

REGISTERED COMPANY NUMBER: 04574188 (England and Wales)

REGISTERED CHARITY NUMBER: 1126736

THE HACKNEY SOCIETY LIMITED  
(A company limited by guarantee)

FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2017

THE HACKNEY SOCIETY LIMITED

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YEAR ENDED 31 MARCH 2017

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THE HACKNEY SOCIETY LIMITED

REFERENCE AND ADMINISTRATIVE INFORMATION  
YEAR ENDED 31 MARCH 2017

**Registered Company number**

04574188 (England and Wales)

**Charity Number**

1126736 (England and Wales)

**Registered office**

The Round Chapel  
1d Glenarm Road  
London  
E5 0LY

**Trustees**

Chair: Lisa Shell  
Vice Chair: Margaret Willes  
Treasurer: Tony Gillett

**Other Trustees:**

Ray Blackburn  
Monica Blake  
Laurie Elks  
Julia Lafferty  
Kevin Moore - resigned 15 November 2016  
Rossana Tich - resigned 15 November 2016

**Company secretary**

Tony Gillett

**Bankers:**

Unity Trust Bank Plc  
Nine Brindleyplace  
Birmingham B1 2HB

**Independent Examiner:**

David Harris FCMA  
36 Malvern Road  
London E8 3LP

INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF THE HACKNEY SOCIETY LIMITED  
FOR THE YEAR ENDED 31 MARCH 2017

The Trustees are pleased to present their report and the unaudited financial statements for the year ended 31 March 2017.

The reference and administrative information set out on page 1 forms part of this report.

The charitable company ('The Society') has prepared its financial statements in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005). The financial statements also comply with the Charities Act 2011, the Companies Act 2006 and the governing document of the charitable company.

## **ORGANISATION AND STRUCTURE**

### ***Legal status***

The Hackney Society Limited is constituted as a company limited by Guarantee having been incorporated on 25th October 2002 and is therefore governed by its Memorandum and Articles of Association. On 17th November 2008 the company was granted charitable status.

### ***Trustees***

A Trustee is a member of the Board of Trustees of the Charity and a Director for the purposes of the Companies Act 2006. The Trustees who held office during the year or were appointed since are as follows:

Ray Blackburn  
Monica Blake  
Laurie Elks  
Tony Gillett  
Julia Lafferty  
Kevin Moore - resigned 15 November 2016  
Lisa Shell  
Rossana Tich - resigned 15 November 2016  
Margaret Willes

### ***Trustee Appointment and induction and training***

The power of appointing new Trustees is vested in the existing Trustees.

On appointment new Trustees are provided with information about the activities of the Society including copies of minutes of previous Board meetings, copies of the financial statements and details of the Trustees' responsibilities in law.

### ***Organisational structure***

The Trustees must hold a meeting at least once a year and every trustee has one vote on each issue with the Chair holding the casting vote.

The Trustees, meeting at least once a year and more frequently when necessary, are the decision-making body. The Trustees do not receive any remuneration. The day to day administration of the Charity is delegated to the Society's Secretary.

INDEPENDENT EXAMINER'S REPORT  
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FOR THE YEAR ENDED 31 MARCH 2017

***Risk policy***

The Trustees have identified the risks that the Society may be exposed to and continue to monitor existing controls in place in order to mitigate those risks.

**PUBLIC BENEFIT**

The Charity Commission in its Charities and Public Benefit Guidance requires that there are two key principles to be met to show that an organisation's aims are for the public benefit. Firstly, there must be an identifiable benefit. Secondly, the benefit must be to the public or a section of the public.

The Trustees confirm that in setting the charity's objectives and in planning its activities, they have had due regard to the Charity Commission's guidance on public benefit and that they will continue to ensure each year that they will consider how the Society continues to meet the public benefit objectives outlined in section 4 of the Charities Act 2006.

The Trustees are satisfied that the Society has met the requirements of the public benefit guidance.

**OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT**

Summary of the main activities of the Society in relation to its objectives

The objectives of the Society are:-

(1) To promote high standards of planning, architecture and conservation in Hackney.

(2) To give a voice to local people in the future development of Hackney.

(3) To educate and foster public interest in the history, architecture and character of the Borough. The Society seeks to achieve its objectives and aims through its activities which include:-

- Organising public events including talks, guided walks, exhibitions and site visits
- Producing publications which celebrate Hackney's social, cultural and architectural history
- Producing a regular newsletter, SPACES, to highlight the society's work and important current issues
- Campaigning to protect local buildings of historical and/or architectural merit
- Promoting high standards of design, construction and conservation, including through making comments on planning applications in the Borough
- Supporting the six Conservation Areas Advisory Committees made up of local people
- Securing funding for important local projects
- Working to build links between residents, officials and councillors, including through providing an independent non-voting representative to the Borough's Planning Committee
- Providing advice and support to local groups to help them improve their neighbourhoods

No significant change in these objectives and aims occurred during the period.

INDEPENDENT EXAMINER'S REPORT  
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FOR THE YEAR ENDED 31 MARCH 2017

**ACHIEVEMENTS AND PERFORMANCE OF THE CHARITY FOR THE PUBLIC BENEFIT**

2016/17 saw the Society continue to deliver a programme of projects and events in the face of severely limited funding. The Society has continued to raise its public profile, and membership is buoyant despite the difficult financial times. The Society has also successfully bid for small grants that have allowed it to organise a number of walks and events. The Society continues to increase its level of engagement with the planning authority on matters of development, at a time when the housing crisis puts significant demand on the borough. The Society continues to grow the membership and to meet our charitable objectives with further funding for specific projects.

**Fundraising and volunteering**

During this financial year, the Society has had no permanent staff, but has retained Nick Perry, who formally resigned as a Trustee in 2015 to instead take on an unpaid non-Trustee role as 'Director' of the Society. Whilst the role does not carry with it the formal duties and powers of the Trustees, Nick remains heavily involved in the facilitation of meetings and responding to external enquiries, including press requests. The necessary work to continue the activities of the Hackney Society has either been undertaken by volunteers, or, where appropriate and funding has been obtained, outsourced. Work such as organising events, editing the newsletter, managing the membership and dealing with planning matters continues to be done solely by volunteers including, and especially the Trustees.

**Projects**

**1 Beating the Bounds of the Games in Hackney Wick**

The Society commissioned a one-hour audio programme to be made with existing material originally recorded for a putative audio walking tour of Hackney Wick in 2009. This has been achieved using remaining grant funding for the original project. A modest sum remains with which the Society might put together other support materials or events.

The programme is available at <http://hackneysociety.org/page/beatthebounds>.

**2. Bishopsgate Goodsyard Campaign**

The Society has been heavily involved with other campaign groups under the umbrella More Light More Power, to resist current plans by Hammerson and Ballymore to develop the former Bishopsgate Goodsyard site. The development is hugely controversial and at the end of the Society's financial year was left with the outgoing Mayor of London, Boris Johnson to decide upon, the boroughs of Hackney and Tower Hamlets both having rejected the scheme.

For more information visit <http://hackneysociety.org/page/goodsyard>

**Programme of events**

Events have been well-attended and popular. We ran 8 events during this financial year.

There were four walks: De Beauvoir - Old and New, led by Paul Bolding; Post-War Housing In Hackney, led by Suzanne Waters; Hackney Walk – The Fashion Hub, led by Andrew Sissons; Rhodes Town – The Building Of A Hackney Suburb, led by Sean Gubbins.

There were three building tours: The Hackney Empire, led by Tim Ronalds; The Arcola Theatre, followed by the AGM; The Makers House, led by Liddicoat and Goldhill Architects.

There was one social evening at St. Augustine's Tower.

**Publications**

1. The book to celebrate the 50th anniversary of the Hackney Society in 2017 has advanced considerably during the year. Further funding of £1,855 has been secured through another sponsored walk and direct donations for the project. The book will look at each of the 50 years and use the date to look at different topics to trace not only the history of the Society, but also of the borough. Many of the pieces have been

INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF THE HACKNEY SOCIETY LIMITED  
FOR THE YEAR ENDED 31 MARCH 2017

submitted and many illustrations have been selected. Trustees are grateful to the very many number of contributors to this project.

2. The Society continues to sell its backlist titles through local bookshops, and at events such as fetes and vintage fairs..

3. Work that began last year on a new version of Hackney Houses, a guide to improvement, conservation and maintenance of late Georgian, Victorian and Edwardian houses remains on hold until both funding is found and the anniversary book is published.

### **'Spaces' newsletter**

The Society produced four issues of Spaces: 53, 54, 55 and 56.

The newsletter is quarterly and is written by voluntary contributors. They cover planning and historic building issues in the borough, topical issues, forthcoming events, buildings at risk and updates on Hackney Society projects and events. Buildings and issues covered by Spaces over the year included: Corten Extension London Fields, Hackney Fashion Hub, 195 Mare Street, All a Façade, Former Hackney Police Station, Derek Baker 1936-2016, Barretts Grove, Hackney Design Awards 2016, 200 Years of Methodism in Stoke Newington, People's History of Lower Clapton, The Cube Building, Hackney Central Masterplan, The Makers House, A Tale of Two Basements, When is Reproduction Good Conservation?, and Champion for Hackney Heritage..

The newsletter continues to be funded piecemeal and by in-kind contribution of the editor Monica Blake along with Claudia Jessop and Margaret Willes for help with copyediting. The Trustees and Director would like to thank Carolyn Clark, Amir Dotan, Laurie Elks, Sophie Goldhill, Jack Hobhouse, David Lippicoat, Ruth Macdonald, Nick Perry, Lisa Shell, Ruth Slatter, Tim Soars, Irene Stratton and Andrew Whiting for their articles and photographs. We would also like to thank Glory Hall and KopyKat Printers. Without their generosity we would not be able to afford the commercial rates for design and print.

### **Websites**

The Society continues to maintain our main website <http://hackneysociety.org> and in lieu of grand funding to redevelop the site entirely has gone about some minor reorganisation of pages in the hope that current materials are easier to find. A programme of providing electronic copies of older publications and samples from recent publications has begun. Two other micro-sites are still available but not actively updated. [hackneybuildings.org](http://hackneybuildings.org) (aka [lovelocallandmarks.org](http://lovelocallandmarks.org)) , [hackneysociety.org/health](http://hackneysociety.org/health)

The Society thanks Community Sites for their continued provision of services at very modest costs for community and amenity groups such as ours.

### **Social Media**

Social media continues to be important and we are indebted to Rossana Tich who continues to manage our Twitter presence, despite stepping down as a Trustee. As at 31 March 2017 we had around 9,500 Twitter (@HackneySociety) followers, up by 1,200 on the same time last year.

Our Facebook (theHackneySociety) page is less actively managed and generally automatically reflects our Twitter activity.

THE HACKNEY SOCIETY LIMITED  
(Company number 04574188)

TRUSTEES' REPORT  
YEAR ENDED 31 MARCH 2017

**FINANCIAL REVIEW**

The Society's principal source of funding in the period under review derived from membership subscriptions (£2,277) and from book sales (£2,192) and events held (£2,025). Events included £1,855 fundraised for a proposed book to celebrate its 50th anniversary. The Society also received further funding towards specific projects totalling £150.

The Trustees are satisfied with the results for the year disclosed on page 7. At the year-end date the Charity's general reserves stood at £18,985. The Charity's restricted funds are now nil.

***Reserves policy***

In order for the Society to meet its stated aims and objectives it continues to be dependent upon donations. The donations received in any given year will dictate amounts that can be applied by The Hackney Society for its charitable purposes. Consequently, the Trustees consider it appropriate to carry forward a sufficient level of reserves to meet its immediate needs and also to ensure the short term liquidity and long term financial stability of the Charity.

**SMALL COMPANY EXEMPTION**

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

**ON BEHALF OF THE BOARD:**



..... T Gillett – Trustee

Dated: 21 September 2017



**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF THE HACKNEY SOCIETY LIMITED  
FOR THE YEAR ENDED 31 MARCH 2017**

I report on the accounts of The Hackney Society [the charity] for the year ended 31 March 2017 as set out elsewhere.

**Respective responsibilities of trustees and independent examiner**

As the charity's trustees, you are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144[2] of the Charities Act 2011 [the 2011 Act] and that an independent examination is appropriate.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145 [b] of the 2011 Act;
- state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items of disclosures in the accounts, and seeking explanations from trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

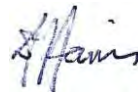
**Independent examiner's statement**

In connection with my examination, no matters have come to my attention:

1. which give me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with sections 386 and 387 of the Companies Act 2006 [the 2006 Act]; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the 2006 Act and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met; or
2. to which, in my opinion, attention should be drawn, beyond disclosures already made, in order to enable a proper understanding of the accounts to be reached.

David J Harris FCMA

6 October 2017



STATEMENT OF FINANCIAL ACTIVITIES  
(Incorporating Income and Expenditure Account)  
FOR THE YEAR ENDED 31 MARCH 2017

	Notes	General funds 2017 £	Restricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds:					
Voluntary income:					
Donations and grants		361	150	511	2,556
Activities for generating funds:	2	6,494		6,494	8,922
Investment income:					
UK bank interest		5		5	6
<b>Total incoming resources</b>		<u>6,860</u>	<u>150</u>	<u>7,010</u>	<u>11,484</u>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds:					
Fundraising and event costs	4	3,227	-	3,227	3,963
Charitable activities:					
Publications and campaigning	5	2,667	557	3,224	3,485
Governance costs	6	199		199	161
<b>Total resources expended</b>		<u>6,093</u>	<u>557</u>	<u>6,650</u>	<u>7,609</u>
<b>Net movement in funds for the year before transfers</b>		<u>767</u>	<u>(407)</u>	<u>360</u>	<u>3,875</u>
Transfers between funds		-	-	-	-
<b>Net movement in funds for the year</b>	7	<u>767</u>	<u>(407)</u>	<u>360</u>	<u>3,875</u>
<b>Total funds brought forward</b>		<u>18,218</u>	<u>407</u>	<u>18,625</u>	<u>14,750</u>
<b>Total funds carried forward</b>		<u>18,985</u>	<u>0</u>	<u>18,985</u>	<u>18,625</u>

THE HACKNEY SOCIETY LIMITED  
(Company number 04574188)

BALANCE SHEET AT 31 MARCH 2017

	Notes	31.3.2017		31.3.2016	
		£	£	£	£
Fixed assets:					
Tangible assets	9				
Current assets:					
Stock of books	10	6,643		9,356	
Debtors: accrued income		195		200	
Cash at bank		<u>12,519</u>		<u>9,441</u>	
		19,357		18,997	
Creditors: amounts falling due within one year: accrued expenses		<u>(372)</u>		<u>(372)</u>	
Net current assets			18,985		18,625
Net assets			<u>18,985</u>		<u>18,625</u>
Represented By	11				
General funds	12		18,985		18,218
Restricted funds	13		-		407
			<u>18,985</u>		<u>18,625</u>

The charitable Company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2017.

The Directors have not required the Company to obtain an audit of its financial statements for the year ended 31 March 2017 in accordance with Section 476 of the Companies Act 2006.

The Directors acknowledge their responsibilities for:

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Directors on 21 September 2017 and were signed on its behalf by:

 T Gillett - Director

NOTES TO THE FINANCIAL ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

**1. Accounting Policies**

**a. Basis of accounting**

The Financial Statements have been prepared under the historical cost convention, and in accordance with the Companies Act 2006, the Financial Reporting Standard for Smaller Entities (effective April 2008) and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP2005).

**b. Incoming resources**

Incoming resources represent income generated from the charitable company's ordinary activities.

Voluntary income whether received by way of donation or grant is included in the Statement of Financial Activities in the year in which it relates to.

Incoming resources from book sales are accounted for when earned. Membership subscriptions are recognised in the year in which they are received.

**c. Resources expended**

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the company to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the categories. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Costs of generating funds are those costs incurred in seeking voluntary contributions together with attributable support costs.

Charitable activities represent those specific direct costs incurred in providing public education materials. They also include support costs for providing logistical support and managing project expenditure.

Governance costs represent all costs involving public accountability of the charitable company and its compliance with regulation and good practice. These costs include costs related with statutory audit and constitutional requirements together with attributable support costs.

Support costs and overheads have been allocated across activity categories on a basis consistent with the use of the resource, eg salaries allocated on the basis of estimated time spent and office overheads by estimated usage.

**d. Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life at the following rates:-

Website - 33% Straight Line

**e. Cash flow statement**

The charitable company has taken advantage of the exemption in Financial Reporting Standard No.1 from producing a cash flow statement on the grounds that it is a small company.

**f. Stock of books**

Stocks of donated books are included at the Trustees' valuation. Stocks of books produced are valued at the lower of production cost and net realisable value.

THE HACKNEY SOCIETY LIMITED  
(Company number 04574188)

NOTES TO THE FINANCIAL ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

**1. Accounting Policies -continued**

**g. Funds**

General funds are donations and other incoming resources receivable or generated for the objects of the Charity without specified purpose and are available as general funds.

Designated funds are those funds set aside by the trustees from unrestricted general funds for specific future purposes or projects.

Restricted funds are specifically donated to the charity where the donor has specified they be used for the benefit of a specific project within the objects of the charity, or for a particular administrative cost.

<b>2 Activities for generating funds</b>	General funds	Restricted funds	Total 31.3.2017	Total 31.3.2016
	£	£	£	£
Membership income	2,277		2,277	2,307
Book sales	2,192		2,192	1,220
Fundraising event	2,025		2,025	5,395
	<u>6,494</u>	<u>-</u>	<u>6,494</u>	<u>8,922</u>

**3 Allocation of support costs**

	Costs of generating voluntary income	Charitable activities	Governance	Total 31.3.2017	Total 31.3.2016
	£	£	£	£	£
Insurance	63	109	9	181	177
Office cost	284	473	190	947	761
	<u>347</u>	<u>582</u>	<u>199</u>	<u>1,128</u>	<u>938</u>

**4 Cost of generating funds: fund-raising and event costs**

	General funds	Restricted funds	Total 31.3.2017	Total 31.3.2016
	£	£	£	£
Cost of books sold and provision for slow moving stock	2,713		2,713	70
Cost of events held	167		167	3,603
Attributed support costs	347		347	290
	<u>3,227</u>	<u>-</u>	<u>3,227</u>	<u>3,963</u>

THE HACKNEY SOCIETY LIMITED  
(Company number 04574188)

NOTES TO THE FINANCIAL ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

5 **Costs of generating funds: analysis of charitable expenditure**

		Publication & Literature costs	Campaigning & public awareness	Total 31.3.2017	Total 31.3.2016
5.1	By activity:				
		£	£	£	£
	Newsletter	1,321	1,321	2,642	2,638
	Direct costs			-	360
	Support costs	291	291	582	487
		<u>1,612</u>	<u>1,612</u>	<u>3,224</u>	<u>3,485</u>
5.2	By fund:	General funds	Restricted funds	Total 31.3.2017	Total 31.3.2016
		£	£	£	£
	Newsletter	2,376	266	2,642	2,638
	Direct costs				360
	Support costs	291	291	582	487
		<u>2,667</u>	<u>557</u>	<u>3,224</u>	<u>3,485</u>

THE HACKNEY SOCIETY LIMITED  
(Company number 04574188)

NOTES TO THE FINANCIAL ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

6 <b>Governance costs:</b>	General funds £	Restricted funds £	Total 31.3.2017 £	Total 31.3.2016 £
Independent examiner's fees			-	-
Support costs (see note 3)	199		199	161
	<u>199</u>		<u>199</u>	<u>161</u>

7 <b>Surplus/ (deficit) for the year:</b>	31.3.2017 £	31.3.2016 £
	<u>360</u>	<u>3,875</u>

There were no persons employed by the charitable company during the year [2016: nil]. None of the Trustees/Directors received any emoluments or were reimbursed expenses during the period under review.

**8 Taxation**

As a registered charity, the Society is potentially exempt from taxation on income and gains falling within sections 466-493 of the Corporation Act 2010 and section 256 of the Taxation of Chargeable Gains Act 1992 to the extent these are applied for charitable purposes.

**9 Tangible fixed assets**

Cost	Website £
At 1 April 2016	8,290
Additions in the year	
At 31 March 2017	<u>8,290</u>
Depreciation	
At 1 April 2016	8,290
Charge for year	
At 31 March 2017	<u>8,290</u>
Net book value	
At 31 March 2016	<u>Nil</u>
At 31 March 2017	<u>Nil</u>

**10 Stock of books**

In accordance with financial policy 1f, Trustees have sanctioned a write-down of £2,000 [2016: nil] in the valuation of produced books.

THE HACKNEY SOCIETY LIMITED  
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NOTES TO THE FINANCIAL ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

11 Analysis of net assets between funds:

	General funds £	Restricted funds £	Total £
Current assets	19,357	-	19,357
Creditors	(372)		(372)
Fund balance	<u>18,985</u>	<u>-</u>	<u>18,985</u>

12 General funds

General funds are those funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

13 Restricted funds

The fund balances listed below represent the excess of donations or grants received over expenditure incurred for those projects whereby the purpose is specified by the donors as to their use:

	Balance at 1.4.2016 £	Incoming resources £	Resources expended £	Balance at 31.3.17 £
Discover Hackney	186		(186)	0
Love Local Landmarks	221	150	(371)	0
	<u>407</u>	<u>150</u>	<u>(557)</u>	<u>0</u>

**Discover Hackney:** The Hackney Society is a member of the Hackney Heritage and Built Environment Partnership (HHBEP) which funded the Beating the Bounds of the Olympics Project. At the year end date the funds had been fully expended.

**Love Local Landmarks (including locally listed buildings):** This relates to funding received by the Society primarily from English Heritage to carry out a full survey of the borough's 448 locally listed buildings, to include documenting each building by taking photographs, writing short architectural descriptions and assessing their condition. We also identified and nominated about 100 additional buildings that they considered suitable for adding to the list. The data collated has been added to an online catalogue and forms part of the English Heritage Historic Environment Record. The project also provided a tool kit which includes tips on defining the scope of the project, best practice in identifying and training volunteers: It also provides sample survey sheets and list entries. At the year end date the funds had been fully expended.

13. Related Party transactions

During the year the Charity did not make any payments to Trustees. In the previous year it paid Monica Blake (Trustee) £50, Julia Lafferty (Trustee) £300, and Margaret Willes (Trustee) £300 for professional services provided.

14. Legal status

The Company is limited by guarantee and has no share capital. The liability of each member in the event of a winding up is limited to £1.