

Hepworth Community Association
(Registered Charity: 1023644)

Trustees' Report for the year to 30th November 2022

Address

The Village Hall, Towngate, Hepworth, Holmfirth, West Yorkshire, HD9 1TE

Trustees

(a) To March 2022

Kevin Dessoy (Chair of Trustees; Elected Trustee), Nigel Peters (Elected Trustee), Mick Kirkby-Geddes (Elected Trustee), Sarah Brackenbury (Elected Trustee), Carolynn Williams (Elected Trustee), Alan Brook (Co-opted Trustee), Richard Southam (Co-opted Trustee).

(b) From March 2022

Kevin Dessoy (Chair of Trustees; Elected Trustee), Nigel Peters (Elected Trustee), Mick Kirkby-Geddes (Elected Trustee), Sarah Brackenbury (Elected Trustee), Carolynn Williams (Elected Trustee), Alan Brook (Co-opted Trustee), Richard Southam (Co-opted Trustee).

Charity Structure

The charity was registered with the Charity Commission in 1992. In 2013, a revised constitution was drawn up and was lodged with the Commission. The charity is now run in conformity with this 2013 constitution which specifies that Hepworth Community Association (= HCA) should have between 3 and 12 Trustees, all of whom must be members or authorised representatives. Of these, up to 12 may be Elected Trustees, a quarter of whom must retire at each AGM, those longest in office retiring first. Up to 3 Co-opted Trustees may be appointed by resolution of the Trustees, to hold office until the next AGM. The Association currently (at 30th November 2022) has 5 Elected Trustees, 1 of whom retires, by rotation, at each AGM, and 2 Co-opted Trustees. All Trustees are required to sign a Trustee Declaration Form confirming both their eligibility and suitability for office in relation to the criteria set out by the Commission in its publications. Prospective new Trustees are given advance notice of this requirement. Checks are made on all Trustees by use of the Insolvency Register. The Trustees meet several times a year.

Although the Trustees are ultimately responsible for control of the charity and its property and funds, running of the HCA is - by delegation - largely in the hands of its membership at the Monthly Meeting. Anyone may attend the Monthly Meeting, although only signed-up members may vote. Membership of the HCA is open to any individual or organisation interested in supporting its objects. The Association currently has just over 40 members. At the AGM, the membership votes for a Chair of the Monthly Meeting, a Secretary of the Monthly Meeting, a Treasurer, a Bookings Secretary and any replacement Elected Trustees.

Objectives and Activities

The Association maintains, improves, uses and administers Hepworth Village Hall, a former day-school owned by the Anglican church. The HCA holds the Hall by licence from the church. HCA lets space, at low rates, to local groups (sports, fitness, craft, playgroup, charities, drama etc) and to individuals for social events and parties. HCA also runs events, eg Film Night, HepworthLIVE (a folk-music night), concerts, plays, etc., as community occasions and as fund-raisers. In addition, the HCA also administers the production and distribution of "Focus", a quarterly community magazine with a print-run of about 750 copies, free to householders in the area.

Achievements and Performance

(The Report below was given at the AGM in March 2023 by the Chair of Monthly Meeting, Mr Gary Kelly.)

"It's been a very positive year for the Village Hall and everyone, now that a sense of normality has returned after the dark shadow of Covid has mostly left our lives.

It's a joy to see people out and about again and enjoying the simple pleasures we all sometimes take for granted.

After the decision was taken to reopen the Village Hall, bookings and events were slow to start but the momentum and demand to host all sorts of events has been greatly received and all very successfully attended, just reinforcing how important the Village Hall is to our community.

Events such as "Hepworth Live", showcasing fantastic variations of folk music, were well attended and very much enjoyed by all. Demand for tickets is strong and it's not hard to see why: a truly great event that is going from strength to strength.

The regular "Film Nights" are proving to be very popular, with a good variety of films and are now creating a profit.

The "Coffee Morning" events that are held are very popular. It is lovely to see people of all ages attending, as well as the children from Hepworth Infant and Junior School who are there to help. It is lovely to see the children interacting; they are always very polite and respectful and are a credit to the school. The Coffee Mornings continue to be a huge success raising vital funds for various charities and many thanks to all who support these very worthy causes.

Let's not forget "The Hepworth Players", holding their annual play and pantomime. Lots of hard work goes into these productions and are greatly enjoyed by participants and audiences alike. This raises vital funds toward the running of the Village Hall.

After some initial difficulties, we now have an established pool of volunteers to aid the running of the bar for events that require it. A huge thank you to all who give up their time to allow events to take place.

Regarding building works on the Village Hall that have taken place this year. Much of the structural work to the exterior of the building has been done and will be finalised in the better weather. This has been a very important series of works that allow the hall to remain safe and structurally sound for the future. These works were partly funded by grants that Alan Brook, Village Hall Secretary, managed to obtain and we are very grateful for his efforts and diligence in order to secure the funding.

Village Hall finances are in a much healthier position thanks to the hall being utilised for events, but we still need to remain vigilant as just like our homes the cost utilities have also increased significantly for the running of the Village Hall.

I would again like to take this opportunity to thank the committee, trustees and volunteers who have helped run and support the Village Hall over the past year and look forward to your continued support in the future."

Financial Review and Reserves Policy

This year was a transitional year in which the Community Association has begun to move back to the financial position it was in before Covid led to the temporary closure of the Village Hall for many months after March 2020. Private lettings have resumed, as have Film Nights, HepworthLIVE and the Hepworth Players annual play. Bar profit, a major factor in guaranteeing a very satisfactory end-of-year surplus in past years, was £3K, but is still well short of that in pre-Covid years (typically £7K). Now that the Hall is fully open again, the Trustees are confident that that source of income will recover.

As well as reduced income during the year, the Association experienced unusual expenditure on structural repairs to the Hall, the main factor accounting for an overall deficit on the year of £4.4K. Over time, the stage-end of the Village Hall had been slowly sinking and separating from the main body of the Hall and expensive remedial work (£13K) needed to be undertaken. Additional, less urgent, work is still required to complete the job, but is expected to be much less costly. Generous grants (£10K) from two bodies have helped defray the costs of this work, and these, together with the 'rainy day money' which the Trustees routinely set aside for such unpredictable eventualities, have meant that the Association has not slid into debt. Indeed, at the year end, the Association had a healthy balance of £20K.

The HCA operates a Reserves Policy. The assets in the Bar Fund (£0.7K) and the HepworthLIVE Fund (£1.6K) are funds designated for running the Bar and HepworthLIVE, respectively. The Trustees decided that £6,000 of the money in the Association's General Fund (£18K, as at November 2022) should be held as Operational Reserves for conducting day-to-day business of the Association, and to fund unexpected expenditure, and that the remainder (£12K) should be classified as designated funds, set aside for projects to be decided by Monthly Meeting. As at November 2022, some of these funds will be needed for completing the structural repair work to the Hall, discussed above.

At the end of our financial year, in November 2022, our Independent Examiner was able to write an unqualified Report on the Association's annual accounts.

Public Benefit

The Trustees are aware of the guidance of the Charity Commission (in particular PB1, PB2 and PB3) on this matter and believe that the charity is run having regard to it. As evidence, we note that the report on Achievements and Performance, above, illustrates that the Association is serving the local community in many ways, and is playing the role for which it was set up and approved by the Commission.

Hepworth Community Association

(Registered Charity: 1023644)

Income and Expenditure Account (General Fund) for the year ended 30th November 2022

[2021]	INCOME			£
[1924]	Letting of the Hall			4,098.00
[0]	Art & craft classes		180.00	
[0]	Badminton		222.00	
[0]	Coffee mornings		30.00	
[300]	Kirklees		0.00	
[1624]	Pre-school and Playgroup		1,716.00	
[0]	Private groups		415.00	
[0]	Private parties		230.00	
[0]	Fitness Class		260.00	
[0]	Pilates		645.00	
[0]	Other		0.00	
[0]	Toddlers		0.00	
[0]	Yoga		400.00	
[0]	Special Events (net)			490.50
[0]	Pantomime (Hepworth Players)		-305.04	
[0]	Income	0.00		
[0]	Expenditure	305.04		
[0]	Play (Hepworth Players)		795.54	
[0]	Income	923.00		
[0]	Expenditure	127.46		
[0]	Bingo Night		0.00	
[0]	Income	0.00		
[0]	Expenditure	0.00		
[0]	Bar (net)			2,565.69
[358]	Bar takings (gross)		5,701.09	
[393]	Bar expenditure (gross)		3,101.15	
[393]	Restocking	3,071.15		
[0]	Bar assistance	30.00		
[-35]	Net bar surplus retained in Bar Account		34.25	
[0]	HepworthLIVE			0.00
[0]	Ticket sales		2,370.00	
[74]	Expenses		1,376.78	
	Fees for artistes & sound	1,208.00		
	Advertising & Websites	147.78		
	Other	21.00		
[-74]	Surplus retained in HepworthLIVE account		993.22	
[0]	Donations / Grants			10,050.00
	Holme Valley Parish Council		5,000.00	
	Common Good Fund		5,000.00	
	Hepwoth Year 6 Donation		50.00	
[0]	Kirklees Community Grant		0.00	
[99]	Other			200.81
[99]	Film Nights		200.81	
[99]	Ticket sales	410.00		
[0]	Film hire fees	209.19		
[0]	Brit Fed of Film Socs subscrip'n	0.00		
	Income Sub-total			£ 17,405.00

Hepworth Community Association

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Income and Expenditure Account (General Fund) for the year ended 30th November 2022

[2021]	EXPENDITURE		£
[2186]	Repairs, Renewals and Improvements		15,516.08
[156]	Boiler & heaters service	168.00	
[0]	New Boiler Fan	328.12	
[30]	Lighting	7.00	
[1710]	Structural Survey	-	
[0]	Structural Repairs	12,748.80	
[0]	Electrical repairs	1,854.16	
[0]	Replacement of Steel Grill	220.00	
[289]	Miscellaneous	190.00	
[1530]	Electricity		1,560.00
[1593]	Gas		1,559.76
[1960]	Insurance		2,203.28
[0]	Cleaning services		720.00
[0]	Consumables		65.94
[0]	Bank Charges + Interest		75.97
	Charges	75.98	
	Interest	0.01	
[400]	Donations		0.00
[300]	Hepworth J&I School	0.00	
[100]	Hepworth Pre-school & Playgroup	0.00	
[-583]	Focus Magazine		34.16
	Advertising revenue	1891.00	
	Production costs	1925.16	
[405]	Other		1083.08
[186]	Fire equipment inspection and service	225.88	
[70]	Kirklees licence fee for Hall	70.00	
[149]	PRS & PPL fees (to play music)	139.20	
[0]	Electrical Inspection	648.00	
	TOTAL EXPENDITURE		£ 22,818.27
	Surplus Income over Expenditure		-£ 5,413.27
	TOTAL EXPENDITURE + Surplus Income		£ 17,405.00

Hepworth Community Association

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Balance Sheet as at 30th November 2022

[2021]				£
[24808]	Cash Assets			20,372.48
[23500]	Main Account		18,036.98	
	Cash in Current Account (HSBC)	17,927.04		
	Cash in Deposit Account (HSBC)	9.39		
	Cash in Hand	25.00		
	Petty Cash	75.55		
[676]	Bar Account		711.19	
	Cash in Bar Account (Barclays)	406.59		
	Bar Cash in Hand	304.60		
[631]	HepworthLIVE Account		1,624.31	
	Cash in HepworthLIVE Account (Barclays)	1,442.37		
	HepworthLIVE Cash in Hand	181.94		
	iZettle Balance	-		
	Cash in HepworthLIVE Account (PayPal)	-		
[269]	Cash Liabilities			218.70
[269]	Cash held for Art Group	218.70		
[0]	HepworthLIVE: advance ticket sales	-		
[24539]	NET CASH ASSETS			£ 20,153.78
	These assets are represented by:			
	General Fund			
[23500]	Balance at 30/11/2022			17,818.28
	Balance at 30/11/2021		23,231.55	
[-5467]	Increase for year to 1/12/2022	- 5,413.27		
[0]	Transfer from Bar Fund	-		
[-5467]	Increase in cash (= deficit - transfer)	-	5,413.27	
	Bar Fund			
[676]	Balance at 30/11/2022			711.19
[711]	Balance at 30/11/2021		676.94	
[-35]	Surplus for year to 27/11/2022	34.25		
[0]	Transfer to General Fund	-		
[-35]	Increase in cash (= surplus - transfer)		34.25	
	HepworthLIVE Fund			
[631]	Balance at 30/11/2022			1,624.31
[705]	Balance at 30/11/2021		631.09	
[-74]	Surplus for year to 30/11/2022	993.22		
[0]	Transfer to General Fund	0.00		
[-74]	Increase in cash (= surplus - transfer)		993.22	
	TOTAL CASH ASSETS			
[24539]	Balance at 30/11/2022			£ 20,153.78
[30115]	Balance at 30/11/2021	24,539.58		
[-5467]	Main Fund Surplus for year to 30/11/2022	- 5,413.27		
[-35]	Bar Fund Surplus for the year 30/11/2022	34.25		
[-74]	Hepworth Live Surplus for year 30/11/2022	993.22		

Statement on Assets and the Reserves Policy

The assets in the Bar Fund and in the HepworthLIVE Fund are designated funds set aside for running the Bar and HepworthLIVE, respectively. Of the balance in the General Fund, £6,000 has been set aside as Operational Reserves, whilst the remainder, approximately £12K, is money designated for future projects.

Signed as as Approved

	Print	Date	Signed
Chairman of Trustees	K Dessoy		
Treasurer	N Peters		<i>N J Peters</i>
Accounts Auditor	G Latham		

Independent Examiner's Unqualified Report

Independent Examiner's Report to the Trustees of Hepworth Community Association

I report on the accounts for the year ended 30 November 2022.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

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

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

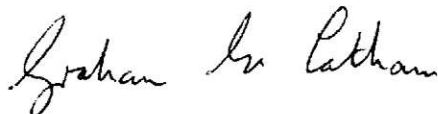
Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 130 of the 2011; and
 - 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.



GCM Latham

Date: 7th March 2023

27 White Wells Gardens, Scholes, HD9 1TZ

Independent Examiner's Unqualified Report

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- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

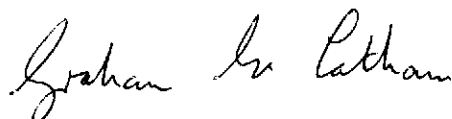
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