



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **1 July 2018** Period start date To **30 June 2019**
Period end date

Charity name: Urchfont Scarecrow Festival Charity

Charity registration number: 1156450

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The objects of the Urchfont Scarecrow Festival Charity are to further such charitable purposes as the Trustees in their absolute discretion may from time to time decide including the preservation and protection of good health, the advancement of education, the advancement of religion and other charitable purposes for the benefit of the inhabitants of the Parish of Urchfont in Wiltshire, primarily but not exclusively by the provision of grants.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The Public Benefit activities of the Charity are the making of charitable grants and donations to many local organisations. The Trustees ensure that a wide range of local groups receive funding in order that all sections of the community benefit from the Charity.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees confirm that they always have regard to the guidance issued by the Charity Commission on public benefit in exercising their powers and duties.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Local groups and organisations are encouraged to apply for a donation prior to the annual Scarecrow Festival and decisions on the allocation of funds are taken shortly after the event. The Trustees' guiding principal is that any grant or donation must fulfil at least one of the Charities key charitable objectives. Recipients must report back to confirm how the grant received by them was spent.

Policy on social investment including program related investment	Para 1.38	<p>For the distribution of donations discretion is exercised with a view to maximising the overall charitable benefit within the community and to ensure that a wide range of local groups receive funding.</p> <p>The Charity has three principles when considering grants:</p> <ol style="list-style-type: none"> 1. Self Reliance. The groups requesting donation should have undertaken some of their own funding. 2. Support. The Trustees would expect at least some members of each of the groups to volunteer to assist with the Scarecrow Festival. 3. Capital Items. The Trustees will not usually make donations to cover day to day running costs. Groups should be able to cover their own overheads. Funding will be considered, for example, to assist with a project or for the purchase of equipment or other capital items. <p>The Charity invest in equipment required for the effective and efficient organisation of its Festivals.</p>
Contribution made by volunteers	Para 1.38	<p>A considerable number of volunteers are required during the three days of the Festival and volunteers are also required to help set up prior to the Festival and take down after the Festival. About 150 volunteers, mostly from the village, assist with all aspects of the Festival, the majority whilst the Scarecrow Festival takes place over the first Bank Holiday weekend in May each year.</p>
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The 2019 Festival was a great success, both in terms of the funds raised for charitable purposes but also in respect of the enjoyment not only by members of the community but also by visitors from many parts of the country.</p> <p>Income from the Festival, including donation, was £56,348.65 (an 18% increase on 2018s income).</p> <p>The majority of the requests for grant aid were held over until the beginning of the 2019-2020 financial year but a distribution of £5,651.19 was made during this financial year.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The objective is to raise funds for the benefit of the community and with an 18% increase in income over the previous year this is considered to be a great success.
Performance of fundraising activities against objectives set	Para 1.41	An 18% increase over the previous year was the greatest income received in the history of the Charity.
Investment performance against objectives	Para 1.41	The investment of the Charity is to raise funds for the benefit of the community.
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity held in its two bank accounts a total of £59,669.03 on the 1st July 2019.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held to purchase items required for the following Festival, estimated at up to £16,000. An additional £5,000 is being held to extend a water supply to be adjacent to the main activities on the days of the Festival. Grant applications have been received for nearly £50,000 and these will be considered and the agreed amount distributed in July 2019.
Amount of reserves held	Para 1.22	Approximately £21,000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity's principal source of funds is the Scarecrow Festival which takes place over the first Bank Holiday weekend in May each year.
Investment policy and objectives including any social investment policy adopted	Para 1.46	As explained above the charity does not hold more funds than are considered necessary for the following Festival.
A description of the principal risks facing the charity	Para 1.46	The main identified risks are: <ol style="list-style-type: none"> 1. The charity having to cancel a Festival (last done for the Foot and Mouth outbreak in 2001) or there is a low attendance because, perhaps, of wet weather when the car parks, kindly provided by local farmers in their pasture fields, might be too wet for vehicular use. 2. Risk is an accident or injury to a member of the public, a volunteer or a Trustee. A full health and Safety Risk Assessment is undertaken prior to the Festival.

		<p>3. Food Hygiene Issue. A Trustee is assigned to overlook this issue in the food tents.</p> <p>4. Traffic problems. Signage is erected throughout the village and attendants at the car parks direct traffic flow. Many of the Trustees are in wireless contact so all can be made aware if there is, or might be, a problem.</p> <p>Professional medical assistance personnel are in attendance throughout the Festival.</p> <p>The charity has Public Liability Insurance cover of £10m.</p>
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	A Constitution dated 17th March 2014 which replaced the 2010 Trust Deed of the former USFC charity (1134629). The funds and all other assets of the former charity have been transferred to this new charity.
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation (CIO)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The current Trustees, at a committee meeting, consider any applications or recommendations and confirm their approval to new committee members, who are then confirmed as Trustees. Officers are elected by the Trustees at the AGM.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	The Trustees meet approximately once a month, except for a break during the summer. Trustees are assigned an area of responsibility in connection with the Festival and new Trustees are assigned to understudy in order to be able to take over in due course.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Trustees at their AGM elect a Chairman, Secretary and Treasurer for the forthcoming year. All Trustees give their time voluntarily and receive no remuneration or benefits. The charity does not work with any other charity or organisation.
Relationship with any related parties	Para 1.51	None
Other		

Reference and Administrative details

Charity name	Urchfont Scarecrow Festival Charity
Other name the charity uses	
Registered charity number	1156450
Charity's principal address	19 Manor Farmyard Urchfont Wiltshire SN10 4BA

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Robert Pendry	Chairman		
2	Rosamund Pendry	Secretary		
3	William Donald			
4	John Watson			
5	Sally Stephens	Former Treasurer	Resigned October 2018	
6	Claire Charlesworth			
7	Patcharin Frankel	Treasurer	From November 2018	
8	Steven Osbourne			
9	Clive Seal			
10	David Stephens			
11	Claire Young			
12	Steven Hodges			
13	Rodney Gillington	Assistant Treasurer	Elected Trustee and Appointed February 2019	
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner	Martin Wingate	
Bank	Lloyds Bank plc	38 Market Place, Devizes, Wiltshire
	HSBC Bank	45 Market Place, Devizes, Wiltshire

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<i>Rodney Gillington</i>	
Full name(s)	Rodney John Fraser Gillington	
Position (eg Secretary, Chair, etc)	Assistant Treasurer	
Date	16 th April 2020	

URCHFONT SCARECROW FESTIVAL CHARITY Registered Number 1156450

1st July 2018 - 30th June 2019

INCOME 2018/2019		EXPENDITURE 2018/2019	
<u>Festival</u>		<u>Miscellaneous</u>	
Front of House	£11,886.58	Cleaning team Exp.	£2,242.61
BBQ	£13,208.23	Green Team Exp.	£115.89
Bar	£14,405.90	Insurance 2018/2019	£2,085.56
Teas	£7,192.70	Thank You Gifts	£149.47
Ice Creams	£866.32	Office Exp./Manintenance/Misc	£8,407.60
Ice Cream Cart	£1,130.90		£13,001.13
Plants	£1,490.40		
	£50,181.03	<u>Food and Drink</u>	
		Tea tent Exp.	£620.51
		Ice Cream Exp.	£348.07
		Bar Exp.	£7,623.43
		BBQ Exp.	£4,600.83
			£13,192.84
<u>Donations</u>		<u>Merchandising</u>	
Donation	£6,167.62	Pencils/badges/Jewellery/	£1,378.67
	£6,167.62	Mini Scarecrow Making	
		Programme printing	£1,070.00
			£2,448.67
		<u>Prizes</u>	
		Lucky programme	£100.00
		Most correct adult	£100.00
		Children's quiz	£50.00
			£250.00
		<u>Hiring</u>	
		Hire of Village Hall	£259.00
		Hire of Toilet	£300.00
		Hire of carpak	£800.00
		Hire of Amburance	£1,200.00
		Hire of storage	£1,723.68
			£4,282.68
		<u>Grants</u>	
		Garden Club	£745.20
		Wedhampton Resident Social Grp	£69.99
		Indias Sunflower CRY Group	£3,836.00
		Fat Dads	
		Urchfont Village Hall	£1,000.00
			£5,651.19
<u>TOTAL</u>	£56,348.65	<u>TOTAL</u>	£38,826.51
Opening Lloyds Balance 30/08/18	£42,146.89	I have examined these accounts with the papers made available to me and found them to be correct	
Opening HSBC Balance 30/08/18	£0.00		
Income	£56,348.65	Signed.....	Dated.....
Expenditure	£38,826.51	Martin Wingent	
Net Income	£17,522.14		
Closing Lloyds Balance 30/06/2019	£59,669.03		
Closing HSBC Balance 30/06/2019	£0.00		

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Expenditure	£38,826.51		
Net Income	£17,522.14	Martin Wingent	
Closing Lloyds Balance 30/06/2019	£59,669.03		
Closing HSBC Balance 30/06/2019	£0.00		