



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 31/7/20
date

Period start date To 30/7/21

Period end

Charity name: EPIACUM HERITAGE CIO

Charity registration number: 1178087

Objectives and Activities

| | SORP reference | |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | The objects of the CIO are - To advance the education of the public concerning and permanently to preserve for the benefit of the public generally and especially for the inhabitants of the North Pennines in the counties of Cumbria, Durham and Northumberland, land, buildings or any other artefacts which are of any historic, industrial, agricultural, scientific, or industrial architectural or general architectural interest (hereinafter referred to as 'Heritage Monuments') and generally to protect, preserve and maintain the character and amenities of the said Heritage Monument known as Epiacum Roman Fort and its environs and may exercise all powers which are considered necessary in achieving its primary objectives. Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable. |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | The site was closed to the public during the Covid pandemic, under Government guidelines. Our "lockdown project" was to complete the Bastle House project stated in the previous financial year to include a new visitor trail (Romans and Reivers) and associated access infrastructure. Improved car parking area – planted a garden, installed an Information point and rustic seating, access gates, a new trail leaflet and signage. Developed a range of interpretation. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | The Trustees confirm they have regard to all guidance issued by the Charity Commission on public benefit. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|--|
| Policy on grant making | Para 1.38 | |
| Policy on social investment including program related investment | Para 1.38 | |
| Contribution made by volunteers | Para 1.38 | |
| Other | | |

Achievements and Performance

| | SORP reference | |
|---|----------------|--|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20 | <p>The site was closed to the public during the Covid pandemic, under Government guidelines and, as a result, monthly Trustees meetings were held remotely.</p> <p>Engagement of volunteers, when changing lockdown rules allowed.</p> <p>Further Successfully sourced grant-funding from HLGf and Charitable Trusts to support volunteer activity, interpretation, and infrastructure.</p> <p>Our "lockdown project" was to complete the Bastle House project stated in the previous financial year to include a new visitor trail (Romans and Reivers) and associated access infrastructure.</p> <p>Developed our website and planned future digital engagement</p> <p>Reopened the site for visitor access in Summer 2021, with Covid safe practices in place</p> <ul style="list-style-type: none"> - Improved car parking area – planted a garden, installed an Information point and rustic seating, access gates, a new trail leaflet and signage. - Developed a range of interpretation called the "People of Epiacum" to increase public awareness and engagement with the different heritage stories associated with the site. |

| | | |
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| | | <ul style="list-style-type: none"> - Developed an audio-visual display on the TV screen in the Nook café. <p>We appointed a new Trustee, Mark Howarth.</p> |
|--|--|---|

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--|-----------|--|
| Achievements against objectives set | Para 1.41 | |
| Performance of fundraising activities against objectives set | Para 1.41 | There were no fundraising events due to Covid restrictions. |
| Investment performance against objectives | Para 1.41 | |
| Other | | <p>We have sourced further funding from HLF, Charitable Trusts.</p> <p>Donations from visitors have been received where access has been permitted.</p> |

Financial Review

| | | |
|--|-----------|--|
| Review of the charity's financial position at the end of the period | Para 1.21 | The organisation has a secure financial position and has reserves to cover basic running costs for the next 2 years. It has attracted funds from grant providers and from visitors and supporters enabling the continuing project of further restoring and interpreting the Bastle House. The funds for the entire Bastle House project are held in both a Restricted Account (Grants made to the organisation) and in the General Account (donations and earned income) |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | The organisation has managed to build up the sum of £2,000 which covers the costs of public liability insurance and accountancy costs for the next financial year. This will ensure that even with no activity or events the site will remain open and accessible to the public until 2023. |
| Amount of reserves held | Para 1.22 | Unrestricted funds on 31 July 2020 stood at £2,325, taking account of funds held for future Masterclass events available funds stand at £1,400. |
| Reasons for holding zero reserves | Para 1.22 | |
| Details of fund materially in deficit | Para 1.24 | |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | There are no going concern issues. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|--|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | |
| A description of the principal risks facing the charity | Para 1.46 | |
| Other | | |

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Structure, Governance and Management

| | | |
|---|-----------|--|
| Description of charity's trusts: | | |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Constitution |
| How is the charity constituted? (e.g unincorporated association, CIO) | Para 1.25 | CIO |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | New Trustees can only be appointed by agreement of all the existing Trustees. Potential new Trustees are sent extensive details of the organisation and then asked to submit an application. They are then invited to attend 2 Trustees meetings as observers before confirming their application. Only then would they be invited to become a Trustee should the existing Trustees decide so. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|--|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | |
| Relationship with any related parties | Para 1.51 | |
| Other | | |

Reference and Administrative details

| | |
|-----------------------------|---|
| Charity name | EPIACUM HERITAGE CIO |
| Other name the charity uses | |
| Registered charity number | 1178087 |
| Charity's principal address | CASTLE NOOK FARM, KIRKHAUGH, ALSTON, CUMBRIA CA9 3BG |
| | |

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|----------------|-----------------|-----------------------------------|---|
| 1 | Elaine Edgar | Chair | | |
| 2 | Frances Breen | Vice Chair | | |
| 3 | Paul Mercer | | | |
| 4 | Steven Bentley | | | |
| 5 | Mark Haworth | | | |
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

| | |
|---|--|
| Description of the assets held in this capacity | |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | |

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| | | |
| | | |
| | | |
| | | |

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

| |
|--|
| |
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Other optional information


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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

| | | |
|-------------------------------------|---|---|
| Signature(s) |  |  |
| Full name(s) | Elaine Edgar | Frances Breen |
| Position (eg Secretary, Chair, etc) | Chair | Vice Chair |
| Date | 31/5/2022 | |



CHARITY COMMISSION

FOR ENGLAND AND WALES

Eniacum Heritage CIC

1178087

Receipts and payments accounts

For the period from

01/08/2020

To

31/07/2021

CC16a

Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|---|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Bank interest | - | - | - | - | 36 |
| Grants received | - | 16,371 | - | 16,371 | 8,247 |
| Masterclass events | - | - | - | - | 1,565 |
| Masterclass event refunds | (30) | - | - | (30) | (725) |
| Flag banner costs reimbursed | 219 | - | - | 219 | - |
| Banquet | - | - | - | - | 575 |
| Donations | 985 | - | - | 985 | 35 |
| Friends | 205 | - | - | 205 | 210 |
| Car park | - | - | - | - | 418 |
| Sub total (Gross income for AR) | 1,379 | 16,371 | - | 17,750 | 10,361 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 1,379 | 16,371 | - | 17,750 | 10,361 |
| A3 Payments | | | | | |
| Heritage lottery fund expenses | - | - | - | - | 3,884 |
| Battle works | - | 1,701 | - | 1,701 | 2,595 |
| Interpretation boards and leaflets | 10 | 6,033 | - | 6,043 | 3,601 |
| Equipment | - | 787 | - | 787 | 325 |
| Flag banners | - | - | - | - | 439 |
| Sire work costs | 746 | 617 | - | 1,363 | - |
| Solar panels | - | 6,504 | - | 6,504 | - |
| Accountancy | 350 | - | - | 350 | - |
| Insurance | 327 | 1,435 | - | 1,762 | 956 |
| Masterclass leader costs | - | - | - | - | 4,138 |
| Banquet costs | - | - | - | - | 205 |
| Rent | 2 | - | - | 2 | - |
| Other costs | - | - | - | - | 227 |
| Refreshments | 169 | - | - | 169 | - |
| Website | 178 | - | - | 178 | - |
| Bank charges | 72 | - | - | 72 | 92 |
| Sub total | 1,854 | 17,077 | - | 18,931 | 16,462 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 1,854 | 17,077 | - | 18,931 | 16,462 |
| Net of receipts/(payments) | (475) | (706) | - | (1,181) | (6,101) |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 2,800 | 6,726 | - | 9,526 | 15,627 |
| Cash funds this year end | 2,325 | 6,020 | - | 8,345 | 9,526 |

| Section B Statement of assets and liabilities at the end of the period | | | | |
|--|--|------------------------------------|----------------------------------|---------------------------------|
| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
| B1 Cash funds | Current account | 1,734 | - | - |
| | Deposit account | 591 | 6,020 | - |
| | Paypal account | - | - | - |
| | Total cash funds | 2,325 | 6,020 | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |
| | | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
| B2 Other monetary assets | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| B3 Investment assets | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| B4 Assets retained for the charity's own use | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | Fund to which liability relates | Amount due (optional) | When due (optional) |
| B5 Liabilities | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| Signed by one or two trustees on behalf of all the trustees | Signature | Print Name | | Date of approval |
| | ER Edgar | Elaine Edgar | | 30/05/2021 |