



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report 1 January 2022 to 31 December 2022

Charity name: Dereham Heritage Trust

Charity registration number: 1187140

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 the archaeology and history of Dereham and the CIO's environs, including through: i) the support and encouragement of the preservation and conservation of ancient buildings and monuments, ii) the provision of Bishop Bonner's Cottage Museum and Dereham Archive Centre, and iii) the development, care and conservation of the CIO's collections
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.	Para 1.17 and 1.19	1 to provide volunteers to staff the Museum during its open period 2 to manage the Town's Archive 3 to provide a programme of talks relating to local history for Trust members and the wider public
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All Trustees have taken note of the guidance provided.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	All Trustees are volunteers. Museum staff are all volunteers.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the	Para 1.20	1 The Museum was open throughout its planned May to September season, thanks to the volunteers. A total of 454

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.		<p>visitors were received.</p> <p>2 The Archive has been maintained, with further acquisitions added during the year. Work has continued in cataloguing all items in the collection. Where possible, items in the Archive have been made available to members of the public wishing to see them (as well as those displayed in the Museum).</p> <p>3 Monthly talks have continued, with an average of 22 members and 5 non members attending.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Trust has made a small surplus during the year, after taking into account a covid support grant and an exceptional high priced acquisition.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A sum of £3000 has been identified as an appropriate reserve, amounting to a 'normal' year's operating costs.
Amount of reserves held	Para 1.22	Part of the current balance of £18000.
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	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	CIO Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	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	The constitution provides that Trustees are elected by the membership for a 3 year term, one third retiring by rotation each year. Trustees may also appoint during the year, subject to election at the first AGM following. There is an option to invite external bodies to appoint Trustees, though this option has not been exercised. The Chair is appointed by the Trustees.

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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Dereham Heritage Trust
Other name the charity uses	
Registered charity number	1187140
Charity's principal address	Correspondence is via Ken Hawkins 26 Hillfields, Dereham NR19 1UE

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	Peter Wade-Martins	Chair		Trustees
2	Trevor Ogden			Trustees
3	Ken Hawkins	Treasurer		Trustees

4	Robena Brown			Trustees
5	Hilary Williams		15.6.22- 31.12.22	Trustees
6	Catherine Hawkins			Trustees
7	Sue Rockley	Secretary		Trustees

Corporate trustees - names of the directors at the date the report was approved

Director name		
none		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
none		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	none
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
none		

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

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

Ken Hawkins

Full name(s)

Kenneth William Hawkins

Position (eg
Secretary, Chair, etc)

Treasurer

Date

15 March 2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	No (if any)
Dereham Heritage Trust	1187140

Receipts and payments accounts

For the period from	Period start date 1/1/2022	To	Period end date 12/31/2022
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
A1 Receipts				
Donations	303	-	-	303
Government Grant	2,667	-	-	2,667
Local Authority grant	1,000	-	-	1,000
Members' subscriptions	722	-	-	722
Admission charges to Museum	938	-	-	938
Admission charges to talks	374	-	-	374
	-	-	-	-
	-	-	-	-
Sub total (Gross income for AR)	6,004	-	-	6,004
A2 Asset and investment sales, (see table).				
Sales	126	-	-	126
	-	-	-	-
Sub total	126	-	-	126
Total receipts	6,130	-	-	6,130
A3 Payments				
Rent/hire of rooms	286	-	-	286
Repairs and maintenance	1,120	-	-	1,120
Lighting, heating, internet	408	-	-	408
Insurance	99	-	-	99
Printing, postage, etc	120	-	-	120
Subscriptions to external bodies	255	-	-	255
Speakers	290	-	-	290
Display materials	566	-	-	566
Volunteer support	142	-	-	142
Sub total	3,286	-	-	3,286
A4 Asset and investment purchases, (see table)				
Museum acquisitions	2,369	-	-	2,369
	-	-	-	-
Sub total	2,369	-	-	2,369
Total payments	5,655	-	-	5,655
Net of receipts/(payments)	475	-	-	475
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	-	-	-	-
Cash funds this year end	475	-	-	475

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	Bank account	17,196	-
		-	-
		-	-
	Total cash funds	17,196	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
	none	-	-
		-	-
		-	-
		-	-
		-	-
		-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)
	none		-
			-
			-
			-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)
	Museum and archive items, not given a value		-
			-
			-
			-
			-
			-
			-
			-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)
	none		-
			-
			-
			-
Signed by one or two trustees on behalf of all the trustees			
Signature		Print Name	
Ken Hawkins (online)		Ken Hawkins	

CC16a

Last year

to the nearest £

44
-
1,000
607
-
328
-
-
1,979

5
-
5

1,984

100
221
309
99
124
237
440
2
23
1,555

263
263

1,818

166
-
-
166



**Endowment
funds**
to nearest £

-
-
-
-

OK

**Endowment
funds**
to nearest £

-
-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-
-
-
-
-

**When due
(optional)**

Date of
approval

15 Mar 23