



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 November 2021

To 31 October 2022

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 regard to the Charity Commission's guidance on public benefit when deciding on any new projects to be undertaken. They consider that their education and archive activities help to preserve our aeronautical heritage and are for the 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 in the charity's administration, planning and</p>

		<p>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 fell to 524 in 2020/21, due to Covid-19 enforced closure for several months and greatly reduced allowable numbers when we did reopen, but recovered to 1,278 in 2021/22.</p> <p>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>In addition to welcoming visitors to Airport House, we reached out to a further 500+ children and 100+ adults through conducting visits to local primary schools, youth groups and adult societies.</p> <p>Our Website, LinkedIn, Facebook and Twitter accounts all receive a large number of "visits" every month, and we issue regular Newsletters to approximately 170 Friends and supporters 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>Although we did not receive any grants in the year, we continued to make additions and improvements to the storage and care of our archive documents and memorabilia, as well as expenditure on improving the experience of our visitors at Open Days.</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 £108,347 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 further Covid outbreaks or other unforeseen disruptions.
Amount of reserves held	Para 1.22	At the year end, £108,347, 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 previous two years. Fortunately, we only had to close in January 2022 for this reason in the current year. However, we have restructured our Open Days to allow for reduced visitor numbers in smaller groups, with more advance bookings required to match visitor numbers with volunteer guides.</p> <p>Our current income generation stream, together with the strength of our reserves, 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	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.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	<p>The charity is governed by its constitution which establishes the objects, administration and powers of the CIO and its trustees. The first constitution was dated 25 April 2016 and it has subsequently been amended on 20 June 2017 and on 10 February 2022.</p> <p>The activities of the charity are managed by the board of trustees, who meet regularly to consider and adopt suitable policies, consider opportunities and manage risks and uncertainties.</p>
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	<p>The founder trustees were also trustees of Croydon Airport Society. Since then, new trustees have been selected by interview and elected by Board resolution.</p> <p>Trustees are appointed for a three year period and are then eligible for reappointment. Their time is given to the charity on a purely voluntary basis.</p>
Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>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".</p> <p>The trustee board seeks to maintain skills, plan succession, increase knowledge and expertise, and is always looking for potential new candidates as board trustees.</p>

Relationship with any related parties	Para 1.51	<p>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, and CAS itself was wound up and removed from the register of charities in February 2023</p> <p>.</p>
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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 Michael Thorn			
4	Mr Ian Walker	Chair until resignation	Resigned 24/04/22	
5	Mr Jeffrey Andrews		Appointed 02/10/22	

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	5 June 2023	

HISTORIC CROYDON AIRPORT TRUST

Receipts and Payments Account for the year ended 31 October 2022

	<u>Total for year</u>	<u>Previous year</u>
<u>Income (£)</u>		
Subscriptions	3,305	2,845
Donations	925	11,133
Visitor Centre Donations	6,066	2,508
Visitor Centre Sales	1,462	861
Visitor Centre Group Visits	730	477
External Talks given	70	150
Archive Sales and Donations	275	886
Gift Aid reclaimed	1,131	1,839
Bank interest on deposit account	369	132
Income from ordinary activities	14,333	20,831
Grants		
Croydon Council (note 3)	-	18,859
Association of Independent Museums (note 4)	-	2,262
Total income	14,333	41,952
<u>Expenditure (£)</u>		
Visitor Centre and Archives	(1,186)	(216)
Office supplies	(46)	(35)
Office equipment maintenance	-	(107)
Website development and maintenance	(724)	(766)
Postage	(425)	(215)
Publication printing	(470)	(953)
Advertising and Publicity	(198)	(312)
Retail Purchases (for resale)	(472)	(50)
Property costs	(9,172)	(8,717)
Insurance	(1,429)	(1,320)
Legal fees	(3,180)	(2,670)
Subscriptions paid	(105)	(62)
Trustee and volunteer expenses	(540)	-
Bank charges and PayPal costs	(165)	(34)
Sundries	(21)	(99)
Expenditure on ordinary activities	(18,133)	(15,556)
Grant expenditure		
Archive expenditure re AIM grant (note 4)	-	-
Total expenditure	(18,133)	(15,556)
<u>Excess of Income over Expenditure/ (Expenditure over Income)</u>		
Ordinary activities	(3,800)	5,275
Croydon Council grants	-	18,859
AIM grant re Archive expenditure (note 4)	-	2,262
Total	(3,800)	26,396

Signed on behalf of all the trustees

Graeme Roy

John Whitley

5 June 2023

HISTORIC CROYDON AIRPORT TRUST

Notes to the Receipts and Payments Account for the year ended 31 October 2022

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 :	2021/2022	2020/2021
	£	£
Total at 1 November		
For general use	112,931	85,815
PayPal balance awaiting transfer	56	-
Creditors	(840)	(64)
	112,147	85,751
Excess of (Expenditure over Income) Income over Expenditure for the year	(3,800)	26,396
Total at 31 October		
For general use	111,422	112,931
Business rates rebate receivable	145	-
PayPal balance awaiting transfer	-	56
Creditors (see note 1(b))	(3,220)	(840)
	108,347	112,147

3 Impact of Covid-19

The effects of the Covid-19 outbreak, and subsequent lockdown restrictions, severely impacted our charity's operations during 2020/21 and, to a lesser extent, 2021/22. To protect our volunteers and Visitor Centre guests, we had to cancel all our Open Days from the beginning of January to the end of May 2021, and again in January 2022. 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 some large donations in 2019/20 and 2020/21 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.

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. £4,673 was spent on new storage equipment during 2019/20 and a further £2,262 was received in February 2021 towards this expenditure.

5 Reserves policy

HCAT held £111,422 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.