



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	JULY	2017		30	JUNE	2018

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

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	Jean Thomas		Resigned 13/09/2017	
3	Samantha Everett	Secretary	Resigned 13/09/2017	
4	Sue Giddings		Resigned 13/09/2017	
5	Anthony Giddings		Resigned 13/09/2017	
6	Rosamund Pendry	Secretary	Appointed 13/09/2017	
7	Frances Wood			
8	Anthea Donald			
9	William Donald			
10	Claire Harding			
11	John Watson			
12	Sally Stephens	Treasurer		
13	Claire Charlesworth			
14	Alistair Everett		Resigned 13/09/2017	
15	Sarah Billyard			
16	Patti Frankel			
17	Steve Osbourne			
18	Clive Seal			
19	Dave Stephens			

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
Independent Examiner	Martin Wingent	
Bank	Lloyds Bank plc	38 Market Place, Devizes, Wiltshire

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution dated 17th March 2014. This Constitution replaced the 2010 Trust Deed of the former USFC charity (1134629). The deposit funds and all other assets of the former charity have been transferred to the new CIO charity.

How the charity is constituted
(eg. trust, association, company)

Charitable Incorporated Organisation (CIO)

Trustee selection methods
(eg. appointed by, elected by)

Applications to become a Trustee are considered at a committee meeting and successful applicants are appointed by the current Trustees. Charity Officers as elected by the Trustees at the AGM with existing Officers continuing in the absence of the need for an election.

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.

All Trustees sit on a committee which meets approximately once a month except for a break during the summer months. An AGM is held within 4 months after the end of the Festival event. A Chairman, Treasurer and Secretary are elected from the Trustees. Minutes are taken at all meetings. Trustees are usually allocated a specific area of responsibility which relates to a particular aspect of the Festival, such as organising the production of the event programmes, dealing with publicity or supervising the car parking arrangements. Trustees report back to the committee at our monthly meetings.

All Trustees give their time voluntarily and receive no remuneration or other benefits.

The Scarecrow Festival is a 3 day event which takes place over the first Bank Holiday weekend in May each year. The Festival is the source of our funds from which we make our charitable grants and donations. Money is raised from the sale of programmes/quiz sheets and the sale of food, drinks and other Festival related items.

The Festival requires significant involvement from other members of the community and we have approximately 200 volunteers who assist with activities such as helping to erect tents and marquees, setting out seating areas, selling programmes, working on the bar or selling ice creams, tea or hot dogs. Most volunteers give between 2 and 4 hours of their time over the 3 day period with specific tasks allocated to them on the basis of a rota prepared by one of the Trustees.

In addition several volunteers offer extra assistance in the period leading up to the Festival by helping to organise specific aspects of the event, for example we have a car parking sub-committee which includes a number of non-Trustee volunteers.

Many local people bake cakes for sale in the tea tent which also makes a very significant contribution to the success of the Festival.

In addition 50 or so households in Urchfont village make the scarecrows which are the main focus of the event. We are grateful to all the volunteers, cake makers and scarecrow producers without whom the Urchfont Festival would not exist.

We are also particularly grateful to the local farmers who provided space for car parking. Their assistance and support is invaluable.

There are two major risks.

The first risk is that our fundraising activities will not cover our expenditure and that we will make a loss. To guard against this we are cautious with our expenditure and plan carefully. Furthermore we hold a financial reserve each year which is sufficient to cover the costs of the next year's event. In this way, even if we make a significant loss one year, due for example to bad weather which results in low attendance or cancellation of the Festival, we will have sufficient funds to cover the overhead costs of the event.

The other main risk is the risk of an accident or injury to a member of the public, a volunteer or a Trustee. We take health and safety issues extremely seriously. Identified risks include food poisoning, fire or explosion, people slipping or tripping on the scarecrow trail or around the village pond, or injuries caused by vehicles in the village.

Several weeks in advance of the Festival we carry out a full Health and Safety Risk Assessment, the results of which are circulated to all the Trustees and action taken where necessary.

We are aware of food hygiene issues and the tea tent and BBQ are supervised at all times by either a Trustee or appointed supervisor.

During the Festival we use signage around the village to warn of any major hazards.

We have attendants at the car parking areas to direct traffic flow and guide people towards parking spaces. The car parking is under the supervision of at least one Trustee who is assisted by a number of experienced volunteers.

If required we use traffic marshals to direct pedestrians and cars in congested areas within the village and we designate and signpost pedestrian routes to and from the car parks to minimise contact between cars and visitors.

Professional medical assistance personnel are in attendance for the entire 3 days of the Festival which is covered at our cost.

We have Public Liability Insurance with cover of £10m.

Section C

Objectives and activities

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

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 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)

The Public Benefit activities of Urchfont Scarecrow Festival Charity are the making of charitable grants and donations to many local organisations. We ensure that a wide range of local groups receive funding in order that all sections of the community benefit from the Charity.

We confirm that the Trustees have at all times regard to the guidance issued by the Charity Commission on public benefit in exercising our powers and duties.

Grants are only made if the funds are to be used for wholly charitable purposes and provided that the public benefit requirement is met in each case.

The 2018 Scarecrow event raised a total of £47,740.95

The expenditure for the year was £40,180.63

From the profit made on this year's event and on the basis of a pre-existing opening reserve, we made charitable donations of £15,662.65

21 local groups and organisations have received grants or donations.

Additional details of objectives and activities (Optional information)

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

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

Local groups and organisations are encouraged to apply for a donation prior to the annual Scarecrow Festival and our decisions on the allocation of funds are taken soon after the event.

For the distribution of donations our 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 some funding.

Our guiding principle is that any grant or donation must fulfil at least one of our key charitable objectives.

We require recipients to report back to us to confirm how the grant received by them was spent.

We have 3 additional principles:-

- 1 Self reliance. The groups requesting donations should have undertaken some of their own funding activities.
- 2 Support. We would expect at least some members of each of the applying groups to volunteer to assist with the Scarecrow Festival.
- 3 Capital items. We 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 particular project or for the purchase of equipment or other capital items.

We invest in equipment required by the Urchfont Scarecrow Festival Charity for the effective and efficient organisation of future Festivals.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Summary of achievements

The 2018 Scarecrow Festival was a success, both in terms of the funds raised for charitable purposes but also in respect of the enjoyment of the members of the local community and other visitors to the event.

Income from the Festival (including donations) of **£47,740.95**

Donations made by USFC of **£15,662.65**

Reserves on 30th June 2018 in Lloyds Bank of **£42,146.89**

The following **21 groups or organisations** have or will receive donations from the 2018 Urchfont Scarecrow Festival event:-

Camera Club
EMLU Link
Fat Dads
Friends & Neighbours
India's Sunflower CRY Group
Redhorn News
Sewing Group
Urchfont Breakfast & After School Club
Urchfont Church Flowers
Urchfont Cricket Club
Urchfont Defibrillator
Urchfont Garden Club
Urchfont PCC
Urchfont Pre-School
Urchfont Primary School
Urchfont Rights of Way Group
Urchfont Toddlers Group
Urchfont Village Hall
Wedhampton Residents' Social Club
Wiltshire Air Ambulance
Wiltshire Bobby Van Trust

We believe that these donations will bring real practical benefits to the local community and will fulfil the charitable and public benefit objectives of the Urchfont Scarecrow Festival Charity.

Section E

Financial review

Brief statement of the charity's policy on reserves

We have calculated that we require at least £10,000 in order to purchase the items in readiness for next year's Festival. At the beginning of the 2017/2018 financial year we were holding a reserve of £34,586.57 and the closing balance on 30th June 2018 was £42,146.89. The reserve is held on deposit in the Charity's bank account with Lloyds Bank plc.

We will not hold an unnecessarily high level of reserve funds but will continue to hold a sum which should be more than sufficient to cover the overhead costs of next year's Festival.

Details of any funds materially in deficit

None

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.

This report has explained our principal source of funding, highlighted our main organisational arrangements, listed the groups which have benefitted from our fund raising activities, confirmed that those donations fulfilled our key objectives, and referred to our policy of managing our finances and resources to provide a sound foundation to meet our charitable aims and to ensure the future continuance of the Charity for the benefit of the local community.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	R. D. Pendry	Rosamund H. Pendry
Full name(s)	ROBERT DUNSDON PENDRY	ROSAMUND HELEN PENDRY
Position (eg Secretary, Chair, etc)	CHAIRMAN	SECRETARY
Date	11 MARCH 2018	

INCOME 2017/2018		EXPENDITURE 2017/2018	
<u>Festival</u>		<u>Miscellaneous</u>	
Front of House	£10,115.00	Drinks Licence	£21.00
BBQ	£12,040.42	Cups	£99.17
Bar	£13,713.05	Spoons/stirrers/forks/knives, etc	£21.14
Teas	£5,056.55	Napkins/greaseproof bags	£85.14
Ice Creams	£2,065.16	Storage Boxes	£0.80
Ice Cream Cart	£1,968.15	Signage	£6.97
Plants	£1,289.91	Plates	£89.56
	£46,243.14	Kitchen/toilet roll	£55.17
		Disposable gloves	£29.90
		Bin liners	£44.20
<u>Miscellaneous</u>		Banners	£55.27
Candles glasses 2017	£38.00	Disposable glasses/Straws	£355.73
Taste Wiltshire Grant	£35.37	Cleaning equipment/materials	£34.63
	£73.37	Stationery	£69.60
		Photocopying	£47.73
<u>Donations</u>		Car Park maintenance	£546.01
Car Parking-Air Ambulance	£326.72	Fire extinguishers/stands etc	£40.80
Ann Blundon	£112.55	High Viz Jackets	£36.93
Middleton lemonade	£275.07	Gas equipment safety checks	£200.00
Ice Cream Van	£160.00	Cleaning BBQ/BBQ Part	£389.03
Green Farm Events Ltd	£300.00	BBQ Foil Dishes	£38.09
Urchfont Art Group	£150.00	Electricals/Maintenance	£21.10
Donations	£100.00	Gas	£184.50
	£1,424.34	Insurance 2016/2017	£1,864.66
		Thank You Gifts	£200.06
		Scout hut rent	£925.24
		Batteries for probes	£11.50
		Safety Bouy for Pond	£60.98
		Website domain	£143.86
		Cable ties/Bolts, screws, etc	£107.91
		Keys/Key Safe	£50.99
		Flower pots	£5.00
		Treasurer	£84.99
		Walkie Talkies	£29.99
			£5,957.64
		<u>Food and Drink</u>	
		Ice cream/lollies	£680.66
		Lemonade/water/cans	£1,396.69
		Squash	£2.00
		Tea/coffee/choc/sugar	£60.24
		Meat	£2,798.00
		Sauce/mustard	£131.14
		Cheese slices	£104.79
		Bread Rolls	£421.65
		Vegi burgers	£54.43
		Onions/Potatoes/fillings	£330.33
		Peanuts/Crisps	£35.58
		Beer/wine/cider/lager	£5,700.38
		Thank you party food	£200.58
			£11,916.47
		<u>Merchandising</u>	
		Pencils/badges	£624.90
		Mini Scarecrow Making	£116.87
		Clip Boards	£61.00
		Magnets	£134.10
		Programme printing	£1,040.00
			£1,976.87
		<u>Prizes</u>	
		Lucky programme	£100.00
		Most correct adult	£100.00

Children's quiz	£50.00	
Trophy Engraving	£9.00	
		£259.00
Hiring		
The Lamb Tolets	£300.00	
Village Hall Toilet Cleaners	£210.00	
Portaloos Cleaning	£300.00	
Rubbish Collection	£300.00	
Security Guard	£550.00	
Wiltshire Ambulance Service	£1,200.00	
Village Hall rent	£216.00	
Miniskips	£332.00	
Portaloos	£1,000.00	
		£4,408.00
Grants		
Friends & Neighbours	£500.00	
Sewing Group	£100.00	
Redhorn News	£693.33	
Camera Club	£300.00	
Urchfont PCC	£280.00	
Church Flowers	£150.00	
Garden Club	£200.00	
Urchfont Breakfast and After Schc	£400.00	
Urchfont Pre school	£400.00	
Urchfont Cricket Club	£4,334.60	
Wedhampton Resident Social Grp	£200.00	
Indias Sunflower CRY Group	£0.00	
Urchfont Toddlers	£119.00	
Rights of Way Group	£540.00	
Urchfont Primary School	£450.00	
Fat Dads	£500.00	
Urchfont Defibrillator	£0.00	
Urchfont Village Hall	£1,846.22	
EMLU Link	£399.50	
		£11,412.65
Donations		
Wilts. Bobby Van Trust	£250.00	
Wiltshire Air Ambulance	£4,000.00	
		£4,250.00

TOTAL **£47,740.95**

TOTAL **£40,180.63**

Opening Balance 01/07/17 **£34,586.57**
Income **£47,740.95**
Expenditure **£40,180.63**
Net Income **£7,560.32**
Closing Balance **£42,146.89**

I have examined these accounts with the papers made available to me and found them to be correct

Signed *M. J. King* Dated 9/8/18

Allocated
Air Ambulance **£326.72**
Storage Fund **£7,500.00**
Equipment and Storage **£6,586.47**
Festival Costs **£15,000.00**
Cricket Club **-£334.60**
Cry **£1,500.00**
Total **£30,578.59**
Net to donate **£11,568.30**