

# **BEXHILL HERITAGE**

Small Unregistered Charity

## **Trustees Annual Report and Financial Statements**

**For the period ended**

**31<sup>st</sup> March 2019**



BEXHILL HERITAGE

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**FOR PERIOD ENDED 31<sup>ST</sup> MARCH 2019**

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**TRUSTEES ANNUAL REPORT  
FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2019**

The committee of Bexhill Heritage presents its annual report and financial statements for the period ended 31<sup>st</sup> March 2019.

**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) Alex Markwick (Support Officer)
<b>Committee Members:</b>	Raymond Konyn – Elected April 2018 Steve Johnson - Elected April 2018 Alexis Markwick – Elected April 2018 Simon Allan – Elected April 2018 David Beales – Co-opted July 2018 Emily Leach – Elected April 2018 Tony Lightly – Co-opted January 2019 Tony Teehan – Elected April 2018. Resigned February 2019 Paul Wright – Elected April 2018. Resigned August 2018
<b>Bankers:</b>	Nat West Bank, Bexhill-on-Sea Branch, 9 Devonshire Road, Bexhill-on-Sea, East Sussex, TN40 1GW
<b>Independent Examiners:</b>	Lorraine Brown Employee of Rother Voluntary Action 47 London Road Bexhill on Sea East Sussex TN39 3JY

**TRUSTEES ANNUAL REPORT  
FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019**

The trustees submit their annual report and financial statements for Bexhill Heritage for the period ended 31<sup>st</sup> March 2019.

**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 and co-opted under the terms of the Constitution. The Constitution states that Bexhill Heritage is a membership organisation.

**Board of Trustees**

There are currently three 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**

**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.

**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 on 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.

**TRUSTEES ANNUAL REPORT  
FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2019**

**FINANCIAL REVIEW**

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

Receipts in the year was £5,913.89 and payments £3,480.70 resulting in a surplus of £2,433.19 the total net fund reserve was £2,888.90 at 31<sup>st</sup> March 2019.

**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 £194 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 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 Konyn (Trustee/Chair)

Date: .....

.....

Stephen Johnson (Trustee/Treasurer)

Date: .....

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2019**

2018			2018
Total		Unrestricted	Total
Funds		Funds	Funds
£	Note	£	£
	<b>Receipts</b>		
750.00	Membership fees	1,980.00	1,980.00
131.00	Donations	2,076.09	2,076.09
200.00	Grants	250.00	250.00
110.00	Income from Patrons		813.00
-	Gift Aid	-	-
14.16	Income from fundraising	224.86	689.36
10.01	Miscellaneous	47.44	105.44
<u>1,215.17</u>	<b>Total Receipts</b>	<u>4,578.39</u>	<u>5,913.89</u>
	<b>Payments</b>		
6.45	Postage	-	-
27.35	Telephone	71.88	71.88
8.00	Commission for sale of cards	14.00	14.00
12.31	PayPal fees	37.78	37.78
48.14	Web hosting fees	61.06	61.06
95.00	Venue hire & events costs	294.74	657.90
141.95	Marketing	229.79	229.79
78.43	Printing, Stationery & office supplies	448.04	448.04
50.00	Professional fees	75.00	75.00
63.53	Insurance	194.48	194.48
54.25	Mailbox rental	-	-
62.00	Membership	10.00	10.00
87.82	Materials & supplies	-	144.55
24.24	Equipment and Assets expensed	498.79	498.79
-	Parts, repairs & maintenance		671.66
-	Miscellaneous	71.03	71.03
<u>759.46</u>	<b>Total Payments</b>	<u>2,006.59</u>	<u>3,480.70</u>
	<b>Net receipts/(payments)</b>	<b>2,571.80</b>	<b>(138.61)</b>
-	Cash funds at start of this period	417.93	37.78
-	Transfers between funds	-	-
<u>455.71</u>	<b>Cash funds at end of this period</b>	<u>2,989.73</u>	<u>(100.83)</u>

**STATEMENT OF ASSETS AND LIABILITIES  
AT 31 MARCH 2019**

		Unrestricted Funds £	Restricted Funds £	Endowment Funds £
<b>Cash funds</b>				
	Bank current account	2,891.46		
	PayPal account	9.66		
	Cash in hand	-		
	<b>Total cash funds</b>	<b>2,901.12</b>		

		Unrestricted Funds £	Restricted Funds £	Endowment Funds £
<b>Assets retained for the charity's own use:</b>				
	gazebo	59.99		
	Projector & stand	133.98		
	Amp & speaker	200		
	table,easle,board	104.82		
	<b>Total</b>	<b>498.79</b>		

		Amount Due £	When Due
<b>Liabilities</b>			
		-	-

Signed on behalf of the trustees:

..... Date .....

Stephen Johnson (Trustee/Treasurer)

..... Date: .....

Raymond Konyyn (Trustee/Chair)

**INDEPENDENT EXAMINER’S REPORT TO THE TRUSTEES OF BEXHILL HERITAGE  
FOR THE PERIOD ENDED 31<sup>ST</sup> MARCH 2019**

I report to the trustees on my examination of the accounts of Bexhill Heritage (“the Trust”) for the year ended 31 March 2019 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: .....

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 31ST MARCH 2019**

**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 £512.36, Alex Markwick £50.99 and Raymond Konyn £22.78. Those expenses have been allocated against the relevant cost category in the accounts.

**3. 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.

Patron sponsorship income

Gold Patrons	400.00	
Silver Patrons	125.00	
Bronze Patrons	<u>288.00</u>	
		813.00
Buffet tickets sale		77.5
Quizz night tickets		360
Raffle & sundries		85.00
<b>Total restricted Income</b>		<b><u>1,335.50</u></b>

Expenditures

clock parts & repairs	671.66	
Certificates/posters	144.55	
Patron's tea	22.4	
Buffet	613	
Prizes	22.5	
<b>Total restricted expenditure</b>		<b><u>1,474.11</u></b>
<b>Net movement</b>		<b><u><u>-138.61</u></u></b>

**NOTES TO THE ACCOUNTS  
FOR THE PERIOD ENDED 31ST MARCH 2019**

**4. Creditors**

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

The charity has identified a cost of £800 may be needed to be paid for the new Pages Gap heritage sign should a grant not be obtained. However, there are no provisions made for that expenditure in these Receipts and Payments accounts for year ended 31<sup>st</sup> March 2019.

**5. Debtors**

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

	£
Gift Aid (HMRC)	-

**6. Donations:**

	<u>£</u>
Bexhill 100	2,000.00
Others	76.09

**7.**

**Marketing**

Roller banner	35.99
BH badges	193.80
	<u>229.79</u>

**8.**

**Equipment & asset expensed**

gazebo	59.99
Projector & stand	133.98
Amp & speaker	200.00
table,easle,board	104.82
	<u>498.79</u>

**9.**

**Stationery,Printing**

Ink	232.54
leaflets	140
pouches	64.5
sundries	11.00
	<u>448.04</u>