

Grassington Hub

(A Company Charity limited by guarantee)

Annual Report & Financial Statements for the year ended

31st December 2020

(Registered Charity Number: 1136898)
(Registered Company Number: 7155161)

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Charity independent examination services

Grassington Hub

(A Company Charity limited by guarantee)

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Trustees' Annual Report

From: 1st January 2020

To: 31st December 2020

The Board of Trustees, who are also Directors of the charity for the purpose of the Companies Act 2006, present their annual report and financial statements for the year ended 31st December 2020. The financial statements comply with the Companies Act 2006 and Accounting and Reporting by Charities, Statement of Recommended Practice (SORP 2015).

Charity's full name Grassington Hub

Registered Company number 7155161

Registered Charity number 1136898

Objectives and activities

Summary of the purposes of the charity set out in its governing document

To further or benefit the residents of Grassington and its surrounding communities and visitors without distinction of age, race, gender, sexual orientation or religion by associating the said residents and visitors and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents and visitors. In furtherance of these objects, the organisation will have the power to provide a community centre and maintain manage or co-operate with any statutory authority in the maintenance and management of the centre for activities undertaken or promoted by the organisation in furtherance of the above objects.

Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts

Community Library, including Home Library and Children's Storytelling
Grassington Lunch Club
Community Cinema
Mens Shed
Knit and Natter
Helping Hands
Community website
Office Services and Box Office ticket sales
Community Engagement
Community Transport

The trustees consider that they have complied with their duties to have due regard to the public benefit guidance published by the Charity Commission.

Additional details of objectives and activities

A full time paid manager gives administrative support, communication and consistency. She is supported by a team of local people who find volunteering for Grassington Hub to be purposeful, varied, interesting and fun. We also offer placements to Work Experience, undergraduate and Duke of Edinburgh students. Our volunteers are our strength and we strongly believe in transparency and information sharing. The Hub's success is undoubtedly due to the hard work and dedication of its management team and its volunteers.

Achievements and performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.

2020 started well with our library, lunch clubs and community cinema as popular as ever and interest in the new men's shed increasing. We had two successful fundraising events, a coffee morning in January and a Pancake Day event in February which together raised over £750.

At the start of the Covid Pandemic and following government instruction, the Hub board made the decision that volunteers should not work within the Hub building as their safety could not be guaranteed. The last shift where a volunteer worked was on 17th March 2020. Volunteers did not return to work on the Hub reception until 2021. The Hub remained open until 20th March, when all of our standard services ceased due to the pandemic.

Covid-19 Response as Community Support Organisation

At the beginning of the pandemic in late March 2020 the Hub agreed to work, in partnership with North Yorkshire Council, in the role of Community Support Organisation (CSO). The Hub was one of an initial five CSO's created in the Craven Area specifically to provide community support during the pandemic. The geographic area covered by this role is Grassington, the villages of Upper Wharfedale, Hetton, Cracoe and Rylstone.

The requirements of this role were to:

- Act as a single point of contact, by telephone and email responding to queries in a timely manner.
- Provide accurate and up-to-date advice and information of what local support is available in the community, and signposting to services.
- Act as local coordinator, and source of information, advice and guidance for individuals and / or groups wishing to volunteer their time in community response.
- Collate and disseminate information on local shopping options and trusted suppliers delivering directly to those who are self-isolating.
- Collect and deliver shopping using local volunteering resources.
- Collect and deliver prescriptions using local volunteering resources.
- Caring for pets, e.g. walking dogs
- Provide regular social contact with an individual in self-isolation using methods that avoid physical contact.
- Encourage virtual peer support
- Deliver books and magazine to support hobbies.
- Act as local delivery agent for the North Yorkshire local Assistance Fund, coordinating emergency payments for food and sourcing a volunteer to shop and deliver.

From April – December 2020, 200 people volunteered with us to support their communities. We received over 2,000 requests for advice and support. Our volunteers shopped for people 200 times, delivered 361 prescriptions and almost 100 food parcels, made over 1,300 befriending phone calls to people who were vulnerable or shielding, and delivered over 400 book, craft and activity packs.

We supported people 3,600 times, around 92 people every week. We continue to provide these new services whilst working to recover our pre-pandemic activities.

Recovering Services

In early June we restarted our home library delivery service where volunteers deliver books fortnightly to housebound library users. The service was extended to include people who were shielding and self-isolating, and ran uninterrupted once a fortnight for the remainder of the year.

After a reorganisation of the Hub we opened our doors from 20th July 2020 for just 2 hours each weekday morning for limited services. We offered the library select and collect, and book reservations services, by appointment, alongside office services such as photocopying, printing and laminating.

In October 2020 a larger reorganisation of the layout of the Hub took place with a view to volunteers returning to work on reception from the beginning of November. The November 2020 UK lockdown halted this return of volunteers working in the Hub building until 2021.

Our Men's Shed project received small grants during 2020, allowing the installation of electrics and equipment between lockdowns. The shed took on a number of projects including the repair and renovation of Parish Council benches, the design and build of a Santa's Post Box for the Grassington Dickensian Committee, and the creation of an outside Storytelling Chair for Grassington Primary School.

For Christmas we put together activity gift bags for some of the people we had been supporting regularly. The packs included jigsaw puzzles, puzzle books, exercise booklets, advice and information, Christmas cake, bubbly and chocolates. 65 of these packs went out. The lunch club volunteers also delivered gift bags with chocolates and biscuits to our lunch club guests.

Recognition: Queens award for Voluntary Service.

In June 2020 we were honoured with the Queens Award for Voluntary Service, the highest award a voluntary organisation in the UK can achieve. We received the award, which is the equivalent of an MBE, for providing support and social activities to residents of Grassington and its surrounding communities.

Additional information

It remains a prime goal for the Hub to become financially self-sufficient.

The Board of Trustees continue to seek ways to reduce costs whilst at the same time seeking to improve and expand our range of services and activities.

In 2021 we aim to strengthen the Board in terms of number and skills, and following an independent review to be undertaken by Community First Yorkshire, we plan to find ways for further growth and potentially further success once the Pandemic is ended.

Financial review

Review of the charity's financial position at the end of the period

At the beginning of 2020 we recruited a volunteer to help increase our annual fundraising with a schedule of fundraising activities and events for the year. These activities were put on hold in March, and a grant from the Coronavirus Community Fund included £11,000 for the loss of income we sustained from not being able to run these events. Further grants of £2500 and £2000 were received from The Princes Countryside Trust, and the Two Ridings Foundation respectively.

We received the government lockdown business grants of £10,000 in April and a further £1334 in November.

The CSO agreement with North Yorkshire County Council of £3,000 a month allowed us to pay our core costs whilst delivering emergency community services. Even though our core costs remain little changed, this funding had nevertheless helped us to end 2020 in a financially better position than 2019 and is reflected in the balance valuation increasing from £16985 to £56922.

We remain most appreciative of the support given by all our funders and in particular those of our local supporters who contribute unfailingly on a month by month basis.

Once the pandemic is ended and we are able to recover services it will be our intention to restart where we left off 'pre-pandemic' and hold further fund raising events although this may well take some time.

Statement explaining the policy for holding reserves stating why they are held

It is our policy that at least 9 months reserves are held to give our paid employee some job security.

Amount of reserves held

Figures at end of 2020 showing £55,920 in unrestricted reserves. Income £88,472, expenditure £48,535.

Reasons for holding zero reserves

No such reserves

Funds materially in deficit

None in deficit

Explanation of any uncertainties about the charity continuing as a going concern

The Covid Pandemic has resulted in a change of direction for Grassington Hub.

Some limited services were retained whilst a host of new services were introduced in response to people's demands and in response to the difficulties they encountered due to the total lockdowns. To reflect this change the Hub was given additional of status to Community Support Organisation.

Our recovery depends very much on the future outcome of the Pandemic and upon the continued financial support from Government. It further depends upon continuing financial support from local residents and also a confidence to return to normal life once the pandemic is over. Such success will continue to depend upon the work and commitment given by the Management team and its volunteers.

Structure, governance and management

Description of the charity's trusts

Type of governing document Constitution Document

How the charity is constituted Charitable Incorporated Organisation

Trustee selection methods Co-opted by the Board and ratified at Board Meeting.
Appointments confirmed at AGM

Additional governance issues

Our Trust Board is administered by volunteers. Each trustee/director oversees one or more of the Hub's faculties. The Trust Board operate within a clearly defined business framework and have a clear vision of our future challenges and goals. All trustees also volunteer for operational and administrative duties in addition to their strategic role

Reference and administration details

Charity's full name Grassington Hub

Other names the charity is known by

Charity's principal address Manor Hill Barn
Garrs Lane
Grassington

Postcode BD23 5AT

Names of the trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Andrew Jackson	Chair		
David Isaac	Treasurer		
Carol Headley	Secretary		
Jean Slater			
Heather Williams			
Paul Graham			

Name of Company Secretary

Name	Dates acted if not for whole year
Carol Headley	

Trustee responsibilities in relation to financial statements

Company law requires the directors (trustees) to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and of the income and expenditure of the company for the year. In preparing those financial statements, the directors (trustees) are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles of the Charities SORP
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards 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 company will continue on that basis.

The directors (trustees) are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Board of Trustees, who are Directors for the purpose of company law, and Trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 3.

Disclosure of information

In so far as the Trustees are aware:

- There is no relevant information of which the Charity's Independent Examiner is unaware;
- The Trustees have taken the necessary steps to be aware of the information, which would be relevant for independent examination purposes and have communicated them to the Independent Examiner.

Exemptions

The trustees have taken advantage of the exemption available to small companies, including the audit exemption (as detailed on the balance sheet).

Declaration

The trustees declare that they have approved the Trustees Annual Report and Accounts

Signed on behalf of the charity's trustees

Signature

Full Name David Isaac

Position Treasurer

Date

Independent examiner's report to the trustees of Grassington Hub

I report on the accounts of: **Grassington Hub**
for the year ended: **31 December 2020** which are set out on pages 8 to 16.

Responsibilities and basis of report

As the charity's trustees of the Company (and also 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 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 your charity's accounts as 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.

Independent examiner's statement

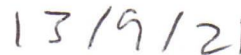
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Trust as required by section 386 of the Act; or
- 2 the accounts do not accord with those records
- 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.



Jeff Todd (FCA)



Date:

Outsource independent examination service
The Hiscox Building
Peasholme Green
York YO1 7PR

Grassington Hub

Statement of Financial Activities for the year ended: 31 December 2020

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
Income from:					
Donations and legacies	3.1	45,533	-	45,533	26,658
Charitable activities	3.2	39,830	-	39,830	11,442
Other trading activities	3.3	3,093	-	3,093	12,065
Investments	3.4	16	-	16	30
Total income	3	88,472	-	88,472	50,195
Expenditure on:					
Raising funds	4.1	1,415	-	1,415	8,147
Charitable activities	4.2	47,120	-	47,120	48,341
Total expenditure	4	48,535	-	48,535	56,489
Net income/(expenditure)		39,936	-	39,936	(6,294)
Gross transfers between funds		-	-	-	-
Net movement in funds		39,936	-	39,936	(6,294)
Total funds brought forward		15,983	1,002	16,985	23,279
Total funds carried forward		55,920	1,002	56,922	16,985

Grassington Hub

Balance Sheet as at:

31 December 2020

	Note	2020	2019
Current Assets			
Cash at bank and in hand	7	56,277	14,755
Debtors & prepayments	8	1,442	3,137
Total current assets		57,719	17,892
Current Liabilities: Amounts falling due within one year			
Creditors and accruals	9	(797)	(907)
Net current assets		56,922	16,985
Net assets		56,922	16,985
Funds of the Charity			
Unrestricted Funds (General)	10	55,920	15,983
Restricted Funds	10	1,002	1,002
Total funds carried forward	10	56,922	16,985

The trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors (trustees) acknowledge their responsibilities for:

- i) ensuring the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006; and
- ii) preparing financial statements which give a true and fair view of the state of affairs of the company at the end of each financial year and of its profit and loss 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 company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the 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 (Charities SORP (FRS 102)).

The financial statements were approved by the trustees and signed on their behalf by:



Trustee

2.9.21

Date

Print name of signatory

DAVID ISAAC

Grassington Hub

Notes to the accounts for the year ended:

31 December 2020

1.1 Basis of accounting

The financial statements are prepared under the historical cost convention and the 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 (Charities SORP (FRS 102)).

1.2 Change of basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

1.3 Change to previous accounts

No changes have been made to accounts for previous years.

Accounting policies

Income

Recognition of income

Income is recognised in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- receipt is probable; and
- the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure

Where incoming resources have related expenditure, the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations

Grants and donations are only included in the SoFA when the charity has evidence of entitlement to the resources and receipt is probable.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Expenditure and Liabilities

Expenditure

Raising funds

Cost of raising funds comprise those costs associated with attracting voluntary income.

Charitable activities

Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Assets

Tangible fixed assets for use by the charity

These are capitalised if they can be used for more than one year and cost at least £750. They are valued at cost or, if gifted, at the value to the charity on receipt, less depreciation.

Fund accounting

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

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

Grassington Hub

Notes to the accounts for the year ended: 31 December 2020

3.1 Donations and legacies

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
Grants	33,764	-	33,764	15,662	801	16,463
Donations	11,769	-	11,769	10,195	-	10,195
	45,533	-	45,533	25,857	801	26,658

3.2 Charitable activities

Contracts	36,500	-	36,500	-	-	-
Rent receivable	717	-	717	6,405	-	6,405
Office sales	403	-	403	538	-	538
Helping hands	144	-	144	660	-	660
Mini bus	-	-	-	1,947	-	1,947
Library	1,783	-	1,783	855	-	855
Commissions	283	-	283	1,037	-	1,037
	39,830	-	39,830	11,442	-	11,442

3.3 Other trading activities

Fundraising events	3,093	-	3,093	10,095	-	10,095
Web Site fees	-	-	-	1,970	-	1,970
	3,093	-	3,093	12,065	-	12,065

3.4 Investments

Interest receivable	16	-	16	30	-	30
	16	-	16	30	-	30
Total income	88,472	-	88,472	49,394	801	50,195

Grassington Hub

Notes to the accounts for the year ended: 31 December 2020

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
4.1 Raising funds						
Fundraising events	1,415	-	1,415	8,147	-	8,147
4.2 Charitable activities						
Staff salaries	22,041	-	22,041	22,378	-	22,378
Staff training & expenses	-	-	-	63	-	63
Rent	12,500	-	12,500	12,500	-	12,500
Rates, refuse & water	186	-	186	518	-	518
Electricity	1,352	-	1,352	1,293	-	1,293
Gas	328	-	328	530	-	530
Repairs & maintenance	125	-	125	142	58	200
Printing & stationery	494	-	494	606	661	1,267
Website	250	-	250	305	-	305
Telephone	838	-	838	542	-	542
Advertising	-	-	-	226	-	226
Insurance	631	-	631	609	-	609
Man Shed	3,469	-	3,469	-	-	-
Mini bus	1,514	-	1,514	2,829	-	2,829
IT, other equipment & software	151	-	151	16	-	16
Photocopying costs	1,738	-	1,738	2,007	-	2,007
Professional fees	538	-	538	513	1,700	2,213
Other office costs	965	-	965	845	-	845
	47,120	-	47,120	45,922	2,419	48,341
Total expenditure	48,535	-	48,535	54,070	2,419	56,489

Grassington Hub

Notes to the accounts for the year ended: 31 December 2020

5 Trustee expenses & examination fees

5.1 Trustee expenses

No trustees received a remuneration for services rendered during the year, nor were any trustees' out of pocket expenses reimbursed.

	2020 £	2019 £
5.2 Fees for examination of the accounts		
Independent Examiner's fees for reporting on the accounts	525	500
Other fees paid to the Independent Examiner	-	-

6 Staff costs and emoluments

Gross wages, salaries and benefits in kind
Employers National Insurance
Employers pension contributions

	2020 £	2019 £
Gross wages, salaries and benefits in kind	22,041	22,378
Employers National Insurance	-	-
Employers pension contributions	-	-
	22,041	22,378
Average number of employees	1	1

7 Cash at bank and in hand

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Current bank account	1,573	1,002	2,575	2,177
Savings account	53,398	-	53,398	12,182
Cash in hand	304	-	304	396
	55,275	1,002	56,277	14,755

8 Debtors and prepayments

	2020 £	2019 £
Amounts falling due within one year		
Trade debtors	538	2,248
Prepayments and accrued income	904	889
	1,442	3,137

9 Creditors and accruals	2020	2019
Amounts falling due within	£	£
Trade creditors	-	-
Accruals and deferred income	797	907
	<u>797</u>	<u>907</u>

10 Movement of funds

10.1 Movement of major funds

2020					
Fund Name	Balance b/fwd	Incoming resources	Outgoing resources	Transfers	Balance c/fwd
Unrestricted Funds					
General funds	15,983	88,472	48,535	-	55,920
	<u>15,983</u>	<u>88,472</u>	<u>48,535</u>	<u>-</u>	<u>55,920</u>
Restricted					
NYCC	920	-	-	-	920
Craven District Council	82	-	-	-	82
	<u>1,002</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,002</u>
Total Funds	<u>16,985</u>	<u>88,472</u>	<u>48,535</u>	<u>-</u>	<u>56,922</u>
2019					
Fund Name	Balance b/fwd	Incoming resources	Outgoing resources	Transfers	Balance c/fwd
Unrestricted Funds					
General funds	20,659	49,394	54,070	-	15,983
	<u>20,659</u>	<u>49,394</u>	<u>54,070</u>	<u>-</u>	<u>15,983</u>
Restricted					
NYCC	2,620	-	1,700	-	920
Craven District Council	-	140	58	-	82
Two Ridings Community	-	661	661	-	-
	<u>2,620</u>	<u>801</u>	<u>2,419</u>	<u>-</u>	<u>1,002</u>
Total Funds	<u>23,279</u>	<u>50,195</u>	<u>56,489</u>	<u>-</u>	<u>16,985</u>

10.2 Details of Funds Held

Unrestricted Funds (General)

The General fund is unrestricted and available for the general purposes of the Hub.

Restricted Funds

The restricted funds are only available for the purposes specified for each fund, which are:

North Yorkshire County Council

To fund a consultant to develop trustees skills

Craven District Council Ward Member Grant

To fund refurbishment of the childrens library

11 Net assets between funds

Balances at 31 December 2020	Unrestricted Funds £	Restricted Funds £	Total 2020 £
Current assets	56,717	1,002	57,719
Current liabilities	(797)	-	(797)
	<u>55,920</u>	<u>1,002</u>	<u>56,922</u>
Balances at 31 December 2019	Unrestricted Funds £	Restricted Funds £	Total 2019 £
Current assets	16,890	1,002	17,892
Current liabilities	(907)	-	(907)
	<u>15,983</u>	<u>1,002</u>	<u>16,985</u>