

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

**Annual Report of the Trustees and
Financial statements
for the period Ended 31st December 2018**

Charity Number 1174720

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(Charitable Incorporated Organisation)**

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**Trustees' Annual Report
for the period to December 31st 2018**

Charity Name	Houghton Regis Heritage Society
Charity Registration Number	1174720
Registered Office	C/O Houghton Regis Town Council Peel Street Houghton Regis LU5 5EY
Trustees	
Mr D Hill	Chair
Mr R Turner	Treasurer
Mr D Smy	
Mrs J Smy	Secretary
Mr T McMahon	
Mrs J Hillyard	Appointed September 2018
Mr J Carroll	Resigned July 2018
Bankers	
	Nat West High Street Dunstable

Trustees' Annual Report for the period to 31st December 2018

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 a management committee of Trustees whose members 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.

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

- Centenary of the End of World War 1 11th November
The Heritage Society brought together key people in the town and Town Council to co-ordinate an event, involving local schools, to commemorate the centenary of the end of World War 1. A replica of a Drum Head altar erected on the village Green during 1917 was constructed and decorated by hand made poppies from a local group. In addition the names of those soldiers on the Town's Roll of Honour were placed on all the trees around the Green. The Society organised News coverage from ITV Anglia that evening. After the wreath laying ceremony, there was a presentation in our Memorial Hall – the Homecoming - which involved two local schools reciting poems and singing of WW1 songs. The whole event was widely attended by the local community.

- The Society mounted a display on a theme of World War 1 at an open day organised by All Saints Church. The display showed pictures of the Special War Workers who lived in Houghton Regis, mostly women, who worked at the George Kent, Chaul End, Fuse Factory in Luton. A map showed where they all lived in the Town. In addition there was a collection of WW1 Posters.
- With the help of the staff at the Houghton Hall Park Visitor Centre a guided walk around Houghton Hall Park was organised. The history of the park was told to the group as they walked around. At the end of the walk the group saw a Presentation of the Society's film "Christmas in the Park". The group was then treated to Christmas Pudding.
- A talk on the History and Heritage of Houghton Regis was given to Chiltern Rotary Club.

2. Establishment and maintenance of an archive

Work is advanced on compiling a digital archive of over 1,000 photographs of the town spanning the late 19th century to the present day, presented to the Society by Pat Lovering. The Archive will be launched in 2019.

QUIZ EVENING 22nd November

In November we held a successful fundraising quiz evening which was widely supported by the community, questions included local history as well as other subjects.

Who benefited from our work?

Residents of Houghton Regis who gained more knowledge of the history and heritage of the Town.

Financial Review

The first period of operation of the Charity generated a surplus of £1,623.

Principal Funding Sources

We received a starting grant of £1,300 from the former unincorporated Houghton Regis Heritage Society. 20 members of the Charity provided a subscription income of £95. 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. 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 2018

	£	2018 £
Fixed Assets		
Tangible Assets	0.00	<u>0.00</u>
		0.00
Current Assets		
Current Account	1619.98	
Less Outstanding Cheques	<u>0.00</u>	
		1619.98
Debtors		
Current Balance		<u>1619.98</u>
Cash		23.52
		<u>1643.50</u>
Total Assets		<u><u>1643.50</u></u>
Current Liabilities		
Creditors		
Loan		<u>0.00</u>
		<u>0.00</u>
Total Assets Less Current Liabilities		<u><u>1643.50</u></u>
Represented by		
General Reserve		0.00
Surplus/(Deficit) for the Year		1623.50
Member Liability		<u>20.00</u>
		<u><u>1643.50</u></u>

Receipts and Payments for the Period Ended 31st December 2018

Receipts

Subscriptions	See Note 1	95.00
Meetings		340.10
Books		2.00
Walks		0.00
Grants		149.83
Donations		1325.00

Total Income		<u>1911.93</u>
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Payments

Stamps	4.69
Expenses	36.50
Web Site	20.39
Society Meetings	77.98
Shows	120.00
Equipment	28.87

Total Expenditure	<u>288.43</u>
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Surplus/(Deficit)	<u>1623.50</u>
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Bank & Cash at the Start of the Period	0.00
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Bank & Cash at the End of the Period	<u>1643.50</u>
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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 21st January 2019 and signed on its behalf by

Roger Turner Treasurer

Statement of assets and liabilities at 31st December 2018

Cash Assets

	£
Current Account	1619.98
Cash	23.52

Total Cash Assets **1643.50**

Other assets Transferred from the unincorporated Houghton Regis Heritage Society

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

These financial statements are accepted on behalf of the organisation by:

Signed R H Turner Dated 21/12/2019

Roger Turner, Treasurer

Notes to the Accounts for the Period Ended 31st December 2018

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.

In addition to the £95 Subscription Income (£5.00 is due from one Member) each Member has contributed £1 to cover their Liability as required under the Constitution. A total of £20 is in the Bank Account and included in the Balance Sheet to account for this.

2. Grants & Donations

	£
Chiltern Rotary Club	25.00
Grant Houghton Regis Town Council For WW1 Centenary Commemoration	149.83
Transfer from the unincorporated Houghton Regis Heritage Society	1300.00
Total Grants and Donations	<u>1474.83</u>

3. Trustees Remuneration

No Trustee received any remuneration during the year.