

**PLAYING FIELD AND RECREATION  
GROUND, DOCKING**

**REGISTERED CHARITY No. 303937**

**TRUSTEES' ANNUAL REPORT, FINANCIAL  
STATEMENTS AND INDEPENDENT  
EXAMINER'S REPORT FOR THE YEAR ENDED  
31 DECEMBER 2024**

# **TRUSTEES' ANNUAL REPORT**

The Trustees present their Annual Report and the Financial Statements for the year ended 31 December 2024.

## **ADMINISTRATIVE INFORMATION**

Playing Field and Recreation Ground, Docking is a Registered Charity No. 303937 established by a Conveyance Deed dated 15 February 1951. The address for correspondence is Cardaglo, Fakenham Road, Docking, King's Lynn, PE31 8NW.

As at 31 December 2024 there were 11 Trustees (31 December 2023 = 12). The Trustees have overall responsibility and accountability for the Playing Field and Recreation Ground, and they are also the Management Committee with the responsibility for the day-to-day running of the Playing Field and Recreation Ground. The Trustees during 2024 were Stuart Able, Kevin Crompton, John Curry (retired in October 2024), Callum Howell, Neil Howell, Roy Leverett, David Meek (Chairman), William Pillinger, Nicola Smith, Simon Walton, Hugh Williams and David Wroth.

## **REVIEW OF ACHIEVEMENTS AND PERFORMANCE FOR THE YEAR**

The Trustees continued to meet monthly throughout the year with full minutes recorded and approved at the following meeting. Accounts were updated and presented each month and included in the minutes. The Charity's AGM was held on 23 October 2024, again with full minutes recorded.

Financially, 2024 was another extraordinary year. Following our receipt last year of two large grants from the Borough Council of King's Lynn and West Norfolk (BCKLWN), the Charity received a further large grant in 2024, this time from the Norfolk Community Foundation (NCF). That grant, together with two smaller grants from NCF and one from Sport England, provided us with by far the majority of funding required to undertake the two major Projects planned for the year, namely the Pavilion refurbishment and the conversion of the old Tennis Court into a Multi-Use Games Area (MUGA).

All of this major Project work was undertaken in 2024, and as a result of the huge support from the Local Community to our fundraising activities we raised enough money to include a full refurbishment of the interior of the Pavilion as well as the exterior.

We are extremely grateful to BCKLWN, NCF, Sport England, and the many local trades people who worked on these Projects, and also to everyone who supported our fundraising activities or made a donation to the Charity.

Due to all of that hard work and support we now have an up-to-date and broader range of recreational facilities to be used by the Local Community of Docking and the neighbouring Parishes and their visitors.

In September we held a 'Grand Opening' day and were delighted to see so many of the Local Community join us for the celebrations, with an opportunity to have a closer look at the refurbished Pavilion and the new MUGA. We are grateful to Simon Ring, Deputy Leader of BCKLWN, for conducting the official opening and for the opportunity to build closer links with our Borough Council.

Since our re-opening we have seen a significant increase in the use of both the Pavilion and the MUGA, providing a valuable income towards our running costs.

While these Projects very much dominated our finances and time throughout the year, we were also busy with our day-to-day maintenance of the Playing Field and other facilities. We received a grant from Jacks Lane Wind Farm (JLWF) towards the replacement of some of the swings and the refurbishment of some of the other equipment in the Children's Play Area. We extend our gratitude to JLWF for their continued support to our Charity.

One major change in 2024 to the way in which we maintain the Facilities was the method by which the football pitches and surrounding areas are cut. Previously Docking Parish Council (DPC) paid for Contractors to cut the grass. This was not ideal from a timing and frequency point of view and was becoming increasingly expensive to DPC. We proposed that the Charity buy a second hand mower, enabling us to take over the cutting of the grass whenever it was required. DPC and The Lugden Hill Charity provided funding for the purchase of the mower, sharing the cost 50/50. We are very grateful to both organisations for their grants.

Since the maintenance of the new MUGA and the mower will further increase our funding needs, over-and-above the general increase in our day-to-day running costs, the Trustees will continue to seek to offset these costs through both the increased use of the Playing Field facilities and through the Charity's own fundraising activities. We look forward to the continued support of our Local Community in helping us to maintain this highly significant Village asset.

All of the grants mentioned above were awarded on the basis that they were to be used solely for the purpose for which our applications were made and approved; as such they have all been recorded as 'Restricted funds' in the year's accounts and were managed separately from our day-to-day maintenance funding. With all of our grant-funded Projects completed in 2024 we ended the year with zero Restricted funds.

Towards the end of 2024, Norfolk Community Foundation (NCF), one of our key funding providers, advised us that we would need to review and update our Governing Document and Constitution before being able to apply for any more of their grants. At the Trustees' request, a Support Proposal was received from Community Action Norfolk (CAN) to update our Charitable Status to a Charitable Incorporated Organisation (CIO). While the cost of this move to CIO was expected to be a significant drain on our Financial Reserves, and with the likelihood that the process would be lengthy, the Trustees agreed that this was a short-term priority commitment towards a vital longer term benefit, and approved CAN's Proposal. With the uncertainty over both the total cost and the timescale, the Trustees agreed not to pursue any large, new Projects until the CIO process was complete. This would enable us to focus on securing the new Charitable Status and managing the day-to-day running of the Playing Field and its facilities.

## **FINANCIAL REVIEW - RESERVES**

As at 31 December 2024 the Charity had total cash funds of £6,480.11 (2023 £85,548.85). Of these £0.00 (2023 £80,948.93) were Restricted. Unrestricted funds were £6,480.11 (2023 £4,599.92).

## **TRUSTEES' STATEMENT**

This Report was approved by the Trustees and signed on their behalf by:

  
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David Meek, Chairman

Date: 29 October 2025

# PLAYING FIELD AND RECREATION GROUND, DOCKING

## RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2024

	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
<b>RECEIPTS</b>				
Bank Interest	36.65	-	36.65	2.04
Clubs & Groups	932.50	-	932.50	1020.00
Donations (unrestricted)	352.01	-	352.01	263.38
Fundraising	7794.30	-	7794.30	-
Grants (restricted)	-	73,821.47	73,821.47	86,798.93
Hire of Facilities	999.50	-	999.50	278.00
Services	452.57	-	452.57	-
<b>TOTAL RECEIPTS</b>	<b>10,567.53</b>	<b>73,821.47</b>	<b>84,389.00</b>	<b>88,362.35</b>
<b>PAYMENTS</b>				
Administration	477.49	-	477.49	14.00
Community Events	194.49	-	194.49	-
Equipment & Supplies	508.37	10,000.00	10,508.37	117.27
Insurance	1,333.96	-	1,333.96	1,205.47
Maintenance & Repairs	200.16	5,990.40	6,190.56	5,998.00
Services	504.87	-	504.87	132.71
Project 1: Pavilion	5468.00	62,700.00	68,168.00	-
Project 2: MUGA	-	76,080.00	76,080.00	-
<b>TOTAL PAYMENTS</b>	<b>8,687.34</b>	<b>154,770.40</b>	<b>163,457.74</b>	<b>7,467.45</b>
<b>(DEFICIT)/SURPLUS for the year</b>	<b>1,880.19</b>	<b>(80,948.93)</b>	<b>(79,068.74)</b>	<b>80,894.90</b>
Balance b fwd at 1 January 2024	4,599.92	80,948.93	85,548.85	4,653.95
Balance c fwd at 31 December 2024	6,480.11	-	6480.11	85,548.85

# PLAYING FIELD AND RECREATION GROUND, DOCKING

## STATEMENT OF ASSETS AND LIABILITIES AS AT 31 DECEMBER 2024

	2024 £	2023 £
CASH FUNDS		
Current account	5,826.41	83,230.91
Savings account	-	2,196.60
Petty cash	635.70	121.34
TOTAL CASH	<u>6,480.11</u>	<u>85,548.85</u>
RESERVES		
Unrestricted cash	6,480.11	4,599.92
Restricted cash	-	80,948.93
TOTAL CASH	<u>6,480.11</u>	<u>85,548.85</u>

### Other assets and liabilities

The land that is Docking Playing Field is owned by Fields In Trust. The charity owns assets on that land, principally the Pavilion, the MUGA, the Play Area and some maintenance equipment. As at 31 December 2024 the charity had no other significant assets or liabilities.

We approve the Receipts and Payments Account for the Year Ended 31 December 2024 and the Statement of Assets and Liabilities as at 31 December 2024

  
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Name: David Meek

Trustee

  
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Name: Nicola Smith

Trustee

Date: 3 October 2025

PLAYING FIELD AND RECREATION GROUND  
DOCKING

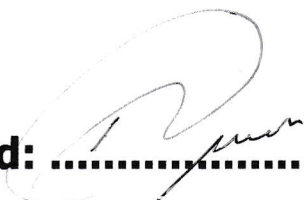
Report to the Trustees and Committee

Relating to the Income & Expenditure Account for the

**Year Ending 31<sup>st</sup> December 2024**

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**I have carried out an inspection of the books and records passed to me, and from those records, and from explanations given to me, I am satisfied that a true and accurate record of transactions has been maintained**

Signed:  .....

**Roger W Gillett**

**Date: 12<sup>th</sup> October 2025**