



BERKHAMSTED CASTLE TRUST

A Charitable Incorporated Organisation
Registered Charity (England & Wales) No. 1176286

Report and financial statements for the period ended 31 December 2019

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Reference and administrative information

Charity name	Berkhamsted Castle Trust
Charity type	Charitable Incorporated Organisation (Foundation Model)
Charity number	1176286
Registered Address	Hilltop House Gravel Path Berkhamsted Hertfordshire HP4 2PJ
Operational Address	Berkhamsted Castle White Hill Berkhamsted Hertfordshire HP4 1JL
Trustees	Trustees who served in the year to 31 December 2019 (“the reporting period”) were as follows: Adrian Barham ¹ Sarah Caradec Patrick Emery (appointed 10 February 2019) Lou Garrod Susan Johnson ² Peter Matthews ³ (appointed 4 March 2019) Dr James Moir (appointed 25 February 2019) Professor Jonathan Morris (appointed 12 January 2019) Richard Thompson Ken Wallis ⁴ Bill Willett All trustees remained in post at the date of formal adoption of this report.

¹ Chair of Trustees & nominee of Berkhamsted Local History & Museum Society

² Nominee of Berkhamsted Citizens Association

³ Nominee of Berkhamsted Town Council

⁴ Nominee of Berkhamsted & District Archaeology Society

Report of the Trustees for the period ended 31 December 2019

The Trustees present their report and financial statements covering the financial year to 31 December 2019.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the charity's constitution and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Objectives and activities

This report looks at what the charity has achieved and the outcomes of its work in the reporting period. Berkhamsted Castle Trust reports the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the Trustees ensure that the charity's aims, objectives and activities remained focused on its stated purposes.

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 planning its future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set.

Purposes and aims

The object of Berkhamsted Castle Trust is the advancement of the education of the public by:

- (1) promoting or assisting in the promotion of improvements in the organisation and provision of information and other services and facilities for visitors by the Historic Buildings and Monuments Commission for England (also known as Historic England) and The English Heritage Trust (registered charity no: 1140351) or their successors in respect of Berkhamsted Motte and Bailey Castle, Hertfordshire (a scheduled ancient monument, List entry Number: 1010756) ("the castle") and generally in the preservation and upkeep of the castle and by fostering the use and enjoyment of the castle by the public;
- (2) conducting, financing or otherwise commissioning historical research or archaeological investigation into the castle (and people or events of historical significance connected to it) and making public the results of such research or investigation (by means of publications, exhibitions, lectures, meetings, events, discussions, guided visits or otherwise);
- (3) taking into ownership or use in order to further the above object any land or building forming part of, or formerly part of, the castle (whether by purchase, lease, receipt as a gift or otherwise).

Historical development

Local engagement with Berkhamsted Castle has for many years been co-ordinated through a Castle Liaison Group chaired by a Councillor from Berkhamsted Town Council. This Group brought together representatives from Berkhamsted Local History & Museum Society (registered charity no: 803417), Berkhamsted and District Archaeology Society, Berkhamsted Citizens Association, Berkhamsted Town Council and Dacorum Borough Council who would meet periodically with a representative from The English Heritage Trust (registered charity no: 1140351) and the Duchy of Cornwall's Land Steward for the area. In addition, for well over a decade, the Berkhamsted Local History & Museum Society has run the visitors' room adjacent to the cottage at the Castle in which sixteen panels set out the history and development of the Castle and the town.

A strategic decision was taken in 2017 to establish a new registered charity focussed solely on the Castle, as a replacement for the Castle Liaison Group, and to work towards local management of the site (including the visitors' room) in partnership with The English Heritage Trust. Each of the stakeholders on the Castle Liaison Group was given a right to nominate one Trustee to the new charity to continue to represent their interests.

Achievements and performance

The year to 31 December 2019 has been one of consolidation following the Trust's first year of operation, in shadow form. The Trust has formally taken over responsibility for management of the Castle site, expanded operations, recruited new volunteers and assumed greater responsibilities around the future direction for the Castle. The Trust continues to grow and is making a significant contribution towards the knowledge and understanding of the Castle and its former residents, presenting that to the wider public in a variety of ways.

Local Management Agreement

Discussions between the Trust and English Heritage on the potential for a wider local management role for the Trust resulted in the formal conclusion of a Local Management Agreement with effect from 1 April 2019 under which the Trust is given day to day responsibility for managing on-site activities. The English Heritage Trust currently remains responsible for on-site maintenance issues, including responsibility for maintenance of the fabric of the ruins themselves.

Acting as Castle Keyholder

For the past 40 years or so, responsibility for locking and unlocking the Castle site had fallen to the residential tenants at the cottage in the Castle grounds (two generations of the same family). In September 2018 English Heritage agreed that the Trust would take over day to day responsibility for locking and unlocking the Castle and for monitoring the site, and in 2019 that function was incorporated into the Local Management Agreement. The site is unlocked daily at 10am, and locked each evening at 6pm during the summer / 4pm during the winter. The Trust is especially grateful to

the volunteers who commit to assist with this daily task, whatever the weather conditions, and regularly combine this function with a site-wide litter pick.

New web site

A new web site for the Castle (www.berkhamstedcastle.org.uk) was launched at Easter weekend 2019, designed by local web designers, McMorran Media. The web site acts as a showcase for the Trust's activities and a repository for educational information about the Castle and its former inhabitants. At the same time, social media accounts on popular platforms Facebook, Twitter, Instagram and YouTube have been established with common branding of "BerkoCastle" (due to limitations on username length).

The new web site incorporates a number of videos licensed by the Trust from the British Film Institute (registered charity no. 287780) (*visit of the Prince of Wales in 1935*), the Imperial War Museum Foundation (registered charity no. 1136034) (*statutes evacuated from London in WW2*) and The English Heritage Trust (registered charity no. 1140351), as well as digitised cine film footage of the 1966 Pageant held at Berkhamsted Castle. It also has several articles written specially for the web site by a number of eminent historians. The web site's depth of information about the Castle and its former inhabitants, and its modern, engaging style, has been the subject of frequent praise on social media.

Operation of Castle Visitors' Room

During the course of the 2019 season (Easter bank holiday weekend and weekends from May to September) volunteers from the Trust operated the visitors' room at the Castle. This contains 16 information panels on the history of the Castle and the development of Berkhamsted from 1066 to the present day, together with a model of the Castle as it would have appeared in the 14th century. Volunteers donated over 400 hours of their time to provide this service.

Increased publicity for the Castle, including the new web site and social media accounts, meant that footfall generally at the Castle increased. During the 2019 season there was a total of 4706 visitors to the room (compared with 2759 in 2018), an increase of 70.6%. The total number of visitors to the site as a whole remained uncounted, although it is clear that a significantly larger number visited the Castle site as a whole. It is hoped that in 2020 a gate-line counter will be installed to record this.

Photographic Record of the Castle

In October 2018, with the generous support of local photographer, Martin Evening, the Trust launched a year-long photographic project to record the Castle through the seasons. Photographs were taken in different light and weather conditions throughout 2019 to build a portfolio of images that are now used on the Trust's web site and will be used of general marketing and promotional purposes for the Trust. The Trustees wish to record their thanks to Martin Evening for his generous support of the Trust.

Site visit by English Heritage senior management team

At the start of April, and at relatively short notice, we were fortunate to host a site visit by the Chief Executive Officer and entire Senior Management Team of English Heritage. This is the first time that they have ever done a group visit to a free site, which is a testament to the achievements of the Trust in its short period of existence. This was a great opportunity for the Trustees to explain first hand to English Heritage's senior management team what we have been doing in Berkhamsted over the past few years, including the establishment of the Trust and the acquisition of the three acres forming the Eastern edge of the scheduled monument site, as well as our aims for the future.

Study day by the Castle Studies Group

The visit of the English Heritage senior management team was closely followed by a study half-day for around 60 castle specialists from the Castle Studies Group, who came by coach as part of their annual conference being held in Northamptonshire. As part of their conference proceedings they prepared a report on the castle, and the Trust wrote a piece for their newsletter about the creation of the Trust and its future aims. This was also a good opportunity to meet several of the Trustees of the Castle Studies Trust (registered charity no. 1148165), which exists to provide support for research into castles.

Geophysical survey of the Castle

In November 2018 the Trust applied for and received a licence from Historic England under section 42 of the Ancient Monuments and Archaeological Areas Act 1979 to undertake a geophysical survey of the whole Castle site. This was carried out throughout 2019 by RSK Geophysics, one of the UK's leading geophysical consultancy practices outside of the natural resources sector (and whose head office is based nearby in Hemel Hempstead). RSK have, very generously, provided these services to the Trust (to the value of £18,000) without charge. The Trustees wish to record their enormous gratitude to RSK Geophysics for this generous support of the Trust's activities.

An initial GPS topographical mapping of the Castle site was undertaken, followed by an electromagnetic survey, a magnetometer survey, a ground penetrating radar survey, an electrical resistivity survey and measurement of the above-ground ruins with a laser 3D point-cloud survey. These extensive on-site works were completed just before Christmas 2019, and a lengthy data processing and interpretation phase will take place during 2020. The Trust is hopeful for some exciting and informative results which will shed new light on the Castle's construction and development.

Guided tours / Heritage Open Days

During 2019 the Trust ran a number of free guided tours for school groups, Brownies, Beavers and Cubs. The Trust also offered free guided tours in five sessions over three days as part of the national Heritage Open Days programme, co-ordinated by the National Trust for Places of Historic Interest of Natural Beauty (registered charity no. 205846).

Girlguiding Hertfordshire

Working with Hertfordshire County Guides Association (registered charity no. 274225) the Trust produced a local badge to be awarded to Guides and Brownies who have visited Berkhamsted Castle as part of a guided tour with their group and learned about the history and significance of the Castle.

Wider Castle site use

During 2019 the Castle site was used for a number of local charitable purposes, including as the focus of a 10km Castle Walk for the homelessness charity, DENS Ltd (registered charity no. 1097185) and a night-time walk for the Hospice of St Francis (Berkhamsted) Ltd (registered charity no. 280825).

The increased interest in the Castle also saw its use during 2019 as the backdrop for a fashion shoot, a base for free Tai-Chi taster sessions, as well as for photographs for a number of local weddings. The Castle was also featured in episode 2 of “*Escape to the Perfect Town*”, a FreemantleMedia production for the BBC, and broadcast on BBC 1 on 8 October 2019.

Volunteer thankyou tea party

The Trust again hosted a ‘thankyou’ event at the Court House on 20 October 2019 for the Trust’s volunteers who give their time to run the visitors’ room at the Castle. As well as being a good opportunity for all the volunteers to meet each other, it enabled the Trust to explain all the projects it had been working on during the previous 12 months, the activities it would be undertaking in the coming months, and consult volunteers on possible future developments. The Trustees were also joined at the event by English Heritage’s Free Sites Partnership Manager, who had the opportunity to meet the volunteers and thank them directly on behalf of English Heritage for their work at the Castle.

Heritage Hub

In March 2018 Berkhamsted Local History & Museum Society secured a £60k grant from the National Lottery’s Heritage Lottery Fund to explore innovative options for establishing a Heritage Hub in Berkhamsted. Given the Castle’s significant role in the heritage of the town, this project has involved consideration of the Castle’s role in any future presentation of the town’s heritage, and has identified the Castle visitor offering as a major part of any physical arrangements. The Trust continues to support of the Heritage Hub project’s aims, with a view to bringing those to fruition.

Conservation Management Plan

The brief to potential bidders to produce a Conservation Management Plan (CMP) for the Castle was issued jointly by the Trust and English Heritage at the end of October 2018. The Built Heritage Consultancy Ltd was selected, and a series of meetings in London and at the Castle were held during 2019. The consultants have applied recognised CMP methodology to produce a detailed overview of the known history of

the site (including sources of documentary evidence relating to the castle), the physical site, and how best to re-integrate the additional 3 acres of land acquired by the Trust in 2018. A consultation draft was delivered to the Trust and English Heritage in August, with the document being finalised by the end of the year.

The aim remains to combine these outputs of the CMP with the report from the Heritage Hub project to produce a site development plan for the Castle to guide future presentation / interpretation and on-site works.

Text donation facility

In order to facilitate ad hoc donations to the charity whilst the site was unattended, the Trustees engaged Donr Ltd to provide an SMS / text message donation service. Anyone wishing to donate to the charity may text the word “CASTLE” followed by the amount to 70085 to make a donation. Signage advertising the facility is now left on site each day, and a regular stream of income (albeit small amounts) are forthcoming from this route. The Trustees have also reserved the use of the word “MOAT” on a similar basis in the event of any future campaign to raise funds for moat clearance / restoration at the Castle.

Maintenance of outer earthworks to East

Having acquired ownership of the additional 3 acres of land containing the outer earthworks to the East, in July 2018, the Trustees have arranged for basic maintenance of the site during 2019. Local fencing contractors, T P Roche & Son Ltd, undertook essential repair works to the chain-link fence at the northern end of the site, and local agricultural contractors, M W Agri Ltd, cleared the vegetation growth and performed regular grass cutting throughout the year. In October 2019, local arboriculturists, Patrick Stileman Ltd, reported on the condition of the trees across the site and made numerous recommendations for remedial works. As the site is within the Berkhamsted Conservation Area, conservation area consent is required for necessary works to trees, which meant that they could not be completed in the 2019 reporting year.

Administration

The Trust continues to benefit from the generous provision of IT support through the Google for Non-profits scheme, and the availability of free or discounted software through Charity Digital (registered charity no. 1133179). The Trustees are extremely grateful to both Google and Charity Digital for the continuing support offered to the Trust.

Plans for the future

The Trust continues to make a significant contribution to many sectors of the public with an interest in the history of the Castle and its former residents. However, at the time of writing this Report it is clear that the impact of the Coronavirus pandemic will have a significant impact on the Trust’s activities in 2020. Although two Trustee strategy days were held in January and February 2020, the Trust’s primary focus for

2020 is to provide the core services committed to under the Local Management Agreement with English Heritage and to ensure that financial commitments do not out-strip income (or the appropriate portion of reserves, where necessary). Any activities over and above this would be seen as a significant achievement in an extremely challenging environment.

Public benefit

The Trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties. The public benefit of the Charity's activities is focussed on providing education to the general public about the history of the Castle and its former inhabitants and this is achieved principally by providing on-site access to a visitors' room and guided tours around the Castle through which education is provided to visitors from the local area, nationally and internationally.

Structure, governance and management

Berkhamsted Castle Trust adopted its constitution on 13 December 2017 using the Charity Commission's Charitable Incorporated Organisation Foundation Model documentation and was formally incorporated and registered by the Charity Commission on 14 December 2017. The Berkhamsted Local History & Museum Society, Berkhamsted and District Archaeology Society, Berkhamsted Citizens Association, Berkhamsted Town Council and Dacorum Borough Council, as local stakeholders of the original Castle Liaison Group, were all given a right to nominate one trustee each to represent their interest in the Castle. The Trust may have a maximum of 15 trustees, inclusive of the 5 nominee trustees.

During the period of this report the Trust appointed four further Trustees, bringing the current total to eleven. There are no current plans to extend this number, although this is kept under review to ensure that the Trust's educational capability, financial management, and heritage activities are overseen by suitably capable individuals.

Financial review

The results for the review period were in line with the Trustees' expectations. The continued local nature of the Trust's activities meant that donations remained limited. However, the Trust continued to have relatively few outgoings during the period. The main financial commitments related to remedial works to the land acquired by the Trust, and a notional cost to the geophysical investigations undertaken by RSK Geophysics. Otherwise, there were limited outgoings during 2019.

Reserves policy and going concern

In this early phase of the Trust's operation, the Trustees have agreed to maintain the Trust's assets in a liquid balance of funds in the bank. No illiquid or longer term investments have been made pending a more detailed planning of the Trust's future strategy and funding requirements.

All the funds of the Trust are unrestricted. The trustees have identified no significant short or medium term financial risks to the charity's continued operations save the general economic climate of the country in the wake of the Coronavirus pandemic, and therefore the accounts have been prepared on the going concern basis.

Risk

The major risks to which the Charity is exposed have been identified by the Trustees and are monitored and reviewed regularly. A risk register will in due course be prepared and maintained. The Trustees minimise investment risk through maintenance of liquid assets at a reputable High Street bank; finance risk by the preparation and monitoring of budgets; strategic risk by the maintenance of good practice; and operational risk and regulation compliance risk through the regular review of activities and (where appropriate) the use of professional advisers.

Statement of Trustees' responsibilities

Law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the period and of its financial position at the end of the period. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principals in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Independent examiner

Katie Hemingway kindly agreed to undertake an independent examination of the accounts for the period and has expressed a willingness to continue in the capacity of Independent Examiner for future years.

This report was approved by the Trustees on 17 October 2020 and signed by:



Adrian Barham
Chair of Trustees

Independent Examiner's report to the Trustees



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

BERKHAMSTED CASTLE TRUST

On accounts for the
year ended

31 DECEMBER 2019

Charity no
(if any)

1176286

Set out on pages

15 to 19

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2019.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

16/10/2020

Name:

Katie Hemingway

Relevant professional qualification(s) or body (if any):

Association of Chartered Certified Accountants

Address:

9 Hunters Park

Berkhamsted

HP4 2PT

Statement of financial activities

Statement of financial activities for the period to 31 December 2019

Incidental Trading	GBP	GBP
Sales at visitor centre	587.15	
Cost of sales ^(NOTE 4)	<u>-587.15</u>	
		0.00
Incoming Resources		
<u>Service Agreement</u>		
Management Fee English Heritage	<u>2,625.00</u>	2,625.00
<u>Voluntary Income</u>		
Donations via Standing Order	150.00	
Payroll Donations	900.00	
Online donations	1,139.98	
Gifts in Kind	18,122.86	
Cash donations at the castle	<u>984.62</u>	21,297.46
Resources Expended		
<u>Costs of Generating Voluntary Income</u>		
Charges deducted from donations	<u>- 51.84</u>	- 51.84
<u>Other resources expended</u>		
Depreciation of website Fixed Asset ^(NOTE 3)	- 625.00	
Fees and registrations	- 190.80	
Visitor centre costs	- 223.66	
Research undertaken	- 18,000.00	
Site maintenance costs	<u>- 2,514.00</u>	-21,553.46
Surplus for year to end Dec 2019		<u>2,317.16</u>
Reserves brought forward		<u>49,917.11</u>
		<u>52,234.27</u>

Balance Sheet

Balance Sheet as at 31 December 2019

	GBP	GBP
<u>Fixed Assets</u> ^(NOTE 1)		
Land donated to Trust ^(NOTE 2)	25,000.00	
Website (after depreciation) ^(NOTE 3)	<u>1,250.00</u>	
		26,250.00
<u>Current Assets</u>		
Bank account	23,119.80	
Debtor English Heritage	2,625.00	
Gift Aid not yet claimed from HMRC	217.23	
Accrued income	5.44	
Prepaid insurance	<u>16.80</u>	
		25,984.27
<u>Creditors</u>		
Unpaid invoices	<u>0</u>	
		0
		<u><u>52,234.27</u></u>

Notes to the financial statements

1. Only assets over the value of £1,000 have been capitalised.
2. 3 acres (1.2 hectares) of land. For Land Registry purposes the land was declared as being received as a gift for no consideration, but with a notional property value of £25k. This was based on an agricultural property price of around £8k per acre, but noting that the land forms part of the Scheduled Ancient Monument and is therefore subject to significant use restrictions.
3. The value of the Land Assets has not been depreciated. Other assets have been depreciated over a 4 year period.
4. Under an agreement with Berkhamsted Local History & Museum Society (registered charity no. 803417), sales of items inherited by the Trust from the Society are to be accounted for to the Society until such time as stock is exhausted or until the interpretation of the Castle is updated by the Trust.