



Trustees' Annual Report for the period

From 1 January 2022 To 31 December 2022

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>The year 2022 was pretty much a return to normality after two years of strangeness.</p> <p>Most of the activities that had taken place up to March 2020 had returned although we lost one or two. Children's birthday parties were a regular feature at weekends in the Hall. The refurbished Hall continues to impress.</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 & Chat fortnightly.</p> <p>The local Oulton & Woodlesford Neighbourhood Forum concerned with planning for the future of our villages returned to the building for their last meeting of the year and will hopefully continue in 2023. A notice board is provided to act as an information centre for the group.</p> <p>The Annual Service of Remembrance was held in the Hall before attendees made their way to the local War Memorial for the two minute silence. Many then returned to the Hall for a warming Tea/Coffee and biscuits hosted by the Management Committee.</p> <p>The Trustees again organised the Annual Craft Fair, which was well received by all, to raise funds for the upkeep of the Institute. The weekly Tea Dance is now a regular feature and contributed to our Fund-raising effort.</p> <p>All the available Office space is now let and we had a full year of Rental Income which was very welcome.</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.
---	--

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 45% better than the previous year. Our charges were increased by 2% for the year.</p> <p>Following refurbishment of the Offices in 2021 Revenue from Office letting rose by 80%.</p> <p>Overall our income exceeded our expenditure by £22,882 in the year so we ended the year with £43,063 in hand. All revenue generated by the Letting of the Building Spaces.</p> <p>The Major Project of 2021 was the refurbishment of the Caretaker's House at the rear of the Property on which we spent just under £9,000. This has long been used as Offices and needed updating when the previous Tenants moved out in December 2021.</p> <ul style="list-style-type: none"> • New False ceilings • Enhanced lighting and electrical connections • Enhanced Fire protection and new Fire doors • New flooring and decorating <p>We were fortunate to let the space immediately to a new Tenant.</p> <p>In the area of general maintenance:</p> <ul style="list-style-type: none"> • Repairs to Boilers. • Roof Repairs • All necessary Gas, Electrical and Fire Extinguisher testing was carried out. <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>
---	--

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 £43,063 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. We believe we are in a comfortable position to continue our program of future proofing the building so that it is available for future generations.	
Amount of reserves held	Para 1.22	£40,000
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	Unincorporated Association
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)

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--



Other optional information

--

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)	Ronald James Walker	Margaret Peniston
Position (eg Secretary, Chair, etc)	Honorary Treasurer	Honorary Vice-President & Chair

Date

6 March 2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Oulton Institute

523794

Receipts and payments accounts

CC16a

For the period
from

01-Jan-22

To

31-Dec-22

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					
Grants	-	-	-	-	19,051
Donations	110	-	-	110	200
Office Rents	15,868	-	-	15,868	8,708
Hall Lettings	30,665	-	-	30,665	21,044
House Rent	9,600	-	-	9,600	8,888
Feed-in Tariff	1,431	-	-	1,431	1,210
Fundraising Events	2,587	-	-	2,587	1,087
Subscriptions	18	-	-	18	18
Interest Received	269	-	-	269	102
Sundries	111	-	-	111	110
Sub total (Gross income for AR)	60,659	-	-	60,659	60,418
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	60,659	-	-	60,659	60,418
A3 Payments					
Supplies	531	-	-	531	242
Administration Expenses	1,110	-	-	1,110	1,069
Repairs and Maintenance	8,392	-	-	8,392	3,413
Cleaning	3,165	-	-	3,165	2,680
Gas- Offices	1,126	-	-	1,126	625
Gas - Hall	962	-	-	962	675
Gas - House	181	-	-	181	21
Electricity - Offices	395	-	-	395	237
Electricity - Hall	886	-	-	886	384
Electricity- House	36	-	-	36	-
Water Rates	605	-	-	605	246
General Rates	279	-	-	279	125
Waste Removal	872	-	-	872	635
Insurance	1,584	-	-	1,584	1,573
Telecom and Broadband	402	-	-	402	316
Licences	505	-	-	505	266
Donations	300	-	-	300	250
Website	-	-	-	-	7,500
Consultancy Fees	-	-	-	-	-
Sundry Expenses	395	-	-	395	517
Sub total	21,726	-	-	21,726	20,774
A4 Asset and investment purchases, (see table)					
Equipment	2,179	-	-	2,179	562
Refurbishment - Labour	8,923	-	-	8,923	36,401
Refurbishment - Materials	4,949	-	-	4,949	13,708
Harold Hall	-	-	-	-	624
Sub total	16,051	-	-	16,051	51,295
Total payments	37,777	-	-	37,777	72,069
Net of receipts/(payments)	22,882	-	-	22,882	11,651
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	20,181	-	-	20,181	31,832
Cash funds this year end	43,063	-	-	43,063	20,181

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	Bank Current Account	1,915	-	-
	Bank Reserve Account	41,147	-	-
	Cash on Hand	1	-	-
	Total cash funds	43,063	-	-

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



	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	Land and Buildings	Endowment	-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Fixtures and Fittings	Unrestricted		-
	Equipment	Unrestricted		-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	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
	Ron Walker (Treasurer)	
	Margaret Peniston (Vice President)	

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:

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

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.

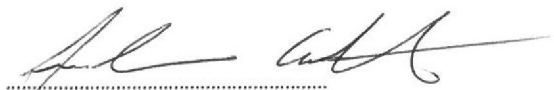
Basis of independent examiner's statement

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:

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