

Kents Cavern Foundation

(CIO no. 1154561)

Annual Report of the Trustees

Year ended 31st December 2021

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| Name | Kents Cavern Foundation |
| Charity number | 1154561 |
| Address | Kents Cavern Prehistoric Caves Ilsham Road Torquay TQ1 2JF |
| Trustees at date Report approved | Maureen McAllister James Hull Nick Powe |
| Other Trustees serving during the year | None |
| Main contact: | Nick Powe 01803 219240 nickpowe@kents-cavern.co.uk |

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| 1. Structure, governance and management <i>Constitution, organisational structure, how Trustees are appointed, trained and how the charity's decision making processes work.</i> | |
| | <p>1.1 GOVERNANCE Three Trustees served throughout the year and we continue to seek new Trustees to strengthen the board up to the maximum permitted 12.</p> <p>1.2 METHOD OF APPOINTMENT OF TRUSTEES Potential Trustees are identified by assessing skill or capacity shortfalls amongst the existing Board. Recruitment is currently by word of mouth and personal recommendation. New Trustees are appointed to the board by a majority vote of the existing Trustees. Each Trustee serves for a minimum period of 3 years.</p> <p>1.3 POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES New Trustees have an initial meeting with the Chairman and given an Induction Pack which includes the Foundation's constitution, latest Annual Report and statement of accounts.</p> <p>1.4 ORGANISATIONAL STRUCTURE AND DECISION MAKING Decision-making of the Foundation is undertaken by the Board of Trustees at its meetings. Regular meetings take place between the Trustees and volunteers of the charity. During the year the charity completed the Heritage Fund project, Digging Deeper. The Board considers strategic matters and major practical issues affecting the work of the Foundation, agrees budgets and key initiatives, and sets priorities and timetables for future developments.</p> <p>1.5 RISK MANAGEMENT Risk management is regularly reviewed by the Trustees and considered by the charity's staff. The charity has adopted and follows relevant risk management procedures of Kents Cavern Ltd in respect of capital and financial investments, safeguarding, employing and paying staff, overseeing and managing volunteers, and handling complaints.</p> <p>1.6 CONFLICTS OF INTEREST The Trustees have a policy to prevent conflicts of interest arising between Trustees, the charity's volunteers and staff and objectives of the charity.</p> |
| 2. Aims and objectives of the charity | |
| | <p>2.1 OBJECTIVES AND ACTIVITIES The principle aims of the charity are to conserve the prehistoric underground caves at Kents Cavern and surrounding area covered by the Scheduled Ancient Monument listing and the SSSI designation; to advance the education of the general public by providing learning packs, sessions and activities focused on the prehistory and geological heritage of the site; facilitating and coordinating scientific research and educational activities.</p> |
| 3. Financial review <i>Including policy on reserves</i> | |
| | <p>3.1 POLICY ON RESERVES The Trustees have a policy to maintain cash reserves of at least 3 months' running costs.</p> |

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| | <p>3.2 PRINCIPAL FUNDING Income during the year was entirely from donations collected by Kents Cavern Ltd's online ticketing system with the exception of £50 for a lecture given to Dartmouth Probus group.</p> <p>3.3 ACHIEVEMENTS, PERFORMANCE AND FUTURE PLANS The global pandemic restricted all activities of the charity. The charity was not eligible for any grants. However Kents Cavern used its new online ticketing system to collect donations which boosted the charity's reserves. The remit of the charity remains a commitment to the conservation of the caverns and advancement of education at the caves, all of which was undertaken by the owners of the heritage asset, Kents Cavern Ltd, during the year. The income will be spent on conservation projects in 2022.</p> |
| <p>4. Funds held as custodian trustee on behalf of others <i>Description of the asset, the name and objects of the charity on whose behalf the assets are held, and details of the arrangements for safe custody and segregation of the asset from charity own</i></p> | |
| | <p>4.1 CUSTODIAN OF FUNDS OF OTHERS The Foundation does not hold any reserves or funds for others.</p> |
| <p>5. Public benefit statement <i>A statement from Trustees confirming they have complied with their duty.</i></p> | |
| | <p>5.1 PUBLIC BENEFIT The Trustees have reviewed the activities of the charity in the light of the guidance published by the Charity Commission on public benefit. The Trustees are satisfied that the Foundation's activities are for the public benefit, relating as they do to the conservation of the environment and heritage of the cavern and the advancement of education. This benefits the community in maintaining an important prehistoric heritage site and environmental asset for the enjoyment of local people and visitors to the area.</p> |

For and on behalf
of the Board of Trustees: _____
Chair of Trustees



Date: 1st September 2022

Kents Cavern Foundation

CIO no: 1154561

Formed and registered with Charity Commission on 12 November 2013

Accounts for 12 month period ended 31 December 2021

Basis of preparation: Receipts and payments

| | Project Digging Deeper | General KCF account | T Williams Fund | Total | 2020 £ |
|------------------------------------|------------------------------|---------------------------|--------------------|-------------------|-----------------|
| | £ | £ | £ | £ | £ |
| Balance b/fwd | 138.46 | | | 138.46 | 138.46 |
| | (138.46) | 138.46 | | - | |
| Income | | | | - | |
| | | | | - | - |
| HLF | | | | - | - |
| Donations (Dartmouth Probus) | | 50.00 | | 50.00 | - |
| From KCF (Ticketing) | | 2,472.32 | | 2,472.32 | - |
| | | | | - | - |
| | | | | - | - |
| Total income | - | 2,522.32 | - | 2,522.32 | - |
| Spending | | | | | |
| Educational material | | | | - | - |
| Conservation and research | | | | - | - |
| Purchase project of heritage items | | | | - | - |
| Digital outputs | | | | - | - |
| Equipment and materials | | | | - | - |
| Publicity and promotion | | | | - | - |
| Events expenditure | | | | - | - |
| Total spending | - | - | - | - | - |
| Net income after spending | - | 2,522.32 | - | 2,522.32 | - |
| Transfer between funds | (138.46) | 138.46 | | - | |
| Funds carried forward | - | 2,660.78 | - | 2,660.78 | 138.46 |
| Represented by : | | | | | |
| Balance at Bank | | | | 2,593.33 | 71.01 |
| VAT due from HMRC | | | | - | - |
| Petty Cash balance | | | | 67.45 | 67.45 |
| | | | | <u>£ 2,660.78</u> | <u>£ 138.46</u> |



Accounts approved by:

 Chairman of board of Trustees

1st September 2022