

REGISTERED COMPANY NUMBER: 6685276 (England and Wales)
REGISTERED CHARITY NUMBER: 1127597

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2009
FOR
HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

Cresswell Crabtree & Sons
Barclays Bank Chambers
Market Street
Hebden Bridge
West Yorkshire
HX7 6AA

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

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FOR THE YEAR ENDED 31 AUGUST 2009

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HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 AUGUST 2009**

Hebden Bridge Community Association is a young charity, which has been established to manage and operate Hebden Bridge Town Hall following the asset transfer of the building from the ownership of Calderdale Council (agreed December 2009 and scheduled for Spring 2010).

This annual report covers our first twelve months since legal incorporation in September 2008. It follows the legal requirements for annual reports set down in the Charities (Accounts and Reports) Regulations 2005.

Hebden Bridge Community Association Ltd was incorporated as a not-for-profit company limited by guarantee on 1 September 2008, and received registered charity status on 19 January 2009.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
6685276 (England and Wales)

Registered Charity number
1127597

Registered office
2 Hebble End
Hebden Bridge
West Yorkshire
HX7 6HJ

Trustees

Janet M Battye		- appointed 1.9.2008
Andrew Bibby	Company secretary	- appointed 1.9.2008
Robin Dixon		- appointed 1.9.2009
Susan Fenton		- appointed 1.9.2009
Peter A Hirst	Chair	- appointed 1.9.2009
Karen J Houghton		- appointed 25.6.2009
Sarah J Moss		- appointed 1.9.2009
Derrick W Palmer		- appointed 1.9.2008
		- resigned 28.2.2010
Dr Linda J Patterson		- appointed 1.9.2009
Sara Robinson	Vice-Chair	- appointed 1.9.2009

Independent Examiner

Cresswell Crabtree & Sons
Barclays Bank Chambers
Market Street
Hebden Bridge
West Yorkshire
HX7 6AA

COMMENCEMENT OF ACTIVITIES

Hebden Bridge Community Association was established by resolution of Hebden Bridge Partnership Ltd, to be the accountable and democratic legal body to take control of the Town Hall after asset transfer. The establishment of Hebden Bridge Community Association has been undertaken with the active support of Hebden Royd Town Council, Blackshaw Parish Council, Erringden Parish Council, Heptonstall Parish Council and Wadsworth Parish Council. Previous to incorporation, negotiations with Calderdale for asset transfer of Hebden Bridge Town Hall were undertaken directly under the auspices of Hebden Bridge Partnership.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 AUGUST 2009

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

Under our Memorandum and Articles, the trustees of the Association are democratically elected by the membership. Until our first AGM, held on 8 October 2009, an interim board of trustees managed the charity, three of whom were appointed by the original subscribers to the Memorandum and Articles and one of whom was appointed in June 2009.

Since October 2009, our full board of trustees has been in place. We were delighted that thirteen candidates stood for the maximum of ten places available, and we are grateful for the town clerk of Hebden Royd Town Council for overseeing the election which was therefore necessary. 139 members voted in the trustee election, with votes cast for candidates ranging from 131 to 27.

Organisational structure

The Community Association is designed to be a member organisation, with membership open to individuals and incorporated and unincorporated organisations who wish to support the charitable objects of the Association, without discrimination. We are committed to the following principles, taken from our draft Community Participation and Inclusion Strategy, adopted by the trustees on 5 Feb 2009:

In its work, Hebden Bridge Community Association Ltd will operate on the basis that it is demonstrably democratic and accountable.

What we mean by democratic:

The transfer of the Hebden Bridge Town Hall into community ownership will deserve to succeed only if the new arrangements receive the maximum possible endorsement from local organisations and local people - if everyone feels that the Town Hall is 'our' not 'their' building.

Under our constitution, Hebden Bridge Community Association Ltd is controlled by its members, on the basis of one person, one vote. Membership is open to all individuals over 18 and organisations in Hebden Bridge (and beyond) without discrimination. Members elect the trustees who take the responsibility under charity law for the strategic management of the Association.

Within this framework, we will be looking to maximise the engagement of local people and organisations in the democratic life of the Association, so that our democracy is a real and vibrant one.

What we mean by accountable:

Hebden Bridge Community Association accepts that it has a duty to be accountable to the whole community for the way in which it manages and operates the Town Hall.

Under local authority control, the local electoral system provides a mechanism for accountability. Under community control, measures will need to be in place to provide a similar, if not greater, level of accountability.

What we mean by demonstrably:

We will monitor, on an ongoing basis, how well we are doing in meeting our objectives of being democratic and accountable. We will do this by testing ourselves against a set of objective performance indicators.

We have sought to build a large membership of the Association, through the Friends of the Town Hall scheme which was launched at a public event held on 2 April 2009. As at 31 August 2009, we had a total membership of approximately 400. As at 10 November 2009, total membership was 437, of whom 19 were organisations and 418 were individuals. A further 26 children and young people have been enrolled as Friends, but are not legally members of the Association.

Risk management

The trustees are aware of their duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. Risk analysis exercises have been undertaken, and are included in the Association's business plan.

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 AUGUST 2009**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Since the Association currently has no paid staff, the trustees undertake both a strategic and operational role. Trustee meetings are held every month, and there are also six sub-committees which meet more regularly. In line with the Association's commitment to transparency of information, approved minutes of trustee meetings and other key governance documents (including our Memorandum and Articles) are placed on our website, www.hebdenbridgetownhall.org.uk. A regular trustee diary ('blog') is also on the website, giving news of developments and trustee meetings.

Following the October 2009 trustee election, a formal induction programme has been instituted, in order to ensure that the full board's decision-making processes will work well.

The trustees take informal advice as required from an advisory panel, made up of councillors from the five local town and parish councils.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Association's aim is to maintain the Town Hall in community ownership in perpetuity, as a centre of community and civic life.

Hebden Bridge Community Association's trustees are under a legal duty to run the Association for the public benefit, using income and assets to meet the charitable objectives, set out in the Memorandum and Articles of Association. In broad terms, these objects are the provision of community facilities and the regeneration of our community.

The key activity during the twelve months covered by this report has been the ongoing work undertaken in partnership with Calderdale council, to move towards the formal asset transfer of the Town Hall into the control and management of the Association. A series of regular meetings have been held with Calderdale officers, at which detailed discussions have taken place.

The trustees have developed a two-track approach; in the short-term, Hebden Bridge Community Association seeks to manage the Town Hall building as it currently is, maximising public and community usage by bringing empty offices into use as meeting rooms. In the slightly longer-term, the Association is seeking major capital funding to create new-build enterprise and community facilities and to make the existing building fully accessible. Financial projections for both these approaches have been prepared, demonstrating financial sustainability.

ACHIEVEMENT AND PERFORMANCE

Our long-planned launch of the Friends of the Town Hall, designed to build the very broad membership base to which the Association has been committed, took place on 2 April 2009. Well over fifty people were present.

Among activities undertaken to encourage membership have been the following:

- leaflet drop to all houses in the town
- several articles in Hebden Bridge Times, Hebden Bridge community website
- arrangements with two local post offices and ten local shops to accept enrolments and issue certificates and mugs
- banner displayed at crossroads in town centre
- video about the Town Hall project (available to view via YouTube)
- membership enrolments stalls held in the Picture House, Co-operative supermarket, at Easter Duck Race, and at Big Green Weekend
- school assemblies held in four local schools

Two newsletters have been sent to all members/Friends. The website is also regularly updated, with project news.

As the 2008/09 financial year ended, the trustees were working towards a major consultation day on 8 October 2009, linked to our first AGM.

Delays in the asset transfer decision by Calderdale have been frustrating. However, following the approval in April 2009 of Calderdale council's framework agreement on asset transfer, the trustees presented the council with a detailed submission, setting out the case for transfer of the Town Hall into the Association's control. This document was subsequently scrutinised by Calderdale officers.

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31 AUGUST 2009**

ACHIEVEMENT AND PERFORMANCE

Calderdale Cabinet on 7 December 2009 agreed to pass the Town Hall buildings and surrounding land to the Association, under a forty-year leasehold agreement. The Association will manage and maintain the building. Calderdale becomes the key tenant of the Town Hall, paying rent to the Association. The rent has been set at a level broadly equivalent to the previous costs to the council of managing and maintaining the building itself.

The trustees have been undertaking fundraising for costs associated with the short-term plans to maximise the use of the existing building, and have received pledges of support from the Rotary Club of Hebden Bridge (£10,000) and the Community Foundation for Calderdale (£5,000), and Bernard Sunley Charitable Foundation (£2,000).

Detailed business planning has been undertaken for the longer-term plans for a major capital build, estimated to be approaching £4m in total. Discussions have been held with Yorkshire Forward and Calderdale staff, and funding applications for both the Community Builders Fund and the European Regional Development Fund are well advanced. A formal selection process was initiated to select the architects to work with the Association on the feasibility study. Expressions of interest were received from eleven architects, of whom six were longlisted and three shortlisted and interviewed in early September 2009. The Leeds-based practice Bauman Lyons was selected following these interviews.

We adopted an Environmental Strategy for the building in January 2009. This may be consulted on our website.

The Association remains an active member of the Development Trusts Association and of Community Matters, and has been represented at the DTA annual conference and at regional events. Our video occupies pride of place on the home page of the Asset Transfer Unit website, and we have been featured in the national magazine Third Sector.

We set a number of key indicators of our performance in relation to our Community Participation and Inclusion strategy, two of which referred to our AGM. We met our objective of having at least 100 votes cast in the trustee election; we were very slightly down on our target of 60 members at the AGM (about 55 attended), although about two hundred people had visited the building earlier that afternoon as part of our 'Open Doors' consultation. Other indicators set targets for the end of 2009.

FINANCIAL REVIEW

In our first year, our expenditure has been primarily linked directly to the feasibility work we have undertaken, in order to prepare the business case for asset transfer of the Town Hall.

The major expenditure has been the market research exercise into demand for the proposed Hebden Bridge Creative Quarter enterprise centre, which was undertaken by Burns Collett consultants. This work, costing £5,758, was part-funded direct by a contribution from the Development Trust Association. Other expenditure has been for preliminary architectural work, and for resources to launch the Friends of the Town Hall membership drive.

Funding for the feasibility work has come from a £15,000 business development grant from Adventure Capital Fund and from Calderdale Business Trust where the grant will be repayable if / when project funding is obtained, together with smaller contributions from other sources. We acknowledge particularly the donations of our members and Friends, including a number of 'gold' members who contributed £100 in membership subscriptions. We also acknowledge with grateful thanks the financial support provided by the local town and parish councils.

A grant from the Community Foundation for Calderdale of £5,000 is for furnishing the Town Hall.

RESERVES POLICY

The trustees' policy, at this young stage in the charity's history, is to build up its reserves to ensure that the charity adequately is able to meet its charitable objectives, and in anticipation of the major capital build development which is at present under preparation. The trustees intend to adopt a longer-term reserves policy during 2010.

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 AUGUST 2009

ON BEHALF OF THE BOARD:

.....
Peter A Hirst - Trustee

Date:

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD**

I report on the accounts for the year ended 31 August 2009 set out on pages seven to twelve.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 43 of the 1993 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

Basis of the 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 statements 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 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 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

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

Cresswell Crabtree & Sons
Barclays Bank Chambers
Market Street
Hebden Bridge
West Yorkshire
HX7 6AA

Date:

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2009

	Notes	Unrestricted funds £	Restricted funds £	Total funds £
INCOMING RESOURCES				
Incoming resources from generated funds				
Voluntary income	2			
Donations		8,713	-	8,713
Grants		<u>2,253</u>	<u>28,748</u>	<u>31,001</u>
		10,966	28,748	39,714
RESOURCES EXPENDED				
Charitable activities				
General activities		4,130	5,758	9,888
Governance costs		<u>1,153</u>	<u>-</u>	<u>1,153</u>
Total resources expended		5,283	5,758	11,041
		_____	_____	_____
NET INCOMING RESOURCES		5,683	22,990	28,673
		_____	_____	_____
TOTAL FUNDS CARRIED FORWARD		<u>5,683</u>	<u>22,990</u>	<u>28,673</u>

The notes form part of these financial statements

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

BALANCE SHEET
AT 31 AUGUST 2009

	Notes	Unrestricted funds £	Restricted funds £	Total funds £
CURRENT ASSETS				
Debtors	4	1,340	-	1,340
Cash at bank		4,378	22,990	27,368
		<u>5,718</u>	<u>22,990</u>	<u>28,708</u>
CREDITORS				
Amounts falling due within one year	5	(35)	-	(35)
		<u>5,683</u>	<u>22,990</u>	<u>28,673</u>
NET CURRENT ASSETS				
		<u>5,683</u>	<u>22,990</u>	<u>28,673</u>
TOTAL ASSETS LESS CURRENT LIABILITIES				
		<u>5,683</u>	<u>22,990</u>	<u>28,673</u>
NET ASSETS				
		<u>5,683</u>	<u>22,990</u>	<u>28,673</u>
FUNDS				
Unrestricted funds	6			5,683
Restricted funds				22,990
				<u>28,673</u>
TOTAL FUNDS				
				<u>28,673</u>

The notes form part of these financial statements

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

BALANCE SHEET - CONTINUED
AT 31 AUGUST 2009

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2009.

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 31 August 2009 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on and were signed on its behalf by:

.....
Peter A Hirst -Trustee

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2009

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standards for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 AUGUST 2009

2. VOLUNTARY INCOME

	£
Donations	8,713
Grants	31,001
	<hr/>
	39,714
	<hr/> <hr/>

Donations received, included in the above, are as follows:

	£
Hebden Bridge Partnership	1,527
Development Trusts Association	107
Friends	6,329
Cresswell Crabtree & Sons	750
	<hr/>
	8,713
	<hr/> <hr/>

Grants received, included in the above, are as follows:

	£
Development Trust Association	3,999
Blackshaw Parish Council	112
Heptonstall Parish Council	176
Calderdale Business Trust	5,750
Erringden Parish Council	23
Wadsworth Parish Council	191
Hebden Royd Town Council	750
Community Foundation	5,000
Adventure Capital Fund	15,000
	<hr/>
	31,001
	<hr/> <hr/>

The grant received from Calderdale Business Trust of £5,750 is fully repayable if funding is received for the redevelopment of the Town Hall.

The grant received from Adventure Capital Fund of £15,000 is to be used towards feasibility work.

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2009.

Trustees' Expenses

There were no trustees' expenses paid for the year ended 31 August 2009.

4. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	£
Other debtors	1,340
	<hr/>

5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	£
Other creditors	35
	<hr/>

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 AUGUST 2009

6. MOVEMENT IN FUNDS

	At 1.9.08 £	Net movement in funds £	At 31.8.09 £
Unrestricted funds			
General fund	-	5,683	5,683
Restricted funds			
Demand study	-	2,990	2,990
Feasibility	-	15,000	15,000
Furnishing	-	5,000	5,000
	-	22,990	22,990
TOTAL FUNDS	-	28,673	28,673

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	10,966	(5,283)	5,683
Restricted funds			
Demand study	8,748	(5,758)	2,990
Feasibility	15,000	-	15,000
Furnishing	5,000	-	5,000
	28,748	(5,758)	22,990
TOTAL FUNDS	39,714	(11,041)	28,673

7. PURPOSES OF RESTRICTED FUNDS

Demand Study:

The funding is to support the market research exercise into the demand for the proposed Hebden Bridge Creative Quarter enterprise centre.

Feasibility:

Funding was provided from the Adventure Capital Fund in order to pay for the feasibility work.

Furnishing:

Funds allocated for the furnishing of the Town Hall.

HEBDEN BRIDGE COMMUNITY ASSOCIATION LTD

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2009

	£
INCOMING RESOURCES	
Voluntary income	
Donations	8,713
Grants	31,001
	<hr/>
	39,714
	<hr/>
Total incoming resources	39,714
 RESOURCES EXPENDED	
Charitable activities	
Insurance	23
Postage and stationery	482
Advertising	2,573
Membership fees	57
Consultancy	5,758
Architects fees	995
	<hr/>
	9,888
 Governance costs	
Accountancy	750
Legal fees	403
	<hr/>
	1,153
	<hr/>
Total resources expended	11,041
	<hr/>
Net income	<u><u>28,673</u></u>