



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From April 1st 2021 Period start date To March 31st 2022 Period end date

Charity name: Friends of Pendle Heritage

Charity registration number:1185584

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To advance the education of the public in relation to history, natural environment and social and cultural development of Pendle Hill and its surrounding area ie NE Lancashire. Stimulate and develop interest in Park Hill and any cultural/educational activity associated with Park Hill. In furtherance of the same to raise funds to provide amenities for Park Hill, acquire items for the Museum, support schemes which fulfil the objects of Pendle Heritage Centre (PHC). Defray legitimate expenses. Undertake activities necessary to the attainment of the above activities.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. A	Para 1.17 and 1.19	We aimed to carry out a programme of eight talks on heritage, historical, heritage and archaeology related matters and along with Pendle Archaeology Group (PAG), a sub group of the Friends, provide educational and informative walks. However many of these activities were curtailed by the lockdown requirements of the Covid pandemic. We resumed activities as and when we were able to. Cancellations also included a tour to a local mediaeval Hall, Himalayan Gardens and our own money raising Garden Event. We have maintained communication with our membership and the general public via monthly e mail or Mailchimp, a bi annual hard copy newsletter – to members, posters and via our website. We have given financial support to PHC in the form of shelving for storage areas, tables for the barn. For the café - tables, chairs and new flooring.

		<p>All of which benefit our members, PHC itself, customers at the café and attendees to all our events. It is difficult at this point, to quantify the difference made to attendees and customers especially in regard to the effect that the pandemic had on hospitality and heritage sectors.</p> <p>We had a successful money raising social event with entertainment provided by one of our patrons Bobby Elliott.</p> <p>STATEMENT OF TRUSTEES. Re Para 19.</p> <p>The Trustees acted in regard to public benefit.</p> <p>NB Items for the Museum have not been acquired as like many museums there is not enough room to display the artefacts that are already held in storage and to buy more would be a waste of resources.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>STATEMENT OF TRUSTEES. Re Para 19.</p> <p>The Trustees have acted in regard to public benefit.</p> <p>Also see statements above in regard to summary of purposes set out in our governing document and main activities in relation to these.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	The activities described above allude to our social investment to our members and the public. We presently do not have a policy as the aims and objectives of our constitution are in effect our social policy.
Contribution made by volunteers	Para 1.38	<p>Volunteers would be the Executive Committee members. Time attending meetings and the bureaucratic processes of administering various events, the accounts & meetings including activities of the sub group – PAG and also volunteers re refreshments at talks, dealing with the second hand books and the gardening group. In total time is estimated at 1,200 hours. NB See also A below in Additional information.</p> <p>Clearly there is a need to record hours in an organised way for the purposes of this report.</p>
Other		N/A

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Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>We aimed to carry out a programme of eight talks on heritage, historical/archaeology related matters and along with the Pendle Archaeology Group, a sub group of the Friends, provide educational and informative walks, however many of these activities were curtailed by the lockdown requirements of the Covid pandemic. We resumed activities as and when we were able to. Cancellations included a tour to a local mediaeval Hall, Himalayan Gardens and our own money raising Garden Event.</p> <p>We have maintained communication with our membership and the general public via monthly e mail or Mailchimp, a bi annual hard copy newsletter – to members, posters and via our website. We have given financial support to PHC in the form of shelving for storage areas, tables for the barn. For the café - tables, chairs and new flooring.</p> <p>All of which benefit our members, PHC itself, customers at the café and attendees to all our events.. Talks and events benefit people by stimulating interest and curiosity in areas they may not know about. Gathering together as a group improves social health especially in a demographic where some members may live alone. It is difficult at this point, to quantify the difference made to attendees and customers especially in regard to the additional effect that the pandemic has had on hospitality and heritage sectors.</p> <p>Certainly PHC & the staff have benefited from a more attractive café environment and more ergonomic storage facilities. Heritage Trust North West (HTNW) (PHC is in HTNW portfolio) benefits by not having to provide the financial outlay for equipment bought by the Friends and is thus able to support other heritage ventures in the NW.</p> <p>We had a successful money raising social event with entertainment provided by one of our patrons Bobby Elliott.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	See above An area for development
Performance of fundraising activities against objectives set	Para 1.41	See above An area for development
Investment performance against objectives	Para 1.41	At the start of, during and at the end of the reporting year the trustees were unaware of the need to monitor performance. In any case, set against the backdrop of the Pandemic any measurement would not provide a realistic picture. Clearly this is an area for development.
Other		N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity's financial situation is stable. We are not in deficit.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We are holding money in reserve for PAG, this is historical in nature. At the moment there is no documented policy in place.
Amount of reserves held	Para 1.22	Free Reserves £5882, Restricted Reserves 1,982.
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	A Membership fees B Sale of second hand books. B Profit from any events held eg the Bobby Elliot event.
Investment policy and objectives including any social investment policy adopted	Para 1.46	We currently do not have an investment policy.
A description of the principal risks facing the charity	Para 1.46	A. Declining membership due to the age demographic of members and decline in people not renewing membership. Which all results in declining income. B. Increase in fees/expenses required by speakers. C. Risks posed by another possible Pandemic which may impact on membership.
Other		N/A

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	We do not have a Royal Charter, therefore likely to be Trust Deed.
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	Incorporated - CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	We are currently grateful to anyone with the enthusiasm to step up to help on the Executive Committee. Choosing or selecting people would be a luxury we have not yet experienced. Currently election to post would be by informal chat with the Chair and by consent of the committee.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Currently, none in place. An area for development
The charity's organisational structure and any wider network with which the charity works A	Para 1.51	There Is an Executive Committee or Board of Trustees, with the offices of a chair, secretary and treasurer. Other trustees have roles and the officers also perform other duties. To include: Speaker Secretary, dealing with setting up for talks and introducing the speaker, organising of material onto the website, writing the bi annual newsletter, editing of same. Initiating printing of same along with bi annual calendar and organising the delivery into the community and members of same. Monthly e mail newsletter via Mailchimp. Creating and distribution of posters. Monitoring policies. PAG has its own committee with a secretary and operates democratically. FoPH liaison with staff of PHC and HTNW and with other groups, Pendle Hill Landscape Project re PAG, membership of Council for British Archaeology, Lancashire Local History Federation, Burnley and Pendle Council for Voluntary Services.
Relationship with any related parties	Para 1.51	With the staff and management of Pendle Heritage Centre and Heritage North West to support Park Hill and PHC as a whole.

		With the groups in the above paragraph see*.
Other		N/A

Reference and Administrative details

Charity name	Friends of Pendle Heritage
Other name the charity uses	
Registered charity number	1185584
Charity's principal address	Park Hill, 2 Colne Rd. Barrowford, Nelson. BB96 JQ

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	Gayle Wray	Chair Acting Treasurer		Executive committee of Friends of Pendle Heritage
2	Jean Hardman	Secretary		See above
3	Sue Wilkinson			See above
4	Pam Worrall		April to October 2021	See above
5	Sarah Cockburn Price			See above
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Corporate trustees – names of the directors at the date the report was approved

Director name	N/A	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
	N/A	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
		N/A

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

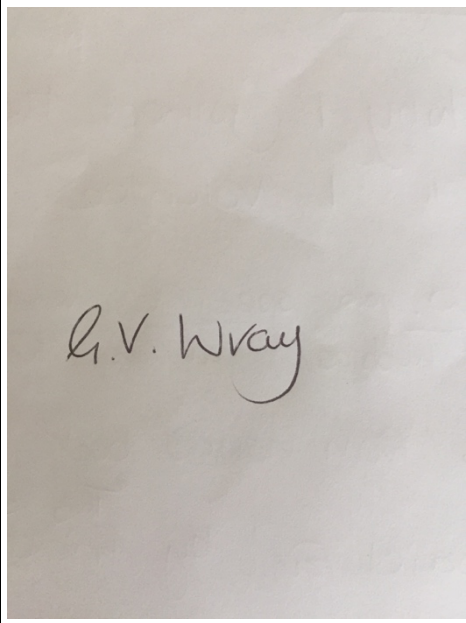
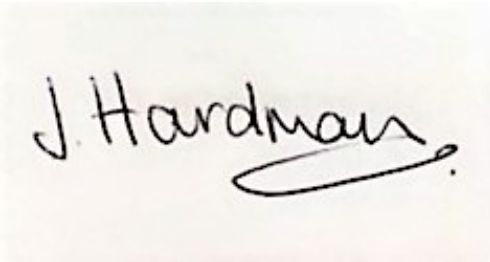
Other optional information

N/A

Declarations

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

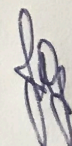
Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Gayle Victoria Wray	Jean Hardman
Position (eg Secretary, Chair, etc)	Chair & Acting Treasurer	Secretary
Date	5/11/22	

YEAR END STATEMENT OF ASSETS AND LIABILITIES 2021/22
Friends of Pendle Heritage

	2021/22	2020/21	2019/20	2018/19
CURRENT ASSETS				
Cash in Bank	7864	9468	6131	7504
Debtors	0	0	600	952
New Book Stock	0	0*	3542	3131
Total Current Assets	7864	9468	10273	11587
CURRENT LIABILITIES				
Creditors	0	217	0	97
TOTAL NET ASSETS	1982	417	200	5138
RESERVES				
Free Reserves	5882	9051	6531	2365
Restricted Reserves - PAG	1982	200	200	5042
Restricted Reserves - Book Stock	0	0*	3542	3131
TOTAL RESERVES	7864	9251	10273	11490

- Indicated Assets – New Book Stock bought in previous years by FoPH who would then receive the balance when the books were sold from PHC/LHT Enterprises. This was transferred in entirety to PHC as a donation, but not LHT. £4,328 – 10/2/21.



Friends of Pendle Heritage Accounts For the Year Ended 31 March 2022	2021/22	2020/21	2019/20	2018/19
INCOME				
Subscriptions/Memberships incl. 556 donations	2112	1970	2163	2548
Donations	413	366	487	120
Bequests/Collections	0	0	0	2066
Events/Lectures	335	0	2575	1634
B. Elliott Event	1,223	0	0	0
Gift Aid	0	0	0	363
Grants	0	0	0	395
Nat West/British Gas compensation	0	246	77	0
British Gas adjustments	0	69	0	0
PAG Financial adjustments (Travel Club donation)	173	400	1410	0
Book Sales - New	0	0	3560	3489
Book Sales – Used	369	0	1449	1572
Book Sales New and Used	0	1189	0	0
Miscellaneous	575			
TOTAL INCOME	5200	4240	11721	12187
PAYMENTS				
General Expenses incl. Projector	612	574	1980	1663
Website	66	0	294	0
Insurance/Subscriptions	199	92	107	788
Cost of Talks inc. Speaker, Refreshments, Room Hire	475	0	1099	704
B.Elliott Event	292			
Donations to PHC/HTNW* (and PAG previously)	3,921*	237	7135	2567
Book Purchases	0	0	2349	2701
Miscellaneous	0	0	130	58
Stationary	471	-	-	-
Printing	768	-	-	-
A and LH	0	0	0	2363
Transfer	0	0	0	150
TOTAL PAYMENTS	6804	903	13094	10994
Net (payments) Receipts	-1604	3337	- 1373	1193
Net Movement in Funds	-1604	3337	- 1373	1193
Cash Funds brought forward	9468	6131	7504	6311
Cash Funds carried forward	7864	9468	6131	7504