

Registered Number: 4314538

Charity Number: 1090558



LOOE DEVELOPMENT TRUST
TRUSTEES ANNUAL REPORT
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31ST MARCH 2018

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Oakleys - Accountants
91 Houndiscombe Road
Plymouth
PL4 6HB

LOOE DEVELOPMENT TRUST

LEGAL AND ADMINISTRATIVE INFORMATION

Charity Name: Looe Development Trust

Company Number: 4314538

Registered Charity Number: 1090558

Financial Period Beginning: 1st April 2017

Financial Period Ending: 31st March 2018

Charity's Registered Office: Millpool Centre
The Millpool
West Looe
Cornwall
PL13 2AF

Trustees / Directors:

Mr. Stuart Ashby-Wright Appointed 19th October 2004

Mr. Malcolm Garrington Appointed 10th June 2006

Mr. Michael Macartney Appointed 17th April 2014

Mr. Justin Spreckley Appointed 18th November 2003

Mr. Armand Toms Appointed 5th May 2004

Mr. Colin Tregear Appointed 20th May 2009

Chairman:

Mr. Justin Spreckley Appointed Chairman 2nd February 2004

Secretary:

Mrs. Elaine Warne

Treasurer:

Mr. Colin Tregear

LOOE DEVELOPMENT TRUST

COMPANY ADVISORS

Bankers:

Barclays Bank PLC
Fore Street
East Looe
Cornwall

Lloyds Bank PLC
Fore Street
East Looe
Cornwall

Solicitors:

Coodes
10 Windsor Place
Liskeard
Cornwall

Surveyors:

Jefferys
17 Dean Street
Liskeard
Cornwall

Insurance Brokers:

Trelawney Insurance Solutions
Columbia House
Summer Lane
Pelynt
Cornwall
PL13 2LP

Accountants:

Oakleys Accountants
91 Houndiscombe Road
Plymouth
Devon
PL4 6HB

LOOE DEVELOPMENT TRUST

GOVERNING DOCUMENTS AND OBJECTS

Governing Document

The Looe Development Trust was incorporated by the Registrar of Companies for England and Wales as a Private Limited Company on 31st October 2001. It is a Company Limited by Guarantee and not having a Share Capital. The Company is governed by its Memorandum and Articles of Association, and these are set out in accordance with the Companies Acts 1985 and 1989. The Memorandum of Association was signed and sealed on 5th July 2001, and the Articles of Association were signed and sealed on 19th October 2001.

Area of Benefit

The Charity is for the benefit of those living and / or working in the parish of Looe and contiguous parishes (hereinafter called "the Area of Benefit")

Objects of the Charity

- 1 To advance education and learning, including training in skills relevant to securing employment to relieve financial need, hardship, distress and sickness among those living within the Area of Benefit.
- 2 To preserve, protect and enhance in any way for the benefit of the public, amenities including the buildings or features of historic, architectural or natural interest within the Area of Benefit.
- 3 To provide facilities for public recreation or other leisure time occupation in the interests of social welfare, with the object of improving the conditions of life for those living or working in the Area of Benefit.
- 4 To advance any other charitable purpose or purposes for the benefit of those living or working in the Area of Benefit.

Statement of Intention

The Charity will be non-party in politics, non-sectarian in religion and will not discriminate on the grounds of race, colour, nationality, ethnic or racial origin, sex, marital status, age, religion, political belief, or other opinion.

Activities of the Charity

The Charity may do anything lawful that may be necessary in order to promote its Objects including the use of the following powers:

- 1 Subject to any consent required by law, to raise funds and borrow monies, invite and receive contributions from anyone through donations or subscriptions, or the running of a lottery or in any other way.
- 2 Subject to compliance with any statutory regulations, to undertake trading activities only in so far as the activities are exercised in the course of the actual carrying out of a primary Object of the Charity.
- 3 Subject to any consents by law,
 - To purchase take on lease or in exchange or hire or otherwise acquire any land or property of any sort.
 - To erect construct lay down enlarge alter maintain improve change and manage or contribute to or subsidise the erection construction and maintenance of any land property ways plant and machinery.

LOOE DEVELOPMENT TRUST

GOVERNING DOCUMENTS AND OBJECTS (CONTINUED)

- 4 To undertake any charitable trust or other charitable agency business, which may promote any or all of the Objectives of the Charity.
- 5 To establish, co-operate with support, or join with other charities, voluntary bodies and statutory authorities operating in furtherance of the Objects of similar charitable purposes and to exchange advice and information with them.
- 6 To purchase or otherwise acquire any of the property assets and liabilities of any of the charities voluntary bodies or statutory authorities with which the Charity is authorised to join and perform any of their engagements.
- 7 To transfer any of the Charity's property, assets, liabilities and engagements to any of the charities voluntary bodies or statutory authorities with which the Charity is authorised to join.
- 8 To establish, promote, and otherwise assist any limited company or companies for the purpose of acquiring any property, or of furthering in any way the Objects of the Charity through trading, and to establish the same either as wholly owned subsidiaries of the Charity or jointly with other persons, companies and government departments or local authorities, and to finance the same if the Trustees see fit by way of secured loan or share subscription on commercial terms provided that the Charity shall seek professional advice before financing such companies.
- 9 To provide educational training, advisory counselling, consultancy, administrative, professional and technological support services in furtherance of the Objects of the Charity.
- 10 To promote, encourage or undertake research and disseminate the results of such.
- 11 To produce, print, publish, supply, sell or deal in anything in written, oral or visual media.
- 12 To open and operate bank accounts and other banking facilities and to draw, make, accept, endorse, negotiate, discount and execute promissory notes, bills of exchange, cheques and other negotiable instruments.
- 13 Subject to the provisions of clauses 6 and 7 hereof, to employ and pay employees, officers, servants and professional or other advisers, and to make all reasonable and necessary provision for the payment of pensions and superannuation to or on behalf of employees, officers and servants and their wives, husbands and other dependants.
- 14 To pay out of the funds of the Charity, all the expenses, costs and charges of and incidental to the formation and registration of the Charity.

Use of Income and Property

The income of the Charity whencesoever derived, shall be applied solely towards the promotion of the Objects of the Charity and no part shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the Charity, and no Trustee appointed to any office of the Charity shall be paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Charity, PROVIDED THAT nothing in this document shall prevent reasonable and proper payments made in good faith.

LOOE DEVELOPMENT TRUST

REPORT OF THE TRUSTEES

The Trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements for the year ended on 31st March 2018. The Trustees have adopted the provisions of the Statement of Recommended Practice SORP (FRS 102) (effective 1 January 2015) which was published on 16 July 2014, "Accounting and Reporting By Charities", in accordance with the Charities Act 2011 and the elements of the 2016 Act introduced in Autumn 2016, in preparing the annual report and financial statements of the charity.

The charity was incorporated on 31st October 2001, and the relevant Memorandum and Articles of Association of the charity are set out on pages 3 and 4 of the report.

Review of activities and future developments

The Financial Statements for the year ended 31st March 2018, which comprise the Statement of Financial Activities, Balance Sheet and related notes, are set out on pages 10 to 20. A summary of the financial results and the work of the charity are set out below.

Trust publications (Supporting Object 2 of the Trust)

The Trust publishes "Community News". 1000 copies of this bi-monthly magazine are distributed to the local communities in Looe, Pelynt and Duloe as a 32-page publication, containing Looe Town Council News. It also carries advertisements, which enables the magazine to be largely self-financing. New design, production and accounting staff are now taking the publication forward. The publication continues to be well received, with the deadline for copy being 2 weeks prior to the beginning of the publication months. This has been aligned with the Trust's financial year from 2018.

Nelson The Seal.

A booklet (ISBN 978-0-9559645-1-0) and brochure on sea life and the life-sized bronze sculpture of Nelson the one-eyed Grey Seal erected by the Trust, which was unveiled by Sir Robin Knox-Johnston MBE on 28 May 2008, was published by the Trust in 2009 and is sold as an income generator; although sales this trading year have been minimal. The Looe Harbour Commissioners care for and are still to provide the sculpture's lighting, as previously undertaken.

HMS Looe Booklet.

A booklet (ISBN 987-0-9559645-0-3) and leaflet on the history of the eight HMS Looe warships from 1696 to 1943 are published by the Trust on behalf of The HMS Looe Foundation in 2008. The books are on sale in Looe and raise funds for the Trust.

LOOE DEVELOPMENT TRUST

REPORT OF THE TRUSTEES (CONTINUED)

Trust Activities

Looe Development Trust has undertaken the following projects in the last year in support of its objectives in facilitation, fund holding and provision for:

- Millpool Centre
- The Looe Christmas Festive Lights
- The Skate Board Park at Looe (Planning)
- Enterprise House
- Looe Coastal Communities Team
- Looe Valley Trails

Millpool Centre (Supporting Objects 1 & 3 of the Trust as detailed above)

The Centre is a quality community space for all age groups of the community and has been open since 10 June 2013. The delivery of IT training previously delivered by the Trust at Enterprise House has been undertaken in the purpose made IT suite within the Millpool Centre. Cornwall Council Youth Services stopped its outreach budget; as such the Trust is providing the use of the Centre from its own funds. The previous Cornwall Council staff run the Youth Club as self-employed. The Trust secured funding of £6,762.32p for the continuance of the service for 2017/18, from the Co-Op Community Fund on 10 April 2017. Future funding of Youth Services delivery beyond December 2018 is a challenge.

The Centre has had a good fifth year of operation, with the Manager meeting the year's financial forecast. The challenge remains to make the Centre self-sustaining whilst delivering its core benefits to the community, to which end it continued to secure a good range of local clubs and activities. The business has changed with IT services and delivery largely no longer required, although a computer learning club runs. Several open days and special events have also been held at the Centre. The Centre is becoming known as a venue to hold local events; including by Cornwall Council and the local education and health authorities.

The hourly rate for training fees is £5.00, internet access fees per half hour at £2.00. The delivery of adult education training courses by external instructors and Adult Education has had mixed success, although the Centre holds a 'computer club' which has been popular.

The Looe Christmas Festive Lights (Supporting Object 3 of the Trust as detailed above)

The Trust continued as the fund holder for this, held during the December and January festive season. The Festive lights are a well-established event supported by many local organisations and adds to the ambiance and enjoyment of Looe by both locals and visitors alike.

The Skateboard Park at Looe (Planning) (Supporting Object 3 of the Trust as detailed above)

At the request of the defunct Looe Youth Action Group Looe Development Trust had undertaken, where possible, to establish a skateboard park at Looe for the youth of the local area. In co-operation with Looe Town Council, the site on church land at St Martin's church has been provisionally agreed by the Glebe. Following the successful noise survey, a full planning application was being submitted through and paid for by Looe Town Council in 2018. There are restrictions on use of the land and the project funding sources have yet to be applied to. The youth fund stands at £7,849, which is made up of the money originally raised by the Youth Action Group and donations from East Looe Town Trust and the Town Council, a donation of £2,562 from the Co-op Community Fund, together with collections and interest accrued. The West Looe Town Trust had pledged a further £2,000.

LOOE DEVELOPMENT TRUST

REPORT OF THE TRUSTEES (CONTINUED)

Enterprise House (Supporting Object 1 of the Trust as detailed above)

The Looe Enterprise Centre was based at Enterprise House, Higher Market Street, East Looe until May 2013. Enterprise House is owned by the Trust. Although the solicitor tenants renewed their lease for 3 years, they went into receivership in April 2018. The trust took legal advice and action to secure unpaid rent from the Official Receiver however, the company owner and guarantor has been declared bankrupt. No further action to recover the Trust's losses could effectively be taken, given to their lack of assets and the amount due to creditors with higher precedence. The property has been advertised for rental from August 2018.

Looe Coastal Communities Team (Supporting Object 1, 2, 3 & 4 of the Trust as detailed above)

The Trust has joined in partnership with Looe Town Council, Looe Harbour Commissioners, Looe Community Forum, East Looe Town Trust, West Looe Town Trust, SECTA and Cornwall Council and formed the Looe Coastal Community Team to attract funding. Following the initial successful funding, the team continue to bid for funds and look for opportunities for the benefit of Looe.

Looe Valley Trail Feasibility Studies (Supporting Object 1, 2, 3 & 4 of the Trust as detailed above)

East Looe Trail. The Trust supported this project proposed by Dr Sue Brownlow, for the construction of a walking and cycle trail from Liskeard to Looe. The trail has the potential to eventually link into the National Cycle network in Cornwall at Lanhydrock. Funding was primarily provided by the East Cornwall Local Action Group, as well as Liskeard Town Council and Forum. The final report was published in April 2017.

West Looe Trail. Funding for an additional feasibility study to link a Trail from Looe to Lanhydrock, was gained by Dr Brownlow and the Trust from the Cornwall & Isles of Scilly Local Enterprise Partnership and Looe Town Council. The study was undertaken from March to August 2017, including provisional work to link the trail from Saltash (Plymouth) to Bodmin via Looe and linking these National cycle trails via South East Cornwall. The final report has been published. Further investigation is required and only then can a full plan be worked up to gain funding for this missing link and to benefit SE Cornwall and Looe in particular. Additional meetings to progress the next planning stage have been and continue to be supported by the trust.

In addition to these activities the Trust has been involved over the year with the Town Council and Cornwall Council. The Trust has also provided help and assistance to many local organisations with help in finding funding for various projects.

LOOE DEVELOPMENT TRUST

REPORT OF THE TRUSTEES (CONTINUED)

FUTURE DEVELOPMENTS AND COMMITMENTS

Other projects have been considered by Looe Development Trust during this reporting period; some have not gained support, others have been given assistance and for others their feasibility was to be further investigated. The Trust's principal monetary concern is that of the commercially sustainability development of the Millpool Centre, and the longer term letting / sale of the Enterprise Centre to provide Trust income.

During the reporting year the now established Millpool Manager has recruited new volunteer staff who have made considerable efforts to make the Millpool Centre attractive to users within the community. New advertising drives and courses of instruction to meet the community's needs were undertaken. It is to the Manager's and volunteers' credit that the Centre provides continued support to meeting the objectives of the Trust. The Millpool Centre is an accessible and bespoke design located next to the town library and offers great opportunity to engage and meet the needs of the wider population.

The Trustees and Officers have continually reviewed the Trust's immediate, medium and long-term sustainability and commitments. The Trust has a (Chartered Accountant) volunteer book-keeper and has moved most of its accounts to an online computer based accounts package in anticipation of pending Government regulation. Of concern on producing this report was the future of funding for the betterment of the very high deprivation area of Looe, with current EU funding running out in 2020 or sooner.

STATEMENT OF BENEFIT

During the reporting year the Trust received no income from central or local government to deliver services. Minor local Town Council grants have been received in financial year 2018/19.

The Trust has a policy on not paying its volunteer staff, apart from legitimate expenses when incurred. The Trust has one employee, the Millpool Centre Manager. The Trust has an ongoing review of its operating procedures, business plan and financial controls.

Looe Development Trust continued to provide benefit, in accordance with its objectives, during the 2017/18 reporting year. The Trustees, its Officers and volunteers have provided a substantial tangible improvement to the local community of Looe and its contiguous parishes, with the provision of continuing services to the wider community through the new Millpool Centre. The Trust have plans and facilities in place to continue this into 2018/19 and beyond.

This report was approved by the Trustees on 13 December 2018.

Justin G Spreckley (Chairman of the Trustees)

LOOE DEVELOPMENT TRUST

INDEPENDENT EXAMINER'S REPORT

We report on the accounts of the Charity for the year ended 31st March 2018, which are set out on pages 10 to 19.

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 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is our responsibility to

- examine the accounts (under section 43(3)(a) of the 1993 Act),
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act), and
- to state whether particular matters have come to our attention.

Basis of independent examiner's report

Our 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 our examination, no matter has come to our attention.

- 1 which gives us reasonable cause to believe that in, any material respect, the requirements
 - to keep accounting records in accordance with section 41 of the 1993 Act, and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

Date:

Oakleys Accountants

LOOE DEVELOPMENT TRUST
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2018

			2018			2017
			Unrestricted	Restricted	Total	Total
			Funds	Funds	£	£
			£	£		
			Notes			
INCOMING RESOURCES						
Projects	Forum Newsletter	4	2,733	-	2,733	4,524
	Looe Youth Project		-	6,862	6,862	4,100
	Looe Community Players		-	658	658	2,415
	HMS Looe		-	-	-	-
	Mayfair		-	110	110	-
	Youth Projects		-	2,749	2,749	125
	Millpool Centre Events		1,558	-	1,558	3,154
	General Projects		-	1,244	1,244	-
	Liskeard – Looe Trail		-	-	-	50,275
	West Looe Valley Trail		-	-	-	13,000
	Societies day		-	-	-	71
	Georgina Davies		-	-	-	2,604
	Rifle Club		-	1,835	1,835	-
	Ryder		-	1,500	1,500	750
	Looe Rowing Club		-	11,421	11,421	1,150
	Pelynt Harvest Auction		-	-	-	698
Festivals	Christmas Lights	5	-	2,019	2,019	2,053
	Festivals		-	2,006	2,006	-
	Fireworks		-	-	-	2,732
Enterprise House		6	9,424	-	9,424	4,667
Millpool Centre		6	31,480	-	31,480	28,245
LDT Funds	Donations received		-	-	-	-
	Membership fees		14	-	14	14
	Gift aid		-	-	-	-
	Administration receipts		4,711	-	4,711	938
	Bank interest received		222	-	222	238
	Bank compensation		40	-	40	150
Total incoming resources			50,182	30,404	80,586	121,903
Total resources expended (next page)			(40,079)	(47,769)	(87,848)	(102,434)
NET MOVEMENT IN FUNDS			10,103	(17,365)	(7,262)	19,469
Funds balance brought forward			75,266	33,225	108,491	89,022
Transfers			-	-	-	-
Funds balance carried forward			85,369	15,860	101,229	108,491

LOOE DEVELOPMENT TRUST
STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)
FOR THE YEAR ENDED 31ST MARCH 2018

			2018			2017
			Unrestricted	Restricted	Total	Total
			Funds	Funds		
<u>Notes</u>			£	£	£	£
RESOURCES EXPENDED						
Projects						
	Forum Newsletter	4	2,859	-	2,859	3,068
	Looe Youth Project		-	5,840	5,840	6,080
	Looe Community Players		-	754	754	1,843
	Riffle Club		-	1,775	1,775	-
	Liskeard – Looe Trail		-	1,782	1,782	48,993
	West Looe Valley Trail		-	13,000	13,000	-
	Millpool Centre Events		540	-	540	1,338
	Youth Projects		-	1,500	1,500	-
	Mayfair		-	110	110	-
	Georgina Davies		-	-	-	2,704
	General Projects		-	1,244	1,244	-
	Coastal Team		-	-	-	420
	Ryder		-	1,500	1,500	750
	Looe Rowing Club		-	11,521	11,521	1,050
	Pelynt Harvest Auction		-	-	-	698
Festivals	Christmas Lights	5	-	6,737	6,737	2,903
	Festivals		-	2,006	2,006	-
	Fireworks		-	-	-	2,732
Enterprise House		6	342	-	342	509
Millpool Centre		6	29,130	-	29,130	28,538
LDT Funds Donations made		7	1,305	-	1,305	525
			-----	-----	-----	-----
			34,176	47,769	81,945	102,151
Support costs						
Administrative expenses		8	5,640	-	5,640	20
Professional fees		9	263	-	263	263
			-----	-----	-----	-----
Total resources expended			40,079	47,769	87,848	102,434
			=====	=====	=====	=====

LOOE DEVELOPMENT TRUST
BALANCE SHEET
AS AT 31ST MARCH 2018

	<u>Notes</u>	£ <u>2018</u>	£	£ <u>2017</u>	£
FIXED ASSETS:					
Tangible assets	10		665,263		665,552
CURRENT ASSETS:					
Stock		1,103		890	
Debtors and accrued income	11	3,186		26,349	
Cash at bank and in hand		68,189		52,305	
		-----		-----	
		72,478		79,544	
		-----		-----	
CREDITORS:					
Amounts falling due within one year	12	(2,559)		(1,267)	
		-----		-----	
NET CURRENT ASSETS			69,919		78,277
			-----		-----
NET ASSETS			735,182		743,829
			=====		=====
RESERVES:					
Restricted income funds	13		15,860		33,225
Unrestricted income funds					
- Designated funds	13	41,583		29,259	
- General funds	13	43,786		46,007	
		-----	85,369	-----	75,266
Revaluation reserve			633,953		635,338
			-----		-----
			735,182		743,829
			=====		=====

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective 2015).

For the financial year ended 31st March 2018 the company was entitled to exemption from audit under section 477 Companies Act 2006; and no notice has been deposited under section 476.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 and for preparing accounts 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 profit or loss 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 accounts, so far as applicable to the company.

Signed on behalf of the Board of Trustees:

Date: December 2018

Mr. C. Tregear, Trustee

Mr. J. Spreckley, Chairman

LOOE DEVELOPMENT TRUST
NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

(a) Basis of Accounting:

The accounts have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (FRS 102) effective 1st January 2015 and the Financial Reporting Standard for Smaller Entities (effective January 2015).

The company has availed itself of Paragraph 3(3) of schedule 4 of the Companies Act and adapted the Companies Act formats to reflect the special nature of the company's activities.

(b) Legal Status of the Company:

The Trust is a company limited by guarantee and has no share capital. The members of the company pay an annual fee of £1. In the event of the company being wound up the liability in respect of the guarantee is limited to £1 per member.

(c) Fund accounting:

General funds are unrestricted funds that have been set aside by the trustees in furtherance of the general objectives of the charity, and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors, or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income and gains are allocated to the appropriate fund.

(d) Incoming resources:

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution, or the legacy being received.

Gifts in kind are accounted for at a reasonable estimate of their value to the charity and the amount actually realised.

LOOE DEVELOPMENT TRUST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

(e) Resources expended:

Expenditure is recognised when a liability is incurred.

Expenditure has been classified under headings that aggregate all costs 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 the resources.

Direct costs of generating funds are those incurred directly in carrying out the income generating activities of the charity, and do not include the costs of disseminating information in support of the charitable activities. Support costs are those incurred directly in support of expenditure on the objects of the charity. Management and administration costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

(f) Taxation:

The charity's activities are exempt from Value Added Tax. Irrecoverable VAT is not separately analysed and is charged against the category of resources expended for which it was incurred.

(g) Operating leases:

The charity classifies the lease of equipment as operating leases, title to the equipment remains with the lessor and leasing costs are charged on a straight line basis over the term of the lease.

(h) Tangible fixed assets:

Tangible fixed assets costing more than £100 are capitalised and included at cost, including any incidental expenses of acquisition.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Leasehold buildings	Nil
Fixtures, fittings and equipment	33.33% on cost
Computer equipment	33.33% on cost

No depreciation is charged on the Enterprise House building, which is held on a 999 year lease. The trustees consider that both the annual depreciation charge and the accumulated depreciation are not material in view of the asset's very long useful life and have invoked the true and fair override provisions of the Companies Act accordingly.

The Millpool Centre is held on a 50 year lease from Cornwall Council from June 2013.

(i) Donated assets:

These are capitalised at reasonable value on receipts and depreciated over their useful economic lives.

LOOE DEVELOPMENT TRUST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

(j) Investments:

Investments are stated at market value at the balance sheet date. The SOFA includes the net gains and losses arising on re-valuations and disposals throughout the year.

(k) VAT:

HMRC have agreed to zero rate the build costs of the Millpool Centre, as long as the building is used no more than 5% of the time for non charitable purposes. The potential liability reduces each year by 10% over 10 years. (Now standing at 50%). A record of this usage is kept, to ensure the conditions are met.

2. TRUSTEE'S EXPENSES:

Trustees received no remuneration during the year.

3. RELATED PARTY TRANSACTIONS:

There were no transactions undertaken by, or on behalf of, the charity in which a trustee, officer or connected person had a material interest.

4. PROJECTS:

	<u>2018</u>	<u>2017</u>
	£	£
Forum Newsletter:		
Advertising sales	2,733	4,524
Printing and production costs	(2,859)	(3,068)
	-----	-----
	(126)	1,456
	=====	=====

5. FESTIVALS:

	<u>2018</u>		<u>2017</u>
	£	£	£
Christmas lights:			
Looe Town Council		1,500	1,500
West Looe Town Trust		500	500
Donations		19	53
		-----	-----
		2,019	2,053
Lighting equipment and installation	6,087		2,303
Cherry picker	300		300
Public liability insurance	300		300
Administrative expenses	50		-
	-----		-----
		(6,737)	(2,903)
		-----	-----
		(4,718)	(850)
		=====	=====

LOOE DEVELOPMENT TRUST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

6. ENTERPRISE HOUSE:

	<u>2018</u>		<u>2017</u>	
	£	£	£	£
Rental income		9,424		4,667
Expenditure:				
Utilities	-		20	
Insurance	267		269	
Accountancy	75		75	
Property maintenance & premises costs	-		145	
	-----		-----	
		(342)		(509)
		-----		-----
		9,082		4,158
		=====		=====

MILLPOOL CENTRE:

	<u>2018</u>		<u>2017</u>	
	£	£	£	£
Income		23,380		22,645
Grant funding and sponsorship		8,100		5,600
Expenditure:				
Computer expenses	135		120	
Cleaning	1,098		1,432	
Accountancy fees	500		500	
Professional fees	312		413	
Licences	717		789	
Staff costs & volunteer expenses	18,429		17,226	
Property maintenance & premises costs	5,696		5,469	
Publicity and meetings	125		170	
Administrative expenses	1,779		1,615	
Depreciation	339		804	
	-----		-----	
		(29,130)		(28,538)
		-----		-----
		2,350		(293)
		=====		=====

LOOE DEVELOPMENT TRUST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

7. DONATIONS MADE:	<u>2018</u>	<u>2017</u>
	£	£
Royal British Legion	25	25
Looe Community Festival	-	500
South West Ambulance Trust – Defibulator	1,280	-
	-----	-----
	1,305	525
	=====	=====
 8. ADMINISTRATIVE EXPENSES:	 <u>2018</u>	 <u>2017</u>
	£	£
Licences	40	20
Grant funding	5,600	-
	-----	-----
	5,640	20
	=====	=====

9. INDEPENDENT EXAMINER'S REMUNERATION:

The accountant and independent examiner's remuneration was £825 (2017 £825) comprising £75 in Enterprise Centre costs, £500 in Millpool Centre costs and £250 included under professional fees.

LOOE DEVELOPMENT TRUST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

10. FIXED ASSETS: TANGIBLE ASSETS:

	Leasehold Property £	Fixtures, fittings & equipment £	Computer equipment £	Total £
COST:				
At 1st April 2017	665,000	59,816	46,696	771,512
Additions	1,385	50	-	1,435
Revaluations	(1,385)	-	-	(1,385)
Grants received	-	-	-	-
Disposals	-	-	-	-
	-----	-----	-----	-----
At 31st March 2018	665,000	59,866	46,696	771,562
	-----	-----	-----	-----
DEPRECIATION:				
At 1st April 2017	-	59,367	46,593	105,960
Disposals	-	-	-	-
Charge for the year	-	287	52	339
	-----	-----	-----	-----
At 31st March 2018	-	59,654	46,645	106,299
	-----	-----	-----	-----
NET BOOK VALUES:				
At 31st March 2018	665,000	212	51	665,263
	=====	=====	=====	=====
At 31st March 2017	665,000	449	103	665,552
	=====	=====	=====	=====

The leasehold property at Enterprise House was purchased in January 2002 at a cost of £61,653 and refurbishment costs of a further £24,370 were incurred in converting the premises from an Indian Restaurant to computer offices. The term of the lease is 999 years from May 1999 and is currently let at £7,500 per annum.

The Millpool Centre was completed in 2013 and is held on a 50 year lease at £50 per annum from Cornwall Council.

11. DEBTORS:	<u>2018</u> £	<u>2017</u> £
Debtors	2,048	25,512
Gift aid to reclaim	869	434
Prepayments	269	403
	-----	-----
	3,186	26,349
	=====	=====

LOOE DEVELOPMENT TRUST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

12. CREDITORS:	<u>2018</u>	<u>2017</u>
Amounts falling due within one year:	£	£
Trade creditors	1,619	382
Accruals	825	825
Payments in advance	115	60
	-----	-----
	2,559	1,267
	=====	=====

LOOE DEVELOPMENT TRUST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

13. RECONCILIATION OF MOVEMENT IN FUNDS:

	Opening balance £	Incoming resources £	Resources expended £	Transfers £	Closing balance £
Restricted Funds					
<u>Projects</u>					
Looe Youth Project	415	6,862	(5,840)	-	1,437
Mayfair	-	110	(110)	-	-
Youth Projects	6,600	2,749	(1,500)	-	7,849
Looe Community Players	1,411	658	(754)	-	1,315
Liskeard – Looe Trail	1,782	-	(1,782)	-	-
West Looe Valley Trail	13,000	-	(13,000)	-	-
Societies Day	374	-	-	-	374
General Projects	-	1,244	(1,244)	-	-
Coastal Team	226	-	-	-	226
Sue Norman	217	-	-	-	217
Ryder	-	1,500	(1,500)	-	-
Looe Rowing Club	100	11,421	(11,521)	-	-
Riffle Club	-	1,835	(1,775)	-	60
<u>Festivals</u>					
Christmas Lights	9,100	2,019	(6,737)	-	4,382
Festivals	-	2,006	(2,006)	-	-
	-----	-----	-----	-----	-----
	33,225	30,404	(47,769)	-	15,860
	=====	=====	=====	=====	=====
Designated Funds					
<u>Projects</u>					
Forum newsletter	(461)	2,733	(2,859)	-	(587)
Millpool Centre Events	7,154	1,558	(540)	-	8,172
HMS Looe	293	-	-	-	293
	-----	-----	-----	-----	-----
	6,986	4,291	(3,399)	-	7,878
<u>Enterprise House</u>	82,043	9,424	(342)	-	91,125
<u>Millpool Centre</u>	(59,770)	31,480	(29,130)	-	(57,420)
	-----	-----	-----	-----	-----
	29,259	45,195	(32,871)	-	41,583
<u>General Fund</u>	46,007	4,987	(7,208)	-	43,786
	-----	-----	-----	-----	-----
	75,266	50,182	(40,079)	-	85,369
	=====	=====	=====	=====	=====
Restricted Funds	33,225	30,404	(47,769)	-	15,860
Designated Funds	75,266	50,182	(40,079)	-	85,369
	-----	-----	-----	-----	-----
	108,491	80,586	(87,848)	-	101,229
	=====	=====	=====	=====	=====