

# **Horbury Community Centre Trust**

Charity number 1158258

## **Annual Report and Financial Statements**

**for the year ended 30 June 2023**



# **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
<b>Charity number</b>	1158258	Registered in England and Wales
<b>Registered and principal address</b>	<b>Bankers</b>	
The Cluntergate Centre	The Co-operative Bank Plc	Santander UK Plc
Horbury	PO Box 250	2 Triton Square
Wakefield	Skelmersdale	London
WF4 5DA	WN8 6WT	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').

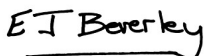
I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **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.



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	Restricted	Total	Total
	funds	funds	funds	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**

DWP fund

#### **Purpose of restriction**

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.