

FOWLMERE RECREATION GROUND & VILLAGE HALL

Registered Charity No. 284524

Trustees' Annual Report

1 September 2021 - 31 August 2022

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 Carol Sims	
Mr Ken Ayre	
Mrs Deborah Roberts	

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 grounds were originally farmland and the Parish Council purchased the land from the local farmer.

The Lease is a full maintenance lease 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 should this be necessary.

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 Hire 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 £966,566, Greens/Playing Surfaces £58,569, Any Other Contents £27,147.

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), Ceroc Dancing, Indoor bowls, Aerobics, 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. No funding is received from Fowlmere Parish Council

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.

2021/2022 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.

Trustees have carried out the following improvements: in the last year

- Installation of replacement fence on the exit road has now been completed and new LED lights fitted
- Following receipt of Energy Survey report, it was recommended that any lights that had not been changed to LED would be very beneficial to the village hall. We applied for and were awarded a grant of £2,000 towards this work. The work has now been carried out.
- To complete refurbishment of Pavilion Room blinds have been fitted on the internal entrance doors and new curtains have been fitted and a ceiling mounted projector screen has been installed. The Pavilion Room is ideal for smaller parties and meetings.
- Work to the drains has been carried out
- The scooter park was installed
- New door fitted on sports storage area
- In addition to the fogging machine we purchased during lockdown, we have also purchased a professional steam cleaning machine to enable us to ensure all the floors are clean and so that we can regularly clean the carpet in the hall and lobby.

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. They do not receive any money from the Parish precept.

Future plans

The Trustees have a Development plan in place based on an urgency requirement and when funds are available.

Refurbishment of the ladies and gents toilets will commence early in January 2023. Thanks to Ion Science for their very generous donation of £10,000 towards this project and SCDC Community Chest for their donation of £2,000

The trustees received a grant from SCDC to carry out an Energy audit. This was carried out in July 2021. Subsequently the Trustees applied for the ZCC grant to replace all lighting to LED. A grant was received and this work has now been carried out.

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 2022

Audited accounts attached

FOWLMERE RECREATION GROUND AND VILLAGE HALL
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022

FOWLMEERE 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

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 2022.

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: 3 November 2022

FOWLMERE RECREATION GROUND AND VILLAGE HALL

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2022

	Notes	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Receipts					
Hire of hall:					
Commercial lettings		7,100	-	7,100	1,794
Caravan club		2,410	-	2,410	1,442
Functions		10,276		10,276	3,094
Fowlmere clubs:					
Badminton clubs		1,314	-	1,314	537
Bowls		687	-	687	-
Craft club		660	-	660	760
Friendship		153	-	153	34
Gardening		255	-	255	-
Mother and toddler		444	-	444	108
Kurling		240	-	240	-
Sports club		1,710	-	1,710	654
Sports group inc insurance		883	-	883	2,339
Interest - high interest deposit		13	-	13	13
Grants received		6,000	-	6,000	32,858
Fund raising events		4,113	-	4,113	1,560
Donations		15,006	-	15,006	487
Keys		-	2,622	2,622	2,400
Total income		51,264	2,622	53,886	48,080
Expenditure					
Insurance		(2,645)		(2,645)	(2,390)
Light, heat and water		(4,588)		(4,588)	(1,653)
Cleaning wages		(2,289)		(2,289)	(671)
General repairs and improvements		(10,380)		(10,380)	(17,823)
Electrical repairs		(3,980)		(3,980)	(765)
Ground works		(9,709)		(9,709)	(3,847)
Veolia		(757)		(757)	(721)
Consumables		(922)		(922)	(549)
Rent and licences		(477)		(477)	(682)
Administration and AGM expenses		(231)		(231)	(82)
Bookings telephone		(502)		(502)	(548)
Professional fees		(316)		(316)	(528)
Parish Council - Defibrillator		(4,000)		(4,000)	-
Printing, post and stationery		(130)		(130)	(77)
Boiler		(360)		(360)	(359)
Village hall rental		-	(883)	(883)	(654)
Repairs and equipment		-	(36)	(36)	(95)
Total expenditure		41,286	919	42,205	31,444
Net movement in funds		9,978	1,703	11,681	16,636
Fund balances at 1 September 2021		52,965	8,792	61,757	45,121
Fund balances at 31 August 2022		62,943	10,495	73,438	61,757

FOWLMERE RECREATION GROUND AND VILLAGE HALL

BALANCE SHEET

AS AT 31 AUGUST 2022

	Notes	2022 £	£	£	2021 £
Current assets					
Debtors		4,598		2,607	
Cash at bank and in hand		75,451		65,409	
		<u>80,049</u>		<u>68,016</u>	
Creditors: amounts falling due within one year		<u>(6,611)</u>		<u>(6,259)</u>	
Net current assets			73,438		61,757
Income funds					
Restricted funds			10,495		8,792
Unrestricted funds			62,943		52,965
			<u>73,438</u>		<u>61,757</u>

The financial statements were approved by the on 27 October 2022

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 2022

1 Investments

	Unrestricted funds	Restricted funds	Total 2022	Total 2021
	£	£	£	£
Interest receivable	13	-	13	13
	<u>13</u>	<u>-</u>	<u>13</u>	<u>13</u>

2 Debtors

	2022 £	2021 £
Amounts falling due within one year:		
Trade debtors	1,285	-
Prepayments and accrued income	3,313	2,607
	<u>4,598</u>	<u>2,607</u>

3 Creditors: amounts falling due within one year

	2022 £	2021 £
Other creditors	45	154
Accruals and deferred income	6,566	6,105
	<u>6,611</u>	<u>6,259</u>

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