

Big Highworth Community Foundation

Trustees' Annual Report

1 April 2024 to 31 March 2025



Charity contact information

Big Highworth Community Foundation

Charity Number: 1204776

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Website – in production

Facebook

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

Charity Trustees

Big Highworth Community Foundation has four trustees. Our trustees have experience in community development, charity, business, health and safety and finance.

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

Objectives and activities

Highworth is a small hilltop market town with lots of small charities, Big Highworth Community Foundation plays a pivotal role in championing volunteerism, citizenship, and a wide variety of local charitable efforts.

This year, we proudly hosted our very first Community Awards event, which saw strong attendance and enthusiastic support from local businesses. Looking ahead, we aim to expand these awards by introducing one or two new categories each year.

We recognise the challenges faced by small local charities in spreading their message and raising the funds they need. Our purpose is to support and uplift them. We also encourage others to launch their own charitable initiatives, volunteer, and become active, positive members of the community.

Through our annual grants, funded by our Community Fund, we provide a valuable boost to local charitable resources. Next year, we will allocate £3,000 to support charities and charitable community activities in Highworth and the surrounding area.

Throughout the year, we organise fundraising and community events to foster unity and a true sense of belonging. Our ambition is to increase both our activities and our fundraising efforts from 1 April 2025 to 31 March 2026, strengthening our impact and further engaging local businesses in the process.

Structure, governance and management

Big Highworth Community Foundation is governed by a constitution, which clearly outlines our aims, organisational structure, and the principles that guide our work.

Our charitable purpose is to advance causes that are exclusively charitable under the laws of England and Wales, as determined by our trustees for the benefit of the public in Highworth and the neighbouring area . We achieve this mainly—but not solely—through grant funding and by fostering community support for these initiatives.

Our trustees are responsible for ensuring that we always follow our constitution and maintain high standards by:

- Maintaining financial stability and keeping accurate records
- Prioritising value for money in all our activities
- Ensuring all necessary insurances are in place
- Providing training and support for trustees and volunteers
- Keeping our policies and procedures up to date
- Strategically planning each year's work
- Supporting a wide range of charitable activities

Trustee recruitment and appointment

As a newly established charity, we ensured that our initial trustees possessed the necessary experience and undertook professional training for their roles. Since the trustees are currently the sole members of the charity, we have recognised the importance of establishing a transparent recruitment process for future trustees. Our goal is that, by the end of our third year, we will have a complete board of seven trustees whose diversity and inclusivity reflect the community of Highworth and its surrounding area.

Achievements and performance

From 1 April 2024 to 31 March 2025, our accomplishments include:

Hosting our first-ever Community Awards to honour outstanding contributions in the following categories:

- Charity of the Year
- Volunteer of the Year
- Citizen of the Year

This event received sponsorship from six local businesses, with nominations submitted by members of the local community and winners selected by four independent local judges. Looking ahead, we plan to introduce two additional award categories next year with more to follow in future years. We also plan to continue:

- Growing our Facebook page to over 800 followers
- Building local support for our work and fundraising, including through community presentations
- Expanding our volunteer team
- Maintaining our registration with The Fundraising Regulator
- Maintaining our registration with the National Council for Voluntary Organisations (NCVO)
- Renewing our small lottery licence from Swindon Borough Council for another year
- Implementing essential insurances and risk assessments
- Establishing our first Community Fund of £3,000 through generous donations and the success of our fundraising activities

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.

We end the year with a reserve figure of £4998, which has allowed us to set aside **£3000** into our Community Grant Fund for 2025 and still be on schedule to achieve our target retained reserve of £3500 by the end of year three.

We have no deficits.

We have no donated facilities or services.

Our year ahead

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
- Add two more award categories to our annual Community Awards which celebrate, promote and encourage volunteering and citizenship within our community area
- Introduce sponsorship packages to encourage more local business support
- Look to start our own community projects that support those who are disadvantaged in the community
- Increase our Community Fund to be able to offer more charitable support and achieve our charitable object.

Additional information

Our charity is driven by trustees and volunteers who care deeply about our local community. Guided by our motto - **Community Together Matters** - we believe that collaboration empowers us to achieve far more collectively than we ever could on our own.

Declaration

Signed on behalf of the charity trustees:

Mrs A Cross-Jones

Print name

Alison Cross-Jones

Designation

Chair of trustees

Date

17 May 2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

Big Highworth Community Foundation

No (if any)

Receipts and payments accounts

CC16a

For the period
from

Period start date
4/1/2024

To

Period end date
3/31/2025

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations (general)	212	-	-	212	839
Donations (Awards)		1,600	-	1,600	95
Craft Fairs	1,740	-	-	1,740	323
Community Awards	1,640	-	-	1,640	-
Raffles/Tombolas	4,432	-	-	4,432	984
Concert sales inc Bar	2,448	-	-	2,448	2,176
Coffee mornings	-	-	-	-	184
Sub total (Gross income for AR)	10,472	1,600	-	12,072	4,601
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	10,472	1,600	-	12,072	4,601
A3 Payments					
Equipment	284	-	-	284	236
Craft Fair Expenses	205	-	-	205	-
Insurance/Licences	231	-	-	231	101
Admin Costs	461	-	-	461	91
Community Award Expenses	1,837	1,600	-	3,437	-
Raffle/Tombola Expenses	612	-	-	612	239
Concert Expenses	1,826	-	-	1,826	1,146
Venue Costs					312
Printing etc (now admin)					298
Ticket refund	-	-	-	-	30
Charity donations/grants					1,336
		-	-	-	-
Sub total	5,456	1,600	-	7,056	3,789
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	5,456	1,600	-	7,056	3,789
Net of receipts/(payments)	5,016	-	-	5,016	812
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	812	-	-	812	-
Cash funds this year end	5,828	-	-	5,828	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	Bank and cash balance	5,828	-	-
		-	-	-
		-	-	-
	Total cash funds	5,828	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
	Eventbrite payment due re Awards	60	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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)
	Craft Fair prepayments 25/26	890	-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	