

## Trustees' Annual Report

### For the year ended 5 April 2024

#### 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

##### 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 10,440 for the whole year which was an increase of 3,378 over the previous year. This included the processing of 288 bus passes, 113 disabled blue badges and 930 tourist information enquiries.

The year included activities linked to the town's 850<sup>th</sup> anniversary (in 2023) and a grant for just under £10K was obtained from English Heritage to fund them. The funding was mainly for the staging of two Medieval markets. The main market was held in July linked to the regular Castle Artisan market and was considered to be very successful. As well as regular stalls there were activities for children and a procession comprising approximately 50 participants headed by 'King Henry II and Queen Eleanor and most participants including musicians were dressed in Medieval costume. The second market was held in November linked to the regular Christmas market held at the central parish church and which was turned into 'Ye Olde St Nicholas Fayre. It comprised stalls both inside and outside the church, a procession with minstrels and a dramatic production of the life of St Nicholas and musical entertainment inside the church.

Regular Saturday opening has continued. This was essential for the preparation of material for the Mediaeval markets and special flag making workshops were held, involving a lot of children and their families. The funding for hiring of the premises came from the grant. An Art Club was bolted onto the Craft Club from January 2024, some funding for which (for publicity and equipment) was obtained from the County Councillor fund and funding was also obtained from the National Grid for heating costs and which also covered the cost of rental hire from January to March and refreshment costs for the Place of Welcome/ Warm Space.

Membership and donations were maintained and donations increased substantially, the vast majority of which qualify for inclusion in the HMRC Gift Aid Small Donations Scheme. It was decided by the trustees subsequent to the 2023 AGM that there would be a move to the same renewal date for everyone which is now February each year.

The year saw a big increase in volunteer expenses for travel and the fact that several volunteers were claiming this, although there were the special events which necessitated more trips for one of them. As result, however, the trustees have decided reluctantly that it is no longer possible to reimburse travel costs, even though this is considered as normal practice within organisations. There has also been a large increase in refreshment costs due to the massive increase in footfall. These were covered by the National Grid fund but this money will not be available for most of the 2024-25 financial year. It is hoped therefore that donations will continue to increase substantially to cover these costs.

#### Organisational structure and trustees

The 2023 AGM was held in early December.

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

Hilary Jones	Appointed May 2018, re-appointed Dec 2023
Cllr Ruth Wright	Appointed May 2018, re-appointed Nov 2022
Keith Greatbatch	Appointed November 2018, re-appointed Nov 2021
Alec Wright	Appointed September 2019, re-appointed Dec 2023
David Noble	Appointed September 2019
Jeremy Lefroy	Appointed November 2021
Anne Becket	Appointed November 2021
Michael Hill	Appointed November 2022
Cllr Wendy Brockie	Appointed November 2022
Marie-Claire Billard	Appointed November 2022
Sandra Key	Appointed November 2022
Julie Cooper	Appointed December 2023

**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 5<sup>th</sup> April 2024**



	Note	2023-2024	2022-2023
		£	£
<b>Income</b>			
Membership		510	527
Donations		868	376
Gift Aid		380	100
Craft club		265	10
Events and general bookings	1	1,913	742
Awards and Sponsorship	2	12,850	6,914
Photocopying		71	10
<b>Total Income</b>		<b>16,857</b>	<b>8,679</b>
<b>Expenditure</b>			
Jubilee event		0	4,554
Newcastle 850 Event	3	9,874	0
Insurance		204	191
Printing & Stationery		596	519
Telephone		145	150
Equipment		222	389
Room rental charges		1,604	704
Contribution to heating costs		600	0
Travel and volunteer expenses		829	45
Computer upgrade		45	0
Professional fees	4	500	0
Training		105	0
Sundries		418	42
<b>Total expenditure</b>		<b>15,142</b>	<b>6,594</b>
<b>Net receipts/ (payments)</b>		<b>1,715</b>	<b>2,085</b>
Depreciation		702	0
<b>Net Surplus for the Year</b>		<b>1,013</b>	<b>2,085</b>



**Friends of the Guildhall**  
**Balance Sheet**  
**For the year ended 5<sup>th</sup> April 2024**



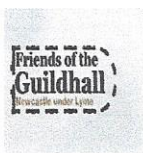
<b>Fixed Assets</b>	<b>Note</b>	<b>2023-24</b>	<b>2022-23</b>
		£	£
Tangible Assets		1,403	2,105
Inalienable and Historic Assets		0	0
Investments		0	0
	5	1,403	2,105
<b>Current Assets:</b>			
Bank Account		7,705	7,662
Debtors		0	40
Total Current Assets		7,705	7,702
<b>Liabilities:</b>			
Amounts Falling Due Within One Year			
Creditors	6	110	1,762
Deferred income		0	60
		110	1,822
<b>Net Current Assets</b>		<b>8,998</b>	<b>7,985</b>
<b>Total assets</b>		<b>8,998</b>	<b>7,985</b>
<b>Financed by:</b>			
Opening fund balance		7,985	5,900
Movement in funds		1,013	2,085
Closing fund balance		<b>8,998</b>	<b>7,985</b>

These financial statements are accepted on behalf of the charity on 30<sup>th</sup> November 2024 by:

Signed Hilary A Jones  
 Mrs Hilary A Jones  
 Co-chair and Secretary

Signed Mr J Lefroy  
 Mr J Lefroy  
 Co-chair





# Friends of the Guildhall

## Notes to the Financial Statements

### For the year ended 5<sup>th</sup> April 2024



		£
1	<b><u>Events income</u></b>	
	Includes deferred Events income paid March 23 relating to April 23	60
2	<b><u>Awards and Sponsorship</u></b>	
	National Heritage Newcastle 850	9,850
	SCC County Fund Art and Craft Club	400
	National Grid	2,600
		<b>12,850</b>
3	<b><u>Newcastle 850 Event</u></b>	
	Professional fees	6,121
	Equipment and materials	2,419
	Publicity and promotion	1,084
	Volunteer travel	169
	Refreshments	81
		<b>9,874</b>
4	<b><u>Professional fees</u></b>	
	Additional fees associated with the Newcastle 850 Project	500
5	<b><u>Tangible Assets</u></b>	
	Bought forward	2,105
	Additions	0
	Total assets	2,105
	Depreciation brought forward	0
	Charge for year	702
	Depreciation carried forward	702
	<b>Net book value 2023</b>	<b>2,105</b>
	<b>Net book value 2024</b>	<b>1,403</b>
6	<b><u>Creditors</u></b>	
	McAFee	110