



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 April 2021
Period end date

Period start date To 31 March 2022

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	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. 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.
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 challenging again because of the impact of Corona Virus, but 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 on securing the listed Sir John Moore library and have launched a Crowd funder to assist in this aim</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, some plans were unable to go ahead but the trust launched a series of walking tours which were well supported. We have assisted many with their genealogy searches and helped</p>

		<p>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 were organised once normal activities resumed.</p> <p>We were gifted an internationally important collection of medals and other items from Canada relating to a WW1 Canadian Camp Commander at Shorncliffe. We were also successful in securing local government funding to expand our WW1 booklet that had been sent to all schools in the district. Our commemorative lantern project was also expanded and is proving popular and emotive</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>Due to Coronavirus there have been limited ability for the Trust organise and hold the commemorations and events for the the public benefit, to bring people forward to engage in their shared history and sense of location, locally, nationally and internationally. But some talks, walking tours and commemorations were organised after restrictions were lifted later in the year. 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. As well as face to face, the Trust has engaged and developed digital activities, via Zoom, Facebook Twitter and also in a Podcast to reach as many people as possible with stories, information about the Trust and its aims. 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> <p>The themes will be developed in the years to come to have a permanent display and digital virtual ones.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A

Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	<p>Generally 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 there were fewer activities. But many volunteers have been able to help where possible and stepped up. The Trustees also give their time for free, and only claim back costs when it is necessary, an 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 Stephen Head Educational Professional Dr Stephen Summerfield Historical advisor editor Shorncliffe books series Richard Brown Publisher.</p> <p>We could not operate without our volunteers</p>
Other		Not having the costs of a building has meant that the Trust outgoings and expenses have been kept to a necessary minimum

Achievements and Performance

	SORP reference	
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.	Para 1.20	<p>April</p> <p>Year began with plans for school visits when allowed and outdoor Heritage trail walks where possible with restrictions still in place.</p> <p>Work continued on the film for 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>The legacy of Light In The Darkest Hour, and First and Last initiative, has been expanded, with more Miners lamps 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. The third is to commemorate the sacrifice made by Pilots of the RFC/RAF.</p>

		<p>Many people have taken advantage of our Family History Research service.</p> <p>May The Trust has continued to forge and renew links The Belgian Tourist Board, The Royal British Legion, Imperial War Museum, also the Waterloo Uncovered charity. Links were also made with other local sites to promote all of them to visitors and support each other by our hardworking Community Trustee The walking tours were successfully and safely restarted under the Covid controls at the time May to August, consisted as a series of radio interviews, talks, and the walking tours</p> <p>August Input into planning for parts of the military site and for protection of the heritage The trust acquired a WW1 medal Chinese Labour corps for collection and education purposes, to develop the multicultural history of the site</p> <p>September The trust was able to be part of the very popular Heritage Open days, and safely welcomed visitors to Shorncliffe</p> <p>October Links were reinforced by the Roger commemorative lantern being invited to the Commemoration to the RAF at the chapel at Biggin Hill Kent, to shine a light on the sacrifices made in WW2</p> <p>November The Trust participated in the official wreath laying on Remembrance Sunday</p> <p>December Offer to the trust of a trunk of medals and memorabilia for our collection gratefully accepted, from a relative of a Canadian Camp Commander WW1 at Shorncliffe.</p> <p>January Annual Sir John Moore Commemoration Launch of Crowd funder to develop the Sir John Moore library.</p> <p>February Successful grant applications WW1 booklet £214 Successful applications WW1 booklet £1,054</p> <p>March Opening of the box of items from Canada and exhibition of artefacts by an expert guest</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	
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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 the effects of 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. Income has slowed but the Trust has kept enough reserves to cover costs.
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	0
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	N/A
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 ongoing restrictions, and our usual methods of fundraising have slowed. 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. Income has also come from talks and visits to groups once permitted
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
		Until such time as we achieve a long term and full time presence at Shorncliffe, which is still a

A description of the principal risks facing the charity	Para 1.46	<p>negotiated work in progress, but may happen in the next financial year. Funding by the Trust is in furthering the education aims, 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>
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 so. We have developed a network of reliable suppliers</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	Charity name	The Shorncliff
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		
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

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

Signature(s)	S E	Law
Full name(s)	Susan Elaine	Law
Position (eg Secretary, Chair, etc)	Secretary	
Date	28/12/2022	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
The Shorncliffe Trust

No (if any)

Receipts and payments accounts

CC16a

For the period
from

Period start date
01-Apr-21

To

Period end date
31-Mar-22

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Funding FHDC	-	1,268	-	1,268	-
Donations	767	-	-	767	-
Book Sales	280	-	-	280	-
Tours	350	-	-	350	-
Funding-Crowdfunder	-	2,241	-	2,241	-
Sales	2,000	-	-	2,000	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	3,398	3,509	-	6,907	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	3,398	3,509	-	6,907	-
A3 Payments					
Expenses	183	-	-	183	-
Storage	600	-	-	600	-
Purchases	1,184	-	-	1,184	-
Insurance	765	-	-	765	-
Aim Membership	65	-	-	65	-
Tour Refunds	359	-	-	359	-
Web Costs	323	-	-	323	-
Fundraising Costs	428	-	-	428	-
Sub total	3,907	-	-	3,907	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	3,907	-	-	3,907	-
Net of receipts/(payments)	- 510	3,509	-	3,000	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	3,634	-	-	3,634	-
Cash funds this year end	3,124	3,509	-	6,634	-

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 £
B1 Cash funds	Lloyds Bank	2,477	3,509	-
	PayPal	647	-	-
		-	-	-
	Total cash funds	3,124	3,509	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	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	
	V E Law	Vincent Edward Law	26 12 2022	
	S E Law	Susan Elaine Law	28 12 2022	