

# **The Bill Hogarth MBE Memorial Apprenticeship Trust**

**Report and financial statements  
For the year ended 31st May 2023**

**The Bill Hogarth MBE Memorial Apprenticeship Trust**  
**Reference and administrative information**  
**for the year ended 31st May 2023**

**Charity number** 1096755

**Registered office and operational address**      93 Silverdale Road  
Yealand Redmayne  
Carnforth  
LA5 9TD

**Trustees**      Trustees who served during the year and up to the date of  
this report were as follows:

Natasha Twigg Chair  
Ian Taylor Secretary  
Rebecca Oaks  
Jack Holden  
Dave Noblett  
Lorna Singleton  
Edward Acland  
Tony Morgan  
Jon Scragg

**Bankers**      Santander  
Customer Service Centre  
Bootle, L30 4GB

**Independent**

**Examiner**      Helen Shaklady

# **The Bill Hogarth MBE Memorial Apprenticeship Trust**

## **Trustees' annual report**

### **for the year ended 31st May 2023**

The trustees present their report and the unaudited financial statements for the year ended 31st May 2023.

Reference and administrative information set out on page 1 forms part of this report.

The financial statements comply with current statutory requirements and the charity's constitution.

## **Objectives and activities**

As stated in our constitution our objectives are:

i. The advancement of education in traditional coppice skills for the public benefit by the establishment and running of an apprenticeship scheme.

ii. To promote the conservation of the physical and natural environment in particular by promoting biodiversity and the better management of broad-leaved woodland through traditional coppice skills.

The Bill Hogarth (MBE) Memorial Apprenticeship Trust was set up in memory of the late, widely known and respected Cumbrian coppice merchant Bill Hogarth MBE who died in 1999. Bill learned his trade from his father and worked as a coppice merchant in Cumbria for 56 years. Apprentices are placed with a main sponsor (or shared by part time sponsors) and fulfil the main requirement of the BHMAT Diploma of 32 hours a week working within a coppice business over three years. The apprentice learns the skills of coppicing and certain greenwood crafts from their sponsor. S/he also has a budget for specialist training (in further greenwood crafts not offered by the sponsor, as well as in business, first aid and chainsaw skills). Apprentices also have a tool budget, a travel budget, and a small monthly bursary to help them as they progress through the scheme.

We run a recruitment event each year entitled Woodland Pioneers where we train up to 6 apprentices, taking on 2 each year if funding and a suitable placement is available.

Each year, apprentices are asked to put together a portfolio of their learning which forms part of their assessment. They also have practical assessments which are carried out by their sponsors and an oral assessment carried out by BHMAT members at the end of each year. Administration and support with coursework is supported by our BHMAT apprentice officer.

By the end of the 3 years, each apprentice has the skills and contacts to set up their own coppicing business.

Without trained coppice workers in place, the key benefits that coppicing can provide of an essential habitat niche for many woodland species, a specialised timber supply for many heritage and niche woodland crafts and a vibrant living woodland for the benefit of the wider public to enjoy, will not exist.

We believe that our work providing trained coppice workers who can manage our woodlands, meets the Charity Commission's guidance on providing public benefit.

The trustees review the aims, objectives and activities of the charity each year. This report looks at what the charity has achieved and the outcomes of its work in the reporting period. The trustees report the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the trustees ensure the charity's aims, objectives and activities remained focused on its stated purposes.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set.

## **Achievements and performance**

The charity's main activities and who it tries to help are described below. All its charitable activities focus on the advancement of education in traditional coppice skills for the public benefit by the establishment and running of an apprenticeship scheme and to promote the conservation of the physical and natural environment in particular by promoting biodiversity and better management of broad-leaved woodland through traditional coppice skills and are undertaken to further The Bill Hogarth MBE Memorial Apprenticeship Trust's charitable purposes for the public benefit.

# **The Bill Hogarth MBE Memorial Apprenticeship Trust**

## **Trustees' annual report**

### **for the year ended 31st May 2023**

#### **Chair's Report**

The 2022 AGM was held on December 6<sup>th</sup> 2022 at White Hart Bouth.

We held Executive Committee meetings on June 8<sup>th</sup>, August 21<sup>st</sup>, October 4<sup>th</sup>, December 6<sup>th</sup>, February 7<sup>th</sup> and April 18<sup>th</sup>. The June, October and April meetings were held via Zoom all other meetings held in person. Thanks to Kath Morgan for organising zoom meetings.

#### **Executive Committee**

An executive committee was formed with 8 trustees Twiggy (Chair), Ian Taylor (Secretary) Rebecca Oaks, Edward Acland, Tony Morgan, Lorna Singleton, Jack Holden and Jon Scragg. Edward Mills and John Gibbs (Treasurer) are co-opted onto the committee.

#### **Announcements**

Firstly I would like to thank the committee for all its continued support, especially Kath, Ian and John for all their help and gentle reminders.

Shannon Berry who was placed with Mark in the North East decided that her business needing more time and energy and that she couldn't commit fully to the Apprenticeship scheme. We have offered support if needed and wish her all the best with her woodland activities.

#### **Apprentices**

Tom has completed his apprenticeship with Jack and has his carried on working in partnership with Jack. Tom gave his end of apprenticeship talk at Pioneers which went very well. Tom and Jack have taken on Gordo as their new apprentice two days a week jointly with Bill Lloyd who Gordo works his other 2 days with. He has just finished his probation period and is looking to work with other coppice workers while Tom and Jack concentrate on a project.

Andy is at the end of his second year with the Coppice Coop. All is going well and he is starting to build up his contacts and business down in Sheffield. He is working with Leeds Coop, Steven Fuller and Twiggy as well as the Coop. He has passed his medium trees chainsaw. He cut a coupe in Moss and Heights Spring, wood and supplied hurdle wood up to the Crannog Centre.

With Shannon stepping down, we have a placement available in the North East with Mark Shiperlee. Applications have been sent out and we are hoping to interview at the end of November /beginning of December.

#### **Moss and Heights Spring Wood**

We have had 4 work days this year. Blackthorn tackled in the field. Strimming of the rides next to the BOAT. Some fencing has been removed and reused on the coupe that Andrew Merson cut. We fenced an area where Dan and Michael will use the wood for making charcoal. There was a couple of oak bark peeling days and Helen Clarke delivered it to the Tannery as there was not enough room left on the trailer, so thanks to Helen. And thanks to all that helped out on the work days.

#### **Public Profile**

Shows were slightly disrupted by the heavy rains. The ones where the information boards were taken were Arley Hall Flower show, Beacon Green Fayre, Chorley Flower Show, Betley Show, Westmorland show and events for Woodland Trust, Southway housing (Manchester). A big thanks to Kath for updating and reinvigorating the power point presentation for BHMAT

#### **Tool Bank**

Tool bank held with Edward Acland at Sprint Mill.

#### **National Coppice Apprenticeship**

Niomy is placed with Brian Williamson at Westerbirt.

#### **Woodland Pioneers**

A new site this year at the Silverhelm Scout site at Silverdale. A few places were not booked so we had 3 not quite full 4 x 1 day courses ran and the returners courses were fully booked with wood carving with James Mitchell and hazel baskets with Lorna. It was great to catch up with everybody and to have Lyn and Mike doing the catering. A big thank you to Sue for the delicious cakes for the week. The site worked well and the facilities are better than at Stavely. Discussions are needed to see where we will have pioneers next year.

#### **Website**

Thanks to Tony Morgan for updating and managing the site. There was no Newsletter this year.

#### **Financial review**

In the financial year ending 31st May 2023, we spent £28,846 and received £39,810 giving a surplus of £10,964. The major income source in the year were various donations from private individuals and payments in respect of payments for the Woodland Pioneers event. The charity held £57,700 in unrestricted funds at the end of the year.

#### **Reserves policy**

BHMAT does not consider it necessary to hold a reserve as we are a very small charity and have set budgets for our apprentices and only recruit when we can afford to do so.

# **The Bill Hogarth MBE Memorial Apprenticeship Trust**

## **Trustees' annual report**

### **for the year ended 31st May 2023**

#### **Structure, Governance and Management**

The organisation is an unincorporated charity, registered as a charity on 19th January 2001 in England and Wales.

The charity is constituted under a constitution dated 19th January 2001. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Executive Committee members not to be personally interested

1. Subject to the provisions of sub-clause 2 of this clause no member of the Executive Committee shall acquire any interest in property belonging to the Charity (otherwise than as a trustee for the Charity) or receive remuneration or be interested (otherwise than as a member of the Executive Committee) in any contract entered into by the Executive Committee.
2. Any member of the Executive Committee for the time being who is a solicitor, accountant or other person engaged in a profession may charge and be paid all the usual professional charges for business done by him or her or his or her firm when instructed by other members of the Executive Committee to act in a professional capacity on behalf of the Charity, provided that at no time shall a majority of the members of the Executive Committee benefit under this provision and that members of the Executive Committee shall withdraw from any meeting at which his or her own instruction or remuneration or that of his or her firm is under discussion.

At the Annual General Meeting of the Charity the members shall elect from amongst themselves a chair, secretary and a treasurer, who shall hold office from the conclusion of that meeting.

1. The Executive Committee shall consist of not less than 3 members nor more than 9 members being:
  - a) The honorary officers specified in the preceding clause.
  - b) Not less than 0 and not more than 6 members elected at the Annual General Meeting who shall hold office from the conclusion of that meeting.
2. The Executive Committee may in addition appoint not more than 3 co-opted members, but so that no one may be appointed as a co-opted member if as a result more than one third of the members of the Executive Committee would be co-opted members.
3. All the members of the Executive Committee shall retire from office together at the end of the Annual General Meeting next after the date on which they came into office but they may be re-elected or re-appointed.
4. The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
5. Nobody shall be appointed as a member of the Executive Committee who is under 18 years or who would if appointed be disqualified under the provisions of the following clause:
6. No person shall be entitled to act as a member of the Executive Committee whether on a first or on any subsequent entry into office until after signing in the minute book of the Executive Committee a declaration of acceptance and of willingness to act in the trust of the Charity.
7. Nominations for elections to the Executive Committee must be made by members of the Charity in writing and must be in the hands of the Executive Committee at least 14 days before the annual general meeting. Should nominations exceed vacancies, election shall be by ballot.

**The Bill Hogarth MBE Memorial Apprenticeship Trust**  
**Trustees' annual report**  
**for the year ended 31st May 2023**

**Statement of responsibilities of the trustees**

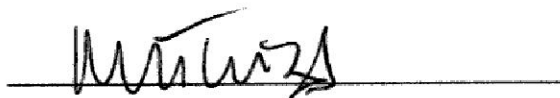
Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the period and of its financial position at the end of the period. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities' SORP (Statement of Recommended Practice)
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The trustees' annual report has been approved by the trustees on 9/1/24 and signed on their behalf by



Natasha Twigg  
Chair of Trustees



**The Bill Hogarth MBE Memorial Apprenticeship Trust**  
**Trustees' annual report**  
**for the year ended 31st May 2023**

I report on the accounts of the Charity for the year ended 31st May 2022 which are set out on page 8.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act;
- 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 Commissioners. 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 you as 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 the course of 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 2011 Act; 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.

*Helen Shacklady* .....

Signed  
Independent Examiner

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**for the year ended 31st May 2023**

	<b>Restricted Funds</b>	<b>Total Unrestricted Funds</b>	<b>Prior Year Funds</b>
		<b>£</b>	<b>£</b>
<b>Receipts</b>			
Donations		11780.	1530.
Grants	9570	3909.	1943.
Course Fees		1290.	-
Woodlands Pioneers		13237.	7642.
Other Income (Book sales)		24.	-
<b>Total Receipts</b>	<b>9570</b>	<b>30240.</b>	<b>11115.</b>
<b>Payments</b>			
Woodland Pioneers		10996.	5462.
Apprentice Spend	4995	9862.	8380.
BHMAT Events Insurance		416.	405.
Other Training Courses		1274.	-
Administration + Accounting		349.	879.
MHS Wood		954.	480.
Equipment and Tools		-	-
<b>Total Payments</b>		<b>28846.</b>	<b>15606.</b>
<b>Net Receipts/Payments</b>		<b>1394.</b>	<b>(4491)</b>
Cash funds last year end		46736.	51227.
<b>Cash funds this year end</b>	<b>4575</b>	<b>53125.</b>	<b>46736.</b>
<b>Total of all funds</b>		<b>57700.</b>	<b>46736.</b>