



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From**                      **1<sup>st</sup> March 2020**  
**31<sup>st</sup> March 2021**

**Period start date To**  
**Period end date**

**Charity name: Downham Market and District Heritage Society**

**Charity registration number: 1154267**

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of the public in the historical heritage of Downham Market and its surrounding villages
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	Collecting, preserving and displaying artefacts, documents and photographs relating to Downham Market and its surrounding villages that make up the ancient Administrative area of the Clackclose Hundred
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees manage the Society for the benefit of the public in accordance with the guidance issued by the Charity Commission

## **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	The Society is entirely run by volunteers

Other		

## 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>Unfortunately Covid 19 and the lockdown closed the Centre for this period and stopped our work with the public. When permitted volunteers met within strict Covid guidelines and carried on working with the collection of artefacts, documents and photographs as best they could. They also prepared new displays in readiness for re-opening. When not allowed to meet they continued to work from Home.</p> <p>The business of the Society was carried out by Zoom meetings as was the Annual General Meeting</p>

### 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	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Despite having little income and having the Centre to maintain the Society has managed to survive in a reasonable financial condition
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves will be held for anticipated commitments as we have a fully repairing lease and to cover future running costs
Amount of reserves held	Para 1.22	£40,000
Reasons for holding zero reserves	Para 1.22	n/a
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	None

### 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	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	CIO Foundation, Registered 18 <sup>th</sup> October 2013, amended on 11 <sup>th</sup> February 2015
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	C.I.O
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	Election by Members at AGM but the trustees may co opt other Trustees if necessary with the agreement of a members meeting, to be ratified at next AGM

### 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 charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Downham Market and District Heritage Society
Other name the charity uses	
Registered charity number	1154267

Charity's principal address	Discover Downham 30 Priory Road Downham Market PE38 9JS

## 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	Kathleen Wiseman	Trustee		Members
2	Christine Austin	Trustee		Members
3	Gerald Ryan	Treasurer/Trustee		Members
4	Marion Batt	Trustee		Members
5	Diane Drewery	Trustee		Members
6	Maria Hopwood	Trustee		Members
7	Peter Thorpe	Trustee		Members
8	Anthony Hall	Trustee	!1th November 2020 to date	Members
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees - names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		


## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
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
Accountants	Mapus-Smith & Lemmon LLP	23 London Road Downham Market Pe38 (B)

#### Name of chief executive or names of senior staff members (Optional information)

None
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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

<b>No staff employed</b>
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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)

	
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Full name(s)

Kathleen Wiseman	Gerald Ryan
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Position (eg  
Secretary, Chair, etc)

Trustee	Treasurer
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Date

10/11/21
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**RECEIPTS AND PAYMENTS ACCOUNT**  
**OF**  
**DOWNHAM MARKET AND DISTRICT HERITAGE SOCIETY**  
**YEAR ENDED 31 MARCH 2021**

**Stam Market & District Heritage Society**  
**Income and Expenditure Account for the year ended 31st March 2021**

<u>Income Resources</u>	<u>Restricted</u> <u>2021</u>	<u>Unrestricted</u> <u>2021</u>	<u>Total</u> <u>2021</u>	<u>Total</u> <u>2020</u>
<b>General</b>				
Donations	-	2,352	2,352	986
Subscriptions	-	650	650	657
Sales	-	612	612	219
Room hire	-	120	120	2,329
Meetings	-	128	128	1,055
	-	3,862	3,862	5,246
<b>Investment Income</b>				
Bank interest	-	911	911	72
	-	911	911	72
<b>Fundraising</b>				
General fundraising	-	160	160	3,525
Coffee mornings, food sales	-	-	-	1,392
Events	-	-	-	157
	-	160	160	5,074
<b>Grants received</b>				
HLF	-	-	-	-
Wren	-	-	-	-
KLWMNBC	-	-	-	-
	-	-	-	-
<b>Total Incoming Resources</b>	-	4,933	4,933	10,392

am Market & District Heritage Society  
 Income and Expenditure Account for the year ended 31st March 2021

<u>Resources Expended</u>	<u>Restricted</u> <u>2021</u>	<u>Unrestricted</u> <u>2021</u>	<u>Total</u> <u>2021</u>	<u>Total</u> <u>2020</u>
<b>General</b>				
Wages and salaries	-	-	-	-
Insurance	-	530	530	690
Stationery, postage and photocopying	-	444	444	771
Speakers	-	-	-	449
Water	-	192	192	327
Telephone and internet	-	559	559	546
Subscriptions and licences	-	247	247	196
Repairs and equipment	-	951	951	2,548
Heating and electricity	-	2,264	2,264	5,353
Computer	-	448	448	446
General expenses	-	166	166	1,588
Merchandise for sale	-	87	87	36
Cleaning	-	1,535	1,535	762
Advertising	-	369	369	254
Professional fees	-	-	-	-
Rent	-	-	-	256
Removal of artifacts	-	-	-	-
Recruitment expenses	-	-	-	-
Accountancy	-	690	690	960
<b>Total resources expended</b>	-	<b>8,483</b>	<b>8,483</b>	<b>15,182</b>
<b>Surplus Income over Expenditure</b>	-	<b>(3,550)</b>	<b>(3,550)</b>	<b>(4,790)</b>
<b>Funds at 01 April 2020</b>	<b>264</b>	<b>361,603</b>	<b>361,867</b>	<b>366,657</b>
<b>Transfers between funds</b>	-	-	-	-
<b>Funds at 31 March 2021</b>	<b>264</b>	<b>358,053</b>	<b>358,317</b>	<b>361,867</b>

**Ham Market & District Heritage Society**  
**Statement of Assets and Liabilities for the year ended 31st March 2021**

	2021	2020
<b>Fixed Assets</b>		
Tangible assets	293,527	293,228
<b>Current Assets</b>		
Cash at bank and in hand	64,790	68,639
<b>Net Assets</b>	<b>358,317</b>	<b>361,867</b>
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<b>The funds of the charity</b>		
Unrestricted Funds	358,053	361,603
Restricted Funds	264	264
<b>Total Charity Funds</b>	<b>358,317</b>	<b>361,867</b>
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Approved and signed on behalf of the Charity



Mr D Flower - Chairman

**Downham Market & District Heritage Society**

**Independent Examiners' Report to the Trustees of Downham Market and District  
Heritage Society**

I report on the accounts of the Charity for the year ended 31 March 2021, which are set out on pages 1 to 3.

**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;
- to follow the procedures laid down in the General Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioner. 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 the seeking of 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 connection with my examination, no matter has come to my attention:

which gives me reasonable cause to believe that, in any material respect, the requirements:

- (a) to keep accounting records in accordance with section 130 of the 2011 Act; and
- (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or

to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Mapus-Smith & Lemmon LLP  
Chartered Accountants  
23 London Road  
Downham Market  
Norfolk  
PE38 9BJ

Date: 24/9/2021



For and on behalf of Mapus-Smith & Lemmon LLP