

**Registered Charity Number: 268203**

**HOWARD DE WALDEN CENTRE**  
**REPORT AND**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2016**

**HOWARD DE WALDEN CENTRE**  
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## HOWARD DE WALDEN CENTRE

### Trustees

Co-optative Trustees	Mr M Fitzgerald (Chairman)
	Mr I Paterson (Vice Chairman)
	Mrs V Darley
	Mr J Spinks
Representative Trustees	Mr I Chittenden
	Mr M Cox
Nominative Trustee	Mr W Cockcroft

### Charity registered number

268203

### Registered and principal operating office

Howard de Walden Centre, Bluett Street, Maidstone, Kent ME14 2UG

### Bankers

NatWest Plc, 3 High Street, Maidstone, Kent ME14 1HJ

**HOWARD DE WALDEN CENTRE**  
**TRUSTEES' REPORT (continued)**  
**FOR THE PERIOD ENDED 31 DECEMBER 2016**

**Chairman's Annual Report 2016**

Howard de Warden has had a very successful and fulfilling year and it has consolidated its place in the community and responded to local need. It had continued to update and upgrade the building and this is a never ending task with an old and much used building.

**Management**

There has been a very successful transition to M4S taking over the Clerk and Treasurer responsibilities which has made it easy for the user groups and individual hirers of our facilities to access and share information. Changes are still being made following us using a new contract cleaning service and this change will continue going forward as we respond to the needs and requirements of maintaining the building.

**Pre-school continues to grow**

Little Monsters Pre-school are still attracting a lot of young children, their parents and carers and it continue to provide an invaluable service.

**Sure Start Children's Centre**

Usage has been reduced to two afternoons a week, but still for 52 weeks each year as part of the streamlining of the KCC service but still retaining it long contact agreement.

**The Lobby & Reception Area:**

We have responded to the issues identified and fitted a new reception desk and communication pigeon hole baskets for all user groups. We have fitted an information screen to serve all users and visitors and we are hopeful we can attract some relevant advertising. The whole area has been painted and upgraded.

**CCTV**

The CCTV system installed to monitor the building has ensure the safety of both the premises and our users and had proved valuable in identifying activity when required. It has and does provide for a safe environment around the building.

**M4S Maidstone Special Needs Support Service**

M4S also continue to grow having moved upstairs to the office and kitchen area and these changes have been good for them and for the centre.

**Website**

This has proved a challenge but we are now active and live and we will continue to grow and share more information and details helpful to those visiting the site. <http://howarddewaldencentre.org/>

**Gurkha Boxing**

This continues to be very popular with all ages. A permanent Boxing Ring was fitted as identified last year in the basement room and we have negotiated a special arrangement with the boxing club for its use. Training continues in the upstairs area.

**Forward Planning**

Trustee's immediate plans are to review the outside lighting, paint & seal the walls of the large basement room and to consider plans for a new heating system. They will continue to monitor the needs of the building and this will be reflected in our reserve funds policy

We still need to attract some new trustees to help ensure sustainability. Trustees are also taking a fresh look at Governance and reviewing their processes to ensure the right structure is in place to maintain a vibrant charity.

### **Current User Groups**

The following organisations are currently offering a regular service at the Howard de Walden Centre.

KCC Children's  
M4S Maidstone Special needs Support Service  
IMAGO  
Gurkha Boxing  
Karate  
Little Monsters Pre-school  
Power Weightlifters  
J.B. Fitness & Self Defence  
Taekwondo

Plus Casual lettings for Meetings, parties and other gatherings as requested.

The centre provides much needed facilities in this part of Maidstone and we will continue to grow our offer to reflect the need of our community. The premises are available to hire for children's parties, evening meetings, and other weekly gatherings.

### **Special thanks**

I would like to end by thanking all the Trustees for their dedication, commitment and support for the charity throughout the year. We do have a building we can be proud of responding to the changing need of our communities and it is pleasing to report we have maintained our strong balance sheet through these challenging times.

I would very much like to express my thanks and appreciation to our support staff whose contribution ensures the Centre is a credit to us all and this is key to our success.

A big thank you to our users group and hirers whose co-operation, help and support ensure the smooth running of the centre.

Mike FitzGerald MBE  
Chairman of Trustees

## **HOWARD DE WALDEN CENTRE**

### **TRUSTEES' REPORT FOR THE PERIOD ENDED 31 DECEMBER 2016**

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 2016, 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 the Maidstone Borough Council's 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.

##### **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.

##### **Related Parties**

Apart from Maidstone Borough Council's 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

##### **Objectives and Activities**

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"

##### **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.

**HOWARD DE WALDEN CENTRE**  
**TRUSTEES' REPORT (continued)**  
**FOR THE PERIOD ENDED 31 DECEMBER 2016**

**Financial review**

The Charity's total incoming resources for the year ended 31<sup>st</sup> December 2016 totalled £44,230 (2015: £39,144). Resources expended totalled £35,577 (2015: £27,985). The fund balance at 31<sup>st</sup> December 2016 was £440,126 (2015: £401,280).

Principal funding continues to be through the renting of rooms within the building; there were no additional grants given to the charity during this financial year.

**Reserves policy**

The Trustees have agreed that a reserve policy equivalent to 9 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. There is a plan in place for continuous improvement of the building and the surrounding grounds. Plans for the next year include internal decoration and improvements to the basement area including new windows and damp proofing.

**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

A handwritten signature in dark ink, appearing to read 'Mike Fitzgerald', written in a cursive style.

Mike Fitzgerald MBE

Chairman

Date: 2011012017



# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HOWARD DE WALDEN CENTRE: CHARITY NUMBER 268203

For the year ended 31st December 2016 as set out on pages 10-14 and carried out under section 145 of the Charities Act 2011.

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



.....  
Julie Wilkinson

Date ..... 13/10/2017 .....

27 The Grove  
Deal  
Kent  
CT14 9TL

**HOWARD DE WALDEN CENTRE Charity Number 268203**

**STATEMENT OF FINANCIAL ACTIVITIES  
(Incorporating income and expenditure account)  
FOR THE PERIOD ENDED 31 DECEMBER 2016**

	<b>Note</b>	<b>Total Funds 2016</b>	<b>Total Funds 2015</b>
<b>INCOMING RESOURCES</b>			
Incoming resources from generated funds:			
Earned income (hire of premises)		43,739	39,144
Donations		491	0
<b>TOTAL INCOMING RESOURCES</b>		<b>44,230</b>	<b>39,144</b>
<b>RESOURCES EXPENDED</b>			
<b>Direct charitable expenditure</b>			
Insurance		2,226	1,975
Centre Manager		3,180	3,180
Repairs & maintenance		17,821	9,968
Heat, light & water		4,723	5,240
Cleaning		4,167	4,486
CCTV		420	0
		<b>32,537</b>	<b>24,849</b>
<b>Other expenditure</b>			
<b>Management &amp; administration</b>			
Salary to clerk/treasurer		2,526	2,920
General expenses, incl postage, Stationery, telephone		514	216
		<b>3,040</b>	<b>3,136</b>
<b>TOTAL RESOURCES EXPENDED</b>		<b>35,577</b>	<b>27,985</b>
<b>Net incoming resources before Realisations and revaluations</b>			
		8,653	11,159
Realised gains (-losses) on investments			
Unrealised gains (-losses) on investments	<b>2</b>	<b>29,653</b>	<b>10,133</b>
<b>Net movement in funds</b>		38,306	21,292
<b>Total funds brought forward</b>		<b>378,264</b>	<b>356,972</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>416,570</b>	<b>378,264</b>

The notes on pages 12 to 13 form part of these statements.

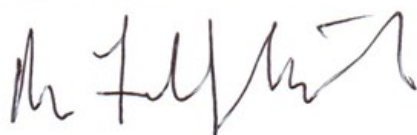
**HOWARD DE WALDEN CENTRE Charity Number 268203**

**BALANCE SHEET  
AT 31st DECEMBER 2016**


	Notes	2016	2015
<b>FIXED ASSETS</b>			
Freehold building at valuation	3	150,000	150,000
Investments at market value			
1723.11 COIF Accum'n units	2	235,616	205,963
		<u>385,616</u>	<u>345,830</u>
<b>CURRENT ASSETS</b>			
National Westminster Bank			
Current Account		51,518	45,345
Debtors	4	<u>4,552</u>	<u>3,605</u>
		56,070	48,950
<b>LESS CURRENT LIABILITIES</b>			
Creditors:	5	<u>1,560</u>	<u>3,093</u>
		<u>54,510</u>	<u>45,857</u>
		<u>440,126</u>	<u>401,820</u>
<b>FINANCED BY</b>			
Property revaluation reserve	3	23,556	23,556
Accumulated income reserve		416,570	378,264
<b>TOTAL FUNDS</b>		<u>440,126</u>	<u>401,280</u>

For the year ending 31st December 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The financial statements were approved at a meeting of the Trustees on 27/9/17 and were signed on its behalf by



**MIKE FITZGERALD MBE, CHAIR**



**IAN PATERSON, VICE CHAIRMAN**

## HOWARD DE WALDEN CENTRE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 DECEMBER 2016

#### 1. Accounting policies

These financial statements have been prepared in accordance with the Statement of Recommended Practice, "Accounting and reporting by charities" (SORP 2005) issued in 2005 and the Charities Act 2003.

(a) basis of preparation - the financial statements have been prepared on an accruals basis, that is income and expenditure is recognised as it is earned or incurred, not as it is received or paid; and in accordance with the historic basis of accounting, modified for the revaluation of fixed assets, both freehold property and investments

(b) the freehold property is stated at the Trustees' valuation, (as outlined in Note 2 below), and the amount by which this exceeds historic cost is credited to property revaluation reserve

(c) investments are stated at market value, being the mid-market price of the range of quotations at Balance Sheet date, and the unrealised gain or loss is shown in the Statement of Financial Activities

(d) grants receivable are recognised in the Statement of Financial Activities so as to match them with the expenditure to which they are intended to contribute

#### 2. Fixed assets - investments

	2016	2015
COIF accumulation units		
Opening market value	205,963	195,830
Closing market valuation	235,616	205,963
1,723.11 COIF accumulation units		
Unrealised gain	<u>29,653</u>	<u>10,133</u>

#### 3. Fixed Assets - freehold

During 2007 the Charity acquired the freehold of the building in which it operates, which it had formerly held on lease from Maidstone Borough Council. Starting at that time, and completed in 2010, the Trustees commenced a major programme of renovations and improvements. They determined, (as stated in Note 1(b) above), that on completion of the renovation/improvement programme the freehold would be carried in the Balance Sheet at a realistic current use value of £150,000

It was a term of the original purchase that, should the Charity (or any successor as freeholder) cease within twenty years to use the building for a youth and community centre, Maidstone Borough Council has a pre-emption right to repurchase it for £15,500. The Trustees take the view that this pre-emption should have no effect on their valuation, since there is no foreseeable likelihood that they would cease to use the building appropriately - indeed it is a requirement of their Governing Document that they should continue to use it for the specified purposes.

#### 4. Debtors

	2016	2015
Prepayments	0	130
Other debtors	4,552	3,475
	<hr/> 4,552	<hr/> 3,605
	<hr/>	<hr/>

#### 5. Creditors

	2016	2015
Accruals	500	729
Creditors	1060	2,364
	<hr/> 1560	<hr/> 3,093
	<hr/>	<hr/>