



Trustees' Annual Report

2020 / 2021



Constitutional matters

Trustees:

1 During 2020/21 the Trustees of Hands on Heritage CIO were Andrew Crisp (Chairman), Duncan Allan (Treasurer), Stephen Worrall (Secretary), Helen Wilson and Kelly Hayward.

In accordance with the Constitution one third of the Trustees should stand down each year and are able to stand for re-election. Stephen Worrall and Helen Wilson will stand down at the 2021 AGM and seek re-election.

We always welcome expressions of interest from any volunteer with experience or skills, that as a Trustee, would help HoH deliver its aims and objectives.

2 Trustees' Meetings were held on 23/03/2021 and 20/04/2021 using Zoom. Electronic copies of the minutes of these meetings can be requested from the Secretary, Stephen Worrall. Between meetings Trustees remained in touch via email and latterly face to face discussions as restrictions eased, to attend to any urgent business.

3 At the meetings Trustees received a report on HoH's financial position and reviewed matters of Governance, but the main priority this year was to plan and co-ordinate the safe reopening of the site as Covid restrictions were eased. Covid Safe Operating Procedures were reviewed as new Government Guidance emerged, and plans were implemented to welcome limited school visits later in the year.

4 The Trustees reviewed potential Conflicts of Interest at each meeting, and formally confirm in this report that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

Operational matters

Schools:

5 After being unable to welcome schools to the site in the past year due to Covid, it was great to have our first school visit in 2021 on the 9th July. Woodbridge Primary school brought 30 'Year 6' children to experience a day of Heritage skills. The volunteers prepared the site and resources, and the day was excellent. It was very rewarding working with the older children as they were able to take part in the workshops with very little help and gain lots of satisfaction from what they had achieved. We were also able to offer daubing of the roundhouse walls, which they loved!

Melton Primary brought two classes 'Year 3' & Year 4' (39 children) on the 21st September and we could again offer the small oven session and shell jewellery as well as our very successful, butter spreaders, fire, weaving and pewter workshops. We also added a short lunchtime talk on Otzi, the story of a Stone Age man. Two of our volunteers showcased the wonderful replica skin rucksack, spear, bow and arrows that we have.

Springfield Juniors, 'Year 3' was our last school this season and came on two Tuesdays in October, a total of 87 Children. Each day the children were split into 7 groups keeping the workshop size to 6 and one or two 7's. Both days were very successful thanks to the wonderful team of volunteers. Next year we are going to work with maximum groups of 30 children only and the teachers at Springfield have agreed and will be booking to come in September.

We already have three schools booked for next year, they are St. Matthews (3 days), Kingsfleet (1 day) and Kessingland (an overnigher). We have also had two enquiries from 'Year 3' & 'Year 4' classes at Rushmere Hall Primary School (90 children per year group) and a secondary school is interested in a visit. 2022 is already looking busy!

A huge thank you to the fantastic volunteers who have helped make the school visits such a success, both for Hands on Heritage but most importantly for the children!



Maintenance:

6 The work schedule for maintenance teams for the last year has revolved around the Weaving House, Kitchen shelter and the replacement Roundhouse.

The year was dominated by the restrictions put in place for the Covid 19 pandemic: the limitation of numbers allowed to meet on the site; following government guidelines for social distancing; and general rules on hand sanitising etc. All volunteers were both diligent and patient in following the guidelines. Our one big advantage was that we were meeting and working outdoors.

Volunteers have given many hours of their valuable time on Tuesdays and Thursdays throughout the year and in all weathers. Every volunteer is always prepared to share their skill and knowledge and there is a broad range of skills and experience for us to draw on!

With very little organisation everyone has got on with the repair and maintenance programme which means the site and its buildings were ready for the school visits in the Autumn term of 2021.

The Weaving House



Following the fire which burnt down the roundhouse and subsequent damage to the Weaving House roof the team stripped back well over half of the shingles from the front of the house and these were assessed for damage, then the ones deemed suitable were cleaned, trimmed and re-fixed. Remarkably few were rejected, this was probably due to the fire resistant properties of the green sweet chestnut. We even managed to reuse many of the copper nails, thanks to volunteers diligently straightening them out! Alongside this we received regular deliveries of logs from our supplier which were processed into new shingles. The roof

is now weathering to a beautiful silver grey and the blackened shingles are now part of the 'story' of the structure. The oak mullions are now all fixed in the windows and we are planning the next stages to design and construct the doors and window shutters.

The Kitchen Shelter



The Kitchen Shelter is now finished with all the structural timbers replaced and a new heavy duty canvas cover fixed on the roof. The interior furniture of tables and shelves have all been re-fixed or replaced. The table legs all renewed with cleaved sweet chestnut logs and recycled scaffold boarding was cut for some new shelving and work tops. The team who persevered with this work right through the Covid 19 restrictions deserve special thanks.

The Roundhouse





A team of volunteers have met regularly on a Thursday to build the roundhouse. As of now the main structure is in place and the thatching



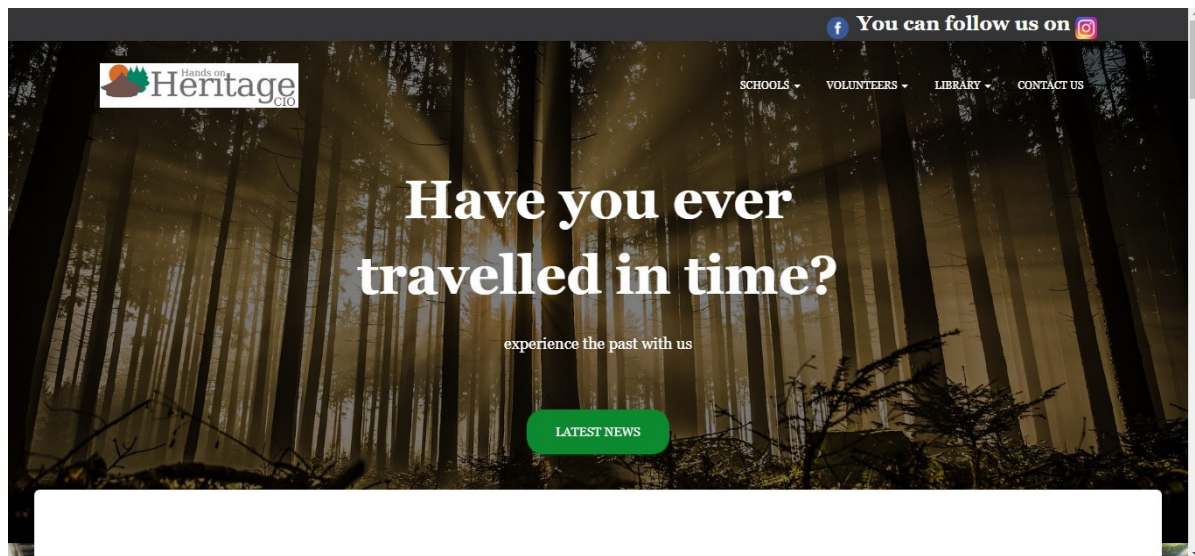
of the roof and the daubing of the walls are being done side by side. It is always exciting to turn up on site to see the results of the latest workday.

Clay oven shelter



The shelter over the clay oven was showing signs of leaking so it was decided to reroof the structure. This task was taken on by two of our newest volunteers who have brought their many talents to bear on the work. It now has sound timber boards on the roof and a weather proof cover.

Website



Our website has had a face lift thanks to one of our 'tech savvy' volunteers. This involved reorganising the access details, changing the themes and generally tidying up broken links etc. Much of the text and images have been retained. The website now has a news section where reports of activity on the site can be posted or notice of up coming events.

Financial matters

Treasurer:

7 From an opening balance of £14,352.72 the end of year assets closed with a sum of £11,437.69.

Due to the site being closed because of Covid restrictions the usual school programme was cancelled limiting income to a further £580 in donations for the roundhouse re-building programme.

The expenditure of £3495.03 has been targeted towards the repairs and further development of the Weaving House and the rebuilding of the Roundhouse following the arson incident in 2020. The kitchen area has also been rebuilt and a high- grade tarpaulin provided for the roof.

Additional cameras have also been purchased to provide additional security coverage.

The site has re-opened to schools and bookings are already looking healthy for the next season.

8 We remain grateful to our existing sponsors, and we are as usual in the debt of Jane Dale, whose firm M.E.A.T. has been our major sponsor over the years.

Volunteers and members



9 We can't stress enough how grateful we are to the volunteers who turn up week after week to help with all the maintenance jobs that need doing and to run the workshops on school visit days. We hope they

enjoy their time with HoH as much as the school children do who visit our site!

The fire will always be lit and the kettle is on!

Andrew Crisp

Chair of Trustees



Annual Accounts - 1st Oct 2020– 30th September 2021Balance at 01/10/2020 **£ 14352.72**Balance at 30/09/2021 **£11437.69**

Assets			
Cash in Bank	11,437.69		
Fixed Assets	0.00		
Debtors	0.00		
Liabilities			
Creditors	0.00		
Accruals	0.00		
Total Liabilities	0.00		
Net Assets	11437.69		
Income and Expenditure			
Income			
Visits to site	0.00		Late summer visits not included in this report
Counter Credit	80.00		
Roundhouse Rebuild Donations	500.00		Further Donation to Roundhouse Appeal
Total Income	580.00		
Expenditure			
Site Maintenance	1236.68		Includes all expenditure for Weaving Shed.
Volunteer Travel	0.00		
School visit supplies	50.93		Young Carers - Catering
Admin	0.00		
Indemnity Insurance	634.39		
Roundhouse Re-build	1573.03		Total money raised for rebuild -£2800
Total Expenditure	3495.03		
Summary – Start Balance 14,352.72 + Income 580 – Expenditure 3495.03 = 11437.69			
Ring fenced within total - £3100 for furnishing Weaving Shed £3000 for Forestry England lease agreement			