



GREAT DUNMOW  
TOWN COUNCIL

**Minutes of the Foakes for Recreation Ground Charity Trust Meeting  
held on 21<sup>st</sup> 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 2<sup>ND</sup> 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 2<sup>nd</sup> 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 1<sup>st</sup> 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 14<sup>th</sup> 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:		<u>0.00</u>
		20,842.12
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	<u>155.17</u>
	120,892.40
	<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

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Chairman of Foakes for Recreation Ground Trust

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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