



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	April	2020		31	March	2021

Section A Reference and administration details

Charity name

The Harry Sunley Memorial Project

Other names charity is known by

HSMP

Registered charity number (if any)

1166561

Charity's principal address

Tree Tops

21 Manor Road

Kenilworth

Postcode

CV8 2GJ

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	Joanna Illingworth	Chair		Kenilworth Abbey Advisory Committee
2	Mervyn Kimberley	Vice Chair		Kenilworth Abbey Advisory Committee
3	Marilyn Bates	Hon. Treasurer / Secretary		Kenilworth Abbey Advisory Committee
4	John Oakley			Kenilworth Abbey Advisory Committee
5	Philip Stock			Kenilworth Abbey Advisory Committee
6	Margaret Kane			Kenilworth Abbey Advisory Committee
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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
Independent examiner of accounts	Joe Carter	38 Station Road, Kenilworth, Warwickshire CV8 1JD

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
How the charity is constituted (eg. trust, association, company)	Charitable incorporated organisation
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed for a term of three years by Kenilworth Abbey Advisory Committee (KAAC). Currently they are all unpaid volunteers from the local community who are also members of the KAAC, a body which advises Warwick District Council on the maintenance and preservation of the scheduled monument.

Additional governance issues (Optional information)

The trustees met 5 times during the year 2020/2021 to conduct the general business of the charity, to receive reports and to supervise the activities of the HSMP's Fund Raising Committee.

All trustees give their time and expertise freely and do not receive any remuneration from the Charity. They are aware of the need to declare potential conflicts of interest, to date none have arisen.

The Charity was set up by Kenilworth Abbey Advisory Committee to enable it to carry out more effectively its role of promoting the improvement and use of the Abbey's Tantara Gatehouse. The trustees work closely with the full committee and also with Warwick District Council who are the owners of the scheduled monument of Kenilworth Abbey. All trustees give their time and expertise freely and do not receive any remuneration from the Charity. They are aware of the need to declare any potential conflicts of interest. To date none have arisen.

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.

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Section C

Objectives and activities

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

The objects of the CIO are the advancement and education for the public benefit by:

- The preservation, enhancement and improved access to the existing buildings and the ruins which form part of the historic 'Tantara' Gatehouse of the Abbey of St. Mary the Virgin, Kenilworth.
- The preservation and display of artefacts of the Kenilworth Abbey site.

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)

In accordance with the charitable objectives of the HSMP the Trustees have taken the following steps towards getting the Tantara Gatehouse into a condition which permits public access:

- Octagonal Table for display built in 2018
 - Mezzanine and shelving for displays built in 2020
 - Use of Monk's Hole approved by the Diocesan Faculty and St. Nicholas' PCC in 2019.
 - Major assessments of stones carried out.
 - All required Bat surveys undertaken with AMPA resulting in the necessity for a mitigation scheme. Bat Licence not required.
 - All necessary approvals received from Historic England.
 - Heras fencing erected outside the gatehouse whilst work was going on in 2020/2021, now removed.
 - Gatehouse south chamber cleared ready for the octagon table
-
- Funds raised by:
 - creating and selling Christmas Cards in 2020;
 - requesting and receiving donations from local groups and councils.
 - Presenting to various local groups resulting in private donations

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.

All Trustees give their services for free.

Summary of the main achievements of the charity during the year

The trustees held 5 virtual meetings during the year 2019/2020, via on-line video conferencing, to conduct the general business of the charity, to receive reports and to supervise the activities of the HSMP's Fund Raising Committee.

Work was started in early 2020 but had to stop due to Covid-19. When it re-started after the first lockdown, another bat survey was required where a roosting bat was found. This threatened to hold up the project but our architectural consultants managed to agree to a mitigation scheme being put in place with AMPA.

Since restarting:

The mezzanine has been built in the north chamber.

Unsafe shelving has been removed from the south chamber and new shelving erected.

Scheduled Monument consent has been requested regarding a new door for the gatehouse.

Several assessments of the stones have been undertaken as it is important that the best stones of each type are kept for display.

The remains of the coffin found whilst assessing the stones (thought to be that of Geoffrey de Clinton) is of National significance and worth Heritage notice. The trustees have contacted various departments to inform them. Discussions are ongoing as to where the coffin will be displayed and who will rebuild it.

Significant funds were raised from our annual Christmas Card sale and funding was requested and donated from Kenilworth Town Council and local groups.

No fund raising events were held this year due to Covid-19.

Section E Financial review

Brief statement of the charity's policy on reserves

It is the Charity's policy to maintain a general reserve of £1000.

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.

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)

Joanna Illingworth

Full name(s)

Joanna Mary Illingworth

Position (eg Secretary, Chair, etc)

Chairman

Date

06/11/2021



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

HARRY SUNLEY MEMORIAL PROJECT

On accounts for the year
ended

31/3/2021

Charity no
(if any)

1166561

Set out on pages

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended 31/3/2021

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the
accounts in accordance with the requirements of the Charities Act 2011
("the Act").

I report in respect of my examination of the Trust's 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

[The charity's gross income exceeded £250,000 and I am qualified to
undertake the examination by being a qualified member of [insert name of
applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have
come to my attention in connection with the examination (other than that
disclosed below *) which gives me cause to believe that in, any material
respect:

- the accounting records were not kept in accordance with section 130
of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements
concerning the form and content of accounts set out in the Charities
(Accounts and Reports) Regulations 2008 other than any requirement
that the accounts give a 'true and fair' view which is not a matter
considered as part of an independent examination.

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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

8.10.2021

Name:

JOE CARTER

Relevant professional
qualification(s) or body

INSISTUTE CHARTERED ACCOUNTANTS OF SCOTLAND ICAS

Disclosure

Give here brief details of any items that the examiner wishes to disclose.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Harry Sunley Memorial Project

Receipts and payments accounts

CC16a

For the period
from

01/04/2020

To

31/03/2021

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 £
A1 Receipts					
Donations		2,829	-	2,829	565
Fund Raising		934	-	934	749
Bank Account Interest		1	-	1	13
Transfer from KAAC	-	-	-	-	1,000
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	-	3,764	-	3,764	2,327
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	-	3,764	-	3,764	2,327
A3 Payments					
AMPA (Bat survey)	356	-	-	356	180
WDC Building Control	300	-	-	300	648
Emersons (Envelopes)	60	-	-	60	-
Pimmers (removal of stones)	1,393	-	-	1,393	-
Jonathan Holland (architectural help)	720	-	-	720	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	2,829	-	-	2,829	828
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	2,829	-	-	2,829	828
Net of receipts/(payments)	- 2,829	3,764	-	935	1,499
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	8,191	3,272	-	11,463	7,200
Cash funds this year end	5,362	7,036	-	12,398	8,699

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	Barclays Bank	5,362	7,036	-
	Cash In Hand	7	-	-
		-	-	-
	Total cash funds	5,369	7,036	-
	(agree balances with receipts and payments account(s))			

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Octagonal Table		2,764	
	Spotlights		78	
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
<i>Joanna Illingworth</i>	JOANNA ILLINGWORTH	06/11/2021