



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	22	October	2018		21	October	2019

## Section A

## Reference and administration details

**Charity name** Clapp Family Charitable Trust

**Other names charity is known by**

**Registered charity number (if any)** 1121944

**Charity's principal address** Trustee Department

1<sup>st</sup> Floor, Trinity Quay 1

Avon Street, Bristol

**Postcode**

BS2 0PT

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	National Westminster Bank Plc			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Investment Managers	NatWest Bank Plc	440 The Strand, London, WC2R 0QS
Bankers	NatWest Bank Plc	440 The Strand, London, WC2R 0QS
Solicitors	Hugh James	Hodge House, 114-116 St Mary Street, Cardiff, CF10 1DY
Independent Examiners	Richard Skelton	26 Marlborough Rise, Camberley, Surrey, GU15 2ED

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust deed dated 26 October 2007
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed by the existing trustees.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

THE Trustees shall hold the capital and income of the Trust Fund upon trust to apply the income and all or such part or parts of the capital at such time or times and in such manner to or for the benefit of such exclusively charitable objects and purposes in any part of the world as the Trustees may in their absolute discretion think fit. The Trustees will take into account the Letter of Wishes which requests that consideration be given to benefit 30 charities.

In furtherance of the charity's objects for the public benefit the trustees provides grants in accordance with the letter of wishes. In determining the charity's activities the trustees have had regard to the Charity Commission's guidance on public benefit.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

During the year under review the charity made 11 grant payments amounting to £43,100 as set out in the notes.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

At the end of the reporting period the charity had free reserves amounting to £30,482 (2018: £34,607).  
In addition to the free reserves the charity has bank balances of £26,895 (2018: £66,121) and investment assets of £1,564,350 within the expendable endowment fund.  
The Trustees pursue a policy of maintaining a free reserve available to be spent in the furtherance of the charity's objectives, as well as covering future needs, opportunities, contingencies and risks.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

*Faye Mason*

Full name(s)

Faye Mason  
On behalf of National Westminster  
Bank Plc

Position (eg Secretary, Chair,  
etc)

Date 20 July 2020



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Clapp Family Charitable Trust

No (if any)  
1121944

CC16a

## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	26 October 2018		25 October 2019

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Addition to trust	-	-	-	-	-
Gift aid received	-	-	-	-	-
Income from investments	38,661	-	-	38,661	41,491
Income from bank interest	314	-	-	314	169
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>38,975</b>	<b>-</b>	<b>-</b>	<b>38,975</b>	<b>41,660</b>
<b>A2 Asset and investment sales, (see table).</b>					
Sale of investments	-	-	692,330	692,330	327,182
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>692,330</b>	<b>692,330</b>	<b>327,182</b>
<b>Total receipts</b>	<b>38,975</b>	<b>-</b>	<b>692,330</b>	<b>731,305</b>	<b>368,842</b>
<b>A3 Payments</b>					
Grants awarded	43,100	-	-	43,100	37,260
Inv mgmt and admin	-	-	24,290	24,290	23,869
Independent examiner	400	-	-	400	400
Bank charges	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>43,500</b>	<b>-</b>	<b>24,290</b>	<b>67,790</b>	<b>61,529</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Investment purchases	-	-	706,866	706,866	257,231
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>706,866</b>	<b>706,866</b>	<b>257,231</b>
<b>Total payments</b>	<b>43,500</b>	<b>-</b>	<b>731,156</b>	<b>774,656</b>	<b>318,760</b>
<b>Net of receipts/(payments)</b>	<b>(4,525)</b>	<b>-</b>	<b>(38,826)</b>	<b>(43,351)</b>	<b>50,082</b>
<b>A5 Transfers between funds</b>	<b>400</b>	<b>-</b>	<b>(400)</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>34,607</b>	<b>-</b>	<b>66,121</b>	<b>100,728</b>	<b>50,646</b>
<b>Cash funds this year end</b>	<b>30,482</b>	<b>-</b>	<b>26,895</b>	<b>57,377</b>	<b>100,728</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Capital account	-	-	26,895
	Income account	30,482	-	-
			-	-
	<b>Total cash funds</b>	<b>30,482</b>	<b>-</b>	<b>26,895</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	Investment portfolio	Endowment	-	1,564,350
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

Faye Mason

Faye Mason  
On behalf of National Westminster Bank Plc

20 July 2020

## Section C Notes to the Accounts

### C1 Nature and purpose of funds (may be stated on analysis of funds worksheets)

Expendable endowment funds are those which are required to be invested to produce income but which may be transferred to unrestricted funds at the discretion of the trustees in order that they may be expended in furtherance of the charity's objectives.

Unrestricted income funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

### C2 Grants to institutions

Recipient - 1 grant unless annotated	£
Age Concern	3,896
Barnados	3,896
British Red Cross	3,896
Devon Partnership NHS Trust	4,140
MENCAP	3,896
MS Society	3,896
Muscular Dystrophy	3,896
RSPCA	3,896
Salvation Army	3,896
Samaritans	3,896
St John Ambulance	3,896
	<u>43,100</u>

### C3 Related party transactions

No trustee received any remuneration nor reimbursed any expenses in the year under review.

During the year under review National Westminster Bank Plc, a trustee of the charity, were paid fees for the provision of administration and investment management services amounting to £24,290 as authorised under clause 13 of the trust deed.





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Clapp Family Charitable Trust

On accounts for the year  
ended

25 October 2019

Charity no  
(if any)

1121944

Set out on pages

6 to 8

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **25 October 2019**.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

20 July 2020

Name:

Richard Skelton

Relevant professional  
qualification(s) or body  
(if any):

ACIE – Associate (Association of Charity Independent Examiners)  
ACIB – Trustee (Associate of Chartered Institute of Bankers)

Address:

26 Marlborough Rise

Camberley

Surrey

GU15 2ED