

Registered Charity
Number: 1192342

POCKLINGTON DISTRICT HERITAGE TRUST
(A Charitable Incorporated Organisation)

FINANCIAL STATEMENTS
Period ended
30 SEPTEMBER 2023

Phoenix
Accountancy and Business
Consultancy Limited

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For the period ended 30 September 2023**

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**Trustees Annual Report
For the year ending 30 September 2023**

The Trustees present their report with the independently examined financial statements of Pocklington District Heritage Trust, a Charitable Incorporated Organisation, for the period ending 30 September 2023.

The financial statements comply with the Charities Act 2011, the Constitution and Charity Commission Guidance for Charities preparing their accounts on the Receipts and Payments basis.

Reference and Administrative Details of the Charity, its Trustees and Advisers

<u>Name of charity:</u>	Pocklington District Heritage Trust
<u>Charity Registration Number:</u>	1192342
<u>Organisation Type:</u>	Charitable Incorporated Organisation
<u>Registered Address:</u>	Greenhurst Hey Wold Road Pocklington East Yorkshire YO42 2QG

Trustees:

Names of Trustees who served during the year were as follows:

Chair Philip Gilbank
Thomas Christopher Bond
Alfred Peter Halkon
Susan Lang
Sheena McNamee
Amy Nuttall
Andrew Sefton
David Bowman (appointed 01 March 2023)
Susan Carden (appointed 15 May 2023)
Leslie Kennedy (appointed 15 May 2023)
Robert Fisk (appointed 26 June 2023)
Alexander Harvey (appointed 15 September 2023)
Michael Francis (resigned 15 May 2023)
Graham Hicks (resigned 15 May 2023)

**Trustees Annual Report
For the year ending 30 September 2023****Accountants:**

Phoenix Accountancy and Business Consultancy Ltd
Morley's Cottage
Morley's Yard
Walkergate
Beverley
East Yorkshire
HU17 9BY

Independent Examiner:

Miss Sian Broughton
Chartered Management Accountant
Director of Phoenix Accountancy and Business
Consultancy Limited
Morley's Cottage
Morley's Yard
Walkergate
Beverley
East Yorkshire
HU17 9BY

Bankers:

HSBC (Current Account and Savings Account)
The Peak
333 Vauxhall Bridge Road
Victoria
London
SW1V 1EJ

Structure, Governance and Management**Governing Document:**

Pocklington and District Heritage Trust is a Charitable Incorporated Organisation (CIO), registered with the Charity Commission on 16th November 2020 and governed by its Constitution (foundation structure).

Recruitment and appointment of Trustees

The charity trustees manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. New Trustees are appointed by the current Trustee Board at a meeting of the Trustees. In selecting individuals for appointment as charity Trustees, the current charity Trustees have regard to the skills, knowledge and experience needed for the effective administration of the charity.

**Trustees Annual Report
For the year ending 30 September 2023**Recruitment and appointment of Trustees (continued)

The only persons eligible to be members of the CIO are its charity trustees. Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO.

Any person who retires as a charity Trustee is eligible for reappointment. The Constitution states that there must be at least 3 charity Trustees and the maximum number of charity Trustees is 15.

Trustee Induction:

New Trustees undergo an induction. The induction includes a discussion about the role and responsibilities of Trustees, the activities, aims and objectives of the charity, the structure of the organisation, board of Trustees, general procedures of the organisation. New Trustees are provided with the Charity Commissions 'Roles and Responsibilities of Trustees', the Constitution, and the latest statutory Trustees Annual Report and financial statements.

Organisational Structure:

Pocklington District Heritage Trust is a Charitable Incorporated Organisation Foundation structure. This means that the only voting members are the Charity Trustees.

The board of Trustees have overall responsibility for the Charity. Trustees are aware that any conflict of interest is declared and minuted. The board holds meetings at least 4 times per year.

In the event the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

Risk Management:

The major risks, to which the charity is exposed, as identified by the Trustees, have been reviewed and systems have been established to mitigate those risks. All systems and procedures are reviewed regularly to ensure they meet charity law and our own organisations aims and objectives.

Trustees Annual Report For the year ending 30 September 2023

Objectives and Activities

Pocklington District Heritage Trust objects are:

The advancement of education, knowledge and understanding for all ages of the heritage of Pocklington and its hinterland, and associated activities for the benefit of the community.

The advancement of research of heritage assets for the promotion of conserving heritage assets.

The establishment and maintenance of a museum or collections for the benefit of the public and protection of heritage assets.

Summary of main activities

The Trust continues discussions regarding museum premises without having been able to progress this to a conclusion. Finding suitable premises remains a major objective of the Trust. The Trust has developed its Initiatives regarding conservation of heritage assets, including in co-operation with East Riding of Yorkshire Council's Museum Service; and continued to advance public education through research, publishing, sharing and disseminating information.

Public Benefit Statement

The trustees confirm that they have complied with the duty, contained in Section 17 of the Charities Act 2011, to have due regard to the guidance on public benefit issued by the Charity Commission. The charitable purpose of the charity within the meaning of the act is contained within its objectives stated above.

Main objectives for the following year:

In shaping our objectives for the following year and planning our activities, the Trustees have considered the Charity Commission's guidance on public benefit.

The main objectives for 2023-24 are to continue to deliver community activities and events to all ages. To support this we will be pursuing grant funding to develop our education and handling collection outreach initiatives. We will continue to liaise with Pocklington Town Council regarding it taking over Burnby Hall, and developing the building as a community facility that includes an independent museum. If these negotiations are accomplished, we will be planning a fund-raising project to enable the creation of a museum facility.

Trustees Annual Report For the year ending 30 September 2023

Achievements and Performance

Review of Activities 2022/23

The Pocklington District Heritage Trust board of Trustees is satisfied that in 2022/23:

- Our work reflected our aims.
- Our resources were well managed.

During the accounting period two of our foundation trustees stood down, and five new trustees were appointed. The new appointees has increased the skill set of the Trust board.

In November 2022 we became aware that East Riding of Yorkshire Council's negotiations on the handover of Burnby Hall under a Community Asset Transfer arrangement had ceased. The trust entered into discussions with Pocklington Town Council and ERYC ward councillors to encourage new negotiations between the town and county councils.

During the year the trust developed its initiatives and knowledge regarding conservation of heritage assets. This included discussions with East Riding of Yorkshire Council's Museum Service regarding depositing local archaeological finds, and through involvement with the Museum Development Yorkshire programme.

Our museum vision was refined by a facilitator-led trustee workshop in August, and by trustees attending education sessions through the year. A draft business plan has been developed for the Trust's aims to establish a museum, and a sub-committee structure was put into operation to support its delivery.

We have furthered our local relationships with individuals and collectors, and continue to identify and record items in our digital archive. We have added items to our artefact collection in keeping with our collection strategy. We have further developed our keeping of heritage information and trust records and policies.

The trust has engaged with, and advanced education of, the public of Pocklington and its hinterland of all ages by holding heritage talks, visits, workshops and pop-up museum displays in Pocklington, including a four-day heritage festival in November 2022. We supported events and delivered talks in nearby villages. We have researched and published information via social and print media; and distributed, contributed to, and promoted national research pertaining to Pocklington and district. This included publishing a booklet about local archaeology entitled 'Exploring Pocklington's Past'. The trust's open Facebook page has grown further, and is a key conduit to share information and answer local heritage queries from a wide-ranging public, local and distant.

Trustees Annual Report For the year ending 30 September 2023

Financial Review

Reserves Policy

As a newly established charity the Trustees plan and review the activities of the charity on a regular basis and ensure reserves held are at a consistent level to support current activities planned and future activities.

Financial regulations

The financial statements have been prepared on a Receipts and Payments basis in accordance with the Charities Act 2011 and Charity Commission Guidance, the accounting policies are set out on page 13 and comply with the Charity's Constitution.

Principal Funding Sources

See note 4 of the notes to the financial statements for a detailed explanation of the Charity's restricted funds.

Plans for Future periods

Please see main objectives for the following year.

Statement of Trustee's responsibilities

Charity law requires the trustees to prepare financial statements for each financial year which give a true picture of the transactions that have occurred in relation to the charity. The charity have prepared their accounts on the Receipts and Payments basis which is an acceptable format for a non-company charity with an income below £250,000.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner

Sian Broughton ACMA, CGMA, DChA, MAAT of Phoenix Accountancy and Business Consultancy Limited was appointed the Independent Examiner for the year ending 30 September 2023.

**Trustees Annual Report
For the year ending 30 September 2023**

Statement of disclosure of information to Independent Examiner

We, the Trustees of the charity who held office at the date of approval of these financial statements, each confirm so far as we are aware, that:

- there is no relevant information of which the charity's Independent Examiner is unaware; and
- we have taken all the steps that we ought to have taken as Trustees in order to make ourselves aware of any relevant information and to establish that the charity's independent examiners are aware of that information.

Trustee Declaration

The Trustees declare that they have approved the Trustees Annual Report.

Signed on behalf of the charity's Trustees



Philip Gilbank

Chair of the board of Trustees



Andrew Sefton

Treasurer of the board of Trustees

15 January 2024

Independent Examiner's Report to the Members of Pocklington District Heritage Trust

I report on the accounts of Pocklington District Heritage Trust for the year ending 30 September 2023, which are set out on pages 11 to 15.

Responsibilities and Basis of Report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 September 2023.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Sian Broughton ACMA, CGMA, DChA, MAAT
Chartered Management Accountant
Director of Phoenix Accountancy and Business Consultancy Limited
Morley's Cottage, Morley's Yard
Walkergate
Beverley
East Yorkshire
HU17 9BY

15 January 2024

Receipts and Payments Accounts

For the year ending 30 September 2023

	Notes	2023 Unrestricted Funds £	2023 Restricted Funds £	2023 Total Funds £	2022 Unrestricted Funds £	2022 Restricted Funds £	2022 Total Funds £
RECEIPTS							
Donations	1	1,296	540	1,836	4,562	-	4,562
Grants	2	-	3,181	3,181	-	2,285	2,285
Events		3,188	-	3,188	-	-	-
Fundraising		3,978	-	3,978	-	-	-
Investment Income		31	-	31	-	-	-
Misc Income		-	-	-	150	-	150
		8,493	3,721	12,214	4,712	2,285	6,997
PAYMENTS							
Displays and Engagement		320	-	320	-	1,097	1,097
Equipment and Furniture		540	1,989	2,529	-	116	116
Events	3	-	3,342	3,342	-	-	-
Costumes and Uniforms		-	-	-	32	151	183
Website and Promotion		651	-	651	197	583	780
Fundraising Expenses		3,060	-	3,060	59	126	185
Professional Fees		960	-	960	-	212	212
Bank Charges		80	-	80	36	-	36
Travel Expenses		-	28	28	-	-	-
Miscellaneous Expenses		133	-	133	-	-	-
		5,744	5,359	11,103	324	2,285	2,609
Net Surplus/(deficit) for the year before transfers		2,749	(1,638)	1,111	4,388	-	4,388
Transfers between funds	4	(1,638)	1,638	-	-	-	-
Net Surplus/(deficit) for the year		1,111	-	1,111	4,388	-	4,388
Cash & Bank Balances brought forward		4,388	-	4,388	-	-	-
Cash and Bank Balances carried forward		5,499	-	5,499	4,388	-	4,388

The notes on pages 13 to 15 form part of these financial statements.

Statement of Assets and Liabilities
As at 30 September 2023

	Notes	2023 £	2022 £
Monetary Assets			
Current Account		2,452	4,388
Savings Account		3,031	-
Petty Cash		16	-
Total Monetary Assets		5,499	4,388
Comprising:			
Unrestricted Funds		5,499	4,388
Restricted Funds	4	-	-
		5,499	4,388
Non Monetary Assets and Liabilities			
Fixed Assets for the Charity's use (at historical cost):			
Display Cases		565	116
Artifacts and Collections		2,040	-
Other Equipment		40	-
		2,645	116
Debtors			
Debtors		-	-
Creditors			
Accounts Fees – Current Year		(240)	-
		(240)	-

These financial statements were approved by the committee on 15 January 2024 and signed on its behalf by:



Philip Gilbank, Trustee (Chair)



Andrew Sefton, Trustee (Treasurer)

The notes on pages 13 to 15 form part of these financial statements

Notes to the Financial Statements For the year ending 30 September 2023

Notes

1 Basis of Preparation

These accounts have been prepared on a receipts and payments (R&P) basis in line with charity commission guidance for a charity of this size.

The comparative figures in this year's accounts are for the year ending 30 September 2022.

2 Grants

	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £
ERYC (Do It For East Yorkshire Grant)	-	2,881	2,881	-	-	-
Pocklington Rugby in the Community (ERYC Active Towns Grants)	-	-	-	-	1,985	1,985
Pocklington Town Council	-	300	300	-	300	300
	-	3,181	3,181	-	2,285	2,285

Notes to the Financial Statements For the year ending 30 September 2023

3 Capital Expenditure

As the accounts have been prepared on the Receipts and Payments basis all capital expenditure is shown in the Receipts and Payments account in full. All assets held by the Charity are also shown in the Statement of Assets and Liabilities at historical cost.

4 Restricted Funds

	Balance as at 01/10/22 £	Incoming £	Outgoing £	Transfers £	Balance as at 30/09/23 £
Heritage Week Events	-	2,881	(3,819)	938	-
Artifacts/Collections	-	840	(1,540)	700	-
		3,721	(5,359)	1,638	-

A brief description of the restricted funds are shown below:

Heritage Week Events

Restricted funding was received from East Riding of Yorkshire Council Do It for East Yorkshire grant scheme to put on events and activities during Heritage Week.

Ticket sales, raffle tickets and bar income was also received at the event which was unrestricted income and has been recorded as event income. A transfer from unrestricted funds to this restricted fund was made for the match funding for any expenditure on the event in excess of the grant.

**Notes to the Financial Statements
For the year ending 30 September 2023****4 Restricted Funds (continued)****Artifacts/Collections**

Restricted funding of £300 was received from Pocklington Town Council and donations of £540 were received from two Trustees to contribute to the costs of the Bernard Ross Collection which was up for auction. The full cost of the collection was £1,540. A transfer from unrestricted funds to this restricted fund was made to cover the balance.

5 Taxation

Pocklington District Heritage Trust is a registered charity. All the charities' income is applied to its charitable objectives and the association is therefore exempt under current legislation from most forms of taxation.

The charity is not VAT registered and all expenditure includes irrecoverable VAT.

6 Trustee Remuneration

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the year to any Trustee. In the prior year 1 Trustee, Amy Nuttall received payment of £250 for Iron Age illustrations and costumes.

There was reimbursement of travel expenses to 1 Trustee of £28 during the year. In the prior year there was no reimbursement of travel expenses.

During the year 2 Trustees made donations of £270 each towards the Bernard Ross Collection. In the prior year one Trustee made a donation of £195 to the charity.