



Trustees' Annual Report for the period

From 1 January 2023 To 31 December 2023

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 2023 was a continuation of normality after the years of COVID strangeness.</p> <p>Most of the regular activities continued with one or two additions and losses. 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 monthly meetings and will hopefully continue in 2024. 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.
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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 11% higher than the previous year. Our charges were increased by 5% for the year, compared to the inflation rate at the time of 9.6%.</p> <p>We had a full year of Office Lettings with no void periods which saw revenue from that source rise by 10%. One tenant gave notice to leave on 31st January 2024.</p> <p>Overall our income exceeded our expenditure by £12,920 in the year so we ended the year with £55,982 in hand. Virtually all revenue generated by the Letting of the Building Spaces, with small contributions from Bank Interest and Solar Power Feed-in Tariff.</p> <p>The Major Project of 2023 was the replacement of the roof to the rear part of the building. This included the installation of further Solar Panels with Battery Storage, which was also added to the existing Installation. Looking forward to lower electricity usage from the Grid as our 3-year contract will expire this year and prices will undoubtedly increase.</p> <p>The Ladies Toilet needed major repairs as the floor was found to be rotten due to damp from leaking external rainwater drains.</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>
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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 £55,982 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)

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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	4 th March 2024	



Receipts and payments accounts

CC16a

For the period
from

01/01/2023

To

31/12/2023

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	110	-	-	110	110
Office Rents	17,506	-	-	17,506	15,868
Hall Lettings	34,140	-	-	34,140	30,665
House Rent	10,493	-	-	10,493	9,600
Feed-in Tariff	1,471	-	-	1,471	1,431
Fundraising Events	2,986	-	-	2,986	2,587
Subscriptions	18	-	-	18	18
Interest Received	1,399	-	-	1,399	269
Sundries	132	-	-	132	111
Sub total (Gross income for AR)	68,255	-	-	68,255	60,659
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	68,255	-	-	68,255	60,659
A3 Payments					
Supplies	1,038	-	-	1,038	531
Administration Expenses	749	-	-	749	1,110
Repairs and Maintenance	11,992	-	-	11,992	8,392
Cleaning	3,270	-	-	3,270	3,165
Gas - Offices	1,126	-	-	1,126	1,126
Gas - Hall	956	-	-	956	962
Gas - House	-	-	-	-	181
Electricity - Offices	1,014	-	-	1,014	395
Electricity - Hall	955	-	-	955	886
Electricity - House	-	-	-	-	36
Water Rates	660	-	-	660	605
General Rates	165	-	-	165	279
Waste Removal	744	-	-	744	872
Insurance	1,675	-	-	1,675	1,584
Telecom and Broadband	491	-	-	491	402
Licences	622	-	-	622	505
Donations	300	-	-	300	300
Sundry Expenses	249	-	-	249	395
Sub total	26,006	-	-	26,006	21,726
A4 Asset and investment purchases. (see table)					
Equipment	5,175	-	-	5,175	2,179
Refurbishment - Labour	21,161	-	-	21,161	8,923
Refurbishment - Materials	2,993	-	-	2,993	4,949
Harold Hall	-	-	-	-	-
Sub total	29,329	-	-	29,329	16,051
Total payments	55,335	-	-	55,335	37,777
Net of receipts/(payments)	12,920	-	-	12,920	22,882
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	43,063	-	-	43,063	20,181
Cash funds this year end	55,983	-	-	55,983	43,063

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	931	-	-
	Bank Reserve Account	55,051	-	-
	Cash on Hand	1	-	-
	Total cash funds	55,983	-	-
	(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

R Walker
M Peniston

Print Name

Ron Walker (Treasurer)
Margaret Peniston (Vice President)

Date of approval

4.3.2024
4, 3, 2024

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

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Basis of independent examiner's statement

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