

Hickling Playing Field or Recreation Ground Charity
Annual Report 31st April 2016

Names of the Trustees who manage the charity

Name	Office	Appointing Body
Nick Baker		Open Election
Richard Booton		Open Election
Brian Butcher		The Phoenix Trust
Richard Cook	Chair	Hickling Football Club
Harvey Gibbons		Open Election
Mike Hodgson		Hickling Parish Council
Harry Purnell	Vice Chair	Hickling Hunnies
Maggie Prettyman		Hickling Parish Council
Shirley Sainsbury	Secretary	Co-opted
Robin Slatter		Open Election
Viv Tallowin		Co-opted
Chris Watkins		Hickling Snooker Club
Lorraine West	Treasurer Nov 2015 - date	Hickling School
Pam Barnard	Treasurer March - Nov 2015	Co opted

Names of the Charity's advisers

Solicitor Mr N Butcher C/o Hansells Solicitors 13 the Close Norwich NR1 4DS

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 Nominated trustee position at the Annual Charity Trustee election 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, and so two Parish Council-

lors were appointed to the Board of Trustees at the Charity AGM in September 2015

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

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 all 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 leased room on the premises. Now that Hickling Parish Councils dispute with the charity has been settled work has begun on formalising a lease for the Phoenix Trust's use of the Laura Edgell room. The "Laura Edgell 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 a vote of members at a general meeting 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 intend 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 intend to write 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.

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

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, however, the Charity remains in a very difficult financial position caused by Hickling Parish Councils refusal to honour its contract and 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 will now work to try to stabilise the Charity's finances over the coming years.

Hickling Barn Design and Build Project

Unfortunately, because of the Parish Councils decision not to pay the money contractually agreed, the builder remained unpaid for his work until May 2015. When the settlement was received the builder was paid in full along with the accrued interest.

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 intends to work toward establishing a capital reserve of £20,000 which is equivalent to approximately one years operating costs. This aim will take a considerable time due to the huge cost of legal fees caused by Hickling Parish Councils dispute with the Charity.

Details of funds Materially in Deficit

The Charity owes a private individual £25,000 and remain in discussions with them about repayment of this sum. The Trustees are extremely grateful for this individuals kindness and understanding.

Grant and Community Funding

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 Tallwin

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 2016**

STATEMENT OF ASSETS AND LIABILITIES

	Notes	<u>2016</u>	<u>2015</u>
Bank account balances			
NatWest current account		1,859	1,585
CAF deposit account		10	10
Barclays Community account		24,330	8,199
Asset addition posting error	1	-	8,643
Barclays Community Gym account		2,595	2,838
NatWest Business Reserve		<u>472</u>	<u>472</u>
		29,266	21,747
Fixed Assets			
	1		
Freehold property		837,545	837,545
Kitchen and gym equipment		25,970	21,909
Cinema and computer equipment		1,648	1,784
Playground equipment		<u>1,736</u>	<u>-</u>
		866,899	861,238
Liabilities			
Loan account		6,479	10,531
Other creditors and accruals	2	<u>26,330</u>	<u>88,037</u>
		32,809	98,568
Total assets less liabilities		<u><u>£863,356</u></u>	<u><u>£784,417</u></u>

RECONCILIATION OF FUNDS

Total funds brought forward		784,417	787,137
Total income per summary			
General Fund – Unrestricted		35,472	33,030
Other Funds – Restricted		1	401
Property costs to date		<u>89,025</u>	<u>3,000</u>
		124,498	36,431
Total payments per summary			
General Fund – Unrestricted		30,542	39,151
Other Funds – Restricted		400	-
Property costs to date		<u>14,617</u>	<u>-</u>
		45,559	39,151
Surplus/Loss for the year		<u>78,939</u>	<u>-2,720</u>
Total funds carried forward		<u><u>£863,356</u></u>	<u><u>£784,417</u></u>
Summary of funds carried forward			
General Fund – Unrestricted		25,339	20,409
Other Funds – Restricted		472	871
Property costs to date		<u>837,545</u>	<u>763,137</u>
		<u><u>£863,356</u></u>	<u><u>£784,417</u></u>

**HICKLING PLAYING FIELD OR RECREATION GROUND
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2016**

FIXED ASSET SCHEDULE

Note 1	<u>Freehold Property</u>	<u>Gym and Barn Equipment</u>	<u>Cinema & Computer Equipment</u>	<u>Playground Equipment</u>	<u>TOTALS</u>
Cost					
As at 1 April 2015	837,545	30,663	7,137	-	875,345
Additions		8,643	276	2,170	11,089
Disposals					0
As at 31 March 2016	<u>837,545</u>	<u>39,306</u>	<u>7,413</u>	<u>2,170</u>	<u>886,434</u>
Depreciation					
As at 1 April 2015	-	8,754	5,353	-	14,107
Charge for year	-	4,582	412	434	5,428
As at 31 March 2016	<u>-</u>	<u>13,336</u>	<u>5,765</u>	<u>434</u>	<u>19,535</u>
NBV 31/03/2015	837,545	21,909	1,784	-	£861,238
NBV 31/03/2016	837,545	25,970	1,648	1,736	£866,899
Depreciation rate: Reducing balance		15%	20%	20%	
Additions:-					
Gym equipment ** Note 2		8,643			
Play area equipment				2,170	
Laptop for locking system			186		
LED Projector			90		
		<u>8,643</u>	<u>276</u>	<u>2,170</u>	

Note 2

** Although this amount was shown as an asset in the accounts, due to an accountancy error in a previous year it had not been shown appropriately as a fixed asset addition. This has now been rectified.

Note 3

Creditors and accruals

Anonymous loan	25,000	
Accountancy accrual	525	
Electricity creditor	<u>625</u>	
		26,150

HICKLING PLAYING FIELD OR RECREATION GROUND

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016

	<u>2016</u>		<u>2015</u>	
SUMMARY OF PAYMENTS				
<u>Management and administration</u>				
Property repairs and maintenance	1,905		2,193	
Grass cutting and grounds maintenance	2,947		-	
Rates and water	1,565		1,568	
Insurances	1,590		1,590	
Light and heat	4,969		4,542	
Postage and office supplies	449		596	
Broadband and telephone	377		429	
Subscriptions and licences	307		226	
Loan interest	113		-	
Accountancy	525		300	
Other professional fees	-		2,071	
	<u> </u>	14,747	<u> </u>	13,515
<u>Cost of generating funds</u>				
Advertising, printing and promotions	634		406	
Community gym – instructors and hire	8,903		7,944	
Equipment repairs and replacements	375		-	
Training fees	250		106	
Sundry fund raising costs	205		50	
	<u> </u>	10,367	<u> </u>	8,506
<u>Depreciation</u>				
Gym and barn equipment	4,582		4,646	
Cinema and computer equipment	412		1,784	
Playground equipment	434		-	
	<u> </u>	5,428	<u> </u>	6,430
<u>Other expenditure</u>				
Legal fees	14,617		10,700	
Defibrillator	400		-	
	<u> </u>	15,017	<u> </u>	10,700
TOTAL PAYMENTS		<u><u>£45,559</u></u>		<u><u>£39,151</u></u>

HICKLING PLAYING FIELD OR RECREATION GROUND

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016

	<u>2016</u>	<u>2015</u>	
SUMMARY OF PAYMENTS			
<u>Management and administration</u>			
Property repairs and maintenance	1,905	2,193	
Grass cutting and grounds maintenance	2,947	-	
Rates and water	1,565	1,568	
Insurances	1,590	1,590	
Light and heat	4,969	4,542	
Postage and office supplies	449	596	
Broadband and telephone	377	429	
Subscriptions and licences	307	226	
Loan interest	113	-	
Accountancy	525	300	
Other professional fees	-	2,071	
	<u>14,747</u>	<u>13,515</u>	
<u>Cost of generating funds</u>			
Advertising, printing and promotions	634	406	
Community gym – instructors and hire	8,903	7,944	
Equipment repairs and replacements	375	-	
Training fees	250	106	
Sundry fund raising costs	205	50	
	<u>10,367</u>	<u>8,506</u>	
<u>Depreciation</u>			
Gym and barn equipment	4,582	4,646	
Cinema and computer equipment	412	1,784	
Playground equipment	434	-	
	<u>5,428</u>	<u>6,430</u>	
<u>Other expenditure</u>			
Legal fees	14,617	10,700	
Defibrillator	400	-	
	<u>15,017</u>	<u>10,700</u>	
TOTAL PAYMENTS	<u><u>£45,559</u></u>	<u><u>£39,151</u></u>	

HICKLING PLAYING FIELD OR RECREATION GROUND

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016

	<u>2016</u>		<u>2015</u>	
SUMMARY OF RECEIPTS				
Voluntary Sources				
Grants (restricted fund)	-		3,000	
Gifts	414		1	
Donations	<u>20</u>		<u>400</u>	
		434		3,401
Fundraising and trading activities				
Fundraising events	4,442		5,990	
Room hire	11,922		11,107	
Community gym	9,448		8,161	
Cinema	<u>484</u>		<u>-</u>	
		26,296		25,258
Other income				
Solar energy	4,667		6,217	
Renewable heat incentive	1,286		1,554	
Court settlement	89,025		-	
Electricity VAT refund	1,964		-	
Other sundry income	<u>825</u>		<u>-</u>	
		97,767		6,217
Investment income				
NatWest Business Reserve interest	<u>1</u>		<u>1</u>	
		1		1
TOTAL RECEIPTS		<u><u>£124,498</u></u>		<u><u>£34,877</u></u>