



Clements Hall  
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# **Clements Hall Trust**

## **Trustees Annual Report & Financial Statement 2021**

**For the year ended: 31 December 2021**

Registered Charity Number 1084425

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## 1 Trustees Annual Report

### a) Structure

#### Trustees during 2021

Morgan Beard

Rose Berl, Membership Secretary

Ann Kurrein, Treasurer

Karl Martin, resigned 2 November 2021

Hussein Syed, Chair, resigned 2 November 2021

Tania Weston, resigned 8 April 2021

Julia McCabe, Company Secretary

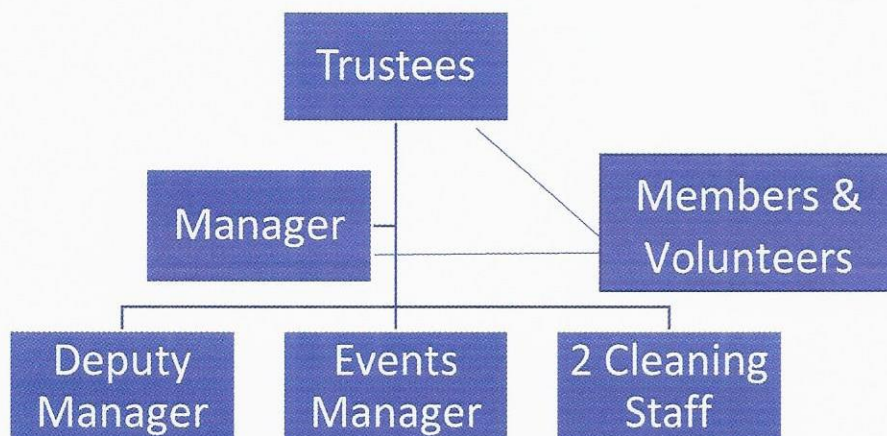
#### Governing document

Memorandum and Articles incorporated 11/10/2000 as amended by special resolution(s) dated 02/07/2001 as amended by certificate of incorporation on change of name dated 26/08/2011.

#### Trustee selection methods

Any member may stand as a trustee. Trustees are proposed and elected at each AGM. Trustees can also be co-opted at any time.

#### Clements Hall Trust Structure chart until December 2021



### b) Our Aims and objectives

#### Charitable objects

- To preserve for the benefit of the people of York and of the nation, the historical, architectural, and constructional heritage that may exist in and around York including, but without limiting the generality of the foregoing, acquiring, renovating and restoring for the benefit of the beneficiaries, the structure, curtilage, site and environs of St Clements Hall.

## **Aims**

- The local community will feel stimulated, involved and engaged
- Individuals will feel positive, grow and develop as a result of involvement in our programmes and services
- People will have improved skills and/ or feel healthier (mentally or physically)
- Certain individuals/ groups will feel less isolated / lonely
- We play a significant part in linking the local community together

## **Objectives**

- Re-develop programmes of activities and services, particularly those that deliver on local community aspirations and needs
- Continue proactive delivery of programmes and services ('development' activity)
- Maintain and care for the building, continuing to improve facilities and addressing specific issues such as the heating system and development of the garden
- Continue community, volunteer and staff involvement in programmes and activity delivery
- Re-grow sales (and profitability)
- Re-develop financial sustainability, building on previous progress and experiences during the pandemic
- Offer positive opportunities for all people to engage with the local community
- Create a sustainable and safe organisation and environment

## **c) Review of activities**

### **Trustees & Staffing**

Three Trustees resigned from the Board in 2021: Tania Weston April 2021, after 8 years of service; Hussein Syed in November 2021 after 6 years of service, and Karl Martin in November 2021.

During much of 2021 the 3 permanent office staff worked reduced hours thanks to the flexible furlough scheme. This meant that they remained on 80% of their salaries, and essential work could be carried out. The cleaning staff remained on full furlough and on 100% of their salaries until September 2021, when we were very pleased to welcome them back on their previous hours. During the first half of 2021, the office staff worked with trustees to re-structure the permanent roles after the furlough scheme ended. The intention was to create 3 posts which would enable Clements Hall to become more sustainable in the future, in terms of our ability to generate income, to deliver a good level of service and to manage staff workload. However, towards the end of 2021, 2 members of staff (our Deputy Manager, Kate Davy, and our Events Manager, Amy Bates) and 2 trustees (Hussein Syed and Karl Martin) decided to leave, for various reasons. While understandable, their resignations were unexpected and had a significant impact on the organisation, lasting well into 2022. At the time of writing, we have been successful in recruiting 3 new trustees to the Board, and this will enable us to re-develop our staffing plans in the next few months.

## **Volunteers**

With many of our activities still stalled at the beginning of 2021, our volunteers remained as active as they could, organising meetings on Zoom and once again helping to deliver meals during the winter lockdowns. In May 2021, we were able to resume our weekly Wednesday GEM sessions at the Hall, and we were very pleased to welcome back all our existing GEM volunteers for these. Since the funding for GEM ended in October 2021, the volunteers have continued to organise one afternoon tea a month, providing all the food themselves, and this has been very much appreciated by regular participants.

We thank all our volunteers for the huge contribution they have made, and this includes the Clements Hall Local History Group and South Bank Community Cinema, whose activities have continued throughout the pandemic (see also below).

## **Bookings**

The Hall was required by law to be closed to the public\* from 4 January 2021 until 12 April 2021. During that time, City of York Council retained a presence in the building, as a hub for Community Covid-19 testing and supporting local residents. From April 2021, the Collective Sharehouse started to operate a 'Bring & Share' initiative from the Meeting Room and they continue to do so; discussions are ongoing as to how the Collective Sharehouse will remain at Clements Hall for the longer term.

On 12 April, the Hall was allowed to open again for the few activities permitted at that point. From 17 May, more activities were able to re-start and from September 2021 many of our existing long-term hirers started to return. However, in December there were a number of last-minute cancellations due to the Omicron variant, and this is a pattern that has continued with subsequent Covid-19 waves. We are very fortunate, however, in having a large number of long-standing and loyal hirers: many use the Hall every week, fortnightly or monthly and many book us a few times a year. We have been very pleased and grateful that so many have returned since April 2021 and it has been lovely to welcome groups back after such a long gap.

## **Projects, Building and Finances**

Clements Hall was fortunate enough to receive the Hospitality and Retail Business Support Grants during the lockdowns and this support has allowed the Trust to remain a viable organisation. We also made use of the furlough scheme to keep staff in post, we received a care-taking fee for hosting City of York Council, and we received a small amount of rent, funded by the Ward Council, for accommodating the Collective Sharehouse.

From April 2021 onwards, we were able to start earning some room hire again, but growth has been slow, partly due to ongoing uncertainties with Covid-19 and partly because 2 hire spaces, the Art Room and Meeting Room, were in use by other organisations (City of York Council and the Collective Sharehouse respectively). Our office tenants began to return from October 2021, but again this process was slow and uneven. By the end of December 2021, 3 of our 5 office tenants had returned. The unexpected loss of 2 members of staff and 2 trustees also affected the number of bookings we were able to accept between October and December 2021.

In May 2020 Clements Hall had received another grant of £4886.00 from the Joseph Rowntree Foundation (JRF) for the Wednesday GEM lunches. After discussions with JRF, who were very helpful and flexible, we began a revised project in November 2020, delivering meals to both previous and new GEM 'participants', and this continued throughout the winter lockdown at the start of 2021. In May 2021, we were able to start delivering in-person GEM sessions at the Hall again, initially with 2 very small and short 'Tea & Scone' groups and then later in the year, as restrictions were lifted, with one larger and longer session. We continued to deliver these sessions until the scheduled end of the project in October 2021. The project was funded for 12 months in total and we have been very grateful for the support we have had from JRF.

In 2021 we applied for and received a small grant from the York Common Good Trust for the Mindfulness Café, run by Susie Mackenzie. This is a monthly session that supports people with Dementia and their carers. The group was able to meet again in person from September 2021.

Clements Hall Local History Group and South Bank Community Cinema continued to maintain an active online presence throughout much of 2021. Between October 2021 and December 2021 South Bank Community Cinema ran 3 film screenings with a reduced capacity, allowing for social distancing measures. These were well received, and monthly screenings resumed again in March 2022.

In August 2021 we had some work carried out to the front of the Main Hall roof, to repair damage to the tiles, flashings and mortar. This work had been scheduled for 2020, but was put on hold at the start of the pandemic. There will likely be further roof repairs necessary in future years, but we hope that the urgent problems have been resolved for the time being. All other major building work has been paused, with only essential repairs, statutory maintenance and some basic re-decorating carried out; we hope to resume more improvements in the next 12 months.

### **The Future**

In conclusion, 2021 was another difficult year for Clements Hall, as for so many organisations and people. We are pleased to still to be a viable organisation at this point, although there remains a good deal of uncertainty ahead. We are very grateful for the financial support that we have received, but like many other similar organisations we are facing the challenges of rising costs and recruiting personnel.

At this point, we remain optimistic that the Hall will return to something like its pre-pandemic operation, but we recognise that this will be a challenge. Clements Hall Trust hopes to be able to continue to provide a place for the benefit of the people of York – our foremost charitable objective, and that we will still be able to offer a space that serves a social purpose and is friendly and safe.

**Independent examiner's report to the trustees of the Clements Hall Trust (Charity No. 1084425)**

I report on the accounts of the Clements Hall Trust for the year ended 31 December 2021, which are set out on pages 7 to 10.

**Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

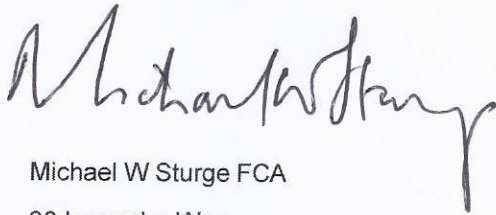
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**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 which gives me cause to believe that, in any material respect:

- The accounting records were not kept in accordance with section 130 of the Charities Act; or
- The accounts did not accord with the accounting records; or
- The accounts did not comply with the applicable requirements concerning the form and content of accounts set out 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 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.



Michael W Sturge FCA

23 Lucombe Way,

York YO32 4DS

15 September 2022

### 3 Statement of Financial Activities for the year ended 31 December 2021

		Unrestricted Funds	Restricted Funds	Total	2020
	Note	£	£	£	£
<b>INCOMING RESOURCES</b>					
Hall Lettings		15,852	-	15,852	13,424
Office Rents		1,295	-	1,295	2,910
Bar Takings		570	-	570	1,409
Membership Subscriptions		60	-	60	132
Donations and fundraising		246	-	246	537
Greet, Eat and Meet luncheon donations		331	-	331	910
Job Retention Scheme (Furlough)		14,985	-	14,985	20,161
CYC Business Support Grants		24,604	-	24,604	29,613
CYC Hub		7,900	-	7,900	7,000
Electricity refund		-	-	-	7,147
GEM grant - JRF		-	-	-	4,886
Collective Sharehouse		1,950	-	1,950	-
York Common Good Trust grant		-	655	655	-
Other Income		216	-	216	483
<b>TOTAL INCOMING RESOURCES</b>		<b>68,009</b>	<b>655</b>	<b>68,664</b>	<b>88,612</b>
<b>RESOURCES EXPENDED</b>					
Charitable Activities:					
Salaries and Wages		43,611	-	43,611	50,192
Bar		304	-	304	1,709
Heat and light		9,093	-	9,093	10,338
Insurance		2,387	-	2,387	2,616
Rates		660	-	660	858
Building Repairs and Maintenance		8,360	-	8,360	2,726
Roof repair		4,505	-	4,505	-
Equipment		920	-	920	3,628
Cleaning		770	-	770	914
Telephones and IT		2,149	-	2,149	2,323
Office Costs		43	-	43	516
Others		378	-	378	770
Performing Rights Society		1,329	-	1,329	1,675
Greet, Eat and Meet		-	4,238	4,238	2,113
Mindfulness project		-	167	167	-
Depreciation	3	1,085	-	1,085	1,085
Governance Costs		-	-	-	-
<b>TOTAL RESOURCES EXPENDED</b>		<b>75,594</b>	<b>4,405</b>	<b>79,999</b>	<b>81,463</b>
<b>NET(OUTGOING)/INCOMING RESOURCES</b>		<b>(7,585)</b>	<b>(3,750)</b>	<b>(11,335)</b>	<b>7,149</b>
<b>FUNDS BROUGHT FORWARD</b>		<b>58,217</b>	<b>4,238</b>	<b>62,455</b>	<b>55,306</b>
<b>FUNDS CARRIED FORWARD</b>		<b>50,632</b>	<b>488</b>	<b>51,120</b>	<b>62,455</b>

#### 4 Balance Sheet as at 31 December 2021

Notes		Total £	31 December 2020 £
3	<b>TANGIBLE FIXED ASSETS</b>	1,085	2,171
	<b>CURRENT ASSETS</b>		
	Debtors and Prepayments	2,418	10,922
	Bar Stock	192	-
	Bank and Cash	53,186	51,267
		55,796	62,189
	<b>LESS CURRENT LIABILITIES</b>		
	Creditors and Accruals	(5,761)	(1,905)
	<b>NET CURRENT ASSETS</b>	50,035	60,284
	<b>NET ASSETS</b>	51,120	62,455
	<b>REPRESENTED BY</b>		
	Unrestricted funds	50,632	58,217
4	Restricted Funds	488	4,238
		51,120	62,455

For the 12 months ending 31 December 2021 the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The Directors (Trustees) acknowledge their responsibilities for complying with the requirements of the Act in respect of accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standards for Smaller Entities 2016.

These financial statements were approved by the Board of Trustees on 24 August 2022 and signed on its behalf by:

Rose Berl  
Chair



Ann Kurrein  
Treasurer



## 5 Notes to the Accounts

### CLEMENTS HALL TRUST

(Registered Charity Number 1084425)

#### Notes to the Accounts for the 12 months ended 31 December 2021

##### 1 Basis of preparation

The accounts have been prepared on the basis of historic costs in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice, applicable accounting standards, and with the Companies Act 2006. The charity has taken advantage of the exemption in Financial Reporting Standard No. 1 from the requirement to produce a cash flow statement on the grounds that it is a small charity.

##### 2 Accounting Policies

Depreciation:

Tangible fixed assets are depreciated over 5 years commencing in the year following their year of acquisition. Expenditure on individual items of equipment of up to £2,500 is charged to the Statement of Financial Activities in the year in which it is incurred.

##### Restricted Funds

Restricted Funds are subject to specific conditions by donors as to how they may be used.

##### Unrestricted Funds

Unrestricted Funds are funds that can be used in accordance with the objects of the charity at the discretion of the Trustees.

##### Governance Costs

Governance Costs consist of the re-imbursement of Trustees' expenses incurred in carrying out their statutory responsibilities.

##### 3 Tangible Fixed Assets

	Building Improve- ments £	Furniture fixtures & equipment £	Total £	2020 £
<b>Costs</b>				
At 1 January 2021	1,847	56,850	58,697	58,697
Additions	-	-	-	-
At 31 December 2021	1,847	56,850	58,697	58,697

**Depreciation**

At 1 January 2021	1,847	54,680	56,527	55,441
Charge for year	-	1,085	1,085	1,086
At 31 December 2021	1,847	55,765	57,612	56,527
Net book value	-	1,085	1,085	2,170

Clements Hall is occupied by the Charity under a 99 year lease with the City of York Council dated 30 November 2010. Expenditure on the conversion of the Hall, which was funded by the Community Assets Programme of the Office of the Third Sector, Cabinet Office was met by the City of York Council

**4 Restricted Funds**

	2020	
	£	£
Brought forward at 1 January	4,238	-
Received during year	655	4,886
Expended during year	(4,405)	(648)
Carried forward at 31 December	488	4,238

The grant received in the year was from the York Common Good Trust.

**5 Reserves Policy**

The Trustees' objective is to establish Unrestricted Funds of between 3 months' and 6 months' revenue expenditure.

**6 Company Limited by Guarantee**

The company is limited by guarantee, having no share capital. Each member is liable to contribute to a sum not exceeding £1.00 in the event of the company being wound up whilst they are members or one year thereafter.