



# Annual Return 2007 (Online)

## **POLDEN PUCKHAM CHARITABLE FOUNDATION**

**Charity Number: 1003024**

**Submitted on 24 January 2008**

Some of the information you have given in this form will be made publicly available in accordance with s.3(8) of the Charities Act 1993. For your information, we have marked those fields with the symbol - **P**. Full guidance on each section of the form is contained in the Guidance Notes booklet.

This form shows the information you have entered through the Annual Return 2007 Online.

**The Annual Return was submitted online by MR BRYN HIGGS on 24 January 2008**

## **PART A - Charity Information**

### **A1 - FINANCIAL YEAR**

This Annual Return form should be completed for financial years on or after 1st January 2007.

Financial year start - <b>P</b>	06 April 2006
Financial year end - <b>P</b>	05 April 2007
Next financial year end	05 April 2008

### **A2 - INCOME AND EXPENDITURE**

This shows your charity's gross income and total expenditure for the financial year shown at A1. PLEASE NOTE THESE FIGURES ARE ROUNDED TO THE NEAREST POUND.

Gross income - <b>P</b>	£435,026
Total expenditure - <b>P</b>	£451,054

## A3 - CHARITY CONTACT

The contact details for your charity are printed below..

Your current contact is an: organisation

Organisation Name - **P**

POLDEN PUCKHAM CHARITABLE  
FOUNDATION

Address - **P**

THE SECRETARY  
POLDEN-PUCKHAM  
CHARITABLE FOUNDATION  
B M P P C F  
LONDON  
WC1N 3XX

Postcode - **P**

Telephone Number - **P**

Fax - **P**

## A4 - CORPORATE TRUSTEE

Your charity has no corporate trustees

## A5 & A6 - CURRENT INDIVIDUAL TRUSTEES

Printed below is the list of current trustees who are individuals that we hold for your charity.

Please note, the addresses given should be the trustees' home address rather than a work or the charity address. Please ensure that we have a complete set of details for each trustee. Trustees without a complete set of details may not be recorded on our Register of Charities.

We only publish trustee names on the Register. Other personal details are not made publicly available

The Commission may email trustees who have given us a personal email address with important updates about trusteeship from time to time. Your charity has told us that their trustees **wish to receive these updates**

### Trustee 1

Title:

MS

Personal Names:

HARRIET

Family Name:

GILLETT

Suffix:

Preferred Name: - **P**

MS HARRIET GILLETT

Date of Birth:

15 April 1954

Address

32 STOREYS WAY

CAMBRIDGE

Post Code

CB3 0DT

Telephone:

01223 322604

Email:

HARRIET.GILLETT@GOOGLEMAIL.COM

Chair of the Charity - **P**

YES

**Trustee 2**

Title: MS  
Personal Names: JENEPHER  
Family Name: GORDON  
Suffix:  
Preferred Name: - **P** MS JENEPHER GORDON  
Date of Birth: 12 June 1944  
Address: 41 CLYDE ROAD  
LONDON  
Post Code: N22 7AD  
Telephone: 020 8889 8775  
Email:  
Chair of the Charity - **P** NO

**Trustee 3**

Title: MS  
Personal Names: LINDA  
Family Name: BATTEN  
Suffix:  
Preferred Name: - **P** MS LINDA BATTEN  
Date of Birth: 23 October 1972  
Address: SHEFFIELD QUAKER COMMUNITY LTD  
WATER LANE  
BAMFORD  
HOPE VALLEY  
DERBYSHIRE  
Post Code: S33 0DA  
Telephone: 01433 650085  
Email:  
Chair of the Charity - **P** NO

**Trustee 4**

Title: MR  
Personal Names: MARTIN BEVIS  
Family Name: GILLETT  
Suffix:  
Preferred Name: - **P** MR MARTIN BEVIS GILLETT  
Date of Birth: 26 January 1942  
Address: 41 BEAUCHAMP ROAD  
BRISTOL  
Post Code: BS7 8LQ  
Telephone: 01179400324  
Email: BEVISGILLETT@BLUEYONDER.CO.UK  
Chair of the Charity - **P** NO

**Trustee 5**

Title: MR  
Personal Names: DANIEL  
Family Name: BARLOW  
Suffix:  
Preferred Name: - P MR DAN BARLOW  
Date of Birth: 04 June 1973  
Address: FLAT 3/1  
36 WARRENDER PARK TERRACE  
MARCHMOUNT  
EDINBURGH  
EH9 1ED  
Post Code: EH9 1ED  
Telephone: 0131 6220027  
Email:  
Chair of the Charity - P NO

**Trustee 6**

Title: MR  
Personal Names: GERARDO  
Family Name: FRAGOSO  
Suffix:  
Preferred Name: - P MR GERARDO FRAGOSO  
Date of Birth: 21 September 1965  
Address: 12 CHARLES STREET  
CAMBRIDGE  
CB1 3LZ  
Post Code: CB1 3LZ  
Telephone:  
Email:  
Chair of the Charity - P NO

**Trustee 7**

Title: MS  
Personal Names: VAL  
Family Name: FERGUSON  
Suffix:  
Preferred Name: - P VAL FERGUSON  
Date of Birth: 11 March 1943  
Address: 29 CUNLIFFE CLOSE  
OXFORD  
OX2 7BJ  
Post Code: OX2 7BJ  
Telephone:  
Email: VAL@CLIFFPATH.FREESERVE.CO.UK  
Chair of the Charity - P NO

**Trustee 8**

Title: MR  
 Personal Names: BENJAMIN  
 Family Name: GILLETT  
 Suffix:  
 Preferred Name: - P BEN GILLETT  
 Date of Birth: 08 November 1977  
 Address: FLAT 3/1  
 13 MONTPELIER PARK  
 EDINBURGH  
 EH10 4LU  
 Post Code  
 Telephone:  
 Email: BEN\_J\_GILLETT@YAHOO.CO.UK  
 Chair of the Charity - P NO

**A7 - AREA OF OPERATION**

It is important that the Register of Charities accurately reflects where your charity operates. Below is the area of operation we currently hold for your charity.

1 Throughout England and Wales

**A8 - CHARITY CLASSIFICATION**

Printed below are the details we currently hold for your Charity

**WHAT** your charity sets out to do: - P

	101 General Charitable Purposes
	102 Education/Training
	103 Medical/Health/Sickness
	104 Disability
	105 Relief of Poverty
	106 Overseas aid/Famine relief
	107 Accommodation/Housing
	108 Religious activities
	109 Arts/culture
	110 Sport/recreation
	111 Animals
	112 Environment/Conservation/Heritage
	113 Economic/Community development/Employment
	114 Other charitable purposes

**WHO** your charity helps: - P

	201 Children/Young people
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	202 Elderly/Old People
	203 People with disabilities
	204 People of a particular ethnic or racial origin
✓	205 Other charities/Voluntary bodies
	206 Other defined groups
	207 General public/Mankind

**HOW** your charity operates: - **P**

	301 Makes grants to individuals
✓	302 Makes grants to organisations
	303 Provides other finance
	304 Provides human resources
	305 Provides buildings/facilities/open space
	306 Provides services
	307 Provides advocacy/advice/information
	308 Sponsors or undertakes research
	309 Acts as umbrella or resource body
	310 Other charitable activities

## A9 - CHARITY ACTIVITIES

Your charity has given the Commission the following brief description of its activities: - **P**

PPCF support projects that change values and attitudes, promote equity and social justice, develop radical alternatives to economic and social structures. Areas of specific interest are peace issues and ecological sustainability. PPCF also supports human rights and women's issues where it is related to policy changes and to peace and ecological issues.

## A10 - EMAIL FOR PUBLIC DISPLAY

This is a public address that will be displayed on the Register of Charities.

Your current public email address - **P**                      [ppcf@polden-puckham.org.uk](mailto:ppcf@polden-puckham.org.uk)

## A11 - EMAIL FOR CHARITY COMMISSION USE

This is an address that will be used only by the Commission for contacting the charity.

Your current private email address                      [ppcf@polden-puckham.org.uk](mailto:ppcf@polden-puckham.org.uk)

## A12 - CHARITY WEBSITE

If the charity has its own website and we hold the address, a hyperlink will be available for the public to access the site from the charity's entry on the Register of Charities.

Your current charity website - **P**

[www.polden-puckham.org.uk](http://www.polden-puckham.org.uk)

## A13 - CHARITY MAIN BANK/BUILDING SOCIETY ACCOUNT

Below are the current details held by the Commission about your main Bank or Building Society Account. These account details are not made public.

Bank Name -	TRIODOSBANK NV BRISTOL CLIFTON
Sort Code	165810
Account number	01970000
Bank Account name -	POLDEN PUCKHAM CHARITABLE FOUNDATION

## DATA PROTECTION

Any information you give to us will be held securely and in accordance with the rules on data protection. We will treat personal details as private and confidential and safeguard them. We will not disclose them to anyone unconnected with the Charity Commission unless you have consented to their release, or in certain circumstances where:

- we are **legally** obliged to do so;
- it is **necessary** for the proper discharge of our statutory functions;
- disclosure is **necessary** to comply with our function as regulator of charities and is in the public interest.

We will ensure that any disclosure made for this purpose is proportionate, considers your right to privacy and is dealt with fairly and lawfully in accordance with the Data Protection Principles of the Data Protection Act.

The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, whether kept in computer or paper files, about identifiable living individuals. As a 'data controller' under the Act, we must comply with its requirements.

## REPORTING SERIOUS INCIDENTS

Incidents that cause a significant loss of funds or pose serious risks to a charity's beneficiaries, resources or reputation should be reported to the Commission as soon as possible.

If any of the serious incidents listed below have occurred since your last return, you should notify the Commission immediately if you have not already done so.

### SERIOUS INCIDENTS

- Significant fraud or theft or loss of funds
- Significant sums of money or other property donated to the charity from an unknown or unverified source
- The charity (including individual staff or trustees or both) has a known or alleged link to a proscribed organisation or to terrorist or other unlawful activities.
- A person disqualified from acting as a trustee has been or is currently acting as a trustee of the charity
- The charity does not have a policy for safeguarding its vulnerable beneficiaries (e.g. children and young people, people with disabilities and the elderly/old people).
- The charity has no vetting procedure to ensure that a trustee or member of staff is eligible to act in the position he or she is being appointed to
- Beneficiaries have been or are suspected of being abused or mistreated
- The charity has been subject to a criminal investigation or an investigation by another regulator or agency; or sanctions have been imposed or concerns raised by another regulator or agency (e.g. the Health and Safety Executive, Ofsted).

When you report a serious incident we will generally ask you for further details. You may not have all of these but please be prepared to provide as much relevant information as possible about the incident. We are mainly concerned about criminal or unlawful activity, or very serious incidents about a charity that may affect its funds, property, beneficiaries or reputation. Some of the incidents listed may not actually be criminal, but do suggest risks of potential criminal activity or other risks which, if they became reality, would cause serious harm to the charity.

### LEGAL OBLIGATION

Trustees must provide information about serious incidents as part of the charity's Annual Return. Failure to do so will be regarded as a breach of legal requirements.

## ADVICE FOR THE TRUSTEES AND MANAGERS OF POLDEN PUCKHAM CHARITABLE FOUNDATION

The following Guidance may be useful for your trustees. To view these publications, please visit our website at [www.charitycommission.gov.uk/publications](http://www.charitycommission.gov.uk/publications). If, after reading the guidance you require assistance or feel there is a matter on which you would benefit from advice, please call Charity Commission Direct on 0845 300 0218.

### Trusteeship

#### [CC30 Finding New Trustees](#)

A 'start to finish' guide to help charities to recruit new trustees effectively and increase the range of skills and experience on their board. **Also includes useful information on vetting trustees and the Criminal Records Bureau which may be useful to existing trustees.**

#### [CC3 The Essential Trustee](#)

This publication replaces the previous CC3, Responsibilities of Trustees, provides guidance to all trustees, and those who are about to become trustees, on what is involved in being a charity trustee.



## Accountancy

### [CC15 Charity Accounts](#)

This guidance should only be used by charities preparing accounts under SORP 2005 and the 2000 Regulations – charities preparing accounts for accounting periods beginning on or after 1 April 2006.

### [CC17 Accrual Accounts Pack](#)

This pack is to assist non-company charities with a gross annual income and total expenditure below the audit threshold (currently £250,000) in preparing their annual report and accounts.

## Reserves

### [RS13 Tell It Like It Is](#)

Charities are urged to remove the mystique surrounding their reserves.

## Fundraising

### [CC20 Fundraising](#)

This leaflet explains charity fund-raising law and gives general advice.

## Sound Governance

### [CC60 hallmarks of effective charity](#)

This guidance focuses on the achievements, performance and impact of an effective charity as well as the principles which the Commission expects charities and charity trustees to adhere to.

### [RS6 Milestones](#)

Looks at the issues and phases of development that are relevant to charities, also includes a checklist of standard questions for trustees to consider at various stages of development.

## DECLARATION

Your Annual Return was submitted online by MR BRYN HIGGS on 24 January 2008, telephone number 01531 670729

MR BRYN HIGGS certified online that:

- the information provided was correct
- it had been or would be brought to the attention of all the trustees
- that the trustees were satisfied that there are no further issues or matters that should have been brought to the attention of the Commission

Those who give answers that they know are untrue or misleading may be committing an offence.

## CONTACT DETAILS

### **Address**

The Charity Commission  
PO Box 1268  
Liverpool, L69 3AR

### **Telephone**

0845 300 0218

### **Email**

enquiries@charitycommission.gsi.gov.uk