

Hickling Playing Field or Recreation Ground Charity Annual Report 31st April 2020

Names of the Trustees who manage the charity

Name	Office	Appointing Body
Nick Baker	Chair	Open Election
Stewart Chinman		The Phoenix Trust
Louise Chicken	Treasurer	Hickling Football Club
Harvey Gibbons		Hickling Methodist Chapel
Gemma Scarborough (nominated)		Hickling Pc
Eilish Rothney (opted)		Hickling Pc (Co
Maggie Prettyman		Open election
Shirley Sainsbury	Secretary	Co-opted
Robin Slatter		Co-opted
Viv Tallowin		Co-opted
Chris Watkins		Hickling Snooker Club
Julie Wones		Hickling School
Harry Purnell	Vice Chair	Open Election
Claire Madden		Open Election
Vacant		St Mary's Church

Names of the Charity's advisers

Solicitor Hansells Solicitors 13 the Close Norwich NR1 4DS

Accountant Ms Karen Christiansen

Description of the charity's trusts

Type of governing document - Constitution

How the charity is constituted - As a Trust

Trustee Selection Method

A proportion of our Trustees are elected annually by open election by the charity's members.

Further trustees are appointed as nominated Trustees from stakeholder groups in our community.

For the benefit of the Charity's management up to three further Trustees may also be co-opted

The Charity trustees agreed that Hickling Parish Council would be granted two trustee positions (one nominated, one co-opted) following successful resolution of the Parish Councils dispute with the Charity in May 2015 when the Parish Council finally accepted the offer of settlement made by the Trustees some 6 months previously. Two Parish Councillors have been annually appointed to the Board of Trustees since the Charity AGM in September 2015. One of these is an appointed Trustee, the other is co-opted. The Hickling Hunnies were a nominating organisation, but have now ceased operating. They were removed by the membership as a nominating body at the 2018 AGM, with the place on the Board replaced by an openly elected post. The District Councillors Trustee post was removed and replaced with a co-opted post at the 2019 AGM.

Policies and Procedures

The HPFRGC has a range of policies and procedures of which the following are in place.

Membership

Equality and Diversity

Environmental

Children and Vulnerable Adults

Complaints

Fire Safety Policy

Weekend Block Booking Policy

Age Verification

Snow and Ice clearing

Roles and responsibilities of Trustees and Office Holders

Data Protection

Privacy

Equality & Diversity

Volunteers

All policies are reviewed at least annually before the AGM or as required by changes in circumstances.

Additional policies and procedures will be introduced according to the needs of the charity and its members.

The HPFRGC will aspire to the Charity Commissions "Hallmarks of a good Charity" and use them to underpin all decisions, policies, procedures and strategy.

Charity Structure

The Charity is Governed by the Board of Trustees.

Within this group there are Trustees who take responsibility for particular areas of the Trusts activities. The Board are responsible for

the overall Governance of the Charity and its ongoing strategic development.

The Trustees make the practical daily decisions about booking, cleaning, maintenance and use of Hickling Barn as well as broader areas of work such as sports and community recreation development, marketing and organising fundraising events and projects.

The Events Management Team

The events management team have been formed from a combination of Trustees, volunteers and stakeholder representatives, and have co opted community members with specific skill sets to support the ongoing development of Hickling Barn's events and its community services. The Events management team are responsible for overseeing and managing events at the barn run by the charity.

The Phoenix Trust

The Phoenix Trust is a separate Village Charity whose objects closely match those of the HPFRGC.

The Phoenix Trust made a substantial financial contribution towards the capital cost of Hickling Barn and in recognition of this it was planned that they have a separate room on the premises. Now that Hickling Parish Councils dispute with the charity has been settled, an agreement has been drawn up the Phoenix Trust's use of the Laura Edgell room. The "Laura Edgel Room" room run by the Phoenix Trust has two snooker tables with hard covers which enables the room to be used for other community purposes in line with the objects of both charities specifically and community recreation halls generally.

Risk Management

HPFRGC is committed to risk management.

The HPFRGC will follow Charity Commission risk management strategies to ensure that the beneficiaries, resources and reputation of the Charity are properly protected.

Charity Objects

The original objects of the charity were set out in a conveyance dated 6 May 1937 which says that the Recreation Ground land at Ouse lane must be held "upon Trust to permit the same to be used in perpetuity as a Playing Field or Recreation Ground for the Parish of Hickling.

The Conveyance was amended by a scheme on 20th August 1976 to allow a parcel of land to be sold and the proceeds to benefit the charity.(The building plots now known as Mallard Way)

The conveyance was further amended by a scheme on the 11th May 2010 to allow the sale of another parcel of land with the proceeds going towards the building of a new Recreation Centre on the Charity's land in furtherance of the charity's objects.

A Further deed of Amendment of Administrative Provisions to enable the public election of Trustees was made in April 2012. The Constitution was further amended by members at a SGM of the charity in December 2014

The objects of the Charity are

“To provide a playing field or recreation ground for the Parish of Hickling”

The Trustees are responsible for ensuring that the Charity's activities provide Public Benefit when meeting its objects.

Principle 1: There must be an identifiable benefit or benefits

1a It must be clear what the benefits are - The HPFRGC has built a new, accessible recreation hall, Hickling Barn, for the community to replace old facilities that had been lost or were not fit for purpose

1b The benefits must be related to the aims - Hickling Barn meets the objects of our charity by providing indoor as well as outdoor community recreation facilities for our community.

1c Benefits must be balanced against any detriment or harm -

The Trustees have put in place stringent booking and management procedures to ensure that events do not cause undue noise or disruption to our neighbours.

Principle 2: Benefit must be to the public, or section of the public
-Hickling Barn is available to the public.

2a The beneficiaries must be appropriate to the aims - The beneficiaries are the members of our local community

2b Where benefit is to a section of the public, the opportunity to benefit must not be unreasonably restricted by:

1. geographical or other restrictions - Hickling Barn is based centrally in the community that it serves.
2. ability to pay any fees charged - Hickling Barn is of potential benefit to all members of our community not to a section of it as we are keeping hire fees and activity session fees to a minimum. See fees and charges below

2c People in poverty must not be excluded from the opportunity to benefit. - We are keeping our session charges as low as possible and are fundraising and providing subsidised lettings to ensure that people in poverty can use the hall. We have also provided subsidised Gym membership to persons who cannot afford to participate.

2d Any private benefits must be incidental - the Trustees have all signed governance documents to this effect/ The Charity Commission has issued guidance on Public Benefit and the responsibilities of Trustees. This guidance has been given to Trustees who ensure that they have read and understood it.

Grant Making

At this stage the HPFRGC is not in a position to make grants. We hope to set up a Bursary Fund in the long term to assist people in poverty to use our resources.

Volunteers

Hickling Barn and the Recreation Ground are reliant on volunteers to ensure its effective management, operation and provision of activities and recreation.

A core team of Volunteers was established through community meetings, and door to door surveys. This year we have developed a policy that supports volunteers and ensures that they are valued and respected by the Charity, its management and Trustees.

Community Wellbeing

The Charity continues to deliver a wide range of community wellbeing activities that have improved the health and wellbeing of our community

Governance of the Charity

The charity's current constitution was approved by its members at a General meeting of the Charity in December 2014. It was amended at the 2018 AGM to remove the nominated place for the Hickling Hunnies who are no longer in existence. The Hunnies place on the Board became an openly elected place at this time. At the 2019 AGM the District Councillor Trustee role was changed to a co opted one.

Community Consultation and Information

The HPFRGC has consulted and informed the local community in the following ways.

Public Trustee and General meetings of the Charity
Information Fliers delivered to each Household in Hickling
Information Updates in the monthly Parish Magazine
Information updates and Plans on the Parish website
Reports to the Parish Council

A detailed website has been designed and implemented by the HPFRGC to give full public access to the Charity's work and activities at the Barn

Donations

A number of generous donations have been received by way of purchase of items and by voluntary contribution of professional skills.

Funds

Sadly, the Charity found itself in a very difficult financial position caused by Hickling Parish Councils refusal to honour its contract to help fund the build of Hickling Barn and the costs associated with

the ensuing litigation. The Parish council chose to settle the dispute 1 week prior to the Parish Council elections in 2015 for a sum offered by the Trustees some 6 months earlier. The Charity's huge legal costs continued to escalate during this time. The Trustees have worked hard to try to stabilise the Charity's finances over the ensuing years. Happily, we have now re established an excellent relationship with the current Parish Council and thanks to the hard work of our volunteers and tremendous support from our community, we have now managed to create essential reserve and maintenance funds.

Reserves Policy

The Charity's Deed of Amendment to its administrative provisions meets the Charity Commission's requirements for reserves management policy and procedure.

In line with good Charity management principles and prudent risk management, the Charity has now established a capital reserve of £20,000 which is equivalent to approximately one years operating costs.

Details of funds Materially in Deficit
Nil

Grant and Community Funding

This financial year we have received grants from The Phoenix Trust Charity for which we are most grateful. We would like to thank the following sponsors and Grant bodies for their kind and generous funding and donations which enabled the construction of Hickling Barn.

The Parishioners of Hickling

The late Mr & Mrs D Tate

Norfolk Rural Community Council

Community Sustainable Energy Programme

The Broads Authority Sustainable Development Fund

The Football Foundation

Tesco Community Foundation

The Geoffrey Watling Charity

The Norfolk Playing Fields Association

The Family of Mrs J Tallowin

Norfolk Community Foundation

A Squared Architects

Davis Langdon

Broadland Computers

The John Jarrold Trust

The Cadbury Trust

KPMG

HICKLING PLAYING FIELD OR
RECREATION GROUND

ACCOUNTS FOR THE YEAR ENDED

31 MARCH 2021

ACCOUNTS PREPARED FOR:-

Hickling Playing Field or Recreation Ground
C/O Mrs S Sainsbury
Briarley Lodge
Stubb Road
Hickling
Norwich
NR12 0BN

ACCOUNTS PREPARED BY:

Farr & Associates Limited
1 Church Farm Cottages
Church Farm Lane
Great Witchingham
Norwich
NR9 5PL

As the body responsible for the preparation of annual accounts, the charity's trustees consider an audit was not required for this year, under Section 144(2) of the Charities Act 2011. We have been appointed by the trustees to independently examine the accounts. We acknowledge that it has been our responsibility to undertake these examinations and have done so following the guidelines laid down by the Charity Commission and using all books, records and explanations made available to us.

The procedures we have undertaken have provided satisfactory evidence of the figures contained in the accounts and no issues have come to our attention during our examinations that would cause us to believe that the accounts are not being prepared in such a way that meets the requirements of the 2011 Act.

K J Christianson
Farr and Associates

Date:

**HICKLING PLAYING FIELD OR RECREATION GROUND
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**

STATEMENT OF ASSETS AND LIABILITIES

	Notes	<u>2021</u>	<u>2020</u>
Bank account balances			
NatWest current account		4,603	4,603
CAF deposit account		10	10
Cash on hand (cinema/bowls)		100	100
Barclays Community account		59,259	42,650
Barclays Community Gym account		2,354	4,554
NatWest Business Reserve		<u>474</u>	<u>474</u>
		66,800	52,391
Fixed Assets	1		
Freehold property		837,545	837,545
Kitchen and gym equipment		18,250	21,470
Premises improvements		25,174	24,911
Cinema and computer equipment		539	674
Playground equipment		<u>2,193</u>	<u>2,741</u>
		883,701	887,341
Other Assets			
Prepayments	2	<u>905</u>	<u>-</u>
		905	0
Liabilities			
Other creditors and accruals	3	<u>395</u>	<u>450</u>
		395	450
Total assets less liabilities		<u><u>£951,011</u></u>	<u><u>£939,282</u></u>

RECONCILIATION OF FUNDS

Total funds brought forward		939,282	928,933
Total income per summary			
General Fund – Unrestricted		38,769	43,953
Other Funds – Restricted		<u>9,888</u>	<u>9,439</u>
		48,657	53,392
Total payments per summary			
General Fund – Unrestricted		36,928	41,198
Other Funds – Restricted		<u>-</u>	<u>1,845</u>
		36,928	43,043
Surplus for the year		<u>11,729</u>	<u>10,349</u>
Total funds carried forward		<u><u>£951,011</u></u>	<u><u>£939,282</u></u>

HICKLING PLAYING FIELD OR RECREATION GROUND
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

FIXED ASSET SCHEDULE

Note 1	<u>Freehold Property</u>	<u>Gym and Barn Equipment</u>	<u>Premises Improvements</u>	<u>Cinema & Computer Equipment</u>	<u>Playground Equipment</u>	<u>TOTALS</u>
Cost						
As at 1 April 2020	837,545	49,931	34,295	7,413	4,707	933,891
Additions			4,705			4,705
Disposals						0
As at 31 March 2021	837,545	49,931	39,000	7,413	4,707	938,596
Depreciation						
As at 1 April 2020	-	28,461	9,384	6,739	1,966	46,550
Charge for year	-	3,220	4,442	135	548	8,345
						0
As at 31 March 2021	-	31,681	13,826	6,874	2,514	54,895
NBV 31/03/2020	837,545	21,470	24,911	674	2,741	£887,341
NBV 31/03/2021	837,545	18,250	25,174	539	2,193	£883,701
Depreciation rate: Reducing balance		15%	15%	20%	20%	
Additions:-						
Acousitic panels			4704.96			
		0.00	4,704.96	0.00	0.00	
Note 2	Creditors and accruals					
	Accounts fees			£395.00		
					£395.00	
Note 3	Prepayments					
	Alan Boswell insurance			428.20		
	NNDC Premises licence			180.00		
	Wave water rates year end balance			296.66		
					904.86	
Note 4	The grant from Phoenix Trust was to cover the cost of acoustic panels which are shown as an addition in fixed assets.					
Note 5	Donations are made up of £70 for the Gym and £229.23 as general donations.					

HICKLING PLAYING FIELD OR RECREATION GROUND

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

		<u>2021</u>	<u>2020</u>
SUMMARY OF PAYMENTS	Notes		
<u>Management and administration</u>			
Property repairs and maintenance		4,733	4,610
Cleaning and associated sundries		1,203	1,547
Grass cutting and grounds maintenance		2,130	3,004
Rates and water	3	-176	2,986
Insurances	3	1,824	1,553
Light and heat		3,827	4,135
Postage and office supplies		97	23
Broadband and telephone		611	1,011
Subscriptions and licences	3	1,969	1,318
Other sundry expenses		741	50
Accountancy	2	<u>430</u>	<u>435</u>
		17,389	20,672
<u>Cost of generating funds</u>			
Advertising, printing and promotions		338	1,008
Community gym – instructors and hire		10,031	10,713
Equipment repairs and replacements		42	232
Cinema and sundry fund raising costs		<u>783</u>	<u>1,379</u>
		11,194	13,332
<u>Depreciation</u>	1		
Gym and barn equipment		3,220	3,789
Improvements to premises		4,442	4,396
Cinema and computer equipment		135	169
Playground equipment		<u>548</u>	<u>685</u>
		8,345	9,039
TOTAL PAYMENTS		<u><u>£36,928</u></u>	<u><u>£43,043</u></u>

HICKLING PLAYING FIELD OR RECREATION GROUND

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

	Notes	<u>2021</u>	<u>2020</u>
SUMMARY OF RECEIPTS			
Voluntary Sources			
Grants – NNDC Covid		22,407	-
Grant – Phoenix Trust	4	4,950	
Donations	5	<u>299</u>	<u>1,670</u>
		27,656	1,670
Fundraising and trading activities			
Fundraising events		2,112	12,099
Room hire		1,661	12,500
Community gym		6,990	9,776
Rural cinema and bowls		<u>-</u>	<u>3,397</u>
		10,763	37,772
Other income			
Solar energy		5,511	5,766
Renewable heat incentive		4,377	3,673
Sale of old Gym equipment		300	-
Other sundry income		<u>50</u>	<u>4,510</u>
		10,238	13,949
Investment income			
NatWest Business Reserve interest		<u>-</u>	<u>1</u>
		0	1
TOTAL RECEIPTS		<u><u>£48,657</u></u>	<u><u>£53,392</u></u>

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF HICKLING PLAYING FIELD OR RECREATION GROUND CHARITY NUMBER 270199

This report on the financial statements of the Hickling Playing Field or Recreation Ground for the year ended 31 March 2021 is in respect of an examination carried out in accordance with Section 145 of the Charities Act 2011.

Respective responsibilities of the Charity and the examiner

The trustees of the Charity are responsible for the preparation of the financial statements and have considered that an audit is not required under the Charities Act 2011. It is our responsibility, as the appointed Independent Examiner, to issue this report on those financial statements in accordance with the terms of the Regulations.

Basis of Independent Examiner's report

Our examination was carried out in accordance with the General directions given by the Charity Commission. The 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 in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit. Consequently, no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with our examination, no matter has come to our attention:-

1. which gives us reasonable cause to believe that in any material respect the requirements
 - . to keep accounting records in accordance with section 130 of the Charities Act 2011; and
 - . to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

FOR FARR AND ASSOCIATES LIMITED
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Great Witchingham
NR9 5PL