



Trustees' Annual Report

For the year ended 5 April 2021

Objectives and Activities

Summary of the purposes of the charity as set out in its governing document

'To promote the voluntary sector for the benefit of the public in particular but not exclusively by the provision of accommodation, advice, information and support to voluntary, community and social enterprise organisations principally but not exclusively in the local government areas of Staffordshire and Stoke on Trent and their environs so as to enable them to pursue or contribute to any charitable purpose.'

The Friends are also mindful of their strategic aims (included within the business plan):

- To encourage and attract public engagement
- To increase activity within and around the Guildhall
- To promote community/public agency/commercial use of the building to ensure viability
- To promote the history of the Guildhall

Summary of activities in relation to purpose

Due to Covid 19 the Guildhall has not been open to the public during the past financial year, although the lease-holder, Support Staffordshire, has permitted those VCSE groups renting the offices to operate from the Guildhall in non-lockdown periods. The objectives can only become fully operational when the Friends have the lease (scheduled currently for 2025). The building is scheduled to re-open for the public in September 2021. The reception area, for which the Friends are responsible, is undergoing a refit enabling it to be more available for use by VCSE groups.

Due to Covid 19 it has also not been possible to pursue any of the strategic aims with the exception of producing new promotional material to be made available in line with the re-opening of the building.

Additional information

Organisational structure and trustees

Having held the first official AGM in December 2020 (later than anticipated due to delays in getting the accounts audited) it is intended that the 2021 AGM will be held in October or November, when the current trustees will be reviewed.

Charity name: Friends of the Guildhall, Newcastle under Lyme

Charity no: 1185531

Registered address: The Guildhall, High Street, Newcastle under Lyme, Staffs, ST5 1PW

Independent Examiner's Report to the Trustees' of Friends of The Guildhall Newcastle-Under-Lyme For the year ended 5th April 2021

I report on the accounts of the charity, which are set out on pages 3 to 5

Respective responsibilities of Trustees' and Examiner:

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 2011 (the 2011 act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 43 of the 2011 Act
- Follow the procedures laid down in the general directions given by the Charity Commissioners under section 43(7)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

Basis of Independent Examiner's Report:

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'tru and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requires:
 - To keep accounting records in accordance with section 41 of the 2011 Act; and
 - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

Have not been met; or

2. To which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed Deborah Wellecomme

Date 20th July 2021

Deborah Wellecomme MAAT, ACIE (Affiliate Member)
Support Staffordshire

**Friends of The Guildhall
Profit and Loss Account
For the year ended 5th April 2021**

	Note	2020-2021 £	2019-2020 £
INCOME			
Membership & Donations		557	1,511
Events		0	1,1167
Awards & Sponsorship		2,442	1,290
Hire Income		0	110
BID Contribution to Repairs		0	217
Reimbursement from Terracycle		154	0
Interest		0	11
Total Income		3,153	4,306
Expenditure			
Events		0	1,455
Advertising		960	60
Insurance		305	249
Postage		133	35
Printing & Stationery		183	424
Banners		162	0
Telephone		168	214
Hire Costs		0	155
Display		0	297
Travel		0	35
Professional Fees		200	325
Sundries		0	192
Training		330	0
Accountancy		0	264
Repairs & Renewals		0	166
Total Payments		2,441	3,871
Net receipts/(payments)		712	435
Depreciation	1	160	160
Net Surplus for the Year		552	275

**Friends of The Guildhall
Balance Sheet
For the year ended 5th April 2021**

Fixed Assets	Note	£	£
Tangible assets			159
Current Assets			
Bank Account		6,137	
Cash in Hand		<u>54</u>	
		6,191	
Creditors			
Amounts falling due within one year	2	1,336	
Net Current Assets			4,855
Total Assets			<u>5,014</u>
Financed By			
Opening Fund Balance			4,463
Movement in Funds			551
Closing Fund Balance			<u>5,014</u>

These financial statements are accepted on behalf of the charity on _____ by:

Signed: _____

Mrs Hilary A Jones
Chairman

Signed _____

Mr P T Miles
Treasurer

Friends of The Guildhall
Notes to the Accounts
For the year ended 5th April 2021

1. Fixed Assets

	Equipment	
Brought Forward	479	
Additions	0	
	<u>479</u>	
Depreciation Brought Forward	160	
Charge for the year	160	
Depreciation Carried Forward	<u>320</u>	
Net Book Value 2020		319
Net Book Value 2021		159

2. Creditors

960.00	Committed for two advertisements but permission has been given by the grant awarding body to spend £585 on furniture so it is intended to get a credit note for £480 representing one advertisement
162.00	For a banner, already purchased
200.00	For additional consultancy to be provided, invoice to be paid
14.00	Outstanding telephone invoice