



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	1	February	2019		31	January	2020

## Section A Reference and administration details

**Charity name** Miss Jane Letts (Hollowell) Charity

**Other names charity is known by** The Jane Letts Trust

**Registered charity number (if any)**  

**Charity's principal address** March Barn, Church Hill  
Hollowell  
Northamptonshire  
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	Chair	From 21/10/19	Hollowell & Teeton P Council
2	Graham Leah	Trustee	From 21/10/19	Hollowell & Teeton P Council
3	Allen Eaton	Trustee	Whole year	Hollowell & Teeton P Council
4	Hannah Oswin	Trustee	Stepped down 21/10/19	Hollowell & Teeton P Council
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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 have spent some time this year reviewing the Charity's governing documents and procedures.

As mentioned above, the Trustees have recently adopted a Constitution intended to direct the activities of the Jane Letts Trustees and to provide guidelines for the day-to-day management of the Charity. The primary governing document for the Charity remains the extract from the will of the Founder, James William Boothe Letts.

Under the terms of the Constitution the trustees will hold ordinary meetings at least twice a year. Meetings were held in November and December 2019.

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.

The Trustees are working to produce a revised welcome pack for new Trustees to include a brief history of the Trust, copies of the trustee board minutes, a copy of the last three years of annual reports and accounts (where available), a copy of the governing trust deed and a copy of the Charity Commission's guidance "The Essential Trustee: What You Need to Know" and "Charities and Public Benefit". An understanding of the latter being a legal requirement of charitable management.

**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, 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 confirm that they 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 have undertaken a comprehensive property leafleting campaign and have run advertising in the parish magazine and on local social media. They have been successful in raising the profile of the Charity within the community and are pleased to have received contact from a number of new potential beneficiaries.

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.

Unfortunately, the Trustees have been somewhat thwarted in discharging their responsibilities to beneficiaries at the end of this year due to difficulty in updating the Bank Mandate for the Charity. This matter was made more complicated by the recent replacement of two of the three Trustees.

Payments to beneficiaries are usually made at Christmas time (as required under the terms of the will). As two urgent cases arose at this time, the Trustees opted to provide two grants from their own personal funds. This money is to be reimbursed as soon as the problems with the bank mandate have been resolved.

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

The Board would like to place on record its thanks to retiring Trustees Hannah Oswin and Barry Wendon for all their work in administering the Charity. For Mr Wendon this has been a role carried out over many years.

The trustees carried out a full inspection of the four Letts family graves for which the Charity is responsible. Two graves are in Guilsborough churchyard and two in Hollowell. Identifying the graves took some persistence and involved a meeting with the Church Warden at Guilsborough. All the headstones have been photographed and inspected and will be plotted on an aerial drawing of each graveyard. One headstone was found to need maintenance and a company was commissioned to remove the holly saplings that were threatening to damage the stone.

## 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**

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.

Cash at bank at 31/01/2020 was £1996 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)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

Emily-Jane Curtis

Chair

28/04/2020