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## **STOKE SUB HAMDON SPORTS & RECREATION TRUST**

CHARITY NO 1063874  
VAT NO 780 8830 01

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# **STOKE SUB HAMDON SPORTS AND RECREATION TRUST**

**CHARITY NUMBER 1063874**

## **TRUSTEES ANNUAL REPORT FY 2023**

### **ISSUE 1**

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### CHAIR'S REPORT

#### 1. INTRODUCTION

The Sports and Recreation Trust is an unincorporated charitable association. It was established in 1997 to provide sports and recreation facilities for the Stoke sub Hamdon area.

The Sports and Recreation Trust consists of the following member organisations:

- Parish Council
- Senior and Youth Football Clubs
- Castle School Governors / Friends of Castle School

There are also a number of individuals who are members of the Trust. These Trustees are governed by the charity's constitution and form the Executive Committee, which not only manages the day-to-day operations and activities of the Trust but also carries out the stated objects in the constitution. All Trustees are registered with the Charity Commission in the Annual Report.

Three Honorary Officers, the Chair, the Treasurer, and the Secretary, are elected from amongst the Executive Committee by the Trustees at the Annual General Meeting and hold their posts for one year.

The following were Trustees and formed the Executive Committee during 2023:

Chair:	John Allan
Treasurer:	Rebecca Merrick
Secretary:	Peter Hulett
Individual Members:	Denise Burton
	Jane Baker
	Paul Jeffrey
	Jeanie Augarde
	Rick Draper
Parish Council:	Moir Hulett
Castle Street School:	Jo Knobbs
Senior Football Club:	Neil Raison
Youth Football Club:	Tim Brookes
Honorary Member:	Sylvia Seale

#### 2. ORGANISATION

The Trust has organised itself into five sub committees, which, with the exception of Future Projects, are allocated annual budgets by the Executive Committee under the Annual Budget Plan. The sub committees have budgetary authority and responsibility within their designated budget and can revert to the Executive Committee if additional funding is required.

The sub committees are represented on the Trust Executive Committee and can recruit non-Trust members to meet their annual commitments. The sub committees and representatives are as follows:

**Facilities Management Committee** – is responsible for managing and maintaining the existing facilities at the Recreation Ground, West Street. This work is carried out by agreement between the Trust and the Parish Council, who are the leaseholders of the land. All of the work undertaken by the Trust at the Recreation Ground is effectively done on behalf of the Parish Council, who own all of the facilities. The sub-committee is chaired by Peter Hulett.



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**Future Projects Committee** - is responsible for scoping new projects for the approval of the Trust. The sub-committee is chaired by Peter Hulett, supported by John Allan.

**Sports and Recreation Trust Events Committee** –The objective of the Committee is to raise funds to support the objectives of the Trust through organising social, educational, and recreational events in Stoke sub Hamdon, including the annual May Fayre, which was re-established in 2023. The sub-committee is chaired by Denise Burton and supported by individuals who are interested in being involved in meeting the objectives of the Committee.

**Charity Shop Committee** – is responsible for managing the Charity Shop, which raises funds for the Trust and other projects in the community. The sub-committee representative on the Executive Committee is Jane Baker. Denise Burton chairs the Charity Shop Committee and also sits on the Executive Committee as a Trustee.

**Stoke Performing Arts Group (SPAG)** – is a village group that was established in 2016 and became a sub-committee within the Trust for financial management, fund raising and other administrative requirements. The SPAG representative on the Executive Committee is Jeanie Augarde.

### **3. ADMINISTRATION**

Over recent years a significant amount of work has been undertaken to upgrade the administrative organisation of the Trust. We aim to regularly review and update where necessary the constitution, our operating systems, policies, forms, and documents.

The Trust now has in place the following administrative system:

- Operating Manual Part 1 – Constitution – Issue 3, comprising the Constitution, responsibilities, and liabilities of Trustees;
- Operating Manual Part 2 – Governance – Issue 4, comprising the Management Committee responsibilities and liabilities, the organisation of the Trust, Meetings, Terms of Reference;
- Operating Manual Part 3 – Operating Procedures – Issue 4, comprising the Finance, Facilities Management, events including the May Fayre, Charity Shop, Future Projects, Stoke Performing Arts Group, and a Calendar of Events;
- Operating Manual Part 4 – Issue 7, comprising Policies, Forms, Documents and Agreements.

The following policies were reviewed in 2023 and are adopted:

- SRT Policy 001 Finance Policy – Issue 3
- SRT Policy 002 Health and Safety Statement – Issue 3
- SRT Policy 003 Health and Safety Policy – Issue 4
- SRT Policy 004 Risk Assessment Policy – Issue 4
- SRT Policy 005 Fire Safety Policy – Issue 4
- SRT Policy 006 First Aid Policy - Issue 3
- SRT Policy 007 Drugs and Alcohol Policy – Issue 3
- SRT Policy 008 Complaints and Grievance Policy – Issue 3
- SRT Policy 009 Safeguarding – Issue 3
- SRT Policy 010 Volunteer Management – Issue 3
- SRT Policy 011 Inspections Policy – Issue 4
- SRT Policy 012 Conflict of Interest Policy – Issue 3
- SRT Policy 013 Grant Guidelines – Issue 3
- SRT Policy 014 Data Protection Policy – Issue 4
- SRT Policy 015 Code of Conduct – Issue 3
- SRT Policy 016 Diversity Equal Opportunities Policy – Issue 3
- SRT Policy 017 Commercial Procurement – Issue 2



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- SRT Policy 018 Smoking Policy – Issue 3
  - SRT Policy 019 Control of Contractors - Issue 3
  - SRT Policy 020 – CANCELLED
  - SRT Policy 021 – Reserve Funds Policy – Issue 1
  - SRT Policy 022 – Preferred Suppliers Policy – Issue 1

These Policies are all due to be reviewed again in 2025.

### **4. ACHIEVEMENTS AND SUCCESSES IN 2023**

During the past year grass cutting, hedge trimming and general grounds maintenance continued on the Recreation Ground, keeping it as an attractive open space for the community to enjoy, as well as routine maintenance and repairs to the skateboard park and play equipment, BMX track maintenance and routine annual servicing of facilities and equipment. The Youth and Senior football clubs have continued to be principal beneficiaries from our upkeep of the playing pitches, training area, storage facilities and pavilion, with charges for the use of these facilities deliberately kept as low as reasonably possible, but under constant review.

The Skateboard Park Upgrade project achieved fantastic results in 2023 with all the required funds raised, the necessary planning approvals issued and the contract negotiations launched with Maverick Limited.

In March we updated and rolled forward our Five-Year Strategy, issuing our Five-Year Strategy 2023-2028, with its aim to provide a way ahead for the provision of education, sports, and recreation facilities for the community. Hand in glove with that we agreed and issued an Adopted Project Plan FY 2023.

In May we saw the very welcome return of the May Fayre with grateful thanks to Stanchester Academy acting as the new hosts.

In 2023 the Trust itself provided grant support to the benefit of community totalling £850. The benefactors were the Stoke sub Hamdon Brownies who enjoyed a sleepover at Dartmoor Zoo, and South West Skate Ramps who provided a fantastic free to use facility at the May Fayre and helped promote and fund raise for the skateboard park project.

The Charity Shop committee provided further grant support of £3,564 to community projects in 2023. The benefactors of the grant awards were 5 students from Stanchester Academy who will be taking part in a World Challenge trip to Morocco in summer 2024 and who earned their grant money by volunteering in the Charity Shop, the Memorial Hall for a new hot water boiler, Stoke Youth FC for new kits, and the afternoon T-Club for a contribution towards funding a day trip to Sidmouth for the older people of the village. The Events Committee donated £130 to Breast Cancer Charity for a local fund-raising event and grant funded a total of £1,500 to the Working Men's Club for a mobile bar facility for use at village events. SPAG grant funded £359 each to two further Stanchester students for their World Challenge trip and in return had the benefit of their involvement with their productions.

In addition, between all the groups we contributed £67,260.58 to the skateboard park project. The total community grants awarded in 2023 amounted to an astonishing £74,022.58.

The closing bank balance for FY2023 is a healthy £65,815.07, with £35,924.46 of financial commitments, amounting to over 50% of our reserves, as follows:

• 2023 Charity Shop Grants to be allocated	£12,887.41
• SLL Grounds Maintenance contract- 1 April 23 to 31 March 24	-£457.44
• Play Inspections - Full Year Service for 2023 x 3 plus 1 annual	£525.00
• Phil Jeffery – Painting Gates to back of Pavilion	£235.00
• SLL – Herbicide behind pavilion	£95.00
• Stable Design Ltd – Website amendment	£500.00



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• Tree Planting – Feb 2023 On Hold	£1,500.00
• APA Phase 2 Skateboard Park Upgrade @ £120- £150K	£2,353.50
• Stoke Performing Arts Group (SPAG)	£4,183.00
• Reserves	£14,102.99

In addition, we have a separate bank account for the Skateboard Park Project totalling £67,652.44 as of 5 January 2024. This leaves an unallocated amount of £25,499.89 to cover operating costs for FY2024. A full breakdown of funds allocated or ring-fenced is in the Treasurer's report at Appendix 1.

### 4.1 Progress Against Adopted Projects Plan FY 2023

The Trust issued its Adopted Projects FY 2023 report in March 2023. This brought forward two projects from the Sports and Recreation Trust Five Year Strategy 2023 – 2028 Issue 1 dated March 2023.

#### *Adventure Play Area Improvement Programme – Phase 2 - Skateboard Park Upgrade*

The replacement of the skateboard park is a major project that has long been part of the overall plan for the provision of recreation and sports facilities on the recreation ground. Phases 1 (Project Definition) and 2 (Selection of Supplier as a Project Partner) of the project were completed in 2022.

The following Phases of the Project were undertaken and completed in 2023:

Phase	Description	Status	Notes
3	Bid Process	Complete	Bid assessment was completed by the project team and the results reported to the Trust. The Letter of Intent was issued to Maverick Ltd by the Trust.
4.a.	Fund Raising	Complete	A very successful fund-raising campaign was completed in late 2023, breakdown as follows: <ul style="list-style-type: none"> <li>• Trust funds - £40,791.00</li> <li>• Parish Council grant - £10,000.00</li> <li>• S106 Funding - £38,046.00</li> <li>• Crowd funding and Gift Aid - £3,145.55</li> <li>• May Fayre - £6,000.00</li> <li>• Charitable Foundations - £35,000.00</li> <li>• Somerset Community - £5,000.00</li> <li>• Rural England Prosperity Fund - £40,000.00</li> </ul>
4.b.	Planning Approval	Complete	Somerset Council has issued the Certificate of Lawful Use or Development to the Parish Council for the proposed replacement skateboard park.
5.	Contract Award	On-going	A Letter of Confirmation has been sent by the Trust to Maverick Ltd. They are drawing up the contract for presentation and signature.
6.	Project Execution	On-going	This will start in the first half of 2024.



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### *Sports and Recreation Needs Survey*

The last sports and recreation needs survey for the community was carried out in 2012/13. The village has changed in size and demographics since then and it is the Trust's aim to repeat the sports & recreation needs survey during this five-year strategy period and it remains part of the Trust's Adopted Projects Plan.

## 4.2 Recreation Ground Management

### Overview

FY 2023 was a successful year with a lot achieved in the maintenance of the facilities.

The Trust carried out visual inspections of the facilities and equipment and provided the Parish Council with monthly reports. An external inspection company was contracted with and they provided three Operational and one Annual Inspection reports, which were also provided to the Parish Council.

The Trust also provided four quarterly reports to the Parish Council detailing progress against the Facilities Management Plan for FY2023, this provided spend against budget actions completed and outstanding actions.

The FY 2023 budget for the maintenance of the Recreation Ground and its facilities was £22,664.00 and the planned income was £7,360.00. The shortfall of £15,304.00 was to be made up by revenue from the Charity Shop and the SRT Events Committee.

The actual expenditure was £27,139.16, which was £4,475.16 over budget. The single biggest factors in the overspend were Grounds Maintenance and Play Equipment Maintenance. The actual income was £8,020.00, which was £660 better than budget and this came from the better than planned use of the facilities by the football clubs. The final figures for the year end mean that the Charity Shop and the SRT Events Committee provided £19,119.16 towards the maintenance of the Recreation Ground and all its facilities. A detailed breakdown of the expenditure and the income for FY 2023 is provided below.

The summary of actual spends and budgets for the maintenance of the Recreation Ground and all its facilities for the previous five years up to 2022 is as follows:

Year	2017 (£k)	2018 (£k)	2019 (£k)	2020 (£k)	2021 (£k)	2022 (£k)	Total (£k)
<b>Actual:</b>	16.3	9.2	19.5	19.0	24.0	21.2	109.2
<b>Budget:</b>	17.6	17.0	23.7 <sup>1</sup>	21.4	20.7	20.8	121.2
<b>Grants/Income:</b>	4.9	5.9	13.2 <sup>2</sup>	17.8 <sup>3</sup>	17.3 <sup>4</sup>	6.2	65.3
<b>Balance provided by the Trust:</b>	11.4	3.3	6.3	1.2	6.7	15.0	43.9

<sup>1</sup> This budget includes SSDC S106 funds for the drainage work on the new pitch which was delayed until 2020.



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<sup>2</sup> Includes SSDC and other COVID support grants of £6,506.00.

<sup>3</sup> Includes SSDC COVID Business Support Grants of £12,334.00

<sup>4</sup> Includes SSDC COVID Business Support Grants of £11,540.00

Since 2012, the cost of maintaining the Recreation Ground has been £184.2k, of which the Trust has provided £93.4k

### **Expenditure**

The Trust has an agreement with the Parish Council, the leaseholder, for maintaining the Recreation Ground and its facilities on their behalf. The budget for FY 2023 was £22,644.00 and the final spend against budget was £27,139.16, which is well above budget and the key elements of the spend against budget are as follows:

- Grass cutting and grounds maintenance budget was £5,600.00 and the final spend was £9,321.07. This is well over budget and is explained by a much longer growing season with a wet summer and mild autumn/early winter.
- Planned pitch repair work for the deep aeration of the new pitch was planned with a budget of £2,000.00 but none of this work was carried out as the contractor was not available.
- The budget for buildings maintenance was £1,500.00 and the year-end spend was over budget at £1,940.00. Unforeseen repair work in the pavilion on the discovery of water damage to the floor in the changing rooms and repairs to the gate to the storage area after vandalism account for the overspend.
- The budget for cleaning services was £1,500.00 and the actual spend was £1,552.09.
- Equipment maintenance was above budget with a spend of £1,431.99 against a budget £800. The overspend was incurred because of the need to purchase fixed goal posts after they were found broken.
- The maintenance of the hedgerows is carried out twice a year with a budget of £850.00 and an actual final spend of £630.00.
- The biennial maintenance of the BMX track was undertaken this year, the budget was £2,500.00, with a final spend of £2,340.00.
- There was no spend against the planned budget of £1,500.00 for the skateboard park. The project to replace the skateboard park has a selected contractor, has raised all the necessary funds and is now in contract negotiations. Maintenance was kept to minimum based on the operational inspection keeping the risk assessment at moderate.
- The budget for pavilion utilities and insurance was £1,769.00 and the actual spend was £991.41.
- The pitch marking budget of £640.00 is for paint only. The actual spend was above budget at £809.45 because of higher than anticipated usage rates.
- The Trust is required to have three operational and one annual inspections by an external inspection organisation of all play and recreation facilities. The budget was £525.00 and the final spend was £444.00.
- Play equipment maintenance was significantly above budget with a spend of £7,395.35 against a budget of £2,500.00. Several issues were raised during the year by the independent inspections, particularly with the play equipment, which were minor/low risk in nature. A decision was taken to fix most of these issues this financial year.
- The Trust is required to carry out annual safety checks on fire extinguishers, the fire alarm system, and the CCTV. The budget for this was £480.00 and the actual spend was £276.00.

### **Income**

The breakdown of the planned income for Facilities Maintenance comprised £1,360.00 for facilities use, £4,000.00 Parish Council Grant, and £2,000.00 from S106 commuted funds for Equipped Play and Playing Pitches from the West Street development.

The breakdown of the actual income is as follows:





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- £2,020.00 generated from user fees. This reflects a healthy youth and senior football programme with the training area being used five evenings per week and matches being played on both Saturdays and Sundays during the season.
  - The Parish Council provided a grant of £4,000. The management of the facilities is fully supported by the Parish Council, who pay the lease and public liability insurance and provide an annual grant towards the maintenance costs. The Parish Council, as the leaseholder, owns all the facilities on the Recreation Ground and consequently has established a sinking fund for these facilities.
  - The S106 Commuted Funds for the West Street development for Equipped Play and Playing Pitches provided £2,000.00 towards the annual maintenance costs.

### **Inspections**

The Recreation Ground and its facilities were inspected as follows:

- Monthly visual inspections are carried out by the Trust, these inspections include the play and gym equipment and fire safety inspections. The reports are provided to the Parish Council.
- Three Quarterly / Operational inspections of the adventure play area are conducted by Play Inspections Ltd. The reports are copied to the Parish Council and any consequent actions are reported in the quarterly progress report to the Parish Council.
- An annual inspection of the adventure play area is carried out by Play Inspection Ltd and copies of the report are provided to the Parish Council.
- Fire Safety - the emergency lighting and fire extinguishers are given an annual inspection.

### **4.3 Charity Shop and Events Committee Fund Raising**

In 2023 the Trust had two main planned means of fund raising, the Charity Shop and the May Fayre. The Charity Shop and Events Committees can nominate projects for grant support from their profits up to 50% for the Charity Shop and 25% for the Events Committee. The Charity Shop report is attached at Appendix 2. The Events Committee report is attached at Appendix 3. 2023 was another exceptional year for both committees and only possible with the hard work, dedication, and commitment of all the volunteers in both organisations.

The Charity Shop achieved unbelievable results with an income of £39,764.17 against a forecast income of £21,600, and with operating costs managed carefully to come in below budget. The shop goes from strength to strength, year on year. Its huge success is thanks to all the hard work of the Charity Shop Committee, the dedicated band of volunteers, and the fantastic support that it receives from the community. There is always a lot of successful and innovative thought, ideas, and actions by the Charity Shop team, brought about to maximise income and to control costs. Very well done to all concerned.

The May Fayre also had an exceptional year. It was a delight to see the event return after a 4-year absence. Huge thanks for this go to the staff and students of Stanchester Academy, who hosted for the first time, and the fantastic efforts of the Events Committee and the band of volunteers who worked so hard in preparing for the event, and on the day itself. An amazing overall profit of almost £8,500 was achieved. Once again, very well done to all involved with the organisation and execution.

### **4.4 Stoke Performing Arts Group (SPAG)**

In May 2023, the group performed 'Mr Johnson in the Study with the Gloving Tool', a play written by one of SPAG's own members and which drew upon the history of the village and which included a short informative film about the history of the local gloving industry, aided by the Stoke History Group. The three performances at the Memorial Hall in Stoke sub Hamdon were extremely well received resulting in a profit of approximately £1000.00 for the group.

In the autumn, work began on an ambitious pantomime production scheduled for performance in 2024.





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SPAG continues to be financially successful with each event making a profit. SPAG now has £4,183.00 ring-fenced in the Trust's accounts, as at the end of 2023. This is a tremendous achievement for a small, but dedicated, community theatre group. Of further particular note from 2023 is the opportunity offered to two Stanchester Academy students to work with the production team in return for grant funding towards their World Challenge trip.

The hard work, motivation and commitment of the cast, the directors, producers, props, costumes, lighting, and technical teams is much appreciated and should be applauded.

A full report, including some information on future planned events, is at Appendix 4.

### 4.5 Volunteers

The major strength of the Trust is its hardworking, motivated, and innovative group of volunteers. This cannot be emphasised enough. Everyone who makes all this happen is a volunteer and without them we would not be able to do any of the things we currently undertake and seek to achieve for the community. People volunteer for many different reasons and are able and/or willing to commit at different levels. The contribution of each and every volunteer is highly valued, however big or small.

During 2023 the Trust had a settled core number of 12 volunteers. These form the Trust and its Executive Committee and include people from member organisations who are also fully engaged in their primary activities with the football clubs, Parish Council and Castle School.

There is a pool of 39 amazing volunteers making the Charity Shop work. Keeping it open and operating, as a business, is no small task and the 'behind the scenes' management by the six members of the Shop's Committee is fantastic.

The Events committee comprises a small core team of volunteers during the year but which always increases significantly with an 'all hands-on deck' approach on the day of any event.

Finally, there is a very dedicated core team of volunteers forming the SPAG committee. The number of volunteers always increases significantly for any given production; carrying out tasks ranging from the cast, wardrobe, technical, props and scenery, and safety. Our thanks and gratitude go to all of those involved.

We would welcome the membership of other village and community organisations that have similar objectives of improving education, sport, and recreation facilities. Anyone wishing to join the Trust, should contact one of the Trustees.

Being a volunteer is hard work, makes demands on your time, but comes with enormous rewards. The only limit is your imagination – what we have achieved over the years, and our ambitions for the future, is proof of that. If you are interested, please talk to one of the Trustees about getting involved.

## 5 OBJECTIVES AND CHALLENGES FOR 2024

### 5.1 Future Project Plans FY 2024

#### *Adventure Play Area Improvement Plan – Phase 2 – Skateboard Park Upgrade*

The contract for the skateboard park should be agreed and signed in January/February 2024 and the down payment made. The Phases of the project with stage payments are as follows:

- Contract Signature
- Stage 1 – Detailed Design



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- Stage 2 – Preliminaries
  - Stage 3 – Groundworks
  - Stage 4 – Construction
  - Stage 5 – Ancillaries

### ***Sports and Recreation Needs Survey***

The Trust aims to carry out a village wide survey when practical with data gathering and reporting to include:

- Open meetings to brief the community, as well as communication through the Newsletter and the Village Website.
- Discussions with youth groups.
- Community wide questionnaire.
- Presentation of initial results to the village, with feedback and analysis.
- Final survey report produced and presented formally to the Parish Council, Somerset Council, local schools, and other interested organisations.
- Review of the Five-Year Strategy to ensure that it reflects the needs of the community.

### ***Five Year Strategy***

The Five-Year Strategy was updated and issued as Five-Year Strategy 2023 – 28 Issue 1 March 2023 and distributed to the Parish Council as well South Somerset District Council and Somerset County Council (now merged as Somerset Council). It addressed the following medium and long term projects:

#### 1. Medium Term Projects

- The Adventure Play Area Improvement Plan:
  - Phase 2 – Skateboard Park Upgrade is now an adopted project.
  - Phase 3 – BMX Track Improvement
  - Phase 4 – Improved access Projects – this includes access at the Matt's Lane gates and a footpath/walkway from the carpark to the adventure play area.
- Floodlit Training Area Improvement Programme
  - Phase 3 – Safety Netting is now an adopted project.

#### 2. Long Term Projects

- Additional facilities in the Adventure Play Area
- Replacement of the pavilion in 2035
- Upgrade of the training area to cope with high usage rates.

### **5.2 Minor Project Plan FY 2023/24**

Two projects were identified in 2023 as maintenance and upkeep projects and reported in a Minor Project Plan FY 2023/24 Issue 1 dated 1 June 2023. The aim is to complete these two projects in FY 2024.

#### ***Replacement of the Floor in the Pavilion***

Repairs were carried out to the wooden chipboard floor in the pavilion in 2023 and, during these repairs, further water ingress damage was identified. The floor needs to be replaced and it is planned to carry out this work in the closed season this year.

The budgetary estimate for the project is £8,500.00 (excl. VAT).



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Funding sources for the project would be Trust funds and S106 Funds for Changing Rooms from the Westmead development.

### ***Replacement and Extension of the Safety Netting on the Northern Boundary of the Recreation Ground***

The safety netting around Oak Tree House needs to be replaced and extended to include safety fencing along the north side of the training area. The estimated total length of the safety netting required is 100m and 8m high with 100mm mesh required.

The budgetary estimate for this project based on 100m of 8m high 100mm mesh is £26,000.00.

Funding sources are S106 Grant Funds for Playing Pitches £5,630.00 (commuted sum £4,017.00) from the Westmead development and funds from the Trust.

The Trust aims to see the skateboard park replacement project completed in the summer of 2024 and hopes to make significant advances on the minor and medium-term project plans.

### **5.3 Maintenance and Upkeep of the Recreation Ground - FY 2024**

A major task for the Trust is the maintenance and upkeep of the Recreation Ground – keeping this large area and its facilities fit for use by not only the football clubs, but also other members of the community. The Trust provided the Parish Council with the Facilities Maintenance Plan FY 2024, which provides a detailed breakdown of the planned budget of £21,255.00 for the year. The Trust provides the Parish Council with Quarterly Report on progress against the plan and the budget. The breakdown of line items is as follows:

• Grass cutting:	£7,980.00
• Pitch Repair – treatment programme for the new pitch	£1,000.00
• Building's maintenance	£1,500.00
• Cleaning	£1,500.00
• Equipment maintenance	£ 800.00
• Hedgerows	£1,000.00
• BMX track maintenance	£ 500.00
• Skateboard park maintenance:	£1,000.00
• Utilities/rates	£ 880.00
• Pitch marking (materials)	£ 680.00
• Insurance	£ 440.00
• Inspections	£ 600.00
• Play Equipment maintenance	£2,500.00
• Safety Checks	£ 875.00
• <b>Total:</b>	<b>£21,255.00</b>

It can be seen from the above that there are significant costs in grounds maintenance, however it should be borne in mind that a large area of grass is kept trim and in good condition for all to use – it is a lot more than just football pitches.

As the facilities on the Recreation Ground increase and the existing installations age, so the operating /maintenance costs increase and meeting these increased costs and commitments will be a major target for the Trust in the future.

### **5.4 Communication**

The aim is to always improve upon communication with the community by the Trust and its sub committees, through the Newsletter, the website and Facebook.



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## STOKE SUB HAMDON SPORTS & RECREATION TRUST

CHARITY NO 1063874

VAT NO 780 8830 01

The Trust's website is a tool to provide access to news about the Trust, its projects, and events. It has the potential to provide the opportunity for people to look at reports such as the Adopted Projects Plan, the Trust Annual Report, Facilities Maintenance Plans, and the Accounts. Our stated goal last year was to manage the website more proactively and to maximise its potential.

In 2023 we started to progress a website upgrade with Stable Design Ltd, as the original developer of the website, given Preferred Supplier status for the work, which is ongoing.

### 5.5 Key Events for 2024

In Feb SPAG will be performing 'Jack and the Beanstalk'.

Completion of the planned Adventure Play Area – Phase 2 – Skateboard Park project in summer 2024.

The May Fayre will return again at Stanchester Academy.

## 6 FINANCIAL SUMMARY FY 2024

The budget plan for 2024 is as follows:

Area	Income (£)	Expenditure (£)
Charity Shop	26,400.00	12,208.96
Events Committee	12,200.00	7,895.00
Facilities Maintenance	5,490.00 <sup>1</sup>	20,255.00
S&RT Accounts	2,000.00	1,950.00
Grant Support (from Charity Shop <sup>2</sup> /Events Committee <sup>3</sup> profit)	0	8,171.77

<sup>1</sup>User fees + PC grant

<sup>2</sup>£7,095.52@ 50%

<sup>3</sup>£1,076.25@25%

The opening bank balance in January 2024 means that for the Trust to meet all its obligations within the planned budgets we would finish the year with a negative balance of £4,390.73. However, due to the healthy credit of £65,815.07 retained in our bank account at the end of 2023, this is something the Trust is able to endorse with confidence during 2024. For detailed information on planned income and expenditure, please refer to Appendix 1.

## 7 CONCLUSION

2023 was a hugely successful year for the Trust. The very major and long planned project for replacement of the skateboard park at the Recreation Ground made very significant headway. The return of the May Fayre was a triumph and to see both the Charity Shop and SPAG continue to succeed and develop has been fantastic. The grant support we have provided to other community projects must also be fully recognised and celebrated. The plans for 2024 are equally as exciting going forward.

Last March we reported that from 2011 to December 2023 the Trust had provided a total of £68,265.71 in direct grants to individuals and organisations in the village for their projects and that the Trust had raised, (through our own efforts and through grant funding) over £250,000 for major projects. In the past year we have topped up the grant funding by a further £6,762 and secured a further astonishing £178,262.55 for the skateboard park project.

Since 2011, the Trust has funded the upkeep of the Recreation Ground to a total of £109.2k

When taken together, this means that this small community Trust, run entirely by volunteers, has raised, by one means or another, well over half a million pounds during the past 13 years or so for community facilities, projects,



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## **STOKE SUB HAMDON SPORTS & RECREATION TRUST**

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organisations, and individuals in the village. This is an enormous achievement and one that we should be incredibly proud of.

With this in mind, it is always a sobering thought to remind ourselves how heavily the Trust depends on two principal funding sources, i.e. The Charity Shop and the Events Committee. The extreme hard work that is put in by the volunteers can never be taken for granted.

With increasing investment to improve the sport and recreation facilities within the community comes ever increasing and mounting maintenance costs. The cost of facilities maintenance at the Recreation Ground has risen from around £6,600 in 2011 to a budget estimate of £21,255 for 2024. Each year the challenge to fund the work of the Trust, and the benefits that flow to the community from it, becomes harder and harder. As the day-to-day costs of materials and labour charges continues to rise, the operating costs of the Trust inevitably follows suit. Past experiences with the adventure play area and skateboard park projects have clearly shown that funding for large projects only usually flows when something like 50% of the costs are already secured. The value of S106 funding available from development projects in the area and facilitated by the local council is clear. These sums are significant amounts of money and, when taken with the Trust's own fundraising, and grants from other sources, including from the Parish Council, they form a critical bedrock for specific projects from which only then is it possible to start seeking and sourcing further funding. It is important to understand and stress that any future plans to bring forward further improvements to the facilities at the Recreation Ground can only happen with the support and commitment of Somerset Council and the Parish Council. It is sincerely hoped that with the reorganisation of our local government into a unitary authority, and the financial difficulties Somerset Council are facing, community organisations can continue to rely on the Council not just seeking and securing appropriate S106 funding from developments in the locality, but also successfully allocating the funds in a timely and efficient manner to enable identified projects to succeed. Holding them in reserve is no benefit to anyone.

Regardless of the Council's plight, it is important to understand that S106 funds are not automatic and are never guaranteed. It is only with the benefit of well-considered and published forward plans from the community, like the Trust's adopted 5-Year Strategy for example, that the local Council can successfully negotiate and secure community funds from developers that will pass the stringent tests of town planning legislation. The benefit of the Trust's adopted 5-Year Strategy and the role it has played in ensuring S106 funds have been secured in the past should not be underplayed.

Finally, I would like to thank the dedicated band of volunteers in the Charity Shop, the Events Committee, SPAG, all those who help with village events, the Football Clubs, and the Executive Committee. All these people commit their time, hard work, and excellent ideas to help to make Stoke sub Hamdon a better community for everyone. Volunteering is not always easy but it is rewarding. Peoples time and effort, however big or small, should always be appreciated and never taken for granted. Without them, none of what is reported here would be possible. I would also like to thank the community, the Parish Council, and the Somerset Council for their full support to the Trust and its aims. There are new challenges and opportunities ahead, and we look forward to continued successes.

John Allan  
Chair - Stoke sub Hamdon Sports and Recreation Trust

## STOKE SUB HAMDON SPORTS & RECREATION TRUST

### Statement by Trustee Treasurer

The Sports & Recreation Trust employs Olivia Adams, a qualified Independent Accountant, to examine the books for the past year from January 1<sup>st</sup> to December 31<sup>st</sup> 2023. Olivia will examine the figures and the annual accounts will be submitted as part of the Trust's annual return to the Charity Commission.

The Trust started the year with an opening bank balance of £98,723.85 and the closing bank balance as of December, once reconciled with outstanding credits and debits, was £65,815.07. The budget income and expenditure for 2024 reduces this balance to £61,424.34.

This total incorporates the following grants and monies received that are committed expenditure:

2023 Charity Shop Grants to be allocated	£12,887.41
SLL Grounds Maintenance contract- 1 Nov 21 to 30 Sep 22	-£457.44
Play Inspections - Full Year Service for 2023 x 3 plus 1 annual	£525.00
Phil Jeffery - Painting Gates to back of Pavilion	£235.00
SLL - Herbicide behind pavilion	£95.00
Stable Design Ltd - Website amendment	£500.00
Tree Planting - Feb 2023 On Hold	£1,500.00
APA Phase 2 Skateboard Park Upgrade @ £120- £150K	£2,353.50
Stoke Performing Arts Group (SPAG)	£4,183.00
Reserves	£14,102.99
<b>Total</b>	<b>£35,924.46</b>

In addition, we have a separate bank account for the Skateboard Park Project totalling £67,652.44 as of 5 January 2024.

With the above excluded, the Trust has a total of **£25,499.89** available for 2024.

A breakdown of all financial transactions is shown on the following pages.

Rebecca Merrick  
Treasurer, SSH Sports & Recreation Trust  
February 2024





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## **COMMUNITY GRANTS IN SUPPORT OF SPORTS, RECREATION AND LEISURE**

<i>Jan-23</i>	<i>Mrs S C J Hawkins - Breast Cancer Charity Donation</i>	<i>£130.00</i>
<i>May-23</i>	<i>Memorial Hall - Auto-Fill hot water boiler</i>	<i>£264.00</i>
<i>May-23</i>	<i>SSH Afternoon Tea Club - Coach Trip</i>	<i>£500.00</i>
<i>May-23</i>	<i>SSH Brownies - Dartmoor Zoo sleepover</i>	<i>£350.00</i>
<i>Jun-23</i>	<i>South West Skate Ramps @ May Fayre promotion</i>	<i>£500.00</i>
<i>Aug-23</i>	<i>Lily Watson - Morocco World Challenge, Stanchester</i>	<i>£500.00</i>
<i>Sep-23</i>	<i>Alex Clarke - World Challenge Trip to Morocco</i>	<i>£500.00</i>
<i>Sep-23</i>	<i>SSH WMC - Grant for Mobile Bar for Events</i>	<i>£1,500.00</i>
<i>Oct-23</i>	<i>Vanessa Willimott for Hugo Morocco World Challenge</i>	<i>£500.00</i>
<i>Oct-23</i>	<i>Richard Howard for William Morocco World Challenge</i>	<i>£500.00</i>
<i>Oct-23</i>	<i>Keiran Herrod for Morocco World Challenge</i>	<i>£500.00</i>
<i>Oct-23</i>	<i>SPAG - Stacey Dunn - World Challenge 2024 to Morocco</i>	<i>£359.00</i>
<i>Oct-23</i>	<i>SPAG - Jonathan Bridge - World Challenge 2024 to Morocco</i>	<i>£359.00</i>
<i>Dec-23</i>	<i>Stoke Youth Football - Grant for Kit</i>	<i>£300.00</i>
<i>Dec-23</i>	<i>Total for Skateboard Park Project</i>	<i>£67,260.58</i>
		<b><u>£74,022.58</u></b>

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**2012 - 2023 TOTAL GRANTS: £367,062.94**

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Stoke sub Hamdon Sports & Recreation Trust

Charity Number 1063874  
VAT Number 780 8830 01

2023 Treasurer's Statement

	Forecast Expenditure	Actual	Forecast Income	Actual	Forecast Balance	Actual	Notes:
S&RT Bank Balance as of End December 2022					<b>£98,723.85</b>	<b>£98,723.85</b>	
1) 2023 Projected Income			<b>£43,010.00</b>	<b>£92,575.40</b>			1
Facilities			£3,360.00	£2,020.00			
SSH Parish Council Grant for Recreation maintenance			£4,000.00	£4,000.00			
SSDC S106 Grants (Playing Pitches)			£0.00	£0.00			
SSDC S106 Grants (Equipped Play)			£0.00	£0.00			
Charity Shop			£21,600.00	£39,764.17			
Events Committee			£12,050.00	£15,811.83			
S&RT (VAT) includes SPAG			£2,000.00	£30,979.40			
2) 2023 Operating Costs	<b>£39,833.60</b>	<b>£52,319.10</b>					2
Facilities Maintenance	£22,664.00	£27,139.36					
Charity Shop	£11,369.96	£10,425.36					
Events Committee	£4,845.00	£7,609.94					
S&RT includes SPAG	£954.64	£7,144.44					
3) 2023 Community Sports/Education/Recreation Grants:	<b>£6,916.27</b>	<b>£73,165.08</b>					
Charity Shop	£5,115.02	£3,564.00					3
Events Committee	£1,801.25	£7,672.67					4
Trust		£61,928.41					5
2023 Balance plus 2023 Income minus Expenditure					<b>£94,983.98</b>	<b>£65,815.07</b>	
2023 RING FENCED MONIES:-		<b>2023</b>					
4) 2023 Committed Expenditure:	<b>£5,181.36</b>	<b>£12,887.41</b>					
2023 Charity Shop Grants to be allocated	£5,181.36	£12,887.41					
2023 Events Grants	£0.00	£0.00					
5) 2023 S&RT Projects identified to date	<b>£2,824.89</b>	<b>£2,397.56</b>					
PO SRT/2 SLL Grounds Maintenance contract- 1 Nov 21 to 30 Sep 22	£1,224.89	-£457.44					
PO SRT/2 Play Inspections - Full Year Service for 2023 x 3 plus 1 annual	£100.00	£525.00					
PO SRT/2 Phil Jeffery - Painting Gates to back of Pavilion		£235.00					
PO SRT/2 SLL - Herbicide behind pavilion		£95.00					
PO SRT/2 Stable Design Ltd - Website amendment		£500.00					
Tree Planting - Feb 2023 On Hold	£1,500.00	£1,500.00					
6) 2023 5-Year Plan- Future Projects:	<b>£35,941.50</b>	<b>£2,353.50</b>					
APA Phase 2 Skateboard Park Upgrade @ £120- £150K	£35,941.50	£2,353.50					
Sports and Recreation Needs Survey	£0.00	£0.00					
7) Stoke Performing Arts Group (SPAG)	<b>£5,170.32</b>	<b>£4,183.00</b>					
8) Reserves	<b>£0.00</b>	<b>£15,583.29</b>					
Total	<b>£49,118.07</b>	<b>£37,404.76</b>					
Projected S&RT Balance for 2023/2024					<b>£45,865.91</b>	<b>£28,410.32</b>	

Notes:-

- 1 Based on Budget Plan Income identified
- 2 Based on Budget Plan Operating Costs identified
- 3 50% of Projected Profit (2020 Refunds provided from 4 x Worldwide challenges @ £500 each due to Covid-19).
- 4 25% of Projected Profit
- 5 Skateboard Park Project funds transferred to separate Lloyds 32 day savings account.

	Forecast	Actual	
Charity Shop Profit	£10,230.04	£29,338.81	
Events Committee Profit	£7,205.00	£8,201.89	Includes 2024 stalls income
	£17,435.04	£37,540.70	

# Stoke sub Hamdon Sports & Recreation Trust

Charity Number 1063874  
VAT Number 780 8830 01

## 2024 Treasurer's Statement V1

	Expenditure	Income	Balance	Notes:
<b>S&amp;RT Bank Balance as of End December 2023</b>			<b><u>£65,815.07</u></b>	
<b>1) 2024 Projected Income</b>		<b><u>£46,090.00</u></b>		1
Facilities		£1,490.00		
SSH Parish Council Grant for Recreation maintenance		£4,000.00		
SSDC S106 Grants (Playing Pitches)		£0.00		
SSDC S106 Grants (Equipped Play)		£0.00		
Charity Shop		£26,400.00		
Events Committee		£12,200.00		
S&RT (VAT)		£2,000.00		
<b>2) 2024 Operating Costs</b>	<b><u>£42,308.96</u></b>			2
Facilities Maintenance	£20,255.00			
Charity Shop	£12,208.96			
Events Committee	£7,895.00			
S&RT	£1,950.00			
<b>3) 2024 Community Sports/Education/Recreation Grants:</b>	<b><u>£8,171.77</u></b>			3
Charity Shop	£7,095.52			4
Events Committee	£1,076.25			
<b>2023 Balance plus 2024 Income minus Expenditure</b>			<b><u>£61,424.34</u></b>	
<b>2024 RING FENCED MONIES:-</b>				
<b>4) 2024 Committed Expenditure:</b>	<b><u>£12,887.41</u></b>			
2024 Charity Shop Grants to be allocated	£12,887.41			
2024 Events Grants to be allocated	£0.00			
<b>5) 2024 S&amp;RT Projects identified to date</b>	<b><u>£897.56</u></b>			
PO SRT/2023/005 SLL - 1st April to 31 Mar 24 Grounds Maintenance Limit of Liability	-£457.44			
PO SRT/2023/006 Play Inspection Company 1 x Annual, 3 x Op Inspection	£525.00			
PO SRT/2023/008 Phil Jeffery - Painting Gates to back of Pavilion	£235.00			
PO SRT/2023/009 SLL - Herbicide behind pavilion	£95.00			
PO SRT/2023/011 Stable Design Ltd - Website amendment	£500.00			
<b>6) 2024 5-Year Plan- Future Projects:</b>	<b><u>£2,353.50</u></b>			5
APA Phase 2 Skateboard Park Upgrade @ £165K (Maverick)	£2,353.50			
<b>7) 2024 Proposed Adopted Projects</b>	<b><u>£1,500.00</u></b>			
Tree Planting - Feb 2022 On Hold	£1,500.00			
<b>8) Stoke Performing Arts Group (SPAG)</b>	<b><u>£4,183.00</u></b>			
<b>9) Reserves = 2024 Budget expenses divided by 12 months x 4 months</b>	<b><u>£14,102.99</u></b>			
<b>Total</b>	<b><u>£35,924.46</u></b>			
<b>Projected S&amp;RT Balance for End 2024</b>			<b><u>£25,499.89</u></b>	
<b>32 Day Notice Account (Skateboard Park Project) @ 2.6% gross pa.</b>	<b>05/01/2024</b>		<b><u>£67,652.44</u></b>	

### Notes:-

- Based on Budget Plan Income identified
- Based on Budget Plan Operating Costs identified
- 50% of Projected Profit
- 25% of Projected Profit
- Based on Five Year Strategy

	Forecast
Charity Shop Profit	£14,191.04
Events Committee Profit	£4,305.00
	<u>£18,496.04</u>

# Stoke Charity Shop Annual Report

## 2023

### Introduction

We continually try to make the Stoke Charity Shop a success for the village and a place that people will find welcoming. Whilst we were closed over the Christmas period, several volunteers helped to give the shop a thorough clean and restock ready for reopening in the New Year.

### Finances

The Stoke Charity Shop continues to provide an increasingly popular shopping experience within the current economic climate for both residents and visitors alike (see Figure 1 below). Payment for pre-loved goods can be made by either credit/debit card or cash.

Figure 1

Year	2019	2020	2021	2022	2023
January	£2855.15	£2307.09	£0.00	£2176.09	£3259.11
February	£2187.72	£2125.73	£0.00	£2624.03	£3160.82
March	£2515.34	£1228.07	£2096.00	£2529.92	£3434.30
April	£2062.62	£196.10	£2797.41	£2466.26	£2791.09
May	£2798.09	£167.00	£2403.60	£2764.61	£3136.05
June	£2043.14	£178.67	£2384.31	£2023.31	£3152.62
July	£1979.26	£2414.19	£2547.75	£2771.61	£3103.32
August	£2048.65	£2776.15	£2599.71	£2729.67	£3117.09
September	£2068.93	£2334.31	£2692.84	£2641.38	£3364.00
October	£2746.36	£2519.00	£2750.28	£2804.14	£3163.79
November	£2661.67	£589.41	£3766.25	£3350.63	£3660.24
December	£1598.87	£2657.65	£2229.25	£2456.28	£3712.93
Totals	£27565.80	£19493.37	£26267.40	£31337.93	£39055.36

As can be seen in Figure 2 below, the total gross income in 2023 was £35,799.74, an increase of approximately £3,250 from the total gross income of £31,537.93 in 2022. The majority of income came from shop sales, which included recycled and unsold goods to the value of £833.98, but was also boosted by income from the additional sources as indicated.

2023	January	February	March	April	May	June
Shop taking (includes recycle)	£2849.17	£3002.25	£3056.99	£2487.81	£2991.56	£3017.10
Recycling	(£61.15)	(£67.30)	(£52.15)	(£56.80)	(£59.80)	(£36.55)
EBay	£39.01	£60.88	£336.37	£160.37	£77.40	£56.44
Ziffit	£136.28	£97.69	£30.94	£139.91	£46.92	£61.08
Donations	£14.65	£25.76	£8.36		£20.17	£18.00
Rotary Draw	£220.00					
Jewellery/ metal			£10.00			
Scrap metal				£3.00		
Sales/events						
Total	£3259.11	£3160.82	£3434.30	£2791.09	£3136.05	£3152.62

2023	July	August	September	October	November	December	Totals
Shop taking (includes recycle)	£2614.27	£3050.26	£2928.89	£3040.20	£3238.39	£3522.85	£35799.74
Recycling	(£82.18)	(£69.45)	(£54.00)	(£142.30)	(£86.65)	(£65.65)	(£833.98)
EBay	£140.58	£8.34	£3.69		£37.91	£260.72	£1181.71
Ziffit	£84.00	£58.49	£52.75	£109.50	£18.04		£835.60
Donations	£8.07		£28.31	£14.09		£8.56	£145.97
Rotary Draw							£220.00
Jewellery/ metal							£10.00
Scrap metal							£3.00
Sales/events	£158.10		£350.36		£365.90		£874.36
Total	£3105.32	£3117.09	£3364.00	£3163.79	£3660.24	£3792.13	£39136.56

We also received our usual January boost with a £220 donation for selling Rotary Club draw tickets and throughout the year we continued to generate additional income from the following:

- £1,181.71 from eBay sales
- £835.60 from Ziffit for recycled books
- £3 for scrap metal
- £10 for jewellery sold outside of the shop
- £874.36 for event sales
- £145.97 from the donation tin in the shop

A significant amount above the average totals, in excess of £1065, was taken in November/ December when we sold large amounts of Christmas items/decorations and gifts from stock collected throughout the year. This income allowed us to make grant awards towards the following:

- 5 grants of £500 to local Stanchester Academy students taking part in a World Challenge expedition to Morocco – total of £2,500
- A new water heater for the Memorial Hall kitchen
- New kits for the Stoke Football Youth Team
- £500 for payment of a coach for a day trip to Sidmouth in July for the afternoon T-Club for the older people of the village

Any allocated monies remaining were put towards current Sports & Recreation Trust projects.

Our expenditure was made up of rent for the shop, which increased to £460.83 per month, and also £50 per month for garage storage. Petty cash provision was £750 for the year, payments for eBay postage - purchases etc from the Community Shop are taken from this. Staff events costs totalled £1,218.39; this included the ever-popular Christmas dinner event. Maintenance and shop kit expenditure over the year was £815 and included new carpeting for the much-used work room. Other expenses included an annual music licence, insurance and staff training events. Details can be found in Figure 3.

	January	February	March	April	May
<b>Staff events £1300</b>	£20 (£1280)				
<b>Shop maintenance £1100</b>		£102.20 ( £997.80 )		DABS £24, cubes £4.84, PAT sundries £32.09 ( £936.87)	2nd Izettle reader £59 (£876.87)
<b>Petty Cash £900</b>	£75 (£825)	£75 (£750)	£75 (£675)	£0 (£675)	£75 (£600)
<b>Training events (£200)</b>			£40.18 (£159.82)		
<b>Sales/fashion shows/event (£150)</b>					
	June	July	August	November	December
<b>Staff events £1300</b>		Summer event £358.19 (£921.81)			Xmas dinner £555.20, Vouchers £285 ( £81.61)
<b>Shop maintenance £1100</b>	Labels etc £34.08. (£842.79)	Broom & keys cut & ironing board £49.21 (£793.58)	Parcel tape £12.59 (£780.99) Carpet & fitting £414.00 (£366.99)	Till rolls £15.99, PAT calibrate £66 (£285)	
<b>Petty Cash £900</b>	£75 (£525)	£75 (£450)	£75 (£375)	£75 (£300)	£75 (£225)
<b>Training events (£200)</b>					
<b>Sales/fashion shows/event (£150)</b>					

However, with careful housekeeping undertaken by both the Sports & Recreation Trust, Jane as Charity Shop Treasurer, sensible decisions made by the Committee and increased income during the year, the Charity Shop increased its profit of £17,000 in 2022 to approximately £29,000 in 2023.

## Volunteers

The Charity Shop would be nothing without its volunteers and at the end of December 2023 we were so lucky to have 39 lovely individuals working with us to fill the 30 available shifts; this number included the six Committee members: Denise, Lisa, Jane, Anne, Sue and Helen. Twenty-two of our volunteers work one or more shifts on a regular basis with the remainder making themselves available to fill in as and when needed. Five volunteers left during 2023 due to various reasons. We are always happy to take on more volunteers and a poster has been put up in the shop window asking for anyone interested to contact us. Our volunteers work really well with the Stanchester Academy students, fully supporting and guiding them in their shifts in the shop. We also took a student from Stanchester Academy in 2023 who was seeking work experience for a week. This worked well and will surely be something that will continue going forwards.

We held a summer buffet lunch for volunteers and also a Christmas meal, both at the Prince of Wales. These were both well attended and enjoyed by all. Those volunteers who were unable to attend the Christmas meal were given a £15 Community Shop voucher, the equivalent amount as that given to those who attended the meal.



Six-monthly informal training sessions are held for all volunteers able to attend, for an update on processes, procedures and future plans for the shop. There is now a rolling window/marketing plan in place highlighting various events, for example, Valentine's Day, Mother's Day, Easter, sports events and school holidays which will enable the shop window to be dressed to reflect these events. Volunteers are also up to date with any information or changes through the Talking Shop newsletter that Helen, as Secretary, kindly puts together following our monthly Committee meetings.

### **Health and Safety Training**

New volunteers receive health and safety training recorded as part of their initial orientation and existing volunteers are asked to review the health and safety training portion of the Volunteers Manual on an annual basis and to complete the record form.

### **First Aid Kit, Accident and Incident Books**

The First Aid kit is reviewed regularly by the Health and Safety Coordinator and contents replaced as required.

Review of the Accident Book for 2023 reveals that there were two accidents involving customers (cut finger on a broken plate, trip and fall outside the shop) as well as one volunteer who cut her finger on a door lock. Thankfully all accidents were minor and those involved received first aid.

An incident book is available in the Charity Shop to record any untoward event a volunteer may experience whilst in the shop and this is reviewed on a regular basis by the Health and Safety Coordinator.

### **Fire extinguishers and smoke detectors**

Smoke detectors are tested monthly by the Health and Safety Coordinator and recorded in the shop diary. Fire extinguishers are examined annually and these were replaced in December 2023.

Overall, a very good year and we are very much looking forward to an even busier and more successful 2024.

Denise Burton, Chair Stoke Charity Shop

## **STOKE SUB HAMDON EVENTS COMMITTEE**

We were delighted that we were able to bring the May Fayre back to Stoke sub Hamdon in 2023. This was made possible by Stanchester Academy kindly allowing us to use its playing fields and some of the school buildings. The sun thankfully shone with not a drop of rain in sight!

Stanchester Academy worked exceptionally well as the location for the May Fayre as its location at the far end of the village helped to avoid the usual heavy flow of traffic through the village and any resultant traffic jams. As the Academy's playing fields are all located in the same area within its premises, this also made it much easier for stallholder access. There was plenty of room for parking on site which was a huge bonus and the £1 charge for this was donated to those students who would be going to Morocco for the World Challenge in 2024.

It was a bit of a learning curve for everyone as this was a new location, but with the excellent team of volunteers on board, and the slightly different way we organised ourselves, any issues that arose were soon overcome. Lessons learnt were noted for future May Fayres. We also had the benefit of the amazing help provided by Stanchester Academy's maintenance team which was invaluable.

We were able to secure our usual number of stalls with the added advantage of having a much larger indoor facility for use at Stanchester Academy. Many of our regular stallholders joined us again but it was great to also welcome many new stallholders in 2023. Plenty of food outlets were available for the supply of refreshments, plus the Stoke Working Men's Club provided the bar once more.

We welcomed back many of our regulars to entertain us including the children from Castle School, Stoke Band, Yeovil Ukulele Club, Organic Rhythm Drummers, Enigma Border Morris Dancers and also our very popular dog show generously sponsored by Minster Vets. We were also joined by Marco's family magic comedy and Infinity Martial Arts.

Our May Fayre in 2023 was used to help launch fundraising for the new skate park needed for the village with a pop-up skate ramp on site plus some expert guidance; this proved very popular.

We achieved a profit of almost £8,000 which was a fantastic result and we are delighted that we are able to return to Stanchester Academy again in 2024. Plans are already well underway with our great group of volunteers.

Denise Burton, Chair of Stoke sub Hamdon Sports and Recreation Trust's Events Committee

## **Stoke Performing Arts Group**

### **Stoke sub Hamdon Sports and Recreation Trust**

#### **Annual Report 2023 -24**

Stoke Performing Arts Group have continued to build on their successes of previous years, undertaking two major productions during this time.

The first 'Mr Johnson in the Study with the Gloving Tool' performed in May 23, was written by our own Angela Hodges and once again drew upon the history of our lovely village. This melodrama was set during the Edwardian period in Stoke-sub-Hamdon when the gloving industry was in its heyday and played a huge role in the provision of work for its inhabitants and those in surrounding villages too. The entertaining 'whodunnit' centred around the murder of the Gloving factory owner and solving the mystery of who could have committed such a dastardly crime!

As well as the play, with the help of the Stoke History Group, SPAG produced a short informative film illustrating through a series of 'then and now' photographs, the extent to which the gloving industry dominated the village, with a total of 14 factories employing local residents, at its peak. It was fascinating to see how the familiar buildings we see dotted round the village today, looked and performed such a different role in our community during that period.

In the Spring of 2023, SPAG took the decision to offer 2 sponsorship opportunities to students from Stanchester Academy, undertaking a World Challenge expedition to Morocco in 2024. The students were offered £300 each in return for 30 hrs of voluntary work, contributing to SPAG's productions. They then worked their hours on the 'Gloving Industry' film, backstage lighting the show and painting the set. They were also given the opportunity to organise one of the evening raffles to raise funds and invited to speak to the audience about their upcoming expedition. One of the students has continued to participate in SPAG as a member of the group. We will consider doing this again in the future as a way of supporting our local young people.

The play was extremely well received, with excellent audiences for all 3 performances and making an overall profit of approximately £1000.00

In September 23 we held a social event, in the Memorial Hall, where we showed the film of the production, which was made by a previous village resident during the performances. The 'Movie Night' premiere, themed event, included hot dogs and ice creams by way of refreshments and the film itself was shared on YouTube afterwards for anyone to access for themselves, especially if they missed the performances or had taken part.

Our second production for this year, performed in Feb 24, was a pantomime, 'Jack and the Beanstalk' so a real departure from our previous ones and a very new challenge! The pantomime has been penned by another Stoke resident, Jon Newman, who also took on the role of Artistic Director for this production. Again, being written by a village resident, meant that there were plenty of local references and humour to be included and it had a huge appeal to a wide range of ages from the very young to the group that came along from a local care home for older people.

The ambitious set required to accompany the show meant that the scenery and props were very demanding and the team who took on this behind the scenes role, did a fantastic job and worked incredibly hard to produce a memorable experience. A new backdrop canvas was purchased and 2 'periaktoi' triple sided sets of stage flats were built and painted to reflect the different scenes, as well as a growing beanstalk and a castle in the sky! Whilst the expenditure for this production was

well above our previous ones , at nearly £2000.00 , the sets and scenic canvas are both good investments for the future and will definitely be utilised again.

We were also fortunate to recruit two young people from Stanchester School to help us with our lighting and sound and an excellent keyboard player to provide us with musical accompaniment. As with all productions it goes without saying, that the huge effort on everyone's behalf both on the stage and behind the scenes must be acknowledged and appreciated.

The production was a huge success – with good ticket sales on the Thursday and Friday performances and a sell out on the Saturday matinee and evening, bringing in an overall profit of £1510.00.

Having been offered storage in the loft space at SWC, we have moved everything that can be reasonably stored to this central place and are beginning to organise it more accessibly. We are extremely grateful to the Club for this facility.

We are also exploring possible grants that we might be able to access to improve the stage facilities, particularly in relation to the provision of a more permanent stage lighting solution , in partnership with the Memorial Hall

As we have only recently completed our Panto run, we are still in the recovery period! In March we will be starting to map out our plans for the rest of 2024, which will no doubt include a social event to celebrate the success of the pantomime and starting to think about 'what next'.

Over the past year it has been wonderful to be able to put on two very successful shows and demonstrate that there is still an appetite for this type of live entertainment which brings the community together. Stoke Performing Arts Group is grateful for the continued support it receives from local businesses, groups, and individuals in the village and particularly from the Stoke -sub- Hamdon Sports & Recreation Trust.

Jeanie Augarde

Producer.

# Stoke Youth FC 2023/24

## **Stoke-sub-Hamdon Sports and Recreation Trust AGM March 2024**

### Stoke Youth Football Annual Report

Chairman – Tim Brookes  
Secretary – Tammy Cooney  
Treasurer – Alex Brookes  
Welfare – Kim Campbell

Another great season for Stoke Youth with all teams being competitive in all leagues.

<b>Team</b>	<b>Coach</b>
Mini's	Donna Avery
U12 - flyers	Rob Waters
U12 - Pumas	Adam Maher
U13	Joe Marriott
U14	Dexter Ballam
U15	James Bennett

Stoke Youth supports 85 young football players every weekend creating a safe and fun environment for young people to play football.

We pride ourselves on the inclusivity and never turn anyone away, we only see potential.

Alex and I are standing down at the next Stoke Youth AGM and would personally like to thank Stoke Trust for their continued support during our time at the Club.

The future of Youth football in Stoke-sub-Hamdon continues to look good.

A huge thank you to the trust for all their support and excellent facilities provided.

Tim Brookes  
Stoke Youth Chairman

## **Stoke sub Hamdon Football Club Annual Report**

Stoke sub Hamdon football club has been running for well over 100 years now and I've been involved for the last 27 years as a player, committee member, vice chairman and now chairman. Over this time I've seen many changes including a new pitch and 3 different changing rooms but throughout all my years the football club has been a massive part of this village and has been a great place for many to come and play football.

At Stoke FC we run a first and reserve team with approximately 60 players signed on ranging from 16-48 years old.

We play most Saturdays with either the 1st or reserve team playing at the rec competing in the Yeovil and District League.

We train on a Tuesday night under the lights at the rec which is always well attended.

Our 1st team play in the Yeovil and District Premier division and they're managed by Luke Dovey and our reserves play in Division 2 managed by Mark Fisher.

Last season our 1st team reached 2 cup finals and unfortunately we lost both of them. We also went into the last game of the season needing to win to win the league and unfortunately again we lost and somehow ended up finishing 3rd in the league.

This season, at the time of writing this, we sit 4th in the league 3 points behind the leaders with plenty of games to play and we're still in one of the cups. So fingers crossed for a successful end to our season.

Our reserves currently sit mid-table in division 2 and are in the semi-finals of the divisional cup. At the moment as of last season we have a great crop of younger players making a difference in the team with a lot of them making the step up to the first team very successfully.

This season for a £40 contribution we as a club supplied each player with a training top, club t-shirt and tracksuit top to wear on match days, so no excuses for any player or committee member not to wear the club logo.

On 27th April we will be holding a race night in the club in conjunction with our presentation night which is always well supported by the village. Hope to see all of you there, look out for posters and information in the next village newsletter.

So to sum up at the moment the both teams are in quite a healthy position in their leagues and looking forward to an exciting end to the season.

See you all at the race night next month.

Steve Deane (Chairman)





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## **STOKE SUB HAMDON SPORTS & RECREATION TRUST**

CHARITY NO 1063874

VAT NO 780 8830 01

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## **STOKE SUB HAMDON SPORTS AND RECREATION TRUST**

### **ACCOUNTS**

### **FOR**

### **YEAR ENDED DECEMBER 2023**

### **CONTENTS**

<b>Item</b>	<b>Page</b>
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Balance Sheet	5
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## STOKE SUB HAMDON SPORTS & RECREATION TRUST

CHARITY NO 1063874

VAT NO 780 8830 01

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### Trust Information for the Year Ended 31 December 2023

The Sports and Recreation Trust is an unincorporated charitable association. It was established in 1997 to provide sports and recreation facilities for the Stoke sub Hamdon area, with the following objects:

*To advance education and provide facilities in the interests of social welfare without distinction of religion, sex or politics or other opinions for recreation and leisure time occupation with the object of improving the conditions of life for the inhabitants of the area of benefit.*

Three Honorary Officers, the Chairman, the Treasurer and the Secretary, are elected annually from amongst the Trustees:

#### Officers:

Mr John Allan	Chairman
Mrs Rebecca Merrick	Treasurer
Mr Peter Hulett	Secretary

Registered Charity Number: 1063874

VAT Number: 780 8830 01

Bankers: Lloyds Bank PLC  
9 High St  
Yeovil  
Somerset  
BA20 1RN

Trustee Signature:

.....  
Peter Hulett

Secretary

For and on behalf of the Stoke sub Hamdon Sports and Recreation Trust

### **Treasurers Statement for Year Ending 31<sup>st</sup> December 2023**

The Sports & Recreation Trust employs Olivia Adams, a qualified Independent Accountant, to examine the books for the past year from January 1<sup>st</sup> to December 31<sup>st</sup> 2023. Olivia will examine the figures and the annual accounts will be submitted as part of the Trust's annual return to the Charity Commission.

The Trust started the year with an opening bank balance of £98,723.85 and the closing bank balance as of December, once reconciled with outstanding credits and debits, was £65,815.07. The budget income and expenditure for 2024 reduces this balance to £61,424.34.

This total incorporates the following grants and monies received that are committed expenditure:

2023 Charity Shop Grants to be allocated	£12,887.41
SLL Grounds Maintenance contract- 1 Nov 21 to 30 Sep 22	-£457.44
Play Inspections - Full Year Service for 2023 x 3 plus 1 annual	£525.00
Phil Jeffery - Painting Gates to back of Pavilion	£235.00
SLL - Herbicide behind pavilion	£95.00
Stable Design Ltd - Website amendment	£500.00
Tree Planting - Feb 2023 On Hold	£1,500.00
APA Phase 2 Skateboard Park Upgrade @ £120- £150K	£2,353.50
Stoke Performing Arts Group (SPAG)	£4,183.00
Reserves	£14,102.99
<b>Total</b>	<b>£35,924.46</b>

In addition, we have a separate bank account for the Skateboard Park Project totalling £67,652.44 as of 5 January 2024.

With the above excluded, the Trust has a total of **£25,499.89** available for 2024.

A breakdown of all financial transactions is shown on the following pages.

Rebecca Merrick  
Treasurer, SSH Sports & Recreation Trust  
February 2024



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## STOKE SUB HAMDON SPORTS & RECREATION TRUST

CHARITY NO 1063874

VAT NO 780 8830 01

### STOKE SUB HAMDON SPORTS & RECREATION TRUST

#### Statement of Financial Activities for the year ended 31 December 2023

##### INCOME & EXPENDITURE

INCOME	Notes	Restricted Funds	Unrestricted Funds	Total	2022
Donations & Grants	6	20,000	4,000	24,000	25,302
Fundraising Activities	7	2,641	20,558	23,199	11,264
Misc Income			22,870	22,870	-
Hire of Pitches			2,020	2,020	2,157
Charity Shop			39,764	39,764	31,141
Vat Refund			3,830	3,830	6,956
Gift Aid			505	505	-
Bank Interest Received			704	704	-
		<u>22,641</u>	<u>94,251</u>	<u>116,892</u>	<u>76,821</u>
<b>DIRECT CHARITABLE EXPENDITURE</b>					
Charity Shop - Rent & Rates			6,080	6,080	5,492
Charity Shop - Electricity & Water			992	992	849
Charity Shop - Maintenance			1,006	1,006	515
Charity Shop - Volunteer Training			40	40	427
Projects		180	6,044	6,224	30,432
Insurance			718	718	668
Facilities Management - Property Maintenance			4,053	4,053	26,522
Facilities Management - Equipment Maintenance			11,887	11,887	11,341
Facilities Management - Ground Maintenance			10,761	10,761	5,094
Depreciation			25	25	29
		<u>180</u>	<u>41,606</u>	<u>41,786</u>	<u>33,152</u>
<b>OTHER EXPENDITURE</b>					
Miscellaneous Expenses			3,041	3,041	2,282
Fundraising Costs		344	13,118	13,462	7,831
Professional Fees		-	280	280	280
		<u>344</u>	<u>16,439</u>	<u>16,439</u>	<u>10,393</u>
<b>TOTAL EXPENDITURE</b>		<u>524</u>	<u>58,044</u>	<u>58,568</u>	<u>91,762</u>
Net (deficit)/surplus of income over expenditure for the year		22,117	36,207	58,324	(14,942)
Fund Balances brought forward		0	76,312	76,312	91,254
Fund Balances carried forward		<u>22,117</u>	<u>112,519</u>	<u>134,636</u>	<u>76,312</u>



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## STOKE SUB HAMDON SPORTS & RECREATION TRUST

CHARITY NO 1063874

VAT NO 780 8830 01

### STOKE SUB HAMDON SPORTS & RECREATION TRUST

#### Balance Sheet as at 31 December 2023

	Notes	2023	2022
		£	£
<b>FIXED ASSETS</b>			
Tangible Assets	2	<u>141</u>	<u>166</u>
		141	166
<b>CURRENT ASSETS</b>			
Debtors	3	1,282	536
Balance at Bank		133,493	75,745
Cash in Hand		<u>-</u>	<u>145</u>
		134,775	76,426
<b>CURRENT LIABILITIES</b>			
Sundry Creditors			
Accruals	4	<u>280</u>	<u>280</u>
		280	280
<b>NET CURRENT ASSETS</b>		<u>134,495</u>	<u>76,146</u>
<b>NET ASSETS</b>		<u>134,636</u>	<u>76,312</u>
<b>REPRESENTED BY</b>			
Unrestricted Income Fund			
General Purpose Fund		112,519	76,312
Designated Fund		<u>-</u>	<u>-</u>
		112,519	76,312
<b>RESTRICTED INCOME FUND</b>			
Skate Park		<u>22,117</u>	<u>0</u>
		<u>134,636</u>	<u>76,312</u>



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## STOKE SUB HAMDON SPORTS & RECREATION TRUST

CHARITY NO 1063874

VAT NO 780 8830 01

### STOKE SUB HAMDON SPORTS & RECREATION TRUST

#### Notes to the Financial Statements for the Year Ended 31 December 2023

##### 1 Accounting Policies

###### Accounting Convention

The accounts have been prepared on the historical cost convention and are in accordance with the applicable accounting standards, the Charities SORP 2005 (Accounting and Reporting by Charities) and comply with the Charities (Accounts & Reposts) Regulations 2005 issued under the Charities Act 1993

###### Depreciation

Depreciation is provided on fixed assets at the following rates, based on the estimated useful life of these assets, and their anticipated residual value

Equipment - 15% Reducing Balance

##### 2 Fixed Assets - used by the Charity

Cost	Equipment £
At 1 January 2023	3,801
Additions	
At 31 December 2023	<u>3,801</u>
<b>Depreciation</b>	
At 1 January 2023	3,635
Charge for Year	<u>25</u>
At 31 December 2023	<u>3,660</u>
<b>Net Book Value</b>	
At 31 December 2023	<u><u>141</u></u>
At 31 December 2022	<u><u>166</u></u>

3 Debtors	2023 £	2022 £
Sundry Debtors	-	-
Vat Debtor	<u>1,282</u>	<u>536</u>
	<u><u>1,282</u></u>	<u><u>536</u></u>

##### 4 Creditors

Creditors & Accruals	<u>280</u>	<u>280</u>
	<u><u>280</u></u>	<u><u>280</u></u>





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## STOKE SUB HAMDON SPORTS & RECREATION TRUST

CHARITY NO 1063874

VAT NO 780 8830 01

### STOKE SUB HAMDON SPORTS & RECREATION TRUST

#### Notes to the Financial Statements for the Year Ended 31 December 2023

#### 5 Summary of Net Assets by Funds

	Fixed Assets	Net Current Assets	Net Assets
	£	£	£
<b>Unrestricted Funds</b>			
General Purpose	141	112,378	112,519
<b>Restricted Income Fund</b>			
Ringfenced Projects (Skate Park)		22,117	22,117
	141	134,495	134,636

#### 6 Donations & Grants

	2023	2022
	£	£
<u>Unrestricted Grants</u>		
Stoke sub Hamdon Parish Council	4,000	4,000
Private Donation	-	30
<u>Restricted Grants</u>		
Somerset Community Association	5,000	21,272
Garfield Weston	15,000	-
	24,000	32,452

	Organisers	Proceeds	2023 Net
<b>Fundraising Activities</b>			
7 May Fayre	7,610	15,812	8,202
Stoke Performing Arts Group	3,193	2,206	-987
Coronation	2,315	2,540	225
Crowdfunder (Skate Park)	344	2,641	2,297
	13,462	23,199	9,737



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## STOKE SUB HAMDON SPORTS & RECREATION TRUST

CHARITY NO 1063874

VAT NO 780 8830 01



CHARITY COMMISSION  
FOR ENGLAND AND WALES

### Independent examiner's report on the accounts

#### Section A

#### Independent Examiner's Report

##### Report to the trustees/ members of

Charity Name

STOKE SUB HAMDON SPORTS & RECREATION TRUST

##### On accounts for the year ended

31/12/2023

Charity no  
(if any)

1063874

##### Set out on pages

1-4

(remember to include the page numbers of additional sheets)

##### Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2023**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

##### Independent examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~\*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date: 10/09/2024

Name:

OLIVIA ADAMS

IER

1

Oct 2018



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## STOKE SUB HAMDON SPORTS & RECREATION TRUST

CHARITY NO 1063874

VAT NO 780 8830 01

**Relevant professional  
qualification(s) or body  
(if any):**

FMAAT

**Address:**

Hope Farm, Sticklynch, Glastonbury, Somerset BA6 8NA

### Section B

### Disclosure

Only complete if the examiner needs to highlight material matters of concern  
(see CC32, Independent examination of charity accounts: directions and  
guidance for examiners).

**Give here brief details of  
any items that the  
examiner wishes to  
disclose.**

IER

2

Oct 2018



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
STOKE SUB HAMDON SPORTS & RECREATION TRUST

On accounts for the year  
ended

31/12/2023

Charity no  
(if any)

1063874

Set out on pages

1-4

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2023**

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basis of report

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I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date: 10/09/2024

Name:

OLIVIA ADAMS

**Relevant professional qualification(s) or body (if any):**

FMAAT

**Address:**

Hope Farm, Sticklynch, Glastonbury, Somerset BA6 8NA

## Section B

### Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**