

Annual Report - 2020/2021



The Trustee's report covers the period from April 2020 to April 2021

Reference and administrative details

Halstead 21st Century Group is registered as a Charitable Incorporated Organisation with the Charity Commission, number 1180748.

Registered address:

c/o 1 Berry Terrace
Acton Square
Sudbury Suffolk
CO10 1HT

Structure, governance, and management

Halstead 21st Century Group formed in January 2013 and registered as a Charitable Incorporated Organisation (Foundation model) in November 2018. Up to April 1st we had 172 members (18 of which are Friends).

The Group is controlled by its governing document, the Constitution, and has been managed by seven Trustees during the year April 2020 -2021.

Under the terms of a foundation model CIO, only Trustees have voting rights. Trustees usually meet every month and during the Pandemic they have held monthly meetings via Zoom.

A grant was awarded by the National Lottery Heritage Fund during the previous year, for our Readiness and Resilience project, designed to build governance skills and increase the Group's resilience. The Trustees have been attending both bespoke and routine training courses, using these new skills to update our policies and procedures. We are behind during the period this report covers we were behind due to covid on the training, the National Heritage Fund has been extended until November 2021 - subject to a satisfactory revised project timetable.

Work on building a new website has been completed, we have full membership of the Heritage Trust Network, and insurance has been purchased. However, while training in governance skills has begun, most has been delayed as a result of the Covid-19 pandemic.



Charity number 1180748



Annual Report - 2020/2021



The Group usually holds an AGM in April, although there is no legal requirement to do so. This too has been delayed.

Trustees April 2020 -April 2021

Eileen Penn, Jane Giffould, Helen Wolf, Jan Mellon, Janet Atkinson

Anne-Maree Robertson, resigned September 2020

Mary Atkinson joined November 2020

Toby Ford resigned March 2021

Officers April 2019 - April 2020

Chair - Eileen Penn

Treasurer - Jane Giffould

Secretary - Helen Wolf /Mary Atkinson

Membership Secretary - Jan Mellon

Friends

Friends do not have voting rights but are invitees to all Trustee meetings in an advisory capacity and receive regular updates on meetings and governance matters.

Their membership (£10 per person or £15 per couple) assures a small income and encourages us to consider value for money and accountability. We now have 19 Friends, some of whom are very active in thought and deed. We are very grateful for their contribution.

Associate Members

All associate members continue to receive newsletters and regular updates.

Meetings

Trustees' meetings usually take place monthly and during the COVID pandemic these have been held via Zoom. Other working party meetings have been held to address specific issues, such as governance, as part of the Readiness and Resilience project.



Charity number 1180748



Annual Report - 2020/2021



Working for the public benefit

Since its formation in 2013, the Group has made many representations and presentations to local councils in a bid to preserve Halstead heritage and green spaces.

In November 2013, the Group set up its first display to promote and provide education about our heritage at a local event. The number of displays has increased in number and variety since then. Group members have exhibited outside of Halstead and adapted displays to fit events while retaining an educative purpose.

A project to record local social heritage began in 2014 and some of the oral histories recorded were used by Braintree District Museum in 2015. The Group has been involved with the Local Heritage List since its launch in August 2015 and most of the Courtauld buildings in Halstead have been added and approved. No further work has been done on the list, but the group have been researching possible buildings for addition.

We have been continued to campaign to preserve the Land East of the High Street, which includes the air-raid shelters, along with other areas within Halstead.

We continue to campaign for the Halstead Heritage Park.

Three of the Trustees are involved with the Earls Colne to Halstead Cycle Path group.

The Group has representation on the Halstead Public Realm Group, working with Halstead Town Council and other community groups to enhance areas within Halstead.

During this year we have been working on the Ancient Tree Project run by the Woodland Trust, members of the group have submitted trees to be included.

As a result of the Covid-19 pandemic, some events and activities were delayed from March 2020.

Trustees have complied with the duty in section 17(5) of the 2011 Charities Act to have due regard to guidance published by the Charity Commission on public benefit. Charity number 1180748.



Charity number 1180748



Annual Report - 2020/2021



Financial Review statement for 2021

The financial year runs from 1 January to 31 December 2021.

The full accounts are provided in a separate document.

The Group remained in credit throughout 2020 and ended the year with an income of £6936.67, expenditure of £4712.03 and a balance of £3036.89. Income included the first instalment of the Heritage Lottery Grant of £6,650. Additional revenue came from the new Friends membership, talks and donations. Our greatest expenditure was for our new Website and Trustee training.

The Group holds reserves of £200, an amount set to cover any outstanding invoices (e.g., room hire) and other contingencies, and guard against any financial loss.

Charitable Object 1: To preserve, maintain and enhance local sites of historic or architectural importance in the area of Halstead, Essex for the public benefit.
--

We made representations on planning applications impacting on heritage or green space

We networked with organisations about a planning appeal for Land off St Andrew's Road for which we submitted our own report to the Planning Inspectorate. The appeal was subsequently dismissed.
--

In February 2020 we nominated Halstead for a conservation area appraisal and we continue to campaign for this to happen, at present we have been told there are not funds available.
--

Charitable Object 2: To advance the education of the public on the subject of the local heritage, historic assets and natural environment of Halstead, Essex.
--

Due to the ongoing COVID 19 Pandemic we were unable to hold any talks during this period
--

During February 2021 we began working with a local school who are keen to utilise the group's knowledge on Halstead's cultural heritage, more specifically the air raid shelters and Land East of the High Street. The school has been writing persuasive letters and posters to save the shelters, to be used in shop windows and a pop-up gallery. We will continue to work with the school and utilise the contacts we have made to work with more



Charity number 1180748



Annual Report - 2020/2021



schools in the future.

Charitable Object 3: To promote for the benefit of the public the conservation, protection, and improvement of the physical and natural environment in Halstead, Essex

Unfortunately, Braintree and Essex councils have not resumed work on the Local Heritage List

Due to uncertainty due to the pandemic this year's Heritage Open Day's did not take place

Supporting the preservation and planting of trees by our town council

Members have supported: (i) Essex Industrial Archaeology Group an organisation that promotes industrial heritage across the county. (ii) River Care and River Improvement groups (iii) Halstead Town Council's Tree Charter commitments (iv) The Earls Colne to Halstead Cycle Path Group (v) Halstead Public Realm Group (vi) Halstead & District Local History Society. We have sent out at least one letter of objection to planning. We regularly update our website with information, blogs etc.

Organisational sustainability: To ensure that we are legally compliant and able to withstand external demands and recognise and respond to opportunities

The Friends membership continues to increase our income and accountability

Trustees and volunteers have taken part in training, webinars, and conferences.

We made a successful application to the National Lottery Heritage Fund, last year, to undertake a project to increase our resilience resources and reach, this included the design and implementation of a new website, from February 2020 until May 2021, this has been extended until November 2021 due to the Pandemic. We have appropriate insurance cover and full membership to the Heritage Trust Network for this year.



Charity number 1180748



Annual Report - 2020/2021



Acknowledgements

Trustees are grateful to:

- North Essex Heritage for their unwavering support and guidance.
- Community 360 for advising us on governance, volunteer recruitment and training matters.
- HDLHS, the Empire Theatre and Halstead Heritage Museum, EIAG and Colne Valley Postal Museum for working with us.
- The Cultural Engine
- The Heritage Lottery Fund
- The Braintree Society, EIAG, Halstead and District Local History Society, the Heritage Trust Network, The Cultural Engine, Council for British Archaeology, SAVE Britain's Heritage, and everyone else who submitted representations to planning applications and appeal.

Declaration

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

Signed on behalf of the charity's trustees by:

Eileen Penn

EILEEN PENN
CHAIR

Dated: 13 September 2021



Charity number 1180748



H21C Accounts							
Date	Item	Activity	Claimant	Income	Banked	Pay in/chq	Cash exp
01 01 20	bfwd					0026	
24 01 20	National Herit Project			6650.00	6650.00		
17 02 20	Zurich Insuran	Insurance	jg			tfr jg	
19 02 20	Phuse Media Li	Website				0028	
	URC Jan, Feb x Meeting		jg			tfr jg	
04 02 20	Committee mt	Jan & Feb		20.00			
04 02 20	membership			10.00			
18 02 20	Jim's talk			94.66			
27 02 20	Heritage netw	csbs	jg			tfr jg	
	C360	Volunteer cour	jg			tfr jg	
10 03 20	Committee mt	March		12.00			
11 03 20	Donation to Jin	from talk					30.00
30 05 20	Tfr cash to bank				126.66		
06 08 20	Phuse Media Ltd						
20 08 20	membership			10.00	10.00		
08 09 20	membership	J Giffould		10.00	10.00		
	membership	Card		15.00	15.00		
	Halstead Town	Queen's Hall hire			0.00	tfr htc	
	membership	Roach		15.00	15.00		
	membership	Cook		15.00	15.00		
06 07 10	from Paypal			0.01	0.01		
14 09 20	membership	H Wolf		10.00	10.00		
	membership	M Barnes		10.00	10.00		
15 09 20	membership	J Blunden		10.00	10.00		
17 09 20	membership	D Huxter		15.00	15.00		
18 09 20	Community 36	Trustee course				tfr C360	
21 09 20	membership	Ormes C & S		15.00	15.00		
02 10 20	membership	Cowlin J & C		15.00	15.00		
13 10 20	Phuse Media Li	Website, membership					
22 11 20	Community 36	Trustee course					
24 12 20	membership	G B Lagdon		10.00	10.00		
Totals				6936.67	6926.67		30.00

Accounts for 2020

To my knowledge these are a true and fair record of the accounts for the year 2019 for Halstead 21st Century Group.

Jane Giffould

tfr jg

644.03

H21C Treasurer

			Bank		Income analy	
Exp chq	Balance	Bank statement	Inc	Exp	Subs	Meetings
	822.25		y	y		
	7472.25	7498.25	y	0.00		
134.03	7338.22			0.00 y		
1290.00	6048.22			0.00 y		
40.00	6008.22			0.00 y		
	6008.22			0.00	0.00	20.00
	6008.22			0.00	0.00	10.00
	6008.22	7472.25		0.00	0.00	80.00
100.00	5908.22			0.00 y		
370.00	5538.22	6182.25		0.00 y		
	5538.22			0.00	0.00	12.00
	5538.22			0.00	0.00	
	5664.88	6308.91	y	0.00		
1290.00	4374.88			0.00 y		
	4384.88	4384.89	y	0.00	10.00	
	4394.88		y	0.00	10.00	
	4409.88		y	0.00	15.00	
48.00	4361.88			0.00 y		
	4376.88		y	0.00	15.00	
	4391.88				15.00	
	4391.89	4376.89	y	0.00		
	4401.89		y	0.00	10.00	
	4411.89		y	0.00	10.00	
	4421.89		y	0.00	10.00	
	4436.89		y	0.00	15.00	
440.00	3996.89			0.00 y	0.00	
	4011.89		y	0.00	15.00	
	4026.89	4026.89	y	0.00	15.00	
600.00	3426.89	3426.89		0.00 y		
400.00	3026.89	3026.89		0.00 y		
	3036.89			10.00	0.00	10.00
	3036.89			0.00	0.00	
4712.03	3036.89	3026.89		10.00	0.00	160.00
						112.00

sis		Expenditure analysis					
Donations	Fund raising	Transport	Website	Courses	Visits	Subs	Equipment
	6650.00						
14.66							
0.01							
14.67	6650.00	0.00	0.00	0.00	0.00	0.00	0.00

Postage	Phone	Publicity	Meetings	project	Check		
					0		
					0.00		Summary
				134.03	0.00		bfwd
				1290.00	0.00		Income
			40.00		0.00		Expenditure
					0.00		Balance
					0.00		Bank balance
					0.00		unc inc
				100.00	0.00		unc exp
				370.00	0.00		Balance
					0.00		Cash in hand
					0.00		Balance + cas
					0.00		Balance - gran
				1290.00	0.00		
					0.00		
					0.00		
					0.00		
				48.00	0.00		
					0.00		
					0.00		
					0.00		
					0.00		
					0.00		
					0.00		
					0.00		
				440.00	0.00		
					0.00		
					0.00		
				600.00	0.00		
				400.00	0.00		
					0.00		
					0.00		
					0.00		
0.00	0.00	0.00	40.00	4672.03	0.00		0.00
					0.00		
					0.00		
					0.00		
					0.00		
					0.00		

[illegible]