



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	April	2023		31	March	2024

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
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
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 8 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.

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, the base of which was constructed in the south chamber and covered for protection.
- Use of Monk's Hole approved by the Diocesan Faculty and St. Nicholas' PCC in 2019.
- Mezzanine and shelving for displays built in 2020
- All required Bat surveys undertaken with AMPA resulting in the necessity for a mitigation scheme. Bat Licence not required.
- Major assessments of stones carried out and catalogued for future reference, the final one undertaken in 2023.
- All necessary approvals received from Historic England.
- As per a pre-agreed contract, the unwanted stones were buried in the Monk's Hole at St. Nicholas' Church, Kenilworth with valued assistance from Archaeology Warwickshire. This completed Phase 1 of the project in June/July 2023.
- Bespoke shelving was deemed too expensive and new stand-alone shelving has been bought and installed.
- An initial working party held to sort stones and create an open space within the north chamber.
- Quotes for a 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;
 - 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.

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 and presenting to various local groups.

Summary of the main achievements of the charity during the year

The trustees held 8 meetings during the year 2023/2024, 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.

Archaeology, Warwickshire's input has been vital in moving the stones to the Monk's Hole thereby completing Phase 1.

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.

The first Gift Aid payment from HMRC was received in July 2023.

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

9th October 2024



Section A

Independent Examiner's Report

Report to the trustees/
members of

THE HARRY SUNLEY MEMORIAL PROJECT

On accounts for the year
ended

31/3/24

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 31/03/2024

Responsibilities and
basis of report

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

Independent
examiner's statement

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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

17/9/2024

Name:

JOE CARTER

Relevant professional
qualification(s) or body
(if any):

ICAS

Address:

38 STATION ROAD

KENILWORTH, WARCKWICKSHIRE

CV8 1SD

Section B

Disclosure

Only complete if the examiner needs to highlight 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

01/04/2023

To

31/03/2024

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	461	-	-	461	1,259
Fund Raising	993	-	-	993	1,345
Bank Account Interest	24	-	-	24	5
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	1,478	-	-	1,478	2,609
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	1,478	-	-	1,478	2,609
A3 Payments					
Burying Stones in Monk's Hole	458	-	-	458	-
Initial Shelving	202	-	-	202	-
Emersons for envelopes	132	-	-	132	-
Various	-	-	-	-	672
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	792	-	-	792	672
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	792	-	-	792	672
Net of receipts/(payments)	686	-	-	686	1,937
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	5,360	-	-	5,360	3,423
Cash funds this year end	6,046	-	-	6,046	5,360

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	6,035	-	-
	Cash In Hand	11	-	-
		-	-	-
	Total cash funds	6,046	-	-
(agree balances with receipts and payments account(s))				
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Octagonal Table		2,764	
	Spotlights		78	
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		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	