

# Selby Community Trust

## Annual Report 2020-2021

### **A1. Reference and Administrative Details, its Trustees and Advisors**

Charity Name: Selby Community Trust

Registered Charity Number: 523830

#### **For the Financial Year 1 April 2020 to 31 March 2021**

Charity's Principal Address:

Selby Community Trust

Town Hall

York Street

Selby

YO8 4AJ

#### **Names of Charity Trustees**

Ms Melanie Davis, Selby Town Council – (Chair)

Mrs J Shaw-Wright, Selby Town Council

Mr F Matthews, Selby Town Council

Ms Samantha Loring, Royal British Legion

Mr Mike Dugher, Environment Agency (Vice Chair)

Ms Sue Andrew, Selby Town Council

Simon Cahill, Selby Town Council (Resigned April 2020)

Mr John Cattnach, Selby Vision

#### **Advisors**

Selby Community Trust's legal advisor is:

Darren Norgate

Crombie Wilkinson Solicitors

19 Clifford Street

YORK, YO1 9RP

The Trust's banker is:

Virgin Money (following their takeover of Yorkshire Bank)

16 Market Cross

Selby, YO8 0NU

The Trust's Auditor is:

Mrs J Bennett

Yorkshire Internal Audit Services

26 Stockwell Road

Knaresborough, HG5 0JZ

### **A2. Structure, Governance and Management**

The Charity's Governing Document is a Deed of Trust dated 7 January 1947

This is supplemented by a Scheme made by the Charity Commissioners for England and Wales dated 19 July 2002. In February 2018 an amendment to the Scheme was approved by the Charity Commission under S280 of the Charities Act and the Fuller Life Afternoon Group was removed as a Trustee and Selby District Vision was appointed a Trustee.

The Trustees consist of:

- Five persons nominated by Selby Town Council and,
- Four persons from local charitable and other interested organisations.

Currently these local organisations are:

- Royal British Legion (the land is War Memorial land)
- Environment Agency
- Selby Vision

These last two organisations represent various ages of town residents and users of the Community Centre.

Trustees are nominated for a four year period.

### **A3. Financial Review**

Our Annual Report for this year has, of course, been greatly affected by the Covid-19 pandemic which caused a lockdown from mid-March 2019 and the Community Centre was not allowed to open again until September 2020. Our Playgroup regular user did run some session during the summer but income from our regular and casual users has been reduced towards the end of this financial year and will definitely have a major effect on next year's figures. The Trust did receive some income via the Government Support for community centres but this in no way compensated for the lost income.

Selby Community Trust has a Permanent Endowment Fund of £235,000 which was paid to the Trust in compensation by Selby District Council as part of the compulsory purchase of Trust-owned land in 1987. The Trust has Charity Commission consent to hold £150,000 of that sum in permanent trust and to apply the remaining £85,000 as it deems necessary in the maintenance of the Trust owned assets.

The trust is working towards a reserves / development fund to ensure the maintenance and improvement of the buildings and land owned by the trust.

Trustees continue to seek and bid for grant funding to maintain and improve its assets.

The Community Trust usually pays £38,000 per annum to Selby Town Council for administrative, maintenance and caretaking services for all the Trust's assets. However, due to staffing issues at the Town Council and the lockdown due to the pandemic, this sum has been reduced over the last two years.

Land rentals from other users of the site are monitored and reviewed on a 3 yearly basis.

The Solar panels installed on the roof of the Community Centre as part of the Feed-in-Tariff scheme provided an income of £ 2,005.83 for the financial year of 2020-2021.

Other appropriate revenue raising possibilities are regularly investigated. The block booking of two smaller rooms has been affected by the lockdown due to the Covid-19 lockdown. However the arrangement continued once the Community Centre was allowed to open again during the year 2020/21. This

block booking has now ceased which will cause significant loss of income for 2021-2022.

An annual budget is set before the start of each financial year and monitored against actual expenditure through the year. This monitoring includes a detailed breakdown of each budget heading, frequency of lettings, monitoring of voids and discussion about how to ensure the Centre is used to as near capacity as possible to increase income.

Annual expenditure is reviewed and monitored at the quarterly meetings throughout the year to ensure efficient use of resources.

Trustees agree the level of payment due to the Town Council each year and also determine the level of hire charges for the Community Centre annually.

Trustees review the investment of the endowment fund on a regular basis to ensure the best income within a general rule of prudence and limited risk.

Trustees are mindful that in order to attract some funding for improvements we need to provide match funding for some grants particularly those with an environmental focus. Trustees believe that this is funding well invested if it allows the additional funding to maintain and enhance our existing assets.

### **B1 Objectives and Activities of the Charity**

The object of the Charity is, in the interest of social welfare, to improve the conditions of life for the inhabitants of the area of benefit without distinction of political, religious or other opinions by the provision and maintenance of:

- a community centre for use by the inhabitants including use for:
  - meetings, lectures and classes; and
  - other forms of recreation and leisure-time occupation;
- a recreation ground for use by the inhabitants; and
- an open space for the benefit of the inhabitants including the community pond
- a community woodland site at Bondgate which has been planted with many trees to provide a current and future asset for the community

### **B2 Achievements and Performance**

#### Community Centre

The Community Centre continues to be very well used by local community groups. There are over fifty organisations that regularly use the building, and income is steady. The Community Centre continues to receive support from Selby Town Council.

#### Community Land

The play area continues to be well used and supported by local families. Investigations are underway about other equipment which could be installed for children with disabilities and we will work with local disability support groups to ensure we make the right choices.

#### Wildlife Pond

The pond was again cleared of overgrown bulrushes and funding was received from Selby Town Council. The Community Volunteers were appointed to clear

away the overgrown bulrushes and this will be an annual expense if we are to keep the pond free from overgrowth of the reed mace.

### **Bondgate Land**

We have continued to monitor the trees and the planned thinning of the trees by Groundwork was delayed due to Covid but will be carried out as soon as possible. The wet area towards the back of the site was developed to encourage wildlife and allow birdwatching has been completed and we hope this will encourage even more people to use the land. We receive good feedback about this amenity land from the community and to respond to suggestions for improvements.

## **C1 Additional Reference and Administrative Information**

### **Managing Officer**

The day to day management and running of the Trust's assets is carried out by the Town Council Clerk.

## **C2 Structure, Governance and Management**

Trustees are given the opportunity for training on the responsibilities of becoming a trustee following the recommendations of the Charity Commission.

Trustees attend quarterly meetings and the AGM is held in October each year. Appropriate and prudent financial procedures are in place to facilitate the smooth day to day running of the Trust's assets and all budgeted expenditure is reported to the Trustees at the next available meeting.

Matters requiring decision between meetings, and outside the agreed delegation are dealt with in consultation with and the approval of the Chair of the Trustees. The Town Clerk who also acts as Clerk to the Trustees is delegated to authorise work necessary to the maintenance of the Trust owned building and land.

## **Proposed Works for 2021/22**

### **1. Development of the Community Centre**

- To continue to maximise income from lettings of rooms at the Community Centre by holding regular open days to give the local community the opportunity to see the facilities available.
- To continue to pursue funding to increase the usage of the upper floor of the Centre including the provision of disabled access and facilities which would encourage greater use of this self-contained part of the premises.
- To continue to seek additional funding to increase the use of sustainable energy within the premises which will lead to savings in utility costs.

### **2. Community Centre Land**

- Usage of some of the land is limited due to water levels and the fact that the bottom part of the field is designated as flood relief land. However, Trustees will continue to investigate any appropriate usage particularly when this increases income.

### **3. Community Pond**

- The Pond receive Site of Importance for Nature Conservation (SINC) status and the area to the side of the Pond be cleared through funding obtained via Groundwork.

### **4. Land at Bondgate**

- To continue to work with Groundwork and local school children to develop the area and encourage its use for future generations

### **Declaration**

**The Trustees have approved the Annual Report above at their meeting held on 11 October 2021**

**Signature:** *MADavis*

**Date:** 11/10/21

**Full Name: Melanie Davis**

**Position: Chair of Selby Community Trust**

YORKSHIRE INTERNAL AUDIT SERVICES  
JASPER COTTAGE, SESSAY, THIRSK, NORTH YORKSHIRE YO7 3BE  
TELEPHONE 01845 501660

Mrs G Bell  
Clerk to Selby Community Trust  
Town Hall  
York Street  
Selby  
North Yorkshire  
YO8 4AJ



Dear Mrs Bell

**To the Chairman and Trustees of Selby Community Trust  
Independent Examination for the Financial Year ending 31 March 2021**

I am pleased to inform you that I have carried out the independent examination of the Trust in accordance with the Charity Commission directions and I can confirm that nothing has come to my attention which would lead me to conclude that the requirements had not been met.

I have enclosed the Independent Examiners Report for 2020/21 and a copy of the accounts examined.

There are no matters to bring to the attention of the Trust.

Previous reports to the Trust have recommended that it carry out a review of assets held to ensure that they are properly recorded and appropriately insured and that low value items such as tools, crockery need not be included in the register but could be recorded in an inventory instead. This has now been completed.

I would like to thank the Clerk to the Trust for her assistance during the examination.

Yours sincerely

A handwritten signature in cursive script that reads "Janet L. Bennett".

JL Bennett  
9 August 2021

PARTNERS ~ KC Stephenson	Tel: 0113 2585610
RF Entwistle	Tel 01845 501660
PRINCIPAL AUDITOR ~ Mrs JL Bennett	Tel: 01924 671829



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

SELBY COMMUNITY TRUST

On accounts for the year  
ended

31 MARCH 2021

Charity no  
(if any)

523830

Set out on pages

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Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination ~~(other than that disclosed below \*)~~ which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

*Janet L. Bennett*

Date:

9 AUGUST 2021

Name:

JANET L. BENNETT

Relevant professional  
qualification(s) or body

FMAAT



(if any):

Address:

4 GREEN LANE CLOSE, OVERTON

WAKEFIELD

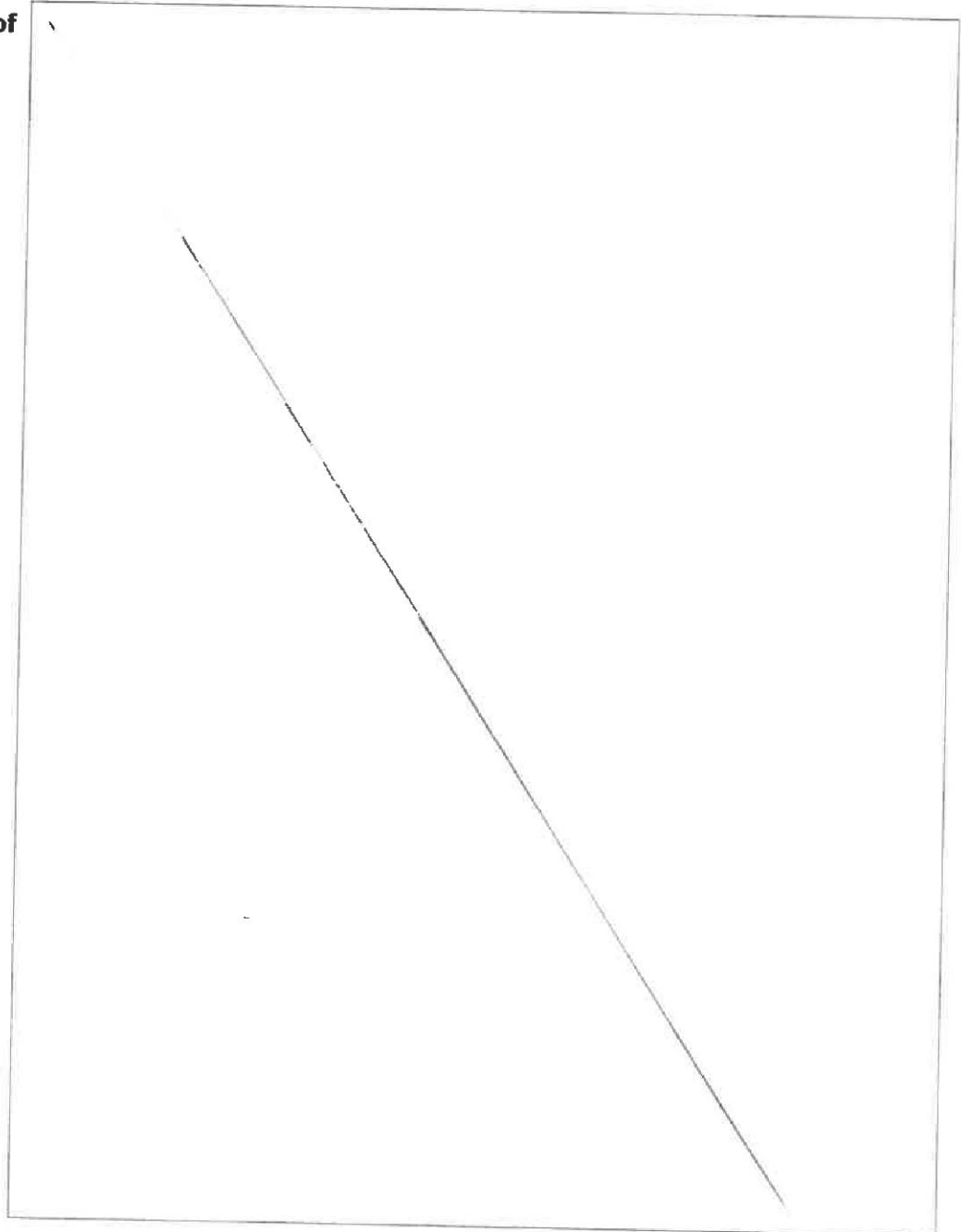
WEST YORKSHIRE WF4 4SE

## Section B

### Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.





# SELBY COMMUNITY TRUST

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## Accounts Report 2020/21

Account 1	31 March 20	31 March 21
<b>Receipts</b>		
Rents - Medical Centre + O2	9,733.70	9,883.70
Room Booking Fees	35,821.50	10,000.50
Other/Grants Received	179.99	19,588.58
Rebates	2,027.25	2,005.83
Woodland Income	100.66	
<b>Total</b>	<b>47,863.10</b>	<b>41,478.61</b>
Bank Interest Acct 1	283.66	
Total Inc Bank Interest	48,146.76	41,478.61
<b>Payments</b>		
Administration	29,528.00	14,805.43
Caretaking	845.98	313.30
Services & Utilities	8,944.86	9,085.69
Misc	633.70	9.99
Grounds Maintenance	780.00	275.00
Renovations and Improvement	2,068.09	653.95
Annual Maint and Servicing	461.90	2,826.32
Bondgate Woodland	100.66	
<b>Total</b>	<b>43,363.19</b>	<b>27,969.68</b>
Bank Charges Acct 1		
Total Inc Bank Charges	43,363.19	27,969.68

Account 2	31 March 20	31 March 21
<b>Receipts</b>		
Solar Rebate from Acct 1		
Grant Received Account 2		
CCLA Dividend Received	£ 4,342.01	4,427.66
Insurance Claim fence		690.00
Interest Acct 2	£ 447.11	
<b>Total</b>	<b>4,789.12</b>	<b>5,117.66</b>
<b>Payments Acct 2</b>		
Improve/Renovations	£ 1,663.94	£ 14,061.20
<b>Total</b>	<b>£ 1,663.94</b>	<b>£ 14,061.20</b>

Cumulative Fund Balance	31 March 20	31 March 21
Accounts 1, 2 and Investment		
Balance B/fwd	323,044.26	279,392.19
Total receipts Acct 1 inc interest	48,146.76	41,478.61
Dividend from CCLA	4,342.01	4,427.66
Other Receipts Acct 2		690.00
Bank Interest Acct 2	447.11	
Sub Total	375,980.14	325,988.46
Less payments Acct 1 inc charges	43,363.19	27,969.68
Less payments Acct 2	1,663.94	14,061.20
Teachers B.S (Interest received 20/21)	20,071.02	116.83
Charity Bank (Interest received 20/21)	31,631.84	413.47
Balance C/fwd	279,392.19	284,487.88

Bank Accounts 1 & 2 and Investment	31 March 20	31 March 21
Balance at bank Acct 1	32,039.75	45,631.66
Balance at bank Acct 2	95,649.58	86,706.04
Funds to be banked Acct 1		
Y Bank Investment (restricted funds)		
CCLA Investment (restricted funds)	100,000.00	100,000.00
Charity Bank	31,631.84	32,045.31
Teachers Building Society	20,071.02	20,187.85
<b>BALANCE</b>	<b>279,392.19</b>	<b>284,570.86</b>
u/p cheques		82.98
Bank Bal less u/p cheques	279,392.19	284,487.88

Petty Cash Summary	
Balance B/Fwd 2019/20	£ 50.00
Expenditure 2020/21	£ 85.43
Income 2020/21	£ 85.43
Balance	£ 50.00