



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From:** January 1<sup>st</sup> 2023 **Period start date** **To:** December 31<sup>st</sup> 2023 **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.

**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 supports local churches with their children and family 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. In 2023, over 100 volunteers used our resources, accessed our training or attended a networking event.</p> <p>Staff and trustees want to acknowledge the brilliant job they do.</p>
Other		

**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 style="text-align: center;"><b>Work with Schools</b></p> <p>Our work with schools centres around two main projects, Open the Book and What's the Story?</p> <p><u>Open the Book</u></p> <p>In 2023 we supported 11 Open the Book teams going into 21 schools. Teams deliver assemblies on a weekly, fortnightly or monthly basis, so every month we reached between 1500 and 3000 children with Open the Book.</p> <p>In May, Open the Book National launched their new storytelling programme with all teams expected to move over to the new material from Sept 2024. As a result staff allocated extra time to this project and</p>

	<p>produced a development plan to implement these changes in 2024. This included mapping out the new programme against the old, costing out the changes as well as an open meeting with all teams (attended by over 30 volunteers) and regular updates via newsletter and email. Staff also attended an Open the Book training session to update their own training skills.</p> <p><b>What's The Story ?</b></p> <p>What's the Story is a seasonal project running at Easter and Christmas giving primary school children an opportunity to visit a church and hear the Biblical stories surrounding these festivals. At Easter, four churches ran the project reaching over 400 children . At Christmas 7 churches ran the project reaching over 700 children.</p> <p><b>Godly Play</b></p> <p>The Hub continues to organise and support the Leeds and Bradford Godly Play network. The Network met 5 times during the year and four churches are regularly using Our Godly Play resources. In addition staff ran two Godly play experience sessions for external groups (St James Thornton and Huddersfield Methodist Circuit ) and supported Godly Play UK in running an online introductory course.</p> <p><b>Out of the Box</b></p> <p>Building on links established in 2022 we continued to support the development of Out of the Box Stories. Staff attended a number of story development sessions as well as creating videos for the Out of the Box website. We also co-led an online training course and ran two in person training events at the Hub.</p> <p><b>Children's Ministry</b></p> <p>Over the year 7 different children's ministry teams borrowed resources. In addition 7 external organisations paid to borrow resources on a one-off basis.</p> <p><b>Wider work</b></p> <p>At the beginning of the year it became clear that income received from our</p>
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	<p>partner churches was not going to return to pre-Covid levels (Churches themselves are under big financial pressures and several chose to reduce their giving to us). As a result and in order to safeguard the future of the project the trustees put in place the following :</p> <ol style="list-style-type: none"> <li>1. A survey of our main users asking them what they valued most about the project and what they were most keen to keep should capacity be reduced.</li> <li>2. Development meetings to explore partnership working with : <ul style="list-style-type: none"> <li>• Leeds Diocese Children and families team</li> <li>• Barnabas at Leeds Diocese</li> </ul> </li> <li>3. A presentation at local Deanery Synods to promote our work.</li> </ol> <p>We sent out letters to the PCCs of the 7 churches that currently support us and sent the same survey via email to 14 other service users (Open the Book team leaders, Sunday school team leaders etc).</p> <p>We had 9 responses which were very positive about the range of resources and training offered. However, it was the schools work (Open the Book and What's the Story) that churches valued the most.</p> <p>The partnership meeting with the Diocesan Children and Families team was positive but didn't offer any new opportunities to improve income. We were unable to meet with the Barnabas team. The session with our local synod was also positive but did not lead to any increase in giving.</p> <p>Having looked at the results of the survey and the meetings with stakeholders the decision was taken to focus on the Open the Book project as our primary work for the immediate future and to reduce other work such as resource development and training. This enabled us to reduce costs by reducing staff hours. (It is worth noting that this decision process was led by the Hub Manager and that reduced hours were not</p>
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		<p>imposed by the trustees). The new working arrangements were in place by the end of June .</p> <p style="text-align: center;"><b>Communication</b></p> <p>The hub produces quarterly newsletters, has a Facebook page and a website. Staff and trustees would like to thank Paul Cayton for the continued maintenance of the website and other IT support.</p> <p style="text-align: center;"><b>Governance</b></p> <p>The trustees and staff met 5 times in 2023 (four in person and once on Zoom).</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 £(4,473) was recognised in 2023 (2022: deficit £(3,081)). This represented general (unrestricted) funds only. There were no restricted fund transactions in 2023. (2022: Nil). The charity had total reserves at the year-end of £23,862 (2022: £28,335)	
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 £23,862, of which £4.7k approx. 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 2023.	

### 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		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	Constitution
How is the charity constituted? (e.g. <a href="#">unincorporated association</a> , 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	Anne Cayton			
3	Lizzie Reynolds			
4	Cayte Norman			
5	John Holdsworth			
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17				
18				
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)

Peter Willox

Peter Willox	
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Position (e.g. Secretary,  
Chair, etc)

Chair

Chair	
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Date

26 June 2024

26 June 2024
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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name Otley Christian Resources Hub CIO	No (if any) 1169443
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## Receipts and payments accounts

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For the period from	Period start date 1 January 2023	To	Period end date 31 December 2023
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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	10,489	-	-	10,489	10,275
Sale/hire of resources	2,063	-	-	2,063	1,259
Subscriptions	875	-	-	875	1,000
Grants	-	-	-	-	5,000
Training	320	-	-	320	260
Other income	769	-	-	769	264
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	14,516	-	-	14,516	18,058
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	14,516	-	-	14,516	18,058
<b>A3 Payments</b>					
Costs of generating funds	120	-	-	120	-
Costs of charitable activities	2,381	-	-	2,381	1,723
Staff costs	13,541	-	-	13,541	15,417
Administration costs	2,932	-	-	2,932	3,996
Sundry costs	15	-	-	15	3
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	18,989	-	-	18,989	21,139
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	18,989	-	-	18,989	21,139
<b>Net of receipts/(payments)</b>	- 4,473	-	-	- 4,473	- 3,081
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	28,335	-	-	28,335	31,416
<b>Cash funds this year end</b>	23,862	-	-	23,862	28,335

Section B Statement of

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current account	6,332	-	-
	Deposit account	17,530	-	-
		-	-	-
	<b>Total cash funds</b>	<b>23,862</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	to nearest £	to nearest £	to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	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	26-Jun-24	