



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report

For the period from 1st January 2023 to

31st December 2023

Charity name: St Leonard's Management

Charity registration number: 1196963

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Maintenance and upkeep of St Leonard's Church and the Bell Tower, Yarpole, and their promotion as community assets and as a hub for social events and support.
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	Ongoing maintenance and refurbishment of the fabric of the buildings. Management of the Gallery Café sited inside the church. Organisation and promotion of community events and activities therein.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We confirm we have had regard to the guidance.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	n/a
Policy on social investment including program related investment	Para 1.38	n/a
Contribution made by volunteers	Para 1.38	20+ volunteers make a significant contribution to our charitable objectives as cooks, waiting staff, maintenance assistants, events' organisers, and in a very wide range of community roles

Other		
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Achievements and Performance

	SORP reference	
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	<p>The buildings have been maintained in a good state of repair, enabling the community to benefit significantly from the facilities they offer. This has helped to mitigate isolation and loneliness within the community as well as generate numerous social activities that have engaged many from the immediate community and beyond.</p> <p>As our community hub in a church is unique it attracts regular visits from tourists, regional social groups and the media</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>As part of our drive to widen the pool of expertise available to the trustees, in March 2023 we set up our Management Team. This includes individuals with property management expertise and financial experience.</p> <p>In accordance with our aim of involving as wide a cross-section of the community as possible in the running of the building, we have involved the Yarpole Men's Shed in the routine maintenance of the building.</p> <p>In line with our objective to improve communications with the community, we organised a public meeting attended by approximately 40 people so that members of the community could meet the Trustees and members of the Management Team and hear about our work. This was followed by tea and entertainment.</p> <p>We also regularly provide to the Parish newsletter current information on activities and news involving St Leonard's Management and the Gallery Café.</p>
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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	The charity showed a respectable operating surplus.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<ol style="list-style-type: none"> 1. The pandemic and lockdowns of 2021-22 shut down most of St Leonard's sources of income: the Gallery Café had to close, there were no hire fees because social activities ceased and all fund-raising events were cancelled. 2. We have ensured that, should a similar catastrophe occur again, we have sufficient funds to cover all our liabilities (utility bills and insurance premiums, for example) and to fulfil our maintenance obligations. In addition, should we need to make our employee, the Café Manager, redundant we now have sufficient funds to cover any redundancy payment. 3. Reserves are also required in the event of an unexpectedly large repair or replacement bill, if sufficient grant funding were unavailable. 4. Reserves are also needed to fund a potential short-term deficit in the cash budget, for example, where there is a delay in the receipt of anticipated income. 5. In addition to the management of risk, the reserves are maintained in order to have capital to provide funding for new initiatives.
Amount of reserves held	Para 1.22	£28,000
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	<ol style="list-style-type: none"> 1. Gallery Café 2. Annual donation from Parochial Church Council 3. Fundraising events 4. Renewable Heat Incentive (RHI) 5. Grants or donations from charitable sources
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Investment policy and objectives including any social investment policy adopted	Para 1.46	n/a
A description of the principal risks facing the charity	Para 1.46	<ol style="list-style-type: none"> 1. Shortage of volunteers, given the aging local population. 2. Increasing challenges to recruit sufficient volunteers and paid staff.
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
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	Volunteer recruitment is required to complement existing Trustee skills. Current trustees have taken steps to recruit new trustees as part of a policy of succession planning.

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	Each new trustee is assigned to one of three areas of responsibility, and is paired with an existing trustee to learn about their role.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The trustees have overall responsibility for the charity, but advice and support are given by a management team, which includes representatives from the other organisations with which it shares the building and from the wider community.
Relationship with any related parties	Para 1.51	St Leonard's Management has established a Memorandum of Understanding with the Yarpole Community Shop and the Parochial Church Council.
Other		

Reference and Administrative details

Charity name	St Leonard's Management
Other name the charity uses	
Registered charity number	1196963
Charity's principal address	St Leonard's Church Green Lane Yarpole Herefordshire HR6 0BB

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	Barbara Nurse			
2	Susan Russell			
3	Andrew Prail			
4	Trevor Edwards			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
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) Names and addresses of advisers (Optional information)
Type of Name Address adviser

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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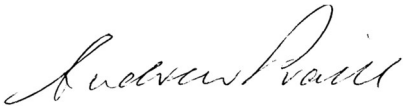
Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Andrew Prall	
Position (eg Secretary, Chair, etc)	Trustee	

Date	11/06/2024
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Section A

Independent Examiner's Report

Report to the
trustees/members of

St Leonard's Management

On accounts for the year
ended

31st December 2023

Charity no

1196963

Set out on pages

2 & 3 Attached

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st December 2023.

**Responsibilities and basis
of report**

As the charity trustees of the Trust, 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.

Signed:

John Langley

Date:

16/03/2024

Name: John Langley

Address: Cloverfields, Leys Lane, Bircher

Herefordshire, HR6 0AZ



CHARITY COMMISSION
FOR ENGLAND AND WALES

St Leonard's Management

1196963

Receipts and payments accounts

CC16a

For the period
from

1st Jan 2023

To

31st Dec 2023

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Grants & Donations - SLD	-	-	-	-	9,640
Yarpole Shop Loan	-	-	-	-	7,000
VAT Refund	-	-	-	-	10,184
Interest	179	-	-	179	-
PCC Contribution	5,040	-	-	5,040	5,040
Grants & Donations	3,223	-	-	3,223	7,981
Hire	2,954	-	-	2,954	575
Gallary Café	27,766	-	-	27,766	22,284
Yarpole Shop Contribution	6,437	-	-	6,437	5,422
Fund Raising	9,246	-	-	9,246	3,643
Insurance Claims	-	-	-	-	1,645
Other	50	-	-	50	87
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	54,895	-	-	54,895	73,500
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	54,895	-	-	54,895	73,500
A3 Payments					
Development Projects	-	-	-	-	23,663
Yarpole Shop Loan Repaid	-	-	-	-	7,000
	-	-	-	-	-
Salaries	8,480	-	-	8,480	9,782
Café Expenses	10,137	-	-	10,137	7,093
Maintenance	2,964	126	-	3,090	1,121
Fuel	-	-	-	-	200
Electricity	10,426	-	-	10,426	8,622
Water	111	-	-	111	137
Insurance	2,416	-	-	2,416	2,332
Professional Fees	445	-	-	445	662
Fund Raising Costs	3,108	-	-	3,108	2,051
Sundries	279	-	-	279	250
	-	-	-	-	-
	-	-	-	-	-
Sub total	38,366	126	-	38,493	62,914
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	38,366	126	-	38,493	62,914
Net of receipts/(payments)	16,528	- 126	-	16,402	10,586
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	27,495	10,906	-	38,401	27,815
Cash funds this year end	44,023	10,780	-	54,802	38,401

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	Nat West Bank - SLD	-	10,780	-
	Nat West Bank - SLM	9,830	-	-
	Santander - SLM	14		
	United Trust Deposit -SLM	28,179		
	Nat West Deposit - SLM	6,000	-	-
	Total cash funds	44,023	10,780	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval



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			-	-
			-	-

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			-	
			-	

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