



## Trustees' Annual Report for the period

| From | Period start date |       |      | To | Period end date |       |      |
|------|-------------------|-------|------|----|-----------------|-------|------|
|      | 06                | April | 2024 |    | 05              | April | 2025 |

### Section A Reference and administration details

Charity name West Torrington Community & Heritage Action CIO

Other names charity is known by WTC&HA

Registered charity number (if any) 1194154

Charity's principal address Chapel House

West Torrington

Market Rasen

Lincolnshire

Postcode LN8 5SQ

#### 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 | Victoria Lunn        | Chair           | Whole year                        | Board of Trustees                                             |
| 2 | Richard Wendel-Jones | Treasurer       | Whole year                        | Board of Trustees                                             |
| 3 | Demelza Hoban        |                 | Whole year                        | Board of Trustees                                             |
| 4 | Sue Heron            |                 | Whole year                        | Board of Trustees                                             |
| 5 | Lucy Stott           |                 | 06.04.2024 to 12.01.2025          | Board of Trustees                                             |
| 6 |                      |                 |                                   |                                                               |
| 7 |                      |                 |                                   |                                                               |

#### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name     | Dates acted if not for whole year |
|----------|-----------------------------------|
| As above |                                   |
|          |                                   |
|          |                                   |

#### 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)

None

## Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Charitable Incorporated Organisation (CIO)

Trustee selection methods  
(eg. appointed by, elected by)

The first charity trustees were as follows, and were appointed for the following terms –  
Susan Heron for 4 years  
Richard Wendel-Jones for 3 years (re-elected for 3 years until 27<sup>th</sup> March 2027)  
Wayne Radley for 3 years (resigned 21.01.2022)  
Victoria Lunn for 2 years (re-elected for 3 years until 27<sup>th</sup> March 2026)  
Demelza Hoban for 2 years (re-elected for 3 years until 27<sup>th</sup> March 2026)

### 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 governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

### Number of charity trustees

(a) There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.  
(b) The maximum number of charity trustees is 12. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

### Information for new charity trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of the current version of this constitution; and
- (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

### Retirement and removal of charity trustees

(1) A charity trustee ceases to hold office if he or she:  
(a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);  
(b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;  
(c) dies;  
(d) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;  
(e) is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).  
(2) Any person retiring as a charity trustee is eligible for reappointment.

### Taking of decisions by charity trustees

Any decision may be taken either:

- at a meeting of the charity trustees; or
- by resolution in writing [or electronic form] agreed by a majority of all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all of the charity trustees has signified their agreement. Such a resolution shall be effective provided that:
  - a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the charity trustees; and
  - the majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or

documents, or in such other manner as the charity trustees have previously resolved, and delivered to the CIO at its principal office or such other place as the trustees may resolve within 28 days of the circulation date.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

#### Objects

1. To advance education by the establishment and maintenance of a museum
2. To further or benefit the residents of West Torrington and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

In furtherance of these objects but not otherwise, the trustees shall have power:

To establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.

Having regard to the guidance issued by the Charity Commission on public benefit the main activities undertaken by the trustees for public benefit in relation to the charities objects are:

- Purchase the closed Church of St Mary, West Torrington in order to establish it as a Community & Heritage Hub for activities and services to support and benefit the community of West Tottington
- Commence social and rural history project to save, retain and display artefacts of local, cultural, religious and rural history to be displayed within the hub once opened.
- Gain pledges and collect the funds pledged by local community members towards the the initial development and upkeep of the former church
- Apply for and gain grants for development / planning work in developing the church as a Community & Heritage hub
- Established and run community engagement events such as Village Fete, Celebratory Street Parties, Village Christmas Market, Easter Hunt and Bonfire party. Raising funds and donations in the process to support the charity.
- Apply for and gain small grants to support the running of the charity and its community events.
- Mobilise local volunteers to take part in community activities such as village litter picks and church yard maintenance days.
- Support and work with the village Parish Meeting
- Undertaking campaigns to benefit the village, such as speed reduction, litter bins, broadband provision, pot hole / road maintenance, notice boards and safety signage.

### Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

### Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

none

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

- Completed on the purchase of Church of St Mary, West Torrington in May 2024.
- Donations and grants raised and awarded towards the purchase and development and maintenance
- Listed Building Consent and Change of Use Planning Permission were granted in 2021/22 to convert the former church to become a multi-use Community & Heritage hub. Over 2024/25 work was undertaken to discharge planning conditions and continued over the year.
- Continued to apply for and gain grants for development / planning work in developing the church as a Community & Heritage hub.
- Established and ran community engagement events such as Village Fete, VE commemorative Street Party, Harvest Supper, Village Christmas Carols, Easter Chocolate Bingo, Church Open Days. Raising funds and donations in the process to support the charity.
- Applied for and gained grants to support the running of the charity and its community events.
- Mobilised local volunteers to take part in community activities such as village litter picks and church yard maintenance days.
- Supported and worked with the village Parish Meeting
- Undertook campaigns to benefit the area, such as speed reduction signs, litter bins, broadband provision, pothole / road maintenance, notice board and safety signage.
- Continued to engage with relevant trades and heritage crafts people in for starting maintenance / development, gaining quotes for and commencing preparations for installation of toilet and kitchen area within the hub, including volunteers installing /building a waste water soakaway arch trench in churchyard.
- Had services installed within the hub – electricity re-connected, water installed.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The CIO has a Financial Management Policy, which, while not having a specific reserves policy does include Budgeting Policy and Controls which state:

#### **Purpose:**

To provide a means of balancing projected expenditure against projected income and ensuring resources are allocated fairly;

To ensure that funds and cash flows can be effectively and efficiently managed to ensure that there are always sufficient accessible funds available to meet West Torrington Community & Heritage Action's financial commitments as they arise.

#### **Policy:**

The amounts budgeted for the income and expenditure, both within budget categories and overall, of West Torrington Community & Heritage Action cannot be exceeded, transferred or altered without the authorisation of the Board.

The Finance Officer will provide budget-holders with regular reports (informal reports will be provided monthly as appropriate, formal reports will be provided quarterly) detailing actual expenditure against budget heading and ensure that budgets are not exceeded.

The Finance Officer will ensure that the Board (via the Treasurer, where appropriate) is informed where any breaches of this policy may occur.

#### **Budget-setting Process:**

The CIO has a regularly revised rolling ten year business plan, that acts as a budget that is vital when applying for or negotiating grants and contracts. Revisions are made to this budget plan and presented to the Board for approval and adoption as required.

#### **Monitoring and Revision:**

The Finance Officer will monitor income and expenditure and ensure that the Board receives accurate and up to date information regarding any shortfall in projected income or increase in expenditure. Where necessary, the Treasurer will make recommendations on various options for remedial action.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

As outlined the charity's principal sources of funds that support its objectives are grants, donations (gift aided) and fund raising.

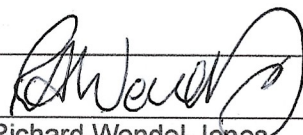
### Section F Other optional information

None

### Section G Declaration

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

Signed on behalf of the charity's trustees

|                                     |                                                                                     |                                                                                      |
|-------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Signature(s)                        |  |  |
| Full name(s)                        | Victoria Lunn                                                                       | Richard Wendel-Jones                                                                 |
| Position (eg Secretary, Chair, etc) | Chair of Trustees                                                                   | Treasurer (Trustee)                                                                  |

Date

13/11/2025



|                                                 |             |
|-------------------------------------------------|-------------|
| Charity Name                                    | No (if any) |
| West Torrington Community & Heritage Action CIO | 1194154     |

## Receipts and payments accounts

CC16a

|                     |                   |    |                 |
|---------------------|-------------------|----|-----------------|
| For the period from | Period start date | To | Period end date |
|                     | 6th April 2024    |    | 5th April 2025  |

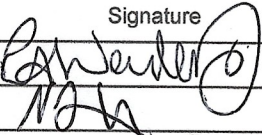
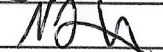
### Section A Receipts and payments

|                                                       | Unrestricted funds | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|-------------------------------------------------------|--------------------|-----------------------------------|----------------------------------|------------------------------|----------------------------|
| <b>A1 Receipts</b>                                    |                    |                                   |                                  |                              |                            |
| Donations                                             | 3,197              | -                                 | -                                | 3,197                        | -                          |
| Grant Funding                                         |                    |                                   |                                  |                              |                            |
| Fundraising - Events                                  | 487                | -                                 | -                                | 487                          | -                          |
| Gift Aid                                              | -                  | 458                               | -                                | 458                          | -                          |
| Bank Interest                                         | 558                | -                                 | -                                | 558                          | -                          |
|                                                       | -                  | -                                 | -                                | -                            | -                          |
|                                                       | -                  | -                                 | -                                | -                            | -                          |
|                                                       | -                  | -                                 | -                                | -                            | -                          |
| <b>Sub total (Gross income for AR)</b>                | <b>4,241</b>       | <b>458</b>                        | <b>-</b>                         | <b>4,699</b>                 | <b>-</b>                   |
| <b>A2 Asset and investment sales, (see table).</b>    |                    |                                   |                                  |                              |                            |
|                                                       | -                  | -                                 | -                                | -                            | -                          |
|                                                       | -                  | -                                 | -                                | -                            | -                          |
| <b>Sub total</b>                                      | <b>-</b>           | <b>-</b>                          | <b>-</b>                         | <b>-</b>                     | <b>-</b>                   |
| <b>Total receipts</b>                                 | <b>4,241</b>       | <b>458</b>                        | <b>-</b>                         | <b>4,699</b>                 | <b>-</b>                   |
| <b>A3 Payments</b>                                    |                    |                                   |                                  |                              |                            |
| Cost of Sales                                         | 200                | -                                 | -                                | 200                          | -                          |
| Event Materials / Supplies                            | 675                | -                                 | -                                | 675                          | -                          |
| licences and Permits                                  | 63                 | -                                 | -                                | 63                           | -                          |
| Consultancy Fees                                      | -                  | 1,188                             | -                                | 1,188                        | -                          |
| Planning Costs                                        | -                  | -                                 | -                                | -                            | -                          |
| Electricity                                           | 188                | -                                 | -                                | 188                          | -                          |
| Insurance                                             | 1,349              | -                                 | -                                | 1,349                        | -                          |
| Sundries                                              | 303                | -                                 | -                                | 303                          | -                          |
| Church Development Costs                              | -                  | 11,300                            | -                                | 11,300                       | -                          |
| <b>Sub total</b>                                      | <b>2,778</b>       | <b>12,488</b>                     | <b>-</b>                         | <b>15,266</b>                | <b>-</b>                   |
| <b>A4 Asset and investment purchases. (see table)</b> |                    |                                   |                                  |                              |                            |
| Church Purchase                                       | -                  | 7,311                             | -                                | 7,311                        | -                          |
|                                                       | -                  | -                                 | -                                | -                            | -                          |
| <b>Sub total</b>                                      | <b>-</b>           | <b>7,311</b>                      | <b>-</b>                         | <b>7,311</b>                 | <b>-</b>                   |
| <b>Total payments</b>                                 | <b>2,778</b>       | <b>19,798</b>                     | <b>-</b>                         | <b>22,576</b>                | <b>-</b>                   |
| <b>Net of receipts/(payments)</b>                     | <b>1,463</b>       | <b>- 19,340</b>                   | <b>-</b>                         | <b>- 17,877</b>              | <b>-</b>                   |
| <b>A5 Transfers between funds</b>                     | <b>-</b>           | <b>-</b>                          | <b>-</b>                         | <b>-</b>                     | <b>-</b>                   |
| <b>A6 Cash funds last year end</b>                    | <b>9,844</b>       | <b>25,758</b>                     | <b>-</b>                         | <b>35,602</b>                | <b>-</b>                   |
| <b>Cash funds this year end</b>                       | <b>11,307</b>      | <b>6,418</b>                      | <b>-</b>                         | <b>17,724</b>                | <b>-</b>                   |

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

| Categories                                          | Details                                                | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|-----------------------------------------------------|--------------------------------------------------------|---------------------------------|-------------------------------|------------------------------|
| <b>B1 Cash funds</b>                                | Current Account                                        | 1,765                           | 6,418                         | -                            |
|                                                     | Savings Account                                        | 9,542                           |                               | -                            |
|                                                     |                                                        | -                               | -                             | -                            |
|                                                     | <b>Total cash funds</b>                                | <b>11,307</b>                   | <b>6,418</b>                  | <b>-</b>                     |
|                                                     | (agree balances with receipts and payments account(s)) | OK                              | OK                            | OK                           |
| <b>B2 Other monetary assets</b>                     | Details                                                | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|                                                     |                                                        | -                               | -                             | -                            |
|                                                     |                                                        | -                               | -                             | -                            |
|                                                     |                                                        | -                               | -                             | -                            |
|                                                     |                                                        | -                               | -                             | -                            |
|                                                     |                                                        | -                               | -                             | -                            |
|                                                     |                                                        | -                               | -                             | -                            |
| <b>B3 Investment assets</b>                         | Details                                                | Fund to which asset belongs     | Cost (optional)               | Current value (optional)     |
|                                                     |                                                        |                                 | -                             | -                            |
|                                                     |                                                        |                                 | -                             | -                            |
|                                                     |                                                        |                                 | -                             | -                            |
|                                                     |                                                        |                                 | -                             | -                            |
| <b>B4 Assets retained for the charity's own use</b> | Details                                                | Fund to which asset belongs     | Cost (optional)               | Current value (optional)     |
|                                                     | Church Building                                        | restricted                      | -                             | -                            |
|                                                     |                                                        |                                 | -                             | -                            |
|                                                     |                                                        |                                 | -                             | -                            |
|                                                     |                                                        |                                 | -                             | -                            |
|                                                     |                                                        |                                 | -                             | -                            |
|                                                     |                                                        |                                 | -                             | -                            |
|                                                     |                                                        |                                 | -                             | -                            |
|                                                     |                                                        |                                 | -                             | -                            |
| <b>B5 Liabilities</b>                               | Details                                                | Fund to which liability relates | Amount due (optional)         | When due (optional)          |
|                                                     |                                                        |                                 | -                             |                              |
|                                                     |                                                        |                                 | -                             |                              |
|                                                     |                                                        |                                 | -                             |                              |
|                                                     |                                                        |                                 | -                             |                              |

|                                                             |                                                                                     |                      |                  |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------|------------------|
| Signed by one or two trustees on behalf of all the trustees | Signature                                                                           | Print Name           | Date of approval |
|                                                             |  | Richard Wendel-Jones | 13/11/2025       |
|                                                             |  | Victoria Lunn        | 13/11/2025       |