

BERKHAMSTED CASTLE TRUST

England & Wales · Charity number 1176286

Details

Status Registered

Legal form CIO

Registered 2017-12-14

Register [View on the Charity Commission register](#)

Contact

Address Hilltop House
Gravel Path
Berkhamsted
HP4 2PJ

Phone 07834163065

Email enquiries@berkhamstedcastle.org.uk

Website www.berkhamstedcastle.org.uk

Activities

Objects: THE OBJECT OF THE CIO IS THE ADVANCEMENT OF THE EDUCATION OF THE PUBLIC BY:(1) PROMOTING OR ASSISTING IN THE PROMOTION OF IMPROVEMENTS IN THE ORGANISATION AND PROVISION OF INFORMATION AND OTHER SERVICES AND FACILITIES FOR VISITORS BY THE HISTORIC BUILDINGS AND MONUMENTS COMMISSION FOR ENGLAND (ALSO KNOWN AS HISTORIC ENGLAND) AND THE ENGLISH HERITAGE TRUST (REGISTERED CHARITY NO: 1140351) OR THEIR SUCCESSORS IN RESPECT OF BERKHAMSTED MOTTE AND BAILEY CASTLE, HERTFORDSHIRE (A SCHEDULED ANCIENT MONUMENT, LIST ENTRY NUMBER: 1010756) ("THE CASTLE") AND GENERALLY IN THE PRESERVATION AND UPKEEP OF THE CASTLE AND BY FOSTERING THE USE AND ENJOYMENT OF THE CASTLE BY THE PUBLIC;(2) CONDUCTING, FINANCING OR OTHERWISE COMMISSIONING HISTORICAL RESEARCH OR ARCHAEOLOGICAL INVESTIGATION INTO THE CASTLE (AND PEOPLE OR EVENTS OF HISTORICAL SIGNIFICANCE CONNECTED TO IT) AND MAKING PUBLIC THE RESULTS OF SUCH RESEARCH OR INVESTIGATION (BY MEANS OF PUBLICATIONS, EXHIBITIONS, LECTURES, MEETINGS, EVENTS, DISCUSSIONS, GUIDED VISITS OR OTHERWISE);(3) TAKING INTO OWNERSHIP OR USE IN ORDER TO FURTHER THE ABOVE OBJECT ANY LAND OR BUILDING FORMING PART OF, OR FORMERLY PART OF, THE CASTLE (WHETHER BY PURCHASE, LEASE, RECEIPT AS A GIFT OR OTHERWISE).

Activities: Berkhamsted Castle Trust provides education about, promotes and maintains, Berkhamsted Castle, Hertfordshire. It fosters use and enjoyment of the Castle by the public, and undertakes historical research or archaeological investigation into the Castle and people or events of historical significance

connected to it.

Classification

- **How:** Provides Advocacy/advice/information, Sponsors Or Undertakes Research
- **What:** Education/training
- **Who:** Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Hertfordshire

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2024-12-31 | £33,838 | £43,930 | - | - |
| 2023-12-31 | £10,955 | £1,069 | - | - |
| 2022-12-31 | £5,723 | £490 | - | - |
| 2021-12-31 | £7,113 | £4,760 | - | - |
| 2020-12-31 | £7,300 | £6,952 | - | - |

Trustees

| Name | Role | Appointed |
|------------------------------------|-------|------------|
| Adrian Antony Barham | Chair | 2017-12-14 |
| Dr James Maxwell Guthrie Moir FIPM | | 2019-02-10 |
| MR KEN WALLIS | | 2017-12-14 |
| PAUL JESS CROSLAND BSC MRICS | | 2024-11-12 |
| Peter Brian Matthews | | 2019-03-04 |
| Professor Jonathan Morris | | 2019-01-12 |
| Richard James North | | 2022-09-13 |
| Wendy Jane Conian | | 2025-04-08 |

BERKHAMSTED CASTLE TRUST

England & Wales - Charity number 1176286

Accounts



BERKHAMSTED CASTLE TRUST

A Charitable Incorporated Organisation
Registered Charity (England & Wales) No. 1176286

Report and Accounts for the period ended 31 December 2024

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Reference and administrative information

Charity name Berkhamsted Castle Trust

Charity type Charitable Incorporated Organisation (Foundation Model)

Charity number 1176286

Registered Address Hilltop House
Gravel Path
Berkhamsted
Hertfordshire
HP4 2PJ

Operational Address Berkhamsted Castle
White Hill
Berkhamsted
Hertfordshire
HP4 1JL

Trustees Trustees who served in the year to 31 December 2024 (“the reporting period”) were as follows:

| | |
|-----------------------------|------------------------------|
| Adrian Barham ¹ | |
| Sarah Caradec | (resigned 13 July 2025) |
| Paul Crosland ² | (appointed 12 November 2024) |
| Lou Garrod | (resigned 12 November 2024) |
| Susan Johnson ² | (resigned 12 November 2024) |
| Peter Matthews ³ | |
| Dr James Moir | |
| Professor Jonathan Morris | |
| Richard North | |
| Richard Thompson | (resigned 12 November 2024) |
| Ken Wallis ⁴ | |
| Bill Willett | |

Trustees in post at the date of formal adoption of this report were all those above not shown as having resigned, together with:

| | |
|---------------------------|--------------------------|
| Wendy Conian ⁵ | (appointed 8 April 2025) |
|---------------------------|--------------------------|

¹ Chair of Trustees & nominee of Berkhamsted Local History & Museum Society

² Nominee of Berkhamsted Citizens Association

³ Nominee of Berkhamsted Town Council (until 4 February 2025; appointed in a personal capacity thereafter)

⁴ Nominee of Berkhamsted & District Archaeology Society

⁵ Nominee of Berkhamsted Town Council

Report of the Trustees for the period ended 31 December 2024

The Trustees present their report and accounts covering the financial year to 31 December 2024.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the charity's constitution and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Objectives and activities

This report looks at what the charity has achieved and the outcomes of its work in the reporting period. Berkhamsted Castle Trust reports the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the Trustees ensure that the charity's aims, objectives and activities remained focused on its stated purposes.

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set.

Purposes and aims

The object of Berkhamsted Castle Trust is the advancement of the education of the public by:

- (1) promoting or assisting in the promotion of improvements in the organisation and provision of information and other services and facilities for visitors by the Historic Buildings and Monuments Commission for England (also known as Historic England) and The English Heritage Trust (registered charity no: 1140351) or their successors in respect of Berkhamsted Motte and Bailey Castle, Hertfordshire (a scheduled ancient monument, List entry Number: 1010756) ("the castle") and generally in the preservation and upkeep of the castle and by fostering the use and enjoyment of the castle by the public;
- (2) conducting, financing or otherwise commissioning historical research or archaeological investigation into the castle (and people or events of historical significance connected to it) and making public the results of such research or investigation (by means of publications, exhibitions, lectures, meetings, events, discussions, guided visits or otherwise);
- (3) taking into ownership or use in order to further the above object any land or building forming part of, or formerly part of, the castle (whether by purchase, lease, receipt as a gift or otherwise).

Historical development

Local engagement with Berkhamsted Castle had for many years been co-ordinated through a Castle Liaison Group chaired by a Councillor from Berkhamsted Town Council. This Group brought together representatives from Berkhamsted Local History & Museum Society (registered charity no: 803417), Berkhamsted and District Archaeology Society, Berkhamsted Citizens Association, Berkhamsted Town Council and Dacorum Borough Council who would meet periodically with a representative from The English Heritage Trust (registered charity no: 1140351) and the Duchy of Cornwall's Land Steward for the area. In addition, for well over a decade, the Berkhamsted Local History & Museum Society had run the visitors' room adjacent to the cottage at the Castle in which sixteen panels set out the history and development of the Castle and the town.

A strategic decision was taken in 2017 to establish a new registered charity focussed solely on the Castle, as a replacement for the Castle Liaison Group, and to work towards local management of the site (including the visitors' room) in partnership with The English Heritage Trust. Each of the stakeholders on the Castle Liaison Group was given a right to nominate one Trustee to the new charity to continue to represent their interests.

Achievements and performance

During 2024 the Trust continued to focus on the provision of the core service of managing the Castle site under the Local Management Agreement with English Heritage. At the same time, it also received a significant grant from the UK Shared Prosperity Fund to enable research to be commissioned from Land Use Consultants Limited into the former medieval deer park area connected the Castle (see section on the Royal Park Research, below).

The Trust continued to make a significant contribution to many sectors of the public with an interest in the history of the Castle and its former residents. Volunteers and Trustees between them provided over 1350 hours of volunteer service in support of our activities (which has a value, at National Lottery Heritage Fund rates, of £10 an hour for unskilled work, £20 an hour for skilled tour guide / interpretation assistance work and £50 an hour for professional input (legal, accountancy, heritage specialist, etc.)).

The Royal Park Research

Towards the end of 2023 the Trust was advised that it had secured funding from the UK Shared Prosperity Fund (administered by Dacorum Borough Council) to undertake a feasibility study on the potential for enhancing Berkhamsted Castle and its surrounding land. The latter comprised the large, former Royal Medieval Deer Park, extending up to Castle Village, bordering Ashridge and Northchurch Commons and forming a northern 'edge' to the town between the Castle and Gossoms End.

A procurement exercise was undertaken, and in January 2024 Land Use Consultants Limited (LUC) were appointed from a shortlist of four. Work on the study began in earnest in that month, and during the first half of the year the Trust dedicated many volunteer hours to managing the study and liaising with the consultants. LUC undertook

a series of landholder and stakeholder discussions, mapped the land ownership and use of the Park, researched its history and evolution, developed a masterplan for its future, and took this out to public consultation. The Trust was provided with three excellent reports. The first was a Preliminary Ecological Appraisal (March 2024) which outlined the Park's ecological importance and potential. The second was a Statement of Significance for the Deer Park (May 2024) proving the critical role these 500 acres of land had played in moulding the historic landscape north of the Castle, and the remarkable survival of many of its features. Finally, the principal Feasibility Study Report 'Reconnecting Berkhamsted Castle' was completed in July 2024. The full suite of documents is available to the public on the Trust's website.

The Feasibility Study has laid out a very clear vision as to how the Castle and Deer Park could be knitted together to form a key gateway site, performing functions way beyond the vital need to protect this rich heritage asset. The Trust is committed to carrying forward the recommendations, realising that such a vision can only be achieved by establishing successful partnerships with all the identified stakeholders.

Development of a SANG by Taylor Wimpey to the north west of the Castle

At the same time as the Trust was undertaking research into the former deer park connected to the Castle, Taylor Wimpey moved forward with a proposal to create a Suitable Alternative Natural Greenspace (SANG) on land to the north west of the Castle, adjacent to Berkhamsted Cricket Club. The Trust objected to the planning application for this use due to the impact it would have on the Castle site and the potential for harm to both the environment locally and archaeological remains within the confines of the proposed site. Representatives from Berkhamsted Local History & Museum Society identified the presence of a World War I trench structure on the site, and successfully applied to Historic England to secure its listing as a scheduled monument (list entry number 1489045). Despite this, Dacorum Borough Council granted permission for creation of the SANG.

Guided tours & visits

During the year we again provided over a dozen free guided tours to schools and community groups from Hertfordshire, Buckinghamshire and London, including Cubs, Scouts, Brownies and Guides groups. Schools groups again ranged from nursery age to Year 10, with a particular focus at Key Stage 2 on the Norman Conquest and Castles.

Castle Trails project

The Trust benefitted from a Community Co-Production Heritage Award from the University of Hertfordshire to develop a series of Castle Trails leaflets for use by visitors to the Castle. The award (part of a major UKRI Impact Acceleration Award to the University) provided £7,500-worth of support to the University's Heritage Hub to enable it to help the Trust research, write, design and produce leaflets on the development of the Castle, women connected to the Castle, and a trail specifically for children. The Trustees wish to record their thanks to the University of Hertfordshire for its kind support for this project.

Great Crested Newt survey

Herts Amphibian & Reptile Group and the London, Essex & Hertfordshire Amphibian and Reptile Trust (LEHART) again conducted a survey for Great Crested Newts (GCN) in the moats at the Castle, and again confirmed extensive GCN presence in the moat and the sewers in the road just outside the Castle. The Trust continued to press English Heritage about the excessive amount of vegetation growth in the moats, and the need for a comprehensive plan for regular vegetation clearance / maintenance of water quality.

Local Management Agreement with English Heritage

2024 marked the fifth year of our 5-year Local Management Agreement with English Heritage under which the Trust provides day-to-day management of the Castle site. Despite regular communication and reminders to English Heritage, attempts to put in place another 5-year agreement did not prove possible. Instead, English Heritage issued a 12-month extension whilst it looked to re-formulate the text of the agreement, and pending reconfirmation in 2025 of its own licence from Historic England to operate the National Heritage Collection of properties (of which the Castle is one).

Replacement benches

We reported last year that, during 2022 we agreed a specification for replacement benches for the bailey with both English Heritage and the Duchy of Cornwall (for benches made from sustainable English Oak and branded with the Duchy's coat of arms to help reinforce the interpretative message that the Castle ruins remain owned by the Duchy). These were delivered to site in late 2023 but, due to ongoing concerns with conservation of the Castle's curtain wall, awaited installation throughout 2024.

Herts Highways Drainage works on White Hill

During 2024 Herts Highways commenced works to attempt to alleviate regular flooding on the roads to the south and west of the Castle site (in part, originally the line of the Castle's outer moat). Scheduled Monument Consent was granted for works in the outer moat on the west of the site (opposite Berkhamsted Railway Station) and at the south east of the site (opposite the junction between White Hill and New Road) to remove accumulated silt from years of surface run-off that had been channelled into the moat. However, the unseasonably warm start to the year saw earlier than anticipated movement of GCN on site, which triggered a suspension of the works. These have been re-scheduled for Herts Highways' 2025/26 financial year.

Much Ado About Nothing outdoor performance

Following on from last year's successful performances of *Macbeth*, by Tring-based theatre company, Drama Impact, two outdoor performances of *Much Ado About Nothing* were this year held in the bailey of the Castle, with around 250 people attending each performance.

Wall conservation works

English Heritage continued to evaluate wall consolidation works during 2024, with further surveys of their condition and monitoring being undertaken, and further discussions with Historic England taking place. Although several areas of the walls remain fenced off for the protection the public, some of the fencing was removed in areas of lesser concern. The Trust continued to express concern to English Heritage at the ongoing delay in addressing these issues in a timely and satisfactory manner.

Tree works

As part of the regular maintenance cycle for the portion of the scheduled monument site owned by the Trust, tree works were undertaken by Collinson Tree Care during 2024. This gave effect to recommendations made by Arboricultural Consultancy, Patrick Stileman Limited, at the end of 2023.

Heritage Open Days 2024

The Trust once again ran its traditional, free guided tours for the Heritage Open Days event, with our Trustees providing the usual high standard of engaging tours on five occasions. Once again, the feedback received from those attending was extremely complimentary. The theme in 2024 was “Connections, Routes and Trails”, and was used as an opportunity to launch the Trails documentation produced in collaboration with the University of Hertfordshire.

Membership of other bodies

During 2024, and building on the Park research undertaken by LUC, the Trustees took the decision to enrol the Trust as a member of CPRE Hertfordshire (registered charity no. 1162419 – the local Branch of the Campaign to Protect Rural England), The Chiltern Society (registered charity no. 1085163) and the Open Spaces Society (registered charity no. 1144840). In addition, the Trust became a member of Dacorum Council for Voluntary Service (registered charity no. 288080 – operating as Community Action Dacorum) to receive their support for recruitment of local volunteers. Additionally, Berkhamsted Castle Trust received an accreditation from ‘Visitor Ready’, a free accreditation scheme for hospitality, leisure and tourism businesses.

Website and Social media

Throughout the year we continued to publish information about the Castle on our social media channels (particularly Facebook, Twitter / X and Instagram) and add new research / articles onto the website. The website continued to be maintained by McMorran Media during 2024, and hosting for the site was successfully moved from TSO Host to McMorran Media.

DENS Castle Walk

In September the Castle was used as the start and end point of a 10km Castle Walk in aid of DENS Limited (registered charity no. 1097185), a local charity tackling

homelessness and poverty in Dacorum. Over 300 walkers tackled the route in the sunshine and raised over £15,000 of vital funds to support local people facing crisis.

Volunteers' Review Meeting

At the end of the summer season the Trust again held a review session to which all the volunteers were invited. This was an opportunity for the Trustees to thank everyone for their continued support of the Trust, to explain their plans for the coming years, and to listen to the thoughts and ideas of the volunteers, so that they could be factored into future arrangements.

After many years of support for the Trust as rota co-ordinator / lead volunteer (as well as years of support to the Berkhamsted Local History & Museum Society's operation of the Castle visitors' room before the creation of the Trust), Andrew Holder stepped back from that role at the end of 2024 due to ill health. The Trustees wish to place on record their enormous thanks to Andrew for his unwavering support for the Castle over very many years and wish him well for the future.

Administration

The Trust continues to benefit from the generous provision of IT support through the Google for Non-profits scheme, and the availability of free or discounted software through Charity Digital Trust (registered charity no. 1133179). The Trustees are extremely grateful to both Google and Charity Digital Trust for the continuing support offered to the Trust.

Plans for the future

The Trust continues to make a significant contribution to many sectors of the public with an interest in the history of the Castle and its former residents. The dedication of our volunteers has continued to make a significant difference to the public's use and enjoyment of the Castle site.

The Trust's main priority for 2025 will be to build on the Park research undertaken by LUC and work in conjunction with English Heritage and other strategic partners to further develop proposals to establish a park centred on the Castle, comprised of part of the former mediaeval deer park. This will help to secure the educational base of the Trust's activities, with renewed information about the history and purpose of the original deer park and consideration of how best to impart that information to the wider public on site at the Castle, in the wider landscape, and through online and other means.

Public benefit

The Trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties. The public benefit of the Charity's activities is focussed on providing education to the general public about the history of the Castle and its former inhabitants and this is achieved principally by providing on-site access to a visitors' room and guided tours around the Castle through which education is provided to visitors from the local area, nationally and internationally.

Structure, governance and management

Berkhamsted Castle Trust adopted its constitution on 13 December 2017 using the Charity Commission's Charitable Incorporated Organisation Foundation Model documentation and was formally incorporated and registered by the Charity Commission on 14 December 2017. The Berkhamsted Local History & Museum Society, Berkhamsted and District Archaeology Society, Berkhamsted Citizens Association, Berkhamsted Town Council and Dacorum Borough Council, as local stakeholders of the original Castle Liaison Group, were all given a right to nominate one trustee each to represent their interest in the Castle. The Trust may have a maximum of 15 trustees, inclusive of the 5 nominee trustees. There are no current plans to extend the number of Trustees currently in post, although this is kept under review to ensure that the Trust's educational capability, financial management, and heritage activities are overseen by suitably capable individuals.

The Trust has a number of policies to assist in the delivery of its operations, covering Complaints, Data Protection, Equal Opportunities, Equality & Diversity, Health & Safety and Safeguarding. These were first put in place during 2023 and are kept under review.

Financial review

The results for the review period were once again in line with the Trustees' expectations. As mentioned above, the Trust received a £26,000 grant from Dacorum Borough Council's allocation of the UK Shared Prosperity Fund, which together with the Marchus Trust grant of £5,000 received in 2023 helped to fund the study into the Castle Deer Park by LUC. English Heritage settled the final quarterly invoice relating to the Land Management Agreement in December which was earlier than normal. A generous donation enabled the purchase of a gazebo for use at events and was put to good use during a Market Day earlier in the year as part of the public consultation into the Castle Deer Park.

Apart from the cost of the LUC study, and the gazebo mentioned above, the only other major item of expenditure related to tree pruning work within the Castle grounds following the Tree Risk Assessment Report received in 2023.

Reserves policy and going concern

The Trustees have continued to maintain the Trust's assets in a liquid balance of funds in the bank as it seeks to recover from the pandemic. No illiquid or longer-term investments have been made pending a more detailed planning of the Trust's future strategy and funding requirements.

All the funds of the Trust are unrestricted. The Trustees have identified no significant short- or medium-term financial risks to the charity's continued operations save the general economic climate of the country, and therefore the accounts have been prepared on the going concern basis.

Risk

The major risks to which the Charity is exposed have been identified by the Trustees and are monitored and reviewed regularly. The Trustees minimise investment risk through maintenance of liquid assets at a reputable High Street bank; finance risk by the preparation and monitoring of budgets; strategic risk by the maintenance of good practice; and operational risk and regulation compliance risk through the regular review of activities and (where appropriate) the use of professional advisers.

Statement of Trustees' responsibilities

Law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the period and of its financial position at the end of the period. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Independent examiner

David Sayers kindly agreed to undertake an independent examination of the Trust's accounts for the period, and his report is reproduced in the following pages.

This report was approved by the Trustees on 1 September 2025 and signed by:



Adrian Barham
Chair of Trustees

Independent Examiner's report to the Trustees



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

BERKHAMSTED CASTLE TRUST

On accounts for the
year ended

31 DECEMBER 2024

Charity no
(if any)

1176286

Set out on pages

12 to 13

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2024.

Responsibilities and
basis of report

As the charity's trustees, 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 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

Signed:

Date:

28/8/25

Name:

David Sayers

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

Chartered Tax Advisor

Address:

73 Bridgewater Road

Berkhamsted

HP4 1JB

**Receipts and Payments Account and Statement of Assets and Liabilities for
the Year Ended 31st December 2024**

| Receipts and Payments Account | 2024 | | | 2023 |
|--------------------------------------|-------------------|-----------------------|------------------|------------------|
| | General Fund £ | Restricted Funds £ | Total Funds £ | Total Funds £ |
| RECEIPTS | | | | |
| English Heritage | 4,375 | | 4,375 | 3,500 |
| On-line Donations | 557 | | 557 | 392 |
| Cash Donations | 108 | | 108 | 211 |
| Regular Donations | 120 | | 120 | 120 |
| Gift Aid on Regular & Cash Donations | 0 | | 0 | 291 |
| Payroll Giving | 1,166 | | 1,166 | 1,152 |
| Bank Interest | 317 | | 317 | 0 |
| Amazon Smile | 0 | | 0 | 19 |
| Other Donations | 1,195 | | 1,195 | 270 |
| Grants Received | 26,000 | | 26,000 | 5,000 |
| Total Receipts | 33,838 | 0 | 33,838 | 10,955 |
| PAYMENTS | | | | |
| Insurance | 409 | | 409 | 409 |
| Site Maintenance | 1,374 | | 1,374 | 588 |
| Specific Projects | 40,771 | | 40,771 | 0 |
| Other Costs | 1,376 | | 1,376 | 72 |
| Total Payments | 43,930 | 0 | 43,930 | 1,069 |
| Increase (Decrease) in Funds | -10,092 | 0 | -10,092 | 9,886 |
| Cash Funds Start of Year | 44,081 | 0 | 44,081 | 34,195 |
| Funds at end of year | 33,989 | 0 | 33,989 | 44,081 |

Statement of Assets and Liabilities

| ASSETS | 2024 £ | 2023 £ |
|---------------------------------|---------------|---------------|
| Cash | | |
| Barclays Bank | 33,989 | 44,081 |
| Total Cash | 33,989 | 44,081 |
| Accounts Receivable | 0 | 875 |
| Land Donated by MKG Medical Ltd | 25,000 | 25,000 |
| Total Assets | 58,989 | 69,956 |
| LIABILITIES | | |
| Accounts Payable | 0 | 0 |

The Receipts and Payments Account and Statement of Assets and Liabilities for the Year Ended 31 December 2024 were approved by the Trustees on 1 September 2025 and signed by:

Adrian Barham
Chair of Trustees

Notes to the Accounts

1. As agreed with the Trust's Financial Examiner, the accounts for 2024 were prepared on a Receipts and Payments basis as defined by the Charity Commission. Prior to 2003 the accounts were prepared on an Accruals basis.
2. Only assets over the value of £1,000 have been capitalised.
3. 3 acres (1.2 hectares) of land. For Land Registry purposes the land was declared as being received as a gift for no consideration, but with a notional property value of £25k. This was based on an agricultural property price of around £8k per acre, but noting that the land forms part of the Scheduled Ancient Monument and is therefore subject to significant use restrictions.

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England & Wales - Charity number 1176286

Accounts



BERKHAMSTED CASTLE TRUST

A Charitable Incorporated Organisation
Registered Charity (England & Wales) No. 1176286

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Reference and administrative information

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| Charity name | Berkhamsted Castle Trust |
| Charity type | Charitable Incorporated Organisation (Foundation Model) |
| Charity number | 1176286 |
| Registered Address | Hilltop House Gravel Path Berkhamsted Hertfordshire HP4 2PJ |
| Operational Address | Berkhamsted Castle White Hill Berkhamsted Hertfordshire HP4 1JL |
| Trustees | Trustees who served in the year to 31 December 2023 (“the reporting period”) were as follows: Adrian Barham ¹ Sarah Caradec Lou Garrod Susan Johnson ² Peter Matthews ³ Dr James Moir Professor Jonathan Morris Richard North Richard Thompson Ken Wallis ⁴ Bill Willett |

All trustees remained in post at the date of formal adoption of this report.

¹ Chair of Trustees & nominee of Berkhamsted Local History & Museum Society

² Nominee of Berkhamsted Citizens Association

³ Nominee of Berkhamsted Town Council

⁴ Nominee of Berkhamsted & District Archaeology Society

Report of the Trustees for the period ended 31 December 2023

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Purposes and aims

The object of Berkhamsted Castle Trust is the advancement of the education of the public by:

- (1) promoting or assisting in the promotion of improvements in the organisation and provision of information and other services and facilities for visitors by the Historic Buildings and Monuments Commission for England (also known as Historic England) and The English Heritage Trust (registered charity no: 1140351) or their successors in respect of Berkhamsted Motte and Bailey Castle, Hertfordshire (a scheduled ancient monument, List entry Number: 1010756) ("the castle") and generally in the preservation and upkeep of the castle and by fostering the use and enjoyment of the castle by the public;
- (2) conducting, financing or otherwise commissioning historical research or archaeological investigation into the castle (and people or events of historical significance connected to it) and making public the results of such research or investigation (by means of publications, exhibitions, lectures, meetings, events, discussions, guided visits or otherwise);
- (3) taking into ownership or use in order to further the above object any land or building forming part of, or formerly part of, the castle (whether by purchase, lease, receipt as a gift or otherwise).

Historical development

Local engagement with Berkhamsted Castle had for many years been co-ordinated through a Castle Liaison Group chaired by a Councillor from Berkhamsted Town Council. This Group brought together representatives from Berkhamsted Local History & Museum Society (registered charity no: 803417), Berkhamsted and District Archaeology Society, Berkhamsted Citizens Association, Berkhamsted Town Council and Dacorum Borough Council who would meet periodically with a representative from The English Heritage Trust (registered charity no: 1140351) and the Duchy of Cornwall's Land Steward for the area. In addition, for well over a decade, the Berkhamsted Local History & Museum Society had run the visitors' room adjacent to the cottage at the Castle in which sixteen panels set out the history and development of the Castle and the town.

A strategic decision was taken in 2017 to establish a new registered charity focussed solely on the Castle, as a replacement for the Castle Liaison Group, and to work towards local management of the site (including the visitors' room) in partnership with The English Heritage Trust. Each of the stakeholders on the Castle Liaison Group was given a right to nominate one Trustee to the new charity to continue to represent their interests.

Achievements and performance

During 2023 the Trust has continued to focus on the provision of the core service of managing the Castle site under the Local Management Agreement with English Heritage. We also continued to ensure that financial commitments did not out-strip income (or the appropriate portion of reserves, where necessary), whilst working towards securing of grants to help us undertake specific projects.

The Trust continued to make a significant contribution to many sectors of the public with an interest in the history of the Castle and its former residents. Volunteers and Trustees between them provided over 1100 hours of volunteer service in support of our activities (which has a value, at National Lottery Heritage Fund rates, of £10 an hour for unskilled work, £20 an hour for skilled tour guide / interpretation assistance work and £50 an hour for professional input (legal, accountancy, heritage specialist, etc.)).

Training for stewards

The year once again started with an initial briefing and training meeting with the stewards to help reacquaint themselves with the history of the site and its former occupants. Following that, some small group tours were provided for newer volunteers to be shown round the site and points of interest highlighted. Encouragement was again given for stewards to consider whether they would also be willing to train as tour guides.

Guided tours & visits

During the year we provided over a dozen free guided tours to schools and community groups from Hertfordshire, Buckinghamshire and London, including Cubs, Scouts, Brownies and Guides groups. Schools groups again ranged from nursery age to Year 10, with a particular focus at Key Stage 2 on the Norman Conquest and Castles.

Great Crested Newt survey

Once again, we arranged for Herts Amphibian & Reptile Group and the London, Essex & Hertfordshire Amphibian and Reptile Trust (LEHART) to conduct a survey for Great Crested Newts (GCN) in the moats at the Castle. Will Atkins of LEHART has been surveying at the Castle annually for the past 30+ years, and the survey again confirmed extensive GCN presence in the moat and the sewers in the road just outside the Castle. Concern, however, was expressed about the excessive amount of vegetation growth in the moats, and the need for a comprehensive plan for regular vegetation clearance / maintenance of water quality. These concerns were passed on to English Heritage for consideration by their Landscapes Manager.

Replacement benches

During 2022 we agreed a specification for replacement benches for the bailey with both English Heritage and the Duchy of Cornwall (for benches made from sustainable English Oak and branded with the Duchy's coat of arms to help reinforce the interpretative message that the Castle ruins remain owned by the Duchy). These were delivered in late 2023 but, due to ongoing concerns with conservation of the Castle's curtain wall, await installation.

Macbeth outdoor performance

Following on from last year's successful performances of *Taming of the Shrew*, Tring-based theatre company, Drama Impact, two outdoor performances of Shakespeare's *Macbeth* were held in the bailey of the Castle, with around 250 people attending each performance.

Wall conservation works

English Heritage continued to evaluate wall consolidation works during 2023, with further surveys of their condition and monitoring being undertaken, and discussions with Historic England taking place. Several areas of the walls remain fenced off for the protection the public. The Trust continued to express concern to English Heritage at the ongoing delay in addressing these issues in a timely and satisfactory manner.

Heritage Open Days 2023

The Trust once again ran its traditional, free guided tours for the Heritage Open Days event, with our Trustees providing the usual high standard of engaging tours on six occasions. Once again, the feedback received from those attending was extremely complimentary.

Development Plan

The major focus of the Trust's year, and a significant proportion of Trustee and volunteer time was taken up with preparations for commissioning a Development Plan for the Castle, to look at the facilities and services required by visitors to the Castle, improvements to the interpretation offering, and looking at the wider environment around the Castle scheduled monument site. An initial Project Enquiry was submitted to the National Lottery Heritage Fund, and important feedback on the proposed application, which was generally supportive of a bid, received. Due to other pressures, English Heritage continued to be unable to provide significant input to this work stream until late into the autumn, at which point it raised concerns that further preparatory work should be undertaken before any bid submitted, and that any Development Plan needed to align with English Heritage's vision for the Castle site (which is, as yet, undefined). Accordingly, no lottery bid was submitted

UK Shared Prosperity Fund – park feasibility study

The Trust submitted an initial Expression of Interest (EOI) to the UK Shared Prosperity Fund managed by Dacorum Borough Council in 2022 for funding to explore the feasibility of establishing a park centred on the Castle comprised of part of the former mediaeval deer park. We heard during 2023 that we had been successful, although only awarded around a third of the amount we had bid for (being awarded £26,600). With the delay to the Development Plan work, the Trust therefore decided to prioritise progress on this feasibility study. A project brief was drawn up, and procurement exercise held in the last quarter of the year. Land Use Consultants (LUC) were appointed to undertake the work during early 2024, with the grant to be paid to the Trust by Dacorum Borough Council as the work is actually carried out (i.e. in the 2024 financial year).

The Marchus Trust

With the assistance of local architect, Hugo Hardy, the Trust was successful in securing a £5000 grant from The Marchus Trust towards a RIBA stage I architecture feasibility study with images for improved visitor facilities at the Castle. The Trustees have combined this work with the park feasibility study work referred to above, to deliver a unified solution to visitor welcome at the Castle and wider park area.

Volunteers' Review Meeting

At the end of the summer season the Trust again held a review session to which all the volunteers were invited. This was an opportunity for the Trustees to thank everyone for their continued support of the Trust, to explain their plans for the coming years, and to listen to the thoughts and ideas of the volunteers, so that they could be factored in to future arrangements.

Social media

Throughout the year we continued to publish information about the Castle on our social media channels (particularly Facebook and Twitter / X), and add new research / articles into the web site.

Administration

The Trust continues to benefit from the generous provision of IT support through the Google for Non-profits scheme, and the availability of free or discounted software through Charity Digital (registered charity no. 1133179). The Trustees are extremely grateful to both Google and Charity Digital for the continuing support offered to the Trust.

Plans for the future

The Trust continues to make a significant contribution to many sectors of the public with an interest in the history of the Castle and its former residents. The dedication of our volunteers has continued to make a significant difference to the public's use and enjoyment of the Castle site.

The Trust's main priority for 2024 will be the delivery of the feasibility study exploring establishing a park centred on the Castle comprised of part of the former mediaeval deer park. This will help to secure the educational base of the Trust's activities, with renewed information about the history and purpose of the original park and consideration of how best to impart that information to the wider public on site at the Castle, in the wider landscape and through online and other means.

In addition 2024 marks the end of the initial 5-year Local Management Agreement with English Heritage (April 2019 to April 2024). We will continue to discuss with English Heritage a renewal of the agreement, particularly seeking to ensure that the planning necessary to commission a Development Plan to sit alongside the Conservation and Management Plan already drawn up is properly factored in to that agreement. At the same time, the Trust will continue to ensure that financial commitments do not outstrip income (or the appropriate portion of reserves, where necessary) as we continue to manage the Castle visitor experience on behalf of English Heritage.

Public benefit

The Trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties. The public benefit of the Charity's activities is focussed on providing education to the general public about the history of the Castle and its former inhabitants and this is achieved principally by providing on-site access to a visitors' room and guided tours around the Castle through which education is provided to visitors from the local area, nationally and internationally.

Structure, governance and management

Berkhamsted Castle Trust adopted its constitution on 13 December 2017 using the Charity Commission's Charitable Incorporated Organisation Foundation Model documentation and was formally incorporated and registered by the Charity Commission on 14 December 2017. The Berkhamsted Local History & Museum Society, Berkhamsted and District Archaeology Society, Berkhamsted Citizens Association, Berkhamsted Town Council and Dacorum Borough Council, as local stakeholders of the original Castle Liaison Group, were all given a right to nominate one trustee each

to represent their interest in the Castle. The Trust may have a maximum of 15 trustees, inclusive of the 5 nominee trustees. There are no current plans to extend the number of Trustees currently in post, although this is kept under review to ensure that the Trust's educational capability, financial management, and heritage activities are overseen by suitably capable individuals.

During 2023 the Trust put in place a number of policies to assist in the delivery of its operations, covering Complaints, Data Protection, Equal Opportunities, Equality & Diversity, Health & Safety and Safeguarding.

Financial review

The results for the review period were once again in line with the Trustees' expectations. The continued local nature of the Trust's activities meant that donations remained limited. The Trust submitted its first Gift Aid claim to HMRC during the year relating to eligible donations. As mentioned above, the Trust was in receipt of a £5,000 grant from the Marchus Trust.

The Trust continued to have relatively few outgoings during the period, with the major items of expenditure relating to the production of a Tree Risk Assessment Report and the renewal of the annual Trustee Insurance policy.

Reserves policy and going concern

The Trustees have continued to maintain the Trust's assets in a liquid balance of funds in the bank as it seeks to recover from the pandemic. No illiquid or longer-term investments have been made pending a more detailed planning of the Trust's future strategy and funding requirements.

All the funds of the Trust are unrestricted. The trustees have identified no significant short or medium term financial risks to the charity's continued operations save the general economic climate of the country, and therefore the accounts have been prepared on the going concern basis.

Risk

The major risks to which the Charity is exposed have been identified by the Trustees and are monitored and reviewed regularly. The Trustees minimise investment risk through maintenance of liquid assets at a reputable High Street bank; finance risk by the preparation and monitoring of budgets; strategic risk by the maintenance of good practice; and operational risk and regulation compliance risk through the regular review of activities and (where appropriate) the use of professional advisers.

Statement of Trustees' responsibilities

Law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the period and of its financial position at the end of the period. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principals in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Independent examiner

David Sayers kindly agreed to undertake an independent examination of the Trust's accounts for the period and his report is reproduced in the following pages.

This report was approved by the Trustees on 14 October 2024 and signed by:



Adrian Barham
Chair of Trustees

Independent Examiner's report to the Trustees



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

BERKHAMSTED CASTLE TRUST

On accounts for the
year ended

31 DECEMBER 2023

Charity no
(if any)

1176286

Set out on pages

11 to 13

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023.

Responsibilities and
basis of report

As the charity's trustees, 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 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

Signed:

Date:

4/10/24

Name:

David Sayers

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

Chartered Tax Advisor

Address:

73 Bridgewater Road

Berkhamsted

HP4 1JB

Receipts and Payments Account and Statement of Assets and Liabilities for the Year Ended 31st December 2023

2023 RECEIPTS and PAYMENTS ACCOUNT

| | 2023 | | | 2022 |
|--------------------------------------|-------------------|-----------------------|------------------|------------------|
| | General Fund £ | Restricted Funds £ | Total Funds £ | Total Funds £ |
| RECEIPTS | | | | |
| English Heritage | 3,500 | | 3,500 | 3,500 |
| On-line Donations | 392 | | 392 | 632 |
| Cash Donations | 211 | | 211 | 30 |
| Regular Donations | 120 | | 120 | 120 |
| Gift Aid on Regular & Cash Donations | 291 | | 291 | 0 |
| Payroll Giving | 1,152 | | 1,152 | 1,152 |
| Amazon Smile | 19 | | 19 | 11 |
| Other Income | 270 | | 270 | 186 |
| Grants Received | 5,000 | | 5,000 | 0 |
| Total Receipts | 10,955 | 0 | 10,955 | 5,631 |
| PAYMENTS | | | | |
| Insurance | 409 | | 409 | 409 |
| Merchandise | 0 | | 0 | 973 |
| Site Maintenance | 588 | | 588 | 0 |
| Other Costs | 72 | | 72 | 0 |
| Total Payments | 1,069 | 0 | 1,069 | 1,382 |
| Increase (Decrease) in Funds | 9,886 | 0 | 9,886 | 4,249 |
| Cash Funds Start of Year | 34,195 | 0 | 34,195 | 29,946 |
| Funds at end of year | 44,081 | 0 | 44,081 | 34,195 |

STATEMENT OF ASSETS and LIABILITIES at 31 DECEMBER 2023

| ASSETS | 2023 | 2022 |
|---------------------------------|---------------|---------------|
| | £ | £ |
| Cash | | |
| Barclays Bank | 44,081 | 34,195 |
| Total Cash | 44,081 | 34,195 |
| Accounts Receivable | 875 | 875 |
| Land Donated by MKG Medical Ltd | 25,000 | 25,000 |
| Total Assets | 69,956 | 60,070 |
| LIABILITIES | | |
| Accounts Payable | 0 | 0 |

The Receipts and Payments Account and Statement of Assets and Liabilities for the Year Ended 31 December 2023 were approved by the Trustees on 14 October 2024 and signed by:



Adrian Barham
Chair of Trustees

Notes to the Accounts

1. As agreed with the Trust's Financial Examiner, the accounts for 2023 were prepared on a Receipts and Payments basis as defined by the Charity Commission. Previously the accounts were prepared on an Accruals basis.
2. Only assets over the value of £1,000 have been capitalised.
3. 3 acres (1.2 hectares) of land. For Land Registry purposes the land was declared as being received as a gift for no consideration, but with a notional property value of £25k. This was based on an agricultural property price of around £8k per acre, but noting that the land forms part of the Scheduled Ancient Monument and is therefore subject to significant use restrictions.

BERKHAMSTED CASTLE TRUST

England & Wales - Charity number 1176286

Accounts



BERKHAMSTED CASTLE TRUST

A Charitable Incorporated Organisation
Registered Charity (England & Wales) No. 1176286

Report and financial statements for the period ended 31 December 2022

Contents

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Reference and administrative information

| | |
|----------------------------|--|
| Charity name | Berkhamsted Castle Trust |
| Charity type | Charitable Incorporated Organisation (Foundation Model) |
| Charity number | 1176286 |
| Registered Address | Hilltop House Gravel Path Berkhamsted Hertfordshire HP4 2PJ |
| Operational Address | Berkhamsted Castle White Hill Berkhamsted Hertfordshire HP4 1JL |
| Trustees | Trustees who served in the year to 31 December 2022 (“the reporting period”) were as follows: Adrian Barham ¹ Sarah Caradec Patrick Emery (resigned 10 February 2022) Lou Garrod Susan Johnson ² Peter Matthews ³ Dr James Moir Professor Jonathan Morris Richard North (appointed 13 September 2022) Richard Thompson Ken Wallis ⁴ Bill Willett |

With the exception of Patrick Emery, all trustees remained in post at the date of formal adoption of this report.

¹ Chair of Trustees & nominee of Berkhamsted Local History & Museum Society

² Nominee of Berkhamsted Citizens Association

³ Nominee of Berkhamsted Town Council

⁴ Nominee of Berkhamsted & District Archaeology Society

Report of the Trustees for the period ended 31 December 2022

The Trustees present their report and financial statements covering the financial year to 31 December 2022.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the charity's constitution and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Objectives and activities

This report looks at what the charity has achieved and the outcomes of its work in the reporting period. Berkhamsted Castle Trust reports the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the Trustees ensure that the charity's aims, objectives and activities remained focused on its stated purposes.

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set.

Purposes and aims

The object of Berkhamsted Castle Trust is the advancement of the education of the public by:

- (1) promoting or assisting in the promotion of improvements in the organisation and provision of information and other services and facilities for visitors by the Historic Buildings and Monuments Commission for England (also known as Historic England) and The English Heritage Trust (registered charity no: 1140351) or their successors in respect of Berkhamsted Motte and Bailey Castle, Hertfordshire (a scheduled ancient monument, List entry Number: 1010756) (“the castle”) and generally in the preservation and upkeep of the castle and by fostering the use and enjoyment of the castle by the public;
- (2) conducting, financing or otherwise commissioning historical research or archaeological investigation into the castle (and people or events of historical significance connected to it) and making public the results of such research or investigation (by means of publications, exhibitions, lectures, meetings, events, discussions, guided visits or otherwise);
- (3) taking into ownership or use in order to further the above object any land or building forming part of, or formerly part of, the castle (whether by purchase, lease, receipt as a gift or otherwise).

Historical development

Local engagement with Berkhamsted Castle had for many years been co-ordinated through a Castle Liaison Group chaired by a Councillor from Berkhamsted Town Council. This Group brought together representatives from Berkhamsted Local History & Museum Society (registered charity no: 803417), Berkhamsted and District Archaeology Society, Berkhamsted Citizens Association, Berkhamsted Town Council and Dacorum Borough Council who would meet periodically with a representative from The English Heritage Trust (registered charity no: 1140351) and the Duchy of Cornwall's Land Steward for the area. In addition, for well over a decade, the Berkhamsted Local History & Museum Society had run the visitors' room adjacent to the cottage at the Castle in which sixteen panels set out the history and development of the Castle and the town.

A strategic decision was taken in 2017 to establish a new registered charity focussed solely on the Castle, as a replacement for the Castle Liaison Group, and to work towards local management of the site (including the visitors' room) in partnership with The English Heritage Trust. Each of the stakeholders on the Castle Liaison Group was given a right to nominate one Trustee to the new charity to continue to represent their interests.

Achievements and performance

The challenging circumstances of the Coronavirus pandemic continued to have an impact on the Trust's activities into 2022. In particular, visitor numbers continued to be depressed and engagement levels from volunteers (the majority of whom are retirees) reduced as several volunteers stepped down. The Trust therefore continued to focus on the provision of core service of managing the Castle site under the Local Management Agreement with English Heritage. As was the case last year, we also ensured that financial commitments did not out-strip income (or the appropriate portion of reserves, where necessary).

Notwithstanding the lasting challenges brought about by the Coronavirus pandemic, the Trust continued to make a significant contribution to many sectors of the public with an interest in the history of the Castle and its former residents. Volunteers and Trustees between them provided almost 1000 hours of volunteer service in support of our activities.

Training for stewards

The constraints of the Coronavirus pandemic meant that many of the stewards had not been on site for any significant period for quite some time. The Trustees therefore arranged for a refresher course for volunteer stewards to reacquaint themselves with the history of the site and its former occupants. Small group tours were provided for volunteers to be shown round the site and points of interest highlighted, and encouragement given for stewards to consider whether they would also be willing to train as tour guides.

Guided tours & visits

During the year we provided free guided tours to ten schools and community groups from Hertfordshire, Buckinghamshire and London, including Cubs, Scouts, Brownies and Guides groups. Schools groups ranged from nursery age to Year 10, with a particular focus at Year 7 for the syllabus topic “*Towers, Tunnels and Turrets*”. We also hosted participants in a local health walk run by the Hospice of St Francis (registered charity no. 280825).

Great Crested Newt survey

Once again, we arranged for Herts Amphibian & Reptile Group and the London, Essex & Hertfordshire Amphibian and Reptile Trust (LEHART) to conduct a survey for Great Crested Newts (GCN) in the moats at the Castle. Will Atkins of LEHART has been surveying at the Castle annually for the past 30 years, and the survey again confirmed extensive GCN presence in the moat and the sewers in the road just outside the Castle. As a result, we worked with Hertfordshire Highways to secure the installation of amphibian gully pot ladders supplied by the British Herpetological Society (registered charity no. 205666) in each of the sewers in White Hill outside the Castle.

Replacement benches

After lengthy discussions with both English Heritage and the Duchy of Cornwall, a specification for replacement benches for the bailey was agreed. These will be made from sustainable English Oak and branded with the Duchy’s coat of arms to help reinforce the interpretative message that the Castle ruins remain owned by the Duchy. Installation will take place in 2023.

Taming of the Shrew outdoor performance

Following an approach to English Heritage by Tring-based theatre company, Drama Impact, an outdoor performance of Shakespeare’s *Taming of the Shrew* was held in the bailey of the Castle, with around 250 people attending.

Wall conservation works

English Heritage continued to undertake wall consolidation works during 2022, with further surveys of their condition and monitoring being undertaken, and discussions with Historic England taking place. Several areas of the walls remain fenced off for the protection the public.

Heritage Open Days 2022

The Trust once again ran its traditional, free guided tours for the Heritage Open Days event, with our Trustees providing the usual high standard of engaging tours on six occasions. However, due to the death of Her Majesty Queen Elizabeth II, these were conducted in a very low-key way.

Listing of Cottage

Following 2021's visit from our Historic Monuments Inspector from Historic England, Dr Jess Tipper, the Castle Cottage was proposed for listing. Our Trustees assisted the assessment by the listings team at Historic England by providing a report on the history and development of the cottage and reviewing the draft recommendation for listing. The Cottage was listed by the Secretary of State in November 2022, at Grade II.

Development Plan

The Trust started preparations for commissioning a Development Plan for the Castle, to look at the facilities and services required by visitors to the Castle, improvements to the interpretation offering, and looking at the wider environment around the Castle scheduled monument site. As part of this work, and initial Expression of Interest (EOI) was submitted to the UK Shared Prosperity Fund managed by Dacorum Borough Council, for funding to explore the feasibility of establishing a park centred on the Castle comprised of part of the former mediaeval deer park. No response had been received from Dacorum Borough Council by the year end. Due to other pressures, English Heritage was also unable to provide significant input to this work stream during 2022.

Volunteers' Review Meeting

At the end of the summer season the Trust held a review session to which all the volunteers were invited. This was an opportunity for the Trustees to thank everyone for their continued support of the Trust, to explain their plans for the coming years, and to listen to the thoughts and ideas of the volunteers, so that they could be factored in to future arrangements.

Social media

Throughout the year we continued to publish information about the Castle on our social media channels (particularly Facebook and Twitter), and add new research / articles into the web site.

Administration

The Trust continues to benefit from the generous provision of IT support through the Google for Non-profits scheme, and the availability of free or discounted software through Charity Digital (registered charity no. 1133179). The Trustees are extremely grateful to both Google and Charity Digital for the continuing support offered to the Trust.

Plans for the future

Despite the continuing legacy of the Covid pandemic, the Trust has continued to make a significant contribution to many sectors of the public with an interest in the history of the Castle and its former residents. The dedication of our volunteers has continued to make a significant difference to the public's use and enjoyment of the Castle site.

The Trust's focus for 2023 will continue to be to provide the core services committed to under the Local Management Agreement with English Heritage and to ensure that financial commitments do not out-strip income (or the appropriate portion of reserves, where necessary). But we will also continue to work with English Heritage to set in train the planning necessary to commission a Development Plan to sit alongside the Conservation and Management Plan already drawn up.

Public benefit

The Trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties. The public benefit of the Charity's activities is focussed on providing education to the general public about the history of the Castle and its former inhabitants and this is achieved principally by providing on-site access to a visitors' room and guided tours around the Castle through which education is provided to visitors from the local area, nationally and internationally.

Structure, governance and management

Berkhamsted Castle Trust adopted its constitution on 13 December 2017 using the Charity Commission's Charitable Incorporated Organisation Foundation Model documentation and was formally incorporated and registered by the Charity Commission on 14 December 2017. The Berkhamsted Local History & Museum Society, Berkhamsted and District Archaeology Society, Berkhamsted Citizens Association, Berkhamsted Town Council and Dacorum Borough Council, as local stakeholders of the original Castle Liaison Group, were all given a right to nominate one trustee each to represent their interest in the Castle. The Trust may have a maximum of 15 trustees, inclusive of the 5 nominee trustees.

During the period of this report Patrick Emery, who acted as Treasurer for the Trust, reached the end of his period of appointment and, not feeling able to serve for a further period, resigned as a Trustee. Richard North was appointed as a Trustee and agreed to take on responsibility as Treasurer, meaning the total number of Trustees having dipped briefly to ten during 2022, returned to eleven by the year end. There are no current plans to extend this number, although this is kept under review to ensure that the Trust's educational capability, financial management, and heritage activities are overseen by suitably capable individuals.

Financial review

The results for the review period were once again in line with the Trustees' expectations given the lasting effects of the Coronavirus pandemic. The continued local nature of the Trust's activities meant that donations remained limited. The Trust continued to have relatively few outgoings during the period, and again managed to postpone reduced some regular maintenance work to reduce costs. As a result, there were limited outgoings during 2022.

Reserves policy and going concern

The Trustees have continued to maintain the Trust's assets in a liquid balance of funds in the bank as it seeks to recover from the pandemic. No illiquid or longer-term investments have been made pending a more detailed planning of the Trust's future strategy and funding requirements.

All the funds of the Trust are unrestricted. The trustees have identified no significant short or medium term financial risks to the charity's continued operations save the general economic climate of the country in the wake of the Coronavirus pandemic, and therefore the accounts have been prepared on the going concern basis.

Risk

The major risks to which the Charity is exposed have been identified by the Trustees and are monitored and reviewed regularly. A risk register will in due course be prepared and maintained. The Trustees minimise investment risk through maintenance of liquid assets at a reputable High Street bank; finance risk by the preparation and monitoring of budgets; strategic risk by the maintenance of good practice; and operational risk and regulation compliance risk through the regular review of activities and (where appropriate) the use of professional advisers.

Statement of Trustees' responsibilities

Law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the period and of its financial position at the end of the period. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principals in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Independent examiner

David Sayers kindly agreed to undertake an independent examination of the Trust's accounts for the period and his report is reproduced in the following pages.

This report was approved by the Trustees on 29th August 2023 and signed by:



Adrian Barham
Chair of Trustees

Independent Examiner's report to the Trustees



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

BERKHAMSTED CASTLE TRUST

On accounts for the
year ended

31 DECEMBER 2022

Charity no
(if any)

1176286

Set out on pages

11 to 13

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2022.

Responsibilities and
basis of report

As the charity's trustees, 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 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

Signed:

Date:

17/08/2023

Name:

David Sayers

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

Chartered Tax Adviser

Address:

73 Bridgewater Road

Berkhamsted

HP4 1JB

Statement of financial activities

Statement of financial activities for the period to 31 December 2022

| | Current Year | | Previous Year | |
|---|--------------|------------------|---------------|------------------|
| | GBP | GBP | GBP | GBP |
| Incidental Trading | | | | |
| Sales | 0.00 | | 950.70 | |
| Cost of Sales | 0.00 | | -567.09 | |
| | | 0.00 | | 383.61 |
| Incoming Resources | | | | |
| <u>Service Agreement</u> | | | | |
| Management Fee English Heritage | 3,500.00 | | 3,500.00 | |
| | | 3,500.00 | | 3,500.00 |
| <u>Voluntary Income</u> | | | | |
| Donations via Standing Order | 150.00 | | 150.00 | |
| Payroll Donations | 1,200.00 | | 1,200.00 | |
| Online donations | 656.72 | | 1,123.43 | |
| Gifts in Kind | 0.00 | | 136.23 | |
| Cash donations | 216.00 | | 619.68 | |
| | | 2,222.72 | | 3,229.34 |
| Resources Expended | | | | |
| <u>Costs of Generating Voluntary Income</u> | | | | |
| Charges deducted from donations | -81.33 | | -68.10 | |
| | | -81.33 | | -68.10 |
| <u>Other resources expended</u> | | | | |
| Depreciation of BCT website Fixed Asset | 0.00 | | -625.00 | |
| Visitor centre costs | -408.80 | | -489.40 | |
| Event costs | 0.00 | | -940.00 | |
| Site maintenance costs | 0.00 | | -2,637.63 | |
| | | -408.80 | | -4,692.03 |
| Surplus for year to end Dec 2022 | | 5,232.59 | | 2,352.82 |
| Reserves Brought Forward | | 54,934.53 | | 52,581.71 |
| | | 60,167.12 | | 54,934.53 |

Balance Sheet

Balance Sheet as at 31 December 2022

| | Current Year | | Previous Year | |
|----------------------------------|----------------|-------------------------|------------------|-------------------------|
| | GBP | GBP | GBP | GBP |
| <u>Fixed Assets</u> | | | | |
| Land donated to Trust | 25,000.00 | | 25,000.00 | |
| BCT Website (after depreciation) | <u>0.00</u> | | <u>0.00</u> | |
| | | 25,000.00 | | 25,000.00 |
| <u>Current Assets</u> | | | | |
| Barclays Bank account | 34,195.36 | | 29,945.62 | |
| Debtor English Heritage | 875.00 | | 875.00 | |
| Gift Aid not yet claimed HMRC | 340.02 | | 310.02 | |
| Accrued Income (DONR) | 21.42 | | 40.00 | |
| Prepaid insurance | <u>68.13</u> | | <u>68.13</u> | |
| | | 35,499.93 | | 31,238.77 |
| <u>Creditors</u> | | | | |
| Accrued cost | <u>-332.81</u> | | <u>-1,304.24</u> | |
| | | <u>-332.81</u> | | <u>-1,304.24</u> |
| | | <u>60,167.12</u> | | <u>54,934.53</u> |

The statement of financial activities and balance sheet were approved by the Trustees on 29th August 2023 and signed by:



Adrian Barham
Chair of Trustees

Notes to the financial statements

1. Only assets over the value of £1,000 have been capitalised.
2. 3 acres (1.2 hectares) of land. For Land Registry purposes the land was declared as being received as a gift for no consideration, but with a notional property value of £25k. This was based on an agricultural property price of around £8k per acre, but noting that the land forms part of the Scheduled Ancient Monument and is therefore subject to significant use restrictions.
3. The value of the Land Assets has not been depreciated. Other assets have been depreciated over a 4 year period.
4. Under an agreement with Berkhamsted Local History & Museum Society (registered charity no. 803417), sales of items inherited by the Trust from the Society are to be accounted for to the Society until such time as stock is exhausted or until the interpretation of the Castle is updated by the Trust.
5. Accruals represent an allowance for invoices anticipated but which had not been received at year end (relating chiefly to production of calendars for incidental sale).

BERKHAMSTED CASTLE TRUST

England & Wales - Charity number 1176286

Accounts



BERKHAMSTED CASTLE TRUST

A Charitable Incorporated Organisation
Registered Charity (England & Wales) No. 1176286

Report and financial statements for the period ended 31 December 2021

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| Trustees' annual report | 3 |
| Statement of financial activities | 11 |
| Balance sheet | 13 |
| Notes to the financial statements | 15 |

Reference and administrative information

| | |
|----------------------------|---|
| Charity name | Berkhamsted Castle Trust |
| Charity type | Charitable Incorporated Organisation (Foundation Model) |
| Charity number | 1176286 |
| Registered Address | Hilltop House Gravel Path Berkhamsted Hertfordshire HP4 2PJ |
| Operational Address | Berkhamsted Castle White Hill Berkhamsted Hertfordshire HP4 1JL |
| Trustees | Trustees who served in the year to 31 December 2021 (“the reporting period”) were as follows: |

Adrian Barham¹
Sarah Caradec
Patrick Emery
Lou Garrod
Susan Johnson²
Peter Matthews³
Dr James Moir
Professor Jonathan Morris
Richard Thompson
Ken Wallis⁴
Bill Willett

By the date of formal adoption of this report Patrick Emery had stepped down as a trustee (on 10 February 2022) and Richard North had been appointed (on 13 September 2022) in his place.

¹ Chair of Trustees & nominee of Berkhamsted Local History & Museum Society

² Nominee of Berkhamsted Citizens Association

³ Nominee of Berkhamsted Town Council

⁴ Nominee of Berkhamsted & District Archaeology Society

Report of the Trustees for the period ended 31 December 2021

The Trustees present their report and financial statements covering the financial year to 31 December 2021.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the charity's constitution and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Objectives and activities

This report looks at what the charity has achieved and the outcomes of its work in the reporting period. Berkhamsted Castle Trust reports the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the Trustees ensure that the charity's aims, objectives and activities remained focused on its stated purposes.

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set.

Purposes and aims

The object of Berkhamsted Castle Trust is the advancement of the education of the public by:

- (1) promoting or assisting in the promotion of improvements in the organisation and provision of information and other services and facilities for visitors by the Historic Buildings and Monuments Commission for England (also known as Historic England) and The English Heritage Trust (registered charity no: 1140351) or their successors in respect of Berkhamsted Motte and Bailey Castle, Hertfordshire (a scheduled ancient monument, List entry Number: 1010756) ("the castle") and generally in the preservation and upkeep of the castle and by fostering the use and enjoyment of the castle by the public;
- (2) conducting, financing or otherwise commissioning historical research or archaeological investigation into the castle (and people or events of historical significance connected to it) and making public the results of such research or investigation (by means of publications, exhibitions, lectures, meetings, events, discussions, guided visits or otherwise);
- (3) taking into ownership or use in order to further the above object any land or building forming part of, or formerly part of, the castle (whether by purchase, lease, receipt as a gift or otherwise).

Historical development

Local engagement with Berkhamsted Castle has for many years been co-ordinated through a Castle Liaison Group chaired by a Councillor from Berkhamsted Town Council. This Group brought together representatives from Berkhamsted Local History & Museum Society (registered charity no: 803417), Berkhamsted and District Archaeology Society, Berkhamsted Citizens Association, Berkhamsted Town Council and Dacorum Borough Council who would meet periodically with a representative from The English Heritage Trust (registered charity no: 1140351) and the Duchy of Cornwall's Land Steward for the area. In addition, for well over a decade, the Berkhamsted Local History & Museum Society has run the visitors' room adjacent to the cottage at the Castle in which sixteen panels set out the history and development of the Castle and the town.

A strategic decision was taken in 2017 to establish a new registered charity focussed solely on the Castle, as a replacement for the Castle Liaison Group, and to work towards local management of the site (including the visitors' room) in partnership with The English Heritage Trust. Each of the stakeholders on the Castle Liaison Group was given a right to nominate one Trustee to the new charity to continue to represent their interests.

Achievements and performance

The challenging circumstances of the Coronavirus pandemic continued to have a significant impact on the Trust's activities in 2021. The Trust therefore continued to focus on the provision of core service of managing the Castle site under the Local Management Agreement with English Heritage. As was the case last year, we also ensured that financial commitments did not out-strip income (or the appropriate portion of reserves, where necessary).

Notwithstanding the continuing challenges of the Coronavirus pandemic during 2021, the Trust continued to make a significant contribution to many sectors of the public with an interest in the history of the Castle and its former residents. Volunteers and Trustees between them provided almost 1600 hours of volunteer service in support of our activities.

Guided tours & visits

During the year we provided free guided tours to over a dozen schools and community groups from Hertfordshire, Buckinghamshire and London, including Cubs, Scouts, Brownies and Guides groups and local health walking groups. We also welcomed the COP 26 Churches Relay group, who stopped at the Castle for a picnic as part of their walk to the COP 26 conference in Glasgow.

Coronavirus compliance

We continued to meet our legal obligations in relation to Coronavirus compliance during 2021, including maintaining our "We're Good to Go" accreditation from Visit Britain and also acquiring the World Travel & Tourism Council (WTTC) international "Safe Travels" stamp. The Castle site remained open throughout the year, with the

one-way route round the embankment continuing. The visitors' room remained closed throughout 2021, which again significantly affected our ability to provide on-site interpretation to visitors, and also severely limited our ability to generate incidental income from sales of postcards / guide books, etc., and from donations.

Highways drainage issues

Following on from last year's discussions with Hertfordshire Highways about flooding of local roads around the Castle, Hertfordshire Highways commissioned an archaeological investigation of the outer moat at three locations where pipes had previously been connected from the road sewer to the moat. Test pitting in the outer moat, supervised by Museum of London Archaeology, was undertaken opposite the end of Bridgewater Road and facing White Hill, together with auger hole sampling on three transects.

Car crashes

In February we had yet another car through the Castle fencing – the third occasion in 15 months – this time on New Road. The driver left the scene without reporting the matter, and was untraced, leaving the Trust with the costs of repair.

Great British Spring Clean

The Trust took part in Keep Britain Tidy's "Great British Spring Clean", with volunteers picking up litter across the Castle site and in the streets around the Castle. These activities were featured in a report in the Daily Mail on 7 June, together with a photograph of our volunteers. This also led to the installation by Dacorum Borough Council of a new litter bin outside the Castle, on the corner of White Hill and Brownlow Road.

VIRE escape room games

English Heritage, having successfully arranged for a pilot of historically themed "escape room" type games to be run at the castle last year, rolled these out at various sites around the country in 2021. Although this remained a popular attraction at the Castle, the speed and scale of the roll-out meant it was not sustainable, and the arrangement was halted after only a short period of operation.

Great Crested Newt survey

Following last year's habitats survey, we arranged for Herts Amphibian & Reptile Group and the London, Essex & Hertfordshire Amphibian and Reptile Trust (LEHART) to conduct a survey for Great Crested Newts (GCN) in the moats at the Castle. Will Atkins of LEHART has been surveying at the Castle annually for the past 30 years, and the survey again confirmed extensive GCN presence in the moat and the sewers in the road just outside the Castle.

Planter benches

The Trust acquired and installed a number of planter benches for the paved area outside the Visitors' Room window. These have been planted with a selection of seasonal flowers and plants, brightening up and making useful what was otherwise an underused area.

Gilbert & Sullivan concert

The local Rotary Club again made use of the Castle to stage a performance of Gilbert & Sullivan's "Pirates of Penzance". Due to Covid restrictions in force at the time, attendance was restricted to just 300 people.

Geophysical Surveys

A first draft of a survey report for the 2019 geophysical survey of the bailey by RSK Geophysics was provided to the Trust. This shows a number of interesting anomalies indicative of building remains in various locations not previously identified, including adjacent to the Cottage and extending northwards from the chapel towards the well in the bailey. Further analysis and interpretation will be undertaken on this data.

Wall conservation works

Following a number of incidents of falling masonry, English Heritage undertook a wall condition survey and commenced a plan of consolidation works. This resulted in several areas of the walls being fenced off for the protection the public.

Heritage Open Days 2021

The Trust once again ran its traditional, free guided tours for the Heritage Open Days event, with one of our Trustees providing his usual high standard of engaging tours on five occasions.

Mediaeval Cookery display

In conjunction with the Heritage Open Days theme of "Edible England", the Trust was delighted to welcome Tastes of History to put on a medieval cookery demonstration within the Castle walls over two days. Husband-and-wife team Mark and Jill Hatch amazed and delighted visitors with an array of dishes from the 14th-century cookbook, "*The Forme of Cury*", including Ymbre Day Tarte (a cheese flan), a Grete Pye (game pie), buttered wortes (greens) and savoury green soup.

Armed Forces Day banner

Working with the Community Partnerships team at Dacorum Borough Council, we were pleased to display a large banner on the heritage of the Castle and its links to the forces for Armed Forces Day.

Visit of Historic Monuments Inspector & listing of Cottage

The Trust welcomed a visit from our new Historic Monuments Inspector from Historic England, Dr Jess Tipper, during which we discussed the history of the Castle and the issues and challenges facing the site. Following that meeting Dr Tipper recommended the Castle Cottage for listing, and its assessment by the listings team at Historic England was commenced.

Berkhamsted market charity stall

In November the Trust again took the charity stall at Berkhamsted Market to promote its activities to the local community and also to undertake incidental sales of Berkhamsted Castle 2022 calendars (featuring photographs of the Castle taken by local photographer, Martin Evening), fridge magnets and Christmas cards, etc.

Trebuchet

The Trust was extremely grateful for the offer of donation of a replica Trebuchet to the Trust by Historic Royal Palaces (registered charity no. 1068852). Although this item, which had been in use and on display at the Tower of London for some years, would have proved incredibly helpful for our interpretation work (particularly in relation to the siege of Berkhamsted Castle of 1216), we were unable to find anywhere secure to store it. Accordingly, we had to decline the offer.

Social media

Throughout the year we continued to publish information about the Castle on our social media channels (particularly FaceBook and Twitter), and add new research / articles into the web site.

Administration

The Trust continues to benefit from the generous provision of IT support through the Google for Non-profits scheme, and the availability of free or discounted software through Charity Digital (registered charity no. 1133179). The Trustees are extremely grateful to both Google and Charity Digital for the continuing support offered to the Trust.

Plans for the future

Despite the testing times of the Covid pandemic, the Trust has continued to make a significant contribution to many sectors of the public with an interest in the history of the Castle and its former residents. The dedication of our volunteers has continued to make a significant difference to the public's use and enjoyment of the Castle site.

The Trust's focus for 2022 will continue to be to provide the core services committed to under the Local Management Agreement with English Heritage and to ensure that financial commitments do not out-strip income (or the appropriate portion of reserves, where necessary). But we will also continue to work with English Heritage

to set in train the planning necessary to commission a Development Plan to sit alongside the Conservation and Management Plan already drawn up.

Public benefit

The Trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties. The public benefit of the Charity's activities is focussed on providing education to the general public about the history of the Castle and its former inhabitants and this is achieved principally by providing on-site access to a visitors' room and guided tours around the Castle (pandemic conditions permitting) through which education is provided to visitors from the local area, nationally and internationally.

Structure, governance and management

Berkhamsted Castle Trust adopted its constitution on 13 December 2017 using the Charity Commission's Charitable Incorporated Organisation Foundation Model documentation and was formally incorporated and registered by the Charity Commission on 14 December 2017. The Berkhamsted Local History & Museum Society, Berkhamsted and District Archaeology Society, Berkhamsted Citizens Association, Berkhamsted Town Council and Dacorum Borough Council, as local stakeholders of the original Castle Liaison Group, were all given a right to nominate one trustee each to represent their interest in the Castle. The Trust may have a maximum of 15 trustees, inclusive of the 5 nominee trustees.

During the period of this report no further Trustees were appointed or resigned, meaning the current total remained at eleven. There are no current plans to extend this number, although this is kept under review to ensure that the Trust's educational capability, financial management, and heritage activities are overseen by suitably capable individuals.

Financial review

The results for the review period were once again in line with the Trustees' expectations given the pandemic. The continued local nature of the Trust's activities meant that donations remained limited, and this was significantly impacted by ongoing concerns about Covid re-infection. However, the Trust did organise a Mediaeval Cookery demonstration as a planned expense, with only half the costs being recouped from donations. The Trust continued to have relatively few outgoings during the period, and again managed to postpone reduced some regular maintenance work to reduce costs. As a result, there were limited outgoings during 2021.

Reserves policy and going concern

The Trustees have continued to maintain the Trust's assets in a liquid balance of funds in the bank during the uncertain times of the pandemic. No illiquid or longer term investments have been made pending a more detailed planning of the Trust's future strategy and funding requirements.

All the funds of the Trust are unrestricted. The trustees have identified no significant short or medium term financial risks to the charity's continued operations save the general economic climate of the country in the wake of the Coronavirus pandemic, and therefore the accounts have been prepared on the going concern basis.

Risk

The major risks to which the Charity is exposed have been identified by the Trustees and are monitored and reviewed regularly. A risk register will in due course be prepared and maintained. The Trustees minimise investment risk through maintenance of liquid assets at a reputable High Street bank; finance risk by the preparation and monitoring of budgets; strategic risk by the maintenance of good practice; and operational risk and regulation compliance risk through the regular review of activities and (where appropriate) the use of professional advisers.

Statement of Trustees' responsibilities

Law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the period and of its financial position at the end of the period. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principals in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Independent examiner

As the Trust's gross income for the year was below £25,000, the Trustees have elected not to have the accounts reviewed by an Independent Examiner this year.

This report was approved by the Trustees on 18th October 2022 and signed by:



Adrian Barham
Chair of Trustees

Statement of financial activities

Statement of financial activities for the period to 31 December 2021

| | Current year | | Previous year | |
|---|---------------------|------------------|----------------------|------------------|
| Incidental Trading | GBP | GBP | GBP | GBP |
| Sales of goods | 950.70 | | 1,461.73 | |
| Cost of sales ^(NOTE 4) | - 567.09 | | - 839.69 | |
| | | 383.61 | | 622.04 |
| Incoming Resources | | | | |
| <u>Service Agreement</u> | | | | |
| Management Fee English Heritage | 3,500.00 | | 3,500.00 | |
| | | 3,500.00 | | 3,500.00 |
| <u>Grants received</u> | | | | |
| Berkhamsted Town Council | 0.00 | | 982.00 | |
| | | 0.00 | | 982.00 |
| <u>Voluntary Income</u> | | | | |
| Donations via Standing Order | 150.00 | | 150.00 | |
| Payroll Donations | 1,200.00 | | 1,200.00 | |
| Online donations | 1,123.43 | | 408.88 | |
| Gifts in Kind | 136.23 | | 332.20 | |
| Cash donations at the castle | 619.68 | | 104.49 | |
| | | 3,229.34 | | 2,195.57 |
| Resources Expended | | | | |
| <u>Costs of Generating Voluntary Income</u> | | | | |
| Charges deducted from donations | - 68.10 | | - 82.50 | |
| | | - 68.10 | | - 82.50 |
| <u>Grants made</u> | | | | |
| English Heritage Trust (for people counters) | 0.00 | | - 1,373.00 | |
| | | 0.00 | | - 1,373.00 |
| <u>Other resources expended</u> | | | | |
| Depreciation of website Fixed Asset ^(NOTE 3) | - 625.00 | | - 625.00 | |
| Fees and registrations | 0.00 | | - 40.00 | |
| Visitor centre costs | - 489.40 | | - 575.09 | |
| Event costs | - 940.00 | | | |
| Research undertaken | 0.00 | | - 1,182.00 | |
| Site maintenance costs | - 2,637.63 | | - 3,074.58 | |
| | | - 4,692.03 | | - 5,496.67 |
| Surplus for year to end Dec 2021 | | 2,352.82 | | 347.44 |
| Reserves brought forward | | 52,581.71 | | 52,234.27 |
| | | 54,934.53 | | 52,581.71 |

Balance Sheet

Balance Sheet as at 31 December 2021

| | Current year | | Previous year | |
|--|--------------|-------------------------|---------------|-------------------------|
| | GBP | GBP | GBP | GBP |
| <u>Fixed Assets</u> ^(NOTE 1) | | | | |
| Land donated to Trust ^(NOTE 2) | 25,000.00 | | 25,000.00 | |
| Website (after depreciation) ^(NOTE 3) | 0.00 | | 625.00 | |
| | | 25,000.00 | | 25,625.00 |
| <u>Current Assets</u> | | | | |
| Bank account | 29,945.62 | | 27,710.74 | |
| Debtor English Heritage | 875.00 | | 875.00 | |
| Gift Aid not yet claimed from HMRC | 310.02 | | 268.13 | |
| Accrued income | 40.00 | | 56.40 | |
| Prepaid insurance | 68.13 | | 68.13 | |
| | | 31,238.77 | | 28,978.40 |
| <u>Creditors</u> | | | | |
| Accruals ^(NOTE 5) | - 1,304.24 | | - 2,021.69 | |
| | | - 1,304.24 | | - 2,021.69 |
| | | <u>54,934.53</u> | | <u>52,581.71</u> |

The statement of financial activities and balance sheet were approved by the Trustees on 18th October 2022 and signed by:



Adrian Barham
Chair of Trustees

Notes to the financial statements

1. Only assets over the value of £1,000 have been capitalised.
2. 3 acres (1.2 hectares) of land. For Land Registry purposes the land was declared as being received as a gift for no consideration, but with a notional property value of £25k. This was based on an agricultural property price of around £8k per acre, but noting that the land forms part of the Scheduled Ancient Monument and is therefore subject to significant use restrictions.
3. The value of the Land Assets has not been depreciated. Other assets have been depreciated over a 4 year period.
4. Under an agreement with Berkhamsted Local History & Museum Society (registered charity no. 803417), sales of items inherited by the Trust from the Society are to be accounted for to the Society until such time as stock is exhausted or until the interpretation of the Castle is updated by the Trust.
5. Accruals represent an allowance for invoices anticipated but which had not been received at year end (relating chiefly to production of calendars for incidental sale).

BERKHAMSTED CASTLE TRUST

England & Wales - Charity number 1176286

Accounts



BERKHAMSTED CASTLE TRUST

A Charitable Incorporated Organisation
Registered Charity (England & Wales) No. 1176286

Report and financial statements for the period ended 31 December 2020

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Reference and administrative information

| | |
|----------------------------|---|
| Charity name | Berkhamsted Castle Trust |
| Charity type | Charitable Incorporated Organisation (Foundation Model) |
| Charity number | 1176286 |
| Registered Address | Hilltop House Gravel Path Berkhamsted Hertfordshire HP4 2PJ |
| Operational Address | Berkhamsted Castle White Hill Berkhamsted Hertfordshire HP4 1JL |
| Trustees | Trustees who served in the year to 31 December 2020 (“the reporting period”) were as follows: Adrian Barham ¹ Sarah Caradec Patrick Emery Lou Garrod Susan Johnson ² Peter Matthews ³ Dr James Moir Professor Jonathan Morris Richard Thompson Ken Wallis ⁴ Bill Willett All trustees remained in post at the date of formal adoption of this report. |

¹ Chair of Trustees & nominee of Berkhamsted Local History & Museum Society

² Nominee of Berkhamsted Citizens Association

³ Nominee of Berkhamsted Town Council

⁴ Nominee of Berkhamsted & District Archaeology Society

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This report looks at what the charity has achieved and the outcomes of its work in the reporting period. Berkhamsted Castle Trust reports the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the Trustees ensure that the charity's aims, objectives and activities remained focused on its stated purposes.

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Purposes and aims

The object of Berkhamsted Castle Trust is the advancement of the education of the public by:

- (1) promoting or assisting in the promotion of improvements in the organisation and provision of information and other services and facilities for visitors by the Historic Buildings and Monuments Commission for England (also known as Historic England) and The English Heritage Trust (registered charity no: 1140351) or their successors in respect of Berkhamsted Motte and Bailey Castle, Hertfordshire (a scheduled ancient monument, List entry Number: 1010756) ("the castle") and generally in the preservation and upkeep of the castle and by fostering the use and enjoyment of the castle by the public;
- (2) conducting, financing or otherwise commissioning historical research or archaeological investigation into the castle (and people or events of historical significance connected to it) and making public the results of such research or investigation (by means of publications, exhibitions, lectures, meetings, events, discussions, guided visits or otherwise);
- (3) taking into ownership or use in order to further the above object any land or building forming part of, or formerly part of, the castle (whether by purchase, lease, receipt as a gift or otherwise).

Historical development

Local engagement with Berkhamsted Castle has for many years been co-ordinated through a Castle Liaison Group chaired by a Councillor from Berkhamsted Town Council. This Group brought together representatives from Berkhamsted Local History & Museum Society (registered charity no: 803417), Berkhamsted and District Archaeology Society, Berkhamsted Citizens Association, Berkhamsted Town Council and Dacorum Borough Council who would meet periodically with a representative from The English Heritage Trust (registered charity no: 1140351) and the Duchy of Cornwall's Land Steward for the area. In addition, for well over a decade, the Berkhamsted Local History & Museum Society has run the visitors' room adjacent to the cottage at the Castle in which sixteen panels set out the history and development of the Castle and the town.

A strategic decision was taken in 2017 to establish a new registered charity focussed solely on the Castle, as a replacement for the Castle Liaison Group, and to work towards local management of the site (including the visitors' room) in partnership with The English Heritage Trust. Each of the stakeholders on the Castle Liaison Group was given a right to nominate one Trustee to the new charity to continue to represent their interests.

Achievements and performance

At the time of preparing the Annual Report on the Trust's activities in 2019 it was already apparent that the Coronavirus pandemic would have a significant impact on the Trust's activities in 2020. Although two Trustee strategy days were held in January and February 2020, a third planned day had to be cancelled. The Trust's primary focus for 2020 had to be to provide the core services for managing the Castle site committed to under the Local Management Agreement with English Heritage and to ensure that financial commitments did not out-strip income (or the appropriate portion of reserves, where necessary). We anticipated that any activities over and above this would be seen as a significant achievement in an extremely challenging environment.

Notwithstanding the significant limitations arising from the Coronavirus pandemic, and the initial lockdown from late March 2020 onwards, the Trust continued to make a significant contribution to many sectors of the public with an interest in the history of the Castle and its former residents.

Car crashes

The lockdown literally started with a bang, with a car being crashed through the estate fencing on the Brownlow Road side of the Castle on the evening of 22 March. The disorientated driver then swam around in the moats for around 45 minutes, in the rain and temperatures of only 3 degrees, before being rescued by the emergency services.

On the evening of 25/26 July we had another car through the estate fencing on Brownlow Road, opposite the end of Bridgewater Road. This time it was as a result of a Police pursuit of a car down Bridgewater Road, after a burglary in Northchurch.

Castle artwork donation

At the end of March, renowned Berkhamsted-based painter, Brian Bennett (who was also Head of Art at Berkhamsted School for many years) kindly donated to the Trust the copyright in a painting of the Castle which is owned by the Chairman of the Trust. This will allow the Trust to reproduce the image for its own purposes (e.g. in interpretation materials and on items for incidental sale, such as fridge magnets, posters / prints, etc. to help raise funds). He has also been extremely generous and donated a second picture showing the South East corner of the castle site (and which measures 36 inches tall x 26 inches wide) which he still had in store, together with the copyright in the painting, for the Trust to use.

Tree works & land maintenance

At the start of April the Trust arranged for tree surgeons to undertake the various works to the trees on the Trust's three acres of land that had been recommended by the Arboriculturalist, Patrick Stileman. Other land maintenance works (principally vegetation cutting) by M W Agri Limited were suspended during 2020 to save costs and also allow for further consideration of the Trust's environmental approach to the management of the area.

Criminal damage to the Scheduled Monument

There were a number of instances of criminal damage to the Castle's walls during the first part of the Coronavirus lockdown, and we met with our local PCSOs and the Hertfordshire Constabulary heritage crime officer on site to discuss this. We have temporarily placed some additional Police warning signage on the benches on site. Since then, there have had no further significant damage incidents, although there remain areas of concern where we have significant weather erosion / wear from people climbing the walls. The main patches of criminal damage have been repaired by English Heritage, with other areas added to the forward job list.

Antisocial behaviour

At the same time, we also had a number of instances of antisocial behaviour, with groups of school-age children gathering on site just before closing time and refusing to leave / climbing back over the fences once the site had been locked in the evening. This then escalated into harassment of our volunteers as they tried to clear the site each evening. Again, we worked with our local PCSOs / Police and the Town Warden to get them to speak to the children concerned, and since when there has been no repeat of the problem.

Gateline people counter

During 2020 the Trust provided a grant to the English Heritage Trust to fund a gateline people counter. At the end of May English Heritage's contractors fitted that into the Castle gatepost. In the period from the start of June until the end of December 2020 the counter recorded 41,000 visitors to the Castle, which equates to an annual footfall of around 75,000 people. Given this period encompassed two periods of national lockdown which prevented all but local visitors travelling to the

Castle (e.g. our usual visitors from further afield and from overseas), this is seen as a phenomenal success. It demonstrates the significant public benefit provided by the Castle site and the Trust during 2020, as a small number of our volunteers kept the site open and accessible for the public to use for their daily exercise.

Coronavirus compliance

In order to meet our legal obligations in relation to Coronavirus compliance, on 24 July we secured "We're Good to Go" accreditation from Visit Britain. The Castle site remained open, but a one-way route round the embankment walk was instituted. The visitors' room, however, remained closed throughout 2020 due to its small size and, therefore, inability to maintain social distancing. This significantly affected our ability to provide on-site interpretation to visitors, and also severely limited our ability to generate incidental income from sales of postcards / guide books, etc., and from donations.

Habitats survey

With financial support generously provided by Berkhamsted Town Council, the Herts & Middlesex Wildlife Trust undertook on our behalf a site-wide habitats survey of the Castle scheduled monument area. The report makes various recommendations for future care and management of the site, and this has been shared with English Heritage's landscapes manager to inform the maintenance arrangements. Herts & Middlesex Wildlife Trust also suggested that the site was of such importance (due principally to its significant population of Great Crested Newts) that it should be recommended to Natural England as a Site of Special Scientific Interest (SSSI) and, at the very least, should be designated by the Borough Council as a Local Nature Reserve (LNR). We are working with the Town Council to explore the implications of this.

VIRE escape room games

English Heritage arranged for a pilot of historically themed "escape room" type games to be run at the castle daily from 14 August until late September. A small number of participants took part each day in timed slots, and solved clues and puzzles. The site remained open to the public throughout. These events were Covid-19 risk assessed by English Heritage. In excess of 1500 people participated over the short run (far exceeding expectations), with more than half of those never having been to the Castle before. As a result, English Heritage planned to roll out the concept to other sites in 2021. A number of dignitaries were invited to see the arrangements / participate, including staff / senior members of English Heritage, local politicians and the Lord Lieutenant of Hertfordshire, Robert Voss CBE.

TripAdvisor Travellers' Choice Award

In August 2020 the Castle was awarded a TripAdvisor Travellers' Choice Award, placing it in the top 10% of hospitality and tourism businesses around the globe. This was a significant recognition of the efforts made by the Trust since its establishment to both raise the profile of the Castle and improve the visitor experience.

Proposal for new visitors' centre at The Crystal Palace

In late August, the owners of The Crystal Palace pub submitted a planning application to convert the pub into three residential properties. Seizing on the opportunity, on 23 August the Trust submitted an Asset of Community Value nomination for The Crystal Palace, with the intention of preserving the building for use as a pub but combining that with use as a larger visitors' centre for the Castle / a base for a wider Heritage Hub for Berkhamsted. Unfortunately the ACV nomination was twice rejected by the Borough Council. After significant objections to the planning proposals, however, the owners withdrew the planning application, and propose to renovate and re-open the pub under new management. The Trust therefore continues to explore opportunities for a new visitors' centre in the vicinity of the Castle site.

Air ambulance use of Castle bailey

On 5 September the Essex & Herts Air Ambulance used the Castle bailey as a landing site to enable emergency paramedics to attend a nearby accident.

Heritage Open Days 2020

Despite the Coronavirus restrictions, the Trust still managed to run four of its traditional, free guided tours for the Heritage Open Days event (11-20 September), with one of our Trustees providing his usual high standard of engaging tours. For social distancing reasons, though, these tours were restricted to just six participants per session.

Temporary interpretation panels

Just in time for the Heritage Open Days, the Trust finally received permission from English Heritage to install a number of PVC banners between the wooden posts of the Castle cottage veranda. We reproduced the interpretation panels from the visitors' room on a series of 5ft x 4ft banners so that they could be displayed outdoors whilst the visitors' room remained closed due to the pandemic. The feedback received for this step was hugely positive, with requests for this to be repeated in future years.

Visit by local Member of Parliament

On 25 September we were visited by our local MP, Gagan Mohindra, so that we could explain to him the history and significance of the site and set out our vision for its development / our activities in the coming years.

Berkhamsted market charity stall

On 24 October the Trust took the charity stall at Berkhamsted Market to promote its activities to the local community and also to undertake incidental sales of Berkhamsted Castle 2021 calendars (featuring photographs of the Castle taken by local photographer, Martin Evening), fridge magnets and Christmas cards, etc.

Well condition survey

For the first time in a significant number of years English Heritage undertook a well condition survey of the two wells at the Castle (in the bailey and at the top of the Motte). Discussions are ongoing between the Trust and English Heritage about the need for repair / replacement of the fencing around the wells and the well ironwork coverings. We are also keen for the wells to be cleaned / emptied of any rubbish that has accumulated over the years.

Highways drainage issues

Following repeated flooding of the roads outside the Castle (which were historically part of the outer moat of the Castle), Hertfordshire Highways undertook a CCTV survey of the drains around the Castle. These appear to have been linked in to the Castle's moat structure (we believe in the 1970s) to allow surface run-off from nearby roads to drain into the moat, but have become clogged with silt over the intervening period. We are working with Hertfordshire Highways to design an engineering solution to try and reduce the regular flooding and restore the moats to their former condition.

Bench replacement

We had hoped to replace all the benches on site at some point during 2020 (one of which was taken out of service by English Heritage at the end of 2019 on safety grounds). The impact of the pandemic on English Heritage's and our financial situation has unfortunately meant this was placed on hold throughout 2020.

Social media

Throughout the year we continued to publish information about the Castle on our social media channels (particularly FaceBook and Twitter), and add new research / articles into the web site.

Administration

The Trust continues to benefit from the generous provision of IT support through the Google for Non-profits scheme, and the availability of free or discounted software through Charity Digital (registered charity no. 1133179). The Trustees are extremely grateful to both Google and Charity Digital for the continuing support offered to the Trust.

Plans for the future

The Trust has continued to make a significant contribution to many sectors of the public with an interest in the history of the Castle and its former residents. The dedication of our volunteers throughout the Coronavirus pandemic lockdown enabled significant numbers to enjoy the outdoor facilities of the Castle as part of their daily exercise. However, the impact of the Coronavirus pandemic will continue to have a significant impact on the Trust's activities well into 2021. The Trust's primary focus

for 2021 continues to be to provide the core services committed to under the Local Management Agreement with English Heritage and to ensure that financial commitments do not out-strip income (or the appropriate portion of reserves, where necessary). But in what continues to be an extremely challenging environment, we hope to be able to get back to providing educational activities for schools and other organised groups, re-start our on-site visitor support role, and facilitate the use of the site for wider community use.

Public benefit

The Trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties. The public benefit of the Charity's activities is focussed on providing education to the general public about the history of the Castle and its former inhabitants and this is achieved principally by providing on-site access to a visitors' room and guided tours around the Castle (pandemic conditions permitting) through which education is provided to visitors from the local area, nationally and internationally.

Structure, governance and management

Berkhamsted Castle Trust adopted its constitution on 13 December 2017 using the Charity Commission's Charitable Incorporated Organisation Foundation Model documentation and was formally incorporated and registered by the Charity Commission on 14 December 2017. The Berkhamsted Local History & Museum Society, Berkhamsted and District Archaeology Society, Berkhamsted Citizens Association, Berkhamsted Town Council and Dacorum Borough Council, as local stakeholders of the original Castle Liaison Group, were all given a right to nominate one trustee each to represent their interest in the Castle. The Trust may have a maximum of 15 trustees, inclusive of the 5 nominee trustees.

During the period of this report no further Trustees were appointed or resigned, meaning the current total remains eleven. There are no current plans to extend this number, although this is kept under review to ensure that the Trust's educational capability, financial management, and heritage activities are overseen by suitably capable individuals.

Financial review

The results for the review period were in line with the Trustees' expectations given the pandemic. The continued local nature of the Trust's activities meant that donations remained limited, but this was significantly impacted by the several months of lockdown. However, the Trust continued to have relatively few outgoings during the period, and managed to postpone reduced some regular maintenance work to reduce costs. As a result, there were limited outgoings during 2020.

Reserves policy and going concern

In this early phase of the Trust's operation, and given the increased financial risks posed by the Coronavirus pandemic, the Trustees have agreed to maintain the Trust's

assets in a liquid balance of funds in the bank. No illiquid or longer term investments have been made pending a more detailed planning of the Trust's future strategy and funding requirements.

All the funds of the Trust are unrestricted. The trustees have identified no significant short or medium term financial risks to the charity's continued operations save the general economic climate of the country in the wake of the Coronavirus pandemic, and therefore the accounts have been prepared on the going concern basis.

Risk

The major risks to which the Charity is exposed have been identified by the Trustees and are monitored and reviewed regularly. A risk register will in due course be prepared and maintained. The Trustees minimise investment risk through maintenance of liquid assets at a reputable High Street bank; finance risk by the preparation and monitoring of budgets; strategic risk by the maintenance of good practice; and operational risk and regulation compliance risk through the regular review of activities and (where appropriate) the use of professional advisers.

Statement of Trustees' responsibilities

Law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the period and of its financial position at the end of the period. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principals in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Independent examiner

As the Trust's gross income for the year was below £25,000, the Trustees have elected not to have the accounts reviewed by an Independent Examiner this year.

This report was approved by the Trustees on 19th October 2021 and signed by:



Adrian Barham
Chair of Trustees

Statement of financial activities

Statement of financial activities for the period to 31 December 2020

| | Current year | | Previous year | |
|---|---------------------|-------------------------|----------------------|-------------------------|
| Incidental Trading | GBP | GBP | GBP | GBP |
| Sales of goods | 1,461.73 | | 587.15 | |
| Cost of sales ^(NOTE 4) | <u>- 839.69</u> | | <u>- 587.15</u> | |
| | | 622.04 | | 0 |
| Incoming Resources | | | | |
| <u>Service Agreement</u> | | | | |
| Management Fee English Heritage | <u>3,500.00</u> | | <u>2,625.00</u> | |
| | | 3,500.00 | | 2,625.00 |
| <u>Grants received</u> | | | | |
| Berkhamsted Town Council | <u>982.00</u> | | <u>0</u> | |
| | | 982.00 | | 0 |
| <u>Voluntary Income</u> | | | | |
| Donations via Standing Order | 150.00 | | 150.00 | |
| Payroll Donations | 1,200.00 | | 900.00 | |
| Online donations | 408.88 | | 1,139.98 | |
| Gifts in Kind | 332.20 | | 18,122.86 | |
| Cash donations at the castle | <u>104.49</u> | | <u>984.62</u> | |
| | | 2,195.57 | | 21,297.46 |
| Resources Expended | | | | |
| <u>Costs of Generating Voluntary Income</u> | | | | |
| Charges deducted from donations | <u>- 82.50</u> | | <u>- 51.84</u> | |
| | | - 82.50 | | - 51.84 |
| <u>Grants made</u> | | | | |
| English Heritage Trust (for people counters) | <u>- 1,373.00</u> | | <u>0</u> | |
| | | - 1,373.00 | | 0 |
| <u>Other resources expended</u> | | | | |
| Depreciation of website Fixed Asset ^(NOTE 3) | - 625.00 | | - 625.00 | |
| Fees and registrations | - 40.00 | | - 190.80 | |
| Visitor centre costs | - 575.09 | | - 223.66 | |
| Research undertaken | - 1,182.00 | | - 18,000.00 | |
| Site maintenance costs | - 3,074.58 | | - 2,514.00 | |
| | | <u>- 5,496.67</u> | | <u>- 21,553.46</u> |
| Surplus for year to end Dec 2020 | | 347.44 | | 2,317.16 |
| Reserves brought forward | | <u>52,234.27</u> | | <u>49,917.11</u> |
| | | <u>52,581.71</u> | | <u>52,234.27</u> |

Balance Sheet

Balance Sheet as at 31 December 2020

| | Current year | | Previous year | |
|--|--------------|-------------------------|---------------|-------------------------|
| | GBP | GBP | GBP | GBP |
| <u>Fixed Assets</u> ^(NOTE 1) | | | | |
| Land donated to Trust ^(NOTE 2) | 25,000.00 | | 25,000.00 | |
| Website (after depreciation) ^(NOTE 3) | 625.00 | | 1,250.00 | |
| | | 25,625.00 | | 26,250.00 |
| <u>Current Assets</u> | | | | |
| Bank account | 27,710.74 | | 23,119.80 | |
| Debtor English Heritage | 875.00 | | 2,625.00 | |
| Gift Aid not yet claimed from HMRC | 268.13 | | 217.23 | |
| Accrued income | 56.40 | | 5.44 | |
| Prepaid insurance | 68.13 | | 16.80 | |
| | | 28,978.40 | | 25,984.27 |
| <u>Creditors</u> | | | | |
| Accruals ^(NOTE 5) | - 2,021.69 | | 0 | |
| | | - 2,021.69 | | 0 |
| | | <u>52,581.71</u> | | <u>52,234.27</u> |

The statement of financial activities and balance sheet were approved by the Trustees on 19th October 2021 and signed by:



Adrian Barham
Chair of Trustees

Notes to the financial statements

1. Only assets over the value of £1,000 have been capitalised.
2. 3 acres (1.2 hectares) of land. For Land Registry purposes the land was declared as being received as a gift for no consideration, but with a notional property value of £25k. This was based on an agricultural property price of around £8k per acre, but noting that the land forms part of the Scheduled Ancient Monument and is therefore subject to significant use restrictions.
3. The value of the Land Assets has not been depreciated. Other assets have been depreciated over a 4 year period.
4. Under an agreement with Berkhamsted Local History & Museum Society (registered charity no. 803417), sales of items inherited by the Trust from the Society are to be accounted for to the Society until such time as stock is exhausted or until the interpretation of the Castle is updated by the Trust.
5. Accruals represent an allowance for invoices anticipated but which had not been received at year end (relating chiefly to production of calendars for incidental sale).