



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	30	04	2022		29	04	2023

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				
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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	
Angela-Louise Faulkner	

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:

- Four Trustees (one of which is Charity Manager - volunteer).
- Admin Officer (Part Time- employed)
- Accountant
- Additional trustee joined us in 2022-2023

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 (possibly ending 2024)
- Funded school uniform following referrals. Ongoing
- Agricultural College Attendance Support (clothing)

Ongoing Projects

Continuing to offer 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.

<p>Assistance is provided in the form of securing goods and or services rather than issuing grants to individuals.</p> <p>No investments have been made by the Fund.</p> <p>Grant making criteria remains the same.</p> <p>Large number of volunteers still remain active in their fundraising efforts.</p> <p>Pleased that our annual virtual fundraiser, 'Run to Remember' took place although reduced in size.</p> <p>Over 30 volunteers took part in the New York marathon in November 2022.</p> <p>The annual 'Blue Lights Horse Show' continues this year with increased awareness and signposting to provide equine therapy for children we support with an additional venue/event being added.</p>
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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.

A small team of volunteers took part in the Washington Marathon raising awareness and funding.

We have continued with trustee meetings taking place via zoom in order to reduce expenses and allow greater flexibility. We aim to hold a final year end close off meeting to agree the annual report and accounts at the end of each reporting period.

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

We continue to use a virtual office and mail room and separate storage space in order to reduce unnecessary costs. This is something that is working well and will be continued for the foreseeable future.

Section G Declaration

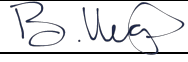
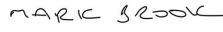
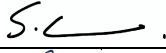

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full Name(s)

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

	Bryndon Hughes	Chair
	Mark Brook	Trustee
	Steve Walker	Trustee
	Steve Walker	Trustee

Date 22 March 2024

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

TRUSTEES’ REPORT AND ACCOUNTS

FOR THE YEAR ENDED 29TH APRIL 2023

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 2023

The Trustees present their report and accounts for the period ended 29th April 2023.

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

A Faulkner – appointed 7.3.23

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 2023

ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE

Activities undertaken for public benefit include:

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.

Ongoing projects:

Ongoing support for sports lessons (possibly ending 2024)

Funded school uniform following referrals - ongoing

Agricultural College Attendance Support (clothing)

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

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

Large number of volunteers still remain active in their fundraising efforts. We are pleased that our annual virtual fundraiser, 'Run to Remember' took place although reduced in size. Over 30 volunteers took part in 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 with an additional venue/event being added.

Our annual Run to Remember continues to attract a hardcore of participants and fundraisers. A small team of volunteers took part in the Washington Marathon raising awareness and funding. We have continued with trustee meetings taking place via zoom in order to reduce expenses and allow greater flexibility. We aim to hold a final year end close off meeting to agree the annual report and accounts at the end of each reporting period.

We continue to use a virtual office and mail room and separate storage space in order to reduce unnecessary costs. This is something that is working well and will be continued for the foreseeable future.

The surplus for the year amounted to £7,099. 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 21st March 2024 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 29st April 2023.

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.

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: 21st March 2024

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

RECEIPTS AND PAYMENTS ACCOUNTS

FOR THE YEAR ENDED 29th APRIL 2023

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	
	£	£	£	£
Receipts				
Donations	34,036	-	34,036	38,042
	<hr/>	<hr/>	<hr/>	<hr/>
Total receipts	34,036	-	34,036	38,042
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Payments				
Bank charges	624	-	624	408
Salary and pension costs	11,198	-	11,198	11,191
Travel expenses	2,313	-	2,313	826
Telephone and computer expenses	3,083	-	3,083	3,306
Printing, postage and stationery	593	-	593	572
Advertising and sponsorship	1,350	-	1,350	650
Rent and premises expenses	655	-	655	156
Other direct charitable expenses	3,646	-	3,646	4,220
Events and fundarising costs	3,415	-	3,415	3,328
Sundry	60	-	60	266
	<hr/>	<hr/>	<hr/>	<hr/>
Total payments	26,937	-	26,937	24,923
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Net receipts/(payments)	7,099	-	7,099	13,119
Cash funds last year	398,346	-	398,346	385,227
	<hr/>	<hr/>	<hr/>	<hr/>
Cash funds this year end	405,445	-	405,445	398,346
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

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

STATEMENT OF ASSETS AND LIABILITIES AS AT 29th April 2023

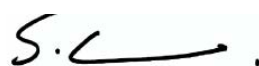
	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	
	£	£	£	£
Cash funds				
Cash at bank	405,445	-	405,445	398,346
	<hr/>	<hr/>	<hr/>	<hr/>
	405,445	-	405,445	398,346
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

These accounts were approved by the Trustees on 5th April 2024 and were signed on their behalf by:

B Hughes



S Walker



M Brook



A Faulkner



INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

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

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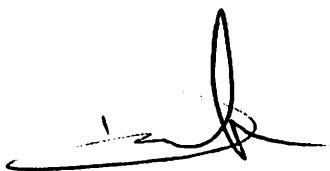
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