

FEOFFEES OF TETBURY

TETBURY CHARITY ESTATE

(Incorporating the John Phillips Millennium Green Trust)

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30TH SEPTEMBER 2018

Charity Number 202286

FEOFFEES OF TETBURY
TETBURY CHARITY ESTATE
(Incorporating the John Phillips Millennium Green Trust)
FOR THE YEAR ENDED 30TH SEPTEMBER 2018

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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 2018

Trustees

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

L.R. Vick	Chairman
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

FEOFFEES OF TETBURY
THE ROMNEY CHARITY (TETBURY CHARITY ESTATE)
(Incorporating the John Phillips Millennium Green Trust)
TRUSTEES' REPORT
FOR THE YEAR ENDED 30TH SEPTEMBER 2018

The trustees have pleasure in presenting this report for the year ended 30 September 2018, which has been prepared in accordance with the charitable deed and the recommendations of the Statement of Recommended 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 the maximum benefits for the local communities, 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. The charity's income continues to be of a reasonably fixed nature and the financial health of the charity continues to strengthen. A detailed summary of our annual results is outlined below and more details of the charities activities can be obtained from our website.

Income for the year was £82,484 (2017 £81,696).

Income has been stable in recent years. The majority of the small increase this year is driven by an increase in rents, where the charity where able to increase annual parking license fees for some spaces at the start of the year. These will remain unchanged for the coming year.

Investment income increased slightly (+ £285) year on year, offset by a reduction in market house income (-£381).

FEOFFEEES 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 £70,833 (2017 £65,588)

Expenditure increased this year, largely due to an increase in grant awards (+£3,596 to £29,900). Administration costs have also increased as the charity struggled to find volunteers to cover treasurer and secretarial positions following a resignation. These tasks are provided at heavily discounted rates, but still increase the cost base when compared with previous years. We expect that costs for 2019 will be much higher than in 2018 due to some expensive maintenance works that are required on the market house, these are routine and will not directly increase future income. The charity also intends to continue current levels of donations for the foreseeable future.

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 £2,629 (2017: £2,356) which reflects the basic cost of maintaining this open space. Costs incurred were met from grant funding of £2,500 received from The Romney Charity in the year plus some retained reserves.

FEOFFEEES 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

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:-

	2018	2017
	£	£
Total net current assets:-	249,127	222,685
Less: Capital value of Lewis Memorial Fund	(1,000)	(1,000)
Net unrestricted reserves	248,127	221,685

The trustees aim to retain permanent reserves equating to an estimated full years normal expenditure requirement plus a restoration reserve (£50,000) to cover unforeseen and essential renovation expenditure required to maintain the **charity's property estate. Although the current reserves exceed this target, there are known large repair and maintenance** activities in the coming financial year. The reserve levels continue to be reviewed at least annually.

The John Phillips Millennium Green Trust

In accordance with the linking procedure, the total reserves of £16,243 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 continue to assess the major risks to which both charities are exposed and aim to mitigate 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.

FEOFFEEES OF TETBURY
TETBURY CHARITY ESTATE
(Incorporating the John Phillips Millennium Green Trust)
INDEPENDENT EXAMINERS REPORT
FOR THE YEAR ENDED 30TH SEPTEMBER 2018

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
 - b. 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

FEOFFEEES OF TETBURY
TETBURY CHARITY ESTATE
(Incorporating the John Phillips Millennium Green Trust)
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30TH SEPTEMBER 2018

Notes	<u>2018</u>		<u>2017</u>	
	Unrestricted	Restricted	Unrestricted	Restricted
	<u>TCE</u>	<u>JPMG</u> <u>Permanent</u> <u>Endowment</u>	<u>TCE</u>	<u>JPMG</u> <u>Permanent</u> <u>Endowment</u>
	£	£	£	£
<u>Incoming resources</u>				
<u>Incoming resources from generating funds</u>				
Investment Income 1	18,986	-	18,701	-
Building Society Interest	16	-	15	-
<u>Incoming resources from charitable activities</u>				
Rents 2	40,980	100	40,150	100
Wayleaves 3	320	-	320	-
Market House 4	22,099	-	22,480	-
<u>Other incoming resources</u> 5	83	2,573	30	2,500
Total incoming resources	82,484	2,673	81,696	2,600
<u>Resources expended</u>				
<u>Costs of generating funds</u>				
Lecturers Grant	30	-	30	-
Tetbury Town Council - Advowson	70	-	70	-
Romney Education Foundation - Annual Grants	-	-	1,000	-
Other Educational Grants 6	5,000	-	3,900	-
Sundry Donations/Grants 10	24,800	-	21,304	-
	29,900	-	26,304	-
<u>Charitable activities</u>				
Upkeep of Market House 7	16,464	-	19,320	-
Upkeep of Open Spaces 8	5,184	2,499	4,470	2,206
<u>Governance costs</u>				
Administration Costs 9	8,265	130	5,120	150
<u>Other resources expended</u>				
Chipping Car Park 11	5,493	-	4,978	-
Depreciation	5,526	-	5,396	-
Total resources expended	70,833	2,629	65,588	2,356
Net incoming resources before transfers	11,651	44	16,108	244
<u>Other recognised gains/losses</u>				
<u>Loss on Revaluation of Property Assets</u> 12	-	-	(279,340)	-
<u>Gains/losses on investments</u>				
Market value at 1 October 2017	551,670	-	513,002	-
Market value at 30 September 2018	600,587	-	551,670	-
Gain/(Loss) on investments	48,917	-	38,668	-
Total net movement in funds	60,568	44	(224,564)	244
<u>Reconciliation of Funds</u>				
Total funds brought forward	2,037,187	16,199	2,261,751	15,955
Total funds carried forward	£ 2,097,755	£ 16,243	£ 2,037,187	£ 16,199

FEOFFEEES OF TETBURY
TETBURY CHARITY ESTATE
(Incorporating the John Phillips Millennium Green Trust)
BALANCE SHEET
FOR THE YEAR ENDED 30TH SEPTEMBER 2018

	Notes	<u>2018</u>		<u>2017</u>	
		Unrestricted	Restricted	Unrestricted	Restricted
			<u>JPMG</u>		<u>JPMG</u>
		<u>TCE</u>	<u>Permanent</u>	<u>TCE</u>	<u>Permanent</u>
			<u>Endowmen</u>		<u>Endowmen</u>
		£	£	£	£
<u>Fixed Assets</u>					
Tangible Assets	12	1,361,770	15,000	1,367,296	15,000
<u>Investments Restricted</u>					
31193.30 shares of the Charities					
Official Investments Fund - at market value					
(1433.56 per share)	13	486,858	-	447,206	-
		<u>1,848,628</u>	<u>15,000</u>	<u>1,814,502</u>	<u>15,000</u>
<u>Current Assets</u>					
Cash at bank and building society	14	132,306	1,422	115,310	1,509
COIF Units - Unrestricted reserves	13	113,729		104,464	
Debtors	15	8,929	-	6,901	-
		<u>254,964</u>	<u>1,422</u>	<u>226,675</u>	<u>1,509</u>
<u>Current Liabilities</u>					
Creditors	16	2,381	179	2,215	310
Value Added Tax		3,456	-	1,775	-
		<u>5,837</u>	<u>179</u>	<u>3,990</u>	<u>310</u>
<u>Net Current Assets</u>		249,127	1,243	222,685	1,199
<u>Total Assets Less Current Liabilities</u>		£ <u>2,097,755</u>	£ <u>16,243</u>	£ <u>2,037,187</u>	£ <u>16,199</u>
<u>Accumulated Fund</u>					
Brought forward		2,037,187	16,199	2,261,751	15,955
Surplus/(Deficit) for the year		60,568	44	(224,564)	244
Total		£ <u>2,097,755</u>	£ <u>16,243</u>	£ <u>2,037,187</u>	£ <u>16,199</u>

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

D J Hicks
Vice Chairman

FEOFFEEES OF TETBURY
TETBURY CHARITY ESTATE
(Incorporating the John Phillips Millennium Green Trust)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30TH SEPTEMBER 2018

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	15% straight line
Fixed Plant & Machinery	5% 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.

	<u>2018</u>		<u>2017</u>	
	TCE	JPMG	TCE	JPMG
	£	£	£	£
1. <u>Investment Income</u>				
The Charities Official Investment Fund				
18990.97 shares - dividends	9,370	-	9,229	-
12202.33 shares - dividends	6,021	-	5,931	-
7286.56 shares - unrestricted funds	3,595	-	3,541	-
	<u>£ 18,986</u>	<u>£ -</u>	<u>£ 18,701</u>	<u>£ -</u>

	<u>2018</u>		<u>2017</u>	
	TCE	JPMG	TCE	JPMG
	£	£	£	£
2. <u>Rent</u>				
Southern Electricity Board, Chipping Croft	58	-	58	-
Herd Lane Allotments	1,080	-	1,080	-
M. & R. Bellhouse - The Chipping	4,740	-	4,740	-
Royal Oak Lease	20	-	20	-
C.D.C. Chipping Car Park	33,013	-	31,947	-
G Bristow, Herd Lane	75	-	300	-
Gumstool Hill Parking		-	2,005	-
Cattle Market Parking	1,994	-		-
Access Rights	-	100	-	100
	<u>£ 40,980</u>	<u>£ 100</u>	<u>£ 40,150</u>	<u>£ 100</u>

FEOFFEEES OF TETBURY
TETBURY CHARITY ESTATE
(Incorporating the John Phillips Millennium Green Trust)
NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 30TH SEPTEMBER 2018

	<u>2018</u>		<u>2017</u>	
	TCE	JPMG	TCE	JPMG
	£	£	£	£
3. <u>Wayleaves</u>				
Southern Electricity PLC	120	-	116	-
British Telecom	75	-	79	-
Residential receipts	125	-	125	-
	<u>£ 320</u>	<u>£ -</u>	<u>£ 320</u>	<u>£ -</u>
4. <u>Market House</u>				
Hiring/Sales income	<u>£ 22,099</u>	<u>£ -</u>	<u>£ 22,480</u>	<u>£ -</u>
5. <u>Other income</u>				
Annual Funding Donation - TCE	-	2,500	-	2,500
Donations	83	73	30	-
	<u>£ 83</u>	<u>£ 2,573</u>	<u>£ 30</u>	<u>£ 2,500</u>
6. <u>Other Educational Grants</u>				
St Mary's Primary School				
Consolidated annual grant	3,000	-	3,000	-
Sir Williams Ronmey School	2,000	-	-	-
Sports/ Computer equipment funding		-	-	-
Dining tables		-	900	-
	<u>£ 5,000</u>	<u>£ -</u>	<u>£ 3,900</u>	<u>£ -</u>
7. <u>Upkeep of Market House</u>				
Cotswold District Council rates	284	-	258	-
Gas Heating costs	1,039	-	958	-
Electricity	588	-	513	-
Wi-Fi charges	226	-	27	-
Water rates & services	269	-	233	-
Caretaking costs	2,400	-	2,400	-
Cleaning costs	2,025	-	2,106	-
Zurich Municipal - general insurance	5,277	-	5,318	-
Winding and maintaining clocks	1,229	-	717	-
Fire service appliances/alarms	716	-	1,527	-
Sundry cleaning & maintenance costs	401	-	243	-
Open day costs	539	-	163	-
Copy leases	6	-	-	-
Electrical inspection & rectification	266	-	261	-
Hanging baskets/planters	490	-	589	-
Internal repairs and rectification	-	-	25	-
Building furnishings & equipment	179	-	185	-
Performing rights licence	530	-	478	-
Roof access provision			549	-
Other costs	-	-	-	-
Lighting system replacement			2,770	-
	<u>£ 16,464</u>	<u>£ -</u>	<u>£ 19,320</u>	<u>£ -</u>
8. <u>Upkeep of Open Spaces</u>				
Grass cutting	1,345	800	2,090	1,440
Bristol Water	56	40	92	35
Lighting maintenance		1,060	-	-
General maintenance & planting	1,799	59	1,273	-
Insurance			210	-
Auctioneers Huts - Electricity	66		85	731
Tree works	950			
Allotment maintenance	948			
Installation of bollards		540		
Lower Gumstool Hill maintenance	20		720	-
	<u>£ 5,184</u>	<u>£ 2,499</u>	<u>£ 4,470</u>	<u>£ 2,206</u>

TEOFEEES OF TETBURY
TETBURY CHARITY ESTATE
 (Incorporating the John Phillips Millennium Green Trust)
NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 30TH SEPTEMBER 2018

	<u>2018</u>		<u>2017</u>	
	TCE	JPMG	TCE	JPMG
	£	£	£	£
9. <u>Administration Expenses</u>				
Clerk/Treasurer office expenses	6,007		3,191	-
Accountancy fees	650	130	868	150
Legal & professional fees	540		426	-
Insurances	931		413	-
Sundries	137		222	-
	<u>£ 8,265</u>	<u>£ 130</u>	<u>£ 5,120</u>	<u>£ 150</u>
10. <u>Sundry Grants & Donations</u>				
Sundry grants	1,150		2,050	
Tetbury British Legion - poppy wreath	150		150	-
Tetbury Flower Show	300		300	-
Millennium Green	2,500		2,500	-
Tetbury Youth Club project	3,000		3,444	-
Holiday at Home - OAP's			1,250	-
Tetbury in Bloom	1,500		1,500	-
Tetbury Nursery Playgroup	1,500		-	-
Dial a ride			560	-
Tetbury guides and brownies			300	-
Tetbury relief charities	7,000		5,000	-
St Marys Monday club	250		250	-
Tetbury Hospital			1,500	-
Tetbury Rugby Club	500		500	-
Tetbury Cricket Club	1,000		-	-
St Marys Playgroup	2,000		500	-
Cirencester Food Bank	800			-
Christchurch Tetbury	1,500			-
Tetbury Tower Fund	500			-
Tetbury Library	750		600	-
Tetbury at Christmas			500	-
Tetbury Football Club	400		400	-
	<u>£ 24,800</u>	<u>£ -</u>	<u>£ 21,304</u>	<u>£ -</u>
11. <u>Chipping Car Park/Chipping Steps</u>				
Parking bollard repairs and maintenance			-	-
Insurance			334	-
Rates	1,430		1,386	-
Parking and prohibition signs	120		440	-
General site maintenance	389		468	-
Steps renovation	3,554		2,350	-
	<u>£ 5,493</u>	<u>£ -</u>	<u>£ 4,978</u>	<u>£ -</u>
12. <u>Land and Property</u>				
1) Tetbury Charity Estate				
	<u>Freehold</u>	<u>Freehold</u>	<u>Plant &</u>	<u>Fixtures &</u>
	<u>Property</u>	<u>Land</u>	<u>Machinery</u>	<u>Fittings</u>
	£	£	£	£
At Valuation				
1st October 2017	400,000	911,000	47,138	61,612
Revaluation adjustment				
Additions			2,408	
Disposals				(2,408)
30th September 2018	<u>400,000</u>	<u>911,000</u>	<u>49,546</u>	<u>59,204</u>
Depreciation				
1st October 2017	-	-	11,128	41,326
Charge for year	-	-	4,719	3,043
Depreciation on disosals				(2,236)
30th September 2018	<u>£ -</u>	<u>£ -</u>	<u>£ 15,847</u>	<u>£ 42,133</u>
Net book value				
1st October 2017	<u>£ 400,000</u>	<u>£ 911,000</u>	<u>£ 36,010</u>	<u>£ 20,286</u>
30th September 2018	<u>£ 400,000</u>	<u>£ 911,000</u>	<u>£ 33,699</u>	<u>£ 17,071</u>
2) John Phillips Millennium Green Trust				
	£			
At Valuation				
1st October 2017	<u>15,000</u>			
30th September 2018	<u>15,000</u>			

FEOFFICES OF TETBURY
TETBURY CHARITY ESTATE
 (Incorporating the John Phillips Millennium Green Trust)
NOTES TO THE ACCOUNTS (Continued)
FOR THE YEAR ENDED 30TH SEPTEMBER 2018

13. Investments

Restricted

		Fund Balance b/fwd		Transfer	Gains & Losses	Fund Balance c/fwd
Charities Official Investments Fund		447,206		-	39,652	486,858
Total Funds	£	<u>447,206</u>	£	<u>-</u>	<u>39,652</u>	<u>486,858</u>

At the year end the Charity held 31193.3 shares at 1560.81p per share (2017: 31193.3 shares at 1433.66 per share).

Unrestricted

		Fund Balance b/fwd	Purchase	Transfer	Gains & Losses	Fund Balance c/fwd
Charities Official Investment Fund		104,464	-	-	9,265	113,729
Total Funds	£	<u>104,464</u>	<u>-</u>	<u>-</u>	<u>9,265</u>	<u>113,729</u>

At the year end the Charity held 7286.56 shares at 1560.81p per share (2017 : 1433.66p).

	<u>2018</u>		<u>2017</u>	
14. <u>Cash at Bank & Building Society</u>	TCE	JPMG	TCE	JPMG
	£	£	£	£
Bank - Lloyds TSB	131,078	1,422	114,098	1,509
Lewis Memorial Fund- Building Society	1,228		1,212	-
	<u>£ 132,306</u>	<u>£ 1,422</u>	<u>£ 115,310</u>	<u>£ 1,509</u>

	<u>2018</u>		<u>2017</u>	
15. <u>Debtors</u>	TCE	JPMG	TCE	JPMG
	£	£	£	£
MH Income		-	-	-
Bellhouse rent	-	-	-	-
Car park receipts -July/Sept	8,752		6,350	-
Sundry - prepaid electricity	177	-	401	-
Bristow Lease payment		-	150	-
	<u>£ 8,929</u>	<u>£ -</u>	<u>£ 6,901</u>	<u>£ -</u>

	<u>2018</u>		<u>2017</u>	
16. <u>Creditors</u>	TCE	JPMG	TCE	JPMG
	£	£	£	£
Accountancy fees	750	179	750	150
Market House costs	156		520	-
Open Spaces - Maintenance costs			-	160
Refundable allotment deposits	450		450	-
Professional fees			-	-
Admin costs	1,025		-	-
MH Fee Credit (Trade Fair)			495	-
	<u>£ 2,381</u>	<u>£ 179</u>	<u>£ 2,215</u>	<u>£ 310</u>