

THE CIVIC

Holmfirth Civic Hall Community Trust (HCHCT) Report to Charity Commission for the financial year 2023/24

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 The Civic, Holmfirth 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") 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:

- 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
- Julie Butterfield – appointed 27.07.2023, local resident with experience in compliance, governance and oversight
- James Hilton-Jones – appointed 07.06.2023, local resident, chartered certified accountant and managing partner in a local firm of accountants.
- Stephen Ransby – appointed 07.06.2023, nominated parish council trustee, local resident with experience in town planning and conservation.
- Kathy Westgate – appointed 07.06.2023, local resident with leadership and management experience in HR and quality management.
- Andy Wilson – nominated parish council trustee, local resident with experience in fundraising and the environment.

During the reporting period the following trustees resigned:-

- Judith Patrick, resigned 11.04.2023
- Duggs Carre, resigned 08.05.2023

HOLMFIRTH

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 lost its long-standing Chair through work and other family commitments, but has recruited new trustees to bring additional skills and experience to the group. The Trust has also instigated a formal review cycle for its policies and procedures, completed works on new office facilities, toilet refurbishment, fire exit installation amongst other works. In addition, following a recruitment process appointed a specialist architectural firm to undertake a condition report and develop a management and maintenance plan, the firm will also support us with longer term developments across the building.

The staffing structure consists of a Business Development Manager and 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 operational staff.

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 Trust has faced challenges in terms of reduced income and increased expenditure, while there has been a gradual return to activity levels pre-pandemic levels this has taken time, and is compounded by significantly increased costs, particularly energy costs. The Trust remains committed to this recovery process however, and has made decisions within the year to keep income and expenditure levels manageable, whilst remaining optimistic about future improvements.

We have welcomed 59 different groups (68 in 2022/23) and estimate over 35,000 people (33,453 in 2022/23) have attended events and activities in The Civic during this period, in addition The Trust has run 16 of its own fundraising events (8 in 2022/23).

The range of events and activities continues to be 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
- 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 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.

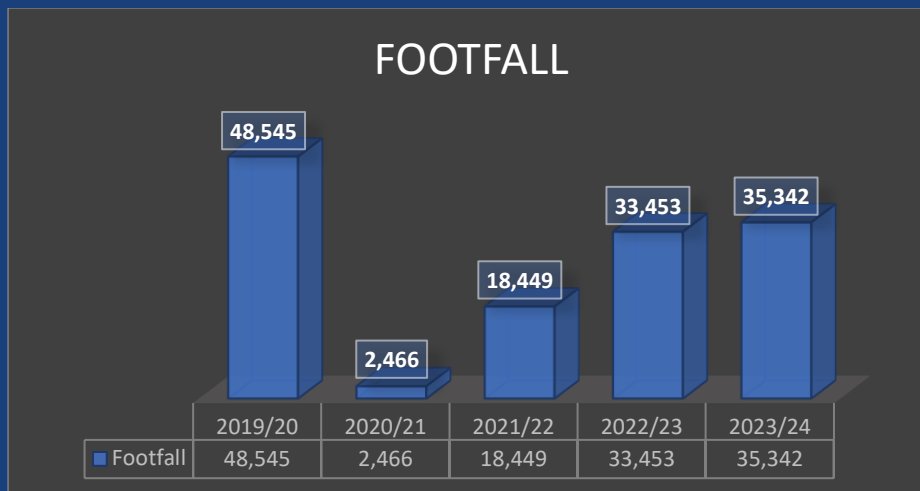
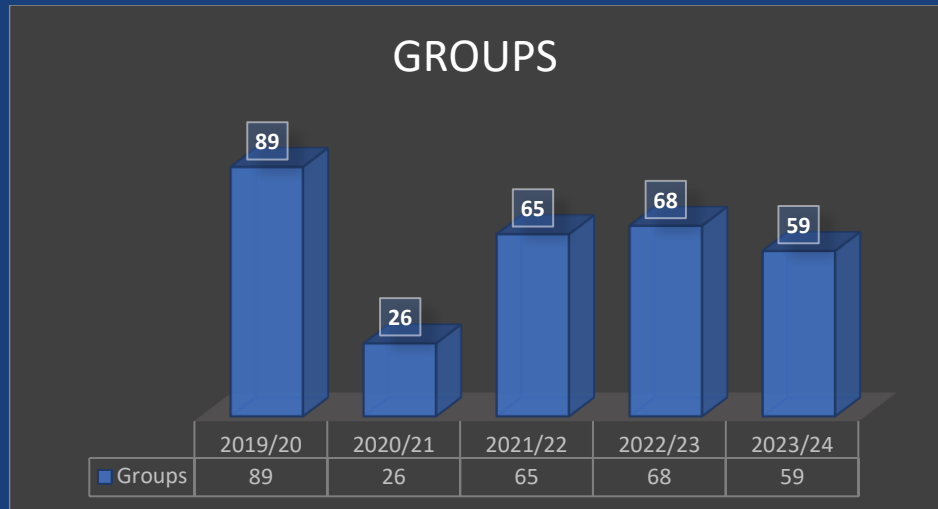
As booking and attendance levels return to pre-pandemic numbers, we will again look to build reserves appropriate to support ongoing maintenance, management and emergency repairs in the building.

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 2025

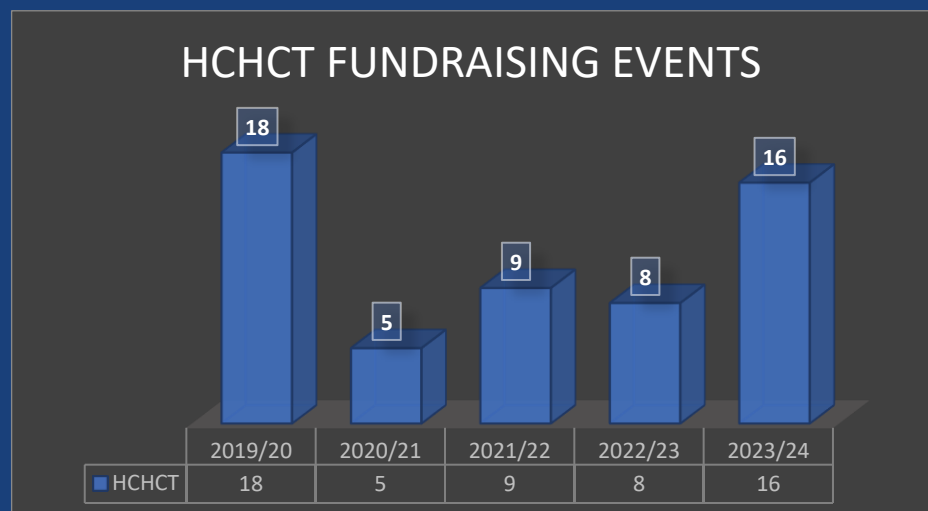
Key Performance Indicators

The number of groups using The Civic grew through the early years before falling significantly during the coronavirus pandemic, but now stabilising.



The average number of people using or visiting the building also grew through the early years before a dramatic fall in 2020, but growing significantly now.

The Trust runs fundraising events each year to support the ongoing running costs of the building, seeing large increases in the early years, before an obvious fall, but now growing again.



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 | 2023/2024 | | | 2022/2023 | 2021/2022 | 2020/2021 | 2019/2020 |
|-----------------------------------|--------------------|------------------|----------------|-----------------|-----------------|-----------------|----------------|
| | Unrestricted Funds | Restricted Funds | Total Funds | | | | |
| Receipts | | | | | | | |
| Donations | 2,718 | 0 | 2,718 | 1,295 | 4,150 | 2,025 | 4,318 |
| Grants | 26,000 | 60,317 | 86,317 | 35,000 | 136,087 | 106,193 | 49,630 |
| Room hire | 61,649 | 0 | 61,649 | 61,101 | 41,307 | 17,139 | 78,484 |
| Fundraising | 69,180 | 0 | 69,180 | 61,709 | 29,747 | 1,888 | 34,781 |
| Business rates refund | 0 | 0 | 0 | 65 | 0 | 1,715 | 0 |
| Interest earned | 98 | 0 | 98 | 0 | 68 | 0 | 0 |
| Total Receipts | 159,645 | 60,317 | 219,962 | 159,170 | 211,359 | 128,960 | 167,213 |
| Payments | | | | | | | |
| Fundraising direct costs | 49,834 | 0 | 49,834 | 35,243 | 22,286 | 1,706 | 23,534 |
| Venue promotion | 1,148 | 0 | 1,148 | 1,195 | 2,420 | 11,276 | 1,915 |
| Wages and salaries | 71,141 | 0 | 71,141 | 65,824 | 55,852 | 52,599 | 58,180 |
| Training | 88 | 0 | 88 | 42 | 579 | 390 | 22 |
| Repairs and maintenance | 9,305 | 15,907 | 25,212 | 5,916 | 13,860 | 11,880 | 11,506 |
| Cleaning | 2,898 | 0 | 2,898 | 5,845 | 2,044 | 2,647 | 2,555 |
| Property taxes | 1,137 | 0 | 1,137 | 310 | 383 | 0 | 101 |
| Utilities | 21,219 | 0 | 21,219 | 10,905 | 5,396 | 7,162 | 13,218 |
| Computer consumables | 1,905 | 0 | 1,905 | 1,269 | 927 | 504 | 1,425 |
| Office administration | 0 | 0 | 0 | 0 | 253 | 345 | 154 |
| Telephone | 480 | 0 | 480 | 416 | 454 | 469 | 587 |
| Print, post and stationery | 605 | 0 | 605 | 746 | 980 | 258 | 711 |
| Insurance | 5,099 | 0 | 5,099 | 4,348 | 9,234 | 0 | 5,541 |
| Professional services | 2,304 | 0 | 2,304 | 1,795 | 1,133 | 3,077 | 1,556 |
| Travel | 0 | 0 | 0 | 4 | 54 | 0 | 141 |
| Bank charges | 689 | 0 | 689 | 598 | 262 | 140 | 23 |
| Compliance | 419 | 0 | 419 | 215 | 215 | 255 | 35 |
| Sundry | 0 | 0 | 0 | 451 | 0 | 0 | 0 |
| Sub-total | 168,271 | 15,907 | 184,178 | 135,122 | 116,332 | 92,708 | 121,204 |
| Asset/investment purchases | | | | | | | |
| Laptop | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Building alterations | 12,450 | 0 | 12,450 | 77,075 | 90,697 | 2,580 | 2,412 |
| Equipment | 2,330 | 0 | 2,330 | 6,352 | 363 | 2,521 | 0 |
| Sub-total | 14,780 | 0 | 14,780 | 83,427 | 91,060 | 5,101 | 2,412 |
| Total Payments | 183,051 | 15,907 | 198,958 | 218,549 | 207,392 | 97,809 | 123,616 |
| Net of receipts/(payments) | £23,406 | £44,410 | £21,004 | £-59,379 | £3,967 | £31,151 | £43,597 |
| Transfers between funds | £8,582 | £-8,582 | 0 | 0 | 0 | 0 | 0 |
| Cash funds last year end | £18,601 | £33,000 | £51,601 | £110,980 | £107,013 | £75,862 | £32,265 |
| Cash funds this year end | £3,777 | £68,828 | £72,605 | £51,601 | £110,980 | £107,013 | £75,862 |



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
01/04/2023

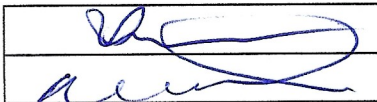

To

Period end date
31/03/2024

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 £ |
|---|---|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Donations | 2,718 | - | - | 2,718 | 1,295 |
| Grants | 26,000 | 60,317 | - | 86,317 | 35,000 |
| Room hire | 61,649 | - | - | 61,649 | 61,101 |
| Fundraising | 69,180 | - | - | 69,180 | 61,709 |
| Interest earned | 98 | - | - | 98 | 65 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 159,645 | 60,317 | - | 219,962 | 159,170 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 159,645 | 60,317 | - | 219,962 | 159,170 |
| A3 Payments | | | | | |
| Fundraising direct costs | 49,834 | - | - | 49,834 | 35,243 |
| Venue promotion | 1,148 | - | - | 1,148 | 1,195 |
| Wages & salaries | 71,141 | - | - | 71,141 | 65,824 |
| Training | 88 | - | - | 88 | 42 |
| Repairs & maintenance | 9,305 | 15,907 | - | 25,212 | 5,916 |
| Cleaning | 2,898 | - | - | 2,898 | 5,845 |
| Property taxes | 1,137 | - | - | 1,137 | 310 |
| Utilities | 21,219 | - | - | 21,219 | 10,905 |
| Computer consumables | 1,905 | - | - | 1,905 | 1,269 |
| Office administration | - | - | - | - | - |
| Telephone | 480 | - | - | 480 | 416 |
| Print, Post & stationery | 605 | - | - | 605 | 746 |
| Insurance | 5,099 | - | - | 5,099 | 4,348 |
| Professional services | 2,304 | - | - | 2,304 | 1,795 |
| Travel | - | - | - | - | 4 |
| Bank charges | 689 | - | - | 689 | 598 |
| Compliance | 419 | - | - | 419 | 215 |
| Sundry | - | - | - | - | 451 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | 168,271 | 15,907 | - | 184,178 | 135,122 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| Equipment | 2,330 | - | - | 2,330 | 6,352 |
| Building alterations | 12,450 | - | - | 12,450 | 77,075 |
| Sub total | 14,780 | - | - | 14,780 | 83,427 |
| Total payments | 183,051 | 15,907 | - | 198,958 | 218,549 |
| Net of receipts/(payments) | - 23,406 | 44,410 | - | 21,004 | - 59,379 |
| A5 Transfers between funds | 8,582 | - 8,582 | - | - | - |
| A6 Cash funds last year end | 18,601 | 33,000 | - | 51,601 | 110,980 |
| Cash funds this year end | 3,777 | 68,828 | - | 72,605 | 51,601 |

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 | 3,079 | 68,828 | - |
| | Cash | 698 | - | - |
| | | - | - | - |
| | Total cash funds | 3,777 | 68,828 | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |
| B2 Other monetary assets | debtors | 1,034 | - | - |
| | | | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| B3 Investment assets | | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B4 Assets retained for the charity's own use | | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | Office Equipment | Unrestricted | 8,967 | 3,608 |
| | P&M/c & Equipment | Unrestricted | 4,157 | 2,363 |
| | Building Alterations | Restricted | 184,273 | 178,067 |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B5 Liabilities | | Fund to which liability relates | Amount due (optional) | When due (optional) |
| | creditors | unrestricted | 10,013 | within 12 months |
| | wages & paye | unrestricted | 529 | within 12 months |
| | prepaid income | unrestricted | 5,068 | within 12 months |
| | | | - | - |
| Signed by one or two trustees on behalf of all the trustees | | Signature | Print Name | Date of approval |
| | |  | ALEXANDER GRAY | 23/1/2025 |
| | |  | M. A. Wilson | 23/1/25 |



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 2024

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 31/03/2024.

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: 25/06/2024

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.