



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	30	04	2021		29	04	2022

### 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				
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8				
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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
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## 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
- Additional trustee joining us in the next financial year

**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.

**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)**

**Support Given or being considered**

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

**Ongoing Projects**

Continuing support for various individuals with school clothing, including footwear, sports clothing and IT equipment.

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

Pleased that our annual virtual fundraiser, 'Run to Remember' took place.

Our Berlin marathon project took place which was a huge success for both fundraising and awareness with 34 Officers from the UK, Canada and New York joining us.(Sept 2021) Plans in place for the marathon team to return to the New York marathon in November 2022.

The annual 'Blue Lights Horse Show' continues this year with increased awareness and signposting to provide equine therapy for children we support.

**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.

With normal activities being resumed around the world we will see an ever increasing busy year with various fundraising and awareness raising activities taking place.

Currently all of the trustee meeting continue to be held virtually via zoom as this is both cost effective and convenient. We do however plan to hold a final year end close off meeting to agree the annual report and accounts.

## 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

The closure of the physical office moving to a virtual one has seen significant savings and more effective in terms of productivity.  
This is something we will continue to progress and monitor.

## Section G Declaration

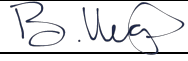
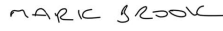

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full Name(s)

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

	Bryndon Hughes	Chair
	Mark Brook	Trustee
	Steve Walker	Trustee

Date

15th February 2023

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

**TRUSTEES’ REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 29<sup>TH</sup> APRIL 2022**

**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 29<sup>th</sup> APRIL 2022**

The Trustees present their report and accounts for the period ended 29th April 2022.

#### **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 27<sup>th</sup> 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 29<sup>th</sup> APRIL 2022**

#### **ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE**

##### **Activities undertaken for public benefit include:**

Support given or being considered:

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

Ongoing projects:

Continuing support for various individuals with school clothing including footwear, sports clothing and IT equipment.

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.

The annual virtual fundraiser, 'Run to Remember' took place and continues to attract a hardcore of participants and fundraisers.

Our Berlin marathon project took place in September 2021 which was a huge success for both fundraising and awareness, with 34 officers from the UK, Canada and New York joining us. There are plans in place for the marathon team to return to the New York marathon in November 2022.

The annual 'Blues Lights Horse Show' continues this year with increased awareness and signposting to provide equine therapy for children we support.

With normal activities being resumed around the world we will see an ever increasing busy year with various fundraising and awareness raising activities taking place.

Currently all of the Trustee meetings continue to be held virtually via Zoom as this is both cost effective and convenient. We do however plan to hold a final year end close off meeting to agree the annual report and accounts.

The surplus for the year amounted to £13,119. 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 15<sup>th</sup> February 2023 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 charity trustees on my examination of the accounts of the CIO for the year ended 29<sup>st</sup> April 2022.

**Responsibilities and basis of report**

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

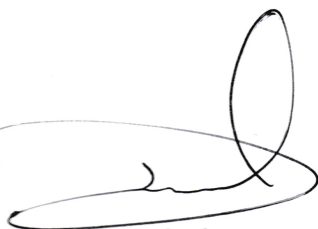
I report in respect of my examination of the accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5) (b) of the Act.

**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. accounting records were not kept in respect of the charity as required by section 130 of the Act: or;
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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: 15<sup>th</sup> February 2023**

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

**RECEIPTS AND PAYMENTS ACCOUNTS**

**FOR THE YEAR ENDED 29<sup>th</sup> APRIL 2022**

	<b>2022 Unrestricted funds £</b>	<b>2022 Restricted funds £</b>	<b>2022 Total funds £</b>	<b>2021 Total £</b>
<b>Receipts</b>				
Donations	38,042	-	38,042	16,455
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total receipts</b>	38,042	-	38,042	16,455
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Payments</b>				
Bank charges	408	-	408	216
Salary and pension costs	11,191	-	11,191	10,928
Travel expenses	826	-	826	87
Telephone and computer expenses	3,306	-	3,306	1,747
Printing, postage and stationery	572	-	572	358
Advertising and sponsorship	650	-	650	-
Rent and premises expenses	156	-	156	2,251
Other direct charitable expenses	4,220	-	4,220	1,323
Events	3,328	-	3,328	723
Sundry	266	-	266	397
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total payments</b>	24,923	-	24,923	18,030
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net receipts/(payments)</b>	13,119	-	13,119	(1,575)
<b>Cash funds last year</b>	385,227	-	385,227	386,802
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Cash funds this year end</b>	398,346	-	398,346	385,227
	<hr/>	<hr/>	<hr/>	<hr/>

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

## STATEMENT OF ASSETS AND LIABILITIES AS AT 29<sup>th</sup> April 2022

	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total £
<b>Cash funds</b>				
Cash at bank	398,346	-	398,346	385,227
	<hr/>	<hr/>	<hr/>	<hr/>
	398,346	-	398,346	385,227
	<hr/>	<hr/>	<hr/>	<hr/>

These accounts were approved by the Trustees on 15<sup>th</sup> February 2023 and were signed on their behalf by:



..... **B HUGHES**

MARK BROOK



..... **M BROOK**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
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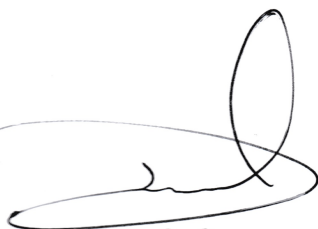
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