



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 November 2020

To 31 October 2021

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	<p>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.</p> <p>We also maintain a substantial archive on the history of London Croydon Airport and associated activities, with a comprehensive website available for public education.</p>
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	<p>Our charity is run entirely by volunteers.</p> <p>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</p>

		<p>in the charity's administration, planning and delivering projects, and creating educational content through our social media channels.</p> <p>The Open Days alone have created 22 volunteer positions and generate over 2,500 volunteer hours per annum. In addition, the administration and archives create another 8 volunteer positions and generate over 2,800 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 in 2019/20 (to 1,476), due to Covid-19 enforced closure for several months and greatly reduced allowable numbers when we did reopen. In 2020/21, we were again impacted by Covid-enforced closures and visitor numbers fell to 524 in the year. The Open Day operation consistently receives 5-star reviews on Trip Advisor and we are placed as No.1 of "Things to do" in Croydon.</p> <p>Despite the fall in visitor numbers to Airport House in 2020/21, we reached out to a further 400+ children and 100+ adults through conducting visits to local primary schools, youth groups and adult societies.</p> <p>Our Website, Facebook and Twitter accounts all receive a large number of "visits" every month, and we issue regular Newsletters to approximately 170 Friends of our charity.</p> <p>Our archive collection continues to increase through donations from the public.</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</p>

		<p>equipment during 2019/20 and a further £2,262 was received in February 2021.</p> <p>We were also fortunate to receive a substantial donation of £10,000 during the year.</p>
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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 £112,147 are considered adequate to meet future outgoings and proposed projects.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Much of our reserves have arisen from past legacies and are 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 as a result of Covid-19 or other unforeseen disruptions.
Amount of reserves held	Para 1.22	At the year end, £112,147, 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 both the current and previous years. 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, and again from the beginning of January to the end of May 2021. As a result, there was no income from visitor donations and retail sales on the cancelled Open Days to meet our regular planned expenditure. In the periods we did re-open, it was with much reduced visitor numbers to ensure smaller allowable groupings and social distancing.</p> <p>We were grateful to receive several discretionary grants from Croydon Council and two large donations over the two years. Without these, our shortfall in income would have necessitated drawing on our reserves to meet necessary expenditure and this fully justifies the reserves policy set out above.</p> <p>In the current financial year from November 2021, we were able to hold Open Days in November and December but, in line with government restrictions, our Visitor Centre</p>

		<p>then remained closed until early February, when we were able to resume our income-generating Open Days, albeit operating with reduced numbers as explained above.</p> <p>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 been fortunate to have received several discretionary grants from Croydon Council, recognising our substantial loss of income during the pandemic.</p>

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Constitution dated 25 April 2016 as amended on 20 June 2017 and further amended on 10 February 2022.
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.
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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 Graeme Roy	Chair from 24/04/22		
2	Mr John Whitley	Treasurer		
3	Mr Ian Walker	Chair until resignation	Resigned 24/04/22	
4	Mr Michael Thorn		Appointed 19/11/20	
5	Mr Colin Watts		Resigned 10/12/20	
6	Mrs Susan Shaw		Resigned 25/03/21	

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)	Graeme Marshall Roy	John Duncan Whitley
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	16 August 2022	

HISTORIC CROYDON AIRPORT TRUST

Receipts and Payments Account for the year ended 31 October 2021

	<u>Total for year</u>	<u>Previous year</u>
<u>Income (£)</u>		
Subscriptions	2,845	5,332
Donations	11,133	25,238
Archive Fund Donations	140	465
Visitor Centre Donations	2,508	3,527
Visitor Centre Sales	861	1,680
Visitor Centre Group Visits	477	175
External Talks given	150	576
Archive Sales and Donations	746	-
Gift Aid reclaimed	1,839	1,663
Bank interest on deposit account	132	308
Income from ordinary activities	20,831	38,964
Grants		
Croydon Council (note 3)	18,859	2,500
Association of Independent Museums (note 4)	2,262	2,261
Total income	41,952	43,725
<u>Expenditure (£)</u>		
Visitor Centre and Archives	(216)	(3,207)
Office supplies	(35)	(167)
Office equipment maintenance	(107)	(107)
Website development and maintenance	(766)	(1,319)
Postage	(215)	(502)
Publication printing	(953)	(599)
Advertising and Publicity	(312)	(274)
Retail Purchases (for resale)	(50)	(465)
Property costs	(8,717)	(8,570)
Insurance	(1,320)	(1,486)
Legal fees	(2,670)	(5,412)
Airport centenary celebration costs	-	(568)
Subscriptions paid	(62)	(62)
Trustee and volunteer expenses	-	(10)
Bank charges and PayPal costs	(34)	(29)
Sundries	(99)	(139)
Expenditure on ordinary activities	(15,556)	(22,916)
Grant expenditure		
Archive expenditure re AIM grant (note 4)	-	(4,673)
Total expenditure	(15,556)	(27,589)
<u>Excess of Income over Expenditure/ (Expenditure over Income)</u>		
Ordinary activities	5,275	16,048
Croydon Council grant	18,859	2,500
AIM grant re Archive expenditure (note 4)	2,262	(2,412)
Total	26,396	16,136

Signed on behalf of all the trustees

Graeme Roy

John Whitley

16 August 2022

HISTORIC CROYDON AIRPORT TRUST

Notes to the Receipts and Payments Account for the year ended 31 October 2021

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 legal fees already advised and subscriptions duplicated or received in advance.

2 Bank account balances

Movements in the year comprised :

	2020/2021 £	2019/2020 £
Total at 1 November		
For general use	85,815	69,689
Creditors	(64)	(74)
	85,751	69,615
 Excess of Income over Expenditure for the year	 26,396	 16,136
Total at 31 October		
For general use	112,931	85,815
PayPal balance awaiting transfer	56	-
Creditors (see note 1(b))	(840)	(64)
	112,147	85,751

3 Impact of Covid-19

The effects of the Covid-19 outbreak, and subsequent lockdown restrictions, severely impacted our charity's operations during both years. 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, and again from the beginning of January to the end of May 2021. As a result, there was no income from visitor donations and retail sales on the cancelled Open Days to meet our regular planned expenditure. In the periods we did re-open, it was with much reduced visitor numbers to ensure smaller allowable groupings and social distancing. We were grateful to receive several discretionary grants from Croydon Council and two large donations over the two years for, without these, our shortfall in income would have necessitated drawing on our reserves (see note 5) to meet necessary expenditure and this 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 then remained closed until early February.

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 2019/20 and a further £2,262 was received in February 2021 towards the prior year shortfall of £2,412 shown in these accounts.

5 Reserves policy

HCAT held £112,931 in its bank accounts at the year end, much 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 current or prior years.



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Historic Croydon Airport Trust

**On accounts for the year
ended**

31 October 2021

**Charity no
(if any)**

1166732

Set out on pages

1 (Receipts and Payments Account) and 2 (Notes)

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

**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: 18 August 2022

Name:

Howard Long

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

Fellow, Institute of Chartered Accountants in England and Wales

Address:

Eastnor, Vicarage Road
Crawley Down, RH10 4JJ