

Hickling Playing Field or Recreation Ground Charity Annual Report October 2022

Names of the Trustees who manage the charity

Name	Office	Appointing Body
Nick Baker	Chair	Open Election
Louise Chicken	Treasurer	Hickling Football Club
Gemma Scarborough		Hickling Pc (nominated)
Eilish Rothney		Hickling Pc (Co opted)
Shirley Sainsbury		Open Election
Viv Tallowin		Open Election
Claire Madden		Hickling School
Matthew Hubbard	Vice Chair	The Phoenix Trust
Claire Madden		Open Election
Vacant		St Mary's Church
Vacant		Methodist Church
Vacant		The Snooker Club
Tony Swain		Co opted
Anne Holloway		Co opted
Jackie Middleton	Secretary	Co opted
Andrea Hillyer		Co opted
Claire Mudzinski		Co opted

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. Two Parish Councilors 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

The Trustees have worked hard 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 2022

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 2022**

STATEMENT OF ASSETS AND LIABILITIES

	Notes	<u>2022</u>	<u>2021</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		64,432	59,259
Barclays Community Gym account		2,626	2,354
NatWest Business Reserve		<u>474</u>	<u>474</u>
		72,245	66,800
Fixed Assets	1		
Freehold property		837,545	837,545
Kitchen and gym equipment		16,176	18,250
Premises improvements		21,398	25,174
Cinema and computer equipment		431	539
Playground equipment		<u>1,754</u>	<u>2,193</u>
		877,304	883,701
Other Assets			
Prepayments	3	<u>931</u>	<u>905</u>
		931	905
Liabilities			
Other creditors and accruals	2	<u>430</u>	<u>395</u>
		430	395
Total assets less liabilities		<u><u>£950,050</u></u>	<u><u>£951,011</u></u>

RECONCILIATION OF FUNDS

Total funds brought forward		951,011	939,282
Total income per summary			
General Fund – Unrestricted		35,213	38,769
Other Funds – Restricted		<u>5,383</u>	<u>9,888</u>
		40,596	48,657
Total payments per summary			
General Fund – Unrestricted		40,807	36,928
Other Funds – Restricted		<u>750</u>	<u>-</u>
		41,557	36,928
Loss / Surplus for the year		<u>-961</u>	<u>11,729</u>
Total funds carried forward		<u><u>£950,050</u></u>	<u><u>£951,011</u></u>

HICKLING PLAYING FIELD OR RECREATION GROUND
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

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 2021	837,545	49,931	39,000	7,413	4,707	938,596
Additions		781				781
Disposals						0
As at 31 March 2022	837,545	50,712	39,000	7,413	4,707	939,377
Depreciation						
As at 1 April 2021	-	31,681	13,826	6,874	2,514	54,895
Charge for year	-	2,855	3,776	108	439	7,178
						0
As at 31 March 2022	-	34,536	17,602	6,982	2,953	62,073
NBV 31/03/2021	837,545	18,250	25,174	539	2,193	£883,701
NBV 31/03/2022	837,545	16,176	21,398	431	1,754	£877,304
Depreciation rate: Reducing balance		15%	15%	20%	20%	
Additions:-						
Coffee maker		324.00				
Treadmill for gym		456.94				
		780.94	0.00	0.00	0.00	

Note 2	Creditors and accruals	
	Accounts fees	£405.00
	Wave water rates 14/3 – 31/3/22	£25.00
		£430.00

Note 3	Prepayments	
	Alan Boswell insurance	428.20
	Survey Monkey	314.56
	PRS/PPL	188.25
		931.01

HICKLING PLAYING FIELD OR RECREATION GROUND

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

SUMMARY OF PAYMENTS	Notes	<u>2022</u>	<u>2021</u>
<u>Management and administration</u>			
Property repairs and maintenance		3,663	4,733
Cleaning and associated sundries		2,153	1,203
Grass cutting and grounds maintenance		2,299	2,130
Rates and water		1,003	-176
Insurances		1,833	1,824
Light and heat		6,013	3,827
Postage and office supplies		259	97
Broadband and telephone		615	611
Subscriptions and licences		903	1,969
Other sundry expenses		2,130	741
Accountancy		<u>425</u>	<u>430</u>
		21,296	17,389
<u>Cost of generating funds</u>			
Advertising, printing and promotions		489	338
Community gym – instructors and hire		9,059	10,031
Equipment repairs and replacements		639	42
Cinema and sundry fund raising costs		<u>2,896</u>	<u>783</u>
		13,083	11,194
<u>Depreciation</u>			
Gym and barn equipment		2,855	3,220
Improvements to premises		3,776	4,442
Cinema and computer equipment		108	135
Playground equipment		<u>439</u>	<u>548</u>
		7,178	8,345
TOTAL PAYMENTS		<u><u>£41,557</u></u>	<u><u>£36,928</u></u>

HICKLING PLAYING FIELD OR RECREATION GROUND

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

	Notes	<u>2022</u>	<u>2021</u>
SUMMARY OF RECEIPTS			
Voluntary Sources			
Grants – NNDC Covid		2,667	22,407
Grants – NNDC Start ups		8,000	-
Grant – Phoenix Trust		500	4,950
Grant – Community Garden PCC		500	-
Donations		<u>326</u>	<u>299</u>
		11,993	27,656
Fundraising and trading activities			
Fundraising events		2,577	2,112
Room hire		10,035	1,661
Community gym		10,548	6,990
Rural cinema and bowls		<u>-</u>	<u>-</u>
		23,160	10,763
Other income			
Solar energy		5,383	5,511
Renewable heat incentive		-	4,377
Sale of old Gym equipment		-	300
Other sundry income		<u>60</u>	<u>50</u>
		5,443	10,238
Investment income			
NatWest Business Reserve interest		<u>-</u>	<u>-</u>
		0	0
TOTAL RECEIPTS		<u><u>£40,596</u></u>	<u><u>£48,657</u></u>

SUMMARY OF REPAIRS AND MAINTENANCE

28-Apr Vocalvale - upgrade of alarm30% deposit	109.79
04-May PR Bellison - erect barrier	150.00
23-Jun Vocal vale - reprogram control panel	108.00
Vocal vale - balance of upgrade (see5)	256.19
04-Jul Mick Dunsdun – Fix toilet flush	80.00
13-Jul S Sainsbury - Defib Warehouse	148.80
28/8 Tecserve - annual maint fire alarm	383.05
22-Nov Skinners Electrical - annual PAT testing/replacement lamps	275.00
15-Dec NW Fire protection - annual service of fire equip	172.20
RA Landscaping - ditch clearing	1,285.00
06-Jan Paul Jones - plumbing repairs	210.00
19-Jan Vocal vale - intruder alarm routine maint	108.00
29-Jan N Baker - safety signs	79.33
Prettyman reimbursement	19.82
03-Feb N Baker - play area maint	64.40
07-Feb N Baker - fittings for signage	73.26
23-Feb Mr Smith - shelves in cupboard	140.00
	3662.84

SUMMARY OF OTHER COSTS

01-Apr NNDC training	30.00	sundry
13/Jul 2 Way radios	749.90	sundry
05/Aug Coffee maker	324.00	capital
13/Sep Fireworks	1288.00	fundraising
16/Sep Panto refund	240.00	room hire
22/Nov Farr accounts	415.00	accounts
06/Jan Community Garden – Thompson Saw Mills	916.61	sundry
	34.70	sundry
14/Jan N Baker – communitiy garden	86.95	sundry
04/Mar Timber for community garden	25.85	sundry
25/Mar Topsoil for Community Garden	150.00	sundry
29/Mar Glass jugs	34.97	sundry
	4295.98	

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 2022 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.

**KAREN CHRISTIANSON
FOR FARR AND ASSOCIATES LIMITED
Church Farm Cottages
Great Witchingham
NR9 5PL**

DATE: 12 September 2022