

REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR  
THE YEAR ENDED 31ST MARCH 2017  
FOR

BIDDENDEN VILLAGE HALLS  
AND SPORTS COMMITTEE

Gibbons Mannington & Phipps LLP  
Chartered Accountants  
82 High Street  
Tenterden  
Kent  
TN30 6JG

BIDDENDEN VILLAGE HALLS  
AND SPORTS COMMITTEE

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FOR THE YEAR ENDED 31ST MARCH 2017

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BIDDENDEN VILLAGE HALLS  
AND SPORTS COMMITTEE

REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2017

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The trustees present their report with the financial statements of the charity for the year ended 31st March 2017. 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 Republic of Ireland (FRS 102) (effective 1 January 2015).

#### OBJECTIVES AND ACTIVITIES

##### Objectives and aims

When planning its activities the charity keeps in mind the Charity Commission's guidance on public benefit.

The object of the charity is the provision and maintenance of the two village halls and various sports facilities for the use of the Parish of Biddenden including use for meetings, lectures and classes and for other forms of recreation and leisure-time occupation.

##### Significant activities

The halls, changing rooms and rifle range are rented out to twenty clubs and groups on a regular basis, as well as being used for private functions.

The bowling green, squash courts, and tennis courts are rented out to the clubs on longer term rental agreements. The agreements expired on 31 March 2017, and new three year agreements are now in place. These allow other users access to the facilities subject to agreement with VHSC and payment of rent.

#### ACHIEVEMENT AND PERFORMANCE

##### Charitable activities

The main income of the charity continues to be the rent it receives from its users, however it also received donations and grants during the year as follows:

	£
Biddenden Parish Council	460
Tractorfest	1,000
History Society	200

The trustees are most grateful for these funds, as it enables the charity to maintain and improve its facilities.

The total incoming resources for the year amounted to £28,659 compared with £29,798 in the previous year.

The total resources expended for the year were £31,371 compared with £27,056 in the previous year.

The charity therefore made a deficit of £2,712 for the year.

In addition to running costs the following repair and improvement projects were undertaken during the year:

##### Halls

New emergency exit doors fitted in the New Hall.  
Concrete ramps fitted at three exit points.  
New steam cleaner purchased.  
New sand in rifle range (paid for by Rifle Club).

##### Sports Clubs

New Floodlights at tennis courts.  
Squash Club roof repaired, and new ceiling and lighting (including emergency lighting) fitted (part funding by VHSC).  
Repainting of brick work at the Squash Courts.

BIDDENDEN VILLAGE HALLS  
AND SPORTS COMMITTEE

REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2017

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FINANCIAL REVIEW

Investment policy and objectives

The trustees have the power to invest in such assets as they see fit.

Reserves policy

Unrestricted funds carried forward amount to £23,872, with a further £26,196 being held for repair and maintenance work on the bowls, squash and tennis facilities. These funds will be used to fund both routine maintenance and larger repair projects such as resurfacing the tennis courts, and reroofing the squash courts.

The trustees regularly monitor reserves and endeavour to ensure that sufficient funds are available for current operating expenses and other expenditure specifically identified.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of gift dated 6 January 1908, and rules and regulations made and passed on 26 November 1964, as amended by scheme of 3 December 1997. The charity constitutes an unincorporated charity.

Recruitment and appointment of new trustees

Interested clubs and societies from the village are encouraged to have representatives on the Committee, together with village representatives willing to put themselves forward.

Appointments are approved by the Committee.

Decision making

The trustees hold four regular meetings a year, and ad hoc meetings as and when required.

Tom Lupton was elected Chair following the AGM.

During the year, Jackie Finall resigned as secretary and was replaced by Judith Wright. We are most grateful to Jackie for all her hardwork. Three new trustees were appointed: Hugh Richards (NFU nominated), John Tydeman (Parish Council nominated) and Colin Rice (History Society nominated). They replace Peter Whapham, Adrian Lidgett and Pat Vallas respectively, to whom we are most grateful for their input over many years.

Mrs Felicity Brockman continued in her role of day to day management of the Halls as caretaker and looking after bookings. Her contribution is much appreciated, both by ensuring the facilities are well looked after, and as a point of contact for users to sort out any issues as and when they arise.

Induction and training of new trustees

New trustees are usually representing local interest groups, and therefore training as a Committee member is through attendance at meetings. New trustees are given an introductory pack detailing the responsibilities of trustees.

Health and Safety

The charity has a health and safety policy, and health and safety is discussed at all VHSC meetings. Routine electrical, fire and general inspections are carried out and recorded.

Long Term Improvement and Development Programme (LTIDP)

During the year, it was agreed to develop a LTIDP. This will be prepared following a consultative process, and aims to identify the needs of all users of the charity's facilities over the next ten years, and to develop this into a costed plan. The plan will then form the basis for management of the facilities and for obtaining grant support where needed. It is expected to have the LTIDP completed by May 2018.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

302684

BIDDENDEN VILLAGE HALLS  
AND SPORTS COMMITTEE

REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2017

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REFERENCE AND ADMINISTRATIVE DETAILS

Principal address  
Biddenden Village Hall  
Tenterden Road  
Biddenden  
Kent  
TN27 8BB

Trustees

T Lupton - appointed 11/5/2016

J Slinn

Mrs M Smith

M V Elvy

Mrs M Farris

R Harris

Mrs E Rickwood

J Vince

Mrs L Lidgett

J Tydeman - appointed 11/1/2017

H Richards - appointed 11/1/2017

Mrs J Wright - appointed 11/1/2017

J F Crudgington - deceased 26/4/2016

Mrs J C Danczak - resigned 11/5/2016

Mrs P Vallas - resigned 14/9/2016

P R Whapham - resigned 11/1/2017

S Reeves-Vane - resigned 11/1/2017

Mrs L Neale - resigned 11/1/2017

Independent examiner

Gibbons Mannington & Phipps LLP

Chartered Accountants

82 High Street

Tenterden

Kent

TN30 6JG

Approved by order of the board of trustees on 27th September 2017 and signed on its behalf by:

T Lupton - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
BIDDENDEN VILLAGE HALLS  
AND SPORTS COMMITTEE

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I report on the accounts for the year ended 31st March 2017 set out on pages five to eleven.

Respective responsibilities of trustees and examiner

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(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the 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 you as 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 statements below.

Independent examiner's statement

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 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 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.

Mr N S Cunliffe  
Gibbons Mannington & Phipps LLP  
Chartered Accountants  
82 High Street  
Tenterden  
Kent  
TN30 6JG

27th September 2017

BIDDENDEN VILLAGE HALLS  
AND SPORTS COMMITTEE

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2017

	Notes	Unrestricted fund £	Restricted funds £	2017 Total funds £	2016 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		1,572	-	1,572	750
Charitable activities					
Property & halls management		22,128	-	22,128	21,852
Bowls Club		-	726	726	716
Squash Club		-	2,229	2,229	2,200
Tennis Club		-	1,884	1,884	1,860
Other trading activities	2	-	-	-	2,319
Investment income	3	120	-	120	101
Total		23,820	4,839	28,659	29,798
EXPENDITURE ON					
Raising funds		-	-	-	346
Charitable activities					
Property & halls management		24,311	-	24,311	26,710
Squash Club		-	2,685	2,685	-
Tennis Club		-	4,375	4,375	-
Total		24,311	7,060	31,371	27,056
NET INCOME/(EXPENDITURE)		(491)	(2,221)	(2,712)	2,742
RECONCILIATION OF FUNDS					
Total funds brought forward		24,363	28,417	52,780	50,038
TOTAL FUNDS CARRIED FORWARD		23,872	26,196	50,068	52,780

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

BIDDENDEN VILLAGE HALLS  
AND SPORTS COMMITTEE

BALANCE SHEET  
AT 31ST MARCH 2017

	Notes	Unrestricted fund £	Restricted funds £	2017 Total funds £	2016 Total funds £
FIXED ASSETS					
Tangible assets	7	15,633	-	15,633	16,456
CURRENT ASSETS					
Debtors	8	1,715	1,210	2,925	3,132
Cash at bank		6,593	24,986	31,579	34,069
		<u>8,308</u>	<u>26,196</u>	<u>34,504</u>	<u>37,201</u>
CREDITORS					
Amounts falling due within one year	9	(69)	-	(69)	(877)
NET CURRENT ASSETS		<u>8,239</u>	<u>26,196</u>	<u>34,435</u>	<u>36,324</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		23,872	26,196	50,068	52,780
NET ASSETS		<u>23,872</u>	<u>26,196</u>	<u>50,068</u>	<u>52,780</u>
FUNDS	10				
Unrestricted funds				23,872	24,363
Restricted funds				26,196	28,417
TOTAL FUNDS				<u>50,068</u>	<u>52,780</u>

The financial statements were approved by the Board of Trustees on 27th September 2017 and were signed on its behalf by:

Mrs M Smith -Trustee

T Lupton -Trustee

The notes form part of these financial statements



NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2017

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1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

These financial statements for the year ended 31 March 2017 are the first financial statements of the charity that comply with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition is 1 April 2015. There are no changes in accounting policies compared to those used previously.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

No amounts are included in these accounts for the services donated by volunteers.

Income from the hire of halls and rents and contributions to utilities and repairs from Sports Clubs is accounted for in the period in which it arises.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Expenditure represents the costs of maintaining the property and furthering the objects of the charity.

The charity is not registered for VAT and consequently all costs include VAT where applicable.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Buildings & improvements - 5% on reducing balance

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds represent unrestricted funds that have been set aside by the trustees for a particular future purpose.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

BIDDENDEN VILLAGE HALLS  
AND SPORTS COMMITTEE

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2017

2. OTHER TRADING ACTIVITIES

	2017 £	2016 £
Fundraising events	-	798
Other income	-	1,521
	<u>-</u>	<u>2,319</u>

3. INVESTMENT INCOME

	2017 £	2016 £
Deposit account interest	<u>120</u>	<u>101</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st March 2017 nor for the year ended 31st March 2016 .

Trustees' expenses

	2017 £	2016 £
Trustees' expenses	<u>31</u>	<u>23</u>

5. STAFF COSTS

The average monthly number of employees during the year was as follows:

2017	2016
<u>1</u>	<u>1</u>

No employees received emoluments in excess of £60,000.

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	750	-	750
Charitable activities			
Property & halls management	21,852	-	21,852
Bowls Club	-	716	716
Squash Club	-	2,200	2,200
Tennis Club	-	1,860	1,860
Other trading activities	2,319	-	2,319
Investment income	<u>101</u>	<u>-</u>	<u>101</u>
Total	25,022	4,776	29,798

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2017

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted funds £	Total funds £
EXPENDITURE ON			
Raising funds	346	-	346
Charitable activities			
Property & halls management	24,060	2,650	26,710
Total	24,406	2,650	27,056
NET INCOME/(EXPENDITURE)	616	2,126	2,742
RECONCILIATION OF FUNDS			
Total funds brought forward	23,747	26,291	50,038
TOTAL FUNDS CARRIED FORWARD	24,363	28,417	52,780

7. TANGIBLE FIXED ASSETS

	Buildings & improvements £
COST	
At 1st April 2016 and 31st March 2017	39,028
DEPRECIATION	
At 1st April 2016	22,572
Charge for year	823
At 31st March 2017	23,395
NET BOOK VALUE	
At 31st March 2017	15,633
At 31st March 2016	16,456

The freehold land owned by the charity was acquired as a gift and therefore has no cost. The original Village Hall and the new Village Hall, the Squash Courts and Pavilions were all acquired more than 20 years ago.

The insured value of the buildings is £955,000.

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017 £	2016 £
Other debtors	2,925	3,132

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2017

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017 £	2016 £
Other creditors	<u>69</u>	<u>877</u>

10. MOVEMENT IN FUNDS

	At 1/4/16 £	Net movement in funds £	At 31/3/17 £
Unrestricted funds			
General fund	24,363	(491)	23,872
Restricted funds			
Tennis Club	12,417	(2,491)	9,926
Squash Club	12,036	(456)	11,580
Bowls Club	<u>3,964</u>	<u>726</u>	<u>4,690</u>
	28,417	(2,221)	26,196
	<u>          </u>	<u>          </u>	<u>          </u>
TOTAL FUNDS	<u>52,780</u>	<u>(2,712)</u>	<u>50,068</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	23,820	(24,311)	(491)
Restricted funds			
Tennis Club	1,884	(4,375)	(2,491)
Squash Club	2,229	(2,685)	(456)
Bowls Club	<u>726</u>	<u>-</u>	<u>726</u>
	4,839	(7,060)	(2,221)
	<u>          </u>	<u>          </u>	<u>          </u>
TOTAL FUNDS	<u>28,659</u>	<u>(31,371)</u>	<u>(2,712)</u>

Restricted funds represent amounts received from each of the Bowls Club, Squash Club and Tennis Club by way of an agreed rent charge. Maintenance of each Club's property is met from these funds.

The trustees deem these to be Preserved Funds for the benefit of the Clubs who have paid over the money. In this regard, they are considered Restricted Funds as they can be used for no other purpose without the express permission of the Club concerned.

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st March 2017.

12. ULTIMATE CONTROLLING PARTY

The charity is controlled by the Board of Trustees.

13. FIRST YEAR ADOPTION

Reconciliation of equity

There are no material adjustments to equity on transition to FRS 102.

Reconciliation of profit or loss for the year

There are no material adjustments to the profit or loss in the year of transition to FRS 102.

BIDDENDEN VILLAGE HALLS  
AND SPORTS COMMITTEE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2017

	2017 £	2016 £
<b>INCOME AND ENDOWMENTS</b>		
Donations and legacies		
Donations	1,572	750
Other trading activities		
Fundraising events	-	798
Other income	-	1,521
	<u>-</u>	<u>2,319</u>
Investment income		
Deposit account interest	120	101
Charitable activities		
Hall hire & equipment rental	16,433	15,488
Sports Club rents and contributions to utilities and repairs	10,017	10,622
Hire of changing rooms	517	518
	<u>26,967</u>	<u>26,628</u>
Total incoming resources	28,659	29,798
<b>EXPENDITURE</b>		
Raising donations and legacies		
Fundraising costs	-	346
Charitable activities		
Trustees' expenses reimbursed	31	23
Wages	8,471	8,093
Water charges	2,172	1,345
Insurance	4,448	4,428
Light and heat	2,897	4,657
Telephone	51	830
Cleaning	194	224
Repairs and maintenance	11,722	1,618
Parish Council charges	348	348
Other expenses	214	4,278
Depreciation of buildings & improvements	823	866
	<u>31,371</u>	<u>26,710</u>
Total resources expended	31,371	27,056
Net (expenditure)/income	<u>(2,712)</u>	<u>2,742</u>

This page does not form part of the statutory financial statements