

**ELDER STUBBS  
CHARITY**

**ANNUAL REPORT  
2017**

Registered Charity Number 202497

## **Elder Stubbs Charity Annual Report 2017**

### **Chairman's Foreword**

I am pleased to note that our body of trustees remained unchanged throughout the year and that the new trustees appointed in 2016, Lis Agulnik, Herman Huyg (both co-opted) and our new Council Nominee, Cllr. Steven Curran, engaged with enthusiasm with the affairs of the charity. 2018 is unlikely to be quite so stable, with at least two new Council nominees in the pipeline.

I touched in last year's report on the proposed changes to our management team. Phil Crème, Estates Manager, has significantly decreased his hours. Edmund Faria, Assistant Estates Manager, is more than taking up the slack, as it were, and the arrangement is working well. The trustees will be asked in 2018 how they want to proceed beyond this point. The changes outlined above have increased our outgoings in the salaries area and caused us to wonder as the year progressed whether we would be able to maintain our charitable giving at the level of recent years. As will be seen from the accounts we have done so, though a very small deficit resulted – not enough to be of concern in a single year.

We greatly value the association we have with the charities Restore and The Porch. Both run significant projects on the Elder Stubbs site and further information is contained elsewhere in this Report. We believe that our support for them fulfils our public good obligation. That apart we are delighted to be involved with them and see at first-hand what they do for some of the most disadvantaged people in our area.

I wish to record my appreciation and thanks the trustees who have served in the year (see trustees' report), to the Solicitor to the Trustees, Ms. Kathryn Woodward – a source of wisdom and advice from time to time, to our stockbroker, Dominik Drozd, who conjures up returns we had not banked on and greatly appreciate and to our part time staff, Ian Honeyman, Charity Manager, Phil Crème, Estate Manager and Edmund Faria, Assistant Estate Manager. Their loyalty, dedication and application are appreciated.

If you wish to make contact, our e-mail address is **[info@elderstubbscharityallotments.org](mailto:info@elderstubbscharityallotments.org)**

Our website, developed by Phil, is **[www.elderstubbscharityallotments.org](http://www.elderstubbscharityallotments.org)**. Please view and enjoy!

**Judith Harley**

## **Elder Stubbs Charity Annual Report 2017**

### **Report of the Trustees for 2017**

We approached 2017 with a certain degree of apprehension. Not about our financial stability – we have ample reserves in the form of unrestricted investment funds – but because we were aware that we were taking on increased commitments in the area of salaries together with the general uncertainties about investment returns and inflation, and we did very much want to maintain levels of charitable giving at the sums dispensed in recent years. In the event we were able to contain the increased expenditure and maintain charitable disbursements at the cost of a very modest deficit - £213 on total expenditure of £55293. This is due to good housekeeping in general, but mainly to continued excellence in investment returns, for which we are grateful to Dominik Drozd of JM Finn.

The reason for the increase in salary cost is the arrangement put in place to effect a handover in the post of Estate Manager. We have been impressed by the way in which the handover has worked so far. In year 1. The Estate Manager Phil Crème reduced his hours from 12 per week to 9. In year 2. Phil further reduced his hours to 6 per week. Edmund Faria, Assistant Estate Manager started off on 6 hours per week and is currently on 9. The net increase of 3 hours per week to a total of 15 is showing up in the work being done and the general condition of the site. As is so often the case the total is greater than the sum of its parts and consideration will need to be given next year to extending the handover period or proceeding on the timetable agreed. The increase also reflects a rise in hourly rates of pay agreed two years ago.

The plots continued with nearly full occupancy throughout the year, though there was a slightly higher turnover than previously. The result is that the vacancy position at any one time is rarely greater than 3 or 4 and sometimes reduces to 0. As we have observed before this probably reflects increased mobility in the local population. Elder Stubbs' governing document lays down that its "area of benefit" shall be the City of Oxford, but that its "preferred area" shall be a closely defined community largely constituting Cowley. We very rarely go, or need to go, outside the preferred area when identifying tenants and beneficiaries.

It is pleasing to note that Trustee numbers, which increased to full strength in 2016, have remained constant. All meetings in 2016 were well attended. Four meetings were held.

The Trustees who served in the year were:

Ex-Officio

Fr. Philip Ritchie, Vicar of Cowley St. John

Rev. Geoffrey Bayliss, Team Rector of Cowley

Nominated by Oxford City Council

Mr. Bryan Keen

Ms. Judith Harley – Chairman

Cllr. Mohammed Abbasi  
Cllr. Elise Benjamin  
Cllr. Richard Tarver  
Cllr. Steven Curran (from 23<sup>rd</sup> July)

Co-opted  
Mrs. Lis Agulnik (from 22<sup>nd</sup> March  
Mr. Herman Huyg (from 22<sup>nd</sup> March)

Charity Manager, Mr. Ian Honeyman  
Estate Manager, Mr. Phil Crème  
Estate Manager elect, Mr. Edmund Faria (from 1<sup>st</sup> August)  
Solicitor to the Trustees, Ms. Kathryn Woodward

The Trustees met on four occasions during the year. In addition a joint meeting with Allotment Holders was held. One meeting included a tour of the site and the award of the Clerk's Cup for the allotment judged to be the best. The Finance Committee continued to carry out its business by e-mail.

**Elder Stubbs Charity Trustees**

			<b>Elder Stubbs Charity</b>				
			Charity Number 202497				
<b>Receipts and Payments Accounts for the period 1st January to 31st December 2017</b>							
<b>Receipts</b>			Unrestricted	Restricted		total 2017	total 2016
			Funds	Funds			
Sale of Securities			0			0	5000
Interest & Dividends			48635			48635	48182
Rents & Maintenance			2678			2678	2596
Trading			1107			1107	1126
Other			2660			2660	1518
Total receipts			55080			55080	58422
<b>Payments</b>							
Grants			24000			24000	24000
Management & Admin.			30469		1	30469	24781
Trading			736			736	668
Other expences			89			89	3461
Sub total			55294			55294	52910
Asset purchase			0			0	6216
Total payments			55294			55294	49450
Cash last year end			27150			27150	
Cash this year end			26122			26122	
<b>Investment Assets</b>			Type	Funds to which	Value		
				asset belongs			
			Stocks and shares	Unrestricted	1315460		
			Cash on deposit	Unrestricted	0		
<b>Assets retained for charity's own use</b>							
			Land	Unrestricted	2	150000	
			Equipment & stores	Unrestricted	3	3500	
<b>Total assets including cash</b>						1495082	
Notes	1. includes salaries,professional site work, volunteers' expenses, office costs						
	2. 12 acres of grade 1 agricultural land valued by Oxford City Council						
	3. Equipment at depreciated value - staight line over anticipated life of item						
			Ms Judith Harley Chairman				
			Mr. Bryan Keen Chairman, Finance Committee				

## **Report from Restore Elder Stubbs Recovery Service 2017/2018**

Mark Adams and I joined Restore as Joint Chief Executives last July. We are aware that it is quite unusual to have job-sharing CEOs but, so far, the experience has been a very positive one. We have over 60 years' experience in social housing and the charity sector between us, and are thrilled to be given the opportunity of running Restore. Mark had, previously, been a trustee of Restore - and you may have seen him performing in his role as a volunteer at Elder Stubbs - bent over a flower bed or pruning the raspberries.

We joined Restore at a time when the organisation had been experiencing some significant difficulties. Not only had our predecessor, Martin Realey, stepped down in March 2017, but several other key personnel had left at a similar time (for example, Olivier Guillot, Gemma Humphrey and Pat Wood). This had created a leadership vacuum and, without a Head of Fundraising, Restore's income dipped resulting in a deficit for 2016/17 of around £130k. Trustees had done what they could but, without permanent senior managers in post, they could do no more than hold the fort.

In view of these problems, Mark and I set about to redress things. We appointed a new Head of External Relations (who started the week before last year's Elder Stubbs Festival - talk about a trial by fire!) and commenced a restructure of the organisation. This was completed in January 2018 and we now have a new senior management structure which we believe is fit for purpose - though leaner than before, to save costs. We have submitted many funding bids and are hoping to turn around our income problems over the next few months. In the meantime, savings from staff reduction in the working week are helping keep our budget on an even keel. However, our intention is to reinstate the full working week as soon as we possibly can.

Operationally, the events of the last 18 months have put a strain on staff - but not, we believe, distracted from the delivery of excellent services to our members. Our allotments and recovery groups continue to flourish and our coaching service is developing into new areas of operation. The Recovery College is growing daily, and enjoying using the Elder Stubbs training room to deliver the majority of their courses. Our Mental Health First Aid and Working With Mental Health courses are in hot demand too.

Charlotte and team at Elder Stubbs have been bringing in some exciting innovations over the past few months, starting several ventures within the local community. For instance, selling fruit, veg and flowers to several local businesses, having pop-up stalls outside the Magdalen Arms and, in the next few months, supplying the new Flo in the Park cafe.

We have recently started out planning for the 2018 Elder Stubbs Festival and will be including Phil and Edmund in the project groups which will be meeting routinely over the next few months. We hope that the 2018 festival will be as wonderful as usual. The theme for the festival this year is "Wellbeing" (chosen by our Elder Stubbs members), with a design theme of "Rainforests". The team at Elder Stubbs recovery group are already busy creating decorations for the site and have started baking and freezing cakes.

We really value our relationship with the Elder Stubbs Charity, and are hugely grateful for all the support you give us. We look forward to joining you at one of your future Board meetings, probably in September, and meeting you all.

## **The Porch Steppin' Stone**

### **The Porch Charity Report for Elder Stubbs**

The management of The Porch remains the same and there has been no change to the constitution of the organization.

Over the last quarter we have seen a slight decrease of members accessing the centre in the morning for showers, laundry and food and hot drinks.

We continue to raise safeguarding concerns with the Oxfordshire Safeguarding Board predominately through concerns of explorations of certain members.

### **Working Partnerships:**

#### **OxLep (Oxfordshire Local Economic Programme):**

We have recruited a dedicated part time Employment Coach for two days a week to facilitating the Steppin' Forward Programme. This involves an internal referral system identified from Project Workers Support Planning meetings. The Employment Coach has been in position from the beginning of September 2017. There has been a good response from our members with this appointment and there has been an increase in participation in The Steppin' Forward Programme in delivering employment training. Although the OxLEP grant will run out in July we have secured additional funding to keep the project running until March 2019

#### **SWEP (Severe Weather Emergency Provisions):**

The Porch has been working with The Oxford Outreach Team (OXSTOP St. Mungos) to facilitate SWEP provisions from Benson Hall at St Marys Church, Cowley. SWEP Provisions are temporary emergency accommodation. The Porch has managed and staffed this initiative through the winter period. This meant that provision was in place throughout the Christmas period and ensured that no one sleeping rough was turned away. The Porch is currently involved with Oxford City Council planning for this winter's SWEP Provisions.

### **139 The Porch Property;**

Our current property is in need of some fairly major works renovation. We have appointed an Architect that has completed a redesigning of the property. The conclusion of this

redesign was that a new property would probably be more suitable to the needs of The Porch and its members. We have a detailed plan of proposed renovations to the centre but we are also exploring various properties in the local area for development as an alternative to our current property. We have managed 100k to date and are currently advertising for a campaign manager to take the project forward.

### **Counselling**

We continue to provide a free 1:1 counselling service to up to 4 members per week

### **Complimentary therapy**

We continue to provide weekly Bowen Therapy but now we also provide weekly acupuncture, reiki, reflexology and hot stones. This is delivered each Thursday afternoon.

### **Horticultural Therapy**

This has been a very quiet quarter at our allotments due to the season. We have given Refresh 50% of our allotment site so that as the weather gets warmer we can arrange joint activities on the site.

### **Café**

We continue to provide an exceptional standard of hot meals daily everyday at a very low cost. We have recently been reviewed by the Food and Hygiene department and received a Score on the Door on 5. The highest available.

### **Drop Ins**

We continue to facilitate regular drop in surgeries with Oxford SPOT, Turning Point, and The Big Issue.

### **Outings and Events**

We have delivered some successful trips to the Oxford Playhouse and most recently had a summer day trip to Weston Super-Mare

### **Any other comments pertinent to service deliver**

We continue to focus on volunteer recruitment. Volunteer numbers always fluctuate but The Porch has been through a difficult period where volunteer numbers had significantly lowered. Again we suspect that people have preferred to go out on outreach rounds where they hand out sandwiches, drinks, clothes and sleeping bags.



## **Elder Stubbs Charity Allotments Report 2017**

**Elder Stubbs Estate:** The Elder Stubbs Charity Allotment site as with every season presents a challenging maintenance workload to keep it well managed and looking good. We were provided with invaluable assistance from our very supportive team of volunteers for whom we are very grateful for their hard work and commitment.

Certain tasks benefitted from calling in contractors to facilitate some of the work and make future years maintenance more straightforward. Eg. The Parks Department reduced the height of our hedge along Rymers lane. Tree surgeons also assisted with thinning some of the larger trees in Clerks Wood.

Management of the site has progressed well with the appointment of Mr Edmund Faria as Assistant Estate Manager. In the longer term this is sensible planning for when the current Estate Manager will choose to retire.

**The Allotments:** Most plots were cultivated to a good standard by tenants. Notice was given to tenants where their plots appeared to indicate that insufficient time was available to adequately manage their plots and keep weeds under control. We are trying to avoid the situation where plots that become available for reallocation require a lot of work to bring them up to a suitable starting point for a new tenant.

The website which has been online for a few years and has provided a good source of information for people wishing to know more about Elder Stubbs and with a possible interest in acquiring a plot. Our waiting list from early in the season had very few people on it but number grew towards the end of the year with a high of about 14.

**Supported Charities and community groups:** Restore has approximately a 2-acre growing area in Cowley Field. Acknowledgement was made of the considerable improvement that was apparent with their large area under cultivation. This was due largely to the excellent vision and guidance of the staff team and the enthusiasm and hard work of their members and volunteers. They were worthy winners of the Clerks Cup judged by Dr. Nigel Northcote for the best kept and managed plot with aesthetic appeal.

The Porch – Steppin’ Stones has approximately a 1 acre growing area on Oxford Field. They have had a period of consolidation over 2017 due to changes to support for their allotment project.

Mary’s Garden have continued with their involvement of Nursery School Children during the school year and it has been a pleasure to welcome the next generation of potential allotmenters!

**Events:** The Elder Stubbs Festival and Vegetable Show in August was well attended and proved to be an enjoyable occasion for everyone who came to this family friendly event. It also provided a good showcase for Restore to make the local community more aware of their work with people recovering from mental illness and reducing the stigma associated with it.

Tenants Open Meeting attracted a good number of tenants and we had interesting presentations from our guest speakers Mr. James Downs of Restore and Mr. Guy Scotece of The Porch Steppin’ Stones who gave information of what is news with their respective charities who are supported by Elder Stubbs Charity.

**Environmental notes for the year:** It was with concern that news of local incidents of infection by Ash Dieback disease has been reported in the Oxford area notably in Whytham Woods. As yet Ash trees in our woodland do not appear to have shown signs of infection.

Our diverse habitat areas have again encouraged a healthy population of wild flora and fauna. It was a particularly good year for a large population of ground nesting bees which appeared in their many thousands in the late autumn. They are thankfully docile and present no problem to allotment tenants when they appear on their plots.

Phil Creme (Estate Manager)

# Elder Stubbs Charity

Charity Number 202497

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	Cash on deposit	Unrestricted	0

## Assets retained for charity's own use

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- Notes
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Ms Judith Harley Chairman  
Mr. Bryan Keen Chairman, Finance Committee



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

ELDER STUBBS CHARITY

On accounts for the year  
ended

31 DECEMBER 2017

Charity no  
(if any)

202497

Set out on pages

1

(remember to include the page numbers of additional sheets)

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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to 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 the 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 material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

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

I 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

20 FEB 2018

Name:

MR ALAN FREDERICK MARTIN

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

Address:

39 CHURCH HILL ROAD, COWLEY, OXFORD  
OX4 3SG


**Section B****Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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