

Charity Registration No. 1119692

Company Registration No. 06113608 (England and Wales)

LLANTHONY SECUNDA PRIORY TRUST
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020



LLANTHONY SECUNDA PRIORY TRUST

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Mr I Patton
Ms E Griffiths
Mr G Howell
Mr M White
Ms S Gilbert
Miss C Gilbert
Mr N D Hopwood
Mr P M Evans (Appointed 11 June 2020)
Mr S G G Aiano (Appointed 11 June 2020)
Mr M J Court (Appointed 11 June 2020)
Mrs J Crichard (Appointed 11 June 2020)

Charity number

1119692

Company number

06113608

Registered office

Llanthony Secunda Priory
Priory Junction
Off St Anne Way
Gloucester
United Kingdom
GL2 5FA

Independent examiner

Sarah Case FCA DChA
Azets Audit Services
Pillar House
113-115 Bath Road
Cheltenham
Gloucestershire
GL53 7LS

Bankers

Barclays Bank Plc
128 High Street
Cheltenham
Gloucestershire
United Kingdom
GL50 1EL

LLANTHONY SECUNDA PRIORY TRUST

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LLANTHONY SECUNDA PRIORY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2020

The trustees present their report and financial statements for the year ended 31 December 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Trust's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The Trust's objects are:

- to preserve for the benefit of the people of Gloucestershire and of the nation, the historical architecture and constructional heritage that may exist in and around Gloucestershire in buildings (including any structure or erection and any part of a building) of particular beauty or historical architectural or constructional interest,
- in particular to manage, restore and preserve for the benefit of the public Llanthony Secunda Priory in the City of Gloucester
- to advance the education of the public in the historical, architectural and constructional heritage in Gloucester, in particular the Llanthony Secunda Priory building and for the public benefit as a whole
- to secure (as far as reasonably possible in accordance with all relevant law and regulations) public access to the land known as Llanthony Secunda Priory in the City of Gloucester and registered under title number GR49417 and GR143668

To meet these objectives the Trust promotes itself to secure donations and grants, and is actively developing a wider range of other income sources.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit in our aims and objectives and in planning for our future activities.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Trust should undertake.

Achievements and performance

Llanthony Secunda Priory is a scheduled monument, with seven individual listed structures/buildings. Four of the structures had been on the Historic England 'At Risk' register; the successful achievement of its Reformation Project resulted in these buildings being removed from this register in 2018.

In March 2016 the Trust was successful in being awarded a National Lottery Heritage Fund (NLHF) grant of £3,194,400 towards a total scheme of £3,999,400 for the Llanthony Reformation Project. In parallel to the major bid, the Trust has successfully worked to fundraise for matched funding required for the project and exceeded its target of £564,000 by a further £124,197. The Trust continued to look for further funding to support future work, both capital grants and operational/activities awards, and for widened revenue streams through running events and undertaking appropriate cultural, heritage, educational, recreational, community and commercial activities.

August 2018 saw the completion of the capital phase of the project with the opening of the two main building ranges – the Medieval Range and the Brick Range. From September 2018 the Priory has been open as a heritage attraction and venue. The landscape defects work had still to be finalised, with work due to be completed in summer 2021.

The final works on the eastern end of the Brick Range, to complete the toilets and servery, had originally been planned as a co-operation between the Trust and the College. However, for various practical reasons Gloucestershire College were unable to complete their scheduled part of the work, and the project was picked up by the Trust. As this had been subject to considerable delay and expense, it was considered urgent to complete this work so that there is a full facility to offer the public for events and venue hire. The project was overseen by Graham Howell, Trustee, using local contractors and trades who were available as lockdown eased. This work was signed off by Building Control in October 2020.

LLANTHONY SECUNDA PRIORY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

The Trust's 2020 activities were significantly impacted by the outbreak of the Covid-19 virus, with the lockdowns requiring closures of the site. The virus control measures required the buildings to be closed to the public from April 2020 and the majority of planned events and activities had to be cancelled. This was especially challenging as it was only the second full year of operation and the Trust was looking forward to building on the success of 2019.

The grounds were kept open throughout the year, and were available for use by the local community for exercise. The Trust would especially like to thank Graham Lamond, one of our volunteers, who continued to provide outstanding grounds maintenance and look after the site during the year even when the offices were closed.

The Trust worked hard to mitigate the impacts of Covid-19 on the site. It took advantage of the government job retention allowance. The two staff members, one of whom was just returning from maternity leave, were furloughed from the start of May until mid July / August 2020 as the initial lockdown eased. They have continued to work through the rest of the year focussing on maintenance issues and servicing the specific grants and outcomes, while planning for the future.

Although the activities related to the NLHF Programme were unable to be fully delivered, the Trust attracted a number of short term restricted grants and emergency funding. An Historic England Grant of £42,360 was aimed at providing socially-distanced activities and events outdoors during 2020 into early 2021. These events promoted wellbeing in the community, both physically and financially, as they were 'free to the public' and they proved very successful.

A Héritage Emergency Grant running from September 2020 to January 2021 and a Cultural Recovery Grant running from October 2020 to March 2021, together with government small business grants, providing resources for the Trust to prepare for re-opening and hit the ground running, allowed work on:

- Heritage Emergency Grant:
 - support for salary costs
 - PPE and other Covid-safety measures
 - digital resources including a contactless donation point
 - a contactless payment system for the new catering point
 - website/software upgrades
 - vital maintenance activity
- Cultural Recovery Grant:
 - a marketing and events assistant research to develop the commercial offer
 - preparation of a new guidebook for sale to visitors
 - fitting out of the Servedy in the Brick Range to provide a catering/café facility
 - support for grounds maintenance
 - various marketing and business development consultancies to support prepare the Trust and the site for a post-pandemic world, and to work with more digital resources, ideas and ways for future working

LLANTHONY SECUNDA PRIORY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

The Historic England Project Llanthropology project explored new ways to engage and inspire local audiences in the short term, providing a range of activities and events including physical activities and cultural experiences created together with local partners, which were free for local people to participate in and enjoy.

These activities were effectively managed through the lockdown periods.

The "We're Good To Go" Industry Standard Covid-sure certification was achieved for safe visiting to Heritage sites.

The information room was re-opened in August 2020 for Covid-safe groups and the Trust hosted an open-air theatre event in the grounds.

The Trust continued in partnership with Gloucestershire College who have a lease on some of the space within the buildings. This lease formed the basis of the commercial income in the year.

The ongoing negotiations between Marstons, Peel and the Highways department of Gloucestershire County Council to deliver an alternative entrance to the site progressed slowly through the year, further delayed by Covid-19. However, the works were started in March 2021 and completed in April 2021.

The continued uncertainty through the year, including the forced closures and the lockdowns continuing into 2021, meant that the Trust has not been able to build up its commercial income which would provide the level of financial stability and security it hoped.

The Trust has identified the urgent need to review its business plan and strategy for the future.

The Trustees have not been able to meet in person since the AGM. In September 2020 a new Chair was appointed in the person of Matthew Green when Jeremy Williamson, who had been co-opted back to the Trust, stood down. Five new Trustees were also appointed. Matthew Green resigned in December 2020 following pressure on his own business interests from Covid-19. The Trust approved Stephen Aiano as acting Chair, and this appointment was ratified in March 2021. The Trust looks forward to 2021 and beyond as being more stable, and to strategies being further developed and implemented.

LLANTHONY SECUNDA PRIORY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

Financial review

The financial year to December 2020 the Trust showed a surplus amounting to £47,705, (year to December 2019 deficit £64,733).

As a result of the Covid-19 outbreak the Trust applied for and received a number of grants, including two unrestricted grants from Gloucester City Council amounting to £27,000, as emergency small business and local restrictions support.

Three applications for specific grants were successful to support activities and support in the Covid-19 environment:

- Heritage Emergency Grant £9,700
- Historic England Project: Llanthropology £35,000
- Culture Recovery Fund £45,300

During the 12 months three claims were made to the NLHF covering expenditure of £105,873. The NLHF paid 82% of the expenditure, with the remaining 18% coming from matched funds.

During the year 44% of expenditure was on salaries, mostly met from restricted funds. The remainder of expenditure related to servicing the restricted grants and the running and support costs.

Heritage Assets

The Trust's heritage assets in terms of building and land were transferred to the Trust from Gloucester City Council for £1 in 2007. At the time the assets were in a ruinous state with no economic benefit. As a result of the grants from the National Lottery Heritage Fund and Historic England the two main structures and the landscape are being conserved and restored.

The decision has been taken that restoration and conservation works fall under the definition of Heritage Assets in FRS 102 and the Charity SORP. The value of the capital work and associated professional fees to date has therefore been capitalised during the past four financial years.

At the end of the year the Trust held total reserves of £3,825,129 of which £3,754,523 were restricted funds relating to the NLHF grant. The rest of the reserves were other matched funds relating to the NLHF grant to support the Reformation Project and other restricted funds granted in the 2020 year.

The Trust allocated a designated major repair fund and transferred £16,000 to the fund in 2020.

The unrestricted funds were £47,005.

The Trustees examined the trust's requirements for reserves in light of the main risks to the Trust, and continued to work towards the implementation of a policy of having reserves of at least three months planned expenditure, once the NLHF project has been fully completed.

Investment powers

The Trustees have the power to invest any funds not required for immediate use after having taken financial advice and having regard to the suitability of the investments and the need for diversification.

LLANTHONY SECUNDA PRIORY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

Risk Factors

The Trustees continued to review the major strategic, business and operational risks which the company faced and confirmed that systems were established to enable regular reports to be produced so that the necessary steps could be taken to lessen these risks.

The principal risk to impact both financial and non-financial aspects for the Trust in 2021 and beyond was the Covid-19 pandemic. During 2020 the Trust closed the buildings for both staff and public. Staff were furloughed from 11 May 2020 to 31 August 2020.

At the start of 2021 with a third lockdown in place, the buildings continued to be closed to the public. One member of staff worked in the office and other staff members worked from home. With the government roadmap, it is hoped to resume opening from June 2021.

The financial risk for 2021 and beyond is significant. The NLHF project was due to finish at the end of 2021, but the Trust successfully negotiated an extension of the project to March 2023, together with a further grant of £82,400 to support salaries in this period. This will give time to complete the outcomes required from the NLHF, and will most importantly enable the Trust to develop an activity programme such that the objects of the Trust are sustainable into the future.

A second Culture Recovery Grant of £9,400 was awarded for April – June 2021, which will continue to support an administrative salary, and work to open the café.

A revised budget for 2021 was prepared, and with careful management the position for 2021 was deemed to be manageable, as long as the programme of events, hire and activities could restart.

The greatest non-financial risk continued to centre on changes to workplace practices which may impact on lettings, and to public perception of safety, with implications for how people and volunteers will react to activities once the lockdown is lifted. The business plan is being revisited in light of these issues.

Structure, governance and management

Llanthony Secunda Priory Trust is a charitable company, incorporated on 19 February 2007, limited by guarantee and governed by its Memorandum and Articles of Association.

Under the requirements of the Memorandum and Articles of Association the number of Trustees shall not be less than 3 and not more than 12.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr I Patton	
Ms E Griffiths	
Mr G Howell	
Mr M White	
Ms S Gilbert	
Mr P Taylor	(Resigned 6 March 2020)
Miss C Gilbert	
Mr N D Hopwood	
Mr P M Evans	(Appointed 11 June 2020)
Mr S G G Aiano	(Appointed 11 June 2020)
Mr M J Court	(Appointed 11 June 2020)
Mrs J Crichard	(Appointed 11 June 2020)
Mr M R Green	(Appointed 11 June 2020 and resigned 18 December 2020)

LLANTHONY SECUNDA PRIORY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

At each Annual General Meeting one third (or the number nearest one third) of the trustees shall retire.

The Trustees may at any time co-opt any person duly qualified to fill a vacancy or as an additional trustee. A co-opted Trustee will hold office until the next AGM.

The liability of the members is limited and each has undertaken to contribute a sum not exceeding £1 in the event of the winding up of the company.

The Board of Trustees meets on a regular basis, not less than four times a year, and is responsible for setting direction and policy of the charity. The day to day administration of the Trust is delegated to the Secretary of the Trust.

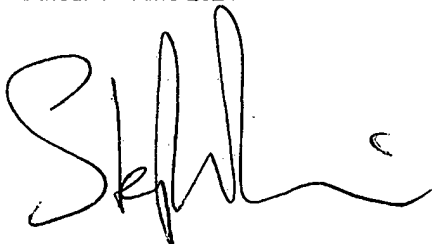
Following a Strategy Day held in early 2020, the Board have formed two sub-committees focussing on Business and Finance and Estates Management. The sub-committees meet on a regular basis, between Trust meetings. The structure is under constant review, as the Trust develops.

The trustees' report was approved by the Board of Trustees.

Mr S G G Aiano

Trustee

Dated: 15 June 2021



LLANTHONY SECUNDA PRIORY TRUST

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF LLANTHONY SECUNDA PRIORY TRUST

I report to the trustees on my examination of the financial statements of Llanthony Secunda Priory Trust (the Trust) for the year ended 31 December 2020.

Responsibilities and basis of report

As the trustees of the Trust (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the Trust are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Trust's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

- 1 accounting records were not kept in respect of the Trust as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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



Sarah Case FCA DChA
Azets Audit Services
Pillar House
113-115 Bath Road
Cheltenham
Gloucestershire
GL53 7LS
United Kingdom

Dated: 17 June 2021

LLANTHONY SECUNDA PRIORY TRUST

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2020

Current financial year

		Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2019 £
	Notes				
<u>Income from:</u>					
Donations and legacies	3	35,214	90,000	125,214	27,947
Charitable activities	4	1,377	-	1,377	5,673
Other trading activities	5	42,612	-	42,612	58,557
Total income		79,203	90,000	169,203	92,177
<u>Expenditure on:</u>					
Raising funds	6	30,892	23,277	54,169	49,274
Charitable activities	7	24,207	43,122	67,329	107,636
Total resources expended		55,099	66,399	121,498	156,910
Net income/(expenditure) for the year/ Net movement in funds		24,104	23,601	47,705	(64,733)
Fund balances at 1 January 2020		22,901	3,754,523	3,777,424	3,842,157
Fund balances at 31 December 2020		47,005	3,778,124	3,825,129	3,777,424

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

LLANTHONY SECUNDA PRIORY TRUST

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2020

Prior financial year

		Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
	Notes			
<u>Income from:</u>				
Donations and legacies	3	1,447	26,500	27,947
Charitable activities	4	5,673	-	5,673
Other trading activities	5	58,557	-	58,557
Total income		65,677	26,500	92,177
<u>Expenditure on:</u>				
Raising funds	6	27,377	21,897	49,274
Charitable activities	7	21,754	85,882	107,636
Total resources expended		49,131	107,779	156,910
Net income/(expenditure) for the year/ Net movement in funds		16,546	(81,279)	(64,733)
Fund balances at 1 January 2019		6,355	3,835,802	3,842,157
Fund balances at 31 December 2019		22,901	3,754,523	3,777,424

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

LLANTHONY SECUNDA PRIORY TRUST

BALANCE SHEET

AS AT 31 DECEMBER 2020

	Notes	2020 £	£	2019 £	£
Fixed assets					
Heritage assets	11	3,558,399		3,530,133	
Current assets					
Debtors	12	113,257		252,745	
Cash at bank and in hand		182,596		90,986	
		<u>295,853</u>		<u>343,731</u>	
Creditors: amounts falling due within one year	13	<u>(29,123)</u>		<u>(96,440)</u>	
Net current assets		266,730		247,291	
Total assets less current liabilities		<u>3,825,129</u>		<u>3,777,424</u>	
Income funds					
Restricted funds	15	3,778,124		3,754,523	
Unrestricted funds		47,005		22,901	
		<u>3,825,129</u>		<u>3,777,424</u>	

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2020.

The directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 15 June 2021


Mr P M Evans
Trustee

Company Registration No. 06113608

LLANTHONY SECUNDA PRIORY TRUST

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

Charity information

Llanthony Secunda Priory Trust is a private company limited by guarantee incorporated in England and Wales. The registered office is Llanthony Secunda Priory, Priory Junction, Off St Anne Way, Gloucester, GL2 5FA, United Kingdom.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Trust's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The Trust is a Public Benefit Entity as defined by FRS 102.

The Trust has taken advantage of the provisions in the SORP for smaller charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the Trust. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the Trust has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the Trust is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Trust has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Trust has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Income from donated goods, facilities and services is recognised by the charity as the value of these items in the year they are donated. The charity does not recognise the unpaid contribution of general volunteers in the accounts.

LLANTHONY SECUNDA PRIORY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

(Continued)

Income from government and other grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably.

1.5 Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources as set out in the notes to the financial statements.

Irrecoverable VAT is charged against the category of resources expended for which it is incurred.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include office costs, finance, personnel, payroll and governance costs which support the charity's projects, programmes and activities. These costs have been allocated between categories of expenditure on charitable activities. The bases on which support costs have been allocated are set out in the notes to the financial statements.

1.6 Heritage assets

The Trust heritage assets in terms of building and land were transferred to the Trust from Gloucester City Council for £1. At the time the assets were in a ruinous state with no economic benefit. As a result of the grants from the Heritage Lottery Fund and Historic England the two main structures and the landscape are being conserved and restored.

Heritage assets in course of restoration are measured at cost of restoration works to date, including associated professional, legal and management fees where these contribute directly to the asset's restoration. Heritage assets in course of restoration are not depreciated.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Financial instruments

Financial instruments are recognised in the Trust's balance sheet when the Trust becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

LLANTHONY SECUNDA PRIORY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Trust's contractual obligations expire or are discharged or cancelled.

1.9 Provisions

Provisions are recognised when the Trust has a legal or constructive present obligation as a result of a past event, it is probable that the Trust will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation. Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value. When a provision is measured at present value, the unwinding of the discount is recognised as a finance cost in net income/(expenditure) in the period in which it arises.

1.10 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

The Trustees are of the opinion that there are no judgements or sources of estimation uncertainty that have a significant effect on amounts recognised in the financial statements.

LLANTHONY SECUNDA PRIORY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

3 Donations and legacies

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
Donations and gifts	510	-	510	1,447	18,400	19,847
Grants	34,704	90,000	124,704	-	8,100	8,100
	<u>35,214</u>	<u>90,000</u>	<u>125,214</u>	<u>1,447</u>	<u>26,500</u>	<u>27,947</u>

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
Grants receivable for core activities						
GCC - Small Business Grant COVID19	25,000	-	25,000	-	-	-
GCC - Local Restriction Support Income	2,000	-	2,000	-	-	-
Gloucester Culture Trust	-	-	-	-	8,000	8,000
Marketing Gloucester	-	-	-	-	100	100
Culture Recovery Fund	-	45,300	45,300	-	-	-
HE Llanthropology	-	35,000	35,000	-	-	-
HE Emergency Fund	-	9,700	9,700	-	-	-
Coronavirus Job Retention Scheme	7,704	-	7,704	-	-	-
	<u>34,704</u>	<u>90,000</u>	<u>124,704</u>	<u>-</u>	<u>8,100</u>	<u>8,100</u>

Donated goods, facilities and services

There were no donated facilities or services in 2020. In 2019 donations included donated services valued at £16,000 from Gloucestershire College towards capital, and £2,400 from Gloucester City Council in relation to grass cutting.

LLANTHONY SECUNDA PRIORY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

4 Charitable activities

	Charitable activities 2020 £	Charitable activities 2019 £
Tours, talks & other charitable events	1,377	5,673

5 Other trading activities

	Unrestricted funds 2020 £	Unrestricted funds 2019 £
Hire of facilities	42,612	58,557

6 Raising funds

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
<u>Fundraising and publicity</u>						
Other fundraising costs	1,567	2,667	4,234	771	-	771
<u>Trading costs</u>						
Other trading activities	-	-	-	307	-	307
Staff costs	6,066	20,610	26,676	1,481	21,897	23,378
Support costs	23,259	-	23,259	24,818	-	24,818
Trading costs	29,325	20,610	49,935	26,606	21,897	48,503
	30,892	23,277	54,169	27,377	21,897	49,274

LLANTHONY SECUNDA PRIORY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

7 Charitable activities

	Charitable activities 2020 £	Charitable activities 2019 £
Staff costs	22,604	13,319
Professional fees	7,853	-
Grant application and management	-	23,000
Activities	3,354	28,989
HLF Other	3,143	2,726
Other staff expenses	135	615
	<u>37,089</u>	<u>68,649</u>
Share of support costs (see note 8)	25,860	36,171
Share of governance costs (see note 8)	4,380	2,816
	<u>67,329</u>	<u>107,636</u>
Analysis by fund		
Unrestricted funds	24,207	21,754
Restricted funds	43,122	85,882
	<u>67,329</u>	<u>107,636</u>

LLANTHONY SECUNDA PRIORY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

8 Support costs

	Support costs £	Governance costs £	2020 £	Support costs £	Governance costs £	2019 £
Administrative costs	3,298	-	3,298	3,845	-	3,845
Premises costs	32,576	-	32,576	33,887	-	33,887
Other professional fees	7,475	-	7,475	11,928	-	11,928
Insurance and rates	5,770	-	5,770	11,329	-	11,329
Independent examiner fees	-	1,620	1,620	-	1,560	1,560
Other accountancy fees	-	2,760	2,760	-	1,256	1,256
	<u>49,119</u>	<u>4,380</u>	<u>53,499</u>	<u>60,989</u>	<u>2,816</u>	<u>63,805</u>
Analysed between						
Trading	23,259	-	23,259	24,818	-	24,818
Charitable activities	25,860	4,380	30,240	36,171	2,816	38,987
	<u>49,119</u>	<u>4,380</u>	<u>53,499</u>	<u>60,989</u>	<u>2,816</u>	<u>63,805</u>

Governance costs includes payments to the independent examiners of £1,620 (2019 - £1,560). Additional fees totaling £2,760 were payable to the independent examiner for other accountancy services (2019 - £1,256).

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the Trust during the year (2019 - none).

10 Employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
	<u>2</u>	<u>2</u>
Employment costs	2020 £	2019 £
Wages and salaries	47,814	35,739
Other pension costs	1,466	958
	<u>49,280</u>	<u>36,697</u>

LLANTHONY SECUNDA PRIORY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

10 Employees

(Continued)

There are no employees who received total employee benefits (excluding employer pension costs) of more than £60,000 (2019 - none).

11 Heritage assets

	£
At 1 January 2020	3,530,133
Expenditure on restoration/conservation	28,266
At 31 December 2020	3,558,399

Prior to 2017 the buildings had been in a ruinous state and not included in the valuation. There have been no disposals of assets and while the conservation work continues no impairment is attributed.

Summary analysis of heritage asset transactions:

	y/e 31 Dec 2020 £	y/e 31 Dec 2019 £	10 m/e 31 Dec 2018 £	y/e 28 Feb 2018 £	y/e 28 Feb 2017 £
Expenditure on restoration/conservation	28,266	54,554	1,366,049	1,485,731	623,799
Total expenditure on restoration/ conservation	28,266	54,554	1,366,049	1,485,731	623,799

12 Debtors

	2020 £	2019 £
Amounts falling due within one year:		
Trade debtors	29,175	2,175
Other debtors	-	3,646
Prepayments and accrued income	84,082	246,924
	113,257	252,745

LLANTHONY SECUNDA PRIORY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

13 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	2,099	71,923
Accruals and deferred income	27,024	24,517
	<u>29,123</u>	<u>96,440</u>

LLANTHONY SECUNDA PRIORY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

14 Unrestricted funds

These are unrestricted funds which are material to the Trust's activities made up as follows:

	Movement in funds				Movement in funds				
	Balance at 1 March 2018	Incoming resources	Resources expended	Transfers	Balance at 1 January 2020	Incoming resources	Resources expended	Transfers	Balance at 31 December 2020
	£	£	£	£	£	£	£	£	£
Unrestricted funds	6,355	65,677	(49,131)	-	22,901	79,203	(55,099)	(16,000)	31,005
Designated major repairs fund	-	-	-	-	-	-	-	16,000	16,000
	<u>6,355</u>	<u>65,677</u>	<u>(49,131)</u>	<u>-</u>	<u>22,901</u>	<u>79,203</u>	<u>(55,099)</u>	<u>-</u>	<u>47,005</u>

LLANTHONY SECUNDA PRIORY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				Movement in funds				
	Balance at 1 January 2019	Incoming resources	Resources expended	Transfers	Balance at 1 January 2020	Incoming resources	Resources expended	Transfers	Balance at 31 December 2020
	£	£	£	£	£	£	£	£	£
Heritage Lottery Fund	3,599,844	18,400	(95,639)	10,169	3,532,774	-	(40,939)	19,057	3,510,892
Historic England Walls	179,178	-	-	-	179,178	-	-	-	179,178
Architectural Heritage Fund	30,820	-	-	(869)	29,951	-	-	(19,057)	10,894
Country Houses Foundation	1,200	-	-	(1,200)	-	-	-	-	-
Culture Recovery Fund	-	-	-	-	-	45,300	(3,485)	-	41,815
HE Llanthropology	-	-	-	-	-	35,000	(16,072)	-	18,928
HE Emergency Fund	-	-	-	-	-	9,700	(4,031)	-	5,669
Peel Holdings 1	4,760	-	-	-	4,760	-	(1,872)	-	2,888
Peel Holdings 2	20,000	-	(12,140)	-	7,860	-	-	-	7,860
Gloucester Culture Trust	-	8,000	-	(8,000)	-	-	-	-	-
Marketing Gloucester	-	100	-	(100)	-	-	-	-	-
	<u>3,835,802</u>	<u>26,500</u>	<u>(107,779)</u>	<u>-</u>	<u>3,754,523</u>	<u>90,000</u>	<u>(66,399)</u>	<u>-</u>	<u>3,778,124</u>

LLANTHONY SECUNDA PRIORY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

15 Restricted funds

(Continued)

The purposes of the restricted funds are as follows:

Heritage Lottery Fund - Stage 2 of the Llanthony Reformation Project
Historic England Walls - recording and repair of structures removed from the project
Heritage Emergency Fund - IT, equipment and salary support
Cultural Recovery Fund - marketing and business development
Historic England Llanthropology Project - provision of activities and events

All other funds are matched funds for the Heritage Lottery Fund grant, except Peel Holdings funds which are towards the management of the works on associated landscape and the new entrance.

LLANTHONY SECUNDA PRIORY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

16 Analysis of net assets between funds

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
Fund balances at 31 December 2020 are represented by:						
Heritage assets	-	3,558,399	3,558,399	-	3,530,133	3,530,133
Current assets/ (liabilities)	47,005	219,725	266,730	22,901	224,390	247,291
	<u>47,005</u>	<u>3,778,124</u>	<u>3,825,129</u>	<u>22,901</u>	<u>3,754,523</u>	<u>3,777,424</u>

17 Financial commitments, guarantees and contingent liabilities

At the balance sheet date the Trust had total guarantees, contingencies and commitments of £Nil (2019 - £55,759).

18 Related party transactions

Transactions with related parties

During the year the Trust entered into the following transactions with related parties:

	Purchase of goods	
	2020 £	2019 £
Other related parties	<u>17,217</u>	<u>-</u>

The purchases referred to above relate to site work services performed by the ABH Carpentry, a business owned by the son of one of the Trustees.