



**Salford Astronomical Society**

**Charity No: 1197817**

**Trustees' Annual Report**  
**Including the Directors' Report**  
**& Statement of Financial Activity**  
**for the period 1 October 2022 to 31 October 2023**

# **Salford Astronomical Society**

## **Trustees Annual Report**

### **Including the Directors' Report and Statement of Financial Activity**

#### **for the period 1 October 2022 to 31 October 2023**

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## **1. Introduction**

### **1.1 Charitable Objects**

The charity's charitable objects, as set out in its governing document.

To promote and advance the education of the public in the theory and practice of Astronomy and related subjects by:

- (A) encouraging the public interest in Astronomy
- (B) And/or circulating current Astronomical information
- (C) And/or further the education and knowledge of the public and of its members, by providing facilities for the active promotion and participation in observational Astronomy.

(SORP ref - Para 1.17)

### **1.2 Overview (Executive Summary)**

Salford Astronomical Society (also known as The Society and Salford Astro) is an open and inclusive society, respectful of the views and beliefs of others, with the aim to be a source of inspiration, knowledge and learning, and to provide a positive benefit for the local community. We strive to develop relationships with other organisations with similar interests and objectives, both locally and further afield.

(SORP ref - Para 1.17 and 1.19)

### **1.3 Governance and Management**

#### **Governing Document**

Salford Astronomical Society is a CIO – ASSOCIATION. Registered with the Charity Commission on 07 Feb 2022, under the Charity Number 1197817. It is governed by Charitable Constitution and is controlled and managed by elected Trustees. The Trustees give their time freely and receive no remuneration or financial benefits.

(SORP ref - Para 1.25)

#### **Organisational Structure**

The Trustees meet together monthly at the Observatory and have key responsibilities for all decisions taken in the running of the Observatory and any activities provided by The Society. It is planned that additional sub-committees will be set up once the Volunteer Programme has been set up and finalised. The sub-committee will report directly to the Trustees.

(SORP ref - Para 1.25)

## **Recruitment and Selection of Trustees**

The existing Trustees are responsible for the recruitment and selection of new Trustees, these could be existing members of The Society. In selecting new Trustees The Society seeks to identify people who show an interest in the long-term aims and development of The Society. That new Trustees can bring engagement and ideas, and be willing to volunteer into broader community work and bring new skills and knowledge to the Society and its members.

Potential Trustees are invited to attend Trustees' meetings as observers, and are given more information about the Charity, its aims and objectives, and if Trustees are in agreement, then they are proposed as a new Trustee at the next Trustees' Meeting. This process will allow fair and non-judgmental consideration of a person's eligibility, personal competence, specialist skills and knowledge.

(SORP ref - Para 1.25)

## **Induction and Training of Trustees**

Upon appointment, new Trustees are introduced to their new role, and provided with copies of the Society's Constitution Document, and its aims and objectives. The new Trustee will be given the opportunity to read over policies and procedures that are in place, and will be required to sign that these have been read and understood. Copies of up to date Policies and Procedures are available both electronically and in hard copy, and print outs are available upon request. The Trustee(s) will be provided with a "New Trustee Handbook".

(SORP ref - Para 1.25)

## **Risk Management**

The Society has a designated Safeguarding Officer, who is fully compliant and holds an up to date enhanced DBS on the "Update Service". The Trustees have assessed the risk of Health and Safety and Safeguarding, and these are updated regularly at Trustees meetings. A risk matrix has been developed and measures taken for any mitigation of risk. The Trustees are satisfied that systems and protocols are in place for risk to health and safety; and insurances and safety measures are in place for new Trustees, members and visitors to the Observatory. Appropriate monitoring of DBS checks of Trustees, members and in place and are reviewed regularly, including any updates to policies and procedures, as well as appropriate training by the local authority Safeguarding Team. Volunteer and Trustee DBS checks will be carried out by Salford CVS.

(SORP ref - Para 1.25)

## **2. Activities & Main Achievements**

### **2.1 Outputs & Outcomes**

#### **What has been the focus of our work and Charity over the past 2 years**

The main focus has been two fold, firstly to install and commission the new computer Go-To System on the 18.5 inch Newtonian telescope in the observatory. This has taken a considerable amount of time and effort, as the system that was previously installed was fraught with problems. The problems were due to the fact that we were trying to retrofit a modern very accurate system onto a telescope that was built in around 1930.

The Go-To System is now working as intended and the next step is to add a custom controller to the telescope, that will enable it to be used for astrophotography using modern high sensitivity cameras, and the associated Autoguiding and plate solving that is necessary for such a system. This will enable users of the observatory following a short amount of training to use the telescope for both fun astrophotography and to get involved in pro-am collaborations.

Secondly the focus of The Society has been to raise the funds and get planning permission for a new classroom and toilet facilities to enable The Society to carry out and deliver outreach work in astronomy, astrophotography and astrophysics. Including practical astrophotography classes aimed at teaching members of the society, its members as well as the wider community within Salford.

Our other main objective is to deliver classes to the hardest to reach groups within our community and society, and to work with other 3<sup>rd</sup> sector and community groups to bring astronomy, astrophotography and astrophysics to everyone. These subjects and hobbies are some of the most expensive to have, and our work is to build upon what we have already started within the community with the Scouts and Guides Groups, as well as delivering free classes to a varied age range of learners.

#### **What are our aims for the future for the Observatory**

Our aims and objectives are to grow and develop our observatory into a venue that is open to the public free of charge, and open at times where the night sky can be observed in a safe and engaging environment.

The Trustees are going to create a strategic plan of action for the next 3 years, and with new Trustees on board who have experience within the 3<sup>rd</sup> Sector and bid writing, the aim is to apply for grants and funds to develop a range of courses, learning and free training.

To plan and develop a Volunteer Programme, with volunteers working alongside members and Trustees to open the Observatory at varied times throughout the week and weekends.

## 2.2 Policies on Grant-Making and/or Social Investments

The charity does not make any grants, or make social or programme-related investments at present.

(SORP ref - Para 1.38)

## 2.3 The Roles & Contributions of Volunteers

The Society at present does not operate or offer volunteering. However, over the next year, the Society is looking to develop a new Volunteer Programme, so that the Observatory can be open more often, at variable times during the week, to a wider range of members of the public, to offer a greater range of courses and introduce more people and local residents to astronomy and star gazing.

(SORP ref - Para 1.38)

## 2.4 How the Public Have Benefitted

There have been many changes within the Society, with interest from members of the public, including young people who have benefited from the knowledge and expertise of our members and Trustees. This has included over the Winter month visits from the Scouts and Guides across the City of Salford and wider areas, who have benefitted from talks and basic introduction to astronomy, with pre-arranged tours of the observatory and the telescope. We plan to develop this and aims to reach out to a wider audience across the Greater Manchester Region

## 2.5 Achievements and Performance (Meeting Targets)

TARGETS	ACHIEVEMENTS
Funding for new classroom, kitchen and bathroom extension	Funding has been secured from Booth Charities, and the ground work has taken place, in preparation for the footings and preparation for the Classroom to be erected.
Engage with Scouts and Guide Groups	Over the past year, The Society has engaged with more with the Scouts and Guides Groups, word of mouth has meant that we have seen an increase during the Winter months for visits to the Observatory for educational learning.
To engage with more of the residents of Salford using a range of social media	We have been more active in our social media platforms, with our members posting many of their own pictures and photos with their own equipment, encouraging others to ask and enquire about visiting the Observatory.
Engaging with DwarfLab	We have been successful in engaging and making contact with DWARFLAB, who have shown interest in working with The Society on future projects, using their unique telescope, we plan to make further contact once our classroom is up and functional.

## **2.6 Looking Ahead**

The Society has been granted planning permission for the erection of a classroom with bathroom facilities, this has provided the Society to make plans in the year 2024/2025 for additional activities aimed at diverse groups of children and young adults. Our vision and mission is to create a plan of action where we can build upon the work that we have started with the Scouts and Guides Groups. Our Trustees will scope and plan a 3 Year Vision for the growth and opportunities of the Observatory, and plan to develop its own Volunteer Programme to deliver a wider range of learning programmes.

## **2.7 Administration Information**

Salford Astronomical Society is situated on a green area of land owned by Salford City Council, and a "Pepper Corn" Rent agreement is in place. The address is Chaseley Rd, Salford, M6 7DZ. The agreement has been a long standing agreement since the Observatory was erected and opened in 1971. Salford City Council have agreed that the Observatory is an asset to the community, and local Councillors' have shown interest in the future vision and plans for expansion.

## 3. Financial Review

### 3.1 Financial Position – Salford Astronomical Society

*The Society has an open and transparent policy and therefore this Report will include financial statement from year since the registration with the Charity Commission. A full breakdown for each financial year is available and have been accepted by the Board of Trustees as True.*

Review of the financial position of the charity

2019 – the status of the account was opened for The Society, new banking

2020 – The Society's status was "Not for Profit- 3<sup>rd</sup> Sector"

2021 – The Society's status was "Not for Profit- 3<sup>rd</sup> Sector"

2022 -The Society was registered as a Charity

2023 – First year as a registered Charity and Commissioner's report due 31<sup>st</sup> October 2023

2024 – final reporting and financial accounting have yet to be completed, accounts will be available for the end of accounting year of The Society.

Note section is available at the end of the Report, for a breakdown of each individual Credit/Debit for the accounting for the Charity Commission's Report period.

The section below is a snippet of the accounting period when The Society was not a registered charity, but was a not for profit 3<sup>rd</sup> Sector Organisation. This has been added for transparency and clarity of accounts of The Society.



1st October 2021 to 31 October 2022

SECTION A - RECEIPTS AND PAYMENTS RECEIVED IN				
Charity No: 1197817	NOTE No.	Unrestricted Funds	Restricted Funds	Total Funds
see additional info about each section		£	£	£
		16,032.96	0.00	16,032.96
SECTION B - OUTGOINGS AND PAYMENTS MADE				
	NOTE No.	Unrestricted Funds	Restricted Funds	Total Funds
see additional info about each section		£	£	£
		5,384.12		5,384.12
SECTION C - STATEMENT OF ASSETS AT END OF THE ACCOUNTING PERIOD				

Balance from the accounting period 1<sup>st</sup> October 2021 to 31<sup>st</sup> October 2022 and carried forward to 1<sup>st</sup> October 2022 to 31<sup>st</sup> October 2023 is £10, 648.84



# Salford Astronomical Society - Annual Charity Accounting Period



1st October 2022 to 31 October 2023

SECTION A - RECEIPTS AND PAYMENTS IN					
Charity No: 1197817	NOTE No. see additional info about each section	Unrestricted Funds IN £	Restricted Funds IN £	Total Funds IN £	
Funds carried forward from last years accounting period.		10,648.84			
Brownies/Scouts/Guide Groups	1	£ 395.00	£ -	£	395.00
Donations	2	£ 2,689.42	£ -	£	2,689.42
Memberships	3	£ 448.43	£ -	£	448.43
Other credits/Misc	4	£ 1,157.47	£ -	£	1,157.47
Funding/grants	5	£ -	£ -	£	-
Specific Funding	6	£ -	£ -	£	-
	7				
		Total		£	4,690.32
		Total carried forward from last year and total income generated for this current accounting period		£	15,339.16

SECTION B - OUTGOINGS AND PAYMENTS MADE					
	NOTE No. see additional info about each section	Unrestricted Funds OUT £	Restricted Funds OUT £	Total OUT Funds £	
Daisy Comms Ltd	8	£ 140.00	£ -	£	140.00
TU Energy	9	£ 270.21	£ -	£	270.21
EDF Energy	10	£ 481.00	£ -	£	481.00
TALK TALK Communicaitons	11	£ 381.62	£ -	£	381.62
Room Hire	12	£ 186.00	£ -	£	186.00
Lectures	13	£ 145.00	£ -	£	145.00
Observatory work and maintenance	14	£ 1,125.00	£ -	£	1,125.00
portal planning	15	£ 298.00	£ -	£	298.00
MISC Payments Out	16	£ 209.40	£ -	£	209.40
				£	3,236.23
		Total of credits misnus debits for the financial year		£	12,102.93

SECTION C - STATEMENT OF ASSETS AT END OF THE ACCOUNTING PERIOD				
	NOTE No.	Unrestricted Funds	Restricted Funds	Total Funds
	see additional info about each section	£	£	£
cash funds	17	£ -	£ -	£ -
other funds	18	£ -	£ -	£ -
Gift Aid	19	£ -	£ -	£ -
Liabilities	20	£ -	£ -	£ -
Assets	21			
		£ -	£ -	
SECTION D- Total accounting period totals				
		Unrestricted Funds	Restricted Funds	Total Funds
		£	£	£
carried forward for next accounting period				
Assets accounting carried forward		0	0	

## 3.2 Details of Any Funds Materially in Deficit

The Charity has no funds which are materially in deficit. See accounting section.

## 3.3 Policy on Reserves

The Society has a Reserve Policy in place that is relevant to the size of the Society and has been ratified by the Board of Trustees, the Policy will be updated as deemed necessary by the Board of Trustees and The Society's Director.

*"This policy will seek to ensure financial sustainability of The Society for the long-term. In setting the policy, the Board of Trustees has referenced CC19 Charities and Reserves, issued by the Charity Commission. In setting the parameters for the Reserves Policy, the Board of Trustees has considered the following".*

- *If reserves are too low, The Charity risks insolvency and its charitable purpose will be put at risk.*
- *If reserves are too high, money will be tied up unnecessarily, thus limiting The Society's achievement of its purpose and jeopardising its ability to raise future funds.*

### **3.4 Going Concern**

There are currently no going concerns about that Charity that need to be notified

### **3.5 Principal Sources of Funding**

The Society does not receive any direct funding, and the main source of funding is from Donations from visitors to the Observatory, or funds or grants that have been successful through bid writing. Members also pay weekly subscriptions. Funds are also received from Scouts and Guide Groups. The Society applies for additional funding through grants and bids, to support its basic running costs, and will continue in this manner by applying for bids and funding from a range of sources.

### **3.6 Investments Policy & Objectives**

The Society does not have any investments

### **3.7 Description of the Principal Risks Facing the Charity**

Any risks that the Society faces are noted within separate policies and procedures.

A risk management policy is in place and is managed by the Trustees.

### **3.8 Remuneration of Trustees**

All Trustees act in a voluntary capacity and receive no remuneration or other material benefits from their services to the Charity/The Society. Out-of-pocket expenses that are necessary and reasonably incurred by Trustees in promoting the purposes of the Charity are reimbursed at cost, and are noted down within annual accounts, for transparency.

### **3.9 Statutory Statements on Liabilities**

The Trustees declare that:

- The charity has given no guarantees where potential liability under the guarantee is outstanding at the date of this statement  
(eg: any outstanding/ongoing contract or legal undertaking to buy or provide specific services);
- The charity has no debt outstanding at the date of this statement which is owed by the CIO and which is secured by an express charge on any assets of the CIO  
(eg: a mortgage on property owned by the charity);

## 4. Reference and Administration Details

### 4.1 Charity Name & Registration

**Name of the Charity:** Salford Astronomical Society (also known as The Society, Salford Astro)

**Charity No:** 1197817

**The Society is not Registered with HM Revenue & Customs, at present there are no paid staff members**

### 4.2 Charity's Principal Address

Salford Astronomical Society, Chaseley Road, Salford, M6 7DZ

e-mail: [hello@salfordastro.org.uk](mailto:hello@salfordastro.org.uk)

website: <https://www.salfordastro.org.uk/>

### 4.3 Names of the Trustees Who Manage the Charity

<i>Name</i>	<i>Office</i>	<i>Appointed</i>	<i>Resigned</i>	<i>Appointed by</i>
Gary Yule	Chair	24 February 2021		
Lee Bowditch	Treasurer	24 February 2021		
Gareth Lever	Director	24 February 2021		

### 4.4 Names of Advisors & Senior Members of Staff

<i>Name</i>	<i>Role</i>	<i>Address</i>
n/a	n/a	n/a

### 4.5 Bank Account Details

The Society has a dedicated bank account with Lloyds Bank and is accountable for all accounts.

### 4.6 Independent Examiner

Not relevant at this present time, due to funding being below £25,000

## 5. Structure, Governance & Management

### 5.1 Type of Governing Document

Constitution.

### 5.2 Charitable Objectives

The Society has policies and procedures in place that support its vision and mission objectives. The main objective is to bring Astronomy into every person's lives and to access this freely.

Astronomy and the equipment that is needed to enjoy this subject, is expensive, one of the key objectives of The Society is.

To promote and advance the education of the public in the theory and practice of Astronomy and related subjects by:

*(A) encouraging the public interest in Astronomy*

*(B) And/or circulating current Astronomical information*

*(C) And/or further the education and knowledge of the public and of its members, by providing facilities for the active promotion and participation in observational Astronomy.*

### 5.3 Statutory Declaration

The Trustees confirm that they have paid due regard to the guidance issued by the Charity Commission on public benefit in deciding what activities the charity should undertake.

### 5.4 Trustee Selection Methods

There must be at least 3 Charity Trustees independently elected for the Board. The maximum number of Trustees is 12, in accordance with The Society's Constitution, Trustees are appointed or re-appointed for a term of three years by a resolution passed at a properly convened meeting of the Charity Trustees. In appointing Trustees; due consideration is given to ensuring that the Trustees have, between them, the skills and experience necessary to manage The Charity/The Society effectively and in accordance with Charity Law.

### 5.5 Trustee Development

Going Forward, The Society will be creating and providing a detailed Trustee Pack, which will include a range of information about The Society, as well as planned training sessions around key areas, such as health and safety, safeguarding and risk assessment.

Approved by the Trustees and signed on their behalf. Gareth Lever Director

## 6 Director's Report



# Salford Astronomical Society

## Executive Director Report

**Completed by: Gareth Lever**

Date of completion: November 2023

Reporting Year: 2022/23

**Charity Commission Reporting Period: 1<sup>st</sup> October 2022 until 31<sup>st</sup> October 2023**

### Overview of Members/Staff/Volunteers

Total # of Volunteers: N/A

Total # of Volunteer Hours Worked: N/A

Total # of Members : 45

Total # of Staff N/A

### Primary Focus Areas:

- October 2022 to February 2023, our main objective for members, was holding events supporting community groups to access our facility, these groups include Scouts, Cubs, Beavers, Girl Guides and general public admissions.
- We have continued to reach out to schools to increase interest in accessing the Observatory and all we have to offer.
- We have continued to seek funding with plans to extend the building to incorporate toilet facilities, this is a long term project and ongoing.
- Member/volunteers to help support programs, raising awareness of the Society, for example, hosting a pitch at Buile Hill Park open day and ASDA community stalls across the City.

## Organisation Goals: Progress Report

The main objective is to bring Astronomy into every person's lives and to access this freely. To provide the equipment that is needed to enjoy this subject is expensive, one of the key objectives of The Society is.

To promote and advance the education of the public in the theory and practice of Astronomy and related subjects by:

(A) *encouraging the public interest in Astronomy*

(B) *And/or circulating current Astronomical information*

(C) *And/or further the education and knowledge of the public and of its members, by providing facilities for the active promotion and participation in observational Astronomy.*

## Community Outreach Efforts

### Outreach Event

Friends of Buile Hill Park Easter fun day  
Attended - April 2023

### Purpose and/or Outcome

to broaden the communities knowledge of the Society and secure new members where possible

Asda Community Stall  
Attended - May 2023

to broaden the communities knowledge of the Society and secure new members where possible

CERN Research Institute  
From April 2023 ongoing

talks to access speakers to come and give lectures to members and non-members

## Major Accomplishments

Our key accomplishments during this reporting period:

- Strengthened links with local schools and colleges encouraging them to access the Observatory
- Talks/meeting with NASA Community Outreach efforts, successful meeting that we are hopeful to develop.
- Secured funding from ASDA Community Funds towards furniture for the planned extension, this includes table and chairs etc
- Being more connect and creating a partnership with Salford City council
- Attended Jodrell Bank on an outing as a group to raise the profile of the Society.

## Challenges

Challenges The Society has faced and long term challenges:

- Recruiting more members, as COVID-19 had a detrimental impact on members attending and the recruitment of new members, social distancing and the challenges The society faced
- Encouraging more females members to join a very male dominated society and subject.
- Securing funding to move the society forward with up to date equipment
- Connecting with local Colleges to extend knowledge of our existence.
- Encouraging members to be active in volunteering and supporting projects.
- To create working groups to support small focused projects for the Society

## Board Engagement Objectives

### *Key objectives and aims from the Board for the next Strategic Planning Proposal*

1. Members to continue to support and engage with community groups such as Scouts, Cubs etc
2. To encourage general admission visitors to the Observatory to become members... conversion rates, especially a younger generation and female members
3. Form small Working Groups with a project lead to support general maintenance and cleaning of the building and surrounding green areas.
4. Engaging with the Local MP and Local Councillors to raise our profile within the City of Salford.
5. Outreach to astronomical companies, by attending Practical Astronomy Shows to identify how they can support our needs through discounts and opportunities.
6. To develop a 3 year Strategic Plan for growth and development of The Society, to reach a wider audience and engage with the hardest to reach groups, through community cohesion and connectivity.
7. To apply for funding to meet the Society's key aims and objectives as within this report.



# APPENDICES

1.	Overview of accounting number referencing table ....
2.	
3.	



## Salford Astronomical Society - Annual Charity Accounting Period

Accounting Number	Overview of accounting Number
1	Income generated from Scouts, Girl Guides, and Cubs, also to include any other type of income that is generated, such as other working groups, income is classed as Unrestricted
2	Donations received from any person; individual or group, this income is classed as Unrestricted and can be spent on any activity of the Observatory
3	Memberships- annual membership is required from each person who wishes to be a member of The Society, this yearly Membership amount will be decided by a Trustees' Meeting. This funding is classed as Unrestricted
4	Other Credits/Misc income - this income is any other amount that does not fit into a specific funding Group - This funding is classed as Unrestricted
5	Funding/Grants - This funding is accessed through a round of bids or annual devolved funding from Salford City Council. This funding is classed as Restricted funding
6	Specific Funding - This funding group is any other funding that has been won via a specific bid or funding, this is Restricted funding and will require detailed separate accounting
7	
8 to 11	Debits specific to pay for utilities for the Observatory
12	Room Hire payments for lectures at other venues, these debits can be linked to specific funding, bids and grants
13	Lectures and payments to Lecturer's at the Observatory and other venues, these debits can be linked to specific funding, bids and grants
14	Observatory work and maintenance of the Building and telescope, these debts can be linked to specific funding, bids and grants
15	Debts that are Misc or specific to the work of the Observatory, the grounds, the building, the telescope or other requirements other than maintenance work
16	Debts that are Misc or specific to the work of the Observatory, the grounds, the building, the telescope or other requirements other than maintenance work
17	Cash Funds - Credits that are Unrestricted, unless received by a donation that has been classed it is area specific, then this these funds will be Restricted
18	Other Funds - Credits that are Unrestricted, unless received by a donation that has been classed it is area specific, then this these funds will be Restricted
19	Gift Aid Funds - Credits that are Unrestricted, unless received by a donation that has been classed it is area specific, then this these funds will be Restricted
20	Liabilities - Credits or Debits that are Unrestricted, unless classed as specific, then this these funds will be Restricted
21	Assets - any type of non-monetary items that have been gifted or donated that hold a value and can be classed as an asset to the Observatory, The Society or towards the benefit of its Members