

Hertford St Andrew Community Trust

Report of the Trustees for the year ended 31st December 2020

The Trustees present their report and financial statements for the year ended 31st December 2020.

Reference and Administrative Information

Charity Name: Hertford St Andrew Community Trust formerly a company limited by guarantee under company number 7661219 and from 25th June 2020 a Charitable Incorporated Organisation (CIO)

Charity registration number: 1148533

Registered Office and
Operational address: St Andrew's Church
St Andrew Street
Hertford SG14 1HZ

The trustees of the charity at the date that this report was approved were:

Mr R Taylor Chairman
Mrs P Probert
Mrs J Sharman
Mr M Fry
Mrs L Ramsay
Mr D Spring
Mr R Willis

Mrs V Thornton resigned as a trustee on 19th September 2020.

Hon. Treasurer: Mrs S Taylor

Bookings Secretary: Mrs Carol Muhr

Our Aims and Objectives

Purposes and Aims

Our charity's purposes as set out in the objects contained in the CIO's constitution are to:

- benefit the residents of Hertford and its neighbourhood by bringing them together with local authorities, voluntary and other organisations to advance education and provide facilities for recreation and leisure time occupations and
- to establish a community centre for such activities.

The aim of the charity is to promote well-being for the residents of Hertford and its environs.

Ensuring our work delivers our aims

We review our aims, objectives and activities each year. We look at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. The review also helps us ensure our aim, objectives and activities remain focused on our stated purposes.

The focus of our work

The Trustees have worked on maintaining and improving the condition of the St Andrew's Centre and the facilities within it, as well as compliance with legal requirements. Particular attention in 2020 was given to making the St Andrew's Centre as safe to use as possible by observing UK government directions and guidance on the use of community halls during the Covid-19 pandemic.

How our activities deliver public benefit

The trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties. All our charitable activities focus on the promotion of facilities and opportunities for the advancement of education, recreation and leisure activities for the residents of Hertford and its environs through the use of the St Andrew's Centre and are undertaken to further our charitable purposes for the public benefit. Our objects limit the services we provide to those who are resident in Hertford and the neighbourhood.

However, during 2020 UK government direction on the use of community halls during the pandemic and advice to individuals and organisations on avoiding the spread of Covid-19 has meant that for long periods of the year meetings have been prohibited or individuals or organisations have preferred not to meet in person and found the use of video conferencing to be preferable. As a consequence the use of the Centre has during times of lockdown been extremely limited and at other times significantly reduced.

Principal Funding Sources

The principal funding source for the charity is currently hire charges paid by users of the Centre.

Investment Policy

Funds received have been placed in bank accounts with Lloyds Bank Plc.

Reserves Policy

£3,000 has been placed in an interest-bearing deposit account as a reserve for repairs, renewal and redecoration of the St Andrew's Centre.

Plans for Future Periods

The trustees keep under review opportunities to increase the use of the Centre in line with the objectives of the CIO especially now that many regular users will not or may not return once restrictions on meetings indoors have been relaxed or removed.

Structure, Governance and Management

Until 25th June 2020 the organisation was a charitable company limited by guarantee, incorporated on 7th June 2011 and registered as a charity on 13th August 2012. The company was established under Articles of Association containing the objects and powers of the charitable company and governance. On 25th June 2020 the charity converted to a Charitable Incorporated Organisation (CIO), the constitution of which contains like objects and powers as those in the Articles of Association so far as compatible with charity law.

Appointment of Trustees

Under the requirements of the Constitution of the CIO one third of the trustees must retire from office at each annual general meeting. In every case a retiring trustee may be re-elected.

All trustees give their time voluntarily and received no benefits from the charity, although it is noted that the sum paid by the charity to Hertford St Andrew PCC by way of contribution towards the running costs of the Centre incurred by the PCC included £475 towards the remuneration of Mrs P Probert, who is a trustee, as Parish Administrator employed by the PCC.

The trustees retiring at the annual general meeting offer themselves for re-election.

Trustee Induction and Training

All new trustees are encouraged to read and understand the Constitution of the CIO, the latest trustees' report and accounts and the Charity Commissioner's Guide "the Essential Trustee".

Risk Management

Internal control risks are minimised by the implementation of procedures for authorisation of all transactions. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the Centre.

Organisational Structure

The CIO has a board of trustees which currently stands at 7 members who meet quarterly and are responsible for the strategic directions and policy of the charity. The Bookings Secretary and Treasurer attend trustee meetings but have no voting rights.

Related Parties

The charity has built links with local authorities and other voluntary organisations in Hertford and its environs towards the achievement of the charity's objectives and aims and is a member of CDA Herts which gives access to the East Herts Village and Community Hall Forum and the advice and guidance provided by ACRE. This has been particularly useful in adapting the Centre and practices to comply with UK government directives during the pandemic.

Responsibilities of the Trustees

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act or other relevant legislation. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Board of Trustees

The trustees who served during the year are set out on page 1.

This report is prepared in accordance the Charities (Accounts and Reports) Regulations 2008



Mr R N Taylor (Trustee)