



Trustees' Annual Report

For the year ended 5 April 2020

Objectives and Activities

Summary of the purposes of the charity as set out in its governing document

'To promote the voluntary sector for the benefit of the public in particular but not exclusively by the provision of accommodation, advice, information and support to voluntary, community and social enterprise organisations principally but not exclusively in the local government areas of Staffordshire and Stoke on Trent and their environs so as to enable them to pursue or contribute to any charitable purpose.'

The Friends are also mindful of their strategic aims (included within the business plan):

- To encourage and attract public engagement
- To increase activity within and around the Guildhall
- To promote community/public agency/commercial use of the building to ensure viability
- To promote the history of the Guildhall

Summary of activities in relation to purpose

The purpose is being fulfilled currently in conjunction with Support Staffordshire who have signed a 5 year lease on the building (until 2025). The Friends were responsible for staffing the reception area by volunteers and providing general information and information on VCSE organisations - from its re-opening in January 2019 until its closure to the general public in mid-March 2020 due to the pandemic. In addition there was opportunity to support community groups by letting out the reception area in the evenings and on Saturdays to organisations such as craft groups, the Fair Trade Group, and a local radio station. The Friends also supported community groups by making the reception area available for public consultations/engagement such as the Carnival Committee, Lions and Dementia Group. The Friends got involved with events such as the Carnival in May and the Home-Coming (circus) event in June, the latter including use of the reception area for poetry reading and a dramatic presentation. The Friends also initiated a mock-mayor ceremony on Heritage Open Day in September along with a heritage display and organised a Christmas Fayre in November to link in with the lighting up of the Christmas lights.

It is considered that the activities of the year met the public benefit requirement of the Charity Commission.

Additional information

The Friends have benefited considerably during the year from grant funding, primarily from the Groundworks Bright Ideas fund, providing consultative assistance in the development of a business plan and for community engagement which was used for the Heritage Open Day and a heritage leaflet and sundry advertising but a substantial part of which was carried over into the 2020-21 financial year. The total amount provided was £8,750. The expenditure breakdown is attached.

The Friends along with Support Staffordshire have enabled the building to be open to the general public. Prior to closure in September 2018 it had been a Council run consultation centre but since re-opening its link with the general public has been broader. It has, for example, been promoting 'green issues' by being a centre for crisp packet collection and was investigating the possibility of having a public water fountain. The events such as the carnival, home-coming, mock-mayor and Christmas stall made the Guildhall a focal point in the town centre which it had not been before and increased the interest in the building and in the Friends as an organisation.

Organisational structure and trustees

The Friends of the Guildhall gained status as a Charitable Incorporated Organisation in September 2019 and has a full constitution (Association Model) in line with the Charity Commission requirement for charities and CIOs. An abridged version was made available to all members following incorporation and a full version can be found on the web-site.

The CIO is due to be administered by the trustees comprising 3 officers and not more than 9 other members elected at the Annual General Meeting. At every Annual General Meeting it is expected that one-third of the charity trustees shall retire from office.

The meeting of 3 December 2020 is the first official Annual General Meeting of the new CIO. Therefore it is deemed unnecessary for any trustee to retire at this juncture.

The current officers and trustees are as follows:

| | | |
|-----------------|------------------|--------------------------|
| Chair: | Hilary Jones | Appointed May 2018 |
| Treasurer: | Trevor Miles | Appointed May 2018 |
| Secretary: | Hilary Jones | |
| Other trustees: | Salwa Booth | Appointed May 2018 |
| | Keith Greatbatch | Appointed November 2019 |
| | Gillian Johnson | Appointed November 2019 |
| | Chris Malkin | Appointed May 2018 |
| | David Noble | Appointed September 2019 |
| | Simon White | Appointed May 2018 |
| | Alec Wright | Appointed September 2019 |
| | Ruth Wright | Appointed May 2018 |

Charity name: Friends of the Guildhall, Newcastle under Lyme

Charity no: 1185531

Registered address: The Guildhall, High Street, Newcastle under Lyme, Staffs, ST5 1PW

UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED
5TH APRIL 2020

FOR

FRIENDS OF THE GUILDHALL

FRIENDS OF THE GUILDHALL

PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 5TH APRIL 2020

Income:

| | | |
|-----------------------------|-------|------|
| Membership and Donations | 1511 | |
| Event Income | 1167 | |
| Awards and Sponsorship | 1290 | |
| Hire | 110 | |
| BID Contribution to Repairs | 217 | |
| Interest | 11 | |
| | <hr/> | 4306 |

Expenditure:

| | | |
|-------------------------|-------|-------|
| Payments for Events | 1455 | |
| Advertising | 60 | |
| Insurance | 249 | |
| Postage | 35 | |
| Printing and Stationery | 424 | |
| Phone | 214 | |
| Hire Costs | 155 | |
| Display | 297 | |
| Travel | 35 | |
| Professional Fees | 325 | |
| Sundries | 192 | |
| Training | 0 | |
| Accountancy | 264 | |
| Repairs and Renewals | 166 | |
| | <hr/> | 3871 |
| | | <hr/> |
| | | 435 |

Depreciation:

| | | |
|--------------------------|-------|------------|
| Equipment | <hr/> | 160 |
| | | <hr/> |
| Net Surplus for the Year | | <u>275</u> |

FRIENDS OF THE GUILDHALL

BALANCE SHEET FOR THE YEAR ENDED 5TH APRIL 2020

| | | |
|-------------------------------|--------------------|--------------------|
| Fixed Assets | Note 1 | |
| Tangible Assets | | 319 |
| Current Assets | | |
| Debtors | 520 | |
| Cash at Bank | <u>4168</u> | |
| | 4688 | |
| Creditors | | |
| Amounts falling due in 1 year | <u>544</u> | |
| Net Current Assets | | 4144 |
| | | <u> </u> |
| Total Assets | | <u><u>4463</u></u> |
| Financed by | | |
| Opening Fund Balance | 4188 | |
| Movement in Funds | <u>275</u> | |
| Closing Fund Balance | <u><u>4463</u></u> | |

In accordance with instructions given to us we have prepared without carrying out an audit the Accounts from the accounting records of Friends of the Guildhall and from information and explanations supplied to us.

In preparing the Accounts no matters have arisen which either:

- (i) give us cause to believe that proper accounting records have not been maintained and
- (ii) we feel attention should be drawn to in order to enable a proper understanding of the Accounts.

Kelly Molyneux & Co. Limited
Chartered Certified Accountants
Mitre House
Pitt Street West
Burslem
Stoke-on-Trent
ST6 3JW



Date : 25th November 2020

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 5TH APRIL 2020

1. FIXED ASSETS

| | <u>Equipment</u> |
|------------------------------|-------------------------|
| Cost brought forward | 0 |
| Additions | <u>479</u> |
| Cost carried forward | <u>479</u> |
| | |
| Depreciation brought forward | 0 |
| Charge for Year | <u>160</u> |
| Depreciation carried forward | <u>160</u> |
| | |
| NET BOOK VALUE 2019 | <u><u>0</u></u> |
| NET BOOK VALUE 2020 | <u><u>319</u></u> |