

Hepworth Community Association  
(Registered Charity: 1023644)

## Trustees' Report for the year to 30th November 2016

### Address

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

### Trustees

#### (a) To March 2016

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).

#### (b) From March 2016

Kevin Dessoy (Chair of Trustees; Elected Trustee), Chris Gardner (Secretary to the Trustees; Elected Trustee), Michelle 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 2016) 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 several 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 38 members. At the AGM, the membership votes for a Chair of the Monthly Meeting, a Secretary of the

Monthly Meeting, a Treasurer, a Bookings Secretary and any replacement Elected Trustees.

## **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, fitness, 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), concerts, plays, 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 6th March 2017 by the Chair of the Monthly Meeting, Mr Kevin Dessoy. It refers to our last financial year ending on 30th November 2016.*

This is my first AGM as chair of the association and I'd like to thank all those members that have made me feel welcome in the role this year. As Richard [Hon. Treasurer] has outlined in his presentation of the accounts, the Association funds are looking particularly healthy and we will be looking to spend some of these funds on a major project to improve the outside of the Village Hall and grounds over the next 12 months. Some initial investigation work has started and plans will be discussed and actions taken at forthcoming monthly meetings to move the project forward. Whilst the Association is primarily concerned with the running and administering of the Village Hall, we mustn't forget the importance of the word Community. Hepworth continues to be a busy village community and we are very fortunate to have at its heart a popular and well used village pub, a church, school and pre-school and of course the hall itself which continues to be used for a wide range of activities throughout the year. The monthly film nights (now in their 10<sup>th</sup> year) have a dedicated following and have showcased both mainstream and fringe cinema this year. HepworthLIVE goes from strength to strength and whilst contribution in the accounts looks modest, both bring in a significant contribution through the bar sales and would not be possible without the dedication and time given by their respective volunteers.

Hepworth Players continue to play to full houses with the annual pantomime and play. The annual celebration of the Hepworth Feast also shows how the village can all come together even though the evening turnout was slightly lower than usual in 2016 due to a certain football match on the television. Hindsight reveals that villagers would have had a better time at the Feast than in front of the TV, unless of course they were of Icelandic descent.

The variety of clubs, groups and societies that use the hall can best be illustrated by reading the diary pages of the village Focus magazine which itself has gone through a significant change this year. I hope members will join me in congratulating the editors and team responsible on Focus's improved new look and print quality. Similarly, the monthly Hepnet newsletter continues to keep Hepworth residents informed and provides all the information you could ever want to know about the different village organisations.

In closing I would like to thank all those that give their time for the Association, the officers, the trustees and the large number of volunteers that make sure Hepworth continues to be a thriving village community.

## **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 2015-16, our net income (£19K) exceeded our essential expenditure (£7K) by around £12,000, as in the previous financial year. After elective spending of £2K, this left a surplus of over £10K which we will be putting towards improving facilities at the Hall, in particular work in the Hall grounds. This surplus also enables us to encourage use of the Hall facilities by keeping letting fees low. Our income comes largely from letting income (£6K), productions by the village drama group (£3K) and the surplus from the bar (£8K) which is run almost entirely by volunteer staff. The HCA operates a Reserves Policy. The assets in the Bar Fund (£0.7K) and the HepworthLIVE Fund (£0.1K) 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 £22K) should be held as Operational Reserves for conducting day-to-day business of the Association, and to fund unexpected expenditure, and that the remainder (£18K) should be classified as designated funds, set aside for funding projects such as work on the Hall grounds.

The Trustees conducted an 'Internal Audit' half way through the HCA financial year and were satisfied that full and accurate records were being kept, in line with the HCA's Financial Controls Policy. At the end of our financial year, our Independent Examiner was able to write an unqualified Report on the Association's annual accounts.

## **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.