

FOAKES FOR RECREATION GROUND

England & Wales · Charity number 301313

Details

Other names THE RECREATION GROUND

Status Registered

Legal form Other

Registered 1965-12-20

Register [View on the Charity Commission register](#)

Contact

Address Great Dunmow Town Council
Foakes House
47 Stortford Road
Dunmow
CM6 1DG

Phone 01371872406

Email info@greatdunmow-tc.gov.uk

Website <http://www.greatdunmow-tc.gov.uk>

Activities

Objects: A RECREATION GROUND

Activities: Provisional of recreational facilities. Upkeep and conservation of open spaces for the benefit of the local community

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Amateur Sport, Environment/conservation/heritage
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** PARISH OF GREAT DUNMOW
- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£189,773	£189,773	-	-
2024-03-31	£126,745	£126,745	-	-
2023-03-31	£120,892	£120,892	-	-
2022-03-31	£82,754	£82,754	-	-
2021-03-31	£96,252	£96,252	-	-

Trustees

Name	Role	Appointed
GREAT DUNMOW TOWN COUNCIL		

FOAKES FOR RECREATION GROUND

England & Wales - Charity number 301313

Accounts

Minutes of the Foakes For Recreation Trust Meeting
held on 5th February 2026 at 6:00pm
In the Talberd Room, Foakes Hall, Stortford Road,
Great Dunmow

Trustees Present:

C Sullivan (Chair)

P Anderson

J Moretta

C Brobyn

K Puddick

P Cobb

C James

In attendance:

Ms A Alexander (Town Clerk)

Mr J Coleman (Deputy Town Clerk)

48) Introduction and welcome

The Chair welcomed everyone to the meeting.

49) Apologies for absence

Apologies for absence were received from A Armstrong, C Arnold, R Jones, P Lavelle, J Murdoch, K O`Connell and S Withington.

50) Minutes

On the motion of C James, seconded by P Anderson it was **RESOLVED** to accept and approve the minutes of the meeting held on 14th July 2025 as true and accurate records of the meetings.

There were two abstentions and five votes in favour.

51) Independent Examiner`s Report

i. On the motion P Cobb of seconded by C James it was unanimously **RESOLVED** to note the Independent Examiner`s Report 1st April 2023 – 31st March 2024.

ii. On the motion P Cobb of seconded by J Moretta it was unanimously **RESOLVED** to note the Independent Examiner`s Report 1st April 2024 – 31st March 2025

52) Annual Accounts

i. On the motion of P Cobb seconded by C Brobyn it was unanimously **RESOLVED** to note the Annual Accounts 1st April 2023 – 31st March 2024.

K Christie joined the meeting at 6:20pm.

ii. On the motion of P Cobb seconded by J Moretta it was **RESOLVED** to note the Annual Accounts 1st April 2024 – 31st March 2025.

There were two abstentions and five votes in favour.

53) Trust Signatories

On the motion of P Cobb seconded by J Moretta it was unanimously **RESOLVED** to operate Trust signatories inline with the Town Council mandate.

54) Consideration of any other business

None.

The meeting closed at 6:31pm.

GREAT DUNMOW TOWN COUNCIL

FOAKES FOR RECREATION GROUND
INCOME AND EXPENDITURE REPORT
FOR THE YEAR ENDED 31ST MARCH 2025

INCOME

Pavilion and Ground Fees		24,224.20
Miscellaneous: Wayleaves	89.29	
	<u>89.29</u>	24,313.49
Investment Income: M&G Charibond		404.65
Grants Received:		<u>10,000.00</u>
		34,718.14
Financial Assistance received from Great Dunmow Town Council		<u>155,055.37</u>
		<u>189,773.51</u>

EXPENDITURE

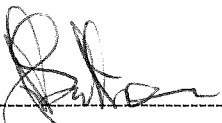
Pavilion Utilities and Payphone	4,085.82	
Pavilion Maintenance	8,475.92	
Administration Charge	20,513.67	
Establishment Charges	10,283.00	
Skate Park	16,964.83	
Grass Cutting	7,094.45	
Groundsman and supplies	89,372.90	
Groundsman - van and running costs	3,285.47	
Hedging and Treework	4,000.00	
Car Parks, Footpaths, Tracks & Open Space maintenance	19,248.18	
Audit Fees	150.00	
Insurance	1,879.36	
Miscellaneous	392.41	
Play Equipment and Safety Surfacing	<u>4,027.50</u>	
		<u>189,773.51</u>
		<u>£0.00</u>

ASSETS AT 31ST MARCH 2025

M&G Charibond		4,981.28
RGT - COIF account Re Recreation Ground Trust		3,240.31
		<u>£8,221.59</u>

Note: * Fixed Assets consists of land at the Recreation Ground which forms part of the Trust and therefore has no value.

The above statement represents fairly the financial position of the Authority as at 31st March 2025



Chairman of Foakes for Recreation Ground Trust

5-2-2026

Date

Independent Examiner's Report to the Trustees of Foakes for Recreation Ground: year ended 31 March 2025

Registered Charity No: 301313

Balance of Reserves as at 1 April 2024 b/f:	£8,191.70
Income in Year:	£189,803.40
Expenditure in Year:	£189,773.51
Balance of Reserves as at 31 March 2025 c/f:	£8,221.59

1. Respective responsibilities of Trustees and Independent Examiner.

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. The Trustees require an independent examination.

As the Independent Examiner it is my responsibility to:

- a) examine the accounts under section 145 of the Charities Act 2011.
- b) follow all the applicable Directions given by the Charity Commission under section 145 (5)(b) of the Act and state whether particular matters have come to my attention.

2. Report for the year ended 31 March 2025.

The Charity Commission records a Standard Registration taking place on 20 December 1965. The Area of Benefit is stated as the Parish of Great Dunmow in the County of Essex.

The aims and activities of the Charity are to provide '*Recreational facilities. Upkeep and conservation of open spaces for the benefit of the local community*'. Further details regarding 'what the Charity does, who the Charity helps and how the Charity works' have been registered with the Charity Commission.

The Recreation Ground and the Dourdan Pavilion are well used by the community for a variety of activities and community events.

The Charity has a Rialtas accounting system in place with detailed breakdown of income and expenditure recorded within the system. An Income and Expenditure Account for the year ended 31 March 2025 has been constructed and presented to the Independent Examiner, who attended the Great Dunmow Town Council's offices on 15 January 2026, when the Trust's End of Year Accounts and supporting information and data were examined.

The Accounts for the year ending 31 March 2025 have yet to be approved by the Trustees.

The following observations are made (in **bold** where action is recommended or consideration should be given by Trustees):

- a) The Charities Act 2011 requires all registered charities to prepare a Trustees' Annual Report (TAR) and Accounts and to submit them to the Charity Commission if their income was greater than £25,000. The Commission's website entry for the Edward Thomas Foakes Memorial Hall Charity confirms that the most recent submission of Accounts and the TAR was for the year ended 31 March 2023 and was recorded by the Charity Commission as being received on 30 January 2024 (having been required to be submitted by 31 January 2024).
- b) **At the time of this Report, the Accounts and the TAR for the previous year ended 31 March 2024 have yet to be submitted to the Commission (and are overdue by 349 days).**
- c) The Trust met six times during the 2024/25 year of account and considered a number of key issues including the possibility of updating the Governance Document and clarification of the ownership of the Recreation Ground.
- d) This Independent Examination covers the period 1 April 2024 to 31 March 2025. The End-of-Year Accounts have been constructed and balanced by the Great Dunmow Town Council's Finance Officer, Anne Mangham, using the Rialtas Accounting system. The Finance Officer has sufficient financial data to complete Form CC16a, to be submitted to the Charity Commission as soon as practicably possible (the due date is 31 January 2026).
- e) A Reconciliation between the overall Reserves (the Trust's Assets) at the beginning of the year and at the end of the year can be displayed as follows:

The Reserves balance b/f as at 1 April 2024:	£8,191.70	(M&G Charibond (£5,105.64) and COIF Account (£3,086.06))
Add:		
Recorded Income in the Year:	£34,718.14	
Town Council's contribution:	£155,055.37	
Increase in Value of Investments in the year:	£29.89	
Deduct:		
Recorded Payments in the Year:	£189,773.51	
The Reserves Balance c/f as at 31 March 2025:	£8,221.59	(M&G Charibond (£4,981.28) and COIF Account (£3,240.31))

- f) The Examiner raised with the Finance Officer the issue of a CCLA Statement as at 31 March 2025 which showed a COIF Charities Deposit Fund of £43,521.00 under the name of *Foakes for Recreation Ground*. The Finance Officer explained that the sums in this COIF account historically belonged to 2 trusts. The David Cock Bequest comprised rental income from farmland (which is now planted as a community woodland) and was the largest proportion of the money, £38,380.69 being transferred to Great Dunmow Town Council on 8 April 2025 to be used for the Recreation Ground Project. The balance of £5,140.31 comprised the original Recreation Ground Trust (RGT) investment of £1,127.00 together with the Treasury stock redemption of £1,959.06 (totalling £3,086.06) and the compounded interest (£1,900.00 to the Town Council and £154.25 to the Foakes for Recreation Ground Charity) as at 31 March 2025.

- g) The Trust prepares an Annual Budget as a separate page within the Town Council's Budget which includes planning for maintenance, running costs and improvements. The Town Council's approved Financial Regulations apply to the Trust. Income and expenditure transactions are tracked during the year by the Finance Officer, maintaining a clear audit trail.
- h) The Charity's financial administration is undertaken by the Finance Officer through the use of the Rialtas accounting system. End of Year financial statements (Income and Expenditure Account, supporting information and related data) have been prepared by the Finance Officer.
- i) The Rialtas accounting system displays the date of payment, the method of payment, the payee (or person/organisation making payment to the Charity in the case of sums received) and the category/sub-category concerned. The Rialtas accounting system secures the necessary financial control over transactions and provides clear evidence of each payment and receipt administered for the Charity through the accounting system.
- j) The Independent Examiner undertook a sample examination of the entries in the Rialtas Payments Lists. Individual invoices/vouchers are retained within the Town Council's documentation and were subject to review under the Council's Internal Audit 2024/25.
- k) The Reserves balance at the year-end 31 March 2025 amounted to £8,221.59 and reflected the increase of £29.89 from the balance of £8,191.70 at the end of the 2023/24 year of account).
- l) The accounting Deficit of £155,055.37 in the year 2024/25 has been met by the Town Council as a contribution (financial assistance) to the Charity Trust. Without the Town Council meeting the deficit each year the future of the Charity would clearly be unsustainable bearing in mind the current level of reserves retained. Without the Town Council's financial support there would not be sufficient reserves and contingency sums being maintained to meet the future spending demands or possibly any unforeseen items of expense that may occur.
- m) As at 31 March 2025 the Charity held Investments with M&G Charibond (£4,981.28) and COIF Account (£3,240.31).
- n) The Finance Officer confirmed that the procedure and controls in place for Payments in the year 2024/25 were in accordance with the approved arrangements in place for the Town Council. The processes in place for the Town Council for the year 2024/25 were examined by the Council's Internal Auditor during 2025 and were found to be satisfactory and accordingly have not been examined as part of this Independent Review of the Charity.
- o) The Overall Recorded Income of £34,718.14 in the 2024/25 year of account consisted of Pavilion and Ground Fees (£24,224.20), Grants Received (£10,000), Wayleaves (£89.29) and Investment Income/ Interest (£404.65).
- p) Expenditure of £189,773.51 in the 2024/25 year of account included (inter alia) Grounds Staff and Supplies (£89,372.90), Charge for Administration (£20,513.67), Car Parks, Footpaths, Skate Park (£16,964.83), Tracks and Open spaces Maintenance Costs (£19,248.18), Pavilion Maintenance (£8,475.92), Establishment Costs (£10,283) and Grasscutting (£7,094.45).

- q) The Charity is not registered with HMRC for VAT purposes. The Charity does not have a separate bank account and accordingly any payments are made through the Town Council. The VAT incurred is reclaimed by the Town Council and the net cost is then journalled to the Charity Accounts. The Charity is accordingly obtaining benefit from the Town Council's registration. As the Charity is not registered for VAT purposes, no VAT will be charged on any income received (the Finance Officer advised that the income sources would be exempt from any chargeable VAT). **Following the recommendation in the 2024 independent review, the Finance Officer has consulted the Essex Association of Local Councils (EALC) on this matter and is awaiting advice from the Association.**
- r) The Charity does not maintain an Asset Register. The Finance Officer has listed the Investments totalling £8,221.59 as Assets as at 31 March 2025 and has confirmed to the Examiner that Fixed Assets consist of land at the Recreation Ground which forms part of the Trust and has no identified value in the Accounts.
- s) The Finance Officer confirmed that insurance cover for the year 2024/25 was effected through the Town Council and the that cover included Public Liability, Employer's Liability and Fidelity Guarantee during the year of account. **The Finance Officer agreed to ensure that the position of the Council as custodiam Trustee to the Playing Field would be noted by the insurer and included in the insurance documentation to avoid any possible ambiguity in the event of a claim being put forward.**

3. Basis of independent examiner's report.

My examination was carried out in accordance with the applicable Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the Trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the information and data presented to the Examiner provide a 'true and fair view' and the report is limited to those matters set out in the statement below.

4. Independent Examiner's statement.

In connection with my examination:

- a) I confirm that formal accounts (including an Income and Expenditure Account) have been constructed in respect of the 2024/25 year of account as evidence of appropriate control being maintained over the Charity's financial position and to evidence that the accounting records are kept in accordance with Section 130 of the Charities Act 2011 and comply with the applicable requirements concerning the form and content of accounts.
- b) Additional matters in connection with the examination and to which attention should be drawn are listed at item 2 above in this Report (in **bold** where action should now be taken).
- c) I would like to express my appreciation to Mrs Anne Mangham, Finance Officer, Great Dunmow Town Council, for her assistance during the course of this Examination.

Trevor Brown

Trevor Brown

Chartered Institute of Public Finance and Accountancy

15 January 2026

FOAKES FOR RECREATION GROUND

England & Wales - Charity number 301313

Accounts

Minutes of the Foakes For Recreation Trust Meeting
held on 5th February 2026 at 6:00pm
In the Talberd Room, Foakes Hall, Stortford Road,
Great Dunmow

Trustees Present:

C Sullivan (Chair)

P Anderson

J Moretta

C Brobyn

K Puddick

P Cobb

C James

In attendance:

Ms A Alexander (Town Clerk)

Mr J Coleman (Deputy Town Clerk)

48) Introduction and welcome

The Chair welcomed everyone to the meeting.

49) Apologies for absence

Apologies for absence were received from A Armstrong, C Arnold, R Jones, P Lavelle, J Murdoch, K O`Connell and S Withington.

50) Minutes

On the motion of C James, seconded by P Anderson it was **RESOLVED** to accept and approve the minutes of the meeting held on 14th July 2025 as true and accurate records of the meetings.

There were two abstentions and five votes in favour.

51) Independent Examiner`s Report

i. On the motion P Cobb of seconded by C James it was unanimously **RESOLVED** to note the Independent Examiner`s Report 1st April 2023 – 31st March 2024.

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52) Annual Accounts

i. On the motion of P Cobb seconded by C Brobyn it was unanimously **RESOLVED** to note the Annual Accounts 1st April 2023 – 31st March 2024.

K Christie joined the meeting at 6:20pm.

ii. On the motion of P Cobb seconded by J Moretta it was **RESOLVED** to note the Annual Accounts 1st April 2024 – 31st March 2025.

There were two abstentions and five votes in favour.

53) Trust Signatories

On the motion of P Cobb seconded by J Moretta it was unanimously **RESOLVED** to operate Trust signatories inline with the Town Council mandate.

54) Consideration of any other business

None.

The meeting closed at 6:31pm.

GREAT DUNMOW TOWN COUNCIL

FOAKES FOR RECREATION GROUND
INCOME AND EXPENDITURE REPORT
FOR THE YEAR ENDED 31ST MARCH 2024

INCOME

Pavilion and Ground Fees		28,882.33
Miscellaneous: Wayleaves	<u>82.95</u>	<u>82.95</u>
		28,965.28
Investment Income: M&G Charibond		2,107.35
Grants Received:		<u>0.00</u>
		31,072.63
Financial Assistance received from Great Dunmow Town Council		<u>95,672.77</u>
		<u>126,745.40</u>

EXPENDITURE

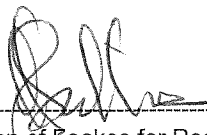
Pavilion Utilities and Payphone	6,168.17
Pavilion Maintenance	8,320.33
Administration Charge	27,397.00
Establishment Charges	10,313.00
Skate Park	164.30
Grass Cutting	9,435.92
Groundsman and supplies	55,080.38
Groundsman - van and running costs	3,042.42
Hedging and Treework	2,740.00
Car Parks, Footpaths, Tracks & Open Space maintenance	3,900.94
Audit Fees	170.00
Insurance	1,697.94
Miscellaneous	533.00
Play Equipment and Safety Surfacing	<u>-2,218.00</u>
	126,745.40
	<u>£0.00</u>

ASSETS AT 31ST MARCH 2024

M&G Charibond		5,105.64
RGT - COIF account Re Recreation Ground Trust		3,086.06
		<u>£8,191.70</u>

Note: * Fixed Assets consists of land at the Recreation Ground which forms part of the Trust and therefore has no value.

The above statement represents fairly the financial position of the Authority as at 31st March 2024



Chairman of Foakes for Recreation Ground Trust

5-2-2026

Date

Independent Examiner's Report to the Trustees of Foakes for Recreation Ground: year ended 31 March 2024

Registered Charity No: 301313

Income in Year:	£126,745.40
Expenditure in Year:	£126,745.40
Balance of Reserves as at 31 March 2024:	£8,191.70

1. Respective responsibilities of Trustees and Independent Examiner.

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. The Trustees require an independent examination.

As the Independent Examiner it is my responsibility to:

- a) examine the accounts under section 145 of the Charities Act 2011.
- b) follow all the applicable Directions given by the Charity Commission under section 145 (5)(b) of the Act and state whether particular matters have come to my attention.

2. Report for the year ended 31 March 2024.

The Charity Commission records a Standard Registration taking place on 20 December 1965. The Area of Benefit is stated as the Parish of Great Dunmow in the County of Essex.

The aims and activities of the Charity are to provide '*Recreational facilities. Upkeep and conservation of open spaces for the benefit of the local community*'. Further details regarding 'what the Charity does, who the Charity helps and how the Charity works' have been registered with the Charity Commission.

The Recreation Ground and the Dourdan Pavilion are well used by the community for a variety of activities and community events.

The Charity has a Rialtas accounting system in place with detailed breakdown of income and expenditure recorded within the system. An Income and Expenditure Account for the year ended 31 March 2024 has been constructed and presented to the Independent Examiner, who attended the Great Dunmow Town Council's offices on 7 July 2025, when the Trust's End of Year Accounts and supporting information and data were examined.

The Accounts for the year ending 31 March 2024 have yet to be approved by the Trustees.

The following observations are made (in **bold** where action is recommended or consideration should be given by Trustees):

a) This Independent Examination covers the period 1 April 2023 to 31 March 2024. The End-of-Year Accounts have been constructed and balanced by the Great Dunmow Town Council's Finance Officer, Anne Mangham, using the Rialtas Accounting system. The Finance Officer has sufficient financial data to complete Form CC16a, to be submitted to the Charity Commission as soon as practicably possible (the due date was 31 January 2025).

b) The Trust met once during the 2023/24 year of account. At the meeting of the Trust on 21 November 2023, the Trustees received the Internal Audit Report 2022/23, noted the Annual Accounts for the year 2022/23 and received a Budget Report for the year 2023/24 dated 14 November 2023. The recommendations of the Finance Officer and agreed an alteration of Signatories to Bank Mandates as follows:

- The Correspondence Contact would be the Town Clerk
- Change Signatories to the Town Clerk
- Councillor C James to remain as Signatory

c) A Reconciliation between the overall Reserves (the Trust's Assets) at the beginning of the year and at the end of the year can be displayed as follows:

The Reserves balance b/f as at 1 April 2023:	£8,150.56 (M&G Charibond (£5,064.50) and COIF Account (£3,086.06))
Add:	
Recorded Income in the Year:	£31,072.63
Town Council's contribution:	£95,672.77
Increase in Value of Investments in the year:	£41.14
Deduct:	
Recorded Payments in the Year:	126,745.40
The Reserves Balance c/f as at 31 March 2024:	£8,191.70 (M&G Charibond (£5,105.64) and COIF Account (£3,086.06))

d) The Trust prepares an Annual Budget as a separate page within the Town Council's Budget which includes planning for maintenance, running costs and improvements. The Town Council's approved Financial Regulations apply to the Trust. Income and expenditure transactions are tracked during the year by the Finance Officer, maintaining a clear audit trail.

e) The Charity's financial administration is undertaken by the Finance Officer to a high standard through the use of the Rialtas accounting system. End of Year financial statements (Income and Expenditure Account, supporting information and related data) have been prepared by the Finance Officer. The Rialtas Accounting system displays the date of payment, the method of payment, the payee (or person/organisation making payment to the Charity in the case of sums received) and the category/sub-category concerned. The Rialtas accounting system secures the necessary financial control over transactions and provides clear evidence of each payment and receipt administered for the Charity through the accounting system.

f) The Independent Examiner undertook a sample examination of the entries in the Rialtas Payments Lists. Individual invoices/vouchers are retained within the Town Council's documentation and were subject to review under the Council's Internal Audit 2023/24.

g) The Reserves balance at the year-end 31 March 2024 amounted to £8,191.70 and reflected the increase of £41.14 from the balance of £8,150.56 at the end of the 2022/23 year of account).

h) The accounting Deficit of £95,672.77 in the year 2023/24 has been met by the Town Council as a contribution (financial assistance) to the Charity Trust. Without the Town Council meeting the deficit each year the future of the Charity would clearly be unsustainable bearing in mind the current level of reserves retained. Without the Town Council's financial support there would not be sufficient reserves and contingency sums being maintained to meet the future spending demands or possibly any unforeseen items of expense that may occur.

i) As at 31 March 2024 the Charity held Investments with M&G Charibond (£5,105.64) and COIF Account (£3,086.06).

j) The Finance Officer confirmed that the procedure and controls in place for Payments in the year 2023/24 were in accordance with the approved arrangements in place for the Town Council. The processes in place for the Town Council for the year 203/24 were examined by the Council's Internal Auditor during 2024 and were found to be satisfactory and accordingly have not been examined as part of this Independent Review of the Charity.

k) The Overall Recorded Income of £31,072.63 in the 2023/24 year of account consisted of Pavilion and Ground Fees (£28,882.33), Wayleaves (£82.95) and Investment Income/Interest (£2,107.35).

l) Expenditure of £126,745.40 in the 2023/24 year of account included (inter alia) Grounds Staff and Supplies (£55,080.38), Charge for Administration (£27,397), Car Parks, Footpaths, Tracks and Open spaces Maintenance Costs (£3,900.94) and Pavilion Maintenance (£8,320.33) and Establishment Costs (£10,313).

m) The Charity is not registered with HMRC for VAT purposes. The Charity does not have a separate bank account and accordingly any payments are made through the Town Council. The VAT incurred is reclaimed by the Town Council and the net cost is then journalled to the Charity Accounts. The Charity is accordingly obtaining benefit from the Town Council's registration. As the Charity is not registered for VAT purposes, no VAT will be charged on any income received (the Finance Officer advised that the income sources would be exempt from any chargeable VAT). **It is recommended that the Charity seeks professional advice regarding the current arrangements that the Charity receives VAT repayments through the Town Council's Registration without having to register the Charity as a separate entity.**

n) The Charity does not maintain an Asset Register. The Finance Officer has listed the Investments totalling £8,191 70 as Assets as at 31 March 2024 and has noted in the Accounts that Fixed Assets consist of land at the Recreation Ground which forms part of the Trust and has no identified value in the Accounts.

o) The Finance Officer confirmed that insurance cover for the year 2023/24 was effected through the Town Council and the that cover included Public Liability, Employer's Liability and Fidelity Guarantee during the year of account.

p) The Annual Return for the previous year ended 31 March 2023 was recorded by the Charity Commission as being received on 30 January 2024 (having been required to be submitted by 31 January 2024). The Annual Return for the year 2023/24 was required to be submitted to the Charity Commission no later than 31 January 2025 and at the time of this Review is 157 days late.

3. Basis of independent examiner's report.

My examination was carried out in accordance with the applicable Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the information and data presented to the Examiner provide a 'true and fair view' and the report is limited to those matters set out in the statement below.

4. Independent Examiner's statement.

In connection with my examination:

- a) I confirm that formal accounts (including an Income and Expenditure Account) have been constructed in respect of the 2023/24 year of account as evidence of appropriate control being maintained over the Charity's financial position and to evidence that the accounting records are kept in accordance with Section 130 of the Charities Act 2011 and comply with the applicable requirements concerning the form and content of accounts.
- b) Additional matters in connection with the examination and to which attention should be drawn are listed at item 2 above in this Report (in bold where action should now be taken).
- c) I would like to express my appreciation to Mrs Anne Mangham, Finance Officer, Great Dunmow Town Council, for her assistance during the course of this Examination.

Trevor Brown

Trevor Brown

Chartered Institute of Public Finance and Accountancy

21 July 2025

FOAKES FOR RECREATION GROUND

England & Wales - Charity number 301313

Accounts



GREAT DUNMOW
TOWN COUNCIL

**Minutes of the Foakes for Recreation Ground Charity Trust Meeting
held on 21st November 2023 at 7.30pm
In the Talberd Room, ET Foakes Memorial Hall, Stortford Road,
Great Dunmow.**

Trustees Present:

A. Armstrong (presiding)	R. Jones
P. Anderson	E. Marcus
C. Arnold	S. Withington
J. Cadwallader	
P. Childs	
J. Davey	
C. James	

In attendance: Mrs C Burton – Amenities Manager (minute taker)

1) APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Allen, Brown, Lavelle, Puddick and Stratton.

2) DECLARATIONS OF INTEREST

There were no declarations of interest submitted.

3) MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 2ND MARCH 2023

On the motion of Councillor James seconded by Councillor Davey it was **RESOLVED** to accept and approve the minutes of the Annual General meeting held on 2nd March 2023 as a true and accurate record of the meeting.

4) INTERNAL AUDIT REPORT 1 APRIL 2022 – 31 MARCH 2023

Trustees received and noted the Internal Audit Report 1 April 2022 – 31 March 2023.

Councillor James congratulated the Finance Officer for doing an excellent job.

5) ANNUAL ACCOUNTS 1 APRIL 2022 – 31 MARCH 2023

Trustees received and noted the Annual Accounts 1st April 2022 – 31 March 2023.

6) ALTERATION OF SIGNATORIES TO BANK MANDATES

Trustees received the recommendations of the Finance Officer.

On the motion of Councillor Jones, seconded by Councillor Davey it was

RESOLVED to: -

- * Change the correspondence contact to the Town Clerk.
- * Change signatories to the Town Clerk.
- * C James to remain as signatory.

Councillor James left the room and re-entered the room at 7:35pm

7) BUDGET REPORT

Trustees received and noted the Budget Report dated 14th November 2023.

The meeting closed at 7:35pm.

GREAT DUNMOW TOWN COUNCIL

**FOAKES FOR RECREATION GROUND
INCOME AND EXPENDITURE REPORT
FOR THE YEAR ENDED 31ST MARCH 2023**

INCOME

Pavilion and Ground Fees		20,632.31
Miscellaneous:	Wayleaves	57.29
		<u>57.29</u>
		20,689.60
Investment Income:	M&G Charibond	152.52
Grants Received:		0.00
		<u>20,842.12</u>
Financial Assistance received from Great Dunmow Town Council		<u>100,050.28</u>
		<u>120,892.40</u>

EXPENDITURE

Pavilion Utilities and Payphone	9,674.29
Pavilion Maintenance	13,867.75
Administration Charge	27,087.50
Establishment Charges	10,479.50
Skate Park	5,776.48
Grass Cutting	7,585.66
Groundsman and supplies	34,376.69
Groundsman - van and running costs	3,586.92
Hedging and Treework	2,500.00
Car Parks, Footpaths, Tracks & Open Space maintenance	3,707.00
Audit Fees	270.00
Insurance	1,558.77
Miscellaneous	266.67
Play Equipment and Safety Surfacing	155.17
	<u>120,892.40</u>
	<u>£0.00</u>

ASSETS AT 31ST MARCH 2023

M&G Charibond	5,064.50
RGT - COIF account Re Recreation Ground Trust	3,086.06
	<u>£8,150.56</u>

Note: * Fixed Assets consists of land at the Recreation Ground which forms part of the Trust and therefore has no value.

The above statement represents fairly the financial position of the Authority as at 31st March 2023

Chairman of Foakes for Recreation Ground Trust

Date

HEELIS & LODGE

Local Council Services • Internal Audit

Independent Examiner's Report for Foakes for Recreation Charity Trust – 1 April 2022 to 31 March 2023

Registered Charity No: 301313

Income: £120,892.40 Expenditure: £120,892.40 Reserves: £8,150.56

The Council are the sole Trustee of the Foakes for Recreation Charity Trust. The aims of the Charity are to manage the Recreation Ground and Dourdan Pavilion for the purpose of the provision of recreational facilities, upkeep and conservation of open spaces for the benefit of the local community. The Recreation Ground, including the Dourdan Pavilion are well used by the local community for a variety of activities and community events.

The 2021-2022 Annual Return was received by the Charity Commission on 7 March 2023. All trustees are members of Great Dunmow Town Council.

The Committee prepares an annual budget, looking at short, medium and long term planning for maintenance, running costs and improvements. The Trust complies with the Town Council Financial Regulations. Income and expenditure are tracked throughout, providing a clear audit trail. The Finance Officer keeps clear record.

Hire agreements are in place and appropriate safeguards are in place to ensure hirers have adequate insurance and qualifications to undertake safe and proper use of the activity to take place. A comprehensive Standard Conditions of Hire document is in place.

An asset register is in place and is reviewed annually as part of the Town Council procedures. Insurance is in place under the Town Council, this includes all the standard cover including Fidelity. Funds held for the Foakes for Recreation Charity are in the form of shares and M&G Investments (£5,064.50).

The (COIF £39,544.32) has been removed from the Charity accounts on advice received from the Charities Commission dated 25/11/2022.

A process is in place for taking forward actions arising from the report. Payroll, income, expenditure processes were examined as part of the Gt Dunmow TC Internal Audit dated 19/6/2023.

There were no matters which give cause to believe that in, any material respect, the Trustees have not met the requirements of the Charity Act 1993.



Heather Heelis
13 October 2023

HEELIS & LODGE

Appointed Independent Examiner

FOAKES FOR RECREATION GROUND

England & Wales - Charity number 301313

Accounts

ANNUAL REPORT 1 APRIL 2021 – 31 MARCH 2022
FOAKES FOR RECREATION GROUND TRUST

a) Trust Management Committee

GREAT DUNMOW TOWN COUNCIL - LAND HOLDINGS

Great Dunmow is fortunate in that the Town Council owns, maintains or has responsibility for, over 17 hectares (52 acres) of common and recreational land in the town. In addition to this there is a parcel of land, The David Cock Bequest Land, of over 23 hectares (59 acres) to the south of the town which was bequeathed to the Council in the will of the late Mr David Cock who lived at Langleys.

The Town has been enhanced by the far-sighted generosity of numerous benefactors over the years – such as the Foakes family and the Countess of Warwick at the beginning of the 20th century to the late David Cock at the end – who enabled a wide variety of land to come under public ownership. One major benefit has been the preservation and improvement of extensive open areas thus maintaining the rural openness of the centre of the Town, so vital with the extensive developments taking place and an added attraction for visitors. This process has been continued with open spaces being obtained as part of planning requirements (e.g. Chelmer Valley) or by direct purchase (e.g. Harp Mead).

The land holding is a mixture of formal playing fields, play areas, allotments and meadows. The playing fields and play areas are maintained with formal grass cutting contracts. The meadows, situated along the Chelmer Valley, are managed as meadows to provide recreational facilities as well as enhanced natural habitats for wildflowers and wildlife. The Council is also responsible for the management of the trees and hedges on its' land holdings.

The Council also has a parcel of land to the rear of Beaumont Hill/Woodlands Park from Uttlesford District Council, which the Council has named Castleden Meadow. The area includes maturing woodlands, scrub and ponds for wildlife habitat. The Downs & Commons Committee of the Council regularly meet to discuss ongoing programmes and proposals for the development and enhancement of facilities on the land.

DAVID COCK LAND

59 acres of Grade 2 agricultural land on the east side of the Chelmer Valley. The land was bequeathed to the Town Council by the late David Cock to: "hold the net proceeds of sale and the net rents and profits until sale, to provide such recreational facilities for the benefit of people living in Great Dunmow as the members of the Council shall in their absolute discretion decide".

There is a stand of willow trees, planted by David Cock, in one wet corner adjacent to the property known as Langleys. The trees belong to the Council and will be matured as cricket bat willows.

In 2010 two pieces of the land were planted with mixed native broadleaves and woody shrubs with the aid of a grant from the English Woodland Grant Scheme.

The Fritch Way footpath, (the old railway line), crosses the land running roughly north/south past Langleys, parallel to the Chelmsford Road.

A footpath connects the land along the valley to Braintree Road. There is limited vehicular access to the land for the public at present, however a neighbouring development could provide parking and a new footbridge in the future.

In 2016 further young trees were obtained with a grant from the Forestry Commission and planted by a group of local volunteers (Friends of the Dunmow Open Spaces), overseen by Rod Pass, the Council's agent and co-ordinated by Cllr. Beedle.

In 2018 the tenant farmer was served notice and the land was planted with 13,000 young trees to form a woodland. The area has been fenced and is traversed by wide grass rides forming recreational walkways which will improve as the woodland matures.

b) Trust Staff

The Operations Manager, is supported by the Caretaker and the Groundsmen. The Amenities Manager manages all bookings for the facilities at the Pavilion and Recreation Ground.

c) Dourdan Pavilion Bookings and Maintenance

The Dourdan Pavilion is a small venue which is used by various organisations. It is also hired out for children's parties and it is particularly suitable for this as there is a garden area that can be used in the summer. Small family events are also held in the Pavilion. The Town Council also uses the Pavilion for meetings.

d) Recreation Ground Bookings and Maintenance

The Recreation Ground is used widely not only by the public for activities and dog walking but by organisations, boot camps, football clubs, fairs, circuses, town carnival, Park Run, Mummy Buggy Fitness and firework displays. Grass cutting, tree and hedge maintenance has been carried out during the year. The play area and skate park are in constant use, general maintenance has been carried out on the play equipment and the skate park is repaired as required.

GREAT DUNMOW TOWN COUNCIL

**FOAKES FOR RECREATION GROUND
INCOME AND EXPENDITURE REPORT
FOR THE YEAR ENDED 31ST MARCH 2022**

INCOME

Pavilion and Ground Fees		12,317.35	
Miscellaneous:	General	62.50	
	Payphone	0.00	
	Wayleaves	146.13	
		<u>208.63</u>	
		12,525.98	0.00
Investment Income:	M&G Charibond	108.65	
Grants Received:		<u>0.00</u>	
		12,634.63	
Financial Assistance received from Great Dunmow Town Council		<u>70,119.49</u>	
		82,754.12	

EXPENDITURE

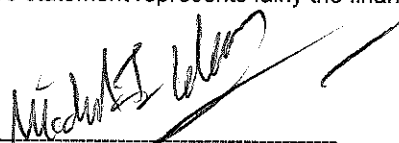
Pavilion Utilities and Payphone		3,498.33	
Pavilion Maintenance		-1,206.84	
Pavilion Wages		8,647.53	
Administration Charge		22,128.43	
Establishment Charges		6,503.91	
Skate Park		1,666.93	
Grass Cutting		6,340.88	
Groundsman and supplies		17,104.51	
Groundsman - van and running costs		2,882.79	
Hedging and Treework		920.00	
Kerbing, Fencing and Ditching		636.03	
Car Parks, Footpaths, Tracks & Open Space maintenance		4,659.91	
Litter bins, Seats, Picnic Tables and Signs		5,727.20	
Audit Fees		445.00	
Insurance		1,550.23	
Miscellaneous		308.47	
Play Equipment and Safety Surfacing		940.81	
		<u>82,754.12</u>	0.00
		<u>£0.00</u>	

ASSETS AT 31ST MARCH 2022

M&G Charibond			5,456.53	
RGT - COIF account	Split:	Recreation Ground Trust	3,086.06	
		David Cock Bequest	35,766.41	38,852.47
			<u>£44,309.00</u>	0.00

Note: * The fund results from the bequest of land to Great Dunmow Town Council by the late Mr. David Cock for the purposes of providing recreational facilities for the inhabitants of Great Dunmow. The monies held in a specific High Interest Business Account were given to the Recreation Ground Trust to be invested in a new COIF account. Fixed Assets consists of land at the Recreation Ground which forms part of the Trust and therefore has no value.

The above statement represents fairly the financial position of the Authority as at 31st March 2022


Chairman of Foakes for Recreation Ground Trust

Date

HEELIS&LODGE

Local Council Services • Internal Audit

Independent Examiner's Report for Foakes for Recreation Charity Trust – 1 April 2021 to 31 March 2022

Registered Charity No: 301313

Income: £82,754.12

Expenditure: £82,754.12

Reserves: £44,309.00

The Council are the sole Trustee of the Foakes for Recreation Charity Trust. The aims of the Charity are to manage the Recreation Ground and Dourdan Pavilion for the purpose of the provision of recreational facilities, upkeep and conservation of open spaces for the benefit of the local community. The Recreation Ground, including the Dourdan Pavilion are well used by the local community for a variety of activities and community events.

The 2020-2021 Annual Return was received by the Charity Commission on 21 January 2022. All trustees are members of Great Dunmow Town Council.

The Committee prepares an annual budget, looking at short, medium and long term planning for maintenance, running costs and improvements. The Trust complies with the Town Council Financial Regulations. Income and expenditure are tracked throughout, providing a clear audit trail. The Finance Officer keeps clear record.

Hire agreements are in place and appropriate safeguards are in place to ensure hirers have adequate insurance and qualifications to undertake safe and proper use of the activity to take place. A comprehensive Standard Conditions of Hire document is in place.

An asset register is in place and is reviewed annually as part of the Town Council procedures. Insurance is in place under the Town Council, this includes all the standard cover including Fidelity. Funds held for the Foakes for Recreation Charity are in the form of shares (COIF £38,852.47) and M&G Investments (£5,456.53).

A process is in place for taking forward actions arising from the report. Payroll, income, expenditure processes were examined as part of the Gt Dunmow TC Internal Audit dated 7/6/2022.

There were no matters which give cause to believe that in, any material respect, the Trustees have not met the requirements of the Charity Act 1993.



Heather Heelis
19 January 2023

HEELIS&LODGE

Appointed Independent Examiner

FOAKES FOR RECREATION GROUND

England & Wales - Charity number 301313

Accounts

ANNUAL REPORT 1 APRIL 2020 – 31 MARCH 2021
FOAKES FOR RECREATION GROUND TRUST

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The Town has been enhanced by the far-sighted generosity of numerous benefactors over the years – such as the Foakes family and the Countess of Warwick at the beginning of the 20th century to the late David Cock at the end – who enabled a wide variety of land to come under public ownership. One major benefit has been the preservation and improvement of extensive open areas thus maintaining the rural openness of the centre of the Town, so vital with the extensive developments taking place and an added attraction for visitors. This process has been continued with open spaces being obtained as part of planning requirements (e.g. Chelmer Valley) or by direct purchase (e.g. Harp Mead).

The land holding is a mixture of formal playing fields, play areas, allotments and meadows. The playing fields and play areas are maintained with formal grass cutting contracts. The meadows, situated along the Chelmer Valley, are managed as meadows to provide recreational facilities as well as enhanced natural habitats for wildflowers and wildlife. The Council is also responsible for the management of the trees and hedges on its' land holdings.

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DAVID COCK LAND

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In 2018 the tenant farmer was served notice and the land was planted with 13,000 young trees to form a woodland. The area has been fenced and is traversed by wide grass rides forming recreational walkways which will improve as the woodland matures.

b) Trust Staff

The Estates Manager, is supported by the Dourdan Pavilion Caretaker. The Estates Manager manages the Recreation Ground supported by the Groundsmen. The Bookings Clerk manages all bookings for the facilities at the Pavilion and Recreation Ground.

c) Dourdan Pavilion Bookings and Maintenance

The Dourdan Pavilion is a small venue which is used by various organisations. It is also hired out for children's parties and it is particularly suitable for this as there is a garden area that can be used in the summer. Small family events are also held in the Pavilion. The Town Council also uses the Pavilion for meetings.

d) Recreation Ground Bookings and Maintenance

The Recreation Ground is used widely not only by the public for activities and dog walking but by organisations, boot camps, football clubs, fairs, circuses, town carnival, Park Run, Mummy Buggy Fitness and firework displays. Grass cutting, tree and hedge maintenance has been carried out during the year. The play area and skate park are in constant use, general maintenance has been carried out on the play equipment and the skate park is repaired as required.

e) Covid-19

On 24 March 2020 national lockdown was announced and the Dourdan Pavilion closed to hirers. The Covid pandemic impacted the schedule of bookings.



GREAT DUNMOW TOWN COUNCIL

FOAKES FOR RECREATION GROUND
INCOME AND EXPENDITURE REPORT
FOR THE YEAR ENDED 31ST MARCH 2021

INCOME

Pavilion and Ground Fees		1,556.06	
Miscellaneous:			
General	0.00		
Payphone	0.00		
Wayleaves	146.13		
		<u>146.13</u>	
Investment Income: M&G Charibond		1,702.19	0.00
Grants Received:		138.69	
		<u>0.00</u>	
		1,840.88	
Financial Assistance received from Great Dunmow Town Council		<u>94,411.41</u>	
		<u>96,252.29</u>	

EXPENDITURE

Pavilion Utilities and Payphone	3,539.07		
Pavilion Maintenance	6,000.06		
Pavilion Wages	10,581.51		
Administration Charge	31,376.79		
Establishment Charges	5,838.38		
Skate Park	1,402.91		
Grass Cutting	4,408.29		
Groundsman and supplies	14,138.75		
Groundsman - van and running costs	2,251.91		
Hedging and Treework	3,052.00		
Kerbing, Fencing and Ditching	357.48		
Car Parks, Footpaths, Tracks & Open Space maintenance	2,007.61		
Litter bins, Seats, Picnic Tables and Signs	742.50		
Audit Fees	687.50		
Insurance	1,677.20		
Miscellaneous	2,348.99		
Play Equipment and Safety Surfacing	5,841.34		
		<u>96,252.29</u>	0.00
		<u>£0.00</u>	


ASSETS AT 31ST MARCH 2021

M&G Charibond		5,710.33	
RGT - COIF account Split:			
Recreation Ground Trust	3,086.06		
David Cock Bequest	37,297.22	40,383.28	0.00
		<u>£46,093.61</u>	

Note: * The fund results from the bequest of land to Great Dunmow Town Council by the late Mr. David Cock for the purposes of providing recreational facilities for the inhabitants of Great Dunmow. The monies held in a specific High Interest Business Account were given to the Recreation Ground Trust to be invested in a new COIF account. Fixed Assets consists of land at the Recreation Ground which forms part of the Trust and therefore has no value.

The above statement represents fairly the financial position of the Authority as at 31st March 2021


Chairman of Downs & Commons Committee


Mayor of Great Dunmow Town Council

2/12/2021

HEELIS&LODGE

Local Council Services • Internal Audit

Independent Examiner's Report for Foakes for Recreation Charity Trust – 1 April 2020 to 31 March 2021

Registered Charity No: 301313

Income: £96,252.29

Expenditure: £96,252.29

Reserves: £46,093.61

The Council are the sole Trustee of the Foakes for Recreation Charity Trust. The aims of the Charity are to manage the Recreation Ground and Dourdan Pavilion for the purpose of the provision of recreational facilities, upkeep and conservation of open spaces for the benefit of the local community. The Recreation Ground, including the Dourdan Pavilion are well used by the local community for a variety of activities and community events. However, due to Covid there has been restricted access to the facilities.

The 2019-2020 Annual Return was received by the Charity Commission on 21 December 2020. All trustees are members of Great Dunmow Town Council.

The bank reconciliation dated 31 March 2021 is correct and supported by the relevant bank statements. The Committee prepares an annual budget, looking at short, medium and long term planning for maintenance, running costs and improvements. The Trust complies with the Town Council Financial Regulations. At least every quarter and at the end of the financial year a member, other than the Mayor or a cheque signatory, is appointed to verify bank reconciliations for all accounts. Income and expenditure are tracked throughout, providing a clear audit trail. The Finance Officer keeps clear records.

Hire agreements are in place and appropriate safeguards are in place to ensure hirers have adequate insurance and qualifications to undertake safe and proper use of the activity to take place. A comprehensive Standard Conditions of Hire document is in place.

An asset register is in place and is reviewed annually as part of the Town Council procedures. Insurance is in place under the Town Council, this includes all the standard cover including Fidelity. Funds held for the Foakes for Recreation Charity are in the form of shares (COIF £40,383.28) and M&G Investments (£5,710.33).

The annual RoSPA inspection was carried out and considered by the Committee at a meeting held on 4/6/2020. A process is in place for taking forward actions arising from the report. Payroll, income, expenditure processes were examined as part of the Gt Dunmow TC Internal Audit dated 19/6/2021.

There were no matters which give cause to believe that in, any material respect, the Trustees have not met the requirements of the Charity Act 1993.



Heather Heelis

15 November 2021

HEELIS&LODGE

Appointed Independent Examiner

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