

HURST BOWLING CLUB

INCOME and EXPENDITURE ACCOUNT 2023 for the year ended 30 September 2023

2022		2023	
£	<u>INCOME</u>	£	£
5,960.00	Membership Fees	6,970.00	
3,673.80	Match fees	3,739.50	
1,000.30	Match Raffles & Spider	713.25	
128.00	Competitions, club & county	150.00	
14,117.37	Grants, Donations	2,439.05	
616.20	Sales	1,033.00	
1,183.79	Fundraising	4,494.67	
2,562.00	Internal Club events; Dinner, AGM.	2,715.00	
42.66	Toilets rebuild net (from 2021/22)	2,253.82	
973.50	Other	960.19	
30,257.62			25,468.48
	<u>EXPENDITURE</u>		
2,868.24	Green Maintenance	2,830.89	
1,791.41	General Expenditure	2,319.13	
352.53	Catering	819.32	
1,158.01	Utilities	1,260.66	
594.00	Affiliation Fees	579.00	
659.33	Insurance	845.25	
2,184.00	Internal Club events; Dinner, AGM.	2,696.10	
236.10	Trophies	171.45	
2,885.57	Capital spend	-	
184.24	Raffle prizes	103.55	
4,117.32	Other	262.49	
0	Toilet rebuild net	-	
17,030.75			11,887.84
13,226.87	Surplus in Year		13,580.64

BALANCE SHEET as at 30 SEPTEMBER 2023

£	LIABILITIES	£
99,197	Fund Balance B/F:	112,424
13,227	Add Surplus in Year	13,581
112,424	Fund Balance C/F	126,005
	Funds C/F as splits:	
21,382	Operating fund	21,707
80,042	Buildings sinking fund	93,298
11,000	Machinery sinking fund	11,000
112,424	Total C/F funds	126,005
	<u>ASSETS</u>	
80,042	Bank Reserve A/C	93,298
32,310	Bank Current A/C	32,626
72	Cash in Hand	81
112,424		126,005
	Debtors/Payments in Advance	
	Less Sundry Creditors	126,005
112,424		

I have reviewed the above Income & Expenditure Accounts and Balance Sheet for HBC as at 30th September 2023 and confirm that they are in accordance with club records.

Signed:

John Boddy FCA

Date:

26th October 2023



Section A

Independent Examiner's Report

Report to the trustees/
members of

Hurst Bowling Club

On accounts for the year
ended

September 30 2023

Charity no
(if any)

1198978

Set out on pages

ONE

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Valerie Boddington

Date:

21-10-2023

Name:

Valerie Boddington

Relevant professional
qualification(s) or body
(if any):

F. C. A.

Address:

9 Owston, Lower Earley

Reading

RG6 3DX

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Hurst Bowling Club CIO (Charity Number 1198978)

Trustees Annual Report

Purposes of Charity

The promotion of community participation in healthy recreation for the benefit of the inhabitants of Hurst and the surrounding areas by the provision of facilities for playing bowls (facilities means land, buildings, equipment and organising sporting activities).

Summary of Main Activities

The Pursuit of Lawn Bowls

The Club continues to provide the community with the facilities to pursue Lawn Bowls activity. We have been able to maintain the membership numbers with only a moderate increase in numbers this year.

The Club had arranged the usual functions with a full calendar for the season to benefit the community by providing facilities whereby the membership can participate in various activities like Friendly matches and League matches against other local clubs, Internal club competitions in various formats to accommodate all types of members, prompt the participation in county matches and competitions, other activities are run by the club whereby the members can gather socially and play bowls.

The Club also connects with the local community by helping the LINK Visiting Scheme a charity that helps in promoting and enabling friendships to stop loneliness by providing social integration.

The Club also connects with the Youth by hosting the Scouts by introducing them to the sport of Lawn Bowls and making a generational connection.

The Club also hosts corporate events for any local group or organisation that wishes to experience the sport for social purposes or team building.

The Club has been established since 1747 offering its bowling services to the local community. It is one of the oldest bowling clubs in Berkshire. We would like to continue to provide this high level of service and excellence but we have identified a need to replace the old clubhouse which is in a bad state of affairs and repairs have become uneconomical. We are engaged on a project to replace the clubhouse. Over the years we have fundraised with various activities and

functions for this cause but we have a shortfall that would require donations or grants from external sources to help in this endeavour.

Statement with Regard to Public Benefit

The trustees consider that the organisation fully complies with the Charity Commission's requirement to demonstrate the provision of benefit to the public. That this requirement and the CIO's objectives as stated above are met is amply demonstrated.

Policy on Grant Making

From time to time the Club may give cessionary membership for members in need or as an incentive to participate in the activities.

Policy on Social Investment

The Club gets involved in helping the elderly and lonely by connecting with the LINK Visiting Scheme on Thursdays and providing a venue where they can gather and develop friends with a cup of tea and cake or even play some bowls.

Although the Club has no fixed agenda with the Youth, it takes every opportunity to engage with the Youth like Scouts to foster generational links. The Club positively encourages younger community members to participate in the club by offering free or low-cost membership.

Contribution made by Volunteers

Contributions made by Volunteers (members) come in many different forms. The main categories are Greenkeeping, Building maintenance and Clubhouse. Without these volunteers helping in the above categories the club would not be able to carry out its activities and functions.

Summary of Main Achievements During 2023

The main achievements in promoting bowls sporting activity and community participation have been:

County Matches

Mixed Triples Friendly Matches

Oddfellows League

KLV League

Ladies Triples Matches

Community Activities with LINK

Review of Charities Financial Position at End of September 2023

Turnover	£25,468.48
Expenditure	£11,887.84
Surplus for Period	£13,580.64

Policy for Holding Reserves and Why held

The Club holds reserves in primary categories: New Clubhouse, New Equipment and Maintenance of existing equipment and groundwork.

New Clubhouse: these reserves have been set aside to help facilitate the building of a new clubhouse. The majority of the funds in this reserve have been raised by donations or fundraising.

New Equipment and Maintenance of Existing Equipment and Groundwork: these reserves have been set aside to help the purchase of new equipment to facilitate the maintenance of the Green which is a primary requirement for the club to function. New equipment is expensive since specialist equipment is required to undertake the task hence a proportion of the generated income is put into this reserve. The current equipment needs servicing and maintenance from time to time which is expensive. The Green needs constant attention and servicing to maintain a good playable surface which again can be costly.

Amount of Reserve

Operating Fund	£21,707.00
New Clubhouse	£93,298.00
New Equipment	£11,000.00

Uncertainties in the Future

As with any other sporting club the future does hold uncertainties. Our main concerns are the Lack of Members, Rising costs and Lack of clubs to play against which all affect the finances. Without a good income stream the events the club offers are will not viable.

Principal Sources of Funding

The principal sources of funding are Annual Subscriptions, Playing fees and Ad Hoc Income from donations and fundraising.

Principal Risks Facing the Charity

The principal risk factors facing the club are a significant drop in membership and the loss of other clubs to play against.

Type of Governing Document and Constitution

Charitable Incorporated Organisation

Constitution with voting Members

Administrative Details

Charity Name	Hurst Bowling Club CIO
Registered Number	1198978
Charities Principal Address	Hurst Bowling Club House Church Hill Hurst Reading Berkshire RG10 SJ

Names of Charity Trustees

Name	Office	Dates Acted
1. Kulwant C Singh	Chair	15/5/2022 to 18/11/2023
2. John L Jarvis	Secretary	15/5/2022 to 18/11/2023
3. Eric Bowes	Treasurer	15/5/2022 to 18/11/2023
4. David Ashley		15/5/2022 to 18/11/2023
5. Keith Vale		15/5/2022 to 18/11/2023
6.		

Funds held as Custodian Trustees None

Names and addresses of Advisors	Bankers	Nat West Bank PLC 131 Crockhamwell Rd. Woodley Reading Berkshire RG5 3XZ
	Auditor	Valerie Boddington 9 Owston Lower Earley Reading Berkshire RG6 3DX
	Insurance Brokers	Jack of Clubs Ins. Office 2 15 Liverpool Gardens Worthing West Sussex BN11 1RY

Signed on behalf of the charity's trustees

Signature

Signature

Kulwant Channa Singh

Chair

Date

John Leslie Jarvis

Secretary

Date

Bye Laws of the CIO as authorised by Clause 26 of the Constitution

Dated 25/10/2023

1. Name

The name of the CIO is Hurst Bowling Club (henceforth referred to as the Club).

2. Affiliation

The Club will be affiliated to Bowls England (BE) and the Royal County of Berkshire Bowling Association (RCBBA).

3. Membership

The membership shall consist of the following categories:

- Full member – over 18 years of age.
- Junior member – under 18 years of age or in full-time education as of 1st April.
- Life member- bestowed on a Full member in recognition of exceptional service to the Club.
- Non-playing member- non-playing members who wish to be associated with the Club.
- Honorary member

And will follow Clause 9 of the Constitution.

- a) All members will be subject to the regulations of the Constitution, the bye laws, and the regulations of BE and RCBBA and by joining the Club will be deemed to accept these regulations and the codes of practice that the Club has adopted.
- b) Members in each category will pay membership fees, as determined at the AGM.
- c) A Life member continues to be a Full member.
- d) Full membership numbers shall be determined by the Management Committee, excluding Life members.
- e) Guest of full or life members playing on the Green should pay the agreed green fee.

4. Subscriptions

- a) Subscriptions shall be approved at the AGM following recommendations proposed by the Management Committee.
- b) Annual Subscriptions shall be due and payable on or before 21st March in each year. The Management Committee shall have the power to accept payment by instalments, the first of which shall be paid on or before 31st March in the year in which the Annual Subscription falls due.
- c) Any member who fails after due notice to pay a current subscription may have their membership terminated in accordance with Clause 4 of the Constitution.
- d) The Club year shall commence on 1st April.
- e) A sliding scale of fees for new members starting after the beginning of the season is set at a reduction of 1/6th per month. Special reduced fees may apply for new members joining on the Open Day.

5. Equity and Discrimination Policies

- a) The CLUB is committed to ensuring that equity is incorporated across all aspects of its activities. In doing so it adopts the following definition of equity:

Equity is about fairness, equality of access, recognising inequalities and taking steps to address them.

It is about changing the culture and structure of all our activities to ensure equal accessibility to everyone in society.

- b) The Club respects the rights, dignity and worth of every person and will treat everyone equally regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

- c) The Club is committed to everyone having the right to enjoy their Bowling activity in an environment free from threat of intimidation, harassment and abuse.
- d) All members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- e) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

6. Management Committee

The day-to-day management of the affairs of the Club shall be delegated to a Management Committee (as authorised in Clause 18 of the Club Constitution).

The Terms of the Management Committee are:-

- a) All Trustees shall be a member of the Management Committee.
- b) There may be other members who are not a Trustee, but these must be approved by the members of the Club at a AGM.
- c) All Management Committee Members must be members of the Club.
- d) There shall be a Chairperson, Secretary and Treasurer. Other roles may be adopted as appropriate and required to manage the activity of the Club but holders of such additional roles shall be approved by the members at a General Meeting. Each Trustee must take up a designated role. A Trustee shall not hold more than two roles. There shall be not more than 17 members (14 Officers plus 3 members, one of which is elected by the Competitions Sub-Committee) on the Management Committee.

one of the three committee posts would be reserved if required.

- p) Where a committee member holds two voting positions they are only entitled to one vote.
- q) The Chairman, shall in the event of equality of votes have a second vote on the matter being decided.
- r) Notice of any meeting of the Management Committee or any Sub-Committee shall be given at least 7 days before the date of the meeting.
- s) 50% of the voting members shall form a quorum. In the event of there being no quorum present within fifteen minutes of the appointed time the meeting shall stand adjourned to a time and place to be decided by the Chairman, being not less than seven days later at which any number of Committee Members present shall form a quorum

7. Subsidiary Rules

The Management Committee will determine General Rules of Conduct and Play Rules for Competitions; these shall be binding on all members.

8. Guest And Visitors

The Club welcomes individual guests/visitors and groups from other organisations wishing to experience the sport of bowls. The Management Committee shall set the green fees for such visitors.

9. Finances

- a) The Treasurer will be responsible for the management of finances of the Club but subject to the approval of the Management Committee. The Management Committee or any Officer of the Club may not incur, take on or in any manner commit the Club to borrowing, financial support or an undertaking outside the normal business of the CIO without the approval of the members at a General Meeting
- b) The financial year of the Club will run from 1st October and end on *30th September*
- c) All Club monies will be banked in an account held in the name of the CLUB. All bank or other deposit accounts of the Club may only be created or terminated when authorised by all the Trustees of the Club

- d) An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting according to Clause 25 of the Constitution.
- e) Any cheques drawn against the Club funds or payments made from the CIO funds should be authorised by the Treasurer plus one other Trustee or Management Committee Secretary.
- f) A maximum amount of £100 only to be held by any sub-committee. Funds in excess of this figure are to be deposited with the Treasurer.
- g) All members of the CLUB shall be jointly and severally responsible for the financial liabilities of the CLUB

10. Officers

- a) The Officers of the Club who shall be Full Members and elected at AGM shall consist of:
 - President
 - Chairman
 - Vice-Chairman
 - Secretary
 - Fixtures Secretary
 - Treasurer
 - Club Captain
 - Club-Vice Captain
 - Ladies Captain
 - Ladies Secretary
 - Green Keeper
 - Fund Raiser
 - Health & Safety Officer
 - Membership Secretary
- b) There shall be no restriction on any member holding more than one Office at the same time.
- c) The above officers shall assume their positions at the conclusion of each AGM.
- d) If in any year a male member is not appointed as Club Captain the Management Committee will appoint for that year a Men's Captain to act as necessary.

- e) The Management Committee can form Sub-Committees to enable them to carry out their duties. The Sub-Committees will report directly back to the Management Committee.
- f) All major decisions of the Management Committee must be approved by a vote of the Trustee members before being enacted.
- g) The term of office for a non Trustee member of the Management Committee shall be for one year and they shall be eligible for re-election. Nominations for members of the Management Committee will be sent to the Secretary 14 days prior to the date of Notice of the AGM and shall have a proposer and seconder.
- h) If the post of any non Trustee member of the Management Committee should fall vacant after such an election, the Management Committee shall have the power to fill the vacancy by co-option.
- i) The Management Committee will be responsible for adopting new codes of practice, changes to the Bye Laws and rules that affect the activity of the Club but not so that any of these shall be in conflict with the Constitution and all shall be subject to validation by a vote of the members at a General Meeting.
- j) The Management Committee will have powers to appoint advisers to the Committee as necessary to fulfil its business.
- k) The Management Committee will be responsible for arranging disciplinary hearings of members who infringe the Club rules/regulations/constitution or Bye Laws or should by their actions bring the Club into disrepute. Disciplinary matters will be dealt with in accordance with the Disciplinary Policy of the Club
- l) The Management Committee meetings will be convened by the Secretary and be held no less than 4 times per year.
- m) The procedure and quorum required for business to be agreed at the Management Committee meetings will be the same as Clause 19 (3) of the Constitution with regard to Trustees votes.
- n) Members of the Management Committee must be familiar with the Club's Conflict of Interest Policy.
- o) At least one member of the grounds team should be a member of the Management Committee to the extent that if they hold no officer position then

11. Patrons and Vice Presidents

There shall be any number of Patrons and Vice Presidents elected at an AGM. They may be appointed as members of any Committee or Sub-Committee but shall have no voting rights.

12. General Meetings

General Meetings shall be organised and run in accordance with Clause 11 of the Club Constitution. They are also the means whereby the members of the Club exercise their democratic rights in conducting the Clubs's affairs including but not limited to:

- Receive reports from the Chairman and Secretary.
- Receive reports from other Officers that relate to the activities of the Club as determined by the Trustees.
- Review any reports provided to the Management Committee and or Trustees by advisers to the Club
- Elect members of the Management Committee.
- Agree the membership fees for the following year.
- Consider any proposed changes to the Bye Laws.
- Deal with other relevant business.

13. General Policies of the Club

The Club shall adopt Policies that will include but not be limited to:-

- a) A Safeguarding Policy
- b) A Health, Safety and Welfare Policy
- c) A Disciplinary Procedure Policy
- d) Codes of Conduct for Adult Members, Junior Members, Officials and Volunteers
- e) A Young Person Policy

Policy documents shall be available separately.