



Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	April	2020	To	31	March	2021

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

Charity's principal address

NORTH HERTFORDSHIRE DISTRICT COUNCIL
 COUNCIL OFFICES, GERON ROAD
 LETCHWORTH 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)		

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Councillor Judi Billing	
Councillor Elizabeth Dennis-Harburg	
Councillor Steve Jarvis	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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, COUNCILLORS SIT AS TRUSTEES AND ARE 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 (the Trust property under formal agreement) 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".

The whole of the Hitchin Town Hall complex, including the Trust part of the property was closed at the end of October 2012 to commence work on converting the building to a refurbished community facility, substantially incorporating that part of the building owned by the Council, and a District Museum substantially incorporating the Trust part.

Work continued throughout until 2016, with the Museum opening on a restricted basis in 2017.

After a period of complex contractual negotiations between the Council and Hitchin Town Hall Limited, the Council finally purchased 14 & 15 Brand Street in January 2019, which now consists of the main entrance to the facility. The refurbishment was completed, and the Museum was fully opened to the public with access through the new entrance on 6 July 2019.

The new Museum has four galleries, including a terrace gallery and a changing exhibition gallery. The museum hosts educational activities for adults and children, including school groups, in the top floor Learning Centre. These include a regular after-school activities for stressed young people, called 'A Space to Be', and dance projects for teenagers, as well as regular holiday art and craft workshops.

An on-site café that serves food and drinks catered by staff in the new kitchen hosts seasonal activities such as afternoon teas.

The Town Hall is a beautiful community facility available to hire for a wide range of private and corporate events. which along with the Museum provides a fantastic community facility for the residents of North Herts and beyond. In the week, a range of classes is held during the day, from Tai Chi to fitness classes, while on weekday nights the hall is rented out for dance lessons, choir practice and Zumba. On Sundays the hall is used by a church group. From comedy nights to conferences, weddings to wakes, the Mountford Hall is booked well into 2022.

Since its full opening in summer 2019 North Herts Museum has held many exhibitions and events. In the period 01 April 2019 to 31 March 2020, visitor numbers were 30,930. Since then the museum has had to close its doors twice because of the Covid pandemic, but has still managed to host some extremely popular exhibitions. Summer 2021 saw '*The Tiger who came to Tea*' exhibition, which brought in over 6,500 children and families from a wide area. In 2021 the museum also held an exhibition about a local project during the lockdown period, where people with dementia and their carers made artworks based on the museum objects. The participants all visited the museum to see their work on display.

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)

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.

Section D**Achievements and performance**

Summary of the main achievements of the charity during the year

Section E Financial review

Brief statement of the charity's policy on reserves

The Trust's reserves total £2,735,707 at 31 March 2021. The reserves consist totally 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 2021 that can be expendable at the discretion of trustees in furtherance of the charity's objectives. The Trust's general expenditure is 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 was 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 Trust received a contribution from North Hertfordshire District Council to cover all resources expended.

Expenditure incurred during 2020/2021 was general running expenses of the Workman's Hall and Gymnasium.

The income and expenditure in 2020/21 was affected by the Covid-19 pandemic.

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

Section F Other optional information

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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		