

Masham Town Hall Community Charity
(A company limited by guarantee)

Trustees' report and financial statements

for the year ended 31 March 2016

Charity number: 1146402

Company number: 07188671 (England & Wales)

Masham Town Hall Community Charity
(A company limited by guarantee)

Contents

	Page
Legal and administrative information	1
Trustees' report	2 - 6
Independent examiners' report	7
Statement of financial activities	8
Balance sheet	9 - 10
Notes to the financial statements	11 - 15

Masham Town Hall Community Charity
(A company limited by guarantee)

Legal and administrative information

Charity number 1146402

Company registration number 07188671

**Registered office
and operational address** Masham Town Hall
9 Little Market Place
Masham
Ripon
HG4 4DY

Trustees Mark Cunliffe-Lister - Chairman
Flo Grainger - Treasurer
Robert Arnold - reappointed 12 September 2015
Susan Cunliffe-Lister - reappointed 12 September 2015
Dave Harley - reappointed 12 September 2015
Susan Marshall
Graham Nicklas
Peter Usher
Peter Weatherill
Susan Weatherill

Secretary Nick Reed

Independent Examiner W G Pearson
The Barker Partnership
Penthwaite
St Matthews Terrace
Leyburn
North Yorkshire
DL8 5EL

Bankers Barclays plc
22 Market Place
Masham
North Yorkshire
HG4 4ED

Masham Town Hall Community Charity
(A company limited by guarantee)

Report of the trustees (incorporating the directors' report)
for the year ended 31 March 2016

The trustees present their report and the financial statements for the year ended 31 March 2016. The trustees, who are also directors of Masham Town Hall Community Charity for the purposes of company law and who served during the year and up to the date of this report are set out on page 1.

Preamble

Masham Town Hall Community Charity Ltd (MTHCC) was established as a company limited by guarantee on 12 March 2010, and became a registered charity on 15 March 2012. Having been dormant from 2010-2012, the company started trading after its inaugural Annual General Meeting on 24 May 2012, at which point the two former organisations which the company replaces transferred their cash and fixed assets to MTHCC. These organisations were the Masham Town Hall Association (registered charity number 523380), which is now wound up, and Masham Town Hall Trustees (registered charity number 515103), which continues to exist for the sole purpose of holding the town hall building as Permanent Endowment. MTHCC is the sole Trustee of this charity, which now transacts no business.

Structure, governance and management

Governing document

MTHCC is a charitable company limited by guarantee, incorporated on 12 March 2010 and registered as a charity on 15 March 2012. The company was established under a Memorandum and Articles of Association which established the objects and powers of the charitable company. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Board of Trustees. Under the requirements of the Memorandum and Articles of Association, Trustees are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting. Additional Trustees may be appointed ex-officio by the Board of Trustees at meetings during the year, and such Trustees must be elected at the next Annual General Meeting.

All Trustees give their time voluntarily and receive no benefits from the charity.

Trustees work to, and review regularly, management accounts and a range of documents governing the organisation's policy and practice, including Financial Regulations, Risk Assessment and Fire Risk Assessment, and policies on Equal Opportunities, Health and Safety, and Child and Vulnerable Adult Protection.

A Trustee Induction and Training Pack is being produced to ensure new Trustees are familiar with

- The obligations of Management Committee members
- The main documents which set out the operational framework for the charity including the Memorandum and Articles
- Objectives and future plans

Risk management

The trustees actively review the major, strategic, business and operational risks on a regular basis which the charity faces and believe that controls are in place so that the necessary steps can be taken to lessen these risks.

Masham Town Hall Community Charity
(A company limited by guarantee)

Report of the trustees (incorporating the directors' report)
for the year ended 31 March 2016

Objectives and activities

Aims and objectives

MTHCC's objects as set out in the company's memorandum of association are to

"promote the benefits of the inhabitants of Mashamshire by working with local voluntary and community organisations, inhabitants and other authorities in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the object of improving conditions of life for the said inhabitants, without distinction of age, disability, nationality, race, sex, sexual orientation, political, religious or other opinions" and "in particular ... to maintain and manage the Town Hall as a centre whereat such facilities may be provided."

How our activities have delivered public benefit

The Town Hall building has been in constant use throughout the year under review as a venue for educational, social and sporting activity by and for the individuals, families and communities of Masham and its surrounding villages and countryside. The building has been used by a wide variety of families, charitable groups and local businesses for a range of educational, training, sporting and social activities. The Town Hall has hosted cultural events, regular meetings and one-off conferences, exhibitions, weddings, parties and children's events.

In 2015-16 the Town Hall has continued to promote concerts, plays, films and exhibitions, making cultural activity available to the people of Masham at reasonable cost. Attendances at these events, particularly the film season and a family pantomime, continued to show a clear and growing desire amongst local people for the Town Hall as a cultural venue, while performers of the stature of musicians Lindisfarne, comedian Jo Caulfield, and theatre group the Reduced Shakespeare Company brought in an audience from further afield, raising money to go towards the building's upkeep and the organisation's charitable objectives.

In terms of both hires and self-promoted events, the Town Hall aims to ensure that all sections of the local community are able to access our activities. We aim particularly to serve those sections of the community who are disadvantaged, financially and/or logistically, in terms of accessing community events, including but not limited to local children and young people, older and disabled people without transport, and those facing issues including rural poverty and isolation.

MTHCC has also worked to deliver community events in conjunction with other local organisations including Masham Primary School, Acorns Nursery and Pre-School, Mashamshire Community Office, St Mary's Church and Masham Methodist Chapel. These events, notably the Traditional Christmas Fair, have taken place within and beyond the Town Hall.

Regular free events within the town hall have included craft fairs, coffee mornings and a wedding fair. This latter, along with the production of a stylish promotional leaflet, has resulted in a significant rise in the use of the building for weddings and other formal events.

The improvements to the fabric and decoration of the building's two main public areas, which progressed this year with the replacement of the 60-year-old stage curtains, has also contributed to making the Town Hall a building where local people can celebrate important life events with no less glamour than at much more expensive venues further afield. Thanks are due to Tarmac Ltd and the National Lottery Awards for All for their generous contributions towards these improvements. The trustees continue to work towards improving the building, with the kitchen, toilets and lift being high on the list, and during this year commissioned a quinquennial survey; this confirmed that the fabric of the building is sound, and identified priorities for short, medium and long-term work to secure and improve the building.

Masham Town Hall Community Charity
(A company limited by guarantee)

Report of the trustees (incorporating the directors' report)
for the year ended 31 March 2016

The Town Hall, via its active and committed Steam Rally Committee, organises the annual Masham Steam Engine Rally, which attracts thousands of people to Masham. Since 1965 the Steam Rally has been a major contributor towards developing Masham as a tourism and regional centre, as well as representing the Town Hall's main source of fundraising income.

2015 saw the fiftieth rally, and this milestone was marked with a larger event than had been organised for some years, with one-third more traction engines, improved entertainment and a new children's funfair. Mashamshire residents were invited to attend the rally at a discounted rate, in gratitude for the area's support of the rally over the years. These accounts will show the increased turnover, and profit, made by the rally, enabling the town hall building to be further improved, its future to be safeguarded, and hire rates to remain at an affordable level.

The board of trustees has overseen the business and activities of the Town Hall, with four sub-committees - Finance, Building, Marketing and Steam Rally - comprising trustees and other volunteers to ensure that the building remains busy and safe, and that the organisation keeps to its objects, budget, and legal and reporting responsibilities.

Financial review

The company's annual budget is prepared with the aim of making the building available to all as per our objects, while generating sufficient income to cover direct costs. Hire fees and ticket prices are set as low as possible to be compatible with this aim, with hire fees substantially discounted for regular users and for Mashamshire resident individuals and organisations. Income from fundraising activity and the steam rally funds is used to fund capital works on the building and the purchase of new fixtures, fittings and equipment.

The company has been financially stable, with a healthy income, and expenditure as per budget other than capital items funded from the profits made from fundraising activities. Income from lettings and hires remained around the greatly improved level of 2014-15 compared to previous years, while hire rates were once again able to be kept static. Performances and films, which are budgeted on a break-even basis, showed a substantial profit over the year. As noted above, the Steam Rally was an organisational and financial success, making a healthy profit. The charity as a whole showed a surplus of income over expenditure of £14,299, maintaining reserves at a healthy level.

Investment policy

Aside from retaining a prudent amount in reserves each year, most of the charity's funds are to be spent in the short term, or available for emergency capital work. Thus there are few funds for long term investment. Having considered the options available, the Board of Trustees retains the sum necessary to comply with its reserves policy in an interest-bearing savings account, ensuring that the reserve is available to set up the 2017 Steam Rally if necessary, with additional funds available on a contingency basis. This investment policy is reviewed on an annual basis.

Reserves policy

The Management Committee has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy written into the Financial Regulations whereby "MTHCC Ltd shall at all times keep a reserve sufficient to (a) cover the cashflow budget requirements of the next Masham Steam Engine Rally, and (b) to wind up the organisation in the event of its becoming unviable as a business."

Masham Town Hall Community Charity
(A company limited by guarantee)

Report of the trustees (incorporating the directors' report)
for the year ended 31 March 2016

Plans for future periods

The charity aims to continue a similar programme of activity in 2016-17 and beyond, and will continue to fundraise to maintain and improve the condition and facilities of the building to offer a good quality of experience in the widest possible range of activities for Mashamshire residents, their friends, families and colleagues. Noting that the Masham Arts Festival, which used the Town Hall as lead venue, is no longer running as an ongoing concern, MTHCC will investigate fundraising to fill this gap in local provision.

Statement of trustees' responsibilities

The trustees (who are also directors of Masham Town Hall Community Charity for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company and charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

The Barker Partnership were re-appointed at the Annual General Meeting on 12 September 2015 as the charitable company's accountants during the year and have expressed their willingness to continue in that capacity.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Masham Town Hall Community Charity
(A company limited by guarantee)

Report of the trustees (incorporating the directors' report)
for the year ended 31 March 2016

On behalf of the board



Mark Cunliffe-Lister
Chair of Trustees
15 October 2016

Masham Town Hall Community Charity
(A company limited by guarantee)

Independent examiner's report to the trustees on the unaudited financial statements of Masham Town Hall Community Charity.

I report on the accounts of Masham Town Hall Community Charity for the year ended 31 March 2016 set out on pages 8 to 15.

Respective responsibilities of trustees and independent examiner

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

Having satisfied myself that the charity is not subject to an audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011,
- 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.

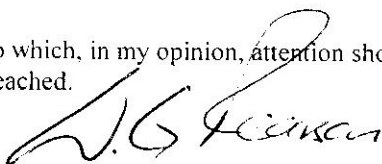
Basis of independent examiner's statement

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 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



William Pearson ACA FCCA

The Barker Partnership
Chartered Accountants & Statutory Auditors
Penthwaite
St Matthews Terrace
Leyburn
North Yorkshire
DL8 5EL

15 October 2016

Masham Town Hall Community Charity
(A company limited by guarantee)

Statement of financial activities (incorporating the income and expenditure account)

For the year ended 31 March 2016

	Notes	Unrestricted funds £	2016 Total £	2015 Total £
Income and endowments				
Donations and legacies	2	9,471	9,471	25,786
Other trading activities	3	115,280	115,280	77,056
Investment income	4	645	645	806
Other income	5	-	-	68
Total income		<u>125,396</u>	<u>125,396</u>	<u>103,716</u>
Expenditure				
Purchases		498	498	-
Staff costs	7	7,598	7,598	5,281
Establishment costs		26,926	26,926	34,410
Accountancy fees		1,400	1,400	1,400
Legal and professional fees		318	318	650
Communications and IT		293	293	405
Other office expenses		4,069	4,069	2,615
Depreciation and impairment		845	845	369
Other town hall costs		22,203	22,203	13,524
Other steam rally costs		46,740	46,740	35,666
Total expenditure		<u>110,890</u>	<u>110,890</u>	<u>94,320</u>
Net income for the year		14,506	14,506	9,396
Other recognised gains and losses				
Gains/(Losses) on revaluation of investment assets	9	(207)	(207)	1,243
Net movement in funds		<u>14,299</u>	<u>14,299</u>	<u>10,639</u>
Total funds brought forward		88,429	88,429	77,790
Total funds carried forward		<u>102,728</u>	<u>102,728</u>	<u>88,429</u>

The notes on pages 11 to 15 form an integral part of these financial statements.

Masham Town Hall Community Charity
(A company limited by guarantee)

Balance sheet
as at 31 March 2016

	Notes	£	2016 £	£	2015 £
Fixed assets					
Tangible assets	9		11,599		7,684
Investments	10		15,426		15,633
			<u>27,025</u>		<u>23,317</u>
Current assets					
Debtors	11	5,009		9,554	
Cash at bank and in hand		75,756		61,816	
		<u>80,765</u>		<u>71,370</u>	
Creditors: amounts falling due within one year	12	(5,062)		(6,258)	
Net current assets			<u>75,703</u>		<u>65,112</u>
Net assets			<u>102,728</u>		<u>88,429</u>
Funds	13				
Unrestricted income funds:					
Unrestricted income funds			99,552		85,046
Revaluation reserve			3,176		3,383
Total unrestricted income funds			<u>102,728</u>		<u>88,429</u>
Total funds			<u>102,728</u>		<u>88,429</u>

The Trustee's statements are shown on the following page which forms part of this Balance Sheet.

The notes on pages 11 to 15 form an integral part of these financial statements.

Masham Town Hall Community Charity
(A company limited by guarantee)

Balance sheet (continued)

Trustees statements required by Sections 475(2) and (3)
for the year ended 31 March 2016

For the year 31 March 2016 the company was entitled to the exemption from audit under section 477 of the Companies Act 2006 relating to small companies ;

Directors' responsibilities:


- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board on 15 October 2016 and signed on its behalf by



Mark Cunliffe-Lister
Director



Flo Grainger
Director

The notes on pages 11 to 15 form an integral part of these financial statements.

Masham Town Hall Community Charity
(A company limited by guarantee)

Notes to financial statements
for the year ended 31 March 2016

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015), the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2015) and the Companies Act 2006.

1.2. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from investments is included in the year in which it is receivable.

1.3. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

1.4. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost or valuation less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment -	10% straight line
Painting -	not depreciated

1.5. Investments

Investments held as fixed assets are revalued at mid-market value at the balance sheet date and the gain or loss taken to the statement of financial activities.

Masham Town Hall Community Charity
(A company limited by guarantee)

Notes to financial statements
for the year ended 31 March 2016

2. Donations and legacies

	Unrestricted funds £	2016 Total £	2015 Total £
Donations	9,471	9,471	8,146
Grants receivable	-	-	17,640
	<u>9,471</u>	<u>9,471</u>	<u>25,786</u>

3. Other trading activities

	Unrestricted funds £	2016 Total £	2015 Total £
Fundraising events	1,535	1,535	-
Hall lettings and rent	45,386	45,386	29,138
Steam rally income	68,359	68,359	47,918
	<u>115,280</u>	<u>115,280</u>	<u>77,056</u>

4. Investment income

	Unrestricted funds £	2016 Total £	2015 Total £
Income from UK unlisted investments	430	430	591
Bank interest receivable	215	215	215
	<u>645</u>	<u>645</u>	<u>806</u>

5. Other income

	2016 Total £	2015 Total £
Sale of goods	-	68
	<u>-</u>	<u>68</u>

Masham Town Hall Community Charity
(A company limited by guarantee)

Notes to financial statements
for the year ended 31 March 2016

6. Net incoming resources for the year

	2016	2015
	£	£
Net incoming resources is stated after charging:		
Depreciation and other amounts written off tangible fixed assets	845	369
	<u>845</u>	<u>369</u>

7. Employees

Employment costs

	2016	2015
	£	£
Wages and salaries	7,598	5,281
	<u>7,598</u>	<u>5,281</u>
No employee received emoluments of more than £60,000 (2015 : None).		

Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows:

	2016	2015
	Number	Number
Trustees	10	10
Other staff	2	2
	<u>12</u>	<u>12</u>

8. Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

Masham Town Hall Community Charity
(A company limited by guarantee)

Notes to financial statements
for the year ended 31 March 2016

9. Tangible fixed assets	Fixtures, fittings and equipment	Painting	Total
	£	£	£
Cost			
At 1 April 2015	3,685	5,000	8,685
Additions	4,760	-	4,760
At 31 March 2016	8,445	5,000	13,445
Depreciation			
At 1 April 2015	1,001	-	1,001
Charge for the year	845	-	845
At 31 March 2016	1,846	-	1,846
Net book values			
At 31 March 2016	6,599	5,000	11,599
At 31 March 2015	2,684	5,000	7,684

10. Fixed asset investments	Other unlisted investments	Total
	£	£
Valuation		
At 1 April 2015	15,633	15,633
Revaluations	(207)	(207)
At 31 March 2016	15,426	15,426
Historical cost as at 31 March 2016	12,250	12,250

All fixed asset investments are held within the United Kingdom.

11. Debtors	2016	2015
	£	£
Trade debtors	2,020	5,395
Other debtors	2,989	4,159
	5,009	9,554

Masham Town Hall Community Charity
(A company limited by guarantee)

Notes to financial statements
for the year ended 31 March 2016

12. Creditors: amounts falling due within one year

	2016	2015
	£	£
Trade creditors	2,660	1,986
Other taxes and social security	-	1,145
Accruals and deferred income	2,402	3,127
	<u>5,062</u>	<u>6,258</u>

13. Analysis of net assets between funds

	Unrestricted funds	Total funds
	£	£
Fund balances at 31 March 2016 as represented by:		
Tangible fixed assets	11,599	11,599
Investment assets	15,426	15,426
Current assets	80,765	80,765
Current liabilities	(5,062)	(5,062)
	<u>102,728</u>	<u>102,728</u>

14. Unrestricted funds

	At 1 April 2015	Incoming resources	Outgoing resources	Gains and losses	At 31 March 2016
	£	£	£	£	£
Unrestricted Fund	<u>88,429</u>	<u>125,396</u>	<u>(110,890)</u>	<u>(207)</u>	<u>102,728</u>

Purposes of unrestricted funds

The unrestricted fund represents those funds which the trustees are free to use in accordance with the charitable objectives.

15. Company limited by guarantee

Masham Town Hall Community Charity is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £10 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.