



## Trustees' Annual Report for the period

From 1 January 2021 To 31 December 2021

Charity name: The Oulton Institute

Charity registration number: 523794

## Objectives and Activities

Summary of the purposes of the charity as set out in its governing document Para 1.17	The object of the Institute is to manage and control by charitable means but not otherwise the freehold property at Oulton in the County of York described in and conveyed by a Conveyance dated 7 July 1893 and made between Edmund Calverley of the one part and himself and other of the other part (now vested in Trustees on behalf of the Institute) for the purpose of a village hall for the use of the inhabitants of the parishes of Oulton and Woodlesford without distinction of political religious or other opinions including use for meetings, lectures and classes and for other forms of recreation and leisure time with the object of improving the conditions of life for the said inhabitants.	
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>For the first three months of 2021 very little happened in terms of Community use of the building as a further lockdown was imposed. From April onwards activity picked up although not to the levels that were evident in 2019 before the Pandemic.</p> <p>Most of the activities that had taken place up to March 2020 returned although we lost one or two. After the Summer School holidays, Children's birthday parties returned to the Hall. Everyone was impressed with the refurbished Hall.</p> <p>The Fair Exchange (link and build the local community) ran a number of events at the Institute including an Art Class, Coffee Morning and Salsa weekly and Craft &amp; Chat fortnightly.</p> <p>The local Oulton &amp; Woodlesford Neighbourhood Forum concerned with planning for the future of our villages did not use the building for their meetings which continued to be conducted by tele-conference. A notice board is provided to act as an information centre for the group.</p> <p>The Trustees were able to organise the Annual Craft fair which was well received by all, to raise funds for the upkeep of the Institute. A weekly tea dance event was also started which contributed to our Fund-raising effort.</p> <p>A long-standing Office tenant retired at the end of 2020 and an extensive refurbishment program was undertaken in order to attract new tenants which we successfully did from October.</p>	

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit Para 1.18	The Trustees have given due regard to Charity Commission guidance on public benefit.
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**Additional information (optional)**

You may choose to include further statements where relevant about:

Policy on grant making Para 1.38	
Policy on social investment including program related investment Para 1.38	
Contribution made by volunteers Para 1.38	
Other	

## Achievements and Performance

<p>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.</p> <p>Para 1.20</p>	<p>Revenue from Community Letting was nearly double the previous year. Our charges were not increased for the year.</p> <p>For the reasons mentioned above Revenue from Office letting fell by 35%.</p> <p>Overall our expenditure exceeded our income by £11,651 in the year so we ended the year with £20,181 in hand. We were grateful to receive various pandemic related grants totalling just over £19,000.</p> <p>The Major Project of 2021 was the refurbishment of the Office Spaces on the 1<sup>st</sup> Floor on which we spent just over £50,000.</p> <ul style="list-style-type: none"> <li>• Additional Insulation</li> <li>• Re-division of the space to create more lettable units</li> <li>• Creation of a communal Kitchen</li> <li>• Enhanced lighting and electrical connections</li> <li>• Enhanced Fire protection and new Fire doors</li> <li>• Replastering and decorating</li> </ul> <p>This is an investment for the next 5 - 10 years and new Tenants took occupancy on 1<sup>st</sup> October.</p> <p>In the area of general maintenance:</p> <ul style="list-style-type: none"> <li>• Repairs to Boilers.</li> <li>• Roof Repairs</li> <li>• All necessary Gas, Electrical and Fire Extinguisher testing was carried out.</li> </ul> <p>This building is a focus of Community Activity and the on-going project to maintain and improve it is welcomed and enjoyed by the increasing number of people who use it.</p>
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### Additional information (optional)

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p> <p>Para 1.41</p>	
<p>Performance of fundraising activities against objectives set</p> <p>Para 1.41</p>	
<p>Investment performance against objectives</p> <p>Para 1.41</p>	
<p>Other</p>	

## Financial Review

Review of the charity's financial position at the end of the period  Para 1.21	The charity finished the year with a balance of £20,181 having made continuing investment in repairing and improving the building.	
Statement explaining the policy for holding reserves stating why they are held  Para 1.22	During the year the Reserves Policy was reviewed by the Management Committee. Whilst the end of year balance has decreased we do not believe it to be unreasonable given the size and age of the building.	
Amount of reserves held	Para 1.22	£20,000
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no specific uncertainties at this time although the Management Committee is not getting any younger and could do with some maybe newly (rather than long) retired persons for the future.

### 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 (trust deed, royal charter)	Para 1.25	Constitution drawn up in 1970
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Community Benefit Society?
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	By proposal to the Management Committee and vote to join the Committee. Must be residents of the Parish of Oulton & Woodlesford or have a skill that would be beneficial to the running of the Institute

### 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	The Oulton Institute
Other name the charity uses	
Registered charity number	523794
Charity's principal address	Quarry Hill Oulton LEEDS LS26 8SX

## 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	David Cove	President		
2	Margaret Peniston	Chairman		
3	Pat Hoyle	Secretary		
4	Ron Walker	Treasurer		
5	Elizabeth Tonks			
6	Pauline Hope			
7	Hannah Harvey			
8	Stuart Ward			
9				
10				

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

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not Applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not Applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not Applicable

## Additional information (optional)

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### 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

<b>Signature(s)</b>	<i>RJ Walker</i>	<i>M Peniston</i>
<b>Full name(s)</b>	Ronald James Walker	Margaret Peniston
<b>Position (eg Secretary, Chair, etc)</b>	Honorary Treasurer	Honorary Vice-President & Chair
<b>Date</b>	14 March 2022	

## 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 £
<b>B1 Cash funds</b>	Bank Current Account	20,018	-	-
	Bank Deposit Account	158	-	-
	Cash on Hand	5	-	-
	<b>Total cash funds</b>	<b>20,181</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments  
account(s))

[illegible]

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	Land and Buildings	Endowment	-	
			-	-
			-	-
			-	-
			-	-
			-	-

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

Signature

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An. Peristea

Print Name

Ron Walker (Treasurer)

Margaret Peniston (Vice President)

Date of approval

14.3.2022

14-3, 2022





## Receipts and payments accounts

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For the period  
from

1-Jan-2021

To

31-Dec-2021

### 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 £
<b>A1 Receipts</b>					
Grants	19,051	-	-	19,051	209,820
Donations	200	-	-	200	1,010
Office Rents	8,708	-	-	8,708	13,512
Hall Lettings	21,044	-	-	21,044	11,067
House Rent	8,888	-	-	8,888	8,757
Feed-in Tariff	1,210	-	-	1,210	1,257
Fundraising Events	1,087	-	-	1,087	-
Subscriptions	18	-	-	18	16
Interest Received	102	-	-	102	312
Sundries	110	-	-	110	9,353
<b>Sub total (Gross income for AR)</b>	<b>60,418</b>	<b>-</b>	<b>-</b>	<b>60,418</b>	<b>255,104</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>60,418</b>	<b>-</b>	<b>-</b>	<b>60,418</b>	<b>255,104</b>

<b>A3 Payments</b>					
Supplies	242	-	-	242	257
Administration Expenses	1,069	-	-	1,069	3,574
Repairs, Maintenance & Refurbishment	3,413	-	-	3,413	255,349
Cleaning	2,680	-	-	2,680	1,190
Gas- Offices	625	-	-	625	1,050
Gas - Hall	675	-	-	675	753
Gas - House	21	-	-	21	-
Electricity - Offices	237	-	-	237	-
Electricity - Hall	384	-	-	384	498
Electricity- House	-	-	-	-	-
Water Rates	246	-	-	246	333
General Rates	125	-	-	125	56
Waste Removal	635	-	-	635	444
Insurance	1,573	-	-	1,573	1,488
Broadband	316	-	-	316	342
Licences	266	-	-	266	188
Donations	250	-	-	250	150
Website	-	7,500	-	7,500	-
Consultancy Fees	-	-	-	-	1,999
Sundry Expenses	517	-	-	517	269
<b>Sub total</b>	<b>13,274</b>	<b>7,500</b>	<b>-</b>	<b>20,774</b>	<b>267,940</b>

<b>A4 Asset and investment purchases, (see table)</b>					
Equipment	562	-	-	562	-
Refurbishment - Labour	36,401	-	-	36,401	-
Refurbishment - Materials	13,708	-	-	13,708	-
Harold Hall	624	-	-	624	-
<b>Sub total</b>	<b>51,295</b>	<b>-</b>	<b>-</b>	<b>51,295</b>	<b>-</b>
<b>Total payments</b>	<b>64,569</b>	<b>7,500</b>	<b>-</b>	<b>72,069</b>	<b>267,940</b>

<b>Net of receipts/(payments)</b>	<b>- 4,151</b>	<b>- 7,500</b>	<b>-</b>	<b>- 11,651</b>	<b>- 12,836</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>24,195</b>	<b>7,637</b>	<b>-</b>	<b>31,832</b>	<b>44,668</b>
<b>Cash funds this year end</b>	<b>20,044</b>	<b>137</b>	<b>-</b>	<b>20,181</b>	<b>31,832</b>

**THE OULTON INSTITUTE**  
**Independent Examiner's Report to The Oulton Institute**

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Signed: A Cutler FCCA

Date: 14.3.2022

Cutler & Co Chartered Certified Accountants  
Brook House  
Church Lane  
Garforth  
Leeds  
LS25 1HB