



Trustees' Report, 19 June 2023, for Financial Year:

**22<sup>nd</sup> February, 2022 to 21<sup>st</sup> February, 2023**

*Harriet Tait, Founder and Chair of Trustees*

### **Objectives and activities**

The objectives of The Friends of the Mint House (UK registered charity number 1197900), herein referred to as 'the Charity', as per our Constitution are as follows:  
*The preservation and conservation of The Mint House grade II\* listed Tudor building in Pevensey for the benefit of the public.*

The activities of the Charity include, but are not limited to: holding free events and open days for the benefit of the public, participating in community events, giving free lectures and talks both in the Mint House and to local history societies or other groups such as learned societies, leading historical research, ecological and sustainability research and practices, fundraising, grant applications and development, giving free children's events such as craft activities and kids' archaeology days, running a volunteering programme with 50-strong volunteers and counting – this can include: house guiding, helping at events, administration, gardening, light cleaning, and library and archive work, plus encouraging skill-building among both our adult and youth volunteers.

### **Reference and administrative details**

**Name of Charity:** Friends of the Mint House

**UK Registered Charity Number:** 1197900

**Address:** The Mint House, High Street, Pevensey, East Sussex, BN24 5LF.

**Email:** [friendsmint@mail.uk](mailto:friendsmint@mail.uk) **Website:** [www.minthousepevensey.co.uk](http://www.minthousepevensey.co.uk)

**Telephone:** 01323 913604 **Mobile:** 07572 601334

### **Achievements and performance**

The Friends of the Mint House has achieved much since its formation in April 2021.

## Financial Review

### Structure

- Charitable Incorporated Organisation (CIO)
- Constitution / governing document available on request.

### Governance and management

- 5 trustees, comprising Chair of Trustees, Treasurer, Safeguarding Officer(s).
- 1 employed Project Manager.

**Personnel: Chair of Trustees:** Harriet Tait, **Treasurer:** Daniel Brookbank, **Safeguarding Officer:** Samuel Kirkham-Round, **Deputy Safeguarding Officers:** Diana Terry, Harriet Tait.

All trustees have current DBS checks.

### Exemptions from disclosure

N/A

### Funds held as custodian trustee on behalf of others

N/A

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### IMPORTANT Update, 16<sup>th</sup> July 2024:

Please note that we originally submitted our **Annual Return** on 4<sup>th</sup> February 2024, and it was displayed as **ON TIME** for six months. The Chair of Trustees unfortunately noticed that an extra zero was listed in the income section, but not in the actual Annual Return itself. This happened due to highly extenuating circumstances. The Chair contacted the Charity Commission accordingly. We understand that the public record may thus be marked as 'late', since the extra zero was added, although the Annual Return had formerly been submitted on time.



Friends of the Mint House Annual accounts 22<sup>nd</sup> February 2022 to 21<sup>st</sup> February 2023

Prepared by Daniel Brookbank Hon' Treasurer

<b>Income</b>	
Donations	£ 3,158.99
Major Donors	£ -
Trusts	£ 7,000.00
Grants	£ -
Sales	£ -
<b>Total Income</b>	<b>£ 10,158.99</b>
<b>Expenditure</b>	
Printing & Stationary	£ 506.48
Insurance	£ 2,097.34
Repairs	£ 736.60
Refreshments	£ 18.86
Utilities	£ 262.52
Professional Fees	£ 1,155.39
Internet	£ 19.20
Misc expenditure	£ 1,919.33
<b>Total Expenditure</b>	<b>£ 6,715.72</b>
<b>Surplus</b>	<b>£ 3,456.75</b>

10<sup>th</sup> May 2023

Signed

Daniel D Brookbank Hon.Treasurer