

REGISTERED COMPANY NUMBER: 06685276 (England and Wales)
REGISTERED CHARITY NUMBER: 1127597

**Report of the Trustees and
Unaudited Financial Statements For The Year Ended 31 August 2010
for
HEBDEN BRIDGE COMMUNITY ASSOCIATION**

V J Atkinson FCA
52 St Johns Lane
Halifax
West Yorkshire
HX1 2BW

Hebden Bridge Community Association

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for the Year Ended 31 August 2010**

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HEBDEN BRIDGE COMMUNITY ASSOCIATION

Report of the Trustees for the Year Ended 31 August 2010

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 August 2010. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

06685276 (England and Wales)

Registered Charity number

1127597

Registered office

The Town Hall
St George's Street
Hebden Bridge
Halifax
West Yorkshire
HX7 7BY

Trustees

M Smith		- appointed 22.4.10
J M Battye		- resigned 22.7.10
A Bibby	Company secretary	
R Dixon		- appointed 8.10.09
S Fenton		- appointed 8.10.09
P A Hirst	Chair	- appointed 8.10.09
K J Houghton		
S J Moss		- appointed 8.10.09
D W Palmer		- resigned 28.2.10
L Patterson		- appointed 8.10.09
S Robinson	Vice-Chair	- appointed 7.9.09

Company Secretary

A Bibby

Independent Examiner

V J Atkinson FCA
52 St Johns Lane
Halifax
West Yorkshire
HX1 2BW

ACTIVITIES

Hebden Bridge Community Association has been established to manage and operate Hebden Bridge Town Hall, following the asset transfer of the building from Calderdale Council on April 1st 2010.

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

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.

Recruitment and appointment of new trustees

Trustees of the Association are democratically elected by the membership. Until the first AGM in October 2009 an interim board of trustees managed the charity. Thirteen people stood in the first election for the ten trustee places available, and the candidates with the most votes were duly elected. 139 members chose to vote.

Subsequently, Derrick Palmer resigned from his position as trustee because of work commitments in London, and Mike Smith was co-opted to replace him. Janet Battye resigned in July 2010, as a consequence of becoming leader of Calderdale Council.

HEBDEN BRIDGE COMMUNITY ASSOCIATION

Report of the Trustees for the Year Ended 31 August 2010

STRUCTURE, GOVERNANCE AND MANAGEMENT

Membership

Hebden Bridge 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.

Hebden Bridge Community Association has taken on responsibility for a key public building in Hebden Bridge, and is committed to operating on the basis of being demonstrably democratically run and accountable to the local community. A strong membership base is seen as important to its work. As at August 31st 2010 approximately 550 individuals and organisations were members of the Association.

The first AGM of the Association took place on October 8th 2009. A Special General Meeting was called by the trustees on April 15th 2010, to make a minor change to the Association's Memorandum of Association and to pass a resolution on tendering for auditor services.

Organisational structure

The board of trustees meets on a regular monthly basis. Additional meetings at the start of the year have meant that a total of fourteen board meetings were held during 2009-2010. As part of the Association's commitment to transparency of information, approved minutes are posted on the Association's website.

The board operates a sub-committee structure. During 2009-2010, the following sub-committees met regularly: Finance (chair: Derrick Palmer/Mike Smith), Stakeholders and Communications (chair: Sara Robinson), Capital build (chair: Karen Houghton), Governance (chair: Peter Hirst) and Building Management (chair: Sue Fenton). Prior to the asset transfer on April 1st 2010, an Asset Transfer committee also met regularly, and the Building Management committee operated as an Operations committee.

The Association employs a part-time project officer and a part-time cleaner/caretaker.

Risk management

The trustees have a 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.

OBJECTIVES AND ACTIVITIES

Public benefit

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Association's aims and objectives and in planning future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

The trustees formally review progress in meeting the urban and rural regeneration charitable objects (Mem 3 b) as part of the annual approval of the accounts.

HEBDEN BRIDGE COMMUNITY ASSOCIATION

Report of the Trustees for the Year Ended 31 August 2010

ACHIEVEMENT AND PERFORMANCE

Charitable activities

In April 2010, Hebden Bridge became one of the first towns in the country to have its Town Hall directly under community ownership and control. The trustees are aware of the pioneering nature of this asset transfer and of its national significance, in relation to public policy objectives of both the previous and the present governments.

The asset transfer with Calderdale Council was the result of more than two years' detailed negotiation, which included the submission in the summer of 2009 of a detailed business plan and submission. Asset transfer was agreed by Calderdale cabinet in December 2009. Under the agreed terms, Hebden Bridge Community Association was given leasehold ownership of the Town Hall buildings and site on a forty-year leasehold agreement. The Community Association took over responsibility for the building's management and maintenance. Calderdale Council became tenants of the Association, for a ten-year tenancy period. The council also contributed £120,000 (half as a loan, half as a grant) in recognition of the fact that capital and maintenance work were outstanding on the building.

The term of the leasehold ownership of the building was extended by Calderdale Council to 125 years by Cabinet decision in October 2010.

Following asset transfer, the Association took immediate steps to improve the fabric of the building and to increase community usage. Empty offices were converted into the downstairs Waterfront Hall, and the former committee room was redecorated and renamed the Greenwood Room, after Hebden Bridge's nineteenth century civic leader and cooperator Joseph Greenwood. The Association acknowledges with thanks the volunteer decorating parties organised by the Rotary Club of Hebden Bridge and Sweet & Maxwell (Thomson Reuters).

A licence for weddings and civil partnerships was obtained for the Council Chamber and Waterfront Halls, allowing local people the opportunity for the first time to have civil ceremonies in the town. Several weddings have since been held.

A wide range of organisations and groups have made use of the Greenwood Room and the Waterfront Hall. They include Hebden Bridge Partnership, Hebden Bridge Civic Trust, Hebden Bridge Arts Festival, Oxfam, Gay and Lesbian Youth in Calderdale, Development Trusts Association, Calderdale Home Safety Forum, The Prince's Trust, Walkers are Welcome Towns Network, Friends of Palestine, and Hebden Bridge International Group (town twinning events with Hebden Bridge's twin towns in France and Germany). Hebden Royd Town Council, Erringden Parish Council and Wadsworth Parish Council continue to meet in the Town Hall. The Association is delighted to provide a home for the Hebden Bridge Light Opera Society and Calder Valley Youth Theatre. Craig Whittaker MP runs regular surgeries in the building.

Immediate maintenance work has been undertaken, including electrical work and timber replacement work. Peeling plaster in the Council Chamber and the stairwell has been repaired. A maintenance programme has been instituted.

Recycling of paper and cardboard has been introduced for the first time for users of the building, incidentally also bringing cost savings. The trustees operate the Town Hall on the basis of the Environmental strategy adopted in 2009. The trustees have also (in conjunction with another West Yorkshire development trust) developed the concept of the Sustainable Transport building and are working towards the Town Hall meeting the standards set out.

The trustees have also been working on a very active basis to progress plans for the major capital build development on the Town Hall site. The proposal will make the existing building compliant with the Disability Discrimination Act, will create a new entrance foyer and mingle area and will also provide a new conference and public hall for the town. Small enterprise units are also included in the proposals.

Major public consultation sessions were held locally on October 7th 2009, and again on February 13th, May 22nd and again on July 24th 2010. In particular, two alternative proposals were presented at the February consultation, one option involving retention of the rear extension and the other involving demolition of the extension, with the creation of a new public courtyard beside the river Hebden. Following strong public endorsement for the second option, this was developed by the Association's appointed architects. A full planning application was submitted in July 2010, and both planning consent and listed building consent was obtained in October 2010.

The Association remains an active member of the Development Trusts Association and of Community Matters, and trustees have spoken at both DTA and Community Matters conferences. The Association is also a member of Co-operatives UK and of Social Enterprise Yorkshire and the Humber.

FINANCIAL REVIEW

Reserves policy

The trustees have agreed a reserves policy for the Association, which seeks to build up reserves to a position where they represent six months' operational costs.

HEBDEN BRIDGE COMMUNITY ASSOCIATION

Report of the Trustees for the Year Ended 31 August 2010

FINANCIAL REVIEW

Financial review

The accounting period represented by these accounts covers a twelve month period, for seven months of which the Association was preparing to take over control of Hebden Bridge Town Hall, and for five months from April when it was directly engaged in operating the building, including paying staff and meeting all building overheads.

As part of the asset transfer agreement, Calderdale Council remains the primary user of the building, and pays rent to the Association. The Association also is pleased to provide office accommodation for a number of community organisations. The Association also receives income from users of three meeting rooms, the Council Chamber, the Greenwood Room, and the Waterfront Hall (the latter a new facility created after asset transfer from empty offices).

The Association has also been progressing major plans for a capital-build on land to the side and rear of the Town Hall, and has received grant funding to enable feasibility work to be undertaken up to planning stage (RIBA Stage D). The Association gratefully acknowledges the feasibility grant funds received from Communitybuilders, ERDF Access fund, Adventure Capital Fund and Calderdale Business Trust. The Association also gratefully acknowledges grants from Calderdale Council, the Rotary Club of Hebden Bridge, the Bernard Sunley Trust, the Sir George Martin Trust and the Development Trusts Association.

The total income for the year was £193,638 (2009 - £39,714), of this £105,289 was restricted funds (2009 - £28,748). Resources expended in the year total £132,595, with unrestricted reserves increasing in the year by £41,728 (2009 - £5,683) to £47,411 (2009 - £5,683).

ON BEHALF OF THE BOARD:

A Bibby - Trustee

25 November 2010

**Independent Examiner's Report to the Trustees of
Hebden Bridge Community Association**

I report on the accounts for the year ended 31 August 2010 set out on pages six to eleven.

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.

V J Atkinson FCA
52 St Johns Lane
Halifax
West Yorkshire
HX1 2BW

Date:

HEBDEN BRIDGE COMMUNITY ASSOCIATION

Statement of Financial Activities
for the Year Ended 31 August 2010

	Note	Unrestricted funds £	Restricted funds £	31.8.10 Total funds £	31.8.09 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	66,587	105,288	171,875	39,714
Investment income	3	438	-	438	-
Incoming resources from charitable activities					
Charitable	4	<u>21,325</u>	<u>-</u>	<u>21,325</u>	<u>-</u>
Total incoming resources		88,350	105,288	193,638	39,714
RESOURCES EXPENDED					
Charitable activities					
Charitable		45,597	85,973	131,570	9,888
Governance costs		<u>1,025</u>	<u>-</u>	<u>1,025</u>	<u>1,153</u>
Total resources expended		46,622	85,973	132,595	11,041
NET INCOMING RESOURCES					
		41,728	19,315	61,043	28,673
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>5,683</u>	<u>22,990</u>	<u>28,673</u>	<u>-</u>
TOTAL FUNDS CARRIED FORWARD		<u>47,411</u>	<u>42,305</u>	<u>89,716</u>	<u>28,673</u>

The notes form part of these financial statements

HEBDEN BRIDGE COMMUNITY ASSOCIATION

**Balance Sheet
At 31 August 2010**

		Unrestricted funds £	Restricted funds £	31.8.10 Total funds £	31.8.09 Total funds £
FIXED ASSETS					
Tangible assets	8	337	4,512	4,849	-
CURRENT ASSETS					
Debtors	9	15,484	-	15,484	1,340
Cash at bank and in hand		<u>155,418</u>	<u>37,793</u>	<u>193,211</u>	<u>27,368</u>
		170,902	37,793	208,695	28,708
CREDITORS					
Amounts falling due within one year	10	(63,828)	-	(63,828)	(35)
NET CURRENT ASSETS		<u>107,074</u>	<u>37,793</u>	<u>144,867</u>	<u>28,673</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		107,411	42,305	149,716	28,673
CREDITORS					
Amounts falling due after more than one year	11	(60,000)	-	(60,000)	-
NET ASSETS		<u>47,411</u>	<u>42,305</u>	<u>89,716</u>	<u>28,673</u>
FUNDS	12				
Unrestricted funds				47,411	5,683
Restricted funds				<u>42,305</u>	<u>22,990</u>
TOTAL FUNDS				<u>89,716</u>	<u>28,673</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2010.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 August 2010 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 25 November 2010 and were signed on its behalf by:

P A Hirst -Trustee

The notes form part of these financial statements

The notes form part of these financial statements

HEBDEN BRIDGE COMMUNITY ASSOCIATION

Notes to the Financial Statements for the Year Ended 31 August 2010

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 January 2007), the Charities Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities 2005.

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.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc - 25% on cost

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.

2. VOLUNTARY INCOME

	31.8.10	31.8.09
	£	£
Donations	2,127	8,713
Grants	<u>169,748</u>	<u>31,001</u>
	<u>171,875</u>	<u>39,714</u>

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

	31.8.10	31.8.09
	£	£
Development Trusts Association	460	3,999
Parish Council	-	502
Calderdale Business Trust	8,938	5,750
Hebden Royd Town Council	-	750
Community Foundation	-	5,000
Adventure Capital Fund	1,350	15,000
Community Builders	75,000	-
Rotary Club	10,000	-
ERDF Access	10,000	-
Bernard Sunley	2,000	-
Sir George Martin Trust	2,000	-
Calderdale MBC	<u>60,000</u>	-
	<u>169,748</u>	<u>31,001</u>

HEBDEN BRIDGE COMMUNITY ASSOCIATION

Notes to the Financial Statements - continued
for the Year Ended 31 August 2010

3. INVESTMENT INCOME

	31.8.10	31.8.09
	£	£
Deposit account interest	<u>438</u>	<u>-</u>

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

		31.8.10	31.8.09
	Activity	£	£
Rental Income	Charitable	21,225	-
Miscellaneous Income	Charitable	<u>100</u>	<u>-</u>
		<u>21,325</u>	<u>-</u>

5. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.8.10	31.8.09
	£	£
Depreciation - owned assets	<u>488</u>	<u>-</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2010 nor for the year ended 31 August 2009.

Trustees' Expenses

There were no trustees' expenses paid for the year ended 31 August 2010 nor for the year ended 31 August 2009.

7. STAFF COSTS

	31.8.10	31.8.09
	£	£
Wages and salaries	<u>8,559</u>	<u>-</u>

8. TANGIBLE FIXED ASSETS

		Plant and machinery etc £
COST		
Additions		<u>5,337</u>
DEPRECIATION		
Charge for year		<u>488</u>
NET BOOK VALUE		
At 31 August 2010		<u>4,849</u>
At 31 August 2009		<u>-</u>

HEBDEN BRIDGE COMMUNITY ASSOCIATION

Notes to the Financial Statements - continued
for the Year Ended 31 August 2010

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.8.10	31.8.09
	£	£
Other debtors	<u>15,484</u>	<u>1,340</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.8.10	31.8.09
	£	£
Trade creditors	48,060	-
Taxation and social security	387	-
Other creditors	<u>15,381</u>	<u>35</u>
	<u>63,828</u>	<u>35</u>

11. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.8.10	31.8.09
	£	£
Other creditors	<u>60,000</u>	<u>-</u>

Amounts falling due in more than five years:

Repayable by instalments: Calderdale MBC loan	<u>45,000</u>	<u>-</u>
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12. MOVEMENT IN FUNDS

	At 1.9.09	Net movement in funds	At 31.8.10
	£	£	£
Unrestricted funds			
General fund	5,683	41,728	47,411
Restricted funds			
Furnishing	5,000	(488)	4,512
Feasibility study	15,000	12,793	27,793
Market research	2,990	(2,990)	-
Kitchen refurbishment	-	<u>10,000</u>	<u>10,000</u>
	<u>22,990</u>	<u>19,315</u>	<u>42,305</u>
TOTAL FUNDS	<u>28,673</u>	<u>61,043</u>	<u>89,716</u>

HEBDEN BRIDGE COMMUNITY ASSOCIATION

**Notes to the Financial Statements - continued
for the Year Ended 31 August 2010**

12. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	88,350	(46,622)	41,728
Restricted funds			
Furnishing	-	(488)	(488)
Feasibility study	93,938	(81,145)	12,793
Market research	1,350	(4,340)	(2,990)
Kitchen refurbishment	<u>10,000</u>	<u>-</u>	<u>10,000</u>
	105,288	(85,973)	19,315
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>193,638</u>	<u>(132,595)</u>	<u>61,043</u>

The restricted funds of the charity are described below:

Furnishing	-	Community Foundation for Calderdale fund for the purchase of furniture
Feasibility study		Funds from Adventure Capital, Calderdale Business Trust, Community Builders and ERDF Access Funds for professional, architects and other fees to determine the feasibility of the restoration and maintenance of Hebden Bridge Town Hall as a community resource
Market research		Adventure Capital funds for market research into prospective uses of Hebden Bridge Town Hall
Kitchen refurbishment	-	Rotary Club grant for refurbishing the kitchen of Hebden Bridge Town Hall

HEBDEN BRIDGE COMMUNITY ASSOCIATION

Detailed Statement of Financial Activities
for the Year Ended 31 August 2010

	31.8.10 £	31.8.09 £
INCOMING RESOURCES		
Voluntary income		
Donations	2,127	8,713
Grants	<u>169,748</u>	<u>31,001</u>
	171,875	39,714
Investment income		
Deposit account interest	438	-
Incoming resources from charitable activities		
Rental Income	21,225	-
Miscellaneous Income	<u>100</u>	<u>-</u>
	<u>21,325</u>	<u>-</u>
Total incoming resources	193,638	39,714
RESOURCES EXPENDED		
Charitable activities		
Wages	8,559	-
Rates and water	186	-
Insurance	408	23
Light and heat	3,006	-
Telephone	442	-
Postage and stationery	2,916	482
Advertising	250	2,573
Repairs and maintenance	18,193	-
Cleaning	620	-
Computer repairs and maintenance	1,391	-
Licence costs	1,087	-
Sundries	848	-
Membership fees	-	57
Consultancy	35,675	5,758
Architects fees	40,745	995
Subscriptions	77	-
Market research	2,250	-
Professional fees	14,429	-
Depreciation of tangible fixed assets	<u>488</u>	<u>-</u>
	131,570	9,888
Governance costs		
Accountancy	750	750
Legal fees	252	403
Bank charges	<u>23</u>	<u>-</u>
	<u>1,025</u>	<u>1,153</u>
Total resources expended	132,595	11,041
Net income	<u><u>61,043</u></u>	<u><u>28,673</u></u>

This page does not form part of the statutory financial statements