



## **Trustee Matters**

The charity was registered as a CIO on 30 July 2019.

The charity trustees undertake to make available to each new charity trustee, on or before their first appointment copies of or access to:

- (a) The current version of the constitution.
- (b) The CIO's latest Trustees' Annual Report and statement of accounts.
- (c) The Charity Commission's guidance of the role of the trustee.
- (d) The trustee declaration of being a 'fit and proper' person document.

The charity is aware of the guidance on diversity and inclusion and is actively seeking to expand the board of trustees.

## **Organisational Structure**

The management of the charity is by the board of trustees. The renovation, refurbishment and operation of the Horsforth Shed is delegated to the volunteers under the leadership of Peter Gillions. The Horsforth Shed is a member of the U.K. Men's Shed Association.

## **Context of the Charity's Work**

The charity enjoys the continued goodwill, free use of premises and support of St James Church Woodside. Both Horsforth Town and Leeds City councils have endorsed and financially supported the project.

## **Management of Major Risks**

The major risk to the charity is the failure to obtain the necessary funding to support the work. This has been managed by actively seeking grants and never committing to any expenditure unless adequate funding is already in place. We hope to appoint a trustee with specific oversight of finance and in the future may seek to employ a part-time fundraiser (see Section E).

## **Section C Objectives and Activities**

The Charitable Objects of Horsforth Shed are "To promote social inclusion for the public benefit by preventing people (particularly, but not exclusively, older men), within Horsforth and the surrounding area, from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society through the provision of facilities in which they can meet jointly or individually to undertake creative, physical or recreational activities; learn or pass on skills and knowledge; and support each other socially.

For the purpose of this clause 'socially excluded' means being excluded from society, or parts of society, as a result of one of more of the following factors: unemployment; financial hardship; youth or old age; ill health (physical or mental)."

To fulfil our charitable objects fully we first need to renovate, refurbish and equip the building so that it can function as a community workshop. Therefore, the focus of our activity has been securing funding and minimizing costs through the use of voluntary labour.

There are three stages to preparing the building for use as a community workshop.

- Initially all remedial work needs to be undertaken, for example replacing the leaking roof.
- Secondly the building needs renovating to create for example level access and an accessible toilet.
- Thirdly the workshop needs equipping with benches and tools.

In addition, there are the required policies and procedures to ensure safe working when the Shed is operational. Therefore, we have begun to draw together the required policies starting with Safeguarding and Health and Safety.

A small but committed team of volunteers have undertaken much of the practical work. However, any work beyond their scope, such as replacing the roof and rewiring the building, is contracted out to qualified professionals.

The trustees have had regard to the guidance issued by the Charity Commission on public benefit. During the renovation stage we have purposely drawn alongside us students who were not in employment or training, the unemployed, people with a crisis in mental health or issues of addiction or older socially isolated individuals. These are very people that we see the Community Workshop serving. The experience of one of our former volunteers shows that the Shed is already giving positive support to individuals as we work together.

*"I was involved from the very start working as part of a team of volunteers for one day a week and over the months real progress has been made. The eight months I worked on the project really helped me grow in confidence and learn some new skills. Since leaving University I had been job hunting without any success and feeling pretty low. Going along and working with others has been really encouraging. In September I started an internship ..."*

## **Section D Achievements and performance**

Planning permission was granted in July 2019 with the drawing for the application completed professionally by a volunteer.

- Phase 1 – Complete the Remedial Work

This involved clearing all detritus and the removal of two internal walls. External drain channels were installed to stop the ingress of damp and door openings were widened as necessary. The ceilings, redundant timbers, damaged flooring and rotten joists were removed, and the extensive woodworm was treated by a local company for no charge. All electrical cables, gas and plumbing pipework and their appliances were removed together with all sinks and toilets. For environmental reasons, we are following the trend to move away from gas fired heating. The leaking asbestos roof was professionally removed.

- Phase 2 – Renovate the Building

An insulated roof with integral skylights was professionally installed. All internal walls skimmed and painted. Due to wet rot and woodworm infestation some joists and flooring needed replacement. All other woodworm was treated free of charge by a local company. Door frames were fitted and new doors installed. In the workshop space a new sink unit has been installed. We have completed a glazed partition to create an area to eat and socialise and completed installing the kitchen. New flooring has been fitted throughout the building.

The electrical work is completed including low energy electrical lighting, electrical heaters and local water heaters at both sinks. We are making the building accessible for wheelchair users and have fitted an accessible toilet. All of the heaters, sanitary ware and washbasins were donated by a national construction company. To improve pedestrian access a raised pavement has been laid. To reduce energy usage all external walls have been insulated and we are at the point of fitting the cladding.

- Phase 3 - Fully equip the workshop and social area.

This will commence as soon as the cladding is fitted.

**The Workshop.** The intention is to provide a first class workshop facility that meets the specifications of a school workshop. This would open up the possibility of engaging not only with adults but also with young people over the age of 14. We anticipate being able to offer wood working facilities for up to 12 people at any one session.

**The Kitchen and Social Area.** The provision of a kitchen and social area is to give people a comfortable place to relax and converse during breaks. This kitchen area has been fully completed but furniture is needed for the social area,.

The total budget for this final phase is estimated at £12,500.

## **Contribution made by volunteers**

Much expense has been saved by the use of volunteer's labour. The only paid work was to replace the roof, plastering and tarmacking. All joinery, plumbing and electrical installation has been done by

skilled individuals giving their services for free. Even the woodworm treatment was completed by a local company for no charge, saving us at least £1,000.

A modest estimation of savings achieved by voluntary labour is £37,000 with a further £2,500+ saved by donation of materials.

In common with many of the community workshops in the UK Men's Shed Association our initial model for service delivery is through the services of volunteers. We are fortunate to have a number of former Design and Technology teachers who have the skills set required to begin service delivery.

## Grant making and Investments

Horsforth Shed is not a grant making charity nor does it have any investment.

## Section E Financial review

We have a reserves policy of six months' operating costs currently estimated at £1,600, with a minimum reserve threshold of £800. If the minimum reserve threshold is breached then the trustees must urgently consider whether action is necessary to mitigate the situation. This was unanimously agreed by the Trustees in January 2021. We have no funds materially in deficit.

We use the Cooperative Bank for our account as it is the only UK high street bank that's guided by a customer-led Ethical Policy.

We do not have any investments and there are no Related Party transactions to disclose.

We operate our finances within a Financial Controls Policy. For example transactions require a second approval and an update on the accounts is given at each trustee meeting. We never undertake any purchases or commission any work unless funding is already in place. To strengthen our financial position the trustees are considering creating a part time role for a fundraiser.

**During 2019** when monies were administered by St James' Church Woodside we received the following funding towards renovating and refurbishment of the building:

Grant from St James Church	£10,000	Grant Horsforth Town Council	£ 1,500
Horsforth Farmers Market	£ 500	Horsforth Community Café	£ 500
Seed Funding	£ 200	All Churches Trust	£ 1,500
Small Grant Money City Council	£ 500	Leeds N. W. City Council	£ 5,000
<b>Total Grants</b>	<b>£19,700</b>		

Donations from individuals (including eligible Gift Aid) totaled £11,233.

The principal expenditure during this period was for the re-roofing £20,435 and replacement windows £1,400. At the end of 2019 funds of £5,000 remained, held by St James' PCC on behalf of the Horsforth Shed. These were transferred into the Horsforth Shed's own bank account in 2020. All future financial transactions will be undertaken directly by the Horsforth Shed, with grateful thanks to the PCC for their support.

**During 2020** the following funding was received mainly towards renovating and refurbishment and some (marked \*) were specifically restricted. (See Receipts and Payments and cc16a)

Leeds North West City Council*	£ 2,500	Galliford Try	£ 8,500
Horsforth Farmers Market	£ 250	Sir George Martin Trust*	£ 3,000
Aireborough Rotary	£ 550	BUPA	£ 1,000
Bramall Trust*	£ 4,000	Leeds Church Extension Society*	£ 5,000
<b>Total Grants</b>	<b>£24,800</b>		

Further to the grants received in 2020, the remaining funds (£5,000) held by St James' PCC on behalf of the Horsforth Shed were transferred to the charity.

Our principal expenses during 2020 were for renovating and refurbishment:

Plastering & Rendering	£ 2,500	Flooring	£ 3,000
Electrical	£ 2,300	Plumbing	£ 900
Social area and Kitchen	£ 2,500	External Cladding	£ 7,200
Paving and Tarmac	£ 2,900		
<b>Total Expenditure</b>	<b>£21,300</b>		

The monies remaining in the account at the end of 2020 were £8,260.

## Section F Other optional information

The intention was to complete enough of the renovation to start equipping and operating the workshop by late Spring 2020. The Shed was to be staffed by suitably qualified volunteers. The corona virus outbreak meant that we had to temporarily suspend work during the spring. During the summer after receiving a donation of Personal Protective Equipment we were able to restart work and re-connect with those who have struggled with social isolation whilst ensuring we keep to the required protocols. Unfortunately, the latest wave of virus has meant once again we have had to suspend work.

When the renovation is completed the operation of the workshop will depend on the restrictions in place at the time. We will fully comply with the regulations but due to the size of the workshop it *may* be possible to safely open with restricted numbers.

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signatures	Jonathan Cain	Peter Gillions
Full names	Jonathan Cain	Peter Gillions
	Chair of Trustees	Trustee and Project Leader



## Receipts and payments account

For the period from	Period start date 30-Jul-19	To
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
<b>A1 Receipts</b>			
FUNDS TRANSFER FROM ST JAMES	5,000		-
GRANTS	10,300	14,500	-
DONATIONS	300	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>15,600</b>	<b>14,500</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>			
	-	-	-
	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>15,600</b>	<b>14,500</b>	<b>-</b>
<b>A3 Payments</b>			
REFURBISHMENT EXPENSES	12,350		-
BRAMALL GRANT		3,336	-
LEEDS NORTH WEST CITY COUNCIL	-	1,153	-
LEEDS CHURCH EXTENSION SOCIETY	-	5,000	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
<b>Sub total</b>	<b>12,350</b>	<b>9,489</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>			
	-	-	-
	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>12,350</b>	<b>9,489</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>3,250</b>	<b>5,011</b>	<b>-</b>
<b>A5 Transfers between funds</b>	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-

<b><i>Cash funds this year end</i></b>	<b>3,250</b>	<b>5,011</b>	<b>-</b>
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# Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £
<b>B1 Cash funds</b>	BANK ACCOUNT	3,250
		-
		-
	<b>Total cash funds</b>	<b>3,250</b>
	(agree balances with receipts and payments account(s))	OK

Categories	Details	Unrestricted funds to nearest £
<b>B2 Other monetary assets</b>		-
		-
		-
		-
		-
		-

Categories	Details	Fund to which asset belongs
<b>B3 Investment assets</b>		

Categories	Details	Fund to which asset belongs
<b>B4 Assets retained for the charity's own use</b>		

Categories	Details	Fund to which liability relates
<b>B5 Liabilities</b>		
	CCXX R3 accounts (SS)	31/03/2021

Signed by one or two trustees on behalf of all the trustees


Signature

Print N

<i>Peter Gillions</i>	PETER GI
<i>Jonathan Cain</i>	JONATHA

o (if any)  
184672

units

Period end date  
31-Dec-20

CC16a



**Total funds**

**Last year**

to the nearest £

to the nearest £

5,000	-
24,800	-
300	-
-	-
-	-
-	-
-	-
-	-
-	-
30,100	-

-	-
-	-
-	-

30,100	-
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12,350	-
3,336	-
1,153	-
5,000	-
-	-
-	-
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-	-
-	-
21,839	-

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21,839	-
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8,261	-
-	-
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8,261	-
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**Restricted funds**

**Endowment funds**

to nearest £

to nearest £

5,011
-
-
5,011

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-
-

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OK

**Restricted funds**

**Endowment funds**

to nearest £

to nearest £

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Cost (optional)

Current value (optional)

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Cost (optional)

Current value (optional)

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Amount due (optional)

When due (optional)

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ame	Date of approval
LLIONS	27/03/2021
AN CAIN	27/03/2021



# Independent examiner's report on the accounts

## Independent Examiner's Report

Report to the trustees  
of

Horsforth Shed

On accounts for the  
period ended

31 December 2020

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**Responsibilities and  
basis of report**

I report to the trustees on my examination of the accounts of the above charitable incorporated organisation ("the charity") for the period ended 31 December 2020.

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 Act").

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all 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 giving me cause to believe that in any material respect:

- the accounting records in respect of the charity were not kept as required by section 130 of the Act; or
- the accounts do not accord with those records

I have no concerns and have come across no other 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.

<b>Signed:</b>	<b>Lydia Groenewald</b>	<b>D a t e :</b>	27 March 2021
<b>Name:</b>	Lydia Groenewald (FCA ICAEW)		
<b>Address:</b>	All Hallows Vicarage, 24 Regent Terrace, Leeds, LS6 1NP		