

**PORTADOWN HERITAGE TOURS
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

The trustees present their annual report and financial statements for the year ended 30 September 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charitable company's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

The objectives of the charitable company are set out in the Memorandum of Association.

The main purpose is to promote, further or support any purpose for the benefit of the community in the Portadown and surrounding area, and in particular:

- To advance the education of the public concerning Orange history, culture and traditions, the military traditions and the heritage and industrial legacy of Portadown and the surrounding area with a view to securing appreciation and understanding of said heritage and traditions by means of outreach through exhibits, digital outputs research, study, historical talks and community outreach or other such means charitable in law for the benefit of the youth and general public.
- To foster a sense of community by:
 - (a) facilitating organisations, interest groups, and individuals to participate in discovering and preserving knowledge, encouraging and celebrating a sense of place, civic pride and ownership and appreciation of all aspects of Orange, local military and the industrial heritage of Portadown and surrounding area;
 - (b) supporting strong inter-community relationships; and
 - (c) fostering social, environmental and economic regeneration in the local area and along the heritage tour areas in particular.

The trustees have paid due regard to guidance issued by the Charity Commission for Northern Ireland in deciding what activities the charitable company should undertake.

Achievements and performance

During the year to 30 September 2023 the charitable company received funding, donations and undertook the promotion of tours and events.

Exhibitions and tours have again proved to be popular and the charitable company are now seeing requests from overseas visitors. Family fun days, Ulster Scots Summer School, talks, craft fairs, big breakfasts and military tours also took place during the year.

Two of those on our Young Ambassadors programme have become volunteers and can now conduct tours and events.

Once again we took part in the annual Toy Appeal, which helps Portadown Carers ensure every child has a Christmas present.

There has been more involvement with community groups during the year through our exhibitions, hosting travelling history talks for them and running tours for them.

The staff and volunteers continued to research members of the 4th Portadown Battalion Ulster Volunteer Force in 1913, which includes the life stories of those who fought in the 1st World War. Whilst this project is time consuming it is extremely rewarding and we continue to add names to an App for the public to use.

As we prepare to say goodbye to our staff members, we wish them well with their new employment and are delighted that one of them will continue to volunteer with our charity.

**PORTADOWN HERITAGE TOURS
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023**

Financial review

The charitable company's financial results are set out in detail on pages 5-14.

There is an overall surplus of funds for the year of £8,358 (2022 - £18,663 deficit). Accumulated funds consist of a deficit of unrestricted funds of £14,793 and surplus of restricted funds of £8,890.

Structure, governance and management

Portadown Heritage Tours is a charitable company limited by guarantee. The charitable company is governed by its Memorandum and Articles of Association dated 7 November 2018.

The charitable company was registered with the Charity Commission for Northern Ireland on 17 May 2021.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr GW Lavery
Mr W McClean
Mr WD Partridge
Mr P Thompson
Mrs SE Branyan

Under the requirement of the Memorandum and Articles of Association, directors are appointed and retire by rotation every three years at the annual general meeting.

None of the trustees have any beneficial interest in the charitable company. In the event of the charitable company being wound up, members are required to contribute an amount not exceeding £10.

Organisation

The day to day running of the charitable company is overseen by the trustees. The charitable company employed two members of staff in the year to assist with administrative duties.

Reserves

The trustees consider it appropriate to maintain a level of reserves, sufficient to service those costs which are incurred irrespective of the charitable activities carried out in a period. The trustees consider a level of £5,000 to be appropriate.

In preparing this report, the trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

Registered Office:
6a Carleton Street
Portadown
Craigavon
Co Armagh
BT62 3EN

Charity Registration No: NIC107955
Company Registration No: NI656920

The trustees' report was approved by the Board of Trustees.

.....
Mr WD Partridge
Trustee

Dated: 17 Sept 24