

**THE LAW MEMORIAL HOUSES**  
**REPORT AND UNAUDITED ACCOUNTS**  
**YEAR ENDED**  
**31 MARCH 2020**

**CHARITY REGISTRATION NUMBER 234795**

## **THE LAW MEMORIAL HOUSES**

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## **THE LAW MEMORIAL HOUSES**

### **TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31ST MARCH 2020**

#### **REFERENCE AND ADMINISTRATIVE INFORMATION**

Registered Charity Number:	234795
Registered Address:	3 Cross Farm Court Bishops Tawton Barnstaple EX32 0BX
Trustees:	David Burgess (Chairman) Ingrid Vain Richard Vain (Treasurer / Secretary) Jillian Waldron (to 16 <sup>th</sup> October 2019) June Courcha Sue Hilsdon Phil Bates (from 15 <sup>th</sup> January 2020)
Bankers:	NatWest 41 High Street Barnstaple EX31 1DA
Solicitors:	Toller Beattie Devonshire House Riverside Road Pottington Business Park Barnstaple EX31 1QN
Independent Examiners:	LCA Chartered Accountants 13 Silver Street Barnstaple EX32 8HR

## **THE LAW MEMORIAL HOUSES**

### **TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2020**

The Trustees have pleasure in presenting their report and the accounts of the Charity for the year ended 31<sup>st</sup> March 2020.

#### **Objectives and Activities**

The Charity's object is to provide accommodation for persons of limited means who are inhabitants of the County of Devon, with a preference for such persons who are inhabitants of the parish of Bishops Tawton.

The Charity currently achieves its object by renting out the Law Memorial Houses in Bishops Tawton. These are almshouses.

In carrying out the Charity's object, the Trustees have regard to the guidance issued by the Charity Commission on public benefit. The Charity is a member of the Almshouse Association, and the Trustees consult the guidance of that Association as and when appropriate.

#### **Achievements**

One Trustee retired at the Annual General Meeting in October 2019, namely Mrs Jill Waldron, who had been our longest serving Trustee. A new Trustee, Mr Phil Bates, has been recruited to replace her with effect from the 15<sup>th</sup> January 2020. The Trustees are now David Burgess (Chairman), Ingrid Vain, Sue Hilsdon, June Courcha, Phil Bates and Richard Vain (Treasurer/Secretary). North Devon Homes continues to act as our Managing Agent. Sadly, their long-standing representative with us, Mr Miles Sellick, passed away suddenly in June 2019. We very much miss his valuable advice and contribution to the almshouses, and are seeking to raise a suitable memorial to him on the almshouses site. He has been ably succeeded by Ms Lindsey Eastman.

The Law Memorial Houses continues to provide accommodation for 12 people in 4 single flats and 4 double maisonettes. The accommodation has been fully occupied throughout the year, apart from a few weeks vacancy resulting from a change of resident in one of the flats.

The Charity has continued to pay careful attention to the maintenance of the property and its grounds. It is a very attractive listed Victorian structure set in mature gardens and overlooking the valley of the River Taw. Works in the past year have included a complete refurbishment of the rear yard and adjoining paths by local contractors Mark Yeo & Sons Ltd (photos of this work were published in the Almshouse Association's magazine); various minor items brought to light by our health & safety inspections; and preparing specifications and seeking tenders for forthcoming extensive repairs and maintenance to the pointing and masonry of the building and boundary walls. We have also set in motion the early stages of planning the improvement of the Trustees' Meeting Room.

The gardens continued to be very well kept by our gardener, Matt Adams, and by the residents.

We have updated and extended our Safeguarding Policy and introduced a policy for what we should be doing when residents are no longer capable of independent living.

## **THE LAW MEMORIAL HOUSES**

### **TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2020**

#### **Achievements (contd.)**

The 'weekly maintenance charge' (or rent) continued to be based on local rates of Housing Benefit.

We continued to make reduction in the Charity's liability for the outstanding capital loan in the course of the year.

The Charity's Risk Assessment was updated following an *ad hoc* inspection of the property exterior and grounds by the Trustees. Various works were set in train in consequence of this.

Law Scholarship Trust: No grants have been made during the course of this year, and no approach has been made to us for financial assistance. Towards the end of this year lockdown was imposed because of the Coronavirus outbreak, and this led us to enquire of the local primary school whether any digital equipment could be supplied to assist needy children with their on-line schooling, but as yet this has been taken no further by the school. The local pre-school, however, has told us of their need to provide furnishings and equipment for their new premises, and we have asked them to supply further details – this line of enquiry is continuing.

#### **Reserves Policy**

The Trustees have overall responsibility for securing the efficient and effective administration of the charity and its resources. Accordingly, the Trustees regard proper control of the charity's finances as being of utmost importance.

The Trustees are mindful of the need to ensure that the assets of the Trust are kept in good and proper repair and order, improved when occasion arises and safeguarded against unexpected occurrence and liabilities. The Trustees are therefore required to make provision for future unexpected or exceptional expenses which cannot readily be covered by the income of a single year. Provision also has to be made to ensure the smooth administration of current expenditure.

With the foregoing in mind, the Trustees seek to maintain adequate reserves of surplus funds to ensure that they are able to meet the demands of an uncertain future.

The following are some of the matters the Trustees have taken into account in determining the current level of reserves. This is by way of illustration only and not intended to be a full and exclusive list.

- Funding of large repairs or other works of a cyclical nature (eg new roof)
- Funding of extraordinary or emergency repairs or other works.
- Temporary rehousing of residents during such works.
- Creating a contingency fund to meet possible unexpected increases in budgeted items.
- Covering the possible loss of income from prolonged vacancies.
- Covering unexpected liabilities or obligations, eg legal costs
- Covering temporary inadequacy of funds in the current account.

## **THE LAW MEMORIAL HOUSES**

### **TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2020**

#### **Reserves Policy (contd.)**

For the current year the Trustees have decided to maintain Reserves in the range £55,000 - £75,000.

If the Reserves are reduced by expenditure from them for any purpose, the Trustees will as soon as practicable thereafter review the Reserves Policy and determine what steps, if any, need to be taken concerning the level of Reserves.

This Policy is to be reviewed from time to time during the year, and in particular as soon as the insurance value of the buildings is received.

#### **Structure, Governance & Management**

The Law Memorial Houses is a registered charity created in the 19<sup>th</sup> century, and now governed by the Scheme document dated 6<sup>th</sup> October 1961, as amended on 9<sup>th</sup> February 1993. It is an unincorporated association.

The Charity is run by a Board of Trustees.

New Trustees are appointed by resolution of the Trustees at a special meeting.

One Trustee received travel expenses of £36 for attending an AHA trust seminar.

**The Trustees declare** that they have approved the Trustees' Report above.

**Signed** on behalf of the Charity's Trustees

David Burgess (Chairman)

Date.....

## **Independent examiner's report to the trustees of the Law Memorial Houses**

I report on the accounts of the charity for the year ended 31<sup>st</sup> March 2020, which are set out on pages 6 to 7.

### **Responsibilities and basis of report**

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

I report in respect of my examination of the charity'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 reasonable cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the 2011 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.

LCA Chartered Accountants.

Date

13 Silver Street  
Barnstaple  
EX32 8HR

**THE LAW MEMORIAL HOUSES****RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2020**

	<b>2020</b>	<b>2019</b>
<b>RECEIPTS</b>		
Rents	43,247	40,377
<b>PAYMENTS</b>		
Repairs and maintenance	31,492	13,652
Management fees	3,298	4,317
Insurance	1,539	1,488
Subscriptions	214	205
Light and heat	31	47
Accountancy	486	474
Sundries	262	186
Loan repayments	<u>8,400</u>	<u>8,400</u>
<b>TOTAL PAYMENTS</b>	<u>45,722</u>	<u>28,769</u>
<b>NET RECEIPTS / (PAYMENTS)</b>	(2,475)	11,608
<b>CASH BALANCES AT 31 MARCH 2019</b>	<u>30,218</u>	<u>18,610</u>
<b>CASH BALANCES AT 31 MARCH 2020</b>	<u>£ 27,743</u>	<u>£ 30,218</u>



## THE LAW MEMORIAL HOUSES

### STATEMENT OF ASSETS AND LIABILITIES AT 31 MARCH 2020

#### CASH BALANCES

	2020	2019
Bank current account	27,620	30,095
Bank reserve account	98	98
Building Society account	26	26
	<u>£ 27,743</u>	<u>£ 30,218</u>

#### INVESTMENT ASSETS

Holdings in M & G Charity Multi Asset Fund (previously called National Association of Almshouses Common Investment Fund).

These were valued at £62,036 at 31st March 2020 (£72,522 at 31st March 2019).

The charity also holds units in the COIF Charities Investment Fund on behalf of the Thomas Shepherd Law Scholarship Trust.

#### ASSETS RETAINED FOR CHARITY'S USE

Freehold property called The Law Memorial Houses. These are almshouses situated in Bishops Tawton and are a permanent endowment.

Furniture and two marble busts.

#### LIABILITIES

	2020	2019
Almshouse Association loan	<u>£ 15,750</u>	<u>£ 24,150</u>

Approved by the Board of Trustees on.....and signed on its behalf by

David Burgess (Chairman)

**THOMAS SHEPHERD LAW SCHOLARSHIP TRUST**

**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2020**

	<b>2020</b>	<b>2019</b>
<b>RECEIPTS</b>		
Investment income	698	684
<b>PAYMENTS</b>		
Charitable donations	<u>-</u>	<u>800</u>
<b>NET RECEIPTS / (PAYMENTS)</b>	698	(116)
<b>BANK BALANCE AT 31 MARCH 2019</b>	<u>£ 411</u>	<u>527</u>
<b>BANK BALANCE AT 31 MARCH 2020</b>	<u>£ 1,109</u>	<u>£ 411</u>