

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
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NR34 9T

RAF STATION COLTISHALL HERITAGE TRUST

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**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 24th July 2020, Mr David Holland and Mr Paul Hendley joined as trustees on 22nd August 2020 and 15th 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) 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 Hempsall (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.

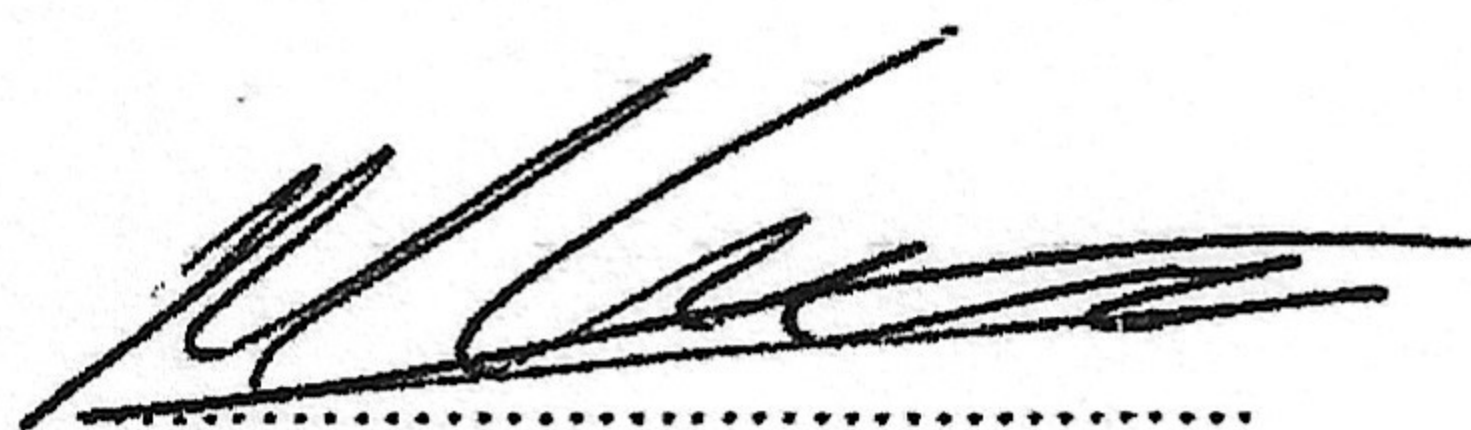
The Trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts Reports) Regulations 2008 and the provisions 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 31st 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
INDEPENT 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

	Unrestricted	2021
	£	£
Incoming Resources		
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>
Resources Expended		
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
Total Resources Expended	<u>5,091</u>	<u>5,091</u>
Net Incoming Resources	401	401
Transfers between funds	-	-
Net Incoming Resources after Transfers	<u>401</u>	<u>401</u>
Total funds brought forward	6,561	6,561
Total funds carried forward	<u>6,962</u>	<u>6,962</u>

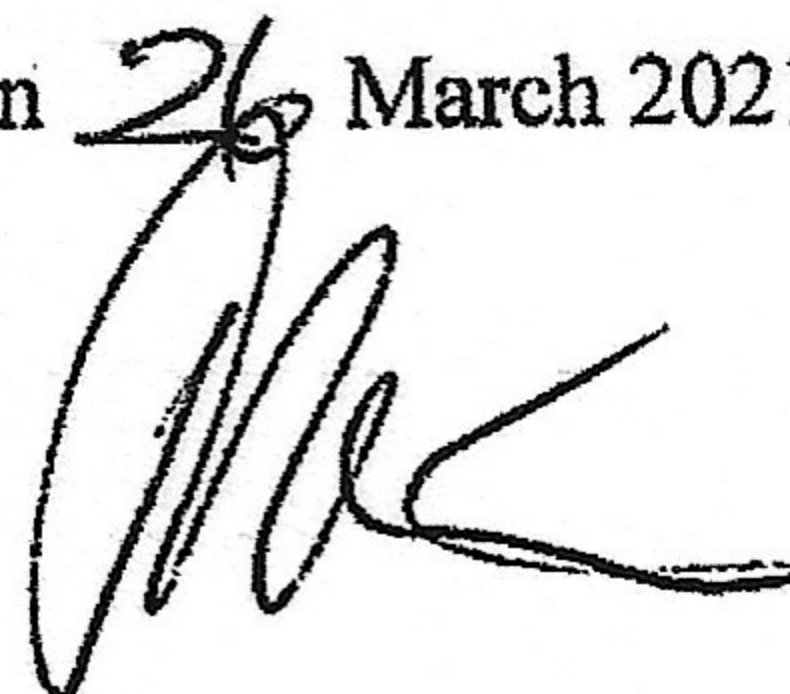
RAF STATION COLTISHALL HERITAGE TRUST
STATEMENT OF ASSETS AND LIABILITIES
As at 31 January 2021

	2021 £
Current Assets	
Cash at bank and in hand	6,962
Net Assets	<u>6,962</u>
Funds	
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.