

**MARKET HARBOROUGH COTTAGE HOSPITAL PORTICO  
GREAT WAR MEMORIAL PROJECT**  
(A Charitable Incorporated Organisation)  
*Registered Charity No. 1172418*

**Annual Report and Accounts  
For the financial year from 4 April 2017 to 31 March 2018**

**Contents**

- |    |                                   |             |
|----|-----------------------------------|-------------|
| 1. | Annual Report                     | Pages 1 – 4 |
| 2. | Receipts and Payment Account      | Page 5      |
| 3. | Statement of Assets & Liabilities | Page 5      |

**MARKET HARBOROUGH COTTAGE HOSPITAL PORTICO  
GREAT WAR MEMORIAL PROJECT  
Annual Report of The Trustees**

The Trustees are pleased to present their report together with the financial statements of the charity for the financial year ended 31 March 2018.

**REFERENCE AND ADMINISTRATIVE DETAILS**

<b>Charity Name:</b>	Market Harborough Cottage Hospital Great War Memorial Project
<b>Charity Registration Number:</b>	1172418 (Registered 4 April 2017)
<b>Status:</b>	Charitable Incorporated Organisation
<b>Principal Address:</b>	36, Eastgate, Hallaton, Market Harborough, Leicestershire, LE16 8UB
<b>Trustees:</b>	The first trustees of the charity, who have served throughout the period to the date of this report are as follows:  Mr A.A. Bentley Mr D.S. Kenyon Revd. J. Morley Mr M.T. Robinson (Chairman) Miss R. Willatts
<b>Bank:</b>	CAF Bank Ltd, 25 Kings Hill Avenue, West Malling, Kent, ME19 4JQ

**OBJECTIVES AND ACTIVITIES**

The objects of the Charity, as set out in its constitution dated 31 March 2017, are:

- (1) to preserve and protect the Great War Memorial Portico of the Market Harborough Cottage Hospital in Coventry Road ("the Portico") for the public benefit, in particular, but not exclusively for, the people of Market Harborough and where appropriate and necessary in the furtherance of this object, to promote and execute the dismantling and removal of the Portico from its current site and its subsequent re-erection on a new site with such adaptations and modifications as are required;
- (2) to promote the efficiency of the armed forces of the Crown, advance education and promote good citizenship amongst the public by:
  - (a) securing the provision of convenient and unrestricted public access to the Portico, a memorial to commemorate the sacrifice and efforts of the citizens of Market Harborough who served their country in the Great War;
  - (b) providing through a combination of some or all of: information boards; literature; and links to other publications and forms of electronic media, well informed and unbiased information regarding the lives and service of the said citizens;
  - (c) the promotion of civic responsibility and good citizenship through the conservation and maintenance of the Portico and other War Memorials in Market Harborough and
  - (d) the application of funds in payment of grants to armed forces charities as the trustees from time to time may determine.

For the avoidance of doubt reference to Market Harborough in these objects means the area which used to comprise the Market Harborough Urban District between 1895 -1974, including Market Harborough, Great Bowden and Little Bowden.

**MARKET HARBOROUGH COTTAGE HOSPITAL PORTICO  
GREAT WAR MEMORIAL PROJECT  
Annual Report of The Trustees**

**OBJECTIVES AND ACTIVITIES (continued)**

The Portico is situated on a wing of the former Market Harborough Cottage Hospital (“the Hospital”) in Coventry Road, Market Harborough and it, but not the building to which it is attached, is listed under the Planning Listed Buildings and Conservation Areas) Act 1990, as amended, for its special architectural or historic interest (Grade II). This list entry number is 1393218.

Displayed within the elegant Portico are four memorial tablets listing the names of the 1,657 people from the town of Market Harborough who served in the Great War. They were acquired by public subscription and have been on permanent display since the erection of the extension to the Hospital shortly after the end of the War. The tablets are understood to be unusual amongst such memorials in listing all of those who fought in the Great War and not just those who lost their lives in service of their country.

When the committee, which ultimately became the first trustees of the Charity, was formed in the Summer of 2016, construction of a new hospital, at another site within the town, had been in progress for some time and it was generally known that the NHS, who were the owners of the Hospital site, intended to sell it. The new facility was completed and opened in the Spring of 2017 and the NHS duly placed the Hospital of the market. It was anticipated that the site, which is in a residential area, would be redeveloped for housing and that the existing building to which the Portico is attached would be demolished. Whilst the listing would impose an obligation on the owners to protect the Portico from demolition it would not impose any Statutory Duty on them for its long-term protection and conservation or require them to make it available for convenient or unrestricted public access.

The Charity was formed amidst genuine concern that any future developers would, at best, leave the Portico isolated on a roundabout in the middle of a housing estate with limited opportunity for it to be viewed and appreciated by the public.

Our activities, which have been undertaken with due regard to the guidance published by the Charity Commission on public benefit, have included:

- Raising awareness of the memorial and educating the public as to the sacrifice made by those who fought in the Great War through a series of articles in the local press, local radio interviews and talks at local groups such as the Civic Society;
- Securing public access to the Portico, whilst access to the Hospital site is restricted, for an annual remembrance and wreath laying ceremony;
- Researching potential sites for relocation of the Portico and evaluating the suitability of each site;
- Commissioning a survey of the Portico and the preparation of outline proposal for its relocation to the preferred site including costings for its dismantling, restoration and re-erection; and
- Making representations, through correspondence and meetings with representatives of interested parties including: the local Member of Parliament; the NHS estates department; officers and elected members of Harborough District Council; Historic England; and the purchasers of the Hospital site, to ensure that the objects, as set out above, are achieved.

**ACHIEVEMENTS AND PERFORMANCE**

A sale of the Hospital site was agreed by the NHS estates department in early 2018 and a sub-committee of the trustees met with the purchasers at an early date to discuss their proposals and to raise our concerns regarding the Portico. Whilst the Charity’s preferred outcome is for the Portico to be relocated to the town’s Memorial Gardens, the purchasers explained that they intended to submit a planning application for the demolition of the existing buildings and the development of a Care Home on the site which retained the Portico in situ attached to the new building. It also became apparent from our various meetings that this proposal had the broad support of the planning officers at Harborough District Council.

**MARKET HARBOROUGH COTTAGE HOSPITAL PORTICO  
GREAT WAR MEMORIAL PROJECT  
Annual Report of The Trustees**

**ACHIEVEMENTS AND PERFORMANCE (continued)**

Following our discussions, and having reviewed the purchasers proposed plans, the Charity wrote in support of the planning application subject to the preservation of the Portico and public access to it. Specifically, we requested that the following conditions, which had been verbally agreed by the purchasers and supported by Historic England, should be incorporated into any planning consent:

1. The Applicant will complete a detailed survey recording of the Portico in its current condition by an appropriately experienced and qualified contractor prior to the commencement of any works on site. The survey should be lodged with the Historic Environment Record at the County Council, to ensure continued public access to it;
2. A Harborough District Council Conservation Officer will have on-site oversight of the demolition and rebuilding works in the vicinity of the Portico;
3. The Applicant will ensure complete and substantial protection of the Portico during the construction period;
4. Access will be made available for all members of the public to view the Portico between 9am and 6pm daily; and
5. Access will be made available to the Portico for all members of the public on Remembrance Sunday – including during the construction period.

With regard to the first point we also expressed our opinion that a Laser 3D and Photographic Survey of the Portico would provide the necessary level of detail and offered to assist in selecting an appropriate contractor.

The application was considered by the Planning Committee at its September meeting, at which a representative of the Trustees spoke, and was approved with the inclusion of each of the five conditions set out above.

We consider that this is as significant step towards achieving the first of our objects and we look forward to working with the purchasers in the coming months to ensure that the conditions are fulfilled.

We are also exploring ways of developing the educational content. One possible suggestion is to prepare some professional high resolution digital photographs of each of the memorial tablets and have them printed, actual size, onto durable metal panels which could be displayed in the Memorial Gardens alongside information boards and links to electronic media.

Our campaign to “save the Portico” has also captured the interest of the general public and we have engaged and will continue to engage with a variety of local organisations, including the Historical and Civic Societies and Royal British Legion, to support the work of the armed forces and promote good citizenship.

**FINANCIAL REVIEW**

The attached financial accounts are presented on a receipts and payments basis, which is a factual record of the money received and paid by the Charity during the financial year. This basis, which will be consistently applied from one year to the next, is considered to be appropriate for unincorporated Charities with an annual income of less than £500,000. A separate Statement of Assets and Liabilities, listing the significant possessions and outstanding financial commitments of the Scheme, at the end of the financial year is also included.

The accounts also comply with the appropriate legal requirements and pronouncements made by the Charity Commission.

The Trustees were delighted to receive generous donations from Market Harborough Building Society (of which the Chairman of Trustees is the Chief Executive) and Harboro Enterprises Limited of £1,000 and £2,000, respectively. These donations provided the Charity with working capital and financed an initial survey of the Portico at a cost of £714.

**MARKET HARBOROUGH COTTAGE HOSPITAL PORTICO  
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**FINANCIAL REVIEW (continued)**

We also wish to record our grateful thanks to Andrew Granger & Co, Chartered Surveyors, who have provided the Charity with the services of Adam Murray, a member of their planning and development team, on a pro bono basis. Adam's help in reviewing planning applications and guiding us through the technicalities of the planning process and listed building status has been invaluable.

The remainder of the Charity's activities in the period have been undertaken by the Trustees, who have received no remuneration and claimed no expenses, and the only other expenditure incurred in the year was bank charges of £55, with the result that the Charity ended the year with cash reserves of £2,231.

As the Charity has no immediate commitments or overheads this level of reserves is considered to be sufficient to meet expenditure for the foreseeable future. Once our plans for the future, including the educational aspect, have been formalised we will embark upon fundraising initiatives to meet the anticipated expenditure and to establish sufficient reserves to meet ongoing commitments.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Charity was registered as a Charitable Incorporated Organisation on 4 April 2017 and is governed by a foundation constitution which was adopted on 31 March 2017.

The constitution states that the body of trustees ("the Board") shall consist of a minimum of three and a maximum of ten trustees, who are also the members of the Charity. The five first trustees were appointed for a term of three years, whereupon they are eligible for re-appointment. All subsequent appointments/re-appointments are also for a term of three years.

The Market Harborough Branch of the Royal British Legion has the power reserved to it in the constitution to appoint one charity trustee and their current representative is Revd. John Morley.

In selecting individuals for future appointment as trustees, the existing trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO. New trustees will be provided with an induction pack including information on their legal obligations under charity law, the content of the constitution and the recent financial performance of the Charity. All trustees will be encouraged to attend appropriate external training events where these will facilitate the undertaking of their role

The Trustees meet as necessary throughout the year and decisions of the Charity may be taken either at a meeting of the Board or by resolution in writing or electronic form agreed by all of the Board members. Other individuals representing interested parties are invited from time to time to attend Board meetings in an advisory and non-voting capacity. The constitution contains provisions for the Board to delegate powers to committees made up from their number on terms which the Board shall from time to time agree.

**DECLARATION**

I declare, in my capacity of Charity Trustee, that:

- The Trustees have approved the report above; and
- Have authorised me to sign it on their behalf



M.T. Robinson  
Chairman of Trustees  
8 January 2019

**MARKET HARBOROUGH COTTAGE HOSPITAL PORTICO  
GREAT WAR MEMORIAL PROJECT  
Receipts and Payment Account  
Financial Year from 4 April 2017 to 31 March 2018**

	<b>Unrestricted Funds £</b>
<b>Receipts</b>	
<b>Donations and grants received from:</b>	
Market Harborough Building Society	1,000
Harboro Enterprises Limited	2,000
<b>TOTAL RECEIPTS</b>	<u>3,000</u>
<b>Payments:</b>	
<b>Costs of charitable activities:</b>	
Professional survey of the Portico	714
<b>Management and administration costs:</b>	
Bank Charges	55
<b>TOTAL PAYMENTS</b>	<u>769</u>
<b>NET RECEIPTS/(PAYMENTS) FOR THE PERIOD</b>	2,231
<b>CASH AT BANK BROUGHT FORWARD</b>	-
<b>CASH AT BANK CARRIED FORWARD</b>	<u><u>2,231</u></u>

**Statement of Assets and Liabilities  
As at 31 March 2018**

<b>Monetary Assets</b>	<b>Unrestricted Funds £</b>
<b>Cash at Bank:</b>	
CAF Bank Current Account	<u><u>2,231</u></u>