



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

**Annual Report of the Trustees
and Financial Statements
for the Period Ended 31st December 2021**

Charity Number 1174720

**Trustees Report
for the period to December 31st 2021**

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 2024
Roger Turner	Treasurer	June 2022
Dudley Smy		June 2023
Janet Smy	Secretary	June 2023
Tracey McMahon		June 2024
Joanna Hillyard		Resigned March 2020
Allan Grubb		June 2023
Susan Thorne		June 2023
Catherine Agagnoglu		June 2023
Bankers	Nat West, Dunstable	

Trustees' Report for the period to 31st December 2021

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 committee elected 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 in the first six months of operation of the Charity. 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 aim, 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.

Covid measures, which came in to force in late January 2020, meant that the Society was unable to hold public meetings, which was very disappointing for the Trustees as public meetings are a key element of the Society's remit. A virtual AGM with members was held, but few members could attend.

All Saints Church held an open day last September and the Society at which the Society had a stand. This was a highly successful event, with lots of interest in the Society's stand from those attending and there were many people we had not spoken with before.

During this year the Management Committee met via Microsoft Teams, and towards the end of last year we had a meeting in one of the small rooms at the Houghton Hall Visitor Centre.

We are pleased that we have been able to maintain good viewing figures throughout the Pandemic with our website and archive pages.

We continue to receive pictures and stories from the public and several new items have been added to the Heritage Society's Archive – www.hrhsarchive.org.uk .

We will be pleased to accept any photographs, documents, etc, which you may have so that we can continue to add to it. The Archive is a record of the past history of Houghton Regis for today's and tomorrow's generations to enjoy and learn from. However it is not a static record and today's images are tomorrow's heritage. The Town is changing rapidly with the massive development of HRN1 and other house building and we hope that this development can be recorded.

Our website has also been updated regularly with news items.

Financial Review

The Charity reported a deficit of £479.78

Principal Funding Sources:

Membership subscriptions amounted to £105.

Houghton Regis Town Council Key Partner Grant £500.

Donations £45.

Future funding will be via Member Subscriptions, fund raising activities and grants.

Structure, Governance and Management

Governing Document

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. A copy of the Articles of Association can be found on our website – www.hrhs.org.uk In the event of the CIO being wound up members are required to contribute an amount not exceeding £1, which was paid with their initial subscriptions and is held in the Member Liability Fund.

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. Mrs Rae Bird was appointed to the Management Committee. 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 for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Balance Sheet for the Period ended 31st December 2021

		2021		2020
	£	£		£
Fixed Assets				
Tangible Assets	0.00			0.00
				0.00
Current Assets				
Current Account	2611.63			3151.91
Less Outstanding Cheques	<u>0.00</u>			-60.50
				3091.41
Debtors				
Current Balance		2611.63		3091.41
Cash		0.00		<u>0.00</u>
				3091.41
Total Assets		<u>2611.63</u>		<u>3091.41</u>
Current Liabilities				
Creditors				
Member Liability Fund		30.00		29.00
Member Liability for the Year		<u>1.00</u>		<u>1.00</u>
		31.00		30.00
Total Assets Less				
Current Liabilities		<u>2580.63</u>		<u>3061.41</u>
Represented by				
General Reserve B/F	3091.41		1698.50	
Surplus/(Deficit) for the Year	<u>-479.78</u>		<u>1352.91</u>	
General Reserve C/F		2611.63		3091.41
Member Liability		<u>-31.00</u>		<u>-30.00</u>
		2580.63		3061.41

Receipts and Payments for the Period Ended 31st December 2021

Receipts	£
Subscriptions	105.00
Member Liability	1.00
Society Meetings/Quiz	0.00
Shows	0.00
Book Sales	48.00
Walks	0.00
Archive Web Site	25.35
Grants/Donations	5.00
Total Income	<u>724.35</u>

Payments	
Stamps	0.00
Web Site	1020.64
Society Meetings	0.00
Shows	0.00
Insurance	141.90
Equipment	11.99
Expenses	29.60
Total Expenditure	<u>1204.13</u>
Surplus/Deficit	<u>-479.78</u>

Bank and Cash	
Bank at the start of the period	3091.41
Cash at the start of the period	0.00
Total	<u>3091.41</u>
Bank at the end of the period	2611.63
Cash at the end of the period	0.00
Total	<u>2611.63</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 1st February 2022 and signed on its behalf by

Roger Turner Treasurer

Statement of assets and liabilities at 31st December 2021

Cash Assets

	£
Current Account	2611.63
Cash	0.00
Total Cash Assets	<u>2611.93</u>

Other assets

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

Notes to the Accounts
for the Period Ended 31st December 2021

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.

Subscriptions of £5 per member will be due in January 2022

2. Grants & Donations

	£
Key Partner Grant HRTC	500.00
J Carroll Donation	15.00
S Goodchild Donation	20.00
S Thorne Donation	<u>10.00</u>
Total	<u>545.00</u>

3. Trustees Remuneration

No Trustee received any remuneration during the year.