



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 04	Year 2022		Day 31	Month 03	Year 2023

## 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

### 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 <sup>th</sup> 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 22<sup>nd</sup> August 2014. Trustees were appointed by all members at the first meeting of the Trust on 1<sup>st</sup> September 2014 and are re-appointed in line with the requirements of the constitution. Membership of Hyndburn & Ribbles 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.

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.

**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)**

In 2022/23, 18 volunteers continued to be actively involved with the running of the Heritage Centre and delivering the services offered to the local community.

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

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

**Summary of the main achievements of the charity during the year**

The following key services were delivered during the year:

- Exhibitions and events organised by volunteers –Train Day, April'22 / ER II 70<sup>th</sup> exhibition, June'22 / Longridge Field Day stand, June'22 / Agricultural exhibition, July'22 / Longridge Agricultural Show stand, July'22 / Holidays & Wakes Week exhibition, Aug'22 / ER II Commemorative exhibition, Sept'22 / Local Cheese Makers exhibition, Sept'22 / Back to School exhibition, Sept'22 / Autumn exhibition, Oct'22 / Train Day, Oct'22 / Remembrance exhibition, Nov'22 / Xmas exhibition, Dec'22 / Railway exhibition, Jan'23 / Train Day, Feb'22 / History of Co-op exhibition, March'23.
- 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.
- Regular contact with Longridge Town Council regarding the management and maintenance of the Old Station building.



**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 2022/23 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**

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**Section G****Declaration**

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Andrew White	David Dickens
<b>Position (eg Secretary, Chair, etc)</b>	Secretary	Treasurer
<b>Date</b>	15/11/23	



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

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For the period from	Period start date 1/4/2022	To	Period end date 3/31/2023
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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 £	Last year to the nearest £
<b>A1 Receipts</b>					
General Sales	1,399	-	-	1,399	-
Donations	364	-	-	364	-
Fund Raising Events	252	-	-	252	-
Grants	218	-	-	218	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	2,233	-	-	2,233	1,454
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	2,233	-	-	2,233	1,454
<b>A3 Payments</b>					
Shop Purchases	879	-	-	879	-
Office Expenses	796	-	-	796	-
ICT and running costs	517	-	-	517	-
Petty Cash	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	2,192	-	-	2,192	1,236
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	2,192	-	-	2,192	1,236
<b>Net of receipts/(payments)</b>	41	-	-	41	218
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	5,420			5,420	5,202
<b>Cash funds this year end</b>	5,461			5,461	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 £	Endowment funds to nearest £
B1 Cash funds		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>5,461</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			Andrew White	11/15/2023
			David Dickens	11/15/2023