

BERKHAMSTED TOWN COUNCIL

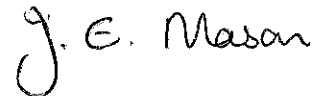
01442 800146
enquiries@berkhamstedtowncouncil.gov.uk
www.berkhamstedtowncouncil.gov.uk

Civic Centre
161 High Street
Berkhamsted
Herts
HP4 3HD

10 April 2018

SUMMONS TO ALL MEMBERS OF THE COUNCIL

Notice is hereby given that a meeting of **Berkhamsted Town Council** will be held in the Council Chamber, Civic Centre, Berkhamsted on **Monday 16 April 2018 at 7.30 pm** for the purpose of transacting the business set out in the agenda below and you are hereby summoned to attend.



Mrs J E Mason
Town Clerk

MEMBERS:

Councillors Mrs C Green – Town Mayor
A Armytage
S Bateman
S Beardshaw
D Collins
E Collins
G Corry
F Earl
J Jones
P B Matthews
B Newton
Dr I M Reay
T Ritchie
G Stevens
G Yearwood

MEMBERS OF THE PUBLIC ARE INVITED TO ALL MEETINGS OF THE TOWN COUNCIL

FC 26/18 Apologies for absence

To receive apologies for absence.

FC 27/18 Declarations of Interest

To receive **declarations of interest** regarding items on the agenda.

FC 28/18 Minutes of Last Meeting

- (i) To receive and approve the **minutes of the Meeting of the Full Council** held 12 March 2018;
- (ii) Annual Town Meeting 26 April 2018 (FP 25/18 refers): To note that arrangements are in hand and to remind the chairs of committees and working parties that their reports are required by 17 April 2018.

FC 29/18 Town Mayor's Communications

(Date circulated to councillors in brackets)

- (i) Hertfordshire County Council - Determined Admission Arrangements 2019/20
(160318)
- (ii) NALC Newsletter – 29 March 2018
(030418)
- (iii) Nomination for the HAPTC Executive Committee; Your Council's opportunity to have a voice in Hertfordshire.
(040418)

FC 30/18 Public Participation

To suspend Standing Orders to **allow any member of the public present to speak**.

FINANCIAL MATTERS

FC 31/18 Grant Applications

- (i) VICTA Children's Charity Ltd: To review the application submitted to the F & P meeting on 12 March 2018 in the light of information provided subsequently by the fund Raising Manager, Joe Ward. His 22 March 2018 letter and 28 March 2018 e-mail are attached.
- (ii) To consider a grant application made on 3 April 2018 by The Open Door Project. £1,152 is requested to fund electrical work which will enable outbuildings to the rear of the Charity's premises at 360 – 364 High Street, Berkhamsted, to be commissioned safely for charitable activities (papers attached).

FC32/18 Swan Youth Project

As discussed at the F & P on 15 January 2018 (FP11/18 refers) and Full Council on 22 January 2018 (FC 08/18 refers), to **discuss and agree** the Town Council's level of support to the Swan Youth Project for 2018/19.

F & P Committee had recommended an increase from £12,500 to £15,000. It should be noted that in 2017/18 the general grants budget was £7,500 with a spend of £5,325.

FC33/18 Happy Days' Pre School Rent 2018/19

To **RESOLVE** that the rent should remain at the current level (£12,000 pa).

FC 34/18 Approval of payments to Apogee be made by direct debit

To approve arrangements to pay Apogee by direct debit (this is for the Town Council's photocopier contract).

STANDING COMMITTEES

To **receive and adopt** the minutes of the:

FC 35/18 Town Planning Committee

Held on: * 3 January 2018
 * 22 January 2018
 * 12 February 2018
 * 5 March 2018
 * 26 March 2018
 ** 9 April 2018

FC 36/18 Finance & Policy Committee

(i) Held on *12 March 2018

(ii) GDPR (FC22/18 refers): To **approve** the resolution and note that the Town Clerk is currently in discussion Data Protection Office.

*Previously circulated

** To follow

FC 37/18 Transport and Environment Committee

Held on * 29 January 2018
 * 19 March 2018

WORKING PARTIES /GROUPS

FC 38/18 Canal and River Partnership

(i) To receive and adopt the minutes of the meeting held on 3 April 2018 (to follow);

- (ii) Arising from the above, to receive and consider a proposal from CARP members regarding the creation of a CARP website (Cllr Armytage).

FC 39/18 Youth Town Council

To **note** that meetings were held on 7 February, 7 March and 28 March 2018. Minutes have not yet been circulated.

FC 40/18 To **receive and adopt** the minutes of the Allotment Management Team meeting held on 19 February 2018 (previously circulated).

FC 41/18 CIL Working Group

To **note** that a meeting has been scheduled for Friday 13 April 2018.

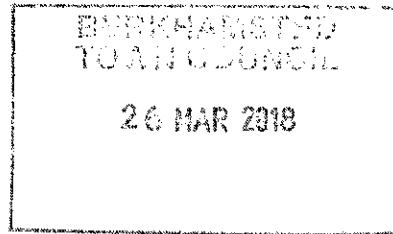
FC 42/18 Schedule of meeting dates for the Council year commencing May 2018 (to follow).

LICENSING

(This item would normally be considered at a Town Planning. However, the response date is before the next available meeting, hence its inclusion on this agenda.)

FC 43/18 To consider a premises licence application for the following address: 222 High Street, Berkhamsted, Hertfordshire, HP4 1AG (papers attached).

JEM 090418



VICTA
5 Douglas House
32-34 Simpson Road
Fenny Stratford
Milton Keynes
Buckinghamshire
MK1 1BA
Tel: 01908 240831
Email: fundraising@victa.org.uk

22 March 2018

Janet Mason
Town Clerk
Berkhamsted Town Council
The Civic Centre
161 High Street
Berkhamsted
Hertfordshire
HP4 3HD

Dear Janet

I write in reference to your letter dated 19 March 2018 concerning a grant application for "Ruby's Runners". Within the letter it is asking us to provide confirmation that the grant will be ring-fenced for use in Berkhamsted. Although we have supported families and individuals within Berkhamsted through our grant scheme and activity programme and will continue to provide support when needed going forward, we are unable to ring-fence the funds. We award grants on the basis of need rather than location.

Please do not hesitate to contact us if you require any further information.

Yours sincerely

A handwritten signature in black ink, appearing to read "Joe Ward".

Joe Ward
Fundraising Manager

Townclerk

From: Joe Ward <jward@victa.org.uk>
Sent: 28 March 2018 15:08
To: Townclerk
Subject: VICTA Charity - Supporting in Berkhamsted

Hello Janet

Following our telephone conversation earlier this week please find below details on how we have helped people children and young people within Berkhamsted along with the costs

11 Inch MacBook Air	£1,029.00 (2014)
Microsoft office for Mac home and student	£109.95 (2014)
13inch Macbook Pro with Retina Display	£1,249.00 (2012)
TOTAL	£2,387.95

We also have a family with a blind 10 year old who have been to a number of our activities including a snow sports day, Horrible Histories visit and one of our annual family Weekends. This in total has a cost of approximately £600

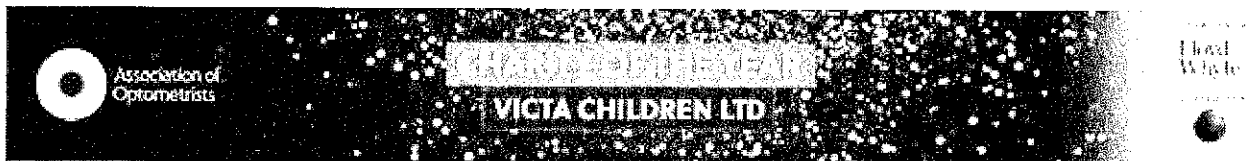
So all together would be £2,987.95

Kind regards

Joe Ward
Fundraising Manager
www.victa.org.uk



Improving the lives of children and young people who are blind or partially sighted



Tel: 01908 672163 Fax: 01908 668868
VICTA Children Ltd, 5 Douglas House, 32-34 Simpson Road, Fenny Stratford, Milton Keynes MK1 1BA

[Donate to VICTA with PayPal](#)

For the latest news from VICTA you can follow us on [Twitter](#) or find us on [Facebook](#)

Townclerk

From: Townclerk
Sent: 03 April 2018 09:31
To: Townclerk
Subject: FW: formResults : Grant Application Form
Attachments: Audited or independently examined accounts.pdf; Bank statement.jpg

-----Original Message-----

From: UK Local Councils <admin@localcouncils.org>
 Sent: 29 March 2018 15:31
 To: Enquiries <Enquiries@berkhamstedtowncouncil.gov.uk>
 Subject: formResults : Grant Application Form

UK Local Councils - Grant Application Form

Message Sent From : <http://www.berkhamstedtowncouncil.gov.uk/grant-application-form.html> by 90.204.29.194 @ 2018-03-29 15:29:24

Name of Organisation :
 Way Inn Christian Centre Trust - The Open Door Project

Name :
 Lindsay Stillwell

Address :
 360-364 High Street, Berkhamsted

Postcode :
 HP4 1HU

What is the nature of your organisation's activity? :

The Open Door is a unique community project that aims to help in the following areas: community cohesion; mental and physical wellbeing; inclusion; helping combat social isolation and loneliness; education; development; training; and potentially the reduction of waste through repair workshops.

The project aims to provide a warm, welcoming, creative and inclusive community hub and cafe for everyone, and for all ages including children and mother and toddler groups. A non-profit organisation, it is open for the public, community groups and charities for the following: arts activities and workshops; wellbeing activities; a cafe; support to other charities for their fundraising purposes and activities; training schemes for vulnerable groups; exhibition space; meeting space; any group get-togethers; support for local artists and small businesses that run classes there, and many others.

In addition, each month a charity is chosen, and we provide the facilities for them to host a coffee morning ? so far Karibuni Children, DENS and the Alzheimer's Society have benefitted from this with many more interested groups keen to take part.

More information about our project can be found on our current website: theopendoorberko.yolasite.com

Is your organisation a registered charity? Yes/No number :

Yes

Other: 1002449

Is your organisation part of, or affiliated to, any national organisation? If yes please give details :

No

What is the catchment area covered by your organisation? :

Berkhamsted, Tring, Hemel Hempstead, Dacorum, The Chilterns and further afield

Briefly describe the project or purpose for which you require a grant :

The purpose of the grant would be to bring the electrical installation up to safety standards in the main building outbuilding, to comply with the requirements of BS7671. This will allow much-needed use of additional space in the Centre and will safeguard our staff, volunteers, and clientele. The outbuilding would be used for access to the garden, more activities, the only ground floor toilet, hand washing facilities and extra storage.

How will the project benefit the community or residents of Berkhamsted? :

Use of the extra space will allow our project to expand, bring more people in to the Centre and allow other voluntary organisations to use the facilities.

The Repair Shed have expressed a strong interest in using the outbuilding and wish to go ahead as soon as the electrics work has been completed. The outbuilding where the electricals need making safe lead to the garden where we have interest shown from organisations such as HACRO (through Groundworks) who will train ex-offenders in a 12-week gardening course and Sunnyside, a local organisation that works with special needs groups. They have also expressed an interest in working with their clients to help with the use of the land with, for example, growing produce, developing the garden, and keeping the area tidy. Apart from the groups who have expressed an interest so far, the garden will also be available for use by other community and charity groups and give those groups as well as our own the opportunity to hold activities and workshops in the garden during good weather.

For those who will be working outside, access is needed through the outbuilding and for use of the toilet and handwashing facilities nearest to the garden. This toilet is also the only one on the ground floor and is currently out of use by the public due to the lack of electrical safety. We are anticipating that demand for the use of our facilities will increase greatly and this extra space will enable us to meet the demand. However, none of the above can go ahead without the electrical safety work being carried out.

Is your organisation VAT registered? Yes/No number :

Yes

Other: 537 306 744

When do you intend to start the project? :

We would like the electrical work to commence as soon as is possible so that we can improve our facilities and increase the activities and usage of the premises to meet the demand and anticipated growth in demand. We would particularly like to push ahead with this work in early Spring so that the groups mentioned above who are keen to start their projects can start using - and getting the benefit of - the premises.

Estimated Cost of Project (Please provide a breakdown of the total cost of your project) :

£960.00

VAT (if applicable) :

£192.00

Total estimated cost of project :

£1152.00

Funds immediately available from your organisation :

We intend to fund the electrical work from grant applications and other fundraising means such as our forthcoming table sale, Bunnings sausage sizzle (July), amongst others. There are no further funds available from the remainder of the charity as it is already supporting the venture by paying the rent and other overheads.

Funds that you intend to raise yourself from events :

£150 average per month, with more from improved facilities, much of which will come from the hiring of the premises for many and varied activities and groups as outlined above.

Grants or loans applied for / confirmed from other organisations :

Will receive funds from Waitrose from their community giving project; grant application submitted to Tesco Community Awards and plans to apply to Dacorum Community Grant Awards.

Grants requested from Berkhamsted Town Council :

£1152.00

Total funding of project :

£1152.00

Please give details of any reserves or savings held by your organisation :

The organisation has no savings or cash reserves other than an amount required for day to day expenses.

Who should cheque be made payable to? :

The Way Inn Christian Centre Trust

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UK Local Councils

Charity Registration Number: 1002449

The Way Inn Christian Centre Trust

Annual report and Accounts
for the year ended 30 June 2017

Stewarts Accountants Limited
271 High Street
Berkhamsted
Herts
HP4 1AA

The Way Inn Christian Centre Trust

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The Way Inn Christian Centre Trust

Legal and Administrative Information

Trustees	M Lindo (Chairman) K M Treves-Brown J Fisher P Sear
Registered Address	The Way Inn 268 High Street Berkhamsted Herts HP4 1AQ
Charity Registration Number	1002449
Accountants	Stewarts Accountants Limited 271 High Street Berkhamsted Herts HP4 1AA
Bankers	Clydesdale Bank Tempus 249 Midsummer Boulevard Milton Keynes MK9 1EA
Solicitors	Austins LLP 175 High Street Berkhamsted Herts HP4 3AP

The Way Inn Christian Centre Trust

Report of the Trustees for the Year ended 30 June 2017

The Trustees present their statutory report together with the consolidated accounts of The Way Inn Christian Centre Trust for the year ended 30 June 2017.

The results for the year are presented in the form of a Statement of Financial Activities, which adopts the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" 2005.

Structure, governance and management

The Way Inn Christian Centre Trust is an unincorporated trust governed by a trust deed dated 15 February 1991 and is registered under the Charities Act 2011, charity registration number 1002449.

Recruitment and appointment of trustees.

- As per the constitution, Trustees appointed by the board are recruited according to the constitution via recommending bodies.

Objectives and Activities

The principal charitable objective of The Way Inn Christian Centre Trust is the advancement of the Christian religion through the acquisition and maintenance of a centre in Berkhamsted which will express the social mission of the Christian Church.

Achievements and Performance

The Trust has strived during the year to achieve its principle objectives through the provision of a Christian counselling service, making Christian literature available and being a distribution centre for food parcels, provided by the DENS Foodbank, for those in need in the community.

The funding of these activities has mainly been through its trading subsidiary which operates the Book and Gift shop, and the operation of the town's main Post Office. In December 2012, the Trustees opened a Gallery on the upper floor which exhibits the work of local artists. This new facility has increased the footfall and consequently generated an increased revenue for the Trust.

The Trust continues to support local charities in particular the DENS and the ways it takes action to help the homeless and vulnerable people.

Financial review

The financial position of the Trust was satisfactory in 2016-17 and has continued to be so in the current year. The net deficit for the year was £22,945, after an exceptional bad debt write off of £14,269, and the closing balance on unrestricted funds £395,351.

Reserves Policy

The Trustees have established a policy to build up unrestricted reserves to a level to support the charity's core expenditure for a minimum of a year.

The Way Inn Christian Centre Trust

Report of the Trustees for the Year ended 30 June 2017

Risk Management

The Trustees examine the principal areas of the charity's operations and consider the major risks faced in each of these areas.

In their opinion systems are being established which, under normal conditions, should allow these risks to be mitigated to an acceptable level in its day-to-day operations.

Trustees' Responsibilities Statement

The Trustees are required to prepare accounts for each financial year which give a true and fair view of the state of the affairs of the Trust and of the surplus or deficit of the Trust for that period. In preparing those accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- follow applicable accounting standards, subject to any material departures disclosed and explained in the accounts;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Trust will continue in business.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the Trust and to enable them to ensure that the accounts comply with the Charities Act 2011. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Trust and to prevent and detect fraud and other irregularities.

Signed on behalf of the Trustees:

M Lindo
Trustee

Approved by the Trustees on 27 March 2018

The Way Inn Christian Centre Trust

Independent Examiner's Report

I report on the accounts of the Trust for the year ended 30 June 2017, which are set out on pages 6 to 14.

Respective responsibilities of trustees and examiner

The charity's trustees consider that the audit requirements in the Charities (Accounts and Reports) Regulations 2008 ("the Regulations") and section 144(2) of the Charities Act 2011 ("the Act") do not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of the Regulations.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners under section 145(5)b of the Act. That 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 I do not express an audit opinion on the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept in accordance with section 130 of the Act; and
 - accounts are prepared which accord with the accounting records and comply with the accounting requirements of the Act and the Regulations; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

C N Stewart FCA
Stewarts Accountants Limited
Chartered Accountants
271 High Street
Berkhamsted
Herts HP4 1AA

Date: 27 March 2018

The Way Inn Christian Centre Trust

Consolidated Statement of Financial Activities for the Year Ended 30 June 2017

	Notes	2017 £	2017 £	2016 £	2016 £
General Fund					
Incoming resources from generated funds:					
Donations			-		-
Interest receivable			2		2
Incoming resources from charitable activities:					
Counselling receipts			8,304		7,813
Other income			-		-
Rent received			<u>15,000</u>		<u>43,661</u>
			23,306		51,476
Resources expended					
Costs of generating funds	2	14,108		7,330	
Charitable activities	2	9,414		18,660	
Governance costs	2	<u>14,269</u>		-	
			<u>37,791</u>		<u>25,990</u>
(Deficit) / Surplus for the year			(14,485)		25,486
Net resources generated by trading subsidiary	9		<u>(8,460)</u>		<u>6,298</u>
Net movement in funds	10		(22,945)		31,784
Balance brought forward at 1 July 2016			<u>418,296</u>		<u>386,512</u>
Balance carried forward at 30 June 2017			<u>395,351</u>		<u>418,296</u>

The Way Inn Christian Centre Trust

Balance Sheet of the Charity as at 30 June 2017

	Notes	2017 £	2017 £	2016 £	2016 £
Tangible Fixed Assets					
Freehold property	4		344,106		344,106
Investments	5		<u>2</u>		<u>2</u>
			344,108		344,108
Current Assets					
Debtors	6	825		14,269	
Cash at bank and in hand		<u>6,631</u>		<u>21,957</u>	
		<u>7,456</u>		<u>36,226</u>	
Creditors: amounts falling due within one year					
Mortgage loan	7	16,341		15,471	
Sundry creditors	7	15,395		13,575	
Unsecured loans		<u>-</u>		<u>-</u>	
		<u>31,736</u>		<u>29,046</u>	
Net current assets / (liabilities)			<u>(24,280)</u>		<u>7,180</u>
Total assets less current liabilities			319,828		351,288
Creditors: amounts falling due after one year					
Mortgage loan	8		<u>(17,841)</u>		<u>(34,816)</u>
Total net assets			<u>301,987</u>		<u>316,472</u>
General Fund	10		<u>301,987</u>		<u>316,472</u>

Signed on behalf of the Trustees:

M Lindo
Trustee

Approved by the Trustees on 27 March 2018

The Way Inn Christian Centre Trust

Consolidated Balance Sheet as at 30 June 2017

	Notes	2017 £	2017 £	2016 £	2016 £
Fixed Assets					
Intangible assets	3		23,415		25,180
Tangible assets	4		<u>351,175</u>		<u>344,680</u>
			374,590		369,860
Current Assets					
Stocks		56,098		53,323	
Debtors	6	825		14,508	
Cash at bank and in hand		<u>13,373</u>		<u>47,153</u>	
		70,296		114,984	
Creditors: amounts falling due within one year	7	<u>(31,694)</u>		<u>(31,732)</u>	
Net current assets			<u>38,602</u>		<u>83,252</u>
Total assets less current liabilities			413,192		453,112
Creditors: amounts falling due after one year					
Bank loan		-		-	
Mortgage loan	8	<u>17,841</u>		<u>34,816</u>	
			<u>(17,841)</u>		<u>(34,816)</u>
Total net assets			<u>395,351</u>		<u>418,296</u>
General Fund	10		<u>395,351</u>		<u>418,296</u>

The Way Inn Christian Centre Trust

Principal Accounting Policies for the Year Ended 30 June 2017

Basis of accounting

The accounts have been prepared under the historical cost convention and in accordance with applicable Accounting Standards and the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" 2015.

Basis of Consolidation

The statement of financial activities and balance sheet consolidate the accounts of the charity and its trading subsidiary up to the balance sheet date.

Investments

Investments are included in the accounts at the nominal cost of the shares to the donors.

General Fund

The general fund consists of those amounts which the Trustees may use in furtherance of the charitable objectives of The Way Inn Christian Centre Trust at their own discretion.

No restrictions have been placed on any donations received by the Trust.

Donations

Donations are credited to the income and expenditure account in the year in which they are received. Any recoverable tax is shown in the year of receipt from H M Revenue & Customs.

Investment Income

Investment income is credited to the income and expenditure account in the year in which it is received.

Resources Expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Freehold Property

It is the policy of the Trustees to ensure that the fabric of the property is maintained in good condition. The property was professionally revalued on 26 January 2001 and no further depreciation is considered necessary for this financial year.

Intangible Fixed Assets

The Post Office licence, which does not have a defined life span, is being amortised over forty years at a rate of 2.5% per annum.

Tangible Fixed Assets

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Fixtures and fittings and equipment 20% straight line basis

The Way Inn Christian Centre Trust

Principal Accounting Policies for the Year Ended 30 June 2017 (continued)

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Cash flow

The accounts do not include a cash flow statement because the group (i.e. the charity and its subsidiary), as a small reporting entity is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

Deferred Taxation

Deferred tax is provided in full in respect of taxation deferred by timing differences between the treatment of certain items for taxation and accounting purposes. The deferred tax balance has not been discounted.

The Way Inn Christian Centre Trust

Notes to the Accounts for the Year Ended 30 June 2017

1 Trustees' remuneration

No Trustee received any remuneration in respect of their services during the period.

2 Total Resources Expended

	Staff Costs £	Other Direct Costs £	Support Costs £	2017 Total £
Costs of generating funds:				
Property maintenance	-	2,245	-	2,245
Rates	-	7,998	-	7,998
Insurance	-	2,355	-	2,355
Other	-	-	-	-
Interest Payable	-	<u>1,510</u>	-	<u>1,510</u>
	-	<u>14,108</u>	-	<u>14,108</u>
Charitable Activities:				
Counselling costs	-	8,914	-	8,914
Donations	-	500	-	500
Outreach	-	-	-	-
	-	<u>9,414</u>	-	<u>9,414</u>
Governance Costs:				
Accountant's fee	-	-	-	-
Exceptional debt write off	-	-	14,269	14,269
	-	-	<u>14,269</u>	<u>14,269</u>
Total Resources Expended				
2017	-	<u>23,522</u>	<u>14,269</u>	<u>37,791</u>
2016	-	<u>25,990</u>	-	<u>25,990</u>

3 Intangible Fixed Assets – Licence

	2017 £	Group 2016 £
Cost		
At 1 July 2016 and 30 June 2017	<u>70,630</u>	<u>70,630</u>
Amortisation		
At 1 July 2016	45,450	43,685
Charge for the year	<u>1,765</u>	<u>1,765</u>
At 30 June 2017	<u>47,215</u>	<u>45,450</u>
Net Book Values		
At 30 June 2017	<u>23,415</u>	<u>25,180</u>
At 30 June 2016	<u>25,180</u>	<u>26,945</u>

The Way Inn Christian Centre Trust

Notes to the Accounts for the Year Ended 30 June 2017 (continued)

4 Tangible Fixed Assets

	Charity and Group Freehold land and buildings £	Group Fixtures, fittings and equipment £	Group Total £
Cost			
At 1 July 2016	344,106	41,204	385,310
Additions	-	8,185	8,185
Disposals	-	-	-
At 30 June 2017	<u>344,106</u>	<u>49,389</u>	<u>393,495</u>
Depreciation			
At 1 July 2016	-	40,630	40,630
Charge for the year	-	1,690	1,690
Disposals	-	-	-
At 30 June 2017	<u>-</u>	<u>42,320</u>	<u>42,320</u>
Written Down Values			
At 30 June 2017	<u>344,106</u>	<u>7,069</u>	<u>351,175</u>
At 30 June 2016	<u>344,106</u>	<u>574</u>	<u>344,680</u>

The freehold property was valued by Messrs Aitchison Raffety on 26 January 2001 at an open market valuation of between £225,000 and £250,000.

5 Investments

	2017 £	2016 £
At cost	<u>2</u>	<u>2</u>

The investment is the whole of the issued share capital of The Way Inn (Berkhamsted) Limited which was received by way of a gift to the Trust.

The Way Inn Christian Centre Trust

Notes to the Accounts for the Year Ended 30 June 2017 (continued)

6 Debtors

	Charity		Group	
	2017	2016	2017	2016
	£	£	£	£
Debtors	825	14,269	825	14,508
Way Inn (Berkhamsted) Limited	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>825</u>	<u>14,269</u>	<u>825</u>	<u>14,508</u>

The Trustees are satisfied as to the value of the debtors.

7 Creditors: amounts falling due within one year

	Charity		Group	
	2017	2016	2017	2016
	£	£	£	£
Mortgage loan	16,341	15,471	16,341	15,471
Bank loan	-	-	-	-
Trade creditors	629	-	12,118	8,274
Social security and other taxes	-	-	3,235	6,184
Way Inn (Berkhamsted) Limited	14,766	13,575	-	-
Other creditors	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,803</u>
	<u>31,736</u>	<u>29,046</u>	<u>31,694</u>	<u>31,732</u>

8 Mortgage Loan

The mortgage loan is secured by way of a charge on the freehold property.

The Way Inn Christian Centre Trust

Notes to the Accounts for the Year Ended 30 June 2017 (continued)

9 Net income of trading subsidiary

The charity has one wholly owned subsidiary, Way Inn (Berkhamsted) Limited, which is incorporated in the United Kingdom. The company runs the Post Office in Berkhamsted together with a Christian bookshop and a coffee shop. A summary of the subsidiary company's trading results is shown below. Accounts have been filed with the Registrar of Companies.

	2017	2016
	£	£
Profit and Loss Account		
Turnover	302,310	292,611
Cost of Sales	(276,239)	(231,115)
Gross Profit	26,071	61,496
Administration	(34,531)	(55,198)
Net profit / (loss)	(8,460)	6,298
Taxation	—	—
Retained in subsidiary	<u>(8,460)</u>	<u>6,298</u>

10 General Fund

	Charity		Group	
	2017	2016	2017	2016
	£	£	£	£
Balance at 1 July 2016	316,472	290,986	418,296	386,512
Net incoming resources for the year	<u>(14,485)</u>	<u>25,486</u>	<u>(22,945)</u>	<u>31,784</u>
Balance at 30 June 2017	<u>301,987</u>	<u>316,472</u>	<u>395,351</u>	<u>418,296</u>

POST

Clydesdale Bank

Can v
0800

WAY INN CHRISTIAN CENTRE TRUST
The Way Inn 268 High Street
Berkhamstead
HP4 1AQ

Branch
7/9 Gc
North

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1401014998

Page 1 of 2

Your Business Current Account statement.

Statement No: 99

Statement date
01 August 2017

Account name
THE WAY INN CHRISTIA
CENTRE TRUST

Date	Description	Debits	Credits	Balance
30 Jun 2017	Previous statement			50.00
03 Jul	Way Inn (Berkhamst Rates TB 826027 20025836		1240.00	
	DD Dacorum Bc	1261.00		29.00
21 Jul	DD Dacorum Bc Daily Unplan Fee	343.33 26.00		339.33 OD
24 Jul	Way Inn (Berkhamst Dacorum DD Rubbish TB 826027 20025836		350.00	10.67
27 Jul	Way Inn (Berkhamst To Cover Any Furth TB 826027 20025836		30.00	
	Debit Interest	10.93		29.74
01 Aug	Way Inn (Berkhamst Rates Aug 17 TB 826027 20025836		1260.00	
	DD Dacorum Bc	1261.00		28.74

Sort Code
82-60-27

Account number
20025828

IBAN
GB66CLYD8260272002

BIC
CLYDGB21027

Current balance
£28.74 CR

DD = Direct Debit
SO = Standing Order
TB = Telephone Bankin
MB = Mobile Banking
TL = Over the Counter
Payment
EB = Electronic Bankin
OD = Overdrawn
ClS = Contactless Debi
Card Transaction
WLT = Digital Wallet
Payment

RECONCILIATION

TRUST

- Clydesdale

50.00

COUNSELLORS

6581.00

AS PER TRUST
ACCOUNTS

£ 6631.00

BSTMT_299414_Prod





Licensing Act 2003 Details of licensing application

Application ref. no: **M045335**
Application type: **LA2003: Premises licence - New licence application**
Date received: **3 April 2018**

Premises name:
Premises address: **222 High Street
Berkhamsted
Hertfordshire
HP4 1AG**

Dacorum Borough Council has received an application in respect of a premises licence, relating to the above premises.

Further details of the application, including the name of the applicant, the activities for which authorisation is sought, and where applicable the grounds for review, are included on the following pages.

Representations may be made by any person in respect of this application, either:

- By post, to the address at the top of this page; or
- By email, to: **licensing@dacorum.gov.uk**

All representations must be made in writing, and should include the name and address of the person making the representation, together with details of the grounds on which the representation is made (which must relate to at least one of the licensing objectives, which are preventing crime and disorder, public safety, preventing public nuisance, and protecting children from harm). The authority's licensing register, and a full copy of this application, may be viewed at the above address during standard working hours.

Representations must be received by the licensing authority no later than:

- **28 days** after the application received date above, for new licence, full variation or review applications, or

Any submissions received outside of these periods cannot be considered. Frivolous, vexatious or irrelevant representations will also be disregarded.

It is an offence knowingly or recklessly to make a false statement in connection with an application, and the maximum penalty to which a person is liable on summary conviction for such an offence is an unlimited fine.

Application details

Name of applicant(s):	Miss Olga Sipcenoka
Postal address of premises to which application relates:	222 High Street Berkhamsted Hertfordshire HP4 1AG
Application type:	LA2003: Premises licence - New licence application
Applicant's description of application:	Ground Floor restaurant area, as per plan attached. Possibility of use of back garden at the rear in the future. In restaurant table service setting.

Operating schedule: Licensable activities proposed to be carried on
(N.B. where boxes are blank, authority for that activity has not been sought)

Plays:	
Films:	
Indoor sporting events:	
Boxing or wrestling:	
Live music:	
Recorded music:	
Performances of dance:	
Entertainment similar to music or dance:	
Late night refreshment:	

Operating schedule: Licensable activities proposed to be carried on
(N.B. where boxes are blank, authority for that activity has not been sought)

<p>Supply of alcohol:</p> <p><i>Alcohol may be supplied for consumption ON the premises only</i></p>	<p>Mondays 10:00 hours until 00:00 hours Tuesdays 10:00 hours until 00:00 hours Wednesdays 10:00 hours until 00:00 hours Thursdays 10:00 hours until 00:00 hours Fridays 10:00 hours until 00:00 hours Saturdays 10:00 hours until 00:00 hours Sundays 12:00 hours until 23:30 hours</p> <p>Good Friday: 12:00 hours until 23:30 hours Easter Sunday: 12:00 hours until 23:30 hours</p> <p>New Year's Eve: In addition to the permitted hours for that day the period between the end of permitted hours on that day and the beginning of permitted hours the following day.</p>
<p>Hours the premises will open to the public:</p>	<p>Mondays 10:00 hours until 00:15 hours Tuesdays 10:00 hours until 00:15 hours Wednesdays 10:00 hours until 00:15 hours Thursdays 10:00 hours until 00:15 hours Fridays 10:00 hours until 00:15 hours Saturdays 10:00 hours until 23:45 hours</p> <p>Christmas Day 10:00 hours until 00:30 hours New Year's Eve: In addition to permitted hours for that day, the period between the end of permitted hours on that day and the beginning of permitted hours the following day.</p>

Operating schedule: Measures to promote the licensing objectives

(N.B. the measures below have been manually transcribed from the original application form.
We recommend referring to the original form to confirm the accuracy of the text below.)

<p>General:</p>	<p>Strong management controls and effective staff training of all staff. They are aware of the premises licence and its requirements to meet the four licensing objectives with particular attention to: No selling alcohol to underage people; No drunk or disorderly behaviour on the premises are; No violent or antisocial behaviour; and No harm to children.</p>
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Operating schedule: Measures to promote the licensing objectives

*(N.B. the measures below have been manually transcribed from the original application form.
We recommend referring to the original form to confirm the accuracy of the text below.)*

<p>Prevention of crime and disorder:</p>	<p>Not selling alcohol to drunk or intoxicated customers Customers to be encouraged to use the premises in an orderly and respectful manner, including when leaving the premises. A floor supervisor and the DPS available on the site at all times. Interior and exterior design (lighting, layout, music) done in a way to minimise conflict opportunity. Tap water provided free of charge.</p>
<p>Public safety:</p>	<p>Taxi order available. Well trained staff adherence to environmental health requirements. All parts of the premises and all fittings will be maintained at all times and in safe condition. Fire regulations/safety compliance with fire risk assessment. Easy access to fire exits. No bright lights outside premises.</p>
<p>Prevention of public nuisance:</p>	<p>Deliveries of goods will be carried out at such a time in such a manner as to prevent nuisance and disturbance to nearby residents. Movement of bins and refuse collection outside premises will be kept to a minimum after 23:00 hours. Customers not admitted after opening hours.</p>
<p>Protection of children from harm:</p>	<p>Seeking ID from customers who look underage and wish to buy alcohol. Well trained staff about requirements for personal identification, age establishment etc. Nothing beyond existing health and safety requirements.</p>