

BEXHILL HERITAGE

Small Unregistered Charity

Trustees Annual Report and Financial Statements

For the period ended

31st March 2018

BEXHILL HERITAGE

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FOR PERIOD ENDED 31ST MARCH 2018

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**TRUSTEES ANNUAL REPORT
FOR THE PERIOD ENDED 31ST MARCH 2018**

The committee of Bexhill Heritage presents its annual report and financial statements for the period ended 31st March 2018.

ORGANISATIONAL INFORMATION

Name of Community Group:	Bexhill Heritage
Principal Address:	St. Barnabas Church, Bexhill
Legal Form:	Small Unregistered Charity
Governing Document:	Constitution adopted on 7 th September 2017
Trustees:	Raymond Konyn (Founding Trustee/Chair) Stephen Johnson (Founding Trustee/Treasurer) Emily Leach (Founding Trustee/Secretary) Alex Markwick (Trustee) - Elected Sept 2017
Committee Members:	Tony Teehan (Treasurer) - Elected Sept 2017 Simon Allan - Elected Sept 2017 David Beales - Elected Sept 2017 Paul Wright – Elected Sept 2017
Bankers:	Nat West Bank, Bexhill-on-Sea Branch, 9 Devonshire Road, Bexhill-on-Sea, East Sussex, TN40 1GW
Independent Examiners:	Lorraine Brown Employee of Rother Voluntary Action 47 London Road Bexhill on Sea East Sussex TN39 3JY

**TRUSTEES ANNUAL REPORT
FOR THE YEAR ENDED 31ST MARCH 2017**

The trustees submit their annual report and financial statements for Bexhill Heritage for the period ended 31st March 2018.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Bexhill Heritage was formally established as a small unregistered charity founded by Trustees Raymond Konyn, Emily Leach and Stephen Johnson, and later joined by Alexis Markwick. Bexhill Heritage is governed by its constitution adopted on 7th September 2017. Day to day management of the charity is vested in the Trustees, who are elected and co-opted under the terms of the Constitution. The Constitution states that Bexhill Heritage is a membership organisation. Its members exercise power through the Annual General Meeting and by the election of trustees and committee members.

Board of Trustees

There are currently four Trustees of Bexhill Heritage, supported by a number of committee members.

The Board of Trustees shall be administered by no less than three and no more than ten Trustees. Trustees and members will be elected for varying terms of office of between one and three years at the AGM each year. This ensures that at least one trustee can be replaced at each subsequent AGM and trustees do not reach the end of their terms of office, simultaneously. The names of the Trustees and committee members are shown on page 1 of this document.

The Trustees meet four times a year in addition to frequent informal meetings. The committee will meet once a month and members will meet six times each year, including at the AGM, to receive trustee and committee reports, and to engage in activities linked to the charity's objects.

OBJECTIVES AND ACTIVITIES

Objects:

- To promote for the benefit of the public the conservation, protection and improvement of the built environment by encouraging high standards of architecture, environmental design and town planning in Bexhill and particularly within the *Bexhill Town Centre Conservation Area*.
- To advance the education of the public in the conservation, protection and improvement of the built environment by engaging Bexhill's residents and visitors in activities that stimulate an interest in and appreciation of the town's built architectural heritage.
- To inform, advise and support public authorities, architects, property developers, construction companies and property owners in the conservation, repair and development of Bexhill's heritage buildings and public open spaces.

**TRUSTEES ANNUAL REPORT
FOR THE PERIOD ENDED 31ST MARCH 2018**

ACHIEVEMENTS, PERFORMANCE AND FUTURE PLANS

Achievement and Performance

On 29th November 2017, Her Majesty's Revenue and Customs (HMRC) recognised Bexhill Heritage as a Charitable Company for Tax Purposes. As this recognition is sufficient for us to qualify for the government's Gift Aid scheme and has enabled *PayPal* and other similar organisations to accept our charitable tax status, the founding trustees decided that it was unnecessary, at this stage, to register with the Charity Commission. Such registration is compulsory for regulatory purposes once a charity achieves an annual income of £5,000. Our income for the financial year ended 2017/18 was in the region of £1, 200.

We are indebted to Rother Voluntary Action who generously provided a Start Up grant of £200. This enabled the founding trustees to produce publicity materials, set up a website and fund a contact phone number. Without this support, our progress would have been slower. There have been other generous donations to date. Alexis Markwick donated the proceeds of work he had completed for the Highwoods Preservation Society, Tony Teehan has funded the charity's membership of the Victorian Society and Tony Lightly has donated fifty cards part of the proceeds from which can be retained by Bexhill Heritage. Otherwise our funds have been derived largely from membership subscriptions. By reclaiming Gift Aid from HMRC, we anticipate at least £200 of additional income. This will be recognised in the 2018/19 accounts.

We have applied for a grant of £1,730 from Bexhill Charter Trustees towards the restoration of West Station Clock and have also launched a special appeal from which we hope to raise at least a further £500. Other grant applications are pending, once suitable projects have been agreed and properly costed. To date we continue to seek sponsorship for our proposed Civic Pride Award. Our main items of expenditure in the seven months of operation during the 2017/18 financial year have related mainly to raising the profile of the charity and attracting members.

Membership stands at 77. Numbers joining Bexhill Heritage each month are presented in the table below.

November	December	January	February	March
23	9	15	18	12

Future Plans

To continue the charity's work in the future, we must maintain our phone line, website and insurances. The monthly cost of these essential items is in the region of £25 per month. This means we require at least 30 members to continue a 'basic' level of operation.

The charity will hold its first AGM on 11th April 2018 when we hope that more members will join an expanded committee to secure our charity's future. Trustees hope that, in time, members will step into one of the committee positions that were outlined in an email to members from the Chair in March 2018. Arrangements are being made for Rother Voluntary Action to officially examine our 2017/18 accounts. It is anticipated that this process will be completed in June 2018 and that final accounts can be presented to members in July. In the meantime, provisional accounts will be sent to members prior to the April AGM.

**TRUSTEES ANNUAL REPORT
FOR THE PERIOD ENDED 31ST MARCH 2018**

FINANCIAL REVIEW

Financial Position

The Treasurer reported that the charity has worked hard to achieve a stable financial position.

Receipts in the year was £1,215.17 and payments £759.46 resulting in a small surplus of £455.71 which formed the total net fund reserve at 31st March 2018

RISKS, POLICIES AND SAFEGUARDS

The Trustees regularly review the major risks faced by the organisation to establish policies and systems to mitigate those risks.

Reserves and Investment Policies

In line with guidance by the Charity Commission, the trustees regularly review the reserves of the charity and have adopted the policy that:

- Bexhill Heritage aim to build up its unrestricted reserves to the level of 25% of the charity's income to enable it to fulfil its objectives and financial plans.

Insurance Policy

Bexhill Heritage is insured with Ecclesiastical. Our policy includes £10 million Public Liability cover. This is the minimum required by Rother District Council for organisations carrying out assessments or working on buildings and structures for which it holds the freehold. Such cover is also required when we book a stall, staff an information point or hold a meeting in a public or private building, or as part of an event organised by a third party. We also hold £100,000 for Trustee Liability. The policy premium is £190 per annum.

Other Policies

Since the charity's foundation, trustees have approved the following policies:

- Data protection compliant with the General Data Protection Regulations for May 2018
- Health and safety including a risk assessment form
- Safeguarding of young people and vulnerable adults

We also have an event planning form and a development plan.

PUBLIC BENEFIT

The Trustees have considered their duty set out in Section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission, and in their opinion the foregoing report on the achievements and performance demonstrates that they have complied therewith.

Signed on behalf of the charity's trustees:

.....
Raymond Konyon (Trustee/Chair)

Date:

.....
Stephen Johnson (Trustee/Treasurer)

Date:

**RECEIPTS AND PAYMENTS ACCOUNT
FOR THE PERIOD ENDED 31ST MARCH 2018**

2017 Total Funds £	Note	Unrestricted Funds £	Restricted Funds £	2018 Total Funds £
Receipts				
		750.00		750.00
	7	131.00		131.00
		200.00		200.00
	4		110.00	110.00
		-		-
		14.16		14.16
		10.01		10.01
0	Total Receipts	1,105.17	110.00	1,215.17
Payments				
		6.45		6.45
		27.35		27.35
		8.00		8.00
		12.31		12.31
		48.14		48.14
		-		-
		95.00		95.00
	8	141.95		141.95
		78.43		78.43
	5	50.00		50.00
		63.53		63.53
		54.24		54.25
	9	62.00		62.00
	4	15.60	72.22	87.82
	10	24.24		24.24
0	Total Payments	687.24	72.22	759.46
Net receipts/(payments)				
		-	-	-
		-	-	-
0	Cash funds at end of this period	417.93	37.78	455.71

**STATEMENT OF ASSETS AND LIABILITIES
AT 31 MARCH 2018**

2017 £	Note	2018 £
Cash assets		
Bank current account		505.71
PayPal account		0.00
Cash in hand		-
		<u>505.71</u>
Other monetary assets		
Debtors – Gift Aid (HMRC)	6	-
		<u>-</u>
Assets retained for the charity's own use		
Liabilities		
Creditors	5	(50.00)
		<u>(50.00)</u>
Net Funds		
		<u>455.71</u>
Unrestricted Funds		417.93
Restricted Funds		37.78
		<u>455.71</u>
Funds of the Charity		<u>455.71</u>

These financial statements are accepted on behalf of the charity by:

..... Date

Stephen Johnson (Trustee/Treasurer)

..... Date:

Raymond Konyn (Trustee/Chair)

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BEXHILL HERITAGE
FOR THE PERIOD ENDED 31ST MARCH 2018**

I report on the accounts of Bexhill Heritage for the period ended 31 March 2018 which are set out on pages 1 to 9.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act 2011,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act 2011, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with 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 the 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 statement 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 130 of the Charities Act 2011; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

Signed:

Dated:

L. Brown
Employee of Rother Voluntary Action

**NOTES TO THE ACCOUNTS
FOR THE PERIOD ENDED 31ST MARCH 2018**

1. Receipts and Payments accounts

Receipts and payments accounts are statements that summarise the movement of cash into and out of the organisation during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

2. Trustees' remuneration and benefits

Trustees received no remuneration or benefits in this period

Trustees' expenses

During the year there were no expenses paid to Trustees except for reimbursement of out of pocket expenses paid to Steve Johnson £169.84, Alex Markwick £14.99 and Raymond Konyn £126.50. Those expenses have been allocated against the relevant cost category in the accounts.

3. Previous period comparison

The financial year end of the charity is 31st March. The previous period's figures have not been included for comparison, as the charity was formed on 7th September 2017.

4. Restricted fund

These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.

	<u>£</u>
<u>Patron Funds:</u>	
<u>Receipts (Restricted):</u>	
Silver patrons - WSC	50.00
Bronze patrons – WSC	60.00

	110.00
	=====
<u>Payments (Restricted):</u>	
Environmental Kits – WSC	54.87
Glaziers putty & sealants – WSC	17.35

	72.22
	=====
Net Restricted Fund Balance	37.78
	=====

**NOTES TO THE ACCOUNTS
FOR THE PERIOD ENDED 31ST MARCH 2018**

5. Creditors

These are amounts owed by the charity, but not paid during the accounting period.

	<u>£</u>
<u>Professional Fees:</u>	
Independent Examination fee	50.00
	=====

6. Debtors

These are amounts owed to the charity, but not received during the accounting period.

	<u>£</u>
Gift Aid (HMRC)	-

7. Donations:

	<u>£</u>
Tony Teehan	61.00
Highwoods Preservation Society	50.00
Others	20.00

	131.00
	=====

8. Marketing:

	<u>£</u>
Business cards	24.58
Banners	92.38
Leaflets	14.99
Trade Stand–Bexhill 100 Car Show	10.00

	141.95
	=====

9. Memberships:

Victorian Society annual membership	£62.00
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10. Small Equipment & Assets expensed:

	<u>£</u>
Collection Boxes x 2	17.74
1908 Bexhill Map	6.50

	24.24
	=====