

## **Trustees' Annual Report**

**For the year ended 31 March 2022**

**Charity Name:** Poringland Welcome Home and Memorial Playing Fields

**Registered Charity Number:** 304040

**Principal Address:** Poringland Community Centre, Overtons Way, Poringland, Norwich  
NR14 7WB

### **Trustees**

The sole corporate trustee of the charity is Poringland Parish Council, acting through councillors in office during the year.

The Council has acted as trustee since the Charity Commission Scheme dated 2 March 2016. Meetings of the charity were held on 21 July 2021 and 21 October 2021.

### **Governing Document and Structure**

The charity is governed by a Trust Deed dated 30 June 1971, as amended by Charity Commission Schemes dated 16 July 1991 and 2 March 2016.

The 2016 amendment confirmed that Poringland Parish Council acts as sole corporate trustee, replacing the former management committee.

The charity operates as an unincorporated trust and owns and maintains land at the Poringland Playing Field for recreation and community use.

### **Charitable Objectives**

The object of the charity is:

“To provide and maintain a recreation ground for the benefit of the inhabitants of Poringland and the surrounding area, without distinction of political, religious, or other opinions.”

### **Activities and Achievements**

During the year, the charity's activities were limited due to the ongoing impact of COVID-19. The field remained available for informal recreation, while the pavilion and associated facilities operated at reduced capacity in line with government restrictions.

The trustees focused on securing and planning the use of COVID-19 recovery grants to support essential maintenance and improvement of the facilities.

In April 2021, the charity received two grants from South Norfolk District Council totalling £28,000 (£8,000 Restart Grant and £20,000 Discretionary Support Grant). Plans were approved at the October 2021 meeting for refurbishment and improvement works, including LED lighting, flooring, tables/chairs, and pavilion repairs. These works commenced after the financial year-end and continued into 2022/23.

### **Public Benefit Statement**

The trustees confirm that they have had regard to the Charity Commission's guidance on public benefit when planning the activities of the charity.

The recreation ground and pavilion provide accessible facilities that contribute to the health, wellbeing, and social cohesion of the community.

### **Financial Review**

- Income: £29,800 (including £28,000 COVID-19 support grants and £1,800 from hire fees and other small receipts).
- Expenditure: £660 (professional services – Canham Consulting Ltd).
- Net income: £29,140.
- Cash funds at 31 March 2022: £45,516 held in the charity's dedicated Barclays account.

The majority of grant funds remained unspent at year-end, having been allocated to improvement works approved by trustees.

### **Reserves and Future Plans**

The trustees do not operate a formal reserves policy but maintain sufficient cash to fund ongoing maintenance and future capital improvements.

During 2022/23, grant funds will be applied towards the refurbishment of the pavilion and facilities in accordance with the October 2021 plan.

### **Risk Management**

The charity's risks are managed through the Parish Council's risk management framework, which includes annual review of insurance, health and safety, and maintenance responsibilities.

The trustees recognise the need to periodically review the governing document to ensure it remains up to date and aligned with Charity Commission guidance.

### **Trustee Responsibilities**

The trustees are responsible for:

- Ensuring the charity complies with its governing document and relevant legislation;
- Keeping proper accounting records;
- Safeguarding the charity's assets and ensuring funds are applied solely to its purposes; and
- Preparing and approving the annual accounts and Trustees' Annual Report.

### **Approval**

This report was approved by the trustees at a meeting held on **10/12/2025** and is signed on its behalf by:

Name:   
Position: Chair of Poringland Parish Council  
Date: 



## **Independent Examiner's Report to the Trustees of Poringland Welcome Home and Memorial Playing Fields**

*(Registered Charity No.304040)*

I report on the accounts of the charity for the year ended 31 March 2022, which are set out on pages 1-5.

### **Respective Responsibilities of Trustees and Examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act") and the charity's governing document, and for satisfying themselves that the charity is eligible for independent examination.

It is my responsibility to:

- Examine the accounts under section 145 of the Act;
- Follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the Act; and
- State whether any matters have come to my attention which give reasonable cause to believe that the accounts do not comply with the accounting requirements of the Act, or to which attention should be drawn for a proper understanding of the accounts.

### **Basis of Independent Examiner's Statement**

My examination was carried out in accordance with the general directions of 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. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

### **Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that:

1. accounting records have not been kept in accordance with section 130 of the Charities Act 2011; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of the Charities Act 2011; or
4. there is further information needed for a proper understanding of the accounts.

**Peter Bussey FFA FIPA**  
10 December 2025



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Poringland Welcome Home and Memorial Playing Fields

304040

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/04/2021

To

Period end date  
31/03/2022

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Grants	28,000	-	-	28,000	-
Hire of Pavillion	1,796	-	-	1,796	9,805
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>29,796</b>	<b>-</b>	<b>-</b>	<b>29,796</b>	<b>9,805</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>29,796</b>	<b>-</b>	<b>-</b>	<b>29,796</b>	<b>9,805</b>
<b>A3 Payments</b>					
Consulting	660	-	-	660	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>660</b>	<b>-</b>	<b>-</b>	<b>660</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>660</b>	<b>-</b>	<b>-</b>	<b>660</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>29,136</b>	<b>-</b>	<b>-</b>	<b>29,136</b>	<b>9,805</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>16,380</b>	<b>-</b>	<b>-</b>	<b>16,380</b>	<b>6,575</b>
<b>Cash funds this year end</b>	<b>45,516</b>	<b>-</b>	<b>-</b>	<b>45,516</b>	<b>16,380</b>

### Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>				
	Bank	45,516	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>45,516</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

**B2 Other monetary assets**

Details	Unrestricted funds	Restricted funds	Endowment funds
	to nearest £	to nearest £	to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

**B3 Investment assets**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-



**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	J. A. JOYCE	10/12/25
	M. HIRSI	10/12/25