

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:

Aylsham Recreation Ground

27 January 2026 (2025-2026)

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%)

Aylsham Recreation Ground

27 January 2026 (2025-2026)

Summary of Receipts and Payments

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

Pavilion		Receipts			Payments			Net Position
Code	Title	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		Receipts			Payments			Net Position
Code	Title	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