



2022

# ESSEX HISTORIC MILITARY VEHICLE ASSOCIATION

REGISTERED CHARITY 1155705

## ANNUAL REPORT

*ESSEX*





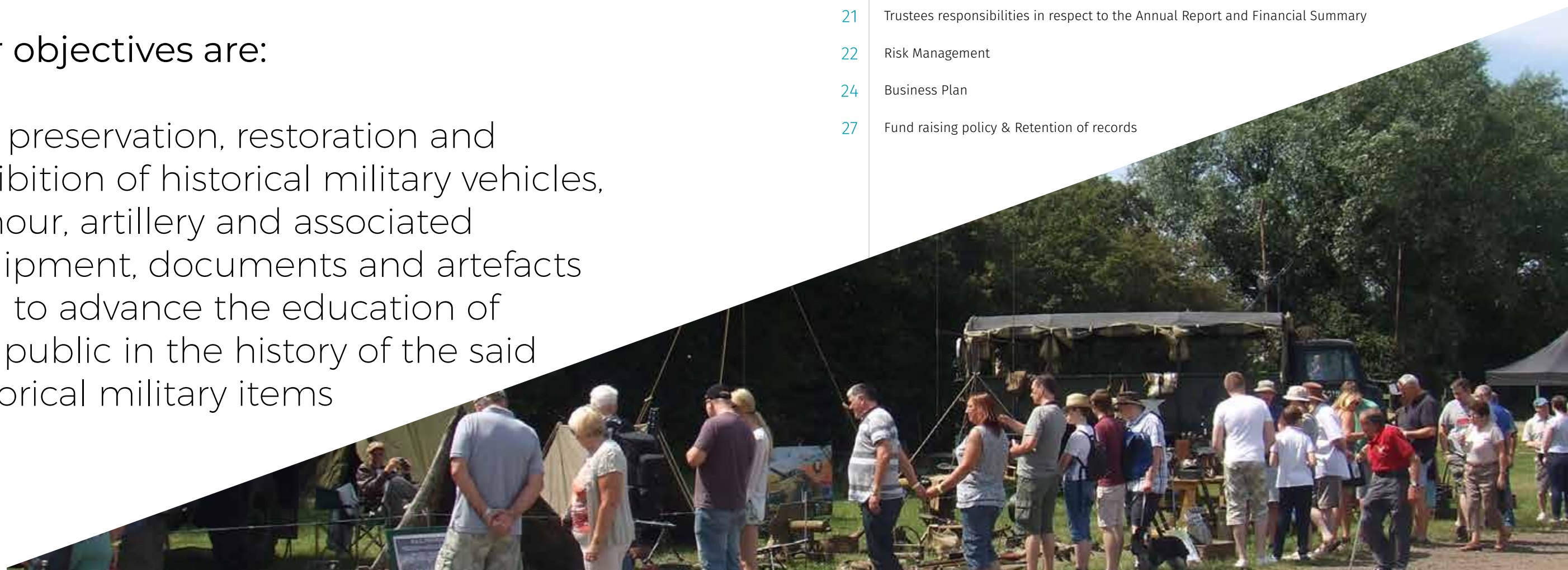


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### Our objectives are:

The preservation, restoration and exhibition of historical military vehicles, armour, artillery and associated equipment, documents and artefacts and to advance the education of the public in the history of the said historical military items





# INTRODUCTION

## ESSEX HISTORIC MILITARY VEHICLE ASSOCIATION

ALSO KNOWN AS THE ESSEX HMVA  
CHARITY No: 1155705

WEBSITE: <http://www.essexhmva.co.uk>

## TRUSTEES

### OUR BOARD OF TRUSTEES

Our Board of Trustees is currently made up of 10 Trustees, They set our strategic direction and are responsible for ensuring that the association upholds our values and governance, and delivers our objectives. They guide, advise and support the Chairman; they decide how the association's money is spent and approve our budgets.

The Board of Trustees met four times during the period and communicated frequently between meetings.

The trustees who served during the period and at the date of this report are listed below:

### Colin Tebb

Chairman

Colin is known and respected by preservationists throughout the country and has been involved in military vehicle preservation from something that started purely as a small hobby, to working with Museum organisations and various preservation groups, before becoming the Essex area chairman of the MVT. He is also our show director for Echoes of History.

### Marion Tebb

Secretary

Marion brings to our organization the administrative knowledge of her profession, along with a fresh perspective by coming from outside our association. She also oversees our non-member volunteer force who enjoy getting involved with our annual show and other events.

### Russell Pacy

Trustee, IT & Design Director

Russell brings his experience in a commercial capacity working for a FTSE 100 company's IT department to ensure we make productive use of our IT systems.

### Peter Smith

Treasurer

Peter has a number of years' experience in the preservation field, having started his working life as a coachbuilder, he now puts this experience to good use in giving help and advice to members regarding vehicle restoration. In addition, his knowledge of military artefacts is invaluable to the organisation. He brings his experience in running a business to the charity through financial controls and budget tracking. He implemented new asset policy, and oversaw us through the recent pandemic, adapting budgets for the loss of income.

### David Smith

Trustee and Publications Editor

David was one of the founding trustees of the Essex HMVA, and is responsible for all our on line media streams including personally implementing an e-newsletter about our fundraising. From the start, the e-newsletter was designed to be more than just an advert for our events and as such a substantial proportion of the content of these mails is given over to articles written with an educational element. He now works with a small team of volunteers, who are experts in the field of electronic media. This has expanded to include all membership communications. He works alongside Russell Pacy in this process, including our brand image.

### Chris Warne

Trustee

Chris Warne has been involved with us for a number of years now and undertook the role of Flying Display Coordinator to arrange and manage Air Show elements for all of our events. He has gained a solid working relationship with official bodies such as the CAA, and our main showground owners and is able to ensure regulations are fully complied with.

### Alan Zeller

Trustee and Living History Specialist

Alan brings a wealth of Public Sector health and safety experience to the Essex HMVA, Alan has helped with the development of our Health and Safety policy and continues to ensure that we operate in a risk averse manner.

Alan also has close links to the Living History community and acts as a point of contact for these groups with the Essex HMVA.

### Adam Clements

Trustee and Facilities Specialist

Adam has been volunteering for us for a number of years now, and brings his professional experience in audio visual technologies to our organisation. He took over from Gary Patten as collections officer.

### Kerry Clements

Trustee, Deputy Show director

Kerry has been volunteering for us since a young age but now brings her professional experience in marketing & event management as well as working experience of educational information and event programmes. She is also invaluable as one of the younger generation of people who bring a youth element to our association and help ensure the Essex HMVA encourages new members to join through engagement.

In 2019, Kerry became the deputy show director for the Echoes of History event.

### Laura Willis

Trustee and Contractor Liaison

Laura has been volunteering for us for a number of years in a varied number of roles, Laura's can do attitude and approachable nature along with Kerry has formed a strong partnership.

## PATRON

We remain delighted to have the honour of having as our Patron:

**The Rt Hon. Sir John Whittingdale OBE MP**

## CO-OPTED MEMBERS

DAVID WALMSLEY  
Historian

DAVID CARROLL  
Photographer

GEORGE KING  
Educational Officer

PETER DOBINSON  
Storage Facilities Manager

BARRY SMITH  
Special Projects

### Volunteers

We also have many volunteers, mostly made up from associate members who help us carry out our main aims either as a collective group or on their own or in smaller groups. They have shown the same enthusiasm for what we do as the trustees. The variety of jobs they carry out is wide ranging, we also have had help from outside organisations such as the Army Cadets.

## CHANGES TO OUR ORGANISATION

The Essex HMVA continues to review the mix of trustees on a regular basis to ensure there is a variety of views and opinions regarding how the charity is run. We remain a charity which has a mix of trustees from different ages, backgrounds and those who bring new ideas to the committee. We must always encourage new members be given the opportunity to join our management. One way we do this, is through our co-opted members, which gives those interested to progress.

## STRUCTURE AND DECISION MAKING

Our trustees remain ultimately responsible for the operation of the charity. Due to the exceptional circumstances we found ourselves in due to Covid, The Charity switched to Microsoft Teams to hold trustee meetings and communicate via email between meetings. Meetings were also held on Teams regarding our main fund raising event which include trustees, co-opted members and outside advisors for such things as health and safety and security. Tasks are agreed and those responsible for conducting and delivering those tasks. These tasks are led by at least one trustee, and are usually supported by co-opted members. These then report back at the next meeting in order that these can put before the trustees present to agree. Our Monthly meetings transitioned to Teams live events to allow us to continue to interact with our associate members. During these meetings, our current activities are reported back to them, as well as future events and commitments. They are also consulted on the wider view of our charities direction and reporting on decisions that have been made and why the trustees have made them. We feel this is very important, as one of the reasons the charity was formed was those who came from our previous organisation had felt it to be undemocratic and non-inclusive.

## ASSOCIATE MEMBERSHIP

Our associate membership continues to increase, but what appears to be a financial squeeze' may mean this is more challenging. We have members from all over the UK as well as a from Europe. This widens the access the public have to our vehicles and displays, . This has been a mix of people joining, from single individuals to families. We keep in contact with them through our monthly meetings and newsletters. We also have now been publishing our quarterly Olive Drab e-magazine, which we can use to inform and educate. We have a limited means scheme in place for those unable to meet the costs, though these costs are kept as low as possible to encourage engagement. We introduced our new free to join volunteer membership for those who want to start to help, and at a later date move to become a full associate member.

Our members also bring a wide range of knowledge and varied vehicles and artefacts. This means, at events the public get to see history up close, and with our living history members, experience history at first hand. We continue to encourage membership and public engagement as well as our continued efforts to engage with other organisations and museums. Many of the pictures in this report are of our members displays and their interactions with the public. They are from a diverse mix of backgrounds and ages. We encourage diversity as part of our associate membership recruitment process.



Above: Explaining vehicles and weaponry to curious visitors



# CHAIRMAN'S STATEMENT

## 2022 SUMMARY

"As we progress, we are always cognizant to ensure that the Essex HMVA remains relevant, the public benefit given by our organization and the controls that are set in place continue to be reviewed and updated where appropriate."

Welcome to this latest report from the Essex HMVA. As things start to get back to normal after the pandemic, a somewhat unexpected issue arose around our main fundraising event, in the form of one of the hottest weekends in recent years. This had the knock-on effect of meaning our numbers of public attending were down on our expectations, but we still put on an exceptional show, and our volunteers worked through the week leading up to our Echoes of History Show, battling the temperatures. It is a sign of true commitment by them and my fellow trustees, installing fencing and putting up tents in the heat. Our new show site is a credit to the owners, and a fitting tribute to our armed services. Although the event went well, there were a number of valuable lessons learnt, which we went through as part of a debrief.

We will be making improvements and also updating/changing some of our event assets to improve and reduce the amount of work involved when attending events.

Our membership continues to support us and overall increases year on year. Our other successes have seen us engaging with local organisations such as the Chelmsford Civic Society which lead to us planning to hold a heritage event in conjunction with Chelmsford Museums, but sadly this was cancelled out of respect, following the death of Queen Elizabeth II. The trustees both mourned our loss and celebrated her life, especially in her involvement with the Armed Forces. We also worked with the FBHVC to run another successful Drive It Day, and with Maldon District Council, on an Armed Forces Day. My aim as chairman this year is to continue to engage with organisations.

As we progress, we are always cognizant to ensure that the Essex HMVA remains relevant, the public benefit given by our organization and the controls that are set in place continue to be reviewed and updated where appropriate. Trustees continue to look at our general direction and also our future aims, and plan to review this towards the end of 2023.

  
**Colin Tebb**  
Chairman, Essex HMVA



# AIMS AND ACTIVITIES

To educate and promote the study of military history by visiting schools and military establishments as well as holding public events. The preservation of military artefacts, including but not exclusively military vehicles to provide access for the general public to educational materials through our website to make representations where legislation could affect historical military items.

## CLASSIFICATION

### What

- EDUCATION / TRAINING
- ARTS / CULTURE / HERITAGE / SCIENCE
- ENVIRONMENT / CONSERVATION / HERITAGE

### Who

- OTHER CHARITIES OR VOLUNTARY BODIES
- THE GENERAL PUBLIC / MANKIND

### How

- PROVIDES ADVOCACY / ADVICE / INFORMATION
- ACTS AS AN UMBRELLA OR RESOURCE BODY



# OUR CHARITY WORK, ACTIVITIES & PUBLIC BENEFIT

As many of our Associate members and Trustees visit a number of different shows and take part in activities in smaller groups, to save space within this report, we have focused on examples of events we did as bigger groups or with a larger impact. This forms part of our public benefit activity, as such, our trustees always take into account the Charity Commission’s guidance on public benefit as being at the core of what we do and how this is reviewed.



Above: Members collection on show at a school visit.

## GENERAL POLICY

As well as running some events ourselves, we also attend events run by other organisations. Our own events including our Winter Gathering (a free event), and our Annual show, which is our main fund-raiser. We are looking to run more events, which will expand on what we do. Those events we get invited to attend are a mix of commercial and other Charities. We also support the British Army, attending their events.

The Essex HMVA kept to our aims to give a broad spectrum of activities and multi-period history, while keeping our costs as affordable as possible. The Association has had very positive feedback from the public, exhibitors and re-enactors all of whom took part in the our events. The amount of work put in by our trustees, co-ops, associate members, sponsors and volunteers cannot be under estimated. The association included a programme for our showcase event which included many educational articles.

## POPPY COLLECTING

Throughout November our members assisted the British Legion with their local charity poppy selling.

## LOCAL EVENTS

The Essex HMVA continues to support many local events, these are normally organised by local Charities or Local Authorities, though some are commercial ventures. This gives us an opportunity to promote our work, and to educate and inform the visitors about the history portrayed in the displays. Many of the displays span a large period the 20th century, from late pre WW2 to almost current military operations. This gives a “something for everyone” approach, although the association can adapt our displays to suit themed events.

## VETERANS

The Association continues to support veterans where possible, Marion Tebb acted as host this year for a number of Veterans who attended the show.

## PRESERVATION

The Essex HMVA remains committed to supporting the preservation of military vehicles and artefacts. We give advice on such things as the correct vehicle markings, sourcing spares, drawings, photos and documents. We are also helping with vehicle registrations, giving assistance with applications via the DVLA.





## OLIVE DRAB MAGAZINE

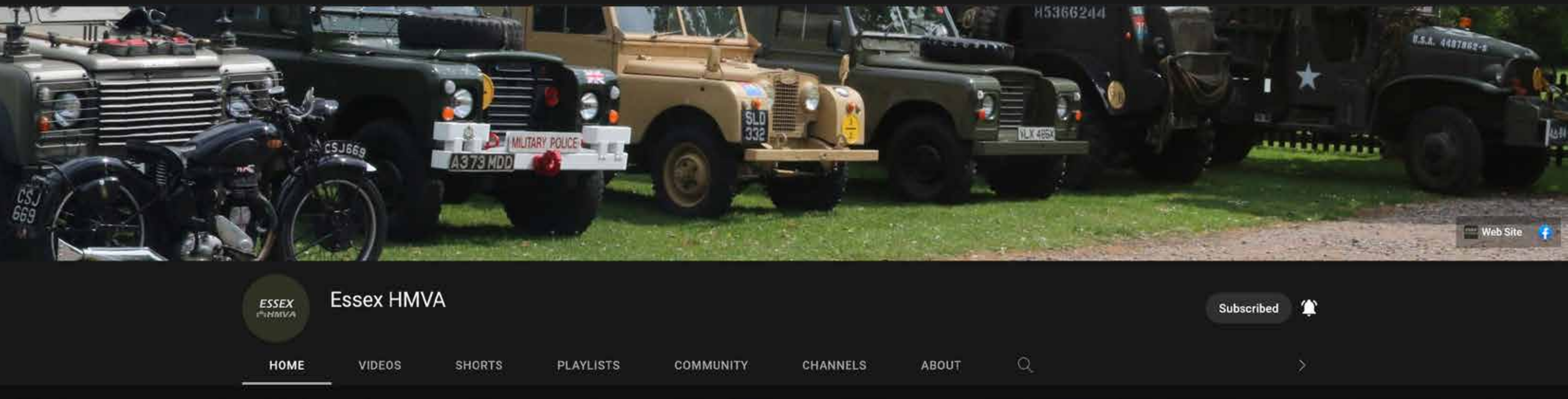
Most charities have a magazine, which they use to communicate with their associate members. We are particularly proud of our publication, which is called the 'Olive Drab'. This was a follow-on from a member's newsletter produced by our chairman for many years at a previous club. It is now produced by a small team, who also produce the monthly newsletters and other publications. The contents of this quarterly are a mix of historical articles as well as news, some of which are sent in by our own members. Photos and histories of some of our members who were in the armed forces have never been seen in print, and their experiences would have been lost to future generations.

It has grown into something we also use to promote our association. The professional feel is attained by using Adobe publication software. We publish these both online and in a printed form. The feedback we get has been very positive, engaging with people who may have not been interested in just military vehicles. As one of our members once said: "*it's not just full of green things.*".

Above: some of the covers of the Olive Drab Magazine during 2022







Above: YouTube channel homepage

# YOU TUBE CHANNEL

At the start of the Covid emergency, we decided to bring forwards plans we had originally envisaged to be put into place later in the year, that of our new YouTube Channel. This would have many uses, not only for public engagement but also to be able to store our monthly meetings for those members not able to come along to the live event. We started with a small test video of one of our members vehicles and soon grew in confidence and eagerness to produce new content.

The next video was a history of the “Jerry Can” and after a short while we began to slowly gain subscribers.

At the same time, our chairman had been in discussions with Chelmsford Civic Society with regards to their Heritage Open Days, which they wanted to continue to run, but as virtual events. What better way for those to find out some more about what we do than produce a video, and this was to be about our storage facility “ The Barn”. So a few weeks before the Heritage events, a small team got together and with the aid of our Covid plans, were able to produce a video featuring a number of vehicles we store. This video proved to be popular and was not only featured locally but also nationally with a number of different platforms such as featured on the Federation of British Historic Vehicle Clubs news section of their website.

Not only was this a great way to engage with the public, but also our members too. Viewers to platforms such as YouTube grew while people had to contend with lock-downs, and we hope to further capitalise on this, engaging with people who for whatever reason are unable to attend our physical events. We also produced some “walk round” videos as a start of a series of videos focusing on individual vehicles. We believe this will be both entertaining and educational. We are looking to purchase some new equipment, rather than have to borrow those of members and once our channel has grown to justify the costs, we will be looking at a number of funding options.



Above: Screenshot from the ‘Meet the green machines’ YouTube video





'Esther'

## ESTHER DONATED JEEP

We were offered the loan of a WW2 Jeep which had been in storage since the passing of the owner almost 20 years ago. This was very much welcomed by all of the trustees and members of the Essex HMVA, and during the restoration work we carried out to make it roadworthy, we discovered that it had at some point been named 'Esther', so we restored the name back onto the vehicle and this is the name we use to help promote its use. We were very fortunate to have been able to be sponsored by OneBroker Insurance for the cost of the insurance, which means this is accessible to any member over the age of 30. The first show the Jeep attended was our Echoes of History Show event. Since then, more work has been carried out, and our aim is to carry out preserving restoration work, keeping its unique character, and not over restoring it, to the point that it loses what makes it special. The Jeep is a 1943 Ford produced model, used by the British Armed Forces and adapted for Airborne use. 'Esther' also appeared in the film A Bridge Too Far, and will now be used to extend our programme of educational visits, local fêtes and other events. The trustees are also looking to expand the project, and we look forward to reporting the progress in the next report.



Some of the public at Armed Forces Day

## ARMED FORCES DAY

We attended many events during 2022, but outside of our main fundraising event, the Echoes of History, we also ran an Armed Forces Day in Maldon, with the support of Maldon District Council, and also that of Maldon Town Council. It was a free event, meaning that it was open to those with limited means and was a family orientated event. We were there of course to remember and thank our veterans for their service.

We had intended on running a further heritage day event, but this was cancelled out of respect, as a result of the death of Queen Elizabeth II. We hope to re-run the event in 2023, in partnership with the Chelmsford Civic Society.





Above: Just some of our members vehicles that people can examine

## EDUCATION, HISTORY AND REGULATIONS

Our education officer George King, as well as our Military History experts such as David Walmsley continue to represent the Essex HMVA for both Educational and Policy matters.

George King continues to visit schools to assist with classroom learning. This is a valuable free resource to schools who are under pressure to find new ways to educate but have little or no budgets to achieve this.

David Walmsley is involved with Home Office consultations about policy concerning deactivated weapons.

Although these are perfectly safe and have been found to already be to some of the strictest standards in Europe, there are plans to make the regulations even tighter, or possibly to ban them altogether. This could make it more difficult as a "mobile museum" and education portal, to give talks when you are unable to show the actual items.

David continues to advocate on our behalf, within the limits permitted under charity law. He also advises our members on other legal matters to do with vehicle related regulations. His knowledge of military history will be put to future use, as we develop a programme of talks.

## OUR OTHER ACTIVITIES

One of the busiest parts of our services we provide has been in vehicle verifications. This service is offered to both members and non-members and we independently examine vehicles to confirm chassis and engine numbers and that the vehicle is what the owner claims it to be before they can register it for road use.

We also use our records to verify documentation and confirm dates of manufacture. We have also been able on some occasions to give further history information to the vehicle owner. We have had many successes so far and we intend to continue to offer this most important scheme to assist in military vehicle heritage.

We continue to follow advice given to us via the umbrella organisation of the Federation of British Historic Vehicle clubs.



### **Barn**

Our Barn gives us a facility which is used for storing our vehicles while off the road undergoing repair or where the vehicle owner could not store this at their home. It is a mix of members and non-members who pay towards the cost of the space and normally generates a small surplus to cover maintenance costs. Any additional surplus goes into the charities contingency fund. This is something almost unique to a military association similar to ourselves. Many of those who access these services we provide, would find it difficult or be unable to store such vehicles if this facility did not exist.

Currently the barn is not generally open to the public, this due to some safety, security, and access grounds, but we did do a special open day and hope to repeat this in 2024, making it a biennial event. We have implemented additional security measures, that has meant we are able to better protect our assets.

### **Social Media and web pages**

At the start of 2021, we launched our updated Essex HMVA website, which included extended offerings for our members such as a members only area, with exclusive articles and assistance. As well as moving the entire site to new web technologies such as Bootstrap to future proof our website.

We are looking for a major upgrade to the website towards Q4 of 2023, with a refresh.

### **Press coverage**

The Essex HMVA continues to have favourable press coverage about our work, including radio stations, where we talk about our organisation and the work the association does as well as coverage in the local press, which included our annual showcase event. Our shows TV appearance on "wheeler dealers" gained much attention and the association has capitalised on this with many press requests.

### **Future Events**

We look forward to be again running our Echoes of History Show, and alongside other Essex HMVA run events, supporting local organisations and groups, attending events to display artefacts and educate the public. The addition of a 'Display Jeep' is an important tool in better achieving this.

We are also looking at events further in the future, including D Day80 events in 2024. In the meantime, we will attend events at our main show site in support of the owners Fran and Peter, who have a number of memorials there, dedicated to various military veteran groups.

It will also be 10 years of the Essex HMVA, so we will be celebrating that, and thanking all those who have given us support, including from the very start, the charity commission.



# OUR FINANCIAL SUMMARY

Post Covid recovery has been much slower than anticipated, and this has not been helped by the lack of available grants for those charities who do not meet a very limited set of requirements. Our membership income has remained a stable base for us to fund the organisation, and the tightest of cost controls mean that we have been able to function in such a way that we meet the public benefit test, but we are unable to expand on some aspects of our work as we would have liked, due to having to keep within the budget I set at the start of the year.

As our chairman has stated, our annual show was affected by the hot weather and so income was not as forecast, however due to the policy that I implemented when I took over of buying assets where possible instead of hiring them, we had little set up costs, other than those were it is not practical to purchase, such a toilets, and to meet Purple guide requirements such as security. I will be reviewing these costs as part of my 2023 budget process. I am however pleased to see that we held mostly to forecast and budget, but I predict that it may be not until 2025, that we have increased our income to a level that will see us moving forward with our longer term aims.

Our chairman is also keen to look at grants in order to assist with some of our short to mid-term projects and along with my fellow trustees will support this objective. I have prepared the 2022 accounts, with a summary shown below.

Peter Smith, Treasurer

Essex Historic Military Vehicle Association		Income	Expenditure
Annual Financial Summary 2022			
<b>Income</b>			
Event income 2022		£19,094.21	
Vehicle Storage in Barn <sup>1</sup>		£7,945.00	
Association Income excluding show and barn		£3,622.06	
<b>Total Income</b>		<b>£30,661.27</b>	
Cash held at bank		£10,060.26	
Show Reserve Account		£7.05	
Petty Cash Balance		£104.76	
Bank Account Reserve		£3,016.76	
<b>Expenditure</b>			
Event expenditure 2022			£16,083.01
Funds transferred to Paypal			£2,104.02
Barn Rent			£8,340.00
Association admin and Insurance <sup>2</sup>			£2,133.79
<b>Total Expenditure</b>			<b>£28,660.82</b>

<b>Total in main bank at end 2022</b>	<b>£10,060.26</b>	
<b>Operating Surplus start to end 2022</b>	<b>£2,247.45</b>	

<sup>1</sup> Includes 1 bay for storage for Essex HMVA assets @ 395.00 per annum

<sup>2</sup> Includes purchase of Adobe software licenses for Association administration as well as combined public liability insurance, members insurance and barn insurance

# TRUSTEES RESPONSIBILITIES IN RESPECT OF THE ANNUAL REPORT AND FINANCIAL SUMMARY

The Trustees are responsible for preparing the Trustees’ report and the financial summary in accordance with applicable law and United Kingdom accounting standards (United Kingdom generally accepted accounting practice).

Company law requires the Trustees to prepare the financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and the Group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles of the Charities SORP.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records that are sufficient to show and explain the charitable company’s transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, Statement of Recommended Practice (SORP 2005) “Accounting and Reporting by Charities” published in March 2005, applicable accounting standards, the Charities Act 2011, and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charitable organization and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## In so far as the Trustees are aware:

- There is no relevant material audit information of which the charitable company’s auditor is unaware; and
- The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the auditor is aware of that information.

The Trustees have a duty to report on how the charitable company provides public benefit by explaining:

- The significant activities undertaken in order to carry out our aims for the public benefit; and
- Our achievements measured against those aims.

The Trustees confirm that we have had regard to the Charity Commission’s guidance on public benefit in reporting on the Charity’s vision, purpose and goals, and on our objectives and achievements.

The Trustees are responsible for the maintenance and integrity of the information included on the Charity’s website.

The Legal and Administrative Details form an integral part of this report.

Approved by the Board of Trustees and signed on its behalf on the 5<sup>th</sup> of September 2022.



Colin Tebb  
Chairman, Essex HMVA



# RISK MANAGEMENT

During our set up we carried out a number of risk assessments using a “heat map” in order to grade possible risks to our association. Through this, we updated our Health and Safety Policy at the end of the year along with adding risk assessments for individual events with liability insurance for our associate members. One of the biggest challenges to the structure of our association was setting up a bank account. This took much longer than we expected due to delays caused by the bank. Our treasurer and chairman maintained pressure on the bank to speed the process along. Our treasurer was able to implement a temporary back up plan in order that we could keep tight financial control of incoming monies during this time, with the full support of the trustees.

As part of the risk management process, major risks have been reviewed and actions taken in mitigation. The Essex HMVA complies with the Charity Commission’s list of internal financial controls in all material respects, though significant risks arise in the following areas:

- Health and Safety risks.
- Public liability risk that a third party or their representative, participating in an event either promoted by the Charity or organised in support of it may bring a lawsuit following death or serious injury as a consequence of their participation.
- Reputational risk that adverse publicity may lead to a reduction in future donations.
- Fraud risk that the Charity suffers financial loss as a result of fraudulent activity.
- Fundraising during the current economic climate continues to prove to be a challenge.

The Trustees have responsibility for ensuring that there is an appropriate system of controls, financial and otherwise. They are also responsible for safeguarding the assets of the Essex HMVA and for taking reasonable steps for the prevention and detection of fraud and other irregularities, and to provide reasonable assurance that:

- The Essex HMVA is operating efficiently and effectively;
- Its assets are safeguarded against unauthorised use or disposition;
- Proper records are maintained and financial information used within the Charity or for publication is reliable; and
- The charity complies with relevant laws and regulations.

The systems of internal control are designed to provide reasonable, but not absolute, assurance against material misstatement or loss. They include:

- An annual budget approved by the Trustees;
- Regular consideration by the Trustees of financial results, variance from budgets and non-financial performance indicators;
- Delegation of authority and segregation of duties; and
- Identification and management of risks;

# INCIDENT REPORTING AND PERCEIVED FUTURE RISKS

Future risks remain at the front of our agenda at all meetings. One of the biggest future risks we currently face are due to new EU regulations. Following several attacks in mainland Europe the EU are looking at ways to curb the use or ownership of deactivated weapons. In the UK, we already have some of the strictest gun controls in Europe, but early assessments of regulations could mean we lose some historic artefacts including those fitted to vehicles. We plan to form a sub-committee with the view of keeping an eye on such legislation and ensuring this does not impact on the educational aspect of it. We will write a frame of reference for this committee to work under, which includes taking notes of the Charity Commission’s guidance as contained in CC9 notes.

Further legislation that could affect us comes from those, which have impacts on vehicles. We are a member of the Federation of British Historic Vehicle Clubs, who keep us up to date with changes that could affect us, as well close contact with those who make such legislation. This ensures that the rule of common sense remains and our voices are heard.

As a charity we need to ensure we remain of public benefit, comply with charity law, be relevant and not allow ourselves to be forced into an unacceptable situation, or conditions, which we have found some venue owners feel they wish to impose onto us. They remain commercial organisations, and therefore their outlook can be different to ours.

As part of our risk management, we require time after the event for evaluation and a full review of finances, and reports from all departments to ensure we comply with charity law. Although there is a risk to the loss of our main funding stream, we have already taken action to ensure we deal with this promptly.

We secured a better venue, with the support of our local MP and one of our members.

The new site offers us a chance to expand on the way we educate the public by expanding the historical aspect. The land owners are very supportive of charities, running events themselves and raising many thousands of pounds, so are much more in tune with charity events, and our need to have a longer term and more stable venue.

The charity generally has another successful year, and has no major incidents to report.

We have a number of written policies, which are guiding principles for the charity, and we can refer to these held in our central document cloud, if there are any risks or issues that are identified. We will be looking to fully update all these in 2023, as we head to our 10th year of operation in 2024.

One risk which has shown itself to have risen, is that of the risk of a terrorist incident. We therefore have a trustee who has undertaken ACT training, and will assess this risk at each public event. We may have to consider bag searches or other protection measures in order to counter the risk, and are mindful of possible changes in laws in the future.





Above: Drive-It Day 2022

Short term Goals:

- To secure additional funding above our current actions in order that preservation and restoration activities can continue.
- Continue with our education programme, with more school visits
- Increase membership numbers and secure renewals
- Prepare and execute the 2023 Echoes of History Show

Medium Term Goals:

- Increase community interaction with programmes designed for schools and other educational facilities.
- Set up an online e-learning programme with advice for new starters, and educational resources for those interested in our military heritage.
- Encourage a greater number of younger people to take an interest in the conservation activities of the association

Long Term Goals:

- To expand on our educational elements of the Essex HMVA
- To secure premises to open a museum, those premises affording greater public access and housing a subset of the collection with the ability within the premises to stage exhibitions as well as giving us a venue to enhance our ability to provide an educational resource.



## FUTURE PROJECTS

As part of our future projects, we are looking at the purchase of some WW2 trailers which will complement the display alongside our Jeep. We have started a project team, and will look to gain funding during 2023 to purchase the assets we have been offered.

We plan to obtain advice on grant application writing, which we can add alongside our extensive project management knowledge. We do not believe in using a paid organisation to submit grants, firstly because of cost risks, and secondly, because we feel we can argue the case for our funding with a better understanding.

## GUIDANCE

We continue to follow guidance sent to us from the Charity Commission, and use this to ensure our charities policy documents are kept relevant and up to date. Given recent bad press about the charity sector, it is as important now as it ever was to stay within the current guidelines. We also engaged with a new insurance company at the beginning of the year as we felt there could be some areas which pose a risk of having a cover gap. We now cover all associate members for public liability while they are attending events, as well as the usual charity and trustee cover. We also follow the guidance from the Federation of British Historic Vehicle Clubs, who advise on matters of vehicle law and advice for holding events. We also give guidance, to members and public, who own vehicles or equipment. This can be both historical or legal.

## COLLECTIONS POLICY

The Essex HMVA has brought in a revised and updated collections policy following the donation to us of a military pumping unit. This was our first large asset, and we plan to use this for future use where we can display it in such a way to be of interest. Currently, this will be stored until we can check it over, carry out any repairs or restoration. One of the issues with donations of equipment is to have somewhere to store this. We can use our Barn facility as required for larger items, and the use of “guardians” for smaller items.

We have updated our written policy as part of the review and this is now stored in our on line Intranet file storage system. We also have some archives, which are books and information which has been digitised and will be used for reference use by those wishing us to assist them with historical or mechanical research.

## FUND RAISING POLICY

Our main fund raising is achieved by running the Echoes of History event every year. Monies earned from this are allocated to an annual budget to run the following years show and anything earned beyond this is used to fund the charities running costs and aims. Membership monies collected are used to self-fund the membership operating costs and any surplus is retained in the main account for charity use. The association has reviewed our fund raising policies in line with our future income stream review and as part of a recent appeal for a special fund for purchasing new and replacement equipment. The Essex HMVA also gains additional funds from the use of charity buckets. This has helped with our general income, with the public being generous with their donations.

The Trustees have agreed to set a policy in place that the association will **not** cold call either our members or outside individuals to ask for donations. The Essex HMVA may call, write or email to remind members their membership has lapsed or in cases where we need to grant either reduced / free membership in order to comply with our policy on access to those on limited means. The association will also mailshot organisations or companies where there would be mutual interest in supporting us through advertising or sponsorship. Should in the future, the Essex HMVA wish to fund raise for a project, we will ensure this is done in such a way that does not put any pressure on those individuals contacted to contribute and without the use of any “cold call” listing either purchased or otherwise. The trustees note the adverse publicity and damage that can be attached to charities as a whole should we not act otherwise to the above. The Essex HMVA may from time to time use our social media to promote special fund raising activities or as part of our normal fund raising and general charity awareness.

## RETENTION OF RECORDS

The Essex HMVA will retain such documents as required by law under the Companies Act/Charities Act for periods of time specified. We are moving all account invoices onto our intranet system by scanning them. This is part of our new accounts system which we have rolled out.

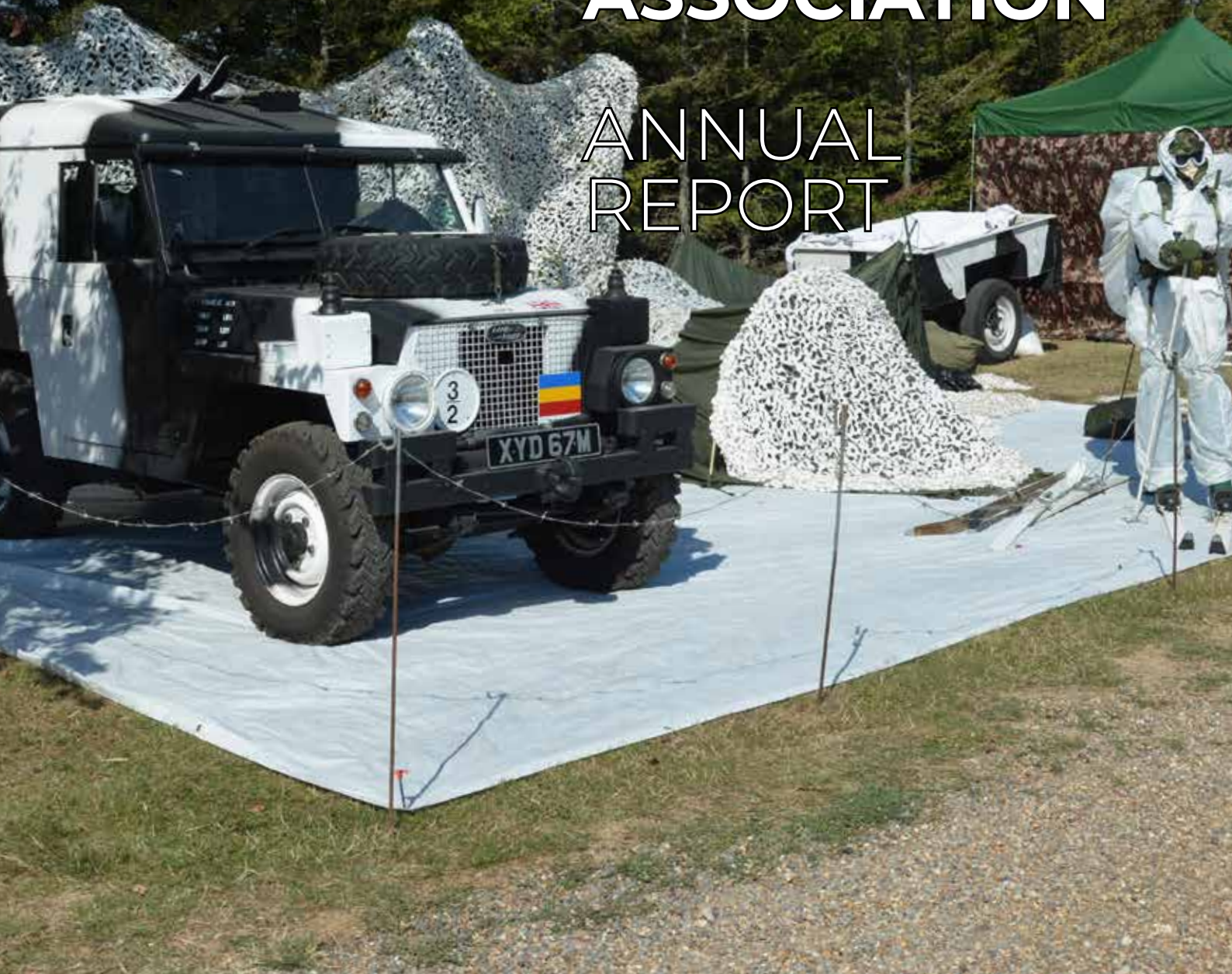
## DATA PROTECTION CHANGES

The Essex HMVA are pleased to say that the requirements under the General Data Protection Regulation legislation is being complied with, this regulation extends the rights of the individuals, granting the right to increased access to personal data or to its removal.



# 2022 ESSEX HISTORIC MILITARY VEHICLE ASSOCIATION

## ANNUAL REPORT



2022 Annual Report

Telephone: 01245 476249  
Email: [info@essexhmva.co.uk](mailto:info@essexhmva.co.uk)  
Website: [www.essexhmva.co.uk](http://www.essexhmva.co.uk)

ESSEX HMVA c/o COLIN TEBB  
60 MOLRAMS LANE  
GREAT BADDOW  
CHELMSFORD, ESSEX  
CM2 7AJ



## ESSEX HMVA EVENTS 2022

Armed Forces Day & Echoes of History

### Income

Event Income Paypal	£995.00
Event Income Bank	£14,821.21
Paypal Here Gate Tickets	£1,891.00
Catering Payment Cash	£1,387.00

### Income

£19,094.21

### Expenditure

Event Expense Paypal	-£128.27
Event Expense Bank	-£16,083.01
Event Expense Cash	-£6,600.00
Publicity	
Entertainment	
Show Displays	
Unidentified	

### Expenditure

-£22,811.28

<b>Gross Total</b>	<b>-£3,717.07</b>
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## Barn

### Income

Barn Rent - Tebb	£840.00
Barn Rent - P Smith	£624.00
Barn Rent - L Brown	£420.00
Barn Rent - P Dobinson	£420.00
Barn Rent - D Smith	£420.00
Barn Rent - M Heyman	£420.00
Barn Rent - G Newman	£490.00
Barn Rent- A Large	£735.00
Barn Rent- A Zeller	£840.00
Barn Rent- A Holmes	£420.00
Barn Rent- C Butcher	£420.00

### Expenditure

Barn Monthly Rents	-£8,340.00
Maintenance	£0.00
To Petty Cash	£0.00



Barn Rent- M Elliot	£420.00		
Barn Rent- C Rizzi	£420.00		
Barn Rent- R Reynolds	£840.00		
Barn Rent- B Palmer	£216.00		
<b>Income</b>	<b>£7,945.00</b>	<b>Expenditure</b>	<b>-£8,340.00</b>

<b>Gross Total</b>	<b>-£395.00</b>
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## BANK CURRENT ACCOUNT

Essex Lottery	£27.00
Barn Rent	£7,945.00
Show Catering	£2,749.35
Event Income	£14,821.21
Membership Payment	£87.00
Amazon Smile	£70.75
From SHOW Account	£1,200.00
From Paypal	£3,500.00
Income Association	£507.86
Misc	

## EXPENDITURE

Barn Rental	-£8,340.00
Show Display	
Association Cost	-£894.90
Event Expenditure	-£16,083.01
To SHOW Account	
To Savings Account	
To Paypal	-£2,104.02
Association Insurance	-£1,238.89
Barn Maintenance	

<b>Income</b>	<b>£30,908.17</b>	<b>Expenditure</b>	<b>-£28,660.82</b>
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<b>Gross Total</b>	<b>£2,247.35</b>
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## PAYPAL

### INCOME

From Bank	£2,067.13
Membership	£2,462.60
Stall Payment show	£995.00

### EXPENDITURE

To Bank	-£3,500.00
Mmojo	-£840.70
Facebook Advertising	£0.00



Show Catering	
Show Entrance Tickets	£1,891.00
<b>TOTAL</b>	<b>£7,415.73</b>

Stall Refund show	-£65.00
Olive Drab Printing	-£1,608.01
Paypal fees	-£116.23
<b>TOTAL</b>	<b>-£6,129.94</b>

<b>Gross Total</b>	<b>£1,285.79</b>
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## Essex Historic Military Vehicle Association

<b>Income</b>	
Membership PAYPAL	£2,832.60
Membership Cash	
Membership Bank	£87.00
Amazon Smile	£70.75
Misc Income	£604.71
Lottery	£27.00

<b>Expenditure</b>	
Membermojo costs	-£910.70
Insurance	-£1,238.89
Club Admin BANK	-£894.90
Club Admin PAYPAL	-£1,713.36
Olive Drab	-£1,111.69
Misc Cost	-£1,394.32
<b>Club Income/Loss Sub Total</b>	<b>-£7,263.86</b>
<b>Expenditure</b>	<b>-£7,263.86</b>

<b>Income</b>	<b>£3,622.06</b>
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<b>Gross Total</b>	<b>-£3,641.80</b>
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<b>BANK ACCOUNT</b>	<b>ACTUAL</b>	<b>RECON</b>
January 1st 2022	£7,812.91	£7,812.91

<b>Recon difference</b>	<b>Difference Start/Year End</b>
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December 31st 2022	£10,060.26	£10,060.26	-£0.00	£2,247.35
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Accruals

RESERVE ACCOUNT

January 1st 2022	£3,013.84
Interest	£2.92
Total Reserve	£3,016.76

SHOW ACCOUNT

JANUARY 1ST 2022	£1,206.78
Interest	£0.27
Total Show	£7.05


Total	£13,077.02
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Petty Cash	£104.76
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Grand total	£13,181.78
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# Independent examiner's report on the accounts

<b>Report to the trustees/ members of</b>	Essex Historic Military Vehicle Association		
<b>On accounts for the year ended</b>	31 <sup>st</sup> December 2022	<b>Charity no (if any)</b>	1155705
<b>Set out on pages</b>	1		
<b>Respective responsibilities of trustees and examiner</b>	<p>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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.</p> <p>It is my responsibility to:</p> <ul style="list-style-type: none"> <li>• examine the accounts under section 145 of the Charities Act,</li> <li>• to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and</li> <li>• to state whether particular matters have come to my attention.</li> </ul>		
<b>Basis of independent examiner's statement</b>	<p>My examination was carried out in accordance with general Directions given by the Charity Commission. 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 seeking explanations from the 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.</p>		
<b>Independent examiner's statement</b>	In connection with my examination, no matter has come to my attention.		
<b>Signed:</b>			<b>Date:</b> 30/01/2023
<b>Name:</b>	Janice Grand		
<b>Relevant professional qualification(s) or body (if any):</b>			
<b>Address:</b>	4 Fraser Close, Basildon, Essex, SS15 6SU.		