



ARROW RIDING CENTRE

Darenth Park Avenue

Dartford

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ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2019

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Registered Charity No 291623

The Centre was founded by the Dartford Lions in 1982. This following permission being given by the local District Health Authority to use the old farm buildings and land which formed part of the Darenth Park Hospital complex – free of charge.

At the time we had little more than a mud patch for a riding arena, some dilapidated farm buildings and a couple of ponies. Plus the help and enthusiasm of a number people from the Lions and local community.

This enthusiasm and help has continued and grown over the years until will now find ourselves having first class facilities and becoming a specialist centre. Providing a unique form of therapy though the use of the pony/horse. This adaption being the result of studies undertaken by members of the Institute of Chartered Physiotherapists and put into practice with children and adults suffering from a variety of disabilities. The programme being supplementary to conventional physiotherapy treatment. Or in long term situations to provide continuous therapy and muscle relaxation – which because of funding restrictions might no longer be available through NHS channels.

We have for example youngsters from 15 months of age coming to us with little or no head or spine control. Following an assessment made by one of our volunteer therapist`s – an individual programme is drawn-up. Usually after a few sessions the progress made in developing muscle tone and control can be quite amazing. Our other route is to teach dressage and the pleasures of pony/horse riding.

We currently have around 180 people with various disabilities who benefit from riding on a regular basis. Some 85% being under 25 years of age. In all we provide over 4000 lessons a year but still have a waiting list. The demand will no doubt continue following the number of new residents moving into the Dartford Kent area.

Included amongst our riders are those with learning difficulties from local special needs schools as well as those with physical disabilities. Apart from the therapeutic value – we aim to boost the self-esteem of all by teaching horse riding . With the possibility of continuing to advance dressage levels. Currently we have four riders who are enrolled on the Paralympic pathway programme.

Over the years the ownership of the site has changed. In the 1990`s the Heath Authority was involved in a Public Finance initiative scheme whereby a great part of the old Darenth Hospital complex land was given over to housing in exchange for the construction of a new hospital. (Darent Valley) The remaining land and the old buildings were transferred under a long term lease to Dartford Borough Council (DBC) – with a restrictive covenant of allowing the site to only be used as a Country Park and for a Riding Centre.

ARROW RIDING CENTRE FOR THE DISABLED

Registered Charity No 291623

During the 1990`s DBC obtained grants from English Countryside and the Millennium which both allowed the upgrade of the parkland areas and also our indoor riding arena and main building. In consideration we were required to formalise our occupation of the site by a long term lease and licence agreements. DBC were required to enter into a Deed of Dedication with the Millennium and the Groundwork Foundation for a period of 99 years. This places even further restrictions on the use of the site. Allowing them to only enter into licences or leases with charities approved by the Funders and then only for a period of one year (less one day)

Lease of our premises at Darenth County Park

Our premises comprise a reconstructed main building – indoor riding arena – barn and an outdoor menage with an all weather riding surface. In addition we have two stable wings originally constructed in 1875 from brick with tiled roofs. With wooden stables subsequently added – we can accommodate up to 27 ponies and horses.

The whole of the property – located in Darenth Country Park – is currently held under a lease from DBC. This for a term of 30 years from 1st April 2007. The current rent is £3,000 a year subject to five yearly rent reviews.

We are responsible for the insurance of the buildings and repairs to the reconstructed parts.

Some grazing is included within the lease. But the main grazing of around 20 acres is held under licence from DBC at £1 per annum.

DBC makes small grants to local charities run by unpaid volunteers. Since 2000 we have been fortunate enough to benefit from such awards – which have completely off-set any rent sums due.

Insurance

This is based upon valuations made by Chartered Surveyors acting for the landlords DBC. This having been put in place by Weald Insurance Brokers with Zurich Insurance plc. They also insure our tack and mechanical horse. Because of the high premiums we do not insure our live ponies and horses. The average price paid for each being £3,500

Employers, public and trustee risks are covered under an RDA group policy. With the premiums being recharged to us along with our annual membership fee.

During the financial year they were no serious accidents or incidents – leading to claims under our insurance.

ARROW RIDING CENTRE FOR THE DISABLED

Registered Charity No 291623

Registration

We are licenced by DBC under The Animal Welfare Regulations 2018 for the period 1st January 2019 to 31st December 2021. They have given the premises a Five Star rating.

Staff

To run a successful organization and to meet health & safety requirements – we employ a small team of very capable people who have teachings qualifications and considerable equine knowledge.

To assist them we have over 55 volunteers (all have passed induction courses and are DBS cleared)

We have an active Safeguarding procedure in place.

Each of our staff is paid above the current “living wage” and has a service contract detailing the days and hours to be worked. Our full - time staff are enrolled in a work place pension operated by “Nest”. Our part-time employees are not eligible being paid below the current annual earnings threshold

During the financial year we employed four full-time and three part-time instructors/horse carer`s

Ponies/horses

Our team have all been specially trained for the work we do. The majority have been purchased from specific donations and are :-

Beline Blue Hobnob Hugo Jack Mia Sam Truffles William Wilma Gyp (on loan)

Valuation at cost £20,701. During the year we had to retire Mariah because of back problems>

In addition we now have Jeremy – our mechanical horse (Cost including mounting blocks and mirrors £46,899)

Membership and objects of the Centre

The membership is made up from people involved with our development. Currently we have eleven members who are entitled to attend and vote at general meetings.

From that number we have a committee of six persons (trustees) who are responsible for the day-to-day running of the centre. Each being a volunteer who is “hands on” assisting with lessons, taking care of the ponies and horses – tasks on the yard – repairs – administration – fund raising etc

The current committee members are as follows:-

Kenneth Blake	FCIS	(hon chairman/treasurer)	Marilyn Stapley
Valerie Blake	BEM	(hon group organizer)	Patricia McMillan
Noelle Basten		(hon secretary)	Christine Luckings

Funding

We make every effort to fully raise our running costs from our own fund raising. This includes hiring out our facilities to the local health authorities for meetings, horse shows, dog training and shows, competitions etc. However with our policy of subsidising our riding lessons makes our aim more difficult to achieve. In 2018/19 we raised 77% of our running costs. Fortunately we have many supporters who make donations to meet this shortfall and also provide funds for improvements to our facilities. Details of these kind people and organisations are shown on pages 7 to 9 of our accounts

Objects

To help children and adults with physical and learning difficulties by the following:-

Improve head – spine control – eye and hand co-ordination – circulation and muscle relaxation using the pony/horse to provide a unique form of therapy (Hippotherapy)

Teaching to horse or pony ride. With the opportunity to progress in dressage to competing at National and International levels

Increase confidence and self-esteem and for us to do our utmost to see that everyone enjoys their visit to the Centre.

To comply with our health & safety policy and liability insurance – every rider must first have completed an application form. The form can be downloaded from our website arrowridingcentre.com and clicking onto “contact us”

Accounts

Our audited accounts for the year 1st April 2018 to 31st March 2019 are now detailed in the following pages:-

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2019

<u>2017/18</u>	<u>INCOME</u>		<u>2018/19</u>
95,171	Donations & sponsorships	(note 1)	89,724
27,800	Fund raising	(note 2)	25,154
69,693	Riding lessons		73,493
24,635	Donations from stabling		23,040
7,899	Miscellaneous income	(note 3)	4,455
<u>225,198</u>	<u>TOTAL INCOME FOR THE YEAR</u>		<u>£215,866</u>

<u>2017/18</u>	<u>EXPENDITURE</u>		<u>2018/19</u>
116,499	Salaries & NIC instructors & grooms	(note 4)	122,624
3,844	Buildings & liability insurance		4,204
7,950	Heat, light & water		7,395
3,409	Repairs & renewals		4,288
1,906	Stationery, telephone, broadband		1,877
3,688	Training, transport & subscriptions		3,190
4,042	Horse/pony – feed and bedding		4,600
8,992	Veterinary & farrier services		8,542
<u>7,627</u>	Tack, hygiene & yard expenses		<u>8,253</u>
157,957			164,973
<u>64,629</u>	Special expenditure	(note 5)	<u>49,432</u>
<u>222,586</u>	<u>TOTAL EXPENDITURE FOR THE YEAR</u>		<u>£214,405</u>
<u>£ 2,612</u>	<u>INCOME FOR THE YEAR</u>		<u>£ 1,461</u>

BALANCE SHEET AS AT 31ST MARCH 2019

<u>2017/18</u>	<u>CURRENT ASSETS</u>		<u>2018/19</u>
115,092	Bank accounts	(note 6)	83,781
629	Cash in hand		217
8,587	Debtors	(note 7)	6,601
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124,308	TOTAL ASSETS		£ 90,599
4,384	Creditors & accruals	(note 8)	4,648
<u>108,534</u>	Deferred income	(note 1)	<u>73,500</u>
<u>112,918</u>			<u>78,148</u>
11,390	<u>ASSETS LESS CURRENT LIABILITIES</u>		12,451
<u>5,200</u>	Less: long term liability	(note 9)	<u>4,800</u>
<u>£ 6,190</u>			<u>£7,651</u>
	Represented by:-		
3,578	Accumulated funds at 31 st March		6,190
<u>2,612</u>	Excess of income over expenditure		<u>1,461</u>
<u>£ 6,190</u>			<u>£ 7,651</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2019

NOTE 1 DONATIONS & SPONSORSHIPS OF £25 AND ABOVE

		<u>2018/19</u>
Ace of Clubs	Mrs Pauline Hand – Country & Western Night	1,145
Adams	Sue	55
AJA	Legal Services	150
Aslett	Sarah	50
Aspidinians	Retirement Club	111
Atkins	FP	40
Barnes	Ron & Eileen	400
Beasons	Construction & Development Ltd – Golf Day	1,790
Bexley	RDA	1,000
Bowdler	Mrs Ann	60
Bluewater	Community Forum – towards laptop	200
Bramwell	Michael & Henrietta	240
Brent Methodist	Church – Methodist Women of Britain	60
Bristow	Lynn	120
Burke	Ron & Sue	100
Challis	Anne & Louise	246
City	Central Cleaning Ltd	500
Claridge	Anita	65
Clarke	Sue	30
Darent Valley	Hospital – Payroll Department	30
Dartford Borough	Council – The Mayor’s charities Cllr Rosanna Currans	6,348
Espinall-Sheldrake	Sofia	52
Fawkham	& District Riding Club	200
Fidgett	Jan	130
Friendship	Quilters	3,000
Ginn	Miss Shirley	1,600
Glenhurst	Meet	100
Goldsmith	Simon	240
Hartley	Choir – collection	459
Healthcare	Retirement Group	105
Hesketh Park	Bowling Club	100
Hollands	Tim & Family	100
Hook	Vanessa	100
Hunnisett	Derek & Linda	50

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2019

NOTE 1 DONATIONS & SPONSORSHIPS OF £25 AND ABOVE – CONTINUED

		<u>2018/19</u>
Inner Wheel of	Broadstairs	25
	Folkestone	25
	Gravesend	400
	Tunbridge Wells	50
	Westgate & Birchington	120
	Members donations	96
Jackson	Rose	50
Kennedy	Cecilia	100
Kings	Keep Fit – West Kingsdown	86
Kozak	Daiva	60
Lake	M	289
Larby	Carol	25
Long Valley	Sports & Social Club	1,000
Madden	Mike & Sue – Hodsell Street Community	490
Mannion	Michael & Mary	9,004
Martello	Plastics	50
Mayfield	Grammar School Gravesend	139
McConnell	Trevor & Lorraine	200
Masonic Lodges	Albany Park Chapter No 7432	30
	Ancient of Days Chapter No 9230	250
	Perfect Aslam No 1178	200
	Beauchamp No 1422	100
	The Lodge of Emulation No 299	250
	Greenhythe Lodge No 5449	250
	Lord Harris Lodge of Mark Master Masons No 1494	200
	McDonalds Lodge No 1216	800
	Swanley Lodge Benevolent Fund	250
	William D`aeth Lodge No 8710	835
	Provincial Grand Lodge of West Kent	250
Moreland	Fellowship Club	50
Morris	Freda & Patsy White	300
Police	& Crime Commissioner for Kent	400
Pullman	Richard	178
Rennie	Jane	300
Rose & Crown	West Hill Dartford	327

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2019

NOTE 1 DONATIONS & SPONSORSHIPS OF £25 AND ABOVE – CONTINUED

		<u>2018/19</u>
Rotary Club	North Downs	250
	Gravesend	25
Sainsburys	Community Fund	500
Seager	Diane	80
Smithys	Snack Bar	500
Stround	Sam	60
Temple	Capital Finances Ltd	200
Theodorou	Mr & Mrs	210
Thind	Balkar	176
Trefoil Guild	Bromley	177
	Sidcup	71
Thomas	Deidre	30
Waitrose	Aylesford	560
Walkers	In the Country Park	25
Wanstall	Mike & Sally	360
Warren	Ian & Helen	200
West Kent	AM Order of Purchasers	1,000
Whelen	Mrs EM	60
Wood	Mrs Majorie	1,000
Write Trak Ltd	Gravesend	5,200
WI	Fairfield – Dartford	160
	Joydens Wood Bexley	258
	Hextable & Swanley	154
Yusuf	and family	40
Anon	donation	500
	Pat from Darenth	200
	Paid into our Virgin Just Giving account	3,412
	Pay Pal Just Giving	695
	In Memory of :- Diane Woodward	2,000
	David Turff	145
	Doug (from Peter & Daryl Connell)	<u>40</u>
		54,443
	Donations of less than £25	<u>247</u>
		<u>£54,690</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2019

NOTE 1 DONATIONS & SPONSORSHIP CONTINUED

	<u>2017/18</u>		<u>2018/19</u>
Total Donations	£ 83,466		£ 54,690
Deferred income brought forward	<u>120,239</u>		<u>108,534</u>
	203,705		163,224
Less:- donations for specific purposes and reserved sums			
Horse and ponies fund	10,000	10,000	
Sundry reserve (hay,tack etc)	1,200	3,500	
Balance – for mechanical horse	44,000		
New stable block	28,334	30,000	
General reserve	<u>25,000</u>	<u>30,000</u>	<u>73,500</u>
	£ <u>95,171</u>		£ <u>89,724</u>

NOTE 2 FUNDRAISING

Carol concert, dressage, shows, events etc	£ 10,863	£ 7,720
Hiring – out our facilities	21,394	20,990
Collection boxes/collections	<u>1,608</u>	<u>856</u>
	33,865	29,566
Less: cost of fund raising	<u>6,065</u>	<u>4,412</u>
	£ <u>27,800</u>	£ <u>25,154</u>

NOTE 3 MISCELLANEOUS INCOME

Gift aid recovery	£ 4,467	£ 4,022
Bank interest	267	289
Sale of carriage, rugs, etc	1,665	144
Sale of pony	<u>1,500</u>	<u> </u>
	£ <u>7,899</u>	£ <u>4,455</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2019

NOTE 4 SALARIES & NIC

	<u>2017/18</u>	<u>2018/19</u>
Salaries	£ 111,221	£ 116,671
Employers NIC	4,430	4,743
Work place pension	<u>848</u>	<u>1,210</u>
	£ <u>116,499</u>	£ <u>122,624</u>

During the year we employed an average of four full-time and three part-time instructors/horse carers.

NOTE 5 SPECIAL EXPENDITURE

Fencing	£ 7,490	--
Replacing wooden stables	5,928	
Re-concreting frontage	45,114	
Mechanical horse	4,400	42,794
Saddles	-	4,898
New laptop	-	509
Planning permission for stables	-	462
Wayleave for telephone/broadband	-	396
Web site update	200	
Filing cabinet ,matting (gate 2017/18)	295	373
DBS checks	716	
Painting barn	<u>486</u>	
	£ <u>64,629</u>	£ <u>49,432</u>

NOTE 6 BANKING

Current account with CAF Ltd	£ 49,525	£ 23,431
Deposit account with Virgin Charity	<u>65,567</u>	<u>60,350</u>
	115,092	83,781
Less: committed funds/contingency	<u>108,534</u>	<u>73,500</u>
(note 1)	£ <u>6,558</u>	£ <u>10,281</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2019

NOTE 7 DEBTORS & PREPAYMENTS

Lesson Fees	£ 2,172
Gift Aid	2,277
Hire of facilities	1,375
Fund raising	290
Building insurance	274
Sundry debtors	<u>213</u>
	<u>£ 6,601</u>

NOTE 8 CREDITORS & ACCRUALS

Electricity	£ 54
Tack & yard expenses	51
Feed & bedding	632
Veterinary services	29
Nest Pension scheme	220
Marjorie McClure riding a/c	3,559
Sundry creditors	<u>103</u>
	<u>£ 4,648</u>

NOTE 9 LONG TERM LIABILITY

In the year 2000 the Riding for the Disabled Association (RDA) loaned us £10,000 towards the cost of building Improvements. The sum is interest free. Repayable at the rate of £400 per year. Being conditional upon our remaining members of the RDA.

Assets

Ponies & Horses at cost	£20,701	(2017/18 £23,950)
Saddles at yard manager`s valuation	9,300	(2017/18 £ 7,000)
New Holland Tractor purchased 2014/15	18,995	(Major part of funding donation from QBE European Insurance Group UK)
Mechanical horse at cost 2018/19 -including Mounting blocks and installation	47,194	(purchased from various donations)

Other assets – mainly s/h furniture and tack

All of the above assets have been purchased from donations and gifts. With our charitable status the Trustees do not see any purpose in their inclusion within the balance sheet and having to provide provision for depreciation. In the case of our ponies and horses – would necessitate write-offs in the event of retirement or the death of an animal. In this financial year we have had to retire Mariah because of back problems.

Trustees

The group organizer was reimbursed out of pocket expenses and travel at 30p per mile. During the year this amounted to £1,708 against which £1,560 was claimed in full settlement. Apart from this sum none of the trustees or members of Arrow received any honorarium, attendance allowance of expense payments.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2019

Outstanding matters and reserves.

In 2018 our Landlords DBC – decided on his retirement not to replace their park warden who resided on site. Unfortunately they overlooked discussing the matter with us – so that we could ensure we continued to operate in a safe environment and be able to check the well being of our ponies and horses outside normal hours. A requirement under The Animal Welfare Regulation 2018.

In addition last year a planning application was made to erect a further four wooden stables on land under our use but not included within our lease. This application is still awaiting approval. Previously four stables had been built with planning permission in 2012 on a similar area of land.

DBC have advised that they will agree to the transfer to us of the aforementioned land and a part of Bailiff's cottage. The latter for use by one of our volunteer's as a residence. However after many months of waiting they have still not managed to obtain approval to the transfer from the superior landlord and their funders – the Millennium (Lottery) and the Groundwork Trust. Such transfer would be in the form of a supplementary or addendum to our present lease. This continuing until the end of the present lease term.

We find this altogether frustrating as the matter was first raised with DBC in April 2018. The necessary permissions had to be obtained for the engrossment of our original lease – this being dealt with “ in house” and without any apparent problems or unnecessary delays. Unfortunately the present delays have put a halt to our plans to continue the progress of the Centre and deflected us from our main purpose of trying to help more disabled people through our facilities and expertise. It seems inconceivable that a long established charity (formed 1982) with considerable support from so many local organisations and local people would have it plans thwarted by the Office of the Secretary of State (Health), the Lottery Commission and the Groundwork Trust. All of whom in the last century helped to further our establishment and progress.

You will see in our accounts that we have a reserve of £ 30,000 for the preparation of the ground and erection of the four additional stables. In the light of the foregoing – we may have to make alternative arrangements for the protection of our animals and property and have increased our general reserve from £25,000 to £30,000.

In considering the possibility of incidents taking place - the Trustees feel that it is only likely that part of the Centre might be damaged or destroyed at any one time. We would therefore hope to be able to continue our services at least in part – with our general reserve and increase in cost of working insurance helping until such time as we were able to return to normal working.

We have in place a reserve of £10,000 to cover the replacement or additions to our equine team.

Our accounts are prepared on the basis that we shall continue to operate in the future. However in the unlikely event that in the event of our closure any remaining assets would have to be transferred to another charity with similar objects to our own.

The charity trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act). Under Section 145(1) (a) of the Act the trustees have elected for the accounts to be examined by an independent examiner. I have been appointed by the trustees to undertake that task.

I report in respect of my examination of the Trust`s accounts carried out under Section 145 of the 2011 Act and In carrying our my examination I have followed all the applicable directions given by the Charity Commission Under Section 145(5)(b) of the Act.

Independent examiner`s statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect :-

- 1 accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set our in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a “true and fair view” which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed Alan Buttress 5/6/2019

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Alan Buttress
109 Coombfield Drive
Darenth
Kent DA2 7LE

TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2019

We had a successful year. After completing the concreting of the frontage to the premises. Installing our mechanical horse named “Jeremy” and still managing a small surplus of £1,461. As will be seen previously our aim is to continue investing in the Centre. If we can then still show a small gain at the end of the year – we are even more delighted

Apart from the problems with additions to our buildings detailed on page 13 – all is looking promising for the future. Our RDA regionals take place at the end of May 2019. This is then followed by the RDA National competitions in July 2019. We certainly expect a number of our riders to qualify. We also wish all our young riders enrolled in the Paralympic pathway programme – every success in the future.

Things do not slow down during the Summer holidays. The ponies and horses keep working – with our staff arranging pony days and competitions. We should like to express our thanks to them and our volunteers for the wonderful atmosphere they have helped create at Arrow – which is enjoyed by our riders, their parents and carers. Also thanks to the instructors from Bexley RDA who give their time to help carry out lessons.

I am really proud of my wife Valerie and congratulate her – having been a volunteer at Arrow for more than 30 years. Working six days a week rarely less than 10 hours a day - taking us from broken down premises and having a couple of ponies to achieving our present day size and status.

For her services Val received in 2015 a Service Recognition Award from the Rotary Club. In 2016 the British Empire Medal. This year the highest award given by the Lions International Foundation – to be admitted as a Melvin Jones Fellow for her dedicated humanitarian Services. Absolutely well deserved and a beacon for Arrow.

Larry Cork has been our independent accounts examiner since 1989. Unfortunately due to ill health Larry is no longer able to continue in that role. With thank him for the many years of service and send our best wishes to him and his wife Barbara.

We are very fortunate that Alan Buttress one of our volunteers has agreed to take over the role. Alan has been looking after our buildings and equipment for the past 12 years or so – since retiring from Barclays Bank and more recently as a local JP.

With all the fantastic support we receive from organisations, companies and individuals in the community – how can we fail to continue our success into the future?

Kenneth Blake FCIS hon chairman/treasurer

May 2019

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