

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 with 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)				

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
140 Outside Spaces							
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