



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	April	2021		31	March	2022

## 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	Margaret Kane			Kenilworth Abbey Advisory Committee
5	John Oakley			Kenilworth Abbey Advisory Committee
6	Richard Gillard		From 16 <sup>th</sup> July 2021	Kenilworth Abbey Advisory Committee
7	Philip Stock		Up to 15 <sup>th</sup> July 2021	Kenilworth Abbey Advisory Committee
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**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
- Octagon table base constructed in the south chamber and covered for protection.
- Further assessment of stones carried out and catalogued for future reference.
- New oak door requested to replace the current one which does not do justice to either the age or the importance of the building.
- 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.

Trustee John Oakley has made a significant contribution this year in assessing and cataloguing the stones stored within the gatehouse, a copy of which has been sent to all the Trustees and to Historic England via both CD and USB sticks.

This task was necessary in order to assess which stones are needed for display and which to be buried,



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

The trustees held 5 meetings during the year 2021/2022, via both on-line video conferencing and face-to-face, to conduct the general business of the charity, to receive reports and to supervise the activities of the HSMP's Fund Raising Committee.

One of the original Trustees, Philip Stock, resigned, mainly due to his increasing inability to hear. He was our representative from KHAS and gave a valuable contribution over the years. The Trustees thanked him for his welcome contribution.

KHAS recommended Richard Gillard to replace Philip and, agreed by the Trustees, he was appointed on July 16<sup>th</sup> and has proved a keen and knowledgeable replacement.

The south chamber has been cleared and the base of the new Octagon table erected in place. A waterproof cover was purchased to keep the table dry.

Most of the stones for discarding have been moved out of the gatehouse and stored in Abbey Fields pavilion, owned by WDC.

The remains of the coffin found whilst assessing the stones has had no offers of help to rebuild it. The remains have also been moved to the pavilion.

The head of Archaeology, Warwickshire, Stewart Palmer, has been helping with possible ways of moving the stones to the Monk's Hole as the quote from our usual builder was out of our range. This is still being explored.

The invoice for the work completed in 2019/2020 was finally invoiced by WDC and has been paid.

Heritage builders have been approached for a quote for a new oak door to replace the current mesh and metal bars one.

Significant funds were once again raised from our annual Christmas Card sale and funding was donated from talks to local groups and our local online newspaper.

No fund raising events were held this year.

We are still pursuing Gift Aid owed by HMRC.

## 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)**

Chair

**Date**

28<sup>th</sup> October 2028





(if any):

Address:

## Section B

### Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

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