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# HARROW HERITAGE TRUST

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TRUSTEES ANNUAL REPORT AND ACCOUNTS 31ST MARCH 2023





**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From: 1<sup>st</sup> April 2022 To: March 31<sup>st</sup> 2023**

**Charity name: Harrow Heritage Trust**

**Charity registration number: 1072773**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To secure the protection, preservation, restoration and improvement of the character and amenities of the London Borough of Harrow for the benefit and enjoyment of the public generally and especially the inhabitants of the Borough, and to promote the preservation of land and buildings of beauty or historic interest as well as areas of ecological or other specific or environmental importance within the Borough and to promote schemes and awards to assist the attainment of these objectives.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<ul style="list-style-type: none"><li>-Ancient monument (SAM) No 120 Linear earthworks: maintenance &amp; preservation</li><li>-Maintain Old Dairy, Wood Farm overlook</li><li>-Advise on repairs to historic built environment</li><li>-Distributed +500 free nature and historic walks in Harrow leaflets and HHT membership leaflets</li><li>-Repair and restoration of one Public Work of Art</li><li>-Removal of one Public Work of Art due to safety issues</li><li>-Multiple pond creations and restoration of existing ponds to enhance habitat and support Great Crested Newts, a protected species.</li><li>-Fund 6 x Skill training courses for volunteers</li><li>-1 x New Information Panel &amp; trail roundel restoration</li><li>-Hire mower to support mowing regimes which enhance the boroughs biodiversity</li></ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have considered the provisions of the Charities Act 2011 with regard to public benefit requirement. They are satisfied that the Trust, through its aims and objectives, meets the requirement, in particular with regard to the advancement

		of the arts, heritage, architecture, and of the environmental protection or improvement. Beneficiaries comprise members of the public in almost all cases without the need for any changes in payment.
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### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Grants for repairs to historic buildings cover repairs in keeping with the original design and materials. Generally, will be awarded 10% of the quoted cost of repair. Will be disbursed on completion or repairs and receipt of proof of completion and payments.
Policy on social investment including program related investment	Para 1.38	-Training for volunteers paid by HHT adds to job skill set (First aid, power tool use etc...) -Adult work hours logbooks for volunteers keeps track of hours and can be used for job applications.
Contribution made by volunteers	Para 1.38	-Volunteers contribute more than 1000 hours of work annually maintaining nature reserve paths and amenities and clear litter, organise and run corporate workdays and visits from school and scout groups etc... With in-depth knowledge of green space, they can help maintain biodiversity, especially insect populations, and mitigate the effects of overpopulation and bad land use policies. -Active in attending local fairs and community meetings to explain and educate inhabitants on the built and natural environment. -Active in educating the community about Harrow's rich historic architecture and natural landscape.
Other		- Sadly, public support for our National Lottery drainage grant for Montesole Playing Fields vanished and the grant was returned.

### Achievements and Performance

	SORP reference	
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Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<ul style="list-style-type: none"> <li>- Restoration and enhancement of the Old Redding pond complex in the historic former garden of W.S. Gilbert. This serves to enhance habitat and support Great Crested Newts but also restores important aspects of the historic garden enhances flood alleviation.</li> <li>-Repair and restoration of The Leaf sculpture by Diane Maclean in Grove Open Space, Harrow for the community</li> <li>-Removal of Wooden Totem pole at Pinner Memorial Gardens due to termite damage and risk to the public</li> <li>-Engaging children and young people in nature events and free courses connects them with local nature and the benefits of preserving green space for people and wildlife</li> <li>-Mowing regimes to increase biodiversity for the benefit of nature and all humanity</li> </ul>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Objectives were to recruit more volunteers including trustees and to involve members in Executive meetings. Several new trustees and more members attended meetings via invitation and online methods.
Performance of fundraising activities against objectives set	Para 1.41	Goal to bring in more grant monies to the borough resulted in over £50,000 worth of grant funded activity Saw one legacy come into the restricted Headstone Manor pot.
Investment performance against objectives	Para 1.41	The Charity has no investments but maintains 5 COIF deposit accounts which generate small sums of interest quarterly.
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Trust is financial stable and has come out of the lull induced by lock-down. Donations down but grants have increased.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>The Trust's funds totalled £169,390 at the end of the financial year March 2023. Four funds totalling £141,927 were designated as restricted to the uses described. These are Heritage Grants, Public Works of Art, Work with Young People and Headstone Manor: commitments or expenditure plans exist for parts of these. There is also an Unrestricted General fund of £27,463 which includes the activities of Harrow Nature Conservation Forum and the Brown Plaques committee. It is the Trust's policy to maintain the balance of this fund at a level to cover administrative and support costs for a forward period of at least a year, and to respond to emergency and other applications for grants or support as and when they arise. The fund was maintained at an adequate level throughout the year.</p> <p>The Unrestricted General fund holds £14,838 in grant funding which is expected to be expended in the following year. This will be offset by further funds released in stages by existing grant agreements.</p>
Amount of reserves held	Para 1.22	£10,000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There is some evidence that when older members age-out we have fewer new active members. We are actively addressing this by outreach and building in more structure in Trustee positions and responsibilities. This is ongoing and has born fruit in this year.

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Grants, bequests and donations.
Investment policy and objectives including any	Para 1.46	Investment policy N/A. Social investment takes place but has no policy.

social investment policy adopted		
A description of the principal risks facing the charity	Para 1.46	The Trustees are aware of the major operational risks that the charity faces and consider that adequate administrative procedures are in place to mitigate the risks identified. Suitable training is given to new volunteers where appropriate. Insurance cover is taken to minimise any potential financial impact on the Trust should any of those risks materialise.
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are elected or co-opted at our AGM in October annually. Trustees may also be elected at executive meetings after a quorum vote.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Induction and training is informal. New Trustees would be encouraged to familiarise themselves with the historic annual reports and be guided by Trustees in their committee work.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Trustees form the members of the executive committee. The President of the Trust is the Mayor of Harrow and three additional authority members are nominated by Harrow Council. Other officers and members are elected annually at the annual general meeting, and the committee has the power to co-opt and fill casual vacancies. Members are elected or co-opted to advise on matters or carry out particular tasks for which they possess suitable skills or knowledge, or to represent interested community groups or societies and associations in the London Borough of Harrow.
Relationship with any related parties	Para 1.51	We work closely with London Borough of Harrow
Other		

### Reference and Administrative details

Charity name	Harrow Heritage Trust
Other name the charity uses	
Registered charity number	1072773

Charity's principal address	40 Walton Drive Harrow Middlesex HA1 4XA



### **Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Keith Ferry	Chair	Till 11 Oct 2022	
2	Leslie Bolsover	Hon Treasurer		
3	John Richard Orchard	Trustee		
4	John Gordon Williams	Trustee		
5	Stephen Bolsover	Trustee		
6	Margaret Huitson	Trustee		
7	Edward Robin Youle	Trustee		
8	Eileen Mary Kinnear	Trustee		
9	Cllr June Baxter	Trustee	07/06/2022 - appointed	
10	Cllr Janet Mote	Trustee /President		
11	Cllr Simon Brown	Trustee	Till May 1st 2022	
12	Cllr Elizabeth Nancy Parry	Trustee	08/03/2023 - appointed	
13	Cllr Marilyn Ashton	Chair	From 11 Oct 2022	
14	Cllr Ghazanfar Ali	Trustee		
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

### TRUSTEES AND RELATED PARTIES

During the year:

1. A number of trustees were reimbursed expenditure incurred by them on the Trust's behalf.
2. In compliance with SORP recommendations concerning related party transactions it is declared that reimbursement payments to Steve Bolsover, HNCF sub-committee are not co-signed by Leslie Bolsover, Hon. Treasurer.

## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<i>Mrs. L R Bolsover</i>	
Full name(s)	Leslie Ruth Honaker	Bolsover
Position (eg Secretary, Chair, etc)	Hon Treasurer	
Date	26/05/2023	



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Harrow Heritage Trust

On accounts for the year  
ended

31 March 2023

Charity no  
(if any)

1072773

Set out on pages

14-15

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2023.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of 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 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 connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

Date:

21 June 2023

Name:

Chaweevan Williams FCCA

Relevant professional  
qualification(s) or body  
(if any):

Chartered Certified Accountant

Address:

167 Clarence Revenue, New Malden, Surrey KT3 3TX



## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01/04/2022		31/03/2023

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Subscriptions, Donations and other income	4,376	89,376	-	93,753	5,751
Local authority grants			-	-	-
Other grants	27,167		-	27,167	13,887
Deposit interest	381	907	-	1,288	36
			-		-
			-		-
			-		-
			-		-
<b>Sub total (Gross income for AR)</b>	<b>31,924</b>	<b>90,284</b>	<b>-</b>	<b>122,208</b>	<b>19,674</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>31,924</b>	<b>90,284</b>	<b>-</b>	<b>122,208</b>	<b>19,674</b>
<b>A3 Payments</b>					
General fund					
Admin expenditure	1,359			1,359	2,015
Direct charitable expenditure	108			108	3,109
Harrow Nature Conservation Forum	44,075			44,075	5,554
Work with Young People		10,522		10,522	5,442
Public Works of Art		3,313		3,313	1,270
Headstone Manor		-			203
Heritage Grants		-			-
					-
<b>Sub total</b>	<b>45,542</b>	<b>13,835</b>	<b>-</b>	<b>59,377</b>	<b>17,593</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>45,542</b>	<b>13,835</b>	<b>-</b>	<b>59,377</b>	<b>17,593</b>
<b>Receipts/(payments)</b>	<b>- 13,618</b>	<b>76,449</b>	<b>-</b>	<b>62,831</b>	<b>2,081</b>
<b>A5 Transfers between funds</b>					
	-	-	-	-	-
<b>A6 Cash funds last year</b>	<b>41,081</b>	<b>65,478</b>	<b>-</b>	<b>106,559</b>	<b>104,478</b>
<b>Cash funds this year end</b>	<b>27,463</b>	<b>141,927</b>	<b>-</b>	<b>169,390</b>	<b>106,559</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	General fund	27,463	-	-
	Heritage Grants	-	30,135	-
	Public Works of Art		16,508	
	Work with Young People		3,142	
	Headstone Manor	-	92,142	-
	<b>Total cash funds</b>	<b>27,463</b>	<b>141,927</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>				-
				-
				-
				-
				-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>				
	Crane Valley Partnership	General fund	2,200	30 September 2023
	Wild Trout Grant	General fund	2,488	
	Rewild grant	General fund	10,150	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

*Mrs. L R Bolsover*

Leslie Ruth Bolsover

20/06/2023