



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From:** January 1<sup>st</sup> 2021 **Period start date** **To:** December 31<sup>st</sup> 2021 **Period end date**

**Charity name:** Otley Christian Resources Hub

**Charity registration number:** 1169443

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The object of the CIO is the advancement of the Christian religion for the public benefit in the Diocese of Leeds by: promoting and nurturing a vision for children's and young people's ministry; supporting, encouraging and enabling volunteer leaders in their work with children and young people; and facilitating good practice by devising, supplying and advising on relevant materials and resources for such work so as to be a source of encouragement, inspiration and creativity to churches in their ministry to children and young people
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	OCRH undertakes a number of activities in support of its aims. These include: <ul style="list-style-type: none"><li>• Supporting member churches with schools' work (in particular Open the Book, What's the Story? and assemblies) through providing resources, training and ongoing support</li><li>• Providing suitable resources, training and networking opportunities for those involved in children's ministry across a variety of contexts.</li><li>• Remaining responsive to the particular needs of our churches and seeking to provide for these</li><li>• Keeping up to date with current</li></ul>

		good practice and new developments nationally.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In planning and carrying out activities at OCRH for the year the Trustees have considered the Charity Commission's guidance on public benefit

### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>N/A</b>
Policy on social investment including program related investment	Para 1.38	<b>N/A</b>
Contribution made by volunteers	Para 1.38	<p>Our project seeks to support local churches with their children's ministry. As such most of our service users are volunteers, who access our resources and training to add value to the work they are doing in their own settings.</p> <p>In the difficult climate of Covid 19 many of our volunteers have put in extra time and effort to creatively respond to the new situation. They have learned new skills and helped to provide online versions of our projects, they are amazing and the work could not happen without them.</p> <p>It is also worth noting that as churches and schools have returned to more in person activities towards the end of the year - a number of volunteers have been very cautious about returning to face to face work. This may impact on the running of activities in the future.</p>
Other		<b>N/A</b>

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>2021 was another varied year at OCRH. With the ongoing Covid pandemic we began 2021 in a lockdown situation with schools closed and directives to work from home. However, given the experience of the previous year and the lessons learned, we were able to start the year with an adaptable programme that could be offered virtually and respond to the ongoing challenges of Covid.</p> <p style="text-align: center;"><b>Work with Schools</b></p> <p><u>Open the Book</u></p> <p>In January none of our 17 OTB teams had been able to return to delivering assemblies in schools in person. Six teams across eight schools were offering online recorded sessions, with the Hub offering advice and support for programming and taking an active role in recording, editing, and transferring films for one team who did not have the IT skills to do it in house.</p> <p>We made it a priority to stay connected with all our teams via zoom, email, and phone. At the start of the year, we were in regular contact with fifteen out of the seventeen teams .</p> <p>By the autumn term (Sept 21) some schools were happy to invite teams back in, some schools wanted to stay with virtual options</p>

		<p>and (given the age / vulnerability of OTB volunteers) some teams were still not ready to return. At the close of the year we had four teams offering virtual assemblies, 5 back in school and 5 working towards returning in 2022. There are three of the original teams that are not planning to return at all.</p> <p><b>What's The Story ?</b>  We began planning our Christmas and Easter projects in early January and offered a zoom meeting to all teams that had offered What's the Story in the past . It was clear that teams were keen to offer the project at Easter and with the ongoing uncertainty it was agreed that the Hub would produce an online version of the project like the one produced for Christmas. Some churches opted to create their own films and the Hub supported with editing these together . The project was taken into nine local schools, with over one thousand children hearing the story of Easter and 800 receiving story chains to take home.</p> <p>At Christmas Covid levels were once more on the rise and this caused some uncertainty around offering WTS in person and most schools opted for the virtual project. It was used in seven schools (around seven hundred children) and 585 children received story chains.</p> <p><b>Godly Play</b>  The Leeds and Bradford Godly Play network, hosted by the Hub, has continued to meet throughout 2021. The group met six times on Zoom and between 3 and 8 people attended each time.</p> <p><b>Children's Ministry</b>  Over the year the Hub has supported twelve different churches with their ministry to children and families. In practice</p>
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		<p>this has meant lending out physical resources , meeting with children’s leaders on zoom, WhatsApp and in person once this was possible.</p> <p>We also hosted two online network meetings to help youth and children’s leaders across churches connect with each other, share ideas, and explore new ways of working as well as returning to old provision. A Facebook group was also established to support this work .</p> <p>In addition, we ran three zoom workshops between September and November to help children’s leaders update skills and ideas as they restarted face to face work.</p> <p style="text-align: center;"><b>Partners</b></p> <p>In October Horsforth Churches Together joined the Hub and we are looking forward to working with them. Pre-Pandemic they were taking OTB into six schools and are currently working with them on a plan to return.</p> <p>The Hub retains a good relationship with Open the Book National . Given the changes in how they deliver training there is no longer any scope for the Hub to become an associate / paid trainer as discussed prior to the pandemic. However, this year Mandy updated her training skills at their “train the trainers” session and we have been involved in discussions and feedback exercises in the development of their new story book – due to launch in 2022.</p> <p style="text-align: center;"><b><u>Wider work</u></b></p> <p>In addition to work already outlined Staff and trustees undertook three further pieces of work.</p> <p><b><u>Website Redesign.</u></b></p> <p>This involved a full day training with Paul Cayton as well as writing copy, photographing resources, and creating short films. The site</p>
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		<p>should be ready early in 2022 and we are grateful to Paul Cayton for freely giving his time and expertise to this project.</p> <p><u>New Staff Handbook</u></p> <p>This involved reviewing all our current policies as well as adopting and writing some new ones. The new handbook should be ready in Spring 2022.</p> <p><u>Diocesan wide - Publicity push .</u></p> <p>Publicity was sent to clergy across the diocese via email. Staff also took opportunities to attend relevant online training and networking events throughout the Pandemic as well as updating safeguarding training.</p> <p><b>Governance</b></p> <p>The trustees met (via Zoom ) five times during the year . Due to relocation two trustees, Jenny Parnell and Janet Buttanshaw stepped down from their role and we are grateful for the time and dedication given to the Hub.</p>
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### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	An overall deficit of £(4,955) was recognised in 2021 (2020: deficit £(16,948)). This represented general (unrestricted) funds only. There were no restricted fund transactions in 2021. (2020: Nil). The charity had total reserves at the year-end of £31,416 (2020: £36,371)
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	It is the trustees' policy to hold unrestricted funds which equate to three months' expenditure. These reserves are held to meet the day-to-day running costs of Otley Christian Resources Hub and to help finance significant projects as and when required.
Amount of reserves held	Para 1.22	Total available reserves are £31k, of which £6k are held according to the reserves policy (see paragraph above).
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The trustees have considered the finances of Otley Christian Resources Hub in relation to the impact of the pandemic and have no reason to believe that the charity has any going concern issues as at the 31 December 2021.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

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## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The trustees are drawn from the churches and organisations we work with. They are identified through volunteering, advertising, or recommendation.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Otley Christian Resources Hub
Other name the charity uses	N/A
Registered charity number	1169443

Charity's principal address	The Chestnuts Burras Lane Otley LS21 3HS

## Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Peter Willox	Chair		
2	Anita Seals			
3	Janet Buttanshaw		Resigned November 2021	
4	Lizzie Reynolds			
5	Cayte Norman		Appointed January 2021	
6	Jenny Parnell		Resigned June 2021	
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20				

Corporate trustees - names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		


## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A
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## Other optional information

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Peter Willox	
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Position (eg  
Secretary, Chair, etc)

Chair	
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Date

4 May 2021
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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Otley Christian Resources Hub CIO

No (if any)  
1169443

## Receipts and payments accounts

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For the period from	Period start date 1 January 2021	To	Period end date 31 December 2021
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### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Donations	12,484	-	-	12,484	4,532
Sale/hire of resources	2,501	-	-	2,501	1,086
Subscriptions	750	-	-	750	-
Grants	-	-	-	-	3,587
Legacy	-	-	-	-	-
Other income	14	-	-	14	175
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>15,749</b>	<b>-</b>	<b>-</b>	<b>15,749</b>	<b>9,380</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>15,749</b>	<b>-</b>	<b>-</b>	<b>15,749</b>	<b>9,380</b>
<b>A3 Payments</b>					
Costs of generating funds	-	-	-	-	-
Costs of charitable activities	2,000	-	-	2,000	1,947
Staff costs	15,392	-	-	15,392	21,059
Administration costs	3,306	-	-	3,306	3,306
Sundry costs	6	-	-	6	16
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>20,704</b>	<b>-</b>	<b>-</b>	<b>20,704</b>	<b>26,328</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>20,704</b>	<b>-</b>	<b>-</b>	<b>20,704</b>	<b>26,328</b>
<b>Net of receipts/(payments)</b>	<b>- 4,955</b>	<b>-</b>	<b>-</b>	<b>- 4,955</b>	<b>- 16,948</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>36,371</b>	<b>-</b>	<b>-</b>	<b>36,371</b>	<b>53,319</b>
<b>Cash funds this year end</b>	<b>31,416</b>	<b>-</b>	<b>-</b>	<b>31,416</b>	<b>36,371</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current account	8,909	-	-
	Deposit account	22,507	-	-
		-	-	-
	<b>Total cash funds</b>	<b>31,416</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Peter Willox		

## **Independent Examiner's Report**

Report to the trustees of **Otley Christian Resources Hub**

On accounts for the year ended **31 December 2021**

Charity no **1169443**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2021.

**Responsibilities and basis of report** As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

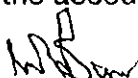
**Independent Examiner's Statement** I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

accounting records were not kept in accordance with section 130 of the Act or

the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date: 05.05.2022

Name: **William Norman Barr**

**Relevant professional qualification(s) or body:**

**The Institute of Chartered Accountants of Scotland**

Address: **Conistone House, West Busk Lane, Otley, West Yorkshire, LS21 3LY**