

Secretary to the Trustees

Mrs Julie Fletcher, 21 Ryecroft Lane, Fowlmere, SG8 7TT. Tel: 01763 208621
 Email: julie.fletcher1@btinternet.com

Names of Trustees

Mrs Dorothy Woods	Chairman
Mrs Kay Davis	Vice Chairman
Mrs Julie Fletcher	Secretary
Mrs Jane Cryer	Treasurer
Mrs Dorothy Woods	Bookings Secretary
Mrs Brenda Wood	
Mrs Carol Sims	
Mr Ken Ayre	

Sources of advice and support

Cambridgeshire ACRE
 HCR Hewitsons Solicitors, Newmarket Road, Cambridge

Governance

Fowlmere Recreation Ground & Village Hall was established as a charity by Trust Deed and Lease dated 2nd March 1982.

The Lease is a full maintenance lease stating that the upkeep of the grounds is the responsibility of the Village Hall Management Committee. The VHMC pay an annual peppercorn rent to the Parish Council.

Appointment of Trustees

The Trust Deed governs the appointment of the management of the charity

Six trustees are elected at the Annual General meeting held in October. There is no limit on the length of time elected trustees can serve.

In addition each regular user group can nominate one representative Trustee. The trustees form the Management Committee of the Recreation Ground and Village Hall which has the power to co-opt up to 6 members

Policies and Procedures

The VHMC have a number of Policies and Procedures in place. .

These policies and procedures are updated each year, the Trustees agree any changes and adopt the policies

Bar protocol, Booking Officer Duties, Booking Procedure, Bouncy Castle conditions of hire, Building Access policy, Caravan procedure, Children & Vulnerable Adults policy, Energy & Environment Policy, Dogs on Recreation Ground policy, Equal opportunities policy, Finance

policy, Fire risk policy, General Risk policy, General Data Protection policy, Health & Safety policy, Hiring policy, Legionella Policy, Media & PR policy, Reserves Policy, Teenage Party Hiring policy.

Copies of these policies and procedures are included in the Trustee's Welcome Pack

Hiring agreement

Use of the Recreation Ground and Village Hall is the subject of Hiring/Booking form which must be signed by each hirer agreeing also to the Terms and Conditions which are issued at the time of booking and which identify the respective responsibilities of each party to the agreement.

Licences

The hall has a Premises Licence (not including the sale of alcohol) Should hirers wish to sell alcohol they must apply for a Temporary Event Licence from SCDC, a copy of which is to be given to the Booking Officer before their event. The hall is licensed by the Performing Right Society for live and recorded music.

Risk Management

Insurance

The village hall is insured by a Commercial Combined Insurance Policy with AVIVA. Employer's Liability £10,000,000, Public Liability cover £5,000,000, Products Liability £5,000,000, Buildings £872,911, Greens/Playing Surfaces £52,894, Any Other Contents £25,000.

Building issues

Portable electric appliances are PAT tested annually

The mains electrical installation is checked by a qualified engineer every 5 years

A Fire Risk Assessment is updated annually by the Committee's own nominated Trustee.

Fire extinguishers are inspected and serviced annually under contract with the supplier

Appointed Trustees carry out regular maintenance checks.

Objectives of the Charity

Provisions of a Recreation Ground and Village Hall for the benefit of the inhabitants of the Parish of Fowlmere without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions.

Use of the village hall for meetings, events, classes and other forms of recreation with the object of improving the social conditions of the life of the inhabitants. The use of the Recreation Ground for sports including junior football and cricket and limited caravan clubs. Also, for recreational purposes using children's play equipment and our outside adult gym equipment.

The Trustees consider these objectives to be consistent with the Charity Commission guidance on providing for the public benefit.

Principal Activities in pursuit of the Objectives

The hall is in use most days of the week for a variety of activities including Mother & Toddler playgroup, Badminton (2 different clubs), Pilates (two different (classes), Ceroe Dancing, Ballroom dancing, Indoor bowls, Indoor Kurling, Aerobics, Beading craft group. Farmers'

market, plus seasonal use of recreation ground for cricket training and matches and junior football training and matches.

Funding Strategy

It is a strategy of the Trustees to manage the revenue of the facility on a self-financing basis. The contributions made by users of the hall and grounds achieve this

Volunteers' efforts

In addition to the Trustees we have a dedicated group of volunteers who organise the Farmers' market monthly and also an outdoor production by Illyria each year.

2020/2021 achievements

The Trustees work hard to make the hall and recreation ground attractive to potential users and measure their success by the range of users and the hall occupancy.

In late 2019 through to June 2021 there was minimum occupancy due to the Covid 19 Pandemic. However in that period the Trustees managed to carry out the following improvements:

- Refurbishment work in the changing rooms is now completed (We thank the PC for their grant towards the plumbing work and SCDC for their grant towards this work).
- Removal of the vast amount of redundant pipework. Ensuring that there is a hot water supply to all taps in the hall.
- The hall floor and meeting room floor have been re-sanded and polished. The badminton courts have been re-marked.
- The entrance to the rear car park has been re-gravelled and the rear car park has been levelled and gravelled making more room for parking.
- New wine glasses and cutlery have been purchased to ensure that we can offer these for weddings and larger events and parties.
- 2 new cupboards fitted in the bar area for storage. A large cupboard has been purchased for archiving of documentation
- A Fire door has been fitted in the Pavilion Room kitchen
- The carpets have been professionally cleaned in the hall and lobby
- The gaps in the entrance road have been planted with hedging.
- Lights in kitchen replaced by economical LED fittings.
- New fridge/freezer purchased.
- Ladies and gents' toilets have been decorated and new floor covering fitted in the gent's toilet.
- New timer for the exit road lights has been fitted.
- New stainless steel pedal bins purchased to replace old plastic bins throughout the facility.
- New blind fitted in the Pavilion Room exit door and new curtain rails fitted

- Remote access system fitted for setting heating
- Knee high fence around recreation ground installed
- New baby changing unit in disabled toilet
- New fence on the exit road is on order but we are awaiting delivery of the materials now expected in November
- 'Fogging machine' purchased to ensure complete sanitisation of village hall
- Pavilion room further refurbished with new laminate flooring (we thank Melbourn Flooring for fitting the flooring free of charge). Electric sockets installed including USB points and new LED ceiling lights fitted. Also completely redecorated. New curtains are on order.
- Path alongside Pavilion Room has been re-laid

Reserves policy

The Charity had £20,000 in the bank in unrestricted reserves at the end of the year. The cash is available to cover operating costs for one year.

The Trustees are responsible for the maintenance of the recreation ground and village hall and projects are carried out from revenue earned by bookings and events etc.

Future plans

The Trustees have a Development action list in place based on an urgency requirement and when funds are available. They also have a 3 year Development Plan for larger projects.

The trustees received a grant from SCDC to carry out an Energy audit. This was carried out in July 2021 and the Trustees still await the report from this survey in order to assess what further measures need to be taken.

The Trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature:

Full Name: Mrs Dorothy Woods

Position: Chairman

Dated: November 2021

INDEPENDENT EXAMINER'S REPORT

I report to the on my examination of the financial statements of Fowlmere Recreation Ground and Village Hall (the Fowlmere Recreation Ground and Village Hall) for the year ended 31 August 2021.

Responsibilities and basis of report

As the of the Fowlmere Recreation Ground and Village Hall you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Fowlmere Recreation Ground and Village Hall's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Fowlmere Recreation Ground and Village Hall as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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

UHY Hacker Young

PO Box 501
The Nexus Building
Broadway
Letchworth Garden City
Herts
SG6 9BL

Dated:

**STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2021**

	Unrestricted funds	Restricted funds	Total 2021	Total 2020
Notes	£	£	£	£
Receipts				
Hire of hall:				
Commercial lettings	1,794	-	1,794	4,029
Caravan club	1,442	-	1,442	1,133
Functions	3,094		3,094	7,642
Fowimere clubs:				
Badminton clubs	537	-	537	729
Bowls	-	-	-	1,012
Budding beaders	760	-	760	500
Friendship	34	-	34	119
Gardening	-	-	-	166
Mother and toddler	108	-	108	288
Sports club	654	-	654	638
Sports group inc insurance	2,339	-	2,339	1,300
Interest - high interest deposit	12	1	13	143
Grants received	32,858	-	32,858	28,000
Fund raising events	1,560	-	1,560	3,312
Donations	487	-	487	985
Keys	-	2,400	2,400	1,159
Total income	45,679	2,401	48,080	51,155
Expenditure				
Insurance	(2,390)		(2,390)	(2,195)
Light, heat and water	(1,653)		(1,653)	(2,426)
Cleaning wages	(671)		(671)	(2,556)
General repairs and improvements	(17,823)		(17,823)	(22,771)
Electrical repairs	(765)		(765)	(747)
Ground works	(3,847)		(3,847)	(6,000)
Veolia	(721)		(721)	(1,754)
Consumables	(549)		(549)	(935)
Rent and licences	(682)		(682)	(942)
Administration and AGM expenses	(82)		(82)	(365)
Bookings telephone	(548)		(548)	(885)
Professional fees	(528)		(528)	(77)
Printing, post and stationery	(77)		(77)	(320)
Boiler	(359)		(359)	(359)
Village hall rental	-	(654)	(654)	(637)
Repairs and equipment	-	(95)	(95)	(200)
Total expenditure	30,695	749	31,444	43,169
Net movement in funds	14,984	1,652	16,636	8,012
Fund balances at 1 September 2020	37,981	7,140	45,121	37,109
Fund balances at 31 August 2021	52,965	8,792	61,757	45,121

FOWLMERE RECREATION GROUND AND VILLAGE HALL
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2020

FOWLMERE RECREATION GROUND AND VILLAGE HALL

LEGAL AND ADMINISTRATIVE INFORMATION

Chairman	D Woods
Secretary	J Fletcher
Charity number	284524
Principal address	The Sycamores Chapel Lane Fowlmere Royston Herts SG8 7SB
Independent examiner	UHY Hacker Young PO Box 501 The Nexus Building Broadway Letchworth Garden City Herts SG6 9BL

FOWLMERE RECREATION GROUND AND VILLAGE HALL

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FOWLMERE RECREATION GROUND AND VILLAGE HALL

INDEPENDENT EXAMINER'S REPORT

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Responsibilities and basis of report

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Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Fowlmere Recreation Ground and Village Hall as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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

UHY Hacker Young

PO Box 501
The Nexus Building
Broadway
Letchworth Garden City
Herts
SG6 9BL

Dated: 4 November 2020

FOWLMERE RECREATION GROUND AND VILLAGE HALL

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2020

	Notes	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
<u>Receipts</u>					
Hire of hall:					
Commercial lettings		4,029	-	4,029	6,681
Caravan club		1,133	-	1,133	3,030
Functions		7,642		7,642	11,683
Fowlmere clubs:					
Badminton clubs		729	-	729	1,369
Bowls		1,012	-	1,012	1,692
Budding beaders		500	-	500	940
Friendship		119	-	119	187
Gardening		166	-	166	128
Mother and toddler		288	-	288	480
Sports club		638	-	638	596
Sports group inc insurance		1,300	-	1,300	1,007
Interest - high interest deposit		138	5	143	121
Grants received		28,000	-	28,000	-
Fund raising events		3,312	-	3,312	3,896
Donations		985	-	985	630
Keys		26	1,159	1,185	1,658
Total income		50,017	1,164	51,181	34,098
<u>Expenditure</u>					
Insurance		(2,195)		(2,195)	(2,114)
Light, heat and water		(2,426)		(2,426)	(2,506)
Cleaning wages		(2,556)		(2,556)	(2,808)
General repairs and improvements		(22,771)		(22,771)	(11,669)
Electrical repairs		(747)		(747)	(3,206)
Ground works		(6,000)		(6,000)	(2,967)
Veolia		(1,754)		(1,754)	(1,510)
Consumables		(935)		(935)	(1,012)
Rent and licences		(942)		(942)	(866)
Administration and AGM expenses		(365)		(365)	(402)
Bookings telephone		(885)		(885)	(783)
Professional fees		(77)		(77)	(1,074)
Refunds		-		-	(550)
Printing, post and stationery		(320)		(320)	(193)
Boiler		(359)		(359)	(353)
Village hall rental		-	(637)	(637)	(596)
Repairs and equipment		-	(200)	(200)	-
Total expenditure		42,332	837	43,169	32,609
Net movement in funds		7,685	327	8,012	1,489
Fund balances at 1 September 2019		30,296	6,813	37,109	35,620
Fund balances at 31 August 2020		37,981	7,140	45,121	37,109

FOWLMERE RECREATION GROUND AND VILLAGE HALL

BALANCE SHEET

AS AT 31 AUGUST 2020

	Notes	2020 £	£	2019 £	£
Current assets					
Debtors		3,070		2,591	
Cash at bank and in hand		47,323		39,680	
		<u>50,393</u>		<u>42,271</u>	
Creditors: amounts falling due within one year		<u>(5,272)</u>		<u>(5,162)</u>	
Net current assets			45,121		37,109
Income funds					
Restricted funds			7,140		6,813
Unrestricted funds			37,981		30,296
			<u>45,121</u>		<u>37,109</u>

The financial statements were approved by the on 4 November 2020

D Woods
Trustee

Non-monetary assets

1. Land and buildings - leased at a peppercorn rent. Title vested in the Official Custodian for Charities.
2. Held for functional use by the charity -

Furniture and equipment in the hall, including kitchen equipment and china, all in good condition, some recently installed and the remainder up to 19 years old.

FOWLMERE RECREATION GROUND AND VILLAGE HALL

BALANCE SHEET (CONTINUED)

AS AT 31 AUGUST 2020

1 Investments

	Unrestricted funds	Restricted funds	Total 2020	Total 2019
	£	£	£	£
Interest receivable	138	5	143	121
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

2 Employees

There was one employee during the year.

3 Debtors

	2020 £	2019 £
Amounts falling due within one year:		
Trade debtors	220	-
Prepayments and accrued income	2,850	2,591
	<u> </u>	<u> </u>
	3,070	2,591
	<u> </u>	<u> </u>

4 Creditors: amounts falling due within one year

	2020 £	2019 £
Other creditors	139	254
Accruals and deferred income	5,133	4,908
	<u> </u>	<u> </u>
	5,272	5,162
	<u> </u>	<u> </u>

FOWLMERE RECREATION GROUND AND VILLAGE HALL

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Dated: 4 November 202