



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	April	2022		31	March	2023

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			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 4 times during the year 2022/2023 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.
- Agreed contract with Archaeology Warwickshire for them to bury the stones that are unwanted for display.
- Diocesan Faculty extended to 20/10/23, stones MUST be removed by then.
- Funds raised by:
 - creating and selling Christmas Cards;
 - requesting and receiving donations from local groups and councils and our own vice-chair.
 - 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.

Trustees John Oakley and Richard Gillard have made significant contributions this year regarding the stones and liaison with Archaeology Warwickshire.

Most of our incomings this year have been raised by our Vice-Chair Mervyn Kimberley by creating and selling another successful Christmas Card, presenting to various local groups and conducting a raffle at his Golden wedding anniversary party. All significant contributions.

Summary of the main achievements of the charity during the year

The trustees held 4 meetings during the year 2022/2023, all 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.

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.

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)

Chairman

Date

20th October 2023



Section A

Independent Examiner's Report

Report to the trustees

HARRY SUNLEY MEMORIAL PROJECT

On accounts for the year
ended

31/3/2023

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 31/03/2023

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:

11/10/23

Name:

JOE CARTER

Relevant professional
qualification(s) or body

ICAS

(if any):	
Address:	38 STATION ROAD KENILWORTH CV8 1JD

Section B	Disclosure
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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.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Harry Sunley Memorial Project

Receipts and payments accounts

CC16a

For the period
from

01/04/2022

To

31/03/2023

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	1,259	-	-	1,259	348
Fund Raising	1,345	-	-	1,345	991
Bank Account Interest	5	-	-	5	-
Transfer from KAAC	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	2,609	-	-	2,609	1,339
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	2,609	-	-	2,609	1,339
A3 Payments					
New padlock	102	-	-	102	-
Archaeology Warwicksire (stones)	420	-	-	420	-
Emersons for envelopes	150	-	-	150	-
Various	-	-	-	-	10,314
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	672	-	-	672	10,314
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	672	-	-	672	10,314
Net of receipts/(payments)	1,937	-	-	1,937	- 8,975
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	3,423	-	-	3,423	12,398
Cash funds this year end	5,360	-	-	5,360	3,423

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	5,349	-	-
	Cash In Hand	11	-	-
		-	-	-
	Total cash funds	5,360	-	-
	(agree balances with receipts and payments account(s))			

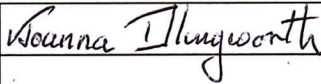
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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
	JOANNA ILLINGWORTH	20/10/23