



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From: 1 November 2021 Period start date

To: 31 October 2022 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	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.
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	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.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	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.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference:	
Policy on grant making	Para 1.38	N/A

Policy on social investment including program related investment.	Para: 1.38:	NTL involvement, community service help.
Contribution made by volunteers:	Para: 1.38:	Workdays and projects completed by volunteers.
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	One of the main achievements has been the installation of a new fence between the Fort and Haven, completing the security fencing around the whole site. Many thanks to Haven for the installation of this fence and extra land, where we found the original 6" gun position which has been excavated. We have also successfully finished the restoration of the Guard room, the lobby, Officers Kitchen, pantry and toilet, which was officially opened by our local MP Kelly Tolhurst, who is extremely supportive of our project. The final 3 chimneys were also completed. We have also had fruit from the orchard this year and also honey from our beehives. We had successful Open Days and the Queens Jubilee was a very successful community event. We have also had visits from our local schools, helping us to replace our hedgerows and investigating the Fort, encouraging the next generation about our history and local community.

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para: 1.41	We have completed a number of projects related to grants this year. Little Magic grant provided equipment for the guardroom. Allhallows Parish Council grant paid for a new toilet door for the ladies toilet. The Revive grant provide funds for picnic benches, a Zettle till system, Interpretation uniforms and display boards. The Arnold Clark grant provided materials for the Guardroom. The Postcode lottery grant enabled us to complete fencing and interpretation for the Glacis. Midway Corporate Giving grant enabled to rebuild the 3 chimneys. The Orchard Energy grant enabled us to complete work on the grounds and
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		paths and also provide some PPE and volunteer equipment. Rank Foundation/Pebbles grant provided materials for the Guardroom. As you can see a lot has been achieved this year.
Performance of fundraising activities against objectives set	Para 1.41	
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	Please see attached financial accounts
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	N/A
Amount of reserves held	Para 1.22	N/A
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

## 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	Various Grants and events.
Investment policy and objectives including any social investment policy adopted	Para 1.48	N/A
A description of the principal risks facing the charity	Para 1.46	The main risk is lack of funding and Health and Safety on the site.
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	<b>Constitution</b>
How is the charity constituted?	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	11170652
Charity's principal address	c/o Vant 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	Colin Davis	Chair		SFPT
2	Keith Gulvin	Vice chair		SFPT
3	Daune Ashdown	Secretary/Treasurer		SFPT
4	Neil Ross			SFPT
6	Michael Ashdown			SFPT
7	Klan Davis			SFPT
8	Catherina Hologado			SFPT
9				
10				
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	N/a

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	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)	Dame Ashdown	Colin Davis
Position (eg Secretary, Chair, etc)	Secretary/Treasurer/Trustee	Chairman

Date ~~25/1/23~~ 12/6/23



## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

On accounts for the year  
ended

31<sup>st</sup> OCTOBER 2022

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 31/10/2022.

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").

Independent  
examiner's statement  
- matter of concern  
identified

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.

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 controls of donor funds to support the reconciliation of total restricted funds of £2,175 at year end. I recommend again to the trustees that restricted funds at this year end are reconciled.

The accounts record movements of cash in and out of a 'Cash Tour box'. At 31/10/22 a cash balance of £405 is being reported but this cannot be accounted for and has been written off in the accounts.

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:

19/8/23

Name:

MR M Lake

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

Address:

11, Brooke Drive  
Gravesend  
DA12 4XP



# Receipts and payments accounts

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For the period  
from:

01/11/2021

To:

31/10/2022

## Section A Receipts and payments

Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £

### A1 Receipts

Income - Restricted General Maintenance:

Income - Admin

Income - Donations:

Income - Events:

Income - Fort Hire

Income - Gift Aid

Income - Grant received

Income - Merchandise:

Income - misc

Income - Volunteer

**Sub total (Gross income for AR)**

1,890			1,890	1,582
5,225			5,225	4,133
3,274			3,274	1,225
521			521	160
	13,779		13,779	48,714
				22
26			26	338
10,936	13,779		24,714	56,154

A2 Asset and investment sales, (see table).

**Sub total**

**Total receipts**

10,936	13,779		24,714	56,154

### A3 Payments

Expense - Restoration

Expense - Restricted Admin

Expense - Restricted Events

Expense - Restricted General Maintenance

Expense - Restricted Merchandise

Expense - Restricted Marketing

Expense - Restricted Restoration

Expense - Restricted Volunteer

Expense - Admin

Expense - Events

Expense - General Maintenance

Expense - Marketing

Expense - Merchandise

Expense - Misc

Expense - Restoration

Expense - Volunteer

Cash Tour box transfer

**Sub total**

	9,778		9,778	14,685
	1,542		1,542	
	3,219		3,219	3,999
				27,689
	2,027		2,027	
	4,581		4,581	1,118
	206		206	767
3,887			3,887	3,241
312			312	3,517
2,752			2,752	
689			689	
45			45	
728			728	
864			864	
405			405	
9,681	21,352		31,034	55,006

A4 Asset and investment purchases, (see table)

**Sub total**

**Total payments**

9,681	21,352		31,034	55,006

**Net of receipts/(payments)**

1,255	7,574		6,319	
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A5 Transfers between funds

A6 Cash funds last year end

**Cash funds this year end**

6,960	9,749		16,709	
8,215	2,175		10,390	16,709



## Section B Statement of assets and liabilities at the end of the period

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Bank balance	7,818	2,175	-
Petty Cash balance	397	-	-
	-	-	-
<b>Total cash funds</b>	<b>8,215</b>	<b>2,175</b>	<b>-</b>

(agree balances with receipts and payments account(s))

### B2 Other monetary assets:

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

### 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 asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

### B5 Liabilities

	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	12/8/23
	Colin Davis	12/8/23