

# Trustees' Annual Report for the Period

**From**

Period start date

**T**

Period end date

1 April 2022

**o**

31 March 2023

**Charity name** Pothi Seva

**Other names charity is known by**

**Registered charity number (if any)** 1198623

**Charity's principal address**

Gurdwara Sri Guru Singh Sabha

Guru Nanak Road

Southall, Middlesex, UK

**Postcode**

UB2 4NP

## 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	Jasdip Singh Dhillon	Chair and research lead	n/a	Original Trustee
2	Sukhraj Singh Dosanjh	Scholarship team and chief volunteer	n/a	Original Trustee
3	Pavandip Singh Dhillon	Treasurer and regulation	n/a	Original Trustee
4	Amanpreet Singh Kahlon	Strategic adviser	n/a	Original Trustee
5	Elissa Kaur Dhillon	Research Assistant	n/a	Original Trustee
6	Jivanpal Singh Bansal	Gurbani specialist	n/a	Original Trustee
7	Mandeep Singh Kalsi	Artist and font specialist	n/a	Original Trustee
8	Jaswinder Kaur Bhachu	Scholarship team and chief volunteer	n/a	Original Trustee
9	Mandave Singh	Strategic adviser	n/a	Original Trustee
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**Names of the trustees for the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

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

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**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointment

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

In the UK, Pothi Seva operates within the premises of an additional and separate registered charity in Southall (Gurdwara Sri Guru Singh Sabha, Southall). Pothi Seva also has a branch overseas in India, which operates within the premises of Gurdwara Sahib, Sector 23D, Chandigarh, 160023.

Both branches of Pothi Seva are contingent on the existence of their working relationships with the respective Gurdwaras. These alliances are also conditional on ongoing support and assistance from the Gurdwaras which are formalised by an agreement written contracts with the committees.

Pothi Seva is regularly involved in key discussions and dialogue with prominent Sikh institutions in Panjab, especially those which have a significant influence on policy matters, particularly those which run parallel to the charity's objectives. Such institutions include the SGPC (Shiromani Gurdwara Parbandhak Committee), an organisation responsible for the management of Sikh Gurdwaras; the Darbar Sahib, Amritsar (the most sacred shrine for Sikhs); and various Sikh religious places of worship within the Himachal Pradesh and Chandigarh regions. Aside from managing various security, financial and religious aspects for the majority of Gurdwaras, the SGPC are custodians of rare

archaeological and sacred artifacts, historical weapons and armoury, also possessing a treasured collection of historical writings, books and garments of the Sikh Gurus.

**Summary of the objects of the charity set out in its governing document**

The fundamental and prime objective of the CIO is to focus on the repairing of sacred and historic hand-written Sikh scriptures and texts (sometimes centuries old), and, to the restoration of more recent sacred religious manuscripts. The aim is to complete projects efficiently and effectively without compromising on the restoration and repair ethic.

The work Pothi Seva accomplishes each week produces further development of education and practice in the field of conservation, restoration and preservation of sacred Sikh manuscripts and heritage of historic merit. Another important function of the charity is that the work it encompasses is highly important to the Sikh community and the wider public in that it provides an unique insight into the historical traditions of sacred Sikh writings, font styles and ancient heritage - areas which have not been explored in the past.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

1. Repairing Gurmukhi Pothis (printed and manuscript books) containing religious scriptures by using:
  - a. established conventional materials,
  - b. utilising techniques and methods in line with the Sikh tradition,
  - c. the application of scientific grounded conservation techniques.

The project is open for volunteer work and for visitors every Saturday from 10:00am to 4:00pm at Gurdwara Singh Sabha Southall, Guru Nanak Road, Southall, UB2 4NP. The sessions are attended by at least two trustees.

2. Regular weekly training programme and ongoing guidance for volunteers to ensure correct techniques are carried out to perform the above objectives.

Volunteers also engage in training external individuals and organisations seeking advice and knowledge in conservation and restoration.
3. Ongoing research of traditional methods in bookbinding, paper repair and conservation.
4. Administration and assessment of scholarship applications submitted by candidates applying for funding/fees for further education in the research and training of book and manuscript conservation.
5. Specific and tailored advice to Gurdwaras and individuals on the preservation of books and manuscripts
6. Systematic recording and archiving of all projects in hand including a thorough documenting system and cataloguing of

completed projects, , including before and after photographs, a total tally of the hours apportioned to each project, etc.

7. Embarking on recording various short documentaries detailing significant and major projects.
8. Recirculation of repaired and undamaged Gurmukhi Pothis and texts within the wider Sikh community.
9. Regular support and training to the Pothi Seva team in India (led by Surjit Singh ) to expand its services and objectives, as in line with Pothi Seva UK.

**Additional details of objectives and activities (Optional information)**

N/A

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

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2023 has been an extremely important and successful year for Pothi Seva. This year has seen our activities spread and broaden in scope and geographic coverage.

A new Pothi Seva branch was established overseas in Chandigarh, India. This new branch has created a very positive and encouraging response from the public and institutions, starting off very well. It is developing and evolving each day. Pothi Seva, India was honoured to participate in an important project involving the binding of a religious scripture which formed part of our first documentary.

Within the last financial year, Pothi Seva has completed the following number of projects:

- Pothi Seva, Southall, UK, = 10
- Pothi Seva, Chandigarh, India = 3

This year's completed projects include a wide variety of Pothi Sahibs ranging from part/full rebindings of historic manuscripts, to the repairing of more modern or recently printed Pothi Sahibs, which after restoration are being used to a greater extent. The team of sevadars (volunteers) in Southall is consistent and stable, and it is gradually growing. The overseas team in Chandigarh, India is beginning to establish a regular core team in addition to its three main sevadars. This team is led by Surjit Singh, a conservator. The team has initiated an application to register Pothi Seva as a charitable trust in India.

In addition to the core work of conservation projects this year, Pothi Seva broadened its marketing scope and released its first full-length documentary of a major project conducted in India. The documentary focused on its journey and Pothi Seva's function in bringing the project together. The documentary titled 'From Likhaee to Parkash' has to date (September 2023) received over 8.4k views and has helped to generate a huge sense of acknowledgement and appreciation about the complex issues of binding a handwritten Sri Guru Granth Sahib. This has generated immense interest and support and as a result has attracted an increase in donations to the charity which has helped to improve Pothi Seva's financial platform. Producing such significant documentaries is an area we aim to build upon and develop from now on.

This year, the Baba Shaam Singh Scholarship was awarded to two applicants. Both recipients are in the process of submitting their respective articles for the blog on our website. One of the recipients, Priya Kapoor, will focus her article on her experience and knowledge from her visit to the Society of Bookbinders Conference in Bath, UK. The second recipient, Keerat Kaur Garcha, will review and summarise her work at the 'Film Preservation and Restoration Workshop' at Chhatrapati Shivaji Maharaj Vastu Sangrahalaya, Mumbai.

To date our overall membership list has over 100 members from all over the world from diverse nationalities, various professions and with varying degrees of interest and levels of knowledge.

We have a newsletter which is quarterly published and provided to all our members, giving updates on activities, a basic account summary and a blog on completed projects.

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**Brief statement of the charity's policy on reserves**

The charity ensures it has sufficient cash reserves to meet ongoing expenditure requirements and payment of contractors performing functions in India.

**Details of any funds materially in deficit**

Not applicable.

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The sole source of funding was from donations by members and non-members and Gift Aid tax relief claimed on those donations from HMRC where Gift Aid declarations were made. Gift Aid constituted.

The donations support the monthly payment towards the operation costs including equipment and supplies, IT and telephone costs and the payment of contractors in India and UK, which was the largest cost (78% of total costs).

The donations also supported the payment of scholarships (8% of costs).

The charity does not invest funds, but this is being considered by the trustees as income exceeded expenditure this year meaning that the charity has reserves of circa £16,400.

<b>Section F</b>	<b>Other optional information</b>
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**The trustees declare that they have approved the trustees' report above.**

**Signed on behalf of the charity's trustees**

**Signature(s)**

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**Full name(s)**

Jasdip Singh Dhillon	Pavandip Singh Dhillon
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Position (eg Secretary, Chair, etc) 

Chair	Treasurer
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Date 

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## Receipts and payments accounts

For the period from	Period start date <b>1-Apr-22</b>	To	Period end date <b>31-Mar-23</b>
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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 £
<b>A1 Receipts</b>					
Donations	11,789	-	-	11,789	7,368
Gift Aid	293	-	-	293	1,075
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>12,082</b>	<b>-</b>	<b>-</b>	<b>12,082</b>	<b>8,443</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>12,082</b>	<b>-</b>	<b>-</b>	<b>12,082</b>	<b>8,443</b>
<b>A3 Payments</b>					
Computer & IT	301	4%	-	301	229
Telephone	86	1%	-	86	66
Scholarships	688	8%	-	688	-
Supplies	509	6%	-	509	4,571
Equipment	304	4%	-	304	803
Contractors	6,675	78%	-	6,675	1,443
Subscriptions	-	0%	-	-	-
	-		-	-	-
	-		-	-	-
<b>Sub total</b>	<b>8,562</b>		<b>-</b>	<b>8,562</b>	<b>7,112</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Samsung Tablet A8	250		-	250	
	-		-	-	
<b>Sub total</b>	<b>250</b>		<b>-</b>	<b>250</b>	
<b>Total payments</b>	<b>8,812</b>		<b>-</b>	<b>8,812</b>	<b>7,112</b>
<b>Net of receipts/(payments)</b>	<b>3,270</b>		<b>-</b>	<b>3,270</b>	<b>1,331</b>
A5 Transfers between funds	-		-	-	-
A6 Cash funds last year end	13,148		-	13,148	-
<b>Cash funds this year end</b>	<b>16,417</b>		<b>-</b>	<b>16,417</b>	<b>1,331</b>

### 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 £
<b>B1 Cash funds</b>	Co-operative Bank	16,417	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>16,417</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)



**B3 Investment assets**

		-	-
		-	-
		-	-
		-	-
		-	-

**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Samsung Galaxy A8	Equipment	219	-
Memory Card 128 GB		21	-
Case		11	-
Chemical cabinet (Abis UK)		124	-
Work Tables (X2)		1,267	-
Tools		109	-
Brushes		178	-
Mini iron		52	-
Sharpening equipment		77	-
Storage drawers		54	-
SD card		25	-
LED light pad		25	-
Electric heated pad		6	-
Hanging brush holder		7	-
Adaptor for exhibition case lights		9	-
Sanding block		6	-
Tin for tools		10	-
Mini jack stand		39	-
Surface pen for tablet		29	-
Suction table		795	-
Wet and dry vaccuum		450	-
Flammable liquid storage cabinet		196	-
Lead weights		104	-
Camera ceiling mount		105	-
Photography lights		233	-
		-	-

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	PAVANDIP SINGH DHILLON	07Oct23