

**Fairfield Community Trust**  
(Registered charity, number 1194736)  
**Report and financial statements**  
**for the year ended 31 July 2025**

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**Fairfield Community Trust**  
(Registered charity, number 1194736)  
**Report and financial statements**  
**for the year ended 31 July 2025**

**Full name:**

Fairfield Community Trust

**Registered charity number:**

1194736

**Principal address:**

Fairfield Community Hall, Kipling Crescent, Fairfield, SG5 4GY.

**Trustees (at 31 July 2025):**

Tracey Riley  
Grant Bellingham  
Ashley Woollard  
Michelle Davidson  
George Parry  
Rebecca Hannon

**Independent examiner:**

Matthew Westlake ACMA, CGMA, 2 Juniper Mead, Stotfold, SG5 4RU.

**Governance and management:**

The charity is operated under the rules of its CIO Foundation dated 8 June 2021.

**Aims and objectives:**

The objects of the CIO are to establish and run a village hall and to promote for the benefit of the inhabitants of the Parish of Fairfield Bedfordshire ("area of benefit") without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants.

**Summary of the main activities undertaken for the public benefit:**

The trustees have continued to operate a busy and successful community hall offering a wide range of clubs, classes, activities and events for public benefit, as well as making the hall available for hire by the public for parties and celebrations. Hall usage has increased over the year, which has been supported through the recruitment of two additional staff to assist in running the venue.

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The community hall has also benefitted from the support of a number of volunteers who assist with maintenance, opening and closing the hall for hirers, and running non-profit community-focused classes and activities. This valuable support has helped to maximise the availability of the hall seven days a week.

During the financial year, the trustees have improved the café facility (in partnership with Letchworth Cricket Club) to provide an additional meeting space for the community. The trustees have increased café staffing levels to offer longer opening hours, opening seven days a week, including evenings, in summer. The café is becoming a popular community venue, with a growing number of regular users.

The trustees have taken a number steps within the financial year to improve the charity's governance, systems and processes as follows:

- By changing the accounting system to QuickBooks to improve financial controls and reporting.
- By strengthening the recording of approvals for major financial and non-financial commitments.
- By implementing an annual budgeting process, coupled with the implementation of a regular 'budget vs. actual' review process.
- By implementing a pre-paid card system for expenditures, to improve spending control and reduce the use of petty cash for purchases.
- By implementing a cloud-based, secure, document storage environment to improve security, availability, and access controls for documents, and also to enable continuity of operations in the event of major incident (e.g. a fire).
- By outsourcing payroll to support the larger workforce.

There has been a high turnover of trustees during the financial year, resulting in five of the six trustees in post on 31 July 2025 having been recruited within the year. The new trustees are grateful to their predecessors for their service to the community, and look forward to continuing to support the local community with a vibrant and busy community hall.

The trustees have retained the minimum reserves budget level of £35,000. This is to provide contingency for major unexpected repairs, and to provide funds for a minimum of three months of staff salaries. We closed the year with a cash balance (surplus) of £42,952.54.

Signed on behalf of the charity's trustees:

Signed Tracey Riley Date 29 May 2026  
Tracey Riley, Trustee and Chair



**Fairfield Community Trust**  
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**for the year ended 31 July 2025**



**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  
Fairfield Community Trust

**On accounts for the year  
ended**

31 July 2025

**Charity no  
(if any)**

1194736

**Set out on pages**

1 and 2

(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 31/07/2025.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

**Signed:** Matthew Westlake

**Date:** 29 May 2026

**Name:** Matthew Westlake ACMA, CGMA

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

Associate Member of the Chartered Institute of Management Accountants

**Address:** 2 Juniper Mead

Stotfold

SG5 4RU

**Fairfield Community Trust**  
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**Section B**

**Disclosure**

Only complete if the examiner needs to highlight 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.**

**Hall Annex/Café facility**

During the previous year (to 31 July 2024), the Trust started a project to set up the Hall Annex/Café facility. The project was verbally agreed with the leaseholder of the facility by the then Chair of the Trust without a properly documented agreement in place outlining the responsibilities of either party.

The current Trustees have had initial discussions with the leaseholder about putting an appropriate agreement in place.

**Fairfield Community Trust**  
 (Registered charity, number 1194736)  
**Report and financial statements**  
**for the year ended 31 July 2025**

Fairfield Community Trust  
 Registered Charity No. 1194736  
 Income and Expenditure  
 For the Year Ended 31st July 2025

	<u>2025</u>	<u>2024</u>
	<u>£</u>	<u>£</u>
<b><u>Income</u></b>		
Regular hire	50,451.41	56,280.81
Occasional hire	8,576.85	8,872.75
Payments in advance	-	240.00
Donations and grants	150.00	50.00
Sundry income	78.00	240.00
Deposits held	55.00	100.00
Bank interest	-	115.17
Café sales	84,573.80	-
Community events	3,390.09	-
<b><u>TOTAL INCOME</u></b>	<u><b>147,275.15</b></u>	<u><b>65,898.73</b></u>
<b><u>Expenditure</u></b>		
Wages, NI and pensions	70,582.48	35,199.94
Professional fees	5,769.50	35.00
Electricity	6,201.70	1,899.00
Gas	7,602.22	5,573.24
Water and sewage	2,416.45	1,164.00
Renewals	3,573.02	10,382.27
Repairs	6,772.58	19,351.75
Insurance	1,081.60	1,340.41
IT costs	1,658.01	4,187.22
Telephone and internet	849.63	747.75
Community events	-	4,424.30
Consumables	1,101.09	792.65
Printing, stationery and postage	90.32	781.89
Janitorial and cleaning	6,838.23	1,742.76
Licences and permits	909.93	688.52
Refreshments	667.62	190.02
Bank charges	1,360.45	77.76
Donations	-	-
Sundry expenditure	35.98	-
Cost of sales	27,358.79	118.75
<b><u>TOTAL EXPENDITURE</u></b>	<u><b>144,869.60</b></u>	<u><b>88,697.23</b></u>
<b><u>TOTAL INCOME LESS EXPENDITURE</u></b>	<u><b>2,405.55</b></u>	<u><b>- 22,798.50</b></u>

**Fairfield Community Trust**  
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**Report and financial statements**  
**for the year ended 31 July 2025**

Fairfield Community Trust  
Registered Charity No. 1194736  
Balance Sheet  
For the Year Ended 31st July 2025

	<u>2025</u>	<u>2024</u>
	<u>£</u>	<u>£</u>
<b><u>Current Assets</u></b>		
Bank Account - Current Account	16,842.65	40,194.27
Bank Account - PayPal	275.36	304.10
Bank Account - SumUp	23,893.43	-
Bank Account - Equals Money	1,315.19	-
Bank Account - Zettle	312.93	-
Cash in hand - Comm Hall Petty Cash	39.03	48.62
Cash in hand - Cafe Petty Cash	123.95	-
Cash in hand - Café Till Float	150.00	-
<b><u>TOTAL ASSETS</u></b>	<u>42,952.54</u>	<u>40,546.99</u>
<b><u>Reserves</u></b>		
Contribution to reserves / (drawn from reserves)	2,405.55	- 22,798.50
Balance of reserves brought forward	40,546.99	63,345.49
<b><u>TOTAL RESERVE FUNDS</u></b>	<u>42,952.54</u>	<u>40,546.99</u>

These financial statements are accepted on behalf of the charity by:

Signed Tracey Riley Date 29 May 2026  
Tracey Riley, Trustee and Chair

Signed George Parry Date 29 May 2026  
George Parry, Trustee and Treasurer



**Fairfield Community Trust**  
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**Notes to the accounts**  
**for the year ended 31 July 2025**

**1. Debtors**

Amounts owed to the charity, but not received in the accounting period.

Unpaid invoices issued to hirers: £3,701.48

**2. Creditors**

Amounts owed by the charity, but not paid during the accounting period.

Unpaid invoices received from suppliers: £1,358.35

**3. Trustees' remuneration:**

Trustees received no expenses, remuneration or benefits in this period.