

Trustees' Annual Report for the period from 1 January 2021 to 31 Dec 2021

Section A Reference and Administration Details

Charity name HORSFORTH SHED Registered charity number 1184672

Charity's principal address: c/o St James Church Woodside, Low Lane,
Horsforth,
Leeds
LS18 5QW

Names of the charity trustees who manage the charity:

Jonathan Cain (Chair)

Graeme Collins

Peter Gillions

Joe Minton

Chris Baker (Treasurer) (appointed April 2021)

Sophie Baker (resigned January 2021)

John Gannon (resigned July 2021)

Independent Examiner: L Groenewald FCA, 24 Regent Terrace, Leeds, LS6 1NP

Name of senior staff members:

Peter Gillions Project Leader (volunteer)

Richard Hamlin Shed Manager

Section B Structure, governance and management

Type of governing document Constitution

How the charity is constituted Charitable Incorporated Organisation

Trustee selection methods Appointed by agreement of Trustees

The Origins of the Charity

St James Parish Church in Woodside, Horsforth owns a large hall built in 1955 to be used by Scout and Guide groups. By 2011, after years of dwindling attendance the building was in disrepair and no longer in use by these organisations. In the Spring 2019 St James Parochial Church Council (P.C.C.) took the decision to repurpose the redundant hall to serve the needs of the local area as a community workshop. To facilitate the renovation, equipping and operation of the workshop an independent Charitable Incorporated Organisation (CIO) was established entitled the 'Horsforth Shed' ("the charity"). The St James P.C.C. fully endorsed this new opportunity to serve the local community and in 2019 agreed to an initial five-year License to Occupy with the charity, to be renewed by mutual consent.

Trustee Matters

The charity was registered as a CIO on 30 July 2019.

The charity trustees undertake to make available to each new charity trustee, on or before their first appointment copies of or access to:

- (a) The current version of the constitution.
- (b) The CIO's latest Trustees' Annual Report and statement of accounts.
- (c) The Charity Commission's guidance of the role of the trustee.
- (d) The trustee declaration of being a 'fit and proper' person document.

The charity is aware of the guidance on diversity and inclusion and is actively seeking to expand the board of trustees.

Organisational Structure

The management of the charity is by the board of trustees. The renovation, refurbishment and operation of the Horsforth Shed is delegated to the volunteers under the leadership of Peter Gillions. The Horsforth Shed is a member of the U.K. Men's Shed Association.

A part time (2 days per week) Shed Manager was appointed in November 2021 with specific responsibilities to manage the delivery of services to the local community.

Context of the Charity's Work

The charity enjoys the continued goodwill, free use of premises and support of St James Church Woodside. Both Horsforth Town and Leeds City councils have endorsed and financially supported the project and grants have been achieved from a variety of sources.

Impact of Covid

The principle impact of Covid restrictions has been to delay completion of the remedial and renovation work. Subsequently we had to postpone our opening date until November 2021.

Management of Major Risks

The major risk to the charity is the failure to obtain the necessary funding to support the work. This has been managed by actively seeking grants and never committing to any expenditure unless adequate funding is already in place.

In April 2021 a trustee was appointed to act as treasurer to give oversight of finances. In the future we may seek to employ a part-time fundraiser (see Section E).

The trustees are satisfied that the charity is a going concern.

Section C Objectives and Activities

The Charitable Objects of Horsforth Shed are "To promote social inclusion for the public benefit by preventing people (particularly, but not exclusively, older men), within Horsforth and the surrounding area, from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society through the provision of facilities in which they can meet jointly or individually to undertake creative, physical or recreational activities; learn or pass on skills and knowledge; and support each other socially.

For the purpose of this clause 'socially excluded' means being excluded from society, or parts of society, as a result of one or more of the following factors: unemployment; financial hardship; youth or old age; ill health (physical or mental)."

To achieve these objectives we first needed to fully prepare the building to be used as a Community Workshop and then secondly ensure safe delivery of services.

Preparing the building for use as a Community Workshop.

We are delighted to report the work of renovation and equipping was completed by November 2021 enabling us to begin work to support our local community. A more detailed report on this is found below which includes reference to the people who we have been able to support whilst undertaking this work.

Safe delivery of services

To oversee the management and operation of the community workshop we have appointed a part-time Shed Manager who began employment in November 2021. We have a number of experienced volunteer Session Supervisors whose role is to oversee all workshop activities and ensure safe working practice. For each session there will be two supervisors present. All Session Supervisors are required to complete a satisfactory Disclosure and Barring Service check and we subscribe to

Thirtyone:Eight for professional support with this. Those approved as Session Supervisors will be given certified training in the use of equipment.

Our highest priority is to prevent any injury or harm and has regard to the potential vulnerability of the people we are working with. We desire to provide a safe and supportive environment and have policies and procedures in place to mitigate risk. The workshop space is well lit and uncluttered, with dust extraction directly fitted to equipment together with a wall mounted fine particle extraction unit. All tools and equipment are regularly maintained with electrical appliances PAT tested where appropriate. Use of tools and machinery is strictly controlled and overseen by experienced Session Supervisors. We have a simple induction process for those attending the workshop for the first time. Risk Assessments undertaken before any activities and we aim to have a supervisor to client ratio of no more than 1:5. We have a First Aid cabinet and keep a record of any injuries in Accident Book. We were able to begin delivering service to the local community in November 2021

Section D Achievements and performance

After planning permission was granted in July 2019 there were three stages in preparing the building for use as a community workshop.

- Initially to complete all remedial work, including replacing roof, treating damp and woodworm, insulating and cladding the building, removing all electrical cables, gas heaters plumbing and sanitary ware. This majority of this work was completed in 2020.
- Secondly, renovation. This included laying a new floor, re-plastering, electrical heaters, sockets, and low energy lighting, creating a social area and kitchen, replacing all doors and some windows, making level access and creating an accessible toilet. This was completed by October 2021.
- Thirdly, equipping the space with woodwork machinery, benches and tools. Sufficient of this was achieved by November 2021 to enable the Shed to operate although some tools and equipment were still outstanding. For Health and Safety reasons there is ducted dust extraction to all main equipment with an independent fine dust filter in the workshop. To increase security the building has been fitted with an intruder alarm which gives alerts on phones.
- Since the project started the total project income and expenditure until the start of 2022 was Income £84,000, Expenditure £66,000, Balance remaining £18,000. The majority of the remaining balance is restricted to cover staffing costs.

A small but committed team of volunteers have undertaken much of the practical work and saved considerable labour costs, see below. However, any work beyond their scope, such as replacing the roof and rewiring the building, was contracted out to qualified professionals.

The trustees have had regard to the guidance issued by the Charity Commission on public benefit. During the renovation stage we have purposely drawn alongside us students who were not in employment or training, the unemployed, people with a crisis in mental health or issues of addiction or older socially isolated individuals. These are very people that we see the Community Workshop serving. The experience of one of our former volunteers shows that the Shed is already giving positive support to individuals as we work together:

"After graduating from University I was seeking employment in a difficult job market due to the corona virus outbreak. It was demoralising as I had many job applications rejected. I found working at the Shed both purposeful and enjoyable and learnt some new skills. It was good to work alongside others. I was very pleased to finally secure employment but I look back on my time there very positively..." (so much so that this individual raised £320 for the Shed entirely off his own bat)

Environmental concerns have informed our decision making throughout. For example we have insulated the building to reduce heat loss, installed low-energy lighting and replaced the gas fired heating with electrical heaters.

Contributions made by volunteers

Much expense has been saved by the use of volunteer's labour. The only paid work was to replace the roof, plastering and tarmacking. All joinery, plumbing and electrical installation has been done by skilled individuals giving their services for free. Even the woodworm treatment was completed by a local company for no charge, saving us at least £1,000. A modest estimation of savings achieved by voluntary labour is £60,000 with a further £4,000+ saved by donation of equipment and materials.

Support from local companies and grants

We have been delighted to secure financial support from a variety of organisations (including Leeds City Council, Horsforth Town Council), practical and financial support from construction companies, grants from a diverse range of places and donations from individuals. A full list is available on the website.

Safe delivery of services

In common with many of the community workshops in the UK Men's Shed Association our initial model for service delivery was through the services of volunteers. We are fortunate to have a number of former Design and Technology teachers who have the skills required to begin service delivery. However a generous donation has meant that we were able to employ a well-qualified Shed Manager for two days per week, to get the ball rolling. As mentioned above we have ensured all safeguarding and health and safety matters are fully covered. We have also ensured that the required policies are in place.

We have just begun delivering services and are learning to walk before trying to run. On Friday afternoon a small group from the Lighthouse (West Yorkshire) now share lunch in our social area and then spend the afternoon engaged in workshop activities. It has been great to partner with the Lighthouse charity who reach out to the most broken and vulnerable people in Leeds and have established a 'hope filled, therapeutic community'. The intention of Lighthouse is to offer holistic support and to share the radical love of Jesus with those who may struggle with issues of mental health, addiction, relationship breakdown, bereavement or criminality.

We also have started sessions to support vulnerable young people.

Grant making and Investments

Horsforth Shed is not a grant making charity nor does it have any investments.

Section E Financial review

We have a reserves policy of six months' operating costs currently estimated at £10,600, with a minimum reserve threshold of £6,000. If we drop below the reserve threshold then the trustees must urgently consider whether action is necessary to mitigate the situation. This was unanimously agreed by the Trustees in January 2021. We have no funds materially in deficit.

We use the Cooperative Bank for our account as it is the only UK high street bank that's guided by a customer-led Ethical Policy. We do not have any investments.

We operate our finances within a Financial Controls Policy overseen by a treasurer. For example transactions require a second approval and an update on the accounts is given at each trustee meeting. We never undertake any purchases or commission any work unless funding is already in place. To strengthen our financial position the trustees are considering creating a part time role for a fundraiser.

During 2021 the following funding was received:

Lottery Community Fund	£2,470
Allchurches Trust	£3,125
Anonymous donation	£18,000

Total Restricted Grants and Donations **£23,595**

Bupa	£1,000
Donations	£3,722
<i>Total Unrestricted Donations</i>	<i>£4,722</i>
Total Income	£28,317
Total Expenditure	(£18,237)

Monies carried forward from 2020 was £8,261. Remaining in the bank account at the end of 2021 was £18,341.

Section F Other optional information

The intention was to complete enough of the renovation to start equipping and operating the workshop by 2020 staffed by suitably qualified volunteers. The corona virus outbreak meant that we had to temporarily suspend work which significantly delayed progress. However as from November 2021 the Horsforth Shed is now operational, see the website for more details,

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signatures	Jonathan Cain	Peter Gillions
Full names	Jonathan Cain	Peter Gillions
	Chair of Trustees	Trustee and Project Leader



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
HORSFORTH SHED

No (if any)
1184672

Receipts and payments accounts

CC16a

For the period
from

Period start date
01-Jan-21

To

Period end date
31-Dec-21

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 period to the nearest £
A1 Receipts					
Lottery Community Fund	-	2,470	-	2,470	-
Allchurches Trust	-	3,125	-	3,125	-
Donations	3,722	18,000	-	21,722	300
Bupa	1,000	-	-	1,000	-
Transfer from St James	-	-	-	-	5,000
Grants	-	-	-	-	24,800
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	4,722	23,595	-	28,317	30,100
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	4,722	23,595	-	28,317	30,100
A3 Payments					
Lottery Community Fund (Tools)	-	2,470	-	2,470	-
Allchurches Trust (Tools)	-	3,125	-	3,125	-
Donation (Employment Costs)	-	1,632	-	1,632	-
Bramall (Level access)	-	664	-	664	3,336
Leeds N. W. (Refurbishment)	-	1,347	-	1,347	-
G.M.T. (Tools)	-	3,000	-	3,000	-
Expenses	5,999	-	-	5,999	-
Refurbishment Expenses	-	-	-	-	18,503
	-	-	-	-	-
Sub total	5,999	12,238	-	18,237	21,839
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	5,999	12,238	-	18,237	21,839
Net of receipts/(payments)	- 1,277	11,357	-	10,080	8,261
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	3,250	5,011	-	8,261	-
Cash funds this year end	1,973	16,368	-	18,341	8,261

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	BANK ACCOUNT	1,973	16,368	-
		-	-	-
		-	-	-
	Total cash funds	1,973	16,368	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	to nearest £	to nearest £	to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	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)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		Peter Gillions	PETER GILLIONS	01/08/2022
		Chris Baker	CHRIS BAKER	23/04/2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Independent Examiner's Report

Report to the trustees
of

Horsforth Shed

On accounts for the
period ended

31 December 2021

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Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charitable incorporated organisation ("the charity") for the period ended 31 December 2021.

As the charity's trustees, 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 charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all 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 giving me cause to believe that in any material respect:

- the accounting records in respect of the charity were not kept as required by section 130 of the Act; or
- the accounts do not accord with those records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Lydia Groenewald

D 22 July 2022

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Name:

Lydia Groenewald (FCA ICAEW)

Address:

All Hallows Vicarage, 24 Regent Terrace, Leeds, LS6 1NP