

HELMSLEY TOWN HALL

Trustees' Report and Financial Statements for the year ended 31st October 2018

Registered Charity Number 523360

Contents	Page
Trustees' Annual Report	1
Independent Examiner's Report	2
Receipts and Payments Account	3
Statement of Assets and Liabilities	4
Notes to the Financial Statements	5-6

HELMSLEY TOWN HALL (registered charity number 523360)

16 Market Place, Helmsley, YO62 5BL

Annual Report of the Trustees

Trustees at the date of the Report

Katie Atkinson, Jeanne Brown, Neil Butcher, Christine Gowland, Katie Hunton, Denise Kitchin, Bryan Olive, Chris Parkin, Ian Pattison (Chairman), Helen Robinson, Tim Robinson.

The trustees are both nominated by local organisations and directly elected. A small group of trustees including the chairman handle day to day decision making, operating as a management committee and reporting to the full meetings of trustees (which are held approximately every 2-3 months).

The charitable objective is set out in the scheme dated 23rd October 1958. The land and the building are vested in the custodian trustee. They are held for the purposes of a village hall for the use of the inhabitants of the Parish of Helmsley in particular for use for meetings lectures and classes and for other forms of recreation and leisure time occupation.

Helmsley Community Library occupies a substantial part of the ground floor and rent is paid by North Yorkshire Council. The lease to NYC is to be assigned to the library following the completion of documentary formalities.

The Main Hall kitchen and meeting room are used for commercial, local and charitable events.

During the year the terms and conditions for letting have been revised and hiring rates applied which give discounted rates to local and charity hirers. The trustees have considered hiring rates which need to be competitive given the other available venues locally. We have also endeavoured to keep the rates as low as possible for non-commercial users. These have included keep fit classes, the indoor bowls club, the school Halloween disco and private parties. The trustees are conscious of the need to balance usage of the hall as between commercial hiring and leaving it available for community use.

The income for the year from all sources was £30750. Core expenditure (excluding the repairs and renewals) was £22287.

Following the buildings analysis in 2017 and a tendering process Restore and Restoration Limited were appointed to undertake urgent repairs to the chimneys, re roofing works and refurbishment of the lantern and weathervane. A grant of £4700 was obtained from North York Moors National Park towards the costs of this refurbishment.

The cost of the repair and refurbishment works was £65486 which was met from reserves held in the designated Roof and Renovation fund. The heating and air conditioning system was renewed costing £19188. New tables and chairs were purchased costing £761

In carrying out these works, the trustees considered the public benefit and the need for the work done to be long lasting and of a high standard.

Following consultation, the trustees have considered that the renovation reserves necessary to be held on an ongoing basis are now about £25000 given the amount of refurbishment work already undertaken. Major works outstanding including the renovation of the kitchen, renovation of the dilapidated former caretakers flat, repointing and attention to the stonework on the exterior of the building. Any surplus of income over expenditure is to be retained towards meeting these costs.

The Trustees have adopted a policy governing the General Data Protection Regulations requirements. They have maintained and reviewed policies for conflict of interest complaints and staff remuneration.

The trustees have complied with their duty to have due regard to the Charity Commissions public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Signed

Ian Pattinson

Chairman

Dated

HELMSLEY TOWN HALL

Independent Examiner's report to the Trustees on the financial statements of Helmsley Town Hall

I report on the accounts of Helmsley Town Hall for the year ended 31st October 2018 as set out on pages 3-6.

Respective responsibilities of Trustees and the Independent Examiner

The Charity's Trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this financial year under section 144 of the Charities Acts 2011 (the Charities Act), and that an independent examination is needed.

It is my responsibility:

- To examine the accounts under section 145 of the Act,
- Follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- To state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

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 prepared with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations for you as Trustees concerning 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 had 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 Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

Signed: _____

Dated:

Name: _____

Relevant professional qualification: _____

2

HELMSLEY TOWN HALL

Receipts and Payments Account

for the Year Ended 31st October 2018

	Notes	Total Funds 2018 £	Total Funds 2017 £
Receipts			
Library	1	12,500	16,875
Main Hall		14,319	18,881
Meeting Room		2,841	2,947
Other Room Hire		590	336
Miscellaneous Income	2	391	11,387
Grants		-	75
Bank Interest		109	86
Total Receipts		30,750	50,587
Payments			
Payroll Costs		9,326	10,063
Repairs, Renewals and Maintenance	3	92,142	4,947
Insurance		5,034	4,827
Heating and Lighting		1,917	1,953

Administration Costs	4	2,060	1,819
Rates	5	320	1,769
Cleaning and Materials		2,282	2,801
Licence Fees		20	539
Professional Fees and Subscriptions	6	364	7,287
Miscellaneous	7	964	1,063
Total Expenditure		114,429	37,068
Net (Expenditure)/Income		(83,679)	13,519
Bank Balances at 1 November		166,523	153,004
Bank Balances at 31 October		82,844	166,523

HELMSLEY TOWN HALL

Statement of Assets and Liabilities

As at 31st October 2018

	Notes	Total Funds 2018 £	Total Funds 2017 £
Non-Current Assets (at cost - donated)			
Town Hall	8	-	-
Total Fixed Assets		-	-

Current Assets			
Deposit Account		51,949	146,839
Current Account		30,895	19,684
Total Current Assets	9	82,844	166,523
Net Assets		82,844	166,523
Funds of the Charity	10		
Designated Income Funds (unrestricted)		30,000	130,000
Unrestricted Income Funds (Reserves)		52,844	36,523
Total Charity Funds		82,844	166,523

Notes 1 to 10 form part of these financial statements.

The financial statements were approved by the Trustees and signed on their behalf below.

Signed:

Name:

I Pattison, Chairman

Dated:

HELMSLEY TOWN HALL

Notes to the Financial Statements

For the Year Ended 31st October 2018

1. Library Income

Library income is paid quarterly and is reflected in the accounts on a received basis. The current quarterly rent is £3,125. In 2107 five quarters of rent were received.

2. Miscellaneous Income

The figure for 2007 included a Council Tax refund following the delisting of empty dilapidated space ("old caretaker's flat") and a recovery of buildings insurance due from North Yorkshire County Council of £2,929.

3. Repairs, Renewals and Maintenance

	Cost (inc) VAT	
	2018	2017
	£	£
Roof renovation	65,486	-
Air conditioning system	19,188	-
Tables and chairs	761	201
Water boiler	450	-
Feminine hygiene unit	187	-
Sundry repairs and maintenance	6,070	4,746
	92,142	4,947

4. Administration Costs

Cundalls RFAS Ltd administers the payroll system and maintains the accounting records. The amount paid for this service was £1,582 (2017 £1,109).

5. Rates

The rates figure for 2018 represents Water Rates. During 2017 £1,356 was paid in Council Tax. Following the de-listing decision the amount was repaid and was reflected in miscellaneous income.

6. Professional Fees and Subscriptions

	Cost (inc) VAT	
	2018	2017
	£	£
Buildings Analysis Report		6,000
Asbestos Report		450
Website Costs	184	350
Other Items	180	487
	364	7,287

HELMSLEY TOWN HALL

Notes to the Financial Statements

For the Year Ended 31st October 2018

7. Miscellaneous

These items primarily relate to the purchase of Christmas trees and consumables.

8. Non-Current Assets

The Town Hall is a donated asset and no value is currently attributed to the building. The premises are vested in the Official Custodian (OC) on behalf of the Charity by virtue of a Scheme dated 4th October 1963. As the Charity is unincorporated, it does not have a legal identity and cannot hold property in its own name. The OC is a corporation created by statute to hold land on behalf of charities. The OC is a member of the Charity Commission's staff.

Assets purchased by the Charity have been reflected under Repairs, Renewals and Maintenance, see note 3.

9. Bank Accounts

There are two bank accounts held with HSBC. The interest bearing account is called the BMM account and the current account is called the Community account.

10. Movement in Reserves

	General Reserve	Designated Reserves		Total Reserves
		Roof Fund	Renovation Fund	
	£	£	£	£
At 1 st November 2017	36,523	100,000	30,000	166,523
Income	30,750	-	-	30,750
Expenditure	(48,943)	(65,486)	-	(114,429)
Release of Roof Fund	34,514	(34,514)	-	-
At 31 st October 2018	52,844	-	30,000	82,844

All reserves are unrestricted.