

[Trustee Name]

[Trustee Address]

Date : 27th January 2026

Dear [Trustee Name],

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

This letter is sent by email and by registered post and is intended to notify and ensure you as trustee are fully aware of a substantial body of correspondence and documented concerns submitted to the Charity over a prolonged period, from April 2024 to January 2026; and to clarify whether trustees have received, considered, and/or acted upon the 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 these matters 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

In summary, this notice concerns:

- A total of **29 documented written correspondences** submitted to the Charity between 2024 and 2026 (details provided by Appendix)
- Repeated requests that these documents be circulated to all trustees
- The absence of any substantive response, acknowledgement, or engagement
- Four formal written requests for meetings with village residents, which received no reply
- Whether the trustees have met their responsibilities for oversight, consideration, and appropriate follow-up regarding these correspondences

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

2. History of Correspondence and Trustee Awareness

Between April 2024 and January 2026, correspondence containing numerous documents was submitted to the Charity, raising matters including :

- Public safety and Health & Safety concerns
- Festival risks, exposures, and compliance
- Planning process compliance and Diversity, Equality & Inclusion concerns
- Environmental, noise, property damage, permits and insurance matters
- Governance, constitutional compliance and regulatory obligations
- Clonmany Festival Defibrillators

For Full transparency, all of these documents are listed in the Appendix, by date and title.

It was requested in each correspondence that these documents be shared with all trustees. It is unclear if :

- Trustees received these materials
- Trustees considered them collectively or individually
- Any resultant trustee action, decision, or oversight occurred

With the sole exception of a WhatsApp message on 27th July 2024(85-words), no written response, substantive acknowledgement, or engagement has been received in respect of any of the remaining correspondence.

3. Trustee Duties: Receipt, Consideration, and Action

Under the Charities Act 2009, the Companies Act 2014, and the Charities Regulator's Governance Code, trustees are required to:

- Ensure they are properly informed about matters affecting the charity
- Exercise independent judgment
- Act with due care, skill and diligence
- Ensure complaints, risks and material concerns are appropriately considered and addressed

Trustees cannot discharge these duties if not fully informed, if significant correspondence is not brought to their attention and it is not acted upon once received.

4. Individual Confirmation Requested

To ensure that the record is accurate, can I respectfully request that you confirm if you

1. received the documents listed in the Appendix
2. were made aware of the meeting requests from village residents
3. considered or acted upon the concerns raised in your role as part of the committee
4. are satisfied that you were in an informed position to execute your duties as a trustee
 - and they have been discharged in accordance with:
 1. The Charities Act 2009
 2. The Companies Act 2014
 3. The Charities Regulator's Governance Code
 4. The Charity's Constitution

5. Closing

This letter is sent in good faith, to ensure trustees are fully aware and notified, to allow an opportunity to review and address these matters before any potential regulatory escalation.

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,

Appendix:

Schedule of Correspondence Submitted to Clonmany Enterprise Developments Company Limited by Guarantee (2024–2026)

2nd April 2024 – Clonmany Enterprise Development Limited – Online Research : Public Toilets (Anti-Social Behaviour, Sexual Predators, Drugs, etc.) (49 Pages)

26th July 2024 – Clonmany Enterprise Development Limited Health & Safety and Other Concerns Document (38 Pages)

31st May 2025 – Clonmany Enterprise Development Limited Festival – Risks & Exposures (16 Pages)

Includes request for Volunteer Meeting to inform them of Risks and Exposures

31st May 2025 – Clonmany Enterprise Development Limited Festival – Village Residents Meeting Request

31st May 2025 – Clonmany Enterprise Development Limited Festival – 2024 Health & Safety Document Enquiry

5th June 2025 – Clonmany Enterprise Development Limited *Formal Complaint* Regarding Planning Process Failures and Equality Law Breaches

9th July 2025 – Clonmany Enterprise Development Limited Final Request – “ Festival – 2024 Health & Safety Document Enquiry” (31st May, 2025)

9th July 2025 – Clonmany Enterprise Development Limited Final Request – “ Festival – Village Residents Meeting” (31st May, 2025)

9th July 2025 – Clonmany Enterprise Development Limited Final Request – “ Festival – Risks & Exposures” (31st May, 2025)

9th July 2025 – Clonmany Enterprise Development Limited Final Request – “Formal Complaint Regarding Planning Process Failures and Equality Law Breaches” (5th June, 2025)

9th July 2025 – Clonmany Enterprise Development Limited Formal Request for Governance and DEI Policy Documentation and Related Information

9th July 2025 – Clonmany Enterprise Development Limited Formal Notification of Breaches and Conflicts with Company Constitution

9th July 2025 – Clonmany Enterprise Development Limited Letter of clarification of previous issue raised by Enterprise Development Limited via WhatsApp.

10th July 2025 – Clonmany Enterprise Development Limited Request for Documentation and Clarification Regarding Field Use, Insurance, and Health & Safety Liabilities (2017 & 2018 Festival)

12th July 2025 – Clonmany Enterprise Development Limited Request for Event Officers Contact Details for the 2025 Festival

12th July 2025 – Clonmany Enterprise Development Limited Request for Contact Details of Health & Safety Officer – 2024 Festival

12th July 2025 – Clonmany Enterprise Development Limited Request for Event License Permit – 2025 Festival

12th July 2025 – Clonmany Enterprise Development Limited Request for Insurance Documentation – 2025 Festival

20th July 2025 – Clonmany Enterprise Development Limited Festival Environmental Issues (23 Pages)

20th July 2025 – Clonmany Enterprise Development Limited Festival – Health & Safety, Wellbeing, Compliance, Breaches and Security (76 Pages)

20th July 2025 – Clonmany Enterprise Development Limited Clonmany Festival Defibrillators

2nd August 2025 - Clonmany Enterprise Development Limited *Formal Notice* Regarding Regulatory Obligations Relating to Festival 2025

7th August 2025 - Clonmany Enterprise Development Limited Festival Property Damage (Email)

8th August 2025 – Clonmany Enterprise Development Limited Further damage to [REDACTED] (Email)

9th August 2025 – Clonmany Enterprise Development Limited Notification of DCC Noise Pollution Complaint

6th October 2025 – Clonmany Enterprise Development Limited Festival – Village Residents Meeting – Post Festival

6th October 2025 – Clonmany Enterprise Development Limited Enterprise Development Limited Annual General Meeting

6th October 2025 – Clonmany Enterprise Development Limited Clonmany Festival Defibrillators Follow up request

19th January 2026 – Clonmany Enterprise Development Limited 2025 Festival – Events and Breaches of Event Permit & Public Indemnity Insurance