



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From 1 APRIL 2020 Period start date To 31 MARCH 2021 Period end date**

**Charity name: The Shorncliffe Trust**

**Charity registration number: 1152185**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>1) TO ADVANCE THE PRESERVATION AND CONSERVATION AND DEVELOPMENT AND IMPROVEMENT OF FEATURES OF HISTORIC INTEREST IN THE FOLKESTONE AND HYTHE DISTRICT OF KENT THROUGH THE PROVISION OF PUBLIC AMENITIES AND THE PRESERVATION OF A SITE OF HISTORIC INTEREST.</p> <p>2) TO EDUCATE THE PUBLIC IN THE HISTORY OF THE MILITARY AND THE SOCIAL IMPACT OF MILITARY HISTORY BY THE PROVISION AND MAINTENANCE OF A HERITAGE AND EDUCATION CENTRE FOR THE BENEFIT OF THE PUBLIC.</p>
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	<p>This year has been for the Trust unlike any other year, despite the challenges of Corona Virus, we have continued to work for the long term protection and preservation as much of the heritage assets and open land on the site for the benefit of all for the future as was possible; and are continuing the pressure to save others from demolition, which was effective in challenging some plans to maintain the integrity of Listed buildings. The land belongs to housebuilders Taylor Wimpey and the Trust are continuing negotiations to take over one or more of these buildings to adapt for its purposes as a heritage and education centre we have issued a written statement of interest for this to the owners. We are making headway</p> <p>The Trust continues to support lifelong learning, and had plans to expand the tours and talks programme for the year, to strengthen our educational objectives for all ages, cultures and abilities, this was effectively cancelled. However we have assisted many with their genealogy searches and helped them to explore their links with Shorncliffe, we have also been able to aid the search of the general public for the graves of family members. There were also enquiries from schools and groups for talks, which will be</p>

		organised once normal activities resume.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>In normal times the commemorations and events the Trust organise and take part in have the public benefit aspect, generally in the planning, in bringing people forward to engage in their shared history and sense of location, locally, nationally and internationally. Across all ages, nationalities and cultures, no one is excluded and all are welcomed. Not always easy given the military aspect of our site, but we do this by enlarging the story to the wider families, support structures and other nationalities drawn into conflicts.</p> <p>The strength is an interaction with everyone sharing their story and experiences, from young children comparing their school experience to that of an army child in 1805, and of adults, but also the wealth of nationalities that made up the British Army. Unable to do this face to face, the Trust has engaged in digital activities, via Zoom, Facebook Twitter and also in a Podcast to reach as many people as possible with stories, guests and information about the Trust and its aims.</p> <p>The Digital possibilities continue to be explored, including the concept of a virtual museum, some Shorncliffe related items have been purchased with this aim.</p>

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>N/A</b>
Policy on social investment including program related investment	Para 1.38	<b>N/A</b>
Contribution made by volunteers	Para 1.38	<p>In a general year the Shorncliffe Trust relies very heavily on volunteers, many of who have given up their time for free, refunded their travel and if applicable accommodation costs, although we ask they try to keep these costs down or arrange low cost travel or accommodation where possible. This year is different as we have been unable to organise physical events, commemorations or activities. We are indebted to one such volunteer who helped organise Podcasts for the Trust</p> <p>The Trustees also give their time for free, and only claim back costs when it is necessary, an</p>

		<p>example of this are items to carry out the work of the trust more efficiently, or travel costs.</p> <p>The Trust has also benefitted from the advice of professionals who have given this for free and are very grateful to them.</p> <p>Roger Joyce Architect</p> <p>Stephen Head Educational Professional</p> <p>Dr Stephen Summerfield Historical advisor editor Shorncliffe books series</p> <p>Richard Brown Publisher.</p> <p>James O'Brien for Podcasts</p>
Other		<p>Not having the costs of a building has meant that the Trust outgoings and expenses have been kept to a necessary minimum</p>

## Achievements and Performance

	SORP reference	
<p>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.</p>	<p>Para 1.20</p>	<p><b>April - August</b></p> <p>Lockdown. The response of the Trust was to immediately cancel any tours or physical commemorations, disappointing but necessary. This led to an embracing the digital possibilities of podcasts, zoom talks and online Meetings, and expanding the possibilities of social media, this has enabled us to reach wider audiences and add to ability to reach those who for whatever reason would be physically unable to participate.</p> <p>As an legacy of Light In The Darkest Hour, and First and Last initiative, Miners lamps were purchased and adapted and turned into commemorative lanterns, one remains in England of the first lanterns, the other in Canada commemorating those who lost their live in the Great War.</p> <p>The Trust has continued to forge and renew links The Belgian Tourist Board, The Royal British Legion, Imperial War Museum among others. With the Imperial war museum, to engage in their legacy project, of Shorncliffe and the commemorating of Canada day annually by schoolchildren laying flowers of the Canadian graves.</p> <p><b>September</b></p> <p>With the announcement of the going ahead the Trust Registered for Heritage Open Day 2020, outdoor walking tours were conducted with in Covid restrictions of groups of six including the leader, they were enjoyed safely by all those who attended.</p>

		<p><b>Tour Licence from Landowners</b> Obtained from the Landowner to enable the Trust to organise walking tours once restrictions allow.</p> <p><b>January</b> The Sir John Moore commemoration was cancelled, a local volunteer attended the memorial and posted a social media message</p> <p><b>February-March</b> With no other opportunities the Trust concentrated on the obtaining a building for the future, through getting advice, discussions with local councillors and similar minded groups and individuals. Registering for Gift Aid was obtained with a view to further fundraising, the aim to secure a building for the museum and visitor centre. Gift Aid status was obtained to help the Trust in further fundraising.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	N/A
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Despite Coronavirus the Trust is in a relatively stable financial position, it has been possible to cover outgoing expenses and raise funds through our books and donations by supporters. The Trust has kept enough reserves to cover costs without donations.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We do not have a specific Reserves policy, but always ensure there are enough funds in our accounts to continue the day to day work of the trust, to cover insurance payments, cover day to day costs, organisational costs of fundraisers and events.
Amount of reserves held	Para 1.22	<b>0</b>
Reasons for holding zero reserves	Para 1.22	We do not have a specific Reserves policy, but always ensure there are enough funds in our accounts to continue the day to day work of the trust, to cover insurance payments, cover day to day costs, organisational costs of fundraisers and events.
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no financial uncertainties currently or into the coming year. There is a procedure in place for if this should change. Once allowed to hold events and activities, these are planned and costed thoroughly before going into realisation. We have no large overheads which allows us to operate within a tight budget. We do not have waged or salaried staff, so have no need of Furlough or redundancies.

### 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	Fundraising has been difficult due to restrictions, and our usual methods of fundraising being halted. We have still received donations including those received from donations for booklets and items offered by the trust. Also by the publication and sales of The Shorncliffe Lectures series to the general public, all proceeds go directly to the work of the trust. New volumes are produced when previous ones have sold, to keep stock levels manageable
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>N/A</b>
A description of the principal risks facing the charity	Para 1.46	As follows: Until such time as we achieve a long term and full time presence at Shorncliffe, which is still a negotiated work in progress Funding by the Trust is in furthering the education aims,

		<p>working with schools and community groups, temporary loaned rooms and spaces, visiting events and giving talks and lectures. And we continue to do so, and pay expenses for trustees and volunteers where applied for and legally entitled to. These being halted mean the Trust are examining the concept of a Virtual Museum, and online content, a virtual museum which will be unaffected by physical restrictions. Although we have a plan in place for the funding of a permanent base as soon as that happens, currently delayed, but due to the residential development of the site has been delayed for the next year at least.</p> <p>We have to take into account the effect of Coronavirus in the future. An unknown quantity presently</p>
Other		<p>Expenditure remains as a main purpose of raising awareness of the site and the risks to it in the future.</p> <p>Also of the social aspects and history of the site and the people who were linked to it today and in the past. This has been reflected in the number of requests from those tracing their ancestors or on aspects of Shorncliffe, these rise year on year. These are from all around the world, due to the International aspect of a military garrison</p> <p>Where possible we try to buy products and services locally to Shorncliffe, Kent and the South East and where economically sensible to do.</p>

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	CIO-FOUNDATION REGISTERED 24 MAY 2013
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
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	New trustees are elected by the current trustees, they are proposed and then if the majority of trustees agree, they are invited to take up trusteeship, on acceptance the official induction process begins

### 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	The prospective trustee signs a statement of eligibility and receives in return the latest financial statement, a copy of the constitution and an invitation to the next meeting or event, whichever is nearest in date.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The trust is a CIO corporate body, the trustees are responsible for the running, organisation and planning of its work, the trustees are the governing body.</p> <p>We rely heavily on our volunteer network who without we could not exist</p> <p>And informal relationships and links with other charities and bodies, we are members of the NCVO.</p>
Relationship with any related parties	Para 1.51	Royal British Legion, Commonwealth War Graves Commission, 1 RGR Shorncliffe, (Royal Gurkha Rifles). These are informal partnerships
Other		<p>The charity has Employer's Liability Insurance and also Public Liability and Product Liability Insurance.</p> <p>The Trust produces a Risk Assessment for every event they organise for the public and for volunteers, first aid and a qualified first aider are present, volunteers are briefed on safe procedures during the event</p> <p>The Trust will regularly review procedures and guidance on Risk Management Conflict of Interest</p>

		Handling Complaints Managing Volunteers Data Protection This covers and protects, trustees, volunteers, guests and visitors.
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## Reference and Administrative details

Charity name	The Shorncliffe Trust
Other name the charity uses	N/A
Registered charity number	1152185
Charity's principal address	Registered Address  122 Foord Road, Folkestone, Kent CT19 5AB



### **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	Christopher Shaw	Chairman		
2	Susan Law	Secretary		
3	Vincent Law	Treasurer		
4	Stephen Head	Education Lead		
5	Vivienne Kenny	Communications		
6				
7				
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10				
11				
12				
13				
14				
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

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## Declarations

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	Susan Law	Vincent Law
<b>Full name(s)</b>	Susan Elaine Law	Vincent Edward Law
<b>Position (eg Secretary, Chair, etc)</b>	Secretary	Treasurer
<b>Date</b>	21 December 2021	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

The Shorncliffe Trust

No (if any) 1152185

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01-Apr-20

To

Period end date  
31-Mar-21

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	696	-	-	696	-
Tours	294	-	-	294	-
Book Sales	687	-	-	687	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	1,676	-	-	1,676	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	1,676	-	-	1,676	-
<b>A3 Payments</b>					
Expenses	11	-	-	11	-
Lottery Licence	20	-	-	20	-
Cost of Fundraising Events	396	-	-	396	-
Insurance	459	-	-	459	-
Storage Costs	600	-	-	600	-
Purchases	311	-	-	311	-
AIM Membership	62	-	-	62	-
Web & Internet Costs	303	-	-	303	-
Tour Refunds	90	-	-	90	-
<b>Sub total</b>	2,251	-	-	2,251	-
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	2,251	-	-	2,251	-
<b>Net of receipts/(payments)</b>	- 575	-	-	- 575	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	4,209	-	-	4,209	-
<b>Cash funds this year end</b>	3,634	-	-	3,634	-

## 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>	Lloyds Bank	2,766	-	-
	Pay Pal	867	-	-
		-	-	-
	<b>Total cash funds</b>	<b>3,634</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<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 asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	