

# THE CIVIC

## **Holmfirth Civic Hall Community Trust (HCHCT) Report to Charity Commission for the financial year 2021/22**

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. The Trust holds a 25-year lease from the Parish Council.

The Trust 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
- 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
- Duggs Carre – nominated parish council trustee. local resident with experience in grants and community matters
- Pat Colling - nominated parish council trustee. local resident with experience in grants and community matters

The trustees meet on a monthly basis to monitor the operations and finances and to make decisions about the running of the building, events and repairs/improvements. During the period of this report, the Trust reviewed a number of policies and procedures, commenced improvements to the toilets, storage and office facilities, introduced a new brand and image for The Civic and launched a new website.

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. Part time cleaner, caretaker and hospitality staff as well as volunteers are 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 were to return The Civic to its pre covid bookings and income levels as well as growing the business of The Civic for the benefit of the local community, with any surplus reinvested towards its improvement and financial sustainability.

The return post covid has been steady – most regular hires have returned, and we have attracted new events. Audience levels have been at approximately 70% of pre covid levels and this has meant some events have had to be cancelled due to poor ticket sales. However, The Civic has continued to be viable and therefore available for its community.

The Trust has continued to deliver the capital improvements scheme begun in 2020/2021 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. Small-scale essential repairs were also undertaken.

Plans have progressed 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.

We have welcomed 65 different groups (26 in 2020/21) and estimate over 18,000 people (2,466 in 2020/21) have attended events and activities in The Civic during this period, in addition The Trust has run nine of its own fundraising events (5 in 2020/21).

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

- Amateur dramatic performances
- Brass band concerts and contests
- 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, badminton, football coaching

The Civic has always been used as a polling station for local elections and for other public consultation events.

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. The event returned in 2022 following two years away due to pandemic and was once again very popular.

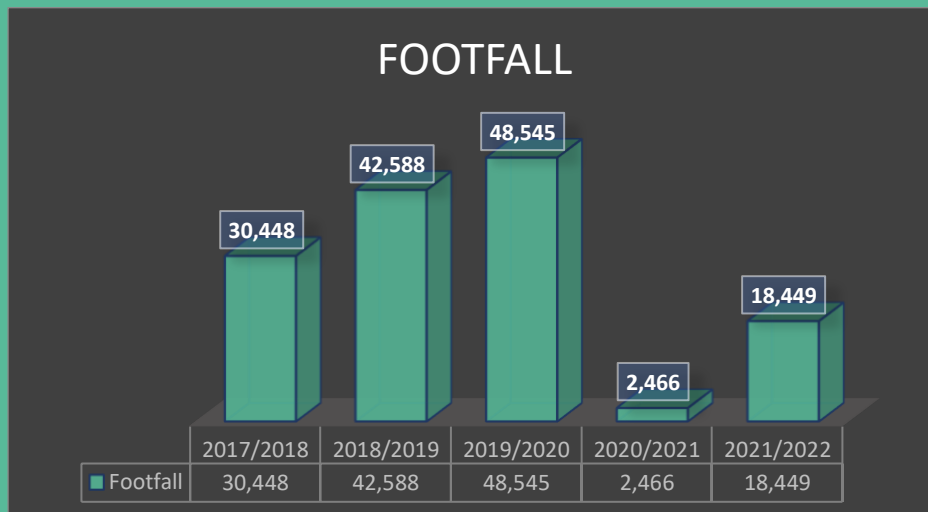
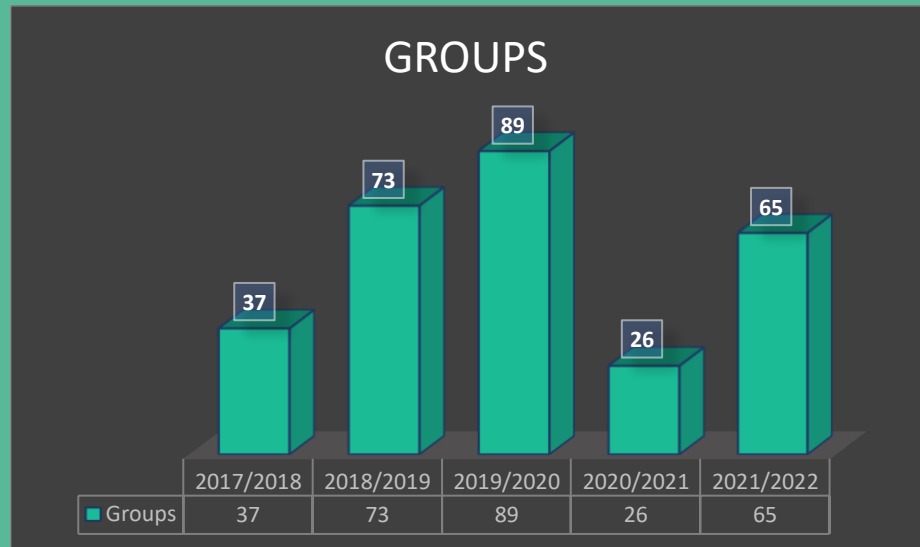
We are continuing to build a surplus which will be held in reserve for emergency repairs.

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**  
**January 2023**

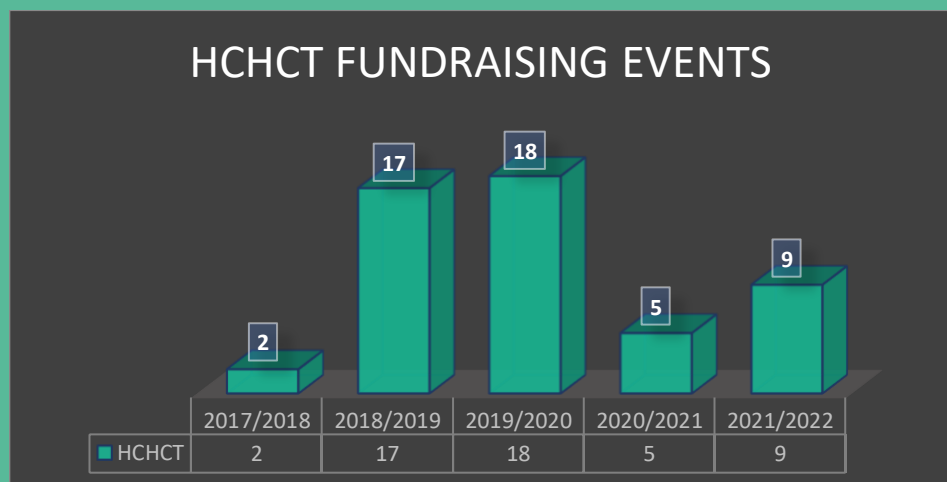
## Key Performance Indicators

The number of groups using The Civic grew through the first three years before falling significantly during the coronavirus pandemic in 2020 – now rising again.



The average number of people using or visiting the building also grew through the first three years before a dramatic fall in 2020 – now rising again.

The Trust runs fundraising events each year to support the ongoing running costs of the building, seeing large increases in the first three years, before an obvious fall in 2020 and now rising again.



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			2020/2021	2019/2020	2018/2019	2017/2018
	Unrestricted Funds	Restricted Funds	Total Funds				
<b>Receipts</b>							
Donations	4,150	0	4,150	2,025	4,318	3,037	129
Grants	18,715	117,372	136,087	106,193	49,630	35,998	59,028
Room hire	41,307	0	41,307	17,139	78,484	67,350	51,307
Fundraising	29,747	0	29,747	1,888	34,781	23,183	2,649
Business rates refund	0	0	0	1,715	0	0	0
Interest earned	68		68				
<b>Total Receipts</b>	<b>93,987</b>	<b>117,372</b>	<b>211,359</b>	<b>128,960</b>	<b>167,213</b>	<b>129,568</b>	<b>113,113</b>
<b>Payments</b>							
Fundraising direct costs	22,286	0	22,286	1,706	23,534	12,071	1,183
Venue promotion	1,853	587	2,420	11,276	1,915	2,444	950
Wages and salaries	50,680	5,172	55,852	52,599	58,180	45,018	1,451
Training	579	0	579	390	22	168	530
Repairs and maintenance	13,860	0	13,860	11,880	11,506	43,431	11,624
Cleaning	1,844	200	2,044	2,647	2,555	5,247	6,770
Property taxes	383	0	383	0	101	1,652	1,670
Utilities	5,396	0	5,396	7,162	13,218	19,987	18,335
Computer consumables	883	44	927	504	1,425	392	107
Office administration	253	0	253	345	154	1,736	14,426
Telephone	454	0	454	469	587	911	897
Printing, postage and stationery	591	389	980	258	711	1,897	17
Insurance	9,234	0	9,234	0	5,541	4,920	4,925
Professional services	1,133	0	1,133	3,077	1,556	3,634	2,341
Travel	54	0	54	0	141	130	0
Bank charges	262	0	262	140	23	129	0
Compliance	215	0	215	255	35	35	0
Interest paid	0	0	0	0	0	3	0
<b>Sub-total</b>	<b>109,960</b>	<b>6,372</b>	<b>116,332</b>	<b>92,708</b>	<b>121,204</b>	<b>143,805</b>	<b>65,226</b>
<b>Asset/investment purchases</b>							
Laptop	0	0	0	0	0	709	676
Building alterations	0	88,501	90,697	2,580	2,412	0	0
Equipment	363	0	363	2,521	0	0	0
<b>Sub-total</b>	<b>2,196</b>	<b>88,501</b>	<b>91,060</b>	<b>5,101</b>	<b>2,412</b>	<b>709</b>	<b>676</b>
<b>Total Payments</b>	<b>112,519</b>	<b>94,873</b>	<b>207,392</b>	<b>97,809</b>	<b>123,616</b>	<b>144,514</b>	<b>65,902</b>
<b>Net of receipts/(payments)</b>	<b>£-18,532</b>	<b>£22,499</b>	<b>£3,967</b>	<b>£31,151</b>	<b>£43,597</b>	<b>£-14,946</b>	<b>£47,211</b>
<b>Transfers between funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Cash funds last year end</b>	<b>£69,705</b>	<b>£37,308</b>	<b>£107,013</b>	<b>£75,862</b>	<b>£32,265</b>	<b>£47,211</b>	<b>0</b>
<b>Cash funds this year end</b>	<b>£51,173</b>	<b>£59,807</b>	<b>£110,980</b>	<b>£107,013</b>	<b>£75,862</b>	<b>£32,265</b>	<b>£47,211</b>

With grateful thanks to all funders and others who supported us with our latest project to create an office, external store and disabled toilets, to refurbish the ladies and gentlemen's toilets and erect a fire escape from the third floor.



Funding received from Holme Valley Parish Council, the League of Friends of Holme Valley Memorial Hospital, West Riding Masons and the Bright Green Fund

Construction undertaken by Building Preservation of West Yorkshire

Architect services provided by DB Architects





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	To	Period end date
	01/04/2021		31/03/2022

### 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	4,150	-	-	4,150	2,025
Grants	18,715	117,372	-	136,087	106,193
Room hire	41,307	-	-	41,307	17,139
Fundraising	29,747	-	-	29,747	1,888
Business Rates refund	-	-	-	-	1,715
Interest earned	68	-	-	68	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>93,987</b>	<b>117,372</b>	<b>-</b>	<b>211,359</b>	<b>128,960</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>93,987</b>	<b>117,372</b>	<b>-</b>	<b>211,359</b>	<b>128,960</b>
<b>A3 Payments</b>					
Fundraising direct costs	22,286	-	-	22,286	1,706
Venue promotion	1,853	567	-	2,420	11,276
Wages & salaries	50,680	5,172	-	55,852	52,599
Training	579	-	-	579	390
Repairs & maintenance	13,860	-	-	13,860	11,880
Cleaning	1,844	200	-	2,044	2,647
Property taxes	383	-	-	383	-
Utilities	5,396	-	-	5,396	7,162
Computer consumables	883	44	-	927	504
Office administration	253	-	-	253	345
Telephone	454	-	-	454	469
Print, Post & stationery	591	389	-	980	258
Insurance	9,234	-	-	9,234	-
Professional services	1,133	-	-	1,133	3,077
Travel	54	-	-	54	-
Bank charges	262	-	-	262	140
compliance	215	-	-	215	255
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>109,960</b>	<b>6,372</b>	<b>-</b>	<b>116,332</b>	<b>92,708</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
Equipment	363	-	-	363	2,521
Building alterations	2,196	88,501	-	90,697	2,580
<b>Sub total</b>	<b>2,559</b>	<b>88,501</b>	<b>-</b>	<b>91,060</b>	<b>5,101</b>
<b>Total payments</b>	<b>112,519</b>	<b>94,873</b>	<b>-</b>	<b>207,392</b>	<b>97,809</b>
<b>Net of receipts/(payments)</b>	<b>- 18,532</b>	<b>22,499</b>	<b>-</b>	<b>3,967</b>	<b>31,151</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>69,705</b>	<b>37,308</b>	<b>-</b>	<b>107,013</b>	<b>75,862</b>
<b>Cash funds this year end</b>	<b>51,173</b>	<b>59,807</b>	<b>-</b>	<b>110,980</b>	<b>107,013</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 Bank Account	50,730	59,807	-
	Cash	443	-	-
		-	-	-
	<b>Total cash funds</b>	<b>51,173</b>	<b>59,807</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	debtors	3,707	-	-
			-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>				
<b>B4 Assets retained for the charity's own use</b>				
	Office Equipment	Unrestricted	676	-
	Office Equipment	Unrestricted	562	-
	Office Equipment	Unrestricted	70	15
	Office Equipment	Unrestricted	77	18
	Office Equipment	Unrestricted	1,048	699
	Office Equipment	Unrestricted	188	183
	P&M/c & Equipment	Unrestricted	1,944	1,215
	P&M/c & Equipment	Unrestricted	99	99
	Building Alterations	Restricted	94,748	94,748
			-	-
<b>B5 Liabilities</b>				
	creditors	unrestricted	5,219	within 12 months
	wages & paye	unrestricted	1,451	within 12 months
	prepaid income	unrestricted	3,266	within 12 months
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		JUDITH M PATRICK	17/01/23	
		MARK ANDREWS	17 Jan 23	





**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**

31<sup>st</sup> March 2022

**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 31/03/2022.

**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:** 17/01/2023

**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

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**