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

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH SEPTEMBER 2017

Charity Number 202286

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TETBURY CHARITY ESTATE

(Incorporating the John Phillips Millennium Green Trust) FOR THE YEAR ENDED 30TH SEPTEMBER 2017

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FEOFFEES OF TETBURY TETBURY CHARITY ESTATE (Incorporating the John Phillips Millennium Green Trust) LEGAL & ADMINISTRATIVE INFORMATION (Common to both Charities) FOR THE YEAR ENDED 30TH SEPTEMBER 2017

Chairman

Trustees

*

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

LR. Vick D.J. Hicks J.A. Hugginson W. Cook M.J. Houghton R.A. Cooper D. Norris

Secretary

A McKay

Administrative Address

4 Cornwall Close Tetbury, Glos. GL8 8JD

Charity Number

202286

Treasurer

C.D.W. Higgins

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 2017

The trustees have pleasure in presenting this report for the year ended 30 September 2017, 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 maximum benefits for the local communities and, 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. As previously advised the charity's income is, now, of a fairly fixed nature so much of the charity's work is carried out by our voluntary supporters to enable our financial resources to be fully utilised in providing grant aid funding. The financial health of the charity has been much strengthened over the last few years, a position the trustees are determined to maintain for the benefit of future generations to enjoy. A detailed summary of our annual results is outlined below and more details of the charity's activities can be obtained from our website. During the year the commercial valuation of our properties was completed and the net adjustment to the property values is shown on the Statement of Financial activities and in Note 12 to the accounts.

Income; £81,696 (2016 : £81,875)

Overall total income has remained constant over the past year with dividend income increasing slightly £18,701 (2016 : £17,762). Rental income constant at £40,150 (2016 : £39,849) but income from the hire of our Market House facilities has fallen to £22,480 (2016 : £23,899), however, we have endeavoured to help our market traders during a difficult period, by keeping our hiring rates fixed since 2014 but a review of our rates is being carried out shortly and it is hoped that we will be able to increase this level of income, especially in view of the improvements we have carried out on building infrastructure.

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 2017

Expenditure: £65,588 (2016 : £97,141)

This year has seen a reduction in our operating costs following substantial improvements undertaken on our estate properties in previous years but grant awards were maintained at the previous level and it is intended to continue this trend and, if possible, improve further on our charitable aid. The cost of maintaining the Market House £19,320 increased slightly on 2016 £17,378, with the main hall lighting being replaced and additional safety measures being added to various alarm systems. Later in 2017/18 redecoration and refurbishment of external and internal sections of the building will be undertaken, but this work is not expected to materially affect our market trading operations. There was a substantial decrease in our Open Space costs £4,470 (2016 : £27,688) resulting from the completion of the improvements carried out in 2016, thus resulting in our costs returning to more normal levels. The Chipping expenditure has risen slightly £4,978 (2016 : £2,662) but this is due to the commencement of essential repairs to the Chipping Steps which will continue over the next twelve months. Our administration costs have reduced substantially £5,120 (2016 : £11,333) primarily due to there being no requirement for any major legal and professional charges relating to our activities. Throughout this period a constant level of charitable aid was provided through our grant awards £26,304 (2016 : £26,850) and the trustees are fully confident that these levels of funding will not only continue for the foreseeable future, but every effort will be made to provide more financial aid where possible.

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 £2,536 (2016 : £3,588) which reflects the basic cost of maintaining this open space. All costs incurred were met from grant funding of £2,500 received from The Romney Charity.

FEOFFEES OF TETBURY THE ROMNEY CHARITY (TETBURY CHARITY ESTATE) (Incorporating the John Phillips Millennium Green Trust) <u>TRUSTEES' REPORT (continued)</u> FOR THE YEAR ENDED 30TH SEPTEMBER 2017

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:-

	2017	2016
	£	£
Total net current assets:-	222,685	193,859
Less: Capital value of Lewis Memorial Fund	(1,000)	(1,000)
Net unrestricted reserves	221,685	192,859

The trustees have agreed, within the unrestricted funds, to retain permanent reserves equating to an estimated full year's normal expenditure requirements plus a restoration reserve (£50,000) to cover unforeseen and essential renovation expenditure required to maintain the charity's property estate. This basic reserve will be subject to annual review, to reflect any major changes that may effect the charity's operations, and have been invested in COIF investment units to provide additional income for charitable distribution.

The John Phillips Millennium Green Trust

In accordance with the linking procedure, the total reserves of £16,199 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 have assessed the major risks to which both charities are exposed, in particular those related to the operations and finances of the Charities, and are satisfied that systems are in place to mitigate our 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.

TETBURY CHARITY ESTATE

(Incorporating the John Phillips Millennium Green Trust)

INDEPENDENT EXAMINERS REPORT

FOR THE YEAR ENDED 30TH SEPTEMBER 2017

We report on the accounts of the Charity for the year ended 30th September 2017, 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
 - 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

27 December 2017

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TETBURY CHARITY ESTATE

(Incorporating the John Phillips Millennium Green Trust)

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 30TH SEPTEMBER 2017

		201	17	<u>20</u>	<u>2016</u>			
		Unrestricted	Restricted	Unrestricted	Restricted			
			JPMG		JPMG			
	Notes	TCE	Permanent Endowment	TCE	Permanent Endowment			
		£	£	£	£			
Incoming resources Incoming resources from gener	rating funda							
Investment Income	1	18,701	-	17,762	-			
Building Society Interest		15	-	15				
Incoming resources from charit	000	40150	100	39,849	100			
Rents Wayleaves	2 3	40,150 320	-	39,849 320	-			
Market House	4	22,480	-	23,899				
Other incoming resources	5	30	2,500	30	4,000			
Total incoming resources		81,696	2,600	81,875	4,100			
Resources expended Costs of generating funds								
Lecturers Grant		30	-	30	-			
Tetbury Town Council - Advo		70	-	70	-			
Romney Education Foundati		1,000		1,000				
Annual C Other Educational Grants	arants 6	3,900	_	3,150	1 <u>11</u> 1			
Sundry Donations/Grants	10	21,304	-	22,600	-			
		26,304	19 - 1	26,850				
Charitable activities	7	10,220		17,378				
Upkeep of Market House Upkeep of Open Spaces	7 8	19,320 4,470	2,206	27,688	3,483			
Governance costs	0	.,						
Administration Costs	9	5,120	150	11,333	105			
Other resources expended	11	4,978		2,662	_			
Chipping Car Park Depreciation	11	5,396	-	5,830				
Total resources expended		65,588	2,356	91,741	3,588			
			· · · · · · · · · · · · · · · · · · ·					
Net incoming resources befo	re							
transfers		16,108	244	(9,866)	512			
Other recognised gains/losse	es							
Loss on Revaluation of Property								
	12	(279,340)						
Gains/losses on investments								
Market value at 1 October 2016		513,002		455,328	-			
Market value at 30 September 3	2017	551,670		513,002				
Gain/(Loss) on investments		38,668		57,674				
Total net movement in funds		(224,564)	244	47,808	512			
Reconciliation of Funds								
Total funds brought forward		2,261,751	15,955	2,213,943	15,443			
Total funds carried forward		£ 2,037,187	£ 16,199	£ 2,261,751	£ 15,955			

TETBURY CHARITY ESTATE

(Incorporating the John Phillips Millennium Green Trust)

BALANCE SHEET

FOR THE YEAR ENDED 30TH SEPTEMBER 2017

	Notes	20	017	2	<u>2016</u>		
		Unrestricted	Restricted	Unrestricted	Restricted		
		TCE	<u>JPMG</u> <u>Permanent</u> <u>Endowmen</u> <u>t</u>		<u>JPMG</u> Permanent Endowmen <u>t</u>		
Fixed Assets		£	£	£	£		
Tangible Assets	12	1,367,2	96 15,000	1,652,032	15,000		
Investments Restricted 31193.30 shares of the Charities Official Investments Fund - at market value							
(1433.56 per share)	13	447,2		415,860	(-)		
		1,814,5	02 15,000	2,067,892	15,000		
<u>Current Assets</u> Cash at bank and building society COIF Units - Unrestricted reserves Debtors	14 13 15	115,3 104,4 6,9	64	98,556 97,142 7,146	1,095		
		226,6	75 1,509	202,844	1,095		
Current Liabilities Creditors Value Added Tax	16	2,2 1,7 3,9	75	2,359	140 140		
Net Current Assets		222,6	85 1,199	193,859	955		
Total Assets Less Current Liabilities		£2,037,1	<u>87</u> £ <u>16,199</u>	£ 2,261,751	£ 15,955		
Accumulated Fund Brought forward Surplus/(Deficit) for the year		2,261,7 (224,56	64) 244	47,808	15,443		
Total		£ 2,037,1	87 £ 16,199	£ 2,261,751	£ 15,955		

We approve the financial statements set out on pages 8 to 11 in respect of the year ended 30th September 2017 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

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16 December 2017

D J Hicks Vice Chairman

TETBURY CHARITY ESTATE

(Incorporating the John Phillips Millennium Green Trust)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30TH SEPTEMBER 2017

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 Fixed Plant & Machinery 15% reducing balance5% 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.

	2	017	2	<u>2016</u>			
	TCE	JPMG	TCE	JPMG			
	£	£	£	£			
 Investment Income The Charities Official Investment Fund 18990.97 shares - dividends 12202.33 shares - dividends 7286.56 shares - unrestricted funds 	9,229 5,931 <u>3,541</u> £ <u>18,701</u>	£	8,766 5,633 <u>3,363</u> £ 17,762	£			
	2	017	2	016			
	TCE	JPMG	TCE	JPMG			
2. Rent	£	£	£	£			
Southern Electricity Board, Chipping Croft	58	-	58	-			
Herd Lane Allotments	1,080		1,000	-			
M. & R. Bellhouse - The Chipping	4,740		4,740	=			
Royal Oak Lease	20	-	20	-			
C.D.C. Chipping Car Park	31,947	-	31,623	-			
G Bristow, Herd Lane	300		300	-			
Gumstool Hill Parking	2,005	()	2,108	-			
Access Rights		100	-	100			
	£ 40,150	£ 100	£ 39,849	£ 100			

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TETBURY CHARITY ESTATE

(Incorporating the John Phillips Millennium Green Trust)

NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 30TH SEPTEMBER 2017

		2017 TCE JPMG	2016 TCE JPMG
3.	Southern Electricity PLC British Telecom	£ £ 116 - 79 -	£ £ 116 - 79 -
-	Residential receipts	£ <u>125</u> £ <u>-</u>	£ 320 £ -
4.	<u>Market House</u> Hiring/Sales income	£ <u>22,480</u> £ <u>-</u>	£ <u>23,899</u> £ <u> </u>
5.	Other income Annual Funding Donation - TCE Donations	- 2,500 30 - £ 30 £ 2,500	£ 30 £ 4,000
6.	Other Educational Grants St Mary's Primary School		
	Consolidated annual grant Nurture Room Sports/ Computer equipment funding	3,000 - - -	1,000 - 1,000 - 1,150 -
	Dining tables	900 - £ <u>3,900</u> £	£ £
7.	Upkeep of Market House Cotswold District Council rates Gas Heating costs Electricity	258 - 958 - 513 -	231 - 1,141 - 615 -
	Wi-Fi charges Water rates & services Caretaking costs	27 233 - 2,400 -	280 - 2,400 -
	Cleaning costs Zurich Municipal - general insurance	2,106 - 5,318 -	2,312 - 4,733 -
	Winding and maintaining clocks Fire service appliances/alarms Sundry cleaning & maintenance costs	717 - 1,527 - 243 -	223 - 473 - 56 -
	Open day costs Electrical inspection & rectification	163 - 261 -	119 -
	Hanging baskets/planters Internal repairs and rectification Building furnishings & equipment	589 - 25 - 185 -	674 - 29 - 1,278 -
	Performing rights licence Roof access provision	478 - 549	527 -
	Roof lighting Roof fanlight Lighting system replacement	- 2,770	1,537 750 -
•		£ 19,320 £ -	£ <u>17,378</u> £ <u></u>
8.	Upkeep of Open Spaces Grass cutting Bristol Water	2,090 1,440 92 35	2,647 1,430 134 39
	Herd Lane resurfacing / bridge reps Cutwell kerbing / tree surgery	 	7,226 - 14,803 - 2,070 37
	General maintenance & planting Insurance Auctioneers Huts - Electricity	1,273 - 210 - 85 731	339 - 1,977
	Lower Gumstool Hill maintenance	<u>720</u> - £ 4,470 £ 2,206	<u> </u>

FEOFFEES OF TETBURY <u>TETBURY CHARITY ESTATE</u> (Incorporating the John Phillips Millennium Green Trust) <u>NOTES TO THE ACCOUNTS (continued)</u> FOR THE YEAR ENDED 30TH SEPTEMBER 2017

	2	2017		20	016
	TCE	JPMG		TCE	JPMG
9. Administration Expenses	£	£		£	£
Clerk/Treasurer office expenses	3,191	-		2,946	-
Accountancy fees	868	150		600	105
Legal & professional fees	426	-		6,671	-
Insurances	413	-		1,085	-
Sundries	222	-		31	-
	£ 5,120	£ 150		£ 11,333	£ 105
10 Sundry Granta & Danationa					
10. Sundry Grants & Donations	2,050			400	
Sundry grants	2,050			150	
Tetbury British Legion - poppy wreath		-		200	-
Tetbury Flower Show	300				-
Millennium Green	2,500	-		4,000	-
Tetbury Youth Club project	3,444	-		3,000	-
Holiday at Home - OAP's	1,250	2		1,000	-
Tetbury in Bloom	1,500	-		1,250	-
Lions - disabled vehicle transport	-			1,000	-
Dial a ride	560			1,000	-
Tetbury guides and brownies	300	-		500	-
Tetbury relief charities	5,000	-		8,000	-
St Marys Monday club	250	-		-	-
Tetbury Hospital	1,500	-		-	-
Tetbury Rugby Club	500	-		600	 6
Tetbury Cricket Club		-		500	-
St Marys Playgroup	500	-		500	-
Tetbury Library	600	-		500	-
Tetbury at Christmas	500				
Tetbury Football Club	400				
	£ 21,304	£		£ 22,600	£
11. Chipping Car Park/Chipping Steps					
Parking bollard repairs and maintenance	<u>(</u>	2		(180)	-
Insurance	334	=		419	-
Rates	1,386	-		1,292	2
Parking and prohibition signs	440	<u>1</u>		290	-
General site maintenance	468	-		841	-
Steps renovation	2,350				
Steps lenovation	£ 4,978	£		£ 2,662	£ -
	~	~			
12. Land and Property					
1) Tetbury Charity Estate					
	Freehold	Freehold	Plant &	Fixtures &	
	Property	Land	Machinery	Fittings	Total
	C	C	C	e e	£

	Floperty	Lanu	Machinery	i itango	1000
	£	£	£	£	£
At Valuation					The second se
1st October 2016	750,000	840,340	47,138	61,612	1,699,090
Revaluation adjustment	(350,000)	70,660			(279,340)
30th September 2017	400,000	911,000	47,138	61,612	1,419,750
Depreciation	1.000 A. 1.000				
1st October 2016	-	121	8,649	38,409	47,058
Charge for year	-	-	2,479	2,917	5,396
30th September 2017	£ -	- £	11,128	£ 41,326 £	52,454
Net book value					
1st October 2016	£ 750,000 §	E 840,340 £	38,489	£ 23,203	1,652,032
30th September 2017	£ 400,000 f	£ 911,000 £	36,010	£ 20,286	1,367,296
·				the second se	

2) John Phillips Millennium Green Trust

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	£
At Valuation	
1st October 2016	15,000
30th September 2017	15,000

FEOFFEES OF TETBURY <u>TETBURY CHARITY ESTATE</u> (Incorporating the John Phillips Millennium Green Trust) <u>NOTES TO THE ACCOUNTS (Continued)</u> FOR THE YEAR ENDED 30TH SEPTEMBER 2017

13. Investments Restricted

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	Fund Balance b/fwd			Transfer	Gains & Losses	Fund Balance c/fwd	
Charities Official Investments Fund		415,860		-	31,346	447,206	
Total Funds	£	415,860	£	-	31,346	447,206	

At the year end the Charity held 31193.3 shares at 1433.66p per share (2016: 31193.3 shares at 1333.17 per share).

Unrestricted

		Fund Balance b/fwd	Purchase	Transfer	Gains & Losses	Fund Balance c/fwd	
Charities Official Investment Fund		97,142	-		7,322	104,464	
Total Funds	£	97,142	-	-	7,322	104,464	

At the year end the Charity held 7286.56 shares at 1433.66p per share (2016 : 1333.17p).

	20	017	2016		
14. Cash at Bank & Building Society	TCE	JPMG	TCE	JPMG	
	£	£	£	£	
Bank - Lloyds TSB	114,098	1,509	97,359	1,095	
Lewis Memorial Fund- Building Society	1,212		1,197		
	£ 115,310	£ 1,509	£ 98,556	£ 1,095	

	<u>2017</u>		2016	
15. Debtors	TCE	JPMG	TCE	JPMG
	£	£	£	£
MH Income	-	-	191	
Bellhouse rent	-	-	474	-
Car park receipts -July/Sept	6,350	-	6,400	-
Sundry - prepaid electricity	401	-	81	-
Bristow Lease payment	150		-	-
	£ 6,901	£	£ 7,146	£

	2017		2016	
16. <u>Creditors</u>	TCE	JPMG	TCE	JPMG
Accountancy fees	750	^۲ 150	£ 600	± 150
Market House costs	520	-	1,025	1
Open Spaces - Maintenance costs	-	160	576	-
Refundable allotment deposits	450	-	375	-
Professional fees	-	-	3,900	-
Admin costs	-		150	-
MH Fee Credit (Trade Fair)	495	-		-
	£ 2,215	£ 310	£ 6,626	£ 150