

Trustees' Report 2021

The 2021 Trustees' Report represents the activities and results from the year 2020. The document also includes plans for 2021 and a statement of ongoing viability. All parts of this Annual Return have been seen by the CPR Board of Trustees who have approved their content.

How did we do in 2020 – board outstands

Increased contact with non-UK members

Drop in memberships

Increased sales

Increased online activity

Successful fundraising for a replacement boat for Danilo

Loss of Trustees, and the gaps it created

Successful recruitment of new trustees and volunteers

Increased provision of quality information online, including cycling

Covid restrictions across Europe leading to a virtual closure of the Via Francigena

Introduction of zoom-socials for members

Improvements to our accounting processes and new software

Successful application for Gift Aid status

Restricted income received for the first time

Managing to sustain overall income levels despite the negative impacts of lockdown

Increased international activity and partnerships, such as FFVF and AEVF

Increased domestic liaison such as other pilgrim bodies, CSJ and BPT

Tightening of internal policies and procedures

Improvement to CPR governance structure

2020 Finances

Despite a tough year, significantly impacted by the global pandemic, income levels remained healthy, with a good growth in online shop sales helping to offset the reduction in membership subscription income. For the first time the CPR had restricted income of £6.2k, funds raised for a replacement boat for Danilo – a hugely successful fundraising campaign. We also benefitted from a full year of Gift Aid income claimed on membership subscriptions for the first time.

Expenditure was reduced as needed to protect the reduced income streams, so that we did not incur accommodation or AGM costs. Work on the proposed London to Canterbury route generated significant interest and we incurred some costs. The higher level of online shop sales meant that we had higher costs to purchase shop merchandise versus last year, and we also invested in improving our website & increasing our online presence for our members. The CPR also strengthened links with the FFVF through offering an updated and translated version of the booklet in our online shop.

Overall, 2020 for the CPR closed with a small surplus compared to the previous year and with cash levels slightly higher than 2019, which was a positive result in light of the significant challenges posed by external events.

Board composition and elections

The board currently consists of the following ten trustees :-

Jennifer Stearn

Brian Mooney

Tim Greig

Tim Redmond

Mary Kirk

David Matthews

Robert White

Paulo Seth

Paul Blackett

Carlo Laurenzi

Renewal of tenure:

Second term of three years as a trustee on the CPR Board for Robert White and Carlo Laurenzi. Second term of one year as trustee for Mary Kirk.

Election of office holders:

Chair: Carlo Laurenzi.

Vice chair: Brian Mooney.

Treasurer: Jennifer Stearn.

Secretary (interim): Mary Kirk

Risks

1. **The ongoing impacts of Covid-19** may continue to hamper efforts to generate sufficient funds to operate the charity effectively, in particular, membership income may not recover to pre-pandemic levels in 2021.

Mitigation – F&GP

Ensure that the charity adheres to the agreed principle of only developing further projects, or spending funds outside of the agreed budget, if it feels it is able to sustain this new expenditure. Promote the CPR on our website home page and improve awareness among users that we are a membership organisation dependent upon subscriptions promoting the Via Francigena pilgrimage

2. **Grant funding fails to materialise.** This could seriously impact on the charity's ability to set up on the ground projects such as festivals or the new London route.

Mitigation – FR Group

Ensure that appropriate bids are put into funders in a timely fashion, failing that, be prepared to put projects on hold.

3. More and **increasingly demanding tasks** land on a diminishing number of trustees, leading to disillusionment and departure.

Mitigation – Chair

Ensure that sufficient people and financial resources are available for any agreed work programmes to be delivered as planned. The board might also consider greater use of volunteers, working alongside of named trustees to pick up some of the slack.

4. **Brexit** becomes a major obstacle. Visa and entry restrictions coupled with delays at borders may deter pilgrims. Economic impacts of leaving the EU could be heavy and as such people feel unable to walk the VF.

Mitigation – board

Ensure high quality and fresh information and advice appears on the website. Having London-Canterbury route ready may appeal to pilgrims unable to attempt the VF, as a whole.

Statement of viability

The charity broke through the £10,000 income barrier for second year in a row, despite facing severe operating conditions due to C19 restrictions. It ended with a small margin of around £650, thereby increasing the balance sheet value to around £6,000.

The longer-term impact of the Covid-19 restrictions are expected to lessen over time, thereby reducing its effect on the CPR's ability to raise funds. At the start of 2021, the charity reduced its planned expenditure by two thirds, to take into account the expected fall in income.

The various new policies planned and already in place will strengthen the charity's governance and overall management.

The principal areas of concern at this point are more permanent restrictions on entering the EU both borne of C19 and Brexit. The second area, is our potential inability to recruit for the remaining two vacant roles on the board, thereby continuing the heavy workload on the existing nine trustees.

On balance, the charity meets the standards of ongoing viability.

Plans for 2021

VF development

- Second phase of the proposed feeder route plans: London to Canterbury
- Fully engage in, and coordinate, the UK leg of the 2021 EAVF

Communication

- Website restructure proposals for approval.
- 4x e-newsletters.
- 1x printed newsletter and renamed eg annual report or annual journal.
- Zoom and other virtual sessions for members.
- Growth of social media activity.
- Develop notion of opt-in or opt-out of printed paper.
- Accommodation list.

Membership

- Review life membership.
- Consider external member benefits.
- Fee increases from 1st January and review in two years.
- Creation of “Friend” category.

Merchandising

- Increase range of goods offered in online shop.
- Introduce new no-stock holding model.
- Test out Amazon style links as an offering.
- Expand Working Group

Grow volunteer base

- Grow key volunteer base, using trustees to recruit.
- Aim to recruit a volunteer lead within the board.
- Mary to collate ideas and establish level of need.
- Set up working group to develop proposal.

Cycling – new working group

- Group consisting of trustees.

Events

A mixed year of online and some face-to-face events

- Increase online presentations
- Annual conference.
- FR event.
- AEVF event – probably mid-June.
- Launch of Danilo's boat.

Influence - Carlo

- Identify key organisations and produce priority list and plan.
- Agree representation on outside organisations.

G Carlo Laurenzi OBE

On behalf of the CPT Board

6 May 2021

Confraternity of Pilgrims to Rome

Financial Activities

January - December 2020

	2020	2019
Income		
Charitable donation	362	1,407
Gift Aid	913	0
On Line shop sales		
On Line shop sales - product	1,707	972
On Line shop sales - shipping	523	0
Total On Line shop sales	2,229	972
Restricted Income		
Danilo Boat fund	6,210	0
Total Restricted Income	6,210	0
Services	0	0
Subscriptions	6,878	8,567
Total Income	16,592	10,946
Total	16,592	10,946
Expenditures		
Accounting software	344	48
Accommodation list	0	758
AGM hotel / travel costs	0	1,816
CPR label pins	0	306
Charitable payments		
Charitable payments - other		190
Charitable payments - Danilo's boat	6,078	0
Total Charitable payments	6,078	190
FFVF booklet	547	0
Insurances	311	307
London Canterbury route	891	0
Mail Chimp fees	169	0
Map - Web page	0	30
Passport / credential printing	1,328	0
Paypal commission	444	514
Phone Costs	34	0
Print newsletter	1,923	2,300
Printing, Postage and Stationery	1,077	1,691
Purchases	3	0
Stock write off	37	63
Travel and Accommodation	417	683
US Postage, distribution	186	0
Web dev & maintenance	2,022	1,328
Zoom	130	0
Total Expenditures	15,940	10,034
Net Operating Income	653	912