



Trustees' Annual Report for the period

01 January 2023 to 31 December 2023

Section A

Reference and administration details

Charity name

The Saltford Brass Mill Project

Other names charity is known by

Saltford Brass Mill Project (SBMP)

Registered charity number (if any)

1174901

Charity's principal address

2 Hermes Close, Saltford

Bristol

Postcode BS31 3LD

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	Anthony Coverdale	Chair	Until 25 November	Trustees are appointed by election at a General Meeting of the members.
	Patrick Beazley	Acting Chair	From 25 November	
2	Stavros Christofides	Treasurer		
3	Patrick Beazley	Secretary		
4	Richard Ross			
5	Noel Dawson			

Note: In accordance with "rotation" provision in our Constitution Tony Coverdale and Richard Ross resigned as trustees and were re-elected at the 2023 AGM.

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Not applicable		

Name of chief executive or names of senior staff members (Optional information)

Not applicable

Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document	Constitution (Association)
How the charity is constituted	The Saltford Brass Mill Project (SBMP) is a Charitable Incorporated Organisation (CIO).
Trustee selection methods (eg.)	Trustees and Officers are appointed by election at a General Meeting of the members. Patrick Beazley was appointed acting Chair by consensus among the remaining Trustees.

Additional governance issues (Optional information)

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.

The Trustees are supported by a committee made up of members, also elected at a General Meeting of the membership.

During the period of the report the Trustees have held a number of ad hoc meetings and reviews, one committee meeting, held on line, and the 2023 Annual General Meeting, held in the Mill.

Under SBMP's Safety Policy a comprehensive Hazard Log is maintained. This is reviewed annually, and we keep an Incident Book in the Mill along with first aid equipment.

We have a Safeguarding Policy and a Data Protection Policy in accordance with the General Data Protection Regulations. Volunteers receive regular briefings on all these aspects.

There are no incidents to report to the Charity Commissioners. The resignation of the long-standing Chair in November is being managed without significant impact to the work of the CIO.

Summary of the objects of the charity set out in its governing document

The objects or purposes of the CIO are:

- a. The preservation and maintenance of the Saltford Brass Mill, on the river Avon in Somerset, for the public benefit.
- b. To advance the education of the public in the subject of the Mill.
- c. For the public benefit to advance education in the history of the brass industry in North East Somerset and the Bristol region by facilitating and supporting research into the industry, its working method and people involved.
- d. For the public benefit to advance education in the metal industry's heritage, history and relevance for today, particularly in relation to its place in North East Somerset and the Bristol region.

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)

- a. At all times trustees have had regard to the guidance issued by the Charity Commission on public benefit. We completed negotiation of a formal sub-lease of "our" section of the Mill from the Local Authority, setting out our respective rights and responsibilities regarding access, payment for utilities and safeguarding of the public while visiting the Mill. The Trustees consider this to be a firm basis for the future although we have some concerns about the ability of the Local Authority to meet its medium-term maintenance obligations in the current financial climate.
- b. During the period of the report SBMP grew to over 20 members (including the trustees), of whom some 16 are active volunteers.
- c. We were able open the Mill to the public as usual in May. We had just over 700 visitors on open days, including some 120 young people and, in addition, over 100 members of various interested organisations attending arranged visits. Talks were given to local societies and interest groups by our Chair until his departure and the series of very short articles on aspects of the brass industry and the Mill published in a village magazine also continued.
- d. Garden and minor building maintenance and cleaning also continued. SBMP has continued to work on several projects to enhance our interpretation displays and introduce interactive video and acoustic simulation. We completed projects to replace exterior decking and to repair the fixed element of one of our penstock sluice gates.
- e. SBMP volunteers continued to conduct research and liaison with regional Museums Group and Industrial Archaeology groups nationwide, leading to the enhancement of interpretation displays in the mill.
- f. There are no incidents to report to the Charity Commissioners.

Additional details of objectives and activities (Optional information)

No further statements

You may choose to include further statements, where relevant, about:

- *policy on grantmaking;*
- *policy programme related investment;*
- *contribution made by volunteers.*

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

See above

Section E

Financial review

Brief statement of the charity's policy on reserves

The Trustees have implemented Financial Controls to ensure expenditure is controlled so that it is justified and generally covered by income. Where extra funds become available, for example after a large donation, the opportunity may be taken to initiate a special project to enhance, for example, the displays in the Mill. Closing funds were just over £19,300 a reduction of just £300 over the year but were expected to reach £20,000 early in 2024 on the recovery of Gift Aid money due. Most of the surplus funds are held in an interest bearing Bank account. The Trustees consider the CIO to be in a healthy financial position and the intention is to maintain the funds at this level for the foreseeable future.

Details of any funds materially in deficit

None

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.

Unrestricted funds. We generated a reasonable amount during the year from visitor and group visit donations and from talks to local societies. Expenditure has been in support of the continuing operation of the Mill and the CIO. As mentioned above, the Trustees decided to use some of the legacy money to further upgrade the interpretation materials and commission a powered diorama,

Restricted Funds. These are the residue of a grant from the local authority (Bath and North East Somerset), which has a "repairing" lease on the property. The starting amount for the year was £406 and some £400 was used during the year to complete the re-siting of the Water Wheel Models following the removal of a large tree by the Council and the updating of Fire Safety Equipment. These funds are now just under £8 and the account is ready to receive money from the Council for any repairs or maintenance tasks that the Volunteers can carry out safely.

Section F

Other optional information

No further 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)

P D Beazley

Full name(s)

Patrick D Beazley

Position (Secretary, Chair, etc)

Secretary

Date

8 April 2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

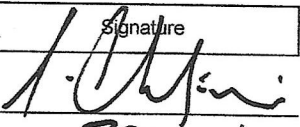
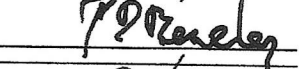
Charity Name SALTFORD BRASS MILL PROJECT		No (if any) 1174901		CC16a
Receipts and payments accounts				
For the period from	Period start date 01-Jan-23	To	Period end date 31-Dec-23	

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	2022
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Member subscriptions	115	-	-	115	105
Group Visit donations	165	-	-	165	74
Open day Visitor donations	2,099	-	-	2,099	849
Books Sales	282	-	-	282	170
Plant sales	58	-	-	58	-
Grants, bequests and other donations	-	-	-	-	14
Donations from Talks	293	-	-	293	573
Gift Aid	257	-	-	257	-
Transfer of Funding from B&NES Sluice Gate costs	-	-	-	-	-
Bank Interest	148	-	-	148	16
Sub total (Gross income for AR)	3,417	-	-	3,417	1,800
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	3,417	-	-	3,417	1,800
A3 Payments					
Administration	280	-	-	280	484
Building, Wheel and Grounds maintenance	493	-	-	493	268
Special Projects	-	398	-	398	928
Interpretation & Sales Materials	745	-	-	745	-
Booklets and Publicity	160	-	-	160	-
Electricity	362	-	-	362	166
Sundries	5	-	-	5	148
Research Projects	1,166	-	-	1,166	2,630
	-	-	-	-	-
Sub total	3,210	398	-	3,608	4,624
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	3,210	398	-	3,608	4,624
Net of receipts/(payments)	207	398	-	192	2,825
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	19,112	406	-	19,519	22,343
Cash funds this year end	19,319	8	-	19,327	19,519

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 £	Total funds to nearest £
B1 Cash funds	Metro Business Instant Access Acc	17,669	-	-	17,669
	Metro Business Community Current Acc	1,650	-	-	1,650
	Metro Business Community Current Acc 2	-	8	-	8
	Total cash funds	19,319	8	-	19,327
	(agree balances with receipts and payments account(s))				
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	
			-	-	
			-	-	
		-	-	-	
		-	-	-	
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	
			-	-	
			-	-	
			-	-	
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	
			-	-	
			-	-	
			-	-	
			-	-	
B5 Liabilities	Details	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
		STAVROS CHRISTOFIDES	5/4/24
		PATRICK BEAZLEY	5/6/24
Signed the Auditor		CHRIS ESSEX	29/3/24