

AYLSHAM RECREATION GROUND

England & Wales · Charity number 303895

Details

Status Registered

Legal form Other

Registered 1962-11-08

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

Contact

Address C/o Town Hall
Aylsham
Norwich
Norfolk
NR11 6EL

Phone 01263733354

Email finance@aylsham-tc.gov.uk

Website <https://aylshamrec.org>

Activities

Objects: THE PROVISION AND MAINTENANCE OF A RECREATION GROUND FOR THE BENEFIT OF THE PARISH OF AYLSHAM WITHOUT DISTINCTION OF POLITICAL RELIGIOUS OR OTHER OPINIONS WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS.

Activities: recreation ground and sport facility

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Amateur Sport, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- **Area of benefit:** PARISH OF AYLSHAM
- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£156,724	£164,197	-	-
2024-03-31	£86,609	£83,175	-	-
2023-03-31	£86,495	£90,375	-	-
2022-03-31	£67,690	£63,429	-	-
2021-03-31	£85,772	£93,136	-	-

Trustees

Name	Role	Appointed
Lauren Stroud	Chair	2023-04-25
Barry Lancaster		2016-03-01
Belinda Northey		2025-05-20
Heather Jane Morton		2016-03-01
Jenny Pulford		2025-06-17
Philip Kingsford		2023-11-10
Sean Cannon		2023-08-17

AYLSHAM RECREATION GROUND

England & Wales - Charity number 303895

Accounts

Aylsham Recreation Ground

Charity Number 303895

**Trustees' Annual Report
and Financial Statements
For the Period
1st April 2024 to 31st March 2025**

January 2026

Reference & Administration Details

Charity number: 303895

Charities operating address: The Pavillion, Sir Williams Lane / Burgh Road,
Aylsham, Norwich NR11 6AW

Names of the Charity Trustees who manage the Charity

Lauren Stroud	Chairman	01/04/24 – 31/03/25
Sean Cannon	Vice Chairman	01/04/24 – 31/03/25
Aylsham Town Council	Treasurer	01/04/24 – 31/03/25

Names of Trustees for the Charity

Lauren Stroud
Sean Cannon
Heather Morton
Jon Minns
Alan Marchbank
Barry Lancaster
Philip Kingsford

Aylsham Town Council Dates acted, if not for the whole year

Names & Addresses of Advisors (Delete rows which are not relevant)

Bank: Barclays

Independent Examiner N/A

Solicitor N/A

Financial Advisor N/A

Structure, Governance & Management

Description of the Charity's Trusts

Type of Governing Document: Constitution

How the Charity is constituted: Charitable Incorporated Organisation

Trustee Selection Methods: Volunteers

Objectives & Activities

Summary of the Objects of the Charity as set out in its Governing Document

To provide recreational facilities for the residents of Aylsham, Norfolk

Summary of the Main Activities Undertaken for the Public Benefit in relation to the Charity's objects

Provision of:

Play Parks
Skate Park
Tennis Courts
Bowls Green
Pavillion
Football
Cricket
Pétanque
Outside Gym
Green space for recreation and team games

Achievements & Performances

Statutory Declaration

The trustees declare that they have complied with their duty to have due regard to the guidance on public benefit published by the commission in exercising their powers or duties.

Chairman's Report

2024-2025

Year ending March 2025 saw a year of stability and progress within the Recreation Ground committee. The Chairperson was re-elected for a second year and longstanding member, Sean, appointed as Vice-Chair, with all other members continuing as per the previous year.

Some work was undertaken at the recreation ground, including a new sink in the pavilion, car park lining, improvements to the entrance via Burgh Road and the children's playpark (which was supported by grants, applied for by trustees).

Financial reviews were undertaken to investigate ways to save on costs in-year, and in particular the next financial year, including grounds costs, insurance, cleaning and charges to customers on hire of facilities including room hire and storage were increased. Key customers were maintained.

Work was also undertaken on developing a website for the recreation ground and this went live in the early part of the next financial year.

The committee also voted to put on hold the application to become Charitable Incorporated Status (CIO) approved, while general reform and updating of policies and procedures, continued.

User groups:

Many user groups have seen a pleasing growth in membership numbers in 24/25, particularly in tennis, bowls, cricket and running.

Financial Review

Brief statement of the Charity's Policy on Reserves

The charity has a 'reserve' fund, secured within the Town Council, which remained unused at £50,000 in this financial year.

Details of Any Funds Materially in Deficit

None

Other Optional Information

The funding supplied by Aylsham Town Council from April 2024 has been paid as a grant

Aylsham Recreation Ground STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	15,162.71	
Cash in Hand		
Bank Interest/Charges	130.95	0.75
Grants & Donations	90,529.00	25,000.00
Hooked on Stitching	3,055.47	
Bowls	2,319.00	12,820.78
Tennis	879.00	430.97
Football Pitch	66.66	
Storage Unit		
Pétanque	414.00	
Zip Wire		542.12
Cricket	1,161.04	6,810.00
Other Income		
Salaries		5,093.95
PAYE		1,273.00
Training		
Insurance		2,691.00
Broadband		1,681.58
Rates		143.92
Utilities		3,798.92
Fire Inspection		495.75
Pavilion	6,018.68	1,994.28
Cleaning		
CCTV		
Groundsman		16,035.00
Professional Services		9,135.00
Smile Park	51,756.38	52,321.60
Football Posts/Area		
General Maintenance/Repairs		6,543.59
Tree Care/Fencing		5,729.01
Outside Gym		78.00
Refuse Collection/Litter Bins		3,168.41
Income		
Storage Unit	264.21	
Equipment		90
Skate Park Fundraising		
VAT		137.28
Miscellaneous	129.12	259.36
VAT	16,863.89	16,745.93
	173,587.40	180,942.56

Closing Balances:

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Bank Interest/Charges	115.00		-115.00				-115.00 (-100%)
17	Broadband				540.54		540.54	540.54 (100%)
41	Charity Administration Items							(N/A)
20	Fire Inspection				700.00		700.00	700.00 (100%)
2	Grants & Donations	72,500.00		-72,500.00				-72,500.00 (-100%)
44	Health and Safety				250.00		250.00	250.00 (100%)
16	Insurance				2,500.00		2,500.00	2,500.00 (100%)
38	Miscellaneous							(N/A)
14	PAYE				1,031.00		1,031.00	1,031.00 (100%)
25	Professional Services				13,000.00		13,000.00	13,000.00 (100%)
18	Rates				350.00		350.00	350.00 (100%)
43	Replenishment Reserve				5,000.00		5,000.00	5,000.00 (100%)
13	Salaries				10,500.00		10,500.00	10,500.00 (100%)
36	Skate Park Fundraising							(N/A)
19	Utilities				4,944.80		4,944.80	4,944.80 (100%)
37	VAT							(N/A)
SUB TOTAL		72,615.00		-72,615.00	38,816.34		38,816.34	-33,798.66 (-30%)

Outside Spaces

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Bowls	1,020.00		-1,020.00	5,000.00		5,000.00	3,980.00 (66%)
23	CCTV				250.00		250.00	250.00 (100%)
11	Cricket	1,300.00		-1,300.00	5,000.00		5,000.00	3,700.00 (58%)
35	Equipment				1,000.00		1,000.00	1,000.00 (100%)
30	Fencing							(N/A)
46	Food Outlet							(N/A)
7	Football Pitch	360.00		-360.00				-360.00 (-100%)
27	Football Posts/Area				250.00		250.00	250.00 (100%)
28	General Maintenance/Repairs				6,300.00		6,300.00	6,300.00 (100%)
24	Groundsman				18,081.00		18,081.00	18,081.00 (100%)
33	Income							(N/A)
42	Information Displays/Noticeboard				1,000.00		1,000.00	1,000.00 (100%)
31	Outside Gym				150.00		150.00	150.00 (100%)
9	Petanque	700.00		-700.00	1,000.00		1,000.00	300.00 (17%)
47	Play Equipment							(N/A)
32	Refuse Collection/Litter Bins				3,150.00		3,150.00	3,150.00 (100%)
26	Smile Park				400.00		400.00	400.00 (100%)
8	Storage Unit							(N/A)
6	Tennis	1,000.00		-1,000.00				-1,000.00 (-100%)
40	Tree work				2,500.00		2,500.00	2,500.00 (100%)
10	Zip Wire				200.00		200.00	200.00 (100%)
SUB TOTAL		4,380.00		-4,380.00	44,281.00		44,281.00	39,901.00 (82%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

Pavilion

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
22	Cleaning				6,800.00		6,800.00	6,800.00 (100%)
3	Hooked on Stitching	5,200.00		-5,200.00				-5,200.00 (-100%)
12	Other Income							(N/A)
45	Pavilion Costs				1,050.00		1,050.00	1,050.00 (100%)
21	Pavilion Hire	6,200.00		-6,200.00				-6,200.00 (-100%)
SUB TOTAL		11,400.00		-11,400.00	7,850.00		7,850.00	-3,550.00 (-18%)

Storage Unit

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39	Storage Unit				1,000.00		1,000.00	1,000.00 (100%)
34	Storage Unit Income	300.00		-300.00				-300.00 (-100%)
SUB TOTAL		300.00		-300.00	1,000.00		1,000.00	700.00 (53%)

Summary

NET TOTAL	88,695.00		-88,695.00	91,947.34		91,947.34	3,252.34
V.A.T.							
GROSS TOTAL							

AYLSHAM RECREATION GROUND COMMITTEE – 2024/2025

I have examined the records of the Aylsham Recreation Ground Committee for the financial year 1 April 2024 to 31 March 2025. Paper copies were provided for audit.

INCOME

Invoices are issued monthly to all hirers, clearly showing details of the hire, e.g. pavilion hire, storage, etc. Income is mostly received via BACS, cash/cheque income is listed on a schedule to complete the banking audit trail. Most invoices are settled within the 30-day period stated, however, I noted that there were four invoices for one hirer which remained outstanding at the end of the financial year. They may have since been settled, but I have not seen any documents relating to the current financial year. I recommend that an explanation be provided for next year's audit.

PAYMENTS

There were staff changes during the year, but with established systems in place invoices for payment were counter-signed by a Council Officer before presentation to nominated signatories to authorise payment. Direct Debit Mandates are in place for utilities; other payments are made via BACS. Records indicate that invoices are settled promptly.

STAFF RECORDS

Copies of payslips were provided, salaries are processed using the HMRC system, clearly listing gross, net and deductions. Payments due to HMRC were made promptly.

VAT

VAT was correctly charged; all VAT returns were provided for audit and were in order.

FINANCIAL REPORTING

Regular bank reconciliations are carried out, at least monthly, and copies were provided, together with the relevant bank statements. Separate sheets are prepared for banking receipts received via cash/cheque.

CONTRACTS FOR GROUNDS MAINTENANCE

With the retirement of the former grounds contractor, some maintenance has been taken "in house" by the Town Council. Contracts for specialist work, e.g. bowls green, cricket square are clearly documented, and invoices checked and signed by a nominated member of the club before presentation for payment.

GENERAL

There have been staff changes during the year as mentioned above, and the new Committee has settled in. I noted from the Minutes that after detailed consideration, and taking specialist advice, it was concluded that a Charitable Incorporated Organisation was not the right model for Aylsham Recreation Ground Committee.

M E Anderson-Dungar

January 2026

AYLSHAM RECREATION GROUND

England & Wales - Charity number 303895

Accounts

Aylsham Recreation Ground

Charity Number 303895

**Trustees' Annual Report
and Financial Statements
For the Period
1st March 2023 to 28th February 2024**

October 2024

Reference & Administration Details

Charity number: 303895

Charities operating address: C/O Town Hall, Market Place, Aylsham
NR11 6EL

Names of the Charity Trustees who manage the Charity

Myles Hague	Chairman	01/03/23 – 30/03/23
Lucy Bambridge	Chairman	01/04/23 – 30/09/23
Lauren Stroud	Chairman	01/10/23 – 28/02/24
Francis Dodd	Vice Chairman	01/03/23 – 01/04/23
Lauren Stroud	Vice Chairman	01/04/23 – 01/09/23
Sean Cannon	Vice Chairman	01/09/23 – 28/02/24
Aylsham Town Council	Hon Treasurer	01/03/23 – 28/02/24

Names of Trustees for the Charity

Lauren Stroud
Heather Morton
Cheryl Bould
Jon Minns
Alan Marchbank
Barry Lancaster
Philip Kingsford

Aylsham Town Council Dates acted, if not for the whole year

Names & Addresses of Advisors (Delete rows which are not relevant)

Bank: Barclays

Independent Examiner N/A

Solicitor N/A

Financial Advisor N/A

Structure, Governance & Management

Description of the Charity's Trusts

Type of Governing Document: Constitution

How the Charity is constituted: Charitable Incorporated Organisation

Trustee Selection Methods: Volunteers

Objectives & Activities

Summary of the Objects of the Charity as set out in its Governing Document

To provide recreational facilities for the residents of Aylsham, Norfolk

Summary of the Main Activities Undertaken for the Public Benefit in relation to the Charity's objects

Provision of:

Play Parks

Skate Park

Tennis Courts

Bowls Green

Pavilion

Football

Cricket

Pétanque

Outside Gym

Green space for recreation and team games

Achievements & Performances

Statutory Declaration

The trustees declare that they have complied with their duty to have due regard to the guidance on public benefit published by the commission in exercising their powers or duties.

Chairman's Report

2023-2024

The early part of the year has seen many changes with chair changing hands twice before a period of stability between September and February. New members joined the committee – both from the local community and user groups including cricket, bowls, tennis and the running club. With stability came progress with review and reform of the Charity, a new budget agreed for 24/25, the re-introduction of the recreation ground on social media, improved safety at the rec, new policies agreed and implemented, licence agreements put in place and a refreshed relationship with the local Town Council.

User groups:

Many user groups have seen a pleasing growth in membership numbers in 23/24, particularly in tennis, bowls and cricket.

Financial Review

Brief statement of the Charity's Policy on Reserves

The charity budgets to provide replacements costs for play equipment etc plus ensuring there is at least £9,000 for contingencies

Details of Any Funds Materially in Deficit

None

Other Optional Information

The funding supplied by Aylsham Town Council from April 2023 has been paid as a grant

Aylsham Recreation Ground STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	12,520.55	
Cash in Hand		
Bank Interest/Charges	114.03	
Grants & Donations	64,139.00	
Hooked on Stitching	3,634.39	
Bowls	917.00	4,875.11
Tennis	921.00	
Football Pitch	299.97	
Storage Unit	45.59	
Pétanque	683.00	
Zip Wire		75.00
Cricket	2,941.80	7,064.00
Other Income	350.00	
Salaries		3,946.55
PAYE		863.80
Training		
Insurance		2,191.38
Broadband		429.00
Rates		294.40
Utilities		4,507.77
Fire Inspection		549.37
Pavilion	5,087.07	5,492.83
Cleaning		5,624.67
CCTV		3,455.00
Groundsman		17,220.00
Professional Services		12,397.00
Smile Park		275.00
Football Posts/Area	1,000.00	1,059.60
General Maintenance/Repairs	6,270.00	6,080.26
Tree Care/Fencing		119.88
Outside Gym		75.00
Refuse Collection/Litter Bins		2,515.76
Income		
Storage Unit	142.50	1,233.16
Equipment		2,380.42
Skate Park Fundraising		
VAT		366.85
Miscellaneous	63.47	83.47
VAT	5,067.14	5,858.52
	91,675.96	89,033.80

Closing Balances:

**Aylsham Recreation Ground
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Balances in Bank Account		15,162.71
Cash in Hand		
TOTAL	104,196.51	104,196.51

The above statement represents fairly the financial position of the council as at 31 Mar 2024

Signed Lizzie Took

Finance Officer of Aylsham Town Council

Date 17/10/2024

Aylsham Recreation Ground STATEMENT OF ACCOUNTS

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Signed _____
Responsible Financial Officer

Date _____

AYLSHAM RECREATION GROUND COMMITTEE – 2023/2024

I have examined the records of the Aylsham Recreation Ground Committee for the financial year 1 April 2023 to 31 March 2024. My thanks to the Town Clerk for arranging view-only access to the Scribe system in addition to the paper copies provided for audit.

INCOME

Invoices are issued on a monthly basis to all hirers, all element of the hire are clearly listed, e.g. pavilion hire, storage etc. Most income is received via BACS, income via cash/cheque is clearly listed on a schedule and entered into the Scribe system accordingly. Invoices are generally settled within the 30-day period.

PAYMENTS

Payments were counter-signed by the Town Clerk as authorisation for payment by nominated signatories. Due to staff changes mid-year, the Town Clerk assumed responsibility for the Recreation Ground Finances. She continued to sign payments prior to authorisation by nominated signatories. Access to the records on the Scribe system plus authorised invoices and bank statements confirmed that all payments made were in order. Payments are made via BACS, some via Direct Debit Mandate.

STAFF RECORDS

Copies of Payslips were provided, with gross, net and HMRC deductions clearly listed.

VAT

VAT was charged correctly, all VAT returns were provided for audit, and were also viewed on the Scribe system. All were in order.

FINANCIAL REPORTING

Bank reconciliations are carried out, monthly, and copies from the Scribe accounting system were provided, together with the relevant bank statements. Separate sheets are prepared for banking receipts received via cash/cheque, and these correspond to the numbers in the bank paying in book. The end of year accounts were viewed on the Scribe system and contained listings for all Cost Centres.

CONTRACTS FOR GROUNDS MAINTENANCE

My recommendation from last year's audit was that all contracts should be between the Recreation Ground Management Committee and the contractor rather than individual clubs/organisations and contractors. It was agreed that the Cricket Club maintenance contract for 2023/24 should continue to 31.3.24. It remains my recommendation that contracts should be between the Recreation Ground Management Committee and the contractor.

GENERAL

The year under review has seen changes of both staff and Committee Members. New officers are now in place, and the Committee, with assistance from Community Action Norfolk, is investigating a possible change to a Charitable Incorporated Organisation.

M E Anderson-Dungar
M E Anderson-Dungar

July 2024

AYLSHAM RECREATION GROUND COMMITTEE – 2023/2024

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M E Anderson-Dungar
M E Anderson-Dungar

July 2024

AYLSHAM RECREATION GROUND

England & Wales - Charity number 303895

Accounts

Aylsham Recreation Ground

Charity Number 303895

**Trustees' Annual Report
And Financial Statements
For the Period
1st March 2022 to 28th February 2023**

March 2023

Reference & Administration Details

Charity number: 303895

Charities operating address: C/O Town Hall, Market Place, Aylsham
NR11 6EL

Names of the Charity Trustees who manage the Charity

Myles Hague	Chairman	1/3/21 – 28/2/22
Francis Dodd	Vice Chairman	1/3/21 – 28/2/22
Eileen Springall	Hon Treasurer	1/3/21 – 28/2/22

Names of Trustees for the Charity (if any, eg: custodian trustees. Deleted if not required)

Aylsham Town Council Dates acted, if not for the whole year

Names & Addresses of Advisors (Delete rows which are not relevant)

Bank: Barclays Aylsham

Independent Examiner N/A

Solicitor N/A

Financial Advisor N/A

Structure, Governance & Management

Description of the Charity's Trusts

Type of Governing Document: Constitution

How the Charity is constituted: Charitable Incorporated Organisation

Trustee Selection Methods: Volunteers

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Summary of the Objects of the Charity as set out in its Governing Document

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Play Parks

Skate Park

Tennis Courts

Bowls Green

Pavilion

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Petanque

Outside Gym

Green space for recreation and team games

Achievements & Performances

Statutory Declaration

The trustees declare that they have complied with their duty to have due regard to the guidance on public benefit published by the commission in exercising their powers or duties.

Chairman's Report

2022 – 2023 has been a getting back to normal year following the pandemic as we slowly made a return to normality. This has been recognised as a committee also from Zoom meetings to once again being able to meet face to face. I feel I have been well supported through the year and thank you all for the experience and knowledgeable input received helping us continue our care and upkeep of our Recreation Ground.

Finances

We have had ongoing expenditure with maintenance projects arising that were prioritised as part of safety concerns. I am confident that we remain in a stable position and should continue to assess any expenditure to determine if it is of real value to the recreation ground and its wider users.

User Groups

It is very promising and exciting to see the growth and development of the user groups and to see new ideas and promotion of the groups to be enjoyed to their fullest.

The Future

As we look forward, it is exciting to see the possibilities that we can collectively achieve offering further betterment and improving the experiences of our community to make this, the peoples recreation ground a thriving and enjoyable venue for all who frequent it.

My thanks to Wendy Murphy for her unrelenting assistance and for establishing a strong and pivotal position as recreation ground manager. And of course, to you all, my fellow committee members for what is a collective drive forward in striving for a better environment for our community. I am grateful to you for the support and understanding you have afforded me throughout my first year as chair.

Thank you

Myles Hague

Financial Review

Brief statement of the Charity's Policy on Reserves

The charity budgets to provide replacements costs for play equipment etc plus ensuring there is at least £9,000 for contingencies

Details of Any Funds Materially in Deficit

None

Other Optional Information

The funding supplied by Aylsham Town Council from April 202 has been paid as a grant

**Aylsham Recreation Ground
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	15,837.54	
Cash in Hand		
Bank Interest/Charges	11.66	
Grants & Donations	67,437.50	4,250.00
Hooked on Stitching	5,442.73	
Bowls	750.00	13,695.86
Tennis	796.00	717.75
Football Pitch	358.31	155.88
Storage Unit	97.95	
Petanque	462.00	
Zip Wire		1,097.27
Cricket	1,991.60	5,480.00
Other Income	6.50	
Rec Manager Salary		7,115.53
PAYE		1,778.80
Rec Manger Travel/Training		
Insurance		2,008.37
Broadband		514.80
Rates		640.00
Utilities		5,116.16
Fire Inspection		401.62
Pavilion	4,548.49	1,267.84
Cleaning		4,260.69
CCTV		
Groundsman		16,841.00
Professional Services		8,148.77
Smile Park		593.50
Football Posts/Area		
General Maintenance/Repairs	101.00	1,912.65
Tree Care/Fencing		7,150.00
Outside Gym		56.50
Refuse Collection/Litter Bins	56.57	2,281.75
Income	1,925.00	
Storage Unit Income	50.00	
Equipment	200.00	2,766.00
Skate Park Fundraising	330.00	91.17
VAT		
Miscellaneous	1,929.62	2,032.95
VAT	6,107.75	5,544.81
	92,602.68	95,919.67

Closing Balances:

**Aylsham Recreation Ground
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Balances in Bank Account		12,520.55
Cash in Hand		
TOTAL	108,440.22	108,440.22

The above statement represents fairly the financial position of the council as at 31 Mar 2023

Signed _____
Responsible Financial Officer

Date _____

AYLSHAM RECREATION GROUND

England & Wales - Charity number 303895

Accounts

Aylsham Recreation Ground

Charity Number 303895

**Trustees' Annual Report
And Financial Statements
For the Period
1st March 2021 to 28th February 2022**

March 2022

Reference & Administration Details

Charity number: 303895

Charities operating address: C/O Town Hall, Market Place, Aylsham
NR11 6EL

Names of the Charity Trustees who manage the Charity

Myles Hague	Chairman	1/3/21 – 28/2/22
Francis Dodd	Vice Chairman	1/3/21 – 28/2/22
Eileen Springall	Hon Treasurer	1/3/21 – 28/2/22

Names of Trustees for the Charity (if any, eg: custodian trustees. Deleted if not required)

Aylsham Town Council Dates acted, if not for the whole year

Names & Addresses of Advisors (Delete rows which are not relevant)

Bank: Barclays Aylsham

Independent Examiner N/A

Solicitor N/A

Financial Advisor N/A

Structure, Governance & Management

Description of the Charity's Trusts

Type of Governing Document: Constitution

How the Charity is constituted: Charitable Incorporated Organisation

Trustee Selection Methods: Volunteers

Objectives & Activities

Summary of the Objects of the Charity as set out in its Governing Document

To provide recreational facilities for the residents of Aylsham, Norfolk

Summary of the Main Activities Undertaken for the Public Benefit in relation to the Charity's objects

Provision of:

Play Parks

Skate Park

Tennis Courts

Bowls Green

Pavilion

Football

Cricket

Petanque

Outside Gym

Green space for recreation and team games

Achievements & Performances

Statutory Declaration

The trustees declare that they have complied with their duty to have due regard to the guidance on public benefit published by the commission in exercising their powers or duties.

Chairman's Report

2021 – 2022 has seen the ongoing challenges presented by the pandemic as we slowly made a return to normality. User groups reconvening and transitioning into a forward movement considering the safety and wellbeing collectively and individually. This has been recognised as a committee also from Zoom meetings to once again being able to meet face to face. I feel I have been well supported through my 'apprentice' phase and thank you all for the experience and knowledgeable input received helping us continue our care and upkeep of our Recreation Ground.

Finances

We have had ongoing expenditure with maintenance projects arising that were prioritised as part of safety concerns. I am confident that we remain in a stable position and should continue you to assess any expenditure to determine if it is of real value to the recreation ground and its wider users.

Storage Building

The beginning of my position saw the conclusion of this project, by no means an easy task but in the words of my predecessor, 'A lesson well learned'. It is well used, and I believe appreciated by those that have access to areas within it. Long may this continue.

Future Projects

What an exciting time ahead with the prospect of a 'new' skatepark! I look forward to the public meeting later this month to hear the feedback from our community towards the project.

And of course, the prospect of an eventual new Pavilion with the pooling of ideas for consideration as to how we can make this an exceptional and welcoming venue for all users groups and our communities younger generation.

User Groups

It is very promising and exciting to see the growth and development of the user groups and to see new ideas and promotion of the groups to be enjoyed to their fullest.

The Future

As we look forward, it is exciting to see the possibilities that we can collectively achieve offering further betterment and improving the experiences of our community to make this, the peoples recreation ground a thriving and enjoyable venue for all who frequent it.

My thanks to Wendy Murphy for her unrelenting assistance and for establishing a strong and pivotal position as recreation ground manager. And of course, to you all, my fellow committee members for what is a collective drive forward in striving for a better environment for our community. I am grateful to you for the support and understanding you have afforded me throughout my first year as chair.

Thank you

Myles Hague

Financial Review

Brief statement of the Charity's Policy on Reserves

The charity budgets to provide replacements costs for play equipment etc plus ensuring there is at least £9,000 for contingencies

Details of Any Funds Materially in Deficit

None

Other Optional Information

The funding supplied by Aylsham Town Council from April 2021 has been paid as a grant

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u> <u>Income</u>							
1090 Interest Received	1	30	29			4.1%	
1100 Grants & Donation Received	56,926	56,570	(356)			100.6%	
1110 Hooked on Stitching	0	4,250	4,250			0.0%	
1120 Bowls Income	625	800	175			78.1%	
1130 Tennis Income	625	800	175			78.1%	
1135 General Income	10	0	(10)			0.0%	
1140 Football Pitch Income	194	300	106			64.6%	
1150 Storage Unit Income	1,899	0	(1,899)			0.0%	
1160 Petanque	520	250	(270)			208.0%	
1170 Hall Hire	5,973	1,500	(4,473)			398.2%	
1180 Casual Hire	0	200	200			0.0%	
1200 Trefoil	0	50	50			0.0%	
1220 Aylsham HS	0	200	200			0.0%	
1230 Erpingham FC	246	500	254			49.2%	
1240 Briston/Red Rose	0	500	500			0.0%	
1250 St Giles	642	1,300	658			49.4%	
1990 Tennis Hire	30	250	220			12.0%	
Income :- Income	67,690	67,500	(190)			100.3%	0
Net Income	67,690	67,500	(190)				
<u>110</u> <u>Administration</u>							
4010 Admin Salary	5,716	5,000	(716)		(716)	114.3%	
4030 PAYE and NI	945	0	(945)		(945)	0.0%	
4070 Staff other Expenses	197	0	(197)		(197)	0.0%	
4090 Insurance	0	3,200	3,200		3,200	0.0%	
4100 Broadband	820	750	(70)		(70)	109.3%	
4110 Rates	324	1,000	676		676	32.4%	
4120 Water	1,092	350	(742)		(742)	312.0%	
4130 Electricity	976	900	(76)		(76)	108.4%	
4140 Gas	591	800	209		209	73.9%	
4150 Fire Inspection	311	450	139		139	69.0%	
4160 Pavilion Maintenance	2,626	4,500	1,874		1,874	58.4%	
4170 Cleaning	1,974	5,000	3,026		3,026	39.5%	
4180 Refuse Collection	1,924	2,200	276		276	87.5%	
4190 Grants & Donations Made	(8,044)	0	8,044		8,044	0.0%	
4210 CCTV	4,748	200	(4,548)		(4,548)	2374.0%	
4220 Professional Services	8,212	8,200	(12)		(12)	100.1%	
4990 Sundries	40	5,000	4,960		4,960	0.8%	
Administration :- Indirect Expenditure	22,453	37,550	15,097	0	15,097	59.8%	0
Net Expenditure	(22,453)	(37,550)	(15,097)				

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>140 Outside Spaces</u>							
4400 Grounds Maintenance Contract	12,510	15,000	2,490		2,490	83.4%	
4410 Hedgeing Contract	200	400	200		200	50.0%	
4430 Smile Park	391	1,000	609		609	39.1%	
4450 Football Post & Nets	0	500	500		500	0.0%	
4460 Maintenance & Repairs	3,934	3,000	(934)		(934)	131.1%	
4465 Storage Unit	16,560	0	(16,560)		(16,560)	0.0%	
4470 Tree Care & Fencing	0	1,000	1,000		1,000	0.0%	
4500 Bolws club Expense	884	3,500	2,616		2,616	25.3%	
4510 Zip Wire	150	300	150		150	50.0%	
4520 Litter Bins & Collection	1,608	500	(1,108)		(1,108)	321.6%	
4540 St Giles Cricket Club	4,335	4,250	(85)		(85)	102.0%	
4560 Tennis	294	500	206		206	58.9%	
4990 Sundries	111	0	(111)		(111)	0.0%	
Outside Spaces :- Indirect Expenditure	<u>40,977</u>	<u>29,950</u>	<u>(11,027)</u>	<u>0</u>	<u>(11,027)</u>	<u>136.8%</u>	<u>0</u>
Net Expenditure	<u>(40,977)</u>	<u>(29,950)</u>	<u>11,027</u>				
Grand Totals:- Income	67,690	67,500	(190)			100.3%	
Expenditure	63,429	67,500	4,071	0	4,071	94.0%	
Net Income over Expenditure	<u>4,260</u>	<u>0</u>	<u>(4,260)</u>				
Movement to/(from) Gen Reserve	<u>4,260</u>						

AYLSHAM RECREATION GROUND COMMITTEE – 2021/2022

I have examined the records of the Aylsham Recreation Ground Committee for the financial year 1 April 2021 to 31 March 2022. My comments are below.

INCOME

Invoices are issued promptly to both regular and casual hirers, with most payments received via BACS and clearly documented each month. Credit notes were issued where applicable.

PAYMENTS

A random sample of paid invoices was carried out. Those sampled were paid via BACS. All were correctly authorised

Invoice 0060100	Aylsham Grounds	£906.00
Invoice 281127	OTW Imaging	£129.12
Invoice 105589	Key Loos	£102.00
Grant	Cricket club	£4250.00
Invoice 1982	Aylsham Town Council	£2015.00

STAFF RECORDS

Staff payments were made on due dates, and clearly detailed, including payments due to HMRC in respect of PAYE and NI.

VAT

VAT records in order.

FINANCIAL REPORTING

Bank reconciliations are carried out regularly, and trial balances prepared monthly. All transactions are recorded under the appropriate budget headings. Regular reports are given to the committee in a clear and well-ordered format. Bank statements were in order.

M E Anderson-Dungar

October 2022

AYLSHAM RECREATION GROUND

England & Wales - Charity number 303895

Accounts

Aylsham Recreation Ground

Charity Number 303895

**Trustees' Annual Report
And Financial Statements
For the Period
1st March 2020 to 28th February 2021**

March 2021

Reference & Administration Details

Charity number: 303895

Charities operating address: C/O Town Hall, Market Place, Aylsham
NR11 6EL

Names of the Charity Trustees who manage the Charity

Keith Hilton	Chairman	1/3/20 – 28/2/21
Barry Lancaster (Town Council appointment)	Vice Chairman	1/3/20 – 28/2/21
Eileen Springall (Town Council appointment)	Hon Treasurer	1/3/20 – 28/2/21

Names of Trustees for the Charity (if any, eg: custodian trustees. Deleted if not required)

Aylsham Town Council Dates acted, if not for the whole year

Names & Addresses of Advisors (Delete rows which are not relevant)

Bank: Barclays Aylsham

Independent Examiner N/A

Solicitor N/A

Financial Advisor N/A

Structure, Governance & Management

Description of the Charity's Trusts

Type of Governing Document: Constitution

How the Charity is constituted: Charitable Incorporated Organisation

Trustee Selection Methods: Volunteers

Objectives & Activities

Summary of the Objects of the Charity as set out in its Governing Document

To provide recreational facilities for the residents of Aylsham, Norfolk

Summary of the Main Activities Undertaken for the Public Benefit in relation to the Charity's objects

Provision of:

Play Parks

Skate Park

Tennis Courts

Bowls Green

Pavilion

Football

Cricket

Petanque

Outside Gym

Green space for recreation and team games

Achievements & Performances

Statutory Declaration

The trustees declare that they have complied with their duty to have due regard to the guidance on public benefit published by the commission in exercising their powers or duties.

Chairman's Report 2020-2021

This past year has presented the committee with a number of challenges, the onset of the Covid 19 pandemic is something that most of us would not have envisaged. The profound effect on not only our personal lives but the activities and organisations that we are all involved in will be with us for a number of years to come.

Finances

The onset of the pandemic, gave me cause for concern as potentially it would mean a £8,000 - £10,000 loss of income to the committee. Fortunately, we qualified for government grants, which enabled us to continue to work to our budgeted programme and were indeed able to undertake additional improvements at the recreation ground.

Storage Building

At the beginning of 2020, I was hopeful that that the building would be completed by the spring, unforeseen problems, tree roots and sub soil conditions and the onset of the pandemic would make this impossible to achieve.

I am pleased that as I leave the committee the building is now almost complete albeit a year later than was planned and despite all of the problems and setbacks. The committee will have a building which will serve them well for many years to come.

Future Projects

I hope that we have all learned a lesson and any future major projects require the appointment of a project manager, starting with community consultation, sourcing grant funding through to completion. The allocation of £23,000 of 106 monies to the financing of the replacement skate park is welcome and I hope this will kick start the project.

Recreation Ground Manager

It was of great personal regret that Richard Forrest-Hill decided to resign from his position as Recreation Ground Manager. Richard had a lot to offer and had already made a difference in the running of the Recreation Ground. It is my opinion that the appointment of a recreation ground supervisor should be a committee priority in the coming months.

User Groups

My hope is that once the restrictions imposed on user groups are lifted, they will all soon return to their previous levels of activity.

It gave me a lot of satisfaction during the summer to see many families using the recreation ground, I think in the future the committee should continue to encourage the wider use of the recreation ground.

The Future

There will be a number of challenges in the years ahead for the committee, replacement of the skate park, upgrading of the Smile Park, and an ageing pavilion.

As I leave the committee and Aylsham, I hope that I have been able to play a small part in improving the facilities on the recreation ground, the pétanque terrain and the provision of the outdoor gym is something that especially pleases me.

I would like to thank, Wendy Murphy for her assistance and committee for their forbearance during my time as Chairman.

And in the words of a former Prime Minister when leaving office, "well that's that – The End "

Keith Hilton

Financial Review

Brief statement of the Charity's Policy on Reserves

The charity budgets to provide replacements costs for play equipment etc plus ensuring there is at least £9,000 for contingencies

Details of Any Funds Materially in Deficit

None

Other Optional Information

The funding supplied by Aylsham Town Council from April 2020 has been paid as a grant

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1090 Interest Received	12	0	(12)			0.0%	
1100 Grants & Donation Received	85,743	65,480	(20,263)			130.9%	
1120 Bowls Income	(39)	800	839			(4.8%)	
1130 Tennis Income	0	800	800			0.0%	
1160 Petanque	130	250	120			52.0%	
1170 Hall Hire	(50)	1,000	1,050			(5.0%)	
1180 Casual Hire	0	200	200			0.0%	
1200 Trefoil	0	50	50			0.0%	
1210 Barefoot Learners	0	500	500			0.0%	
1220 Aylsham HS	29	200	171			14.6%	
1230 Erpingham FC	(54)	500	554			(10.8%)	
1240 Briston/Red Rose	0	100	100			0.0%	
1250 St Giles	0	1,000	1,000			0.0%	
1990 Tennis Hire	0	6,750	6,750			0.0%	
Income :- Income	85,772	77,630	(8,142)			110.5%	0
4990 Sundries	(110)	0	110		110	0.0%	
Income :- Indirect Expenditure	(110)	0	110	0	110		0
Net Income over Expenditure	85,882	77,630	(8,252)				
110 Administration							
4000 Rec Manager Salary	2,340	7,000	4,660		4,660	33.4%	
4010 Admin Salary	2,765	3,000	235		235	92.2%	
4050 Staff Mileage & Benefits	45	0	(45)		(45)	0.0%	
4070 Staff other Expenses	99	0	(99)		(99)	0.0%	
4090 Insurance	1,951	3,000	1,049		1,049	65.0%	
4100 Broadband	526	720	194		194	73.1%	
4110 Rates	0	950	950		950	0.0%	
4120 Water	653	300	(353)		(353)	217.7%	
4130 Electricity	1,061	800	(261)		(261)	132.6%	
4140 Gas	618	800	182		182	77.2%	
4150 Fire Inspection	419	450	31		31	93.1%	
4160 Pavilion Maintenance	2,820	5,500	2,681		2,681	51.3%	
4170 Cleaning	1,446	5,050	3,604		3,604	28.6%	
4180 Refuse Collection	1,778	2,000	222		222	88.9%	
4210 CCTV	0	350	350		350	0.0%	
4220 Professional Services	6,717	8,060	1,343		1,343	83.3%	
4990 Sundries	274	5,000	4,726		4,726	5.5%	
Administration :- Indirect Expenditure	23,512	42,980	19,468	0	19,468	54.7%	0
Net Expenditure	(23,512)	(42,980)	(19,468)				

12:40

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>140 Outside Spaces</u>							
4400 Grounds Maintenance Contract	10,138	15,000	4,862		4,862	67.6%	
4410 Hedgeing Contract	375	1,000	625		625	37.5%	
4430 Smile Park	280	1,750	1,470		1,470	16.0%	
4450 Football Post & Nets	275	500	225		225	55.0%	
4460 Maintenance & Repairs	4,717	7,500	2,783		2,783	62.9%	
4465 Storage Unit	48,679	0	(48,679)		(48,679)	0.0%	
4470 Tree Care & Fencing	775	1,000	225		225	77.5%	
4500 Bolws club Expense	80	3,500	3,420		3,420	2.3%	
4510 Zip Wire	222	150	(72)		(72)	148.3%	
4520 Litter Bins & Collection	116	0	(116)		(116)	0.0%	
4540 St Giles Cricket Club	2,240	4,250	2,010		2,010	52.7%	
4560 Tennis	1,836	0	(1,836)		(1,836)	0.0%	
Outside Spaces :- Indirect Expenditure	69,733	34,650	(35,083)	0	(35,083)	201.2%	0
Net Expenditure	(69,733)	(34,650)	35,083				
Grand Totals:- Income	85,772	77,630	(8,142)			110.5%	
Expenditure	93,136	77,630	(15,506)	0	(15,506)	120.0%	
Net Income over Expenditure	(7,364)	0	7,364				
Movement to/(from) Gen Reserve	(7,364)						

AYLSHAM RECREATION GROUND COMMITTEE – 2020/2021

I have examined the accounting and administrative records in respect of the above for the financial year 1 April 2020 to 31 March 2021, as follows:

INCOME

Invoices were checked and I confirm that income received was dealt with promptly, several payments are received via BACS. Due to Covid restrictions, credit notes were issued for bookings that had to be cancelled.

PAYMENTS

A random sample of paid invoices confirmed that all payments are in accordance with financial procedures. Those sampled were paid via BACS. Purchase orders issued where appropriate and correspond with estimates obtained.

Invoice G1155939	ESPO	£70.63
Invoice 45735	A C Bacon	£25255.20
Invoice 150721	Cooleraid	£37.85
Invoice 0098163	Aylsham Grounds	£1140.50
Grant	Cricket club	£1650.00

STAFF RECORDS

Employee payments were made on due dates, including those due to HMRC. All are clearly documented.

VAT

VAT records in order.

FINANCIAL REPORTING

Regular bank reconciliations are carried out, together with reports prepared showing all income and expenditure against budget, outstanding invoices in a clear format, and regular reporting to the Committee. Bank statements were examined and were in order.

M E Anderson-Dungar
December 2021