

Dear Sir/ Madam,

Notice is hereby given that the Ninety Second Annual General Meeting of the Kent County Playing Fields Association will be held at Marden Sports Club, 319 Maidstone Road, Marden, Tonbridge TN12 9AG on Tuesday 14th May , commencing at 7.00 pm to which you are invited. A copy of the Annual Report will be available from the Secretary on request or can be viewed on our website following this meeting at www.kentpfa.org.uk.

A G E N D A

1. Welcome by the Chairman.
2. Apologies for absence.
3. To confirm the Minutes of the 91st Annual General Meeting.
4. To consider and approve the 92nd Annual Report.
5. To consider and approve the Accounts and Balance Sheet for the year ended 31st December 2018.
6. To elect the Members to serve on the Management Committee:
 - a) Vice President of the Management Committee (2 year term) Propose Richard Young
 - b) Chairman of the Management Committee (2 year term). Propose: Phil Harding
 - c) Chairman of the Golf Committee (2 year term). Propose: Richard Young
 - d) Members of the Association (1 year term):
The current members are, Richard T.Maylam , Andy Griffiths, Cheng Wong , John Knott, David Byford, Rachel Hillier & Penny Webb.
7. To elect the members to serve on the Golf Committee.
The current members are, Cheng Wong, & Dave Byford. (Following the death of Ken Daniel in 2018 and resignation of Elaine Coomber recently).
8. Appointment of Accountants; Ackland Webb
9. To determine the rates of annual subscription.
10. Any other business for referral to the Management Committee.
11. Presentation of the Hawkes' Award/ Edwin Boorman Award

By Order of the Management Committee.

Paul Peacock
Secretary

1st May 2019

OBJECT OF THE ASSOCIATION

The Kent County Playing Fields Association is a registered charity and is affiliated to the National Playing Fields Association.

The Association is governed by the Rules, amended in April 2013.

The Object of the Association is to ensure that there are adequate facilities for recreation in every city, town and village in Kent and, to fulfil this Object, to encourage the provision, improvement, retention and use of playing fields, children's playgrounds and other recreational centres.

Supporting the Association

The Association has a strong membership that is committed to achieving its Object.

The extent to which the Association is able to assist with the achievement of its Object, however, is dependent upon the level of financial assistance it receives year-on-year.

If you would like to support the Association, Gift Aid and membership forms have been reproduced at the end of the Annual Report for completion and return to the office.

A complete list of Members may be obtained on application to

The Secretary, 24 Tennison Way, Maidstone Kent ME15 9GE.

E-mail: kcpfa@hotmail.co.uk

CHAIRMAN'S REPORT

This report covers the 2018 calendar year, which sadly included the passing of Ken Daniel. Ken first became involved with the Kent County Playing Fields Association in 2002, a year after his wife Shirley. Initially he joined the Golf Committee and was responsible for every aspect of the Cecil Leitch 5 Club Competition. His diligence, accuracy and attention to detailed preparation resulted in the smooth management of each event and successful financial outcomes each year. On finals day he would meticulously record the scores of each player adjusted for handicaps, until a winner in each category was found. In addition, he and Shirley would source the main prizes every year and buy the golf balls for the ball raffle. This he did for the next sixteen years culminating in the 2018 competition held at Redlibbets Golf Club. He had informed the Secretary then that the next year, to be held at St Augustine's Golf club, would in fact be his last as other priorities and advancing years became apparent, but sadly it was not to be.

The Management Committee meetings of the KCPFA during 2018 were held at the Early Bird in Maidstone. The KCPFA continues to seek new members to join the Committee and would welcome those with an interest in sport in the county.

Grants, Loans and Awards

Via its various funds, the KCPFA again awarded a significant number of grants to young people participating in a wide variety of sports; full details of the recipients and their myriad impressive achievements are detailed in the Newsletter and on the KCPFA website and within this Report & Accounts. It continues to be a real source of pleasure to the Association to be able to support them and to learn of their dedication and excellence.

At the same time, loans continue to be available to assist with the purchase, layout and extension of playing fields and the provision, the modernisation and adaptation of children's playgrounds, clubhouses, sports halls and other recreational facilities. The maximum loan offered, over a five-year period, is £25,000, or 80% of the cost of the project, whichever is the lesser amount. We are keen to make these loans more widely available. Grant aid is available to parish councils and voluntary organisations towards the cost of providing children's recreational facilities only. The maximum grant is £1,000 and will be payable upon completion and inspection of the project and the submission of receipted accounts.

As far as grants to young people are concerned, the following are available:

- The Virgo Awards, established in memory of the late Ernest Virgo, a former President and great supporter of the Association, are open to young cricketers to assist with their training, coaching etc up to £300 in any one year.
- The Hawke's Memorial Fund: awards from this Fund provide financial assistance for young sportsmen and women in Kent between the ages of 12 and 20. The maximum award is £300.
- The Edwin Boorman Awards: established in memory of a former Patron of the Association, these provide grant aid of up to £300 for new projects being organized by clubs and organizations for the sporting benefit of young people

aged between 10 and 18. Applications are considered in March/April of each year for presentation at the subsequent AGM.

Cecil Leitch Five Club Competition

Richard Young and his Golf Committee delivered another successful competition, at Redlibbets Golf Club on 19th June; the event raised just under £12,000 for the KCPFA. Once again, we were fortunate with the weather and near perfect conditions for golf. The beautiful parkland setting of Redlibbets Golf Club in Ash near Sevenoaks was the setting on the 19th June where 36 men and 50 women competed in the final. Almost 1900 players took part in the preliminary rounds. On behalf of the charity a huge thankyou to all those clubs and their members.

The Men's Trophy winner was Ben Pettet of Redlibbets Golf Club Ltd, with a handicap of 17, scoring 41 points after count back on the last nine holes. David Britton of Tudor Park Golf Club was runner up with a handicap of 16, also scoring 41 points. Third place went to Barry Thompson of Lydd Golf Club with a handicap of 19, scoring 38 points after count back on the last nine holes.

The Ladies cup and 1st Prize went to Lynn Dawson of Rochester & Cobham Golf Club, with a handicap of 21, scoring 38 points. Runner up was Joanne Kite of Upchurch Golf Club with a handicap of 17, scoring 36 points. Third place, after a count back on the last 9 holes, went to Ali O'Neill of Sidcup Golf Club with a handicap of 17, scoring 35 points.

The Charity would like to thank Redlibbets Golf Club for allowing us to use their facilities, to their members and to all officials, caterers and bar staff and especially the grounds staff. Special thanks to General Manager David Harris.

Annual General Meeting

The AGM was held at the Early Bird Public House, Grove Green, Maidstone on 20th June 2018 and was attended by a number of award recipients including Tiegan Aitken and Jonte Hillier. It is always a pleasure to meet our award winners and particularly their families who often give up much of their free time to support, encourage and fund their children's sporting activity. Also encouraging the Mayor of Maidstone David Nahgi attended the evening along with Medway Councillor Rupert Turpin. The Annual Report & Accounts can be viewed on the KCPFA website or by requesting a hard copy from the Secretary.

Donations

Income

The Association is most grateful to all those who have made donations to it during the course of 2018; their support is greatly appreciated. R. Hext of Cobtree Charity Trust Ltd, Sir Charles Jessel, North Foreland Golf Club (Ladies), Kent County Ladies Golf Association, Kent County Golf Union, Hartley Country Club (Ladies Bowls Section) Mr A.G.P. Lechallas, Mr A.E. Redsell, Mr. K.C. Wong, Miss A.M. Backhouse, Mrs. Sara Dawn Bailey, Mr. R.S. Borner, Mr. R.L. Steele, S.W.L. Brice, Mr. J. Rice, C. Dyer, Mr. R.W. Edelsten, Nina Edgar, Mr Philip Harding, Mr. R. Janz, Mrs. B. Kverndal, Jennifer Stark-Duce, Mrs P.A. Lippiatt, Mr N. Miskin, Mr. R. Moon, Mr P. Newman, Mrs V. Rees, Mr R.K. Steele, Mr C. Stevens, Mr R.T. Maylam, Frederic Bistro, Mr Steve O'Rourke (SO Hairdressing), Mr R. Young, Mr R.K. Todd, Kent County RFU, Mr Bill Cockcroft (Sawyer & Fisher), Mr & Mrs Peter Robinson, Mr Robert Horner, Mr Philip Harding, Kent Schools Football Association, Mr J. Brazier TD, MP. Mr. P.A. Virgo, Mrs Jenny Wood, Mr Paul Peacock, Mr David Byford (Express Autos Maidstone) Mr Steve Early (Lodge Cleaning Services) Mr David Storey (CDSA Consulting), Woodlands Manor Golf Club, The Stonewall Park Charitable Trust

and the Fleming Family. The assistance that the KCPFA is able to provide to young people in particular is greatly enhanced by this support.

Membership

The membership of the Association as at 31st December 2018 was 460 made up as follows:

Life members:	20				
Benefactor members:	0				
Annual Members:	Individuals:	20	Clubs:	290	
		Parish Councils	84	Schools	1
		Corporate:	10		
	Gift Aid:	35			

Summary

I am again most grateful to all those who enable the Association to continue to fulfil the charitable objectives for which it was established. Committee colleagues serve the KCPFA with dedication and wisdom. Our Secretary, Paul Peacock, runs the Association on a day to-day basis, and his continued commitment to the KCPFA is greatly appreciated. The splendid efforts of the Golf Committee have again been valuable and valued; our grateful thanks to them. The Trustees have paid due regard to the guidance on public benefit published by the Charity Commission when reviewing the aims and objectives of the Association and in planning future activities. The Trustees believe that the activities undertaken in the year for achieving the objectives of the Association have met the public benefit requirement.

Phil Harding
April 2019

Financial Report

We are able to see clearly the impact Trustees' earlier action to reduce cost and consolidate the charity's net worth for the year ended 31st December 2018.

Expenditure: Overall expenditure was reduced by over 24% for the period at £29,414 (£39,022 in 2017) in addition further reduction in office support costs, almost 10% lower than in the previous year at £2,931 (£3,253 in 2017), helped towards the lower figure. (see page 13 of Ackland Webb's accounts). Grants awarded decreased by just over 5% at £10,575 (£11,180 in 2017). The decision to reduce the Secretary's working week from 2018 to three days has reduced human resource costs now and for the future. I expect some further reduction in office support cost over the coming year chiefly from reduced postage and utility costs.

Income: Surprisingly, was lower by 10% at £27,659 (£30,890 in 2017) explained by the fall of subscription income, £6,649 compared with £7,402 in 2017. In addition net profit for the Cecil Leitch Competition in its 61st year, decreased significantly from £8,026 to £6,524, a fall of almost 19% due to poor weather resulting in lower participation and reduced entry fee income.

Donations were also lower by 6% at £4,497 (£4,817 - 2017) and an expected 43% decrease in interest on loans from £2,888 to £1,622 also add to the decline in income for the year. Interest on investments at (£8,920 rose 15% compared to £7,757 - 2017) offsetting the decline in loan interest.

Summary: On balance efforts to reduce the cost base of the charity are evident and will continue to be so. The investment with CCLA has improved both interest and capital return once again and despite the extreme volatility of world stock markets towards the end of the year, the unrealised net gain on those investments of £1,070 (£7,314 – 2017) has left a net movement in funds of - £685 from the previous year resulting in a total funds/net worth position of £265,858 compared to £266,543 in 2017. The outlook for the current year once again remains volatile with economic forecasts uncertain as Brexit negotiations continue; expected interest rate rises and political uncertainty here in the UK. Potential trade and geopolitical conflicts elsewhere may undermine confidence in stock markets and adversely affect world economic growth in 2019. The charity is sheltered from much of this given its exposure to CCLA, its loyal membership base, consistent fund raising efforts and loan book.

Secretary - Paul Peacock
April 2019

Patron: W.L.Cockcroft DL FRICS MCMI
OFFICERS:

President Robert W. Horner Linden Lea, Greenhill Road, Otford,
 Kent TN14 5RR

Vice-President Richard Young, 1 Nunnery Fields, Canterbury, Kent CT1 3JN

Chairman Philip J. Harding, 6 Chestnut Road, Elmsvale, Dover Kent CT17
 9PY

Vice-Chairman Richard Young, 1 Nunnery Fields, Canterbury, Kent CT1 3JN

Golf Committee
Chairman Richard Young, 1 Nunnery Fields, Canterbury, Kent CT1 3JN

Secretary/Treasurer Paul Peacock, C/o 24 Tennison Way, Maidstone Kent ME15
 9GE

Registered
Accountants Ackland Webb Chartered Certified Accountants 49 Business
 Innovation Centre, University Road, CantKent CT2 7FG

Bankers National Westminster Bank plc, 3 High Street, Maidstone, Kent
 ME14 1XU

COMMITTEE AND COUNCIL MEMBERSHIP

The Management Committee (whose members serve as Trustees of the Association)

- Chairman: Philip John Harding

The Association's Officers:

Elected Members: A.Griffiths , R T Maylam, J.T.Knott, K.C.Wong. D.Byford, R.Hillier P.Webb.

The Council – Chairman Philip John Harding, Vice-Chairman Richard Young,

Elected Members: J. D. Ellis, Kent County Bowling Association, 11 School Lane, Blean,
Canterbury, Kent CT2 9JA
C.Boswell, President Kent Football Association, Invicta House
Cobdown Park, Ditton Maidstone ME20 6DQ

R .Young, Kent County Golf Union, 1 Nunnery Fields,
Canterbury, Kent CT1 3JN

A.Griffith, Community Cricket Manager West & Met. Kent, KCB
Development Office, Old Dover Road, Canterbury CT1 3NZ

G.Stephenson, Kent Lawn Tennis Association 42 Madeira Avenue,
Bromley, Kent BR1 4AY

The Golf Committee - Chairman: Richard Young

Elected Members: K.C.Wong, E. Coomber , D.Byford

Ex-Officio Members: The Association's Officers

The Association's Officers, District Representatives and representatives of Local Authorities, whilst holding office.

DISTRICT REPRESENTATIVES

Bexley Mr. A. Griffiths, 3 Middlesex Road, Maidstone Kent ME15 7PJ.

Canterbury Mr. R. Young, 1 Nunnery Fields, Canterbury, Kent CT1 3JN.

Dartford Mrs. J. Wood, 60 Ediva Road, Meopham, Kent DA13 0ND.

Dover Mr. P. Harding, 6 Chestnut Road, Dover, Kent CT17 9PY.

Gillingham Mr. K. C. Wong, 28 Watling Street, Gillingham, Kent ME7 2YH.

Gravesham Vacant

Maidstone South Mr. John Knott, 5 Matthews Avenue, Harrietsham, Kent ME17 1GT

Medway North	Mr D. Byford, 3 The Maltings, Weaving, Maidstone Kent ME14 5UF.
Medway South	Vacant
Sevenoaks	Mr. R. Horner, Linden Lea, Greenhill Road, Offord, Sevenoaks, Kent TN14 5RR
Shepway North	Vacant
Swale and Sheppey East and West	Vacant
Swale Central	Mr. J.Thatcher, 3 Barler Place,Queenborough,Sittingbourne, Kent ME11 5BX
Thanet	Mr. P. Ruranski, 22 Nursery Fields, Acol, Birchington, Kent CT7 0JF
Tonbridge &Malling	Mr T.Aldridge, 24 Tennison Way, Maidstone Kent ME15 9GE
Tunbridge Wells	Mr. P. French, 31 Bounds Oak Way, Southborough, Kent TN4 OTW

REPRESENTATIVES OF LOCAL AUTHORITIES

Kent County Council	Cllr..Andrew Wickham, Pevington Farm, Egerton Road, Pluckley Kent TN27 0PF
Ashford	Cllr.Mike Bennett, 16 Chalk Avenue,St Michaels, Teneterden Kent TN30 6BU
Canterbury	Cllr. P. Todd, 60 Sherwood Drive, Whitstable, Kent CT5 4PH
Dartford	Cllr. P.Thurlow,32 Cedar Drive, Sutton at Hone, Dartford, Kent DA4 9EN
Dover	Cllr. Pauline Beresford, 5 Minnis Terrace, Crabble Avenue, Dover, Kent CT17 0JF
Gravesham	Cllr. Alan Ridgers, 10 Chaucer Road, Northfleet, Kent DA11 8EP
Hythe & New Romney	Vacant
Lydd Town Council	Cllr. Barbara Walsh, 60 The Derrings, Lydd, Romney Marsh Kent TN29 9BN
Maidstone	Cllr.David Naghi, 19 Mote Avenue, Maidstone, Kent ME15 7SU.
Medway	Cllr. Rupert Turpin, 30 Purbeck Road, Chatham, Kent ME4 6ED.

Sevenoaks	Cllr. Abraham, Sevenoaks District Council Argyle Road, Kent TN13 1HG
Shepway	Cllr. Michael Lyons, Cragside, 67 Turnpike Hill, Hythe Kent CT21 4SE
Swale	Vacant
Tonbridge &Malling	Cllr. M. Heslop 37 Pembury Road, Tonbridge, Kent TN9 2JB

The competition results were:-

The Men's Cup & 1st Prize

Winner: Ben Petett Redlibbets Golf Club – handicap 17 with 41 points.
Runner up: David Britton of Tudor Park G.C. (Handicap16) with 41 points.)(After countback)
Third: Barry Thompson of Lydd G.C .(Handicap15) with 38 points.
Nearest the Pin: Jamie Ridley of Wrotham G.C.on the 17th hole.
Longest Drive: Michael Hull of Hever Castle GC on the 14th hole.

The Ladies' Cup & 1st Prize

Winner: Lynn Dawson Rochester & Cobham Park G.C. (Handicap 21) with 38 points.
Runner up: Joanne Kite of Upchurch G.C.(Handicap 17) with 36 points.
Third: Ali O'Neill of Sidcup G.C . (Handicap 12) with 35 points.
Nearest the Pin: Margaret Jeffs of Redlibbets G.C. on the 17th hole.
Longest Drive: Ali O'Neill of Sidcup .G.C. on the 14th Hole

The final next year, will be held at **The Ridge Golf Club on June 16th 2020** and we look forward to another successful and pleasant day.

£

£

£

£

£

Hamish Roberts (Hockey)
 Peter Buravytskiy (Trampoline)
 Shem Lajarde (Table Tennis)
 Lucy Morice-Jones (Tennis)

4,100

Grants paid from The Virgo Cricket Fund:

300
 300
 300
 100
 1,000

Eleanor Todd
 Josie Longhurst
 Scarlett Timms
 Theo Briggs

**SUMMARY OF ACCOUNTS FOR THE PAST FIVE YEARS
 (2013 TO 2018 INCLUSIVE)**

Details

Year

	2013	2014	2015	2016	2017	2018
	£	£	£	£	£	£
Income (other than investment income)	21,587	22,177	21,996	29,087	20,245	17,670
Expenses - administration	30,349	26,718	29,145	31,249	27,842	18,839
Surplus (Deficit)	48,223	4,176	12,752	(5,199)	(818)	(685)
Capital Account - General fund	255,631	259,807	272,559	267,361	266,543	265,543
Loans outstanding at previous year end	83,425	77,130	24,440	57,120	39,257	36,714
Loans advanced during the year	18,000	nil	nil	43,600	nil	9,000
Loans repaid during the year	24,295	27,095	25,595	10,920	17,863	11,543
Grants made during the year	8,455	7,055	7,850	9,040	11,080	10,575

Membership	558	556	458	467	505	460
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NB. Please note that the period 2013 was a 13 month period, rather than a year, due to the change of the end of the financial year from 31 November to 31 December.

GIFT AID DECLARATION

Name of Charity: KENT COUNTY PLAYING FIELDS ASSOCIATION, C/O 24 Tennison Way,
Maidstone Kent ME15 9GE Telephone: 01622 691009
E-mail: kcpfa@hotmail.co.uk

Details of Donor:

Title Forenames.....Surname

.....

Address

.....

.....Post Code

.....

I would like the Charity to treat, as a Gift Aid Donation, the following:

1* the enclosed donation of £

2* the donation of £ which I made on/...../.....

3* all donations I make from the date of this declaration until I notify you otherwise
(delete as appropriate)

Signature

Date

EXPLANATORY NOTES:

1. You may cancel this declaration at any time by notifying the Charity.
2. You must pay an amount of income tax and/or capital gains tax at least equal to the tax that the Charity reclaims on your donations in the tax year (currently 25p for each £1 you give).

3. If in the future your circumstances change, and you no longer pay tax on your income and/or capital gains tax equal to the tax that the Charity reclaims, you may cancel your declaration (see Note 1).
4. If you pay tax at the higher rate, you may claim further tax relief on your Self Assessment tax return
5. If you are unsure whether your donations qualify for Gift Aid tax relief, please contact the Charity, or ask your local tax office for leaflet IR133 Gift Aid.
6. Please notify the Charity if you change your name or address.

DONATIONS UNDER THE NEW GIFT AID REGULATIONS

The Gift Aid Scheme has replaced the existing scheme under which monies were donated under a Deed of Covenant. Existing Deeds of Covenant will continue until their expiry date but will be dealt with, for those purposes, in the same way as donations under the new scheme. When Deeds of Covenant expire, donors will be invited to make donations in accordance with the Declaration Form above.

You will see that you have various options on the form and you may select which option suits your particular circumstances.

There is no minimum or maximum limit to the amount that you may give. All that is required is that you must have paid an amount of tax, either income or capital gains, at least equal to the tax deducted from your donations. This will allow donors to claim higher rate tax relief from donations against either income tax or capital gains tax.

You may even submit a Gift Aid declaration by telephone or via the Internet without having to complete and sign a paper declaration. You merely have to provide the information contained on the form opposite and the Association will send you a written record of the declaration that you have made.

You are entitled to cancel a declaration at any time. In the case of an oral declaration, if you cancel the declaration within 30 days of the written record being sent to you, the cancellation will be retrospective so that it will be as if the declaration had never been made.

In addition to any donation made under the Gift Aid Scheme, individuals and companies will be able to obtain tax relief for gifts of listed shares and securities made to the Association when calculating their income or profits for tax purposes.

PAYROLL GIVING

Under the Payroll Giving Scheme, employees are able to authorise their employers to deduct charitable donations from their pay before calculating Pay As You Earn tax. In this way, the employee automatically obtains tax relief at his or her top rate of tax.

If you have queries about making donations to the Association, please speak to the Secretary at Cantium Lodge. If he is unable to solve your problem immediately, he will take the details and one of the Association's Officers will contact you when we have ascertained the answer from the appropriate authority.

**KENT COUNTY PLAYING FIELDS ASSOCIATION
MEMBERSHIP APPLICATION FORM**

To: The Hon Treasurer, Kent County Playing Fields Association, Cantium Lodge,
Terrace Road, Maidstone, Kent ME16 8HU

To support the Playing Fields Movement, I have pleasure in enclosing a
Subscription/ Benefactor Membership fee of £.....

Name.....

...

Address.....

.....

RATES OF MINIMUM SUBSCRIPTION:

Annual: **£**

Individual 10

Sports Clubs and similar organisations 25

Borough and District Councils 52

Parish Councils -

Council Tax Base precept £1,000 to £2,000 10

Council tax base precept over £2,000 20

Benefactor Member:

Once only payment 1,000

Corporate Membership (per annum):

Commercial and industrial firms 75

BANKER'S ORDER

ToBank plc

Sort Code

.....

Address

.....

.....

Please pay now to the account of the Kent County Playing Fields Association
(Registered Charity 302907) at National Westminster Bank plc, 3 High Street,

Maidstone, Kent ME14 1XU, (sort code 60-60-08, Account number 00039616), my/our subscription of £ and continue to pay this amount without further application on 1st January each year until further notice.

Signature.....Account

No.....

Address.....

.....

Date.....

KENT COUNTY PLAYING FIELDS ASSOCIATION.

DATA PROTECTION STATEMENT.

This statement explains how Kent County Playing Fields Association (KCPFA) handles and uses the personal details which it collects about its Trustees, Members, Sports Clubs, Applicants, and competitors in KCPFA competitions (hereinafter collectively called Consultants). Retention of this information regarding Consultants enables KCPFA to keep in touch with them in order to keep them advised of KCPFA activities, and to enable KCPFA to discharge its responsibilities as required by its constitution and to pursue its legitimate interests. KCPFA is committed to protecting all personal information and being open about the nature of the information which it holds. In the event that KCPFA rely upon an individual's consent for holding such data, such consent may be withdrawn at any time.

The extent of this Policy:

This policy describes how KCPFA will make use of the data which it handles in pursuit of its legitimate interests. It also describes Consultants' data protection rights, including a right to object to any processing which KCPFA may carry out.

Personal Data Collected and Held:

The personal information held by KCPFA will primarily be that provided by Consultants (or, in the case of minors, by their parents) in correspondence from Consultants by post, telephone, email or otherwise. On occasion, details regarding Consultants may be received from sports clubs within the County of Kent..

The records may contain:

- Contact details as supplied and periodically updated by Consultants.
- The name, gender, and date of birth of individuals.
- Club affiliations and details of membership.
- Bank account details when provided for payment of membership or other fees or to enable KCPFA to make payments.
- Personal data supplied by Consultants for specific purposes (e.g. medical conditions and disability requirements).
- Any qualifications or work experience supplied by an individual

Some information will be generated as part of an individual's involvement with KCPFA.

Information received from third parties:

KCPFA may on occasion receive information from third parties, e.g. information regarding a minor supplied by parents, details of participants in a competition supplied by a sports club.

Use of Personal Data by KCPFA:

Consultants' Personal Data is used by KCPFA for:

- Sending to Consultants details of its activities and inviting them to attend events.
- Collecting subscriptions and other payments which may be due.
- Discharging its responsibilities as set out in its constitution as a Playing Fields Association.
- Internal record-keeping.
- Administrative purposes.
- Purposes required by law, e.g. maintenance of accounting and health and safety records, compliance with the requirements of government and law enforcement authorities.

Direct Marketing:

KCPFA will not use personal data for any direct marketing purposes whatsoever.

Sharing of Data:

Personal data may be shared with government authorities and/or law enforcement agencies if mandated by law, or if required for the legal protection of the legitimate interests of KCPFA in compliance with applicable laws.

Personal data may also be shared with third-party service providers who will process it on behalf of KCPFA.

Consultants' Rights:

Consultants the right to:

- Ask KCPFA for access to, or rectification or erasure of, their individual data Provided that KCPFA will not delete information which it is required to keep by law.
- Restrict the data provided, subject to the proviso above.
- Object to the receipt of communications by any specific method.
- Request the transfer of their individual data to a third party.

Members have the right to lodge a complaint with the Information Commissioner's Office at

Retention of Data:

Consultants' personal data will be processed for as long as they retain their membership or active involvement with KCPFA and, save as hereinafter mentioned, for up to one year thereafter. However, KCPFA will retain information to maintain statutory records in line with appropriate statutory requirements or guidance. Records of an individual's involvement in a particular competition, or on being the subject of a grant or award, may be held indefinitely by KCPFA in order to maintain a historic record of KCPFA.

Further Information:

The legal basis for processing your personal data for the purposes set out above is that it is necessary for the pursuit of KCPFA's legitimate interests. KCPFA always handles personal data securely and minimises its use, and there is no overriding prejudice to Consultants by using their personal information for these purposes. However, there is no statutory or contractual requirement for Consultants to provide KCPFA with any personal data.

Those who have concerns or questions about the information contained in this statement, or who do not want KCPFA to process their personal data for specific purposes, should contact the KCPFA secretary at 24 Tennison Way, Maidstone, Kent, ME15 9GE, Tel: 01622 691009, email: Where Consultants have specific requests relating to the management of their personal data,

KCPFA will endeavour to resolve these but there may be circumstances where it is unable to comply with a specific request.