



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From:** January 1<sup>st</sup> 2022 **Period start date** **To:** December 31<sup>st</sup> 2022 **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 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 good practice and new developments nationally.</li></ul>

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 conducting activities at OCRH for the year the Trustees have considered the Charity Commission's guidance on public benefit
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### **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>Although some volunteers have not returned to roles following the covid pandemic many have now resumed in person activities in churches and schools and are doing amazing, creative work. Staff and trustees want to acknowledge the brilliant job they do.</p>
Other		

### **Achievements and Performance**

	SORP reference	
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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

### **Work with Schools**

#### Open the Book

We started the year with 5 Open the Book teams going into school and 4 offering virtual , pre-recorded assemblies. The hub provided props for in person teams with covid compliant pick up and drop off arrangements. Care was also taken with programming to ensure props and costumes were not being passed straight from team to team. In terms of the recorded assemblies the Hub continued to help record and edit films as needed. At the close of the year the Open the Book programme was much closer to precovid provision with 11 teams delivering in person assemblies across 17 primary schools. There are two other teams still aiming to return to school in 2023.

#### **What's The Story ?**

At Easter we made the decision to offer both virtual and in person What's the Story projects. Four churches offered the project in person and three offered it online. We sold 415 story chains.

At Christmas we offered an in-person option only . 8 churches ran the project across 12 schools and we sold 809 story chains.

Prior to the covid pandemic our development plan included a strategy to try and grow uptake of our What's the Story project. This was put on hold during 2020/21 but with the return of more face to face work in churches and schools the Hub produced publicity about the project and sent it out – along with a free story chain to 35 local clergy. The publicity was sent out in September with the aim of encouraging uptake at Christmas – however no new parishes took up the offer.

		<p><b>Godly Play</b></p> <p>The Hub continues to support the work of Godly Play UK, locally and nationally. We hosted three online meetings of the Leeds and Bradford Godly Play network during 2022. Mandy also attended two zoom meetings with other Godly Play UK advocates and helped deliver an online training course run by Godly Play UK.</p> <p><b>Children's Ministry</b></p> <p>Over the year the Hub has supported thirteen different churches with their ministry to children and families. In practice this has meant meeting with children's leaders to discuss their requirements and then lending out physical resources . We also hosted a storytelling evening to showcase and demonstrate the range of resources we offer.</p> <p><b><u>Training</u></b></p> <p>This year the Hub ran two external training sessions for St Giles Bramhope and Cragg Hill Baptist church. We also co led an online course for Out of the Box and supported an online course hosted by Godly Play UK.</p> <p><b><u>Wider work</u></b></p> <p>The new website is finished. It has more information about our resources and services (including some videos) and a contact form and shop . We are hoping it will raise our profile and increase our reach to new parishes. We are grateful to Paul Cayton for freely giving his time and expertise to this project.</p> <p>The staff handbook is also finished and schedules for regularly renewing and updating our policies set.</p>
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		<p><b>Communication</b></p> <p>The hub produces quarterly newsletters, has a Facebook page and a website.</p> <p><b>Governance</b></p> <p>The trustees met in person three times during the year . In July Anita Seals stepped down as a trustee and we would like to thank her for all the time and energy she has given over the years. We officially welcomed two new trustees in February, Anne Cayton and John Holdsworth.</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	In May the trustees submitted applications to two trusts The Bramall Foundation and the Bishop Radford Trist. We were awarded a grant of £5000 from the Bramall foundation to support the work of updating and purchasing Open the Book resources for the new storybook due for publication in 2023.
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 £(3,081) was recognised in 2022 (2021: deficit £(4,955)). This represented general (unrestricted) funds only. There were no restricted fund transactions in 2022. (2021: Nil). The charity had total reserves at the year-end of £28,335 (2021: £31,416)	
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 £28k, of which £5.3k 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 and have no reason to believe that the charity has any going concern issues as at the 31 December 2022.	

### 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		Resigned July 2022	
3	Anne Cayton		Began February 2022	
4	Lizzie Reynolds			
5	Cayte Norman			
6	John Holdsworth		Began February 2022	
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19				
20				

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

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	


## Funds held as custodian trustees on behalf of others

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

### 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

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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)**

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**Position (e.g.  
Secretary, Chair, etc)**

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**Date**

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# Receipts and payments account

For the period  
from

Period start date

1 January 2022

To

3

## Section A Receipts and payments

Unrestricted  
funds

Restricted  
funds

Endowment  
funds

to the nearest  
£

to the nearest £

to the nearest £

### A1 Receipts

Donations	10,275	-	-
Sale/hire of resources	1,259	-	-
Subscriptions	1,000	-	-
Grants	5,000	-	-
Training	260	-	-
Other income	264	-	-
	-	-	-
	-	-	-
<b>Sub total</b> (Gross income for AR)	18,058	-	-

### A2 Asset and investment sales, (see table).

	-	-	-
	-	-	-
<b>Sub total</b>	-	-	-

**Total receipts** 18,058

### A3 Payments

Costs of generating funds	-	-	-
Costs of charitable activities	1,723	-	-
Staff costs	15,417	-	-
Administration costs	3,996	-	-
Sundry costs	3	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
<b>Sub total</b>	21,139	-	-

### A4 Asset and investment purchases, (see table)

	-	-	-
	-	-	-
<b>Sub total</b>	-	-	-

**Total payments** 21,139

**Net of receipts/(payments)** - 3,081

### A5 Transfers between funds

	-	-	-
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<b>A6 Cash funds last year end</b>	<b>31,416</b>	-	-
<b><i>Cash funds this year end</i></b>	<b>28,335</b>	-	-



Section B Statement of assets and liabilities at the end of

Categories	Details	Unrestricted funds to nearest £
B1 Cash funds	Current account	11,574
	Deposit account	16,761
		-
	<b>Total cash funds</b>	<b>28,335</b>
	(agree balances with receipts and payments account(s))	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £
		-
		-
		-
		-
		-
		-
B3 Investment assets	Details	Fund to which asset belongs
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs
B5 Liabilities	Details	Fund to which liability relates

Signed by one or two trustees on  
behalf of all the trustees



Signature

Print N


Peter V

## **Independent Examiner's Report**

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

On accounts for the year ended **31 December 2022**

Charity no **1169443**

I report to the trustees on my examination of the accounts of the al Trust") for the year ended 31 December 2022.

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

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

**Independent Examiner's Statement** I have completed my exami material matters have come to my attention in connection with the gives me cause to believe that in, any material respect:

accounting records were not kept in accordance with sectic

the accounts do not accord with the accounting records

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

**Signed:**

*W N Barr C.A.*

**Dat**

**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 Yo

o (if any)  
169443

## ounts

Period end date  
31 December 2022

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Total funds

Last year

to the nearest £

to the nearest £

10,275
1,259
1,000
5,000
260
264
-
-
18,058

12,484
2,501
750
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15,749

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18,058
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15,749
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1,723
15,417
3,996
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21,139

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2,000
15,392
3,306
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20,704

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21,139
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20,704
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- 3,081
-

- 4,955
-

31,416	36,371
28,335	31,416

**the period**

**Restricted  
funds  
to nearest £**

-
-
-
-

OK

**Endowment  
funds  
to nearest £**

-
-
-
-

OK

**Restricted  
funds  
to nearest £**

-
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**Endowment  
funds  
to nearest £**

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**Cost (optional)**

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**Current value  
(optional)**

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**Cost (optional)**

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**Current value  
(optional)**

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**Amount due  
(optional)**

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**When due  
(optional)**


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