

SUFFOLK PRESERVATION SOCIETY

Charitable Incorporated Organisation No. 1154806

TRUSTEES REPORT AND ACCOUNTS

For the year ended 31 December 2016

DAVID ROBERTON & CO
Chartered Accountants
84 Whiting Street
Bury St Edmunds
Suffolk
IP33 1NZ

SUFFOLK PRESERVATION SOCIETY
LEGAL AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 DECEMBER 2016

Principal Office	Little Hall Market Place Lavenham Suffolk, CO10 9QZ
Charity Number	1154806
Trustees:	
Chairman	Mr Andrew Fane MA FCA
Hon Treasurer until June 16	Mr Patrick Corney CA Mrs Jessica de Grazia BA JD Mrs Lois Hunt Mr Bob Kindred MBE BA MRTPI IHBC Mr Nicholas Pearson OBE FCSI Mr Geoffrey Probert MA Mrs Ruth Stokes Dip TP BSc.Hons until May 2016 Dr Jess Tipper MA PHD Cantab FSA
Director:	Mrs Fiona Cairns BA(Hons) DipTP DipBldgCons(RICS) MRTPI IHBC
Independent Examiner	David Robertson & Co 84 Whiting Street Bury St Edmunds IP33 1NZ
Bankers	Lloyds TSB plc 13 Cornhill Ipswich Suffolk IP1 1DG
Solicitors	Blocks Arcade Chambers 2-6 Arcade Street Ipswich IP1 1EL

SUFFOLK PRESERVATION SOCIETY

Charitable Incorporated Organisation No: 1154806

REPORT TO THE TRUSTEES for the year ended 31 December 2016

The Charity commenced its undertaking as a Charitable Incorporated Organisation (CIO) number 1154806 on 1 January 2014 having taken over the assets and liabilities of the previous charity number 249981.

The Trustees submit their annual report and the financial statements for the year ended 31 December 2016. The Trustees have applied the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS102) issued in 2014 in preparing the annual report and financial statements of the Charity.

Financial Review

The Society's funds during the year rose by £22,173 reflecting good performance in the stock market giving rise to unrealized gains on investments of £44,365 which offset the planned deficit on the activities £22,192. This compared with a net deficit in 2015 of £12,040.

The incoming resources for the year at £85,810 were £8,638 less than the previous year. There were again increases in investment income and subscriptions.

Expenditure was increased from £100,757 to £108,002. Staff costs increased by £3,682 reflecting the additional hours worked by the Director and Planning Officer. The Office Manager continued to work diligently to maintain control on most of the other items of expenditure.

The Society has continued, in line with the Charity Commission's policy, to utilise the legacies and donations received in accordance with the Society's objects and consequently it budgets for an operating deficit on an annual basis, before capital gains or losses on investments.

Review of Activities

2016 has been another important one for the Society as it continued to build on the reconstruction following from the formation of the Charitable Incorporated Organisation in 2014. Again with sadness we said goodbye to a long-standing

Trustee in Patrick Corney who had done so much for the Charity as Trustee and Treasurer, and we thank him for his contribution. But at our AGM the members ratified the appointment of two new Trustees with a range of valuable skills for the further development of the Society and its key tasks.

Since the last AGM we have added one more Trustee who will bring wider experience to our mix. Jess Tipper is an archaeologist with countrywide expertise. He will be standing at our AGM in June and will be requiring ratification by the members. It is already clear that he can bring a great deal to conducting the Society's affairs at a high level.

The ongoing work of the Society continues in responding to planning applications across the County that have the potential to impact adversely on historical or landscape assets of real value. The Society makes representations on such applications that incorporate professional planning issues and guidance and these are material considerations for planning departments and committees. The Society also responds to circulars and consultations from Local Authorities and Government as well as interpreting court judgements and appeal decisions. At all times the Society focusses on achieving its objective of preserving the best built and natural heritage of the County.

In addition, we are providing relevant planning and heritage training sessions for parish councils, amenity societies, councillors and members. We are increasingly engaging with the media to raise the profile of our planning campaigns to the wider public. Events are an important part of our offer to promote heritage understanding and we provide lectures and private visits for our members and their guests on relevant topics of interest. This also aims to increase membership from this sector, which is important in providing a mandate for our campaigning work.

The Society remains financially sound and continues to benefit from regular donors, these being like-minded members and friends around the county. This has generated the necessary funds for the Society to widen its range of specialist work as well as provide more days of professional time for routine planning matters. Additional specialist skills are now hired in as required in areas like landscape architecture, urban design and publicity related to our campaigning role. New fund raising opportunities continue to be sought and your Trustees are indebted to the generosity of supporters, new and old. The degree of financial support generated is testament to the regard the Society's work is held in the county.

The detailed reports to be given at the AGM this year make clear the Society is growing its reach and range as promised in last year's report. But of critical importance is the degree to which the Society's principal objective of preserving the best in the county is being achieved. Clear evidence exists that professional

submissions by our key staff are more numerous and as ever well-constructed. But with the unrelenting pressure from government for more housing it is equally clear that heritage arguments struggle to be heard above this demand. The Society will carry on its campaign regardless, and will, if need be make the valid legal arguments for the heritage even where they fail to attract the support from planners that they should.

Future Plans

The Society feels itself emboldened by the success of its ongoing membership activities, particularly amongst Parish Councils and Amenity Societies within the county and will persevere in its core task - that of striving to protect the best of the county's built and natural heritage from ill-considered development. It will also strive to widen further its base of membership both individual and group.

Relationship with other Charities and with Related Parties

The Society acts as the Suffolk Branch of the Campaign to Protect Rural England (CPRE) and CPRE Suffolk members pay their subscriptions direct to CPRE National Office at rates determined from time to time by them. The CPRE determines the share of each individual subscription which the Society is entitled to receive back in respect of its members. For the year to 31 December 2016 the Society received the sum of £15,263 being 50% of the total subscriptions paid by its members direct to the CPRE.

The Office Manager of the Society performed certain services for the Suffolk Building Preservation Trust Limited ("The Trust") for which an annual management fee was received by the Society. It also occupied premises owned by the Trust for which it paid an annual rent.

Reserves Policy

Over many years the Trustees have used major gifts to build up the Society's reserves. These have provided an investment income to supplement the Society's other income as necessary to enable it to undertake its objects. The Society's reserves continued to absorb operating deficits and other costs incurred on behalf of the Society. At 31 December 2016 the Society's reserves stood at £563,577.

Investment Policy

Scrutton Bland Limited continue to advise the Society. Their advice is based on using a moderate risk investment strategy, and as reported above this strategy generated unrealised gains of £44,365 and an increase in investment income of £503.

The Trustees with expertise in fund management monitor the performance of the Society's funds.

Internal Control

Internal control was exercised in a number of ways including the following:

- by means of an annual budget approved by the Board;
- regular consideration by the Trustees of financial results, variance from budgets and non-financial performance indicators;
- delegation of authority and segregation of duties;
- identification and management of risks;
- accounts subject to independent annual examination;

In 2016 the Trustees carried out an assessment of the risks to which the Society is subject. Having reviewed these risks the Committee believe that adequate systems were in place to mitigate those risks.

Structure Governance and Management

The Society is a registered charity and is supported by a number of Trustees who constitute the Board. New Trustees are nominated by the Board drawing on their experience and, subject to approval are co-opted on to the Board of the Society. They will become full Trustees by confirmation of their status by a vote at the following AGM together with being a fully paid up member of the CIO. On becoming a Trustee, the candidate is given a welcome package including details of meetings, the organisation of the Society and duties and obligations of being a Trustee, as identified in Charity Commission guidance. The Board is supported by a paid part-time Director, and Office Manager and Planning Officer. The Chairman and Director are available to answer any questions the Trustees may have.

The Trustees comprise the Board which sets policy and strategy and has an overriding duty to ensure the Society acts within its remit and manages its assets wisely and prudently.

Objectives and Activities for the Public Benefit

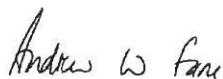
The Society works to preserve and enhance the buildings, landscape and coastline of Suffolk. It does this by commenting on planning policies and applications and the underlying documentation such as the policy frameworks. It is thus an informed lobbyist. Its main objectives in 2016 were to protect and defend the special buildings, landscape and coastline of Suffolk for the benefit of all. This work included planning casework, media work events and lectures as previously stated.

The Society operates with a small paid staff and is supported by the work of its Trustees. We rely heavily on a small number of key volunteers and members who make a substantial contribution to the work of the Society. Members are all volunteers and they are able to provide information on planning challenges in their districts.

During the year the Society was pleased to report that the total number of new members increased. Our current total membership stands at 1128. Of these, 440 are SPS members and 688 are CPRE members. In 2016 we welcomed 47 new members through a variety of avenues including planning casework, events, training and fund raising. We strive to attract new members who give us our mandate to campaign as well as providing essential income. However, this must be set against the backdrop of an ageing profile where membership declines. For these reasons it is even more important for the Society to remain relevant to its core objects and be professional.

The Trustees are responsible as ever for all financial decisions of the Society and accordingly present their accounts for approval. The Society has an indemnity insurance to provide protection for the Trustees, Director and staff.

The Trustees confirm that they have referred to the Charity Commissioners' General Guidance on Public Benefit when reviewing the Charity's aims and objectives and in formulating future plans.



Andrew Fane
Chairman

SUFFOLK PRESERVATION SOCIETY
Charitable Incorporated Organisation Number 1154806

Balance Sheet as at 31 December 2016

	Note	2016 £	2015 £
Fixed Assets			
Tangible Assets	6	1,794	2,243
Investments	7	<u>553,045</u>	<u>508,298</u>
		554,839	510,541
Current Assets			
Stock of Books and Trails		1,024	782
Debtors	8	15,591	11,932
Charities Deposit Fund		500	500
Cash at Bank and in Hand		<u>11,268</u>	<u>35,814</u>
		28,383	49,028
Creditors			
Amounts falling due within one year	9	<u>19,645</u>	<u>18,165</u>
Net Current Assets		<u>8,738</u>	<u>30,863</u>
Net Assets		<u>563,577</u>	<u>541,404</u>
Funds			
Total Funds	10	<u>563,577</u>	<u>541,404</u>

Approved by the trustees
on 22 May 2017

and signed on their behalf by

A Fane
Trustee

SUFFOLK PRESERVATION SOCIETY
Charitable Incorporated Organisation Number 1154806

Statement of Financial Activities for the year ended 31 December 2016

	Note	2016 £	2015 £
Incoming Resources			
Activities for Generating Funds			
Functions and Events	12	1,761	3,410
Activities in Furtherance of the Charity's Objects			
Surplus on Sales		805	788
Donations		22,880	33,742
Subscriptions		35,295	31,942
Investment Income		21,069	20,566
Other Incoming Resources			
Management Fee		<u>4,000</u>	<u>4,000</u>
Total Incoming Resources		<u>85,810</u>	<u>94,448</u>
Resources Expended			
Costs of Generating Funds	3	5,067	2,814
Charitable Expenditure in Furtherance of the Charity's Objects	2	55,884	52,869
Support Costs - Honorary Officers' and Volunteers' Expenses		5,885	4,761
Management and Administration	4	<u>41,166</u>	<u>40,313</u>
		<u>108,002</u>	<u>100,757</u>
Net Outgoing Resources for the Year		-22,192	-6,309
Realised Gains on Investment Assets			
Gains on Revaluation of Investment Assets	7	<u>44,365</u>	<u>-5,731</u>
Net Movement in Funds		22,173	-12,040
Total funds brought forward at 1 January 2016		<u>541,404</u>	<u>553,444</u>
Total funds carried forward at 31 December 2016	10	<u>563,577</u>	<u>541,404</u>

SUFFOLK PRESERVATION SOCIETY
Charitable Incorporated Organisation Number 1154806

Notes to the Accounts for the year ended 31 December 2016

1 Accounting Policies

- a The accounts are prepared in accordance with the historical cost convention, with the exception of investments which are shown at market value, and in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts are prepared on a going concern basis. They are presented in sterling which is the functional currency of the charity.

- b Depreciation is provided on office equipment at the rate of 20% per annum on the reducing balance basis in order to write it off over its estimated useful life. Computer hardware is written off in the year of acquisition.
- c Life subscriptions are brought into incoming resources over a period of ten years from the year of receipt.
- d Stocks are stated at the lower of cost and net realisable value. Provision is made for obsolete or slow moving items where appropriate.
- e Contributions are paid to defined contribution pension schemes. These are charged to outgoing resources as they fall due.

2 Direct Charitable Expenditure	2016	2015
	£	£
Salaries	<u>55,884</u>	<u>52,869</u>
3 Costs of Generating Funds		
SPS Newsletter Expenses	5,526	5,938
Less: Income	<u>3,214</u>	<u>3,411</u>
	2,312	2,527
Media Activity	2,066	
Recruitment Leaflets	<u>689</u>	<u>287</u>
	<u>5,067</u>	<u>2,814</u>
4 Management and Administration of the Charity		
Staff Salaries and Expenses	21,265	20,598
Office Rent	4,000	4,000
Subscriptions	313	208
Stationery, Postage and Telephone	3,830	3,866
Equipment Repairs and Depreciation	449	663
Computer expenses	2,376	1,788
Books, Publications and Courses	739	645
Electricity, Cleaning and Water	1,876	1,832
Insurances	1,259	1,778
Independent Examiner	1,728	1,966
Sundries	<u>3,331</u>	<u>2,969</u>
	<u>41,166</u>	<u>40,313</u>

SUFFOLK PRESERVATION SOCIETY
Charitable Incorporated Organisation Number 1154806

Notes to the Accounts for the year ended 31 December 2016

5 Total Resources Expended

	<u>Staff</u> <u>costs</u>	<u>Dep'n</u>	<u>Other</u> <u>costs</u>	<u>Total</u>
Direct Charitable Expenditure	55,884			55,884
Support Costs			5,885	5,885
Costs of Generating Funds			5,067	5,067
Management and Administration of the Charity	<u>21,265</u>	<u>562</u>	<u>19,452</u>	<u>41,279</u>
	<u>77,149</u>	<u>562</u>	<u>30,404</u>	<u>108,115</u>

Staff Costs	2016	2015
	£	£
Wages and Salaries	68,604	66,841
Social Security Costs	3,109	1,884
Pension costs	3,719	3,254
Expenses	<u>1,717</u>	<u>1,488</u>
	<u>77,149</u>	<u>73,467</u>

No employee earned £60,000 pa or more.

The average number of employees, analysed by function, was	2016	2015
Management and Administration	1	1
Direct Charitable Expenditure	1.6	1.6

6 Tangible Fixed Assets

Office Equipment	2016	2015
	£	£
Cost at 1 January 2016 and 31 December 2016	48,252	48,252
Depreciation at 1 January 2016	46,009	45,447
Charge for the Year	<u>449</u>	<u>562</u>
Depreciation at 31 December 2016	<u>46,458</u>	<u>46,009</u>
Net Book Value at 31 December 2016	<u>1,794</u>	<u>2,243</u>

7 Fixed Asset Investments

	2016	2015
	£	£
Market value at 1 January 2016	508,298	514,028
Sale proceeds, less realised gains		
Additions at cost	382	
Increase in Market Value	<u>44,365</u>	<u>-5,730</u>
Market value at 31 December 2016	<u>553,045</u>	<u>508,298</u>

SUFFOLK PRESERVATION SOCIETY
Charitable Incorporated Organisation Number 1154806

Notes to the Accounts for the year ended 31 December 2016

At 31 December 2016 the Society's investments at market value were:

		£
	Liontrust Euro Inc Fund	23,364
	Schroder UK Corp Bond Z	68,285
	F&C Responsible UK Inc 2	62,195
	Henderson Str Bond I Inc	43,603
	JOHCM UK Equity Y Inc	56,022
	Jupiter N America I Inc	119,851
	M&G Property A	49,037
	Newton Asian Inc Inst W	34,722
	Rathbone Ethical Inst Inc	65,140
	Threadneedle High Yield RDR Z Inc	<u>30,826</u>
		<u>553,045</u>
8 Debtors	2016	2015
	£	£
	Suffolk Building Preservation Trust	6,942
	Prepayments and Accrued Income	8,447
	Other Debtors	<u>202</u>
	<u>15,591</u>	<u>11,932</u>
9 Creditors: Amounts falling due within one year		
	Life Subscriptions	12,716
	Accruals	<u>6,929</u>
	<u>19,645</u>	<u>18,165</u>
10 Analysis of Unrestricted Funds		
	£	£
	Balance at 1 January 2016	541,404
	Movement in Reserves	553,444
	Incoming	85,810
	Outgoing	-108,002
	Other Recognised Gains/Losses	<u>44,365</u>
	<u>563,577</u>	<u>541,404</u>
11 Trustee Expenses		
	No trustee or connected person received any remuneration or expense either directly or indirectly.	
	Trustee Indemnity Insurance of £813 was paid during the year.	
12 Functions and Events	2016	2015
	£	£
	Income	2,663
	Expenses	<u>902</u>
	<u>1,761</u>	<u>3,410</u>
13 Transition to FRS 102		
	There are no transition adjustments.	

Independent Examiner's Report to the Trustees of the Suffolk Preservation Society

I report on the accounts of the charity for the year ended 31 December 2016 which comprise the Statement of Financial Activities, Balance Sheet and related notes.

Respective responsibilities of trustees and 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;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with 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 that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Stephen Cook MA FCA
David Robertson & Co
Chartered Accountants
84 Whiting Street
Bury St Edmunds
Suffolk
IP33 1NZ*

26 May 2017