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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 2023

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2023

**Trustees**

Anthony J Elliston, Chair

Philip Bull (Resigned 20/7/2022)

Jayden P Thomas (Resigned 25/8/2022)

Beverley Heard (Appointed 20-7-2022)

Philip Nicholson (Appointed 25-8-2022)

Sarah Nicholson (Appointed 25-8-2022)

**Company Registered Number**

06863734

**Charity Registered Number**

1133420

**Registered Office**

Harwich Cultural & Community Projects

"Harwich Space"

George Street

Harwich

Essex

CO12 3ND

**TRUSTEES' REPORT  
FOR YEAR ENDED 31 MARCH 2023**

The Trustees present their annual report together with the financial statements of the company for the year 1 April 2022 to 31 March 2023.

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 written as the country recovers from a lockdown due to the COVID 19 pandemic. Our staff were furloughed, and all planned activities are cancelled. However, the year to 31st March 2023 was used productively as Trustees and Members continued to consider how to re-focus the charity as the Mayflower 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.
- Recruitment of an enlarged and diversely talented Board
- Finalising the terms of a new lease from Network Rail
- In Partnership with two charities, TEECH and UK-Aid collecting, sorting and delivering aid to Ukraine.
- Opening a High Street Aid collection point and shop,
- Offering space and resources to local charities. North Essex Support Team  
Harwich Hive and Essex Probation Teams.
- Finalising site plans for a Community Cafe.

## Charity Governance

Trustees met virtually during Covid 19 pandemic. Two Trustees were shielding as they / their families were particularly at risk. Once lockdown ended Trustees were able to review policies and consider projects for development. A recruitment process to appoint new Trustees was initiated. The Charity requested an audit / health check by the Chair the Charity Commission and a helpful action plan was provided which the Trustees worked through creating new procedures and ways of working. This work continues.

## 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 2022/23 were £58,477. In accordance with a Trustees resolution (February 2023) up to £4000 of the reserve will be set aside against any legitimate historic claim.

## 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 ..... and signed on their behalf by:

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

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**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT  
FOR YEAR ENDED 31 MARCH 2023**

		Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
	Note				
Income from:					
Donations and grants	2	12617	11403	24020	19750
Other trading Activities:					
Fundraising	3	0	0	0	0
Trading Activities	4	25208	0	25208	7735
<b>Total Income</b>		<b>37825</b>	<b>11403</b>	<b>49228</b>	<b>27485</b>
Expenditure on:					
Raising funds:					
Fundraising & trading	4	150	0	150	180
Charitable activities	5	28020	10990	39010	30284
<b>Total Expenditure</b>	<b>8</b>	<b>28170</b>	<b>10990</b>	<b>39160</b>	<b>30464</b>
Net Income		9655	413	10068	-2979
Transfer between funds	16	3053	0	0	0
Net income/(expenditure) before other recognised gains & losses		12708	413	13121	-2979
Other Gains & Losses		0	0	0	50533
Net movement in funds		12708	413	13121	47554
Reconciliation of funds:					
Total funds brought forward	16	58477	574	59051	11496
<b>Total funds carried forward</b>		<b>71185</b>	<b>987</b>	<b>72172</b>	<b>59051</b>

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

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**BALANCE SHEET  
AS AT MARCH 2023**

	Note	2023 £	£	2022 £	£
Fixed Assets					
Tangible Assets	12	20750		35415	
Heritage Assets	13	51275		47775	
Non-Tangible Assets		1650		0	
			73675		83190
Current Assets					
Debtors	14	13531		9280	
Cash at bank and in hand		609		4109	
		14140		13389	
Creditors: amounts falling within one year	15	-6629		-30475	
Net current liabilities			7511		-17086
Creditors: amounts falling after one year	15	-9014		-6834	
			-9014		-6834
Net assets			72172		59271
Charity Funds					
Restricted funds	16		987		574
Unrestricted funds	16		71185		59050
Total Funds			72172		59624

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.

Heritage assets includes: 1) a 1/8 scale replica of the Mayflower ship. 2) The artifacts that comprise the Hazelton Collection being prepared for display to the public. These assets are included at cost in the accounts.

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

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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

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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 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Donations	6717	6403	13120	2757
Legacy Donations	5000	5000	10000	0
Grants (Council Grant)	900	0	900	16993
Total donations & grants	<u>12617</u>	<u>11403</u>	<u>24020</u>	<u>19750</u>

### 3. Fundraising Income

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Fundraising income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

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

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
<b>Charity trading income</b>				
Charity Shop	8502	0	8502	0
Lottery Machine Scheme	16706	0	16706	1071
Harwich Space' Charity Partner Usage	0	0	0	6664
Membership Subscriptions	0	0	0	0
Provision of Utilities & Services	0	0	0	0
	<u>25208</u>	<u>0</u>	<u>25208</u>	<u>7735</u>
<b>Fundraising &amp; trading expenses</b>				
Trading expenses	0	0	0	0
Fundraising expenses	150	0	150	180
	<u>150</u>	<u>0</u>	<u>150</u>	<u>180</u>
 Net (expenditure)/income from trading activities	 <u>25058</u>	 <u>0</u>	 <u>25058</u>	 <u>7555</u>

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

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
All activities	<u>28020</u>	<u>10990</u>	<u>39010</u>	<u>30284</u>

**6. Direct Costs**

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Museum (Hazeldon Collection)	0	0	0	43
Provision of Aid to Ukraine	0	7782	7782	0
	<u>0</u>	<u>7782</u>	<u>7782</u>	<u>43</u>

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**7. Support Costs**

	Charitable activities and fundraising £	Total 2023 £	Total 2022 £
Advertising	949	949	0
Bad and doubtful debts	0	0	0
Bank charges	161	161	83
Cleaning	10	10	0
Computer running costs	2094	2094	1988
Insurance	310	310	353
Finance Costs	0	0	174
Legal and professional fees	2493	2493	1939
Light and heat	2541	2541	1743
NI	50	50	83
Pension Contributions	329	329	277
Printing, postage & stationery	1660	1660	0
Credit charges	0	0	0
Refund of Other Expenses	-3018	-3018	0
Equipment leasing	0	0	0
Office expenses, repairs & maintenance	1260	1260	2323
Office Payroll	10767	10767	9951
Rent & Rates	3115	3115	0
Subscriptions	0	0	40
Sundry Expenses	182	182	0
Telephone	592	592	645
Travelling expenses	114	114	0
Waste Disposal	-3	-3	1342
Profit and loss on disposal of assets	0	0	-142
Depreciation	7531	7531	8475
Sundry Income	0	0	-375
Rounding	0	0	1
Water	91	91	352
Total Expenses	<u>31228</u>	<u>31228</u>	<u>29253</u>

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**8. Analysis of Expenditure by Expenditure Type**

	Staff costs 2023 £	Depreciation 2023 £	Other Costs 2023 £	Total 2023 £	Total 2022 £
Expenditure on fundraising trading	0	0	150	150	180
Costs of raising funds	0	0	150	150	180
All activities	11146	7531	20333	39010	29253
	<u>11146</u>	<u>7531</u>	<u>20483</u>	<u>39160</u>	<u>29403</u>

**9. Turnover**

All turnover arose within the United Kingdom

**10. Net Income/Expenditure**

This is stated after charging:

	2023 £	2022
Depreciation of tangible fixed assets: owned by the charity	<u>7531</u>	<u>7531</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**

Staff costs were as follows:

	2023 £	2022 £
Wages and salaries	10767	9958
Social security costs	50	75
Other pension costs	329	277
	<u>11146</u>	<u>10311</u>

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

No.	2023	No.	2022
	1		1

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

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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 2022	52890	22423	5718	11484	7774	100289
Additions	0	0	0	397	0	397
Disposals	0	0	0	0	0	0
At 31 March 2023	<u>52890</u>	<u>22423</u>	<u>5718</u>	<u>11880</u>	<u>7774</u>	<u>100686</u>
<b>Depreciation</b>						
At 1 April 2022	31734	15695	5718	11484	7774	73349
Charge for the year	5289	2242	0	0	0	7531
On disposals						
At 31 March 2023	<u>37023</u>	<u>17937</u>	<u>5718</u>	<u>11484</u>	<u>7774</u>	<u>79936</u>
<b>Net book value</b>						
At 31 March 2023	<u>15867</u>	<u>4486</u>	<u>0</u>	<u>396</u>	<u>0</u>	<u>20750</u>
At 1 April 2022	<u>21156</u>	<u>6728</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>27884</u>



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**13. Heritage Assets**

	Hazelton Museum Artifacts £	Mayflower Scale Model £	Marine Antiques £	Total £
Cost				
At 1 April 2022	29775	18000	3500	21500
Additions	0	0	0	0
Revaluation	0	0	0	0
Disposals	0	0	0	0
At 31 March 2023	<u>29775</u>	<u>18000</u>	<u>3500</u>	<u>51275</u>
At 31 March 2022	<u>29775</u>	<u>18000</u>	<u>47775</u>	<u>65775</u>

**14. Debtors**

	2023 £	2022 £
Trade debtors	10291	11089
Other Debtors	0	0
Prepayments & accrued income	227	604
Tax recoverable	3013	3029
	<u>13531</u>	<u>14721</u>

**15. Creditors**

Creditors: Amounts falling due within one year

	2023	2022
	£	£
Trade creditors	6593	28071
Other Taxation and social security	0	0
Other creditors	0	0
Accruals and deferred income	36	0
	<u>6629</u>	<u>28071</u>

Creditors: Amounts falling due after one year

	2023	2022
	£	£
Directors loans	9014	9014
	<u>9014</u>	<u>9014</u>

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**16. Statement of Funds**

	Balance at		Transfers	Gains and	Balance at
	1 April 2022 £	Income £	Expenditure £	losses £	31 March 2023 £
Unrestricted funds					
General Funds - all funds	58477	37825	-28170	0	71185
Restricted Funds					
Restricted Funds - all funds	574	11403	-10990	0	987
Total of funds	59051	49228	-39160	0	72172

Statement of funds - prior year

	Balance at		Transfers	Gains and	Balance at
	1 April 2021 £	Income £	Expenditure £	losses £	31 March 2022 £
General funds	11496	26698	-30250	50533	58477
Restricted funds	0	787	-213	0	574
General funds - all funds	11496	27485	-30463	50533	59050

Summary of funds - current year

	Balance at		Transfers	Gains and	Balance at
	1 April 2022 £	Income £	Expenditure £	losses £	31 March 2023 £
General funds	58477	37825	-28170	0	71185
Restricted funds	574	11403	-10990	0	987
	59051	49228	-39160	0	72172

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

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	20750	0	20750
Current assets	11127	0	11127
Creditors due within one year	-6629	0	-6629
Creditors due after one year	-9014	0	-9014
	16234	0	16234

**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.

APPENDICES

**Appendix 1: Independent Examiner's Report**