

**REGISTERED COMPANY NUMBER: 03428819 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1065569**



**THE COPPED HALL TRUST**  
CHARITY REGISTRATION NUMBER 1065569/0  
[www.coppedhalltrust.org.uk](http://www.coppedhalltrust.org.uk)

**REPORTS OF THE TRUSTEES AND  
THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 DECEMBER 2020**

**FOR**

**THE COPPED HALL TRUST**



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## **OBJECTIVES AND ACTIVITIES**

The **objects** of the Trust are, in summary, to conserve, restore and maintain Copped Hall, near Epping in Essex, and to use the site for educational, cultural and community purposes.

The Copped Hall site was occupied in the 12<sup>th</sup> century. During the 14<sup>th</sup> century it belonged to the Abbots of Waltham, was extended from 180 to 300 acres and in 1537 was given to Henry VIII in the hope of saving Waltham Abbey (it was dissolved three years later). In the middle of the 16<sup>th</sup> century it changed hands and Elizabeth I gave it to Sir Thomas Heneage who largely rebuilt it to form a very impressive mansion. In 1739 Copped Hall was sold to Edward Conyers and after his death his son, John, decided to demolish the Elizabethan mansion in 1748 as he wanted to express himself with a new Palladian mansion on a different part of the site. Little remains of the Elizabethan mansion although there is much information about it and our archaeologists are constantly finding out more.

The Georgian mansion is very well proportioned with an excellent principal floor plan. Together with its landscaped park it forms a perfect example of an '18<sup>th</sup> century house in landscape'. There is also a mid-18<sup>th</sup> century 4-acre walled garden producing flowers, fruit and vegetables. In 1869 Copped Hall was acquired by the extremely wealthy George Wythes. Between 1894 and 1897 his grandson substantially enlarged the Copped Hall with elaborate extensions. An architectural Italianate garden was constructed to the west and the mansion was extended by two wings – one for extra accommodation to the north and to the south a large winter-garden or conservatory. By 1900 the gardens were looked after by at least 31 gardeners with a staff of 27 in the house.

In 1917 the Georgian mansion was tragically burnt out and, although the gardens were maintained until World War II, the mansion was not rebuilt and gradually fell victim to asset stripping and dilapidation. Later the M25 was constructed through a corner of the park. Despite all this the structure of the shell remained in surprisingly good condition.

## **ACHIEVEMENTS AND PERFORMANCE**

### **The Campaign**

A nine-year **campaign** was fought from 1986 to 1995 to save Copped Hall and its, by then 1,000-acre, park from large-scale development. This group that fought the campaign was called the 'Friends of Copped Hall' and comprised representatives of local conservation societies. The aims were to secure the freehold of Copped Hall and gardens in a charitable trust and then, after careful research, to restore the mansion and gardens for educational, cultural and community uses. The campaign was a success.



Extracts from SAVE Britain's Heritage "The Destruction of the Country House - 40 Years On" -

*"Successive commercial proposals were put forward .... All were fought off by local campaigners .... The specially formed Copped Hall Trust bought the mansion and gardens .... This is a model of what voluntary groups can achieve."*



### Restoration

The **Copped Hall Trust** was set up in 1993, purchased the freehold of the mansion and gardens in 1995 and then began to restore the buildings and gardens after careful research. The freehold of the walled kitchen garden was acquired in 1999.

What the Trust had acquired was essentially a shell inhabited with trees. The service buildings were partly burnt, the lead had been stripped from the roofs, the gardens were overgrown and many parts of the premises had been vandalised. The first five years of the Trust's operations consisted of restoring the service buildings and racquets court while clearing the gardens and making the site secure.

In 1998 Trustees set up the '**Friends of the Copped Hall Trust**' to support the Trust and its objectives. The Friends now have around 1,300 members from whom are drawn volunteers who assist with all aspects of the project. Most of the volunteers are grouped into teams - with a team leader - focusing on different parts of the project.

As interest in the project grew a still growing **community of volunteers** began clearance of non-original vegetation together with the clearance of debris from the mansion. Soon after the site had been acquired guided tours were organised and, once floors and roof structures were reinstated, it became possible to hold study days and concerts and later, as the mansion became increasingly usable, events such as meetings of local organisations.

By the time of approving this report the community of volunteers had grown to 127. Volunteers continue to be an essential element of the restoration project. In 2019 the Trust began to keep records of the hours volunteers devote to the project and an almost certainly understated total for 2020 was 12,532 (2019 - 14,879). Valued at the hourly living wage this is the equivalent of around £136,000 (2019 - £157,000). This is not included in the Trust's accounts. During the pandemic restrictions many volunteers continued to work in the mansion's gardens and grounds using their own tools. Having 27 acres they were able to keep more than the recommended social distance from each other. Many have expressed how beneficial this was to their well-being.

**Grants** from organisations **and donations** from individuals began to help to finance the restoration, all of which has been managed by the Trustees under the direction of the Trust's architect and project manager in consultation with the authorities.

At any one time the Trust has a number of **major and minor projects** in progress. The purpose of the minor projects, typically of up to £5,000 each, is to improve the experience of visitors and make the Hall more useable for the many events taking place in and around it.

**In 2020 the main focus of the programme of major projects was on –**

**The Lightwell** is a four storey enclosed space, open to the sky, created when the wing was built in 1895. It is proposed to erect a glazed roof over this space and to install a steel staircase to enable access to the ground, first and second floors. The cost of the glazed roof and associated works is approximately £100,000 and the cost of the staircase is about £50,000. A temporary staircase has been constructed to enable possible donors to comprehend the details of this project at roof level. An illustrated fund-raising document has been produced. Funding has been raised. Work has advanced to include the steel roof frame.







**The Loggia** (left) was constructed in 1895 as part of the substantial additions to the Georgian mansion. The Loggia faces an enclosed garden beside the south elevation of the mansion. The Loggia remained after the mansion was gutted by fire in 1917 but was sold in 1950 after becoming derelict. The Trust managed to secure the return of some of the columns and had others made. The structure has now been basically reinstated. We were supported in the work by a second grant of £10,000 from the Essex Heritage Trust in addition to a private donation.

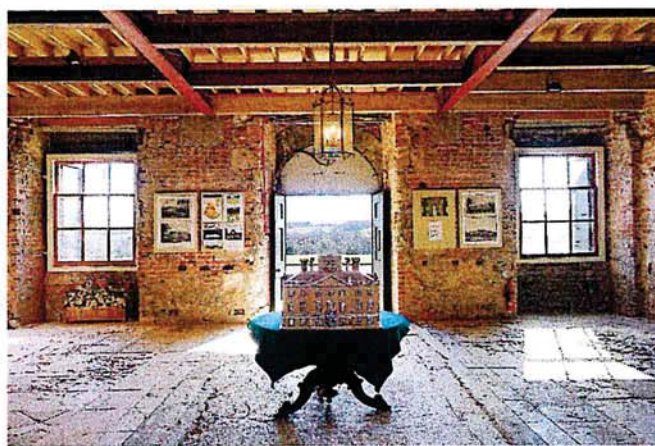
The **Orchard House** (right) is the largest glasshouse in the Walled Kitchen Garden. The original building was very badly decayed and eventually collapsed. Over the last few years the Trust has reconstructed the eastern end of this important building according to its original details and now has completed the second section thanks to a generous legacy. A specialist heritage glasshouse contractor was appointed to carry out this work. The Orchard House will be used for nurturing young fruit trees and also for related educational purposes.



**The Wintergarden** (left) was a very elaborate building constructed of Portland stone comprising a huge domed roof of iron lattice beams and glass with the elevations fitted with extensive windows in teak frames. Around 1960, the Wintergarden was dynamited and the roof was destroyed - together with parts of the walls. Considerable work by volunteers has cleared all the debris from the site and reconstruction work has begun. The Wintergarden was an excellent building and well worth restoring in phases. Important sections of the stonework are now being restored.

#### **Entrance hall windows, architraves and shutters**

The Entrance Hall is a much-used space as it is where everybody enters the building. The reinstatement of the windows was a welcome improvement. This was a complex operation as the external stone architraves first had to be restored as they were badly damaged. Once this work had been completed temporary steel security shutters had to be installed before the windows could be fitted. The finance for all this work came from a number of private donations.



Many of the ground and first floor windows have been installed have been installed and twelve of the 33 **second floor windows** have now been fitted. It would be very beneficial to install these windows for two reasons ... firstly, it would enable Copped Hall to look much more complete and welcoming and, second, we are now beginning to use the rooms on the second floor. All the windows on the ground and first floor have been fitted with steel



external shutters for security reasons and the mansion looks rather bleak when they are closed. The second floor windows would not need external shutters. The cost to install these second-floor windows would total £28,000.

### Education

The Trust's educational object continues to be addressed in many different ways -

**Restoration of the mansion and gardens** is in itself an educational vehicle. Visitors come time and time again to see how the restoration is progressing. It is often commented upon that it is rare to see a historic building being reassembled from a ruin. Some say it is more interesting than visiting a completed historic building!

There are normally 11 **guided tours** for the public each year and also a number of special interest private tours. The Open Days are in May, August and October - with the latter also being an 'Apple Day' where apples from all over England are displayed and identified. These guided tour days and open days give the public a chance to explore the mansion and gardens and ask detailed questions about the restoration and the design of the building.

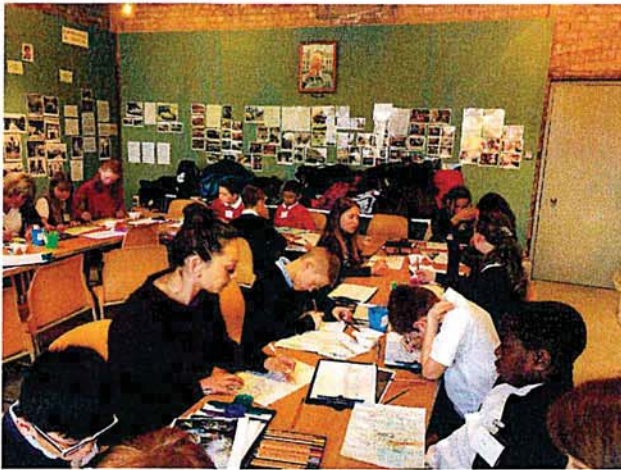


Copped Hall - being on high ground - is an ancient site of human habitation. The Copped Hall Trust has joined with the West Essex Archaeological Group (WEAG) to explore and document the Trust's land including the site of the **Elizabethan Mansion** at Copped Hall. Every year there are series of investigations carried out which are principally educational. The first one is in May when WEAG advance their explorations and make their findings understandable for the public on the Open Day at the end of May. During the summer WEAG hold 'Taster Weekends' on the Copped Hall site to introduce members of the public to **Archaeology**. WEAG also runs Training Courses for those who already have some knowledge of archaeology. The Trust has created display, storage and archive facilities for the archaeologists. Copped Hall is proving a rich archaeological site with even Roman artefacts being unearthed.

On the first floor of the Victorian wing are four grand rooms which are making it possible to hold more comprehensive **exhibitions**. Three main exhibitions have been held to date – all illuminating the history of Copped Hall and the restoration work, including detailed displays featuring Old Copt Hall.







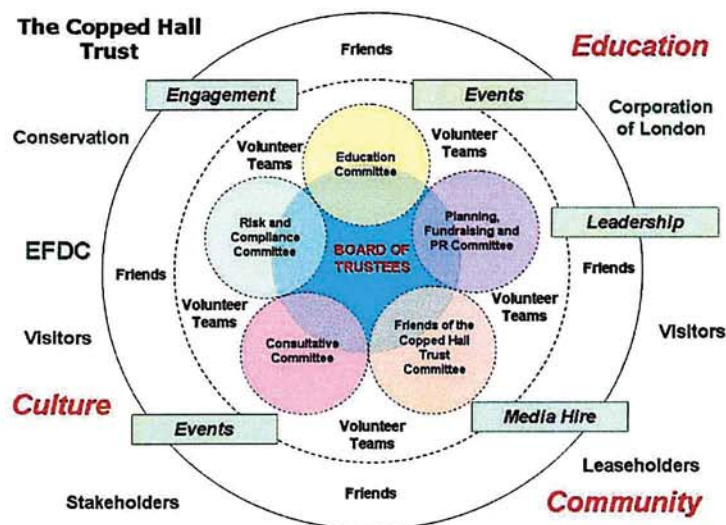
The **School team** would normally host a variety of study days covering Living History, Creative Writing, Art, Habitat and Plants and Archaeology. Thanks to the expertise of one of our volunteers, these days have been remodelled to ensure we deliver an enrichment day which is tailored to the latest Primary Education requirements as well as reflecting the history, environment and culture of Copped Hall. We are also expanding our provision to cater for the requirements of Secondary schools. We strive to broaden the opportunities we offer to local schools, ensuring that they reflect the curriculum and financial constraints of the schools. Owing to Covid all but two events in 2020 were put on hold.

Our regular **Study Days and Workshops** had to be substantially curtailed with the exception of the classes in drawing, furniture restoration and bee-keeping (right) and a lecture where social distancing could be achieved.



### Culture, recreation and public/ community benefit

Copped Hall has become a significant element of the local community, providing an outlet for the considerable energy of its volunteers, a venue for education and culture, an interest for its visitors and a virtually unique model of community action to conserve, restore and re-acquire heritage assets. Whilst most of its Friends live in the Epping Forest and North-East London area, there is considerable interest elsewhere in the UK and indeed some interest in Ireland, Canada, Australia and the USA. The Trust is recognized by, and works with, authorities and organisations involved or interested in its work.





In 2020 the very extensive annual programme of events was severely curtailed by the pandemic and most had to be postponed or cancelled. Some events were transformed into garden events, which were able to take place with social distancing. However, the following events did proceed more or less as planned -

- Garden afternoons from July onwards
- In 2020 Copped Hall hosted what might be a farewell benefit concert by the internationally acclaimed Fitzwilliam Quartet who have befriended the Trust.

### **FINANCIAL REVIEW**

The Trust's principal sources of finance have been –

1. The sale of leaseholds
2. Grants from institutions, individual donations and legacies
3. Gift aid
4. Events within its primary purpose and
5. A limited amount of trading

Copped Hall was purchased by the Trust entirely via loans from the Architectural Heritage Fund and a private trust. These were repaid by the sale of six leasehold dwellings created within the existing service buildings. The loans were mostly paid off by the year 2000 and since that time the Trust has advanced all aspects of the project by the four other sources of finance above. At the 31 December 2020 the investment in the purchase and restoration had reached around £3.47m (*please see note 10*), not including the very considerable input from the volunteer community.

During 2020 the Trust invested around £145,360 in restoration of the mansion, spent around £27,160 on small works, around £15,900 on the maintenance and restoration of the gardens and around £31,600 on the Orchard House - altogether around £220,000.

In 2020 the Trust received grants of £1,000 from the Tylers and Bricklayers Charitable Trust and of £10,000 from the Grange Farm Trust to provide safe access to the Wintergarden.

Late in 2020 the Trust learnt of a bequest from a very popular volunteer who had died in June 2020. An estimate of the value of the bequest has been included in the accounts. The exact value is not yet known.

The Trustees are enormously grateful to all grantors, donors, friends and volunteers, past and present.

The Trust's income in 2020 was adversely affected by the Covid pandemic. Many public events, study days, concerts and other performances had to be cancelled or postponed beyond the year end and those which were able to proceed often had to involve smaller numbers so that social distancing could be observed. It is believed that around £50,000 of net income was lost in this way.

### **Risk and uncertainty**

The Board has established a Risk and Compliance Committee and a Health and Safety Committee, the latter consisting of all Trustees plus 1 specialist Health and Safety Advisor. The Risk and Compliance Committee advises the Board on all aspects of Risk apart from Health and Safety. The Trust has developed a Risk Register and uses that to score and monitor risks and record and monitor appropriate actions. The most significant risks at the time of reporting concern the potential loss of the skills and knowledge of key individuals, including Trustees, and Health and Safety as the mansion and grounds are restored. The Board has agreed a number of significant measures to reduce the probability and impact in particular of fire hazards and has set funds aside to that end.

### **Going concern**

The accounts have been prepared on the basis that the Trust is a going concern. The Trustees are confident that this is the case and have based this judgement having set aside funds sufficient to meet all approved project costs and forecast the income and expenditure for the General fund for 18 months from the time of approving this report.



The Trust has no debt. It has regular unrestricted income in the form of membership subscriptions from its Friends and rents totalling around £38,000 pa, sufficient to meet its annual support costs.

### Reserves policy

The Trust's Reserves Policy is that -

- a. It will retain its Expendable Endowment fund as a contingency or precautionary fund.
- b. It will retain unrestricted funds as a transactional reserve of not less than 100% of the estimated value of orders outstanding and chargeable to its reserves plus 100% of other budgeted expenditure chargeable to its reserves in the following 3 calendar months.

At the end of 2020 the Trust's unrestricted funds not invested in fixed assets were £513,213 (cf 2019 £30,996) and expenditure from those unrestricted funds in the first 3 months of 2021 was around £50,250, of which around £37,350 was on projects.

### Investment policy

For the foreseeable future it is not anticipated that the Trust will have sufficient investments to invest primarily for a return, as the majority of bequests and gifts to the Trust it is anticipated will be applied over a short-term period for the ongoing restoration of the Trust property in accordance with the Trust's 5-year plan in furtherance of the Trust's charitable objects. The principal focus of the Trust's current investment policy is therefore capital preservation at an acceptable level of risk.

The Trust has currently no permanent endowment though, were it to receive one, then the policy would be amended to consider for that element of our investments an appropriate return strategy but consistent with the overall objective of capital preservation.

In the context of the overall financial position of the Trust, for the foreseeable future, the investment policy for those investments held in support of the Trust's reserves policy will also be consistent with that for bequests and donations, though the financial instruments held for this element of the overall investments held, is expected to be wider reflecting a longer-term view that would be appropriate.

The expectation is therefore that for the short term, the great majority of investments will be held in cash or liquid money market funds diversified to ensure capital preservation but seeking the best return consistent with such a policy.

To achieve these overall objectives the Trust will appoint an investment adviser in respect of the total investments held, and the mandate given to this adviser will include wherever applicable to consider environmental, social and governance factors.

## FUTURE PLANS

### The vision

The vision for Copped Hall is that, through a programme of restoration of the mansion and gardens and of improvement in the facilities it provides, it will become the premier local and first-class national venue for community, cultural and educational use. Conferences will be added to the range of study days, lectures and workshops which already exists and the subject matter will be extended to include, for example, archaeology, social history, the care of historic buildings, the natural environment, agricultural practices, horticulture and garden and landscape design. The Trust will gradually expand the number of concerts and theatrical productions it hosts and provide for meetings of community groups. As ever, this expansion of activities will draw on the community of local volunteers.

### The Copped Hall Estate

Our project occupies some 30 acres in the middle of 1,000 acres of landscaped parkland and previously working farm. The 1,000 acres comprises numerous ownerships. We regard it as essential that we are on good terms



with all the owners including the City of London who own over 800 acres of the parkland. Regular meetings and correspondence are vital in this regard and this will be developed further in the coming years.

#### A five-year plan

The Trust plans -

##### **OUTER CIRCLE**

To create an 'outer circle' of key supporters who act as ambassadors to the Trust. Members of the Outer Circle would be a pool from which new trustees and team leaders may be drawn.

##### **VOLUNTEERING**

To initiate a number of new initiatives to recruit and retain volunteers across all disciplines and create an environment where their volunteering is fulfilling and recognised, whilst retaining the family atmosphere long associated with the project. This would also involve the seeking out honorary part-time positions for roles such as librarian, office manager, curator, etc..

##### **GOVERNANCE**

To continue to develop procedures and processes that are consistent with the administration of a large and respected charity. This includes the expansion of the governing body, supporting administrators and team leaders with a blend of skills and experience whilst retaining the principles and identity of the project.

##### **COMMUNICATION**

To continue to develop our communication methods with our supporters as well as providing the means to widen our influence with similar regional organisations, local authorities, conservation bodies and the wider community.

And, subject to the availability of funding to undertake the following restoration and improvements in the next five years -

##### **EDUCATIONAL AND VISITOR FACILITIES**

- Improve toilet facilities.
- Install a kitchen in the former chapel to serve the South Room.
- Provide museum facilities, collection store and library.
- Improve educational displays.
- Upgrade exhibition areas.

##### **SECURITY**

- Install fire insulation with the floor structures at second floor level.
- Create a caretaker's apartment in Wing at second floor level.
- Install a staircase in the Wing to access caretaker's apartment.
- Provide fire doors in key locations.
- Install a fire alarm system.

##### **RESTORATION**

- Complete glazed roof to Lightwell.
- Restore front porch.
- Complete the internal stone staircase sufficient to use.
- Install all windows and steel shutters where relevant
- Restore stone architraves in Wing.
- Install an Adam ceiling in southeast first floor room.
- Reinstall interior of the Passage.
- Install leadwork in vulnerable parts of the mansion flat roof areas.



- Install Mansion/ Wing second floor escape stair.

#### GROUNDNS

- Provide post and rail fencing alongside northern car park shrubbery.
- Install estate railings along northern boundary.
- Adjust and extend of estate railings beside leaseholders area.
- Clear the ridge of debris.
- Create a viewing pyramid around semi-recessed ridge reservoir.
- Complete reinstatement of forecourt ha-ha wall.

#### GARDENS

- Restore the top of walled kitchen garden wall.
- Complete the Orchard House.
- Restore Walled Kitchen Garden Potting Sheds.
- Stabilise the Causeway.
- Restore the existing eastern back sheds to Walled Kitchen Garden.
- Reinstate at least one length of garden balustrade.
- Reinstate both southern corners to Wintergarden and the southern walling.
- Reinstate eastern stone wall to the Glazed Corridor.
- Install electricity supply to Walled Kitchen Garden.
- Restore Walled Kitchen Garden wrought iron gates.
- Install electricity to store under Causeway.
- Reinstate stone steps on South-West side of Causeway.
- Reinstate north/south central path through gardens.

#### ADMINISTRATION

- Provide a dedicated Trust office for a secretariat of volunteers.
- Provide records/ archive storage.
- Provide a meeting room.
- Provide adequate internet and communication facilities.

Approved by the Trustees on 23 September 2021 (in their capacity as Company Directors) and signed on their behalf by -



Victor Knope  
Hon Secretary



# THE COPPED HALL TRUST



## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE PERIOD 1 JANUARY 2020 TO 31 DECEMBER 2020

		2020				2019 Restated
	Notes	Unrestricted funds £	Restricted income funds £	Expendable endowment fund £	Total funds £	Total funds £
INCOME AND ENDOWMENTS FROM -						
Donations and legacies	2	575,610	85,974	-	661,584	258,985
Charitable activities	3	20,040	100	-	20,140	62,729
Other trading activities	4	42,108	16,052	-	58,160	63,588
Other income	5	109	-	-	109	296
<b>Total</b>		<b>637,867</b>	<b>102,126</b>	<b>-</b>	<b>739,993</b>	<b>385,598</b>
EXPENDITURE ON -						
Raising funds	6	1,891	3,533	-	5,424	9,472
Charitable activities	7	144,313	41,993	-	186,306	186,673
<b>Total</b>		<b>146,204</b>	<b>45,526</b>	<b>-</b>	<b>191,730</b>	<b>196,145</b>
<b>NET INCOME</b>		<b>491,663</b>	<b>56,600</b>	<b>-</b>	<b>548,263</b>	<b>189,453</b>
Transfers between funds	16	71,590	(71,590)	-	-	-
Interest payable	20	(1,100)	-	-	(1,100)	-
Gains/(losses) on the revaluation of fixed asset	11	-	-	(45,240)	(45,240)	3,737
<b>Net movement in funds</b>		<b>562,153</b>	<b>(14,990)</b>	<b>(45,240)</b>	<b>501,923</b>	<b>193,190</b>
RECONCILIATION OF FUNDS -						
Total funds brought forward	20	2,692,646	102,493	130,760	2,925,899	2,732,709
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>3,254,799</b>	<b>87,503</b>	<b>85,520</b>	<b>3,427,822</b>	<b>2,925,899</b>



# THE COPPED HALL TRUST



## BALANCE SHEET AT 31 DECEMBER 2020

31 December 2020					Restated 31 December 2019
Notes	Unrestricted funds £	Restricted income funds £	Expendable endowment fund £	Total funds £	Total funds £
<b>FIXED ASSETS -</b>					
Tangible assets	10	2,741,585	-	2,741,585	2,661,650
Investments	11	<u>1</u>	<u>85,520</u>	<u>85,521</u>	<u>130,761</u>
		<b>2,741,586</b>	<b>85,520</b>	<b>2,827,106</b>	<b>2,792,411</b>
<b>CURRENT ASSETS -</b>					
Stocks	12	2,294	-	2,294	2,606
Debtors and accrued income	13	517,968	5,570	523,538	11,646
Cash at bank and in hand	14	<u>32,333</u>	<u>97,931</u>	<u>130,264</u>	<u>157,433</u>
		<b>552,595</b>	<b>103,501</b>	<b>656,096</b>	<b>171,685</b>
<b>TOTAL ASSETS</b>		<b>3,294,181</b>	<b>103,501</b>	<b>3,483,202</b>	<b>2,964,096</b>
<b>CREDITORS -</b>					
Amounts falling due within one year	15	<u>(39,382)</u>	<u>(15,998)</u>	<u>(55,380)</u>	<u>(38,197)</u>
<b>NET CURRENT ASSETS</b>		<b>513,213</b>	<b>87,503</b>	<b>600,716</b>	<b>133,488</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>3,254,799</b>	<b>87,503</b>	<b>3,427,822</b>	<b>2,925,899</b>
<b>NET ASSETS</b>		<b>3,254,799</b>	<b>87,503</b>	<b>3,427,822</b>	<b>2,925,899</b>
<b>FUNDS</b>	16/17				
Unrestricted funds				3,254,797	2,692,646
Restricted income funds	22			87,505	102,493
Expendable endowment fund	22			<u>85,520</u>	<u>130,760</u>
<b>TOTAL FUNDS</b>				<b>3,427,822</b>	<b>2,925,899</b>

The entity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the entity to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

However, an audit is required in accordance with section 144 of the Charities Act 2011.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on 23 September 2021 and signed on their behalf by:

Alan Cox  
Chairman and Trustee



# THE COPPED HALL TRUST



## CASHFLOW STATEMENT

	Notes	2020		2019 Restated	
		£	£	£	£
<b>Net incoming funds from operations</b>			548,263		189,453
<u>deduct</u> In specie donations of investments	11	-		(127,023)	
<u>add back</u> Depreciation	10	71,998	71,998	67,716	(59,307)
			620,261		130,146
Decrease/(increase) in stocks	12	312		382	
Decrease/(increase) in debtors	13	(511,892)		18,513	
Increase/(decrease) in operating creditors	15	11,013	(500,567)	(42,430)	(23,535)
<b>Net cashflow from operations</b>			119,694		106,611
<b>Cashflow from investing activities</b>					
Expenditure on freehold property	10	(145,360)		(167,639)	
Expenditure on other fixed assets		(6,573)		-	
Increase/(decrease) in capital creditors	15	5,070		11,346	
<b>Net cashflow from investing activities</b>			(146,863)		(156,293)
<b>Cashflow from interest</b>					
Interest payable		(1,100)			
Increase/(decrease) in interest owed		1,100			
			-		
Cash at bank and in hand at 1 January			157,433		207,115
<b>Cash at bank and in hand c/f</b>			<b>130,264</b>		<b>157,433</b>



## THE COPPED HALL TRUST



### 1. ACCOUNTING POLICIES

#### **Basis of preparing the financial statements**

The Copped Hall Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The Copped Hall Trust is a charitable company limited by guarantee and is a public benefit entity under FRS 102. The registered office is detailed on page 1. The financial statements have been prepared in accordance with the Charities SORP (FRS102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention in pounds sterling.

#### **Going concern**

The accounts have been prepared on the basis that the Trust is a going concern. The Trustees are confident that this is the case and have based this judgement having set aside funds sufficient to meet all approved project costs and forecast the income and expenditure for the General fund for 18 months from the time of approving these accounts.

#### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

#### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost 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 resources.

#### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off the cost less estimated residual value of each asset over its estimated useful life -

Freehold property at	2% of cost
Artefacts at	25% of the reducing balance
Plant and machinery at	25% of the reducing balance

#### **Investments**

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the statement of financial activities.

Investments in subsidiaries are valued at cost less provision for impairment.

#### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

#### **Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

#### **Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

#### **Creditors**

Liabilities are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

#### **Taxation**

The charity is subject to Corporation Tax only on its trading activities. It is partially exempt for VAT purposes. Irrecoverable VAT is added to the costs to which it relates.

#### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted income funds can only be used for particular restricted purposes narrower than the objects of the charity. Restrictions arise when specified by the donor or legator or when funds are raised for particular restricted purposes.

Restricted income funds and designated funds are released to the General fund for capital expenditure net of recoverable VAT.



## THE COPPED HALL TRUST



### 2. DONATIONS AND LEGACIES

	2020			
	Unrestricted funds	Restricted income funds	Expendable endowment fund	Total funds
	£	£	£	£
Donations	40,547	74,127	-	114,674
Friends subscriptions	29,063	130	-	29,193
Grants	1,000	10,000	-	11,000
Legacies	505,000	1,717	-	506,717
	<u>575,610</u>	<u>85,974</u>	<u>-</u>	<u>661,584</u>

The recorded number of hours devoted by volunteers to the project in 2020 was 12,532 (2019 14,879). Valued at the hourly living wage this was the equivalent of around £136,000 (2019 £157,000). This is not included in the Trust's accounts.

	2019			
	Unrestricted funds	Restricted income funds	Expendable endowment fund	Total funds
	£	£	£	£
Donations	11,429	57,434	27,023	95,886
Friends subscriptions	28,099	-	-	28,099
Grants	-	30,000	-	30,000
Legacies	5,000	-	100,000	105,000
	<u>44,528</u>	<u>87,434</u>	<u>127,023</u>	<u>258,985</u>

### 3. INCOME FROM CHARITABLE ACTIVITIES

	2020			
	Unrestricted funds	Restricted income funds	Expendable endowment fund	Total funds
	£	£	£	£
Public events	13,952	-	-	13,952
Education - tours, lectures, courses etc	5,552	100	-	5,652
Archaeology	-	-	-	-
Maintenance contributions	536	-	-	536
	<u>20,040</u>	<u>100</u>	<u>-</u>	<u>20,140</u>

	2019			
	Unrestricted funds	Restricted income funds	Expendable endowment fund	Total funds
	£	£	£	£
Public events	44,061	-	-	44,061
Education - tours, lectures, courses etc	15,731	40	-	15,771
Archaeology	-	2,026	-	2,026
Maintenance contributions	871	-	-	871
	<u>60,663</u>	<u>2,066</u>	<u>-</u>	<u>62,729</u>



# THE COPPED HALL TRUST



## 4. INCOME FROM OTHER TRADING ACTIVITIES

	2020			
	Unrestricted funds	Restricted income funds	Expendable endowment fund	Total funds
	£	£	£	£
Sales of donated items	743	5,214	-	5,957
Gift shop sales	1,348	-	-	1,348
100 Club	-	2,604	-	2,604
Acquisition fund	-	2,604	-	2,604
Walled garden produce	-	5,630	-	5,630
Lettings	24,380	-	-	24,380
Rents	8,209	-	-	8,209
Bar sales	414	-	-	414
Refreshments and facilities	6,774	-	-	6,774
Raffles	240	-	-	240
	<u>42,108</u>	<u>16,052</u>	<u>-</u>	<u>58,160</u>

	2019			
	Unrestricted funds	Restricted income funds	Expendable endowment fund	Total funds
	£	£	£	£
Sales of donated items	1,934	-	-	1,934
Gift shop sales	4,583	-	-	4,583
100 Club	-	2,324	-	2,324
Acquisition fund	-	2,280	-	2,280
Walled garden produce	145	6,535	-	6,680
Lettings	18,227	-	-	18,227
Rents	4,939	-	-	4,939
Bar sales	3,402	-	-	3,402
Refreshments and facilities	17,996	-	-	17,996
Raffles	1,223	-	-	1,223
	<u>52,449</u>	<u>11,139</u>	<u>-</u>	<u>63,588</u>

## 5. OTHER INCOME

	2020			
	Unrestricted funds	Restricted income funds	Expendable endowment fund	Total funds
	£	£	£	£
Interest receivable	109	-	-	109

	2019			
	Unrestricted funds	Restricted income funds	Expendable endowment fund	Total funds
	£	£	£	£
Interest receivable	296	-	-	296



# THE COPPED HALL TRUST



## 6. COST OF RAISING FUNDS

	2020			
	Unrestricted funds £	Restricted income funds £	Expendable endowment fund £	Total funds £
<b>Other trading activities</b>				
Cost of raising grants	-	-	-	-
Cost of bar sales	663	-	-	663
Cost of refreshments	1,091	-	-	1,091
Gift shop stock	137	-	-	137
100 Club	-	2,096	-	2,096
Rolls Royce	-	-	-	-
Walled garden costs	-	1,437	-	1,437
	<u>1,891</u>	<u>3,533</u>	<u>-</u>	<u>5,424</u>
	2019 Restated			
	Unrestricted funds £	Restricted income funds £	Expendable endowment fund £	Total funds £
<b>Other trading activities</b>				
Cost of raising grants	426	-	-	426
Cost of bar sales	1,278	-	-	1,278
Cost of refreshments	2,448	-	-	2,448
Gift shop stock	2,172	-	-	2,172
100 Club	-	2,178	-	2,178
Rolls Royce	293	-	-	293
Walled garden costs	-	677	-	677
	<u>6,617</u>	<u>2,855</u>	<u>-</u>	<u>9,472</u>

## 7. CHARITABLE ACTIVITIES COSTS

	2020			
	Unrestricted funds £	Restricted income funds £	Expendable endowment fund £	Total funds £
<b>Maintenance and restoration</b>				
Small works to the mansion	12,339	14,824	-	27,163
Garden maintenance and restoration	8,699	7,207	-	15,906
Orchard house restoration	<u>12,964</u>	<u>18,618</u>	<u>-</u>	<u>31,582</u>
	34,002	40,649	-	74,651
<b>Provision of educational and cultural events</b>				
Schools	-	-	-	-
Public events costs	1,141	-	-	1,141
Costs of tours, lectures, courses etc	2,290	-	-	2,290
Archaeology	-	-	-	-
	<u>3,431</u>	<u>-</u>	<u>-</u>	<u>3,431</u>
<b>Support costs</b>				
Insurance	7,523	105	-	7,628
Lettings	-	-	-	-
Utilities and services	9,772	-	-	9,772
Printing, postage, advertising and promotion	5,955	750	-	6,705
Housekeeping and sundries	2,590	481	-	3,071
Bank and similar charges	494	-	-	494
Audit/ Independent examination	8,140	-	-	8,140
Legal and professional fees	308	-	-	308
Equipment	100	8	-	108
	<u>34,882</u>	<u>1,344</u>	<u>-</u>	<u>36,226</u>
<b>Depreciation</b>	<u>71,998</u>	<u>-</u>	<u>-</u>	<u>71,998</u>
	<u>144,313</u>	<u>41,993</u>	<u>-</u>	<u>186,306</u>



# THE COPPED HALL TRUST



## 7. CHARITABLE ACTIVITIES COSTS (continued)

	2019 Restated			
	Unrestricted funds	Restricted income funds	Expendable endowment fund	Total funds
	£	£	£	£
<b>Maintenance and restoration</b>				
Small works to the mansion	26,300	6,089	-	32,389
Garden maintenance and restoration	9,645	2,398	-	12,043
Orchard house restoration	-	18,726	-	18,726
	<u>35,945</u>	<u>27,213</u>	<u>-</u>	<u>63,158</u>
<b>Provision of educational and cultural events</b>				
Schools	-	-	-	-
Public events costs	8,910	-	-	8,910
Costs of tours, lectures, courses etc	2,440	-	-	2,440
Archaeology	-	1,020	-	1,020
	<u>11,350</u>	<u>1,020</u>	<u>-</u>	<u>12,370</u>
<b>Support costs</b>				
Insurance	7,448	-	-	7,448
Lettings	-	-	-	-
Utilities and services	12,459	-	-	12,459
Printing, postage, advertising and promotion	7,371	110	-	7,481
Housekeeping and sundries	5,634	20	-	5,654
Bank and similar charges	472	-	-	472
Audit/ Independent examination	1,650	-	-	1,650
Legal and professional fees	2,974	-	-	2,974
Equipment	3,458	1,833	-	5,291
	<u>41,466</u>	<u>1,963</u>	<u>-</u>	<u>43,429</u>
<b>Depreciation</b>	<u>67,716</u>	<u>-</u>	<u>-</u>	<u>67,716</u>
	<u>156,477</u>	<u>30,196</u>	<u>-</u>	<u>186,673</u>

## 8. NET INCOME/ (EXPENDITURE)

	Restated 31 December	
	2020	2019
	£	£
Net income/ (expenditure) is stated after charging/ (crediting) -		
Auditor's remuneration	8,140	-
Depreciation - owned assets	<u>71,998</u>	<u>67,716</u>

The Trust's 2020 accounts are the first to be subject to an audit, because the Trust's total assets have crossed the threshold of £3.26m. Accounts for prior years were subject to an independent examination.

## 9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the period ended 31 December 2020 nor for the period ended 31 December 2019 except as disclosed in note 19.

No trustees' expenses were paid for the period ended 31 December 2020 nor for the period ended 31 December 2019 except on production of evidence of payment by trustees on behalf of the Trust.

10. TANGIBLE FIXED ASSETS	Freehold property	Artefacts	Plant and machinery	Totals
	£	£	£	£
<b>COST</b>				
At 1 January 2019 Restated	3,164,570	20,907	39,062	3,224,539
Additions in 2019 Restated	167,639	-	-	167,639
At 31 December 2019 Restated	3,332,209	20,907	39,062	3,392,178
Additions in 2020	145,360	-	6,573	151,933
At 31 December 2020	<u>3,477,569</u>	<u>20,907</u>	<u>45,635</u>	<u>3,544,111</u>
<b>DEPRECIATION</b>				
At 1 January 2019 Restated	607,134	18,136	37,542	662,812
Charge in 2019 Restated	66,643	693	380	67,716
At 31 December 2019 Restated	673,777	18,829	37,922	730,528
Charge in 2020	69,550	520	1,928	71,998
At 31 December 2020	<u>743,327</u>	<u>19,349</u>	<u>39,850</u>	<u>802,526</u>
<b>NET BOOK VALUE</b>				
At 1 January 2019 Restated	2,557,436	2,771	1,520	2,561,727
At 31 December 2019 Restated	2,658,432	2,078	1,140	2,661,650
At 31 December 2020	<u>2,734,242</u>	<u>1,558</u>	<u>5,785</u>	<u>2,741,585</u>



# THE COPPED HALL TRUST



	Shares in group undertakings £	Bequest and donation of shares £	Total £
<b>11. FIXED ASSET INVESTMENTS</b>			
<b>MARKET VALUE</b>			
At 1 January 2020	1	130,760	130,761
At 31 December 2020	1	85,520	85,521
<b>NET BOOK VALUE</b>			
At 31 December 2019	1	130,760	130,761
At 31 December 2020	1	85,520	85,521

In 2019 the Trust received a bequest of 14,451 Ordinary Shares in the Standard Chartered Bank PLC from its former President and Trustee, Denys Favre and a donation of 3,905 of the same shares from his daughter.

These shares have been included in the Trust's balance sheet at their value at the balance sheet date. The value of the shares had fallen to £85,520 as at 31 December 2020

There were no investment assets outside the UK. The company's investments at the balance sheet date in the share capital of group undertakings comprise 100% of the £1 Ordinary share capital of Copped Hall Enterprises Limited (Company no. 03894615). Copped Hall Enterprises Limited has a financial year ending on 31 December.

	At 31 December 2020	2019
<b>Copped Hall Enterprises Limited</b>		
Aggregate capital and reserves	2,001	2,001

	At 31 December 2020	2019
<b>12. STOCKS</b>		
Stocks	2,294	2,606

## 13. DEBTORS AND ACCRUED INCOME - AMOUNTS FALLING DUE WITHIN ONE YEAR

	At 31 December 2020			2019
	Unrestricted funds £	Restricted income funds £	Total £	£
Debtors	4,238	5,570	9,808	4,164
Prepayments	82	-	82	35
Accrued income	510,482	-	510,482	5,157
VAT	3,166	-	3,166	2,290
	517,968	5,570	523,538	11,646

## 14. CASH AT BANK AND IN HAND

Included in cash at bank is a balance of £12,580 held on trust in respect of the Leaseholder maintenance fund. An associated liability of £12,580 is included in creditors.

## 15. CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR

	At 31 December 2020			Restated 31 December 2019
	Unrestricted funds £	Restricted income funds £	Total £	£
Services for leaseholders	-	12,580	12,580	10,060
Accounts payable	3,492	1,983	5,475	6,303
Accrued expenses	7,580	-	7,580	2,220
VAT over-recovery	26,292	1,435	27,727	19,614
Interest on VAT over-recovery	1,100	-	1,100	-
Deferred income	918	-	918	-
	39,382	15,998	55,380	38,197

The services for leaseholders liability consists of service charges received from the leaseholders for services to be provided in the future.



# THE COPPED HALL TRUST



	At 1 January 2020	To 31 December 2020		At 31 December 2020
		Net movement in funds	Transfers between funds	
	£	£	£	£
<b>16. MOVEMENT IN FUNDS</b>				
Favre family bequest and donation	130,760	(45,240)	-	85,520
<b>RESTRICTED INCOME FUNDS for -</b>				
Restoration of buildings	60,910	45,611	(63,596)	42,925
Restoration and maintenance of gardens	13,313	482	(1,170)	12,625
Acquisition of artefacts	20,448	1,944	(251)	22,141
Utilitarian acquisitions	1,167	7,470	(6,573)	2,064
Services for leaseholders	-	-	-	-
Other purposes	6,655	1,095	-	7,750
	102,493	56,602	(71,590)	87,505
<b>UNRESTRICTED FUNDS</b>				
Designated funds	43,891	17,434	(34,804)	26,521
General fund	2,648,755	473,127	106,394	3,228,276
<b>TOTAL FUNDS</b>	<b>2,925,899</b>	<b>501,923</b>	<b>-</b>	<b>3,427,822</b>
				-
	Included in the net movement in funds above are -	To 31 December 2020		Net movement in funds
		Incoming resources	Gains/ (losses) on revaluation	
		£	£	£
<b>EXPENDABLE ENDOWMENT FUND</b>				
Favre family bequest and donation	-	(45,240)	-	(45,240)
<b>RESTRICTED INCOME FUNDS for -</b>				
Restoration of buildings	79,344	-	(33,733)	45,611
Restoration and maintenance of gardens	9,105	-	(8,623)	482
Acquisition of artefacts	1,952	-	(8)	1,944
Utilitarian acquisitions	7,613	-	(143)	7,470
Services for leaseholders	-	-	-	-
Other purposes	4,113	-	(3,018)	1,095
	102,127	-	(45,525)	56,602
<b>UNRESTRICTED FUNDS</b>				
Designated funds	38,950	-	(21,516)	17,434
General fund	598,916	-	(125,789)	473,127
<b>TOTAL FUNDS</b>	<b>739,993</b>	<b>(45,240)</b>	<b>(192,830)</b>	<b>501,923</b>



# THE COPPED HALL TRUST



## 16. MOVEMENT IN FUNDS - continued

	2019 Restated			
	At 1 January 2019	Net movement in funds	Transfers between funds	At 31 December 2019
	£	£	£	£
<b>Comparatives for movement in funds</b>				
<b>EXPENDABLE ENDOWMENT FUND</b>				
Favre family bequest and donation	-	130,760	-	130,760
<b>RESTRICTED INCOME FUNDS for -</b>				
Restoration of buildings	97,204	55,524	(91,818)	60,910
Restoration and maintenance of gardens	5,881	7,432	-	13,313
Acquisition of artefacts	17,973	2,340	135	20,448
Utilitarian acquisitions	-	1,167	-	1,167
Services for leaseholders	3,881	-	(3,881)	-
Other purposes	5,530	1,125	-	6,655
	130,469	67,588	(95,564)	102,493
<b>UNRESTRICTED FUNDS</b>				
Designated funds	22,207	10,041	11,643	43,891
General fund	2,580,033	(15,199)	83,921	2,648,755
<b>TOTAL FUNDS</b>	<b>2,732,709</b>	<b>193,190</b>	<b>-</b>	<b>2,925,899</b>

	2019 Restated			
	Incoming resources	Gains/(losses) on revaluation	Resources expended	Net movement in funds
	£	£	£	£
Included in the net movement in funds above are -				
<b>EXPENDABLE ENDOWMENT FUND</b>				
Favre family bequest and donation	127,023	3,737	-	130,760
	127,023	3,737	-	130,760
<b>RESTRICTED INCOME FUNDS for -</b>				
Restoration of buildings	79,045	-	(23,521)	55,524
Restoration and maintenance of gardens	11,800	-	(4,368)	7,432
Acquisition of artefacts	2,340	-	-	2,340
Utilitarian acquisitions	3,000	-	(1,833)	1,167
Services for leaseholders	-	-	-	-
Other purposes	4,453	-	(3,328)	1,125
	100,638	-	(33,050)	67,588
<b>UNRESTRICTED FUNDS</b>				
Designated funds	18,136	-	(8,095)	10,041
General fund	139,799	-	(154,998)	(15,199)
<b>TOTAL FUNDS</b>	<b>385,596</b>	<b>3,737</b>	<b>(196,143)</b>	<b>193,190</b>

- At 31 December 2020 the Trust accounted for 30 Restricted funds. In 2021 the Board decided to reclassify restricted (and designated) funds in order to facilitate project costing in the future. These funds are now analysed according to the nature of the projects they finance and restricted funds summarised above according to their purpose. The Board designates funds where restricted funds for projects it has approved do not exist or where they are insufficient.
- Funds restricted to the restoration of buildings are applicable to the restoration of the Georgian and Victorian parts of the Copped Hall mansion or the grounds. Funds for the restoration of buildings are often restricted to the restoration of particular components of the mansion, such as staircases, the lift, windows, doors, hearths or brickwork or to specific parts of the buildings, such as the Wintergarden, the Lightwell or the Orchard Houses in the Walled Garden.
- Funds restricted to the restoration and maintenance of the gardens are applicable to the Walled Garden, including its walls, the Long Garden and the Standing Remain.
- There are two funds restricted to the acquisition of artefacts - the American Quest fund, which is for the acquisition of artefacts relating to Copped Hall which have been taken to the United States, and the Acquisition fund, which is for the acquisition of other artefacts relating to Copped Hall. The Acquisition fund contains both donations and half of the proceeds from the Trust's 100 Club lottery, the other half being available for cash prizes and included under Other Purposes. There is a third fund restricted to the maintenance of the Rolls Royce already acquired by the Trust.
- The funds restricted to utilitarian or temporary works are for works intended not to restore Copped Hall but to make it more secure, safer and a better experience for visitors. Funds for utilitarian acquisitions are applicable to expenditure on equipment for the gardens or the refreshments area.
- The fund restricted to Services for Leaseholders arises from the grant of 999-year leases of apartments in the ancillary buildings. Under the terms of the leases, the Trust has covenanted to provide services, funded by a service charge payable by the tenants.
- A more detailed analysis of restricted funds is provided in note 22.



# THE COPPED HALL TRUST



## 17. ANALYSIS OF NET ASSETS BY FUND

At 31 December 2020					
	Fixed assets	Investments	Cash	Other net current assets	Net assets
	£	£	£	£	£
<b>EXPENDABLE ENDOWMENT FUND</b>					
Favre family bequest and donation	-	85,520	-	-	85,520
	-	85,520	-	-	85,520
<b>RESTRICTED INCOME FUNDS for -</b>					
Restoration of buildings	-	-	43,573	(649)	42,924
Gardens	-	-	11,663	960	12,623
Acquisition of artefacts	-	-	21,896	245	22,141
Utilitarian acquisitions	-	-	473	1,592	2,065
Services for leaseholders	-	-	12,580	(12,580)	-
Other purposes	-	-	7,747	3	7,750
	-	-	97,932	(10,429)	87,503
<b>UNRESTRICTED FUNDS</b>					
Designated funds	-	-	23,781	2,741	26,522
General fund	2,741,585	1	8,551	478,140	3,228,277
<b>TOTAL FUNDS</b>	<u>2,741,585</u>	<u>85,521</u>	<u>130,264</u>	<u>470,452</u>	<u>3,427,822</u>

Restated 31 December 2019					
	Fixed assets	Investments	Cash	Other net current assets	Net assets
	£	£	£	£	£
<b>EXPENDABLE ENDOWMENT FUND</b>					
Favre family bequest and donation	-	130,760	-	-	130,760
	-	130,760	-	-	130,760
<b>RESTRICTED INCOME FUNDS for -</b>					
Restoration of buildings	-	-	66,233	(3,391)	62,842
Gardens	-	-	12,475	838	13,313
Acquisition of artefacts	-	-	20,200	248	20,448
Utilitarian acquisitions	-	-	1,000	167	1,167
Services for leaseholders	-	-	10,870	(10,870)	-
Other purposes	-	-	7,667	(1,012)	6,655
	-	-	118,445	(14,020)	104,425
<b>UNRESTRICTED FUNDS</b>					
Designated funds	-	-	36,769	5,188	41,957
General fund	2,661,650	1	2,219	(15,113)	2,648,757
<b>TOTAL FUNDS</b>	<u>2,661,650</u>	<u>130,761</u>	<u>157,433</u>	<u>(23,945)</u>	<u>2,925,899</u>

## 18. CAPITAL COMMITMENTS

	2020	2019
	£	£
<b>Contracted for but not provided in these financial statements</b>		
Restoration of railings	1,364	-
Restoration of second floor windows	5,651	-
Restoration of dressing room door	1,650	-
Restoration services for the Orchard House	-	27,072
<b>TOTAL</b>	<u>8,665</u>	<u>27,072</u>

## 19. RELATED PARTY DISCLOSURES

Trustee A Cox charges the charity for his architectural services in accordance with the Trust's constitution. During the period he charged the Trust at a reduced rate of £18,946 (2019 £19,695). He was owed £1,970 at 31 December 2020. His partner, Dilys Bidewell, was also paid for drawing classes of which she was the tutor the sum of £750 (2019 - £900).



# THE COPPED HALL TRUST



## 20. PRIOR YEAR ADJUSTMENT

In March 2021 the Trust made a voluntary disclosure to HMRC that it had overclaimed VAT owing to a misunderstanding about the application of its partial exemption. The result of that disclosure was that the Trust became liable to pay £27,727 relating to the period from 1 April 2017 to 30 September 2020, of which £19,614 relates to periods prior to 2020. The debt was paid in June/ July 2021 with the addition of interest payable of £1,408, calculated as at the date of disclosure. The quantum of interest as at 31 December 2020 is not known. A provision of £1,100 has been included in these accounts.

	Freehold property (after depreciation £	Creditors £	Restricted income funds £	Designated funds £	General fund £
<b>For the VAT overclaim -</b>					
Previously stated as at 31 December 2018	2,543,378	(60,280)	(136,680)	(22,205)	(2,568,765)
Capitalised costs -					
Restricted funds for -					
Restoration of buildings	7,414	(7,414)	7,414	-	(7,414)
Designated funds	-	-	-	-	-
General fund	6,972	(6,972)	-	-	-
Expensed costs -					
Restricted funds for -					
Restoration of buildings	-	284	(284)	-	-
Gardens	-	670	(670)	-	-
Acquisition of artefacts	-	245	(245)	-	-
Utilitarian acquisitions	-	-	-	-	-
Other purposes	-	3	(3)	-	-
Designated funds	-	2	-	(2)	-
General fund	-	4,182	-	-	(4,182)
Depreciation	(328)	-	-	-	328
Total restatements to 31 December 2018	14,058	(9,000)	6,212	(2)	(11,268)
Restated as at 31 December 2018	2,557,436	(69,280)	(130,468)	(22,207)	(2,580,033)
Previously stated as at 31 December 2019	2,630,928	(18,583)	(104,738)	(43,701)	(2,638,813)
Capitalised costs -					
Restricted funds for -					
Restoration of buildings	(3,205)	3,205	(3,205)	-	3,205
Designated funds	(186)	186	-	(186)	186
General fund	17,404	(17,404)	-	-	-
Expensed costs -					
Restricted funds for -					
Restoration of buildings	-	436	(436)	-	-
Gardens	-	158	(158)	-	-
Acquisition of artefacts	-	-	-	-	-
Utilitarian acquisitions	-	167	(167)	-	-
Other purposes	-	-	-	-	-
Designated funds	-	-	-	-	-
General fund	-	2,638	-	-	(2,638)
Depreciation	(568)	-	-	-	568
Total restatements 2019	13,445	(10,614)	(3,966)	(186)	1,321
Total restatements to 31 December 2018	14,058	(9,000)	6,212	(2)	(11,268)
Restated as at 31 December 2019	2,658,431	(38,197)	(102,492)	(43,889)	(2,648,760)

## 21. CONTINGENT LIABILITY

As a result of the above voluntary disclosure the Trust may be liable to a penalty which HMRC may determine at any time up to the middle of June 2022.



# THE COPPED HALL TRUST



22. RESTRICTED FUNDS	Restated 31 December 2019	In 2020				At 31 December 2020 £
		Income £	Expenditure £	Transfers £	Gains/ (losses) £	
<b>Restoration of buildings</b>						
Orchard House	41	-	-	-	-	41
Orchard House Phase II	18,705	-	(18,617)	(48)	-	40
Geoffs glasshouse	230	-	-	-	-	230
Wintergarden	-	2,770	-	(2,770)	-	-
Wintergarden stonework	-	2,200	-	(1,611)	-	589
Wintergarden safe access	-	10,000	-	-	-	10,000
Wintergarden rendering	3,278	-	-	-	-	3,278
Fallen Corner	892	11,005	-	(7,446)	-	4,451
J Conyers dressing room	-	-	-	(3)	-	(3)
Conyers bedroom hearth	-	1,813	-	(1,813)	-	-
Henriettas dressing door	-	3,125	(177)	(61)	-	2,887
Drawing room door	3,125	-	(2,556)	(379)	-	190
Stone stairs	-	2,938	-	(5,398)	-	(2,460)
Atrium lightwell	14,198	3,475	-	(17,673)	-	-
Lift	1,067	6,931	-	115	-	8,113
Mansion roof	-	-	-	(96)	-	(96)
Apartment	21	-	-	-	-	21
Mansion windows	199	-	-	-	-	199
Second floor windows	781	17,449	(6,113)	(3,568)	-	8,549
Dining room reveals	-	1,700	-	(1,700)	-	-
Entrance hall window	2,500	2,813	(4,541)	(377)	-	395
Entrance hall shutter	-	1,500	(1,728)	228	-	-
Entrance hall architrave	-	5,375	-	(5,375)	-	-
Front porch	-	6,250	-	(100)	-	6,150
Kitchen lights	351	-	-	-	-	351
Loggia	15,521	-	-	(15,521)	-	-
<b>Gardens</b>						
Walled garden	9,540	5,855	(5,844)	(1,045)	-	8,506
Walled garden wall	-	1,750	-	-	-	1,750
Roses in white border	-	250	-	-	-	250
Long garden	1,200	-	-	-	-	1,200
Terraces	282	-	(207)	-	-	75
Yew tree hedges	-	1,250	(853)	(125)	-	272
Standing remain	2,291	-	(1,720)	-	-	571
<b>Acquisition of artefacts</b>						
Acquisitions	18,452	1,952	(8)	(251)	-	20,145
American Quest	1,996	-	-	-	-	1,996
<b>Utilitarian acquisitions</b>						
Garden bench	-	300	-	-	-	300
Dishwasher	1,167	-	-	-	-	1,167
Mowing team/ mower	-	7,313	(142)	(6,573)	-	598
<b>Other purposes</b>						
100 Club	1,147	3,363	(2,097)	-	-	2,413
Archaeology	4,275	-	(172)	-	-	4,103
Publishing	1,234	-	-	-	-	1,234
Newsletters	-	750	(750)	-	-	-
<b>TOTAL RESTRICTED INCOME FUNDS</b>	<b>102,493</b>	<b>102,127</b>	<b>(45,525)</b>	<b>(71,590)</b>	<b>-</b>	<b>87,505</b>
<b>Expendable endowment fund</b>	<b>130,760</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(45,240)</b>	<b>85,520</b>
<b>TOTAL RESTRICTED FUNDS</b>	<b>233,253</b>	<b>102,127</b>	<b>(45,525)</b>	<b>(71,590)</b>	<b>(45,240)</b>	<b>173,025</b>

Negative fund balances in 2020 arose where further income was anticipated but had not been received by, and could not be accrued at, the year end. Such negative balances will be resolved in 2021 if this persists.



# THE COPPED HALL TRUST



22. RESTRICTED FUNDS - continued	Restated 31 December 2018	In 2019 Restated				Restated 31 December 2019
		Income £	Expenditure £	Transfers £	Gains/ (losses) £	
<b>Restoration of buildings</b>						
Orchard House	41	-	-	-	-	41
Orchard House Phase II	37,206	375	(18,751)	(125)	-	18,705
Geoffs glasshouse	230	-	-	-	-	230
Wintergarden rendering	3,127	187	(36)	-	-	3,278
Fallen Corner	(812)	2,700	(996)	-	-	892
Drawing room door	-	3,125	-	-	-	3,125
State hall	14,748	-	(4)	(14,744)	-	-
Stone stairs	29,976	2,500	-	(32,476)	-	-
Atrium lightwell	-	25,855	-	(11,657)	-	14,198
Lift	10,926	822	-	(10,681)	-	1,067
Exhibition room ceilings	-	20,000	-	(20,000)	-	-
Mansion roof	-	30	-	(30)	-	-
Apartment	21	-	-	-	-	21
Mansion windows	1,390	2,625	(2,440)	(1,376)	-	199
Second floor windows	200	1,875	(1,294)	-	-	781
Entrance hall window	-	2,500	-	-	-	2,500
Kitchen lights	151	200	-	-	-	351
Loggia	-	16,250	-	(729)	-	15,521
<b>Gardens</b>						
Walled garden	4,614	6,675	(1,749)	-	-	9,540
Long garden	1,200	-	-	-	-	1,200
Terraces	-	1,875	(1,593)	-	-	282
Yew tree hedges	-	-	-	-	-	-
Standing remain	67	3,250	(1,026)	-	-	2,291
<b>Acquisition of artefacts</b>						
Acquisitions	15,977	2,340	-	135	-	18,452
American Quest	1,996	-	-	-	-	1,996
<b>Utilitarian acquisitions</b>						
Dishwasher	-	3,000	(1,833)	-	-	1,167
<b>Other purposes</b>						
100 Club	1,001	2,344	(2,198)	-	-	1,147
Archaeology	3,295	2,110	(1,130)	-	-	4,275
Publishing	1,234	-	-	-	-	1,234
Leaseholder maintenance	3,881	-	-	(3,881)	-	-
<b>TOTAL RESTRICTED INCOME FUNDS</b>	<b>130,469</b>	<b>100,638</b>	<b>(33,050)</b>	<b>(95,564)</b>	<b>-</b>	<b>102,493</b>
<b>Expendable endowment fund</b>	<b>-</b>	<b>127,023</b>	<b>-</b>	<b>-</b>	<b>3,737</b>	<b>130,760</b>
<b>TOTAL RESTRICTED FUNDS</b>	<b>130,469</b>	<b>227,661</b>	<b>(33,050)</b>	<b>(95,564)</b>	<b>3,737</b>	<b>233,253</b>



## OBJECTS

The objects of the Trust are, in summary, to conserve, restore and maintain Copped Hall, near Epping in Essex, and to use the site for educational, cultural and community purposes.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

The Trust was originally established as a trust and its governing document was a deed. In 1997 it was incorporated and became a charitable company limited by guarantee, registered with both Companies House and the Charity Commission.

The Governing Body of the Trust consists of a minimum of 3 members and, at the time of approving this report, consists of 7, normally referred to as the ‘Trustees’, who meet formally once a month. Whilst the Trust has no staff, it has three officers – the Chairman, the Hon Secretary and a Finance Manager. Authority is delegated to them through their role descriptions.

In January 2021 the Governing Body established two Committees – the Risk and Compliance Committee and the Planning, Fundraising and Communications Committee, which have agreed terms of reference. In normal circumstances team leaders meet with Trustees each month in a Consultative Committee to organise events and to discuss progress. The Friends of the Copped Hall Trust have a committee which deals with subscriptions, the ongoing involvement of its members and the many events. That committee meets about five times a year.

The methods used to recruit and appoint new trustees are (a) from the considerable body of volunteers, who have relevant skills and have demonstrated their commitment to the project and (b) where such skills are not available within the volunteer community, to seek them from the wider community.

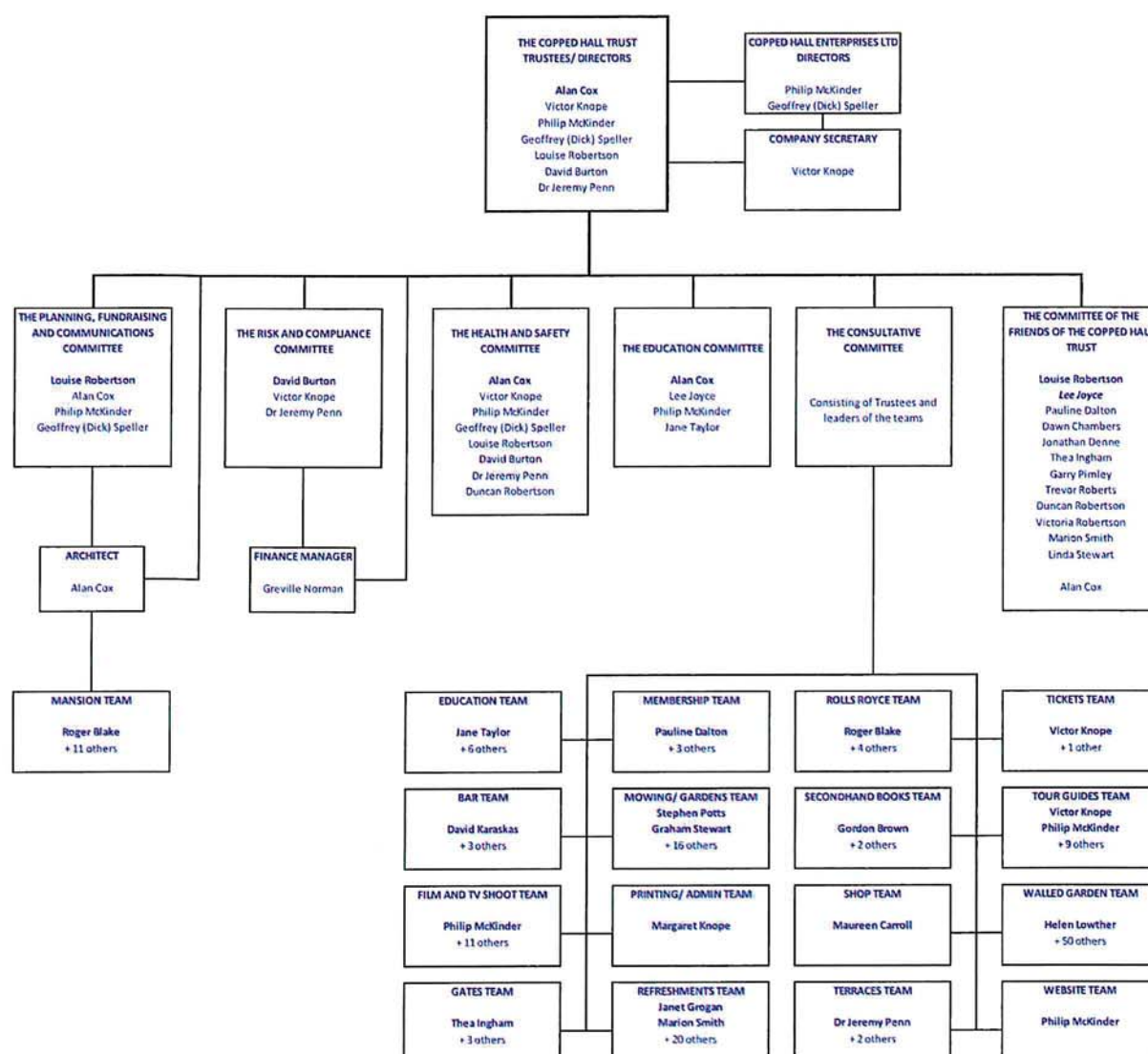
New Trustees are required to read selected guidance from the Charity Commission on their role and they receive a copy of the Trust’s governing documents and of the latest Annual Report and Accounts. They are briefed on the history, purpose and aims of the Trust by the Chair.

The Trust is obliged under its Governing Documents to take account of the reasonable views of the Corporation of London and the Conservators of Epping Forest in the use of Copped Hall. The Chair is a member of the Georgian Group, of the Friends of Epping Forest, Essex Gardens Trust and the Essex Heritage Trust. The Architect applies to the Epping Forest District Council for listed building consent for the restoration of the buildings.

The structure of the Trust’s governance and management is illustrated below –



## COPPED HALL TRUST – TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2020



There are 127 registered members of the volunteer community.  
Many are members of more than one team.  
Chairs and team leaders are denoted by bold type.

### STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of The Copped Hall Trust for the purposes of company law) are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to -



- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **Disclosure of information to auditors**

Each of the persons who are Trustee at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charity's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

#### **AUDITORS**

The auditors, Haslers, have indicated their willingness to continue in office. The designated Trustee will propose a motion reappointing the auditors at a meeting of the Trustees.

**Approved by the Trustees on 23 September 2021 and signed on their behalf by:**



**Victor Knope**  
**Hon Secretary**



**REFERENCE AND ADMINISTRATIVE DETAILS**

**PATRONS** Jennifer Tolhurst, Lord Lieutenant of Essex  
Lucinda Lambton

<b>TRUSTEES</b>	A M Cox	Chair	
	V I Knope	Hon Secretary	
	P McKinder		
	G R Speller		
	L Robertson		Appointed 29/11/2020
	D Burton		Appointed 29/11/2020
	Dr J W V Penn		Appointed 17/01/2021
	R J H Caterer		Deceased 29/10/2020

**COMPANY SECRETARY** V I Knope

**REGISTERED OFFICE** Copped Hall  
The Stables Courtyard  
Epping  
Essex  
CM16 5HS

**REGISTERED COMPANY NUMBER** 03428819 (England and Wales)

**REGISTERED CHARITY NUMBER** 1065569

**FINANCE MANAGER** G J Norman

**AUDITOR** Haslers, Chartered Accountants  
Old Station Rd, Loughton, IG10 4PL



## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE COPPED HALL TRUST

### Opinion

We have audited the financial statements of The Copped Hall Trust (the 'charitable company') for the year ended 31 December 2020 which comprise the Statement of financial activities, the balance sheet, the statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2020 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard{N#}, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

### Other information

The other information comprises the information included in the annual report other than the financial statements and our auditors' report thereon. The Trustee are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.



## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE COPPED HALL TRUST

We have nothing to report in this regard.

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustee's report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

### **Responsibilities of trustees**

As explained more fully in the trustee's responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### **Auditors' responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- Reviewing large and unusual bank transactions.
- Carrying out walkthrough testing to ensure internal controls are in place to prevent errors and fraud.
- Carrying out substantive testing for income to ensure it is correctly recognised in line with the charity's policy.
- Carrying out substantive testing for expenditure to cover authorisation in line with financial policies and procedures of the charity.
- Scrutinising manual journals for evidence of unusual transactions.
- Assessment of the appropriateness of accounting estimates.
- Reviewing compliance with the relevant laws and regulations.

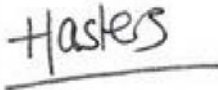
A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditors' report.



## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE COPPED HALL TRUST

### Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.

A handwritten signature in black ink that reads "Haslers". The signature is written in a cursive style and is underlined with a single horizontal line.

### **Haslers**

Chartered Accountants  
Statutory Auditor  
Old Station Road  
Loughton  
Essex  
IG10 4PL

Date: 23 September 2021

Haslers are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.