

THE CIVIC

Holmfirth Civic Hall Community Trust (HCHCT) Report to Charity Commission for the financial year 2020/21

Holmfirth Civic Hall Community Trust (charity number: 1172232), Holmfirth Civic Hall, Huddersfield Road, Holmfirth, HD9 3AS was established in March 2017 to manage the operation of Holmfirth Civic Hall for the benefit of the community when the building was asset transferred from Kirklees Council to Holme Valley Parish Council. HCHCT holds a 25-year lease from the Parish Council.

HCHCT was established under the foundation model as a Charitable Incorporated Organisation (CIO). It has a maximum of twelve trustees with up to two of those trustees nominated by Holme Valley Parish Council. Trustees are recruited on a rolling programme, dependant on need and skills gaps.

The trustees during this reporting period were:

- Judith Patrick, Chair – local resident with experience in community facilities, grants, volunteering and listed buildings
- Anne Little – local resident, businesswoman and user of the Civic Hall
- Andrew Bray – local resident and businessman
- Alex Bray – local resident with experience in customer service, marketing and running charitable organisations and events
- Mark Antrobus – local resident and businessman
- Kathleen Bellamy – nominated parish council trustee. local resident and businesswoman with experience in hospitality

The trustees meet on a monthly basis to make decisions about the running of the hall, events and repairs/improvements. During the period of this report, the Trust reviewed a number of policies and procedures, undertook a rebranding exercise with the building now known as The Civic, Holmfirth; developed a marketing plan and created a new five year business plan.

The staffing structure has remained the same with the Centre Manager and Business Development Manager providing a combined monthly report to trustees and line managed by the Chair of Trustees. A part time caretaker is managed by the Centre Manager.

HOLMFIRTH

The objects of the CIO, as set out in its constitution are as follows:-

1. To further or benefit the residents of Holmfirth and the surrounding area without distinction of sex, sexual orientation, disability, race or of political, religious or other opinions in accordance with the protected characteristics defined by current legislation by associating together residents and local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.
2. In furtherance of these objects but not otherwise, the trustees shall have power to establish, secure, preserve and hold on trust the establishment of Holmfirth civic hall as a community asset and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.
3. To promote the performing and visual arts for the public benefit.

The main objectives during the reporting period continued to be to grow the business of The Civic for the benefit of the local community, generating a surplus towards its improvement and financial sustainability.

It has been a challenging period given the Covid 19 pandemic with The Civic's doors often closed and activities significantly reduced. We have been fortunate enough to secure a number of grants as well as Government support for business continuity and accessing the Coronavirus Job Retention Scheme to allow us to maintain our staff team.

The Trust began a capital improvements scheme with grant support to modernise the public toilets, create a fire escape from the upper mezzanine exhibition room, create an external store and create a permanent staff office. Essential repairs were undertaken on an area of flat roof which was allowing water ingress

Plans are in place for significant improvements to the entrance lobby and staircase plus improving the club room and creating a small meeting room in the current store area.

As previously stated, it has been a disrupted year of opening and activity due to the pandemic. We have welcomed 26 different groups (89 in 2019/20) and estimate 2,466 people (48,450 in 2019/20) have attended events and activities in The Civic during this period, in addition the trust has run just five of its own fundraising events (18 in 2019/20).

The range of events/activities continues to varied and just some of the activities are listed below:-

- Amateur dramatic performances
- Antiques Fairs
- Brass band concerts
- Record Fairs

- Children's theatre productions
- Choir concerts
- Civic society and other local interest group meetings
- Dance groups and shows
- Keep fit groups, including Zumba, Pilates and Yoga
- Music and other arts festivals
- Weight management classes
- Sports activities for all ages

The Civic has always been used as a polling station for local elections and consultations.

The Civic has been the home of Holmfirth ArtWeek for over 30 years and in normal years, is given over to a group of volunteers for the running of one of the country's largest Art Festivals to raise monies for Macmillan Cancer Support and other local support charities. Given the Covid disruption this event could not take place but it plans to return in 2022.

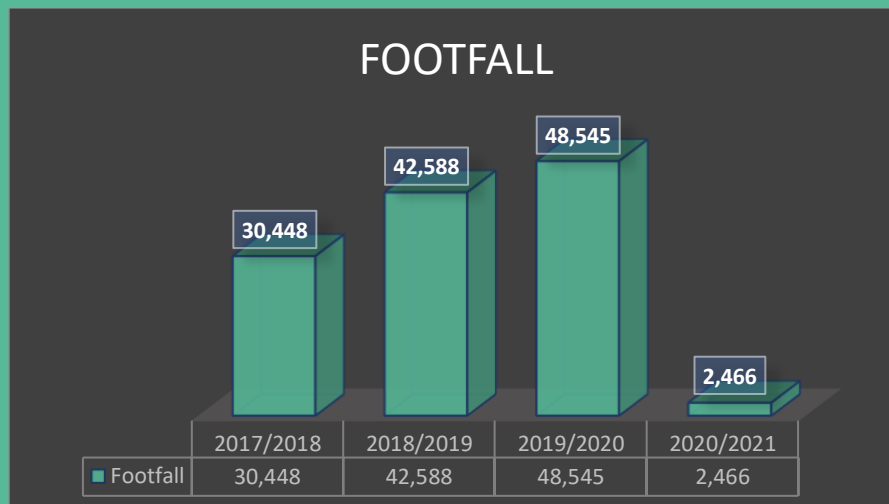
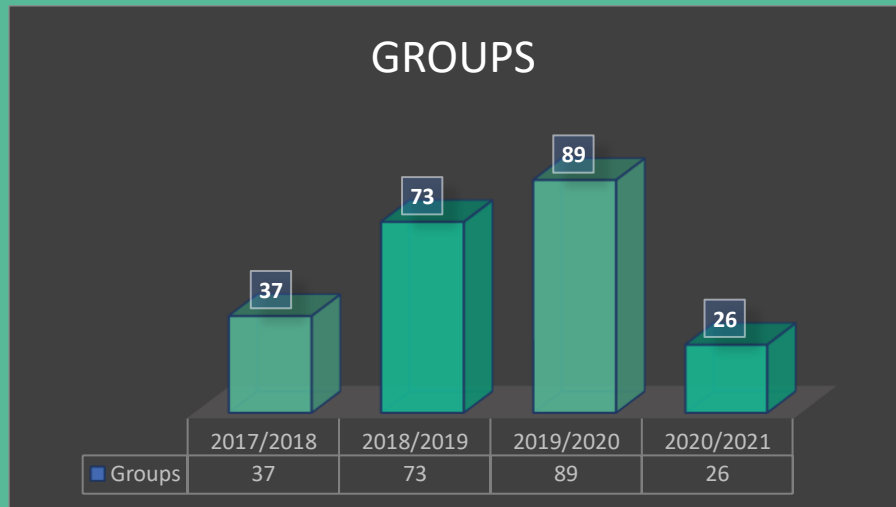
We are starting to build a surplus which will be held in reserve for emergency repairs.

Further information regarding increases in groups using The Civic, footfall and financial performance over the period in question along with previous years are provided on the following pages.

Judith Patrick
Chair of the Board of Trustees
December 2021

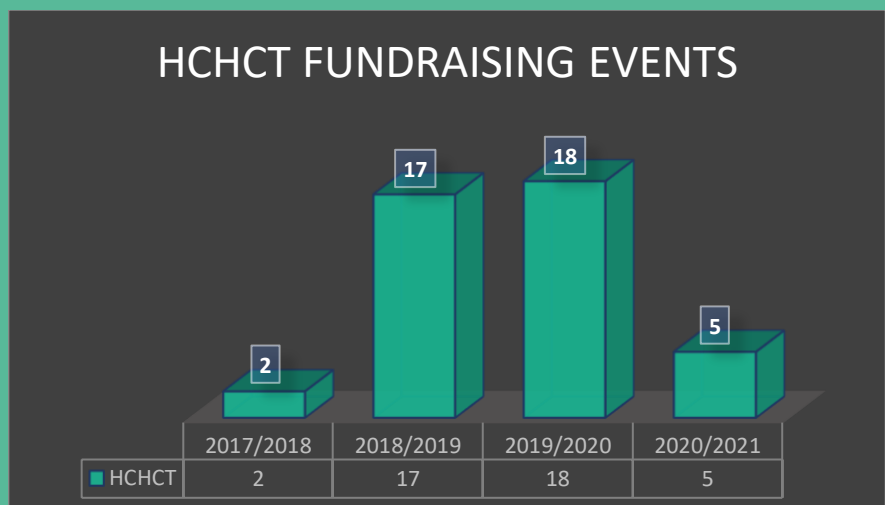
Key Performance Indicators

The number of groups using The Civic grew significantly in the second year, grew again in the third year before falling off significantly during the coronavirus pandemic in 2020.



The average number of people using or visiting the building also grew significantly, adding almost 20,000 people from the first to the third year before falling dramatically in 2020.

The Trust runs fundraising events each year to support the ongoing running costs of the building, seeing large increases in the number of such events in the second and third year, before an obvious fall in 2020.



The Trust operates within Charity Commission regulations and records receipts and payments accordingly, a summary of the first three years of trading are provided below, with the fourth and most recent financial year broken down by restricted and unrestricted funds.

Receipts and Payments	2020/2021			2019/2020	2018/2019	2017/2018
	Unrestricted Funds	Restricted Funds	Total Funds			
Receipts						
Donations	2,025	0	2,025	4,318	3,037	129
Grants	78,195	27,998	106,193	49,630	35,998	59,028
Room hire	17,139	0	17,139	78,484	67,350	51,307
Fundraising	1,888	0	1,888	34,781	23,183	2,649
Business rates refund	1,715	0	1,715	0	0	0
Total Receipts	100,962	27,998	128,960	167,213	129,568	113,113
Payments						
Fundraising direct costs	1,706	0	1,706	23,534	12,071	1,183
Venue promotion	1,576	9,700	11,276	1,915	2,444	950
Wages and salaries	36,601	15,998	52,599	58,180	45,018	1,451
Training	390	0	390	22	168	530
Repairs and maintenance	11,880	0	11,880	11,506	43,431	11,624
Cleaning	2,647	0	2,647	2,555	5,247	6,770
Property taxes	0	0	0	101	1,652	1,670
Utilities	7,162	0	7,162	13,218	19,987	18,335
Computer consumables	504	0	504	1,425	392	107
Office administration	345	0	345	154	1,736	14,426
Telephone	469	0	469	587	911	897
Printing, postage and stationery	258	0	258	711	1,897	17
Insurance	0	0	0	5,541	4,920	4,925
Professional services	3,077	0	3,077	1,556	3,634	2,341
Travel	0	0	0	141	130	0
Bank charges	140	0	140	23	129	0
Compliance	255	0	255	35	35	0
Interest paid	0	0	0	0	3	0
Sub-total	67,010	25,698	92,708	121,204	143,805	65,226
Asset/investment purchases						
Laptop	0	0	0	0	709	676
Building alterations	0	2,580	2,580	2,412	0	0
Equipment	2,521	0	2,521	0	0	0
Sub-total	2,521	2,580	5,101	2,412	709	676
Total Payments	69,531	28,278	97,809	123,616	144,514	65,902
Net of receipts/(payments)	£31,431	£-280	£31,151	£43,597	£-14,946	£47,211
Transfers between funds	0	0	0	0	0	0
Cash funds last year end	£38,274	£37,588	£75,862	£32,265	£47,211	0
Cash funds this year end	£69,705	£37,308	£107,013	£75,862	£32,265	£47,211



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Holmfirth Civic Hall Community Trust

No (if any)
1172232

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/04/2020

To

Period end date
31/03/2021

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 £
A1 Receipts					
Donations	2,025		-	2,025	4,318
Grants	78,195	27,998	-	106,193	49,630
Room hire	17,139	-	-	17,139	78,484
Fundraising	1,888	-	-	1,888	34,781
Business Rates refund	1,715	-	-	1,715	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	100,962	27,998	-	128,960	167,213
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	100,962	27,998	-	128,960	167,213
A3 Payments					
Fundraising direct costs	1,706		-	1,706	23,534
Venue promotion	1,576	9,700	-	11,276	1,915
Wages & salaries	36,601	15,998	-	52,599	58,180
Training	390		-	390	22
Repairs & maintenance	11,880		-	11,880	11,506
Cleaning	2,647		-	2,647	2,555
Property taxes	-		-	-	101
Utilities	7,162		-	7,162	13,218
Computer consumables	504		-	504	1,425
Office administration	345		-	345	154
Telephone	469		-	469	587
Print, Post & stationery	258	-	-	258	711
Insurance	-	-	-	-	5,541
Professional services	3,077	-	-	3,077	1,556
Travel	-	-	-	-	141
Bank charges	140	-	-	140	23
compliance	255			255	35
Interest paid	-			-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	67,010	25,698	-	92,708	121,204
A4 Asset and investment purchases, (see table)					
Equipment	2,521	-	-	2,521	-
Building alterations	-	2,580	-	2,580	2,412
Sub total	2,521	2,580	-	5,101	2,412
Total payments	69,531	28,278	-	97,809	123,616
Net of receipts/(payments)	31,431	280	-	31,151	43,597
A5 Transfers between funds					
A6 Cash funds last year end	38,274	37,588	-	75,862	32,265
Cash funds this year end	69,705	37,308	-	107,013	75,862

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 £
B1 Cash funds	Current Bank Account	69,496	37,308	-
	Cash	209	-	-
		-	-	-
	Total cash funds	69,705	37,308	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	debtors	778	-	-
			-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		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)
	Office Equipment	Unrestricted	676	155
	Office Equipment	Unrestricted	562	139
	Office Equipment	Unrestricted	70	33
	Office Equipment	Unrestricted	77	37
	Office Equipment	Unrestricted	1,048	961
	P&M/c & Equipment	Unrestricted	1,944	1,701
	Building Alterations	Restricted	5,682	5,682
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	creditors	unrestricted	3,638	within 12 months
	wages & paye	unrestricted	836	within 12 months
	prepaid income	unrestricted	5,693	within 12 months
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		J.Patrick A-J Mm	JUDITH PATRICK ANDREW BINA	19.01.22



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Holmfirth Civic Hall Community Trust

**On accounts for the year
ended**

31st March 2021

**Charity no
(if any)**

1172232

Set out on pages

One of one

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

**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: 13/01/2022

Name:

Nigel Peter Armstrong

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

Fellow of Chartered Institute of Management Accountants

Address:

Pi Partners Ltd,
Suite 5, Victoria Court, 91 Huddersfield Road
Holmfirth, West Yorkshire, HD9 3JA