

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:		10,000.00
		<u>34,718.14</u>
Financial Assistance received from Great Dunmow Town Council		155,055.37
		<u>189,773.51</u>

EXPENDITURE

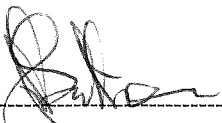
Pavilion Utilities and Payphone	4,085.82
Pavilion Maintenance	8,475.92
Administration Charge	20,513.67
Establishment Charges	10,283.00
Skate Park	16,964.83
Grass Cutting	7,094.45
Groundsman and supplies	89,372.90
Groundsman - van and running costs	3,285.47
Hedging and Treework	4,000.00
Car Parks, Footpaths,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

Recorded Income in the Year:	£34,718.14
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Town Council's contribution:	£155,055.37
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Increase in Value of Investments in the year:	£29.89
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Deduct:

Recorded Payments in the Year:	£189,773.51
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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))
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- 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