



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **1st April 2021**
31st March 2022

Period start date To

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>After the Covid lockdown was lifted we began to pick ourselves up and start our activities almost afresh. By the end of June we had put the enforced break behind us and were fully functioning and engaging with the public with our talks and exhibitions. We have also renewed our engagement with the local Youth organisations</p> <p>Our Fundraising members worked very hard and successfully too.</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	The Society completed the year in a most satisfactory financial situation
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 full 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	Fundraising
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 th October 2013, amended on 11 th 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	Discover Downham
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	Trustee/Treasurer		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		Members
9	Zowie Sweetland	Trustee	10/11/21 to date	Members
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

Exemptions from disclosure

Reason for non-disclosure of key personnel details

No staff employed

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)

	Gerald Ryan
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**Position (eg
Secretary, Chair, etc)**

	Treasurer
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Date

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RECEIPTS AND PAYMENTS ACCOUNT
OF
DOWNHAM MARKET AND DISTRICT HERITAGE SOCIETY
YEAR ENDED 31 MARCH 2022

Downham Market & District Heritage Society**Income and Expenditure Account for the year ended 31st March 2022**

Incoming Resources	<u>Restricted</u> <u>2022</u>	<u>Unrestricted</u> <u>2022</u>	<u>Total</u> <u>2022</u>	<u>Total</u> <u>2021</u>
General				
Donations	-	653	653	2,352
Subscriptions	-	970	970	650
Sales	-	651	651	612
Room hire	-	2,502	2,502	120
Meetings	-	921	921	128
	-	5,696	5,696	3,862
Investment Income				
Bank interest	-	504	504	911
	-	504	504	911
Fundraising				
General fundraising	-	2,044	2,044	160
Coffee mornings, food sales	-	2,191	2,191	-
Events	-	577	577	-
	-	4,812	4,812	160
Grants received				
HLF	-	-	-	-
Wren	-	-	-	-
BCKLWN	1,000	-	1,000	-
	1,000	-	1,000	-
Total Incoming Resources	1,000	11,012	12,012	4,933

Downham Market & District Heritage Society
Income and Expenditure Account for the year ended 31st March 2022

<u>Resources Expended</u>	<u>Restricted</u> <u>2022</u>	<u>Unrestricted</u> <u>2022</u>	<u>Total</u> <u>2022</u>	<u>Total</u> <u>2021</u>
General				
Wages and salaries	-	-	-	-
Insurance	-	530	530	530
Stationery, postage and photocopying	-	661	661	444
Speakers	-	-	-	-
Water	-	209	209	192
Telephone and internet	-	535	535	559
Subscriptions and licences	-	429	429	247
Repairs and equipment	-	4,503	4,503	951
Heating and electricity	-	2,319	2,319	2,264
Computer	-	5,087	5,087	448
General expenses	264	1,485	1,749	166
Merchandise for sale	-	398	398	87
Cleaning	-	1,634	1,634	1,535
Advertising	-	-	-	369
Professional fees	-	-	-	-
Rent	-	254	254	-
Removal of artifacts	-	-	-	-
Profit/Loss on sale	-	26	26	-
Accountancy	-	690	690	690
Total resources expended	264	18,760	19,024	8,483
Surplus Income over Expenditure	736	(7,748)	(7,012)	(3,550)
Funds at 01 April 2021	264	358,053	358,317	361,867
Transfers between funds	-	-	-	-
Funds at 31 March 2022	1,000	350,305	351,305	358,317

Downham Market & District Heritage Society

Statement of Assets and Liabilities for the year ended 31st March 2022

	2022	2021
Fixed Assets		
Tangible assets	293,475	293,527
Current Assets		
Cash at bank and in hand	57,830	64,790
Net Assets	<u>351,305</u>	<u>358,317</u>
The funds of the charity		
Unrestricted Funds	350,305	358,053
Restricted Funds	1,000	264
Total Charity Funds	<u>351,305</u>	<u>358,317</u>

Approved and signed on behalf of the Charity



~~Mr D Flower~~, Chairman

ACTING

MRS M BATT

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 2022, which are set out on pages 1 to 3.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act).

I report in respect of my examination of the Trust's accounts carried out under s. 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under s. 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) the Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- (b) the accounts do not accord with those records.



Paul Farrow FCA FCCA MAAT

For and on behalf of Mapus-Smith & Lemmon LLP

Chartered Accountants

23 London Road

Downham Market

Norfolk

PE38 9BJ

Date:

11/11/2022