

Big Highworth Community Foundation Trustees' Annual Report

19 September 2023 to 31 March 2024



Charity contact information

Big Highworth Community Foundation

Charity Number: 1204776

Address 70 Home Farm Highworth Wiltshire

Postcode SN6 7EQ

Telephone number 07903871140

Email address BHCF2023@outlook.com

Website – in production

Facebook

[**https://www.facebook.com/BigHighworthCommunityFoundation**](https://www.facebook.com/BigHighworthCommunityFoundation)

Charity Trustees

Big Highworth Community Foundation started with three trustees. Our trustees have experience in community development, charity, business, health and safety and finance.

1. Alison Cross-Jones, chair – 4 Years
2. Chris Kent secretary - 2 Years
3. Russell Dobbs treasurer – 1 Year

Objectives and activities

Highworth is a small hilltop market town. Big Highworth Community Foundation was established to promote and celebrate volunteering and citizenship and to support local charitable activities. We realised early on that many small local charities find it difficult to raise awareness and raise funds. We seek to help them and encourage others to think about starting their own charitable projects.

Our annual grants are an opportunity to help boost charitable funds.

We hold fundraising and community events to bring the community together and feel part of the community.

We plan to increase our activities and grow our support over the next year.

Structure, governance and management

Big Highworth Community Foundation's governing document is a constitution. This is our written statement that sets out our purpose, structure and describes how we will operate.

Our charitable object is to further such charitable purposes as are exclusively charitable according to the laws of England and Wales as the trustees may from time to time determine in Highworth, Wiltshire and the surrounding villages for the public benefit in particular but not exclusively by grant funding and by promoting community support to such purposes.

Our trustees make sure that we comply with our governing document and ensure that we:

- Are financially viable and keep accurate financial records
- Place a priority on value for money
- Have all the necessary insurances in place
- Provide training and support for trustees and volunteers
- Ensure our policies and procedures are up to date
- Strategically plan for the year
- Support charitable activities

Trustee recruitment and appointment

As a new charity we ensured that each of the first trustees had the necessary experience and undertook professional training to be a trustee.

We decided that as the trustees are the only members of the charity, we discussed the need to put in place a recruitment process for trustees in future years.

Our aim by the end of year three is to have a full board of seven trustees and that our trustee board will be as diverse and inclusive as is the community area we serve – Highworth and the surrounding area.

Achievements and performance

From 19 September 2023 to 31 March 2024, we have achieved the following:

- Set up a bank account
- Started a Facebook page
- Gathered regular local support for our work and fundraising
- Gained five regular volunteers
- Registered with The Fundraising Regulator
- Registered with the National Council for Voluntary Organisations (NVCO)
- Obtained a small lottery licence from Swindon Borough Council
- Put in place the necessary insurances and risk assessments
- Supported three local charities by way of donations from our fundraising events and activities
- Held four events and fundraisers the biggest being our annual Christmas charity concert
- Gained the financial support from various local businesses

Financial review

As an entirely voluntary organisation with no premises or employees, most of our costs relate to the events we run, each of which is intended to be self-financing.

We can, therefore, progress without large financial reserves. However, we have a target for reserves of circa £3,000 by the end of our third year.

As a new charity with only 6 months history, our reserves are modest at only £811.

We have no deficits.

We have no donated facilities or services.

Our future plans

In the next year we will be setting up a new way of ensuring our fundraising is able to make a bigger impact through our annual grants programme.

In the coming year we will:

- Continue to develop our policies and procedures to ensure everything we do is legally compliant
- Introduce annual community awards which celebrate, promote and encourage volunteering and citizenship
- Gain more local business support
- Look to start our own community projects that support those who are disadvantaged in the community

Additional information

We are a charity whose members are passionate about our local community. We stand by our motto – **Community Together Matters.**

Declaration

Signed on behalf of the charity trustees:

Mrs A Cross-Jones

Print name

Alison Cross-Jones

Designation

Chair of trustees

Date

17 January 2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

Big Highworth Community Foundation

1204776

Receipts and payments accounts

CC16a

For the period
from

19/09/2023

To

31/03/2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donation (general)	839	-	-	839	-
Donations (restricted)	-	95	-	95	-
Coffee Morning sales	184	-	-	184	-
Craft Fair stall fees	323	-	-	323	-
Raffle & ntombola sales	984	-	-	984	-
Concert sales	1,648	-	-	1,648	-
Concert bar sales	528	-	-	528	-
	-	-	-	-	-
Sub total (Gross income for AR)	4,506	95	-	4,601	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	4,506	95	-	4,601	-
A3 Payments					
Insurance & licences	101	-	-	101	-
Equipment	236	-	-	236	-
Concert expenses	1,000	-	-	1,000	-
Concert bar expenses	146	-	-	146	-
Administration costs	91	-	-	91	-
Charity donations/grants	1,336	-	-	1,336	-
Venue costs	312	-	-	312	-
Printing etc	298	-	-	298	-
Ticket refund	30	-	-	30	-
Raffle expenses	144	95	-	239	-
	-	-	-	-	-
Sub total	3,694	95	-	3,789	-
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	3,694	95	-	3,789	-
Net of receipts/(payments)	812	-	-	812	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	812	-	-	812	-

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 £
B1 Cash funds		-	-	-
		-	-	-
		-	-	-
	Total cash funds	-	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	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	
		Russell Dobbs (Treasurer)		