



Clements Hall  
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# **Clements Hall Trust**

## **Trustees Annual Report & Financial Statement 2019**

For the year ended: 31 December 2019

Registered Charity Number 1084425

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# 1. Trustees Annual Report

## a Structure

### Trustees

Herald Armer, Treasurer  
Morgan Beard  
Rose Berl, Membership Secretary  
Allison Drew  
Ann Kurrein  
Karl Martin (co-opted May 2019, elected at AGM 15/06/19)  
Hussein Syed, Chair (from 15/06/19)  
Tania Weston, Chair (until 15/06/19)  
Julia McCabe, Company Secretary

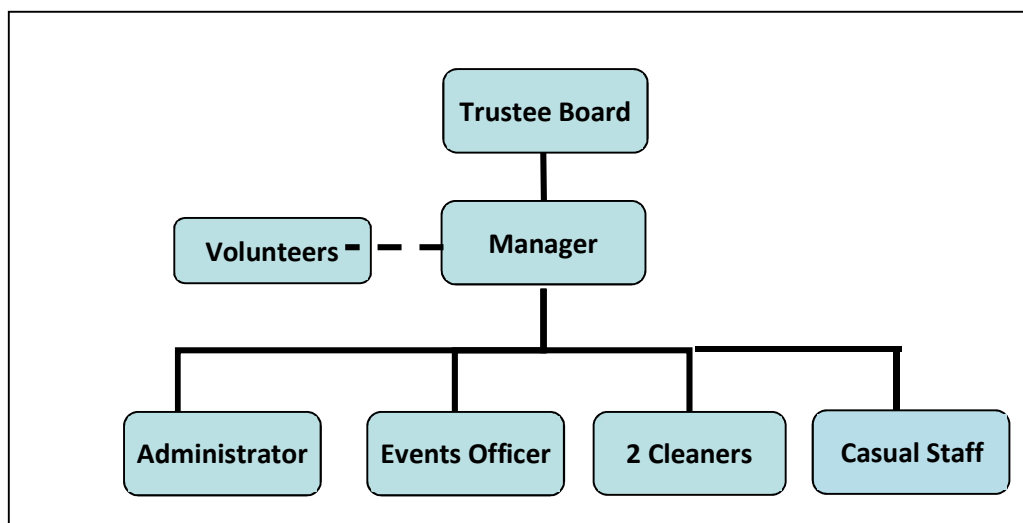
### Governing document

Memorandum and Articles incorporated 11/10/2000 as amended by special resolution(s) dated 02/07/2001 as amended by certificate of incorporation on change of name dated 26/08/2011.

### Trustee selection methods

Any member may stand as a trustee. Trustees are proposed and elected at each AGM. Trustees can also be co-opted at any time.

### Clements Hall Trust Structure chart



## b Our Aims and objectives

### Charitable objects

To preserve for the benefit of the people of York and of the nation, the historical, architectural, and constructional heritage that may exist in and around York including, but without limiting the generality of the foregoing, acquiring, renovating and restoring for the benefit of the beneficiaries, the structure, curtilage, site and environs of St Clements Hall.

### Aims 2014-2020

- The local community will feel stimulated, involved and engaged
- Individuals will feel positive, grow and develop as a result of involvement in our programmes and services

- People will have improved skills and/ or feel healthier (mentally or physically)
- Certain individuals/ groups will feel less isolated / lonely
- We play a significant part in linking the local community together

### **Objectives 2014-2020**

- Increase programmes of activities and services, particularly those that deliver on local community aspirations and needs
- Increase proactive delivery of programmes and services ('development' activity)
- Maintain and care for the building, improving facilities and addressing specific issues such as increasing space for hire, heating and cooking problems, development of the garden
- Increase community, volunteer and staff involvement in programmes and activity delivery
- Improve marketing and take up of unused space/ times in the facilities
- Increase sales (and profitability)
- Develop increasing financial sustainability, building on the excellent progress to date
- Offer positive opportunities for all people to engage with the local community
- Create a sustainable and safe organisation/environment

## **C Review of activities during 2019**

### **Staffing & Trustees**

Staffing remains our biggest item of expenditure and staff are critical to the operation of the Hall. We are fortunate to have excellent, dedicated staff who go above and beyond their paid roles in their support of the Hall.

We are proud to remain an organisation that pays staff the York Living Wage.

We co-opted a new trustee in 2019, Karl Martin, who was then elected at the AGM. Tania Weston stood down as Chair at the AGM, after 4 years in this position and Hussein Syed was elected as the new Chair.

In December 2019, we appointed Amy Bates in a new role as Events Manager.

### **Volunteers**

Our volunteers continued to provide significant help throughout the year, supporting us as ever with delivering newsletters, helping on Reception, running cinema bars, lending a hand at our socials, and helping out in maintenance week. We ran 2 successful fundraising quiz nights as well as a pop-up Art Show and all 3 events required a huge amount of volunteer input. Our Community Cinema and Local History Group are also volunteer-led.

### **Bookings**

In 2019, we continued to do well from hiring out the Hall and smaller rooms, which along with office rent remains our main source of income. Along with a large number of regular hirers, who provide a range of activities enjoyed by the local community, we had also built up a very solid base of repeat customers, who hire the facilities monthly, bi-monthly or once or twice a year.

A review of activities shows that the Hall continued to offer activities across the age range, from pre-school and school-age children to centenarians, as well as a huge variety, such as exercise, arts, worship, talks, film screenings and supported activities for adults. This is not to mention the one-off hire, often at weekends and evenings for fairs, meetings and workshops. Our office lets also remain an important source of our regular income.

Although Income for bigger events and weddings receptions remained important, we took the decision to reduce the number of these at weekends, as they require significant amounts of work and they were not sustainable at previous levels on existing staffing. We had also become aware that private parties were having

a significant negative impact on our neighbours, some of whom live in very close proximity to the Hall, and this too influenced our decision to reduce the number of these events.

We also chose not to increase room hire prices and office rents in 2019, in line with our remit to provide affordable space for the community. Feedback from customers has consistently indicated that they appreciate the Hall's reasonable prices and flexibility, as well as the level of customer service, which means that the facility is accessible for a large number of York-based community groups and charities (and for those from further afield), as well as individual local residents who run classes and activities at the Hall.

### **Projects, Building and Finances**

As we had accumulated some reserves, we took the decision in 2019 to invest in both the building and in staffing.

In the spring, we used funds to investigate and tackle on-going issues with our complex heating system (air source heat pump and under floor heating) and at least partially resolved some of these: the hot water system, which had kept cutting out, and improved control of the heating. However, the system continues to cause some headaches, and at some point the heat pump will need to be replaced.

In July 2019, we were finally able to carry out essential repairs on the flat roof at the front of the building, which had caused problems since the re-opening of the Hall and had been leaking badly. We were very pleased that this work was finally successfully completed, although we now realise that in the long term, the main roof will need to be replaced.

We also decided to create a new one-year post (Events Manager, 20 hours p/w) to increase the staffing capacity, as it had become increasingly difficult for existing staff to cope with the workload, particularly the demands made at weekends. In December 2019, Amy Bates was appointed, and Kate Davy was promoted to Deputy Manager.

As agreed in the autumn of 2018, Clements Hall subsidised the GEM lunch project entirely from its own reserves in 2019, and it remains a big success. The trustees would once again like to thank all the volunteers who help to make GEM so popular and ensure its smooth operation.

We also started to run weekly table tennis sessions on Thursday afternoons, and these proved very popular.

The Clements Hall Local History Group produced a second book about the South Bank shops, which has again proved very popular and the Group's lecture series and walks remained very well attended.

South Bank Community Cinema also had another good year, with some one-off events proving popular. The cinema remains an activity that brings in new users to the Hall from across the city.

In 2019 Clements Hall continued to raise sufficient income to cover its costs and a range of activities, although income had plateaued a little. This was in part due to the Hall having reached capacity in terms of staffing, and it was envisaged that the new post would help to generate additional income; there would also be more opportunity to explore other income sources, such as grant funding for new projects.

### **The Future**

At the end of 2019/ beginning of 2020 the future of Clements Hall seemed very positive. The calendar for 2020 had more confirmed bookings across the year and into 2021 than ever previously at that point in the year. However, the Covid-19 pandemic has had a huge impact. Clements Hall was required to close to the public, although the building has been used by City of York Council and by the Supper Collective during this period, and the re-opening of the Hall will be complicated and will need careful consideration. At the time of closing on 20 March 2020, all our income came from hire of the Hall, our events and our office rents. Many activities

have now become high risk or are currently unviable and the building capacity is vastly reduced due to social distancing measures. At the time of writing, staff and trustees are working to find a way in which the Hall can operate in this new environment, and we will have to be creative and imaginative if we are to find a viable path through this.

## **Conclusion**

In conclusion, Clements Hall Trust hopes to continue to provide a place for the benefit of the people of York – our foremost charitable objective. We hope that we can continue to provide a space for the community, a space that serves a social purpose and is friendly and safe, even if our operation may have to be quite different from before for the foreseeable future.

## 2. Independent Examiners Report

### **Independent examiner's report to the trustees of the Clements Hall Trust (Charity No. 1084425)**

I report on the accounts of the Clements Hall Trust for the year ended 31 December 2019, which are set out on pages 7 to 10.

#### **Responsibilities and basis of report**

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 2011 Act).

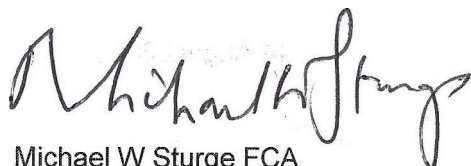
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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 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.



Michael W Sturge FCA

23 Lucombe Way,  
York YO32 4DS

14 August 2020

### 3 Statement of Financial Activities for the year ended 31 December 2019

#### CLEMENTS HALL TRUST

(Registered Charity Number 1084425)

#### STATEMENT OF FINANCIAL ACTIVITIES FOR THE 12 MONTHS TO 31 DECEMBER 2019

	Unrestricted Funds	Restricted Funds	Total	2018
<b>INCOMING RESOURCES</b>	<b>Funds</b>	<b>Funds</b>	<b>Total</b>	<b>2018</b>
<b>Note</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Hall Lettings	62,783	-	62,783	64,758
Office Rents	12,031	-	12,031	11,685
Bar Takings	7,279	-	7,279	10,320
Catering	1,081	-	1,081	1,247
Membership Subscriptions	282	-	282	291
Donations and fundraising	1,599	-	1,599	419
Greet, Eat and Meet	5,491	-	5,491	5,699
Other Income	3,248	-	3,248	3,721
<b>TOTAL INCOMING RESOURCES</b>	<b>93,794</b>	<b>-</b>	<b>93,794</b>	<b>98,140</b>
<b>RESOURCES EXPENDED</b>				
Charitable Activities:				
Salaries and Wages	46,444	-	46,444	48,587
Bar	6,682	-	6,682	6,146
Heat and light	12,307	-	12,307	9,545
Insurance	2,324	-	2,324	2,261
Rates	3,301	-	3,301	3,375
Building Repairs and Maintenance	8,256	-	8,256	11,220
Roof replacement	10,112	-	10,112	-
Equipment	451	-	451	1,094
Cleaning	2,069	-	2,069	2,124
Telephones and IT	4,386	-	4,386	2,688
Catering	635	-	635	668
Office Costs	762	-	762	1,078
Others	3,680	-	3,680	2,267
Performing Rights Society	1,673	-	1,673	1,735
Greet, Eat and Meet	8,062	-	8,062	10,219
Depreciation	3 1,085	-	1,085	1,086
Governance Costs	-	-	-	-
<b>TOTAL RESOURCES EXPENDED</b>	<b>112,229</b>	<b>-</b>	<b>112,229</b>	<b>104,093</b>
<b>NET (OUTGOING) RESOURCES</b>	<b>(18,435)</b>	<b>-</b>	<b>(18,435)</b>	<b>(5,953)</b>
<b>FUNDS BROUGHT FORWARD</b>	<b>73,741</b>	<b>-</b>	<b>73,741</b>	<b>79,694</b>
<b>FUNDS CARRIED FORWARD</b>	<b>55,306</b>	<b>-</b>	<b>55,306</b>	<b>73,741</b>

## 4 Balance Sheet

### CLEMENTS HALL TRUST

(Registered Charity Number 1084425)

#### BALANCE SHEET AT 31 DECEMBER 2019

Notes	£	Total £	31 December 2018 £
3	<b>TANGIBLE FIXED ASSETS</b>	3,256	4,341
	<b>CURRENT ASSETS</b>		
	Debtors and Prepayments	4,126	5,461
	Bar Stock	835	968
	Bank and Cash	51,579	67,457
		56,540	73,886
	<b>LESS CURRENT LIABILITIES</b>		
	Creditors and Accruals	(4,490)	(4,486)
	<b>NET CURRENT ASSETS</b>	52,050	69,400
	<b>NET ASSETS</b>	55,306	73,741
	<b>REPRESENTED BY</b>		
	Unrestricted funds	55,306	73,741
	Restricted Funds	-	-
		55,306	73,741

For the 12 months ending 31 December 2019 the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The Directors (Trustees) acknowledge their responsibilities for complying with the requirements of the Act in respect of accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standards for Smaller Entities 2016.

These financial statements were approved by the Board of Trustees on 24 June 2020 and signed on its behalf by:

Hussein Syed  
Chair



Herald Armer  
Treasurer





## 5. Notes to the Accounts

### CLEMENTS HALL

### TRUST

(Registered Charity Number  
1084425)

#### Notes to the Accounts for the 12 months ended 31 December 2019

##### 1 Basis of preparation

The accounts have been prepared on the basis of historic costs in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice, applicable accounting standards, and with the Companies Act 2006. The charity has taken advantage of the exemption in Financial Reporting Standard No. 1 from the requirement to produce a cash flow statement on the grounds that it is a small charity.

##### 2 Accounting Policies

Depreciation:

Tangible fixed assets are depreciated over 5 years commencing in the year following their year of acquisition. Expenditure on individual items of equipment of up to £2,500 is charged to the Statement of Financial Activities in the year in which it is incurred.

##### Restricted Funds

Restricted Funds are subject to specific conditions by donors as to how they may be used.

##### Unrestricted Funds

Unrestricted Funds are funds that can be used in accordance with the objects of the charity at the discretion of the Trustees.

##### Governance Costs

Governance Costs consist of the re-imbursement of Trustees' expenses incurred in carrying out their statutory responsibilities.

##### 3 Tangible Fixed Assets

	Building Improvements £	Furniture fixtures & equipment £	Total £	2018 £
<b>Costs</b>				
At 1 January 2019	1,847	56,850	58,697	58,697
Additions	-	-	-	
At 31 December 2019	1,847	56,850	58,697	58,697
<b>Depreciation</b>				
At 1 January 2019	1,847	52,509	54,356	53,270
Charge for year	-	1,085	1,085	1,086
At 31 December 2019	1,847	53,594	55,441	54,356

Net book value	-	3,256	3,256	4,341
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Clements Hall is occupied by the Charity under a 99 year lease with the City of York Council dated 30 November 2010. Expenditure on the conversion of the Hall, which was funded by the Community Assets Programme of the Office of the Third Sector, Cabinet Office was met by the City of York Council

## 5 Reserves Policy

The Trustees' objective is to establish Unrestricted Funds of between 3 months' and 6 months' revenue expenditure.

## 6 Company Limited by Guarantee

The company is limited by guarantee, having no share capital. Each member is liable to contribute a sum not exceeding £1.00 in the event of the company being wound up while they are members or within one year thereafter.