

Trustees' annual report (including Directors' report) for the period

From: 1st April 2023

To: 31st March 2024

Charity name: **Holme Valley Climate Action Partnership**

Charity registration number: 1190733

Objectives and activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The object of the CIO, for the public benefit, is the promotion of the conservation, protection and improvement of the physical and natural environment and promoting the prudent use of natural resources, in the Holme Valley and its environs, in South Kirklees, West Yorkshire, in particular by:</p> <ol style="list-style-type: none"> 1) promoting good practice and raising awareness and educating the public about the causes and impact of climate change and climate change actions; 2) acting as a recourse for community groups and initiatives to help and facilitate local climate action which will enable the community to adapt to and mitigate the adverse impacts of climate change; and 3) promoting the study and research into the causes and impacts of climate change and making the useful results available within the community and beyond.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The Trustees have been establishing the charity operations by publicising our actions, developing relationships with local community organisations and businesses, and bidding for funding with them. A number of climate action projects have been funded and supported in the period. The Trustees have also been developing our organisation, its policies and procedures, and addressing our governance needs.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The Trustees have had due regard to the guidance issued by the Charity Commission regarding public benefit.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related	Para 1.38	

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investment		
Contribution made by volunteers	Para 1.38	
Other		

Achievements and performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The Trustees have been raising awareness locally in the Holme Valley about the charity and the need for climate action, developing relationships with local organisations to promote their climate action, and bidding for project funding with them. A number of local climate action projects have been funded and/or supported during the period.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial review

Review of the charity's financial position at the end of the period	Para 1.21	During the year, the Trustees received an income of £28,815 , with £22,341 expenditure. Fund balance at the end of year was £27,959 including funds brought forward from previous year. The unrestricted funds held at the end of year were £10,103 .
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Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Trustees policy is to hold sufficient reserves to cover its recurrent cost for at least 3 months
Amount of reserves held	Para 1.22	At 31 March 2024, no specific level of reserves were held, but the unrestricted funds available amounted to £10,103 .
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, governance and management

Description of charity's trusts:		
Type of governing document: for example, trust deed, memorandum and articles of association etc	Para 1.25	CIO Foundation model constitution as registered with Charity Commission
How is the charity constituted? for example limited company, unincorporated association, CIO	Para 1.25	CIO – Charitable Incorporated Organisation

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Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The five founder Trustees including the two ex-officio trustees were confirmed as appointed by Management Board at the first Board meeting on 15 th September 2020. Further Trustees have been appointed by the Management Board.
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Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and administrative details

Charity name	Holme Valley Climate Action Partnership Ltd
Other name the charity uses	HVCAP CIO
Registered charity number	1190733
Charity's principal address	Overbrook House, Holt Lane, Holmfirth HD93BW

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Frances Bennett	Chair		Management Board
2	John Queening	Secretary/Acting Treasurer		Management Board
4	Moses Crook			Management Board
5	Greta Bradley			Management Board
6	Peter Van Ruiten	Vice-Chair		Management Board

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Corporate trustees – names of the directors at the date the report was approved

Director name	
N/A	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year
N/A	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

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Names and addresses of advisers (optional information)

Type of adviser	Name	Address
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Banking	Triodos Bank	Deanery Road, Bristol BS1 5AS.

Name of chief executive or names of senior staff members (optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The company has taken advantage of the small companies' exemption in preparing the report above.

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors

Signature(s)

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Full name(s)

Peter Van Ruiten	Deborah Williams
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Position (for example
Secretary, Chair, etc)

Vice-Chair	Volunteer Treasurer
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CHARITY COMMISSION
FOR ENGLAND AND WALES

Holme Valley Climate Action Partnership

No (if any)
1190733

Receipts and payments accounts

CC16a

For the period
from

Period start date
4/1/2023

To

Period end date
3/31/2024

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Grant	12,372	2,838	-	15,210	-
Donations	1,997	8,291	-	10,288	-
sales & fees	2,974	-	-	2,974	-
Bank interest	342	-	-	342	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	17,685	11,129	-	28,814	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	17,685	11,129	-	28,814	-
A3 Payments					
Salaries	15,005	4,447	-	19,452	-
Contractors	-	378	-	378	-
Insurance	654	-	-	654	-
Marketing	39	-	-	39	-
Room hire	130	956	-	1,086	-
Grant & donations	180	-	-	180	-
Office & admin	126	9	-	135	-
Materials	303	96	-	399	-
Bank charges	18	-	-	18	-
Sub total	16,455	5,886	-	22,341	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	16,455	5,886	-	22,341	-
Net of receipts/(payments)	1,230	5,243	-	6,473	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	1,230	5,243	-	6,473	-

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		-	-	-
		-	-	-
		-	-	-
	Total cash funds	-	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Deborah Williams Pater van Ruiten		

HVCAP Financial Audit Checklist

Date:

Year Audited: 1 April 2023/ 30 March 2024

Auditor: Peter Van Ruiten

Auditor: Jos Mister

Opening balance: £21,485

Unrestricted bal: £8,872

Restricted bal: £12,613

Turnover: £22,341

Unrestricted bal: £16,455

Restricted bal: £5,886

Closing balance: £27,959

Unrestricted bal: £10,103

Restricted bal: £17,856

Evidence-

Sample of Debit transactions under £100 (single authorisations)

Date	Amount	Reason for payment
2/2/2024	£10.50	V&A Vigar Group
8/29/2023	£49.61	Nest
8/27/2023	£59.66	Ansvar Insurance

Sample of Debit transactions over £100

Date	Amount	Reason for payment
11/4/2023	£188.39	HMRC Cumbernauld

Debit transaction to Staff

Date	Amount	Reason for payment (Salary /Expenses)
11/30/2023	£1,380.85	Mrs Sian Taylor
7/26/2023	£1,141.93	Mrs Sian Taylor

Debit transaction to charity members/ family (not staff)

Date	Amount	Reason for payment
5/10/2023	£150.00	Geogreen Solutions
9/15/2023	£63.00	Holmfirth Tech Ltd

Credit transactions - over £2000

Date	Amount	Source of income
10/10/2023	£2,334.00	One Community Foundation
10/18/2023	£5,000.00	HVCAP Internal Transfer
11/28/2023	£5,500.00	PostCode Neighbour
3/22/2024	£2,000.00	Sir George M

Comments/Action required:

Deborah, Please provide evidence for the above transactions

Evidence Reviewed and accepted Peter van Ruiten December 2024

All associated documentary evidence to be copied and saved in the au

(see SOFA Mar 2023 for carried forward figures)

(See SOFA Mar 2024)

(See SOFA Mar 2024)

Evidenced & authorised (Yes Yes)
V&A Statement of Account
Yes, Yes
Yes

Evidenced & authorised (Yes Yes)
Yes, Yes

Evidenced & authorised (Yes Yes)
Yes, Yes
Yes, Yes

Evidenced & authorised (Yes Yes)
Yes / Yes (authorised when paid x2)
Yes / monthly standing order

Evidenced (Yes)
Yes,
Current & deposit a/c statements
Yes,
Yes,

dit file for future reference.