

Hepworth Community Association  
(Registered Charity: 1023644)

## Trustees' Report for the year to 30th November 2024

### Address

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

### Trustees

#### (a) To March 2024

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).

#### (b) From March 2024

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. Retiring trustees may stand for re-election. 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 2024) 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 Bimonthly 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 delivered to the March 2025 AGM by the Chair of the Bimonthly Meeting, Mr Gary Kelly.)*

"I am pleased to report another successful year for Hepworth Community Association and the Village Hall. The level of bookings has continued to be healthy and the play, panto, film and HepworthLIVE nights continued to bring in a significant level of income and bar takings as outlined in the audited accounts. The quiz nights have proved to be a great success and the coffee mornings continue to be well attended and raise money for a wide range of charities which I am sure are very grateful for the contributions. I would like to express my thanks to all involved in the planning and running of these events. There has been significant expenditure of £18K on repairs, renovations and maintenance of the Village Hall during the year. This work has included completion of the external structural work, a new kitchen door, fire protection to the ceiling, painting and decorating of the hall and new wall lights; feedback from users of the village hall has been very positive about the works. Thanks must go to Mick Charlesworth, Lockwood Windows and Cameron Kelly for undertaking the works. We hope to continue with various improvements including sanding and refinishing the Village Hall floor during the summer [of 2025]. The cleaning contract has been revised and a new cleaning company employed to ensure the Hall is maintained effectively. There has been a change in editorship of the Focus Magazine this year. On behalf of the Committee and the Village, I would like to record our thanks to Simon and Helen Cave for their many years of dedication in producing the Focus and our thanks, too, to Lisa Hoad who has now taken over as editor. The magazine is a valuable source of information and provides a diary of events taking place within the community. I would

like to thank our various hirers for their continued support in using the Village Hall and ensuring a wide variety of events, classes and groups are available to the community. I thank, too, the Trustees, Secretary, Treasurer and Booking Secretary for their hard work behind the scenes and others who volunteer their time doing lighting, sound, maintenance and bar cover; all their efforts ensure the Hall is a successful community asset."

## **Financial Review and Reserves Policy**

In their Annual Report for last year, the year 2022-23, the Trustees reported that increases in the retail price of energy had led the HCA to raise letting fees. This has had no noticeable effect on usage of the Hall, and, during the present year, both of our principal revenue streams (Hall Letting income, £6.3K, and the Bar surplus, £8.6K) were marginally up on last year's figures. As our regular expenditure was not very different from that in previous years, this would normally have led to an overall surplus for 2023-24 of about £7-10K. However, this year we ran a one-off operating deficit of about £9K, a consequence of our spending funds on major repair and renovation projects, as mentioned earlier in 'Achievements and Performance'. This included £10.5K on structural work at the stage end of the Village Hall, £3K on replacement of a kitchen window-and-door and over £3K on protective treatment to the internal wooden ceiling of the Hall. Despite all this expenditure, the end of year position of the HCA was a healthy one: the General Fund has a balance of over £18K, the consequence of prudent husbanding of income in past years.

The HCA operates a Reserves Policy. The assets in the Bar Fund (£1.4K) and the HepworthLIVE Fund (£1.8K) 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 (£18K, as at November 2024) should be held as Operational Reserves for conducting day-to-day business of the Association, and to fund unexpected expenditure, and that the remainder (£10K) 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 2024, 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 2024

[2023] INCOME		£
[6107]	<b>Letting of the Hall</b>	<b>6,271.40</b>
[164]	Art & craft classes	200.00
[470]	Badminton	480.00
[70]	Coffee mornings	50.00
[0]	Kirklees	900.00
[2730]	Pre-school and Playgroup	2,730.00
[850]	Private groups	210.00
[678]	Private parties	727.00
[396]	Fitness Class	360.00
[596]	Other	509.40
[153]	Yoga	105.00
[3738]	<b>Special Events (net)</b>	<b>3,995.15</b>
[2023]	Pantomime (Hepworth Players)	3,075.02
[2308]	Income	3,659.00
[285]	Expenditure	583.98
[1481]	Play (Hepworth Players)	920.13
[1749]	Income	1,351.00
[268]	Expenditure	430.87
[234]	Other Social Occasions	0.00
[234]	Income	0.00
[0]	Expenditure	0.00
[7912]	<b>Bar (net)</b>	<b>8,563.82</b>
[15868]	Bar takings (gross)	17,043.86
[7667]	Bar expenditure (gross)	8,109.14
[7667]	Restocking	8,109.14
[0]	Bar assistance	0.00
[289]	Net bar surplus retained in Bar Account	370.90
[1650]	<b>HepworthLIVE</b>	<b>0.00</b>
[8481]	Ticket sales	9,165.00
[7825]	Expenses	8,000.41
	Fees for artistes & sound	7,682.20
	Advertising & Websites	169.38
	Other	148.83
[1650]	Surplus transferred to HCA	0.00
[-995]	Surplus retained in HepworthLIVE account	1,164.59
[0]	<b>Donations / Grants</b>	<b>0.00</b>
	Holme Valley Parish Council	0.00
	Common Good Fund	0.00
	Hepworth Year 6 Donation	0.00
[0]	Kirklees Community Grant	0.00
[843]	<b>Other</b>	<b>367.18</b>
[843]	Film Nights	367.18
[2022]	Ticket sales	1,365.00
[1179]	Film hire fees	997.82
[0]	Brit Fed of Film Socs subscrip'n	0.00
[977]	<b>Focus Magazine</b>	<b>261.00</b>
[3073]	Advertising revenue	2415.00
[2096]	Production costs	2154.00
[21228]	<b>Income Sub-total</b>	<b>£ 19,458.55</b>

# Hepworth Community Association

(Registered Charity: 1023644)

## Income and Expenditure Account (General Fund) for the year ended 30th November 2024

[2023]	<b>EXPENDITURE</b>		£
[1062]	<b>Repairs, Renewals and Improvements</b>		<b>18,379.60</b>
[132]	Boiler & heater service	156.00	
[0]	New Boiler	473.88	
[0]	Roof Repairs	185.00	
	Wi-Fi extender	180.11	
	New Macerator	276.00	
	Purchase of Paint	240.41	
	Completion of Support pillar work	8,268.00	
	Application of Timber Protection	3,372.00	
	Replacement of Kitchen Door / Window	2,750.00	
[0]	Structural Survey	234.00	
[900]	Structural Repairs	-	
[0]	Kitchen repairs	59.58	
[0]	Repair to Steelwork Bearings	1,980.00	
[30]	Miscellaneous	204.62	
[1560]	<b>Electricity</b>		<b>880.00</b>
[3296]	<b>Gas</b>		<b>3,602.50</b>
[2311]	<b>Insurance</b>		<b>2,391.01</b>
[1160]	<b>Cleaning services</b>		<b>1,707.00</b>
[181]	<b>Consumables</b>		<b>415.74</b>
[84]	<b>Bank Charges + Interest</b>		<b>-39.03</b>
[84]	Charges	60.00	
[0]	Interest	99.03	
[1000]	<b>Donations</b>		<b>1,100.00</b>
[700]	Hepworth J&I School	750.00	
[300]	Hepworth Pre-school & Playgroup	350.00	
[0]	Holmfirth Tech		
[300]	<b>Other</b>		<b>428.36</b>
[248]	Fire equipment inspection and service	233.61	
[70]	Kirklees licence fee for Hall	70.00	
[-96]	Book Sale	-217.88	
[-100]	Authors Play Reading	0.00	
[10]	Website Domain Renewal	9.59	
[168]	PRS & PPL fees (to play music)	177.04	
	Xmas Tree Grant	-94.00	
	Xmas tTree and Lights	150.00	
[0]	Hamper	100.00	
[10955]	<b>TOTAL EXPENDITURE</b>		<b>£ 28,865.18</b>
[10273]	<b>Surplus Income over Expenditure</b>		<b>-£ 9,406.63</b>
[21228]	<b>TOTAL EXPENDITURE + Surplus Income</b>		<b>£ 19,458.55</b>

# Hepworth Community Association

(Registered Charity: 1023644)

## Balance Sheet as at 30th November 2024

[2023]				£
[29939]	<b>Gross Cash Assets</b>			<b>22,068.30</b>
[28310]	<b>Main Account</b>		18,903.13	
	Cash in Current Account (HSBC)	4,326.27		
	Cash in Current Account (CO-OP)	6,111.41		
	Cash in Deposit Account (HSBC)	8,099.06		
	Cash in Hand	295.00		
	Petty Cash	71.39		
[1000]	<b>Bar Account</b>		1,370.90	
	Cash in Bar Account (Barclays)	427.03		
	Bar Cash in Hand	943.87		
[630]	<b>HepworthLIVE Account</b>		1,794.27	
	Cash in HepworthLIVE Account (Barclays)	1,794.27		
	HepworthLIVE Cash in Hand	-		
[219]	<b>Cash Liabilities</b>			<b>218.70</b>
[219]	Cash held for Art Group	218.70		
[0]	HepworthLIVE: advance ticket sales	-		
[29721]	<b>NET CASH ASSETS</b>			<b>£ 21,849.60</b>
<b>The total gross cash assets are represented by:</b>				
<b>General Fund</b>				
[28091]	Balance at 30/11/2024			<b>18,684.43</b>
	Balance at 30/11/2023		28,091.06	
[8623]	Increase for year to 1/12/2024	- 9,406.63		
[0]	Transfer from Hepworth Live	-		
[8623]	Increase in cash (= deficit - transfer)	-	9,406.63	
<b>Bar Fund</b>				
[1000]	Balance at 30/11/2024			<b>1,370.90</b>
	Balance at 30/11/2023		1,000.00	
[711]	Surplus for year to 30/11/2024	370.90		
[289]	Transfer to General Fund	-		
[0]	Increase in cash (= surplus - transfer)		370.90	
[289]				
<b>HepworthLIVE Fund</b>				
[630]	Balance at 30/11/2024			<b>1,794.27</b>
	Balance at 30/11/2023		629.68	
[1624]	Surplus for year to 30/11/2024	1,164.59		
[655]	Transfer to General Fund	0.00		
[1650]	Increase in cash (= surplus - transfer)		1,164.59	
[-994]				
<b>TOTAL GROSS CASH ASSETS</b>				
[29720]	Balance at 30/11/2024			<b>£ 21,849.60</b>
	Balance at 30/11/2023	29,720.74		
[20372]	Main Fund Surplus for year to 30/11/2024	-9,406.63		
[10273]	Bar Fund Surplus for year to 30/11/2024	370.90		
[289]	Hepworth Live Surplus for year to 30/11/2024	1,164.59		
[-994]	Cash held for Art Group	-218.70		
[219]				

### 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 £10K, is money designated for future projects.

### Signed as Approved

	Print	Date	Signed
Trustee Representative	R Southam	05/03/2025	<i>RM Southam</i>
Treasurer	N Peters	05/03/2025	<i>NJPeters</i>
Accounts Auditor	G Latham	05/03/2025	

## **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 2024.

#### **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.

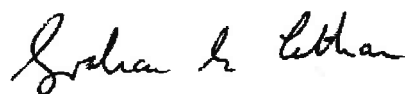
#### **Independent examiner's statement**

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: 5<sup>th</sup> March 2025

27 White Wells Gardens, Scholes, HD9 1TZ

# Hepworth Community Association

(Registered Charity: 1023644)

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[2023]	INCOME		£
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[1650]	<b>HepworthLIVE</b>		<b>0.00</b>
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	Fees for artistes & sound	7,682.20	
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	Holme Valley Parish Council	0.00	
	Common Good Fund	0.00	
	Hepworth Year 6 Donation	0.00	
[0]	Kirklees Community Grant	0.00	
[843]	<b>Other</b>		<b>367.18</b>
[843]	Film Nights	367.18	
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[84]	Charges	60.00	
[0]	Interest	99.03	
[1000]	<b>Donations</b>		<b>1,100.00</b>
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[10273]	<b>Surplus Income over Expenditure</b>		<b>-£ 9,406.63</b>
[21228]	<b>TOTAL EXPENDITURE + Surplus Income</b>		<b>£ 19,458.55</b>

# Hepworth Community Association

(Registered Charity: 1023644)

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	Petty Cash	71.39		
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	Cash in Bar Account (Barclays)	427.03		
	Bar Cash in Hand	943.87		
[630]	<b>HepworthLIVE Account</b>		1,794.27	
	Cash in HepworthLIVE Account (Barclays)	1,794.27		
	HepworthLIVE Cash in Hand	-		
[219]	<b>Cash Liabilities</b>			<b>218.70</b>
[219]	Cash held for Art Group	218.70		
[0]	HepworthLIVE: advance ticket sales	-		
[29721]	<b>NET CASH ASSETS</b>			<b>£ 21,849.60</b>
<b>The total gross cash assets are represented by:</b>				
<b>General Fund</b>				
[28091]	Balance at 30/11/2024			<b>18,684.43</b>
	Balance at 30/11/2023		28,091.06	
[8623]	Increase for year to 1/12/2024	- 9,406.63		
[0]	Transfer from Hepworth Live	-		
[8623]	Increase in cash (= deficit - transfer)	-	9,406.63	
<b>Bar Fund</b>				
[1000]	Balance at 30/11/2024			<b>1,370.90</b>
	Balance at 30/11/2023		1,000.00	
[711]	Surplus for year to 30/11/2024	370.90		
[289]	Transfer to General Fund	-		
[0]	Increase in cash (= surplus - transfer)		370.90	
<b>HepworthLIVE Fund</b>				
[630]	Balance at 30/11/2024			<b>1,794.27</b>
	Balance at 30/11/2023		629.68	
[1624]	Surplus for year to 30/11/2024	1,164.59		
[655]	Transfer to General Fund	0.00		
[1650]	Increase in cash (= surplus - transfer)		1,164.59	
<b>TOTAL GROSS CASH ASSETS</b>				
[29720]	Balance at 30/11/2024			<b>£ 21,849.60</b>
	Balance at 30/11/2023	29,720.74		
[20372]	Main Fund Surplus for year to 30/11/2024	-9,406.63		
[10273]	Bar Fund Surplus for year to 30/11/2024	370.90		
[289]	Hepworth Live Surplus for year to 30/11/2024	1,164.59		
[-994]	Cash held for Art Group	-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 £10K, is money designated for future projects.

### Signed as Approved

	Print	Date	Signed
Trustee Representative	R Southam	05/03/2025	<i>RM Southam</i>
Treasurer	N Peters	05/03/2025	<i>NJPeters</i>
Accounts Auditor	G Latham	05/03/2025	

## **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 2024.

#### **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.

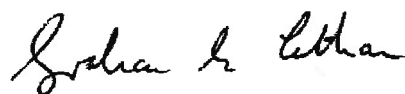
#### **Independent examiner's statement**

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: 5<sup>th</sup> March 2025

27 White Wells Gardens, Scholes, HD9 1TZ