

Charity Registration No. 1190645

Company Registration No. 12679442 (England and Wales)

HUNSTANTON & DISTRICT CIVIC SOCIETY
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021

HUNSTANTON & DISTRICT CIVIC SOCIETY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	G Ashworth A Murray S Kent M Blunden A Bosworth (Chairperson) J Bridger A Armstrong S C Kent (Treasurer) R Clark
Secretary	S Kent
Charity number	1190645
Company number	12679442
Principal address	Heritage Centre Northgate Hunstanton Norfolk PE36 6BB
Registered office	Heritage Centre Northgate Hunstanton Norfolk PE36 6BB
Accountants	Mapus-Smith & Lemmon LLP 48 King Street King's Lynn Norfolk PE30 1HE

HUNSTANTON & DISTRICT CIVIC SOCIETY

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HUNSTANTON & DISTRICT CIVIC SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 30 SEPTEMBER 2021

The trustees present their annual report and financial statements for the year ended 30 September 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the society's governing document, the Companies Act 2006 and "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 2019)".

Objectives and activities

The society's objectives are to operate for the public benefit for the following purposes in the area encompassed within a 10 mile radius centred on the Town Hall, Hunstanton:

- To promote high standards of planning and architecture in or affecting the area of benefit;
- To educate the public in the geography, history and natural history and architecture in the area of benefit; and
- To secure the preservation, protection, development and improvement of features of historic or public interest in the area of benefit.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the society should undertake.

Achievements and performance

Despite the impact that COVID-19 has had on every organisation around the world, the Society has continued to operate as best it could monitoring events and decisions made by Hunstanton Town Council and the Borough Council of King's Lynn and West Norfolk. One particular decision taken was the closure of the Hunstanton Tourist Information Centre and eventual transfer to an unmanned Tourist Information Point at the Coal Shed Gallery. A great deal of effort by a small team of Society members undertook numerous discussions with the Councils as well as conducting a high profile survey of the local community and businesses which resulted in limited improvements in the offering for tourists and the residents of Hunstanton. The various lockdowns caused by COVID resulted in a reduction in availability of volunteers and resultant reduction in opening hours for the Heritage Centre. In addition, the number of visitors to the Centre caused a major drop in income for the Centre. The work of the Society in considering Planning Applications continued with recommendations of support for some applications and objections to others being submitted to the authorities. Monthly talks ceased to take place after February 2020 but it is planned for these to restart in November 2021. The arrangement of Outings to places of interest are also restarting from October 2021. A watching brief continues to be made on various happenings around the area of benefit to ensure the interests of the residents, visitors and businesses are supported.

Financial review

It is the policy of the society that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the society's current activities while consideration is given to ways in which additional funds may be raised. The present level of reserves held is £13,574 (2020 - £15,325). This level of reserves has been maintained throughout the year.

The trustees have assessed the major risks to which the society is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The society is a company limited by guarantee governed by its Memorandum and Articles of Association dated 18 June 2020. It was registered as a charity with the Charity Commission on 30 June 2020.

HUNSTANTON & DISTRICT CIVIC SOCIETY

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2021

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

G Ashworth

M Smith (Resigned 9 December 2020)

A Murray

M Stevens (Resigned 22 September 2021)

S Kent

M Blunden

A Bosworth (Chairperson)

J Bridger

A Armstrong

Dr J Simmons (Resigned 14 July 2021)

S C Kent (Treasurer)

R Clark

Members of the Society are invited to be nominated onto the Committee of Trustees prior to the Annual General Meeting with approaches made where individuals are identified as having attributes that the Committee consider would support the activities of the Society.

None of the trustees have any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £10 in the event of a winding up.

Three Officers are elected at the Annual General Meeting - a Chairperson, a Secretary and a Treasurer. In addition, there are at least three additional trustees elected onto the Committee. These are all Nominated, Proposed and Seconded by members of the Society and are responsible for running the activities of the Society which are run in accordance with the Memorandum and Articles of Association.

The trustees' report was approved by the Board of Trustees.


.....
A Bosworth (Chairperson)
Trustee


.....
S C Kent (Treasurer)
Trustee

Date: 23 November 2021

HUNSTANTON & DISTRICT CIVIC SOCIETY

CHARTERED ACCOUNTANTS' REPORT TO THE TRUSTEES ON THE PREPARATION OF THE UNAUDITED STATUTORY FINANCIAL STATEMENTS OF HUNSTANTON & DISTRICT CIVIC SOCIETY FOR THE YEAR ENDED 30 SEPTEMBER 2021

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Hunstanton & District Civic Society for the year ended 30 September 2021, which comprise the statement of financial activities and the related notes from the charity's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales, we are subject to its ethical and other professional requirements which are detailed at <https://www.icaew.com/regulation>

This report is made to the charity's trustees, as a body, in accordance with the terms of our engagement letter dated 9 November 2020. Our work has been undertaken solely to prepare for your approval the financial statements of Hunstanton & District Civic Society and state those matters that we have agreed to state to the charity's trustees, as a body, in this report in accordance with ICAEW Technical Release 07/16 AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Hunstanton & District Civic Society and the charity's trustees as a body, for our work or for this report.

It is your duty to ensure that Hunstanton & District Civic Society has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and deficit of Hunstanton & District Civic Society. You consider that Hunstanton & District Civic Society is exempt from the statutory audit requirement for the year, and is not required to obtain an independent examiner's report.)

We have not been instructed to carry out an audit or a review of the financial statements of Hunstanton & District Civic Society. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.



Mapus-Smith & Lemmon LLP

Chartered Accountants

30/11/2021

48 King Street
King's Lynn
Norfolk
PE30 1HE

HUNSTANTON & DISTRICT CIVIC SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 SEPTEMBER 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total Unrestricted funds 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Income from:							
Donations and legacies	2	3,751	497	4,248	14,405	2,101	16,506
Other trading activities	3	324	-	324	35	-	35
Investments	4	5	-	5	2	-	2
Total income		4,080	497	4,577	14,442	2,101	16,543
Expenditure on:							
Raising funds	5	123	-	123	10	-	10
Charitable activities	6	3,990	2,215	6,205	969	239	1,208
Total resources expended		4,113	2,215	6,328	979	239	1,218
Net (outgoing)/incoming resources before transfers		(33)	(1,718)	(1,751)	13,463	1,862	15,325
Gross transfers between funds		(104)	104	-	-	-	-
Net (expenditure)/income for the year/ Net movement in funds		(137)	(1,614)	(1,751)	13,463	1,862	15,325
Fund balances at 1 October 2020		13,463	1,862	15,325	-	-	-
Fund balances at 30 September 2021		13,326	248	13,574	13,463	1,862	15,325

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

HUNSTANTON & DISTRICT CIVIC SOCIETY

BALANCE SHEET

AS AT 30 SEPTEMBER 2021

	Notes	2021 £	£	2020 £	£
Current assets					
Stocks	10	58		127	
Debtors	11	1,237		572	
Cash at bank and in hand		13,192		15,210	
		<u>14,487</u>		<u>15,909</u>	
Creditors: amounts falling due within one year	12	(913)		(584)	
Net current assets			<u>13,574</u>		<u>15,325</u>
Income funds					
Restricted funds	13		248		1,862
Unrestricted funds			13,326		13,463
			<u>13,574</u>		<u>15,325</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 September 2021.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 9 November 2021


.....
A Bosworth (Chairperson)
Trustee


.....
S C Kent (Treasurer)
Trustee

Company Registration No. 12679442

HUNSTANTON & DISTRICT CIVIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2021

1 Accounting policies

Charity information

Hunstanton & District Civic Society is a private company limited by guarantee incorporated in England and Wales. The registered office is Heritage Centre, Northgate, Hunstanton, Norfolk, PE36 6BB.

1.1 Accounting convention

The financial statements have been prepared in accordance with the society's governing document, the Companies Act 2006 and "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 2019)". The society is a Public Benefit Entity as defined by FRS 102.

The society has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the society. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the society has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

The Trustees have considered the outbreak of COVID-19 in early 2020 and what impact it would have on the ongoing operation of the Charity. Due to the nature of the business, the trustees continue to expect the value of the assets of the charity to degrade. Therefore where there may be a temporary diminution of value concerning the Heritage Centre, there continues to be no requirement for an impairment to be reflected in these accounts. The Trustees do not anticipate any material change to the current business model as a result of COVID-19. In light of this, the Trustees consider it appropriate for the financial statements to be prepared on a going concern basis.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the society.

1.4 Income

Income is recognised when the society is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the society has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

HUNSTANTON & DISTRICT CIVIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2021

1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the society has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Membership subscriptions are regarded as being donations to the Society and where a Gift Aid declaration has been received, Gift Aid is claimed from HMRC in respect of these.

1.5 Expenditure

Expenditure is recognised when a liability is incurred. Contractual arrangements and performance related grants are recognised as goods or services are supplied. Other grant payments are recognised when a constructive obligation arises that result in the payment being unavoidable.

- Costs of generating funds are those costs incurred in trading activities that raise funds.
- Charitable activities are those costs incurred by the charity in meeting its charitable objectives.
- Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with the constitutional and statutory requirements.

All support and governance costs have been allocated to charitable activities as this is the main activity during the period.

1.6 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Financial instruments

The society has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the society's balance sheet when the society becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

HUNSTANTON & DISTRICT CIVIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2021

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the society's contractual obligations expire or are discharged or cancelled.

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2021	2021	2021	2020	2020	2020
	£	£	£	£	£	£
Donations and gifts	2,094	-	2,094	455	1,853	2,308
Go Digital grant	-	497	497	-	-	-
Membership fees	1,657	-	1,657	707	-	707
Donation from Hunstanton and District Civic Society (charity number 1101087)	-	-	-	13,243	248	13,491
	<u>3,751</u>	<u>497</u>	<u>4,248</u>	<u>14,405</u>	<u>2,101</u>	<u>16,506</u>

HUNSTANTON & DISTRICT CIVIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2021

3 Other trading activities

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Sale of guide books and DVDs	324	35
	<u>324</u>	<u>35</u>

4 Investments

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Interest receivable	5	2
	<u>5</u>	<u>2</u>

5 Raising funds

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
<u>Trading costs</u>		
Guide books and DVDs	123	10
	<u>123</u>	<u>10</u>

HUNSTANTON & DISTRICT CIVIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2021

6 Charitable activities

	Hunstanton Heritage Centre 2021 £	Hunstanton & District Civic Society 2021 £	Total 2021 £	Hunstanton Heritage Centre 2020 £	Hunstanton & District Civic Society 2020 £	Total 2020 £
Share of support costs (see note 7)	4,249	1,656	5,905	666	302	968
Share of governance costs (see note 7)	-	300	300	120	120	240
	<u>4,249</u>	<u>1,956</u>	<u>6,205</u>	<u>786</u>	<u>422</u>	<u>1,208</u>
Analysis by fund						
Unrestricted funds	2,635	1,355	3,990	547	422	969
Restricted funds	1,614	601	2,215	239	-	239
	<u>4,249</u>	<u>1,956</u>	<u>6,205</u>	<u>786</u>	<u>422</u>	<u>1,208</u>

7 Support costs

	Support costs £	Governance costs £	2021 £	Support costs £	Governance costs £	2020 £
Insurance	954	-	954	162	-	162
Subscriptions and Affiliations	492	-	492	53	-	53
Displays	30	-	30	16	-	16
Hall hire charges and heritage centre rent	100	-	100	17	-	17
COVID 19 adaptations	1,624	-	1,624	487	-	487
Printing, postage stationery and advertising	70	-	70	45	-	45
Go Digital costs	601	-	601	-	-	-
Miscellaneous costs	449	-	449	188	-	188
Electricity, gas and water	494	-	494	-	-	-
Refurbishment costs	1,091	-	1,091	-	-	-
Accountancy fees	-	300	300	-	240	240
	<u>5,905</u>	<u>300</u>	<u>6,205</u>	<u>968</u>	<u>240</u>	<u>1,208</u>
Analysed between Charitable activities	<u>5,905</u>	<u>300</u>	<u>6,205</u>	<u>968</u>	<u>240</u>	<u>1,208</u>

HUNSTANTON & DISTRICT CIVIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2021

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the society during the year.

Expenses incurred on behalf of the charity including subscriptions, heaters, office equipment., repairs and maintenance, insurance, Covid-19 materials and other sundry support costs of £4,864.07 were reimbursed to 8 trustees during the year.

In the previous year, expenses incurred on behalf of the charity including printing, postage and stationery, display materials, Covid-19 materials and other sundry support costs of £762 were reimbursed to 2 trustees.

9 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Total	-	-

There were no employees whose annual remuneration was more than £60,000.

10 Stocks

	2021 £	2020 £
Finished goods and goods for resale	58	127

11 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Other debtors	688	-
Prepayments and accrued income	549	572
	<u>1,237</u>	<u>572</u>

12 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	86	27
Accruals and deferred income	827	557
	<u>913</u>	<u>584</u>

HUNSTANTON & DISTRICT CIVIC SOCIETY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2021

13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds			
	Incoming resources	Resources expended	Balance at 1 October 2020	Incoming resources	Resources expended	Transfers	Balance at 30 September 2021
	£	£	£	£	£	£	£
Adaptation for Covid-19 of the Heritage Centre	1,853	(239)	1,614	-	(1,614)	-	-
Twinning Fund	248	-	248	-	-	-	248
Go Digital	-	-	-	497	(601)	104	-
	<u>2,101</u>	<u>(239)</u>	<u>1,862</u>	<u>497</u>	<u>(2,215)</u>	<u>104</u>	<u>248</u>

Adaptation for Covid-19 of the Heritage Centre relates to Grants received from Covid-19 Adaptation Funds from the Norfolk Strategic Fund

Twinning Funds is a balance remaining from Donations made specifically for the Twinning of Hunstanton with the 67th Special Operations Squadron of the United States Air Force.

The Go Digital grant was funding provided by Norfolk County Council to help the charity do more with digital.

14 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2021	2021	2021	2020	2020	2020
	£	£	£	£	£	£
Fund balances at 30 September 2021 are represented by:						
Current assets/ (liabilities)	13,326	248	13,574	13,463	1,862	15,325
	<u>13,326</u>	<u>248</u>	<u>13,574</u>	<u>13,463</u>	<u>1,862</u>	<u>15,325</u>

15 Related party transactions

There have been no related party transactions during the year.

Last year, The Hunstanton & District Civic Society as a Charitable Company limited by Guarantee received, on start-up all the assets and liabilities of the old Charitable organisation of the same name. The former organisation was then wound up. The net amount of assets and liabilities received was £13,492.