

# THE CIVIC

## **Holmfirth Civic Hall Community Trust (HCHCT) Report to Charity Commission for the financial year 2022/23**

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.

Holmfirth Civic Hall Community Trust (the “Trust”/ the “Civic”) 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 (resigned 17<sup>th</sup> January 2023)
- Andy Wilson – nominated parish council trustee, local resident with experience in fundraising and the environment.

The trustees meet on six-weekly 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 continued to review its policies and procedures, completed works on the new office facilities and faced challenges with structural elements of the buildings.

# HOLMFIRTH

The staffing structure has increased and now consists of a Centre Manager and Business Development Manager as previously, but now with the addition of an Administration Assistant supporting day to day operations. The management team provide a combined six-weekly report to trustees and are line managed by the Chair of Trustees. In addition the trust employs a part time cleaner, caretaker and hospitality staff as well as volunteers who are managed by the Centre Manager.

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.

During the reporting period, the Civic has been actively dedicated to regaining its pre-COVID bookings and income. While there has been a gradual return of hirers with bookings taking longer to reach pre-pandemic levels, the Trust remains committed to this recovery process. Although attendance at events has faced challenges, with previously well-attended occasions drawing smaller crowds, the Civic is optimistic about future improvements.

Furthermore, the Trust has successfully completed capital improvements that were ongoing from the previous years, including the installation of a new fire escape from the upper mezzanine and the establishment of a permanent staff office. The collaborative efforts of volunteers and the Civic team have played a crucial role in the ongoing repair and maintenance of various rooms throughout the building. Despite facing repairs and increased costs due to the energy crisis, the Trust has responsibly utilised reserves from previous years to navigate these challenges.

Through a tender process an architectural practice has been appointed to work with trustees on the development of a comprehensive condition report and management and maintenance plan, allowing trustees to have a scope on future essential repairs and how to develop the building to best support the community into the future.

We have welcomed 68 different groups (65 in 2021/22) and estimate over 33,000 people (2,466 in 2021/22) have attended events and activities in The Civic during this period, in addition The Trust has run eight of its own fundraising events (9 in 2021/22).

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.

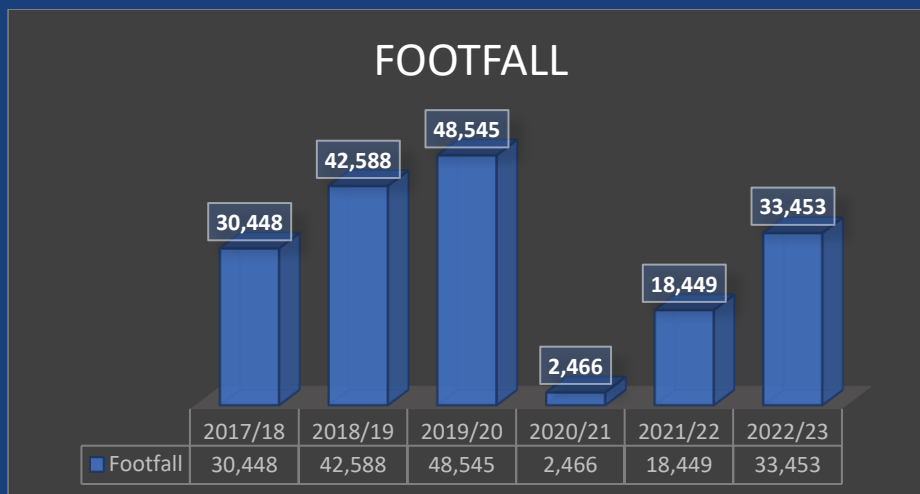
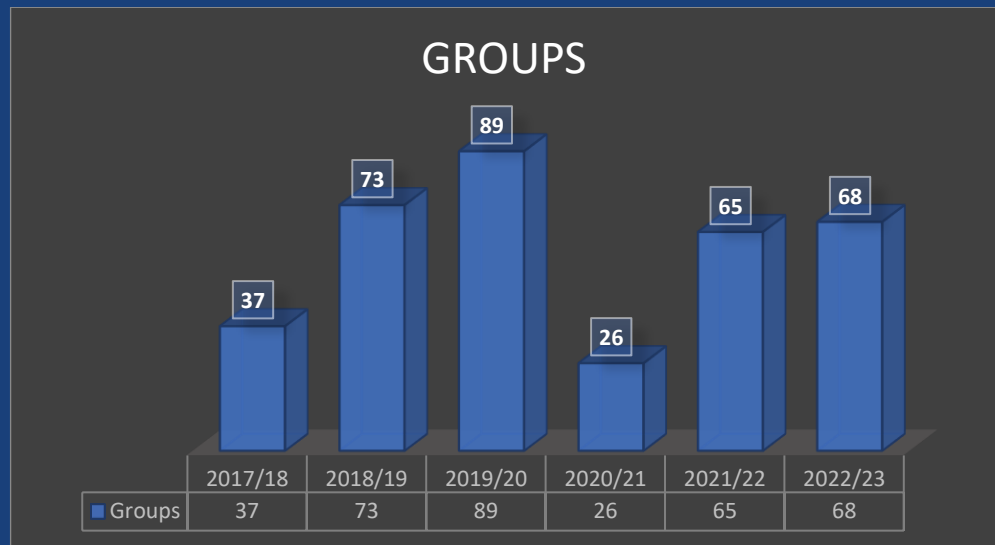
As booking and attendance levels return to pre-pandemic numbers, we will again look to build reserves appropriate to support ongoing maintenance, management and emergency repairs in the building.

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.

**Alexander Bray**  
**Chair of the Board of Trustees**  
**January 2024**

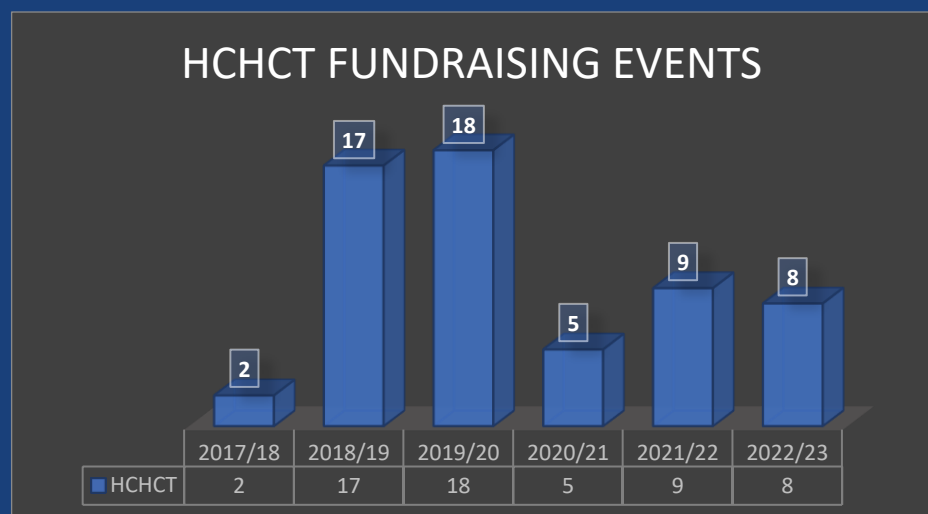
## Key Performance Indicators

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



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





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

Receipts and Payments	2022-2023			2021/2022	2020/2021	2019/2020	2018/2019
	Unrestricted Funds	Restricted Funds	Total Funds				
<b>Receipts</b>							
Donations	1,295	0	1,295	4,150	2,025	4,318	3,037
Grants	1,000	34,000	35,000	136,087	106,193	49,630	35,998
Room hire	61,101	0	61,101	41,307	17,139	78,484	67,350
Fundraising	61,709	0	61,709	29,747	1,888	34,781	23,183
Business rates refund	0	0	65	0	1,715	0	0
Interest earned	65		0	68			
<b>Total Receipts</b>	<b>125,170</b>	<b>34,000</b>	<b>159,170</b>	<b>211,359</b>	<b>128,960</b>	<b>167,213</b>	<b>129,568</b>
<b>Payments</b>							
Fundraising direct costs	35,243	0	35,243	22,286	1,706	23,534	12,071
Venue promotion	1,195	0	1,195	2,420	11,276	1,915	2,444
Wages and salaries	65,824	0	65,824	55,852	52,599	58,180	45,018
Training	42	0	42	579	390	22	168
Repairs and maintenance	5,916	0	5,916	13,860	11,880	11,506	43,431
Cleaning	5,845	0	5,845	2,044	2,647	2,555	5,247
Property taxes	310	0	310	383	0	101	1,652
Utilities	9,905	1,000	10,905	5,396	7,162	13,218	19,987
Computer consumables	1,269	0	1,269	927	504	1,425	392
Office administration	0	0	0	253	345	154	1,736
Telephone	416	0	416	454	469	587	911
Printing, postage and stationery	746	0	746	980	258	711	1,897
Insurance	4,348	0	4,348	9,234	0	5,541	4,920
Professional services	1,795	0	1,795	1,133	3,077	1,556	3,634
Travel	4	0	4	54	0	141	130
Bank charges	598	0	598	262	140	23	129
Compliance	215	0	215	215	255	35	35
Sundry	451	0	451	0	0	0	3
<b>Sub-total</b>	<b>134,122</b>	<b>1,000</b>	<b>135,122</b>	<b>116,332</b>	<b>92,708</b>	<b>121,204</b>	<b>143,805</b>
<b>Asset/investment purchases</b>							
Laptop	0	0	0	0	0	0	709
Building alterations	17,268	59,807	77,075	90,697	2,580	2,412	0
Equipment	6,352	0	6,352	363	2,521	0	0
<b>Sub-total</b>	<b>23,620</b>	<b>59,807</b>	<b>83,427</b>	<b>91,060</b>	<b>5,101</b>	<b>2,412</b>	<b>709</b>
<b>Total Payments</b>	<b>157,742</b>	<b>60,807</b>	<b>218,549</b>	<b>207,392</b>	<b>97,809</b>	<b>123,616</b>	<b>144,514</b>
<b>Net of receipts/(payments)</b>	<b>£-32,572</b>	<b>£-26,807</b>	<b>£-59,379</b>	<b>£3,967</b>	<b>£31,151</b>	<b>£43,597</b>	<b>£-14,946</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>Cash funds last 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>
<b>Cash funds this year end</b>	<b>£18,601</b>	<b>£33,000</b>	<b>£51,601</b>	<b>£110,980</b>	<b>£107,013</b>	<b>£75,862</b>	<b>£32,265</b>





## Events and activities at The Civic, Holmfirth





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  
01/04/2022

To

Period end date  
31/03/2023

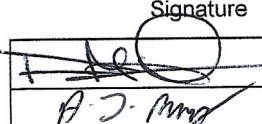
### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	1,295		-	1,295	4,150
Grants	1,000	34,000	-	35,000	136,087
Room hire	61,101		-	61,101	41,307
Fundraising	61,709		-	61,709	29,747
Interest earned	65		-	65	68
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>125,170</b>	<b>34,000</b>	<b>-</b>	<b>159,170</b>	<b>211,359</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>125,170</b>	<b>34,000</b>	<b>-</b>	<b>159,170</b>	<b>211,359</b>
<b>A3 Payments</b>					
Fundraising direct costs	35,243		-	35,243	22,286
Venue promotion	1,195		-	1,195	2,420
Wages & salaries	65,824		-	65,824	55,852
Training	42		-	42	579
Repairs & maintenance	5,916		-	5,916	13,860
Cleaning	5,845		-	5,845	2,044
Property taxes	310		-	310	383
Utilities	9,905	1,000	-	10,905	5,396
Computer consumables	1,269		-	1,269	927
Office administration			-	-	253
Telephone	416		-	416	454
Print, Post & stationery	746		-	746	980
Insurance	4,348		-	4,348	9,234
Professional services	1,795		-	1,795	1,133
Travel	4		-	4	54
Bank charges	598		-	598	262
Compliance	215		-	215	215
Sundry	451		-	451	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>134,122</b>	<b>1,000</b>	<b>-</b>	<b>135,122</b>	<b>116,332</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
Equipment	6,352		-	6,352	363
Building alterations	17,268	59,807	-	77,075	90,697
<b>Sub total</b>	<b>23,620</b>	<b>59,807</b>	<b>-</b>	<b>83,427</b>	<b>91,060</b>
<b>Total payments</b>	<b>157,742</b>	<b>60,807</b>	<b>-</b>	<b>218,549</b>	<b>207,392</b>
<b>Net of receipts/(payments)</b>	<b>- 32,572</b>	<b>- 26,807</b>	<b>-</b>	<b>- 59,379</b>	<b>3,967</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>51,173</b>	<b>59,807</b>	<b>-</b>	<b>110,980</b>	<b>107,013</b>
<b>Cash funds this year end</b>	<b>18,601</b>	<b>33,000</b>	<b>-</b>	<b>51,601</b>	<b>110,980</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	17,827	33,000	-
	Cash	774	-	-
		-	-	-
	<b>Total cash funds</b>	<b>18,601</b>	<b>33,000</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	debtors	3,121	-	-
			-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>				
<b>B4 Assets retained for the charity's own use</b>				
<b>B5 Liabilities</b>				

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

Signature	Print Name	Date of approval
	DMARK ANTONIOS	18 JAN 2024
	ANDREW J. BRAY	18/1/24





**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 2023

**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 31/03/2023.

**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

In carrying out my examination I noted a weakness of internal controls regarding the recording of cash transactions and regular reconciliation of cash counted. This matter has been brought to the attention of the Charity's management and Trustees and has been put right in the subsequent period with the establishment of a procedure to be followed by those charged with controlling cash amounts. The amount involved being £451 in this year which I judge to be not material.

I have no other 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:** 30/11/2023

**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

**Section B**  
**re**

**Disclosure**

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.**