

**HOWARD DE WALDEN CENTRE**  
**REPORT OF THE TRUSTEES AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

**CHARITY NUMBER: 268203**

**HOWARD DE WALDEN CENTRE**

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**HOWARD DE WALDEN**  
**Reference and Administrative Information**  
**For year ended 31st December 2019**

The Trustees of the charity form its management committee. One trustee is nominated by the Archbishop of Canterbury, and two by the Maidstone Borough Council. The remaining six trustees are co-opted by the remaining trustees. Every effort is made to ensure that the trustee body contains a wide spectrum of skills and experience, and that new trustees joining familiarise themselves with the charity's building and with previous decisions made about its management and maintenance. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102 (effective 1 January 2015)).

**OBJECTIVES AND ACTIVITIES**

**Statement on public benefit**

The charity's objective, as stated in the scheme of 31st March 2008, is "the provision of a youth and community centre for the residents of Maidstone and its neighbourhood"

The trustees have considered the Charity Commission guidance on public benefit, including the guidance 'public benefit running a charity (PB2)',

**REFERENCE AND ADMINISTRATIVE INFORMATION**

**Name of Charity** Howard de Walden Centre

**Charity Registration number** 268203

**Principal address** Bluett Street  
Maidstone  
Kent  
ME14 2UG

**Trustees**


The trustees and officers serving during the year and since the year end were as follows

Mr M FitzGerald MBE (Chairman)  
Mr I Paterson (Vice Chairman)  
Mr J Spinks  
Mr I Chittenden  
Mr M Cox  
Mr W Cockcroft DL

**Independent Examiner** The Sandwich Accountancy Group Ltd  
148 Dover Road  
Sandwich  
Kent  
CT13 0DD

**Bankers** NatWest Bank  
3 High Street  
Maidstone  
Kent  
ME14 1HJ

Approved by the Board of Trustees and signed on its behalf by

  
Mr M FitzGerald MBE (Chairman)

6 April 2020  
Date

## **HOWARD DE WALDEN**

### **Chairman's Annual Report For year ended 31st December 2019**

Let me start by saying a big thank you to the Trustees, the organisations and individuals who use our

#### **Refurbishment**

May I thank the Trustees for taking forward

a. the refurbishment of the main toilet facilities which have remained unchanged for nearly a century! and also

b. The refurbishment of the basement area. This includes the provision of new toilets and office and kitchen to house a Nursery from 8.am–6.00 pm daily. This will respond to the needs of the local community and surrounding areas.

#### **Little Monsters Pre-school**

We say goodbye to Little Monsters Pre-school who continued to grow their service with their playgroup that operated morning's only serving the community and they were an important contributor to the Howard de Walden offer.

#### **Pink Elephants**

We welcome Pink Elephants a community minded group who are offering an all-day Nursery Service including under 2 year old children, 51 weeks a year. This we had indicated was our ambition in last year's report. The early signs are very promising.

#### **KCC Surestart**

We are sad to say goodbye to the Surestart facility that originally ran every afternoon and worked closely with the morning playgroup offering parents a lot of choices. KCC were under funding pressure and reluctantly reduced their service to 2 afternoons a week and following a review decided to step back and give notice on our Agreement. We have continued to work with KCC whenever we can and a youth course used our facilities for a dedicated programme for one evening a week earlier this year.

#### **Website**

The new Howard de Walden website went live at the end of last year and we will continue to grow the information that is available to the public. Recent changes have been made and users of the site can book a room online as we show the usage of the building room by room.

#### **Forward Planning**

Trustees are ambitious and keen to update and grow our facilities.

During the coming year we are looking to fence the grassed area at the front of Boxley Road and to refurbish the lounge area vacated by the playgroup to attract addition options for residents young and not so young.

#### **History of the Howard de Walden Centre**

This has been produced in bullet points form for information on the website

#### **Annual Meeting**

All user groups are invited to the Annual General Meeting and I do hope you will all send a representative; it is the one occasion we can come together, share our ambitions and contribute to the running of the centre.

User Groups currently enjoying our facilities during this year:

*Space 2 Be Me Head Office and Activities*

*Pink Elephants Nursery Group*

*Imago*

*Gurkha Boxing*

*Taekwondo*

*Pilates for Back Pain*

We frequently have additional bookings from our current users when they extend their programmes of activities and in addition there is a whole variety of casual weekday and weekend bookings.

The Howard de Walden Centre provides much needed facilities and opportunities for residents in this part of Maidstone and the wider neighbourhood and we will strive to grow the offer to reflect the need of our community.

#### Special Thanks

I started by saying all this is only possible through the hard work of the Trustees and their dedication and support for the work of the charity and I want to end with a special thank you to them. I would also like to express my thanks and appreciation to the support given by Space 2 Be Me and our Centre Manager, David Naghi. Their continued hard work, commitment and service ensures the smooth management and running of the building.

We also have a very committed cleaner whose work and commitment is first class. Thank you

There is always still much to do and more improvements to make but that is a challenge we are happy to address. I am sure with everyone's support the Howard de Walden Centre will continue to grow and meet the ambitions of the people it serves. A Community Centre that we can all be proud of.

Mike FitzGerald MBE

Chair of Trustees

## **HOWARD DE WALDEN**

### **Report of the Trustees For year ended 31st December 2019**

The Directors, who are also the Trustees of the Charitable Company present their annual report with the financial statements for the year ended 31st December 2018, prepared in accordance with Statement 416 of the Companies Act 2006 and is also the Trustees report as required by Part VI of the Charities Act 1993.

#### **Structure, governance and management**

##### **Constitution**

The charity is governed by a Scheme made by the Charity Commissioners dated 31<sup>st</sup> March 2008. This replaced the previous Scheme dated 12th January 1951. The new scheme, written in less archaic language, more closely reflects the charity's current activities, as explained under objects and activities below.

##### **Method of appointment or election of Trustees**

The trustees of the charity form its management committee. One trustee is nominated by the Archbishop of Canterbury, and two by the Maidstone Borough Council. The remaining six trustees, (two of these posts have been vacant throughout 2014) are co-opted by the remaining trustees. Every effort is made to ensure that the trustee body contains a wide spectrum of skills and experience, and that new trustees on joining familiarise themselves with the charity's building and with previous decisions made about its management and maintenance.

##### **Related parties**

Apart from Maidstone Borough Council having an involvement in the charity's management, the charity also maintains close liaison with the Kent County Council of which one trustee is a member, and also the Diocese of Canterbury nominate one representative as Trustee.

##### **Risk management**

The management committee keeps under constant review the major risks to which the charity is exposed and seeks to minimise and mitigate them. The committee has in place a health and safety policy covering all aspects of the use of the building by the charity and by the user-groups who rent space in it; and a child protection policy which the committee ensures is matched by separate policies operated by each relevant user-group.

##### **Public Benefit**

The trustees believe that their policy of making accommodation available to user-groups and individuals, from Maidstone and the neighbourhood, and giving whatever other support is possible to those user-groups, is for the public benefit, as required by charity legislation.

##### **Going concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

##### **Financial review**

The Charity's total incoming resources for the year ended 31<sup>st</sup> December 2019 totalled £98,222 (2018: £44,458). Resources expended totalled £133,257 (2018: £39,673). The fund balance at 31<sup>st</sup> December 2019 was £424,393

Principal funding continues to be through the renting of rooms within the building; grants received during the year amounted to £1,500 (2018: £3,000).

**Reserves policy**

The Trustees have agreed that a reserve policy equivalent to 12 months operating costs is an appropriate level of reserve for a charity the size of Howard de Walden Centre, bearing in mind in the event of the charity having to close the building the ongoing costs would be considerable as it is unlikely that such a building could be reused in its current state and would need a planning consent before a serious buyer would contemplate purchase.

**Plans for the Future**

The Trustees plan to continue to rent the building to local community groups and residents, and for continuous improvement of the building and the surrounding grounds.

**Statement of Trustees Responsibilities**

Charity law requires the trustees to prepare financial statements for each year which give a true and fair view of the disposition of the net assets of the charity and of its financial transactions for that year. The trustees are required to:

- \* select suitable accounting policies and apply them consistently
- \* make judgments and estimates that are reasonable and prudent
- \* prepare the statements on a going concern basis unless that is inappropriate

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with charity law. They are also responsible for safeguarding the assets of the charity, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Governance of the Charity**

The trustees have a further duty to ensure that the governance of the charity is conducted to the highest standards. This, in this charity, is accepted as being the responsibility of the trustees themselves - and that being so, there can clearly be no monetary costs attached to these activities. The expenditure heading in the Statement of Financial Activities under which governance would have been included had there been any such expenditure, is "management and administration". No mention is made of governance under that heading simply because no resources were so expended. The trustees confirm, however, that it is their belief that they have properly met their obligations in this regard.

Signed on behalf of the Trustees



Mike FitzGerald MBE  
Chairman

Date: 6th April 2020

## HOWARD DE WALDEN CENTRE

### Independent Examiners Report to the Trustees For year ended 31st December 2019

I report to the trustees on my examination of the accounts of the charity for the year ending 31st December 2019.

#### Responsibilities and basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act, and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### Independent Examiners Statement

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 Charity as required by section 130 of the 2011 Act, or
2. the accounts do not accord with those records: or
3. the accounts 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 accounts to be reached.



Mrs J Wilkinson FMAAT FICB  
Accountant  
The Sandwich Accountancy Group Ltd  
148 Dover Road  
Sandwich  
Kent  
CT13 0DD

HOWARD DE WALDEN CENTRE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 DECEMBER 2019  
(Including Income & Expenditure Account)

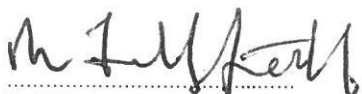
		Unrestricted fund 2019	Restricted fund 2019	Total funds 2019	Total funds 2018
INCOME	Notes	£	£	£	£
Income from charitable activities					
Donations & grants	2	1500	0	1500	3000
Hire of premises		39838	0	39838	39868
Income from investments					
Investments	3	56884	0	56884	1590
Total income		<u>98222</u>	<u>0</u>	<u>98222</u>	<u>44458</u>
EXPENDITURE					
Expenditure on charitable activities	4	128305	0	128305	35007
Other expenditure	5	<u>4952</u>	<u>0</u>	<u>4952</u>	<u>4666</u>
Total expenses		<u>133257</u>	<u>0</u>	<u>133257</u>	<u>39673</u>
NET MOVEMENT IN FUNDS		(35035)	0	(35035)	4785
Funds brought forward		459428	0	459428	454643
Funds carried forward		<u>424393</u>	<u>0</u>	<u>424393</u>	<u>459428</u>

All the above results are derived from continuing activities. There are no other gains or losses other than those shown above

**HOWARD DE WALDEN CENTRE**  
**STATEMENT OF FINANCIAL POSITION**

		Funds 2019	Funds 2018
	Notes	£	£
<b>FIXED ASSETS</b>			
Tangible assets		150331	150442
Investments		298449	266565
		<u>448780</u>	<u>417007</u>
<b>CURRENT ASSETS</b>			
Debtors		645	2244
Cash at bank and in hand		1250	66008
		<u>1895</u>	<u>68252</u>
<b>CREDITORS</b>			
Amounts falling due within one year	7	<u>2726</u>	<u>2275</u>
<b>NET CURRENT ASSETS</b>		(831)	65977
<b>NET ASSETS</b>		<u><u>447949</u></u>	<u><u>482984</u></u>
 General unrestricted fund	 8	 424393	 459428
Revaluation reserve		23556	23556
<b>Total Reserves</b>		<u><u>447949</u></u>	<u><u>482984</u></u>

The financial statements were approved by the board and authorised for issue by the Board and signed on its behalf by



Mr M FitzGerald MBE (Chairman)  
Trustee

Date: 6th April 2020

**HOWARD DE WALDEN CENTRE**  
**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2019**

<b>2 Income from charitable activities</b>	<b>Unrestricted fund</b>	<b>Restricted fund</b>	<b>Total funds</b>	<b>Total funds</b>
	<b>2019</b>	<b>2019</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Grants received	1500		1500	3000
Hire of premises	39838		39838	39868
	<u>41338</u>	<u>0</u>	<u>41338</u>	<u>42868</u>
<b>3 Income from investments</b>	<b>Unrestricted fund</b>	<b>Restricted fund</b>	<b>Total funds</b>	<b>Total funds</b>
	<b>2019</b>	<b>2019</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Investments	56884		56884	1590
	<u>56884</u>	<u>0</u>	<u>56884</u>	<u>1590</u>
<b>4 Expenditure on Charitable Activities</b>	<b>Unrestricted fund</b>	<b>Restricted fund</b>	<b>Total funds</b>	<b>Total funds</b>
	<b>2019</b>	<b>2019</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Support costs	128305		128305	35007
	<u>128305</u>	<u>0</u>	<u>128305</u>	<u>35007</u>
<b>5 Analysis of support costs</b>			<b>Total</b>	<b>Total</b>
			<b>2019</b>	<b>2018</b>
			<b>£</b>	<b>£</b>
Administration			4952	4666
			<u>4952</u>	<u>4666</u>
<b>6 Net income/(expenditure) for the year</b>			<b>Total</b>	<b>Total</b>
			<b>2019</b>	<b>2018</b>
			<b>£</b>	<b>£</b>
This is stated after charging/(crediting)				
Accountancy fees			974	960
			<u>974</u>	<u>960</u>
<b>7 Creditors</b>			<b>2019</b>	<b>2018</b>
			<b>£</b>	<b>£</b>
Creditors			2226	1775
Accruals and deferred income			500	500
			<u>2726</u>	<u>2275</u>
<b>8 Movement in funds</b>	<b>Balance at</b>	<b>Incoming</b>	<b>Outgoing</b>	<b>Balance at</b>
	<b>Jan 2019</b>	<b>resources</b>	<b>resources</b>	<b>Dec 2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Unrestricted funds	459428	98222	(133257)	424393
	<u>459428</u>	<u>98222</u>	<u>(133257)</u>	<u>424393</u>
<b>9 Unrestricted funds - Previous year</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	<b>Balance at</b>	<b>Incoming</b>	<b>Outgoing</b>	<b>Balance at</b>
	<b>Jan 2018</b>	<b>resources</b>	<b>resources</b>	<b>Dec 2018</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	454643	44458	(39673)	459428
	<u>454643</u>	<u>44458</u>	<u>(39673)</u>	<u>459428</u>

**10 TAXATION**

Howard de Walden Centre is a registered charity and therefore is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

**12 RELATED PARTY TRANSACTIONS**

There were no related party transactions during the year

**HOWARD DE WALDEN CENTRE**  
**Detailed Statement of Financial Activities**  
**For the year ended 31st December 2019**

**INCOME AND ENDOWMENT**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Donations and legacies</b>		
Donations & grants	1500	3000
Hire of premises	39838	39868
	<u>41338</u>	<u>42868</u>
<b>Income from investments</b>		
Investments	56884	1590
	<u>56884</u>	<u>1590</u>
<b>Total incoming resources</b>	<u><b>98222</b></u>	<u><b>44458</b></u>

**SUPPORT COSTS**

Insurance	2411	2297
Centre manager	2760	3144
Repairs and maintenance	1438	569
Refurbishment	99017	10502
Electricity	4816	3685
Gas	2065	1514
Water	767	599
Cleaning	11806	10335
Waste disposal	735	700
General consumables	746	0
CC TV	480	840
Website	85	675
Bad debt	1068	0
Depreciation	111	147
Expenditure on charitable activities	<u>128305</u>	<u>35007</u>

**ADMINISTRATION**

Clerk/Space 2 Be Me	3848	3348
Professional fees	0	345
Accountancy & accounts software	974	960
Companies House	10	13
General administration expenses	120	0
	<u>4952</u>	<u>4666</u>
<b>Total resources expended</b>	<u><b>133257</b></u>	<u><b>39673</b></u>

**NET INCOME**

<u><b>(35035)</b></u>	<u><b>4785</b></u>
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