

Trustees' Annual Report For the year ended 5 April 2023

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 and provision of advice and information to members of the public in general 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

The addition of the extra clause relating to provision of advice and information to the members of the public in general was agreed at the 2022 AGM.

Summary of activities in relation to purpose

The level of activity has continued to increase with a whole range of enquiries. The registered footfall of individuals was 2,304 between April and September 2022 and 4,758 between October and April 2023.

The principal event during the year was the Jubilee weekend in June 2022 when 800 people crossed the threshold. There were craft workshops on the Thursday and Friday, a drumming workshop and crowning re-enactment followed by the showing of a heritage film on the Saturday and then entertainment on the Sunday provided by choirs and dancers linked in with the charities market. The only disappointment was that it rained all day on the Sunday, dampening proceedings somewhat and with the planned street party being abandoned. The grant of £6.2K from National Lottery Awards for All programme was utilised to the full.

Regular Saturday opening started in the lead-up to the Jubilee and has continued since then, being run as a Craft Club and has attracted quite a lot of interest. It has been necessary to charge a levy of £2 per person per week to cover the cost of hiring the premises. Understandably this levy has not proved popular, particularly when there are several free craft clubs operating in retail outlets, although it is undoubtedly expected that refreshments are purchased. Fortunately money was obtained from the Borough Council Warm Spaces grant which covered the hire of the premises from January – March and money became available subsequently from the grant for the planned Medieval market which was applied for (and was successful) during the 2022-23 year.

Membership and donations held up during the year. Use of the card reader had been disappointing however, visitors tend to prefer to put small amounts of cash in the collection boxes; cash usage seemingly having resumed its pre-pandemic level.

The trustees considered the four propositions regarding membership tabled at the 2022 AGM:

- an increase of the standard fee to £12; any increase would require a reprint of the general leaflet and it had since been decided subsequently that it would be better to encourage one-off donations of up to £20 so that these can be included in submissions to HMRC under the Gift Aid Small Donations Scheme (GASDS).
- to offer the Friends' hiring rate for Reception to individual Friends which was agreed and Friends in general notified. This rate of £5 per hour now represents one third rather than one half of the commercial rate which has been increased to £15.
- to fix the same renewal date for everyone. No decision had been made but reservations were expressed. Further consideration needed.
- The proposal to adopt Mojo software package with automatic reminders. Unfortunately it has been discovered that there are some drawbacks with this package and so it is not being pursued at present.

Organisational structure and trustees

The 2022 AGM was held in November.

The 12 trustees appointed to serve going forward were as follows:

Hilary Jones	Appointed May 2018
Trevor Miles	Appointed May 2018, re-appointed Nov 2021
Keith Greatbatch	Appointed November 2018, re-appointed Nov 2021
Clir Ruth Wright	Appointed May 2018, re-appointed Nov 2022
Alec Wright	Appointed September 2019
David Noble	Appointed September 2019
Jeremy Lefroy	Appointed November 2021
Anne Becket	Appointed November 2021
Sandra Key	Appointed November 2022
Michael Hill	Appointed November 2022
Clir Wendy Brockie	Appointed November 2022
Marie-Claire Billard	Appointed November 2022

Charity Name: Friends of the Guildhall, Newcastle under Lyme

Charity no: 1185531

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

Friends of the Guildhall
Profit and Loss Account
For the year ended 5th April 2023



	Note	2022-2023	2021-2022
Income		£	£
Membership and donations		1,013	974
Events		742	275
Awards and Sponsorship	1	6,914	480
Photocopying		10	0
Interest		0	0
Total Income		8,679	1,729
Expenditure			
Jubilee event	2,3	4,554	0
Insurance		191	311
Postage		0	16
Printing & Stationery		519	0
Telephone		150	49
Equipment		389	0
Hire costs for events		704	0
Travel and volunteer expenses		45	48
Professional Fees		0	100
Sundries		42	152
Repairs and renewals		0	8
Total expenditure		6,594	684
Net receipts/ (payments)		2,085	1,045
Depreciation		0	159
Net Surplus for the Year		2,085	886



Friends of the Guildhall
Balance Sheet
For the year ended 5th April 2023



2021-22	2022-23	Note	Fixed Assets:	Tangible Assets	Inalienable and Historic Assets	Investments	Current Assets:	Bank Account	Debtors	Total Current Assets	Liabilities:	Amounts Falling Due Within One Year	Creditors	Deferred income	Net Current Assets	Total assets	Financed by:	Opening fund balance	Movement in funds	Closing fund balance
£	£	3		2,105	0	0		7,662	40	7,702			1,762	60	7,985	7,985		5,900	2,085	7,985
0	0			0	0	0		5,900	0	5,900			0	0	5,900	5,900		5,014	886	5,900

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

Signed

Mrs Hilary A Jones

Co-chair and Secretary

Signed _____

Mr J Letroy

Co-chair

Infy Bwsp

Friends of the Guildhall

Notes to the Financial Statements

For the year ended 5th April 2023



Note 1 Awards and Sponsorship

Jubilee Grant	6,200
Support Staffordshire	469
Newcastle Borough Council	245
Total Awards and Sponsorship	6,914

Note 2 Jubilee Grant Expenditure

Display material	1,118
Performers	1,910
Publicity, printing and advertising	568
Volunteer expenses	314
Decorations and craft materials	317
Refreshments	67
Room hire	190
Rector involvement	70
Sub total	4,554
In addition to the above, equipment totalling £1,646 was purchased and shown as Tangible assets. See Note 3	1,646
Total expenditure	6,200

3 Tangible Assets	
Amplification equipment funded by the Jubilee Grant	1,208
Projector funded by the Jubilee Grant	438
Computer	459
Debtors	2,105
Duplicated payment for sundry items refunded 2023	40

5 Liabilities - Amounts Falling Due Within One Year	
Amplification equipment	1,208
Wipe board	438
Projector	76
Hire charge for March paid April 23	40
Deferred income Events income paid March 23 relating to April 23 hire	1,762
Total Creditors	1,822

