



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 18<sup>th</sup> May 2020 to 31<sup>st</sup> December 2020

Charity name: The Charitable Travel Foundation

Charity registration number: 1189531

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	(a) The prevention or relief of poverty or financial hardship for the public benefit in disadvantaged communities worldwide where tourism is significant to the local economy, in particular but not exclusively through the provision of grants. (b) The relief of sickness, injury, disease and other suffering for the public benefit in disadvantaged communities worldwide where tourism is significant to the local economy, in particular but not exclusively through the provision of grants. (c) The advancement of vocational education and training for the public benefit in disadvantaged communities worldwide where tourism is significant to the local economy, in particular but not exclusively through the provision of grants.
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	The primary activity of the charity in this first period since registration has been, with limited resources, to build infrastructure ensure compliance, to commence marketing and communication, and to start fundraising to ensure funds are available to deliver the public benefit, also outreach to beneficiary parties.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission in respect of the public benefit.

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The trustees developed a policy of grant making that complies with the approved objects of the charity and was submitted to the Charity Commission in approved application for registration.

Policy on social investment including program related investment	Para 1.38	Social investment does not form a material part of the charity activities in the view of the trustees.
Contribution made by volunteers	Para 1.38	The charity was entirely run and maintained by volunteers in this report period.
Other		

## 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>Since registration was granted on 18<sup>th</sup> May 2020 the trustees, with limited resources, and volunteer support, have focused on building the necessary infrastructure to ensure long term success in delivering the public benefit. Mindful too that the purpose of the charity is strongly linked to tourism in terms of both the beneficiary and the funder the advent of COVID19 has created significant challenges to funding and the ability of the trustees to grow the activities of the charity at the pace envisaged before registration was granted.</p> <p>The main achievements have been to develop a compelling website and branding, to create awareness of the charity through PR and social media marketing, open a bank account, and to develop policies and procedures and to commence identifying projects to support with grant funding when the funds are available.</p>

### 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	£0.00
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Not applicable to the period.
Amount of reserves held	Para 1.22	£0.00
Reasons for holding zero reserves	Para 1.22	Pre-fundraising stage so no fundraising revenue.
Details of fund materially in deficit	Para 1.24	Not applicable to the period.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no concerns held by the trustees about the charity continuing as a going concern given this has been a foundational period.

### 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	The principal source of funds will be corporate and individual donors connected with the travel and tourism industry.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable to the period.
A description of the principal risks facing the charity	Para 1.46	The principal risks to the charity is the ongoing impact of the COVID19 pandemic and the limitations this creates, due to fundraising challenges, on the plans for the charity to maximise on the impact of the charity delivering the public benefit. The trustees would stress that these do not jeopardise the charity but do delay impact fullness.
Other		

## Structure, Governance and Management

Description of charity's trusts:		Not applicable in this period.
Type of governing document (trust deed, royal charter)	Para 1.25	Governing Document.
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	As per the Governing document the appointment of charity trustees - (1) Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. (2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO

### 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	These are defined in the governing document as being the provision of (a) a copy of the current version of the constitution/governing document; and (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts The trustees recognise that further policies and procedures are required to be developed.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity currently has a board of six trustees. One trustee currently volunteers to support the day to day running of the charity without remuneration. There are no other volunteers or paid staff members.
Relationship with any related parties	Para 1.51	There are no relationships with any other parties.
Other		

### Reference and Administrative details

Charity name	The Charitable Travel Foundation
Other name the charity uses	The Charitable Travel Fund
Registered charity number	1189531

Charity's principal address	Contingent Works Broadway Buildings Elmfield Road Bromley Kent BR1 1LW

## 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	Christopher Lee	Chair & Treasurer		
2	Melissa Tilling			
3	Susan Smith			
4	Steven Thompson			
5	Sarah Loftus			
6	Deborah Haw			
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## Corporate trustees – names of the directors at the date the report was approved

Director name		
NOT APPLICABLE		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
NOT APPLICABLE		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	NOT APPLICABLE
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	NOT APPLICABLE
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	NOT APPLICABLE

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### 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

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## 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)		
Full name(s)	CHRISTOPHER LEE	
Position (eg Secretary, Chair, etc)	CHAIR	
Date	18/01/2022	