

WEM TOWN HALL COMMUNITY TRUST
UNAUDITED
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022



WEM TOWN HALL COMMUNITY TRUST
(A company limited by guarantee)

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WEM TOWN HALL COMMUNITY TRUST
(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITABLE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2022

Trustees	Mr R D Stokes, (appointed Chair 21 November 2021) Ms S E Angus-Crawshaw (appointed 9 February 2022) Mr J P Broadhead (resigned 15 September 2021) Mr A Brown Ms P Dee (appointed 15 September 2021) Mr J W Dinsdale Mr P R Jones Mrs E A Mayer Mr R A Reeves Mr G M Soul, (Formal representation of Wem Town Council) (appointed 12 May 2021) Mrs S Yates, (resigned as Chair 21 November 2021)
Company registered number	05585617
Charity registered number	1113075
Registered office	Wem Town Hall 28-32 High Street Wem Shropshire SY4 5DG
Company secretary	Mrs R A Horner (appointed 21 November 2021)
Management and Administrative Team	Mrs R A Horner, Director Mrs S Zacharek, Associate Director (resigned October 2021) Mrs P King, General Manager (appointed November 2021) Mrs F Nye, Administrative and Front of House Mrs H G Morgan, Programme and Marketing Assistant (resigned March 2022) Mrs A Williams, WTH Project Co-ordinator Ms L Duncan, BBO Project Co-ordinator (appointed January 2022) Ms H Purcell, Cleaning Operative (appointed October 2021)
Accountants	WR Partners Chartered Accountants Belmont House Shrewsbury Business Park Shrewsbury Shropshire SY2 6LG
Bankers	Barclays 44-46 Castle Street Shrewsbury Shropshire SY1 2BU

WEM TOWN HALL COMMUNITY TRUST
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CHAIRMAN'S STATEMENT
FOR THE YEAR ENDED 31 MARCH 2022

The chairman presents his statement for the year.

2021/22 has been a challenging year for the Charity, as we attempted to return to normal service following Covid lockdowns and interruptions. After the early 2021 lockdown period we re-opened the doors to the public in June 2021, and resumed cinema showings in July, with social distancing measures continuing to be in place for the remainder of the financial year. The government removed the legal limits on social distancing mid- July 2021, but the Trustees continued to cap audiences and continue with measures such as enhanced cleaning regime, staff members wearing face coverings, and temperature checks of staff, volunteers and patrons until the end of March 2022.

Attendances at afternoon and evening entertainment events were slow to recover, as nervousness remained regarding Covid, particularly with local surges in infection between January and March 2022. The choice and availability of films from distributors was impacted throughout the financial year as film release dates were moved at short notice as distributors responded to their own business case changes which made for a challenging time in effectively promoting entertainment opportunities.

Sarah Zacharek, Associate Director left the organisation at the end of October 2021 after twelve years of service at Wem Town Hall. Sarah was a key member of staff and was integral to steering the Charity through the early stages of the Covid-19 pandemic and the Trustees thank her for valuable contributions over her years of service. Sarah's departure resulted in a staffing restructure for the Charity and Pamela King was welcomed in the newly created position of General Manager in October 2021. A part-time finance officer post was also created but the Charity has struggled to fill this vacancy during the year. Hannah Morgan, Programme and Marketing Assistant also left the organisation in March 2022 and we thank her for her contributions particularly for the creation of programme branding logos during her time with the organisation.

The café, a subsidiary of the Charity, began to recover well during the financial year thanks in part to its good accessibility and space around the tables contributing to customer confidence in going out. The café has struggled with recruitment of personnel, which has been widely reported across the hospitality industry but we hope this will improve in the next financial year.

The Meals on Wheels service, set up during the pandemic, and financially supported by the Connexus Housing Group during the financial year, was eventually taken on by WTH alone, and continues to support a number of Wem residents to continue to live independently in their own home. It was pleasing to note throughout the year, the continued success of Wem into Work, part of the Building Better Opportunities programme, which helps local people with confidence building and finding work, training, and volunteering opportunities. The 'W.E.M – Wem Where Everyone Matters' project was able to start in September 2021. Funded by The National Lottery Community Fund the community project has a particular focus on dementia friendly activities and was halted just as it was about to start due to the Covid-19 pandemic.

The relationship with Wem Town Council remains important to the Charity, through their financial support and regular contact to share knowledge and support. A new Service Level Agreement has been made between Wem Town Council and Wem Town Hall Community Trust. The annual amount will reduce from next financial year owing to the pressure the Town Council has on their funding plans.

During the year, the Trustees responded to a fundraising strategy report that had been completed at the end of March 2021. A workshop was held to prioritise the recommendations into short, medium, and long-term goals to better support our ongoing financial viability, which will be extremely important in the coming years.

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CHAIRMAN'S STATEMENT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Wem Town Hall survived the pandemic for several reasons, including good management and the dedication of an understandably reduced team of volunteers. Principally, however, it was the financial support we received from the Arts Council, through a second round of funding, and the Government's business support grants that ensured it was viable for us to re-open and resume services.

Sue Yates stood down as Chair of the Trust in November 2021, having been in post since December 2018, and I took over in November 2021. The Trust have agreed that, in future, to work towards each chairman being appointed for a two-year period, supported by a vice-chairman, who would in turn become chairman. John Dinsdale has been appointed vice-chairman for the next financial year 2022/23.



Roy Stokes
Chair of Wem Town Hall Community Trust

Date: 23.11.22.

WEM TOWN HALL COMMUNITY TRUST
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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2022

The Trustees present their annual report together with the financial statements of the Charitable Company for the year 1 April 2021 to 31 March 2022. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Charitable Company qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

The organisation is a charitable company limited by guarantee, incorporated on 6th October 2005 (amended by special resolution on 10th December 2007) and registered as a charity on 24th February 2006. The company was established under a Memorandum which establishes the objects and powers of the charitable company, and it is governed under its Articles of Association. The trust adopted a new set of Articles of Association more suitable for its current operation which were formally adopted on 19th March 2015 and have been registered with Companies House and The Charities Commission Register. On 27th November 2019, a special resolution with amendments to the articles of association was passed and adopted. This was registered with Companies House and The Charities Commission. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Objectives and activities

a. Policies and objectives

The Charity's purposes as set out in the objects contained in the company's Articles of Association are to: provide facilities for the benefit of the inhabitants of the town of Wem and the surrounding area in relation to (i) the advancement of the education of the public in the arts (ii) the advancement of education and training generally and (iii) recreation or other leisure time occupation in the interest of social welfare with the object of improving the conditions of life for the public at large. To deliver on our purposes and aims WTHCT facilitates social enterprise, community empowerment and community cohesion through an accessible, user-friendly, and high-quality venue and programme. Our main areas of activity comprise of an inclusive arts programme which includes music, theatre, dance, cinema, exhibitions, and workshops and hiring out our premises and services for meetings, fundraising evenings, exercise classes and celebrations, amongst other recreation and leisure activities. Since 2014 Wem Town Hall has delivered an Into Work programme for local people offering help and advice in gaining employment and further training. The success of the programme has led to it becoming a larger area of activity for the Charity.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

WEM TOWN HALL COMMUNITY TRUST
(A company limited by guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Objectives and activities (continued)

b. Main activities undertaken to further the Charitable Company's purposes for the public benefit

How our activities deliver public benefit:

- Through a partnership programme of arts development Wem Town Hall enhances the creative capacity of the wider community by presenting a broad range of arts events for enjoyment and education and providing opportunities to celebrate and promote local distinctiveness.
- We provide facilities that no other venue can offer for the inhabitants of Wem and the surrounding areas. We have a charging policy which includes a community and service to community discounted hire rate to make sure our facilities are affordable to the public.
- The broad offer of leisure activities, many with discounted rates promotes greater inclusion, improving the life of the inhabitants of Wem and the surrounding areas.
- Providing support into employment, the Into Work project benefits residents and the local economy promoting greater community resilience and well-being.

c. Volunteers

On 31st March 2022 Wem Town Hall's volunteer team numbered 57 volunteers. They participate in all areas of the charity's delivery and without their time and dedication Wem Town Hall would not be the venue it is today. Throughout the 2021/22 financial year the venue was closed to the public during April and May excepting for the weekly Thursday market which was supported by our volunteer team acting as stewards. The Charity continued to be strongly supported by the volunteer team who were keen to support the Charity in re-opening the venue once more and to offer a welcoming covid secure venue when we did open. The meals on wheels service delivery project supporting elderly and vulnerable people during the pandemic could not have continued without the support of volunteers who support the coordination with contacting and delivery. During venue operational months the venue is supported by more than 132 hours volunteering per week. In pure monetary terms the value of volunteer support is more than £68,000 per year. A volunteer handbook sets out our policies and procedures. Volunteers are briefed before each task and thanked for their contributions so they understand the important part they play in the success of the venue. We hold volunteer social events twice a year at which the trust formally thanks volunteers for their support. The functions also help volunteers to meet each other and generally enjoy their experiences more which contributes to our high level of volunteer retention. During 2021/22 due to months closed and a focus on re-opening, the Charity hosted one social event in December 2021. During the 2020/21 financial year the number of active volunteers dropped from 65 to 51. The number of active volunteers on 31st March 2022 was 57 with some volunteers deciding not to return after the covid pandemic. The Trustees will be focusing on volunteer recruitment over the next financial year to support the Charity.

WEM TOWN HALL COMMUNITY TRUST
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Achievements and performance

a. Review of activities

The 2021/22 Financial Year continued to be a challenging operating environment due to the continued effects of the Covid-19 pandemic.

The Charity was awarded £41,582 from the second round of the Arts Council Culture Recovery fund to support core costs between April and June 2021. As the timeline for exiting the early 2021 covid lockdown became known the Trustees decided the best course of action for the Charity's ongoing viability was to delay re-opening of the venue until the beginning of June except for the Thursday market which was open throughout as it provided essential services. Savings were made on the expected outgoings due to being closed in the first three months of the financial year and the Arts Council allowed grant recipients to extend the funding period the grant covered so that it may be fully utilised. This allowance was vital to the Charity's ongoing viability within the financial year, and without it the Charity Trustees may have been forced to consider the winding down of the Charity.

Arts Programme

The Wem Town Hall arts programme seeks to establish a broad programme of high-quality arts activities and events (theatre, music, dance, film, satellite broadcasts, visual arts, and crafts exhibitions, etc.) for the benefit of local people and visitors to the area. 169 Arts Events took place through 10 months of the year (June 21 - March 22) This was a marked increase from 42 events delivered in the 2020/2021 financial year though not back to the 247 events in the 2019/2020 financial year. Legal limits on social distancing were removed in July 2021 and we experienced a very measured return of audiences over September and October 2021 as consumer confidence in attending events developed. The emergence of the Omicron variant in November and December proved to be a setback as virus cases increased locally and consumer confidence dipped once more. Although legal limits on social distancing were removed in July 2021 the Charity worked to a reduced seating capacity in its main event space for the remainder of the Financial Year to still allow a degree of social distancing whilst we encouraged attendance.

Highlights of the Arts Programme included the return of live music, a collaborative dance workshop and performance between Wem Youth Club and Krump Dance artist Joshua Nash and a film season funded by the Film Hub West Midlands Film Exhibition Fund that profiled films with a theme of strength and resilience featuring topics such as disability, LGBT+, race, homelessness, cultural displacement, and courage. The versatile gallery space continued as a dual café gallery space with selling exhibitions showcasing local artists throughout the year.

Hires

Room Hire availability resumed in June 2021 and performance mirrored that of the arts programme. A vast increase was noted on the previous year's hires as the end of March 2022 saw the Charity reach 328 hires (compared to 38 at March 2021) but that only represents just over half the total hires seen at the end of March 2020 (600 total).

WEM TOWN HALL COMMUNITY TRUST
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Achievements and performance (continued)

Wem into Work Project

The Charity has been delivering the Wem into Work project since in 2014. Through the project we provide bespoke one to one support to job seekers to supply them with the skills and help they need to find employment. Collaborating with the participants, the key worker addresses the barriers to finding employment that the clients are experiencing. Most often support needed consists of help with CV writing, job hunting support, confidence building, interview skills practice & techniques and general & bespoke training. In January 2017, the Charity began delivering the Into Work Project as part of Building Better Opportunities Shropshire. The funding supports projects in England that tackle poverty and promote social inclusion. It is funded by the European Social Fund and the National Lottery Community Fund and has been extended to March 2023. The trustees see this project as a valuable way of contributing its skills to the local economy and helping achieve the Charity's aims of advancing training and education for the inhabitants of Wem. When Sarah Zacharek, Associate Director of Wem Town Hall left the organisation in November 2021 a new part time key worker was recruited to support the project delivery, Lisa Duncan, who started in January 2022.

Where Everyone Matters Project

Funded by the National Lottery Community Fund, W.E.M - Where Everyone Matters is a three-year community project focusing on loneliness and people living with Dementia. Due to the covid 19 pandemic and targeted beneficiaries being some of the most vulnerable in the community, it was decided to delay the start of the project until September 2021. The project creates opportunities for those living with dementia and their carers to take part in activities together in a welcoming and supportive environment.

Meals on Wheels Project

The Charity secured funding from Connexus Housing Group to support meals on wheels activity during the 2021/2022 financial year. Meals on Wheels supply hot meals on Mondays and Fridays at a reasonable cost to those in need within the local community. The project used the services of café businesses in Wem as well as Wem Town Hall's own catering facility and from September 2021 Wem Town Hall's catering facility became the sole meal provider. This change was made to better support the growing service as Wem Town Hall has larger premises to facilitate the cooking and easy access for collection of the meals by the volunteers. In March 2022, the Charity was grateful to Wem Rotary Club who granted a request of funding towards a new oven to cook the meals on wheels food.

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charitable Company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

WEM TOWN HALL COMMUNITY TRUST
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

b. Financial review

Despite the continuing impact of the Covid 19 pandemic on the Charity's day-to-day business, the trading position for the year ended 31 March 2022 has resulted in a surplus of £14,272. This was in part due to the Arts Council Culture Recovery Grant which covered core costs of the Charity and was able to be used over a longer timeframe than the initial April-June period. In response to the Omicron variant impacting the hospitality and leisure sector in December 2021 the Government provided businesses in this sector with a further business support grant which was paid at the end of March 2022 and contributed to the surplus at the end of financial year.

Income came from service level agreements honoured by our partners (Wem Town Council £22,000, Shropshire Council £4,000), covid 19 business support grants (£16,000) and the Government and Arts Council funded Cultural Recovery Fund Grant (£41,582). Reflation of reserves was a key element the first culture recovery grant in the 2020/21 financial year. Thanks to further covid support funds in the 2021/22 financial year the reserves were not called on during the 2021/22 financial year.

Total expenditure for the year increased to £216,030 on 31st March 2022 (£175,916 at March 2021). This is in alignment with the Trustees financial expectations for the year based on the programme, projects and baseline core cost occurring within the year.

c. Reserves policy

The Trustees have considered the charity's requirement for reserves in light of the main risks to the organisation. The lease of Wem Town Hall is a full repairing lease and due to the high footfall increasing amounts of funding will be required to maintain the high standard of the building and facilities. In addition, a level of reserves is required to cover emergency situations that may arise from time to time. The Trustees and Team have worked tirelessly to achieve a level of reserves set out in 2014 but now that has been reached the demands on the building and facilities are ever greater whilst activity increases, and it is now considered that a minimum level of £100,000 reserves is necessary. The Trustees recognise that increasing costs make it more difficult to generate surplus funds towards this target. However, the aim continues to be to reach the required level within the medium term. Free reserves on 31 March 2022 were £88,687 (2021 £74,415)

d. Principal funding

In 2021/22 the Charity's primary income stream was from the provision of facilities and services but it is notable that 25% of the year's income was from Covid-19 support grants. Service Level agreement income from Wem Town Council and Shropshire Council has been, and continues to be pivotal in demonstrating local support for the Charity and gaining investment from Trusts and Foundations.

e. Risk management

The Charity trustees have given consideration to the major risks to which the charity is exposed and satisfied themselves that systems or procedures are established in order to manage those risks.

WEM TOWN HALL COMMUNITY TRUST
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Structure, governance and management

a. Constitution

Wem Town Hall Community Trust is registered as a charitable company limited by guarantee and was set up by a Trust deed.

The company is constituted under a Trust deed and is a registered charity number 1113075.

b. Methods of appointment or election of Trustees

The directors of the company as registered at companies house are also charity trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association the directors of the charity are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting. The directors may appoint a person who is willing to act to be a director at any point in the year. The maximum number of directors is twelve and may not be less than six. All directors give their time voluntarily and received no benefits from the charity.

The Trustees have agreed to work towards a model of a Chair of Trustees being appointed for a two-year period supported by a Vice Chair who will in turn become Chair.

WEM TOWN HALL COMMUNITY TRUST
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Structure, governance and management (continued)

c. Organisational structure and decision-making policies

Wem Town Hall Community Trust has a Management Committee of up to twelve members who meet quarterly and are responsible for the strategic direction and policy of the charity. At present the committee has ten members from a variety of professional backgrounds relevant to the work of the charity. A scheme of delegation is in place and day to day responsibility for the provision of the services rest with the Director of Wem Town Hall. Four Trustees form a Finance and Personnel Committee that meets not less than four times a year and is responsible for presenting a draft budget to the Management Committee for the following financial year no later than the 31st of December.

Due to staff resignations during the course of the financial year the Trustees responded to the opportunity to change the structure of the staff team. A General Manager post was created to be responsible for the effective management of the Wem Town hall building operations on a day-to-day basis. The post was filled by Pamela King from 1st October 2021. A new part time finance officer role was created but remained vacant at the end of March 2022. The Director post returned to be a full-time post in October 2021 (previously 0.8 post)

Two Trustees together with the WTH Director and WTH Associate Director (WTH General Manager from October 2021) form the House Committee which meets not less then three times per year to monitor and respond to the ongoing building management and maintenance programmes.

One member of the Finance and Personnel Committee meets with the Director monthly to assess progress and ensure good practice/delivery. The Director of Wem Town Hall is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The Director ensures that the small staff team continues to develop their skills and working practices in line with good practice. The Associate Director was particularly responsible for the effective finance operations and the Director took over this responsibility when the Associate Director left the Charity in October 2021. The Wem into Work project co-ordinator (part of the Building Better Opportunities Programme) works full time and solely on the project. The full-time worker was supported by a new part-time worker working solely on the project from January 2022.

The Administration & Front of House Coordinator is responsible for coordinating the volunteer team as well as administering room hires, gallery coordination and display cabinets. The Programme and Marketing Assistant is a duty manager and coordinates the marketing and publicity for the venue as well as assisting the Director in programming responsibilities. In February and March 2022 the Programme and Marketing and Front of House (FoH) and Administration staff members also resigned their posts notifying the Charity of their intentions to take up new opportunities. The trustees were reviewing the roles and responsibilities of these posts at the end of the financial year with a view to better supporting the Charity's work.

The Charity's policies and procedures such as health and safety, equal opportunities, safeguarding, volunteering and grievances are reviewed by Trustees annually and updated where necessary.

WEM TOWN HALL COMMUNITY TRUST
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Structure, governance and management (continued)

d. Policies adopted for the induction and training of Trustees

Most Trustees are already familiar with the practical work of the charity having been encouraged to attend or volunteer at public events. New Trustees are invited and encouraged to attend a series of short training sessions to familiarise themselves with the charity and the context within which it operates. These are jointly led by the Chair of the board and the Director of Wem Town Hall and cover:

- The obligations of Trustees.
- The main documents which set out the operational framework for the charity including the Memorandum and Articles of Association.
- Resourcing and the current financial position as set out in the latest published accounts.

e. Serious incidents

There have been no cases of serious incidents that have risked or resulted in significant loss of the charity's money or assets, damage to the charity's property or harm to the charity's work, beneficiaries, or reputation.

f. Related parties

None of our trustees receive remuneration or benefit for their work with the charity. Any connection between a trustee or senior staff member of the charity with a contracted partner must be disclosed to the full board of trustees.

Plans for future periods

The Charity expects further disturbance to its operation in the 22/23 financial year as it continues to recover from the covid 19 pandemic effects. Due to the staffing changes the Charity experienced during the 2021/22 financial year some of the future period plans scheduled for 21/22 have been carried over into plans for the year ending 31st March 2023.

In the next twelve months the Charity plans to:

- Re-evaluate the WTH Business Plan.
- Hold volunteer drives to recruit more volunteers.
- Undertake a community consultation to gauge current and future priorities of the local community to be fed into the Charity's future projects and service delivery plans.
- Undertake a review of artistic policy with key partners and beneficiaries specifically prioritising the Charity's commitment to build on and develop more creative opportunities for young people.
- Continue to be a member of, and proactively support the work of the Culture Consortium Shropshire.
- To continue in the implementation of the fundraising strategy in line with business planning focusing on the Friends membership scheme.

WEM TOWN HALL COMMUNITY TRUST
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the Charitable Company for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Charitable Company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charitable Company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Charitable Company's transactions and disclose with reasonable accuracy at any time the financial position of the Charitable Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charitable Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:



.....
Mr R D Stokes
Chair of Trustees

Date: 23.11.22

WEM TOWN HALL COMMUNITY TRUST
(A company limited by guarantee)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2022

Independent Examiner's Report to the Trustees of Wem Town Hall Community Trust ('the Charitable Company')

I report to the charity Trustees on my examination of the accounts of the Charitable Company for the year ended 31 March 2022.

Responsibilities and Basis of Report

As the Trustees of the Charitable Company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Charitable Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charitable Company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

WEM TOWN HALL COMMUNITY TRUST
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INDEPENDENT EXAMINER'S REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Independent Examiner's Statement

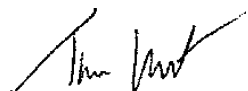
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Charitable Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

This report is made solely to the Charitable Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charitable Company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charitable Company and the Charitable Company's Trustees as a body, for my work or for this report.

Signed:



Dated: 01/12/2022

T Lunt

BA FCCA MIRPM

WR Partners
Chartered Accountants
Belmont House
Shrewsbury Business Park
Shrewsbury
SY2 6LG

WEM TOWN HALL COMMUNITY TRUST
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2022**

	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:					
Grants, donations and legacies	3	92,659	72,119	164,778	207,651
Charitable activities	4	65,524	-	65,524	12,694
Total income		158,183	72,119	230,302	220,345
Expenditure on:					
Charitable activities	5	143,911	72,119	216,030	175,916
Total expenditure		143,911	72,119	216,030	175,916
Net movement in funds		14,272	-	14,272	44,429
Reconciliation of funds:					
Total funds brought forward		74,415	-	74,415	29,986
Net movement in funds		14,272	-	14,272	44,429
Total funds carried forward		88,687	-	88,687	74,415

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 18 to 28 form part of these financial statements.

WEM TOWN HALL COMMUNITY TRUST
(A company limited by guarantee)
REGISTERED NUMBER: 05585617

BALANCE SHEET
AS AT 31 MARCH 2022

	Note	2022 £	2021 £
Fixed assets			
Investments	10	1	1
		<u>1</u>	<u>1</u>
Current assets			
Stocks	11	1,247	842
Debtors	12	5,420	14,726
Cash at bank and in hand		114,305	107,905
		<u>120,972</u>	<u>123,473</u>
Creditors: amounts falling due within one year	13	(32,286)	(49,059)
Net current assets		<u>88,686</u>	<u>74,414</u>
Total assets less current liabilities		<u>88,687</u>	<u>74,415</u>
Total net assets		<u><u>88,687</u></u>	<u><u>74,415</u></u>

WEM TOWN HALL COMMUNITY TRUST
(A company limited by guarantee)
REGISTERED NUMBER: 05585617

BALANCE SHEET (CONTINUED)
AS AT 31 MARCH 2022

	Note	2022 £	2021 £
Charity funds			
Restricted funds	14	-	-
Unrestricted funds	14	88,687	74,415
Total funds		88,687	74,415

The Charitable Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

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

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



.....
Mr R D Stokes
(Chair of Trustees)

Date: 23. 11. 22.

The notes on pages 18 to 28 form part of these financial statements.

WEM TOWN HALL COMMUNITY TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1. General information

The organisation is a Charitable Company limited by guarantee, incorporated on 6th October 2005 (amended by special resolution on 10th December 2007) and registered as a Charity on 24th February 2006. The Company was established under a Memorandum which establishes the objects and powers of the Charitable Company, and it is governed under its Articles of Association. The trust adopted a new set of Articles of Association more suitable for its current operation which were formally adopted on 19th March 2015 and have been registered with Companies House and The Charities Commission Register. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

The Charity's purposes as set out in the objects contained in the company's Articles of Association are to: provide facilities for the benefit of the inhabitants of the town of Wem and the surrounding area in relation to (i) the advancement of the education of the public in the arts (ii) the advancement of education and training generally and (iii) recreation or other leisure time occupation in the interest of social welfare with the object of improving the conditions of life for the public at large.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Wem Town Hall Community Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

2.2 Income

All income is recognised once the Charitable Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

WEM TOWN HALL COMMUNITY TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

2. Accounting policies (continued)

2.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charitable Company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.4 Government grants

Government grants are accounted for in the Statement of Financial Activity upon receipt.

2.5 Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance Sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of Financial Activities.

2.6 Stocks

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

2.7 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

2.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

WEM TOWN HALL COMMUNITY TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

2. Accounting policies (continued)

2.9 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charitable Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

2.10 Financial instruments

The Charitable Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.11 Pensions

The Charitable Company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charitable Company to the fund in respect of the year.

2.12 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charitable Company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charitable Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

WEM TOWN HALL COMMUNITY TRUST
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

3. Income from grants, donations and legacies

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Donations	465	-	465	454
Grants	7,424	27,255	34,679	10,946
Government grants	83,684	44,864	128,548	195,571
Similar incoming resources	1,086	-	1,086	680
	<u>92,659</u>	<u>72,119</u>	<u>164,778</u>	<u>207,651</u>
<i>Total 2021</i>	<u>175,584</u>	<u>32,067</u>	<u>207,651</u>	

Government grant income includes funding from The Town Council, Shropshire Council, Arts Council England, the Coronavirus Job Retention Scheme, Kickstarter grants, English European Social Fund (ESF) and Business Support grants. These are included within the table below.

Grant income

	2022 £	2021 £
Town Council	22,000	22,000
Shropshire Council Lease Agreement	-	10,000
Shropshire Council Commissioning	4,000	4,000
Arts Council England	41,582	83,165
Meals on Wheels	-	946
Coronavirus Job Retention Scheme	102	19,746
Business Support Grant	16,000	34,593
Building Better Opportunities	41,215	32,067
BFI Audience hubs	2,655	-
W.E.M. Dementia Friendly	27,255	-
Meals on Wheels	2,644	-
Other grant income	2,125	-
Kickstarter	3,649	-
	<u>163,227</u>	<u>206,517</u>

WEM TOWN HALL COMMUNITY TRUST
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

4. Income from charitable activities

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Event and venue income	54,937	54,937	6,262
Wem Market income	7,419	7,419	4,766
Friends and Members' subscriptions	3,168	3,168	1,666
	<u>65,524</u>	<u>65,524</u>	<u>12,694</u>
<i>Total 2021</i>	<u>12,694</u>	<u>12,694</u>	

5. Analysis of expenditure on charitable activities

Summary by fund type

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Event and venue income	143,911	72,119	216,030	175,916
<i>Total 2021</i>	<u>175,916</u>	<u>-</u>	<u>175,916</u>	

6. Analysis of expenditure by activities

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £	Total funds 2021 £
Event and venue income	78,585	137,445	216,030	175,916
<i>Total 2021</i>	<u>4,536</u>	<u>171,380</u>	<u>175,916</u>	

WEM TOWN HALL COMMUNITY TRUST
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

6. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Event and venue income 2022 £	Total funds 2022 £	<i>Total funds 2021 £</i>
Staff costs	56,351	56,351	-
Event costs	18,138	18,138	4,536
W.E.M. Dementia Friendly	4,096	4,096	-
	<u>78,585</u>	<u>78,585</u>	<u>4,536</u>
<i>Total 2021</i>	<u>4,536</u>	<u>4,536</u>	

Analysis of support costs

	Event and venue income 2022 £	Total funds 2022 £	<i>Total funds 2021 £</i>
Staff costs	69,807	69,807	107,499
Facility maintenance	19,749	19,749	22,151
Facility running costs	39,150	39,150	29,643
General expenses	2,748	2,748	2,273
Accountancy and Independent Examination fees	1,475	1,475	1,100
Insurance	3,753	3,753	3,701
Consultancy fees	750	750	5,000
Professional fees	13	13	13
	<u>137,445</u>	<u>137,445</u>	<u>171,380</u>
<i>Total 2021</i>	<u>171,380</u>	<u>171,380</u>	

WEM TOWN HALL COMMUNITY TRUST
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

7. Independent examiner's remuneration

	2022 £	<i>2021</i> £
Fees payable to the Charitable Company's independent examiner for the independent examination of the Charitable Company's annual accounts	1,300	<i>1,100</i>

8. Staff costs

	2022 £	<i>2021</i> £
Wages and salaries	117,266	<i>100,037</i>
Social security costs	4,685	<i>3,370</i>
Contribution to defined contribution pension schemes	4,207	<i>4,092</i>
	126,158	<i>107,499</i>

The average number of persons employed by the Charitable Company during the year was as follows:

	2022 No.	<i>2021</i> No.
Employees	6	<i>6</i>

No employee received remuneration amounting to more than £60,000 in either year.

9. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (*2021 - £NIL*).

During the year ended 31 March 2022, expenses totalling £740 were reimbursed or paid directly to 1 Trustee (*2021 - £NIL to Trustee*). The reimbursement related to costs involved with the Dance programme.

WEM TOWN HALL COMMUNITY TRUST
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

10. Fixed asset investments

	Trade investments £
Cost or valuation	
At 31 March 2022	<u>1</u>
Net book value	
At 31 March 2022	<u>1</u>
At 31 March 2021	<u>1</u>

Wem's Truly Scrumptious Catering Company Limited (Company number 8884941) is a subsidiary undertaking of the Charitable Company. The Charitable Company holds 100% of the shares in the subsidiary.

Wem's Truly Scrumptious Catering Company Limited made a profit of £830 during the year, and held net assets of £1,931 at the year end.

11. Stocks

	2022 £	2021 £
Bar stock	<u>1,247</u>	<u>842</u>

12. Debtors

	2022 £	2021 £
Due within one year		
Trade debtors	539	392
Other debtors	4,881	14,334
	<u>5,420</u>	<u>14,726</u>

WEM TOWN HALL COMMUNITY TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

13. Creditors: Amounts falling due within one year

	2022	2021
	£	£
Trade creditors	862	9,308
Accruals and deferred income	31,424	39,751
	32,286	49,059

WEM TOWN HALL COMMUNITY TRUST
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

14. Statement of funds

Statement of funds - current year

	Balance at 1 April 2021 £	Income £	Expenditure £	Balance at 31 March 2022 £
Unrestricted funds				
General Funds - all funds	74,415	158,183	(143,911)	88,687
Restricted funds				
Kickstart	-	3,649	(3,649)	-
Wem into Work	-	41,215	(41,215)	-
W.E.M. Dementia Friendly	-	27,255	(27,255)	-
	-	72,119	(72,119)	-
Total of funds	74,415	230,302	(216,030)	88,687

Restricted funds comprise of:

Kickstart - supporting people into employment.

Wem into Work - part of Building Better Opportunities Shropshire, provision of one to one support to job seekers.

W.E.M. Dementia Friendly - creating opportunities for those living with dementia and their carers to take part in activities together.

Statement of funds - prior year

	Balance at 1 April 2020 £	Income £	Expenditure £	Balance at 31 March 2021 £
Unrestricted funds				
General Funds - all funds	29,986	220,345	(175,916)	74,415

WEM TOWN HALL COMMUNITY TRUST
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

15. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Unrestricted funds 2022 £	Total funds 2022 £
Trade investments	1	1
Current assets	120,972	120,972
Creditors due within one year	(32,286)	(32,286)
Total	88,687	88,687

Analysis of net assets between funds - prior year

	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Trade investments	1	1
Current assets	123,473	123,473
Creditors due within one year	(49,059)	(49,059)
Total	74,415	74,415

16. Pension commitments

The Charity paid pension contributions of £4,207 during the year (2021: £4,092). At the year end there were contributions payable of £nil.

17. Related party transactions

Wem's Truly Scrumptious Catering Company Ltd (Registration number: 8884941) is a subsidiary of Wem Town Hall Community Trust

During the year Wem's Truly Scrumptious Catering Company paid Wem Town Hall £1,086 (2021: £nil).

Wem Town Hall paid Wem's Truly Scrumptious Catering Company £5,312 (2021: £6,847) during the year.

At the year end there was £1,630 (2021: £1,630) owed to Wem Town Hall from Wem's Truly Scrumptious Catering Company.