

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
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)
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 82nd 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.

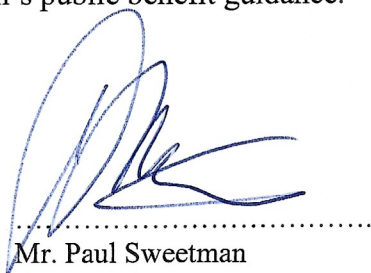
PUBLIC BENEFIT STATEMENT

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 31st 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

	Unrestricted	2022
	£	£
Incoming Resources		
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>
	=====	=====
Resources Expended		
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>
	=====	=====
Total Resources Expended		

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

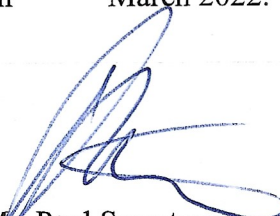
Net Resources Expended/Incoming Resources	220	220
Transfers between funds	-	-
Total Funds brought forward	6,962	6,962
Total funds carried forward	<u>7,182</u>	<u>7,182</u>

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

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