

## **Hertford St Andrew Community Trust**

### **Report of the Trustees for the year ended 31<sup>st</sup> December 2024**

The Trustees present their report and financial statements for the year ended 31<sup>st</sup> December 2024.

#### **Reference and Administrative Information**

Charity Name: Hertford St Andrew Community Trust 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  
Mr M Fry  
Mrs C Muhr  
Mrs P Probert  
Mrs L Ramsay  
Mrs J Sharman  
Mr D Spring  
Mr R Willis

**Hon. Treasurer:** Mrs Shirley Taylor

**Centre Administrator:** Mrs Christine Williams

#### **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 to make it a safe, suitable and attractive place for the persons and groups hiring it.

## **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.

## Principal Funding Sources

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

## Investment Policy

Funds received have been placed in bank accounts with Lloyds Bank Plc and a large proportion of the cash balance is placed in an interest-bearing account.

## Reserves Policy

£18,356 is currently held in an interest-bearing deposit account as a reserve for repairs, renewal and redecoration of the St Andrew's Centre and to meet any other significant outgoings.

## **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 and advertise the Centre as widely as practical without incurring significant costs.

## **Structure, Governance and Management**

Until 25<sup>th</sup> June 2020 the organisation was a charitable company limited by guarantee, incorporated on 7<sup>th</sup> June 2011 and registered as a charity on 13<sup>th</sup> August 2012. The company was established under Articles of Association containing the objects and

powers of the charitable company and governance. On 25<sup>th</sup> 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 Constitution of the CIO one third of the trustees (or the nearest whole number to one third, which is currently 3) 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, one of the trustees, 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 legislation relating to the 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 8 members who meet at least quarterly and are responsible for the strategic directions and policy of the charity. The Centre Administrator and the Treasurer are invited to attend trustee meetings but have no voting rights.

## Related Parties

The charity has built links with local authorities and 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 provides guidance about other health & safety and statutory compliance matters while the Forum is useful for the sharing of matters concerning repairs and maintenance and other issues of common interest.

## **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.

## **Declaration**

The trustees declare that they have approved the trustees' report above. Signed on behalf of the charity's trustees

**Richard Taylor**  
**Chair of Trustees**

HERTFORD ST ANDREW COMMUNITY TRUST  
Charity No 1148533

ANNUAL REPORT  
AND  
FINANCIAL STATEMENTS  
OF THE  
HERTFORD ST ANDREW COMMUNITY TRUST  
(a charitable incorporated organisation)  
For the year to  
31 December 2024

TRUSTEES:  
Mr R Taylor (Chair)  
Mr M Fry  
Mrs C Muhr  
Mrs P Probert  
Mrs L Ramsay  
Mrs J Sharman  
Mr D Spring  
Mr R Willis

BANK:  
Lloyds Bank plc

INDEPENDENT EXAMINER:  
Mr R Paddock  
86 Ware Road  
Hertford SG13 7HN

HONORARY TREASURER:  
Mrs S Taylor

**REPORT AND FINANCIAL STATEMENTS 2024**

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## HONORARY TREASURER'S REPORT

This report should be read in conjunction with the Trustees' Annual Report, produced for circulation at the Annual General Meeting, which summarises the main activities of the Trust during the year ended 31 December 2024.

The St Andrew's Centre, St Andrew Street, Hertford SG14 1HZ has been used and enjoyed by a variety of users since its completion in late 2013. The Centre is run by the Hertford St Andrew Community Trust, formerly a company limited by guarantee but since 25 June 2020 a charitable incorporated organisation. Under the management agreement between the Trust and the Parochial Church Council of Hertford St Andrew (PCC), the Trust has made a contribution of £5,340 towards the running costs of the Centre incurred by the PCC.

The Statement of Financial Activities on page 3 summarises the income and expenditure for the period (separately detailed in Notes 2 and 3 respectively). The balance sheet on page 4 shows the assets and liabilities of the Trust and how these are apportioned between various types of fund.

The accounts for the year ended 31 December 2024 show total income of £23,287 (2023: £16,257) and total expenditure of £17,602 (2023: £17,530) to give a net profit of £5,685 (2023 net loss of £1,273).

There was a grant (restricted funds) received by the Trust during 2020 of which £500 was carried forward to 1 January 2024 and was expended during 2024. There are no restricted funds carried forward at 31 December 2024.

**INDEPENDENT EXAMINER'S REPORT TO THE HERTFORD ST ANDREW COMMUNITY TRUST**

**Independent Examiner's Report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2024.

*Responsibilities and basis of report*

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

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

*Independent examiner's statement*

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below\*) in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records

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.

*\*Please delete the words in the brackets if they do not apply.*

Signed .....  
Ralph Paddock  
Independent Examiner

Relevant professional qualification or membership of professional bodies (if any): .....CPFA.....

Address:- .....86 WARE ROAD, HERTFORD, Herts, SG13 7HW.....

Date:.....5 MAY 2025.....



STATEMENT OF FINANCIAL ACTIVITIES  
Period ended 31 December 2024

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
<b>INCOMING RESOURCES</b>					
Incoming resource from grants and donors	2(a)	500	-	500	-
Activities for generating funds	2(b)	22,787	-	22,787	16,257
Fund Raising Income		=	=	=	=
<b>Total Incoming Resources</b>		<b><u>23,287</u></b>	<b>=</b>	<b><u>23,287</u></b>	<b><u>16,257</u></b>
<b>RESOURCES EXPENDED</b>					
Trust Activities	3	17,102	500	17,602	17,530
Costs of generating funds		=	=	=	=
<b>Total Resources Expended</b>		<b><u>17,102</u></b>	<b><u>500</u></b>	<b><u>17,602</u></b>	<b><u>17,530</u></b>
<b>NET MOVEMENT IN FUNDS</b>		<b>6,185</b>	<b>(500)</b>	<b>5,685</b>	<b>(1,273)</b>
Funds brought forward at 1 January		<u>14,861</u>	<u>500</u>	<u>15,361</u>	<u>16,634</u>
<b>Funds carried forward at 31 December</b>		<b><u>21,046</u></b>	<b>=</b>	<b><u>21,046</u></b>	<b><u>15,361</u></b>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

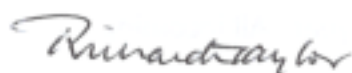
**BALANCE SHEET**

As at 31 December 2024

	Note	31 December 2024 £	31 December 2023 £
<b>CURRENT ASSETS</b>			
Debtors	4	2,602	1,309
Cash at Bank (Current A/c)		8,843	2,267
Cash at Bank (Deposit A/c)		<u>15,280</u>	<u>18,109</u>
		26,725	21,685
<b>CREDITORS:</b> amounts falling due within one year	5	(5,390)	(6,324)
Receipts in Advance	5	(289)	-
<b>NET ASSETS</b>		<u>21,046</u>	<u>15,361</u>
<b>FUNDS</b>			
Unrestricted		21,046	14,861
Restricted		-	<u>500</u>
	6	<u>21,046</u>	<u>15,361</u>

The Trustees acknowledge their responsibilities for complying with the requirements of the Charities Act 2011 with respect to accounting records and the preparation of accounts.

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



Richard Taylor (Chair of Trustees)

Date of Approval: 16<sup>th</sup> July 2025

The notes on pages 5 to 7 form part of these accounts.

**NOTES TO THE ACCOUNTS****1. ACCOUNTING POLICIES**

These accounts have been prepared:

- (a) under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.
- (b) in accordance with the Charities Act 2011 and the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014.

The accounts present a true and fair view and the particular accounting policies adopted by the Trustees are described below.

*Funds*

Unrestricted funds represent the funds of the Trustees that are not subject to any restrictions regarding their use and are available for application on the general purposes of the trustees.

The accounts include all transactions, assets and liabilities for which the Trustees are responsible in law.

*Incoming Resources*

Grants to the Trust are accounted for as soon as the Trust is notified of its legal entitlement and the amount due. Income from hiring is accounted for on an accruals basis.

*Fixed Assets*

The Trust does not own the St Andrew's Centre but under a Management Agreement dated 30 October 2020 with the Parochial Church Council of Hertford St Andrew (PCC) the Trust undertakes to promote and manage the use of the Centre in accordance with the objects of the Trust and to bear the running costs of the Centre and maintain it in good condition, with surplus income over and above that required for the purposes of the Trust being payable to the PCC.

*Current Assets*

Amounts owing to the Trust at 31 December 2024 in respect of hire income are shown as debtors.

**2. INCOMING RESOURCES**

	Unrestricted Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
	£	£	£	£
2(a) Incoming resources from donors	500	-	500	-
Grants received	-	-	-	-
2(b) Activities for generating funds				
Hiring Income	22,616	-	22,616	16,153
Fundraising	-	-	-	-
Bank Interest	<u>171</u>	-	<u>171</u>	<u>104</u>
<b>TOTAL INCOMING RESOURCES</b>	<b><u>23,287</u></b>	<b>-</b>	<b><u>23,287</u></b>	<b><u>16,257</u></b>

**2023**

### 3. RESOURCES EXPENDED

Centre Activities	Unrestricted Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
	£	£	£	£
Staff Costs	8,129	-	8,129	7,573
Equipment	31	100	131	148
Maintenance	3,275	-	3,275	3,333
Utilities & Insurance	5,131	-	5,131	5,877
Payments to St Andrew's PCC	-	-	-	-
Miscellaneous	<u>536</u>	<u>400</u>	<u>936</u>	<u>599</u>
<b>TOTAL RESOURCES EXPENDED</b>	<b><u>17,102</u></b>	<b><u>500</u></b>	<b><u>17,602</u></b>	<b><u>17,530</u></b>
<b>2023</b>	<b><u>17,530</u></b>	<b><u>-</u></b>		<b><u>17,530</u></b>

Staff costs represent the sum paid to Hertford St Andrew PCC for two people employed by the PCC and seconded to the Trust, as well as a donation to the PCC of £475 towards the cost of the church administrator (see note 7).

### 4. DEBTORS

	2024	2023
	£	£
Accrued Income	<u>2,602</u>	<u>1,309</u>

### 5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Receipts in advance	289	-
Other Creditors	<u>5,390</u>	<u>6,324</u>
	<u>5,679</u>	<u>6,324</u>

### 6. ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds	Restricted Funds	Total
	£	£	£
Current assets	26,725	-	26,725
Current liabilities	<u>(5,679)</u>	<u>-</u>	<u>(5,679)</u>
	<u>21,046</u>	<u>-</u>	<u>21,046</u>

Restricted Funds are given to the Trust for specific purposes and it is the duty of the Trust to ensure that the money is spent only in that area. At 31 December 2023 there was £500 remaining to be carried forward from a grant received in 2020 from Hertfordshire County Council (Cllr Bob Deering) towards the cost of the Holiday at Home summer event for the elderly. This event was cancelled in 2020 and 2021 due to the Covid-19 pandemic had not taken place since. Cllr Deering had given permission for the Trust to keep the grant to put towards any expenditure to further the work of the Trust. The £500 grant was spent in 2024 on a kitchen trolley and equipment for the Senior Lunches (£100) and a Holiday-at-Home day in August including lunch in the Centre and a coach trip to Hitchin Lavender (£400).

**7. TRUSTEE REMUNERATION AND RELATED PARTY TRANSACTIONS**

No trustee received any remuneration during the accounting period. However, the contribution of £5,340 towards the running costs of the Centre paid to Hertford St Andrew PCC included £475 towards the remuneration of Mrs P Probert (Trustee) as Parish Administrator employed by the PCC.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the Trust during the accounting period.

**8. TAXATION**

As a charity, the Trust is exempt from tax on income and gains falling within Part 11 of the Corporation Tax Act 2010 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Trust.

**9. CHARITABLE INCORPORATED ORGANISATION**

The Trust is registered with the Charity Commission as a charitable incorporated organisation under the Charities Act 2011. The sole member of the Trust is Hertford St Andrew Parochial Church Council. In the event of the Trust being wound up, the liability is £10 per member of the Trust.