



The Horsforth Shed Trustees' Annual Report 2024

Registered Charity 1184672



See also our website at www.horsforthshed.co.uk

"The Horsforth Shed is a perfect setting for our students to (re-)learn that they are valued and worthy of trust and that they can do good things and produce work that they are proud of."

Carl Millar Principal of Southway School, an Extended Education Provider

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Objectives

The intention of the Horsforth Shed is to help build supportive relationships through the medium of woodwork and other craft activities. More broadly, the charitable aim of the Shed is to promote social inclusion in Horsforth and the surrounding area by assisting individuals to integrate into society. This means learning together in a workshop environment and creating an atmosphere of mutual support. The services of the Shed are directed towards helping any individual who is, or is at risk of becoming, socially excluded.

Our History

The Horsforth Shed began in 2019 with the refurbishment and equipping of a former Scout Hut owned by Woodside St James' Parish Church which lay unused and had fallen into disrepair. The renovation work took place through the coronavirus pandemic and over £68,000 was raised to cover the cost of renovation and equipment. The majority of this renovation work was undertaken by volunteers, whose donated time amounted to approximately £70,000 worth of labour. The Shed began became a Charitable Incorporated Organisation in October 2019 and began delivering services to the local community in November 2021. Since then it has steadily increased its levels of engagement year by year.

Our Staffing Model

The key to our effective operation is our hybrid model of delivery involving both paid staff and volunteers. We appointed our first paid member of staff November 2021 and supplemented this with a second paid workshop tutor in September 2024. Our workshop tutors provide services for two and a half days per week managing the delivery of services to the local community. In addition, those wishing to volunteer to deliver services are given certified training to enable them to become Session Supervisors. In 2024 our volunteer a team of eight Session Supervisors offered over 650 hours of support.

Achievements

The trustees have had regard to the guidance issued by the Charity Commission on public benefit. Therefore the aspirations agreed by the trustees for 2024 were to:

- diversify the range of activities available as part of Shed sessions. One particular focus is to support the goal of Horsforth Town Council as it seeks to become a Town of Sanctuary. We wish to explore what support the Shed may be able to make in welcoming asylum seekers in this area.
- increase the number of sessions running on a weekly basis. At present some sessions are entirely volunteer led and the intention is to increase the number of sessions by appointing a paid employee for a further day per week.
- devise a strategy for fundraising to ensure the financial viability of increased utilisation of the Shed.

It is pleasing to report that all of these have been progressed.

We **diversified the range of activities** available as part of Shed sessions. We have seen particular growth in the number of people living with dementia who have been referred to us. This has required us to adapt our service provision to meet their specific needs, in particular by working alongside the support staff who accompany them. With regard to our intention to **support the goal of Horsforth Town Council as it seeks to become a Town of Sanctuary** we engaged with Iranian asylum seeker who was an experienced woodworker. He said *“When I had completely lost my confidence and felt invisible in the world, Horsforth Shed was there to remind me I wasn’t alone. The supportive mentors listened with patience and gave me the freedom to express myself through woodworking. That experience helped me feel alive again, it laid the foundation for the work I do today and reminded me how much I can still offer.”*

In 2024 we **increased the number of sessions running on a weekly basis** by adding an additional afternoon drop-in session. One afternoon session had reached capacity so another was introduced later in the afternoon to ensure we could meet demand. We also **succeeded in appointing another paid Workshop Instructor for a further day per week**. This second member of staff helps ensure greater resilience in case of staff illness.

We further **developed strategy for fundraising to ensure the financial viability of increased utilisation of the Shed**. For those who attend our drop-in sessions we more prominently advertised that donations could be made by cash, card or by direct debit. We also increased our revenue stream by providing a short course to another school and through grants. During the renovation of the Shed our aim was to provide an uplifting environment. One specific concern has been the old fire door that was water damaged and could be difficult to open. We were delighted to receive a grant from our Leeds City Councillors to replace with a composite door. This not only gives easier access for wheelchair user but is also more secure.

Our Activities

Horsforth Shed aims combat social isolation. It is a place for people to connect, converse and create, providing practical education and recreational activities for a wide range of people from the Horsforth area and beyond. Broadly these fall into three categories

- Young people either in alternative educational provision or attending specialist provision for students with autism spectrum disorder. In each session, participants use the equipment and resources provided by the Shed to make a variety of outcomes. There is a structured programme in place to develop some of the skills outlined in the Design and Technology Programme of Study for Key Stage 3. This involves a variety of guided tasks involving various projects.

- Drop in sessions that are open to the public. Those who attend may be simply wishing to learn new skills, others may be suffering from loneliness, depression or living with dementia. Whilst a range of projects are offered, the majority of tasks undertaken are by individuals choice.
- Specialist provision to meet particular needs. We have a long standing relationship with Lighthouse West Yorkshire, a charity that supports vulnerable adults, those ‘battered and bruised by the storms of life.’ We work together with their staff to provide a supportive environment where they learn new skills. Again whilst a range of projects are offered, the majority of tasks undertaken are by individuals choice.

All sessions are led by suitably qualified Workshop Instructors or Shed Supervisors. Participants thereby learn new skills and complete projects whilst engaging with others The Shed has a dedicated social space and kitchen, allowing for quality social engagement alongside the main workshop activities and is utilised by all these groups. The positive impact of the Horsforth Shed on users has been evident in the feedback received. Although users praise the quality of the facilities and the opportunity to learn new skills, the mental health and social benefits of using the Shed are what shine through in testimonials. Here are a few of them:

Testimonials

“Horsforth Shed to me is a refuge from the outside world; a safe place to be accepted as myself, as I am; it’s the one place I love to be when the rest of the world is too difficult. And I know it means just as much to everyone who comes here, for their own unique reasons. It’s with immense, heart-felt gratitude that the wonderful team imagined the Shed, brought it to life and run it as wonderfully as they do - and that I’m able to be part of it”

The wife of a gentleman with Alzheimer’s told us that *“His face lights up when he is told that he is going to the Shed. It is his happy place, an important part of his weekly schedule, a couple of hours of shining light that lifts both his mood and demeanour”*.

Finally a comment from a staff member from one of the Schools work with *“The Shed provide is outstanding; the levels of diligence, professionalism, safety, quality and challenge are exceptional. The impact on our students - aged 14-19 - is significant. Week-on-week we see them grow in both practical skills and confidence. The Shed team patiently, gently and kindly build rapport and trust with each student at an individual pace and the students in turn develop in self-esteem and become increasingly empowered and motivated.”*

Community Outreach

Within 2024, the volunteers from Horsforth Shed gave freely of their labour to construct a nine metre by three metre single story building to provide a foodbank for the local community. The work was commissioned by Woodside St James Church who own the land to provide permanent accommodation for Horsforth Community Pantry. Final building work is anticipated to complete in 2025. The day to day operation of the pantry is under the auspices of Woodside St James Church (Charity number 1206564)

Looking Forward

Building on the successful operation of the Shed in 2025, our aspirations for the coming year are to:

- Expand the utilisation of the Shed by offering additional activities
- Increase our operational capacity by employing a part time administrative assistant
- Ensure future sustainability by increasing either our grant applications or income from service users or other sources

Health & Safety, Safeguarding, and Risk Management

The Project Leader is responsible for overseeing the management and operation of the community workshop. Our Workshop Manager, Workshop Instructor or our experienced volunteer Session Supervisors oversee all workshop activities and ensure safe working practice, and two supervisors (paid staff or volunteers) are usually present for each session. There are the required policies and procedures in place designed to mitigate risk.

Health and Safety

Overseeing Health and Safety remains the responsibility of the Project Leader. Our Health and Safety Policy details the management and control of risks to prevent accidents and ill health resulting from activity in the Shed. All new attendees at the Shed complete a short induction process when attending the workshop for the first time.

The workshop space is well lit and uncluttered, with a new more powerful dust extraction unit directly fitted to equipment, and a wall mounted fine particle extraction unit. We also reduce the risk of fine dust by minimising the use of sanding equipment. All tools and equipment are regularly maintained, and electrical appliances are PAT tested as appropriate. The use of tools and machinery is strictly controlled. Any equipment that could cause significant injury is clearly identified as 'restricted use' and may only be used after specific training has been delivered. Workshop sessions are overseen by experienced Supervisors who promote the use of the Personal Protective Equipment that is provided. We encourage all participants to recognise that health and safety is everyone's responsibility. Concerns may be raised in person or using feedback cards.

Activities are risk assessed to minimise possible incidents that could result in injury or harm. We record all accidents and 'near-misses' and review them. We then respond as appropriate to mitigate future risks. We comply with regulations concerning the Control of Substances Hazardous to Health (COSHH) by providing secure storage in a lockable metal store cupboard.

Safeguarding

As the Board of Trustees we recognise the need to provide a safe and caring environment for children, young people and adults. The Board of Trustees therefore adopted a Safeguarding Policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding. The policy is based on the ten Safe and Secure safeguarding standards published by Thirtyone:eight agency. It is they who provide professional support and undertake Disclosure and Barring Service checks for our staff and volunteer supervisors. We have a trustee with specific oversight of safeguarding.

Risk Management

We have completed a Risk Register that identifies the principal threats to the operation of the Shed. The potential threats are mitigated by the measures that are set out in a Risk Register, which is reviewed annually by the trustees.

Finances

We are fortunate to have a trustee who is a professionally qualified accountant as our treasurer. We have no funds materially in deficit and the trustees are satisfied that the charity is a going concern. We operate our finances within a Financial Controls Policy overseen by the treasurer and reviewed annually and we have no Related Party Transactions to disclose. To ensure that the charity continues to be financially sustainable we have a reserves policy of five months' operating costs. These are currently estimated at £13,600 with a minimum reserve threshold of £6,000. We never undertake any purchases or commission any work unless funding is already in place. Horsforth Shed is not a grant making charity nor does it have any investments. To strengthen our financial position the trustees are considering creating a part time role for a fundraiser.

As was mentioned under Community Outreach (page 4) in 2024 volunteers from Horsforth Shed gave freely of their labour to construct a building to provide a foodbank for the local community. The work was undertaken on a cost neutral basis, all expenditure incurred on materials to be fully reimbursed. In 2024 year-end Woodside St James Church had reimbursed Horsforth Shed £10K in year and owes Horsforth Shed approximately a further £1.6K for materials with settlement due in 2025.

During 2024 the following funding was received

Restricted funds:

Nil

Total Restricted Grants and Donations	£0
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Unrestricted funds:

Receipts from Services Supplied	£36,935
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Donations	£2,670
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Room Hire	£622
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Total Unrestricted Donations	£40,227
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Total Income	£40,227
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Total Expenditure	£41,446
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Monies carried forward from 2023 was £25,650.

Monies remaining at the end of 2024 was £24,431.

Charity and Trustee Details

Name: HORSFORTH SHED Charity number: 1184672 Date Registered: 30 July 2019.

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

Horsforth Shed is a Charitable Incorporated Organisation with a Constitution as its governing document.

The management of the charity is by the board of trustees listed below

Jonathan Cain (Chair)

Graeme Collins

Peter Gillions (Project Leader)

Joe Minton (Safeguarding)

Chris Baker (Treasurer)

Tracey Greig

Trustees are appointed by agreement of trustees and a minimum of three trustees are needed to be quorate. As the property is owned by St James Woodside Parochial Church Council then the Vicar of St James Woodside is automatically an "ex-officio" trustee. If the post of Vicar is in vacancy then there must be at least one trustee who is a member of the Parochial Church Council. The charity trustees will meet at least quarterly and undertake to make available to each new charity trustee, on or before their first appointment, copies of or access to:

The current version of the constitution.

The CIO's latest Trustees' Annual Report and statement of accounts.

The Charity Commission's guidance on the role of the trustee.

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.

Staff members:

Richard Hamlin Workshop Manager employed two and a half days per week

Nigel Stables Workshop Instructor employed one day per week

Peter Gillions (Project Leader): Volunteer with responsibility for the future development and maintenance of the premises. to oversee a volunteer team of ten Session Supervisors.

Others

The Independent Examiner appointed for 2024 is A.A. Clement M.A., A.C.I.B., F.C.I.E.

Declaration

The trustees declare that they have approved the trustees' report above on the 15 June 2025

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

ICN (if any)
1184672

CC16a

Receipts and payments accounts

For the period from	From what date 01-Jan-24	To	To what date 31-Dec-24
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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					
Horsforth Town Council				-	500
LEEDS CITY COUNCIL				-	491
Receipts from Services Supplied	36,935			36,935	31,282
Donations	2,670			2,670	3,424
Room Hire	622			622	360
Sales of works				-	300
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
Sub total (Gross income for AR)	40,227	-	-	40,227	36,356
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	40,227	-	-	40,227	36,356
A3 Payments					
Admin	408			408	1,520
Staff costs	20,839			20,839	16,752
Direct Project Costs	16,041			16,041	7,872
Workshop running costs	4,158			4,158	4,004
				-	
				-	
				-	
				-	
				-	
				-	
				-	
Sub total	41,446	-	-	41,446	30,148
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	41,446	-	-	41,446	30,148
Net of receipts/(payments)	1,219	-	-	1,219	6,209
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	25,650			25,650	19,442
Cash funds this year end	24,431	-	-	24,431	25,650

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	24,431		
		-	-	-
		-	-	-
	Total cash funds	24,431	-	-

Reconciles with receipts and payments account(s)

OK

OK

OK

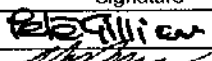
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of the charity

Signature	Print Name	Date of approval
	PETER GILLIONS	10/07/2025
	CHRISTOPHER BAKER	10/07/2025



Section A

Independent Examiner's Report

Report to the trustees/
members of

Horsforth Shed

On accounts for the year
ended

31st. December 2024

Charity no
(if any)

1184672

Set out on pages

One and two.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2024.

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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Alan A Clements

Date:

03/09/2025

Name:

Rev'd. Alan A. Clements

Relevant professional
qualification(s) or body
(if any):

Fellow Association of Charity Independent Charities

Address:

15 Carleton Road,
Great Knowley,

Chorley PR6 8TQ



Section A

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ended

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Alan A Clements

Date:

03/09/2025

Name:

Rev'd. Alan A. Clements

Relevant professional
qualification(s) or body
(if any):

Fellow Association of Charity Independent Charities

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