



**CLEMENTS
HALL**

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Clements Hall Trust

Trustees Annual Report & Financial Statement 2020

For the year ended: 31 December 2020

Registered Charity Number 1084425

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1. Trustees Annual Report

a Structure

Trustees

Morgan Beard
Rose Berl, Membership Secretary
Ann Kurrein, Treasurer
Karl Martin
Hussein Syed, Chair
Tania Weston (resigned 8 April 2021)
Julia McCabe, Company Secretary

Herald Armer resigned as Treasurer and Trustee at the AGM 09/09/20
Allison Drew resigned 30 June 2021

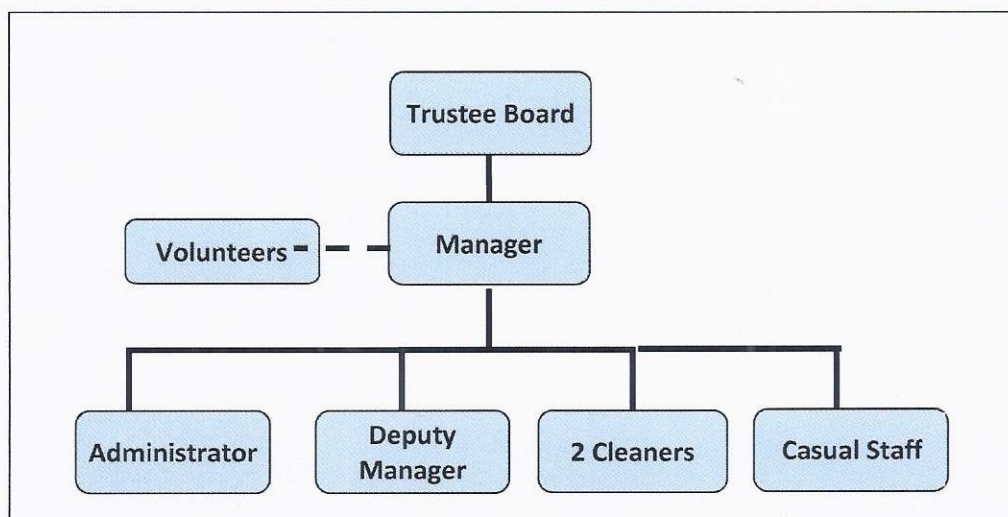
Governing document

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 until February 2020



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

- 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

- 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 2020

Staffing & Trustees

At the beginning of February, Amy Bates joined the Hall staff as Events Manager (having been appointed in December 2019), and Kate Davy became Deputy Manager. At the beginning of March, Clements Hall had 6 permanent members of staff and 4 members of the events team, who were employed on a casual basis, and we were about to take on another member of the events staff.

With the arrival of the pandemic and the subsequent lockdowns, all staffing had to be reviewed. The events staff were made redundant and initially the permanent staff reduced their hours. The introduction of the furlough scheme meant that the permanent office staff could be then retained on 80% of their salaries, and the cleaning staff on 100% of their salaries. Alison Reboul took indefinite unpaid leave from the end of March for personal reasons, and she retired from her role as Administrator in the autumn of 2020. She has been much missed, but has fortunately continued to help out in a voluntary capacity and, among other things, helped to deliver meals during the winter lockdown.

Two Trustees resigned from the Board in 2020: Allison Drew in June 2020 and Herald Armer stood down as Treasurer, after 8 years of service.

Volunteers

With many of our activities stalled in 2020, our volunteers remained as active as they could, organising meetings on Zoom and helping to deliver meals during the winter lockdowns.

Bookings

At the beginning of 2020, the outlook for Clements Hall seemed very positive. The calendar for 2020 had more confirmed bookings across the year and into 2021 than ever previously at the start of the year, and the numbers attending events and classes at the beginning of 2020 were better than during much of 2019.

However, on 23 March Clements Hall was required by law to close to the public and, apart from a brief period in the autumn, the Hall remained closed for most of the year. As nearly all our income came from room hire and office rent, this had a huge impact on our organisation. With the working-from-home order in place, our office tenants were also unable to use the building, so we suspended office rent from the end of March, and we collected very little in the way of room hire fees after the end of February. Our bar stock also had to be written off.

From 27 March onwards, the building was used by City of York Council (CYC) as a Covid-19 Hub, supporting those residents who were shielding. CYC have continued to retain a presence in the building into 2021, offering a range of services to local residents. From April – June 2020, the Supper Collective also used the Main Hall as a distribution centre, delivering thousands of meals across the city.

At the time of writing (July 2021), the building has been open to the public again since 12 April, for those activities permitted in Stages 2 and 3 of the Roadmap. From September, in theory, the calendar is fairly booked up again, but it remains to be seen how many activities will actually be able to go ahead.

Projects, Building and Finances

Clements Hall was fortunate enough to receive the Hospitality and Retail Business Support Grants during the lockdowns and periods of Tier 2 & Tier 3 restrictions, and this support has allowed the Trust to remain a viable organisation. We have also made use of the furlough scheme to keep staff in post, and we have received a care-taking fee for hosting City of York Council. In the autumn we earned a small amount of income from room hire.

In March 2020 Clements Hall applied for another grant of £4886.00 from the Joseph Rowntree Foundation (JRF) to re-boot our Wednesday GEM lunches. We were awarded the grant in May, but of course were not able to proceed with the lunches as planned, so after discussions with JRF, who were very helpful and flexible, we were able to begin a revised project in November, delivering meals to both previous and new GEM 'participants', with a view to holding in-person sessions again once they were possible (these started in May 2021). The project is funded for 12 months in total and we are very grateful for the support we have had from JRF.

In December 2020 we applied for and received a refund of £7,147.00 for overpayment of VAT – since 2016 – on our electricity bills and this has made a significant difference to the Hall's finances.

Clements Hall Local History Group and South Bank Community Cinema managed to maintain an active online presence throughout 2020 and it is hoped that these activities will be able to return to the Hall at some point in the not-too-distant future.

At the beginning of March, just before the pandemic struck, we purchased 6 new laptops and new software. Some of our existing computers were over 10 years old, and we were no longer able to keep the software up-to-date, nor were we always able to meet the IT needs of hirers. We had made the decision to purchase the new equipment in 2019, and while the new hardware has proved very useful in allowing staff to work flexibly from home more easily, we have sadly not yet seen the full benefit of the new hardware and software.

All other building improvements were put on hold in 2020, with only essential repairs and statutory maintenance carried out.

The Future

In conclusion, 2020 was a very difficult year for Clements Hall, as for so many organisations and people. We are pleased to still to be a viable organisation at this point, although there remains a good deal of uncertainty ahead. We are very grateful for the financial support that we have received, but we will have to make some changes, in particular to staffing, over the coming months, with the long-term sustainability of the Hall in mind.

Clements Hall Trust hopes to be able to continue to provide a place for the benefit of the people of York – our foremost charitable objective. We hope that we will still be able to offer a space that serves a social purpose and is friendly and safe, as we all continue to move through this pandemic.

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 2020, 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).

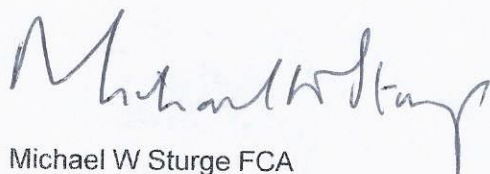
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

5 August 2021

3 Statement of Financial Activities for the year ended 31 December 2020

		Unrestricted Funds £	Restricted Funds £	Total £	2019 £
INCOMING RESOURCES	Note				
Hall Lettings		13,424	-	13,424	62,783
Office Rents		2,910	-	2,910	12,031
Bar Takings		1,409	-	1,409	7,279
Catering		41	-	41	1,081
Membership Subscriptions		132	-	132	282
Donations and fundraising		537	-	537	1,599
Greet, Eat and Meet luncheon donations		910	-	910	5,491
Job Retention Scheme (Furlough)		20,161	-	20,161	-
CYC Business Support Grants		29,613	-	29,613	-
CYC Hub		7,000	-	7,000	-
Electricity refund		7,147	-	7,147	-
GEM grant - JRF	4	-	4,886	4,886	-
Other Income		442	-	442	3,248
TOTAL INCOMING RESOURCES		83,726	4,886	88,612	93,794
RESOURCES EXPENDED					
Charitable Activities:					
Salaries and Wages		50,192	-	50,192	46,444
Bar		1,709	-	1,709	6,682
Heat and light		10,338	-	10,338	12,307
Insurance		2,616	-	2,616	2,324
Rates		858	-	858	3,301
Building Repairs and Maintenance		2,726	-	2,726	8,256
Roof replacement		-	-	-	10,112
Equipment		3,628	-	3,628	451
Cleaning		914	-	914	2,069
Telephones and IT		2,323	-	2,323	4,386
Catering		12	-	12	635
Office Costs		516	-	516	762
Others		758	-	758	3,680
Performing Rights Society		1,675	-	1,675	1,673
Greet, Eat and Meet		1,465	648	2,113	8,062
Depreciation	3	1,085	-	1,085	1,085
Governance Costs		-	-	-	-
TOTAL RESOURCES EXPENDED		80,815	648	81,463	112,229
NET INCOMING/(OUTGOING) RESOURCES		2,911	4,238	7,149	(18,435)
FUNDS BROUGHT FORWARD		55,306	-	55,306	73,741
FUNDS CARRIED FORWARD		58,217	4,238	62,455	55,306

4 Balance Sheet as at 31 December 2020

Notes		Total £	31 December 2019 £
3	TANGIBLE FIXED ASSETS	2,171	3,256
	CURRENT ASSETS		
	Debtors and Prepayments	10,922	4,126
	Bar Stock	-	835
	Bank and Cash	51,267	51,579
		62,189	56,540
	LESS CURRENT LIABILITIES		
	Creditors and Accruals	(1,905)	(4,490)
	NET CURRENT ASSETS	60,284	52,050
	NET ASSETS	62,455	55,306
	REPRESENTED BY		
	Unrestricted funds	58,217	53,306
4	Restricted Funds	4,238	-
		62,455	53,306

For the 12 months ending 31 December 2020 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 and signed on its behalf by:

Hussein Syed
Chair



Ann Kurrein
Treasurer



5 Notes to the Accounts

CLEMENTS HALL

TRUST

(Registered Charity Number 1084425)

Notes to the Accounts for the 12 months ended 31 December 2020

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 Improve- ments £	Furniture fixtures & equipment £	Total £	2019 £
Costs				
At 1 January 2020	1,847	56,850	58,697	58,697
Additions	-	-	-	-
At 31 December 2020	1,847	56,850	58,697	58,697
Depreciation				
At 1 January 2020	1,847	53,594	55,441	54,355
Charge for year	-	1,086	1,086	1,086
At 31 December 2020	1,847	54,680	56,527	55,441

Net book value	-	2,170	2,170	3,256
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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

4 Restricted Funds

	2019	
	£	£
Received during year	4,886	-
Expended during year	(648)	-
Carried forward at 31 December	4,238	-

The grant for Greet, Eat and Meet was provided by the Joseph Rowntree Foundation.

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 to a sum not exceeding £1.00 in the event of the company being wound up whilst they are members or one year thereafter.