



TRUSTEES' ANNUAL REPORT AND ACCOUNTS

For the period 1st April 2022 to 31st December 2022



UK PARANORMAL SOCIETY





CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From: 1st April 2022 To: 31st December 2022

Charity name: UK Paranormal Society

Charity registration number: 1194147

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The protection of the public and heritage locations from harm caused by misinformation, malpractice and exploitation relating to the paranormal. This will be achieved through the provision of appropriate information and guidance; the promotion of ethical standards of conduct for paranormal practitioners; and the promotion and raising awareness of scientific research into the subject of the paranormal.
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	<p>During this reporting period, the charity's activities were largely in relation to preparing the charity for public launch, such as the building of our website (the primary platform for delivery of our charitable purposes); writing/preparing the information and guidance for our website; and preparing our social media accounts and associated content. The charity publicly launched on 10th October 2022. The activities for the remainder of the reporting period were focussed primarily on the public promotion of the charity via social media, and further enhancing our website.</p> <p><i>Note that this reporting period is for a 9-month period (not 12), to enable the charity to align its future reporting periods to the calendar year.</i></p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had due regard to the Charity Commission's guidance on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

Policy on grant making	Para 1.38	The charity does not offer grants.
Policy on social investment including program related investment	Para 1.38	The charity does not provide social investment.
Contribution made by volunteers	Para 1.38	<p>The charity is operated solely by our hard-working volunteers and trustees. We do not have any employees or paid workers, and do not contract out any of our work. The charity's website (the primary platform for the delivery of our charitable purposes) and all its written content were created by our volunteers and trustees.</p> <p>A substantial number of hours were contributed by our volunteers and trustees during this reporting period, to help build and prepare the charity for public launch; and manage our social media accounts post-launch.</p> <p>As a primarily digital charity (most of our work will be online), with charitable purposes to protect against misinformation, malpractice, and exploitation, our trustees and volunteers have taken great care to ensure the quality of information and guidance created for our website. This has involved a considerable amount of time spent researching, writing, fact-checking, and peer-reviewing the content, prior to uploading it to our website.</p> <p>This reporting period also included an extensive amount of time dedicated by two of our trustees to designing and developing the website. Care was taken during this build to ensure the website security was sufficiently established, and its function and design were inclusive and accessible.</p> <p>In addition, a substantial amount of time was dedicated by one of our trustees to creating all of the charity's social media launch and post-launch posts; and preparing/managing each of our social media accounts. This included the planning and scheduling of the posts, and responding to all interactions across our social media channels.</p>
Other		N/A

Achievements and Performance

<p>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.</p>	<p>Para 1.20</p>	<p>During the majority of this reporting period, the charity continued to build and develop its website and associated information/guidance, ready for our public launch. The charity publicly launched on 10th October 2022, which was a huge achievement for our trustees and volunteers, having worked on the project of creating the charity since January 2019. The charity's public launch was our greatest achievement of 2022, and of the 3½ years of development that led us to that point.</p> <p>During this reporting period, the charity also provided volunteer work placement opportunities to three journalism students from the University of Gloucestershire.</p> <p>In addition, the charity held a Strategy Day on 15th May 2022, whereby all trustees and volunteers, along with the three university students, spent a day together at a venue in Gloucester. The purpose of the day was to brainstorm ideas for the Society's launch and post-launch strategy. It was also the first time all our volunteers and trustees had met, due to the previous restrictions imposed by the COVID-19 pandemic. The day was a huge success, enjoyed by all, with great ideas generated that helped us with our launch and post-launch plans.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>Para 1.41</p>	<p>The charity had planned to publicly launch in September 2022, with a full launch campaign prepared. However, due to the sad and unexpected passing of Her Majesty Queen Elizabeth II, the trustees felt it would be inappropriate to launch the charity during the period of public mourning. Therefore, the launch was postponed until 10th October 2022.</p> <p>Despite that slight delay, the charity still achieved its objective of publicly launching the UK Paranormal Society in the Autumn of 2022.</p> <p>The public launch of the charity was a massive achievement for us and was only made possible due to our dedicated volunteers and trustees working tirelessly during this time.</p> <p>The launch was considered a huge success for the charity, with overwhelming public support received and a solid following beginning to build across our social media platforms.</p>
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Performance of fundraising activities against objectives set	Para 1.41	As the charity was in development for the majority of this reporting period, publicly launching on 10 th October 2022, there was no public fundraising. All funds received were via the charity's volunteers and trustees. Due to this, no financial objectives were set other than to continue the regular trustee/volunteer donations to pay for the development and running costs of the charity, whilst maintaining a sufficient reserve.
Investment performance against objectives	Para 1.41	The charity does not hold any investments.
Other		N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The charity finished this reporting period in a strong position. We started the period with £2,232 in the bank and ended with £2,322. Although this did not show a significant net increase in our funds, £1,298 was spent on the charity's development during this period. Therefore, to end the 9-month period in a similar position to the start, despite that expenditure, was a good result for the charity,</p> <p>It should be noted that during this reporting period, all funds were generated internally via the charity's volunteers and trustees (see below).</p> <p>During this reporting period, our primary expenses as a charity were our website costs (£787) and charity insurance (£298).</p> <p>Looking ahead, the trustees will be exploring additional sources of income for the charity, so that we are not reliant on the generous financial donations of our hard-working volunteers and trustees.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity's annual running costs are approximately £1,000. Therefore, we aim to maintain a reserve of £1,000 in the charity's bank account, to provide a 12-month buffer in case of any issues, donations ceasing, etc. The reserve is unrestricted. We do not have any restricted funds.
Amount of reserves held	Para 1.22	£1,000
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	The trustees have no concerns or uncertainties about the charity's ability to continue its activities as expected.

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	<p>As the charity was in development during the majority of this reporting period, not publicly launching until 10th October 2022, there was no public fundraising. All funds received were via the charity's volunteers and trustees. This was through direct donations from volunteers/trustees (i.e. monthly payments into the charity's bank account) and employer donation schemes available to two of our trustees. The charity also received £22.70 via Amazon Smile donations, through the internal promotion of Amazon Smile to</p>
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		our volunteers and trustees as a means of donating to the charity.
Investment policy and objectives including any social investment policy adopted	Para 1.46	All of the charity's funds are held in the charity's bank account (a business community current account). The charity does not hold or invest funds elsewhere.
A description of the principal risks facing the charity	Para 1.46	<p>The charity's principal risks are:</p> <ol style="list-style-type: none"> 1. The risk of a cyber security breach of our website, social media accounts, or internal work platform. These risks have been mitigated through the use of strict user access control, multi-factor authentication, and website security software. In addition, all volunteers and trustees have been provided training in the importance of online safety and security. This is included in the induction training for all new volunteers and trustees. 2. The risk of having an insufficient number of volunteers/trustees, with the skills, experience, and dedication, to develop and operate the charity. The trustees mitigate this risk through targeted recruitment programmes to increase the number of volunteers and trustees within the charity, where needed. 3. The risk of a lack of funding should our volunteer/trustee donations stop. This risk is mitigated by maintaining a 12-month reserve in the charity's bank account, to ensure the charity has a sufficient period of time to source alternative funding should current donations stop. The trustees are also exploring opportunities for additional sources of income for the charity.
Other		We would like to express our utmost gratitude and thanks to our donor volunteers and trustees, whose personal donations have funded the development and running of the charity. We would also like to thank Ecclesiastical Insurance for the generous donations received via their employee schemes.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	CIO Foundation Model Constitution
How is the charity constituted?	Para 1.25	Charitable Incorporated Organisation (CIO)

(e.g unincorporated association, 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	<p>During this reporting period, the charity was largely still in development, not publicly launching until 10th October 2022. As such, no new trustees were appointed to the Board.</p> <p>Should the need arise, new trustees will be appointed by the Board of Trustees, led by the Chair and Vice Chair. We promote equality, diversity, and inclusivity within our charity, including within our recruitment processes. Selection methods include interviews with candidates to explain the role and assess suitability; and due diligence checks on their eligibility to stand as a trustee. New appointments will be made on a probationary period.</p> <p>As per the charity's constitution:</p> <ol style="list-style-type: none"> 1) Apart from the first charity trustees, every trustee must be appointed for a term of two years by a resolution passed at a properly convened meeting of the charity trustees. 2) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge, behaviours and experience needed for the effective administration of the CIO.

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	<p>There is a formal 2-hour induction training session for all new volunteers and trustees, followed by role-specific training, coaching and mentoring where required. This is led by the Chair and Vice Chair.</p> <p>As part of this, all trustees are required to familiarise themselves with the relevant 'CC' guidance available from the Charity Commission, in particular the reading of CC3 (The essential trustee).</p> <p>The Chair and Vice Chair keep up to date with developments in the charity sector through subscriptions to the Charity Commission and NCVO email bulletins. In addition, in January 2021, the Chair attended the DSC course 'Duties of a Trustee'. Key information from the course was briefed to the other trustees. This learning was supported through the purchase and reading of DSC-recommended books about charity trusteeship.</p> <p>Additionally, the trustees have sought advice and guidance from charity advisors, where required.</p>
The charity's organisational structure and any wider	Para 1.51	The charity is led by the Board of Trustees, who primarily focus on the charity's

network with which the charity works		<p>leadership, strategy and governance, driving the charity forward. The Board of Trustees is led by a Chair and Vice Chair, who are voted in annually by the Board of Trustees.</p> <p>Supporting the Board of Trustees during this period was an Operational Board. The Operational Board was a sub-committee, established to monitor and manage the day-to-day operational work of the charity. The day-to-day operational work is organised into subject-specific teams of volunteers. Each team has a team leader. The team leaders represented their team on the Operational Board. The Operational Board meetings were held regularly (typically at least fortnightly) and chaired by a trustee. Minor decisions were signed off in the Operational Board meetings. Decisions that were more significant were referred to the Board of Trustees. A 'decision tree' flowchart was used to manage the process.</p>
Relationship with any related parties	Para 1.51	N/A
Other		N/A

Reference and Administrative details

Charity name	UK Paranormal Society
Other name the charity uses	N/A
Registered charity number	1194147
Charity's principal address	UK Paranormal Society, 124 City Road, London, EC1V 2NX

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	Paul Hobday	Chair		
2	Leanne Burnam-Richards	Vice Chair		
3	Matt Herbert			
4	Amanda Herbert			
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6				
7				
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12				
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14				
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16				
17				
18				
19				
20				

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

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

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

N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

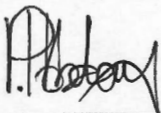
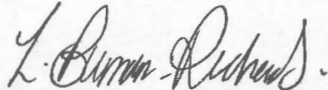
Other optional information

N/A

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Paul Hobday	Leanne Burnam-Richards
Position (eg Secretary, Chair, etc)	Chair	Vice Chair

Date 29 APRIL 2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
UK Paranormal Society

No (if any)
1194147

Receipts and payments accounts

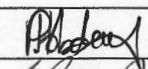
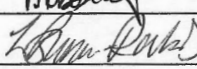
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For the period from	Period start date 01-Apr-22	To	Period end date 31-Dec-22
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	1,388	-	-	1,388	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	1,388	-	-	1,388	-
A2 Asset and investment sales, (see table).					
N/A	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	1,388	-	-	1,388	-
A3 Payments					
Website costs	787	-	-	787	-
Insurance	298	-	-	298	-
Banking fees (for non-sterling transactions)	15	-	-	15	-
Meeting venue hire for Strategy Day	198	-	-	198	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	1,298	-	-	1,298	-
A4 Asset and investment purchases, (see table)					
N/A	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	1,298	-	-	1,298	-
Net of receipts/(payments)	90	-	-	90	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	2,232	-	-	2,232	-
Cash funds this year end	2,322	-	-	2,322	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank account	2,322	-	-
		-	-	-
		-	-	-
	Total cash funds	2,322	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	N/A	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	N/A		-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	N/A		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	N/A		-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		Paul Hobday	29/4/23	
		Leanne Burnam-Richards	28.4.23	