

Shap Community CIO

Annual Report and Accounts

For the Year Ended 31 March 2021

Report of the Trustees for the year ended 31st March 2021

The Trustees of Shap Community CIO present its report and financial statements for the year ended 31 March 2021.

Reference and Administrative Information

Charity Name: Shap Community CIO

Charity registration number: 1160966

Registered Office and operational address:

The Old Courthouse

Main Street

Shap Cumbria

CA10 3NL

Trustees

Mrs Janet Wood (Chair)

Ms Elizabeth Kerrey

Mr George Payne

Mrs Lynne Rumsey

Mr Alan Sowerby

Bankers

Cumberland Building Society, Cumberland House,
Cooper Way, Parkhouse, Cumbria, CA3 0JF

Introduction

The year to 31 March 2021 has been a most challenging one.

The arrival of the pandemic and associated restrictions brought a sudden halt to activities in March 2020. The greatest challenge has been convening meetings of the Management Group, which we continued to do, meeting monthly via Zoom, outdoors or socially distanced indoors as appropriate.

Grant support from Eden District Council Covid Recovery Fund has certainly eased the pressure and enabled us to meet utility bills and running costs at a time when we had no income from room hire, commission on sales or fundraising events.

After careful thought and consideration for our volunteers and members of the public, risk assessments and implementation of COVID secure measures we were able to re-open for limited hours from September 2020 apart from during subsequent lockdowns.

We worked with Playgroup to enable them to continue to meet in limited numbers when appropriate to do so – something that has been valued by the young families. The Health Visitor clinic monthly sessions ceased. Cumbria County Council suspended our Library Link facility at the onset of the pandemic – there are plans for it to reopen in April 2021.

Throughout the year we endeavoured to keep in touch with volunteers and members of the community via newsletters, parish magazine, Christmas cards, Facebook and our website. We invited residents to share photos taken when out walking in the local area and shared these weekly on our Facebook page.

Trustees

There were no changes to the Trustees during the year. Individual Trustees take responsibility for different areas and, in consultation with members of interested parties and supporters of the project, have regular monthly meetings to discuss various aspects of day-to-day operations and future planning. Responsibility is designated as follows;

- Finance – G. Payne
- Funding – E. Kerrey
- Building – A. Sowerby
- Media – J. Wood
- Exhibitions – L Rumsey

Shap Community CIO continues to look for more people to assist in the management of the Charity.

Volunteers

The ability of several of our volunteers to continue to be involved in The Old Courthouse on a day to day basis was impacted by the pandemic resulting in reduced opening hours outside of lockdown and less assistance from volunteers to run activities and events.

Policies and Procedures

We continue to review all relevant policies and procedures and amend and update where necessary.

Throughout the year the emphasis was on making our building COVID –secure and reviewing requirements in response to government guidance.

The Old Courthouse received Visit England ‘Good to Go’ certification in preparation for reopening to the public in September 2020.

Risk Management

The Trustees of the Charity continue to regularly review and assess the risks encountered in the day-to-day operation of The Old Courthouse as well as the risks inherent in managing exhibitions and events organised by the Charity; whether held within the building or at external venues. We continue to work with Ansvar Insurance for our Building, Contents, Public Liability and Trustees Indemnity insurance.

Risks associated with the COVID pandemic were regularly reviewed acting in accordance with advice available on the government website, from ACT (Action with Communities in Cumbria), Cumbria County Council Library Service and Eden District Council.

Building Issues

Work to repair the render on the southwest facing wall was completed in June 2020. The internal areas at the rear of the building affected by water ingress dried up.

Due to the impact of the pandemic, Trustees prioritised day to day management of the building and existing services and did not have the volunteer capacity to make any headway with plans to make improvements to the rear yard and entrance. We began to consider how our outdoor space could be more widely used.

Funding

Shap Community Enterprise – grants totalling £2750 were received to fund the cost of re-rendering work to the south west wall.

Eden District Council Covid Recovery Grants totalling £19,669 were received.

Reserves

The Trustees regularly review the level of reserves in the light of the needs of the Charity and the Trustees' assessment of the level of financial risk facing the Charity.

Risks to operating finances are assessed as low. The Charity may need to set aside funds for other purposes, most likely concerning the fabric of the building, although funding will continue to be sought for any major works.

During 2020/21 the Charity has operated under government restrictions, which have impacted on the ability of the Charity to generate income, although the Charity has been the beneficiary of government support. The Charity's reserves are sufficient to manage an extended period of operating under present restrictions.

Social Events

We are mindful of the impact the pandemic has had on the very people who used to benefit from the social activities at the Old Courthouse – Cuppa and Company, the music group, gardening group, knitting group the poetry and writing group. The latter continued to meet via Zoom throughout the year. We also held poetry events via Zoom in January and March 2021. We hope that the time will soon be right to encourage people back into the building to socialise as we recognise how important this is for mental health and the well being of members of our community who have been so confined over the past year.

Arts and Outreach Events

From October we displayed art and crafts created by members of the community over the year. We intend to stage other exhibitions that were planned for the year 20/21 later in 2021.

We successfully held music events in October and December. Also in December we held an outdoor Carols event and we took part in the December Christmas market – all with social distancing in place.

We created a 2021 Calendar containing images of local scenes and poetry contributed by the Writing Group.

In March we promoted the Highlighting Eden event with participation in online art and craft events. Artwork was displayed out and about in the community by Shap artist Suzanne Stuart Davis to showcase the coming of spring.

We are working with Shap Parish Council to organise a monthly Farmers' and Makers' Market from April 2021 that we hope will

- provide local producers and artisans with an opportunity to showcase and sell their goods
- help to stimulate the local economy by attracting both local residents and visitors to the markets.

Future Plans

During 2021/22 we plan to ;

- work within COVID restrictions to resume hosting events and exhibitions
- encourage community groups to re-engage with activities at The Old Courthouse
- provide a safe place for social interaction
- investigate appropriate cover to make the outdoor rear yard and terrace areas more useable
- progress plans to improve the rear entrance and playgroup outdoor play area
- progress plans re a feasibility study regarding development of the site at the rear of the building
- continue to support our local community and seek ways to reach out to the disadvantaged
- continue to work with Eden District Council and the Yorkshire Dales National Park to develop our capacity to deliver information for visitors

Independent Examiner's Report on the Accounts

Report to the Trustees of Shap Community Charitable Incorporated Organisation

Registered Charity: 1160966

Accounts for the year ended 31 March 2021

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

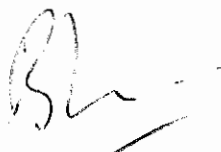
1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date:

20/1/22

Name:

Beverley Warrington

Relevant professional qualification

Chartered Accountant

Address:

Hill Top
Lancashire
Bishop Auckland
DL13 1AT

	Year Ended 31 March 2021			Year Ended 31 March 2020		
Note	Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds
	£	£	£	£	£	£
Income and endowments from						
Donations and legacies						
Donations	313	-	313	3,631	458	4,089
Grants - phase 2 building works	-	-	-	-	27,500	27,500
Grants - other	19,669	2,750	22,419	-	-	-
Music Group income	-	-	-	1,227	-	1,227
Other trading activities						
Income from Events & Exhibitions	-	-	-	2,914	-	2,914
Room Hire	-	-	-	3,312	-	3,312
Activities to generate funds (sales)	673	-	673	6,467	-	6,467
Income from investments						
Interest Received	62	-	62	20	-	20
	-	-				
Total income and endowments	20,717	2,750	23,467	17,571	27,958	45,529
Expenditure on						
Charitable Activities						
Phase 2 building works	-	-	-	-	23,250	23,250
Advertising	-	-	-	90	-	90
Electricity	1,368	-	1,368	1,172	-	1,172
Gas	676	-	676	866	-	866
Telephone/Broadband	747	-	747	757	-	757
Water	612	-	612	994	-	994
Building & Liability Insurance	906	-	906	847	-	847
Capital expense from funding	25	2,750	2,775	585	4,310	4,895
Cost of sales	500	-	500	4,518	-	4,518
Events & Exhibitions	-	-	-	1,279	-	1,279
Electrical Maintenance	-	-	-	118	-	118
Other Repairs and Maintenance	-	-	-	381	-	381
Cleaning	135	-	135	-	-	-
Music license	-	-	-	156	-	156
Postage	-	-	-	30	-	30
Stationery	-	-	-	311	-	311
Decorating costs	-	-	-	2	-	2
Sundries	167	-	167	447	-	447
Tea & Coffee	18	-	18	227	-	227
Staff training	-	-	-	36	-	36
Workshop charge	-	-	-	200	-	200
Calendars	283	-	283	478	-	478
Gifts and donations	70	-	70	132	-	132
Bank charges	-	-	-	50	-	50
Covid measures	391	-	391	-	-	-
Transfers between reserves	-	-	-	(4,097)	4,097	-
Total expenditure on raising funds	5,898	2,750	8,648	9,579	31,657	41,236
Interest expense	-	-	-	72	-	72
Net movement in funds	14,819	-	14,819	7,920	(3,699)	4,221
Retained income at start of year	15,203	2,861	18,064	7,283	6,560	13,843
Retained income at end of year	30,022	2,861	32,883	15,203	2,861	18,064

The Notes below form part of these accounts.

Shap Community Charitable Incorporated Organisation

Balance Sheet

As at 31 March 2021

At 31 March 2021

At 31 March 2020

	Unrestricted funds £	Restricted funds £	Total funds £	Unrestricted funds £	Restricted funds £	Total funds £
Non-Current Assets: Property, Plant and Equipment						
1.5, 2						
Old Courthouse Building	-	285,000	285,000	-	285,000	285,000
Land adjacent to Old Courthouse	50,000	-	50,000	50,000	-	50,000
Fixtures and Fittings	3,200	-	3,200	3,200	-	3,200
	53,200	285,000	338,200	53,200	285,000	338,200
Investments						
Deposit Account	3,699	2,707	6,406	2,241	4,107	6,348
Current Assets						
Debtors	180	-	180	1,063		1,063
Cash at bank and in hand	26,525	154	26,679	11,899	154	12,053
	26,705	154	26,859	12,962	154	13,116
Current Liabilities						
Accrued expenditure	(382)	-	(382)	-	(1,400)	(1,400)
	(382)	-	(382)	-	(1,400)	(1,400)
Net Current Assets	26,323	154	26,477	12,962	(1,246)	11,716
Net Assets	83,222	287,861	371,083	68,403	287,861	356,264
The Funds of the Charity						
	Unrestricted funds £	Restricted funds £	Total funds £	Unrestricted funds £	Restricted funds £	Total funds £
Non-Distributable Reserves						
Old Courthouse land and buildings	-	285,000	285,000		285,000	285,000
Sports Hall site adjacent to Old Courthouse	50,000	-	50,000	50,000		50,000
Fixtures and fittings	3,200	-	3,200	3,200		3,200
	53,200	285,000	338,200	53,200	285,000	338,200
Distributable Reserves						
Retained income	30,022	2,861	32,883	15,203	2,861	18,064
	83,222	287,861	371,083	68,403	287,861	356,264

Notes to the Financial Statements

1 Accounting Policies

- 1.1 The financial statements have been prepared on an accruals basis.
- 1.2 The financial statements have been prepared under the historical cost convention, with the exception that property, plant and equipment is shown at valuation on acquisition, details of which are shown under note 2. The financial statements have been prepared under the Charities Statement of Recommended Practice (SORP) FRS102, except where otherwise noted.
- 1.3 The following are the key assumptions used and sources of estimation uncertainty in the preparation of the financial statements.
- Assumptions
The financial statements have been prepared on the going concern basis. The Trustees consider that there are no significant risks affecting this assumption.
- Estimation uncertainty
Depreciation has not been provided on buildings as no suitable estimate is available. This is a departure from FRS102.
- 1.4 The Charity has taken advantage of the exemption under Section 7.1B of FRS102 which exempts small entities from the requirement to prepare a statement of cash flows.

1.5 Property, plant and equipment.

Property plant and equipment are disclosed at original valuation on acquisition. This comprises:

Old Courthouse land and buildings	Valuation by Cumbria County Council (Transferor) at time of transfer
Sports Hall site	Valuation by Trustees based on information from Cumbria County Council
Equipment and fittings	Valuation by Trustees

2 Property, Plant and Equipment

At 31 March 2020 and at 31 March 2021

	Land and Buildings	Equipment	Total
Land and buildings comprise	£	£	£
Old Courthouse	285,000		285,000
Land on Sports Hall site	50,000		50,000
Equipment and fittings		3,200	3,200
	335,000	3,200	338,200

The land and building components of the Old Courthouse have not been separated. As the Trustees expect to maintain the building to a suitable standard for its continued use in the foreseeable future, they do not consider that a formal valuation, for the propose of establishing the respective values of the separate elements, is justified.

Depreciation has not been provided on the building in the current period.

Equipment and fittings are maintained at valuation.

Additions and enhancements to property, plant and equipment are charged to expenses as they are incurred,

In the opinion of the Trustees, the market value of land and buildings is not significantly different from the values disclosed in the Financial Statements. A formal impairment review has not been conducted, but the Trustees consider that there is no indication of impairment of land and buildings.

3 Receipt of Government grants

The charity has benefited from the receipt of Covid related grants totalling £19,669 during the year.

4 Related party transactions

None of the Trustees has entered into any transactions with the Charity during the period.

None of the Trustees holds any office or position which could give rise to a conflict of interest with their duty as Trustee.

No remuneration was received by Trustees from the Charity during the period.

5 Events after the balance sheet date

The Trustees have considered the effect of the Covid-19 virus and consequent operating restrictions on the finances of the Charity during 2020/21. The Trustees have curtailed operating expenditure and, in their opinion, the Charity has sufficient liquid resources to meet its commitments for the foreseeable future.