

**Registered Charity Number: 268203**

**HOWARD DE WALDEN CENTRE**  
**REPORT AND**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2015**

**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 2015**

#### **Chairman's Annual Report 2016**

The contribution made by Trustees, organisations and groups have ensured another successful year and more improvements have been made at the centre. It is the collective contribution and the pride taken in the centre by users that delivers the range of activities available and helps grow the centre responding to identified needs within the community.

#### **Change Management**

I would first like to pay tribute to David Wainman our long time Clerk and Treasurer who stepped down this year he has done an invaluable job and during that time he has steered us through both the purchase of the building and the freeing up of resources with the Charities Commission. Thank you David for a job well done.

In looking to replace our Treasurer and Clerk we were very fortunate to have M4S using our building and they agreed to take on the responsibility for this work. The arrangements have much benefit not least that potential users and current hirers have convenient access to booking and information. I see this as most progressive and it is important Trustees build on the arrangement.

#### **Pre-school continues to grow**

Little Monsters Pre-school are attracting a lot of young children their parents and carers and it looks to be going from strength to strength. This does create some issues in the lobby area and we are looking to upgrade the reception area so it is both user friendly and always serves all users at all times.

#### **CCTV**

Trustees have had a CCTV system installed to monitor the building and ensure the safety of both the premises and our users. This is an important addition to the centre and it makes people feel safe and gives them confidence. In the event of an incident it can identify just what has happened.

#### **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 have looked to creating this ourselves without incurring professional costs. I would like this to be our priority going forward.

#### **Gurkha Boxing**

This continues to grow and is 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**

Trustees immediate plans are for creating a fit for purpose website and to refit the reception area to best serve the centre. We are currently looking 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.

### **User Groups during the year**

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

KCC Children's Centre (Every weekday afternoon)

M4S Maidstone Special needs Support Service

IMAGO

Gurkha Boxing

Karate

Little Monsters Pre-school (Every morning in term time)

Power Weightlifters

J.B. Fitness & Self Defence

Taekwondo

The centre provides much needed facilities in this part of Maidstone and we will continue to grow the 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 as I started by thanking Trustees and their dedication and support for the work of the charity. I would also like to express my thanks and appreciation to our support staff and the users group and hirers who co-operation and help ensure the smooth running of the centre.

Mike FitzGerald  
Chairman of Trustees

## **HOWARD DE WALDEN CENTRE**

### **TRUSTEES' REPORT FOR THE PERIOD ENDED 31 DECEMBER 2015**

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 2015, 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 2015**

### **Financial review**

The Charity's total incoming resources for the year ended 31<sup>st</sup> December 2015 totalled £39,144 (2014: £38,373). Resources expended totalled £27,985 (2014: £41,907). The fund balance at 31<sup>st</sup> December 2015 was £404,627 (2014: £380,528).

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 renovating the reception area to make the building more user friendly and making some changes to the outside play area for the younger users of the building.

There is a new Clerk to the Trustees in place; who is now onsite during the week. It is hoped that this will help the Trustees to achieve their aim of increasing the usage of the building by local people and groups.

### **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:

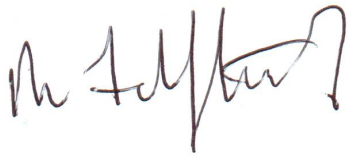
- select suitable accounting policies and apply them consistently
- make judgments and estimates that are reasonable and prudent
- prepare the statements on a going concern basis unless that is inappropriate

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 (Chairman)

Date: 14/10/17



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

For the year ended 31st December 2015 as set out on pages 10-13 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.

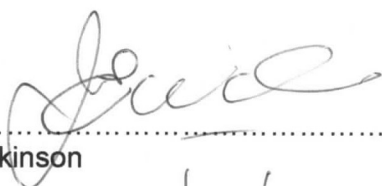
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures 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 .....

13/10/17

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 2015**

	<b>Note</b>	<b>Total Funds 2015</b>	<b>Total Funds 2014</b>
<b>INCOMING RESOURCES</b>			
Hire of premises		39,144	38,373
<b>TOTAL INCOMING RESOURCES</b>		<b>39,144</b>	<b>38,373</b>
<b>RESOURCES EXPENDED</b>			
<b>Direct charitable expenditure</b>			
Insurance		1,975	1,973
Centre Manager		3,180	3,180
Repairs & maintenance			
Prov'n for committed expenditure		9,968	24,093
Heat, light & water		5,240	5,534
Cleaning		4,486	4,616
		<b>24,849</b>	<b>39,396</b>
<b>Other expenditure</b>			
<b>Management &amp; administration</b>			
Salary to clerk/treasurer		2,920	2,336
General expenses, incl postage, Stationery, telephone		216	175
		<b>3,136</b>	<b>2,511</b>
<b>TOTAL RESOURCES EXPENDED</b>		<b>27,985</b>	<b>41,907</b>
<b>Net incoming resources before Realisations and revaluations</b>		<b>11,159</b>	<b>-3,534</b>
Realised gains (-losses) on investments			
Unrealised gains (-losses) on investments	<b>2</b>	<b>10,133</b>	<b>16,315</b>
<b>Net movement in funds</b>		<b>21,292</b>	<b>12,781</b>
<b>Total funds brought forward</b>		<b>356,972</b>	<b>344,191</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>378,264</b>	<b>356,972</b>

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

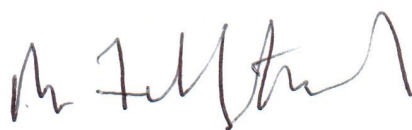
# HOWARD DE WALDEN CENTRE Charity Number 268203

## BALANCE SHEET AT 31st DECEMBER 2015

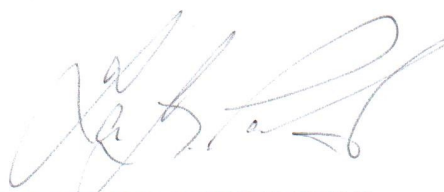
	Notes	2015	2014
<b>FIXED ASSETS</b>			
Freehold building at valuation	3	150,000	150,000
Investments at market value 1723.11 COIF Accum'n units	2	205,963	195,830
		<u>355,963</u>	<u>345,830</u>
<b>CURRENT ASSETS</b>			
National Westminster Bank Current Account		45,345	31,342
Debtors	4	<u>3,605</u>	<u>6,192</u>
		48,921	37,534
<b>LESS CURRENT LIABILITIES</b>			
Creditors:	5	<u>3,093</u>	<u>2,836</u>
		<u>45,587</u>	<u>34,698</u>
		<u>401,820</u>	<u>380,528</u>
<b>FINANCED BY</b>			
Property revaluation reserve	3	23,556	23,556
Accumulated income reserve		378,264	356,972
<b>TOTAL FUNDS</b>		<u>401,820</u>	<u>380,528</u>

For the year ending 31st March 2015 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 13<sup>th</sup> June 2016 and were signed on its behalf by



MIKE FITZGERALD, CHAIR



IAN PATERSON, VICE CHAIRMAN

## HOWARD DE WALDEN CENTRE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 DECEMBER 2015

#### 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

	2015	2014
COIF accumulation units		
Opening market value	195,830	179,515
Closing market valuation	205,963	195,830
1,723.11 COIF accumulation units		
Unrealised gain	<u>10,133</u>	<u>16,315</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

	2015	2014
Prepayments	0	130
Other debtors	3,605	6,062
	<hr/>	<hr/>
	<b>3,605</b>	<b>6,192</b>
	<hr/>	<hr/>

#### 5. Creditors

	2015	2014
Accruals	729	729
Creditors	257	
Other creditors	2,107	2,107
	<hr/>	<hr/>
	<b>3,093</b>	<b>2,836</b>
	<hr/>	<hr/>