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Clements Hall Trust

Trustees Annual Report & Financial Statement 2018

For the year ended: 31 December 2018

Registered Charity Number 1084425

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1. Trustees Annual Report

a. Structure

Trustees

Herald Armer, Treasurer

Rose Berl, Membership Secretary

David de Silva (stood down at AGM 2018, 23/06/18)

Allison Drew

Ann Kurrein (co-opted 18/04/18, formally elected at AGM 2018 23/06/18)

Hussein Syed, Vice Chair

Tania Weston, Chair 22/06/15-

Morgan Beard (co-opted 03/10/18)

Julia McCabe, Company Secretary

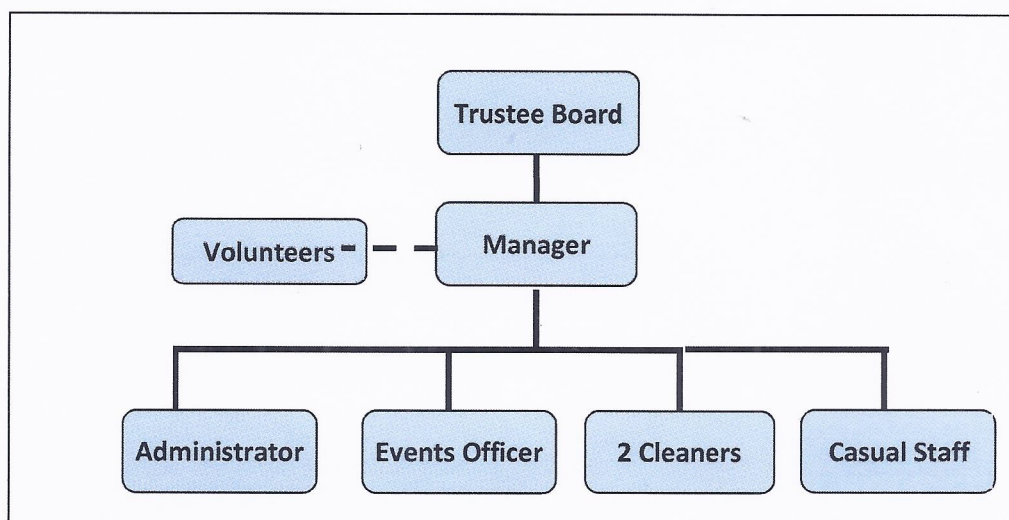
Governing document

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 2018

Staffing & Trustees

Staffing remains our biggest item of expenditure and staff are critical to the operation of the Hall. At the beginning of 2018 we re-structured the staffing arrangements and Kate Davy started as Events Officer in January, having previously run our GEM (Greet, Eat and Meet) project. 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.

David de Silva stood down at the AGM and we co-opted two new trustees in 2018, Ann Kurrein and Morgan Beard.

Volunteers

As ever, our volunteers provided significant help throughout the year. Volunteers supported us with a range of activities, from delivering newsletters to being a friendly face on Reception, running cinema bars to lending a hand at our socials, suggesting and hosting fundraising activities and helping out in maintenance week. The *Great British Bump-Off* fundraiser event stands out as a highlight of the year, with a huge amount of volunteer input.

Bookings

We continue to do well from hiring the Hall, which is our main source of income. We have a core number of regular hirers, who provide a range of activities enjoyed by the local community.

A review of activities shows that this year the Hall offered activities for pre-school and school-age children (such as French and dance) as well as exercise, arts, worship and supported activities for adults. This is not to mention the one-off hire, often at weekends and evenings, for parties, fairs, meetings and workshops.

Income for bigger events and weddings receptions remains significant. These do require significant amounts of work, but remain profitable. Our office lets remain an important source of our regular income.

The popularity of Clements Hall means that the Main Hall is nearing capacity. Thought will need to be given in the near future to the implications of this and how we can maintain sufficient revenue from room hire.

Projects

Our external funding from the Joseph Rowntree Foundation for GEM (Greet, Eat and Meet) came to an end in 2018. The Trustees recognised the impact the project had had in terms of tackling loneliness and agreed to continue funding the project entirely from its own reserves, and it remains one of our biggest successes. The trustees would like to thank all the volunteers who help to make GEM so popular and ensure its smooth operation.

The Clements Hall Local History Group's First World War produced a book about Bishopthorpe Road, which has sold well in the local shops on the street. The Local History Group's lecture series and walks remain extremely popular. The Local History Group also won a national award (Community Archives and Heritage Group) for its digital content and was highly commended for the Alan Ball award.

South Bank Community Cinema also had a good year, with its food-themed films proving popular. The cinema remains an activity that brings in new users to the Hall from across the city.

Building / facilities

As ever building issues took up a significant amount of time for staff and trustees. Our maintenance weeks provide an opportunity for some tasks that simply cannot be completed when the Hall is in use and 2018 saw the renewal of paintwork and repairs undertaken. We also had the Main Hall floor sanded and re-sealed for the first time since the Hall's renovation, which has greatly improved the appearance of this space.

We now have a greater understanding of the (complicated) air source heating system. As a result our control of the heating over the winter has much improved. However, it remains the case that it does not fully function as it should, and electricity bills remain a large source of expenditure. Finding contractors that understand the system in its entirety is difficult.

Finances

Clements Hall continues to raise sufficient income to cover its costs and a range of activities. The Hire of the Hall and office rents provide the majority of our income. Additional funds were raised from fundraising through the year – notably from the popular Autumnal pie and peas quiz night and the Great British Bump-Off. We also received a very kind donation from the Micklegate Stray Charity.

The Future

In 2019 the trustees will develop priorities for the next strategic planning period. In particular, focus is needed on managing staff workloads and finding a long-term solution to building maintenance issues.

Conclusion

In conclusion Clements Hall Trust is proud to continue to provide a place for the benefit of the people of York – our foremost charitable objective. Whilst many of our users are local to us, we are used by people from all over the city, and beyond, for a huge range of activities. The Trust's activities have benefited a wide range of people: young and old; the vulnerable, the lonely; charities, local groups and businesses. We remain committed to continue to provide a friendly, affordable space for the community for the foreseeable future.

2. Independent examiner's report to the trustees of the Clements Hall Trust (Registered Charity Number 1084425)

I report on the accounts of the Clements Hall Trust for the 12 months to 31 December 2018 which are set out on pages 6 to 9.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

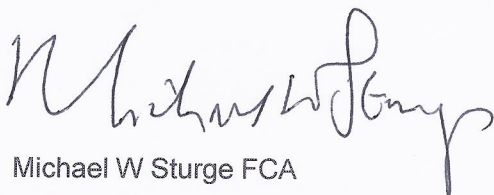
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Michael W Sturge FCA

23 July 2019

3. Statement of Financial Activities for the year ended 31 December 2018

CLEMENTS HALL TRUST

(Registered Charity Number 1084425)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE 12 MONTHS TO 31 DECEMBER 2018

INCOMING RESOURCES		Unrestricted	Restricted	Total	2017
Note		Funds	Funds	£	£
		£	£		
Hall Lettings		64,758	-	64,758	60,395
Office Rents		11,685	-	11,685	12,839
Bar Takings		10,320	-	10,320	13,318
Catering		1,247	-	1,247	2,336
Membership Subscriptions		291	-	291	924
Donations		419	-	419	371
Greet, Eat and Meet	4	4,156	1,543	5,699	11,686
Other Income		3,721	-	3,721	5,626
TOTAL INCOMING RESOURCES		96,597	1,543	98,140	107,495
RESOURCES EXPENDED					
Charitable Activities:					
Salaries and Wages		48,587	-	48,587	47,525
Bar		6,146	-	6,146	4,365
Heat and light		9,545	-	9,545	10,068
Insurance		2,261	-	2,261	2,092
Rates		3,375	-	3,375	3,038
Building Repairs and Maintenance		11,220	-	11,220	5,420
Equipment		1,094	-	1,094	3,701
Cleaning		2,124	-	2,124	1,986
Telephones and IT		2,688	-	2,688	5,947
Catering		668	-	668	1,368
Office Costs		1,078	-	1,078	391
Others		2,267	-	2,267	2,097
Performing Rights Society		1,735	-	1,735	1,510
Greet, Eat and Meet		3,085	7,134	10,219	16,166
Depreciation	3	1,086	-	1,086	-
Governance Costs		-	-	-	-
TOTAL RESOURCES EXPENDED		96,959	7,134	104,093	105,674
NET INCOMING RESOURCES		(362)	(5,591)	(5,953)	1,821
FUNDS BROUGHT FORWARD		74,103	5,591	79,694	77,873
FUNDS CARRIED FORWARD		73,741	-	73,741	79,694

4. Balance Sheet

CLEMENTS HALL TRUST

(Registered Charity Number 1084425)

BALANCE SHEET AT 31 DECEMBER 2018

Notes	£	Total £	31 December 2017 £
3	TANGIBLE FIXED ASSETS	4,341	5,427
	CURRENT ASSETS		
	Debtors and Prepayments	5,461	5,789
	Bar Stock	968	2,156
	Bank and Cash	67,457	69,632
		73,886	77,577
	LESS CURRENT LIABILITIES		
	Creditors and Accruals	(4,486)	(3,310)
	NET CURRENT ASSETS	69,400	77,873
	NET ASSETS	73,741	79,694
	REPRESENTED BY		
	Unrestricted funds	73,741	74,103
4	Restricted Funds	-	5,591
		73,741	79,694

For the 12 months ending 31 December 2018 the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

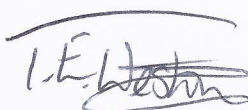
The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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 5 June 2019 and signed on its behalf by:

Tania Weston
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 2018

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 £	2017 £
Costs				
At 1 January 2018	1,847	56,850	58,697	53,270
Additions	-	-	-	5,427
At 31 December 2018	1,847	56,850	58,697	58,697
Depreciation				
At 1 January 2018	1,847	51,423	53,270	53,270
Charge for year	-	1,086	1,086	-
At 31 December 2018	1,847	52,509	54,356	53,270
Net book value	-	4,341	4,341	5,427

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

	Greet, Eat and Meet grant 1	Greet, Eat and Meet grant 2	Total	2017
	£	£	£	£
Brought forward at 1 January	1,429	4,162	5,591	14,774
Received during year	1,543	-	1,543	7,968
Expended during year	(2,972)	(4,162)	(7,134)	(16,166)
Transfer to Unrestricted Funds	-	-	-	(985)
Carried forward at 31 December	-	-	-	5,591

The grant for Greet, Eat and Meet 1 was provided by the People's Health Trust and for Greet, Eat and Meet 2 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 a sum not exceeding £1.00 in the event of the company being wound up while they are members or within one year thereafter.