



**Houghton Regis Heritage Society
(Charitable Incorporated Organisation)**

**Annual Report of the Trustees
and Financial Statements
for the Period Ended 31st December 2019**

Charity Number 1174720

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(Charitable Incorporated Organisation)**

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**Trustees Report
for the period to December 31st 2019**

Charity Name Houghton Regis Heritage Society
Charity Number 1174720
Registered Office C/O Houghton Regis Town Council
Peel Street
Houghton Regis
LU5 5EY

Trustees	Office Held	Term of Office Ends
David Hill	Chair	June 2021
Roger Turner	Treasurer	June 2022
Dudley Smy		June 2020
Janet Smy	Secretary	June 2020
Tracey McMahon		June 2021
Joanna Hillyard		June 2022

Bankers Nat West, Dunstable

Trustees Report for the period to 31st December 2019

Aims and objectives

To advance the education of the public in the history and heritage of the town of Houghton Regis, in particular but not exclusively through the collection, preservation and making available to the public of material and artefacts of historic significance by the establishment and maintenance of an archive and collection for the preservation of such material and artefacts and by the production of literature, films and recordings.

Governance and management

The Society is managed by the Trustees who are elected at the Annual General Meeting. The Trustees elect the Chair, Secretary and Treasurer. The powers of the management committee are set out in the Constitution agreed at the Annual General Meeting.

Summary of the main achievements during the period

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work during 2019. The review looks at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. The review also helps us ensure our aims, objectives and activities remained focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

Advance the education of the public in the history and heritage of the town

Since the Heritage Archive came on line, HRHS has opened up opportunities to advance the education of the public by allowing them to see the incredible archive of local history that is available, free to view, on searchable databases via our website (hrhs.org.uk). The outreach of the site stretches beyond the town to all parts of the world. Searches have been as far afield as the United States and Portugal, the bulk being from the United Kingdom.

HRN1 Archeology site visit

On the 25th January members visited one of the sites in HRN1 off the Sundon Road where future housing developments are due to take place. Archaeologists on the site gave a guided tour showing areas of interest. It was a very muddy experience but on the whole it was educational, as many members had not visited an archeology dig before.

Manshead Archeology visit

David Hill and Roger Turner visited Manshead Archeology in Dunstable on 1st March. The Society has for some time wanted to explore the possibilities of joint projects and place some of their material on our new web archive. They were open to the idea but material has not yet been given to us.

May Fayre

The Society had a stand at the Houghton Regis May Fayre 1st May. It was a successful event with many visitors interested in the 1762 Map Jimmy Carroll brought along. Picture Albums from the Pat Lovering Collection were on display and proved popular.

Establishment and maintenance of an archive

The launch of the HRHS Archive took place on Saturday 25th May at the Visitor Centre, Houghton Hall Park. It was well attended and guests included members of the Pat Lovering family. Pat's pictures form a high percentage of the archive. At the end the Society were praised for their outstanding contribution to the community.

Houghton Regis Carnival

The Society had a stand at the Annual Town Carnival on 13th July. It was a great success, we had many more visitors to the stand than in previous years. Jimmy Carroll brought along his 1762 map of Houghton Regis which proved, as usual, very popular. The Picture albums were also on display.

Treasure Hunt on foot

On 21st July, instead of doing our usual town history walk, we gave out a list of clues for people to find. Some were very fast with finding the clues, others took a leisurely pace. It was organised by Dudley and Janet Smy.

Presentation

Roger Turner and David Hill gave a presentation on Houghton Regis and its history to the U3A Luton Group on 14th August. It was well attended in spite of the heavy rain and it was greeted enthusiastically. One member sent in an old photograph which is now in our archive.

Church Display

On Saturday 14th September, the Society had a picture display in All Saints Church for their Open Day. Those attending showed interest in the old pictures of the Church.

Pride of Houghton Award

On the 12th October the Society received a Pride of Houghton Award at a ceremony in the Memorial Hall. The award was for work in the community. Highlighted achievements included making the historic picture archive available for all to see on the Internet.

Quiz Evening

On the 21st November a successful 3rd Annual Fundraising Quiz Evening was held and widely supported by the community.

All Saints Church Crypt

The Society has for some time been interested to discover what lies under the Brandreth marbles (tombstones) covering the floor of the Chancel in All Saints Church. On 4th December, Roger Turner, David Hill and Dudley Smy tried to discover if there was access to a crypt (undercroft) via the old, disused boiler room. The attempt was unsuccessful due to the heavy lime mortar mix between the bricks.

Who benefited from our work?

The local community have benefited from the projects we have carried out over the Year. With the help of our website and our archive, the community can now for the first time admire old pictures of Houghton Regis and directories with ease. We have ongoing projects which we hope will benefit the community even more in the coming Year

Financial Review

The Charity generated a surplus of £55 in 2019.

Principal Funding Sources:

- New Membership subscriptions amounted to £35.
- We received a final starting grant of £238.14 from the former unincorporated Houghton Regis Heritage Society.
- Future funding will be via Member Subscriptions, fund raising activities and grants.

Structure, Governance and Management

The Charity is governed by its Constitution (Articles of Association) and is a Charitable Incorporated Organisation (CIO), registered as a Charity on 19th September 2017. In the event of the CIO being wound up members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Trustees

The directors of the company are also the Charity Trustees for the purposes of charity law. The Trustees form the management committee for the Charity. The Trustees are appointed for a period of three years, by election at the Annual General Meeting.

All trustees give their time voluntarily and receive no benefits from the charity.

Responsibility of the Trustees

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is not appropriate to assume that the company will continue on that basis.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

Balance Sheet for the Period ended 31st December 2019

		2019		2018
	£	£	£	£
Fixed Assets				
Tangible Assets	0.00	0.00	0.00	0.00
		<u>0.00</u>		<u>0.00</u>
Current Assets				
Current Account	1698.50		1619.98	
		<u>1698.50</u>		<u>1619.98</u>
Debtors				
Current Balance		1698.50		1619.98
Cash		0.00		23.52
		<u>1698.50</u>		<u>1643.50</u>
Total Assets		<u>1698.50</u>		<u>1643.50</u>
Current Liabilities				
Creditors		0.00		0.00
Member Liability Fund		29.00		20.00
		<u>29.00</u>		<u>20.00</u>
Total Assets Less				
Current Liabilities		<u>1669.50</u>		<u>1623.50</u>
Represented by				
General Reserve B/F	1643.50	0.00	1643.50	
Surplus/(Deficit) for the Year	<u>55.00</u>		<u>0.00</u>	
General Reserve C/F		1698.50		1643.50
Member Liability		-29.00		-20.00
		<u>1669.50</u>		<u>1623.50</u>

Receipts and Payments for the Period Ended 31st December 2019

Receipts	£
Subscriptions (Note 1)	35.00
Society Meetings	653.00
Shows	73.40
Book Sales	24.98
Walks	24.00
Grants/Donations (Note 2)	428.14
Total Income	<u>1238.52</u>

Payments	
Stamps	15.60
Web Site	560.00
Society Meetings	137.53
Shows	83.10
Insurance	138.63
Walks	14.23
Expenses	234.43
Total Expenditure	<u>1183.52</u>

Surplus **55.00**

Bank and Cash	
Bank at the start of the period	1619.98
Cash at the start of the period	23.52
Total	<u>1643.50</u>

Bank at the end of the period	1698.50
Cash at the end of the period	0.00
Total	<u>1698.50</u>

This statement includes all gains and losses in the period. All incoming resources and resources expended derive from continuing activities.

Approved by the Trustees on 20th January 2020 and signed on its behalf by

Roger Turner
Treasurer

Statement of assets and liabilities at 31st December 2019

Cash Assets	£
Current Account	1698.50
Cash	0.00
Total	1698.50

Other assets

2 Digital Recorders & 2 Lapel Microphones
6 Panel Display Stand
PC Projector

**Notes to the Accounts
for the Period Ended 31st December 2019**

1. Receipts & payments accounts

Receipts and payments accounts are statements that summarise the movement of cash into and out of the organisation during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

The Trustees decided not to ask for a subscription for 2019. Subscriptions of £5 per member will be due in January 2020.

2. Grants & Donations

	£
Friends of Luton Museum	50.00
Mr D Smy	100.00
Luton University of the Third Age	40.00
Transfer from former HRHS	238.14
Total	<u>428.14</u>

3. Trustees Remuneration

No Trustee received any remuneration during the year.