



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 04	Year 2021		Day 31	Month 03	Year 2022

Section A Reference and administration details

Charity name Longridge Heritage Centre Trust

Other names charity is known by -

Registered charity number (if any) 1158326

Charity's principal address

Old Station Buildings	
Berry Lane	
Longridge	
Postcode	PR3 3JP

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	Jean Hill	Chair		Members of the charity
2	Andrew White	Secretary		Ditto
3	David Dickens	Treasurer		Ditto
4	Dennis Every			Ditto
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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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 of a Charitable Incorporated Organisation (CIO) with voting members other than its charity trustees. Signed 26 th June 2014.
How the charity is constituted (eg. trust, association, company)	'Association' Model Constitution.
Trustee selection methods (eg. appointed by, elected by)	Appointed by members.

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.

Longridge Heritage Centre Trust (LHCT) gained Charitable Incorporated Organisation (CIO) status on 22nd August 2014. Trustees were appointed by all members at the first meeting of the Trust on 1st September 2014 and are re-appointed in line with the requirements of the constitution. Membership of Hyndburn & Ribble Valley CVS ensures Trustees have access to relevant training opportunities.

Longridge Heritage Centre opened in April 2011 in the former railway station, following extensive renovation and conversion. HLF funding covered the appointment of a Heritage Officer until April 2013, when this funding ceased and the post was lost. Volunteers played an active role in the Heritage Centre and decided to manage the operation on a voluntary basis. Volunteers decided to apply for Charitable Incorporated Organisation (CIO) status to take its management forward. All volunteers of the Trust meet on a monthly basis to manage activities and re-appoint Trustees annually.

Section C Objectives and activities

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

- 1) To advance education for the public benefit in the historical heritage of Longridge and its surrounding villages. In particular, but not exclusively, by:
 - A. Collecting and preserving artefacts and documents relating to the area;
 - B. Maintaining an up to date on-line photographic archive for Longridge;
 - C. Collecting and publishing associated information, including oral and written records;
 - D. Providing an educational resource by staging exhibitions, talks and other events;
- 2) To provide an open space / garden area for the benefit of the inhabitants of Longridge and its surrounding areas without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and other leisure time occupations, with the objects of improving the conditions of life of the said inhabitants.

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)

Longridge Heritage Centre Trust collects, preserves and displays artefacts, documents and photographs relating to the Longridge area. These items have been donated by the local history society and residents. The Trust operates from a free admission Heritage Centre, based at the Old Station Buildings and organises a regular programme of talks, exhibitions and events for the public. The Old Station Buildings are owned by Longridge Town Council.

Volunteers also maintain and improve the adjacent public open space and garden area.

In undertaking the above activities, Trustees had due regard to the Charity Commissions public benefit guidance when exercising any powers or duties to which the guidance is relevant.

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.

In 2021/22, 18 volunteers continued to be actively involved with the Heritage Centre. Covid19 restrictions meant the Old Station building was closed for part of the year and the Heritage Centre only reopened in June 2021, with reduced services until August 2021.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Coronavirus pandemic led to the closure of the Heritage Centre for the period 1st April 2020 to 1st June 2021. The full range of services couldn't be delivered until August 2021, when all public access restrictions were lifted. The following services were delivered during the year:

- Monitoring of emails to LHTC and responding were possible to requests.
- Maintained contact with Longridge Town Council regarding Covid-19 measures in the Old Station building.
- Organised fund raising events and exhibitions – Cotton / textiles exhibition, Aug'21 / Longridge Environmental Group exhibition, Sept'21 / Heritage Centre 10th Anniversary exhibition, Oct'21 / Remembrance exhibition, Nov'21 / Xmas exhibition, Dec'21 / Berry Lane exhibition, Jan'22 / ER II Accession exhibition, Feb'22 / Royal British Legion 1960 exhibition, March'22
- Over 1,000 hours of volunteer time was recorded in manning the Heritage Centre, organizing or attending fund raising events and maintaining the public garden area.

Brief statement of the charity's policy on reserves

LHCT volunteers decided upon its policy in the 2015/16 financial year and a contingency reserve of £5k is shown in the 2021/2 Business Plan.

Details of any funds materially in deficit

None.

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.

Section F**Other optional information****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)	Andrew White	David Dickens
Position (eg Secretary, Chair, etc)	Secretary	Treasurer
Date	02/11/22	



Charity Name Longridge Heritage Centre Trust	No (if any) 1158326
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Receipts and payments accounts

For the period from	Period start date 1/4/2021	To	Period end date 3/31/2022
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
A1 Receipts				
General Sales	1,048	-	-	1,048
Donations	190	-	-	190
Fund Raising Events	216	-	-	216
Grants	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total (Gross income for AR)	1,454	-	-	1,454
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	1,454	-	-	1,454
A3 Payments				
Shop Purchases	359	-	-	359
Office Expenses	211	-	-	211
ICT and running costs	666	-	-	666
Petty Cash	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total	1,236	-	-	1,236
A4 Asset and investment purchases, (see table)				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	1,236	-	-	1,236
Net of receipts/(payments)	218	-	-	218
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	5,202	-	-	5,202
Cash funds this year end	5,420	-	-	5,420



Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds		-	-
		-	-
		-	-
	Total cash funds	5,420	-
	(agree balances with receipts and payments account(s))	OK	OK
B2 Other monetary assets		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
B3 Investment assets			-
			-
			-
			-
			-
B4 Assets retained for the charity's own use			-
			-
			-
			-
			-
			-
			-
			-
			-
B5 Liabilities			-
			-
			-
			-
			-

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Andrew White
 David Dickens

CC16a



Last year
to the nearest £

-
-
-
-
-
-
-
-
154

-
-
-

154

-
-
-
-
-
-
-
-
-
2,127

-
-
-

2,127

-	1,973
-	-
-	7,175
-	5,202



**Endowment
funds**

to nearest £

-
-
-
-

OK

**Endowment
funds**

to nearest £

-
-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-
-
-
-
-

**When due
(optional)**

Date of
approval

11/2/2022
11/2/2022