

# HORBURY COMMUNITY CENTRE TRUST

England & Wales · Charity number 1158258

## Details

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**Other names** HCCT

**Status** Registered

**Legal form** CIO

**Registered** 2014-08-15

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** The Cluntergate Centre  
Horbury  
Wakefield  
WF4 5DA

**Phone** 07873 544948

**Email** [hello@cluntergate.org.uk](mailto:hello@cluntergate.org.uk)

**Website** [www.cluntergate.org.uk](http://www.cluntergate.org.uk)

## Activities

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**Objects:** THE OBJECTS OF THE CIO ARE TO:(A) FURTHER OR BENEFIT THE RESIDENTS OF HORBURY AND THE IMMEDIATELY SURROUNDING DISTRICT BEING PART OF THE AREA DESIGNATED BY WAKEFIELD COUNCIL AS HORBURY AND SOUTH OSSETT WARD IN 2014, 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; AND(B) TO ESTABLISH OR TO SECURE THE ESTABLISHMENT OF A COMMUNITY CENTRE AND TO MAINTAIN OR MANAGE OR CO-OPERATE WITH ANY STATUTORY AUTHORITY IN THE MAINTENANCE AND MANAGEMENT OF SUCH A CENTRE FOR ACTIVITIES PROMOTED BY THE CIO IN FURTHERANCE OF THESE OBJECTS.

**Activities:** Horbury Community Centre Trust is a small charitable organisation working with local residents, businesses and other voluntary and community organisations to improve the lives of residents of Horbury and South Ossett. Horbury Community Centre Trust does this by providing a community centre with facilities for leisure and education.

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** Economic/community Development/employment
- **Who:** The General Public/mankind

## Geography

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- City Of Wakefield

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-06-30	£96,624	£97,894	-	-
2024-06-30	£91,470	£100,156	-	-
2023-06-30	£130,298	£126,205	-	-
2022-06-30	£75,524	£85,911	-	-
2021-06-30	£43,479	£54,403	-	-

## Trustees

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Name	Role	Appointed
<b>Deborah Adams</b>	Chair	2024-09-10
Alison Harwood		2025-06-10
Chris Lloyd		2019-02-12
John Aspinall		2017-11-07
Miranda Berry		2026-05-12

**HORBURY COMMUNITY CENTRE TRUST**

England & Wales - Charity number 1158258

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# Accounts

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# **Horbury Community Centre Trust**

Charity number 1158258

## **Annual Report and Financial Statements**

**for the year ended 30 June 2024**



# **Horbury Community Centre Trust**

## **Annual Report and Financial Statements for the year ended 30 June 2024**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# **Horbury Community Centre Trust**

## **Trustees' report for the year ended 30 June 2024**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
John Aspinall	Chair	
Neil Thomas	Vice-chair	
Lynne Aspinall		
Chris Lloyd		
Lindsey Martin		
Deborah Adams		Appointed 10 September 2024
Frances Carey		Appointed 13 August 2024
Sara Williamson		Appointed 14 May 2024
Fiona Southby		
Catherine Clarke		Resigned 8 August 2023
Gail Gillespie		Resigned 15 October 2023

**Charity number** 1158258 Registered in England and Wales

<b>Registered and principal address</b>	<b>Bankers</b>	
The Cluntergate Centre Horbury Wakefield WF4 5DA	The Co-operative Bank Plc PO Box 250 Skelmersdale WN8 6WT	Santander UK Plc 2 Triton Square London NW1 3AN

#### **Independent examiner**

E J Beverley FCCA

#### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

#### **Structure, governance and management**

The charity is a Charitable Incorporated Organisation (CIO) governed by a Foundation constitution adopted on 15 August 2014 as amended on 7th November 2017 and 26 March 2019.

#### **Method of recruitment and appointment of trustees**

Trustees must be appointed for a term of three years by a resolution passed at properly convened meeting of the charity trustees.

# **Horbury Community Centre Trust**

## **Trustees' report (continued) for the year ended 30 June 2024**

### **Objectives and activities**

#### **The charity's objects**

(a) Further or benefit the residents of Horbury and the immediately surrounding district being part of the area designated by Wakefield Council as Horbury and South Ossett Ward in 2014, 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; and

(b) To establish or to secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the CIO in furtherance of these objects.

#### **The charity's main activities**

The Trust's priorities are to manage and maintain a public building in the centre of Horbury. The trustees all have regard to the public benefit and strive to meet the charitable objects as stated above.

#### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

#### **Achievements and performance**

We at the Horbury Community Centre Trust are committed to supporting local charities and the wider community in increasing and maintaining their quality of life. Despite massive increases in heating and lighting costs incurred we have kept prices at an affordable level. Below is a summary of our achievements throughout the reporting year.

##### **Stay and Play**

One objective of Horbury Community Centre Trust is to enhance the lives of residents in Horbury and South Ossett.

The Stay and Play initiative started in January 2024 and provides volunteer-led playgroup activities for pre-school children and meets for two hours on a Monday afternoon during term time and for which there is a voluntary charge of £2 per family. The first few months the initiative was supported by Wakefield Council's Community Team who provided toys and learning equipment and helpers. Since then volunteers, supported by Cluntergate Centre trustees and staff have risen to the challenge of managing the initiative. We have been fortunate to be awarded a grant of £400 by Warburtons Community Grants in July 2024, which has allowed us to purchase our own toys, books etc. and to return those loaned to us by Wakefield Council.

##### **Live Theatre Productions**

One objective of the Horbury Community Centre Trust is to support cultural activities and recreational programs that enrich our community.

This has been achieved in part with a partnership with Red Ladder Theatre Company (<https://www.redladder.co.uk>) who enable their own and independent productions to be performed at centres such as ours. Red Ladder schedule productions, arrange the setting-up of stages, sound and lighting and manage front-of-house activities leaving us to oversee health and safety and run the café and bar. We are fortunate that we can call on Wakefield Theatre Royal to manage ticket sales through their telephone and online portals on our behalf.

We also have an agreement with a second theatre company, Mikron Theatre (<https://mikron.org.uk>) to perform their own productions at least twice per year.

# **Horbury Community Centre Trust**

## **Trustees' report (continued) for the year ended 30 June 2024**

### **Achievements and performance (continued)**

#### **Charity and community involvement**

One objective of the Horbury Community Centre Trust is to ensure that all community members feel welcome and valued.

We provide facilities for a number of local charities: Wakefield Sight Aid, Wheelers and Wobblers and the Alzheimer's Society. Furthermore we host the Wakefield District Citizens Advice Bureau twice monthly for drop-in sessions for those needing advice.

As well as supporting charities no less than 20 groups including Horbury Walkers, table tennis, aerobics in many forms, baby massage, theatre and dance groups and art classes use the Centre weekly. At weekend the Centre is used for children and adult birthday parties and so on.

#### **Increasing the number of Trustees**

We at the Horbury Community Centre Trust have recognised that the numbers of Trustees should be increased.

From a base of seven at the start of the current financial year we have recruited another two, one with accountancy skills that we have recognised we have lacked. We have a further application in progress and expect to appoint that person bringing the total to ten.

### **Financial review**

The net expenditure for the year was £8,686, including net expenditure of £11,681 on unrestricted funds and net receipts of £2,995 on restricted funds after transfers.

The total receipts for the year were £91,470 and total payments £100,156. Total payments included net payments of £2,874 on restricted funds and net payments of £97,282 on unrestricted funds. Approximately £12,000 of payments relate to delayed bills for gas consumption relating to previous financial years from our energy supplier. Total receipts include £2,273 from Wakefield Council Capital Grants scheme towards the cost of replacement fencing and a noticeboard, £742 from Horbury Common Lands Trust towards our running costs and £3,596 from the Co-op for the provision of a bike rack and a buggy park.

The three offices have been fully let throughout the year. Room hire income is considerably increased from the previous year. The café space continues to be let on two days per week.

The billing problems around our energy supplies have been concluded. Our electricity is already with a different supplier and gas will follow in August 2024. The new contract rates, whilst remaining high are significantly reduced and the strain on the Trust's finances eased.

### **Reserves policy**

The charity's free reserves, at the year end were £31,714.

The usual level of reserves is between 3 and 6 months' running costs, plus any extra which might be required to ensure the smooth running or orderly closure of the trust.

Given the current high expenditure on repairs it is proposed that the reserves should be at least 3 months' running costs and in addition £1,000 be held for unplanned repairs and maintenance costs. Legal fees and early termination penalties for contractual items are also required. It has been assumed that two months' average costs for contractual items will cover most liabilities.

Based on the 2024/25 budget this equates to a minimum of £31,000.

Approved by the board of trustees on 10/12/2024

Neil Thomas (Trustee)

# **Horbury Community Centre Trust**

## **Independent examiner's report to the trustees of Horbury Community Centre Trust**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 30 June 2024, which are set out on pages 6 to 9.

### **Responsibilities and basis of report**

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. 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 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 charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those 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.

E J Beverley FCCA

18/12/2024

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Horbury Community Centre Trust**  
**Receipts and payments account**  
**for the year ended 30 June 2024**

	Notes	2024	2024	2024	2023
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
<b>Receipts</b>					
Grants and donations	(2)	2,901	5,869	8,770	56,454
Rent income		71,889	-	71,889	62,422
Fundraising income		5,798	-	5,798	8,466
Café and bar		4,775	-	4,775	2,665
Bank interest		238	-	238	115
Other income		-	-	-	176
<b>Total receipts</b>		<b>85,601</b>	<b>5,869</b>	<b>91,470</b>	<b>130,298</b>
<b>Payments</b>					
Staff costs		36,414	-	36,414	28,454
Café and bar		2,690	-	2,690	1,435
Utilities		27,436	-	27,436	2,075
Insurance		1,722	-	1,722	1,633
Cleaning and consumables		3,091	-	3,091	2,591
Repairs, renewals and refurbishment		17,996	2,874	20,870	62,549
Printing, postage and stationery		464	-	464	478
Marketing		305	-	305	195
Telephone and internet		965	-	965	1,321
Training		248	-	248	71
Refreshments		413	-	413	275
Professional fees		283	-	283	216
Furniture and equipment		3,203	-	3,203	6,163
Activities		420	-	420	16,779
Accountancy and independent examination		1,028	-	1,028	960
Bad debt write off		171	-	171	-
Miscellaneous expenses		218	-	218	563
Licences		215	-	215	447
<b>Total payments</b>		<b>97,282</b>	<b>2,874</b>	<b>100,156</b>	<b>126,205</b>
<b>Net receipts / (payments)</b>		<b>(11,681)</b>	<b>2,995</b>	<b>(8,686)</b>	<b>4,093</b>
<b>Fund balances brought forward</b>		<b>43,395</b>	<b>400</b>	<b>43,795</b>	<b>39,702</b>
<b>Fund balances carried forward</b>	(3)	<b>31,714</b>	<b>3,395</b>	<b>35,109</b>	<b>43,795</b>

**Horbury Community Centre Trust**  
**Statement of assets and liabilities**  
**as at 30 June 2024**

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Cash funds</b>				
Cash at bank	31,675	3,395	35,070	42,187
Cash in hand	39	-	39	1,608
<b>Total cash funds</b>	<u>31,714</u>	<u>3,395</u>	<u>35,109</u>	<u>43,795</u>

**Debtors and prepayments**

	2024
	£
Debtors	5,929
HMRC	100
	<u>6,029</u>

**Assets retained for the charity's own use**

Office furniture  
 Studio tables  
 Chairs  
 Hall tables  
 Sculpture  
 Laptop  
 Printer  
 Hall sound, lighting and projection equipment  
 Kitchen, bar and cafe equipment  
 Water heaters  
 3 x table tennis tables

**Liabilities**

	2024
	£
Creditors	919
Accounts payable	919
Rents received in advance	1,373
Accruals	1,188
Independent examination	1,188
Other creditors	124
Pension	124
	<u>3,603</u>

The financial statements were approved by the board of trustees on 10/12/2024

Neil Thomas (Trustee)

# **Horbury Community Centre Trust**

## **Notes to the accounts**

### **for the year ended 30 June 2024**

#### **1 Accounting policies**

##### **Basis of accounting**

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it

##### **Fund accounting**

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

**Horbury Community Centre Trust**  
**Notes to the accounts continued**  
**for the year ended 30 June 2024**

2 Grants and donations	2024	2024	2024	2023
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Co-op	-	3,596	3,596	-
Horbury Common Lands Trust (HCLT)	742	-	742	7,275
Wakefield Metropolitan District Council	-	2,273	2,273	38,331
B&Q (The Neighbourly)	-	-	-	952
Bernard Sunley Foundation	-	-	-	5,000
Department for Work and Pensions	-	-	-	3,394
Neighbourhood Development Fund	-	-	-	500
Rotary Clubs	-	-	-	400
Women's Institute (WI) donation	-	-	-	250
Other donations	2,159	-	2,159	352
	<u>2,901</u>	<u>5,869</u>	<u>8,770</u>	<u>56,454</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
WMDC - Capital Grant Fund	-	2,273	2,273	-	-
Co-op grant	-	3,596	201	-	3,395
Rotary fund	400	-	400	-	-
	<u>400</u>	<u>5,869</u>	<u>2,874</u>	<u>-</u>	<u>3,395</u>

**Fund name**

WMDC - Capital Grant Fund

Co-op grant

Rotary fund

**Purpose of restriction**

Repairs to fence and provision of external noticeboard

External noticeboard

Bicycle rack and buggy park

**Related party transactions**

**4 Trustee expenses**

During the year 1 trustee was paid a total of £11 in respect of travel (previous year: £0).

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

**5 Lease**

The charity has a 30 year lease on the Community Centre at a peppercorn rent and a joint working agreement with The Council of the City of Wakefield which commenced in 2015.

**HORBURY COMMUNITY CENTRE TRUST**

England & Wales - Charity number 1158258

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# Accounts

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# **Horbury Community Centre Trust**

Charity number 1158258

## **Annual Report and Financial Statements**

**for the year ended 30 June 2023**



**WYCAS**

COMMUNITY ACCOUNTING  
WEST YORKSHIRE

# **Horbury Community Centre Trust**

## **Annual Report and Financial Statements for the year ended 30 June 2023**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# **Horbury Community Centre Trust**

## **Trustees' report for the year ended 30 June 2023**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
John Aspinall	Chair	
Neil Thomas	Vice-chair	
Catherine Clarke		Resigned 8 August 2023
Lynne Aspinall		
Chris Lloyd		
Gail Gillespie		Resigned 15 October 2023
Fiona Southby		Appointed 17 January 2023
Lindsey Martin		Appointed 16 May 2023
Sarah Osborne		Resigned 23 August 2022
Lou Finch		Appointed 6 September 2022 Resigned 16 November 2022

**Charity number** 1158258 Registered in England and Wales

<b>Registered and principal address</b>	<b>Bankers</b>	
The Cluntergate Centre Horbury Wakefield WF4 5DA	The Co-operative Bank Plc PO Box 250 Skelmersdale WN8 6WT	Santander UK Plc 2 Triton Square London NW1 3AN

#### **Independent examiner**

E J Beverley FCCA

#### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

#### **Structure, governance and management**

The charity is a Charitable Incorporated Organisation (CIO) governed by a Foundation constitution adopted on 15 August 2014 as amended on 7th November 2017 and 26 March 2019.

#### **Method of recruitment and appointment of trustees**

Trustees must be appointed for a term of three years by a resolution passed at properly convened meeting of the charity trustees.

#### **Objectives and activities**

##### **The charity's objects**

(a) Further or benefit the residents of Horbury and the immediately surrounding district being part of the area designated by Wakefield Council as Horbury and South Ossett Ward in 2014, 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; and

(b) To establish or to secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the CIO in furtherance of these objects.

# **Horbury Community Centre Trust**

## **Trustees' report (continued) for the year ended 30 June 2023**

### **The charity's main activities**

The Trust's priorities are to manage and maintain a public building in the centre of Horbury. The trustees all have regard to the public benefit and strive to meet the charitable objects as stated above.

### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

### **Achievements and performance**

This is the first year since 2019 we have been fully open throughout, having left the pandemic lockdown and collapsed floor problems behind us.

In a typical week the Centre hire is: 25 hours for the Studio, 35 hours for the main hall and four hours for the meeting room. The total hours were used by 25 groups (e.g. disabled, mother and baby, arts, social, martial arts and aerobics), a local school and three private parties.

There have been eight events over the year including comedy nights, plays by nationally known theatre companies, pantomimes, and children's entertainment. We have been awarded Culture Grants from Wakefield Council to bring plays and workshops to Horbury and other venues in the Wakefield area.

Apart from the work with other community groups mentioned above, we have linked-up with the Horbury Art Hub to bring works by local artists into the Centre and are expecting to do the same with an art collective in Wakefield in the near future.

In July 2022 a local lady who ran a home-cooking enterprise approached us to see if she could run a pop-up café in the Centre. The approach was approved by the Trustees and terms and conditions agreed. That gave birth to "Gourmet Grazers @ the Cluntergate Centre", which is open for five hours on Wednesdays and Thursdays. It is very popular and has given the Centre a new vibrancy for the two days it's open.

Our Facebook and Twitter accounts are updated regularly to keep people informed of upcoming events and to receive feedback from the public. We have identified a need to update our website which is based on old technology and the update is being explored.

In September 2022 our failing 30-year-old central heating boilers were replaced at a cost of £45,000. We were fortunate to be granted funds by Wakefield Council and Horbury Common Lands Trust that together contributed over 50% of the cost, the rest being taken from reserves. We have doubled the size of our café kitchen by combining it with some unused office space. Necessary maintenance tasks included replacing leaking roof window lights and upgrading electrical circuitry to match current specifications.

The Centre employs a part-time centre manager (30 hours per week), a part-time cleaner and a part-time caretaker / handyman.

The Centre's need for volunteers is increasing and we are actively working to attract more.

In conclusion, the Centre continues to serve the people of Horbury and South Ossett and also attracts visitors from further afield. The Centre will work to expand the number and range of arts-led events held in the coming months and years.

# **Horbury Community Centre Trust**

## **Trustees' report (continued) for the year ended 30 June 2023**

### **Financial review**

The net receipts for the year were £4,093, including net receipts of £3,993 on unrestricted funds and net receipts of £100 on restricted funds, after transfers.

The total receipts for the year were £130,298 and total payments £126,205. Total payments included payments of £51,333 on restricted funds and payments of £74,872 on unrestricted funds. Total receipts include £25,000 from Wakefield Council Capital Grants scheme towards the cost of replacement boilers, £6,000 from Horbury Common Lands Trust and £5,000 from the Bernard Sunley foundation towards the costs of repairs to the hall floor, and a Wakefield Council Culture Grant of £13,330 to help finance several drama performances.

Room hire charges were increased by 25% in September to cover increased costs due to rising energy prices. There has been no large-scale loss of regular hirers as a result. We have welcomed back the Wheelers and Wobblers disabled group for the first time since the Covid outbreak. The three offices have been fully let throughout the year.

Increased energy costs have had a significant impact on the Trust. There is an on-going problem with our supplier who in November 2022 cancelled all our bills back to December 2020 and has only re-billed for electricity so far. It is estimated that the outstanding gas bills will amount to around £12,000 when produced. In addition VAT is being incorrectly charged. The budget for the 2023-24 financial year shows that the Trust is able to successfully operate over the next financial year but unless there is a significant reduction in energy costs in that time further increases in room hire rates will be necessary.

### **Reserves policy**

The charity's free reserves, at the year end were £43,395.

The usual level of reserves to ensure there are sufficient funds available to finance the operation of the Trust in the event of unforeseen circumstances is between 3 and 6 months' running costs, plus any additional costs to ensure the orderly closure of the Trust.

It is proposed that the reserves should be at least 3 months' running costs. Legal fees and early termination penalties for contractual items are also required. It has been assumed that 3 months' average costs for contractual items will cover most liabilities.

Approved by the board of trustees on 11/12/2023

Neil Thomas (Trustee)

**Horbury Community Centre Trust**  
**Independent examiner's report to the trustees of Horbury Community Centre Trust**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 30 June 2023, which are set out on pages 6 to 10.

**Responsibilities and basis of report**

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. 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 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 charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those 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.

*E J Beverley*

Signed: .....

Name: E J Beverley FCCA

02/01/2024

**West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Horbury Community Centre Trust**  
**Receipts and payments account**  
**for the year ended 30 June 2023**

	Notes	2023	2023	2023	2022
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
<b>Receipts</b>					
Grants and donations	(2)	1,627	54,827	56,454	32,987
Rent income		62,422	-	62,422	37,488
Fundraising income		8,466	-	8,466	3,955
Café and bar		2,665	-	2,665	1,084
Bank interest		115	-	115	10
Other income		176	-	176	-
<b>Total receipts</b>		<b>75,471</b>	<b>54,827</b>	<b>130,298</b>	<b>75,524</b>
<b>Payments</b>					
Staff costs		28,454	-	28,454	23,467
Café and bar		1,435	-	1,435	770
Utilities		2,075	-	2,075	5,084
Insurance		1,633	-	1,633	1,543
Cleaning and consumables		2,591	-	2,591	948
Repairs, renewals and refurbishment		26,299	36,250	62,549	45,876
Printing, postage and stationery		478	-	478	252
Marketing		195	-	195	250
Telephone and internet		1,321	-	1,321	664
Training		71	-	71	12
Refreshments		275	-	275	242
Professional fees		216	-	216	108
Furniture and equipment		4,411	1,752	6,163	4,699
Activities		3,448	13,331	16,779	857
Accountancy and independent examination		960	-	960	699
Bad debt write off		-	-	-	89
Miscellaneous expenses		563	-	563	351
Licences		447	-	447	-
<b>Total payments</b>		<b>74,872</b>	<b>51,333</b>	<b>126,205</b>	<b>85,911</b>
<b>Net receipts</b>		<b>599</b>	<b>3,494</b>	<b>4,093</b>	<b>(10,387)</b>
<b>Transfers between funds</b>		<b>3,394</b>	<b>(3,394)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>3,993</b>	<b>100</b>	<b>4,093</b>	<b>(10,387)</b>
<b>Fund balances brought forward</b>		<b>39,402</b>	<b>300</b>	<b>39,702</b>	<b>50,089</b>
<b>Fund balances carried forward</b>	(3)	<b>43,395</b>	<b>400</b>	<b>43,795</b>	<b>39,702</b>

**Horbury Community Centre Trust**  
**Statement of assets and liabilities**  
**as at 30 June 2023**

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Cash funds</b>				
Cash at bank	41,787	400	42,187	39,687
Cash in hand	1,608	-	1,608	15
<b>Total cash funds</b>	<u>43,395</u>	<u>400</u>	<u>43,795</u>	<u>39,702</u>

**Debtors and prepayments**

	2023
	£
Debtors	<u>2,888</u>
	<u>2,888</u>

**Assets retained for the charity's own use**

Office furniture  
 Studio and hall tables  
 Chairs  
 Sculpture  
 Laptop  
 Printer  
 Oven and hob  
 Kitchen, bar and cafe equipment  
 Water heaters  
 2 x table tennis tables  
 Piano  
 Fridges

**Liabilities**

	2023
	£
Creditors	
Accounts payable	110
Rents received in advance	1,089
Accruals	
Sundry creditors	450
Independent examination	726
Gas	12,000
Taxation and social security - HMRC	998
Other creditors - Pension	109
	<u>15,481</u>

The financial statements were approved by the board of trustees on 11/12/2023

Neil Thomas (Trustee)

# **Horbury Community Centre Trust**

## **Notes to the accounts**

### **for the year ended 30 June 2023**

#### **1 Accounting policies**

##### **Basis of accounting**

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Fund accounting**

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

**Horbury Community Centre Trust**  
**Notes to the accounts continued**  
**for the year ended 30 June 2023**

2 Grants and donations	2023	2023	2023	2022
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
B&Q (The Neighbourly)	-	952	952	-
Bernard Sunley Foundation	-	5,000	5,000	-
Department for Work and Pensions	-	3,394	3,394	-
Horbury Common Lands Trust (HCLT)	1,275	6,000	7,275	11,338
Neighbourhood Development Fund	-	500	500	-
Rotary Clubs	-	400	400	-
Wakefield Metropolitan District Council	-	38,331	38,331	16,760
Women's Institute (WI) donation	-	250	250	-
The Arnold Clark Community Fund	-	-	-	1,000
Unite Trade Union	-	-	-	300
Other donations	352	-	352	3,589
	<u>1,627</u>	<u>54,827</u>	<u>56,454</u>	<u>32,987</u>

3 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
DWP fund	-	3,394	-	(3,394)	-
WMDC - Boiler fund	-	25,000	25,000	-	-
WMDC - Culture grant	-	13,331	13,331	-	-
Bernard Sunley - Boiler fund	-	5,000	5,000	-	-
HCLT - Boiler fund	-	6,000	6,000	-	-
The Neighbourly - Furniture fund	-	952	952	-	-
NDF - Furniture fund	-	500	500	-	-
Rotary fund	-	400	-	-	400
WI - Boiler fund	-	250	250	-	-
Unite	300	-	300	-	-
	<u>300</u>	<u>54,827</u>	<u>51,333</u>	<u>(3,394)</u>	<u>400</u>

**Fund name**

**Purpose of restriction**

DWP fund	To purchase Adapted office furniture. Funds were transferred to unrestricted because the equipment was purchased in the previous year before the grant was received.
WMDC - Boiler fund	Towards the boiler replacement.
WMDC - Culture grant	Towards Theatre productions.
Bernard Sunley - Boiler fund	Towards the boiler replacement.
HCLT - Boiler fund	Towards the boiler replacement.
The Neighbourly - Furniture fund	To purchase furniture.
NDF - Furniture fund	To purchase a table tennis table.
Rotary fund	To buy an external notice board.
WI - Boiler fund	Towards the boiler replacement.
Unite	To purchase a book case.

**Horbury Community Centre Trust**  
**Notes to the accounts continued**  
**for the year ended 30 June 2023**

**4 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

**Other transactions with trustees or related parties**

			2023	2022
			£	£
Name of trustee or related party	Relationship to charity	Description of transaction		
Julie Yarrow	Trustee	Honorarium	-	2,500
			<u>-</u>	<u>2,500</u>

**5 Lease**

The charity has a 30 year lease on the Community Centre at a peppercorn rent and a joint working agreement with The Council of the City of Wakefield which commenced in 2015.

**HORBURY COMMUNITY CENTRE TRUST**

England & Wales - Charity number 1158258

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# Accounts

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# **Horbury Community Centre Trust**

Charity number 1158258

## **Annual Report and Financial Statements**

**for the year ended 30 June 2021**



West Yorkshire Community Accounting Service

# **Horbury Community Centre Trust**

## **Annual Report and Financial Statements for the year ended 30 June 2021**

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Receipts and payments account	6
Statement of assets and liabilities	7
Notes to the accounts	8 to 9

**Prepared by West Yorkshire Community Accounting Service**

# **Horbury Community Centre Trust**

## **Trustees' report for the year ended 30 June 2021**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Michael Smith	Trustee	Resigned December 2020
Neil Thomas	Vice-chair/Trustee	
Darren Bailey	Trustee	Resigned December 2020
John Aspinall	Chair	
Catherine Clarke	Trustee	
Andrew Nicholls	Trustee	
Julie Yarrow	Trustee	
Lynne Aspinall	Trustee	
Chris Lloyd	Trustee	
Helen Pheby	Trustee	Appointed September 2020 Resigned March 2021
Mark Turner	Trustee	Appointed September 2020 Resigned December 2020
Gail Gillespie	Trustee	Appointed March 2021
Sarah Osborne	Trustee	Appointed September 2021

### **Charity number**

The charity was registered with the Charity Commission for England and Wales, number 1158258, on 15 August 2014.

### **Principal address**

The Cluntergate Centre  
Horbury  
Wakefield  
WF4 5DA

### **Bankers**

The Co-operative Bank Plc  
PO Box 250  
Skelmersdale  
WN8 6WT

Santander UK Plc  
2 Triton Square  
London  
NW1 3AN

### **Independent examiner**

E J Beverley FCCA

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### **Structure, governance and management**

The charity is a Charitable Incorporated Organisation (CIO) governed by a Foundation constitution adopted on 15 August 2014 as amended on 7th November 2017 and 26 March 2019.

### **Method of recruitment and appointment of trustees**

Trustees must be appointed for a term of three years by a resolution passed at properly convened meeting of the charity trustees.

# **Horbury Community Centre Trust**

## **Trustees' report (continued) for the year ended 30 June 2021**

### **Objectives and activities**

#### **The charity's objects**

(a) Further or benefit the residents of Horbury and the immediately surrounding district being part of the area designated by Wakefield Council as Horbury and South Ossett Ward in 2014, 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; and

(b) To establish or to secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the CIO in furtherance of these objects.

#### **The charity's main activities**

The Trust's priorities are to manage and maintain a public building in the centre of Horbury. The trustees all have regard to the public benefit and strive to meet the charitable objects as stated above.

#### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

#### **Achievements and performance**

Covid-19: the year started with the centre being completely closed and our two part-time staff on furlough. The centre completely reopened on 19 July in line with the Government's guidelines. Use of the building has built-up steadily and is now mostly at pre-pandemic levels.

Commercial Lets: The centre's three self-contained offices remain fully let.

Refurbishment: in March 2021 we applied for a grant from FCC Communities Fund to allow us to fit new windows and render the rear of the building, to replace a fence at one side and to purchase new cafe furniture. The result of the application is expected in early September 2021.

Publicity: We kept people informed via social media during closure and are now advertising and publishing good news stories about the centre via our website, Facebook and twitter accounts.

Events: There has been a flurry of interest in cultural activity since the opening with two plays, a happy earth day all-day event and virtual reality workshops aimed at children all booked in for the autumn. We are intending to resurrect our occasional comedy night and to introduce a monthly film night.

External Links: We have established links with Leeds College of Music for classical music and jazz ensembles and with the Royal Geographical Society for talks by explorers.

Staff: The centre part-time manager resigned in March 2021 and a replacement has just been selected from a number of excellent candidates. She starts work in September. A part-time cleaner / caretaker is also employed. The Trust made use of the Government's furlough scheme during the closure of the Centre due to Covid-19.

Volunteers: The centre's need for volunteers is increasing and we are actively working to attract more.

# **Horbury Community Centre Trust**

## **Trustees' report (continued) for the year ended 30 June 2021**

### **Financial review**

The total receipts for the year were £43,479 and total payments £54,403. Net payments of £10,924 included net payments of £4,986 on restricted funds and net payments of £5,938 on unrestricted funds. Total receipts include £3,947 in grants from the government corona virus job retention scheme and £14,143 from local authority business support grants. Only £128 from the amounts outstanding at the beginning of the first lockdown has had to be written off as bad debt. The three offices have been fully let throughout the year by businesses able to pay their rent.

When restrictions have eased to allow some use of the centre room hire income has returned quickly. When restrictions are further eased it is expected that room hire income will return to pre-corona virus levels.

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that income in the next financial year may be reduced compared to pre-corona virus levels but even if further restrictions are mandated no material uncertainties exist that cast significant doubt on the charity's ability to meet its liabilities as they fall due. The Trust remains financially viable.

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £50,089.

The usual level of reserves is about 3 months' running costs, plus any extra which might be required to ensure the orderly closure of the Trust.

Given the current condition of the heating system it is proposed that an additional £5,000 be held for unplanned repairs and maintenance costs. Legal fees and early termination penalties for contractual items are also required. It has been assumed that 3 months' average costs for contractual items will cover most liabilities. Based on current running costs this equates around £25,000 in total.

In normal circumstances it is therefore proposed that the reserve fund should hold between £25,000 and £30,000. The current restrictions due to the corona virus mean that income at least in the short term will be curtailed and use may have to be made of reserve funds. The current budget for 2021/22 would see free cash reserves reduced to £24,000 at the end of June 2022 if restrictions have to continue.

In the short term up to £10,000 will be spent on replacing the last of the rotten wooden window frames and also dilapidated wooden fencing. Further refurbishment will depend on there being no winter closure of the Centre for covid: expenditure will be monitored as set out in the "worst case" budget. Items to be considered include replacement central heating boilers and rendering to the rear of the building.

### **Funds held as an agent on behalf of other groups**

The charity holds £201 on behalf of Horbury Community Events.

Signed on behalf of the board of trustees on 10/12/2021

Neil Thomas (Trustee)

# **Horbury Community Centre Trust**

## **Independent examiner's report to the trustees of Horbury Community Centre Trust Charitable Incorporated Organisation ('the CIO')**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 30 June 2021, which are set out on pages 6 to 9.

### **Responsibilities and basis of report**

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. 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 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 CIO as required by section 130 of the Act; or
- 2 the accounts do not accord with those 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.

E J Beverley FCCA

14/12/2021

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Horbury Community Centre Trust**  
**Receipts and payments account**  
**for the year ended 30 June 2021**

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Receipts</b>					
Grants and donations	(2)	15,827	9,903	25,730	34,450
Rent income		17,213	-	17,213	40,004
Fundraising income		493	-	493	7,135
Café and bar		26	-	26	9,728
Bank interest		17	-	17	135
General sales		-	-	-	50
<b>Total receipts</b>		<b>33,576</b>	<b>9,903</b>	<b>43,479</b>	<b>91,502</b>
<b>Payments</b>					
Staff costs	(3)	12,965	3,947	16,912	19,188
Café and bar		59	-	59	3,926
Utilities		5,410	-	5,410	6,878
Insurance		1,528	-	1,528	1,611
Cleaning and consumables		607	-	607	944
Repairs, renewals and refurbishment		15,973	10,162	26,135	16,133
Printing, postage and stationery		-	-	-	82
Telephone and internet		914	-	914	627
Training		-	-	-	6
Refreshments		170	-	170	272
Bank charges		-	-	-	41
Professional fees		300	-	300	-
Furniture and equipment		1,224	-	1,224	524
Activities		197	-	197	15,506
Accountancy and independent examination		819	-	819	811
Bad debt write off		128	-	128	-
<b>Total payments</b>		<b>40,294</b>	<b>14,109</b>	<b>54,403</b>	<b>66,549</b>
<b>Net payments</b>		<b>(6,718)</b>	<b>(4,206)</b>	<b>(10,924)</b>	<b>24,953</b>
Transfers between funds		780	(780)	-	-
<b>Net movement in funds after transfers</b>		<b>(5,938)</b>	<b>(4,986)</b>	<b>(10,924)</b>	<b>24,953</b>
<b>Fund balances brought forward</b>		<b>56,027</b>	<b>4,986</b>	<b>61,013</b>	<b>36,060</b>
<b>Fund balances carried forward</b>	(4)	<b>50,089</b>	<b>-</b>	<b>50,089</b>	<b>61,013</b>

# Horbury Community Centre Trust

## Statement of assets and liabilities

as at 30 June 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Cash funds</b>				
Cash at bank	49,927	-	49,927	60,783
Cash in hand	162	-	162	230
<b>Total cash funds</b>	<u>50,089</u>	<u>-</u>	<u>50,089</u>	<u>61,013</u>

### Other monetary assets

Accounts Receivable

£
<u>1,601</u>
<u>1,601</u>

### Assets retained for the charity's own use

Studio tables

Chairs

Hall tables

Sculpture

Piano

Laptop

Printer

Oven and hob

Crockery

Barware

2 x Table tennis tables

Bar fridges

Café and kitchen fridges

Water boilers (café & kitchen)

### Liabilities

Independent examination

£
<u>516</u>
<u>516</u>

### Approval of the accounts

The financial statements were approved by the board of trustees on 10/12/2021

Neil Thomas (Trustee)

# Horbury Community Centre Trust

## Notes to the accounts continued

### for the year ended 30 June 2021

#### 1 Accounting policies

##### Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### Fund accounting

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

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

#### 2 Grants and donations

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
HM Revenue and Customs (HMRC)	-	3,947	3,947	3,261
Horbury Common Lands Trust	1,635	5,176	6,811	3,822
Wakefield Metropolitan District Council	14,143	-	14,143	25,000
Arts Council	-	-	-	1,500
Co-op Community Fund	-	-	-	17
Donations	49	780	829	850
	<u>15,827</u>	<u>9,903</u>	<u>25,730</u>	<u>34,450</u>

#### 3 Staff costs and numbers

	2021	2020
	£	£
Gross salaries	16,729	17,847
Social security costs	518	655
Employment allowance	(518)	(538)
Pensions	183	179
Freelance wages	-	1,045
	<u>16,912</u>	<u>19,188</u>

The average number employees during the year was 1.9, being an average of 0.9 full time equivalent (2020: 2, 0.9 FTE). There were no employees with emoluments above £60,000.

##### Defined contribution pension scheme

	2021	2020
	£	£
Costs of the scheme to the charity for the year	183	179
Amount of any contributions outstanding at the year end	-	52
Amount of any contributions prepaid at the year end	-	-

**Horbury Community Centre Trust**  
**Notes to the accounts continued**  
**for the year ended 30 June 2021**

<b>4 Restricted funds</b>	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Awards for All	4,986	-	4,986	-	-
HMRC JRS	-	3,947	3,947	-	-
Horbury Common Lands Trust	-	5,176	5,176	-	-
Individual donor	-	780	-	(780)	-
	<u>4,986</u>	<u>9,903</u>	<u>14,109</u>	<u>(780)</u>	<u>-</u>

<b>Fund name</b>	<b>Purpose of restriction</b>
Awards for All	Enhanced stage lighting and sound facilities
HMRC JRS	For staff who have been furloughed due to Covid-19
Horbury Common Lands Trust	Towards purchasing blinds
Individual donor	Towards car park re-lining. Transferred funds to unrestricted funds as the work was carried out in the previous financial year from the unrestricted funds.

**5 Related party transactions**

**Trustee expenses**

No trustee received any expenses during this year or the previous year.

**Trustee remuneration and benefits**

No trustee received any remuneration or benefit during this or the previous year.

**6 Lease**

The charity has a 30 year lease on the Community Centre at a peppercorn rent and a joint working agreement with The Council of the City of Wakefield which commenced in 2015.