

REVEREND FREDERICK W ROBERTSON TRUST

**(OTHERWISE KNOWN AS
THE ROBERTSON HALL TRUST)**

**ANNUAL REPORT AND FINANCIAL ACCOUNTS FOR THE
YEAR ENDED 31st DECEMBER 2019**

Registered Charity No. 1073473

REVEREND FREDERICK W ROBERTSON TRUST
(otherwise known as The Robertson Hall Trust)
(Registered Charity Number 1073473)

ANNUAL REPORT OF THE TRUSTEES FOR THE
YEAR ENDED 31ST DECEMBER 2019

REFERENCE AND ADMINISTRATIVE DETAILS

The Trustees

The Charity Trustees who have held office from 1st January 2019 down to the date of this Report are:-

- The Venerable Martin Lloyd-Williams (nominated managing trustee) re-appointed for a further 4 years from 22nd May 2019)
- John Head (co-opted managing trustee) (re-appointed 24th November 2015 for 5 years)
- Reverend David Biggs (vicar of The Benefice of Brighton The Chapel Royal) (appointed 23rd December 2002)
- Reverend Deacon Julie Newson (nominated managing Trustee) re-appointed for a further for 4 years from 13th May 2019)
- James Groves (co-opted managing Trustee) (appointed for 5 years from 29th January 2019)

STRUCTURE, GOVERNANCE AND MANAGEMENT

Trustee recruitment and appointment

The Benefice of Brighton Saint Peter with the Chapel Royal was dissolved during 2009 and out of the former Benefice two new Benefices were created. The new benefice of Brighton the Chapel Royal includes the major part of the former Benefice and thus the incumbent for the time being of the Benefice of Brighton the Chapel Royal is the ex-officio Trustee under Clause 4(b) of the Scheme dated 4th September 1998

The Custodian Trustee for the Charity is "The Chichester Diocesan Fund and Board of Finance (Incorporated)" and has the right to nominate one of the managing trustees. The Venerable Martin Lloyd-Williams was appointed by the Custodian Trustee as one of the managing trustees for a period of four years from 22nd May 2019.

"The Bishop's Council or such other committee for the time being with responsibility for mission and outreach in the Diocese of Chichester" also has the right to appoint a managing trustee. Reverend Deacon Julie Newson was appointed by the Bishop's Council as a managing trustee for a period of four years from 13th May 2019.

Nominated managing trustee appointments are for a term of 4 years but can be renewed. Co-opted managing trustees are appointed for a period of 5 years and can be re-appointed at the end of a term.

Were there to be a need for new co-opted managing Trustees these would be identified and appointed by the remaining Trustees. The Chairman of the Trustees would be responsible for the induction of any new Trustee, which would involve awareness of a trustee's responsibilities, the governing documents, administrative procedures, the history and the philosophical approach of the Charity. Any new trustee would receive a copy of the previous year's annual report and accounts and referred to the Charity Commission leaflet: "The Essential Trustee: What You Need to Know". (on Charity Commission website.)

Governing Instrument

The Reverend Frederick W Robertson Trust (otherwise known as the Robertson Hall Trust) is constituted by a Scheme of the Charity Commission made on 5th September 1989 as varied by a subsequent Scheme dated 4th September 1998 and is a registered charity number 1073473.

Principal Office of the Charity

Its address is at Chapel Royal Parish Church Office, North Street, Brighton BN1 1EA.

OBJECTS AND ACTIVITIES

The object of the Trust is to apply the clear income and, at the discretion of the Trustees, the whole or part of the property of the Charity, in furthering the religious and other charitable work of the Church of England in the (former) Ecclesiastical Parish of Brighton, St Peter and St Nicholas with the Chapel Royal. This Parish no longer exists and the Trustees have treated the area of benefit as being what comprised the former ecclesiastical parish of Brighton, St Peter and St Nicholas with the Chapel Royal and parishes adjacent thereto.

Principal and Other Assets

The Charity's principal asset is the freehold of the Robertson Hall, 35 Ship Street, Brighton which was let on a full repairing and insuring lease to Steamer Properties Ltd for 25 years from 7th September 2001 at a rental of £94,000 per annum. The rental remained at this figure until 3rd July 2019.

The Trustees own a leasehold interest in 1/2 Lewis Building, Ship Street Brighton for a term of 25 years and 3 days from 7th September 2001 at a rental of £6,000 p.a. for the first five years. The Trustees granted a sub-lease of these premises (which adjoin 35 Ship Street) to Steamer Properties Ltd for 25 years from 7th September 2001 at a rental of £6,000 per annum (for the first five years) plus insurance premium. No action was taken by the Freeholder to seek an increase in the rent on 7th September 2016 and as a consequence the Trustees did not seek any increase in the rent payable under the sub-lease.

The Trustees were concerned when they learned that Steamer Trading Ltd (the parent company of Steamer Properties Ltd) had gone into administration (on 9th January 2019) leaving the position regarding the Lease of 35 Ship Street and sub-lease 1/2 Lewis Building somewhat uncertain. The Trustees depend on the rental income as the source of their Grants. Until the position was resolved the Trustees ceased paying most of the Grants. In March 2019 the Trustees agreed terms with ProCook (Steamer Trading) Ltd, the Company which had acquired Steamer Properties Ltd from

its Administrators, which resulted in an overall reduction in rental income of £15,000 per annum giving a new income of £85,000 per annum (including the rental of £6000 on 1 & 2 Lewis Building), which commenced on 3rd July 2019. Up to that date the Administrator continued paying rent at £100,000 per annum. At the time Steamer Trading Ltd went into administration on 9th January 2019 rent amounting to £4,374.40 for the period 24th December 2018 to 8th January 2019 was unpaid. The Trustees have submitted a claim to the Administrator for this sum but no payment has been made and it is thought unlikely that this rent will be recoverable.

The Trustees were then able to pay the whole of the Grants which they had agreed for the year.

In March 2000 with a contribution of £40,000 the Trustees acquired a 17.78% share in 4 Parochial Mews, Brighton, a freehold property purchased by the Chichester Diocesan Fund and Board of Finance (Incorporated) as a residence for the priest who has particular responsibilities for the Chapel Royal, North Street, Brighton. The property is vested in the Chichester Diocesan Board of Finance (Incorporated). The Trustees' interest is noted in a Declaration of Trust. The Trustees do not have any responsibility for the maintenance and upkeep neither of the property nor for its insurance. The Trustees do not receive any rent or other payment out of the property.

Application of Income

The income derived from the lettings plus interest on monies deposited with the Bank and elsewhere is used for the furtherance of the Charity's objects.

Review of the Year

The Trustees met formally five times during the year. Decisions taken outside Meetings are through email or other communication.

Historically the Trustees have seen it as their major responsibility to ensure the continuance of the ministry of the Church of England at the Chapel Royal North Street Brighton. The Trustees have always applied a substantial part of the income from the Trust towards the maintenance and upkeep of the Chapel Royal itself and also for the support of the ministry there.

Among other projects considered worthy of support in 2019 the Trustees made Grants to the following:

- Chapel Royal, Brighton to help cover the cost of secretarial assistance.
- To help cover the cost of secretarial assistance for St Michael's & All Angels Anglican church within the city of Brighton & Hove;
- To help cover the cost of secretarial assistance for St. Nicholas Anglican church within the city of Brighton & Hove
- To help cover the cost of secretarial assistance to St. Mary's Anglican church, Rock Gardens, within the city of Brighton & Hove
- Books Alive (a Christian bookshop based in Hove but reaching out to Churches within the City of Brighton & Hove)
- St Luke's Advice Centre, which serves the Community of Brighton and Hove by providing practical help, advice and guidance to people in need.

PUBLIC INTEREST STATEMENT

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the object of the Trust and when deciding the charities to which Grants should be made. The Trustees consider that the Grants made during the year reflect the aims and objectives of the Trust, and they are designed to provide accessible services and activities that benefit the public in accordance with its charitable object.

FINANCIAL REVIEW

Financial Review of the Year

During the year the Trust received total income £93,644 (£102,787 2018), mostly from Investment Income from Property Leases and Financial Investments. It spent £100,217 (£99,628 (2018)) the majority of which was spent on grants totalling £78,950 (2018 £90,600) in furtherance of the objects of the Trust. The Excess of Income over Expenditure for the year was £6,573. The reserves at the year-end amounted to £1,464,113

Reserves Policy

The Trustees' policy is to retain sufficient to meet anticipated needs for the following year which include the maintenance and upkeep of the Chapel Royal, North Street, Brighton and the ministry carried on from there, together with the wider ministry in and around the Parish of Brighton the Chapel Royal. The reserves needed for 2020 are £60,595 and there was £53,893 in liquid assets at the end of 2019. The Trustees are aware of this shortfall and may stagger payments of Grants throughout the year (and will, if necessary reduce or cancel Grants) to ensure reserves are adequate to cover needs. The level of Grants agreed for 2020 are significantly less than for 2019 because of the projected downturn in income for the year. These needs also include a liability for rent and insurance on 1/2 Lewis Buildings, Ship Street, Brighton.

Risk Management

The major risks, to which the Charity is exposed, as identified by the Trustees, have been reviewed and systems put in place to mitigate those risks. The Trustees do not employ any staff. As to the properties owned by the Charity professional advisers are employed to advise the Trustees as and when necessary. Insurance brokers are employed to ensure that the properties are properly and adequately insured

Dated... 16th May 2020

Signed...

John A. Head
/

Acting
(Chairman of Trustees)

The Robertson Hall Trust

Addendum to Trustees' Annual Report dated 27 April 2020

When the Annual Report was prepared the possible impact of the Covid-19 virus on the Trust's income was not fully known. As a result of the closure of the retail cookware shop in Ship Street Brighton – on which the Trust relies for its income to sustain payment of any Grants – has had a serious impact on the Trust's Grants 'payment programme for 2020. No rent was received for the months of April, May and June. The cook shop is now open again but the ability of the Tenant to pay rent will determine whether or not the Trust can maintain the payment of Grants. The Trustees will keep the matter under review and will decide on future payment of Grants as the rental situation develops. Potential Grant recipients are aware of the position and will be kept informed as the situation develops during the rest of 2020.

Dated 30 June 2020



Trustee – John Head

**Independent Examiner's report to the Trustees of
Reverend Frederick W Robertson Trust**

I report on the accounts of the Trust for the year ended 31st December 2019 which are set out on pages 6 to 10.

Respective responsibilities of the Trustees and the examiner

The Charity's Trustees are responsible for the preparation of the accounts. The charity's 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 needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- to 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 or disclosures in the accounts, and seeking explanations from you as 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 matter has come to my attention:

1. which gives me reasonable cause to believe in any material respect the trustees have not met the requirements to ensure that:
 - proper accounting records are kept in accordance with section 130 of the 2011 Act, or
 - accounts are prepared which accord with the accounting records and comply with the requirements of the 2011 Act
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached..

Covid 19

I am satisfied that the trustees have given sufficient consideration to the impact of Covid 19 on the trust for its continuation as a going concern for the remainder of 2020, as detailed in the addendum to the Trustees' Annual Report on page 5.

.....*Jane Lynch*.....(signed)6.7.20.....(dated)

Jane Lynch FICB
Benrose Bookkeeping
101 Loder Road
Brighton BN1 6PL

ROBERTSON HALL TRUST

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2019

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Fund £	TOTAL FUNDS 2019 £	TOTAL FUNDS 2018 £
Incoming resources						
Appreciation of Properties on Revaluation						
Incoming Resources from Generated Funds						
Income from investments	2a	89,923			89,923	100,194
Incoming Resources from Charitable Activities	2b	3,721			3,721	2,593
Total incoming resources		93,644			93,644	102,787
Resources expended						
Depreciation of Properties on Revaluation						
						345,000
Costs of generating funds						
Fund-raising trading costs	3a	10,694			10,694	8,643
Charitable Activities	3b	78,950			78,950	90,600
Governance Costs	3c	10,573			10,573	385
Total resources expended		100,217			100,217	444,628
Net incoming/(outgoing) resources		(6,573)			(6,573)	(341,841)
Total funds brought forward		54,443		1,416,243	1,470,686	1,812,527
Total funds carried forward		47,870		1,416,243	1,464,113	1,470,686

The notes in pages 8 and 10 form part of these financial statements

ROBERTSON HALL TRUST
BALANCE SHEET
AS AT 31ST DECEMBER 2019

	Notes	Unrestricted Fund	Restricted Fund	Endowment Fund	2019 Total £	2018 Total £
Fixed assets						
Intangible assets						
Investments	4			1,416,243	1,416,243	1,416,243
Current assets						
Debtors	5	1,385			1,385	3,308
Short term investments	6	13,745			13,745	38,081
Bank Accounts		40,148			40,148	13,379
		55,278			55,278	54,768
Creditors: amounts falling due within one year	7	7,408			7,408	325
Net current assets		47,870			47,870	54,443
NET ASSETS		47,870		1,416,243	1,464,113	1,470,686
Funds of the Charity		47,870		1,416,243	1,464,113	1,470,686
TOTAL FUNDS		47,870		1,416,243	1,464,113	1,470,686

The notes on pages 8 to 11 form part of these accounts

Approved _____

Dated 16th May 2020

Approved

[Signature]

Approved

Dated 15/5/20

Approved *[Signature]* S. G.

Dated 19/1/2020.

ROBERTSON HALLTRUST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

1. Accounting policies

a Accounting convention

These accounts have been prepared in accordance with Accounting Standards and Accounting and Reporting by Charities - Statement of Recommended Practice (FRSSE) and the Charities Act 2011. The accounts have been prepared under the historical cost convention except for the valuation of freehold land and building which are shown at market value.

b Funds accounting

Unrestricted funds - Comprise those funds which the trustees are free to use in accordance with the charitable objects.

Restricted funds - Are funds which can only be used for particular purposes within the object of the Trust. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. No funds have been presently so designated by the Trust.

The Endowment Fund represents those assets which must be held permanently by the charity, principally investments. Income arising on the endowment fund can be used in accordance with the charitable objects and is included as unrestricted income. Any capital gains, or losses arising on the investments form part of the fund. Investment management charges and legal advice relating to the fund are charged against the fund.

c Incoming resources

Voluntary income and capital sources

- Income tax recoverable on covenants or gift aid donations is recognised when the income is recognised.

Other ordinary income

- Rental income from the letting of premises is recognised when the rental is due.

Bank interest

- Bank interest is accounted for when receivable.

d Resources used

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the Trust.

e Fixed Assets

Land and Buildings

- Fixed assets investments, including investment property, are included at market value at the balance sheet date. Any gains or loss on revaluation is taken to the Statement of Financial Activities (SOFA).

ROBERTSON HALL TRUST

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2019 £	TOTAL FUNDS 2018 £
2 Incoming resources				
From Generated Funds				
2a Investment Income				
Rent Received - Leases	89,760		89,760	98,077
Interest on Investments - Deposit CBF	163		163	194
	89,923		89,923	98,271
2b Incoming Resources from Charitable Activities				
Insurance Reimbursements	2,721		2,721	2,593
Professional fees reimbursed	1,000		1,000	
	3,721		3,721	2,593
3 Costs of Generating Funds				
3a Fundraising Trading: Other Costs				
Rent paid	6,000		6,000	6,000
Insurance costs	2,771		2,771	2,643
Unpaid rent	1,923		1,923	
	10,694		10,694	8,643
3b Grants				
Brighton Parish, Chapel Royal	44,000		44,000	44,000
Brighton Parish, Chapel Royal for parish administrator	10,000		10,000	10,000
St Michael & All Angels and St Paul, Brighton	5,000		5,000	5,000
St Luke's Advice Service	10,000		10,000	10,000
Books Alive	2,450		2,450	1,600
St Mary's Rock Gardens	2,500		2,500	5,000
St Nicholas, Brighton	5,000		5,000	5,000
St Luke's Prestonville				5,000
Chichester Diocese for Chemin Neuf				5,000
	78,950		78,950	90,600

ROBERTSON HALL TRUST

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

3 Resources expended	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2019 £	TOTAL FUNDS 2018 £
3c Governance Costs				
Professional fees	10,188		10,188	
Bank Charges	60		60	60
Accounting and Independent Examination	325		325	325
	<u>10,573</u>		<u>10,573</u>	<u>385</u>

4 Intangible Fixed Assets	2019 £	2018 £
Investments		
Freehold Property		
Robertson Hall, 35 Ship Street, Brighton at valuation	1,250,000	1,250,000
Share in Property		
17.78% Share in 4 Parochial Mews, Brighton at valuation	<u>166,243</u>	<u>166,243</u>
	<u>1,416,243</u>	<u>1,416,243</u>

The properties are included at Trustee valuation.

Freehold of the Robertson Hall, 35 Ship Street, Brighton (Previously let on a full repairing and insuring lease to Steamer Properties Ltd for 25 years from 7th September 2001 at a rental of £100,000 per annum, but in Jan 2019 Steamer Trading went into liquidation.

A new lease with ProCook (Steamer Trading) has been signed with an annual rental of £85,000, payable from 3rd July 2019.

A valuation was obtained for Insurance purposes from Graves Son & Pilcher and they reported that the current value is £1.25 million.

17.78% Share in 4 Parochial Mews, Brighton.

The Diocese of Chichester obtained a formal valuation of this property in 2017 and the valuation of £166,243 is 17.78% of the total value of £935,000.

Grand Piano situated in the Church of the Annunciation, Washington Street, Brighton and loaned to the Church for use in services and concerts. No value is ascribed to this asset.

5 DEBTORS	Total 2019	Total 2018
Lease Rental paid in advance	1385	1385
Unpaid Rent		1923
	<u>1385</u>	<u>3308</u>

6 INVESTMENTS

The CBF Church of England Deposit Fund	<u>13745</u>	<u>38081</u>
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7 CREDITORS

Lease Rental received in advance	7083	
Insurance recovered in advance		
Independent Examiner Fee	325	325
	<u>7408</u>	<u>325</u>

8 Expenses or other payments

No expenses or payments were made to any of the trustees