



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From: 1 November 2020 Period start date**

**To: 31 October 2021 Period end date**

**Charity name: Slough Fort Preservation Trust**

**Charity registration number: 1179652**

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>The preservation, conservation and management for the public benefit of the historic fortifications known as Slough Fort, located in the parish of Allhallows, within the Medway Unitary authority.</b>
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	<b>In preserving and restoring Slough Fort, our team of volunteers and Trustees are gaining valuable knowledge and skills as well the personal benefits, development, well-being and growth that volunteering brings. Added to this learning and understanding about the history of the Fort, has benefits for the members of the public that visit the Fort and for future generations. The main activities include applying for funding/grants, marketing the Fort, learning about the History of the Fort and the role it played, physical activities such as grounds maintenance, painting, decorating, cleaning, brick laying, lime washing, the list is endless. Also new income generating activities such as running events and the various tasks this entails.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The Trustees have regard for the guidance issued by the Charity Commission and have undergone a Trustee Health check training this year to ensure we are undertaking the processes correctly and how we can develop as a Trust.</b>

### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>N/A</b>

Policy on social investment including program related investment	Para 1.38	<b>NTL involvement, community service help.</b>
Contribution made by volunteers	Para 1.38	<b>Workdays and projects completed by volunteers</b>
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	<b>Restoration of the Fort has continued even through the problems that Covid-19 threw up. The main projects have been the restoration of the Guard Room. The room was cleared and the old floor taken up, several artefacts were found. The wooden flooring was re-laid. Unfortunately due to Covid, the brick work to re install the cells has been completed. Lathe and plaster ceilings were reinstated in the 3 rooms opposite the Guard room. Lime Washing has started in all 4 rooms. We also were able to instate a volunteer recreation area in one of the casemates and had water and electric installed, to create a kitchen area. A lot of work was done to make the site Covid safe. Work was undertaken to instate a Community Orchard for use educationally and provide fresh fruit for vulnerable members of the community, including a large stretch of hedgerow.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>We have completed a number of projects related to grants this year as detailed above.</b>
Performance of fundraising activities against objectives set	Para 1.41	<b>All of our events had to be cancelled due to Covid at the beginning of the year, but as we came out of Lockdown, we were able to start up our Sunday Tours and 2 Open Days, which were very successful. We have also received a good number of grants again this year, which was extremely useful and helped secure the future of the restoration. We were also able to have our Business plan reviewed and written and feasibility studies completed for future income generation.</b>



Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>Please see attached financial accounts</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>N/A</b>
Amount of reserves held	Para 1.22	<b>N/A</b>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>N/A</b>

## 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	<b>Various Grants and events.</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>N/A</b>
A description of the principal risks facing the charity	Para 1.46	<b>The main risk is lack of funding and Health and Safety on the site.</b>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	<b>CIO</b>
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	<b>The Trust looks at potential people that are interested in the Fort and we feel have skills that will be complimentary and useful to the development and running of the Fort.</b>

### 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	<b>Provide them with Charity Commission guidance and promote training</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>Trust comprising of 7 trustees.</b>
Relationship with any related parties	Para 1.51	<b>Bourne Leisure owns the site and we have a 25-year lease for the site. They are extremely supportive of the project.</b>
Other		

## Reference and Administrative details

Charity name	Slough Fort Preservation Trust
Other name the charity uses	
Registered charity number	1179652
Charity's principal address	c/o Vart Sted, Allhallows Road, Lower Stoke, Rochester Kent ME3 9SL.

### 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	Keith Gulvin	Chair		SFPT
2	Colin Davis	Vice chair		SFPT
3	Daune Ashdown	Secretary/Treasurer		SFPT
4	Neil Ross			SFPT
6	Michael Ashdown			SFPT
7	Stuart Clack		Resigned at AGM March 2021	SFPT
8	Justine O'Neill		Resigned at AGM March 2021	SFPT
9	Kian Davis			SFPT
10	Catharina Hologado			SFPT
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Corporate trustees – names of the directors at the date the report was approved

Director name		

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

### Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/a



Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/a

#### Additional information (optional)

##### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Auditor	Martin Lake	

##### 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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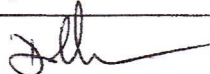

#### Other optional information

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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)	Daune Ashdown	Keith Gulvin
Position (eg Secretary, Chair, etc)	Secretary/Treasurer/Trustee	Chairman

Date 7/11/2021

# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

1179652 - SLOUGH FORT PRESERVATION TRUST

On accounts for the year  
ended

31<sup>st</sup> OCTOBER 2021

Charity No: 1179652

Set out on pages

8 and 9

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/10/2021.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement  
– matter of concern  
identified**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

In carrying out my examination I noted insufficient accounting controls to accurately report restricted donor funds. Records to reconcile restricted cash balances totalling £9,749.00 were unavailable for examination. I recommend to the trustees that restricted funds at this year end are reconciled and the following year's movements within each fund are recorded to produce an accurate restricted fund position at any time during the year.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Signed:

*M. Lake*

Date:

2/8/22

Name:

M. LAKE

Relevant professional  
qualification(s) or body  
(if any):





# Receipts and payments accounts

For the period from	1/11/20	To	31/10/21
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## 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 £
<b>A1 Receipts</b>					
Income - Restricted General Maintenance			-	-	89
Income - Admin				-	-
Income - Donations	1,562			1,562	268
Income - Events	4,133			4,133	1,235
Income - Fort Hire	1,225		-	1,225	2,425
Income - Gift Aid	160		-	160	325
Income - Grant received		48,714	-	48,714	35,842
Income - Merchandise	22		-	22	-
Income - misc	338		-	338	113
Income - Volunteer			-	-	-
<b>Sub total (Gross income for AR)</b>	<b>7,440</b>	<b>48,714</b>	<b>-</b>	<b>56,154</b>	<b>40,297</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>7,440</b>	<b>48,714</b>	<b>-</b>	<b>56,154</b>	<b>40,297</b>
<b>A3 Payments</b>					
Expense - Admin	462	14,223		14,685	2,873
Expense - Events	386	3,613		3,999	-
Expense - General Maintenance	3,107	24,552		27,659	8,373
Expense - Merchandise				-	353
Expense - Marketing	224	893		1,118	37
Expense - Misc	505	282		787	542
Expense - Restoration	293	2,948		3,241	29,869
Expense - Volunteer	258	3,258		3,517	2,767
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
<b>Sub total</b>	<b>5,236</b>	<b>49,769</b>	<b>-</b>	<b>55,006</b>	<b>44,814</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>5,236</b>	<b>49,769</b>	<b>-</b>	<b>55,006</b>	<b>44,814</b>
<b>Net of receipts/(payments)</b>	<b>2,203</b>	<b>1,055</b>	<b>-</b>	<b>1,148</b>	<b>4,517</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>4,757</b>	<b>10,804</b>	<b>-</b>	<b>15,561</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>6,960</b>	<b>9,749</b>	<b>-</b>	<b>16,709</b>	<b>15,561</b>



## 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 £
	Bank balance	6,765	9,749	-
	Petty Cash balance	195	-	-
		-	-	-
	<b>Total cash funds</b>	<b>6,960</b>	<b>9,749</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			

### B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

### B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

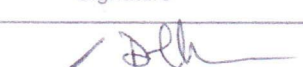

### B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

### B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Daune Ashdown	21/8/22
	Keith Gulvin	21/8/22