



Clements Hall  
Nunthorpe Road  
York YO23 1BW  
01904 466086  
[enquiries@clementshall.org.uk](mailto:enquiries@clementshall.org.uk)  
[www.clementshall.org.uk](http://www.clementshall.org.uk)

## **Clements Hall Trust**

# **Trustees Annual Report & Financial Statement 2022**

**For the year ended: 31 December 2022**

Registered Charity Number 1084425

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## 1 Trustees Annual Report

### a) Structure

#### Trustees during 2022

Morgan Beard – resigned 18 February 2022

Rose Berl, Membership Secretary & Acting Chair

Ann Kurrein, Treasurer

Gleanna Oland – joined 13 May 2022

Karen Thompson – joined 11 January 2022

Sharon West – joined 21 June 2022

**Company Secretary:** Julia McCabe

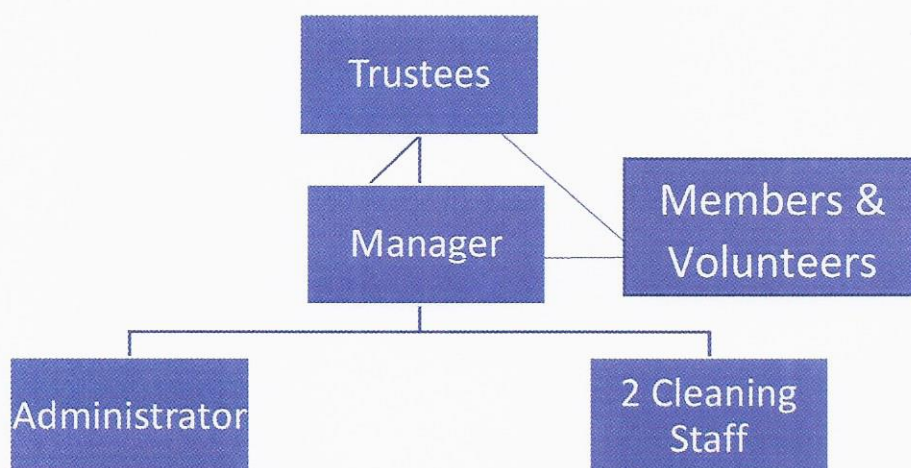
#### Governing document

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 in 2022



### 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**

- Continue to re-develop our programme of activities and services post-pandemic, particularly those that deliver on local community aspirations and needs
- Continue proactive delivery of programmes and services ('development' activity)
- Maintain and care for the building, continuing to improve facilities and addressing specific issues
- Continue community, volunteer and staff involvement in programmes and activity delivery
- Re-grow sales (and profitability)
- Re-develop financial sustainability, building on previous progress and experiences during the pandemic
- Offer positive opportunities for all people to engage with the local community
- Create a sustainable and safe organisation and environment

#### **c) Review of activities**

##### **Trustees & Staffing**

One Trustee resigned from the Board in 2022, Morgan Beard, and three new Trustees joined the Board: Gleanna Oland, Karen Thompson and Sharon West. Alison Reboul, who had retired in 2020 from her role as administrator, returned to work at the end of 2021 on flexible hours and helped the Manager, Linda Speidel, cover staffing throughout 2022 when needed.

2022 was another difficult year for Clements Hall. Like many other organisations, we were attempting to re-build our business following the closures and lockdowns of the previous 2 years, without any of the financial support that was available in 2020 and 2021. While the majority of our pre-pandemic hirers returned during 2022, there were many last-minute cancellations when each new wave of Covid-19 hit, and it was not until October that some stability finally returned.

In addition, we faced the challenge of recruiting new Trustees and our paid staff time was also significantly less than in previous years, following the unexpected departure of 2 key members of staff and our Chair of Trustees in the autumn of 2021. While Alison Reboul re-joined the staff team, both she and the Manager remained on reduced hours while we considered how best to re-build the organisation. The uncertainty regarding bookings meant that it seemed wise to wait before increasing our staffing costs again, so in many respects we remained in a holding pattern throughout 2022, although we were very pleased to have welcomed three new Trustees to the Board during the year.

##### **Volunteers**

At the beginning of 2022, a number of our activities were again stalled due to Covid-19, and these started to open up once more from February onwards. Our GEM volunteers ensured that we continued to deliver monthly afternoon teas from February until December, providing the food themselves and helping us to keep in touch with participants.



South Bank Community Cinema volunteers re-started monthly screenings from March 2022 onwards, and the Clements Hall Local History Group returned to in-person talks at the Hall from the middle of the year onwards.

As always, we thank all our volunteers for their support in ensuring that these activities have continued.

### **Bookings**

From January until the end of September we experienced repeated waves of last-minute cancellations due to Covid-19, and it was only in October that we started to see a return of pre-pandemic confidence that bookings would definitely go ahead. It was also in the autumn of 2022 that finally all our pre-pandemic hirers returned, or – in a few cases – decided that they would not be returning after all.

Parts of the building were still in use by other organisations during 2022, and we needed some time to work out how to accommodate the various needs of all our building users. City of York Council wound down their outreach work (begun during the first lockdown in 2020) and moved out of the Art Room in March. As more of our office tenants and pre-pandemic building users returned, we needed to find a new home for the Collective Sharehouse, so from October 2022 they started to run their sessions from the Main Hall, using our largest Store room as a stock cupboard. This new arrangement has seemed to work quite well, with the opportunity for the Collective Sharehouse's service users to have tea/ coffee and a chat in the Main Hall, as well as receiving food and other support. While we have been very grateful to receive some rent via ward funding from the Collective Sharehouse, it has been much lower than our usual hire rates, and we have felt that it is right to continue to subsidise these activities as part of our community remit.

The extreme heat in the summer of 2022 also impacted on bookings, as hirers understandably cancelled events, and we took the decision ourselves to close the building on the day that temperatures reached 40C. The possibility of future such weather events is a concern as the building is in no way able to cope with hot temperatures, and we will have to consider this in our longer-term planning.

It has been very pleasing, however, that the majority of our long-standing hirers (weekly, monthly and those who book us a few times a year) have returned, and by the end of the year bookings for 2023 were looking much more optimistic.

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

The many challenges we faced in 2022 had a huge impact on our ability to generate income and our progress throughout the year was very slow, which is reflected in our figures. Our income in 2022 is only about half of what we would normally expect to earn, and although we tried to keep costs low, there were some building repairs that had to be carried out.

We were very fortunate in that our energy contract runs until 2024, thanks to the efforts of our previous Treasurer, Herald Armer, and this at least kept these costs at previous levels.

By the end of the year, we were starting to run a surplus again, and this allowed us to start planning more confidently for 2023. We took the decision to recruit an additional member of staff in 2023 and the bookings calendar was starting to fill up much further in advance again.

In 2021 we had applied for and received a small grant from the York Common Good Trust for the Mindfulness Café, run by Susie Mackenzie. This monthly session, which supports people with Dementia and their carers, was able to meet again in person several times in 2022, although a combination of Covid-19 and the extreme heat meant that 3 sessions were deferred until 2023.

While we carried out a small amount of re-decorating in 2022, we did not undertake any major building work, other than necessary repairs to our platform lift, our emergency lighting and some of our plumbing fixtures. It has taken more time than we would have liked to return some spaces to their former use, most notably the Meeting Room, and this has also impacted on our income.

### **The Future**

In conclusion, 2022 was yet another difficult year for Clements Hall, as for so many organisations and people, and there remains a good deal of uncertainty ahead.

However, at the time of writing, bookings feel quite buoyant with dates for 2024 already beginning to fill up. We have been successful in recruiting another member of staff, Denise Mackenzie, and this should enable us to finally move forwards again, rather than just tick over, and to bring all our spaces back into full use, as well as re-starting more of our own events again.

There is still a lot of work to do and there are many challenges ahead, but we continue to be optimistic that the Hall will still provide a place for the benefit of the people of York for a while to come.



**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 2022, 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).

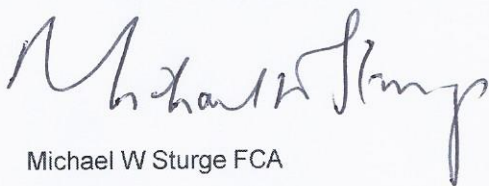
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**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

4 September 2023

### 3. CLEMENTS HALL TRUST

(Registered Charity Number 1084425)

#### STATEMENT OF FINANCIAL ACTIVITIES FOR THE 12 MONTHS TO 31 DECEMBER 2022

<b>INCOMING RESOURCES</b>	<b>Note</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total £</b>	<b>2021 £</b>
Hall Lettings		28,514	-	28,514	15,852
Office Rents		10,907	-	10,907	1,295
Bar Takings		2,034	-	2,034	570
Membership Subscriptions		448	-	448	60
Donations and fundraising		65	-	65	246
Greet, Eat and Meet luncheon donations		355	-	355	331
Job Retention Scheme (Furlough)		-	-	-	14,985
CYC Business Support Grants		-	-	-	24,604
CYC Hub		-	-	-	7,900
Collective Sharehouse		2,600	-	2,600	1,950
York Common Good Trust grant		-	-	-	655
Other Income		175	-	175	216
<b>TOTAL INCOMING RESOURCES</b>		<b>45,098</b>		<b>45,098</b>	<b>68,664</b>
<b>RESOURCES EXPENDED</b>					
Charitable Activities:					
Salaries and Wages		28,710	-	28,710	43,611
Bar		976	-	976	304
Heat and light		9,785	-	9,785	9,093
Insurance		2,447	-	2,447	2,387
Rates		1,665	-	1,665	660
Building Repairs and Maintenance		5,597	-	5,597	8,360
Roof repair		-	-	-	4,505
Equipment		27	-	27	920
Cleaning		1,354	-	1,354	770
Telephones and IT		2,154	-	2,154	2,149
Office Costs		366	-	366	43
Others		550	-	550	378
Performing Rights Society		876	-	876	1,329
Greet, Eat and Meet		-	-	-	4,238
Mindfulness project		-	287	287	167
Depreciation	3	1,085	-	1,085	1,085
Governance Costs		-	-	-	-
<b>TOTAL RESOURCES EXPENDED</b>		<b>55,592</b>	<b>287</b>	<b>55,879</b>	<b>79,999</b>
<b>NET(OUTGOING)/INCOMING RESOURCES</b>		<b>(10,494)</b>	<b>(287)</b>	<b>(10,781)</b>	<b>(11,335)</b>
<b>TRANSFERS BETWEEN FUNDS</b>		<b>144</b>	<b>(144)</b>	<b>-</b>	<b>-</b>
<b>FUNDS BROUGHT FORWARD</b>		<b>50,632</b>	<b>488</b>	<b>51,120</b>	<b>62,455</b>
<b>FUNDS CARRIED FORWARD</b>		<b>40,282</b>	<b>57</b>	<b>40,339</b>	<b>51,120</b>

#### 4. BALANCE SHEET AT 31 DECEMBER 2022

Notes		31 December 2021	
		Total £	£
3	<b>TANGIBLE FIXED ASSETS</b>	-	1,085
	<b>CURRENT ASSETS</b>		
	Debtors and Prepayments	3,988	2,418
	Bar Stock	451	192
	Bank and Cash	39,600	53,186
		44,039	55,796
	<b>LESS CURRENT LIABILITIES</b>		
	Creditors and Accruals	(3,700)	(5,761)
	<b>NET CURRENT ASSETS</b>	40,339	50,035
	<b>NET ASSETS</b>	40,339	51,120
	<b>REPRESENTED BY</b>		
	Unrestricted funds	40,282	50,632
4	Restricted Funds	57	488
		40,339	51,120

For the 12 months ending 31 December 2021 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 30 August 2023 and signed on its behalf by:

Gleanna Oland  
Chair



Ann Kurrein  
Treasurer





**CLEMENTS HALL  
TRUST**

(Registered Charity Number 1084425)

**5. Notes to the Accounts for the 12 months ended 31 December 2022**

**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 £	2021 £
<b>Costs</b>				
At 1 January 2022	1,847	56,850	58,697	58,697
Additions	-	-	-	-
At 31 December 2022	1,847	56,850	58,697	58,697
<b>Depreciation</b>				
At 1 January 2022	1,847	55,765	56,527	56,527
Charge for year	-	1,085	1,085	1,085
At 31 December 2022	1,847	56,850	58,697	57,612
<b>Net book value</b>	-	-	-	1,085

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

	2021	
	£	£
Brought forward at 1 January	488	4,238
Received during year	-	655
Expended during year	(431)	(4,405)
Carried forward at 31 December	57	488

#### 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.