



# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	1st	Feb	2020	<b>To</b>	31st	Jan	2021

## Section A Reference and administration details

<b>Charity name</b>	Miss Jane Letts (Hollowell) Charity
<b>Other names charity is known by</b>	Jane Letts Trust
<b>Registered charity number (if any)</b>	202272
<b>Charity's principal address</b>	March Barn
	Church Hill
	Hollowell
<b>Postcode</b>	NN6 8RR

### 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	Emily Curtis	Chairman	Whole Year	
2	Allen Eaton	Trustee	Whole Year	
3	Graham Leah	Trustee	Whole Year	
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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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**Section B Structure, governance and management**

**Description of the charity's trusts**

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

The primary Governing Document for the Charity is an extract from the will of the founder, James William Boothe Letts, who died in 1940. The trustees recently adopted a constitutional document drawn up on 22<sup>nd</sup> January 2020, which is intended to provide guidelines for the day to day management of the Trust.

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

Charitable Trust

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

Trustees must all be current members of Hollowell & Teeton Parish Council and are formally appointed, at an ordinary meeting of the council. Membership of the trustee board is reviewed once a year by the Parish Council.

**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.

The trustees adapted seamlessly to the constraints of Lockdown by moving Trustees meetings on line. Meetings were held in April and June 2020. There have been no changes to the Board of Trustees during the current year.

After a prolonged difficulties in sorting out the mandate for the newly appointed trustees, the board decided the service provided by NatWest was unsatisfactory. It was agreed to close the NatWest Account and open a new account with the Co-operative Bank. The NatWest Account was closed on 17<sup>th</sup> September 2020. The Co-operative Bank account is the Charity's sole account and has been duly registered with the Charity Commission.

On appointment to the Charity's board, any new trustees must sign a Declaration of Eligibility and Responsibility Statement confirming that they are willing and eligible to act as trustees and that they understand the Charity's purpose. This statement commits them to giving their time and expertise to the board.

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

The Charity's original objective was to purchase coal or blankets for distribution amongst the "poor widows and other deserving poor" of the Parish of Hollowell & Teeton. The Charity may also now contribute towards household electricity bills. The Charity is also responsible for maintaining four Letts family graves, two in Guilsborough and two in Hollowell, as detailed in the original will.

**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 Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in setting the grant making policy for the year. The Trustees have sought to raise public awareness of the existence of the Jane Letts (Hollowell) Charity and of the grants available. The Trustees ran advertising in the parish magazine and on local social media towards the end of 2020.

The Board has reviewed the Charity's grant-making policy in line with the wishes of James William Boothe Letts, as detailed in his will of December 1940. Details of how to apply for assistance from the Charity are available on Hollowell & Teeton Parish Council website and were included in the advertising campaign detailed above.

The Charity does not actively fundraise and seeks to continue the charitable work desired by the original benefactor through the careful stewardship of its existing resources.

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

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

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

**POLICY ON GRANT MAKING:** The Trustees have agreed that in order to broaden the Charity's reach and to ensure that those most in need within the parish are provided with assistance, they require evidence that recipients are in receipt of a means-tested state benefit.

**POLICY RELATED TO INVESTMENT:** The original endowment of £1,000 was invested in Defence Bonds in 1942. The endowment is now invested in the COIF Charities Investment Fund and is managed by CCLA (Churches, Charities and Local Authorities) Investment Management Ltd. This is an investment company specialising in managing investments for charities, religious organisations and the public sector

## Section D

## Achievements and performance

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

The Trustees are pleased to have been able to raise the public profile of the Jane Letts (Hollowell) Charity and to be reaching new beneficiaries.

Payments to beneficiaries are usually made at Christmas time (as required under the terms of the will). Overdue payments due to 3 beneficiaries in 2018 have now been successfully cleared.

The Trustees wish to thank Trustee Graham Leah for redesigning the Jane Letts Charity Logo to more accurately reflect the name of the charity.

All trustees gave their time voluntarily and received no remuneration or other benefits during the year.

## Section E Financial review

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

The Charity currently holds £1,000 of reserves for the maintenance of four Letts family graves.

**Details of any funds materially in deficit**

**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.

Cash at bank at 31/01/2021 was £1857 in unrestricted funds. The Charity's work is entirely reliant on the income and investment returns from its endowment. The trustees consider the variability of investment returns on the permanent endowment to constitute the Charity's major financial risk.

## 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**

<b>Signature(s)</b>		
<b>Full name(s)</b>	Emily-Jane Curtis	Graham Leah

<b>Position (eg Secretary, Chair, etc)</b>	Chairman	Trustee
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<b>Date</b>	13.05.2021	13.05.2021
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