

# RAF STATION COLTISHALL HERITAGE TRUST

England & Wales · Charity number 1176736

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2018-01-18

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

## Contact

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**Address** The Raf Coltishall Heritage Centre  
Building 40 (Main Guardroom)  
Scottow Enterprise Park  
Badersfield  
Norfolk  
NR10 5FB

**Phone** 01603737333

**Email** [coltdays@outlook.com](mailto:coltdays@outlook.com)

**Website** [www.rafscht.co.uk](http://www.rafscht.co.uk)

## Activities

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**Objects:** 1. TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE HISTORY OF RAF COLTISHALL AND ITS PLACE IN THE DEFENCE OF THE UNITED KINGDOM THROUGHOUT ITS OPERATIONAL LIFE BY THE ESTABLISHMENT AND MAINTENANCE OF A HERITAGE CENTRE TO DISPLAY ARTEFACTS, DOCUMENTS AND ASSOCIATED MEDIA RELATING TO RAF COLTISHALL.2. TO PROMOTE THE PROVISION OF FACILITIES FOR RECREATION OR OTHER LEISURE TIME OCCUPATION FOR THE PUBLIC AT LARGE IN THE INTERESTS OF SOCIAL WELFARE AND WITH THE OBJECT OF IMPROVING THEIR CONDITIONS OF LIFE.

**Activities:** Raising funds to operate and develop the RAF Coltishall Heritage Centre. Opened on 23 June 2021 the Centre is in the former Main Guardroom on the site of the former RAF station. The facilities, open to the public and under the Trust's management, include exhibition rooms, a lecture and educational/meeting room and external reconnaissance cabins next to the building

## Classification

- **How:** Provides Buildings/facilities/open Space, Provides Advocacy/advice/information
- **What:** Education/training, Arts/culture/heritage/science, Armed Forces/emergency Service Efficiency, Recreation
- **Who:** The General Public/mankind

## Geography

- Norfolk

## Finances

| Period end | Income  | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2025-01-31 | £33,237 | £23,577     | -      | -         |
| 2024-01-31 | £10,847 | £8,060      | -      | -         |
| 2023-01-31 | £13,024 | £14,475     | -      | -         |
| 2022-01-31 | £9,028  | £8,808      | -      | -         |
| 2021-01-31 | £5,492  | £5,091      | -      | -         |

## Trustees

| Name                        | Role | Appointed  |
|-----------------------------|------|------------|
| CHRISTOPHER KEVIN MALONEY   |      | 2018-01-18 |
| Carl Lamb                   |      | 2023-08-26 |
| David Keith Holland         |      | 2020-09-24 |
| IAN STANNETT                |      | 2018-01-18 |
| JOHN STUART WELTON MBE GCGI |      | 2018-01-18 |
| PAUL DENNIS SWEETMAN        |      | 2018-01-10 |
| PAUL HENDLEY                |      | 2020-12-15 |

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# Accounts

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**RAF STATION COLTISHALL HERITAGE TRUST**  
**ANNUAL REPORT AND FINANCIAL STATEMENT**  
**FOR THE YEAR ENDED 31 JANUARY 2025**

**Registered Charity No. 1176736**

**Waveney Accountants Limited**  
**t/a Newman & Co**  
**Chartered Accountants**  
**7 Hungate**  
**Beccles**  
**Suffolk**  
**NR34 9T**



## RAF STATION COLTISHALL HERITAGE TRUST

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**RAF STATION COLTISHALL HERITAGE TRUST**  
**TRUSTEES' REPORT**  
**For the year ended 31 January 2025**

**Reference and Administrative Details**

**Charity Registration No:** 1176736

**Address:** The RAF Coltishall Heritage Centre  
Building 40 (Main Guardroom)  
Scottow Enterprise Park  
Badersfield, Norfolk NR10 5FB

**Trustees:**

The Trustees shown below were appointed in 2018 and 2020 and have held office to the date of this report.

Mr. Mervyn Cousens (Chairman)  
Mr. Paul Sweetman (Treasurer)  
Mr. John Welton (Secretary/Business Manager)  
Mr Thomas Hemsall (Exhibition Manager)  
Mr Christopher Maloney (Fundraising Manager)  
Mr Ian Stannett (Reconnaissance Collection Manager)  
Mr David Holland\* (Technical Support Manager)  
Mr Paul Hendley\* (Health & Safety manager)  
Mr Carl Lamb\*\* (Marketing & Corporate Business Manager)

\*Joined in 2021

\*\* Joined in 2023

**Structure, Governance and Management:**

**Governing Document**

The RAF Station Coltishall Heritage Trust is a Charitable Incorporated Organisation (Company No. CE012970) and is governed by the constitution and rules adopted 18 January 2018.

**Appointment of Trustees**

The Trustees are appointed as per the governing document.

**RAF STATION COLTISHALL HERITAGE TRUST**  
**TRUSTEES' REPORT**  
**For the year ended 31 January 2025 Contd....**

**Objects and Activities:**

The object of the CIO is as stated in the Constitution:

1. To advance the education of the public in the history of RAF Coltishall and its place in the defence of the United Kingdom throughout its operational life by the establishment and maintenance of a Heritage Centre to display artefacts, documents and associated media related to RAF Coltishall.
2. To promote the provision of facilities for recreation or other leisure time occupation for the public at large in the interests of social welfare and with the object of improving conditions of life.

The Trustees confirm that they and the management committee operate in accordance with the Charity Commission's general guidance on public benefit in all respects.

**Achievements and Performance:**

The Trust achieved charitable (CIO) status on 18 January 2018, having formerly been known as the RAF Coltishall Station Heritage Fund. The closing cash balance of the Fund has been treated as an unrestricted donation to the CIO.

During the period to 31 January 2025 the Trust has achieved the following:

Once again, in our fourth year of operations, the RAF Station Coltishall Heritage Trust has seen the RAF Coltishall Heritage Centre continue its success as a major military aviation attraction with steady growth in visitor numbers. Former station staff, both service and civilian together with the general public have again been welcomed and have seen additional exhibits. Visitors have benefitted from the broad knowledge of our growing number of volunteers most of whom served on the Station. This year, we have welcomed a number of new non-veteran volunteers who have brought their enthusiasm for RAF Coltishall together with many useful practical skills to the fold.

We have full access to the former station, now called Scottow Enterprise Park, and this allows us to run guided tours which our visitors find fascinating. Our operation of the Heritage Centre and the tours to such a high standard is made possible by the firm support of the site landlords, Hethel Innovation Ltd, who see us as a vital element of the site's life. In turn, the Trust, provides heritage expertise and activity which ensures that they are able to more than meet their commitments under the conservation and heritage requirements set out in the local authority planning document that covers the operation of the enterprise park and to some extent Norfolk City Council's obligations under the Armed Forces Covenant. The Trust very much appreciates the permission granted by the site managers to allow the scattering of ashes of former RAF Coltishall personnel and this happened on several occasions this year and was greatly appreciated by the families.

**RAF STATION COLTISHALL HERITAGE TRUST**  
**TRUSTEES' REPORT**  
**For the year ended 31 January 2025 Contd...**

**Achievements and Performance Contd....**

As usual, our Winter season (November to March) saw the team preparing the Heritage Centre by cleaning, refurbishing and adding new exhibits including a 2 seat Hunter aircraft cockpit, to continue to broaden the appeal of the RAF Coltishall Heritage Centre. In addition, we also offered pre-organised group visits during the closed season and this year a number of organisations took up the opportunity of a private viewing and this brought in revenue to bolster funds. A full programme of group visits together with our normal opening days added to a healthy footfall growth and our visitor's book bears witness to the success of our operation with many glowing reports and a 5 star rating on Tripadvisor.

This year saw the arrival of one of our largest and most significant exhibits in the form of a Jaguar aircraft, the type which operated from RAF Coltishall for over 30 years. Supported by our patron, Air Marshal Sir Chris Harper and Air Vice Marshall Mark Flewin (Air Officer Commanding No 1 Group RAF) a formal presentation was made to Wing Commander Erica Ferguson of the RAF Heritage Branch and this was successful with the allocation of a redundant aircraft from the Jaguar fleet used to train aircraft technicians at RAF Cosford. As the majority of our volunteers are former Jaguar Engineers, a team was selected and working with a specialist contractor, the aircraft was dismantled at Cosford, loaded, transported to site and reassembled in preparation for display. The event was covered in the local press and national aviation magazines. The aircraft arrived in July 2024 and was immediately put on display. A number of missing components were sourced or manufactured and the Jaguar now is a major draw for visitors to the Heritage Centre and the site generally.

Our unique Reconnaissance Collection, now regarded as a nationally significant series of exhibits, has also been enhanced with a further mobile cabin to complete the set and we have obtained a 5 ton Bedford truck that is of the era and of the type used to transport the Reconnaissance Cabins during deployments. The recently acquired cabin is being mounted on the truck to show the role of the vehicle.

The Trust's role in education has again been developed this year with a very successful talk being arranged. Sqn Ldr John Peters, a Tornado pilot who was a prisoner of the Iraqis during the Gulf War gave an enthralling talk on his experiences and this was well attended with local RAF Air Cadet squadrons making full use of the evening's opportunities. Many local people also attended and the event raised significant funds for the Trust. Our cooperation with a Norwich based apprentice training college has been mutually beneficial this year with the college undertaking engineering tasks which gives the apprentices experiences to develop their skills whilst providing the Heritage Centre with refurbished equipment. Both sides see this scheme developing further in the future.

**RAF STATION COLTISHALL HERITAGE TRUST**  
**TRUSTEES' REPORT**  
**For the year ended 31 January 2025 Contd...**

**Achievements and Performance Contd....**

The Trust's finances have made significant gains this year. With the addition of a new trustee in 2023 with considerable commercial experience and acumen, a greater level of focus on the fundraising has born fruit. A corporate membership scheme saw several significant local business making grants to the Trust. Regular advertising in aviation heritage magazines has also improved the profile of the Heritage Centre and thus improved footfall.

For the future, plans are in place for the RAF Coltishall to move from the former guardroom to a newly refurbished Air Traffic Control building. The work will be done by the site managers based on funding from the Heritage Lottery Fund and a bid is pending. The Trust has had significant input to the plans and has worked with the architects in drawings up plans to convert the building sympathetically within conservation guidelines.

In summary, the RAF Station Coltishall Heritage Trust has had an extremely busy year on all fronts. It is more than meeting its aims of preserving the history and heritage of RAF Coltishall and presenting it to visitors in an interesting and educational way. The team of mostly RAF veterans continues to grow and maintain its enthusiasm for the project and thus inspires visitors and to enthral them the story of the only RAF Battle of Britain station to have operated fighters throughout its 66 year history.

**Volunteers:**

The charity is wholly run by unpaid volunteers who are primarily the Trustees. All Trustees undertake their roles on a voluntary/unpaid basis. Further volunteers were recruited this year to provide exhibition guides/educators and to support operations in terms of maintenance of our building and the exhibits.

**Financial Review:**

The results for the year are set out on page 11 of the financial statements. The financial statements relate to the provision of services to satisfy the charity's financial objectives during the period from 1 February 2024 through to 31 January 2025 and show that we had a total income of £33,237 and our expenditure totalled £23,577. The charity is in its seventh year of operation being registered on 18 January 2018. For the current period £8,517 was brought forward from last year's account to this account on 1 February 2024.

**RAF STATION COLTISHALL HERITAGE TRUST  
TRUSTEES' REPORT  
For the year ended 31 January 2025 Contd...**

**Achievements and Performance Contd....**

**Reserves Policy:**

The charity currently only holds unrestricted reserves. The reserves are represented by cash at bank. The trustees consider that the unrestricted reserves should be sufficient to cover the charitable company's planned expenditure where possible.

**Risk Management:**

The Trustees have assessed the major risk factors to which the charity is exposed and are satisfied that systems are in place to lessen those risks.

**RAF STATION COLTISHALL HERITAGE TRUST**  
**TRUSTEES' REPORT**  
**For the year ended 31 January 2025 Contd...**

**Statement of Trustees' Responsibilities:**

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the applicable law and the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping 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, the Charity (Accounts Reports) Regulations 2008 and the provisions of the Trust Deed. 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.

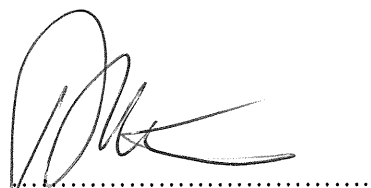
**PUBLIC BENEFIT STATEMENT**

The Trustees have regard to the Charity Commission's public benefit guidance.

**ON BEHALF OF THE TRUSTEES:**



.....  
Mr. Mervyn Cousens  
(Chair of Trustees)



.....  
Mr. Paul Sweetman  
(Treasurer)

25 March 2025

25 March 2025

**RAF STATION COLTISHALL HERITAGE TRUST**  
**INDEPENDENT EXAMINER'S REPORT**  
**Year ended 31 January 2025**

**Independent examiner's report to the trustees of RAF Station Coltishall Heritage Trust**

I report on the accounts of the Charity for the year ended 31<sup>st</sup> January 2025, which are the Summary of Receipts and Payments and the Treasurer's Report.

**Respective responsibilities of trustees and examiner**

The Charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any materials respects, the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**RAF STATION COLTISHALL HERITAGE TRUST**  
**INDEPENDENT EXAMINER'S REPORT**  
**Year ended 31 January 2025 contd...**

Signed: .....  .....

Name: Leslie Newman FCA

Address: Newman & Co  
7 Hungate  
Beccles  
Suffolk  
NR34 9TT

Date: ..... 28. MARCH 2025 .....

**RAF STATION COLTISHALL HERITAGE TRUST**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**For the year ended 31 January 2025**

|                                      | <b>Unrestricted</b> | <b>2025</b>   |
|--------------------------------------|---------------------|---------------|
|                                      | <b>£</b>            | <b>£</b>      |
| <b>Incoming Resources</b>            |                     |               |
| Donations                            | 16,675              | 16,675        |
| NND Council Rate Refund              | 248                 | 248           |
| Jaguar Aircraft Donations            | 3,950               | 3,950         |
| Pledge Crowd Funding                 | 9,932               | 9,932         |
| Corporate Memberships                | 1,000               | 1,000         |
| John Peters Lecture Donations        | 990                 | 990           |
| HMRC Gift Aid                        | 442                 | 442           |
|                                      | <u>33,237</u>       | <u>33,237</u> |
|                                      | =====               | =====         |
| <b>Resources Expended</b>            |                     |               |
| Building Rent/Rates                  | 3,371               | 3,371         |
| Building Electricity Charges         | 504                 | 504           |
| Yard 12 Rent                         | 144                 | 144           |
| Merchandise Costs                    | 940                 | 940           |
| HC Refurbishment Costs               | 1,758               | 1,758         |
| Jaguar Refurbishment/Transport Costs | 11,388              | 11,388        |
| Jaguar Advert Costs                  | 1,272               | 1,272         |
| ATREL Refurbishment Costs            | 589                 | 589           |
| Hunter Cockpit Refurbishment         | 309                 | 309           |
| Reece Truck Transport/Restore Costs  | 563                 | 563           |
| Vintage Tractor Costs                | 236                 | 236           |
| John Peters Lecture Advert           | 250                 | 250           |
| John Peters Lecture Catering         | 71                  | 71            |
| Revetment Hanger Catering            | 70                  | 70            |
| Internet Fee                         | 24                  | 24            |
| Accountants Fee                      | 300                 | 300           |
| HC Insurance                         | 311                 | 311           |
| HC Public Liability Insurance        | 629                 | 629           |
| Airside Insurance                    | 615                 | 615           |
| Misc Costs                           | 233                 | 233           |
| <b>Total Resources Expended</b>      | <u>23,577</u>       | <u>23,577</u> |
|                                      | =====               | =====         |

**RAF STATION COLTISHALL HERITAGE TRUST**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**For the year ended 31 January 2025**

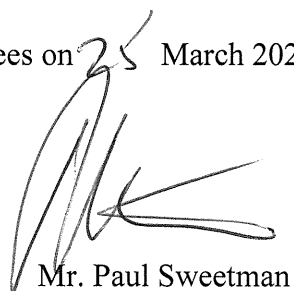
|                                     |                        |                        |
|-------------------------------------|------------------------|------------------------|
| Net Resources Incoming<br>Resources | 9,660                  | 9,660                  |
| Total Funds brought forward         | 8,517                  | 8,517                  |
| <b>Total funds carried forward</b>  | <u>18,177</u><br>===== | <u>18,177</u><br>===== |

**RAF STATION COLTISHALL HERITAGE TRUST**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**As at 31 January 2025**

|                          | <b>2025</b><br><b>£</b> |
|--------------------------|-------------------------|
| <b>Current Assets</b>    |                         |
| Cash at bank and in hand | 18,177                  |
| <b>Net Assets</b>        | <u>18,177</u><br>=====  |
| <b>Funds</b>             |                         |
| Unrestricted             | 18,177                  |
| Restricted               | -                       |
|                          | <u>18,177</u><br>=====  |

The financial statements were approved by the Trustees on 25 March 2025.

  
 Mr. Mervyn Cousens  
 (Chair of Trustees)

  
 Mr. Paul Sweetman  
 (Treasurer)

Date: 25 March 2025

Date: 25 March 2025

**RAF STATION COLTISHALL HERITAGE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31 January 2025**

**1. ACCOUNTING POLICIES**

The principal accounting policies are set out below.

**Accounting Convention**

The financial statements have been prepared under the historical cost convention and are in accordance with applicable UK accounting standards. The financial statements also comply with the Statement of Recommended Practice: "Accounting and Reporting by Charities" published in 2015 and the Charities Act 2011.

**Income**

Income is accounted for on a receipts basis.

**Expenditure**

Expenditure is accounted for on a payments basis.

**Taxation**

The Charity is not liable for assessment to tax on its results.

**2. FUNDS**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes. During the period, no restricted income or donations were received.

**3. TRANSACTIONS WITH TRUSTEES**

No Trustee or connected person received any remuneration or reimbursement of expenses.

**4. EMPLOYEES**

The Charity had no employees during the year.

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# Accounts

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**RAF STATION COLTISHALL HERITAGE TRUST**  
**ANNUAL REPORT AND FINANCIAL STATEMENT**  
**FOR THE YEAR ENDED 31 JANUARY 2024**

**Registered Charity No. 1176736**

**Waveney Accountants Limited**  
**t/a Newman & Co**  
**Chartered Accountants**  
**7 Hungate**  
**Beccles**  
**Suffolk**  
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## **RAF STATION COLTISHALL HERITAGE TRUST**

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**RAF STATION COLTISHALL HERITAGE TRUST  
TRUSTEES' REPORT  
For the year ended 31 January 2024**

**Reference and Administrative Details**

**Charity Registration No:** 1176736

**Address:** The RAF Coltishall Heritage Centre  
Building 40 (Main Guardroom)  
Scottow Enterprise Park  
Badersfield, Norfolk NR10 5FB

**Trustees:**

The Trustees shown below were appointed in 2018 and 2020 and have held office to the date of this report.

Mr. Mervyn Cousens (Chairman)  
Mr. Paul Sweetman (Treasurer)  
Mr. John Welton (Secretary/Business Manager)  
Mr Thomas Hemsall (Exhibition Manager)  
Mr Christopher Maloney (Fundraising Manager)  
Mr Ian Stannett (Reconnaissance Collection Manager)  
Mr David Holland\* (Technical Support Manager)  
Mr Paul Hendley\* (Health & Safety manager)  
Mr Carl Lamb\*\* (Marketing & Corporate Business Manager)

\*Joined in 2021

\*\* Joined in 2023

**Structure, Governance and Management:**

**Governing Document**

The RAF Station Coltishall Heritage Trust is a Charitable Incorporated Organisation (Company No. CE012970) and is governed by the constitution and rules adopted 18 January 2018.

**Appointment of Trustees**

The Trustees are appointed as per the governing document.

**RAF STATION COLTISHALL HERITAGE TRUST**  
**TRUSTEES' REPORT**  
**For the year ended 31 January 2024 Contd....**

**Objects and Activities:**

The object of the CIO is as stated in the Constitution:

1. To advance the education of the public in the history of RAF Coltishall and its place in the defence of the United Kingdom throughout its operational life by the establishment and maintenance of a Heritage Centre to display artefacts, documents and associated media related to RAF Coltishall.
2. To promote the provision of facilities for recreation or other leisure time occupation for the public at large in the interests of social welfare and with the object of improving conditions of life.

The Trustees confirm that they and the management committee operate in accordance with the Charity Commission's general guidance on public benefit in all respects.

**Achievements and Performance:**

The Trust achieved charitable (CIO) status on 18 January 2018, having formerly been known as the RAF Coltishall Station Heritage Fund. The closing cash balance of the Fund has been treated as an unrestricted donation to the CIO.

During the period to 31 January 2024 the Trust has achieved the following:

Our third and full year of operations has seen the Trust consolidate its position of the RAF Coltishall Heritage Centre as a significant attraction for the County of Norfolk. We have maintained steady growth with visits by former station personnel, local interest groups and the general public, exceeding expectations. The Trust's relationship with the site owners has continued to be excellent and we not only run the Heritage Centre but also provide heritage advice and assistance ensuring that this is always taken into account when plans are made to develop Scottow Enterprise Park, the name of the former RAF Coltishall site. This relationship bodes well for the future and provides us with the confidence to develop our plans for the long term.

Our well established annual routine began with the usual preparations for the third year of operations by refurbishing some exhibits and otherwise preparing for the 2023 season which began in early April and closed at the end of October. In addition, a number of out of season visitors were hosted with prior arrangement. Regular offers of items for exhibiting were accepted which include 2 Paveway bombs (as used in the Gulf War) which were donated by the RAF. In addition, a cutaway Spitfire propeller hub was donated by a local museum that was closing and from another local museum, a set of signs from the former station were handed over to us for display and these now adorn the outside walls of the courtyard of our building. These items, together with other new arrivals add significant new interest to our collection and thus are gradually completing the story we tell with our exhibition.

**RAF STATION COLTISHALL HERITAGE TRUST**  
**TRUSTEES' REPORT**  
**For the year ended 31 January 2024 Contd...**

**Achievements and Performance Contd....**

The Trust was delighted to appoint the well known aviation artist Mike Rondot as our artist in residence. This is appropriate as he was a Jaguar pilot based at RAF Coltishall and we display much of his artwork. He has kindly agreed to donate a proportion of the sale of prints to our funds in return. We will be arranging events for him to display his work in the coming season.

The Trust now has a volunteer staff of 22 people to run the Heritage Centre and associated activities. A new trustee, Carl Lamb, has also been appointed this year. A former RAF serviceman, his current background in finance with a reputable firm in Norwich will ensure the Trust can draw on a wealth of knowledge and expertise to develop our business model and to secure more funding to keep our project moving forward. Carl has also contributed the expanding our range of exhibits and has lent the Trust a Lightning Fighter cockpit which is being refurbished to bring it up to display standard. To cater for this and other larger exhibits, the Trust has rented one of the Cold War dispersals on the airfield and with some shelters that have been erected, this provides a suitable location for the work required prior to the exhibits being brought into public view.

The Heritage Centre's unique Photo Reconnaissance Collection, based on a group of deployable cabins, has been added to this year with a further cabin which was used by Air Camera technicians to repair and service aerial cameras. This now completes the set and this cabin will be on display in the coming season. This group of cabins, the only one of its kind, is considered a collection of national importance in telling the story of aerial reconnaissance from WW2 through to the era of Jaguar aircraft including the first Gulf War and beyond.

Financially, the Trust has again proved that the RAF Coltishall Heritage Centre is viable with a donation based income, at least for the time being. Donations from visitors, former station veterans and corporate grants have ensured that the season's takings provide more than sufficient funds for the Heritage Centre and its activities to carry on and expand. This is, of course, complemented by the enormous amount of voluntary effort that goes along with it. The Trust maintains a close watch on the financial situation on a monthly basis and the approach to fund raising is under constant review. A steady increase in visitor numbers was maintained this year with group visits being particularly welcomed. Of note was the success of the "Talk and Tour" days which were well attended. These events are usually oversubscribed and are on a price per head basis. Similarly, the annual Heritage Open Days sponsored by Norfolk County Council in September were again oversubscribed and when their online booking opened for the venues throughout Norfolk, our places filled within 4 days and faster than any of the other locations.

**RAF STATION COLTISHALL HERITAGE TRUST**  
**TRUSTEES' REPORT**  
**For the year ended 31 January 2024 Contd...**

**Achievements and Performance Contd....**

Early in the year, the Site Managers informed the Trust that they wished to move back into our building (the former guardroom) and use it as a reception/office complex. We in turn, will move to the former Air Traffic Control building on the edge of the airfield. This building will be refurbished by the site managers and facilities adapted for our needs. This will create a further one-third additional space over our present exhibition area. The new facility will include an archive, office space and a crew room for volunteers. The refurbishment, of which initial work has begun, will greatly enhance the Heritage Centre and create more scope for development. We await further news on the project and its projected timescales. This proposal represents a considerable vote of confidence in our presence on the site and our contribution to the site manager's statutory responsibilities to the heritage of the site.

Towards the end of our reporting year, the RAF Heritage Branch visited to see the Heritage Centre first hand and to review our operation to assess whether further cooperation could be achieved. The Wing Commander who visited was impressed by our management and operation of the Heritage Centre and was highly positive about the future and the possibilities for interaction in the future. Our patron, Air Marshal Sir Chris Harper, attended the meeting to support us in our presentation on the day.

**Summary**

The RAF Station Coltishall Heritage Trust has had a successful year with the RAF Coltishall Heritage Centre strengthening its position as a significant attraction and as a fitting commemoration of a much respected RAF station. The Trust is looking forward to another busy and successful year ahead.

**Volunteers:**

The charity is wholly run by unpaid volunteers who are primarily the Trustees. All Trustees undertake their roles on a voluntary/unpaid basis. Further volunteers were recruited this year to provide exhibition guides/educators and to support operations in terms of maintenance of our building and the exhibits.

**Financial Review:**

The results for the year are set out on page 11 of the financial statements. The financial statements relate to the provision of services to satisfy the charity's financial objectives during the period 1 February 2023 through to 31 January 2024 and show that we had a total income of £10,847 and our expenditure totalled £8,060. The charity is in its sixth year of operation being registered on 18 January 2018. For the current period £5,730 was brought forward from last year's account to this account on 1 February 2023.

**RAF STATION COLTISHALL HERITAGE TRUST**  
**TRUSTEES' REPORT**  
**For the year ended 31 January 2024 Contd...**

**Achievements and Performance Contd....**

**Reserves Policy:**

The charity currently only holds unrestricted reserves. The reserves are represented by cash at bank. The trustees consider that the unrestricted reserves should be sufficient to cover the charitable company's planned expenditure where possible.

**Risk Management:**

The Trustees have assessed the major risk factors to which the charity is exposed and are satisfied that systems are in place to lessen those risks.

**RAF STATION COLTISHALL HERITAGE TRUST**  
**TRUSTEES' REPORT**  
**For the year ended 31 January 2024 Contd...**

**Statement of Trustees' Responsibilities:**

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the applicable law and the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

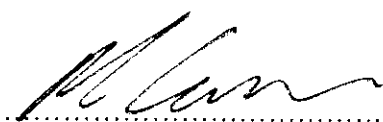
- Select suitable accounting policies and then apply them consistently;
- Observe methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping 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, the Charity (Accounts Reports) Regulations 2008 and the provisions of the Trust Deed. 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.

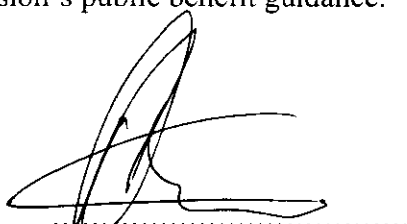
**PUBLIC BENEFIT STATEMENT**

The Trustees have regard to the Charity Commission's public benefit guidance.

**ON BEHALF OF THE TRUSTEES:**



Mr. Mervyn Cousens  
(Chair of Trustees)



Mr. Paul Sweetman  
(Treasurer)

21 March 2024

21 March 2024

**RAF STATION COLTISHALL HERITAGE TRUST**  
**INDEPENDENT EXAMINER'S REPORT**  
**Year ended 31 January 2024**

**Independent examiner's report to the trustees of RAF Station Coltishall Heritage Trust**

I report on the accounts of the Charity for the year ended 31<sup>st</sup> January 2024, which are the Summary of Receipts and Payments and the Treasurer's Report.

**Respective responsibilities of trustees and examiner**

The Charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any materials respects, the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**RAF STATION COLTISHALL HERITAGE TRUST**  
**INDEPENDENT EXAMINER'S REPORT**  
**Year ended 31 January 2024 contd...**

Signed: .....  .....

Name: Leslie Newman FCA

Address: Newman & Co  
7 Hungate  
Beccles  
Suffolk  
NR34 9TT

Date: ..... 26. 3. 2024 .....



**RAF STATION COLTISHALL HERITAGE TRUST**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**For the year ended 31 January 2024**

|                                 | <b>Unrestricted</b> | <b>2024</b>   |
|---------------------------------|---------------------|---------------|
|                                 | <b>£</b>            | <b>£</b>      |
| <b>Incoming Resources</b>       |                     |               |
| Donations                       | 10,228              | 10,228        |
| October Films Fee               | 200                 | 200           |
| NND Council Rate Refund         | 419                 | 419           |
|                                 | <u>10,847</u>       | <u>10,847</u> |
|                                 | =====               | =====         |
| <b>Resources Expended</b>       |                     |               |
| Building Rent/Rates             | 3,539               | 3,539         |
| Building Electricity Charges    | 504                 | 504           |
| Yard 12 Rent                    | 126                 | 126           |
| Merchandise Costs               | 661                 | 661           |
| HC Refurbishment Costs          | 179                 | 179           |
| ATREL Refurbishment Costs       | 651                 | 651           |
| Lightning Cockpit Refurbishment | 1,324               | 1,324         |
| Internet Fee                    | 115                 | 115           |
| HC Brochure Costs               | 268                 | 268           |
| Accountants Fee                 | 300                 | 300           |
| HC Public Liability Insurance   | 275                 | 275           |
| Cabin Cover Insurance           | 56                  | 56            |
| Misc Costs                      | 62                  | 62            |
| <b>Total Resources Expended</b> | <u>8,060</u>        | <u>8,060</u>  |
|                                 | =====               | =====         |

**RAF STATION COLTISHALL HERITAGE TRUST**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**For the year ended 31 January 2024**

|                                     |                       |                       |
|-------------------------------------|-----------------------|-----------------------|
| Net Resources Incoming<br>Resources | 2,787                 | 2,787                 |
| Total Funds brought forward         | 5,730                 | 5,730                 |
| <b>Total funds carried forward</b>  | <u>8,517</u><br>===== | <u>8,517</u><br>===== |

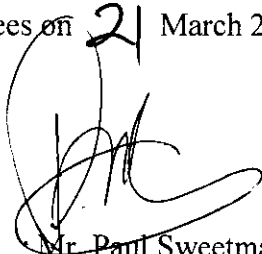
RAF STATION COLTISHALL HERITAGE TRUST  
STATEMENT OF ASSETS AND LIABILITIES  
As at 31 January 2024

|                          | 2024<br>£             |
|--------------------------|-----------------------|
| <b>Current Assets</b>    |                       |
| Cash at bank and in hand | 8,517                 |
| <b>Net Assets</b>        | <u>8,517</u><br>===== |
| <b>Funds</b>             |                       |
| Unrestricted             | 8,517                 |
| Restricted               | -                     |
|                          | <u>8,517</u><br>===== |

The financial statements were approved by the Trustees on 21 March 2024.



Mr. Mervyn Cousens  
(Chair of Trustees)



Mr. Paul Sweetman  
(Treasurer)

Date: 21 March 2024

Date: 21 March 2024

**RAF STATION COLTISHALL HERITAGE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31 January 2024**

**1. ACCOUNTING POLICIES**

The principal accounting policies are set out below.

**Accounting Convention**

The financial statements have been prepared under the historical cost convention and are in accordance with applicable UK accounting standards. The financial statements also comply with the Statement of Recommended Practice: "Accounting and Reporting by Charities" published in 2015 and the Charities Act 2011.

**Income**

Income is accounted for on a receipts basis.

**Expenditure**

Expenditure is accounted for on a payments basis.

**Taxation**

The Charity is not liable for assessment to tax on its results.

**2. FUNDS**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes. During the period, no restricted income or donations were received.

**3. TRANSACTIONS WITH TRUSTEES**

No Trustee or connected person received any remuneration or reimbursement of expenses.

**4. EMPLOYEES**

The Charity had no employees during the year.

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# Accounts

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**RAF STATION COLTISHALL HERITAGE TRUST**  
**ANNUAL REPORT AND FINANCIAL STATEMENT**  
**FOR THE YEAR ENDED 31 JANUARY 2023**

**Registered Charity No. 1176736**

**Waveney Accountants Limited**  
**t/a Newman & Co**  
**Chartered Accountants**  
**7 Hungate**  
**Beccles**  
**Suffolk**  
**NR34 9T**

## RAF STATION COLTISHALL HERITAGE TRUST

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**RAF STATION COLTISHALL HERITAGE TRUST  
TRUSTEES' REPORT  
For the year ended 31 January 2023**

**Reference and Administrative Details**

**Charity Registration No:** 1176736

**Address:** The RAF Coltishall Heritage Centre  
Building 40 (Main Guardroom)  
Scottow Enterprise Park  
Badersfield, Norfolk NR10 5FB

**Trustees:**

The Trustees shown below were appointed in 2018 and 2020\* and have held office to the date of this report.

Mr. Mervyn Cousens (Chairman)  
Mr. Paul Sweetman (Treasurer)  
Mr. John Welton (Secretary)  
Mr Thomas Hemsall (Exhibition Manager)  
Mr Christopher Maloney (Fundraising Manager)  
Mr Ian Stannett (Reconnaissance Collection Manager)  
Mr David Holland\* (Technical Support Manager)  
Mr Paul Hendley\* (Health & Safety manager)

\*Joined in 2021

Mr David Mann (Fundraising Support) left the trust in September 2022

**Structure, Governance and Management:**

**Governing Document**

The RAF Station Coltishall Heritage Trust is a Charitable Incorporated Organisation (Company No. CE012970) and is governed by the constitution and rules adopted 18 January 2018.

**Appointment of Trustees**

The Trustees are appointed as per the governing document.



**RAF STATION COLTISHALL HERITAGE TRUST**  
**TRUSTEES' REPORT**  
**For the year ended 31 January 2023 Contd....**

**Objects and Activities:**

The object of the CIO is as stated in the Constitution:

1. To advance the education of the public in the history of RAF Coltishall and its place in the defence of the United Kingdom throughout its operational life by the establishment and maintenance of a Heritage Centre to display artefacts, documents and associated media related to RAF Coltishall.
2. To promote the provision of facilities for recreation or other leisure time occupation for the public at large in the interests of social welfare and with the object of improving conditions of life.

The Trustees confirm that they and the management committee operate in accordance with the Charity Commission's general guidance on public benefit in all respects.

**Achievements and Performance:**

The Trust achieved charitable (CIO) status on 18 January 2018, having formerly been known as the RAF Coltishall Station Heritage Fund. The closing cash balance of the Fund has been treated as an unrestricted donation to the CIO.

During the period to 31 January 2023 the Trust has achieved the following:

This has been another successful year for the RAF Station Coltishall Heritage Trust. Operation of the RAF Coltishall Heritage Centre has now fully recovered from the Pandemic and visitor numbers have continued to grow this season with over 2500 people coming through the door. Furthermore, the season has seen a steady increase in the number of organised group visits with service veterans, Car owners clubs, women's Institute and aviation enthusiasts amongst them. A Steady influx of new exhibits has added to the appeal of the Centre and this is a key element in encouraging repeat visits. Our clientele falls into two categories; Former personnel from the Station and the general public with a deep-seated interest in all things to do with military aviation and its history. A further factor seen in this latter group has been the curiosity of those who lived closed to the Station when it was in operation and now want to see 'behind the wire'. Good visitor numbers have also been driven by word of mouth and this in itself is very pleasing and reassuring in that our visitors and recommending us to others.

The early part of the year saw the usual out of season preparations with sprucing up of displays and the setting up of new ones. The Reconnaissance Collection, consisting of a set of airborne wet film and digital photographic equipment with its associated unique group of deployable support cabins has proved extremely popular with visitors especially when they take part in guided tours by former station personnel who operated the equipment on No 41(F) Squadron.

**RAF STATION COLTISHALL HERITAGE TRUST**  
**TRUSTEES' REPORT**  
**For the year ended 31 January 2023 Contd...**

**Achievements and Performance Contd....**

The acquisition of a Thermal Imaging And Laser Designator (TIALD) pod coupled with examples of training weapons it was used with added further to the story of the Jaguar Force particularly during the first Gulf War. During the 22/23 closed season, the major expenditure has been the provision of canopy roofing for each of the reconnaissance cabins to ensure they will survive the worst of the weather and remain in good condition for the long term.

Each year former personnel of the RAF Jaguar force from RAF Coltishall hold a reunion in Norwich during June. This year this was followed by a gathering on the former station organised by the Trust to recreate the station photograph in front of one of the hangers. Over 250 former station personnel accompanied by many families and friends attended and in glorious weather a superb photograph. Many old friendships were rekindled. Furthest travelled came from the Middle East and one from Australia. All took the opportunity to visit the Heritage Centre to much acclaim and they visited other areas of the site familiar to them. The reunion also resulted in a considerable boost to Trust funds through donations. This will now be an annual event due to it's popularity.

In July, the local MP Mr Duncan Baker came for a private visit and he left most impressed by the breadth and quality of our displays in the exhibition rooms. This visit was part of our programme to ensure that prominent individuals in the county are fully aware of the Heritage Centre's aim to commemorate RAF Coltishall and to be a worthwhile attraction for the county as well as a resource for interest and education.

**Summary**

A significant increase in our visitor numbers this year gave the Trust confidence in our obvious appeal to a wide range of people across the demographic. We are therefore also confident that we are more than meeting our aims and objectives. With plans in place or being developed for the future, we believe we will be able to more than maintain our viability and our appeal to a wide audience. Major expenditure this year has been aimed at preserving important exhibits so that they can be exploited for the interest of visitors also long into the future. We are confident that income from the coming year will permit the Trust to continue our work to commemorate the only Battle of Britain station to remain a fighter station throughout its life into the 21<sup>st</sup> century.

**RAF STATION COLTISHALL HERITAGE TRUST  
TRUSTEES' REPORT  
For the year ended 31 January 2023 Contd...**

**Achievements and Performance Contd....**

**Volunteers:**

The charity is wholly run by unpaid volunteers who are primarily the Trustees. All Trustees undertake their roles on a voluntary/unpaid basis. Further volunteers were recruited this year to provide exhibition guides/educators and to support operations in terms of maintenance of our building and the exhibits.

**Financial Review:**

The results for the year are set out on page 10 of the financial statements. The financial statements relate to the provision of services to satisfy the charity's financial objectives during the period 1 February 2022 through to 31 January 2023 and show that we had a total income of £13,024 and our expenditure totalled £14,475. The charity is in its fifth year of operation being registered on 18 January 2018. For the current period £7,182 was brought forward from last year's account to this account on 1 February 2022.

**Reserves Policy:**

The charity currently only holds unrestricted reserves. The reserves are represented by cash at bank. The trustees consider that the unrestricted reserves should be sufficient to cover the charitable company's planned expenditure where possible.

**Risk Management:**

The Trustees have assessed the major risk factors to which the charity is exposed and are satisfied that systems are in place to lessen those risks.

**RAF STATION COLTISHALL HERITAGE TRUST**  
**TRUSTEES' REPORT**  
**For the year ended 31 January 2023 Contd...**

**Statement of Trustees' Responsibilities:**

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the applicable law and the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping 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, the Charity (Accounts Reports) Regulations 2008 and the provisions of the Trust Deed. 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.

**PUBLIC BENEFIT STATEMENT**

The Trustees have regard to the Charity Commission's public benefit guidance.

**ON BEHALF OF THE TRUSTEES:**



.....  
Mr. Mervyn Cousens  
(Chair of Trustees)



.....  
Mr. Paul Sweetman  
(Treasurer)

25 March 2023

25 March 2023

**RAF STATION COLTISHALL HERITAGE TRUST**  
**INDEPENDENT EXAMINER'S REPORT**  
**Year ended 31 January 2023**

**Independent examiner's report to the trustees of RAF Station Coltishall Heritage Trust**

I report on the accounts of the Charity for the year ended 31<sup>st</sup> January 2023, which are the Summary of Receipts and Payments and the Treasurer's Report.

**Respective responsibilities of trustees and examiner**

The Charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any materials respects, the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**RAF STATION COLTISHALL HERITAGE TRUST  
INDEPENDENT EXAMINER'S REPORT  
Year ended 31 January 2023 contd...**

Signed: 

Name: Leslie Newman FCA

Address: Newman & Co  
7 Hungate  
Beccles  
Suffolk  
NR34 9TT

Date: 28 March 2023

**RAF STATION COLTISHALL HERITAGE TRUST**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**For the year ended 31 January 2023**

|                                   | <b>Unrestricted</b> | <b>2023</b>   |
|-----------------------------------|---------------------|---------------|
|                                   | <b>£</b>            | <b>£</b>      |
| <b>Incoming Resources</b>         |                     |               |
| Donations                         | 12,398              | 12,398        |
| Polo Shirt Sales                  | 50                  | 50            |
| October Films Fee                 | 300                 | 300           |
| NND Council Rate Refund           | 255                 | 255           |
| Misc sales                        | 21                  | 21            |
|                                   | <u>13,024</u>       | <u>13,024</u> |
|                                   | =====               | =====         |
| <b>Resources Expended</b>         |                     |               |
| Building Rent/Rates               | 3,375               | 3,375         |
| Building Electricity Charges      | 504                 | 504           |
| Merchandise Costs                 | 1,050               | 1,050         |
| HC Refurbishment Costs            | 434                 | 434           |
| ATREL Refurbishment Costs         | 241                 | 241           |
| ATREL Waterproof Covers Costs     | 6,580               | 6,580         |
| HC Christmas Party Catering Costs | 40                  | 40            |
| Internet Fee                      | 155                 | 155           |
| HC Brochure Costs                 | 127                 | 127           |
| Accountants Fee                   | 270                 | 270           |
| VAT Refund Costs                  | 703                 | 703           |
| HC Roller Banner Costs            | 218                 | 218           |
| HC Public Liability Insurance     | 251                 | 251           |
| HC Road Signs                     | 151                 | 151           |
| Reconnaissance Pod                | 310                 | 310           |
| Admin Costs                       | 66                  | 66            |
| <b>Total Resources Expended</b>   | <u>14,475</u>       | <u>14,475</u> |
|                                   | =====               | =====         |

**RAF STATION COLTISHALL HERITAGE TRUST**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**For the year ended 31 January 2023**

|                                           |              |              |
|-------------------------------------------|--------------|--------------|
| Net Resources Expended/Incoming Resources | (1,451)      | (1,451)      |
| Transfers between funds                   | -            | -            |
| Total Funds brought forward               | 7,182        | 7,182        |
| <b>Total funds carried forward</b>        | <u>5,731</u> | <u>5,731</u> |



**RAF STATION COLTISHALL HERITAGE TRUST**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**As at 31 January 2023**

|                          | 2023<br>£             |
|--------------------------|-----------------------|
| <b>Current Assets</b>    |                       |
| Cash at bank and in hand | 5,730                 |
| <b>Net Assets</b>        | <u>5,730</u><br>===== |
| <b>Funds</b>             |                       |
| Unrestricted             | 5,730                 |
| Restricted               | -                     |
|                          | <u>5,730</u><br>===== |

The financial statements were approved by the Trustees on 25 March 2023.

  
Mr. Mervyn Cousens  
(Chair of Trustees)

Date: 26 March 2023

  
Mr. Paul Sweetman  
(Treasurer)

Date: 25 March 2023

**RAF STATION COLTISHALL HERITAGE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31 January 2023**

**1. ACCOUNTING POLICIES**

The principal accounting policies are set out below.

**Accounting Convention**

The financial statements have been prepared under the historical cost convention and are in accordance with applicable UK accounting standards. The financial statements also comply with the Statement of Recommended Practice: "Accounting and Reporting by Charities" published in 2015 and the Charities Act 2011.

**Income**

Income is accounted for on a receipts basis.

**Expenditure**

Expenditure is accounted for on a payments basis.

**Taxation**

The Charity is not liable for assessment to tax on its results.

**2. FUNDS**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes. During the period, no restricted income or donations were received.

**3. TRANSACTIONS WITH TRUSTEES**

No Trustee or connected person received any remuneration or reimbursement of expenses.

**4. EMPLOYEES**

The Charity had no employees during the year.

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# Accounts

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**RAF STATION COLTISHALL HERITAGE TRUST**  
**ANNUAL REPORT AND FINANCIAL STATEMENT**  
**FOR THE YEAR ENDED 31 JANUARY 2022**

**Registered Charity No. 1176736**

**Waveney Accountants Limited**  
**t/a Newman & Co**  
**Chartered Accountants**  
**7 Hungate**  
**Beccles**  
**Suffolk**  
**NR34 9T**

## RAF STATION COLTISHALL HERITAGE TRUST

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**RAF STATION COLTISHALL HERITAGE TRUST**  
**TRUSTEES' REPORT**  
**For the year ended 31 January 2022**

**Reference and Administrative Details**

**Charity Registration No:** 1176736

**Address:** The RAF Coltishall Heritage Centre  
Building 40 (Main Guardroom)  
Scottow Enterprise Park  
Badgersfield, Norfolk NR10 5FB

**Trustees:**

The Trustees shown below were appointed in 2018 and 2020\* and have held office to the date of this report.

Mr. Mervyn Cousens (Chairman)  
Mr. Paul Sweetman (Treasurer)  
Mr. John Welton (Secretary)  
Mr Thomas Hemsall (Exhibition Manager)  
Mr Christopher Maloney (Fundraising Manager)  
Mr Ian Stannett (Reconnaissance Collection Manager)  
Mr David Holland\* (Technical Support Manager)  
Mr Paul Hendley\* (Health & Safety manager)  
Mr David Mann (Fundraising Support)  
Mr Ian MacLeod\*\* (Norfolk Fire Service Museum Representative)

\*Joined in 2021

\*\*Mr Ian MacLeod left the Trust early in his reporting period as formal representation of the Norfolk Fire Service Museum on the Board of Trustees ended. However, close co-operation between our two organisations will continue.

**Structure, Governance and Management:**

**Governing Document**

The RAF Station Coltishall Heritage Trust is a Charitable Incorporated Organisation (Company No. CE012970) and is governed by the constitution and rules adopted 18 January 2018.

**Appointment of Trustees**

The Trustees are appointed as per the governing document.

**RAF STATION COLTISHALL HERITAGE TRUST**  
**TRUSTEES' REPORT**  
**For the year ended 31 January 2022 Contd....**

**Objects and Activities:**

The object of the CIO is as stated in the Constitution:

1. To advance the education of the public in the history of RAF Coltishall and its place in the defence of the United Kingdom throughout its operational life by the establishment and maintenance of a Heritage Centre to display artefacts, documents and associated media related to RAF Coltishall.
2. To promote the provision of facilities for recreation or other leisure time occupation for the public at large in the interests of social welfare and with the object of improving conditions of life.

The Trustees confirm that they and the management committee operate in accordance with the Charity Commission's general guidance on public benefit in all respects.

**Achievements and Performance:**

The Trust achieved charitable (CIO) status on 18 January 2018, having formerly been known as the RAF Coltishall Station Heritage Fund. The closing cash balance of the Fund has been treated as an unrestricted donation to the CIO.

During the period to 31 January 2022 the Trust has achieved the following:

The early part of the year was heavily affected by the pandemic. Nevertheless, it was spent continuing the preparations for opening the Heritage Centre with decorating, electrical work and preparation of exhibits and display cabinets being undertaken. A back office was created as a hub for the Centre's administration and home for our archive. The adjoining larger room was set up as a lecture/education room with an audio-visual suite. Five new volunteers joined us to help and to become guides when the Centre opened. A brochure was produced to introduce the Heritage Centre with a professionally printed version eventually being distributed to appropriate outlets. In addition, local press articles also heralded the creation of the Centre. A number of private preview visits were conducted to gauge opinion with very favourable outcomes. The Lecture/Education Room was offered to the charity "Outside the Wire" as a meeting facility for a Veterans' Hub and these meetings commenced in September with a steady increase of attendees. This facility provides a social and support hub for local armed forces veterans from all services.



**RAF STATION COLTISHALL HERITAGE TRUST**  
**TRUSTEES' REPORT**  
**For the year ended 31 January 2022 Contd...**

**Achievements and Performance Contd....**

The RAF Coltishall Heritage Centre was formally opened by the Deputy Lord Lieutenant Group Captain Stuart Blackman on the 23 June 2021 on the 82<sup>nd</sup> anniversary of the day that the Station was declared operational in 1940. The event was attended by senior figures from Norfolk and the two district councils covering the former RAF Coltishall site. The event was hosted by our patron Air Marshal Sir Christopher Harper. The very successful day culminated in a flypast by a Spitfire and Hurricane from the Battle of Britain Memorial Flight flown by Group Captain Matt Peterson and Squadron Leader Mark Discombe; both former Jaguar pilots from RAF Coltishall.

On opening, the Heritage Centre proved popular both with former Station personnel and the general public. The layout of the exhibition rooms in a "timeline" manner made the story logical for the guides to tell. Furthermore, the uncluttered nature of the displays proved popular and was often remarked on as being very professional. Several group visits were organised which ranged from a Solicitors firm from Yorkshire, car enthusiast clubs, the Royal British Legion and a local Rotary Club. In addition, the Centre opened especially for the annual reunion for those who served on the Jaguar Force. All these group visits were highly successful and have generated positive word of mouth and social media reviews which is generating more interest in group visits for the coming season.

Our unique reconnaissance displays were further enhanced during the year with new exhibits being installed in our set of reconnaissance cabins. These cabins were used to support deployed operations of the Jaguar in the reconnaissance role. Visitors were able to see the development of aerial photography from wet film to digital operations. Complementing the cabins, our set of aircraft reconnaissance pods added to the interest. A visit from the RAF Medmenham Reconnaissance History Group to view our displays was very successful and as specialists in this field, they were extremely impressed and will continue the co-operation we have enjoyed from them.

By the time the Centre closed for the Winter after a relatively short season, more than 1,000 visitors had been through the doors. Donations (both from the visitor's box and other direct donations) had reached in excess of £3,000 ensuring that the Heritage Centre was financially viable and a realistic visitor venue in terms of covering the costs involved. The Centre was awarded "Covid Safety Compliant" status by Visit England which gave visitors and staff confidence that proper measures were in place for their safety.



**RAF STATION COLTISHALL HERITAGE TRUST**  
**TRUSTEES' REPORT**  
**For the year ended 31 January 2022 Contd...**

**Achievements and Performance Contd....**

During the closed season a plan to expand the exhibition areas to create a more logical timeline for visitors was implemented and a further large room was refurbished by replacing light fittings, installing electrical and audio/visual equipment and redecorating. The majority of this work was done by the end of the reporting year and will be fully complete by the end of February. The Centre reopens on 3 March 2022.

**Summary**

This has been a very successful first and part year of operations and bodes extremely well for the future. A strong and enthusiastic team of trustees and volunteers together with a well set out exhibition under the direction of the Exhibition Manager sees the Heritage Centre achieving our aim of being a worthwhile tribute to RAF Coltishall and an educational asset for the county of Norfolk. This combined with superb Lecture Room facilities and scope to expand further, will ensure that the Centre is worth visiting and indeed revisiting as the collection display grows.

**Volunteers:**

The charity is wholly run by unpaid volunteers who are primarily the Trustees. All Trustees undertake their roles on a voluntary/unpaid basis. Further volunteers were recruited this year to provide exhibition guides/educators and to support operations in terms of maintenance of our building and the exhibits.

**Financial Review:**

The results for the year are set out on page 10 of the financial statements. The financial statements relate to the provision of services to satisfy the charity's financial objectives during the period 1 February 2021 through to 31 January 2022 and show that we had a total income of £9,028 and our expenditure totalled £8,808. The charity is in its fourth year of operation being registered on 18 January 2018. For the current period £6,962 was brought forward from last year's account to this account on 1 February 2021.

**Reserves Policy:**

The charity currently only holds unrestricted reserves. The reserves are represented by cash at bank. The trustees consider that the unrestricted reserves should be sufficient to cover the charitable company's planned expenditure where possible.

**Risk Management:**

The Trustees have assessed the major risk factors to which the charity is exposed and are satisfied that systems are in place to lessen those risks.

## **RAF STATION COLTISHALL HERITAGE TRUST**

### **TRUSTEES' REPORT**

**For the year ended 31 January 2022 Contd...**

#### **Statement of Trustees' Responsibilities:**

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the applicable law and the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping 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, the Charity (Accounts Reports) Regulations 2008 and the provisions of the Trust Deed. 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.

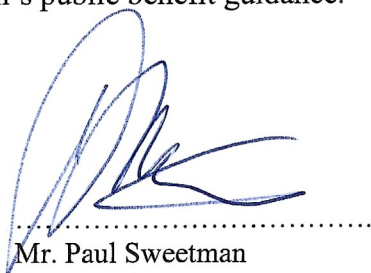
#### **PUBLIC BENEFIT STATEMENT**

The Trustees have regard to the Charity Commission's public benefit guidance.

#### **ON BEHALF OF THE TRUSTEES:**



Mr. Mervyn Cousens  
(Chair of Trustees)



Mr. Paul Sweetman  
(Treasurer)

12 MARCH  
February 2022

12 MARCH  
February 2022

**RAF STATION COLTISHALL HERITAGE TRUST**  
**INDEPENDENT EXAMINER'S REPORT**  
**Year ended 31 January 2022**

**Independent examiner's report to the trustees of RAF Station Coltishall Heritage Trust**

I report on the accounts of the Charity for the year ended 31<sup>st</sup> January 2022, which are the Summary of Receipts and Payments and the Treasurer's Report.

**Respective responsibilities of trustees and examiner**

The Charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any materials respects, the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**RAF STATION COLTISHALL HERITAGE TRUST**  
**INDEPENDENT EXAMINER'S REPORT**  
**Year ended 31 January 2022 contd...**

Signed:  .....

Name: Leslie Newman FCA

Address: Newman & Co  
7 Hungate  
Beccles  
Suffolk  
NR34 9TT

Date: 15.3.2022 .....



**RAF STATION COLTISHALL HERITAGE TRUST**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**For the year ended 31 January 2022**

|                                 | <b>Unrestricted</b> | <b>2022</b>  |
|---------------------------------|---------------------|--------------|
|                                 | <b>£</b>            | <b>£</b>     |
| <b>Incoming Resources</b>       |                     |              |
| Donations                       | 6,051               | 6,051        |
| Christmas Card Sales            | 30                  | 30           |
| Rugby Club Shirt Sales          | 579                 | 579          |
| Polo Shirt Sales                | 643                 | 643          |
| Desert Cat Sales                | 255                 | 255          |
| Heritage Beer Sales             | 380                 | 380          |
| NND Council Rate Refund         | 1,090               | 1,090        |
|                                 | <u>9,028</u>        | <u>9,028</u> |
|                                 | =====               | =====        |
| <b>Resources Expended</b>       |                     |              |
| Building Rent/Rates             | 2,901               | 2,901        |
| Building Electricity Charges    | 385                 | 385          |
| Merchandise Costs               | 1,878               | 1,878        |
| HC Refurbishment Costs          | 679                 | 679          |
| ATREL Refurbishment Costs       | 459                 | 459          |
| HC Grand Opening Catering Costs | 490                 | 490          |
| Historical Posters Costs        | 250                 | 250          |
| Internet Fee                    | 49                  | 49           |
| Just Giving Fee                 | 126                 | 126          |
| HC Beer Sale Licences           | 105                 | 105          |
| Heritage Beer Costs             | 500                 | 500          |
| HC Brochure Costs               | 121                 | 121          |
| Merchandise Postal Charges      | 111                 | 111          |
| HC Credit Card Reader           | 119                 | 119          |
| Accountants Fee                 | 240                 | 240          |
| Secretary's Expenses            | 51                  | 51           |
| HC Projector Maintenance        | 58                  | 58           |
| HC Public Liability Insurance   | 286                 | 286          |
|                                 | <u>8,808</u>        | <u>8,808</u> |
|                                 | =====               | =====        |
| <b>Total Resources Expended</b> |                     |              |

**RAF STATION COLTISHALL HERITAGE TRUST**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**For the year ended 31 January 2022**

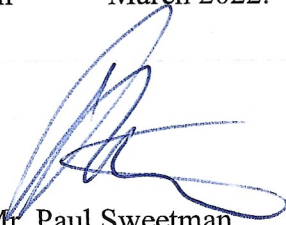
|                                           |              |              |
|-------------------------------------------|--------------|--------------|
| Net Resources Expended/Incoming Resources | 220          | 220          |
| Transfers between funds                   | -            | -            |
| Total Funds brought forward               | 6,962        | 6,962        |
| <b>Total funds carried forward</b>        | <u>7,182</u> | <u>7,182</u> |

**RAF STATION COLTISHALL HERITAGE TRUST**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**As at 31 January 2022**

|                          | <b>2022</b>  |
|--------------------------|--------------|
|                          | <b>£</b>     |
| <b>Current Assets</b>    |              |
| Cash at bank and in hand | 7,182        |
| <b>Net Assets</b>        | <u>7,182</u> |
|                          | <u>=====</u> |
| <b>Funds</b>             |              |
| Unrestricted             | 7,182        |
| Restricted               | -            |
|                          | <u>7,182</u> |
|                          | <u>=====</u> |

The financial statements were approved by the Trustees on March 2022.

  
 Mr. Mervyn Cousens  
 (Chair of Trustees)

  
 Mr. Paul Sweetman  
 (Treasurer)

Date: 12 March 2022

Date: 12 March 2022

**RAF STATION COLTISHALL HERITAGE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31 January 2022**

**1. ACCOUNTING POLICIES**

The principal accounting policies are set out below.

**Accounting Convention**

The financial statements have been prepared under the historical cost convention and are in accordance with applicable UK accounting standards. The financial statements also comply with the Statement of Recommended Practice: "Accounting and Reporting by Charities" published in 2015 and the Charities Act 2011.

**Income**

Income is accounted for on a receipt basis.

**Expenditure**

Expenditure is accounted for on a payments basis.

**Taxation**

The Charity is not liable for assessment to tax on its results.

**2. FUNDS**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes. During the period, no restricted income or donations were received.

**3. TRANSACTIONS WITH TRUSTEES**

No Trustee or connected person received any remuneration or reimbursement of expenses.

**4. EMPLOYEES**

The Charity had no employees during the year.



**RAF STATION COLTISHALL HERITAGE TRUST**

England & Wales - Charity number 1176736

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# Accounts

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**RAF STATION COLTISHALL HERITAGE TRUST**  
**ANNUAL REPORT AND FINANCIAL STATEMENT**  
**FOR THE YEAR ENDED 31 JANUARY 2021**

**Registered Charity No. 1176736**

**RECEIVED**  
**30 MAR 2021**  
**NEWMAN & CO**

**Waveney Accountants Limited**  
**t/a Newman & Co**  
**Chartered Accountants**  
**7 Hungate**  
**Beccles**  
**Suffolk**  
**NR34 9T**



## **RAF STATION COLTISHALL HERITAGE TRUST**

|                                     | <b>Page</b> |
|-------------------------------------|-------------|
| Annual Report of the Trustees       | 3-7         |
| Independent Examiner's Report       | 8-9         |
| Statement of Financial Activities   | 10          |
| Statement of Assets and Liabilities | 11          |
| Notes to the Accounts               | 12          |



**RAF STATION COLTISHALL HERITAGE TRUST  
TRUSTEES' REPORT  
For the year ended 31 January 2021**

**Reference and Administrative Details**

**Charity Registration No:** 1176736

**Address:** The RAF Coltishall Heritage Centre  
Building 40 (Main Guardroom)  
Scottow Enterprise Park  
Badersfield, Norfolk NR10 5FB

**Trustees:**

The Trustees shown below were appointed in 2018 and 2020\* and have held office to the date of this report.

Mr. Mervyn Cousens (Chairman)  
Mr. Paul Sweetman (Treasurer)  
Mr. David Mann  
Mr. Ian MacLeod  
Mr. Christopher Maloney  
Mr. Ian Stannett  
Mr. John Welton (Secretary)  
Mr. Thomas Hemsall  
Mr David Holland\*  
Mr Paul Hendley\*

\*Mr Gerald Baker was removed as a Trustee on 24<sup>th</sup> July 2020, Mr David Holland and Mr Paul Hendley joined as trustees on 22<sup>nd</sup> August 2020 and 15<sup>th</sup> December 2020 respectively.

**Structure, Governance and Management:**

**Governing Document**

The RAF Station Coltishall Heritage Trust is a Charitable Incorporated Organisation (Company No. CE012970) and is governed by the constitution and rules adopted 18 January 2018.

**Appointment of Trustees**

The Trustees are appointed as per the governing document.



**RAF STATION COLTISHALL HERITAGE TRUST  
TRUSTEES' REPORT  
For the year ended 31 January 2021 Contd....**

**Objects and Activities:**

The object of the CIO is as stated in the Constitution:

1. To advance the education of the public in the history of RAF Coltishall and its place in the defence of the United Kingdom throughout its operational life by the establishment and maintenance of a Heritage Centre to display artefacts, documents and associated media related to RAF Coltishall.
2. To promote the provision of facilities for recreation or other leisure time occupation for the public at large in the interests of social welfare and with the object of improving conditions of life.

The Trustees confirm that they and the management committee operate in accordance with the Charity Commission's general guidance on public benefit in all respects.

**Achievements and Performance:**

The Trust achieved charitable (CIO) status on 18 January 2018, having formerly been known as the RAF Coltishall Station Heritage Fund. The closing cash balance of the Fund has been treated as an unrestricted donation to the CIO.

During the period to 31 January 2021 the Trust has achieved the following:

- Continued to update the Trust website ([www.rafscht.co.uk](http://www.rafscht.co.uk)) with news and heritage information and also further developed the Trust Facebook page so that both media outputs keep our supporters up to date with our plans and activities as well as being an outlet for the sales of merchandise to raise funds. This has proved successful and the Facebook page alone has more than 1,000 followers to date.
- Despite the restrictions imposed due to the Covid-19 pandemic, the Trust made a major leap forward in its goals by securing an agreement with the owners and managers of the former RAF Coltishall site (Now Scottow Enterprise Park) to rent the former Main Guardroom to create the RAF Coltishall Heritage Centre. The Trust took possession of the building in July 2020.
- The trustees and volunteers have, under the guidance of trustee Tom Hemsall (our exhibition manager), undertaken phase one of the preparation of the Heritage Centre for opening. Structural, decorative and facilities work has been completed. Displays of photos, artwork, display cabinets and artefacts have been set out to create a timeline and subject flow through the displays with emphasis on access for all. Structural work ensured that the building is now fully accessible to the disabled.
- The Exhibition Rooms in the Battle of Britain Hall, the temporary home for the Trust and our collection, have been handed back to their owners with thanks for their support in housing our project initially.



## **RAF STATION COLTISHALL HERITAGE TRUST TRUSTEES' REPORT**

**For the year ended 31 January 2021 Contd...**

### **Achievements and Performance Contd....**

- Planning has begun for Phase 2 to prepare the rest of the building to create further display areas and an Education and Meeting Room. Work would have already commenced had Covid-19 restrictions not been in place. However, work will start as soon as possible.
- When restrictions have permitted, advance viewings for a small number of visitors have been held to gauge reaction. All have been extremely positive and these visits have garnered donations. However, our main source of income has been through external donations and merchandise sales. Being unable to open the Heritage Centre fully has severely curtailed the Trust's ability to raise funds through visitors and this has led to our funds having to be very carefully husbanded to ensure the Trust remains viable.
- Plans are in preparation for a formal opening ceremony with a tentative date in early Summer, but this is very much dependent on the pandemic situation improving and restrictions being lifted. Limited openings for visitors within government guidelines for such establishments are planned to take place as soon as possible.
- Our patron, Air Marshal Sir Christopher Harper KBE MA CCMI RAF, continues to be kept informed of the progress and has shared out satisfaction in securing a building for the Heritage Centre.
- Continued to develop and produce a range of products to raise the profile of the Trust and its aims and to raise funds. The commemorative Christmas cards have again been popular and badged clothing, including a new range based on the RAF Coltishall Rugby Club logo, have again sold well with items being sent as far afield as USA, Canada and the Middle East.
- With a new site management team running the former RAF Coltishall site, we have been pleased to note they have brought forward a strong emphasis on the heritage of RAF Coltishall. In addition, the owners of the site, Norfolk County Council, are very keen to gain a higher award level in their endeavours as signatories to the Armed Forces Covenant. The Trust is working to help both the site managers and the Council to achieve their aims and we look forward to a mutually beneficial future.
- The refurbishment of a set of 7 mobile photographic reconnaissance cabins has continued and installing original processing and interpretation equipment is almost complete. These cabins form a unique display of RAF reconnaissance equipment and will provide interest and an element of interactivity for visitors to the RAF Coltishall Heritage Centre when it opens this year.

### **Volunteers:**

The charity is wholly run by unpaid volunteers who are primarily the Trustees. All Trustees undertake their roles on a voluntary/unpaid basis.



**RAF STATION COLTISHALL HERITAGE TRUST**  
**TRUSTEES' REPORT**  
**For the year ended 31 January 2021 Contd...**

**Financial Review:**

The results for the year are set out on page 10 of the financial statements. The financial statements relate to the provision of services to satisfy the charity's financial objectives during the year to 31 January 2021 and show that we had a total income of £5,492 and our expenditure totalled £5,091. The charity is in its third year of operation being registered on 18 January 2018. For the current period £6,561 was brought forward from last year's account to this account on 1 February 2020.

**Reserves Policy:**

The charity currently only holds unrestricted reserves. The reserves are represented by cash at bank. The trustees consider that the unrestricted reserves should be sufficient to cover the charitable company's planned expenditure where possible.

**Risk Management:**

The Trustees have assessed the major risk factors to which the charity is exposed and are satisfied that systems are in place to lessen those risks.

**Statement of Trustees' Responsibilities:**

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the applicable law and the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping 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, the Charity (Accounts Reports) Regulations 2008 and the provisions of the Trust Deed. 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.

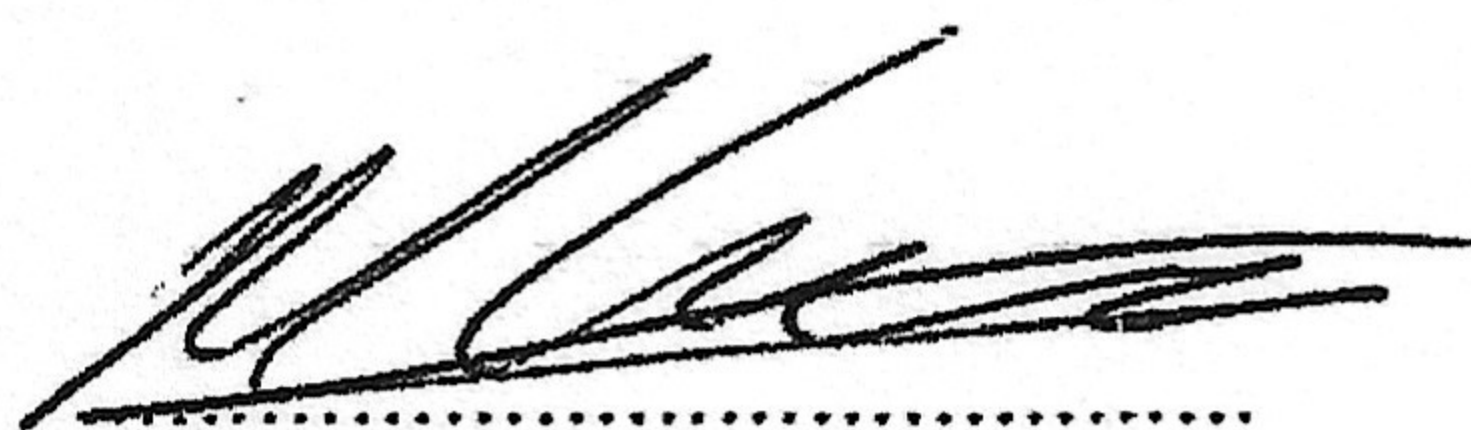


**RAF STATION COLTISHALL HERITAGE TRUST  
TRUSTEES' REPORT  
For the year ended 31 January 2021 Contd...**

**PUBLIC BENEFIT STATEMENT**

The Trustees have regard to the Charity Commission's public benefit guidance.

**ON BEHALF OF THE TRUSTEES:**

A handwritten signature in black ink, appearing to read 'M Cousens', written over a dotted line.

Mr. Mervyn Cousens  
(Chair of Trustees)

A handwritten signature in black ink, appearing to read 'P Sweetman', written over a dotted line.

Mr. Paul Sweetman  
(Treasurer)

30 March 2021

30 March 2021



**RAF STATION COLTISHALL HERITAGE TRUST**  
**INDEPENDENT EXAMINER'S REPORT**  
**Year ended 31 January 2021**

**Independent examiner's report to the trustees of RAF Station Coltishall Heritage Trust**

I report on the accounts of the Charity for the year ended 31<sup>st</sup> January 2021, which are the Summary of Receipts and Payments and the Treasurer's Report.

**Respective responsibilities of trustees and examiner**

The Charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any materials respects, the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**RAF STATION COLTISHALL HERITAGE TRUST**  
**INDEPDENT EXAMINER'S REPORT**  
**Year ended 31 January 2021 contd...**

Signed: .....  .....

Name: Leslie Newman FCA

Address: Newman & Co  
7 Hungate  
Beccles  
Suffolk  
NR34 9TT

Date: ..... 30 March 2021 .....



**RAF STATION COLTISHALL HERITAGE TRUST**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**For the year ended 31 January 2021**

|                                               | <b>Unrestricted</b> | <b>2021</b>  |
|-----------------------------------------------|---------------------|--------------|
|                                               | <b>£</b>            | <b>£</b>     |
| <b>Incoming Resources</b>                     |                     |              |
| Donations                                     | 4,680               | 4,680        |
| Christmas Card Sales                          | 72                  | 72           |
| Rugby Club Shirt Sales                        | 337                 | 337          |
| Polo Shirt Sales                              | 403                 | 403          |
|                                               | <u>5,492</u>        | <u>5,492</u> |
| <b>Resources Expended</b>                     |                     |              |
| Building Rent/Rates                           | 2,049               | 2,049        |
| Building Electricity Charges                  | 30                  | 30           |
| Polo Shirt Costs                              | 616                 | 616          |
| Exhibition Hall Costs                         | 536                 | 536          |
| ATREL Refurbishment Costs                     | 325                 | 325          |
| WIFI Account                                  | 330                 | 330          |
| Just Giving Fee                               | 90                  | 90           |
| Accountants Fee                               | 240                 | 240          |
| Van Hire                                      | 100                 | 100          |
| RAFSCHT Van design/Paint                      | 700                 | 700          |
| Rugby Club Shirt Costs                        | 42                  | 42           |
| Miscellaneous Expenses                        | 33                  | 33           |
| <b>Total Resources Expended</b>               | <u>5,091</u>        | <u>5,091</u> |
| <b>Net Incoming Resources</b>                 | 401                 | 401          |
| Transfers between funds                       | -                   | -            |
| <b>Net Incoming Resources after Transfers</b> | <u>401</u>          | <u>401</u>   |
| Total funds brought forward                   | 6,561               | 6,561        |
| <b>Total funds carried forward</b>            | <u>6,962</u>        | <u>6,962</u> |



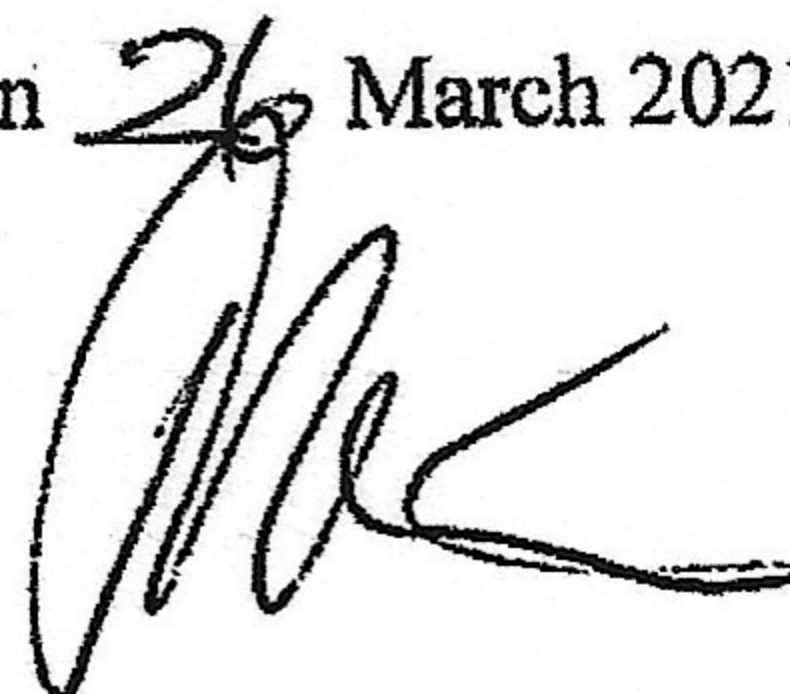
**RAF STATION COLTISHALL HERITAGE TRUST**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**As at 31 January 2021**

|                          | 2021<br>£    |
|--------------------------|--------------|
| <b>Current Assets</b>    |              |
| Cash at bank and in hand | 6,962        |
| <b>Net Assets</b>        | <u>6,962</u> |
| <b>Funds</b>             |              |
| Unrestricted             | 6,962        |
| Restricted               | -            |
|                          | <u>6,962</u> |

The financial statements were approved by the Trustees on 26 March 2021.



Mr. Mervyn Cousens  
 (Chair of Trustees)



Mr. Paul Sweetman  
 (Treasurer)

Date: 30 March 2021

Date: 30 March 2021



**RAF STATION COLTISHALL HERITAGE TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31 January 2021**

**1. ACCOUNTING POLICIES**

The principal accounting policies are set out below.

**Accounting Convention**

The financial statements have been prepared under the historical cost convention and are in accordance with applicable UK accounting standards. The financial statements also comply with the Statement of Recommended Practice: "Accounting and Reporting by Charities" published in 2015 and the Charities Act 2011.

**Income**

Income is accounted for on a receipt basis.

**Expenditure**

Expenditure is accounted for on a payments basis.

**Taxation**

The Charity is not liable for assessment to tax on its results.

**2. FUNDS**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes. During the period, no restricted income or donations were received.

**3. TRANSACTIONS WITH TRUSTEES**

No Trustee or connected person received any remuneration or reimbursement of expenses.

**4. EMPLOYEES**

The Charity had no employees during the year.