

**Shap Community CIO
Annual Report and Accounts
For the Year Ended 31 March 2023**

Report of the Trustees for the year ended 31st March 2023

The Trustees of Shap Community CIO present its report and financial statements for the year ended 31 March 2023.

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)

Mr George Payne

Mrs Lynne Rumsey

Mr Alan Sowerby

Mrs Jane Newton (January 2023)

Bankers

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

Co-operative Bank, P.O. Box 101, 1 Balloon Street, Manchester M60 4EP

Introduction

During 22/23 we gradually saw a return to a more normal pattern of use of the building. A varied programme of exhibitions was held in the gallery and we held several music and poetry events. We continued to collaborate with other organisations to enrich our provision of activities and events for the benefit of the community. During 2022 work commenced to make improvements to lighting inside the building and install outdoor lighting and CCTV cameras. This has greatly enhanced the indoor rooms and improved security of the building and its surrounds. A new noticeboard fixed to our boundary wall makes event information much more accessible to pedestrians and visitors.

Trustees

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 & Lettings – G Payne,
- Funding – G Payne, J Wood
- Building – A Sowerby
- Media – J Wood, L Rumsey (Facebook), P Neaves (website)
- Exhibitions – L Rumsey

Jane Newton began volunteering at The Old Courthouse during 2022 and was proposed and accepted as a Trustee in January 2023.

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

Volunteers

In June '22 Cumbria Voluntary Service joined with ourselves and Shap Parish Council to organise a 'Celebrate our Community' day at the start of Platinum Jubilee events. This helped to highlight the great work done and the volunteering opportunities in our community. Our own volunteer numbers remained stable throughout the year. We continue to look for ways that new volunteers can be involved.

Policies and Procedures

In January 2023 as part of our work on Policy reviews we began working with a representative from Cumbria Social Enterprise Partnership who provided useful points for consideration. Policies identified for full review; Safeguarding, Data Protection, Treasury and Finance, Health & Safety. Work began on these areas.

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.

Building Issues

- Improvements to lighting to enhance various rooms (nearing completion)
- New furniture and fittings to improve the visual aspect and create more flexible display space for the gallery (completed)
- Security Cameras- to improve overall security of the building (completed)

Due to lack of volunteer capacity we were not able to make any progress re improvements to the rear yard and entrance.

Funding

CCC – Noticeboard grant £1412.09

SCE - CCTV security cameras £2250

CCC – Marketing (website development) - £2500

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. The Charity's reserves are sufficient to manage an extended period of operation. The Trustees have agreed to maintain a reserve of £10,000 to cover unanticipated maintenance costs and to support operations.

Social Events

The following groups met regularly through 2022/23; Playgroup, Library users, Zero Carbon Reading group, Writing Group, Gardening Group. The Knit and Natter group started to meet again and there was some take up for the Cuppa and Company Friday afternoon social group.

Arts and Outreach Events

Our monthly exhibitions commenced in April through to October showcasing work of both amateur and professional artists on a variety of subjects. These exhibitions provided the local and wider community the opportunity to view and meet the artists. During the summer we staged a collaborative exhibition with the Fell Pony Society as part of their centenary celebrations. We provided a venue for displaying information, artworks and also talks, art workshops, poetry and music. In September the Yorkshire Dales used our venue for their 'A Way Through' project' illustrating the history of routes through Shap from Neolithic to present day, and the Westmorland Services celebrating 50 years. We continue to create the opportunity for local art and craft people to display their work from November to February. In February until March we displayed a touring exhibition of work from The University of Cumbria, Institute of Arts on Pollination. . All exhibitions throughout the year have been well attended by both the local community including Shap C of E school as part of their curriculum and visitors from further afield.

We continued to work with The Wordsworth Trust throughout the year, and have introduced Poetry Reading evenings including a live poetry event with, Scottish poet, Kenneth Stevens. During the winter months we continued to be a venue for the Evan Artistic Network monthly music evenings. Other events provided were; a Fairtrade event, family events and workshops arranged in conjunction with Penrith Library and Wordsworth Grasmere, a creative collage event arranged with Lakeland Arts and Cumbrian Library Services and in March '23 Business Support drop-in events arranged with Eden District Council. We involved the community in creating a calendar of local views with poetry captions provided by the Shap Writing Group.

Throughout the year we worked in collaboration with Shap Parish Council and put much effort into helping to organise and publicise the monthly March to December Farmers' and Makers' Markets. This provides a good opportunity for local artisans and food producers to trade and is a vibrant event for local residents and visitors.

Future Plans During 2023/24

we plan to ;

- encourage community groups to re-engage with activities at The Old Courthouse
- provide a safe place for social interaction
- 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 Westmorland and Furness District Council and the Yorkshire Dales National Park to develop our capacity to deliver information for visitors

Report to the Trustees of Shap Community Charitable Incorporated Organisation

Registered Charity: 1160966

Accounts for the year ended 31 March 2023

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:

14/1/24

Name: BEVERLEY WARRINGTON

Relevant professional qualification ACA

Address: HILL TOP
LANEHEAD
DL13 1AT

	Period Ended 31 March 2023			Year Ended 31 March 2022		
Note	Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds
	£	£	£	£	£	£
Income and endowments from						
Donations and legacies						
Donations	1,360	-	1,360	1,324	-	1,324
Grants	470	6,174	6,644	10,667	654	11,321
Other trading activities						
Income from Events & Exhibitions	1,220	-	1,220	52	-	52
Income from Monthly Market	1,149	-	1,149	1,067	-	1,067
Room Hire	1,598	-	1,598	657	-	657
Courses	761	-	761	-	-	-
Activities to generate funds (sales)	7,937	-	7,937	3,804	-	3,804
Income from investments						
Interest Received	-	-	-	-	-	-
	-	-	-	-	-	-
Total income and endowments	14,495	6,174	20,669	17,571	654	18,225
Expenditure on						
Charitable Activities						
Advertising	-	-	-	-	-	-
Electricity	950	-	950	952	-	952
Gas	952	-	952	957	-	957
Telephone/Broadband	983	-	983	884	-	884
Water	1,166	-	1,166	937	-	937
Building & Liability Insurance	966	-	966	927	-	927
Capital expense from funding	-	3,674	3,674	150	210	360
Cost of sales	6,877	-	6,877	2,357	-	2,357
Course expenses	200	-	200	-	-	-
Events & Exhibitions	105	-	105	-	-	-
Monthly Market	71	-	71	74	-	74
Electrical Maintenance	5,955	-	5,955	-	-	-
Other Repairs and Maintenance	701	-	701	1,232	-	1,232
Cleaning	752	-	752	693	-	693
Equipment Expense	528	-	528	3,189	-	3,189
Music license	136	-	136	276	-	276
Postage	4	-	4	5	-	5
Stationery	186	-	186	22	-	22
Sundries	31	-	31	-	-	-
Tea & Coffee	4	-	4	4	-	4
Calendars	312	-	312	334	-	334
Covid measures	-	-	-	16	-	16
Total expenditure on raising funds	20,879	3,674	24,553	13,009	210	13,219
Interest expense	-	-	-	-	-	-
Net movement in funds	(6,384)	2,500	(3,884)	4,562	444	5,006
Retained income at start of year	34,584	3,305	37,889	30,022	2,861	32,883
Retained income at end of year	28,200	5,805	34,005	34,584	3,305	37,889

The Notes below form part of these accounts.

Shap Community Charitable Incorporated Organisation
Balance Sheet

	At 31 March 2023			At 31 March 2022		
	Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds
	£	£	£	£	£	£
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	3,255	3,151	6,406	3,255	3,151	6,406
Current Assets						
Debtors	850	-	850	638	-	638
Cash at bank and in hand	24,339	4,916	29,255	31,143	154	31,297
	25,189	4,916	30,105	31,781	154	31,935
Current Liabilities						
Accrued expenditure	(244)	(2,262)	(2,506)	(452)	-	(452)
	(244)	(2,262)	(2,506)	(452)	-	(452)
Net Current Assets	24,945	2,654	27,599	31,329	154	31,483
Net Assets	81,400	290,805	372,205	87,784	288,305	376,089
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
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	28,200	5,805	34,005	34,584	3,305	37,889
	81,400	290,805	372,205	87,784	288,305	376,089

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 2021 and at 31 March 2022

	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 purpose of establishing the respective values of the separate elements, is

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 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.

4 Events after the balance sheet date

There have been no events after the balance sheet date which impact on these accounts.