

**Registered Number : 5389427 (England and Wales)**

## **The Clarke Foley Centre**

**Directors' report and accounts  
for the year ended 31st March 2021**

**The Clarke Foley Centre**  
**Contents of the Financial Statements for the year ended 31st March 2021**

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**DIRECTORS:** S Hyde  
J McCrickard  
S Tomlinson  
P Loy  
E Garfitt  
H Miller  
A Simpson  
D Damant

**SECRETARY:** H Miller

**REGISTERED OFFICE:** The Clarke Foley Centre  
Cunliffe Road  
Ilkley  
West Yorkshire  
LS29 9DZ

**COMPANY NUMBER:** 5389427 (England and Wales)

**CHARITY NUMBER:** 1109588

**ACCOUNTANTS:** SKS Bailey Group Ltd  
NatWest Bank Chambers  
The Grove  
Ilkley  
West Yorkshire  
LS29 9LS

**BANKERS:** Barclays Bank PLC  
9 Brook Street  
Ilkley  
West Yorkshire  
LS29 8AD

**Registered Charity No 1109588**

The Clarke Foley Centre  
Cunliffe Road  
Ilkley  
West Yorkshire  
LS29 9DZ

**The objects of the Company are:**

- a) to maintain and manage (in co-operation with voluntary bodies) a centre in Ilkley formerly managed by The James Clarke and Sarah Foley Trust for the Elderly (and more recently known as The Clarke Foley Centre) situated in Cunliffe Road, Ilkley, LS29 9DZ and provide at the Centre facilities for recreation, education, or other leisure time occupations in the interests of social welfare for residents over the age of 50 years, of Ilkley, Addingham, Burley in Wharfedale, Menston and surrounding districts within the Metropolitan District of Bradford, without distinction of creed or colour and
- b) to provide a focal point and meeting place for members of the community and for groups whose object is to meet the needs of the neighbourhood and the community
- c) to provide a focal point for voluntary effort given for the benefit of members of the community who may be disadvantaged
- d) Nothing in clauses (a) to (c) above inclusive shall authorise any non-charitable object or purpose

The Directors who served during the year under review were:

A Whitehouse	(Resigned 19th November 2020)
J McCrickard	
S Tomlinson	
P Loy	
S Hyde	
E Garfitt	
H Miller	
A Simpson	
A Danells-Bewley	(Resigned 24th March 2021)
D Damant	(Appointed 14th May 2021)

In accordance with the Articles of Association, E Garfitt and H Miller retire by rotation and being eligible offer themselves for re-election at the Annual General Meeting. Also in accordance with the Articles of Association, having been appointed during the year, D Damant offers himself for re-election at the Annual General Meeting.

**Review of main activities in the year ended 31st March 2021**

Following a series of National Lockdowns owing to Coronavirus, the Clarke Foley Community Centre was forced to close at both the start and end of this financial year. The only trading during the year occurred when the café was opened for a brief period between August and November 2020. To ensure appropriate social distancing, most other activities were cancelled and the Community Centre relied on many very generous individual donations, grants from Bradford Council and the Furlough scheme to help meet ongoing fixed costs.

After the year end, the Ilkley Town Crier re-opened the Community Centre on 17th May 2021. This delighted our regular users, many of whom had experienced social isolation during lockdown.

The Community Centre has resumed operation in four main areas -

a highly successful café, which is open to all members of the community. It is staffed by employees and volunteers, providing drinks and light refreshments from Monday to Saturday plus occasional Sundays

the thriving Tuesday and Thursday Lunch Clubs, serving hot meals to mainly socially isolated people, at a nominal price

### **Review of main activities in the year ended 31st March 2021 (continued)**

a wide range of classes and leisure activities is offered, including art, keep fit, indoor bowls and various dancing and music groups

rooms are now rented out to many local clubs and societies on a regular basis and are used as a venue for events and meetings. Current users include U3A, Tai Chi and Ilkley Flower Club, together with events from Ilkley Literature Festival

In March 2020, the Directors made the decision to postpone the proposed refurbishment / remodelling of the building. A lot of repair work has become necessary as a result of this delay, owing to the age and condition of the building.

Meetings are held on a regular basis, at least monthly, and at these meetings Directors constantly review the strategic objectives of the Community Centre in the light of recent events, many of which are beyond their control. The Board is hopeful that the new operational strategy, created and driven by the Business Manager appointed in July 2020, will help keep the Clarke Foley Community Centre as a thriving and valuable asset of the Ilkley community.

### **Reserves Policy**

In line with our charitable aims and objectives, to continue to provide adequately for the needs of our beneficiaries, many of whom are vulnerable, and our employees, the Board has agreed that adequate levels of Unrestricted Reserves should be maintained. In accordance with the Reserves Policy adopted on 5th February 2021, the Board considers that it would be prudent for Unrestricted Reserves not committed or invested in tangible fixed assets to be within the range of £100,000 to £350,000. This range is not deemed excessive in order to allow the charity to continue supporting the local community.

### **Statement of Directors' responsibilities**

The Directors are required under the constitution of the company to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of its results for that period. In preparing those financial statements the Directors are required to:

- a) select suitable accounting policies and apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) prepare the financial statements on a going concern basis unless it is inappropriate to assume that the company will continue in business.

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company. They are also responsible for safeguarding the assets of the company and hence for taking responsible steps for the prevention and detection of fraud and other irregularities.

### **Approval**

This report was approved by the Directors on 26th November 2021 and signed on their behalf by:

.....  
S Hyde (Chair)

I report on the accounts of the Company for the year ended 31st March 2021 which are set out on pages 5 to 9.

### **Respective responsibilities of Directors and Examiner**

As the Directors you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 (the Act); you consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed. It is my responsibility to examine the accounts under section 145 of the Charities Act and to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 145(5)(b) of the Act, whether particular matters have come to my attention.

### **Basis of Examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. The 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 Directors concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

### **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 130 of the Charities Act and
  - to prepare accounts which accord with the accounting records and
  - to comply with the accounting requirements of the Act 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.

**Name:** David A Crowther  
SKS Bailey Group Ltd

**Qualification:** Chartered Accountant

**Address:** NatWest Bank Chambers  
The Grove  
Ilkley  
West Yorkshire  
LS29 9LS

**Date:** 26th November 2021

**The Clarke Foley Centre  
Balance Sheet as at 31st March 2021**

	Note	2021		2020	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets for use by the company	4		209,649		219,283
<b>INVESTMENTS</b>					
Endowment fund	5		481,002		405,812
Reserve fund	6		<u>245,850</u>		<u>199,837</u>
			936,501		824,932
<b>CURRENT ASSETS</b>					
Stock	7	530		1,067	
Debtors	8	3,512		7,629	
Cash at bank and in hand	9	<u>91,027</u>		<u>117,776</u>	
		<u>95,069</u>		<u>126,472</u>	
<b>CURRENT LIABILITIES</b>					
Creditors: amounts due within one year	10	3,809		13,355	
		<u>3,809</u>		<u>13,355</u>	
<b>NET CURRENT ASSETS</b>			<u>91,260</u>		<u>113,117</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u><u>1,027,761</u></u>		<u><u>938,049</u></u>
<b>CAPITAL ACCOUNT</b>					
Endowment funds	5		481,002		405,812
Unrestricted funds			<u>546,759</u>		<u>532,237</u>
			<u><u>1,027,761</u></u>		<u><u>938,049</u></u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2021 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The financial statements were approved by the Board of Directors on 26th November 2021 and signed on their behalf by:

.....  
S Hyde (Chair)

The notes on pages 6 to 8 form part of these accounts

## 1. ACCOUNTING POLICIES

### 1.1 Basis of preparation of accounts

The accounts are prepared under the historical cost convention with the exception of investments, which have been valued at market value, and include the results of the company's operations which are described in the Directors' report and all of which are continuing.

The accounts have been prepared in accordance with the Statement of Recommended Practice for charity accounts.

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cashflow statement on the grounds that it qualifies as a small company.

### 1.2 Tangible fixed assets for the use by the company and depreciation

Tangible fixed assets for use by the company are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Freehold buildings	50 years straight line basis
Furnishings and equipment	10 years straight line basis

### 1.3 Income

Voluntary income, donations and letting income are accounted for on a receivable basis.

### 1.4 Value added tax

The Charity was registered for value added tax on 1st November 2009 and accounts for the tax on a quarterly basis.

## 2. CATERING

	2021		2020	
	£	£	£	£
Sales: Coffee Bar	14,409		109,888	
Luncheon Club	0		14,298	
Functions	0		2,763	
	<u>          </u>	14,409	<u>          </u>	126,949
Purchases	3,927		43,437	
Add: stock at beginning of year	712		897	
	<u>          </u>		<u>          </u>	
	4,639		44,334	
Less: stock at end of year	343		712	
	<u>          </u>	4,296	<u>          </u>	43,622
		<u>          </u>		<u>          </u>
Surplus		<u>10,113</u>		<u>83,327</u>

### 3. DIRECTORS' LIABILITY AND ENDOWMENT ASSETS

The company is limited by guarantee, with the liability of the directors not exceeding £10. The company is trustee of the endowment assets of the James Clarke and Sarah Foley Trust for the Elderly. The freehold property is vested in the name of the Official Custodian for Charities who holds it on behalf of the James Clarke and Sarah Foley Trust for the Elderly.

Brewin Dolphin Limited, the company's investment managers, hold the investments in both the Endowment Fund and the Reserve, or Unrestricted, Fund, as trustee for the Clarke Foley Centre.

Under section 96(5) of the Charities Act 1993, the James Clarke and Sarah Foley Trust for the Elderly, though dormant, exists as a registered charity but will be treated as forming part of the company for the purposes of Part V1 (accounting) of the Charities Act 1993.

No director nor the treasurer received any remuneration or expenses as they act on a voluntary basis.

### 4. TANGIBLE FIXED ASSETS

Tangible fixed assets for use by the company

	Freehold property	Furnishings and equipment	Total
	£	£	£
Used directly for charitable purposes:			
<b>Cost</b>			
At 1st April 2020	429,460	63,394	492,854
At 31st March 2021	429,460	63,394	492,854
<b>Depreciation</b>			
At 1st April 2020	216,632	56,939	273,571
Charge for the year	8,279	1,355	9,634
Depreciation at 31st March 2021	224,911	58,294	283,205
Net book value			
At 31st March 2021	204,549	5,100	209,649

Included in the cost of the freehold property is land costing £15,574 which has not been depreciated.

### 5. ENDOWMENT FUND

	2021	2020
	£	£
Fund balance at 1st April 2020	405,812	454,419
Purchases less sales in year	1,411	(15,501)
Profit on changes of investments in year	15,080	7,978
Change in uninvested cash	(1,411)	15,501
Unrealised gain/(loss) on investments	64,371	(53,431)
Portfolio Management fees	(4,261)	(3,154)
Fund balance at 31st March 2021	481,002	405,812

**The Clarke Foley Centre**  
**Notes to the accounts for the year ended 31st March 2021 (continued)**

	2021	2020
	£	£
<b>6. RESERVE FUND</b>		
Fund balance at 1st April 2020	199,837	226,869
Purchases less sales in the year	2,148	16,772
Profit on changes of investments in year	10,355	2,540
Change in uninvested cash	(4,275)	(17,819)
Unrealised gain/(loss) on investments	37,785	(28,525)
Fund balance at 31st March 2021	245,850	199,837
<b>7. STOCK</b>		
Catering	343	712
Cleaning Materials	187	355
	530	1,067
<b>8. DEBTORS</b>		
Letting Debtors	0	4,858
Prepayments	3,420	2,771
Taxation and social security	92	0
	3,512	7,629
<b>9. CASH AT BANK AND IN HAND</b>		
Cash at bank	89,521	115,576
Cash in hand	379	671
Stockbrokers	1,127	1,529
	91,027	117,776
<b>10. CREDITORS</b>		
Trade creditors	19	1,517
Accruals and deferred income	3,488	6,303
Taxation and social security	0	2,468
Sundry creditors	302	3,067
	3,809	13,355

**The Clarke Foley Centre**  
**Statement of Financial Activities for the year ended 31st March 2021**

	Note	Unrestricted Funds £	Endowment Funds £	Total 2021 £	Total 2020 £
<b>INCOME</b>					
Interest and dividends	1	6,598	14,277	20,875	22,457
Bank interest		80		80	151
Donations		31,862		31,862	2,896
Grants paid by Bradford Council		41,572		41,572	0
Other Grant applications		2,239		2,239	0
Solar Panel income		1,223		1,223	0
Lettings and gifts from users		3,966		3,966	78,223
Money raising activities		602		602	4,947
Sales of books		61		61	1,668
Groups		379		379	17,849
Café	2	14,409		14,409	126,949
<b>TOTAL INCOME</b>		<b>102,991</b>	<b>14,277</b>	<b>117,268</b>	<b>255,140</b>
Café purchases	2	(4,296)		(4,296)	(43,622)
<b>TOTAL INCOMING RESOURCES</b>		<b>98,695</b>	<b>14,277</b>	<b>112,972</b>	<b>211,518</b>
<b>EXPENDITURE</b>					
Wages and national insurance		147,610		147,610	152,632
Less: HMRC CJRS Grant		(61,942)		(61,942)	(2,111)
Rates and water		3,192		3,192	8,290
Gas and electricity		4,958		4,958	10,522
Licences and insurances		5,293		5,293	4,541
Telephone and Internet		4,902		4,902	5,501
Repairs, renewals, maintenance and cleaning		5,868		5,868	17,182
Building Refurbishment		14,986		14,986	0
Postage, printing and stationery		1,206		1,206	1,206
Advertising		0		0	961
Sundry expenses		480		480	821
Accountancy		550		550	550
Professional fees		1,192		1,192	6,160
Portfolio Management Fees		2,370	4,261	6,631	4,622
Staff training		1,032		1,032	262
Depreciation		9,634		9,634	9,959
Bank, credit card and donation fees		1,275		1,275	1,800
Non Reclaimable VAT		3,984		3,984	0
<b>TOTAL EXPENSES EXPENDED</b>		<b>146,590</b>	<b>4,261</b>	<b>150,851</b>	<b>222,898</b>
Net (outgoing)/incoming resources before transfers		(47,895)	10,016	(37,879)	(11,380)
Transfers between funds		14,277	(14,277)	0	0
<b>NET (OUTGOING) RESOURCES</b>		<b>(33,618)</b>	<b>(4,261)</b>	<b>(37,879)</b>	<b>(11,380)</b>
<b>GAINS/(LOSSES) ON INVESTMENT ASSETS</b>					
Realised gains		10,355	15,080	25,435	10,518
Unrealised gains/(losses)		37,785	64,371	102,156	(81,956)
<b>NET MOVEMENT IN FUNDS</b>		<b>14,522</b>	<b>75,190</b>	<b>89,712</b>	<b>(82,818)</b>
<b>FUND BALANCES BROUGHT FORWARD AT 1st APRIL 2020</b>					
		532,237	405,812	938,049	1,020,867
<b>FUND BALANCES CARRIED FORWARD AT 31st MARCH 2021</b>					
		<b>546,759</b>	<b>481,002</b>	<b>1,027,761</b>	<b>938,049</b>