

**Aylsham Recreation Ground**

**Charity Number 303895**

**Trustees' Annual Report  
and Financial Statements  
For the Period  
1<sup>st</sup> March 2023 to 28<sup>th</sup> 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

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

## 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
	<b>91,675.96</b>	<b>89,033.80</b>
<b>Closing Balances:</b>		

Aylsham Recreation Ground  
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Balances in Bank Account		15,162.71
Cash in Hand		
<b>TOTAL</b>	<b>104,196.51</b>	<b>104,196.51</b>

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

SignedLizzie Took

Finance Officer of Aylsham Town Council

Date17/10/2024

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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

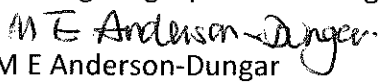
Bank reconciliations are carried out, monthly, and copies from the Scribe accounting system were provided, together with the relevant bank statements. Separate sheets are prepared for banking receipts received via cash/cheque, and these correspond to the numbers in the bank paying in book. The end of 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  
July 2024

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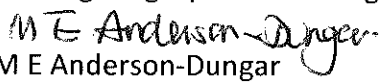
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