



## Annual Report for 2021

### Legal and administrative details

The objectives of the Institute are laid down in paragraph 3 of the constitution. They are to 'manage and control the Town Hall at Grassington' and 'to provide facilities for recreation and other leisure-time occupation of the inhabitants of Grassington and its immediate neighbourhood with a view to improving their conditions of life'.

<b>Address of the Institute</b>	The 'Town Hall' 48 Main Street Grassington North Yorkshire BD23 5AA	Telephone (Caretaker) 01756 752637
<b>Chairman</b>	David Wood Browfield, Raines Lane Grassington BD23 5NJ	01756 751801
<b>Treasurer</b>	Miss Penny Clover Four Leaves Cottage Grass Wood Lane Grassington BD23 5DF	01756 229254
<b>Independent Examiner</b>	Andrew Walker Arthur E. Walker & Co. 6 Water Street Skipton BD23 1PB	01756 799577
<b>Trustees</b>	Mrs H Barton (Deputy Chair) Mr B Doyle Mrs M Field Mr N Fielden Mr S Parry Mrs J Slater Ms A Clover (Co-opted)	



# GRASSINGTON DEVONSHIRE INSTITUTE

(A Charitable Incorporated Organisation – Registered Charity no. 1185815)



Trustees are formally elected at the Annual General Meeting, which is held each year before the end of April, details of which are communicated directly to members, or co-opted during the year.

## **Changes to the Trustees during 2021**

**Resignations** – None

**Additions** – Mr N Fielden (elected April 2021); Ms A Clover (co-opted December 2021)



## Trustees' responsibilities

The 'Town Hall' is the property of the people of Grassington. Ownership is vested in the Parish Council, which is responsible for the maintenance of the exterior and for the insurance of the building. The Council, in turn, has a long-standing agreement which allows the Grassington Devonshire Institute, a 'Charitable Incorporated Organisation' and registered charity, to take responsibility for the maintenance of the interior and for the upkeep, renewal and improvement of all of the facilities therein. The Institute also pays the care-taking, heating and lighting costs.

The facilities include a main hall, capable of accommodating 300 people. The hall is large enough to be used for activities such as badminton, indoor bowling and children's roller skating, as well as providing an auditorium for theatrical and musical events. It has a raised stage with sound and lighting equipment, which is continually updated. An octagonal theatre/lecture room, known as 'the Octagon', was added in 1998, seating up to 87 people, also with sound and lighting equipment. Equipped with banked seating, the room is ideal for large meetings as well as theatrical and musical events. There are two dressing rooms, two smaller meeting rooms, a kitchen and a snooker room. There is also access to the Parish Council-owned playground. The foyer is host to a purpose-built and fully-licensed bar, which is used for specific events during the year. An area to the rear of the building, formerly used as a Playschool, is currently being converted into a new Caretaker's flat. This conversion will free up space at the front, ground floor elevation of the original building, the use of which will be determined during 2022.

The Institute is responsible for fulfilling the objectives set out in the opening paragraph of this report and for complying with statutory requirements and local regulations. In order to meet the considerable cost of this, in excess of £35k per annum, the Institute raises funds via four principal methods:-

1. Regular community events such as the summer Festival and 40's weekends.
2. Sub-letting the premises to commercial organisations for various purposes at higher rentals than are charged to local people, clubs and non-profit-making bodies who are the beneficiaries of the charity.
3. Other events organised and run by the Trustees and volunteers.
4. A membership subscription scheme.

Other amounts are raised by fees for the use of the snooker table, table tennis tables, indoor bowls, badminton equipment, dance and fitness classes and sales of refreshments to people attending events organised by hirers of the hall.

The funds thus raised enable the Institute to provide accommodation and facilities to local people at reduced prices, effectively subsidising these activities from funds raised from events and corporate/commercial use of the Institute. This encourages use by many local groups for a variety of social, artistic and sporting activities, as well as individual bookings for private functions. The main hall is used for the village pantomime, amateur dramatics, musical



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events, the 40's weekend, Wharfedale Beer Festival and is now the main venue for the Grassington Festival. The Trustees regard service to the community as being of the utmost importance; fund-raising is extremely important, but only as a means to an end.

## **Reserves Policy**

The Trustees seek to hold a financial reserve equivalent to one half of the annual costs of running the Institute.

## **Restricted or Designated Funds**

The Trustees can confirm that none of the Institute's funds are restricted or designated.

David Wood  
Chair of Trustees  
March 2022



# GRASSINGTON DEVONSHIRE INSTITUTE

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## Chairman's report

It has been my pleasure and privilege to continue to serve as Chair for the past 12 months. I have been well-supported by the Institute's Trustees, pre-existing and new, and it is clear that they, together with the many village organisations and volunteers, take tremendous pride in providing an amenity, the 'Town Hall', which is so cherished within our local community.

Trustees make a huge contribution to the work of the Institute and I was delighted to welcome Nic Fielden to our Trustee group, following his election by members in April 2021 and, in December 2021, Mandy Clover, who was co-opted by the Trustees. I am hugely grateful to Penny Clover, who has continued in the Treasurer's role, without remuneration. Each of the current Trustees has willingly taken on more work, over the past 12 months, in order to progress schemes and improve facilities at the Town Hall for the community.

As a charity, the Town Hall relies heavily on its volunteers, members and customers to ensure that it continues to be an important community focal point and I thank all of them, plus our Caretaker, Derrick Lee, for his continuing efforts and contribution. Our Assistant Caretaker, Richard Lee, retired at the end of September and we were delighted to appoint Peter Earl, as his replacement, in October 2021. We wish Richard all the very best in his retirement and have welcomed Peter into the Town Hall fold.

Whilst 2021 was predicted to be a more productive year than 2020, in reality it was another of covid-related uncertainty and restriction. Five scheduled screenings were cancelled, leaving only seven fund-raising events for the charity throughout the whole of 2021. With only a booking from the 'All Creatures Great and Small' team, the building remained closed until 17<sup>th</sup> May and there was further bad news in that the summer Festival, autumn Beer Festival and 'Dickensian Festival' would not take place in 2021. Relatively few of our 'regular' user groups returned, but we were delighted that some did so during the second half of the year.

In April 2021, we held the inaugural meeting of the new 'Charitable Incorporated Organisation' (CIO) and formally elected the Trustees. The meeting was conducted via 'Zoom' and, incredibly, almost 50 members participated in the meeting. This met the condition imposed by the Charity Commission in October 2019, to ensure that an AGM be held within a period of 18 months following the establishment of the new CIO.

Work continued during the year, to repair and improve the facilities at the Town Hall. Following receipt of a grant from Yorkshire Dales National Park Authority, we were able to carry out electrical work in the Games Room and to install a wifi-enabled giant screen, which we felt would enhance the use of the room to include teaching and visual, inter-active presentations. We were delighted to be able to dedicate the room to the memory of Dr Andrew Jackson and to re-name the facility 'The Jackson Room'.



*Fig 1 shows the newly-refurbished 'Jackson Room', complete with its giant, wifi-enabled, inter-active screen. The room is set out in a format which works well for formal meetings and educational sessions, but it retains its flexibility for its regular users.*

Whilst sounding perverse, covid was a God-send for the charity as Government grants and the furlough scheme continued into 2021 to ensure the Town Hall remained afloat financially. Trustees and the small team of volunteers continued to work on a range of schemes and planning consent was received to develop a new Caretaker's Flat in the space previously occupied by the Dales Playschool. Having submitted a bid for funding, we were thrilled to receive £20,000, from the 'Power to Change' fund, to make good the shortfall in the Jackson Room development, develop the Caretaker's Flat and contribute something towards the design and re-development of the front ground floor elevation of the building.

Receipt of this significant grant allowed the Trustees to assign funds to a small improvement to the Snooker Room, in which new lighting and curtains have been installed, a new loft ladder introduced in the clock room above, for safety reasons and an allowance to be made for new floor coverings in due course. The return to a 1930's style room may well make us more attractive to the 'All Creatures...' team, should they return to Grassington to film a future series!



*Fig 2 shows the new 'Tiffany-style' lighting and new curtains in the Snooker Room. All the pre-existing clutter has been removed and the room now offers 'Crucible-like' facilities for those who enjoy the game!*

Work continued on the Caretaker's flat up to year end, with utilities and first fix trades work completed and room sizes now clearly defined. It is hoped to complete the work during early 2022, which will allow the current Caretaker, Derrick Lee, to move out of the 'old' flat at the front of the building, thus allowing us to progress with plans for re-development and new use.

Trustees initiated a project with Jason Smith, a Trustee at Glusburn Institute, to put together a new website for the GDI. We have been indebted to Andrew Wilson, our former Chair, for all the effort he has made, despite his having moved to the south of the country, to maintain and, where



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possible, improve our existing website over the past 5 years. We anticipate 'going live' with the new website in the early part of 2022.

Once again, prudent financial management meant that the GDI was able to survive the closure of facilities and deliver the repairs and improvements previously mentioned. Eight formal applications, for grant funding or donations, were submitted during the year, including to funds set up by the Government and administered by Craven District Council, to support village halls during lockdown and beyond. Of the eight, seven were successful by year end, attracting one-off income of £50,000. We are indebted to the following organisations for their contributions:-

Yorkshire Dales National Park Authority  
Craven District Council (Councillor Richard Foster)  
HM Government (via Craven District Council)  
Power to Change

The Town Hall's Caretakers spent much of the first five months of the year on furlough, with the Institute topping up their salaries to 100% of normal earnings in January, 90% in February and March, and reducing to the national level of 80% for the final few weeks of closure. 80% of normal salary was claimed from the Government's Job Retention Scheme throughout this period.

Following discussion with and permission of Grassington Parish Council, in August, GDI launched a voluntary donation scheme for parking at the Town Hall car park on Moor Lane. The scheme was based, initially, on donations made via mobile phone to a text number, provided by 'DonR'. This initiative provided some welcome additional funds to support the repair and improvement plans during the year.



*Fig. 3. Notices for the new voluntary donation scheme for the Town Hall car park appeared in August 2021, after a working party of Caretakers, Trustees and volunteers had removed all of the low-hanging branches from the boundary areas. This was a 12 months' scheme, operated by GDI with permission from Grassington Parish Council. All proceeds go to GDI for the upkeep of the building.*

The business plan (2020-2023), adopted and published online in early 2021, continued to set out a clear direction of travel for the charity and its Trustees. Several commitments to improvement schemes have been made, including in relation to audio-visual equipment, building access control and internal CCTV and the main kitchen and we expect these will progress even in the absence of any externally-generated income.

In August, we reached the anniversary of the launch of our 'Membership Scheme' and were delighted that 124 of the first year's members chose to renew. In addition, we were joined by another 56 people in 2021. The subscription rate was retained at the 2020 level (i.e. £24 per annum) and we were able, once again, to seek 'Gift Aid' on these subscriptions and other personal



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donations. Several newsletters were issued during 2021, all of which were emailed to members directly and, in some cases, postal distribution was used.

In September, the Town Hall played host to a terrific, world amateur premiere of 'Calendar Girls – The Musical', which was staged by our friends from Grassington Players. Despite the spectre of covid, almost every night was a sell-out which was fantastic to see. The performances really brought some focus on the story and of course the Players, but media coverage will have done the Town Hall and Grassington in general no harm.

We were pleased, in November, to meet up once again with three members of Grassington Parish Council, to discuss how a partnership agreement could be developed to repair, maintain and develop the Town Hall for the continued enjoyment of the community. The discussion was positive and agreement was reached for a full meeting of Councillors and Trustees to take place in early 2022. A project to repair the roof above the main foyer was initiated by the GDI and, following some detailed work by Councillor Egan, we were delighted that the Council allocated funds to undertake the work.

Also in November, we delivered 1,000 'What's On?' brochures to local residents, setting out the events taking place at the Town Hall up to May 2022 and including details of the events of many of the Town Hall's user groups.

Our largest, GDI-organised event of 2021 was the Christmas Concert by the City of Bradford Brass Band. The concert was held in accordance with covid guidelines, which required the audience and volunteers to wear face coverings throughout their time in the building. Despite this, a good audience attended for what has become a staple event in our calendar, raising valuable funds for the charity.



*Fig 4 shows the Main Hall filling up for our biggest GDI-organised event of the year – the Christmas Concert by the City of Bradford Brass Band, held on 19<sup>th</sup> December. Covid regulations were in place but the 100+ people attending all enjoyed the show.*

Our booking system has continued to be developed and we have reviewed and published our 'terms and conditions of hire' and 'rates of hire' documents. The new booking system, conditions of hire and rates for hire remained in the reliable hands of 'Team B', again a Trustee-led team of



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local volunteers which has converted the system from an entirely paper-based process to one which now allows any potential 'hirer' to check availability online before booking.

Financially, the GDI ended the year in a very strong financial position, thanks in great part, to a variety of covid-related grants from central Government via Craven District Council and the initiative-specific grants from the 'Power to Change' fund, Yorkshire Dales National Park Authority's 'Sustainable Development Fund' and Craven District Council's 'Ward Members' Fund' (thanks to Councillor Richard Foster for his support). At the end of December, an application was made to the National Lottery 'Awards for All' fund, for an equipment upgrade for our live screening activities.

At the end of the year, the GDI's gas supplier went bust and we were allocated another provider. Unfortunately, the change of supplier also increased prices by c150% hence it was a real shock to receive bills totalling over £2,000 for the final few weeks of the year.

Bookings for 2022 are very strong with an unusually high number of wedding celebrations taking place on the premises. An application has been made to gain a licence for secular wedding ceremonies to take place at the Town Hall and this may offer added incentives to couples and their families to celebrate the entirety of their special days with us. Trustees are determined to create an appealing, well-equipped and competitively-priced facility for individuals and groups which will see the Town Hall retain its position at the very centre of the community.

David Wood  
Chair of Trustees  
March 2022.

**Grassington Devonshire Institute Registered Charity No 1185815**  
**Receipts and Payments for the year ended 31 December 2022**

	<b><u>2022</u></b>	<b><u>2021</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
Receipts	(1) <u>64,678</u>	<u>88,761</u>
<b><u>Payments</u></b>		
Direct Charitable expenditure	(2) 90,661	51,083
Other expenditure	(3) <u>6,617</u>	<u>5,707</u>
	<u>97,278</u>	<u>56,790</u>
Net (payments)/receipts for the year	(32,600)	31,971
Add Cash funds at beginning of year	<u>127,710</u>	<u>95,739</u>
Cash funds at the end of year	<u>95,110</u>	<u>127,710</u>

**Statement of Assets and Liabilities as at 31 December 2022**

	<b><u>2022</u></b>	<b><u>2021</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
Santander current account	11,037	39,642
Membership and Lucky Dip account (Barclays)	13,767	8,185
Skipton Building Society account	70,151	79,728
Cash	55	55
Cash float	<u>100</u>	<u>100</u>
	<u>95,110</u>	<u>127,710</u>
Debtor: Hall Hire	<u>1,397</u>	<u>691</u>
	<u>96,507</u>	<u>128,401</u>
Creditors	-	-
	<u>96,507</u>	<u>128,401</u>

Approved on 3 March 2023 by:

*Approved by email*

D Wood, Chairman

For and on behalf of the Trustees

*Approved by email*

P Clover

Treasurer

**Grassington Devonshire Institute. Registered Charity Number: 1185815**  
**Notes to the accounts for the year ended 31 December 2022.**

**(1) Analysis of Receipts**

	<b><u>2022</u></b>	<b><u>2021</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
Donations	4,289	1,073
Grants	15,726	50,318
<u>Rent of Hall</u>		
Local Organisations	28,253	16,707
Weddings	3,500	-
Membership and Lucky Dip account	6,132	4,426
Fundraisers including refreshments	4,789	7,501
Investment income	423	40
Other receipts	553	716
Gift Aid	834	-
Coronavirus Job Retention scheme	-	5,470
Refunds	179	2,510
	<u>64,678</u>	<u>88,761</u>

**(2) Analysis of Direct Charitable Expenditure**

Repairs and maintenance	5,066	5,669
<u>Light and Heat</u>		
Electricity	5,330	2,036
Gas	8,665	2,602
Water	997	901
Caretaking staff costs	20,123	18,634
Trade waste	414	410
Licences, fees and insurance	4,093	2,314
Event fees	2,813	4,040
Rates	435	222
Projects	41,232	13,133
Refunds	943	522
Lucky Dip Payments	550	600
	<u>90,661</u>	<u>51,083</u>

**Grassington Devonshire Institute. Registered Charity Number: 1185815**  
**Notes to the accounts for the year ended 31 December 2022 (continued)**

	<b><u>2022</u></b>	<b><u>2021</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
(3) <u>Other expenditure</u>		
Stationery	656	-
Telephone & WiFi	2,813	822
Purchase and replacement of equipment	1,893	2,935
Consumables	-	410
Advertising/photocopying	-	1,054
Contribution	-	-
Commitment	-	-
Miscellaneous expenses	805	186
Donation	450	300
	<u>6,617</u>	<u>5,707</u>

(4) Non-monetary assets

Ownership of the Grassington Devonshire Institute (the Town Hall) is vested in Grassington Parish Council. The Parish Council allows the Trustees to operate the building and to take responsibility for the maintenance of the interior and for the upkeep, renewal and improvement of all the facilities therein. Under the current terms of the agreement with the Parish Council all furniture and equipment purchased by the trustees for use in the building becomes the property of the Parish Council. The trustees therefore have no non-monetary assets.

**GRASSINGTON DEVONSHIRE INSTITUTE**  
**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

**Independent Examiner's Report to the Trustees of Grassington Devonshire Institute**

I report to the Trustees on my examination of the accounts of the above Charity ("the Trust") for the year ended 31 December 2022.

**Responsibilities and basis of Report**

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 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.

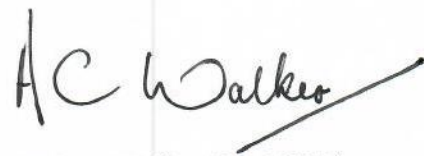
**Independent Examiner's Statement**

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.

Date: 6 March 2023 .....



Andrew Walker BSc FCCA  
Arthur E Walker & Co  
6 Water Street  
Skipton  
BD23 1PB

**Grassington Devonshire Institute Registered Charity No 1185815**  
**Receipts and Payments for the year ended 31 December 2022**

	<b><u>2022</u></b>	<b><u>2021</u></b>
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Approved on 3 March 2023 by:

*Approved by email*

D Wood, Chairman

For and on behalf of the Trustees

*Approved by email*

P Clover

Treasurer

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**Notes to the accounts for the year ended 31 December 2022.**

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**GRASSINGTON DEVONSHIRE INSTITUTE**  
**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE YEAR ENDED 31 DECEMBER 2022**

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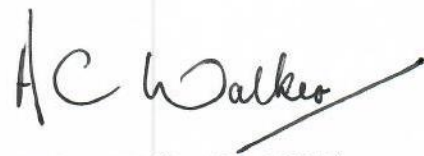
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Date: 6 March 2023



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