TETBURY CHARITY ESTATE (Incorporating the John Phillips Millennium Green Trust)

<u>FINANCIAL STATEMENTS</u> <u>FOR THE YEAR ENDED 30TH SEPTEMBER 2019</u>

Charity Number 202286

TETBURY CHARITY ESTATE

(Incorporating the John Phillips Millennium Green Trust) FOR THE YEAR ENDED 30TH SEPTEMBER 2019

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(Incorporating the John Phillips Millennium Green Trust)

LEGAL & ADMINISTRATIVE INFORMATION

(Common to both Charities)

FOR THE YEAR ENDED 30TH SEPTEMBER 2019

Trustees

The trustees, who held office throughout the year were as follows:

L.R. Vick

Chairman

D.J. Hicks

J.A. Hugginson

W. Cook

M.J. Houghton

R.A. Cooper

D. Norris

Secretary

A. McKay

Administrative Address

Cricketers Rest Northfield Road Tetbury

Charity Number

202286

Treasurer

K L Hassett

Independent Examiner

McGills,

Chartered Accountants,

Oakley House,

Tetbury Road,

Cirencester,

Glos.

GL7 1US

Bankers

Lloyds TSB Bank plc, Cirencester

Glos.

Solicitors

Winterbotham Smith Penley LLP 2nd Floor 65 London Road Gloucester

Glos.

GL1 3HF

THE ROMNEY CHARITY (TETBURY CHARITY ESTATE)

(Incorporating the John Phillips Millennium Green Trust)

TRUSTEES' REPORT

FOR THE YEAR ENDED 30TH SEPTEMBER 2019

The trustees have pleasure in presenting this report for the year ended 30 September 2018, which has been prepared in accordance with the charitable deed and the recommendations of the Statement of Recommeded Practice - Accounting and Reporting by Charities and complies with applicable law.

The attached accounts are prepared under the "Linking by Uniting Direction" procedure agreed with the Charity Commissioners incorporating the John Phillips Millennium Green Trust for Part VI (accounting) of the Charities Act 2012, which does not remove the separate legal nature of the Millennium Green Trust, the assets of which are only administered on a special trust basis.

Governing Instrument

The Romney Charity

The charity's objects and regulations are governed by charitable deed and the Charities Act 2012. The objects of the charity are given by deed of 1814 and the now amended scheme of 1830, whereby the trustees (Feoffees) are empowered to use the assets under their control for the general benefit of the people of Tetbury. These objects include, in particular, the advancement of education, the relief of poverty and the provision and maintenance of the open areas, recreational spaces and other properties owned by the charity.

The John Phillips Millennium Green Trust

The trust's objects and regulations are governed by the charitable deed and the Charities Act 2012, the main aim being to provide informal leisure amenities for the people of Tetbury.

Principal Policies to Achieve Objectives

It is the aim of the common trustees of both charities to maximise the use of the assets and income under their control, for the benefit of the residents of Tetbury, in full accordance with the specified objects of the respective charities.

Review of Activities

The Romney Charity

The Trustees and their supporters have continued their efforts to utilise the charity's funds and property assets to provide the maximum benefits for the local communities, whilst increasing their grant aid to help both individuals and organisations, improvements are also carried out on the estate properties to provide amenity areas for use and enjoyment by residents and visitors alike. The charity's income continues to be of a reasonably fixed nature and the financial health of the charity continues to strengthen. A detailed summary of our annual results is outlined below and more details of the charities activities can be obtained from our website.

Income for the year was £82,484 (2017 £81,696).

Income has been stable in recent years. The majority of the small increase this year is driven by an increase in rents, where the charity where able to increase annual parking license fees for some spaces at the start of the year. These will remain unchanged for the coming year.

Investment income increased slightly (+ £285) year on year, offset by a reduction in market house income (-£381).

THE ROMNEY CHARITY (TETBURY CHARITY ESTATE)

(Incorporating the John Phillips Millennium Green Trust)

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 30TH SEPTEMBER 2018

Expenditure £70,833 (2017 £65,588)

Expenditure increased this year, largely due to an increase in grant awards (+£3,596 to £29,900). Administration costs have also increased as the charity struggled to find volunteers to cover treasurer and secretarial positions following a resignation. These tasks are provided at heavily discounted rates, but still increase the cost base when compared with previous years. We expect that costs for 2019 will be much higher than in 2018 due to some expensive maintenance works that are required on the market house, these are routine and will not directly increase future income. The charity also intends to continue current levels of donations for the foreseeable future.

The John Phillips Millennium Green Trust

The Green is still retained as an informal leisure area for public use and community activities. The charity has no regular income and is maintained by grant aid from The Romney Charity which has agreed to maintain these funding arrangements for the foreseeable future. Operating costs for this current year amounted to £2,629 (2017: £2,356) which reflects the basic cost of maintaining this open space. Costs incurred were met from grant funding of £2,500 received from The Romney Charity in the year plus some retained reserves.

FEOFFEES OF TETBURY THE ROMNEY CHARITY (TETBURY CHARITY ESTATE) (Incorporating the John Phillips Millennium Green Trust) TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 30TH SEPTEMBER 2018

Investment Policy

The Trustees have considered the most appropriate policy for investing surplus funds and will continue to use the COIF Charities Investment Fund as the primary source to generate future income and capital growth for the benefit of each charity.

Reserves Policy

The Romney Charity

The unrestricted reserves of the charity are represented by the balance sheet value of the net current assets as follows:-

	2018	2017
	£	£
Total net current assets:-	249,127	222,685
Less: Capital value of Lewis Memorial Fund	(1,000)	(1,000)
Net unrestricted reserves	248,127	221,685

The trustees aim to retain permanent reserves equating to an estimated full years normal expenditure requirement plus a restoration reserve (£50,000) to cover unforeseen and essential renovation expenditure required to maintain the charity's property estate. Although the current reserves exceed this target, there are known large repair and maintenance activities in the coming financial year. The reserve levels continue to be reviewed at least annually.

The John Phillips Millennium Green Trust

In accordance with the linking procedure, the total reserves of £16,243 are shown as restricted reserves on the face of the balance sheet and form no part of the unrestricted reserves of The Romney Charity.

Risk Management

The trustees continue to assess the major risks to which both charities are exposed and aim to mitigate exposure to such risks

Reporting Accountants

The reporting accountants. McGills have expressed their willingness to remain in office and a resolution for their reappointment will be made at the next general meeting.

(Incorporating the John Phillips Millennium Green Trust)

INDEPENDENT EXAMINERS REPORT FOR THE YEAR ENDED 30TH SEPTEMBER 2019

We report on the accounts of the Charity for the year ended 30th September 2018, which are set out on pages 7 to 12.

Respective responsibilities of trustee and examiner.

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 2012 (the Act) does not apply. It is our responsibility to state, on the basis of procedures specified in the General Direction given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to our attention.

Basis of independent examiner's report.

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 disclosure in the accounts, and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

Independent examiner's statement.

In connection with our examination, no matter has come to our attention:

- 1. Which give us reasonable cause to believe that in any material respect the requirements
 - a. To keep accounting records in accordance with section 41 of the Act; and
 - b. To prepare account which accord with the accounting records and to comply with the accounting requirements of the Act.

have not been met; or

2. To which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Oakley House Tetbury Road Cirencester Glos GL7 1US

McGills
Chartered Accountants

TETBURY CHARITY ESTATE

(Incorporating the John Phillips Millennium Green Trust)

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 30TH SEPTEMBER 2019

	<u>20</u>	119	<u>20</u>	<u>2018</u>		
	Unrestricted	Restricted	Unrestricted	Restricted		
Not	es <u>TCE</u>	<u>JPMG</u> <u>Permanent</u> <u>Endowment</u>	TCE	<u>JPMG</u> <u>Permanent</u> <u>Endowment</u>		
	£	£	£	£		
Incoming resources Incoming resources from generating ful Investment Income 1 Building Society Interest	19,363 20	-	18,986 16	-		
Incoming resources from charitable act Rents 2	<u>ivities</u> 42,229	-	40,980	100		
Wayleaves 3 Market House 4	420 21,059	-	320 22,099	-		
Other incoming resources 5 Total incoming resources	83,091	2,552 2,552	<u>83</u> 82,484	<u>2,573</u> 2,673		
Resources expended Costs of generating funds Lecturers Grant Tetbury Town Council - Advowson Romney Education Foundation - Annual Grants	30 70	-	30 70	-		
Other Educational Grants 6 Sundry Donations/Grants 10	5,000 33,950 39,050	<u> </u>	5,000 24,800 29,900			
Charitable activities Upkeep of Market House 7 Upkeep of Open Spaces 8	41,094 10,554	2,156	16,465 5,184	- 2,499		
Governance costs Administration Costs 9 Other resources expended	8,020	-	8,265	130		
Chipping Car Park 17 Depreciation Total resources expended	1,694 5,100 105,513	2,156	5,493 5,526 70,833	2,629		
rotal rocoal ood oxportada						
Net incoming resources before transfers	(22,422)	396	11,651	44		
Other recognised gains/losses Loss on Revaluation of Property Assets	2		-			
Gains/losses on investments Market value at 1 October 2018 Market value at 30 September 2019 Gain/(Loss) on investments	600,587 639,454 38,867		551,670 600,587 48,917			
Total net movement in funds	16,446	396	60,568	44		
Reconciliation of Funds Total funds brought forward	2,097,755	16,243	2,037,187	16,199		
Total funds carried forward	£ 2,114,201	£ 16,639	£ 2,097,755	£ 16,243		

TETBURY CHARITY ESTATE

(Incorporating the John Phillips Millennium Green Trust)

BALANCE SHEET

FOR THE YEAR ENDED 30TH SEPTEMBER 2019

	Notes	<u>20</u>	<u>19</u>	<u>20</u>	<u>18</u>
		Unrestricted	Restricted	Unrestricted	Restricted
		<u>TCE</u>	<u>JPMG</u> <u>Permanent</u> <u>Endowmen</u> <u>t</u>	<u>TCE</u>	<u>JPMG</u> <u>Permanent</u> <u>Endowmen</u> <u>t</u>
<u>Fixed Assets</u> Tangible Assets	12	£ 1,356,670	£ 15,000	£ 1,361,770	£ 15,000
Investments Restricted 31193.30 shares of the Charities Official Investments Fund - at market value (1433.56 per share)	13	518,367	_	486.858	-
(Trocker per entare)	. 0	1,875,038	15,000	1,848,628	15,000
Current Assets Cash at bank and building society COIF Units - Unrestricted reserves Debtors	14 13 15	114,648 121,087 9,375 245,111	1,948	132,306 113,729 8,929 254,964	1,422
<u>Current Liabilities</u> Creditors Value Added Tax	16	2,118 3,829 5,947	150 - 150	2,381 3,456 5,837	179 179
Net Current Assets		239,164	1,798	249,127	1,243
Total Assets Less Current Liabilities		£ 2,114,201	£ 16,798	£ 2,097,755	£ 16,243
Accumulated Fund Brought forward Surplus/(Deficit) for the year Total		2,097,755 16,446 £ 2,114,201	16,402 396 £ 16,798	2,037,187 60,568 £ 2,097,755	16,358 44 £ 16,402

We approve the financial statements set out on pages 8 to 11 in respect of the year ended 30th September 2018 and confirm that we have made available all relevant records and information for their preparation.

Signed on behalf of the board of trustees

L R Vick Chairman

D J Hicks Vice Chairman

(Incorporating the John Phillips Millennium Green Trust)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30TH SEPTEMBER 2019

Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005). Under the "linking by uniting direction" procedure, the transactions, assets and liabilities of the Millennium Green Trust are now separately identified, with the relevant comparatives shown.

Fund account

The fund account is prepared on a receipts and payments basis except where a material accrual or prepayment exists in relation to the year under review.

Taxation

The charity has been approved tax exempt status by HM Revenue & Customs.

Depreciation

Depreciation has been provided so as to write off the cost of tangible fixed assets less residual value over the estimated useful economic life as follows:

Fixtures & Fittings 15% straight line Fixed Plant & Machinery 5% straight line

Land and property are carried at valuation and any revaluation changes are stated in the notes on fixed assets with movements shown as adjustments to the accumulated fund in the year in which they occur. No depreciation is provided as the trustees are of the opinion that the normal residual value is such that the depreciation charge is considered immaterial.

Investment Income	2 <u>0</u> TCE £	019 JPMG £	TCE £	JPMG £
The Charities Official Investment Fund 18990.97 shares - dividends 12202.33 shares - dividends 7286.56 shares - unrestricted funds	9,556 6,140 3,667 £ 19,363	- - £	9,370 6,021 3,595 £ 18,986	£
	<u>20</u>	<u>)19</u>	<u>2</u>	<u>:018</u>
	TCE	JPMG	TCE	JPMG
2. Rent	£	£	£	£
Southern Electricity Board, Chipping Croft	58	-	58	-
Herd Lane Allotments	1,165	-	1,080	-
M. & R. Bellhouse - The Chipping	4,740	-	4,740	-
Royal Oak Lease	20	-	20	-
C.D.C. Chipping Car Park	33,596	-	33,013	-
G Bristow, Herd Lane	350	-	75	-
Gumstool Hill Parking	-	-	-	-
Cattle Market Parking	2,300		1,994	
Access Rights				100
	£ 42,229	£	£ 40,980	£ 100

TETBURY CHARITY ESTATE

(Incorporating the John Phillips Millennium Green Trust)

NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 30TH SEPTEMBER 2019

		<u>2</u>	<u>019</u>	<u>2</u> 1	<u>018</u>
3.	Wayleaves Southern Electricity PLC	TCE £ 120	JPMG £	TCE £ 120	JPMG £ -
	British Telecom Residential receipts	75 225 £ 420	£	75 125 £ 320	£
4.	Market House Hiring/Sales income	£ 21,059	£	£ 22,099	£
5.	Other income Annual Funding Donation - TCE Other	£	2,500 52 £ 2,552	£ 83	2,500 73 £ 2,573
6.	Other Educational Grants				
	St Mary's Primary School Consolidated annual grant Sir Williams Ronmey School Sports/ Computer equipment funding Dining tables	3,000 2,000	- - -	3,000 2,000	- - -
	Diffing tables	£ 5,000	£	£ 5,000	£
7.	Upkeep of Market House Cotswold District Council rates Gas Heating costs Electricity Wi-Fi charges Water rates & services Caretaking costs Cleaning costs Zurich Municipal - general insurance Winding and maintaining clocks Fire service appliances/alarms Sundry cleaning & maintenance costs Open day costs Copy leases Electrical inspection & rectification Hanging baskets/planters Internal repairs and rectification Building furnishings & equipment Performing rights licence Roof access provision External painting Other costs Lighting system replacement	317 967 893 240 226 2,400 2,503 5,695 987 438 491 969 24,377 (113) 704 £ 41,094		284 1,039 588 226 269 2,400 2,025 5,277 1,229 716 401 539 6 266 490 - 179 530 - E 16,464	£
8.					
	Grass cutting Bristol Water Lighting maintenance General maintenance & planting	2,202 121 1,290	960 39 683	1,345 56 - 1,799	800 40 1,060 59
	Insurance Auctioneers Huts - Electricity Tree works	22	130	66 950	- -
	Allotment maintenance Installation of bollards Repairing cast iron sign Fencing repairs Berkely wood steps	102 333 540 3,649	344	948	540
	Lawnmower repairs Lower Gumstool Hill maintenance	247 2,049		20	-
		£ 10,554	£ 2,156	£ 5,184	£ 2,499

(Incorporating the John Phillips Millennium Green Trust) NOTES TO THE ACCOUNTS (continued) FOR THE YEAR ENDED 30TH SEPTEMBER 2019

		<u>,</u>	<u> 2019</u>				<u>20</u>)18	
0	Administration Evaposes	TCE £		JPMG £			TCE £		JPMG £
9. <u>/</u>	Administration Expenses Clerk/Treasurer office expenses	5,966		L			6,007		L -
	Accountancy fees	814					650		130
	Legal & professional fees Insurances	1,005					540 931		-
	Sundries	235	_				137	_	
		£ 8,020	£_			£	8,265	£=	130
10.	Sundry Grants & Donations								
	Sundry grants	1,150 10,000					1,150		
	Sundry grant Tetbury British Legion - poppy wreath	10,000					150		-
	Tetbury Flower Show	500					300		-
	Millennium Green Tetbury Youth Club project	2,500 3,000					2,500 3,000		-
	Holiday at Home - OAP's	1,500					-		-
	Tetbury in Bloom Tetbury Nursery Playgroup	1,500					1,500 1,500		-
	Dial a ride						-		-
	Tetbury guides and brownies Tetbury relief charities	3,000					7,000		-
	St Marys Monday club	250					250		-
	Tetbury Hospital Tetbury Rugby Club	1,000					-		-
	Tetbury Cricket Club	600					500 1,000		-
	St Marys Playgroup	1.000					2,000		-
	Cirencester Food Bank Christchurch Tetbury	1,200					800 1,500		
	Tetbury Tower Fund						500		
	Tetbury Library Tetbury at Christmas	750					750		-
	TRLRT	1,000							
	Romney education Tetbury Football Club	5,000 1,000					400		
	relodi y rooloali Club	£ 33,950	£	-		£	24,800	£	-
			-					=	
11.	<u>Chipping Car Park/Chipping Steps</u> Parking bollard repairs and maintenance						-		_
	Insurance						-		-
	Rates Parking and prohibition signs	1,462					1,430 120		-
	General site maintenance						389		-
	Steps renovation	£ 1,694				_f —	3,554 5,493		
		L 1,094				L	5,493	- =	
4.0									
12.	<u>Land and Property</u> 1) Tetbury Charity Estate								
	.,	<u>Freehold</u>	<u>E</u>	reehold	Plant &		xtures &		
		<u>Property</u> f		<u>Land</u> f	<u>Machinery</u> f	-	<u>Fittings</u> f		<u>Total</u> f
	At Valuation	_		_	_		_		_
	1st October 2018 Revaluation adjustment	400,000		911,000	49,546		59,204		1,419,750
	Additions								-
	Disposals 30th September 2019	400,000		911,000	49,546		59,204	-	1,419,750
	Depreciation	400,000		711,000	47,540		37,204	-	1,417,730
	1st October 2018 Charge for year	-		-	15,847 2,514		42,133 2,586		57,980 5,100
	Depreciation on disosals	-		-	2,514		2,300		5,100
	30th September 2019	£ -		- £	18,361	£	44,719	_	63,080
	Net book value 1st October 2018	£ 400,000	£	911,000 £	33,699	£	17,071	£	1,361,770
	30th September 2019	£ 400,000	£	911,000 £	31,185	£	14,485	£	1,356,670
	2) John Phillips Millennium Green Trust								
	At Valuation	£							
	1st October 2018	15,000							
	30th September 2019	15,000							

(Incorporating the John Phillips Millennium Green Trust) NOTES TO THE ACCOUNTS (Continued) FOR THE YEAR ENDED 30TH SEPTEMBER 2019

13.	lr	٦V	es	stm	<u>ner</u>	<u>its</u>
_	_	-				

Restricted

		Fund Balance b/fwd		Transfer	Gains & Losses	Fund Balance c/fwd
Charities Official Investments Fund		486,858		-	31,509	518,367
Total Funds	£	486,858	£	-	31,509	518,367

At the year end the Charity held 31193.3 shares at 1661.79p per share (2018: 31193.3 shares at 1560.81 per share).

Unrestricted

		Fund		Gains &	Fund	
		Balance Purcha			Transfer	Balance
		b/fwd			Losses	c/fwd
Charities Official Investment Fund		113,729	-	-	7,358	121,087
Total Funds	£	113,729	-	-	7,358	121,087

At the year end the Charity held 7286.56 shares at 1661.79p per share (2018: 1560.81p).

14. <u>Cash at Bank & Building Society</u> Bank - Lloyds TSB Lewis Memorial Fund- Building Society	TCE £ 113,400 1,248 £ 114,648	JPMG £ 1,948 £ 1,948	201 TCE £ 131,078 1,228 £ 132,306	JPMG £ 1,422 £ 1,422
15. <u>Debtors</u> MH Income Bellhouse rent Car park receipts -July/Sept Sundry - prepaid electricity Wayleaves	TCE £ 8,822 453 100 £ 9,375	JPMG f - - - - f	201 TCE £ - 8,752 177 - £ 8,929	B JPMG f
Accountancy fees Market House costs Open Spaces - Maintenance costs Refundable allotment deposits Professional fees Admin costs MH Fee Credit (Trade Fair)	TCE £ 620 489 559 450	JPMG £ 150 £	201 TCE £ 750 156 - 450 - 1,025 £ 2,381	B JPMG E 179