

COMPANY REGISTRATION NUMBER: 03222165

CHARITY REGISTRATION NUMBER: 1071636

MIDDLEHAM KEY CENTRE LIMITED
(A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2022

MIDDLEHAM KEY CENTRE LIMITED
YEAR ENDED 31ST MARCH 2022

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MIDDLEHAM KEY CENTRE LIMITED
LEGAL & ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31ST MARCH 2022

Charity Number	1071636	
Company Registration Number	03222165	
Registered Office	Middleham Key Centre Park Lane Middleham Leyburn North Yorkshire DL8 4RA	
Trustees	L E Sweeting M C R Sweeting D Davis A Adams H J Byford S A Fairhurst N I Hopper L Skelton S W G Mashford	(Resigned 23 rd February 2022) (Resigned 23 rd February 2022) (Resigned 24 th February 2022) (Resigned 23 rd February 2022) (Appointed 23 rd February 2022) (Appointed 23 rd February 2022) (Appointed 23 rd February 2022 & Resigned 8 th June 2022) (Appointed 23 rd February 2022) (Appointed 23 rd February 2022)
Secretary	M C R Sweeting S A Fairhurst	(Resigned 3 rd August 2022) (Appointed 25 th February 2022)
Accountants	O'Reilly Chartered Accountants Kiln Hill Market Place Hawes North Yorkshire DL8 3RA	
Bankers	CAF Bank Limited 25 Kings Avenue Kings Hill West Mailing Kent ME19 4JQ	
Solicitors	Hall & Birtles Solicitors The Office, Gold Lion Yard Market Place Leyburn North Yorkshire DL8 5AS	

MIDDLEHAM KEY CENTRE LIMITED
REPORT OF THE TRUSTEES (INCORPORATING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31ST MARCH 2022

The trustees present their report and the financial statements for the year ended 31st March 2022. The trustees, who are also directors of Middleham Key Centre Ltd 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.

Structure, Governance and Management

Governing document

The Charity is constituted as a company limited by guarantee and a registered charity and is, therefore, governed by a Memorandum and Articles of Association. Membership is open to anyone over the age of 18.

Appointment of Trustees

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout the report are collectively referred to as trustees.

The Articles of Association provide that trustees may be appointed by ordinary resolution in general meeting.

Objectives and Activities

The principal activity of the company is that of the provision of educational, training and recreational facilities for the people of Middleham, Leyburn and the surrounding areas.

The charity is organised so that the trustees meet regularly to manage its affairs and to revise and manage identified risks. There are administrators who manage the day to day activities of the charity. Funds are raised primarily from community and commercial bookings, courses and rental income from tenants. Additionally monies are donated and shown in note 2 to the accounts.

When reviewing the charity's objectives, activities and future plans, the trustees have referred to the guidance contained in the Charity Commissions' general guidance on public benefit.

Achievements and Performance and Financial Review

The year from April 2021 was unprecedented as the country came out of lockdowns but some restrictions on gatherings and activities, especially those indoors, continued and changed. These changing restrictions impacted significantly on the reopening of the Key Centre and the resumption of activities and bookings, making planning and income very unpredictable. The centre was helped greatly by government Covid 19 support grant funding, without which the future would have been incredibly difficult to sustain. However, further restrictions impacted the resuming bookings before and around the Christmas season due to the Covid Omicron variant. Once again the centre was supported by a small closures grant for December 2021 and then the announcement of much more significant reopening grants in Spring 2022. The other underpinning factor was the income from the solar panel feed in tariff, which continued regardless. The importance of reopening the centre to enable community groups and activities to resume and continue following the isolation within the community throughout covid was recognised as a priority need. The sole (part time) member of staff continued to work at the centre or, when precluded, working from home with internet access. She was not furloughed at any phase during the pandemic.

MIDDLEHAM KEY CENTRE LIMITED
REPORT OF THE TRUSTEES (INCORPORATING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31ST MARCH 2022

Future Developments

In February 2022 the Chair and Company Secretary, Mike and Leslie Sweeting respectively, resigned with just a few weeks' notice due to a short notice relocation to Lincolnshire. In order to continue the charity uninterrupted, a group of 5 x Town Councilors agreed to step in to take over the running of the Centre for the time being – anticipated to be for up to 12 months. During this time they would undertake a complete review of the charity and the centre in the post covid climate and recommend a sustainable strategy for its future role and funding in the community. This review commenced in March and is due to complete and report back to the Town Council within 12 months or less. This work will be complete before the end of the current lease in March 2023. The Trustees also undertook to review current income and expenditure to ensure the cost-effective running of the centre and the charity at least to the end of the lease.

MIDDLEHAM KEY CENTRE LIMITED
REPORT OF THE TRUSTEES (INCORPORATING THE DIRECTORS' REPORT)
FOR THE YEAR ENDED 31ST MARCH 2022

Tangible Fixed Assets for use by the Charity

Details of movements in fixed assets are set out in note 10 to the accounts.

Statement of Trustees' Responsibilities

The trustees (who are also directors of Middleham Key Centre Limited 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 Generally Accepted Accounting Practice.

Company 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.

Small Company Provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

On behalf of the board:



Honor Byford
Chair of Trustees

MIDDLEHAM KEY CENTRE LIMITED
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES ON THE UNAUDITED FINANCIAL
STATEMENTS OF MIDDLEHAM KEY CENTRE LIMITED
FOR THE YEAR ENDED 31ST MARCH 2022

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st March 2022, which are set out on pages 6 to 14.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the '2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's report

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- (1) accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with those accounting records; or
- (3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- (4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.


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G Ritzema FCA
O'Reilly Chartered Accountants
Kiln Hill
Market Place
Hawes
DL8 3RA

MIDDLEHAM KEY CENTRE LIMITED
STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING THE INCOME & EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31ST MARCH 2022

	<u>Unrestricted</u>	<u>Restricted</u>	<u>2022</u>	<u>2021</u>	
	<u>Funds</u>	<u>Funds</u>	<u>Total</u>	<u>Total</u>	
<u>Notes</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	
Income					
Income from generating funds:					
Voluntary income	2	559	-	559	2,303
Activities for generating funds	3	16,229	-	16,229	14,949
Investment income	4	7	-	7	13
Government grants receivable		15,381	-	15,381	34,000
<u>Total Income</u>		32,176	-	32,176	51,265
Expenditure					
Wages & Salaries		11,125	-	11,125	11,984
Employer Pension Contributions		135	-	135	121
Purchases		320	-	320	57
Tutors fees		-	-	-	390
Operating leases		2,077	-	2,077	1,747
Establishment costs	5	9,669	-	9,669	11,971
Accountancy fees		1,540	-	1,540	1,547
Telephone		3,772	-	3,772	2,498
Other office expenses	6	323	-	323	493
Depreciation and impairment		3,039	1,479	4,518	4,195
Profit/(Loss) on Disposal		51	-	51	-
General expenses		485	-	485	526
Subscriptions		526	-	526	1,376
Donations		-	-	-	-
<u>Total Expenditure</u>		33,062	1,479	34,541	36,905
Net Incoming Resources before Transfers		(886)	(1,479)	(2,365)	14,360
Transfers between funds		-	-	-	-
Net movement in funds/Net income for the year		(886)	(1,479)	(2,365)	14,360
Total funds brought forward		45,977	10,428	56,405	42,045
<u>Total Funds Carried Forward</u>		45,091	8,949	54,040	56,405

The notes on pages 9 to 14 form an integral part of these financial statements.

MIDDLEHAM KEY CENTRE LIMITED
BALANCE SHEET AS AT 31ST MARCH 2022

		<u>2022</u>		<u>2021</u>	
	<u>Notes</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Fixed Assets					
Tangible assets	10		23,953		25,586
Current Assets					
Debtors	11	3,510		3,577	
Cash at bank and in hand		28,956		30,069	
		<u>32,466</u>		<u>33,646</u>	
Creditors: amounts falling due within one year	12	<u>(2,379)</u>		<u>(2,827)</u>	
			30,087		30,819
Net Current Assets					
Total Assets less Current Liabilities			54,040		56,405
Creditors: amounts falling due after more than one year			-		-
			<u>54,040</u>		<u>56,405</u>
Funds					
Unrestricted income funds	13		45,091		45,977
Restricted income funds	14		8,949		10,428
			<u>54,040</u>		<u>56,405</u>
<u>Total Funds</u>			<u>54,040</u>		<u>56,405</u>

The Balance Sheet continues on the following page.

The notes on pages 9 to 14 form an integral part of these financial statements.


MIDDLEHAM KEY CENTRE LIMITED
BALANCE SHEET (CONTINUED)
TRUSTEES STATEMENTS REQUIRED BY THE COMPANIES ACT 2006 FOR THE YEAR ENDED 31ST
MARCH 2022

In approving these financial statements as trustees of the company we hereby confirm:

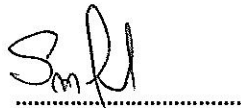
- (a) that for the year state above the company was entitled to the exemption conferred by section 477 of the Companies Act 2006;
- (b) that no notice has been deposited at the registered office of the company pursuant to section 476 of the Companies Act 2006 requesting that an audit be conducted for the year ended 31st March 2017.
- (c) That we acknowledge our responsibilities for:
 - ensuring that the company keeps proper accounting records which comply with section 386 of the Companies Act 2006, and
 - preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of sections 394 and 395, and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities SORP.

The financial statements were approved by the board on 23-12-22. and signed on its behalf by:



H J Byford
Chair of Trustees



S W G Mashford
Trustee

The notes on pages 9 to 14 form an integral part of these financial statements.

MIDDLEHAM KEY CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2022

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 historic cost convention and in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006. The Principal accounting policies adopted in the preparation of the financial statements are set out below.

1.2. Income

All income is 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.

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

1.3. Expenditure

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.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

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 less residual value of each asset over its expected useful life, as follows:

Plant and machinery	-	25% reducing balance
Solar Panels	-	Straight line over 15 years

1.5. Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

MIDDLEHAM KEY CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2022

2. Voluntary Income

	<u>Unrestricted funds</u>	<u>Restricted funds</u>	<u>2022 Total</u>	<u>2021 Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Individuals	559	-	559	2,303
	<u>559</u>	<u>-</u>	<u>559</u>	<u>2,303</u>

3. Activities for Generating Funds

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>2022 Total</u>	<u>2021 Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Rental income	7,258	-	7,258	12,285
Fundraising events	1,940	-	1,940	427
Community bookings	3,854	-	3,854	58
Non community bookings	1,917	-	1,917	1,000
Training courses	-	-	-	335
Clerical services	735	-	735	844
Catering sales	455	-	455	-
Postage sales	-	-	-	-
Sundries	70	-	70	-
	<u>16,229</u>	<u>-</u>	<u>16,229</u>	<u>14,949</u>

4. Investment income

	<u>Unrestricted funds</u>	<u>2022 Total</u>	<u>2021 Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Bank Interest Receivable	7	7	13
	<u>7</u>	<u>7</u>	<u>13</u>

MIDDLEHAM KEY CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2022

5. Establishment Costs

	Unrestricted funds	Restricted funds	2022 Total	2021 Total
	£	£	£	£
Rates and water	2,464	-	2,464	2,992
Light and heat	1,898	-	1,898	4,120
Repairs and maintenance	3,324	-	3,324	3,292
Insurance	1,983	-	1,983	1,567
	<u>9,669</u>	<u>-</u>	<u>9,669</u>	<u>11,971</u>

6. Other office expenses

	Unrestricted funds	2022 Total	2021 Total
	£	£	£
Licences	76	76	283
Printing, postage and stationery	247	247	210
	<u>323</u>	<u>323</u>	<u>493</u>

7. Net outgoing resources for the year

	2022 £	2021 £
Net outgoing resources is stated after charging:		
Depreciation and other amounts written off tangible fixed assets	<u>4,518</u>	<u>4,195</u>

8. Employees

There were two employees during the year.

No remuneration was paid to trustees in the year, nor were any expenses reimbursed to them.

9. 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.

MIDDLEHAM KEY CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2022

10. Tangible fixed assets

	Plant and machinery £	Total £
Cost		
As 1 April 2021	87,302	87,302
Additions	2,936	2,936
Disposals	(683)	(683)
At 31 st March 2022	<u>89,555</u>	<u>89,555</u>
Depreciation		
At 1 st April 2021	61,716	61,716
Charge for the year	4,518	4,518
Disposals	(632)	(632)
At 31 st March 2022	<u>65,602</u>	<u>65,602</u>
Net book values		
At 31 st March 2022	<u>23,953</u>	<u>23,953</u>
At 31 st March 2021	<u>25,586</u>	<u>25,586</u>

11. Debtors

	2022 £	2021 £
Trade debtors	1,139	1,588
Other debtors	2,371	1,989
	<u>3,510</u>	<u>3,577</u>

12. Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	920	1,252
Accruals and deferred income	1,459	1,575
	<u>2,379</u>	<u>2,827</u>

MIDDLEHAM KEY CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2022

13. Unrestricted funds

	1 April 2021	Incoming resources	Outgoing resources	Transfers	31 March 2022
	£	£	£	£	£
General fund	45,977	32,176	(33,062)	-	45,091

14. Restricted funds

	1 April 2021	Incoming resources	Outgoing resources	Transfers	31 March 2022
	£	£	£	£	£
Jack Brunton Trust	518	-	-	-	518
Grant Aid – Solar Panels	8,000	-	(1,000)	-	7,000
RDC COF Grant	1,833	-	(458)	-	1,375
RDC CCTV Grant	77	-	(21)	-	56
Restricted fund Total	10,428	-	(1,479)	-	8,949

Restricted incoming resources relate to grants and donations received for specific expenditure.

Included within Restricted Funds as at 31st March 2022 is the balance of historic grants and donations received for assets, less the depreciation related to these specific assets.

MIDDLEHAM KEY CENTRE LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2022

15. Related party transactions

The building was transferred from the ownership of Middleham Key Partnership Ltd, which was subsequently liquidated, to Middleham Town Council as Guardian Trustees in March 2013 and a licence agreement approved.

16. Company limited by guarantee

Middleham Key Centre limited 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, for the payment of the charity's debts and liabilities contracted before he or she ceases to be a members, and of the costs, charges and expenses on winding up, and for the adjustment the rights of the contributories among themselves.