

Annual Report - 2021/2022



The Trustee's report covers the period from April 2021 to April 2022

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 20 Weavers Row
Halstead
CO9 2JX

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 178 members (18 of which are Friends).

The Group is controlled by its governing document, the Constitution, and has been managed by six Trustees during the year April 2021 -2022.

Under the terms of a foundation model CIO, only Trustees have voting rights. Trustees usually meet every month and during the Pandemic held monthly meetings via Zoom. From September 2021 Hybrid meetings were held.

We have continued to build on skills we gained during the Lottery Heritage Funded Readiness and Resilience project, which was completed in November 2021.

We continue to have full membership of the Heritage Trust Network and insurance has been renewed. We have managed to catch up on our governance skills and have completed our policies and procedures, which will be reviewed periodically.

The group has begun to meet face to face, but still use Zoom to include participants that are unable to attend meetings in person. The group's AGM was held in September 2021.

Trustees April 2021 - April 2022

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

Officers April 2021 - April 2022

Chair - Eileen Penn



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Treasurer - Jane Giffould
Secretary - 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 have 18 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 are generally held monthly and are hybrid, in person and via Zoom. Other working party meetings have been held to address specific issues, such as governance, as part of the Readiness and Resilience project, we also have a volunteer steering group and fundraising group.

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 displays have 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 researched possible buildings for addition.



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We have 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 continued the school's project, engaging with a local school whose children created posters and creative writing, about 'Save Our Shelters'

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.

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 2021 and ended the year with an income of £5498.56, expenditure of £7311.35 and a balance of £1224.10. Income included the second instalment of the Heritage Lottery Grant of £5320. Additional revenue came from Friends membership and donations. Our greatest expenditure was for 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.
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We made representations on planning applications impacting on heritage or green space

We have made representations to the Local Planning Committee with regards to a planning application at Bournebridge Hill.



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

In November 21 we hosted a talk, in conjunction with the Halstead Empire Theatre, by James Canton 'Ancient Oaks and Other Wonders of North Essex', this was the official conclusion of our 'Readiness and Resilience' project.

With the help of volunteers and in conjunction with the Local History Society we produced a Heritage Trail leaflet, this has been distributed to various locations around Halstead by volunteers.

We continued 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 wrote persuasive letters and posters to save the shelters. We continue to work with the school and utilise the contacts we have made to work with more 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

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

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. We regularly update our website and social media accounts 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 successfully completed our 'Readiness and Resilience' project funded by the National Lottery Heritage Fund in November 2021. We have appropriate insurance cover and full membership to the Heritage Trust Network for this year.



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Acknowledgements

Trustees are grateful to:

- North Essex Heritage for their unwavering support and guidance.
- Heritage Trust Network
- The Digital Candle
- Community 360 for advising us on governance, volunteer recruitment and training.
- HDLHS, the Empire Theatre and Halstead Heritage Museum for working with us.
- Subterranea Britannica for their continued support.
- The Cultural Engine for support and guidance.
- 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 report above.

Signed on behalf of the charity's trustees by:

Eileen Penn

EILEEN PENN

CHAIR

Dated: 30 September 2022



Charity number 1180748



H21C Accounts 2021										Income analysis											
Date	Item	Activity	Claim	Income	Banked	Pay in	Exp chq	Balance	Bank statement	Subs	Meeti	Donatio	Fund rais	Subs	Equipm	Post	Phone	Publici	Meeting	project	Check
01 01 21	bfwd							3036.89													0.00
05 01 21	Sub Brit	subs	hw			tfr	25.00	3011.89						25.00							0.00
20 01 21	Community 360	course				tfr	78.00	2933.89												78.00	0.00
20 01 21	Community 360	course				tfr	400.00	2533.89												400.00	0.00
26 01 21	Laptop		hw			tfr	434.96	2098.93												434.96	0.00
26 01 21	Microsoft Office		tf			tfr	6.50	2092.43							6.50						0.00
26 01 21	Community 360	course				tfr	92.00	2000.43	2000.43											92.00	0.00
12 03 21	ESAH	subs, 20 & 21				tfr	30.00	1970.43	1970.43					30.00							0.00
02 04 21	Heritage Network	subs				tfr	100.00	1870.43												100.00	0.00
12 04 21	H Wright	membership		10.00	10.00	tfr		1880.43		10.00											0.00
13 04 21	Community 360	course, finance				tfr		1788.43													0.00
	Community 360	deposit					800.00	988.43												800.00	0.00
05 05 21	Zurich Insurance	Insurance				tfr	134.03	854.40												134.03	0.00
14 05 21	Community 360	deposit balance				tfr	60.00	794.40												60.00	0.00
	Community 360	course copywriting				tfr	46.00	748.40	988.43											46.00	0.00
	Halstead Chamber	Christmas Fair				tfr	15.00	733.40	733.40									15.00			0.00
24 05 21	Amazon Europe Core			8.48	8.48			741.88				8.48									0.00
27 05 21	National Heritage	Grant		5320.00	5320.00			6061.88	6061.88				5320.00								0.00
13 06 21	Community 360	Marketing Metrics				tfr	92.00	5969.88												92.00	0.00
22 06 21	Birkett and Long	Legal fees				tfr	530.40	5439.48	5439.48											530.40	0.00
13 08 21	Eileen Penn	Land registry				tfr	24.00	5415.48											24.00		0.00
16 08 21	membership	S Cook		15.00	15.00			5430.48		15.00											0.00
18 08 21	membership	J P Blunden		10.00	10.00			5440.48		10.00											0.00
20 08 21	membership	H Wolf		10.00	10.00			5450.48		10.00											0.00
27 08 21	membership	S D T Card		15.00	15.00			5465.48	5465.48	15.00											0.00
01 09 21	Helen Wolf	Trustee cour hw				tfr	10.00	5455.48												10.00	0.00
03 09 21	Helen Wolf	Card for Chi hw				tfr	8.30	5447.18												8.30	0.00
06 09 21	membership	J Giffould		10.00	10.00			5457.18		10.00											0.00
07 09 21	Helen Wolf	Speakerpho hw				tfr	83.94	5373.24												83.94	0.00
09 09 21	Helen Wolf	Zoom hw				tfr	143.88	5229.36									107.88			36.00	0.00
10 09 21	membership	Debs& Den		20.00	20.00		0	5249.36		15.00		5.00									0.00
14 09 21	membership	M Barnes		10.00	10.00			5259.36	5505.48	10.00											0.00
17 09 21	membership	J & S Cowlin		15.00	15.00			5274.36		15.00											0.00
13 09 21	Helen Wolf	Colouring pe hw				tfr	6.85	5267.51												6.85	0.00
02 10 21	Helen Wolf	Erasers, lam hw				tfr	4.00	5263.51	5520.48											4.00	0.00
02 10 21	Reach	Trustee advertising				tfr	480.00	4783.51												480.00	0.00
02 10 21	Mike George	Banner				tfr	48.50	4735.01							48.50						0.00
04 10 21	Jane Giffould	Gift Aid Coui jg				tfr	20.00	4715.01												20.00	0.00
25 10 21	Phuse Media Ltd	internet renewal				tfr	72.00	4643.01												72.00	0.00
19 10 21	Corble	membership		15.00	15.00			4658.01		15.00											0.00
20 10 21	Ormes	membership		15.00	15.00			4673.01	4673.01	15.00											0.00
20 11 21	Eileen Penn	Display materials				tfr	25.00	4648.01												25.00	0.00
20 11 21	Eileen Penn	Land Registry investigation				tfr	6.00	4642.01											6.00		0.00
20 11 21	James Canton	Presentation				tfr	200.00	4442.01												200.00	0.00
20 11 21	Paul Clark	Leaflet printing				tfr	110.00	4332.01												110.00	0.00
20 11 21	Helen Wolf	Courses				tfr	15.00	4317.01												15.00	0.00
20 11 21	Cultural Engine	Evaluation				tfr	240.00	4077.01												240.00	0.00
20 11 21	Cultural Engine	Training				tfr	240.00	3837.01												240.00	0.00
20 11 21	Phuse Media	Website				tfr	84.00	3753.01												84.00	0.00

20 11 21	Empire Theatre	Theatre hire			tfr	100.00	3653.01											100.00	0.00		
20 11 21	donation at Oaks	talk	20.00	20.00	tfr		3673.01	3673.01		20.00								0.00	0.00		
26 11 21	Phuse Media	Website			tfr	84.00	3589.01											84.00	0.00		
30 11 21	Helen Wolf	Webinar, materials				46.00	3543.01											46.00	0.00		
10 12 21	Eileen Penn	storage box			tfr	5.99	3537.02						5.99						0.00		
13 12 21	Amazon Europe	Core	5.08	5.08			3542.10	3542.10		5.08									0.00		
17 12 21	National Heritage	repayment				2318.00	1224.10	1224.10										2318.00	0.00		
Totals			5498.56	5498.56	0.00	7311.35	1224.10	1224.10		140.00	0.00	38.56	5320.00	55.00	60.99	0.00	107.88	15.00	30.00	7042.48	0.00

H21C Accounts for 2021

To my knowledge these are a true and fair record of the accounts for the year 2021 for Halstead 21st Century Group.

Jane Giffould

H21C Treasurer

Summary	2021
b fwd	3036.89
Income	5498.56
Expenditure	7311.35
Balance	1224.10
Bank balance	1224.10
unc inc	0.00
unc exp	0.00
Balance	1224.10
Cash in hand	0.00
Balance + cash	1224.10