



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	30	04	2020		29	04	2021

Section A Reference and administration details

Charity name

PC Nicola Hughes Memorial Fund

Other names charity is known by

Registered charity number (if any)

1156398

Charity's principal address

Saddleworth Business Park

Huddersfield Road

Oldham

Postcode

OL3 5DF

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	Bryndon Hughes	Chair		
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Mark Brook	
Steven Walker	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Accountant	Seftons	Sefton Accountancy, Oldham

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

Bryndon Hughes

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution.

How the charity is constituted
(eg. trust, association, company)

Charitable Incorporated organisation.

Trustee selection methods
(eg. appointed by, elected by)

Nominated and elected by vote from advisory body.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Policies:

- Sustainability policy (On going)
- Data protection policy.
- Fundraising strategy policy. (On going)
- Safeguarding policy

Guidance:

- CC guidance issued to all trustees upon appointment.

Organisational Structure:

- Three Trustees (one of which is Charity Manager -volunteer).
- Admin Officer (Part Time- employed)
- Accountant

Related parties:

N/A

Summary of the objects of the charity set out in its governing document

The aims & objectives of the PC Nicola Hughes Memorial Fund are to alleviate poverty or hardship experienced by children and young people who have suffered the effects of losing a close family member (Parent or Sibling) through a violent act such as murder or manslaughter.

Practical assistance will be given through the provision of goods or services that would help in the continuance of education, the enhancement of further education or increasing the possibilities of securing employment.

Support Given or being considered

- Ongoing support for sports lessons.
- Funded school uniform following referrals.
- Ongoing Music Therapy lessons
- Referrals for Duke of Edinburgh equipment funding
- Agricultural College Attendance Support

Ongoing Projects

Tuition Fee Funding

Support for individuals taking part in the Duke of Edinburgh scheme

- We confirm that trustees have had regard to the Charity Commission's guidance on public benefit.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Assistance is provided in the form of securing goods and or services rather than issuing grants to individuals.

No investments have been made by the Fund.

Grant making criteria remains the same.

Large number of volunteers still remain active in their fundraising efforts.

Due to the ongoing global pandemic the majority of our events suffered cancellation:

We are hopeful that our annual virtual fundraiser, 'Run to Remember' will still take place. Also we are hopeful that the Berlin marathon (Sept 2021) will go ahead with a large number of our fundraisers taking part.

Summary of the main achievements of the charity during the year

Our annual Run to Remember continues to attract a hardcore of participants and fundraisers.

As with the rest of the world we have suffered from canceled events, fundraising and awareness seminars with FLO days. We hopefully will continue to concentrate on promoting our presence around the Family Liaison Officer network in order to generate referrals from bereaved families.

We remain hopeful that the following year will see a return to some form of normality and be able to hold events and promote the charity thus generating referrals for support.

Section E Financial review

Brief statement of the charity's policy on reserves

All cash reserves

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

- Principal sources of fundraising remain with personal challenges & fundraising events.
- Expenditure has supported the key objectives with grants & donations made.

Section F Other optional information

With the continued pandemic restrictions the decision was made to close our physical office due to multi occupancy with other businesses and to reduce the costs.
We therefore switched to a virtual office for business services and allowed our part time employee to be able to work from home.
This is proving to be very effective in saving costs overall and will more than likely continue for the foreseeable future.

Section G Declaration


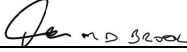
The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full Name(s)

Position (e.g. secretary, chair, etc)

	Bryndon Hughes	Chair
MARK BEOL		Trustee

Date

14th February 2022

PC NICOLA HUGHES MEMORIAL FUND
(a Charitable Incorporated Organisation (“CIO”))

TRUSTEES’ REPORT AND ACCOUNTS

FOR THE YEAR ENDED 29TH APRIL 2021

Charity No: 1156398

PC NICOLA HUGHES MEMORIAL TRUST – (‘the CIO’)

REPORT AND ACCOUNTS

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PC NICOLA HUGHES MEMORIAL TRUST – ('the CIO')

TRUSTEES' REPORT

FOR THE YEAR ENDED 29th APRIL 2021

The Trustees present their report and accounts for the period ended 29th April 2021.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity name: PC Nicola Hughes Memorial Trust

Registered charity number: 1156398

Charity's principal address: Saddleworth Business Centre,
Huddersfield Road,
Delph
Oldham
OL3 5DF.

Trustees:

B Hughes - Chair

M Brook

S Walker

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document and Constitution

The Charity is a Charitable Incorporated Organisation (CIO).

The Charity is governed by its Constitution which sets out the objects and powers of the charity and governs the actions of the Trustees.

It was as registered as a charity with the Charity Commission on 27th March 2014.

Trustees recruitment and appointment

The Charity must have a least 3 Trustees with a maximum number of 12.

Apart from the first Trustees, every Trustee must be appointed by a resolution passed at a properly convened meeting of the Trustees, and are expected to serve a minimum of 12 months from date of appointment.

In selecting individuals for appointment as charity trustees, the existing Trustees must have regard to the skills, knowledge and experience needed for effective administration of the Charity.

OBJECTIVES

The objects of the CIO are for public benefit:

1. to relieve poverty or financial hardship among young people under the age of 21 affected by the death or incapacitation of a close family member as a result of violent crime in particular but not exclusively by providing grants, goods or services to persons in need and and/or charities and/or other organizations working to prevent or relieve poverty;
2. to promote the education (including social and physical training) of people under the age of 21 who are affected by the death or incapacitation of a close family member as a result of violent crime in such ways as the charity trustees think fit, in particular but not exclusively by:
 - a. awarding to such persons, scholarships, maintenance allowances or grants tenable at any university, college or institute of higher or further education;
 - b. providing their education (including the study of music or other arts), to undertake travel in furtherance of that education or to prepare for entry to any occupation, trade or profession on leaving any educational establishment;
 - c. providing grants, goods and/or services to charities and/or other organisations working to promote education.

PC NICOLA HUGHES MEMORIAL TRUST – ('the CIO')

TRUSTEES' REPORT (Cont/d)

FOR THE YEAR ENDED 29th APRIL 2021

ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE

Activities undertaken for public benefit include:

- Ongoing support for sports lessons
- Funded school uniform following a referral
- Music Therapy lessons
- Referrals for Duke of Edinburgh equipment funding
- Agricultural College Attendance Support
- Tuition Fee Funding
- Support for individuals taking part in the Duke of Edinburgh scheme

Assistance is provided in the form of securing goods and or services rather than issuing grants to individuals. However, one reimbursement was made to an individual that had paid for clothing due to the urgent need.

Grant making criteria remains the same.

Large number of volunteers still remain active in their fundraising efforts.

Due to the ongoing global pandemic the majority of our events suffered cancellation. We are hopeful that our annual virtual fundraiser, 'Run to Remember' will still take place. Also, we are hopeful that the Berlin marathon (Sept 2021) will go ahead with a large number of our fundraisers taking part.

Our annual Run to Remember continues to attract a hardcore of participants and fundraisers.

As with the rest of the world we have suffered from cancelled events, fundraising and awareness seminars with FLO days. We hopefully will continue to concentrate on promoting our presence around the Family Liaison Officer network in order to generate referrals from bereaved families.

We remain hopeful that the following year will see a return to some form of normality and be able to hold events and promote the charity thus generating referrals for support.

The deficit for the year amounted to £1,575. It is expected that the accumulated funds will continue to be expended on the Charity's activities in the forthcoming year.

PUBLIC BENEFIT STATEMENT

The Trustees consider that they have complied with Section 17 of the Charities Act 2011 with regard to the guidance on public benefit published by the Charity Commission.

RESERVES POLICY

It is the policy of the Trustees to maintain reserves at levels to cover administrative and medium term project costs. The policy will be reviewed annually by the Trustees.

APPROVAL

This report was approved by the Trustees on 14th February 2022 and signed on its behalf.

**B HUGHES
TRUSTEE**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PC NICOLA HUGHES MEMORIAL TRUST – ('the CIO')**

I report to the trustees on my examination of the accounts of the above charity (the "CIO") for the year ended 29th April 2021.

Responsibilities and basis of report

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

I report in respect of my examination of the CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 which gives me cause to believe that in, any material respect:

1. accounting records were not kept in accordance with section 130 of the Act or
2. the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**D R Sefton
FFA
139-143 Union Street,
Oldham,
Lancashire,
OL1 1TE**

Date: 14th February 2022

PC NICOLA HUGHES MEMORIAL TRUST – ('the CIO')

RECEIPTS AND PAYMENTS ACCOUNTS

FOR THE YEAR ENDED 29th APRIL 2021

	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total £
Receipts				
Donations	16,455	-	16,455	87,963
	<hr/>	<hr/>	<hr/>	<hr/>
Total receipts	16,455	-	16,455	87,963
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Payments				
Bank charges	216	-	216	331
Salary and pension costs	10,928	-	10,928	11,789
Travel expenses	87	-	87	1,346
Telephone	994	-	994	842
Printing, postage and stationery	358	-	358	618
Advertising and sponsorship	-	-	-	500
Rent and premises expenses	2,251	-	2,251	3,935
Other direct charitable expenses	1,323	-	1,323	2,353
Events	723	-	723	8,210
Sundry	1,150	-	1,150	1,598
	<hr/>	<hr/>	<hr/>	<hr/>
Total payments	18,030	-	18,030	31,522
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Net receipts/(payments)	(1,575)	-	(1,575)	56,441
Cash funds last year	386,802	-	386,802	330,361
	<hr/>	<hr/>	<hr/>	<hr/>
Cash funds this year end	385,227	-	385,227	386,802
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

PC NICOLA HUGHES MEMORIAL TRUST – (“the CIO”)

STATEMENT OF ASSETS AND LIABILITIES AS AT 29th April 2021

	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total £
Cash funds				
Cash at bank	385,227	-	385,227	386,802
	<hr/>	<hr/>	<hr/>	<hr/>
	385,227	-	385,227	386,802
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

These accounts were approved by the Trustees on 14th February 2022 and were signed on their behalf by:

..... **B HUGHES**

..... **M BROOK**