

Hickling Playing Field or Recreation Ground Charity
Annual Report October 2023

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 (nominated)		Hickling PC
Shirley Sainsbury	Secretary	The Snooker Club
Viv Tallowin		Open Election
Claire Madden		Hickling School
Matthew Hubbard	Vice Chair	The Phoenix Trust
Vacant		St Mary's Church
Vacant		Methodist Church
Gary Grover		Co opted
Tony Swain		Co opted
Anne Holloway		Co opted
Claire Mudzinski		Co opted
Jeanette Jennings		Co opted
Kate Hannant		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 Councilor's 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 2023

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

**HICKLING PLAYING FIELD OR RECREATION GROUND
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023**

STATEMENT OF ASSETS AND LIABILITIES

	Notes	<u>2023</u>	<u>2022</u>
Bank account balances			
NatWest current account		-	4,603
CAF deposit account	5	-	10
Cash on hand (cinema/bowls)		100	100
Barclays Community account		75,369	64,432
Barclays Community Gym account		4,988	2,626
NatWest Business Reserve		474	474
		<u>80,931</u>	<u>72,245</u>
Fixed Assets	1		
Freehold property		837,545	837,545
Kitchen and gym equipment		16,710	16,176
Premises improvements		18,188	21,398
Cinema and computer equipment		345	431
Playground equipment		1,403	1,754
		<u>874,191</u>	<u>877,304</u>
Other Assets			
Prepayments	3	842	931
		<u>842</u>	<u>931</u>
Liabilities			
Other creditors and accruals	2	525	430
		<u>525</u>	<u>430</u>
Total assets less liabilities		<u><u>£955,439</u></u>	<u><u>£950,050</u></u>

RECONCILIATION OF FUNDS

Total funds brought forward		950,050	951,011
Total income per summary			
General Fund – Unrestricted		42,831	35,213
Other Funds – Restricted		5,635	5,383
		<u>48,466</u>	<u>40,596</u>
Total payments per summary			
General Fund – Unrestricted		43,077	40,807
Other Funds – Restricted		-	750
		<u>43,077</u>	<u>41,557</u>
Surplus / Loss for the year		<u>5,389</u>	<u>-961</u>
Total funds carried forward		<u><u>£955,439</u></u>	<u><u>£950,050</u></u>

HICKLING PLAYING FIELD OR RECREATION GROUND
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2023

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 2022	837,545	50,712	39,000	7,413	4,707	939,377
Additions		3,483				3,483
Disposals						0
As at 31 March 2023	837,545	54,195	39,000	7,413	4,707	942,860
Depreciation						
As at 1 April 2022	-	34,536	17,602	6,982	2,953	62,073
Charge for year	-	2,949	3,210	86	351	6,596
						0
As at 31 March 2023	-	37,485	20,812	7,068	3,304	68,669
NBV 31/03/2022	837,545	16,176	21,398	431	1,754	£877,304
NBV 31/03/2023	837,545	16,710	18,188	345	1,403	£874,191
Depreciation rate: Reducing balance		15%	15%	20%	20%	
Additions:-						
Barbell & Upright cycle		1019.20				
New bike from Fitness superstore		899.00				
Bench & table for Community garden		840.00				
Gopak folding tables		725.11				
		3,483.31	0.00	0.00	0.00	
Note 2	Creditors and accruals					
	Accounts fees				£405.00	
	Wave water rates 14/3 – 31/3/22				£120.00	
						£525.00
Note 3	Prepayments					
	PRS/PPL				402.03	
	Alan Boswell insurance fully prepaid				440.30	
						842.33
Note 4	Other sundry expenses					
	The amount of £454 is all Community Garden costs					
Note 5	CAF Deposit account					
	There have been no statements seen for this account for years, the ongoing balance of £10.09 has been included with fundraising costs to effectively 'close' the account					

HICKLING PLAYING FIELD OR RECREATION GROUND

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

		<u>2023</u>	<u>2022</u>
SUMMARY OF PAYMENTS	Notes		
<u>Management and administration</u>			
Property repairs and maintenance		4,426	3,663
Cleaning and associated sundries		2,717	2,153
Grass cutting and grounds maintenance		2,515	2,299
Rates and water		1,048	1,003
Insurances		1,464	1,833
Light and heat		6,869	6,013
Postage and office supplies		63	259
Broadband and telephone		757	615
Subscriptions and licences		1,285	903
Other sundry expenses	4	454	2,130
Accountancy		395	425
		21,993	21,296
<u>Cost of generating funds</u>			
Advertising, printing and promotions		589	489
Community gym – instructors and hire		10,603	9,059
Equipment repairs and replacements		68	639
Cinema and sundry fund raising costs		3,228	2,896
		14,488	13,083
<u>Depreciation</u>			
Gym and barn equipment	1	2,949	2,855
Improvements to premises	1	3,210	3,776
Cinema and computer equipment	1	86	108
Playground equipment	1	351	439
		6,596	7,178
TOTAL PAYMENTS		<u>£43,077</u>	<u>£41,557</u>

HICKLING PLAYING FIELD OR RECREATION GROUND

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

	Notes	<u>2023</u>	<u>2022</u>
SUMMARY OF RECEIPTS			
Voluntary Sources			
Grants – NNDC Covid	-	-	2,667
Grants – NNDC Start ups	-	-	8,000
Grant – Phoenix Trust	840	-	500
Grant – Community Garden PCC	350	-	500
Fireworks donation	2,500	-	-
Donations	1,655	326	-
		<u>5,345</u>	<u>11,993</u>
Fundraising and trading activities			
Fundraising events	7,561	2,577	-
Room hire	15,275	10,035	-
Community gym	13,013	10,548	-
Rural cinema and bowls	738	-	-
		<u>36,587</u>	<u>23,160</u>
Other income			
Solar energy	5,635	5,383	-
Insurance claim	899	-	-
Other sundry income	-	60	-
		<u>6,534</u>	<u>5,443</u>
TOTAL RECEIPTS		<u><u>£48,466</u></u>	<u><u>£40,596</u></u>

SUMMARY OF REPAIRS AND MAINTENANCE

19-Jul Replacement water heater inv 20	566.74
2-Aug Tecserv annual fire alarm maintenance inv 25	392.87
8-Aug Plumber repairs to toilet re leak inv 29	123.73
11-Sep Replace LED spotlights in snooker room inv 38	387.35
7-Nov N Baker 4 gang cable reel inv 51	53.15
7-Nov N Baker playground repairs inv 52	579.12
17-Nov Tesco toilet gel & cleaning products inv 52a	8.85
28-Feb Skinners annual PAT testing inv 59	1,855.16
20-Jan N Walsham Fire Protection annual service inv 70.	240.79
30-Jan P Jones heating issue in main hall inv 72	75.00
8-Feb Vocalvale routine maintenance inv 79	142.80
	4425.56

SUMMARY OF OTHER COSTS AND MISC

16/May Hall hire refund	30.00
01/Jun A Holloway Community Garden plants/grass seed inv 11	54.37
09/Jun Supply and install bench and table set inv 12	840.00
15/Jul A Holloway Community Garden veg plants inv 18	24.35
17/Jul N Baker fixings for picnic table & benches inv 19	108.80
03/Oct Farr & Assoc accounts	395.00
30/Nov Hire of projector inv 53	30.00
03/Jan Gardening More Sustainably course inv 64	242.00
02/Feb Huddle Gopak folding tables inv 75	725.11
08/Feb A Holloway Community Garden plant labels inv 77	24.89
	2474.52

	<u>Other</u> <u>Opening</u> <u>Balances</u>	<u>Barclays</u> <u>Community</u> <u>GYM A/C</u>	<u>NatWest</u> <u>Current</u> <u>Account</u>	<u>NatWest</u> <u>Business</u> <u>Reserve</u>	<u>CAF</u> <u>Deposit</u> <u>Account</u>	<u>Barclays</u> <u>Community</u> <u>Account</u>	<u>Cinema</u> <u>Cash</u> <u>on hand</u>	<u>Journals</u> <u>and</u> <u>adj's</u>	<u>TOTALS</u>
Total of opening bank balances	72245.49								
OTHER ASSETS AND LIABILITIES									
FREEHOLD PROPERTY	837545.00								£837,545.00
Gym and barn equipment cost	50712.14	1918.20				1565.11			£54,195.45
Gym and barn equipment depn	-34536.00							-2949.00	-£37,485.00
Premises improvement	38999.76								£38,999.76
Premises improvement depn	-17602.00							-3210.00	-£20,812.00
Cinema & computer equipment cost	7412.99								£7,412.99
Cinema & computer equipment depn	-6982.00							-86.00	-£7,068.00
Playground equipment cost	4706.58								£4,706.58
Playground equipment depn	-2953.00							-351.00	-£3,304.00
Prepayments	931.01							-88.68	£842.33
Accruals and prepaid income	-430.00							-95.00	-£525.00
EXPENSES									
<u>Management and administration</u>									
Property repairs and maintenance						4425.56			£4,425.56
Grass cutting and grounds maint						2515.15			£2,515.15
Cleaning and sundries						2717.23			£2,717.23
Rates and water						846.48		201.91	£1,048.39
Insurances						1904.76		-440.30	£1,464.46
Light and heat						6975.60		-106.91	£6,868.69
Postage and office supplies						62.61			£62.61
Broadband and telephone						756.63			£756.63
Subscriptions and licences						2289.44		100.78	£2,390.22
Accountancy						395.00		0.00	£395.00
Community Garden						454.41			£454.41
<u>Cost of generating funds</u>									
Advertising, printing and promotions						589.52			£589.52
Community gym – instructors & hire		9994.00							£9,994.00
Equipment repairs and replacement (GYM)		67.93							£67.93
Training fees and courses (J Hewitt insurance)		180.41						428.20	£608.61
T-Shirts for re-sale		414.91							£414.91
Sundry fund raising costs		136.00			10.09	1561.66			£1,707.75
<u>Other Expenditure</u>									
Gym and barn equipment depn								2949.00	£2,949.00
Premises improvement depn								3210.00	£3,210.00
Cinema & computer equipment depn								86.00	£86.00
Playground equipment depn								351.00	£351.00
TOTAL EXPENSES	£950,049.97	£12,711.45	£0.00	£0.00	£10.09	£27,059.16	£0.00	£0.00	£989,830.67
CLOSING BALANCES		£4,988.37	£0.00	£474.14	£0.00	£75,368.82	£100.00	£0.00	£80,931.33