

[Trustee Name]

[Trustee Address]

Date : 27th January 2026

Dear [Trustee Name],

I am writing to you in your personal capacity as a trustee/director of *Clonmany Enterprise Developments Company Limited by Guarantee* ("the Charity"), a director/trustee listed in the CRO filing, Form B1C - Annual Return General, submitted on the 18th Apr 2025 (Submission Reference Number SR5271094).

I am the son of neighbouring resident, [REDACTED], who is directly affected by the Charity's current planning application submitted on 10 December 2025 (Planning Application Ref: 2562182). This letter is sent by email and by registered post and is intended as a formal notice, to ensure trustees are fully aware of relevant planning matters raised in accordance with their legal and fiduciary duties.

This correspondence will also form part of a chronological record, should it become necessary to raise concerns with the Charities Regulator.

Accordingly, **you are hereby placed on formal notice** of the matters set out below, for the purposes of governance awareness, regulatory compliance, and record.

1. Purpose of this Notice

The purpose of this letter is to place you on notice of:

- Potential governance and authorisation deficiencies in relation to the planning application
- The Charity's constitutional obligations regarding planning participation and community benefit
- Trustees' fiduciary duties under Irish charity and company law
- Concerns regarding inclusive engagement, given the known circumstances of [REDACTED]

This letter is not accusatory. It is issued to allow trustees the opportunity to confirm their position and, if necessary, to take corrective steps.

Trustees are collectively responsible for major strategic decisions, including decisions relating to property development and planning matters.

Trustees are required to:

- Act in furtherance of the charity's purposes
- Act in the best interests of the charity
- Exercise due care, skill and diligence
- Ensure decisions are properly considered, authorised, and documented

I wish to draw your attention in particular to the **Charity's Constitution**, which is legally binding on the company and its trustees.

Main Object Clause 3(d) expressly provides that the Charity shall:

“provide informed and constructive participation in planning matters”

In addition, the Constitution repeatedly requires that the Charity act ***“for the benefit of the community”***.

2. Individual Confirmation Requested

Regarding both *Clonmany Enterprise Developments Company Limited by Guarantee’s* Planning Applications (Ref: 2460275 & 2562182), to ensure that the record is accurate, can I respectfully request that you confirm if you,:

1. were you aware of the planning applications prior to their submission
2. did you approve or authorise the submissions. Are they minuted?
3. are you satisfied that the application complies with:
 1. The Charities Act 2009
 2. The Companies Act 2014
 3. The Charities Regulator’s Governance Code
 4. The Charity’s Constitution

3. Closing

This letter is sent in good faith to allow trustees the opportunity to:

- Review the governance position
- Take corrective or clarifying steps if required
- Ensure compliance with charity law, regulatory guidance, and the Charity’s Constitution

No inference should be drawn beyond that purpose.

I would appreciate acknowledgement of receipt of this communication and if you need clarity on anything within please reach out.

Yours sincerely,