

Registered Charity Number: 1160890



SHEPPEY LOCAL HISTORY SOCIETY CIO
REPORT AND FINANCIAL STATEMENT
YEAR ENDED 31st MARCH 2021



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Legal and administrative information

Constitution

Sheppey Local History Society, Registered 13th March 2015 as a Charitable Incorporated Organisation, Reg. Number 1160890.

Appointment of Trustees

One third of the elected trustees, by rotation, shall stand for election by members at the AGM and shall serve for three years, and be re-elected for a maximum of three terms. The trustees may appoint further trustees to fill vacancies following the AGM to a maximum of 12 trustees, any trustee so appointed will serve until the AGM following appointment, where they may stand for re-election. The part of year served shall not be counted as a term of office in serving a maximum of three terms. The officers of the Charity are to be elected by the Trustees at their First Meeting after the AGM. The Trustees are responsible for the management of the Charity, all decisions must be taken at a meeting of the Trustees, and recorded in the minutes of that meeting.

Registered Office

The Registered Office, 418, Minster Road, Minster on Sea, Sheerness, Kent. ME12 3NZ

Bankers

Suntander, Bootle, Merseyside, L30 4GB

Insurers

Ansvar Insurance, St Leonards Road, Eastbourne, BN21 3UR

Trustees

Trustees from 1st April, 2020

Retire ;

Mrs Lena Crowder	Chair	2023
Mrs J Stimson	Secretary	2022
Mr K Ingleton	Treasurer	2021
Mr D Brown		2021
Mrs Y Squire		2021
Mrs R Hawkins		2022
Mr M Hawkins		2022

- Under the Constitution the stated objectives of the Charity are:

A. The advancement of Education by the establishment and maintenance of a heritage centre and library for the recording of local history in relation to the Isle of Sheppey.

B. The preservation and protection of the Grade 1 Listed Gatehouse at Minster on Sea.

Report of the Trustees

The Trustees present herewith their report and financial statements for the year ended 31st March, 2021.

Review of the Year

- During this year The Charity has referred to the guidance contained in the Charity Commissioner's general guidance on public benefit and reviewed its Constitution in light of the changing needs of the local community, and found that no change was required.
- The Charity has furthered its objectives by making the Heritage Centre available for access by the public at times advertised and for organised visits by groups who pursue the objects of the Charity, and holding meetings at which items of local historical interest was discussed.
- The Charity has identified the needs of the Heritage Centre to increase the benefits that it can offer to the Community and has a continuing programme of events and improvements, subject to funding being available.
- The Charity has a Lease for Occupation of the Gatehouse, with the owners, Swale Borough Council, for a period of twenty five years from 2015. The main terms are that the Owners maintain and insure the structure of the building and that the Charity maintains the interior and the services.

The strategies adopted for managing the Charity are:

The Trustees have reviewed the management of the Trust and offer the facility to a wide section of the community, to both increase its use and its income, without compromising the interests of the existing users.

To enable this, the management committee are recruited from the Members of the Society.

Risk assessment

The Trustees have identified the business risks to the Charity and procedures, including a reserves policy, which is in place to identify and control these and new risks as they arise.

Investment Powers and Policy

Under the Constitution the Trustees have the power to invest as they feel appropriate.

The Trustees having regard to the requirements of the charity maintain a policy of keeping reserve funds in short term deposit accounts with interest paid thereon.

Reserves

The Trustees have a Reserves Policy which is reviewed, by the Trustees, every year in the light of future known risks. The Trustees have reviewed the reserves of the Charity and consider them to be sufficient for the anticipated future running costs of the Charity.

The Reserves Policy allows for three levels of reserves: **Unrestricted**, allowing for unforeseen or non recurring costs; **Restricted** reserves, providing for the use of grants, **Designated** funds, allowing for at least 6 months running costs and for planned immediate expenditure, this includes responsibility for the maintenance and inspection of services previously carried out by Swale Borough Council.

Statement of trustees' responsibilities

The Charities Act requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the income and expenditure of the charity for that period in preparing those financial statements the Trustees are required to:

- Select suitable accounting policies and apply them consistently.

- Make judgements and estimates that are reasonable and prudent.

- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

Future Plans

The Trustees are constantly aware of the needs of the building to provide the standards required by the users and are carrying out improvements within their financial ability.

Chairman's Report

I just want to start my report today , saying a big big thank you to our volunteers that do a brilliant job keeping the Gatehouse open each year.

It's not been easy this year, in the Gatehouse with the current restrictions in opening. Some of our volunteers, who are getting older and suffer with their health, have been shielding preventing all of our face to face meetings to go ahead.

We are very grateful for funding support, this year from Swale Borough Council through the Covid Grants and from Minster Parish Council.

We also received specific grants for outside works, gardens and seats, which has been carried out as restrictions are lifted.

Lena Crowder

Trust Chairman, 31st March, 2021

Treasurer's Report

This year we have not been able to operate as usual, however the Covid Grants have helped us to replace the lost

income which together with the reduced costs have boosted our reserves.

Ken Ingleton

Summary income and expenditure account

	2020	2021
Incoming Resources	£	£
Gatehouse Entry	959	293
Donations		
Membership Fees	320	270
Sales	180	32
Fund raising events	600	
Bank Interest received	14	14
Grants	5,100	21,201
<i>Total Income in Year</i>	<i>7,173</i>	<i>21,810</i>

Resources Expended		2020	2021
Utility Costs	Electricity	874	1033
	Water	173	165
	Telephone/Internet	765	774
Insurance		584	590
Caretaking/Repairs		189	655
Stationery/Printing		386	260
Miscellaneous/Website/Modes		196	197
Members costs		100	100
Stock Purchase		80	66
Donations			
Grant purchases.		2,970	
<i>Total expenditure in year</i>		<i>6,317</i>	<i>3,860</i>

Trading Account

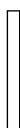
Income	7,173	21,810
Expenditure	6,317	3,860
<i>Trading surplus in year</i>	<i>856</i>	<i>17,950</i>
Grant Expenditure in year;	2,970	

Balance Sheet at 31st March, 2021

	2020	2021
Current Assets	£	£
Stock	1,663	1,763
Debtors	0	0
Bank Current Acc	9,807	28,966
Deposit Acc	2,698	2,698
Cash/ Float	71	30
Total Current Assets	14,239	33,457

Reserves within Current Assets

Restricted Funds,	2,970
Unrestricted Reserves(subject to reserves policy)	2,334
Designated Funds, to cover foreseen requirements;	2,920
Total Reserve Funds	8,224
Total Non Reserve Funds available	23,470



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