



## Trustees' Annual Report for the period

From 1 November 2019

To 31 October 2020

Charity name: Historic Croydon Airport Trust

Charity registration number: 1166732

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To educate the public on the history of London Croydon Airport and associated activities, and to secure the preservation and protection of buildings and artefacts of historic or public interest relating to London Croydon Airport.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The charity maintains a Visitor Centre within the original Croydon Airport building, which is opened to the public at least once a month and for group visits on application. Our major sources of income are donations and retail sales from visitors, as well as subscriptions and donations from supporters of the charity. We also maintain a substantial archive on the history of London Croydon Airport and associated activities, with a comprehensive website available for public education.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit.
Policy on grant making	Para 1.38	The charity does not make grants.
Contribution made by volunteers	Para 1.38	Our charity is run entirely by volunteers. Volunteers help at the Croydon Airport Visitor Centre Open Days and group visits, working in and contributing to our archives, and giving educational presentations to schools, youth organisations and other community groups. They are also involved in the charity's administration, planning and delivering projects, and creating

		<p>educational content through our social media channels.</p> <p>The Open Days alone have created 16 volunteer positions and generate over 1,340 volunteer hours per annum. In addition, the administration and archives create another 9 volunteer positions and generate over 1,100 volunteer hours per annum.</p>
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## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>We have continued to educate the public on the history of London Croydon Airport and associated activities, through granting access to the Visitor Centre on Open Days and group visits. Our visitor numbers had been increasing year-on-year but fell to 1,589 in 2019/20, due to Covid-19 enforced closure for several months and greatly reduced allowable numbers when we did reopen in September.</p> <p>The Open Day operation consistently receives good reviews on Trip Advisor which has placed us as the No.1 "Things to do" in Croydon, as well as positive feedback to our tour guides and other volunteers.</p> <p>Our archive collection continues to increase and our website and associated blogs receive a large number of "visits" every month.</p> <p>Our social media reach continues to grow with more than 3,000 Twitter followers and over 1,650 Facebook followers.</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>In November 2019, we received £2,261 from the Association of Independent Museums, as the first half of a grant towards necessary additions and improvements to the storage and care of our archive documents and memorabilia. £4,673 was spent on new storage equipment during the year and a further £2,262 was received in February 2021.</p> <p>We were also fortunate to receive a substantial donation of £25,000 during the year.</p>



## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Given the low level of income and expenditure, the trustees consider the financial position to be satisfactory. Year end funds of £85,751 are considered adequate to meet future outgoings.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The majority of our reserves has arisen from past legacies and is intended to be used for capital expenditure, particularly to secure more permanent premises for the Archives in future. Reserves are also required to cover routine expenditure, particularly if income from donations or subscriptions were to fall in future years.
Amount of reserves held	Para 1.22	At the year end, £85,751, all of which was unrestricted.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<p>The effects of the Covid-19 outbreak, and subsequent lockdown restrictions, severely impacted our charity's operations during the year. To protect our volunteers and Visitor Centre guests, we had to cancel all our Open Days between the end of March and the beginning of September 2020. As a result, there was no income from visitor donations and retail sales on the cancelled Open Days to meet our regular planned expenditure and, when we did reopen, it was with much reduced visitor numbers to ensure smaller allowable groupings and social distancing. This necessitated drawing on our reserves to meet necessary expenditure and fully justifies the reserves policy set out above.</p> <p>The second lockdown required us to close our Visitor Centre again from December 2020 until June 2021, when we were able to resume our income-generating Open Days. Together with the strength of our reserves, this enables the trustees to conclude that the charity continues to be a going concern.</p>
The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>Our major sources of income are donations and retail sales from visitors during Open Days, as well as subscriptions and donations from supporters of the charity. For particular projects, we apply for grants from the Heritage Lottery Fund, the Association of Independent Museums and other similar bodies.</p> <p>We have also recently been fortunate to have received several discretionary grants from Croydon Council, recognising our</p>

		substantial loss of income during the pandemic.
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## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Constitution dated 25 April 2016 as amended on 14 July 2017.
How is the charity constituted?	Para 1.25	CIO Foundation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The founder trustees were also trustees of Croydon Airport Society. Since then, new trustees have been selected by interview and elected by Board resolution.
Policies and procedures adopted for the induction and training of trustees	Para 1.51	The trustees have received a full briefing on the activities of the trust and on the issues involved with running public Open Days and maintaining the Archives. The majority of the trustees have experience with other charities and are familiar with governance issues. All Trustees adhere to the principles promulgated in the Charity Commission's publication "The Essential Trustee".
Relationship with any related parties	Para 1.51	The charity was formed on 25 April 2016 in order to take on the activities of existing charity Croydon Airport Society (charity number 287303) ("CAS"). By a transfer of Assets Agreement dated 10 October 2016, CAS's assets were to be transferred to this charity as soon as practical. Because of delays in opening bank accounts for the charity and in obtaining HMRC recognition, transactions were recorded in the books of CAS until July 2017. The majority of CAS's bank balances were transferred to this charity during the 2017/18 year, with any remaining balances being treated as this charity's funds and reported in its accounts. The CAS bank account was finally closed in February 2021 after the remaining balance had been transferred to this charity.



## Reference and Administrative details

Charity name	Historic Croydon Airport Trust
Other name the charity uses	
Registered charity number	1166732
Charity's principal address	Airport House Purley Way Croydon Surrey CR0 0XZ

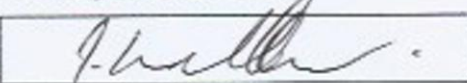
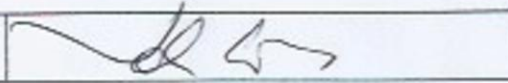
## Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mr Ian Walker	Chair		
2	Mr John Whitley	Treasurer		
3	Mrs Susan Shaw		Resigned 25/03/21	
4	Mr Graeme Roy			
5	Mr Colin Watts		Resigned 10/12/20	
6	Mr Michael Thorn		Appointed 19/11/20	

## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

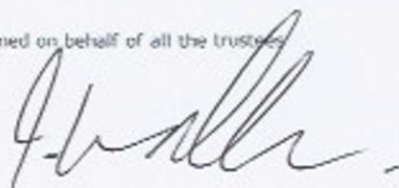
Signature(s)		
Full name(s)	Ian Anthony Walker	John Duncan Whitley
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	13 July 2021	

# HISTORIC CROYDON AIRPORT TRUST

## Receipts and Payments Account for the year ended 31 October 2020

	Total for year	Previous year
<b>Income (£)</b>		
Subscriptions	5,332	3,246
Donations	25,238	298
Archive Fund Donations	465	150
Visitor Centre Donations	3,527	4,647
Visitor Centre Sales	1,680	2,753
Visitor Centre Group Visits	175	646
External Talks given	576	460
Archive Sales and Donations	-	150
Gift Aid reclaimed	1,663	1,287
Bank interest on deposit account	308	528
<b>Income from ordinary activities</b>	<b>38,964</b>	<b>14,165</b>
<b>Grants</b>		
Croydon Council (note 3)	2,500	-
Association of Independent Museums (note 4)	2,261	1,059
<b>Total income</b>	<b>43,725</b>	<b>15,224</b>
<b>Expenditure (£)</b>		
Visitor Centre and Archives	(3,207)	(1,763)
Office supplies	(167)	(40)
Office equipment maintenance	(107)	(83)
Website development and maintenance	(1,319)	(1,581)
Postage	(502)	(179)
Publication Printing	(599)	(517)
Advertising and Publicity	(274)	(1,328)
Retail Purchases (for resale)	(465)	(1,406)
Property costs	(8,570)	(8,101)
Staffing costs	-	(1,400)
Insurance	(1,486)	(715)
Legal fees	(5,412)	(5,864)
Airport centenary celebration costs	(568)	-
Subscriptions paid	(62)	(60)
Trustee and volunteer expenses	(10)	(423)
Bank charges and PayPal costs	(29)	(9)
Sundries	(139)	(132)
<b>Expenditure on ordinary activities</b>	<b>(22,916)</b>	<b>(23,601)</b>
<b>Grant expenditure</b>		
Archive expenditure re AIM grant (note 4)	(4,673)	(1,059)
<b>Total expenditure</b>	<b>(27,589)</b>	<b>(24,660)</b>
<b>Excess of Income over Expenditure/ (Expenditure over Income)</b>		
Ordinary activities	16,048	(9,436)
Croydon Council grant	2,500	-
Archive expenditure re AIM grant (note 4)	(2,412)	-
<b>Total</b>	<b>16,136</b>	<b>(9,436)</b>

Signed on behalf of all the trustees



Ian Walker



John Whitley

13 July 2021

# HISTORIC CROYDON AIRPORT TRUST

## Notes to the Receipts and Payments Account for the year ended 31 October 2020

### 1 Basis of preparation

(a) Historic Croydon Airport Trust ("HCAT") was formed as a CIO on 25 April 2016, in order to take on the activities of the unincorporated Croydon Airport Society (charity number 287303) ("CAS"). By a Transfer of Assets Agreement dated 10 October 2016, CAS's assets were to be transferred to HCAT as soon as practical. Because of delays in opening bank accounts for the charity and in obtaining HMRC recognition, transactions were recorded in the books of CAS until July 2017. The majority of CAS's bank balances were transferred to HCAT during the 2017/18 financial year, with any remaining balances being treated as HCAT funds and reported in this charity's accounts. The CAS bank account was finally closed in February 2021 after the remaining balance had been transferred to HCAT.

(b) The Receipts and Payments Account has been prepared from the cashbook records of HCAT and CAS, save for the inclusion of certain year end creditors relating to subscriptions duplicated or received in advance.

### 2 Bank account balances

Movements in the year comprised:

	2019/2020	2018/2019
	£	£
<b>Total at 1 November</b>		
For general use	69,689	79,290
Creditors	(74)	(239)
	<b>69,615</b>	<b>79,051</b>
Excess of Income over Expenditure/ (Expenditure over Income) for the year	<b>16,136</b>	<b>(9,436)</b>
<b>Total at 31 October</b>		
For general use	<b>85,815</b>	<b>69,689</b>
Creditors (see note 1(b))	<b>(64)</b>	<b>(74)</b>
	<b>85,751</b>	<b>69,615</b>

### 3 Impact of Covid-19

The effects of the Covid-19 outbreak, and subsequent lockdown restrictions, severely impacted our charity's operations during the year. To protect our volunteers and Visitor Centre guests, we had to cancel all our Open Days between the end of March and the beginning of September, including a large event planned to celebrate the centenary of the opening of Croydon's first airport. As a result, there was no income from visitor donations and retail sales on the cancelled Open Days to meet our regular planned expenditure and, when we did re-open, it was with much reduced visitor numbers to ensure smaller allowable groupings and social distancing. We were grateful to receive a discretionary grant from Croydon Council but our shortfall in income still necessitated drawing on our reserves (see note 5) to meet necessary expenditure and fully justifies the reserves policy set out in that note.

In the current financial year, we were able to hold Open Days in November and December but, in line with government restrictions, our Visitor Centre remained closed until early June.

### 4 Association of Independent Museums grants

In November 2019, HCAT received £2,261 from the Association of Independent Museums ("AIM"), as the first half of a grant towards necessary additions and improvements in the storage and care of our archive documents and memorabilia. This followed a grant of £1,059 in the previous year to pay for advice on such improvements. £4,673 was spent on new storage equipment during the year and a further £2,262 was received in February 2021 towards the shortfall of £2,412 shown in these accounts.

### 5 Reserves policy

HCAT and CAS held £85,815 in bank balances at their year end, the majority of which has arisen from past legacies and is intended to be used for capital expenditure, particularly to secure more permanent premises for the Archives in future. This is considered adequate to cover routine expenditure, particularly if income from donations or subscriptions were to fall in future years, as evidenced in note 3 above.

### 6 Guarantees and debts

There were no outstanding guarantees to third parties nor any debts secured on the charity's assets at any time during the year.





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Historic Croydon Airport Trust

**On accounts for the year  
ended**

31 October 2020

**Charity no  
(if any)**

1166732

**Set out on pages**

1 (Receipts and Payments Account) and 2 (Notes)  
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 October 2020

**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").

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.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention 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.

**Signed:**

**Date:**

22 July 2021

**Name:**

Howard Long

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

Fellow, Institute of Chartered Accountants in England and Wales

**Address:**

41 St Peters Road  
Croydon  
CR0 1HN