

# THE CIVIC

## **Holmfirth Civic Hall Community Trust (HCHCT) Report to Charity Commission for the financial year 2024/25**

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 – local resident with experience in compliance, governance and oversight
- James Hilton-Jones – local resident, chartered certified accountant and managing partner in a local firm of accountants.
- Stephen Ransby – nominated parish council trustee, local resident with experience in town planning and conservation.
- Kathy Westgate – 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.

# 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 embedded knowledge and skills with no movement of Trustees, having recruited a number in the previous financial year. Having recruited a specialist architectural firm, the Trust has collaborated with Holme Valley Parish Council (HVPC) to initiate and implement 10-year management and maintenance plan, informed by the previously mentioned condition report. will also support us with longer term developments across the building. Looking to the future, the Trust has continued to work with the architects and HVPC to begin developing a long-term vision and strategy for the building.

The Trust has continued to review and improve its policies and procedures, with a key priority being to stay up to date with new government led policies, such as Martyn's Law, which will impact The Civic over the next couple of years.

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.

The Trust has worked closely with HVPC and the management team to address these financial challenges, initiating research into future use of The Civic and opportunities to increase income. The Trust remains committed to overcoming these challenges by focusing on the long-term financial viability of The Civic, while ensuring it will be fit for purpose for the future.

We have welcomed 72 different groups (59 in 2023/24) and estimate over 34,200 people (35,352 in 2023/24) have attended events and activities in The Civic during this period, in addition The Trust has run 14 of its own fundraising events (16 in 2023/24).

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

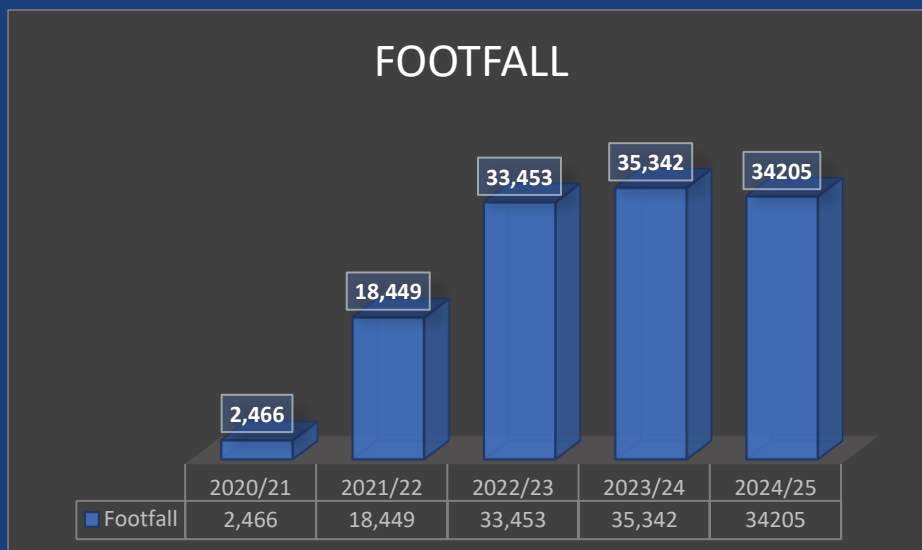
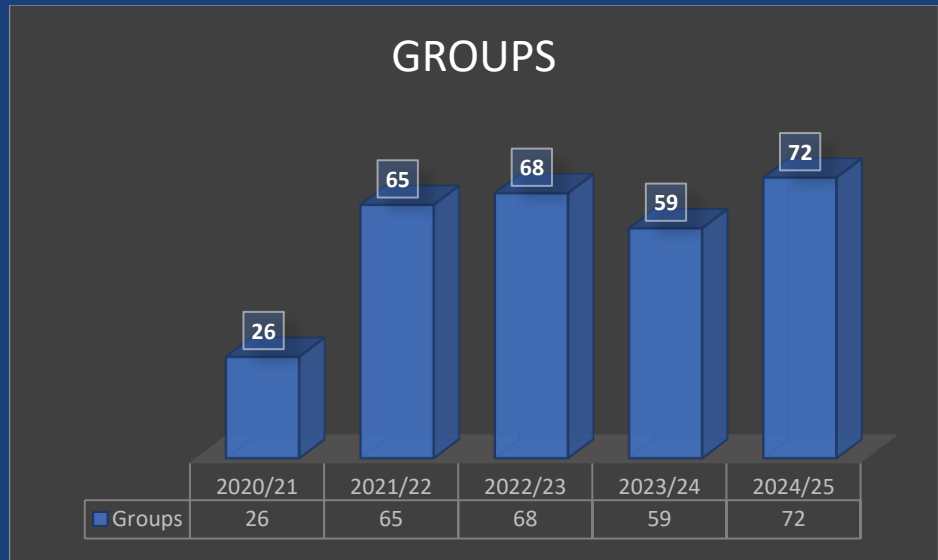
The Civic has always been used as a polling station for local elections and for other public consultation events. The Civic has been the home of Holmfirth ArtWeek for over 30 years and is given over to a group of volunteers for the running of one of the country's largest Art Festivals to raise monies 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 2026**

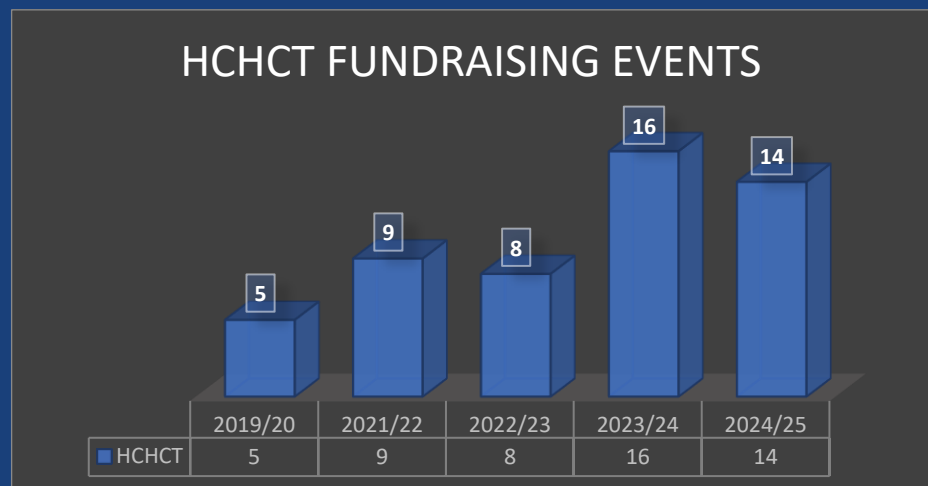
## Key Performance Indicators

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 stabilising now.

The Trust runs fundraising events each year to support the ongoing running costs of the building, seeing increases in the early years, before an obvious fall, 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	2024/2025			2023/2024	2022/2023	2021/2022	2020/2021
	Unrestricted Funds	Restricted Funds	Total Funds				
<b>Receipts</b>							
Donations	2,575	0	2,575	2,718	1,295	4,150	2,025
Grants	1,500	90,998	92,498	86,317	35,000	136,087	106,193
Room hire	65,970	0	65,970	61,649	61,101	41,307	17,139
Fundraising	60,103	0	60,103	69,180	61,709	29,747	1,888
Business rates refund	0	0	676	0	65	0	1,715
Interest earned	676	0	0	98	0	68	0
<b>Total Receipts</b>	<b>130,824</b>	<b>90,998</b>	<b>221,822</b>	<b>219,962</b>	<b>159,170</b>	<b>211,359</b>	<b>128,960</b>
<b>Payments</b>							
Fundraising direct costs	45,011	0	45,011	49,834	35,243	22,286	1,706
Venue promotion	1,173	0	1,173	1,148	1,195	2,420	11,276
Wages and salaries	58,576	0	58,576	71,141	65,824	55,852	52,599
Training	10	0	10	88	42	579	390
Repairs and maintenance	8,771	78,421	87,192	25,212	5,916	13,860	11,880
Cleaning	2,843	0	2,843	2,898	5,845	2,044	2,647
Property taxes	1,235	0	1,235	1,137	310	383	0
Utilities	14,997	0	14,997	21,219	10,905	5,396	7,162
Computer consumables	1,801	0	1,801	1,905	1,269	927	504
Office administration	0	0	0	0	0	253	345
Telephone	621	0	621	480	416	454	469
Print, post and stationery	582	0	582	605	746	980	258
Insurance	1,416	0	1,416	5,099	4,348	9,234	0
Professional services	1,105	0	1,105	2,304	1,795	1,133	3,077
Travel	14	0	14	0	4	54	0
Bank charges	672	0	672	689	598	262	140
Compliance	1,786	0	1,786	419	215	215	255
Sundry	0	0	0	0	451	0	0
<b>Sub-total</b>	<b>140,613</b>	<b>78,421</b>	<b>219,034</b>	<b>184,178</b>	<b>135,122</b>	<b>116,332</b>	<b>92,708</b>
<b>Asset/investment purchases</b>							
Laptop	0	0	0	0	0	0	0
Building alterations	0	0	0	12,450	77,075	90,697	2,580
Equipment	0	0	0	2,330	6,352	363	2,521
<b>Sub-total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,780</b>	<b>83,427</b>	<b>91,060</b>	<b>5,101</b>
<b>Total Payments</b>	<b>140,613</b>	<b>78,421</b>	<b>219,034</b>	<b>198,958</b>	<b>218,549</b>	<b>207,392</b>	<b>97,809</b>
<b>Net of receipts/(payments)</b>	<b>£-9,789</b>	<b>£12,577</b>	<b>£2,788</b>	<b>£21,004</b>	<b>£-59,379</b>	<b>£3,967</b>	<b>£31,151</b>
<b>Transfers between funds</b>	<b>£6,012</b>	<b>£-6,012</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Cash funds last year end</b>	<b>£3,777</b>	<b>£68,828</b>	<b>£72,605</b>	<b>£51,601</b>	<b>£110,980</b>	<b>£107,013</b>	<b>£75,862</b>
<b>Cash funds this year end</b>	<b>£0</b>	<b>£75,393</b>	<b>£75,393</b>	<b>£72,605</b>	<b>£51,601</b>	<b>£110,980</b>	<b>£107,013</b>





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  
01/04/2024

To

Period end date  
31/03/2025

### 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	2,575	-	-	2,575	2,718
Grants	1,500	90,998	-	92,498	86,317
Room hire	65,970	-	-	65,970	61,649
Fundraising	60,103	-	-	60,103	69,180
Interest earned	676	-	-	676	98
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>130,824</b>	<b>90,998</b>	<b>-</b>	<b>221,822</b>	<b>219,962</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>130,824</b>	<b>90,998</b>	<b>-</b>	<b>221,822</b>	<b>219,962</b>
<b>A3 Payments</b>					
Fundraising direct costs	45,011	-	-	45,011	49,834
Venue promotion	1,173	-	-	1,173	1,148
Wages & salaries	58,576	-	-	58,576	71,141
Training	10	-	-	10	88
Repairs & maintenance	8,771	78,421	-	87,192	25,212
Cleaning	2,843	-	-	2,843	2,898
Property taxes	1,235	-	-	1,235	1,137
Utilities	14,997	-	-	14,997	21,219
Computer consumables	1,801	-	-	1,801	1,905
Office administration	-	-	-	-	-
Telephone	621	-	-	621	480
Print, Post & stationery	582	-	-	582	605
Insurance	1,416	-	-	1,416	5,099
Professional services	1,105	-	-	1,105	2,304
Travel	14	-	-	14	-
Bank charges	672	-	-	672	689
Compliance	1,786	-	-	1,786	419
Sundry	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>140,613</b>	<b>78,421</b>	<b>-</b>	<b>219,034</b>	<b>184,178</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
Equipment	-	-	-	-	2,330
Building alterations	-	-	-	-	12,450
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,780</b>
<b>Total payments</b>	<b>140,613</b>	<b>78,421</b>	<b>-</b>	<b>219,034</b>	<b>198,958</b>
<b>Net of receipts/(payments)</b>	<b>- 9,789</b>	<b>12,577</b>	<b>-</b>	<b>2,788</b>	<b>21,004</b>
<b>A5 Transfers between funds</b>	<b>6,012</b>	<b>- 6,012</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>3,777</b>	<b>68,828</b>	<b>-</b>	<b>72,605</b>	<b>51,601</b>
<b>Cash funds this year end</b>	<b>-</b>	<b>75,393</b>	<b>-</b>	<b>75,393</b>	<b>72,605</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	-	75,023	-
	Cash	-	370	-
		-	-	-
	<b>Total cash funds</b>	-	75,393	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	debtors	1,867	-	-
			-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>				
<b>B4 Assets retained for the charity's own use</b>				
<b>B5 Liabilities</b>				

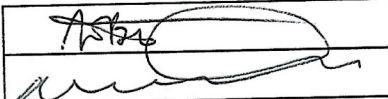
  

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Office Equipment	Unrestricted	8,967	1,825
P&M/c & Equipment	Unrestricted	4,157	2,051
Building Alterations	Restricted	184,273	174,380
		-	-
		-	-
		-	-
		-	-
		-	-

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
creditors	unrestricted	10,744	within 12 months
wages & paye	unrestricted	366	within 12 months
prepaid income	unrestricted	4,966	within 12 months
		-	-

Signature	Print Name	Date of approval
	ALEXANDER BRAY	15.01.26
	M. A. WILSON	15.01.26

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





**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 2025

**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 31/03/2025.

**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:** 10/06/2025

**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.**