



The Frances Andrews Memorial Trust

Charity Registration No: 1092332

3 Spile Bank, Hilders Lane, Edenbridge, KENT. TN8 6LQ

<https://www.facebook.com/groups/francesandrewsmemorialtrust>

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Trustees Annual Report and Accounts, 2024-25

Legal and Administrative

FAM Trust is governed by Declaration of Trust, executed on the 24th day of April 2002, and registered by the Charity Commission on the 5th day of June 2002. Financial records are kept using the simple 'receipts & payments' method, and are independently examined by Mrs Catherine Ellinson, Rohan, Hilders Lane, Edenbridge, KENT, TN8 6LQ. Banking is provided by Lloyds Bank, payroll services by Cadence Accounting of Station Road East, Oxted, Surrey, RH8 0QE, and insurance services by The Howe Maxted Group of 17 Hatherley Road, Sidcup, Kent, DA14 4BP.

Originally formed as The Friends of Holcot, in April 2023 the name was changed to Holcot Charitable Trust and, in November 2024 changed once more to better reflect the charity's work within the local community and to honour the charity's founder.

Trustees and Governance

Trustees that served during the accounting period were Christina Andrews MA, Lesley Andrews, Audrey Batchelor, Lauren Martin BA, Tasha Phelps, Terry Phelps, and Kieran Reed (Chairperson). All serve a four-year term and have the power to appoint new Trustees by majority decision. Two of the Trustees are employed for eight and ten hours a week respectively to work on IT, highly confidential administrative matters and in housekeeping capacities for Holcot. Both are remunerated in line with our commitment to the Living Wage Foundation.

Objects and Operations

The Charity has two aims. The first is to support the use of Holcot as a not-for-profit, self-catering, group holiday centre, primarily for the benefit of organised children's groups, including those considered to be disabled and/or having extra or complex needs. The second is to improve the lives of local (Edenbridge and surrounding Parishes) disabled and/or otherwise disadvantaged children/young people and their families. The second aim is achieved through the provision of a series of award-winning community projects, referral agencies and mentorship of smaller organisations.

Volunteers

There are c30 volunteers overall who help to keep all costs to an absolute minimum. They are subject to DBS checks (as necessary), and receive training in first aid and safeguarding. Further CPD certified training is available in an extensive range of subjects through Kent Safeguarding Children Board's e-learning programme.

Policies

The following policies are available through our website and on request: Code of Conduct for Trustees, Community Projects, Complaints, Conflict of Interest, Cyber Security, Data Protection, Day's Out/ Coach Travel, Emergency Hardship Fund, Equality & Diversity, Ethical Fundraising, Financial Control, Harassment (which includes Bullying & Abuse), Pool Parties, Referral Agency, Risk Management, Safeguarding, Serious Incident Reporting, Social-Media, and Volunteer.

Accreditations & Referral Agency Partnerships

The charity continues to fulfil the requirements for the Charity Excellence quality mark, for accreditation as a living wage employer and is registered with both the Fundraising Regulator and Hidden Disabilities.

Referral agency partnerships are maintained with the following organisations to benefit registered families (c125 during the reporting period): BBC Children in Need Emergency Essentials Programme, Cash for Kids Organisation, Colyer-Ferguson Charitable Trust (grants for young people lacking opportunities), Family Holiday Fund, Kent Community Foundation (grants for disabled youngsters or carers of any age), and Kent County Council Household Support Fund.

Achievements and Performance

Holcot-related projects during the reporting period consisted of fencing, equipment, redecoration, and minor maintenance. The main community-related projects continued to be free coach days out, educational laptops, food poverty, referral agency hardship grants/vouchers, family-based pool parties, Christmas hampers, winter poverty (warm beds initiative), as well as a variety of celebratory events. Games, competitions, wellness and 'keeping connected' initiatives continued to run through the charity's private facebook group.

The successful mentorship of smaller organisations initiative continues to support local groups. The Treasurer will continue to work with these groups for the foreseeable future, ensuring all accounts are professionally managed and assisting them to become self-sufficient/attain registered charity status where appropriate.

Financial

The charity seeks grants and donations on a project-by-project basis but does not raise funds from the public, nor does it crowdfund or employ the services of consultants/third-party fundraisers. All funds are considered restricted with a policy **not** to hold funds in reserve unless committed to a specific purpose. During the accounting year grants and donations were received from individuals and c30 Charitable Trusts, Foundations, and other grant-making organisations. The following accounts have been independently examined and approved by the Trustees:

	£	£
B/F from previous year		28,021.46
INCOME		
Donations	3,896.67	
Grants	36,105.85	
HMRC	376.25	
Interest (Lloyds Account)	<u>360.23</u>	
	40,739.00	<u>40,739.00</u>
		68,760.46
EXPENDITURE		
Community Projects	19,807.48	
Core Costs	21,668.36	
Equipment	1,333.79	
Miscellaneous	<u>3,041.21</u>	
	45,850.84	<u>45,850.84</u>
		£22,909.62

NB All monies carried forward are restricted/committed funds, a more detailed breakdown is available on request



Section A

Independent Examiner's Report

Report to the trustees/ members of	The Frances Andrews Memorial Trust		
On accounts for the year ended	5 th April 2025	Charity no (if any)	1092332
Set out on pages	ONE		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2025.

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 (other than that disclosed below *) 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.

** Please delete the words in the brackets if they do not apply.*

Signed: C.F. Ellinson **Date:** 5/5/25

Name: Catherine Ellinson

**Relevant professional
qualification(s) or body
(if any):** AAT Level 3 in Bookkeeping

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