ACTION HITCHIN

Trustees' Annual Report

For the initial reporting period ended 31 December 2025

Charity registration number: 1210721

Reporting period: 30 October 2024 to 31 December 2025

1. Reference and Administrative Information

Charity name: Action Hitchin
Charity registration number: 1210721
Principal office: 1a Churchyard, Hitchin, Hertfordshire SG5 1HR

Trustees:
Andrew Pearce, appointed 30 October 2024
Mark Shadbolt, appointed 30 October 2024
Mark Shield, appointed 30 October 2024

Governing document: Constitution adopted 30 October 2024

2. Structure, Governance and Management

Action Hitchin is a community charity established to support the development and delivery of activities and services that benefit the people of Hitchin and the surrounding community.

The charity was established to extend the range of community-focused activities that can be delivered in the town, complementing the work of Visit Hitchin, the town's Business Improvement District, and other local organisations. It provides a charitable structure through which projects can be developed, funding secured and community assets and services supported for public benefit.

The charity is governed by its trustees, who are responsible for setting its strategic direction, ensuring compliance with its governing document and applicable charity law, overseeing financial management and safeguarding the charity's assets and reputation.

The trustees bring experience from professional practice, property development and life coaching. This experience provides a foundation for sound financial oversight, responsible governance and the development of sustainable community projects.

The charity's management arrangements are intended to ensure that activities are delivered effectively and that appropriate financial controls, risk management and accountability are maintained. Where appropriate, the charity may work with delivery partners or specialist management providers to support individual projects.

During this initial reporting period, the trustees' priority has been to establish the charity's foundations and develop opportunities through which it can deliver its charitable purposes.

3. Objectives and Activities

The charity's objectives are those set out in its governing document. Its work is directed towards benefiting the local community through the development of projects, facilities and activities that support community participation, local wellbeing and the sustainable development of Hitchin.

The trustees seek to ensure that all activities undertaken by the charity fall within its charitable purposes and provide a demonstrable benefit to the public.

The charity's approach is based on the following principles:

- **Community benefit:** Developing projects that respond to the needs and aspirations of local residents and community groups.

- **Partnership working:** Collaborating with the local authority, community organisations, creative practitioners, businesses and other relevant partners.
- **Sustainable delivery:** Developing appropriate funding and operating arrangements to support projects over the longer term.
- **Responsible stewardship:** Ensuring that funds, assets and other resources are managed prudently and used to further the charity's purposes.
- **Inclusivity and participation:** Encouraging opportunities for people from different backgrounds and age groups to participate in community life.

4. Activities During the Initial Reporting Period

As this was the charity's initial reporting period, the trustees focused on establishing the organisation and developing projects capable of delivering lasting benefits to Hitchin and its surrounding community.

Establishment and organisational development

The trustees focused on establishing the charity's governance and financial management arrangements, identifying opportunities to extend community services and developing relationships with local organisations, businesses and potential funders.

The charity aims to complement existing provision in Hitchin by developing projects that respond to local needs and provide opportunities for community participation and public benefit.

Public outdoor gym

During 2025, Action Hitchin awarded a grant towards the provision of a public outdoor gym. This represents an important step in the charity's development and its ambition to support opportunities for physical activity, recreation and community wellbeing.

The public outdoor gym intends to provide members of the public with access to outdoor exercise facilities and encourage participation in physical activity within the local community. The project reflects the charity's commitment to developing accessible community facilities that can benefit residents and support healthier lifestyles.

The trustees will oversee the appropriate use of the grant in accordance with its terms and any applicable funding conditions, ensuring that expenditure is properly authorised and recorded and that the project is delivered in accordance with the charity's charitable purposes.

Local donor support

During the reporting period, Action Hitchin received funding from a local philanthropist to support its charitable work.

This contribution demonstrates the importance of local support in enabling the charity to develop projects for public benefit. The trustees are grateful for the donor's generosity and recognise that contributions from individuals and local organisations can play an important role in establishing sustainable community initiatives.

The funds will be applied in accordance with any conditions attached to the donation and the charity's charitable purposes. Where funding has been given for a specific purpose, the trustees will ensure that it is accounted for appropriately and used in accordance with the donor's requirements.

Development of community facilities

The trustees have continued to explore opportunities to develop community facilities in Hitchin.

These include the potential future use of Charnwood House as a community venue for workshops, meetings and other activities, subject to the necessary agreements, permissions, funding and assessment of financial viability.

The trustees have also considered the potential development of an outdoor theatre and associated community uses at The Dell. The proposed project aims to provide opportunities for cultural activity, attract visitors to Hitchin and generate wider benefits for the local economy.

These projects remain subject to the relevant feasibility work, permissions, funding and operational arrangements. Their inclusion in this report does not imply that they had been completed during the reporting period.

5. Achievements and Performance

The principal achievements during the initial reporting period included:

- Securing a grant award in 2025 towards the provision of a public outdoor gym.
- Receiving financial support from a local donor to assist the charity's work.
- Establishing the foundations for the charity's governance, financial management and future project delivery.
- Identifying further opportunities to develop community facilities and activities for the benefit of Hitchin.
- Exploring partnerships and potential funding sources to support the charity's longer-term objectives.

The grant award for the public outdoor gym is a tangible milestone in the charity's early development. Together with the support received from a local philanthropist, it provides a foundation for progressing projects intended to improve access to community facilities and activities.

The trustees recognise that further progress will depend on effective project management, appropriate financial controls, compliance with funding conditions and the availability of sufficient resources to meet ongoing obligations.

The trustees will continue to assess the charity's performance by reference to the projects delivered, the people benefiting from its activities, the effective use of funds and the longer-term outcomes achieved for the local community.

7. Financial Review

The charity's financial position for the reporting period is set out in the accompanying financial statements.

During 2025, the charity secured a grant award towards a public outdoor gym and received funding from a local donor. These sources of support contributed to the development of the charity's activities and its ability to progress projects for public benefit.

The financial statements distinguish between grant income, donations and any other income received during the period. They also identify any restricted funds where the grant or donation was subject to specific conditions governing its use.

The trustees will ensure that the grant and donor funding are recorded in accordance with the applicable accounting framework and that any unspent restricted balances at 31 December 2025 are carried forward appropriately for the purposes for which they were provided.

The trustees are committed to maintaining appropriate financial controls, monitoring project expenditure and ensuring that resources are applied in accordance with the charity's objectives and any applicable funding conditions.

8. Principal Risks and Uncertainties

The trustees recognise that the charity's developing projects and intended activities present a number of risks.

The principal areas requiring ongoing consideration include:

Financial sustainability: Projects involving buildings, land or public facilities may require substantial capital investment and ongoing operating expenditure. The trustees will seek to ensure that projects are supported by realistic budgets, appropriate funding arrangements and viable operating plans.

Funding risk: Grant funding and donations may be uncertain or subject to conditions. The charity will seek to diversify its funding sources and avoid taking on commitments that cannot be supported by available resources.

Property and project delivery: Potential refurbishment or development projects may require planning permission, landlord or landowner consent, specialist surveys and compliance with statutory requirements. The trustees will seek appropriate professional advice before making significant commitments.

Operational capacity: The delivery of projects may require additional staff, volunteers, specialist contractors or external management support. The trustees will assess the skills and capacity required before committing to operational delivery.

Governance and compliance: The trustees will maintain oversight of financial controls, conflicts of interest, health and safety, safeguarding where relevant, and compliance with the charity's governing document and applicable law.

The trustees will review risks as projects develop and will seek to ensure that appropriate mitigating actions are incorporated into project planning and operational arrangements.

9. Plans for Future Periods

During the next reporting period, the trustees intend to continue developing Action Hitchin's capacity to deliver its charitable purposes and to progress viable community projects.

Key priorities include:

- Further developing the charity's governance, financial management and operational arrangements.
- Establishing clear project plans, budgets and funding strategies for proposed community facilities.
- Exploring the potential community use and sustainable management of Charnwood House.
- Progressing feasibility, land arrangements, planning and funding considerations for the proposed development of The Dell, where appropriate.

- Building relationships with community groups, local organisations, businesses and potential funders.
- Developing a sustainable model for generating income to support charitable activities and the ongoing maintenance of facilities.
- Identifying appropriate measures to assess community participation, public benefit and the outcomes achieved through the charity's work.

The trustees will continue to prioritise projects that are consistent with the charity's objects, financially responsible and capable of delivering lasting benefits to the local community.

10. Responsibilities of the Trustees

The trustees are responsible for preparing the trustees' annual report and financial statements in accordance with applicable legal and regulatory requirements and the charity's governing document.

The trustees are also responsible for ensuring that appropriate accounting records are maintained, that the charity's financial position can be established with reasonable accuracy and that reasonable steps are taken to safeguard the charity's assets and prevent and detect fraud and other irregularities.

The trustees must ensure that the charity's resources are applied solely in furtherance of its charitable purposes and that decisions are taken in the best interests of the charity.

11. Approval of the Trustees' Annual Report

This report was approved by the trustees of Action Hitchin on [insert approval date] and signed on their behalf by:

Signed: 

Name: Andrew Pearce

Position: Trustee

Date: 27/10/2026

ACTION HITCHIN

Unaudited Financial Statements

For the initial accounting period ended 31 December 2025

Registered charity number: 1210721

Accounting period: 30 October 2024 to 31 December 2025

Registered office: 1a Churchyard, Hitchin, Hertfordshire SG5 1HR

Statement of Financial Activities
Incorporating an Income and Expenditure Account
For the period from 30 October 2024 to 31 December 2025

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds £
Income				
Donations and gifts		20,311		20,311
Total income		**20,311**		**20,311**
Expenditure				
Charitable activities		14,936		14,936
Governance and administration		2,000		2,000
Fundraising costs		38		38
Total expenditure		**16,974**	**0**	**16,974**
Net income/(expenditure)		**3,337**	**0**	**3,337**
Transfers between funds		0	0	0
Net movement in funds		**3,337**	**0**	**3,337**
Fund balances at commencement		0	0	0
Fund balances at 31 December 2025		**3,337**	**0**	**3,337**

The notes form part of these financial statements.

Statement of Financial Position
As at 31 December 2025

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Fixed assets			
Tangible fixed assets	0		0
Total fixed assets	**0**	**0**	**0**
Current assets			
Cash at bank and in hand	3,065		3,065
Debtors and accrued income	272		272
Total current assets	**3,337**	**0**	**3,337**
Creditors: amounts falling due within one year	0		0
Net current assets	**3,337**	**0**	**3,337**
Creditors: amounts falling due after more than one year	0		0
Net assets	**3,337**	**0**	**3,337**
Funds			
Unrestricted funds	3,337		3,337
Restricted funds	0		0
Total funds	**3,337**	**0**	**3,337**

The notes form part of these financial statements.

Statement of Financial Position - continued
As at 31 December 2025

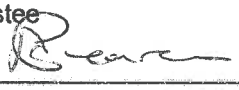
The trustees confirm that the charity's net assets are represented by its total funds.

Approved by the trustees on 27th October 2026.

Signed on behalf of the trustees:

Name: Andrew Pearce

Position: Trustee

Signature: 

Notes to the Financial Statements

1. Statement of Compliance

Action Hitchin is a registered charity in England. The registered office is:
Action Hitchin
1a Churchyard
Hitchin
SG5 1HR

The charity financial statements have been prepared in compliance with Charities SORP (FRS 102) as it applies to the financial statements for the year ended 31 December 2025.

2. Accounting policies

Basis of preparation

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

The financial statements are prepared in sterling.

Action Hitchin meets the definition of a public benefit entity under FRS 102.

The financial statements have been prepared for the initial accounting period from 30 October 2024 to 31 December 2025.

Going concern

The financial statements have been prepared on a going concern basis.

Income recognition

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Value Added Tax

The charitable company is exempt from charging Value Added Tax. Accordingly, it can not recover from HM Customs and Excise tax incurred on supplies and services bought. Non-recoverable Value Added Tax is shown within charitable activities in the Statement of Financial Activities.

Fund accounting

Unrestricted funds are available for the trustees to apply in furtherance of the charity's objectives, subject to the governing document and applicable law.

Restricted funds are subject to specific conditions imposed by donors or grant providers and must be applied in accordance with those conditions.

3. Income source

	£
Donations – projects	20,001
Donations – public	310
Total income	**20,311**

4. Expenditure & support costs

	£
Outdoor gym grant	14,936
Commission	2,000
Collection fees	38
Total expenditure	**16,974**

5. Trustees' remuneration and expenses

There are no trustees' remuneration or other benefits for the period ended 3 I December 2025.

Trustees are not remunerated for acting as trustees unless properly authorised under the governing document or by other lawful authority. Any payments to trustees or connected persons, and any trustee expenses reimbursed, should be disclosed as required by the applicable reporting framework.

Trustee remuneration: £0
Trustee expenses reimbursed: £0
Number of trustees receiving expense reimbursements: 0

6. Employees

Average number of employees during the period: 0

7. Debtors: Amounts falling due within one year

Debtors	**£**
Donations receivable	272
Total debtors and prepayments	**272**

8. Funds

	Balance at commencement £	Income £	Expenditure £	Transfers £	Balance at 31 December 2025 £
General unrestricted fund	0	20,311	16,974	0	3,337
Total funds	**0**	**20,311**	**16,974**	**0**	**3,337**

9. Related-party transactions

There are no material related-party transactions required by the applicable accounting framework, including relevant transactions with trustees, connected persons or organisations connected to trustees.

10. Commitments and contingent liabilities

There are no material contractual commitments, guarantees, contingent liabilities or other obligations existing at 31 December 2025.

11. Post-balance-sheet events

There are no material events occurring after 31 December 2025 but before the financial statements are approved, where required by the applicable accounting framework.

12. Approval

These financial statements were approved by the trustees of Action Hitchin on 27th October 2026.

Signed on behalf of the trustees

Name: Andrew Pearce

Position: Trustee

Signature: 