



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	10	2022		30	09	2023

### 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	Chair		
2 Gareth Burrow	Treasurer		
3 Penelope Dawson Brown	Trustee		
4 Andrew Pattinson	Trustee		
5 Gordon Eastham	Trustee		
6			
7			
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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)**

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## **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)**

Since May 2021 the website was live, so throughout 2022 we had 10 films which have been on the website in order to increase community engagement about the content of the films. In June of 2022 Jane Cullen (Chair) had visited Brenda Tyler (Former Sheriff's Lady and friend of out Backhouse project). Brenda had passed on some letters which she had from the Backhouse family from 1882. These were useful for the project in the coming months. This work is ongoing.

In November 2022 Jane Cullen organised various visits to discuss how the films could be seen more widely. These visits had included a meeting with the Guildhall in York where the University has a base which deals with the digital stories. Plus There had been a visit to the Aesthetica Film Festival in November 2022 to find out more about widening viewing of the films. These could be seen on the website.

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

In July 2021 Tony Lambert (Great, Great, Great Grandson of James Backhouse) was finally able to travel from Auckland to visit UK. We were also able to interview Tony for a second time and also to reunite him with the scrapbook which had been in safe keeping with the Trust. The scrapbook had already been digitised by the British Library and also annotated and preserved by conservator working with the trust.

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

The results of the interview were then incorporated into the case study for future digitisation online. This work is still ongoing and the intention is to edit Tony Lambert into a film about the work we did with the British Library.

An additional approach has been made to a company (10/10/2022) which can animate the pages of the Backhouse scrapbook so that it can appear online as a digital scrapbook. Work with this is ongoing.

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

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

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



## Section D

## Achievements and performance

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

## Section E Financial review

Brief statement of the charity's policy on reserves

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Details of any funds materially in deficit

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### 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.

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## Section F Other optional information

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## 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** 30/07/2024





CHARITY COMMISSION  
FOR ENGLAND AND WALES

WEST BANK PARK HERITAGE TRUST

1179788

## Receipts and payments accounts

CC16a

For the period  
from

01/10/2022

To

30/09/2023

### 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	-	-	-	-	-
Scrapbook costs	-	-	-	-	-
Website	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>A4 Asset and investment purchases, (see table)</b>					
Laptop and storage	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	-	-	-	-	-
<b>Net of receipts/(payments)</b>	-	-	-	-	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	778	-	-	778	778
<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	30/07/2024	