		
		Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds
		£	£	£	£	£	£
<b>Income and endowments from:</b>	Note						
Donations	2	4,046	-	4,046	1,617	-	1,617
Charitable activities	3	-	162,620	162,620	-	131,638	131,638
Investments		2,854	-	2,854	2,600	-	2,600
Other income		120	-	120	-	-	-
<b>Total</b>		<b>7,020</b>	<b>162,620</b>	<b>169,640</b>	<b>4,217</b>	<b>131,638</b>	<b>135,855</b>
<b>Expenditure on:</b>							
Charitable activities	4	-	164,948	164,948	-	130,319	130,319
<b>Total</b>		<b>-</b>	<b>164,948</b>	<b>164,948</b>	<b>-</b>	<b>130,319</b>	<b>130,319</b>
<b>Net income / expenditure</b>		<b>7,020</b>	<b>- 2,328</b>	<b>4,692</b>	<b>4,217</b>	<b>1,319</b>	<b>5,536</b>
Transfers between funds		- 2,328	2,328	-	1,319	- 1,319	-
<b>Net movement in funds</b>		<b>4,692</b>	<b>-</b>	<b>4,692</b>	<b>5,536</b>	<b>-</b>	<b>5,536</b>
<b>Reconciliation of funds:</b>							
Total funds brought forward		57,248	-	57,248	51,712	-	51,712
<b>Total funds carried forward</b>		<b>61,940</b>	<b>-</b>	<b>61,940</b>	<b>57,248</b>	<b>-</b>	<b>57,248</b>

All recognised gains and losses are included in the Statement of Financial Activities.

# OXFORDSHIRE PLAY ASSOCIATION CIO

## BALANCE SHEET FOR THE YEAR ENDED 31 MARCH 2025

		2025		2024	
	Notes	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets			-		-
<b>CURRENT ASSETS</b>					
Debtors	6	4,551		4,007	
Cash at bank and in hand		126,063		123,009	
		<u>130,614</u>		<u>127,016</u>	
<b>CREDITORS: Amounts falling due within one year</b>	7	68,674		69,768	
		<u>                    </u>		<u>                    </u>	
<b>NET CURRENT ASSETS</b>			61,940		57,248
<b>NET ASSETS</b>			<u>61,940</u>		<u>57,248</u>
<b>INCOME FUNDS</b>					
General funds	12		61,940		57,248
Restricted funds	12		-		-
<b>TOTAL FUNDS</b>			<u>61,940</u>		<u>57,248</u>

These accounts were approved by the board of trustees on 14/7/25 and signed on their behalf by:-

Trustee

*A. M. Fitzgerald-Samm*

Trustee

*Meryl Smith*

# OXFORDSHIRE PLAY ASSOCIATION CIO

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

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### 1. STATEMENT OF ACCOUNTING POLICIES

#### **Accounting convention**

These accounts have been prepared under the historical cost convention, and in accordance with the Statements of Recommended Practice 2019 (SORP 2019), 'Accounting and Reporting by Charities', issued by the Charities Commission and the Charities Act 2011, together with applicable standards.

#### **Going Concern**

The trustees consider that there is no material uncertainty affecting the organisation's ability to continue as a going concern for the next twelve months.

#### **Income**

Income represents income receivable from room hire, rental income, fundraising, donations, gifts and interest received.

Donations and legacies are reported in the Statement of Financial Activities if they are received or due in the financial year.

Any income received relating to a forward period has been deferred.

Grants receivable are included in the year in which the offer is conveyed by the charity except in those cases where the offer has conditions, such grants being recognised as income when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are not included in the financial statements.

#### **Expenditure**

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for such expenditure, inclusive of any VAT which cannot be recovered.

Grants payable are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered that are subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

Resources are expended in the furtherance of the charity's objectives.

#### **Depreciation**

Depreciation is provided at the following rates so as to write off the cost less residual value of the assets over their estimated useful lives. A full year's depreciation is provided in the year of acquisition.

Computer equipment – straight line basis at 33.3% per annum.

Items included in fixed assets are capitalised where there is an identifiable asset and / or when the purchase cost exceeds £300.

#### **Fund accounting**

Funds held by the charity are either:-

# OXFORDSHIRE PLAY ASSOCIATION CIO

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

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**Designated funds** – these funds represent monies set aside for specific purposes at the discretion of the trustees rather than the donors.

**Restricted funds** – funds received can only be used for specifically nominated expenditure by the donor and are credited to income in the year in which they are received. Where amounts are not specifically allocated against expenditure in that year the balance is deferred and added to the balance brought forward on the restricted funds and is used in subsequent years in line with the restrictions placed by the donor.

### **Taxation**

The organisation, being a charity, is not liable to taxation on its income.

# OXFORDSHIRE PLAY ASSOCIATION CIO

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 2. INCOME FROM DONATIONS

	2025			2024		
	Unrestricted funds £	Restricted funds £	Total funds £	Unrestricted funds £	Restricted funds £	Total funds £
Donations	4,046	-	4,046	1,617	-	1,617
	<b>4,046</b>	<b>-</b>	<b>4,046</b>	<b>1,617</b>	<b>-</b>	<b>1,617</b>

### 3. INCOME FROM CHARITABLE ACTIVITIES

	2025			2024		
	Unrestricted funds £	Restricted funds £	Total funds £	Unrestricted funds £	Restricted funds £	Total funds £
<b>Public sector grants</b>						
Armed Forces Support Project	-	7,000	7,000	-	11,355	11,355
<b>Other grants</b>						
<b>Infrastructure</b>						
Playboxes	-	1,561	1,561	-	1,339	1,339
Outreach	-	4,648	4,648	-	1,256	1,256
Play Infrastructure - Cherwell District Council	-	3,270	3,270	-	3,650	3,650
<b>Play Projects</b>						
Playday	-	76,745	76,745	-	47,161	47,161
Neighbour-Ley	-	2,500	2,500	-	-	-
Therapeutic Playwork	-	14,820	14,820	-	16,718	16,718
Vale Street Play	-	1,548	1,548	-	1,715	1,715
Wheatley Junior Youth Club	-	600	600	-	750	750
Oxford City Street Play	-	1,000	1,000	-	3,244	3,244
Buckinghamshire Play	-	-	-	-	4,450	4,450
Armed Forces Playdays	-	19,759	19,759	-	23,657	23,657
RAF Benson Support Worker	-	20,000	20,000	-	2,335	2,335
Faringdon Junior Youth Club	-	8,119	8,119	-	8,520	8,520
Oxford University Research Project	-	1,050	1,050	-	5,488	5,488
	<b>-</b>	<b>162,620</b>	<b>162,620</b>	<b>-</b>	<b>131,638</b>	<b>131,638</b>

# OXFORDSHIRE PLAY ASSOCIATION CIO

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 4. EXPENDITURE ON CHARITABLE ACTIVITIES

	Direct costs	2025 Support costs	Total funds	Direct costs	2024 Support costs	Total funds
	£	£	£	£	£	£
<b>Infrastructure</b>						
Playboxes	1,169	597	1,766	1,172	600	1,772
Outreach	3,032	1,289	4,321	1,030	330	1,360
Play Infrastructure - Cherwell District Council	1,972	1,278	3,250	1,680	1,182	2,862
<b>Play Projects</b>						
Armed Forces Support Project	6,527	1,476	8,003	9,051	1,697	10,748
Playday	58,813	16,989	75,802	39,684	8,327	48,011
Neighbour-Ley	1,559	941	2,500	-	-	-
Therapeutic Playwork	6,851	4,293	11,144	8,193	4,210	12,403
Vale Street Play	932	515	1,447	1,712	643	2,355
Wheatley Junior Youth Club	441	264	705	560	328	888
Oxford City Street Play	689	301	990	2,513	1,098	3,611
Buckinghamshire Play	-	-	-	3,334	1,237	4,571
Armed Forces Playdays	16,551	4,657	21,208	18,942	4,247	23,189
RAF Benson Support Worker	17,806	4,502	22,308	2,419	399	2,818
Faringdon Junior Youth Club	7,896	2,647	10,543	8,520	2,003	10,523
Oxford University Research Project	597	364	961	3,926	1,282	5,208
	<b>124,835</b>	<b>40,113</b>	<b>164,948</b>	<b>102,736</b>	<b>27,583</b>	<b>130,319</b>

# OXFORDSHIRE PLAY ASSOCIATION CIO

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 5. EXPENDITURE ON SUPPORT COSTS

	2025 Support Costs £	2024 Support Costs £
Management salaries	13,918	11,480
Finance and admin salaries	2,850	2,608
Employer's pension contributions	58	953
Staff travel	59	87
Rent and storage	17,280	7,330
General office costs	898	1,253
IT costs	907	203
Insurance	1,391	1,334
Professional fees	2,243	1,906
Business rates	259	195
Independent Examiner's fee	250	234
	<b>40,113</b>	<b>27,583</b>

### 6. DEBTORS

	2025 £	2024 £
Trade debtors	1,500	800
Sundry debtors	2,340	2,340
Prepayments	711	867
	<b>4,551</b>	<b>4,007</b>

### 7. CREDITORS: amounts falling due within one year

	2025 £	2024 £
Trade creditors	104	196
Payroll taxes	883	658
Deferred income	66,662	67,979
Other creditors	275	184
Accruals	750	750
	<b>68,674</b>	<b>69,767</b>

### 8. TRUSTEE REMUNERATION, TRUSTEE EXPENSES AND RELATED PARTY TRANSACTIONS

No members of the management committee received any remuneration during the period. No committee costs were reimbursed to trustees during the period. No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the period.

# OXFORDSHIRE PLAY ASSOCIATION CIO

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 9. INDEPENDENT EXAMINATION AND OTHER FINANCIAL SERVICE FEES

	2025	2024
	£	£
Independent Examiner's fees	250	234
Other financial services from SPX	500	516
	<u>750</u>	<u>750</u>

### 10. STAFF COSTS AND EMPLOYEE BENEFITS

	2025	2024
	£	£
Wages and salaries	65,647	54,171
Employer's pension contributions	1,239	953
Employer's National Insurance	58	-
	<u>66,944</u>	<u>55,124</u>

Average head count: 4.5 (2024: 4.2) including sessional workers  
No employees received employee benefits of more than £60,000.

### 11. REMUNERATION AND BENEFITS RECEIVED BY KEY MANAGEMENT PERSONNEL

The key management personnel of the charity are the voluntary trustees. There are therefore no remuneration or benefits of the key management personnel to disclose.

# OXFORDSHIRE PLAY ASSOCIATION CIO

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 12. MOVEMENTS IN FUNDS

	As at 1 Apr 2024	Income	Expenditure	Funding capital expenditure	Transfers	As at 31 March 2025
	£	£	£	£	£	£
Unrestricted funds:						
General funds	57,248	7,020	-	-	-2,328	61,939
Restricted funds:						
<b>Infrastructure</b>						
Playboxes	-	1,561	-1,766	-	205	-
Outreach	-	4,648	-4,321	-	-327	-
Play Infrastructure - Cherwell District Council	-	3,270	-3,250	-	-20	-
<b>Play Projects</b>						
Armed Forces Support Project	-	7,000	-8,003	-	1,003	-
Playday	-	76,745	-75,802	-	-943	-
Neighbour-Ley	-	2,500	-2,500	-	-	-
Therapeutic Playwork	-	14,820	-11,144	-	-3,676	-
Vale Street Play	-	1,548	-1,447	-	-101	-
Wheatley Junior Youth Club	-	600	-705	-	105	-
Oxford City Street Play	-	1,000	-990	-	-10	-
Armed Forces Playdays	-	19,759	-21,208	-	1,449	-
RAF Benson Support Worker	-	20,000	-22,308	-	2,308	-
Faringdon Junior Youth Club	-	8,119	-10,543	-	2,424	-
Oxford University Research Project	-	1,050	-961	-	-89	-
	<u>57,248</u>	<u>169,640</u>	<u>-164,948</u>	<u>-</u>	<u>-</u>	<u>61,939</u>

Transfer between reserves have been made to mop up overspends on projects and to move remaining balances on projects fully delivered.

### 13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General funds	Restricted funds	Total
	£	£	£
Cash at bank and in hand	59,401	66,662	126,063
Debtors	4,551	-	4,551
Current liabilities	-2,012	-66,662	-68,674
	<u>61,940</u>	<u>-</u>	<u>61,940</u>



## CARTERTON TOWN COUNCIL

### APPLICATION FOR GRANT FUNDING (PLEASE COMPLETE IN BLOCK CAPITALS)

**PLEASE READ THE ATTACHED GUIDANCE NOTES BEFORE COMPLETING THIS FORM**

(1) Your Organisation			
Name of Organisation:	West Oxfordshire Community Transport Ltd		
Correspondence Address:	[REDACTED] [REDACTED] ..... .....		
Postcode:	[REDACTED]	Telephone No:	[REDACTED]
Contact Name:	Andrew Lyon		
Position in Organisation:	Chief Executive.		
Email Address: (PLEASE PRINT)	[REDACTED]		
Registered Charity:	Woct has charitable status	Registration No:	7458
<p><i>We provide transport links to vulnerable people in the community, connecting them with the Town Centre, Drs Surgeries and provide connections to other transport links. We are a Cooperative Community Benefit society and are open for membership. Anyone in the community can become a member from just £1.00. You do not need to be a member to use our buses.</i></p>			

<b>(2) Membership</b>	
How many members do you have/how many people do you support (as applicable)?	We have around 205 members and in Carterton last year 6525 bus journeys were taken by residents
Approximately how many of the above live in Carterton?	Almost all of those journeys were made by local Carterton people
Is membership/assistance restricted in any way?	No
What is your annual subscription, if any?	None
Are you affiliated to a national organisation? If so, which one?	Coops Uk
Local venue/meeting place (if different from address above)	As above
<b>(3) Grants</b>	
<p>Purpose for which the grant is required (please give as much information as possible):</p> <p>We are asking for this grant to go towards the providing our community bus services, this service is seen as a lifeline to many residents in the towns community.</p> <p>The service runs 3 days a week and is extremely popular with the community as a whole.</p> <p>The town council has previously shown support for these services which now run using low floor disabled access minibuses.</p> <p>Last year the council gave £6,000 to support the service and a further 12,000 was provided to make up the £18,000 we needed in contributions to the service.</p> <p>Costs this year have again inevitably slightly risen and we seeking a total of £19,500 in grant funding for the Carterton Town Services.</p>	

Amount being applied for?	£19,500
What is the total cost?	The services will cost in excess of £31,000 to operate
Has your organisation previously applied to the Town Council for a grant?	YES
If YES, please give details: (date, amount & purpose)	Last year we received £6,000 from CTC
Have you applied for a grant to any other body or organisation?	Pending
If YES, please give details:	We are asking CTC for £19,500 in contributions toward running costs for these services. If we do not receive what we need then we well need funds from another body such as OCC for the shortfall. Of course it is by no means guaranteed we will receive this money.
<b>(4) Fundraising</b>	
Woct holds regular fundraising events during the year, also we have charity collection tins on our buses.	

**(5) General – PLEASE NOTE**

- You must enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet, or a Business Plan if a new organisation.
- Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature. Please apply to us for a copy of our Town Crest.
- Please provide any additional information which may assist the Council in reaching its decision.
- Any grant awarded on a draw-down basis can only be drawn during the financial year 1 April to 31 March. It cannot be carried over to the following year.

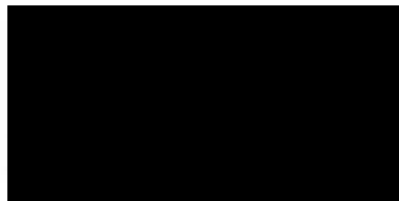
Please indicate to whom a cheque should be made payable if your application is successful. Alternatively, please supply your bank account details (preferred):

Cheque:



*I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for grant-aid*

Signed:



Date: 15-02-2026

**Please return your completed application form, with copies of accounts and financial projection and a covering letter giving any further information, to Carterton Town Council, Town Hall, 19 Alvescot Road, Carterton, OX18 3JL**

**Tel: 01993 842156. Email: [clerk@carterton-tc.gov.uk](mailto:clerk@carterton-tc.gov.uk)**

## GUIDANCE NOTES

Carterton Town Council has grants available for funding a project or activity. The Town Council grants are awarded at the discretion of the Grants Committee, and match funded up to 50% of costs to a maximum of £2,000; unless the Grants Committee decides that there are exceptional reasons to award a higher grant. Grants can be awarded to support a project, event or service, or to purchase equipment to help your group provide services to its users. Other funding can come from your own fundraising, existing resources or grants from other organisations.

The Grants Committee reserves the right to monitor the application and use of any grant awarded and may withhold, withdraw or recover the grant if the funds are not used for the purposes described in the application.

### Application Process and Meeting Dates

Grants Committee meetings are held 4 times a year and the committee reviews, discusses and makes a recommendation on the level of grant to be awarded to each applicant. The committee reserves the right not to award a grant to an applicant. Applicants are encouraged to attend the committee meeting, to present their case. The giving of a grant one year does not set a precedent for another year.

The application form and supporting documents need to be submitted at least 20 working days prior to each committee meeting, to the Town Clerk, Simon Garwood - contact details above. Additional information or clarification may be requested to support your grant application before the meeting. The committee may defer an application, pending receipt of any additional information it requires.

Please contact the Town Council if you have any questions before submitting your application.

### **For Office Use Only**

Grant applications must be checked against the following criteria. Any questions where the answer is 'no' must be reported to the Grants Committee meeting where the application is being considered.

Yes	No (investigate)	
		The grant will result in a benefit for the area covered by the Town Council and will contribute positively to the area of Carterton?
		Does the grant exclude ongoing running costs?
		If the application is for running costs has the applicant included plans for where future running costs will be found from?
		Is the grant for a group and not for individuals or organisations whose function is primarily undertaken by the health authority or Oxfordshire County Council's Social Services?

		Is the grant for non-political or non-quasi-political organisations or projects?
		Is the grant application for £2,000 or less?
		For applications in excess of £2,000, has the applicant fully detailed the exceptional circumstances?
		Does the application include the required financial and organisational information?
		Is this the only application in this financial year from this group or organisation?
		Is the applicant based in the Town Council area? If not has the applicant detailed what proportion of beneficiaries of the grant reside in the area?
		Is the application for future funding? (ie not retrospective)
		Is the grant for the sole use of the applying group and not to pass on money?
		Has the applicant demonstrated how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications?
		For applications for funds for security measures, does the applicant have the support of the local police or crime reduction officer?

Assessing officer.....

Date of assessment.....

Decision (delete as applicable) reject / return for further information / proceed to committee

Approved as an agenda item for the Grants Committee meeting on .....

Outcome at that meeting .....

27 JAN 2026

## Carterton, Witney & District Branch

47th Annual May Day Fair – 2026



Dear Carterton Town Council,

The Carterton May Day Fair is one of the town's most popular annual community events, bringing together families, local organisations, and businesses for a fun-filled day while raising vital funds for **Save the Children Fund**.

This year, the fair will take place on: **Monday 4th May 2026**  
**10.00am – 4.00pm**  
**Recreation Ground and Brownes Hall, Carterton**

We are planning another exciting programme featuring a wide range of attractions, including trade and charity stalls, a craft marquee, refreshments, a dog show, fairground amusements, a large car boot sale, live music, a scarecrow trail, and a vintage car display. Younger visitors can also enjoy appearances from Princesses and Superheroes — and even a roaming Dinosaur! With free admission, the event attracts visitors of all ages from Carterton and the surrounding area. All profits from the day go directly to **Save the Children Fund**.

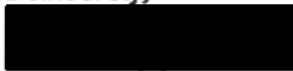
While we work hard to keep costs to a minimum, there are unavoidable expenses involved in running an event of this size. We have attached details of these costs. We would be extremely grateful if you would consider sponsoring the event this year and helping us cover some of the expenses.

As a thank you, all sponsors are offered a **free pitch on the field**, should you wish to attend the fair and promote the council and its work on the day. We can also include your logo or possibly an advert in our show programme which is distributed to all the local schools and outlets. Please see the enclosed programme from last year.

If you would like further information or would like to discuss sponsorship options, please do not hesitate to get in touch

Thank you for supporting our local community and helping us make a difference for children all over the world including the UK.

Yours sincerely,



Sue James, Chairman of Carterton Witney & District branch of Save the Children Fund.



## CARTERTON TOWN COUNCIL

### APPLICATION FOR GRANT FUNDING

(PLEASE COMPLETE IN BLOCK CAPITALS)

Please read the Carterton Town Council Grants Programme Guidelines before completing this form. Applications must be submitted at least two weeks before the relevant Grants Committee meeting (March, July, November).

#### (1) Your Organisation

Name of Organisation: \_\_\_

Carterton, Witney & District branch of Save the Children Fund\_\_

Correspondence Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Main Contact Name: \_\_\_Mrs Sue James\_ Position: \_\_Chairman\_

Email Address (PLEASE PRINT): \_\_\_\_\_

Type of Organisation (tick):  Charity  CIO  CIC with asset-lock  Constituted Community Group  PTA  Other

Registered Charity No (if applicable): 213890

Do you have a safeguarding policy (if working with children/vulnerable adults)?

X Yes  No

Do you hold Public Liability Insurance (minimum £5m)? X Yes  No

Bank Account Name (must be in organisation's name):

Save the Children Fund – Carterton Witney & District

What are the activities and/or aims of your organisation?

\_\_Our branch raises money for Save the Children Fund and promotes awareness of the work that they do. The money is used to support and save children in countries all over the world including the UK. The May Day Fair is our biggest fundraising event

## (2) Membership

How many members do you have/how many people do you support? 8 Committee

Approximately how many of the above live in Carterton? \_8\_\_\_\_\_

Is membership/assistance restricted in any way? \_\_No\_\_\_\_\_

What is your annual subscription, if any? \_\_None\_\_\_\_\_

Are you affiliated to a national organisation? If so, which one? Save the Children UK

Local venue/meeting place (if different from address above): \_Various homes\_\_\_\_\_

Is your project/event open and accessible to all? X Yes  No

## (3) Grants

Funding Stream (tick one):  Service Level Agreement (SLA)  General Grant

X Community Events Fund

Purpose for which the grant is required (please give as much information as possible):

To cover essential expenses for the May Day Fair, Monday 4<sup>th</sup> May 2026; including first aid, bins, overnight security, PA system, craft marquee, tables and chairs, hire of Brownes hall. Hire of toilets is an additional expense this year

Amount being applied for: £ 2000

Total cost of project/event: £4573.68 for essential services

Entertainment projected cost of £2130 (Not being applied for)

Publicity projected costs of £594 (Not being applied for)

Breakdown of costs attached? X Yes  No (Please state if costs are inclusive/exclusive of VAT)

Match funding (cash and in-kind, e.g. volunteer hours at £12/hour): £\_\_2500

Please explain how you will provide the required 50% match funding (for General Grants and Events Fund):

Sponsorship from local businesses, pitch fees and fundraising on the day.

Which of the Council's aims does your project support? (tick all that apply):

Enhancing civic pride and community identity

Encouraging use of community facilities

Promoting health and wellbeing

Supporting recreation and leisure

Improving the local environment

Quotes attached (2 quotes for >£500, 3 quotes for >£1,000)?  Yes  No

Has your organisation previously applied to the Town Council for a grant?  Yes  No

If YES, please give details (date, amount, purpose):  Last year £1200

Have you applied for a grant to any other body or organisation?  Yes  No

If YES, please give details:  Coop community fund

#### **(4) Fundraising**

What fundraising events or activities will your organisation be holding this year?

May Day Fair, Book sales, Car boots, stalls at local events, Christmas sales, \_

Please list other funders you have approached, including amounts applied for/secured:

\_\_\_\_\_ List of expenses sent to local businesses seeking sponsorship\_

#### **(5) General – PLEASE NOTE**

- Please enclose your most recent accounts or, if newly formed, a financial projection/business plan.

- CTC reserves the right to claw back unspent or misused funds. Outcome reports must be submitted within 8 weeks of completion (or annually for SLAs).

- Recipients of a grant from the Town Council must acknowledge support on all relevant publicity. Please request a copy of our Town Crest for use.

- Any grant awarded on a draw-down basis must be drawn during the financial year (1 April–31 March). It cannot be carried over.

### Payment Details

Grants are normally paid by BACS. Please provide:

Bank: [REDACTED] Account Name: [REDACTED]  
[REDACTED]

Sort Code: [REDACTED] Account No: [REDACTED]

### Declaration

I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application. I confirm that I accept the terms and conditions of the Council's Grant Programme.

Signed: [REDACTED] Date: 26/1/26

Please return your completed application form with supporting documents to:

Carterton Town Council, Town Hall, 19 Alvescot Road, Carterton, OX18 3JL

Tel: 01993 842156 Email: clerk@carterton-tc.gov.uk

## May Day Fair Expenses 2026

(All prices inclusive of VAT)

### Essential Services:

Service required:	Cost 2025	Projected cost 2026
Cotswold First Aid	£406.80	£406.80
Hire of Brownes Hall	£150	£150
Ubico Bins	£398	£550
P. A System (M&S sound systems)	£320.85	£330.48
Craft Marquee Hire (BHK rentals)	£1260	£1260
Chairs and tables (BHK rentals)	£446.40	£446.40
Porta loos	-	£1200
Overnight security	£216	£230
	<b>£3198.05</b>	<b>£4573.68</b>

### Entertainment on the field (at no charge to public):

	Cost 2025	Projected cost 2026
Wandering Dinosaur/ Bumblebee	£995	£1000
Punch and Judy	£270	£280
Balloon modeller	£280	-
Giant bubbles	-	£450
Giant tortoises	-	£400
	<b>£1545</b>	<b>£2130</b>

### Publicity:

	Cost 2025	Projected cost 2026
3000 brochures	£501.75	£525
Flags	£137.58	-
8 Lawn Signs	£51.61	£54
Posters and flyers	£13.45	£15
	<b>£704.39</b>	<b>£594</b>



## CARTERTON TOWN COUNCIL

### APPLICATION FOR GRANT FUNDING

(PLEASE COMPLETE IN BLOCK CAPITALS)

Please read the Carterton Town Council Grants Programme Guidelines before completing this form. Applications must be submitted at least two weeks before the relevant Grants Committee meeting (March, July, November).

#### (1) Your Organisation

Name of Organisation: Carterton Open Gardens

Correspondence Address: [REDACTED]

Postcode: [REDACTED] Telephone [REDACTED]

Main Contact Name: Sue James Position: Chairman

Email Address (PLEASE PRINT): [REDACTED]

Type of Organisation (tick):  Other

Registered Charity No (if applicable): \_\_\_\_\_

Do you have a safeguarding policy (if working with children/vulnerable adults)? N/A

Do you hold Public Liability Insurance (minimum £5m)?  Yes

Covered by whichever charity the garden is opening for

Bank Account Name (must be in organisation's name): We would use Carterton Celebrates bank account as we fall in Carterton Celebrates Week

What are the activities and/or aims of your organisation?

\_To Open our gardens in Carterton to the public. To share our passion for gardening and our gardens. And to show everyone that Carterton has amazing gardens too! \_\_\_\_\_

---

## (2) Membership

How many members do you have/how many people do you support? We had 7 gardens open last year, hoping for more this year

Approximately how many of the above live in Carterton? All

Is membership/assistance restricted in any way? No

What is your annual subscription, if any? None

Are you affiliated to a national organisation? If so, which one? No

Local venue/meeting place (if different from address above): \_\_\_\_\_

Is your project/event open and accessible to all?  Yes .

No restrictions on who may visit, although some gardens have limitations (steps, narrow paths, uneven surfaces)

## (3) Grants

Funding Stream (tick one):  Community Events Fund

Purpose for which the grant is required (please give as much information as possible):

To buy a banner and lawn signs advertising "Carterton Open Gardens this Sunday"

Amount being applied for: £ 140

Total cost of project/event: £ 140

Breakdown of costs attached?  No (Please state if costs are inclusive/exclusive of VAT)

Match funding (cash and in-kind, e.g. volunteer hours at £12/hour):

£ \_\_\_\_\_

Please explain how you will provide the required 50% match funding (for General Grants and Events Fund):

I would have to ask the gardeners to each contribute. All money donated for entrance to the gardens goes to chosen charities.

Which of the Council's aims does your project support? (tick all that apply):

X Enhancing civic pride and community identity

Encouraging use of community facilities

X Promoting health and wellbeing

X Supporting recreation and leisure

X Improving the local environment

Quotes attached (2 quotes for >£500, 3 quotes for >£1,000)?  Yes  No

Has your organisation previously applied to the Town Council for a grant? X No

If YES, please give details (date, amount, purpose): \_\_\_\_\_

Have you applied for a grant to any other body or organisation?  Yes  No

If YES, please give details: \_\_\_\_\_

#### (4) Fundraising

What fundraising events or activities will your organisation be holding this year?

Carterton Open Gardens

Sunday 31<sup>st</sup> May 2026

Please list other funders you have approached, including amounts applied for/secured:

\_\_\_\_\_

#### (5) General – PLEASE NOTE

- Please enclose your most recent accounts or, if newly formed, a financial projection/business plan.
- CTC reserves the right to claw back unspent or misused funds. Outcome reports must be submitted within 8 weeks of completion (or annually for SLAs).
- Recipients of a grant from the Town Council must acknowledge support on all relevant publicity. Please request a copy of our Town Crest for use.
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#### Payment Details

Grants are normally paid by BACS. Please provide:

Bank:

Account Name:

Sort Code: [REDACTED] Account No: [REDACTED]

**Declaration**

I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application. I confirm that I accept the terms and conditions of the Council's Grant Programme.

Signed: S J James \_\_\_\_\_ Date: 2<sup>nd</sup> March 2026

[REDACTED]

Please return your completed application form with supporting documents to:

Carterton Town Council, Town Hall, 19 Alvescot Road, Carterton, OX18 3JL

Tel: 01993 842156 Email: clerk@carterton-tc.gov.uk