

# Annual Report - 2023/24



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## The Trustee's report covers the period from April 2023 to April 2024

### **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 146 members, 11 friends and 5 Trustees.

The Group is controlled by its governing document, the Constitution, and has been managed by between 5 & 6 Trustees during the year April 2023 -2024.

Under the terms of a foundation model CIO, only Trustees have voting rights. Trustees usually meet every month normally hybrid meetings in person and via zoom, which we are gradually returning to in person only. The groups AGM was held in April 2024,

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.

### **Trustees April 2022 -April 2023**

Eileen Penn, Jane Giffould, Jan Mellon, Janet Atkinson, Mary Atkinson. Glen Lagdon

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## Officers April 2023 - April 2024

Chair - Eileen Penn

Vice Chair - Janet Atkinson

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. Some of our Friends 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 have been held monthly and are hybrid, both in person and via zoom. Other working party meetings have been held to address specific issues, such as Heritage Park Project steering group, 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 number of displays has increased in number and variety

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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 continued to campaign to preserve the Land East of the High Street, which includes the air-raid shelters, along with other areas within Halstead. The land that included the Air Raid Shelters was sold at Auction in February 2022. We subsequently started negotiations with the new owners, Halstead New Homes & Liam Boyd from B3 Architects, with a view to a long term lease to preserve all of the Air Raid Shelters, with the exclusion of 5 in poor condition. We are looking at restoring 8 of these shelters and the overground shelter.

Three of the Trustees are involved with the Earls Colne to Halstead Cycle Path group, now known as Greenway.

The Group works with Halstead Town Council and other community groups, such as River Care to enhance areas within Halstead.

During this year we continued our schools project, engaging with a local school whose children created plans of what the shelters could be used for.

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 2023

The financial year runs from 1 January to 31 December 2023.

The full accounts are provided in a separate document.

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The Group remained in credit throughout 2023 and ended the year with an income of £647.47, expenditure £580.46, and a balance of £1,450.35.

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 made contact with the new owners of part of the Land East of the High Street, Halstead New Homes, who now own a number of the Air Raid Shelters. We are in negotiations with them to renovate the shelters with the view to managing them on a long term lease.

**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.**

We have, however, still been busy with local and not so local events throughout the last 18 months. We have attended the Halstead Christmas Fayre's, The Summer Fayre, Armed Forces Day, Colne Valley 50<sup>th</sup> Anniversary Celebrations & Halstead Meet & Greet. The Chair gave a talk with the History Society & the Suffolk Industrial Archaeology group.

We have continued to distribute the Heritage Trail leaflet that we produced with the help of volunteers and in conjunction with the Local History Society we produced a Heritage Trail leaflet.

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 designed possible interiors for the future use of the shelters 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.

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**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 v) The Earls Colne to Halstead Cycle Path Group (Greenway). 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.

We continue to seek funding from new sources, and have been quite successful, the application process requires us to demonstrate that we are living our environmental, social and governance values and processes.

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

## Acknowledgements

Trustees are grateful to:

- North Essex Heritage for their unwavering support and guidance.
- Heritage Trust Network
- HDLHS, the Empire Theatre and Halstead Heritage Museum, EIAG and Colne Valley Postal Museum for working with us;
- The Cultural Engine
- The Benefact Group
- Halstead Town Council
- EIAG, Halstead and District Local History Society, the Heritage Trust Network, Subterranea Britannica, The Cultural Engine, Council for British Archaeology, SAVE Britain's Heritage, and everyone else who submitted representations to planning applications and appeal.

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## 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  
OUTGOING CHAIR

A handwritten signature in black ink, appearing to read "G. Lagdon", written in a cursive style.

GLEN LAGDON  
INCOMING CHAIR

Dated:

Charity number 1180748



Heritage  
Trust  
Network  
Member

H21C Accounts						
Date	Item	Activity	Income	Banked	Exp	Balance
01 01 23	bfwd					1403.34
31 01 23	Amazon		6.12	6.12		1409.46
09 02 23	Anon donation		25.00	25.00		1434.46
13 02 23	E Penn	membership	10.00	10.00		1444.46
20 02 23	G B Lagdon	membership	10.00	10.00		1454.46
27 02 23	J Mellon	membership	10.00	10.00		1464.46
15 03 23	Heritage Trust Network	subs			100.00	1364.46
11 04 23	E Penn	Summer Fair			15.00	1349.46
11 04 23	British Legion	Armed Forces Day			10.00	1339.46
24 04 23	Amazon		5.00	5.00		1344.46
09 05 23	E Penn	Land registry			30.00	1314.46
19 05 23	Amazon	donation	14.53	14.53		1328.99
20 05 23	Zurich	insurance			104.15	1224.84
07 07 23	J Atkinson	membership	10.00	10.00		1234.84
13 07 23	Public Perspective	VCSE mtg	50.00	50.00		1284.84
02 08 23	M Atkinson	membership	15.00	15.00		1299.84
16 08 23	D Roach	Summer Fair	55.72	35.72	64.95	1270.61
29 08 23	J Giffould	membership	10.00	10.00		1280.61
29 08 23	J Blunden	membership	10.00	10.00		1290.61
04 09 23	J & T Court	membership	15.00	15.00		1305.61
16 09 23	D Roach	membership	15.00	15.00		1320.61
	N & J Denham	membership	15.00	15.00		1335.61
	Anon donation		50.00	50.00		1385.61
	D Roach	stand prizes etc			16.25	1369.36
17 09 23	Christmas Fair				15.00	1354.36
29 09 23	S D T Card	membership	15.00	15.00		1369.36
18 09 23	J Giffould	Zoom			143.88	1225.48
07 10 23	donation, David Tarbun		5.00	5.00		1230.48
28 11 23	Christmas Fair	stand income	61.10	61.10		1291.58
02 12 23	D Roach	Christmas tree			11.27	1280.31
04 12 23	ESAH	2023 & 2024			30.00	1250.31
10 12 23	Walking group	raffle	80.00	80.00		1330.31
	Donation		10.00	10.00		1340.31
19 12 23	Jane Giffould	SubBrit subs			28.00	1312.31
	Barclays	compensation	150.00	150.00		1462.31
20 12 23	Jan Mellon	Bungees for stand			11.96	1450.35
						1450.35
						1450.35
						1450.35
<b>Totals</b>			<b>647.47</b>	<b>627.47</b>	<b>580.46</b>	<b>1450.35</b>

H21C Accounts						
Date	Item	Activity	Income	Banked	Exp chq	Balance

Accounts for 2023

To my knowledge these are a true and fair record of the accounts for the year 2023 for Halstead 21st Century Group.

**Jane Giffould**

**H21C Treasurer**

	Bank		Income analysis				Expenditure analysis		
Bank statement	Inc	Exp	Subs	Meetings	Donations	Fund raising	Transport	Website	Courses
	y		0			6.12			
	y		0.00			25.00			
	y		0.00	10.00					
	y		0.00	10.00					
1464.46	y		0.00	10.00					
1364.46		0.00 y							
		0.00 y							
		0.00 y							
	y		0.00			5.00			
1314.46		0.00 y							
	y		0.00			14.53			
1224.84		0.00 y							
	y		0.00	10.00					
1284.84	y		0.00			50.00			
1299.84	y		0.00	15.00					
	y	y				35.72			
	y		0.00	10.00					
	y		0.00	10.00					
1305.61	y		0.00	15.00					
	y		0.00	15.00					
	y		0.00	15.00					
	y		0.00			50.00			
		0.00 y							
		0.00 y							
	y		0.00	15.00					
1225.48		0.00 y							
1230.48	y		0.00			5.00			
	y		0.00				61.10		
1280.31		0.00 y							
		0.00 y							
	y		0.00			80.00			
1340.31	y		0.00			10			
	y	y							
	y		0.00			150.00			
1462.31	y	y							
1450.35	y		0.00						
	y		0.00						
	y		0.00						
1450.35	0.00	0.00	135.00	0.00	315.65	176.82	0.00	0.00	0.00

	Bank		Income analysis				Expenditure analysis		
Bank statement	Inc	Exp	Subs	Meetings	Donations	Fund raising	Transport	Website	Courses



Visits	Subs	Equipment	Postage	Phone/IT	Publicity	Meetings	misc	check	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
	100.00							0.00	
					15.00			0.00	
					10.00			0.00	
								0.00	
							30.00	0.00	
								0.00	
							104.15	0.00	
								0.00	
								0.00	
					64.95			0.00	
								0.00	
								0.00	
								0.00	
								0.00	
					16.25			0.00	
					15.00			0.00	
								0.00	
				143.88				0.00	
								0.00	
								0.00	
					11.27			0.00	
	30.00							0.00	
								0.00	
								0.00	
	28.00							0.00	
								0.00	
		11.96						0.00	
								0.00	
								0.00	
								0.00	
0.00	158.00	11.96	0.00	143.88	132.47	0.00	134.15	0.00	###

Visits	Subs	Equipment	Postage	Phone	Publicity	Meetings	project	check	

Cash Account							
			Date	Detail	Income	Exp	Balance
<b>Summary</b>		<b>2023</b>					
b fwd	1403.34						
Income	647.47						
Expenditure	580.46						
<b>Balance</b>	<b>1450.35</b>						
Bank balance	1450.35						
unc inc	0.00						
unc exp	0.00						
<b>Balance</b>	<b>1450.35</b>						
Cash in hand	20.00						
<b>Balance + cash</b>	<b>1470.35</b>						

	16	08	23	Float for stand	20.00		20.00
	09	09	23	CVR takings	18.00		38.00
	12	09	23	membership	15.00		53.00
				Canton talk entry	20.00		73.00
				raffle	21.00		94.00
				Canton fee		50.00	44.00
				UCR fee		10.00	34.00
				to bank (memb subs)		15.00	19.00
	12	09	23	Tombola	1.00		20.00
	25	11	23	Christmas Fair	61.10		81.10
				to bank, CF income		61.10	20.00
							20.00
							20.00
							20.00
							20.00
							20.00
							20.00
							20.00
							20.00
							20.00
							20.00
	0.00	8472.67	###	0.00	0.00	156.10	136.10
							20.00

Cash Account							
			Date	Detail	Income	Exp	Balance