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# HARWICH CULTURAL & COMMUNITY PROJECTS

Registered Number: 06863734 Charity Number: 1133420

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UNAUDITED  
TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022

CONTENTS

	Page
Reference and administrative details of the charity and its trustees	2
Trustees' report	3
Statement of financial activities	6
Balance sheet	7
Notes to financial statements	8

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HARWICH CULTURAL & COMMUNITY PROJECTS LTD  
(A company limited by guarantee)

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2020

**Trustees**

Anthony J Elliston, Chair  
Philip Bull  
Jayden P Thomas

**Company Registered Number**

06863734

**Charity Registered Number**

1133420

**Registered Office**

"Harwich Space"  
George Street  
Harwich  
Essex  
CO12 3ND

**TRUSTEES' REPORT  
FOR YEAR ENDED 31 MARCH 2020**

The Trustees present their annual report together with the financial statements of the company for the year 1 April 2021 to 31 March 2022.

The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

**Objectives and Activities**

a. Policies and objectives

The Objects of the Charity, as set out in foundation documents, is to build a shore-based replica of the Mayflower in the style of the 1620 original, to contribute to the *National Mayflower 400 Initiative* (2020) to establish and maintain a Rail & Shipping Heritage collection and other historic and cultural collections for the benefit of the public and to advance the education and skills of the public.

b. Activities for achieving objectives

This report is being written as the country remains in lockdown due to the COVID 19 pandemic. Our staff are furloughed, and all planned activities are cancelled. However, the year to 31st March 2022 was used productively as Trustees and Members continued to consider how to re-focus the charity as the Mayflower 400 commemoration year had passed.

**Review of Activities**

Key achievements of the periods were:

- The Continued cataloguing and curating of The Hazelton Collection by individuals in preparation for public display.
- Continuing the review of charitable objectives and a re- prioritisation of work.
- Offering space and resources to local Councils, the Health Authority and the Harwich Haven Port Authority to support Covid recovery.
- Continuing support to our member organizations particularly the North Essex Support Team.
- Finalising site plans for a Community Cafe.

**Charity Governance**

Trustees met virtually during Covid 19 pandemic. Two of the three Trustees were shielding as they / their families were particularly at risk. Trustees were able to review policies and consider projects for development once



restrictions were lifted. A recruitment process to appoint new Trustees was commenced. At the request of the Chair the Charity Commission commenced a process and financial “audit” of the charity.

## Financial review

### a. Going Concern

The Trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

### b. Reserves Policy

Reserves are required to bridge the gap between the spending and receiving of income and to cover for unforeseen expenditure.

It remains the Trustees policy to maintain reserves amounting to six months expenditure which amounts to approximately £18,000 in a normal year. As all our public (fundraising) ceased because of the pandemic reserves have been used to ensure the charity survived the pandemic. However, the Trustees are confident that they will be able to meet this goal. The unrestricted reserves carried forward to 2021/22 were £11,496.

## Structure, Governance and Management

### a. Constitution

The company is registered as a charitable company limited by guarantee and was set up by Memorandum of Association on 30 March 2009. (Amended 2018)

The company is constituted under a Memorandum of Association dated 30 March 2009 and is a registered charity number 1133420.

### b. Method of Appointment or Election of Trustees

The management of the company is responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

### c. Organisational Structure and Decision Making

The Trustees take an active role in the day-to-day operation of the Charity. Overall management responsibility resides with the Chair. The Charity employs a part-time Office Manager.

### d. Trustees' Indemnities

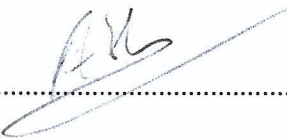
During the year a *Directors and Officers Liability* insurance was paid. The amount was £225.

**Members' Liability**

The Members of the company guarantee to contribute an amount not exceeding £10 to the assets of the Charity in the event of winding up.

This report was approved by the Trustees on .....28-12-22..... and signed on their behalf by:

Signature:

.....

A J Elliston (Chair)

HARWICH CULTURAL & COMMUNITY PROJECTS LTD  
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**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT  
FOR YEAR ENDED 31 MARCH 2021**

		Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
	Note				
Income from:					
Donations and grants	2	18963	787	19750	42554
Other trading Activities:					
Fundraising	3	0	0	0	0
Trading Activities	4	7735	0	7735	4746
<b>Total Income</b>		<b>26698</b>	<b>787</b>	<b>27485</b>	<b>47300</b>
Expenditure on:					
Raising funds:					
Fundraising & trading	4	180	0	180	150
Charitable activities	5	30070	213	30284	29253
<b>Total Expenditure</b>	<b>8</b>	<b>30250</b>	<b>213</b>	<b>30464</b>	<b>29403</b>
Net Income		-3553	574	-2979	17897
Transfer between funds	16	0	0	0	0
Net income/(expenditure) before other recognised gains & losses		-3553	574	-2979	17897
Other Gains & Losses		-742	0	-742	3624
Net movement in funds		-4295	574	-3721	21520
Reconciliation of funds:					
Total funds brought forward	16	11496	0	11496	-10025
<b>Total funds carried forward</b>		<b>7201</b>	<b>574</b>	<b>7775</b>	<b>11496</b>

The notes on pages 8 to 18 form part of these financial statements.

HARWICH CULTURAL & COMMUNITY PROJECTS LTD  
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**BALANCE SHEET  
AS AT MARCH 2021**

	Note	2022 £	£	2021 £	£
Fixed Assets					
Tangible Assets	12	27884		35415	
Heritage Assets	13	0		0	
			27884		35415
Current Assets					
Debtors	14	14722		9280	
Cash at bank and in hand		2254		4109	
		16975		13389	
Creditors: amounts falling within one year	15	-28071		-30475	
Net current liabilities			-11096		-17086
Creditors: amounts falling after one year	15	-9014		-6834	
Net assets			7775		11496
Charity Funds					
Restricted funds	16		574		0
Unrestricted funds	16		7201		11496
Total Funds			7775		11496

The Company's financial statements have been prepared in accordance with the provisions applicable to the companies subject to the Small Companies Regime.

The Trustees consider that the Company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the Company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf, by:

Signature:  .....  
A J Elliston (Chair)

The notes on pages 8 to 18 form part of these financial statements.



## **1. Accounting Policies**

### **1.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Harwich Cultural & Community Projects Ltd meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

### **1.2 Company status**

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member of the company.

### **1.3 Going concern**

The Trustees consider the Charitable company to be a going concern for the next 12 months and the foreseeable future. After securing a 20 year lease with Network Rail the Trustees are confident that they will be able to fulfil their future business strategy and attract more funding to support the aims of the Charity.

### **1.4 Income**

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the company is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the company has been notified by the executor's intention to make a distribution. Where legacies have been notified to the company, or the company is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are sold. Donated facilities are included at value to the company where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

## 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

Costs of generating funds are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities and Governance costs are costs incurred on the company's operations, including support costs and costs relating to the governance of the company apportioned to charitable activities.

## 1.6 Turnover

Turnover comprises revenue recognised by the company in respect of goods and services supplied during the year, exclusive of Value Added Tax and trade discounts.

## 1.7 Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities Incorporating Income and Expenditure Account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold Property	10% on cost
Improvements to property	10% on cost
Plant & machinery	20% on cost
Fixtures & fittings	20% on cost
Computer equipment	33.3% reducing balance / 20% on cost



1.8 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normal upon notification of the interest of the interest paid or payable by the Bank.

1.9 Leasing and hire purchase

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible fixed assets. Assets acquired by finance lease are depreciated over the shorter of the lease term and their useful lives. Assets acquired by hire purchase are depreciated over their useful lives. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the company. Obligations under such agreements are included in creditors net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the Statement of Financial Activities Incorporating Income and Expenditure Account so as to produce a constant periodic rate of charge on the net obligation outstanding in each month.

1.10 Operating leases

Rentals under operating leases are charged to the Statement of Financial Activities Incorporating Income and Expenditure Account on a straight-line basis over the lease term.

1.11 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.12 Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.13 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payment s for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

1.14 Taxation

The company is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received with categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**1.15 Pensions**

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

**1.16 Fund Accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**2. Income from Donations and Legacies**

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Donations	1970	787	2757	13970
Grants	16993	0	16993	28583
<b>Total donations &amp; grants</b>	<b>18963</b>	<b>787</b>	<b>19750</b>	<b>42553</b>

**3. Fundraising Income**

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
<b>Fundraising income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

HARWICH CULTURAL & COMMUNITY PROJECTS LTD  
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**4. Analysis of Expenditure on Charitable Activities**

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
<b>Charity trading income</b>				
Hire of equipment and advertising	0	0	0	0
Lottery Machine Scheme	1071	0	1071	3347
Harwich Space' Charity Partner Usage	6664	0	6664	0
Membership Subscriptions	0	0	0	0
Provision of Utilities & Services	0	0	0	1399
	<u>7735</u>	<u>0</u>	<u>7735</u>	<u>4746</u>
<b>Fundraising &amp; trading expenses</b>				
Trading expenses	0	0	0	0
Fundraising expenses	180	0	180	150
	<u>180</u>	<u>0</u>	<u>180</u>	<u>150</u>
<b>Net (expenditure)/income from trading activities</b>	<u>7555</u>	<u>0</u>	<u>7555</u>	<u>4596</u>

**5. Analysis of Expenditure on Charitable Activities**

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
<b>All activities</b>	<u>30070</u>	<u>213</u>	<u>30284</u>	<u>29253</u>

**6. Direct Costs**

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
<b>Museum (Hazeldon Collection)</b>	43	0	43	0
	<u>43</u>	<u>0</u>	<u>43</u>	<u>0</u>

HARWICH CULTURAL & COMMUNITY PROJECTS LTD  
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**7. Support Costs**

	Charitable activities and fundraising	Total 2022	Total 2021
	£	£	£
Advertising	553	553	0
Bad and doubtful debts	0	0	0
Bank charges	84	84	83
Cleaning	-40	-40	0
Computer running costs	796	796	1988
Insurance	396	396	353
Finance Costs	0	0	174
Legal and professional fees	3776	3776	1939
Light and heat	1274	1274	1743
NI	75	75	83
Pension Contributions	277	277	277
Printing, postage & stationery	53	53	0
Credit charges	0	0	0
Entertaining	0	0	0
Equipment leasing	0	0	0
Office expenses, repairs & maintenance	3257	3257	2323
Office Payroll	9958	9958	9951
Rent & Rates	222	222	0
Subscriptions	35	35	40
Station Museum costs transferred	0	0	0
Telephone	775	775	645
Travelling expenses	0	0	0
Waste Disposal	1704	1704	1342
Profit and loss on disposal of assets	-528	-528	-142
Depreciation	7531	7531	8475
Sundry Income	0	0	-375
Rounding	0	0	1
Water	42	42	352
Total Expenses	<u>30241</u>	<u>30241</u>	<u>29253</u>



HARWICH CULTURAL & COMMUNITY PROJECTS LTD  
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**8. Analysis of Expenditure by Expenditure Type**

	Staff costs 2022 £	Depreciation 2022 £	Other Costs 2022 £	Total 2022 £
Expenditure on fundraising trading	0	0	180	180
Costs of raising funds	0	0	180	180
All activities	10311	7531	12442	30284
	<u>10311</u>	<u>7531</u>	<u>12622</u>	<u>30464</u>

**9. Turnover**

All turnover arose within the United Kingdom

**10. Net Income/Expenditure**

This is stated after charging:

	2022 £	2021
Depreciation of tangible fixed assets: owned by the charity	<u>7531</u>	<u>8475</u>

During the year, no Trustees received any remuneration (2022 - £NIL).

During the year, no Trustees received any benefits in kind (2022 - £NIL).

**11. Staff Costs**

	2022 £	2021 £
Wages and salaries	9958	9951
Social security costs	75	83
Other pension costs	277	277
	<u>10311</u>	<u>10311</u>

The average number of persons employed by the company during the year was as follows:

	2022	2021
No.	No.	
	1	1

No employee received remuneration amounting to more than £60,000 in either year.

HARWICH CULTURAL & COMMUNITY PROJECTS LTD  
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**12. Tangible Fixed Assets**

	Heritage Centre (Freehold Property) £	Heritage Assets (Leasehold Additions) £	Plant & Machinery £	Fixtures & Fittings £	Computer Equipment £	Total £
<b>Cost</b>						
At 1 April 2021	52890	22423	5718	11484	7774	100289
Additions	0	0	0	0	0	0
Disposals	0	0	0	0	0	0
At 31 March 2022	<u>52890</u>	<u>22423</u>	<u>5718</u>	<u>11484</u>	<u>7774</u>	<u>100289</u>
<b>Depreciation</b>						
At 1 April 2021	26445	13453	5718	11484	7774	73349
Charge for the year	5289	2242	0	0	0	7531
On disposals						
At 31 March 2022	<u>31734</u>	<u>15695</u>	<u>5718</u>	<u>11484</u>	<u>7774</u>	<u>72405</u>
<b>Net book value</b>						
At 31 March 2022	<u>21156</u>	<u>6728</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>27884</u>
At 1 April 2021	<u>26445</u>	<u>8970</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>35415</u>



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HARWICH CULTURAL & COMMUNITY PROJECTS LTD  
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**13. Debtors**

	2022	2021
	£	£
Trade debtors	11089	6589
Other Debtors	0	0
Prepayments & accrued income	604	982
Tax recoverable	3029	1710
	<u>14722</u>	<u>9280</u>

**14. Creditors**

Creditors: Amounts falling due within one year

	2022	2021
	£	£
Trade creditors	28071	29564
Other Taxation and social security	0	0
Other creditors	0	742
Accruals and deferred income	0	170
	<u>28071</u>	<u>30475</u>

Creditors: Amounts falling due after one year

	2022	2021
	£	£
Directors loans	9014	6834
	<u>9014</u>	<u>6834</u>

HARWICH CULTURAL & COMMUNITY PROJECTS LTD  
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**15. Statement of Funds**

	Balance at			Transfers	Gains and	Balance at
	1 April 2021 £	Income £	Expenditure £	In/out £	losses £	31 March 2022 £
Unrestricted funds						
General Funds - all funds	11496	26698	-30250	0	-742	7201
Restricted Funds						
Restricted Funds - all funds	0	787	-213	0	0	574
Total of funds	11496	27485	-30464	0	-742	7775

Statement of funds - prior year

	Balance at			Transfers	Gains and	Balance at
	1 April 2020 £	Income £	Expenditure £	In/out £	losses £	31 March 2021 £
General funds						
General funds - all funds	-10025	47300	-29403	0	3624	11496

Summary of funds - current year

	Balance at			Transfers	Gains and	Balance at
	1 April 2021 £	Income £	Expenditure £	In/out £	losses £	31 March 2022 £
General funds	11496	26698	-30250	0	-742	7201
Restricted funds	0	787	-213	0	0	574
	11496	27485	-30464	0	-742	7775

HARWICH CULTURAL & COMMUNITY PROJECTS LTD  
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**16. Heritage Assets**

	Station Museum Artifacts £	Station Museum Settings & Displays £	Total £
Cost			
At 1 April 2021	0	0	0
Additions	0	0	0
Disposals	0	0	0
At 31 March 2022	<u>0</u>	<u>0</u>	<u>0</u>
At 31 March 2021	<u>0</u>	<u>0</u>	<u>0</u>

**17. Analysis of Net Assets between Funds**

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	27884	0	27884
Current assets	13946	0	13946
Creditors due within one year	-28071	0	-28071
Creditors due after one year	-9014	0	-9014
	<u>4746</u>	<u>0</u>	<u>4746</u>

**18. Members' Liability**

Each member of the Charitable Company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £10 for the debts and liabilities contracted before he/she ceases to be a member.