

REGISTERED COMPANY NUMBER: 06685276 (England and Wales)
REGISTERED CHARITY NUMBER: 1127597

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2022
FOR
HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD**

Cresswells Accountants (UK) Limited
Chartered Accountants
and Statutory Auditors
12 Market Street
Hebden Bridge
West Yorkshire
HX7 6AD

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

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FOR THE YEAR ENDED 31 AUGUST 2022**

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HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

06685276 (England and Wales)

Registered Charity number

1127597

Registered office

Hebden Bridge Town Hall
St George's Street
Hebden Bridge
West Yorkshire
HX7 7BY

Trustees

R D Needham Chairman (resigned 16.9.2021)
P Fraser (resigned 24.2.2022)
J Morris (Co-Chair from 16.9.2021, Chair from 10.11.2022)
J E M Woodhouse
W Lake
E M Cann (Co-Chair from 16.9.2021, resigned 10.11.2022)
A Gardner
R Swindlehurst (appointed 25.11.2021)
D Woolliscroft
R Blackwell (appointed 26.3.2022)

Company Secretary

G N Mynott

Auditors

Cresswells Accountants (UK) Limited
Chartered Accountants and Statutory Auditors
12 Market Street
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HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

Our Year – a message from the Trustees

This has been a busy year in so many respects: a full year's trading following the COVID-19 lockdowns in 2020/2021; a fully let building in terms of tenants; a bumper year for weddings, many of which had been postponed during COVID-19 lockdowns; we have celebrated the 10th anniversary of our opening ceremony in June 2012; delivered the bulk of a major project on the old building thanks to funding from the Architectural Heritage Fund (AHF); and delivered development work on our membership, marketing and communications.

The 10th anniversary celebrations, alongside the project work on the old building, has provided the shape for the whole year. It's been an opportunity to look back over 10 years and look forward to the next 10 years. We have been able to undertake extensive community consultation as part of the AHF project – primarily around the old building but we have gained insights too into how the Town Hall is regarded within the community and what priorities the community would like to see within the old building going forward.

The project work around the old building has also encouraged us to re-engage with Heritage Open Days in both 2021 and 2022: these take place in early September so have book-ended the year. Our Volunteers have undertaken several heritage tours for visitors during this time and we have substantially increased our available material on the heritage of the old building to support that.

The project work on the old building also led to a month-long exhibition, taking over our exhibition space. Titled *"Then, Now, Next"* it included heritage images of the old building, pictures of our life since our grand opening in 2012 and plans and drawings from the proposals that Chambers Conservation have developed for us. The Trustees were excited to share these with our community. The challenge of course is how we now deliver those proposals and where we find the funding to deliver them. This will carry through into 2022/2023 and we hope to have our outline plan of action ready for the AGM for this year.

This report also details some new developments in respect of Staying Well which mark a significantly increased role for the Association in health & wellbeing in the community in the short and longer term.

We have had fewer changes in the staff team so we can see the opportunities that stability brings.

We must however continue to look forward. We have new staff and Trustees in place, and they bring exciting skills and abilities. We must service our (relatively) new loan and manage our finances effectively in order to do so. We have a solid and sustainable financial model; our loan situation is manageable and we have detailed plans for the old building. We have a Strategic Plan for 2022-2024 and we will continue to focus on the same priorities:

- Widen our reach with the Community outside the Town Hall
- Create an environment that helps Businesses make new connections and thrive
- Keep the Town Hall operating successfully and keep focused on our long-term viability

We want to offer our thanks to all our hardworking team of staff and volunteers. We are also grateful to our members and the wider community in Hebden Bridge for their continuing support and deep-rooted belief in our long-term success.

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

Our story

In the autumn of 2012, the Hebden Bridge Community Association (HBCA) opened the doors to a new Town Hall in the heart of our vibrant town. The Town Hall, Hebden Bridge is the first asset-transferred community owned Town Hall and is a symbol of what a community can achieve when it pulls together with a common ambition and vision.

Grade II listed and dating from 1897, the Victorian part of our building originally housed the town's council offices. In 2008 the Hebden Bridge Community Association (HBCA) was formed as a charity and company limited by guarantee. Through an innovative asset transfer, the HBCA acquired the council offices from Calderdale Council. HBCA's vision was to transform, what was at the time, a barely used building falling into disrepair into a state-of-the-art centre for community and creative enterprise – putting it back at the centre of the town's civic life as The Town Hall.

HBCA went on to raise £3.7m for a major development on the site and the additions built in the 1960s were knocked down to create space for a major new modern extension that would sit alongside and complement the original building. In autumn 2012, a large new contemporary community and business building was opened offering a range of spaces for community, enterprise and recreational use.

Our vision: Innovative, creative, pioneering and enterprising. The Town Hall is the beating heart of Hebden Bridge's rich community, business and democratic life.

Our vision is to make The Town Hall, Hebden Bridge much more than just a building. We want the Town Hall to become known locally and nationally as a shining example of what can be achieved when people come together - united by a belief that people need each other, and that community is important.

What we do

The Town Hall is run by Hebden Bridge Community Association, for the benefit of the community. It is a place to collaborate, create, meet and celebrate.

Community is at the heart of what we do and who we are. Community-owned and managed by the Hebden Bridge Community Association, the Town Hall hosts and supports a diverse range of community activity. More than just a building, we act as a creative connector - making links, creating new partnerships and opening up exciting possibilities.

We're also home to a vibrant hub of knowledge intensive businesses. We work to help them to thrive and collaborate through business support, skills sharing and networking.

We welcome all into our building in the heart of Hebden Bridge where we offer:

- a range of spaces for community activities, meetings, celebrations
- 34 business units and a business lounge (hot-desking facility)
- a friendly, affordable cafe with riverside terrace
- special events, festivals and exhibitions

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 AUGUST 2022**

ACHIEVEMENTS AND PERFORMANCE

Staying Well & Active Calderdale

Staying Well started in January 2015 as a pilot project in Hebden Bridge before becoming an initiative now covering all 4 Upper Calder Valley wards: Calder, Luddendenfoot, Ryburn and Todmorden. It is a universal adult service focused on engaging vulnerable people with community solutions to reduce demand on more acute health & social care services.

Hebden Bridge Community Association directly manage two Calderdale Council staff who have been seconded to us to enable delivery of the project. Our Staying Well workers are currently Helen Doodson and Hayley Conlon. Tricia Astwood has continued as a sub-contractor throughout 2021/2022 but will be retiring at the end of the calendar year 2022.

Helen & Hayley receive referrals of clients, undertake one to one client work, and refer clients on into existing activities in the Upper Valley which meet their specific needs or wishes. They also work with community organisations across the patch to support them and connect them together. One way this is achieved is through supporting and developing broad networks of community organisations based on regular email updates and network meetings. There are three in our area: the Todmorden Wellbeing Network (previously co-ordinated by Healthy Minds Calderdale, but we will be taking over support in 2022/2023); the Valley Wellbeing Network (which covers the Calder & Luddendenfoot Wards); and the Ryburn Wellbeing Hub. It is a project clearly providing what is commonly termed "social prescribing".

The project is contracted to us from the Council who have an ongoing commitment to Staying Well. During the year a pan-Calderdale work-stream has been looking at integrating health & wellbeing for adults which will lead to further investment into the Association to enable us to enhance our Staying Well delivery. The details are not yet finalised.

We have continued to employ Suzanne Straughan as a Community Engagement Co-ordinator for the Upper Calder Valley under the Active Calderdale programme (within Calderdale MBC) during the year. Our contract runs until August 2023.

We are very keen to dovetail Active Calderdale with Staying Well and to work collaboratively with the Social Prescribing Linkworkers across the Upper Valley (who are employed by the local Primary Care Network of local GP practices); this has progressed well. In 2021/2022 a new project transforming mental health services started delivery locally working in partnership with Healthy Minds. We are also developing our collaborative work with this project and their local workers. We continue to look for future collaboration(s) and joint working to deliver benefits to the local community.

The data for Staying Well has been collected and monitored across Calderdale since April 2016 and we have far exceeded 650 referrals in the Upper Valley.

Staying Well & Active Calderdale are key strands of our Strategic Objective of widening our reach into the community outside the Town Hall.

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

A home for vibrant community activity

After the last two financial years, when we were heavily impacted by the COVID-19 pandemic and associated implications for public buildings like the Town Hall, including the Café, it has been a relief to return to “normal” opening and trading (we re-opened on the 17th May 2021 after COVID lockdowns), but that doesn’t mean everything has returned as it was before.

We are definitely returning towards pre-COVID levels of activity, playing catch-up for lost time in respect of Weddings, and racing ahead in other areas.

During 2021/22, 24 groups (2020/2021 = 14) used spaces in our building for regular weekly activities and public events. In addition, another 9 groups (2021/2022 = 4) used our spaces for monthly meetings and 83 groups (2020/2021= 28) for ad-hoc events. It is interesting to recall that in 2018/2019, by comparison, these two figures were 40 regulars and 107 ad-hoc hirers...so we are getting there and community activity is returning.

We are pleased with the diversity of the community groups using the Town Hall and we are delighted to host such a wide range of activities suitable for all ages, stages and interests. There remain a range of activities for everyone from the community. We are also pleased, as ever, and in spite of everything, to have several groups try out new initiatives in the Town Hall. We see this as a way of offering support to a wider range of community activity: acting as a broker; making relevant introductions between voluntary groups, individuals and businesses and helping them to share information and skills; supporting groups to develop and grow; and creating an environment where new collaborations can develop and grow.

Families use our spaces to come together and celebrate important occasions or to remember loved ones. In 2021/22 we hosted:

- 17 wedding ceremonies and 2 wedding receptions (2020/2021 = 7 & 2 respectively),
- 3 birthday and anniversary parties (2020/2021 = 0),
- 10 memorial events (2020/2021 = 1)
- 1 other party (2020/2021 = 0)

Our building fulfils an important civic function. Hebden Royd Town Council is based at The Town Hall and, along with Erringden, Wadsworth, Blackshaw Head and (much less frequently) Heptonstall Parish Councils, use our spaces regularly for full council and committee meetings. These have returned from online to in-person during 2021/2022.

Calderdale Council remains an anchor tenant in The Town Hall, but change is coming. Towards the end of this year the Neighbourhood Coordinator and Wardens for the Calder and Luddendenfoot Wards moved out of the Town Hall and relocated in the offices opposite on Hangingroyd Lane and the touchdown space used by the Council was vacated. We are into a transition process in respect of the spaces they occupied and whilst we remain a base for the Calder Neighbourhood Policing Team, this is also likely to change over the coming year.

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

Festivals and special events

The Town Hall was born with the vision to make it the building into a centre of civic life – the range of special events held here over the years along with the building's role as the hub for many of Hebden Bridge's popular festivals over this time are testament to the delivery of this vision.

We reported last year that the COVID-19 pandemic, as you might expect, led to a quieter year but 2021/2022 returned with a wide and diverse range of special events. These included: our participation in the extensive valley-wide Light up the Valley celebrations before Christmas 2021 (we used multi-colour uplighters in rooms facing the front of the building, making a particular feature of the Council Chamber's magnificent ceiling); we hosted an ice-rink in our Courtyard in February; and our own Feelgood Festival initiated and organised by our Events Co-ordinator in April with a two day market place event attended by talking and physical therapists, healthy food and drink vendors. In addition, the usual eclectic mix of room hires, pop-up exhibitions and events spanned the year including: Bishop Simeon Trust; Northern Broadside Theatre; Happy Valley Film Crew; Hebden Bridge WI Rag Market; Start-a-heart training in reception and a Co-operatives Conference. Not an exhaustive list but indicative of the range.

Whilst the larger Festivals did not return in their pre-COVID guise(s) in 2021/2022 it's been wonderful to work with Open Studios who are delivering a larger range of activity, the annual Print Fair was a huge success and we were delighted, as always to showcase Handmade Parade through an exhibition and looping their film *"We Are Here"* in the Hall. More positively still we are expecting the return of the Film Festival in 2023 and have also been supporting Hebden Bridge Arts (renamed from Hebden Bridge Arts Festival) in their preparations for their larger activity in 2023.

Exhibitions

During 2021/2022 we hosted 13 exhibitions each with a special connection to the area and to local people. These included:

- The works of local artists David Kennedy, Saima Kaur and Hannah Kerwin
- Our now annual Handmade Parade exhibition
- Our historical exhibitions included a Pennine Heritage exhibition – *Who Built Hebden Bridge?* and a celebration of the centenary of Hebden Bridge Picture House
- An exhibition featuring multiple artists from Hebden Bridge Open Studios and another leading up to our Annual Print Fair
- A photography exhibition detailing the lockdown experience of the carers of people living with Dementia in rural and semi-rural areas, supported by Manchester Institute for Collaborative Research on Ageing (MICRA) and the Centre for Ageing Better
- The annual photographic exhibition by the Hebden Bridge Camera Club was as popular as ever drawing locals and visitors into the Town Hall over the August Bank Holiday weekend
- We also hosted the photography exhibition *"After the Coal"* dust during the year

Our exhibition programme is designed to bring both a range of people into the building, often for the first time which introduces them to our building and our offer, and it provides interest and engagement for our regulars and visitors to the town.

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

The Town Hall Café Ltd

The Town Hall Café Limited was incorporated on 2nd February 2016 (Company No. 9981542) as a subsidiary of Hebden Bridge Community Association. This action was taken to ensure the Association continues to meet our charitable objectives and responsibilities. The Café reports accounts as a separate company: 2021/2022 is the seventh year of trading (with 6 full years trading).

There is a detailed agreement setting out the relationship between Hebden Bridge Community Association and the Town Hall Café Limited, originally signed off by the respective organisation's Boards in the autumn of 2016 and which is updated annually and agreed by the respective Boards.

The Association retains ownership and responsibility for the capital assets of the Café and because of this considers the capital investment needs of the Café on an annual basis. In 2021/2022 the Association has purchased: a new commercial under-counter fridge, an ice-cream freezer, and replaced the main oven in the Café (the latter has been funded by the retained Café Fixed Assets fund). The intention is to take a proactive approach to capital asset replacement. On this basis our next priorities are another commercial under-counter fridge to replace the oldest one in the kitchen and a replacement gas-oven.

The Association and the Café continue to invest in other improvements internally and externally in the courtyard to increase its attractiveness as a place to eat and drink. We should record that our friends at British Recycled Plastic have been extremely generous in donating us a rainbow picnic bench (to match the one we have hosted for a couple of years, which is strictly speaking the Town Council's): thanks folks.

This has been a full year's trading in the Café and initially there was huge uncertainty about the way that trade would recover: particularly when the Omicron COVID-19 variant was prevalent over winter 2021. It is therefore pleasing to record that the Café made a £2,696 surplus in the 2021/2022 (see Note 9 to the Accounts).

The Memorandum and Articles of Association of the Town Hall Café Limited set out that any profits of the Café shall be applied to either (i) create a general reserve for the continuation and development of the Company, or (ii) to make payments to Hebden Bridge Community Association.

The Café's surplus from 2021/2022 will be donated to the Association.

Supporting local businesses

Over the year we have continued to look for ways to support local businesses to grow and thrive starting with those who are business tenants and co-workers but also looking beyond to the wider local Hebden Bridge economy.

Our building includes offices and business units with high-speed fibre optic broadband. We have a full building with 34 units occupied at the end of 2021/2022. During this year we have revamped our former business associate offer into a co-working package with some streamlining of the offer and adding some additional options. It's been well-received, and our space is at capacity.

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

We are pleased to report that we ended the year fully let despite a fair turnover of tenants during the year. In the majority our business tenants are based in the creative and digital industries – in line with our ERDF grant requirements. Our fibre optic broadband connection allows them to connect all over the world.

We have not re-started our collaboration with the Federation of Small Businesses that previously delivered monthly business breakfasts open to the wider business community. These stopped in March 2020 and we are looking for new ways to support the local business community. One event of the type we would like to support delivered during the year was *“Sales for Non-Salespeople”*, a training course being trialled by one of our tenants (the Professional Sales Association). Look out for more events and activities like this in the coming year.

Our role in the wider Community

- During 2021/2022 our Executive Director continued to serve on the Hebden Bridge & Mytholmroyd Town Development Board. This a regular meeting bringing together Calderdale & Town Councillors, local businesses, and the voluntary and community sector to look at key issues affecting the local area – with a specific focus on the economy. Our Executive Director serves as a community representative.
- In previous years we have reported on our joint-working alongside Hebden Bridge Partnership forging a common approach to community engagement in the local area – our members are predominantly individual residents and theirs are local community organisations, but we jointly wish to engage with and support the local community for the benefit of all. In March 2022 the Partnership decided to close permanently and the Association has agreed to take over some of their activities – notably hosting an annual celebration of all that is community activity in Hebden Bridge. The Partnership has also decided to donate the balance of its finances to the Association during 2022/2023 once the closure is completed. We will also be merging our respective mailing lists in 2022/2023.
- Those familiar with Hebden Bridge’s recent history will be aware of our flood story arising from the Boxing Day 2015 and February 2020 floods. We are ready to respond again should the need arise. Our Executive Director is a regular attendee at the Hebden Bridge Flood Alleviation Scheme meetings, again as a community representative. We continue to try and clarify our role in near-miss flood events.
- Our role in emergency situations arose once again in the aftermath of the devastating fire in Burlees House in early August 2022: we are pleased to have been able to support local residents and emergency services in the early hours and have moved on to provide assistance and options for some of the displaced businesses.

European Regional Development Fund

In our 2014/2015 report we set out the detailed outputs from our European Regional Development Fund (ERDF) project which was an investment of £1.25 million in the overall capital project of creating the modern extension to the existing Town Hall and invested funds to support the development of enterprise aspects of our development. In 2015/2016 & 2016/2017 we completed “Article 55” returns to ERDF: these were a method of ensuring the sound and efficient use of the EU budget and in particular to avoid grant funding more than is necessary in respect of revenue-generating projects when a loan might have been more appropriate. Those returns showed the Association had maintained delivery aligned to the original plans and within the tolerances of the grant funding requirements. We have not been asked to complete an Article 55 return since, but we continue to monitor and ensure we maintain alignment with the original plans for the life of the project which is up to 20 years.

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

Running our building and developing our team

During the year we have continued to work to improve our administrative systems and policies, develop our staff team, support our volunteers, and maintain the building.

We estimate an average daily footfall of 300 people into the Town Hall, meaning an annual footfall of roughly 90,000. It is a daily challenge to keep the building in a good condition. The Trustees are grateful to our cleaner and caretaker Tom & Jo, our Facilities Co-ordinator James, and our Duty Officers who continue to deliver a clean and well-maintained building for all to enjoy.

In 2021/2022 we completed the following major refurbishment / repair projects:

- Using Power to Change "*Community Business Renewal*" funds we have finally made the kitchenette room adjacent to the Space into a useable kitchen with sink, handwash and a new access hatch from the Space itself. This adds considerably to the sort of events we can host in that room.
- We also used these funds to install a work-pod in our co-working space which makes a more private space for our users.
- We completed a revamp of our Waterfront Hall floor, with a complete sand and re-oil during our Christmas / New Year closure.
- We have addressed another section of coping stone replacement – we now have only two major sections left.
- This year we have managed to replace 10 of our rectangle tables (we have more than 30 tables all told). These have been heavily used over the 10 years we have been open and have been showing signs of wear for some time. It's been a considerable relief to replace the worst tables. Our plan is to replace another 8-10 in 2022-2023.

Day to day responsibility for the Association rests with the Executive Director: Graham Mynott. Over the course of 2021/2022, the Association employed Verity Herrington (Event Co-ordinator), James Cragg (Facilities Co-ordinator), Jo Norris (Caretaker); Christine Wright (Administrator) and Tom Lockett (Cleaner).

We have continued with our approach to our duty work - work outside office hours work, evenings and weekends- which in the past had been undertaken by the core office staff. During this year we said goodbye to Suzanne Hesselden, but have recruited well, appointing Corrin Adams, Sam Doty and Chris Mather as duty officers on annualised contracts. Chris had to leave during the year and was replaced by Rick Hill. In addition, we have added two casual duty officers.

The following permanent Cafe staff were also employed during the year by the Association: Rebekah Cathcart & Amber Roberts (as Café Managers), Dave Glover, Kelly Western, and Naomi Marshall. Hannah Polden-Bevan left our employment during the year and was replaced by Sian Fawcett who started with us in May 2022. We continue to have a regular and changing pool of casual staff who we call upon when necessary.

We have continued to directly employ a bookkeeper. Jim Murphy, who had been with us since the inception of the role in May 2019, left our employment during the year and was replaced by Ellie who started in June 2022.

This year we've invested in staff training covering First Aid at Work and Food Hygiene amongst others.

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

The staff team are supported in their work by our fantastic team of volunteers who lead on our reception function, welcoming people into the building. The building wouldn't (and doesn't) function as effectively without them. As is often the way there is an annual turnover: a larger than usual total of seven left this year for a variety of reasons including travelling, looking after family members or pursuing other interests and charity work. We advertised in the summer with initially limited success before being deluged with applications at the turn of our financial year. The Trustees would like to extend grateful thanks to all our Volunteers.

This year in addition to reception duties our volunteers have also conducted guided tours of the old building as part of Heritage Open Week in September 2021.

The Trustees also wanted to specifically thank Jan Scott & Sharon Slade who have continued to offer wonderful support to both the staff team and the volunteer team throughout the year.

During this year our financial procedures and the facilities management has continued the annual process of improvement and refinement, and as a board of trustees we work with monthly management accounts to keep on top of financial performance.

Our facilities coordinator scrutinises maintenance contacts and building overheads at contract renewal and the staff team work to keep office costs to a minimum.

Our challenges

We outline our strategic thinking looking forward in the "*What Next*" section below.

We have two main challenges going forward.

Firstly, the continuing need to restore the old building - the fabric of the building still needs much attention, and we would like to increase wider public usage. We have made steady progress with various small-scale refurbishment projects to parts of the old building, but over the last two years our success in securing grant funding has meant we could complete a feasibility study in summer 2020 and since early 2021, thanks to an Architectural Heritage Fund grant, we have been progressing a larger Project Development Grant project. This has an end date in October 2022 and has dominated our work this year.

This project has enabled us to take forward our preferred option arising from the Feasibility Study into (i) more detailed plans with Chambers Conservation, our Architects, including the engagement of Structural Engineers and Quantity Surveyor costings (ii) the recruitment of Anita Hollinshead, an external community engagement consultant, tasked with wide-ranging community engagement with particular attention on sections of the community who don't use the building that much (iii) and bringing these into a fully costed business plan to set out the most appropriate way forward for the project over the next 10+ years, whether through annual major works refurbishment programme(s) and/or sourcing significant capital funds to achieve our goals. This has been completed by Marc Collett, a tenant in the Town Hall. The fund also enabled dedicated staff time to support the community engagement.

The Project Development Grant culminated in an exhibition in the Town Hall in August 2022.

We are now in a very strong position to map out this project over the coming years. We hope to be able to make announcements at our AGM.

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

Secondly: financial sustainability. Our baseline position improved markedly with the sustainable loan agreement with Calderdale MBC in place since February 2020 and we continue to meet our commitments under this loan. We have successfully negotiated the first full year of trading since re-opening in May 2021 after the COVID-19 restrictions ended and it has been heartening this year to see our Room Hire income and Café trade rebound well.

Nevertheless, going into 2022/2023 we are faced with new challenges. The price of gas and electric is a huge cost in such a big building and whilst our gas contract runs until the end of 2023, our electricity contract ends in January 2023. In the latter part of 2021/2022, we secured major grant funding from the Community Foundation for Calderdale from their Climate Emergency fund which will enable us to completely overhaul our lighting by installing LED lights across the entire building. This, when combined with other measures, will make a substantial difference in addressing our costs, as well as our carbon footprint.

We remain mindful of the need to support our business tenants, which in turn maintains our occupancy levels. Occupancy has been good throughout 2021/2022: we will continue to support our tenants as much as possible going forward.

All these directly affect the sustainability of the Association and are in the forefront of the Trustee's minds.

What next?

Our current Strategic Plan for 2022-2024 has three strategic objectives:

- Widen our reach with the Community through the continuation and development of the Staying Well & Active Calderdale work; building on the legacy of Hebden Bridge Partnership and our commitments to continue their work; securing our role as a community hub (including our position as an emergency hub for Hebden Bridge); and further developing our membership scheme.
- Create an environment to enable businesses to thrive here through maintaining the quality of our business unit offer; delivering and maintaining our new co-working package and taking advantage of opportunities to expand the space we make available for this within the building; and continuing to develop our wider relationships with local business groups in the town and across the District.
- Keep the Town Hall operating successfully with a focus on our long-term viability through further developments to enhance the event, catering and room hire offer we make and taking forward the options arising from our AHF funded Project Development work on the old building.

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a company, limited by guarantee, as defined by the Companies Act 2006. The company was incorporated on 1 September 2008 and received charitable status on 19 January 2009. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and appointment of new trustees

The directors of the company are also charity trustees of the Association and are elected by the membership of the Association. Trustees normally serve a three-year term and can serve a maximum of two terms before standing down for at least a year. Up to two co-options may be made by the Board at any one time before co-opted Trustees formally join the Board at the next available AGM.

All trustees give their time voluntarily and receive no benefit from the charity. Any expenses reclaimed are set out in note 5 in the accounts. The trustees try to maintain a broad set of skills on the Board and bring a good range of experience to the role.

As can be seen under the *Reference and Administrative Details* at the start of this report we have once again had some turnover of our Trustees: losing Pat Fraser and Richard Needham but gaining Rachael Swindlehurst and Rebecca Blackwell during the year.

The current Trustees would like to put on record their thanks to Pat & Richard who have served so ably during their time on the Board: Richard originally joined us as Chair and had served two full terms of office.

We are delighted to welcome Rachael & Rebecca who bring considerable marketing and financial expertise to the Board respectively. The recruitment of Rebecca brings an end to our search for someone with a financial background, a search we started in early 2022.

We should also record that Will Lake & Jane Morris reached the end of their initial three years terms, re-stood at the AGM in March 2022 and were re-appointed to serve their second and final terms of office.

At the forthcoming AGM (scheduled for March 2023) one current Trustee will come to the end of their term but is eligible to stand again if they wish to do so. The Trustees always welcome speaking to interested parties about joining the Board.

Induction and training of new trustees

New trustees receive an induction pack of information, providing the Memorandum and Articles, the latest Financial Statements, Policies and other governance documentation and usually have discussions one-to-one with the Chair and also with the Executive Director. All trustees are pointed to the Charities Commission guidance on the obligations and responsibilities of charity trustees and to Companies House for guidance on the obligations and responsibilities of company directors.

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

Organisational structure

The board of trustees meets on a regular basis, and 12 board meetings were held in the period 1st September 2021 – 31st August 2022. In addition, an officer's group consisting of the Chair(s), Treasurer & Company Secretary also meet regularly during the year to help manage and set the agenda. The Board can also meet informally from time to time and for training as required: but there were none during 2021/2022.

The Executive Director (who is not a trustee or director of the charity but is the Company Secretary) reports to the Trustees at every meeting providing written reports on progress in all areas of the Charity.

The Trustees continue to receive information regarding the performance of the subsidiary: The Town Hall Café Limited (Company No. 9981542) on a regular basis and one of the Trustees sits as a Director of the Café – along with the Executive Director. The Café has its own Board meetings as well.

Pay Policy

The board of trustees consider the pay of the Executive Director and staff team annually, considering the nature of the charity, the overall financial position and benchmarking to similar roles in similar organisations where possible. A benchmarking exercise was conducted during 2021/2022 for some roles in the organisation. A formal written Pay Policy was adopted during 2020/2021.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The Board last undertook a risk management assessment in preparing the 2022-2024 Strategic Plan. This included consideration of the Charity Commission's latest guidance on the subject.

Policies are created and reviewed to ensure that risks are considered and managed and staff, volunteers and Town Hall users are provided with information on health and safety. Our policy review process is an ongoing priority in 2022/2023.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 AUGUST 2022**

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity's objects are:

1. To further or benefit the residents of Hebden Bridge and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for the residents.
2. To promote for the benefit of the public the urban or rural regeneration in areas of social and economic deprivation and in particular in Hebden Bridge and the neighbourhood by all or any of the following means:
 - the provision of financial assistance, technical assistance or business advice or consultancy in order to provide training and employment opportunities for unemployed people in cases of financial or other charitable need through help (a) in setting up their own business or (b) to existing businesses,
 - the creation of training and employment opportunities by the provision of workspace, buildings, and/or land for use on favourable terms
 - the maintenance, improvement, or provision of public amenities
 - the preservation of buildings or sites of historic or architectural importance
 - the provision of recreational facilities for the public at large and / or those who by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances have need of such facilities.
 - the protection or conservation of the environment

The Trustees complete an annual exercise to consider whether the objects remain appropriate: no amendments were considered necessary during 2021/2022. The Trustees consider that the Staying Well project's reach across four Calderdale wards is within the charity objects.

Ensuring our work delivers our aims

Hebden Bridge Community Association's main document providing the framework for our Trustees to review our aims, objectives and progress on a regular basis is our Strategic Plan 2022-2024.

Future income and capital needs

We seek to maximize our income from all our revenue streams:

- the hire of our spaces to both community and business users
- business unit rental and co-workers using our hot-desking facilities.
- grant, trust and contract income along with other fundraising activity
- profit distribution from The Town Hall Café Limited (which is a subsidiary company that distributes profits back to the Association)

Calderdale Council has continued to be an anchor tenant in the old building – initially this was a 10-year agreement which ended in April 2020. The Council are holding over on this lease agreement under the same terms and conditions. Discussions are ongoing around the options which now arise.

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

The resources available to HBCA will always be limited by the number of available business units and hireable spaces and so the charity relies on grants and donations to generate additional funds, for example for capital improvements to the building.

Since February 2020, the Charity has managed loan commitments with Calderdale MBC as they have fallen due.

The trustees have looked at the requirements of the charity and agreed a reserves policy which seeks to build up general unrestricted funds to a position where they represent twelve months' operational costs. This would enable the charity to continue the current activities for a short term in the event of a significant drop in income (see also under *Financial Review*, below)

Plans for the future

The Association's plans are set out in the Strategic Plan 2022-2024. The Trustees continue to aim to prioritise the application for grants and other funds to supplement the operational income from the Town Hall over the next 12 months.

Public benefit

The trustees have referred to the Charity Commission's general guidance on public benefit when reviewing the Association's aims and objectives and in planning future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

FINANCIAL REVIEW

Reserves policy

The Board of Trustees reviews Hebden Bridge Community Association's reserves policy annually. There are two categories of reserves: the General Fund and Restricted Funds.

General Fund

In considering the level of the General Fund that Hebden Bridge Community Association should aim to hold, a range of factors needs to be considered including the main risks to the organisation. The overall aim is to distribute funds quickly to our charitable activities, whilst maintaining a prudent level of reserves to ensure stability and flexibility. It is assumed that on occasions fluctuations will occur in both income and requirements for funding which cannot be fully anticipated in the planning process. Therefore, Hebden Bridge Community Association has established a reserves policy whereby general unrestricted funds which have not been designated for specific purposes should be at least 12 months of expenditure.

The Board has also identified three areas where funds previously identified as general unrestricted should now be designated for specific purposes and recorded as such in Hebden Bridge Community Association's Accounts:

- In the light of the Boxing Day 2015 and February 2020 floods and our continuing inability to secure insurance cover for our basement contents, the Board have a goal to establish a designated Flood Fund of £45,000. As at 31 August 2022 the balance of this fund was £17,500 (£15,000 as at 31st August 2021). The Association has not been "out of pocket" in the aftermath of the Boxing Day 2015 or February 2020 floods: this fund has been designated because we cannot be certain that we will be so fortunate in the future.
- The Board have a long-standing commitment to designate a property reserve fund to allow for future replacement costs once the initial depreciation charges arising from the new build tailed off. In addition, as identified elsewhere, the Association continues to identify issues with the fabric of the old and new parts of the Town Hall. As a result of these the Board have a goal to establish a Property Reserve Fund of £101,186 (representing £53,086 for the old Town Hall and £48,100 for the new). As of the 31 August 2022 £33,000 has been allocated (£19,000 for the Old Town Hall & £14,000 for the new)
- Café Fixed Assets – the fixed assets in the Café remain in the ownership of Hebden Bridge Community Association. The Café makes a monthly payment (as detailed in the annually updated agreement between Hebden Bridge Community Association and the Town Hall Café Limited). This was originally based on analysis of the cost of all Café-related assets to date. The Association has completed its scheduled year-end exercise of comparing the Fixed Asset charged to the Café against the actual Fixed Asset depreciation. As at 31st August 2022 the cumulative surplus arising for HBCA is £2,810.97 (2020/2021: £8,350.43 cumulative). This designated fund was drawn upon for the replacement of the main oven in the Café during 2021/2022.

The charity continues to try to identify and exploit opportunities to develop unrestricted funding, with an emphasis on continuing to diversify the income streams Hebden Bridge Community Association accesses through further developing the charity's contracting and commissioning of services and increasing our fundraised income. The aim is for Hebden Bridge Community Association to increase the level of commissioned income, corporate income, individual giving, and events income and thereby generate sufficient income to maintain our loan repayments due and enable us to deliver a programme of improvements to the old building over the coming years.

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2022

Restricted Funds

Restricted funds are subject to specific conditions imposed by donors. We aim to minimise the levels of restricted funds, but balances arise due to timing differences between receipt of the income and expenditure on the specified purpose.

Most restricted funds have a relatively short timescale for spending, but these timescales don't always fit neatly into our financial years, so are often unspent funds at the Year End. The ERDF restricted fund operates very differently and will remain on our books for some time.

Principal Funding Sources

The Trustees aim to prioritise applications for grants and other funds to supplement the operational income from the running of the Town Hall over the next 12 months.

During this year the Trustees have maintained an investment of £100,000 cash reserve.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of Hebden Bridge Community Association Ltd for the purposes of company law) are responsible for preparing the Report of the Trustees 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 which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- 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 proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

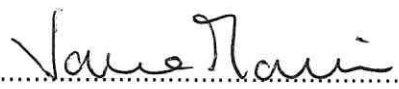
In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware;
and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, Cresswells Accountants (UK) Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 7th March 2023 and signed on its behalf by:

.....

J Morris - Trustee

REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

Opinion

We have audited the financial statements of Hebden Bridge Community Association Ltd (the 'charitable company') for the year ended 31 August 2022 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

We have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, our procedures include the following:

- we obtained an understanding of the legal and regulatory frameworks applicable to the Company and the sector in which it operates. We determined the following laws and regulations were most significant: The Companies Act 2006, FRS102 and Health and Safety Act.
- we obtained an understanding of how the Company is complying with those legal and regulatory frameworks by making inquiries to the management.
- we assessed the susceptibility of the company's financial statements to material misstatement including how fraud might occur. Audit procedures performed by the audit team included:
- identifying and assessing the design effectiveness of controls management has in place to prevent and detect fraud.
- understanding how those charged with governance considered and addressed the potential of override of controls or other inappropriate influence over the financial reporting process.
- challenging assumptions and judgements made by management in its significant accounting estimates.
- identifying and testing journal entries.
- assessing the extent of compliance with the relevant laws and regulations.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF
HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD**

Use of our report

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. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Cresswells Accountants (UK) Limited
Chartered Accountants and Statutory Auditors
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
12 Market Street
Hebden Bridge
West Yorkshire
HX7 6AD

Date: 7/3/23

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2022**

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		22,217	133,950	156,167	98,778
Charitable activities					
Business	2	15,430	-	15,430	9,502
Fundraising Events		750	-	750	-
Operational		-	-	-	10,648
Tenants		192,204	-	192,204	181,535
Community		24,871	-	24,871	5,412
Weddings		18,271	-	18,271	8,250
Operational Unrestricted		23,049	-	23,049	-
Total		<u>296,792</u>	<u>133,950</u>	<u>430,742</u>	<u>314,125</u>
EXPENDITURE ON					
Charitable activities					
Fundraising Events	3	53	-	53	172
Tenants		142	-	142	-
Community		-	-	-	1,851
Weddings		(146)	-	(146)	(23)
Operational Unrestricted		253,703	-	253,703	228,453
CMBC - Staying Well From 01.07.16		-	27,666	27,666	24,929
Repairs		2,136	3,740	5,876	7,176
Refurbishment & Improvements		3,018	-	3,018	3,346
Regular Servicing		24,671	1,500	26,171	24,395
Co-Op Funds		-	(263)	(263)	-
Micro Commissioning TI		-	(12,282)	(12,282)	1,094
Tiss		-	15,415	15,415	2,441
Active Calderdale		-	34,751	34,751	2,008
Other Restricted		-	22,126	22,126	300
Architectural Heritage Fund		-	24,861	24,861	-
Welcome Back		-	4,913	4,913	-
Calderdale Ward Forum		-	466	466	-
Total		<u>283,577</u>	<u>122,893</u>	<u>406,470</u>	<u>296,142</u>
NET INCOME/(EXPENDITURE)		13,215	11,057	24,272	17,983
RECONCILIATION OF FUNDS					
Total funds brought forward		2,300,057	1,048,927	3,348,984	3,331,001
TOTAL FUNDS CARRIED FORWARD		<u><u>2,313,272</u></u>	<u><u>1,059,984</u></u>	<u><u>3,373,256</u></u>	<u><u>3,348,984</u></u>

The notes form part of these financial statements

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

BALANCE SHEET **31 AUGUST 2022**

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
FIXED ASSETS					
Tangible assets	8	2,709,633	1,019,698	3,729,331	3,737,245
Investments	9	<u>1</u>	<u>-</u>	<u>1</u>	<u>1</u>
		2,709,634	1,019,698	3,729,332	3,737,246
CURRENT ASSETS					
Debtors	10	48,582	-	48,582	63,191
Cash at bank and in hand		<u>229,383</u>	<u>44,994</u>	<u>274,377</u>	<u>275,912</u>
		277,965	44,994	322,959	339,103
CREDITORS					
Amounts falling due within one year	11	(104,326)	(4,708)	(109,034)	(140,222)
NET CURRENT ASSETS		<u>173,639</u>	<u>40,286</u>	<u>213,925</u>	<u>198,881</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		2,883,273	1,059,984	3,943,257	3,936,127
CREDITORS					
Amounts falling due after more than one year	12	(570,001)	-	(570,001)	(587,143)
NET ASSETS		<u>2,313,272</u>	<u>1,059,984</u>	<u>3,373,256</u>	<u>3,348,984</u>
FUNDS	14				
Unrestricted funds				2,313,272	2,300,057
Restricted funds				<u>1,059,984</u>	<u>1,048,927</u>
TOTAL FUNDS				<u>3,373,256</u>	<u>3,348,984</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2022.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been audited under the requirements of Section 145 of the Charities Act 2011.

The notes form part of these financial statements

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

BALANCE SHEET - continued
31 AUGUST 2022

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

The financial statements were approved by the Board of Trustees and authorised for issue on7th March 2023..... and were signed on its behalf by:



J Morris - Trustee

The notes form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, 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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, 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 accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Long leasehold	- over the term of the lease
Fixtures and fittings	- 25% on cost
Computer equipment	- 25% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Social investments loans

All loans deemed as social investment loans are initially recognised and measured at the amount received or paid, with the carrying amount adjusted in subsequent years to reflect repayments, any accrued interest and adjusted if necessary for any impairment.

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 AUGUST 2022

2. INCOME FROM CHARITABLE ACTIVITIES

	Tenants £	Business £	Community £	Weddings £
Rental income & room hire	183,207	15,430	24,871	18,271
Recharge of facilities	8,997	-	-	-
Other income	-	-	-	-
	<u>192,204</u>	<u>15,430</u>	<u>24,871</u>	<u>18,271</u>

	Fundraising £	Operational £	2022 £	2021 £
Rental income & room hire	-	1,755	243,534	195,112
Recharge of facilities	-	8,117	17,114	11,024
Other income	750	13,177	13,927	9,211
	<u>750</u>	<u>23,049</u>	<u>274,575</u>	<u>215,347</u>

3. CHARITABLE ACTIVITIES COSTS

Direct costs

	CMBCStayin g Well £	Other - Restricted £	Operational £	Calderdale Ward Forum £
Staff costs	18,200	2,878	118,512	-
Building - Utilities	1,800	-	21,822	-
- Maintenance	-	34,704	18,426	496
General expenses	9,466	-	35,549	-
Catering and bar expenses	-	-	-	-
Computer expenses	-	-	19,403	-
Bank charges and interest	-	1,272	14,834	-
Depreciation	-	2,591	45,960	-
	<u>29,466</u>	<u>41,445</u>	<u>274,506</u>	<u>496</u>

	Active Calderdale £	Micro-com missioning £	Architectur al Heritage £	WelcomeBa ck £
Staff costs	28,650	2,000	4,675	-
Building - Utilities	6,101	-	-	-
- Maintenance	-	(17,163)	509	275
General expenses	6,431	4,881	19,560	4,638
Catering and bar expenses	-	-	-	-
Computer expenses	-	-	-	-
Bank charges and interest	-	-	-	-
Depreciation	-	-	-	-
	<u>41,182</u>	<u>(10,282)</u>	<u>24,744</u>	<u>4,913</u>

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 AUGUST 2022**

	2022	2021
	£	£
Staff costs	174,915	120,780
Building - Utilities	29,723	28,774
- Maintenance	37,247	27,674
General expenses	80,525	43,281
Catering and bar expenses	-	-
Computer expenses	19,403	19,846
Bank charges and interest	16,106	15,356
Depreciation	<u>48,551</u>	<u>40,431</u>
	<u>406,470</u>	<u>296,142</u>

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2022	2021
	£	£
Auditors' remuneration	2,727	6,043
Depreciation - owned assets	<u>48,551</u>	<u>40,431</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2022 nor for the year ended 31 August 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 August 2022 nor for the year ended 31 August 2021.

6. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2022	2021
Catering	10	8
Cleaning	3	2
Administration	<u>10</u>	<u>7</u>
	<u>23</u>	<u>17</u>

No employees received emoluments in excess of £60,000.

The Remuneration of the executive director (who is neither a board member or trustee) was £34,236 (2021 £33,695).

Circa £90K of staff costs were incurred in reflection to the subsidiary company and as such these costs have been transferred to the subsidiary.

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 AUGUST 2022**

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	47,494	51,284	98,778
Charitable activities			
Business	9,502	-	9,502
Operational	10,648	-	10,648
Tenants	181,535	-	181,535
Community	5,412	-	5,412
Weddings	8,250	-	8,250
Total	<u>262,841</u>	<u>51,284</u>	<u>314,125</u>
EXPENDITURE ON			
Charitable activities			
Fundraising Events	172	-	172
Community	1,851	-	1,851
Weddings	(23)	-	(23)
Operational Unrestricted	228,453	-	228,453
CMBC - Staying Well From 01.07.16	-	24,929	24,929
Repairs	7,176	-	7,176
Refurbishment & Improvements	3,346	-	3,346
Regular Servicing	24,395	-	24,395
Micro Commissioning TI	-	1,094	1,094
Tiss	-	2,441	2,441
Active Calderdale	-	2,008	2,008
Other Restricted	-	300	300
Total	<u>265,370</u>	<u>30,772</u>	<u>296,142</u>
NET INCOME/(EXPENDITURE)	(2,529)	20,512	17,983
RECONCILIATION OF FUNDS			
Total funds brought forward	2,302,586	1,028,415	3,331,001
TOTAL FUNDS CARRIED FORWARD	<u>2,300,057</u>	<u>1,048,927</u>	<u>3,348,984</u>

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 AUGUST 2022

8. TANGIBLE FIXED ASSETS

	Long leasehold £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 September 2021	3,997,872	153,039	66,090	4,217,001
Additions	<u>11,364</u>	<u>27,412</u>	<u>1,862</u>	<u>40,638</u>
At 31 August 2022	<u>4,009,236</u>	<u>180,451</u>	<u>67,952</u>	<u>4,257,639</u>
DEPRECIATION				
At 1 September 2021	291,234	134,108	54,415	479,757
Charge for year	<u>32,961</u>	<u>10,883</u>	<u>4,707</u>	<u>48,551</u>
At 31 August 2022	<u>324,195</u>	<u>144,991</u>	<u>59,122</u>	<u>528,308</u>
NET BOOK VALUE				
At 31 August 2022	<u>3,685,041</u>	<u>35,460</u>	<u>8,830</u>	<u>3,729,331</u>
At 31 August 2021	<u>3,706,638</u>	<u>18,931</u>	<u>11,675</u>	<u>3,737,244</u>

9. FIXED ASSET INVESTMENTS

	Shares in group undertakings £
MARKET VALUE	
At 1 September 2021 and 31 August 2022	<u>1</u>
NET BOOK VALUE	
At 31 August 2022	<u>1</u>
At 31 August 2021	<u>1</u>

There were no investment assets outside the UK.

The company's investments at the balance sheet date in the share capital of companies include the following:

The Town Hall Café Limited

Registered office: Hebden Bridge, Town Hall, St George Street, Hebden Bridge, HX7 7BY
Nature of business: Café

	% holding	2022 £	2021 £
Class of share:			
Ordinary	100		
Aggregate capital and reserves		8,773	18,862
Profit for the year		<u>2,697</u>	<u>21,250</u>

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 AUGUST 2022****10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022	2021
	£	£
Trade debtors	15,422	52,881
Amounts owed by group undertakings	9,011	6,101
Other debtors	662	10
Prepayments and accrued income	<u>23,487</u>	<u>4,199</u>
	<u>48,582</u>	<u>63,191</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Other loans (see note 13)	17,143	17,143
Trade creditors	21,589	(4,358)
Social security and other taxes	4,373	2,053
VAT	6,215	7,962
Other creditors	10,374	4,833
Accruals and deferred income	<u>49,340</u>	<u>112,589</u>
	<u>109,034</u>	<u>140,222</u>

12. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2022	2021
	£	£
Other loans (see note 13)	<u>570,001</u>	<u>587,143</u>

13. LOANS

An analysis of the maturity of loans is given below:

	2022	2021
	£	£
Amounts falling due within one year on demand: Calderdale MBC loan	<u>17,143</u>	<u>17,143</u>
Amounts falling between one and two years: Calderdale MBC loan	<u>17,143</u>	<u>17,143</u>

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 AUGUST 2022

13. LOANS - continued

	2022 £	2021 £
Amounts falling due between two and five years:		
Calderdale MBC	15,000	15,000
Calderdale MBC loan	<u>51,429</u>	<u>51,429</u>
	<u>66,429</u>	<u>66,429</u>
Amounts falling due in more than five years:		
Repayable by instalments:		
Calderdale > 5yrs	15,000	15,000
Calderdale MBC loan	<u>471,429</u>	<u>488,571</u>
	<u>486,429</u>	<u>503,571</u>

14. MOVEMENT IN FUNDS

	At 1.9.21 £	Net movement in funds £	At 31.8.22 £
Unrestricted funds			
General fund	1,827,264	13,215	1,840,479
Designated fund	427,793	-	427,793
Flood Fund	15,000	-	15,000
Property Reserve	<u>30,000</u>	<u>-</u>	<u>30,000</u>
	2,300,057	13,215	2,313,272
Restricted funds			
ERDF	1,012,594	-	1,012,594
CMBC - Staying Well	1,951	(4,219)	(2,268)
Flood	3,740	(3,160)	580
Flood Stories	326	-	326
Co-Op Funds	1,959	263	2,222
Access Grant	1,942	(881)	1,061
Harnessing Power of Communities	1,500	(1,500)	-
Micro Commissioning TI	-	19,337	19,337
Tiss	15,415	(15,415)	-
Business Recovery Grant	2,500	(2,500)	-
Other Restricted	7,000	336	7,336
Architectural Heritage Fund	-	(3,021)	(3,021)
Climate Emergency	<u>-</u>	<u>21,817</u>	<u>21,817</u>
	<u>1,048,927</u>	<u>11,057</u>	<u>1,059,984</u>
TOTAL FUNDS	<u>3,348,984</u>	<u>24,272</u>	<u>3,373,256</u>

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 AUGUST 2022**

14. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	296,792	(283,577)	13,215
Restricted funds			
CMBC - Staying Well	23,447	(27,666)	(4,219)
Flood	580	(3,740)	(3,160)
Co-Op Funds	-	263	263
Access Grant	-	(881)	(881)
Harnessing Power of Communities	-	(1,500)	(1,500)
Micro Commissioning TI	7,055	12,282	19,337
Tiss	-	(15,415)	(15,415)
Business Recovery Grant	(2,500)	-	(2,500)
Active Calderdale	34,751	(34,751)	-
Other Restricted	21,581	(21,245)	336
Architectural Heritage Fund	21,840	(24,861)	(3,021)
Calderdale Ward Forum	466	(466)	-
Welcome Back	4,913	(4,913)	-
Climate Emergency	21,817	-	21,817
	<u>133,950</u>	<u>(122,893)</u>	<u>11,057</u>
TOTAL FUNDS	<u>430,742</u>	<u>(406,470)</u>	<u>24,272</u>

Comparatives for movement in funds

	At 1.9.20 £	Net movement in funds £	Transfers between funds £	At 31.8.21 £
Unrestricted funds				
General fund	1,827,670	(2,529)	2,123	1,827,264
Designated fund	427,793	-	-	427,793
Flood 2015	10,967	-	(10,967)	-
Flood Fund	11,000	-	4,000	15,000
Property Reserve	25,156	-	4,844	30,000
	2,302,586	(2,529)	-	2,300,057
Restricted funds				
ERDF	1,012,594	-	-	1,012,594
CMBC - Staying Well	1,050	901	-	1,951
Flood	3,740	-	-	3,740
Flood Stories	326	-	-	326
Co-Op Funds	1,959	-	-	1,959
Access Grant	1,942	-	-	1,942
Harnessing Power of Communities	1,500	-	-	1,500
Tiss	2,804	12,611	-	15,415
Business Recovery Grant	2,500	-	-	2,500
Other Restricted	-	7,000	-	7,000
	<u>1,028,415</u>	<u>20,512</u>	<u>-</u>	<u>1,048,927</u>
TOTAL FUNDS	<u>3,331,001</u>	<u>17,983</u>	<u>-</u>	<u>3,348,984</u>

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 AUGUST 2022

14. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	262,841	(265,370)	(2,529)
Restricted funds			
CMBC - Staying Well	25,830	(24,929)	901
Micro Commissioning HPC	799	(799)	-
Micro Commissioning TI	295	(295)	-
Tiss	15,052	(2,441)	12,611
Active Calderdale	2,008	(2,008)	-
Other Restricted	<u>7,300</u>	<u>(300)</u>	<u>7,000</u>
	<u>51,284</u>	<u>(30,772)</u>	<u>20,512</u>
TOTAL FUNDS	<u><u>314,125</u></u>	<u><u>(296,142)</u></u>	<u><u>17,983</u></u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.9.20 £	Net movement in funds £	Transfers between funds £	At 31.8.22 £
Unrestricted funds				
General fund	1,827,670	10,686	2,123	1,840,479
Designated fund	427,793	-	-	427,793
Flood 2015	10,967	-	(10,967)	-
Flood Fund	11,000	-	4,000	15,000
Property Reserve	<u>25,156</u>	<u>-</u>	<u>4,844</u>	<u>30,000</u>
	2,302,586	10,686	-	2,313,272
Restricted funds				
ERDF	1,012,594	-	-	1,012,594
CMBC - Staying Well	1,050	(3,318)	-	(2,268)
Flood	3,740	(3,160)	-	580
Flood Stories	326	-	-	326
Co-Op Funds	1,959	263	-	2,222
Access Grant	1,942	(881)	-	1,061
Harnessing Power of Communities	1,500	(1,500)	-	-
Micro Commissioning TI	-	19,337	-	19,337
Tiss	2,804	(2,804)	-	-
Business Recovery Grant	2,500	(2,500)	-	-
Other Restricted	-	7,336	-	7,336
Architectural Heritage Fund	-	(3,021)	-	(3,021)
Climate Emergency	<u>-</u>	<u>21,817</u>	<u>-</u>	<u>21,817</u>
	<u>1,028,415</u>	<u>31,569</u>	<u>-</u>	<u>1,059,984</u>
TOTAL FUNDS	<u><u>3,331,001</u></u>	<u><u>42,255</u></u>	<u><u>-</u></u>	<u><u>3,373,256</u></u>

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 AUGUST 2022****14. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	559,633	(548,947)	10,686
Restricted funds			
CMBC - Staying Well	49,277	(52,595)	(3,318)
Flood	580	(3,740)	(3,160)
Co-Op Funds	-	263	263
Access Grant	-	(881)	(881)
Harnessing Power of Communities	-	(1,500)	(1,500)
Micro Commissioning HPC	799	(799)	-
Micro Commissioning TI	7,350	11,987	19,337
Tiss	15,052	(17,856)	(2,804)
Business Recovery Grant	(2,500)	-	(2,500)
Active Calderdale	36,759	(36,759)	-
Other Restricted	28,881	(21,545)	7,336
Architectural Heritage Fund	21,840	(24,861)	(3,021)
Calderdale Ward Forum	466	(466)	-
Welcome Back	4,913	(4,913)	-
Climate Emergency	21,817	-	21,817
	<u>185,234</u>	<u>(153,665)</u>	<u>31,569</u>
TOTAL FUNDS	<u>744,867</u>	<u>(702,612)</u>	<u>42,255</u>

Designated fund

In 2010 the leasehold building known as Hebden Bridge Town Hall was gifted to the charity by CMBC the value of the gift in 2010 was £450,000.

Flood Fund

This fund has been designated to ensure that the association can meet any uninsured costs incurred by future floods.

Property Reserve

This fund has been designated to allow for future replacement costs to buildings, plant equipment and fixtures.

ERDF

Is represented by grants received in order to aid the building of the extension to the town hall.

CMBC Staying Well

The Staying Well scheme is a universal adult service focused on engaging vulnerable people with community solutions to reduce demand on more acute health & social care services. The grants given are for the administration of this scheme within the Upper Calder Valley.

Flood Stories

This is a grant from Community Foundation for Calderdale which was given to tell stories about the flood including the Waving not Drowning Film, Flood Stories for the Map Chair and to tell HBCA's own story.

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 August 2022.

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2022**

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	14,480	1,546
Grants	<u>141,687</u>	<u>97,232</u>
	156,167	98,778
Charitable activities		
General	261,815	207,811
Other income	<u>12,760</u>	<u>7,536</u>
	<u>274,575</u>	<u>215,347</u>
Total incoming resources	430,742	314,125
EXPENDITURE		
Charitable activities		
Wages	160,659	112,818
Social security	7,734	3,892
Pensions	6,522	4,070
Rates and water	2,423	2,301
Insurance	11,244	13,724
Light and heat	27,300	26,473
Telephone	478	501
Postage and stationery	2,118	1,073
Advertising	12,336	4,910
Sundries	1,726	1,455
Repairs & maintenance	30,203	20,278
Cleaning	7,044	7,396
Computer repairs & maintenance	19,403	19,846
Licences	2,192	1,005
Room hire	9,094	2,442
Subscriptions	978	1,004
Employee & volunteer expenses	1,511	57
Employee training	820	424
Bank & paypal charges	3,501	2,751
Long leasehold	32,961	32,815
Improvements to property	10,883	4,197
Computer equipment	<u>4,708</u>	<u>3,419</u>
	355,838	266,851
Support costs		
Management		
Bank loan interest	12,605	12,605
Governance costs		
Auditors' remuneration	2,727	6,043
Accountancy & bookkeeping fees	14,654	10,643
Legal fees	<u>20,646</u>	<u>-</u>
	38,027	16,686
Total resources expended	406,470	296,142
Net (expenditure)/income	<u>24,272</u>	<u>17,983</u>