

# BEXHILL HERITAGE

Small Unregistered Charity

## Trustees Annual Report and Financial Statements

For the period ended

31<sup>st</sup> March 2020



**BEXHILL HERITAGE**

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FOR PERIOD ENDED 31<sup>ST</sup> MARCH 2020**

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**TRUSTEES' ANNUAL REPORT  
FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2020**

The trustees of Bexhill Heritage present their annual report and financial statements for the period ended 31<sup>st</sup> March 2020

**ORGANISATIONAL INFORMATION**

<b>Name of Community Group:</b>	<b>Bexhill Heritage</b>
<b>Principal address:</b>	C/O St Barnabas Church, Sea Road, Bexhill, East Sussex
<b>Legal form:</b>	Small unregistered charity
<b>Governing document:</b>	Constitution adopted on 7 <sup>th</sup> September 2017
<b>Trustees:</b>	Raymond Konyn (Founding trustee / Chair) Stephen Johnson (Founding trustee / Treasurer) Simon Allen (Project Manager) Alexis Markwick (Support Officer)
<b>Committee members:</b>	Raymond Konyn – elected April 2018 Stephen Johnson – elected April 2018 Alexis Markwick – elected April 2018 Simon Allen – elected April 2018 Tony Lightly – elected April 2019 John Swap – co-opted
<b>Bankers:</b>	Nat West Bank, Bexhill-on-Sea branch, 9 Devonshire Road, Bexhill-on-Sea, TN40 1GW
<b>Independent Examiners:</b>	Lorraine Brown Employee of Rother Voluntary Action 47 London Road Bexhill on Sea East Sussex TN39 3JY

**FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2020**

The trustees of Bexhill Heritage present their annual report and financial statements for the period ended 31<sup>st</sup> March 2020

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

Bexhill Heritage is a small, unregistered charity. The charity is governed by its constitution adopted on 7<sup>th</sup> September 2017. Day to day management of the charity is vested in the trustees who are elected under the terms of the constitution. The constitution states that Bexhill Heritage is a membership organisation.

**Board of trustees**

There are currently four trustees of Bexhill Heritage, supported by a number of committee members. Trustees serve for an initial period of three years. Annually, members are requested to put their names forward to fill vacancies and are elected at the Annual General Meeting. New trustees are given training on appointment and each trustee has a handbook.

**OBJECTIVES AND ACTIVITIES**

- To promote for the benefit of the public the conservation, protection and improvement of the built environment by promoting 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.

**ACHIEVEMENTS, PERFORMANCE AND FUTURE PLANS**

**Achievement and performance**

The charity is dependent on the work of its members and volunteers, many of whom also raise money for the charity. Local businesses, charitable trusts and individuals also support the charity.

The money raised during the period was spent providing resources for the restoration of heritage buildings, the promotion of the town's heritage, resources and equipment to promote the charity's aims and publicity for the charity's work.

## BEXHILL HERITAGE

In September 2019, in partnership with Rother District Council, the charity started a major project to restore a 'listed' seafront shelter. (This project was completed in summer 2020.) The charity also set up an 'Information Hub' in the town's Methodist Church. This also acted as a Tourist Information Point. Rother District Council arranged to reimburse the charity's costs in April 2020. Also, in September 2019, the charity organised a Local History Day in partnership with the Bexhill old Town Preservation Society. This was part of a programme of meetings and events held throughout the period April 2019 to March 2020. Sadly, some events scheduled for later in the year had to be cancelled due to the Covid19 pandemic.

The education of young people in heritage issues remained an important focus for the charity. Unfortunately, the local sixth form college was unable to engage in a project to restore an historic bus shelter used by its students. We hope to resurrect this project once social distancing guidelines permit. The charity intends to commence the restoration of a second seafront shelter during 2020 / 2021 and hopes to secure a new venue for the 'Information Hub' following the closure of the Methodist Church. Other projects will include the placing of an interpretation board on Bexhill's East Parade.

**TRUSTEES' ANNUAL REPORT  
FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2020**

**FINANCIAL REVIEW**

The treasurer reported that the charity's financial position was secure and that income has reached the level at which registration with the Charity Commission has become a requirement.

Receipts in the year were £6,805.30 and payments £5,704.89 resulting in a surplus of £1,100.41. The total net fund reserve was £4,519.32 at the 31<sup>st</sup> March 2020. Unpresented cheques totalled £516.71. These will appear as debits in our 2020/21 current account. We were owed £964 by Rother District Council. This will appear as a credit in our 2020/21 current account.

**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 policy**

The trustees' current policy is to maintain a cash position representing 6 months of annual outgoings. At the end of the period, the cash position met this test.

The trustees consider that the charity can meet its liabilities as and when they fall due. The charity remains dependent on the generosity of its members and supporters. The trustees would like to thank everyone involved in the charity's activities this year.

**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 £205 per year.

**Other policies**

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

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

We also have an event planning form.


**PUBLIC BENEFIT**

The trustees have paid due regard to the Charity Commission guidance on public benefit when planning the charitable activities.

Signed on behalf of the charity's trustees:

  
.....  
Raymond Kohn (Trustee / Chair)

Date: 9<sup>th</sup> December 2020

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

Date: 9<sup>th</sup> December 2020

BEXHILL HERITAGE

RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2020

2019 Total funds £			2020 Total funds £
	<b>Receipts</b>	<b>Notes</b>	
1980.00	Membership fees		3665.00
2076.09	Donations	<b>Note 5</b>	1272.90
250	Grants		401.00
0.00	Gift Aid		0.00
689.36	Income from fundraising		949.94
105.44	Miscellaneous		516.46
<b>5913.89</b>	<b>Total receipts</b>		<b>6805.30</b>
	<b>Payments</b>		
0.00	Postage		56.30
71.88	Telephone		71.88
14.00	Commission on sale of cards		42.00
37.78	Pay Pal fees		91.22
61.06	Web hosting fees		94.66
498.79	Equipment	<b>Note 7</b>	1645.09
952.64	Venue hire and events costs		270.00
0.00	Electricity		332.98
144.55	Catering and catering supplies		32.69
229.79	Marketing	<b>Note 6</b>	273.98
448.04	Printing, stationery and office supplies	<b>Note 8</b>	799.02
75.00	Professional fees		0.00
194.48	Insurance		205.74
10.00	Refunds		50.00
0.00	Floats		145.00
671.66	Project expenditure		1312.34
0.00	Xmas meal payment	<b>Note 9</b>	281.99
71.03	Miscellaneous		
<b>3480.70</b>	<b>Total payments</b>		<b>5704.89</b>
<b>2433.19</b>	<b>Net receipts (payments)</b>		<b>1100.41</b>
<b>455.71</b>	<b>Cash funds at the start of this period</b>		<b>2902.20</b>
-	<b>Transfer between funds</b>		-
<b>2888.90</b>	<b>Cash funds at the end of this period</b>		<b>4519.32</b>

**STATEMENT OF ASSETS AND LIABILITIES  
AS AT 31<sup>ST</sup> MARCH 2020**

		Unrestricted funds £	Restricted funds £	Endowment funds £
<b>Cash funds</b>				
	Bank current account	4485.16		
	Pay Pal account	0.00		
	Cash in hand	34.16		
	<b>Total cash funds</b>	<b>4519.32</b>		
<b>Assets retained for the charity's own use</b>				
	Projector and stand	133.98		
	Amp and speaker	200.00		
	Table easel and board	104.82		
	Hi-Vis jackets	210.34		
	Computer	50.00		
	Projector screen	69.99		
	Collection buckets	26.28		
	A-board and flag	223.00		
	Card reader	54.00		
	Tombola drum	44.50		
	Gas stove	19.65		
	Bell	17.29		
	Display boards	126.50		
	Tablet computer	249.00		
	Keyboard case	27.99		
	Folding table	30.59		
	Bookcase	17.99		
	Storage unit	16.99		
	Timing lights	<b>17.93</b>		
	<b>Total</b>	<b>1640.84</b>		

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BEXHILL HERITAGE  
FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2020**

I report to the trustees on my examination of the accounts of Bexhill Heritage ("the Trust") for the year ended 31 March 2020 which are set out on pages 1 to 9.

**Respective responsibilities of trustees and examiner**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in accordance with the examination which gives me cause to believe that in, any material respect:

- The accounting records were not kept in accordance with section 130 of the Act; or
- The accounts did not accord with the accounting records; or
- The accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed:  .....

Date: 11/12/2020 .....

L. Brown  
Employee of Rother Voluntary Action  
47 London Road  
Bexhill-on-Sea  
East Sussex  
TN39 3JY

**NOTES TO THE ACCOUNTS  
FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2020**

**1. RECEIPTS AND PAYMENTS ACCOUNTS**

Receipts and payment 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 for debts as they become due.

**2. Trustees' remuneration and benefits**

Trustees received no remuneration or benefits during this period.

**Trustees' expenses**

During the year there were no expenses paid to trustees except for the reimbursement of out of pocket expenses paid to:

Alexis Markwick	385.98
Raymond Konyyn	307.02
Simon Allen	280.89
Steve Johnson	286.51

Those expenses have been allocated against the relevant cost category in the accounts.

**3. Creditors**

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

Amounts owed by the charity were as follows:

Unpresented cheques	460.76
BACS pending	55.95
<b>Total</b>	<b>516.71</b>

**4. Debtors**

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

Rother District Council	964.00
<b>Total:</b>	<b>964.00</b>

**5. Donations**

The amounts below include income from sales of cards, hats, badges and books

Rother District Council (Grant)	301.00
Senlac Rotary Club (Grant)	100.00
Sackville Social Committee	60.00
Bexhill Mums' Club	25.00
Bexhill United Reformed Church	25.00
Others	1162.90
<b>Total</b>	<b>1673.90</b>

**6. Marketing**

Luck Dip prizes	47.85
Metal badges	181.20
Sticky badges	44.93
<b>Total</b>	<b>273.98</b>

**7. Equipment and asset expensed**

Hi-Vis jackets	210.34
Computer	50.00
Apron badges	36.00
Projector screen	69.99
Equipment for shop	77.03
Collection buckets	26.28
A-board and flag	223.00
Card reader	54.00
Keys	30.50
Tombola drum	44.50
Gas stove	19.65
Aprons	41.94
Hub miscellaneous	67.72
Bell	17.29
Banner attachments	13.21
Display boards x2	253.00
Tablet computer	249.00
Keyboard case	27.99
Preloaded SIM card	50.15
Folding table	30.59
Bookcase	17.99
Storage unit	16.99
Timing lights	17.93
Building materials and PPE	549.68
<b>Total</b>	<b>2194.77</b>

**8. Stationery, printing**

Ink	452.97
Leaflets and photocopying	90.65
Paper, card, frames, pouches/wallets	215.74
Cards and photos	33.19
Sundries	6.47
<b>Total</b>	<b>799.02</b>

**9. Xmas meal**

The charity organised a Christmas meal for active members in 2019. Members made payments to cover the full cost and these included as part of the charity's miscellaneous income for the year.