

## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 10	Year 2020		Day 30	Month 09	Year 2021

### Section A Reference and administration details

**Charity name** West Bank Park Heritage Trust

**Other names charity is known by**

**Registered charity number (if any)** 1179788

**Charity's principal address**

3 Principal Rise

York

**Postcode**

YO24 1UF

#### 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	Jane Cullen	Chairperson		
2	Gareth Burrow	Treasurer		
3	Tim Hedley Jones			
4	Penelope Dawson Brown			
5	Gordon Eastham			
6				
7				
8				
9				

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**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year

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

Type of adviser	Name	Address

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

## Section B

## Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	CIO Foundation Constitution
How the charity is constituted (eg. trust, association, company)	Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by Existing Members

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

3.1 The objects of the CIO are for the benefit of the public, to:

3.1.1 advance education, in particular by enhancing the understanding of the history and horticultural legacy of James Backhouse with particular reference to the former nursery and gardens situated at West Bank Park; to promote engagement with this heritage; to research the history of the site and its horticultural legacy more generally;

3.1.2 preserve and conserve the remains of the Lodge at West Bank Park and the horticultural heritage of West Bank Park;

3.1.3 promote an understanding of horticulture by providing a sustainable community space for people of all ages to come together, share knowledge and skills and engage with horticulture; and

3.1.4 to benefit the residents of York, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents in a common effort to provide facilities, in the interests of social welfare, for recreation and other leisure time occupation with the object of improving the conditions of life for the residents.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The work undertaken within this year was very different to a normal year (due to the fact that as of October 2020 we were just coming out of National Lockdown and about to go back into a second lockdown until Christmas, with a third National lockdown until March 2021).

Whilst we kept in touch with each other as a Trust by email and so on, like everyone else, we were obviously unable to meet at our usual rate.

In this time it is true to say that background research was carried out on the Scrapbook, ready and transcribing of some of the Backhouse letters and also work towards the website.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

The achievements of this year have been ongoing dialogue with family of James Backhouse in Auckland as well as further study of the digitised pages of the scrapbook.

After the scrapbook was digitised at the British Library they did some marketing around it which led to some enquiries about the digital scrapbook.

<https://www.bl.uk/case-studies/james-backhouse-digitisation>

This led to very good outreach work with other charities and heritage groups, keeping the momentum up about the campaign during the Lockdowns.

The use of the park itself as a place for 'daily exercise' during the Lockdowns has also meant that the appreciation of the park to the community as one of the 'green lungs' of the city, As one of the main green spaces in York it has been used by young and old alike and many re-discovering it's value.

Despite the difficult times, the ability to keep in touch with each other virtually has enabled us to keep going.

Work was also started on the website, and by May 2021 the website was live.

[westbankparkheritagetrust.org](http://westbankparkheritagetrust.org)

This will now be a home for the Backhouse films and also will preserve the memories for the community.

This is an ongoing project and during this year it has been a very good place to focus the work of the Trust.

## Section E Financial review

### Brief statement of the charity's policy on reserves

The trustees do not currently consider a reserve policy to be required, but this will be reviewed as the future focus and objectives of the charity are reconsidered.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

There have been no income or expenditure in this period.

## Section F Other optional information

## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s) Jane Cullen

Full name(s) Jane Louise Cullen

Position (eg Secretary, Chair, etc) Chair

Date 16/07/22



CHARITY COMMISSION  
FOR ENGLAND AND WALES

WEST BANK PARK HERITAGE TRUST

1179788

## Receipts and payments accounts

CC16a

For the period  
from

01/10/2020

To

30/09/2021

### 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>					
Funds transferred in from West Bank Park Heritage Project	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	-	-	-	-	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	-	-	-	-	-
<b>A3 Payments</b>					
Repayment of unutilised HLF grant	-	-	-	-	-
Professional fees - property	-	-	-	-	-
Filiming costs / DVD	-	-	-	-	461
Scrapbook costs	-	-	-	-	767
Website	-	-	-	-	304
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	1,532
<b>A4 Asset and investment purchases, (see table)</b>					
Laptop and storage	-	-	-	-	652
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	652
<b>Total payments</b>	-	-	-	-	2,184
<b>Net of receipts/(payments)</b>	-	-	-	-	2,184
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	778	-	-	778	2,962
<b>Cash funds this year end</b>	778	-	-	778	778

## 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 £
<b>B1 Cash funds</b>	Lloyds bank accounts	778	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>778</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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	
	Gareth Burrow	Gareth William Burrow	22/07/2022	