



## Trustees' Annual Report for the period

Period start date			Period end date		
01	April	2013	31	March	2014

### Section A Reference and administration details

**Charity name** HITCHIN TOWN HALL GYMNASIUM & WORKMANS HALL TRUST

**Other names charity is known by** CHARITY FOR A GYMNASIUM AND OTHER PURPOSES FOR THE BENEFIT OF THE INHABITANTS

**Registered charity number (if any)** 233752

NORTH HERTFORDSHIRE DISTRICT COUNCIL

COUNCIL OFFICES, GERON ROAD

LETCWORTH GARDEN CITY, HERTS

**Postcode**

**SG6 1JF**

#### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	North Hertfordshire District Council	Corporate Body (represented by Sub Committee consisting of the trustees named below)		
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#### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Councillor Bernard Lovewell	
Councillor Ian Knighton	01/04/2013 to 30/10/2013
Councillor Claire Strong	01/04/2013 to 30/10/2013
Councillor Peter Burt	31/10/2013 to 31/03/2014

Councillor David Levett

31/10/2013 to 31/03/2014

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	TRUST DEED
How the charity is constituted (eg. trust, association, company)	TRUST
Trustee selection methods (eg. appointed by, elected by)	THE COUNCIL AS A CORPORATE BODY IS THE TRUSTEE, ELECTED BY THE ELECTORS OF NORTH HERTFORDSHIRE

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Trust comprises of an element of the Hitchin Town Hall comprising the Gymnasium and Workman's Hall. The remainder of the building is in the ownership of North Hertfordshire District Council, which is also the Trustee of the Trust part of the property.

Both parts of the property are managed by the District Council and are used for community purposes, in line with the objectives of the Trust.

To affect management of the Trust and ensure separation from the Council, a Sub-Committee with full decision making powers in the interest of the Trust has been set up comprising of three Members of the Cabinet, whose Portfolios have no direct interest in the Council's part of the building.

Since local government re-organisation in 1974, when the Trustee changed from Hitchin Urban District Council to North Hertfordshire District Council, until 2009 the distinction between the Trust owned element of the building and the Council owned element has been lost. The arrangements explained above have been put in place to correct this omission.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The objectives of the Trust are set out as:

*“Upon trust to use or permit it to be used as a Gym for the benefit of the residents of Hitchin and for other purposes mentioned in s6(3) Museums and Gymnasiums Act 1891 and also for any other (charitable) purpose for the benefit of the North Hertfordshire District for which North Hertfordshire District Council can lawfully use building and land vested in them”.*

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

A wide variety of uses by all areas of the community are encouraged by the Trust in the pursuit of the achievement of its objects. To overcome any potential for disadvantaged areas of the community not being able to use the Trusts facilities, reduced charges are made to other registered charitable organisations with subsidised use also available to other users where appropriate.

In addition to such uses as, meetings, wedding receptions, and family parties and functions, typical use of the Trusts area of the building is made by the community through membership of various groups and classes such as:-

- Martial Arts (of various kinds)
- Aerobics
- Children’s Football
- St. John Ambulance
- Children’s Play Group

The trustees have reviewed the Charity Commission's Guidance on Public Benefit and have required reference be made to it in the management agreement put in place with North Hertfordshire District Council for the management of the Hitchin Town Hall Gymnasium and Workman's Hall, in order to ensure that the guidance has been considered when undertaking the charity's work

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

The Sub-Committee members acting on behalf of the Trust ensure that through the management of the building its objectives are met in the use of the Trusts areas for the provision of as much community benefit as may be possible.

This is achieved by making available unrestricted use of the building to all members of the community, regardless of gender, sexual orientation, race, age, religious belief or disability for a range of purposes.

Through policies and practices employed in the operation of the whole building by the District Council on behalf of the Trust, the Trust benefits the public in the establishment and promotion of community cohesion and development.

Following the operational closure of Hitchin Town Hall at the end of October 2012, the Trusts areas of the building were cleared of equipment and furniture by the end of March 2013.

This enabled those areas, together with remainder of the building, to be transferred to the Council's Property Services Department. This allowed the department, from the start of the reporting period, to make the necessary arrangements for the whole building to become suitably available to the NHDC project team for the commencement of refurbishment activities towards the creation of the new community hall and museum facility due for completion in the summer of 2015.

## Section E Financial review

### Brief statement of the charity's policy on reserves

The Trust's reserves total £167,040 at 31 March 2014 and mainly consist of restricted funds. These funds represent the property asset (Gymnasium and Workman's Hall), which is retained for actual use rather than to be expended.

The Trust has no unrestricted funds as at 31 March 2014 that can be expendable at the discretion of trustees in furtherance of the charity's objectives. The Trust's general expenditure is typically greater than general income. As a result North Hertfordshire District Council provides a contribution to the Trust and unrestricted funds are maintained at a zero balance over time. If the financial situation were to change and the Trust's level of income significantly increased the Trust would need to adopt a policy on an appropriate level of reserves.

### Details of any funds materially in deficit

No funds are materially in deficit.

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Income from activities for generating funds is earned from the hire of the Workman's Hall and Gymnasium. The facility was closed during financial year 2013/14 and so did not generate any income. The Trust received a contribution from North Hertfordshire District Council to cover all resources expended.

Expenditure incurred during 2013-14 was general running expenses of the Workman's Hall and Gymnasium. This includes a charge from North Hertfordshire District Council for overheads incurred by the Authority in the running of the facilities.

The Trust does not have any significant assets or liabilities other than the tangible fixed asset.

## Section F Other optional information

In order to safeguard the on-going viability of the Trust property and to provide an enhanced community facility, the Trust is working with the Council and Hitchin Town Hall Limited to redevelop the whole site and convert this into a combined community facility and District Wide Museum. This work had progressed during the previous 12 months and the Council, Hitchin Town Hall Limited and the Trust had initially agreed legal documents including lease arrangements and a Development Agreement in order to satisfy the Adventure Capital Fund Limited to release funding to Hitchin Town Hall Limited so that the project could progress. Since the signing of those original documents, there have been changes to the development, including the purchase of 15 Brand Street by Hitchin Town Hall Limited to further enhance the entrance to the new facility. These changes required further changes to the legal documents and further approval by Adventure Capital Limited, which has now been completed. Builders have been appointed to carry out the refurbishment works and work has commenced and progressed on this during the course of the year.. Throughout the process, the appropriate professional advice has continued to be sought and the Charity Commission will continue to be kept advised of developments as appropriate. Work is on schedule for the new community facility to open in 2015.

**Section G Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		