

**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**  
**NR34 9T**

## 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:

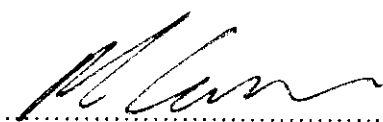
- Select suitable accounting policies and then apply them consistently;
- Observe methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed 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.

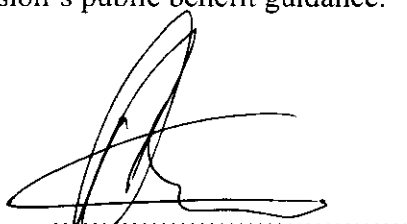
**PUBLIC BENEFIT STATEMENT**

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>===== |

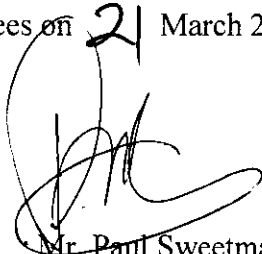
RAF STATION COLTISHALL HERITAGE TRUST  
STATEMENT OF ASSETS AND LIABILITIES  
As at 31 January 2024

|                          | 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.