

Hepworth Community Association
(Registered Charity: 1023644)

Trustees' Report for the year to 30th November 2023

Address

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

Trustees

(a) To March 2023

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 2023

Alan Brook (Chair of Trustees; Elected Trustee), Nigel Peters (Elected Trustee), Mick Kirkby-Geddes (Elected Trustee), Carolynn Williams (Elected Trustee), Tracy Clark (Elected Trustee), Vivien Kelly (Elected Trustee), Gary Kelly (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 2023) has 6 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 a number of 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 Bimonthly 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 Bimonthly Meeting, a Secretary of the Bimonthly 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 prepared by the Chair of the Bimonthly Meeting, Mr Gary Kelly.)

"It has been another great year for the Village Hall and it's a joy to see it being used so much. It is truly the beating heart of our village and a meeting point for all villagers and people from the surrounding areas.

The events taking place are going from strength to strength. Events such as the folk evenings of "Hepworth Live" were sold out way in advance of the events themselves. The great musicians, and the variety on offer, ensured sell-out crowds and wonderful evenings for all who attended. The regular film nights also prove very popular with a variety of films to please all tastes. The re-established quiz nights have been a huge success and are always a sell-out event when they take place. As ever, ideas or suggestions for other events are always welcomed.

As in previous years, the monthly charity coffee morning events are always very well attended. The volunteers and children from the school do an amazing job which is much appreciated by all who attend. All the monies generated go to very worthy causes, both at home and abroad, and are very much appreciated by all the partner charities.

As ever, "The Hepworth Players" hold their annual Pantomime over the Xmas period to sell-out audiences. They are highly entertaining and very much enjoyed by all who attend. Their efforts create much-needed funds for the Village Hall. A huge thank you to them all for their hard work and dedication! I am pleased to report that a pool of volunteers to run the bar is now established and is working excellently. All events are covered as required. A huge thank you to all who assist! Any other volunteers who wish to be involved with the bar or to join in any other activities would be more than welcome.

Regarding structural works to the building, the final painting and re-coating of the steel structure, under the stage, has now taken place and this should complete these works.

Other works to maintain the Village Hall are in the early stages of discussion by the committee. These works are redecorating the inside of the village hall and looking into getting the floor and roof recoated. We are also looking to replace the door and window leading into the kitchen and bar area as these are in a very poor condition. Once discussion with the committee has taken place we will start to get quotes for the works and make decisions accordingly. With all the collective effort from everyone involved in the Village Hall on the committee, the Village Hall funds are in a very healthy state allowing us to do these essential works in the fullness of time.

Again I would like to take this opportunity personally to thank all the members of the committee and volunteers for that hard work and effort throughout the year. None of this happens without hard work and dedication from the volunteers and people of the village and the surrounding area and their efforts are very much appreciated by all who use the Village Hall. I would 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

In their Annual Report for last year, the year 2021-22, the Trustees expressed their confidence that, in 2022-23, the income for the HCA would return to pre-pandemic levels. Now that the Hall is fully open again, this has proved to be the case. Total gross income rose from £25K to £39K, and the bar surplus, always a major factor in guaranteeing a satisfactory end-of-year situation, was up from £2.6K to £8.2. The increase in the retail price of energy during the year led us to reassess, and increase, our letting charges. Our letting charges had previously been relatively low and our enforced increases seemed to have no detrimental effects upon the usage of the Hall. With no significant, unusual, one-off expenditure, the HCA finished the year with a healthy surplus of £9.6K, and a balance of £30K in its accounts.

The HCA operates a Reserves Policy. The assets in the Bar Fund (£1K) and the HepworthLIVE Fund (£0.6K) are funds designated for running the Bar and HepworthLIVE, respectively. The Trustees decided that £8,000 of the money in the Association's General Fund (£28K, as at November 2023) should be held as Operational Reserves for conducting day-to-day business of the Association, and to fund unexpected expenditure, and that the remainder (£20K) should be

classified as designated funds, set aside for projects to be decided by the Bimonthly Meeting.

At the end of our financial year, in November 2023, 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 2023

[2022]	INCOME		£
[4098]	Letting of the Hall		6,107.37
[180]	Art & craft classes	164.00	
[222]	Badminton	470.00	
[30]	Coffee mornings	70.00	
[0]	Kirklees	0.00	
[1716]	Pre-school and Playgroup	2,730.00	
[415]	Private groups	850.00	
[230]	Private parties	678.00	
[260]	Fitness Class	396.00	
[645]	Pilates		
[0]	Other	596.37	
[0]	Toddlers		
[400]	Yoga	153.00	
[490]	Special Events (net)		3,738.02
[-305]	Pantomime (Hepworth Players)	2,023.00	
[0]	Income	2,308.00	
[305]	Expenditure	285.00	
[796]	Play (Hepworth Players)	1,481.17	
[923]	Income	1,749.00	
[127]	Expenditure	267.83	
[0]	Other Social Occasions	233.85	
[0]	Income	233.85	
[0]	Expenditure	0.00	
[2566]	Bar (net)		7,912.15
[5701]	Bar takings (gross)	15,867.99	
[3101]	Bar expenditure (gross)	7,667.03	
[3071]	Restocking	7,667.03	
[30]	Bar assistance	0.00	
[34]	Net bar surplus retained in Bar Account	288.81	
[0]	HepworthLIVE		1,650.00
[2370]	Ticket sales	8,480.68	
[1377]	Expenses	7,825.31	
	Fees for artistes & sound	7,651.60	
	Advertising & Websites	108.00	
	Other	65.71	
	Surplus transferred to HCA	1,650.00	
[993]	Surplus retained in HepworthLIVE account	-994.63	
[10050]	Donations / Grants		0.00
	Holme Valley Parish Council	0.00	
	Common Good Fund	0.00	
	Hepworth Year 6 Donation	0.00	
[0]	Kirklees Community Grant	0.00	
[201]	Other		842.92
[201]	Film Nights	842.92	
[410]	Ticket sales	2,022.00	
[209]	Film hire fees	1,179.08	
[0]	Brit Fed of Film Socs subscrip'n	0.00	
[-34]	Focus Magazine		977.46
	Advertising revenue	3073.00	
	Production costs	2095.54	

Hepworth Community Association

(Registered Charity: 1023644)

**Income and Expenditure Account (General Fund)
for the year ended 30th November 2023****[2022] EXPENDITURE**

£

[15516] Repairs, Renewals and Improvements**1,062.24**

[168]	Boiler & heaters service	132.00
[328]	New Boiler Fan	-
[7]	Lighting	-
[0]		
[12749]	Structural Repairs	900.00
[1854]	Electrical repairs	-
[220]	Replacement of Steel Grill	-
[190]	Miscellaneous	30.24

[1560] Electricity**1,560.00****[1560] Gas****3,296.32****[2203] Insurance****2,311.00****[720] Cleaning services****1,160.00****[66] Consumables****181.34****[76] Bank Charges + Interest****84.07**

Charges	84.16
Interest	0.09

[0] Donations**1,000.00**

[0]	Hepworth J&I School	700.00
[0]	Hepworth Pre-school & Playgroup	300.00
[50]	Holmfirth Tech	

[1083] Other**300.17**

[226]	Fire equipment inspection and service	248.05
[70]	Kirkdees licence fee for Hall	70.00
	Book Sale	-95.97
	Authors Play Reading	-100.00
	Website Domain Renewal	9.59
[139]	PRS & PPL fees (to play music)	168.50
[648]	Electrical Inspection	

[22818] TOTAL EXPENDITURE**£ 10,955.14****[-5413] Surplus Income over Expenditure****£ 10,272.78****[17405] TOTAL EXPENDITURE + Surplus Income****£ 21,227.92**

Hepworth Community Association

(Registered Charity: 1023644)

Balance Sheet as at 30th November 2023

[2022]			£
[20372]	Gross Cash Assets		29,939.44
[18037]	Main Account	28,309.76	
	Cash in Current Account (HSBC)	20,881.81	
	Cash in Current Account (CO-OP)	7,257.50	
	Cash in Deposit Account (HSBC)	0.03	
	Cash in Hand	80.00	
	Petty Cash	80.42	
[711]	Bar Account	1,000.00	
	Cash in Bar Account (Barclays)	444.35	
	Bar Cash in Hand	555.65	
[1624]	HepworthLIVE Account	629.68	
	Cash in HepworthLIVE Account (Barclays)	629.68	
	HepworthLIVE Cash in Hand	-	
	iZettle Balance	-	
	Cash in HepworthLIVE Account (PayPal)	-	
[219]	Cash Liabilities		218.70
[219]	Cash held for Art Group	218.70	
[0]	HepworthLIVE: advance ticket sales	-	
[20154]	NET CASH ASSETS		£ 29,720.74
<i>The total gross cash assets are represented by:</i>			
General Fund			
[17818]	Balance at 30/11/2023		28,091.06
	Balance at 30/11/2022	17,818.28	
[-5412]	Increase for year to 1/12/2023	8,822.78	
[0]	Transfer from Hepworth Live	1,850.00	
[-5412]	Increase in cash (= deficit - transfer)	10,272.78	
Bar Fund			
[711]	Balance at 30/11/2023		1,000.00
[677]	Balance at 30/11/2022	711.19	
[34]	Surplus for year to 30/11/2023	288.81	
[0]	Transfer to General Fund	-	
[34]	Increase in cash (= surplus - transfer)	288.81	
HepworthLIVE Fund			
[1624]	Balance at 30/11/2023		629.68
[631]	Balance at 30/11/2022	1624.31	
[993]	Surplus for year to 30/11/2023	655.37	
[0]	Transfer to General Fund	-1,650.00	
[993]	Increase in cash (= surplus - transfer)	-994.63	
[20,154]	TOTAL GROSS CASH ASSETS		£ 29,720.74
[20,372]	Balance at 30/11/2023		
[24758]	Balance at 30/11/2022	20,372.48	
[-5412]	Main Fund Surplus for year to 30/11/2023	10,272.78	
[34]	Bar Fund Surplus for the year to 30/11/2023	288.81	
[993]	Hepworth Live Surplus for year to 30/11/2023	-994.63	
[-219]	Cash held for Art Group at 30/11/2023	-218.70	

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, £8,000 has been set aside as Operational Reserves, whilst the remainder, approximately £20K, is money designated for future projects.

Signed as as Approved

	Print	Date	Signed
Trustee Representative	R Southam	6/3/2024	R Southam
Treasurer	N Peters	6/3/2024	N Peters
Accounts Auditor	G Latham	6/3/2024	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 2023.

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.

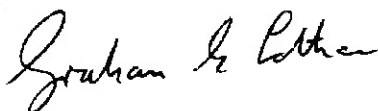
Independent examiner's statement

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: 5th March 2024

27 White Wells Gardens, Scholes, HD9 1TZ

Hepworth Community Association

(Registered Charity: 1023644)

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Treasurer	N Peters	6/3/2024	N Peters
Accounts Auditor	G Latham	6/3/2024	G Latham

Independent Examiner's Unqualified Report

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

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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.

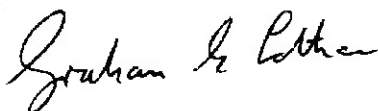
Independent examiner's statement

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
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GCM Latham

Date: 5th March 2024

27 White Wells Gardens, Scholes, HD9 1TZ