

**NOTICE IS HEREBY GIVEN that**  
**The Annual General Meeting of The Harpenden Society (Charity Number 278154)**  
**will take place on Thursday, 20 April 2017 at 8.00pm.**  
**Location – Park Hall, Leyton Rd, Harpenden**

**AGENDA**

1. Welcome by the President
2. Apologies for absence
3. Minutes of the Annual General Meeting held on 21 April 2016
4. Matters arising
5. Treasurer's Report
6. Appointment of Independent Examiner
7. Chairman's Report
8. Election of Officers (Chairman, Hon. Secretary, Hon. Treasurer)
9. Election of Committee (minimum 8, maximum 15)
10. New Chairman's Introduction
11. Any other business
12. Date of next Annual General Meeting (19th April 2018)

**Nominations for Officers and Committee Members**

**OFFICERS**

			<b>Proposed By</b>	<b>Seconded By</b>
Chairman	Philip	Waters	Bob Fletcher	John Harris
Treasurer	Harry	Downie	Alan Jackson	Chris Marsden
Secretary	Bob	Fletcher	John Harris	Alan Jackson

**COMMITTEE**

			<b>Proposed By</b>	<b>Seconded By</b>
	Penelope	Ayres	John Harris	Alan Jackson
	Paul	Gardiner	Ron Taylor	Penny Ayres
	Alan	Falconer	Pauline Waddilove	Bob Fletcher
	John	Davis	Bob Fletcher	John Harris
	Victoria	Evans	Eric Midwinter	Bob Fletcher
	John	Harris	Alan Jackson	Penelope Ayres
	Alan	Jackson	John Harris	Ron Taylor
	Tim	Riley	Ron Taylor	Bob Fletcher
	Ron	Taylor	Eric Midwinter	Alan Jackson
	Janet	Smith	Bob Fletcher	Pauline Waddilove
	Michael	Waddilove	Bob Fletcher	Penelope Ayres
	Geoff	Newman	Alan Jackson	John Harris
	Pauline	Waddilove	Ron Taylor	Donald Robertson
	Alan	Bunting	Michael Waddilove	Chris Marsden
	John	Lowe	Pauline Waddilove	Michael Waddilove

## The Harpenden Society Income and Expenditure account for the 12 months to 31/12/2016

	Period to date			year to 31.12.15 £
	General Fund £	Restricted Funds	Total	
<b>INCOME</b>				
Subscriptions and donations	5,370.00		5,370.00	5,572.50
Interest received	5.86		5.86	6.46
Gift aid refund	1,147.75		1,147.75	1,433.00
Bench Fund			0.00	945.00
<u>Fighting Fund</u>				
Red House		0.00	0.00	37.00
Overdevelopment		0.00	0.00	0.00
General		0.00	0.00	50.00
	6,523.61	0.00	6,523.61	8,043.96
<b>EXPENDITURE</b>				
Newsletters	1,365.74		1,365.74	1,489.11
Other Publications	0.00		0.00	465.00
Public Meetings	723.00	587.40	1,310.40	1,474.68
Economic Activity	200.00		200.00	134.00
AGM expenses	379.65		379.65	1,447.90
School Arts competition	0.00		0.00	511.00
The Harpenden plaque	203.70		203.70	191.70
<u>Donations, gratuities and gifts</u>				
Harpenden in Bloom	0.00		0.00	192.00
Larks in the Park	0.00		0.00	200.00
Arts trail	50.00		50.00	100.00
Subscriptions to other societies	40.00		40.00	40.00
Without whom award	202.45		202.45	234.35
Memorial Bench	0.00		0.00	435.00
Prison Fellowship	0.00		0.00	510.00
Advertising & Promotion	446.00		446.00	734.00
Fundraising costs	0.00		0.00	0.00
Committee Meetings	80.00		80.00	140.00
Office expenses, postage, telephone etc.	95.16		95.16	267.01
Insurance	182.14		182.14	176.86
	3,967.84	587.40	4,555.24	8,742.61
<b>Surplus/-Deficit for the period</b>	<b>2,555.77</b>	<b>-587.40</b>	<b>1,968.37</b>	<b>-698.65</b>
Funds b/f	9,058.75	964.26	10,023.01	10,721.66
Surplus/deficit	2,555.77	-587.40	1,968.37	-698.65
Funds c/f	11,614.52	376.86	11,991.38	10,023.01

**Balance Sheet**  
**31/12/2016**

	<b>General</b>	<b>Restricted</b>	<b>Total</b>	<b>year to</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>31.12.15</b>
<b>FUNDS</b>				
Balance at 1st January 2016	9,058.75	964.26	10,023.01	10,721.66
Surplus/Deficit for the period	2,555.77	-587.40	1,968.37	-698.65
	<u>11,614.52</u>	<u>376.86</u>	<u>11,991.38</u>	<u>10,023.01</u>
Represented by:				
<b>FIXED ASSETS</b>				
Display boards, etc. at notional value	600.00		600.00	600.00
Deduct depreciation	-599.00		-599.00	-599.00
	<u>1.00</u>		<u>1.00</u>	<u>1.00</u>
<b>CURRENT ASSETS</b>				
HMRC re gift aid	0.00		0.00	0.00
Payments in advance	196.50		196.50	193.26
Cash on deposit at bank and in hand	11,729.52	376.86	12,106.38	10,385.75
	<u>11,926.02</u>	<u>376.86</u>	<u>12,302.88</u>	<u>10,579.01</u>
<b>CURRENT LIABILITIES</b>				
Subscriptions received in advance	312.50		312.50	557.00
Sundry creditors	0.00		0.00	0.00
	<u>312.50</u>	<u>0.00</u>	<u>312.50</u>	<u>557.00</u>
<b>NET CURRENT ASSETS</b>	11,613.52	376.86	11,990.38	10,022.01
<b>TOTAL ASSETS</b>	<u>11,614.52</u>	<u>376.86</u>	<u>11,991.38</u>	<u>10,023.01</u>

Harry Downie  
Honorary Treasurer

Christopher Marsden  
Chairman

20 March 2017

## **Independent Examiner's Report to the Trustees of the Harpenden Society**

I report on the accounts of the Harpenden Society for the year ended 31st December 2016, which are set out on pages 2 and 3 above.

### **Respective responsibilities of Trustees and Examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that neither an audit nor an independent examination is required for this year under section 144(2) of the Charities Act 2011 ( the 2011 Act ) but in the interests of good governance that an independent examination should be conducted as though it were required.

It is my responsibility to:

- a) examine the accounts prepared pursuant to section 145 of the 2011 Act
  - b) 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
- c) to state whether particular matters have come to my attention.

### **Basis of 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 statement 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:
  - a) to keep accounting records in accordance with section 130 of the 2011 Act; and
  - b) to prepare accounts which accord with the accounting records and 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.

David Jones  
Chartered Accountant  
44 Bloomfield Road  
Harpenden AL5 4DB

Date 20th March 2017