

Hepworth Community Association
(Registered Charity: 1023644)

Trustees' Report for the year to 30th November 2015

Address

The Village Hall, Towngate, Hepworth, Holmfirth, West Yorkshire, HD9 1TE

Trustees

(a) To March 2015

Kevin Dessoy (Chair of Trustees; Elected Trustee), Chris Gardner (Secretary to the Trustees; Elected Trustee), Roy Barnett (Elected Trustee), Alan Brook (Co-opted Trustee), Richard Southam (Co-opted Trustee).

(b) From March 2015

Kevin Dessoy (Chair of Trustees; Elected Trustee), Chris Gardner (Secretary to the Trustees; Elected Trustee), Roy Barnett (Elected Trustee), Sarah Brackenbury (Elected Trustee), Carolynn Williams (Elected Trustee), Alan Brook (Co-opted Trustee), Richard Southam (Co-opted Trustee).

Charity Structure

The charity was registered with the Charity Commission in 1992. In 2013, a revised constitution was drawn up and was lodged with the Commission. The charity is now run in conformity with this 2013 constitution which specifies that Hepworth Community Association (= HCA) should have between 3 and 12 Trustees, all of whom must be members or authorised representatives. Of these, up to 12 may be Elected Trustees, a quarter of whom must retire at each AGM, those longest in office retiring first. Up to 3 Co-opted Trustees may be appointed by resolution of the Trustees, to hold office until the next AGM. The Association currently (at 30th November 2015) has 5 Elected Trustees, 1 of whom retires, by rotation, at each AGM. All Trustees are required to sign a Trustee Declaration Form confirming both their eligibility and suitability for office in relation to the criteria set out by the Commission in its publications. Prospective new Trustees are given advance notice of this requirement. Checks are made on all Trustees using the Insolvency Register. The Trustees meet at least 4 times a year, and minutes of their meetings are circulated to members and then discussed at Monthly Meeting (see below), if appropriate.

Although the Trustees are ultimately responsible for control of the charity and its property and funds, running of the HCA is - by delegation - largely in the hands of its membership at the Monthly Meeting. Anyone may attend the Monthly Meeting, although only signed-up members may vote. Membership of the HCA is open to any individual or organisation interested in supporting its objects. The Association currently has about 36 members. At the AGM, the membership votes for a Chair of the Monthly Meeting, a Secretary of the Monthly Meeting, a Treasurer, and a Bookings Secretary.

Objectives and Activities

The Association maintains, improves, uses and administers Hepworth Village Hall, a former day-school owned by the Anglican church. The HCA holds the Hall by licence from the church. HCA lets space, at low rates, to local groups (sports, craft, playgroup, charities, drama etc) and to individuals for social events and parties. HCA also runs events, eg Film Night, HepworthLIVE (a folk-music night), food-evenings, concerts, plays, quiz-nights, etc., as community occasions and as fund-raisers. In addition, the HCA also administers the production and distribution of "Focus", a quarterly community magazine with a print-run of about 700 copies, free to householders in the area.

Achievements and Performance

The Report below was given to the AGM on 7th March 2016 by the Chair of the Monthly Meeting, Mr Alan Brook. It refers to our last financial year ending on 30th November 2015.

This is my final annual report and it becomes more difficult to find something new or interesting to say each year. There has been no major project this year, as we have been saving up for the next project which will hopefully be concerned with the hall grounds.

The hall continues to be well used, so I am going to produce a few statistics for the last year which don't appear directly in the financial report from the treasurer. Regular weekday events averaged nearly 2 a day and there were over 65 weekend events with only 9 free weekends. Three new weekly classes, for Pilates and sewing, have started and have continued to attract enough interest to keep going. There have also been quite a number of occasions when people have hired the hall for private rehearsals for dancing and music.

As you are probably aware, a large part of our income comes from the bar which is open only when certain events are taking place. I thought it would be instructive to record what all these events are:

The largest proportion of bar income (some 40%) came from 9 large private events such as wedding receptions, parties and large concerts.

8 smaller private events, many connected with the school and playgroup, contributed around 10%.

7 HepworthLIVE folk music concerts and 10 film nights each brought in 12%.

Finally, events organised by ourselves - pantomime, play, feast, and Christmas Eve - accounted for the final 26%.

Although the primary purpose of the Community Association is to administer the village hall, we also publish a free village magazine, "Focus", 4 times a year, we publish an email newsletter every month detailing all village

events and we run a website which provides village information and contact points for many village organisations.

All these activities are run or provided by volunteers.

The Community Association continues to run a viable, affordable village hall which supports, and is well supported by, the village.

Financial Review and Reserves Policy

The HCA is in a very healthy financial position as the Village Hall is a centre of village activity. In 2014-15, our net income (£19K) exceeded our essential expenditure (£7K) by around £12,000. After elective spending of £2K, this left a surplus of £10K which we are putting towards improving facilities at the Hall, in particular work in the Hall grounds, as mentioned in the Chairman's Report, above. This surplus also enables us to encourage use of the Hall facilities by keeping letting fees low. Our income comes largely from letting income (£5K), productions by the village drama group (£4K) and the surplus from the bar (£8K) which is run (almost) entirely by volunteer staff. During the year, the Trustees adopted a Reserves Policy. The assets in the Bar Fund (£0.7K) and the HepworthLIVE Fund (£0.9K) are funds designated for running the Bar and HepworthLIVE, respectively. The Trustees decided that £4,000 of the money in the Association's General Fund (currently £11.5K) should be held as Operational Reserves for conducting day-to-day business of the Association, and to fund unexpected expenditure, and that the remainder (£7.5K) should be classified as designated funds, set aside for funding projects such as work on the Hall grounds. The Reserves Policy will be reviewed biannually.

In October 2015, we were pleased to receive a visit from the Charity Commission. Following their visit, the Commission wrote in their letter to the Association: "Having met with the Trustees and after having a chance to consider their books and records, we were satisfied that the charity has demonstrated a good level of control. We were satisfied that that there are no ongoing safeguarding concerns and that the Trustees have adequate procedures in place for cash handling." In line with this, our Independent Examiner was able to write an unqualified Report on the Association's accounts for the year.

Public Benefit

The Trustees are aware of the guidance of the Charity Commission (in particular PB1, PB2 and PB3) on this matter and believe that the charity is run having regard to it. As evidence, we note that the report on Achievements and Performance, above, illustrates that the Association is serving the local community in many ways, and is playing the role for which it was set up and approved by the Commission.