



Trustees' Annual Report for the period

Period start date		Period end date	
From	1st Feb 2021	To	31st Jan 2022

Section A Reference and administration details

Charity name	Miss Jane Letts (Hollowell) Charity
Other names charity is known by	Jane Letts Trust
Registered charity number (if any)	202272
Charity's principal address	March Barn
	Church Hill
	Hollowell
	Postcode 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 also adopted a constitutional document drawn up on 22nd 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.

Due to the prevalence of Covid 19 the trustees continued to meet via on-line video link. Meetings were held in May 2021 and January 2022. There have been no changes to the Board of Trustees during the current year.

The charity's new banking arrangements with the Co-operative Bank are proving very satisfactory. Electronic payments are made by dual sign off by two trustees, or by cheque with two trustee signatures required.

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.

Section C Objectives and activities

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 2021.

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 grant-making;
- 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. The market value of the investment in December 2021 was £19,500.

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, although some payments were made in October and November as the necessity to purchase fuel arose.

The trustees have paid particular attention this year to the requirement James William Boothe Letts' will to maintain four family graves, those of his parents in Guilsborough and his own and his sister's, after whom the charity is named. The trustees have commissioned Jeremy Greener of Greener Grave Care in Earls Barton to inspect and professionally clean all four headstones. This work has yet to be completed.

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 ring-fenced 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 31/01/2022 was £1758 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

Signature(s)	<i>E-J Curtis</i>	<i>G Leah</i>
Full name(s)	Emily-Jane Curtis	Graham Leah

Position (eg Secretary, Chair, etc)	Chairman	Trustee
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Date	22.04.2022	22.04.2022
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