



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 November 2022

To 31 October 2023

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. After the Covid lockdown and restrictions, we moved to a pre-booking model at Open Days This has resulted in more certainty over visitor numbers, which increased from 1,278 in 2021/22 to 1,461 in 2022/23.</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 730+ children and 280+ adults through conducting visits to local primary schools, youth groups and adult societies.</p> <p>After many years of negotiation with our landlord in Airport House, we signed a long-term lease on the Visitor Centre in June 2023. This expires in November 2096 and is at a peppercorn rent. During the year, we also relocated our archives back into Airport House, providing more secure premises and a better working environment for our volunteers. Our archive collection continues to increase through donations from the public.</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 150 Friends and supporters of our charity.</p>

Performance of fundraising activities against objectives set	Para 1.41	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.
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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 £102,877 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, £102,877, all of which was unrestricted.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<p>After the Covid lockdown and restrictions, which severely impacted our charity's operations in previous years, we restructured our Open Days to allow for reduced visitor numbers in smaller groups, and moved to a pre-booking model. This has resulted in more certainty over visitor numbers, enabling us to better 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	<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. Where possible, we reclaim tax on this income via Gift Aid.</p> <p>For particular projects, we apply for grants from the Heritage Lottery Fund, the Association of Independent Museums and other similar bodies.</p>

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	The charity was formed on 25 April 2016 in order to take on the activities of the 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.
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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 Michael Thorn	Chair from 1.6.24		
2	Mr John Whitley	Treasurer		
3	Mr Graeme Roy	Chair until resignation on 31.5.24		
4	Mr Jeffrey Andrews			
5	Mr Jeremy Ovenden		Appointed 12.6.23	
6	Mr Edmund Rudder		Appointed 12.6.23	
7	Miss Georgina Heatley		Appointed 12.6.23; resigned 13.9.23	

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)	Michael Alastair Thorn	John Duncan Whitley
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	6 June 2024	

HISTORIC CROYDON AIRPORT TRUST

Receipts and Payments Account for the year ended 31 October 2023

	Total for year	<i>Previous year</i>
<u>Income</u>	£	£
Subscriptions	2,890	3,305
Donations	9,675	925
Visitor Centre Donations	7,287	6,066
Visitor Centre Sales	2,116	1,462
Visitor Centre Group Visits	895	730
External Talks given	390	70
Archive Sales and Donations	5,160	275
Gift Aid reclaimed	2,514	1,131
Bank interest on deposit account	1,938	369
Income from ordinary activities	32,865	14,333
Grants	-	-
Total income	32,865	14,333
<u>Expenditure</u>		
Visitor Centre and Archives	(13,017)	(1,186)
Office supplies	(129)	(46)
Office equipment maintenance	(129)	-
Website development and maintenance	(1,266)	(724)
Postage	(544)	(425)
Publication printing	(1,273)	(470)
Advertising and Publicity	(525)	(198)
Retail Purchases (for resale)	(1,673)	(472)
Property costs	(10,433)	(9,172)
Insurance	(1,200)	(1,429)
Legal fees	(7,002)	(3,180)
Subscriptions paid	(108)	(105)
Trustee and volunteer expenses	(783)	(540)
Bank charges, SumUp and PayPal costs	(204)	(165)
Sundries	(49)	(21)
Expenditure on ordinary activities	(38,335)	(18,133)
Grant expenditure	-	-
Total expenditure	(38,335)	(18,133)
<u>Excess of (Expenditure over Income)/ Income over Expenditure</u>		
Ordinary activities	(5,470)	(3,800)
Grants	-	-
Total	(5,470)	(3,800)

Signed on behalf of all the trustees

Mike Thorn

John Whitley

6 June 2024

HISTORIC CROYDON AIRPORT TRUST

Notes to the Receipts and Payments Account for the year ended 31 October 2023

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, save for the inclusion of certain year end creditors relating to legal fees already advised and subscriptions received in advance.

2 Bank account balances

Movements in the year comprised :

	2022/2023	2021/2022
	£	£
Total at 1 November		
For general use	111,422	112,931
Business rates rebate receivable	145	-
PayPal balance awaiting transfer	-	56
Creditors	(3,220)	(840)
	108,347	112,147
Excess of (Expenditure over Income)/Income over Expenditure for the year	(5,470)	(3,800)
Total at 31 October		
For general use	102,833	111,422
Business rates rebate receivable	44	145
Creditors (see note 1(b))	-	(3,220)
	102,877	108,347

3 Other assets

In addition to the funds detailed in note 2, the charity owns assets not recognised in the balances above. The major items comprise:

- (a) museum contents, artwork, memorabilia and other archived material
- (b) furniture and fittings in the Visitor Centre (museum and control tower) and archives in Airport House, including computer equipment, display stands and cabinets, storage racking and office furniture
- (c) retail stock and office consumables
- (d) a lease, at peppercorn rent, of the Visitor Centre in Airport House which expires in November 2096.

All tangible assets are fully insured for loss and other risks under insurance contracts.

4 Reserves policy

HCAT held £102,833 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 refurbish and improve our Visitor Centre displays and to extend and improve our archive collection and its storage. This is also considered adequate to cover routine expenditure, particularly our property costs, where this is not covered by income from donations or subscriptions as has happened in the last few years.

5 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.

**Independent Examiner's Report to the Trustees of Historic Croydon Airport Trust
(Registered Charity No. 1166732)**

I report to the trustees on my examination of the accounts of Historic Croydon Airport Trust (the "Trust") for the year ended 31 October 2023.

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').

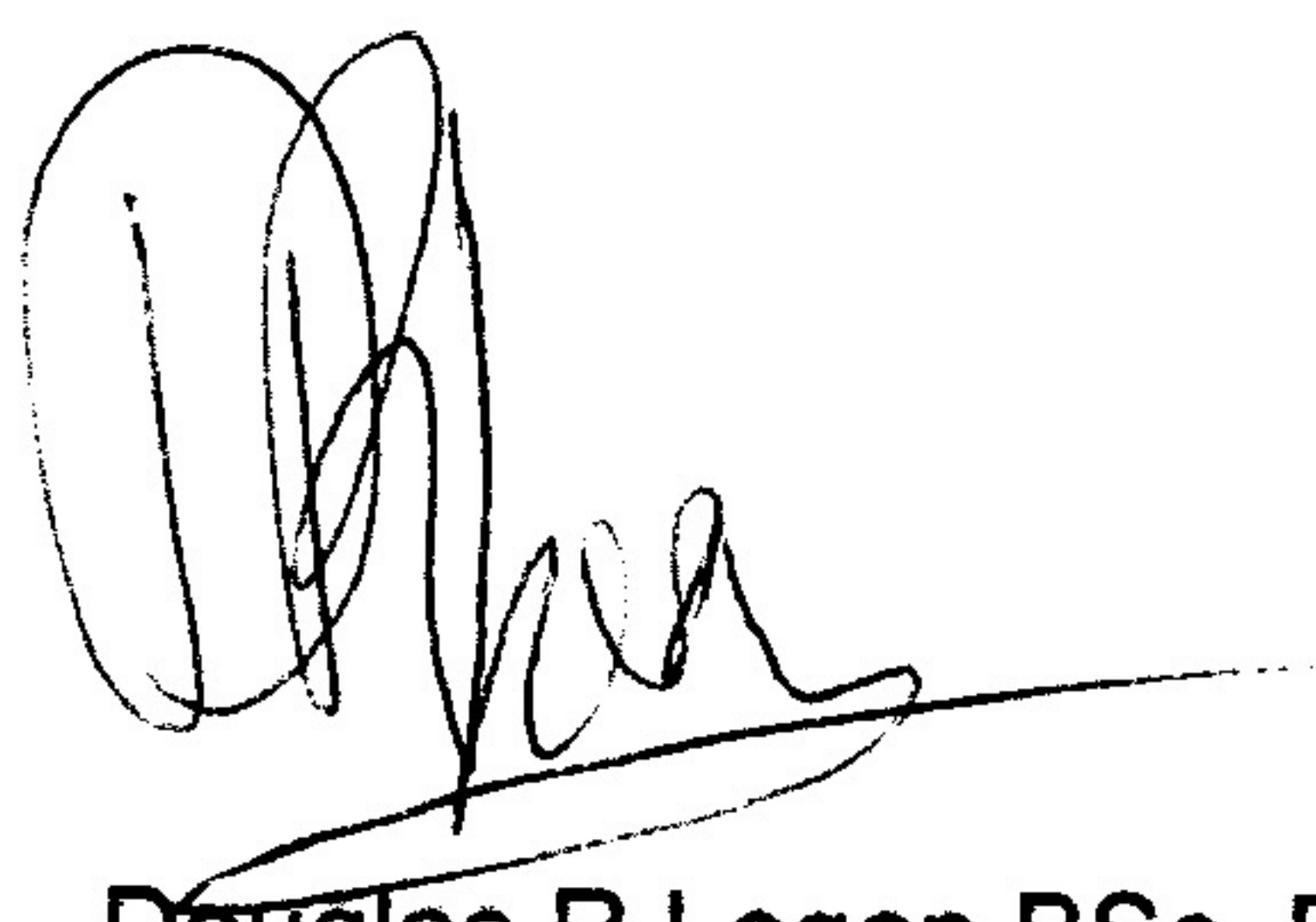
I report in respect of my examination of the Trust's accounts (comprising the Receipts and Payments Account for the year ended 31 October 2023 and the Notes to the Receipts and Payments Account for the year ended 31 October 2023) carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust, as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.



Douglas R Logan BSc, FCA
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Crawley Down
RH10 4XD

6 June 2024