

COBHAM CONSERVATION AND HERITAGE TRUST

Charity No. 1158625

Annual Report for the year ended 31st December 2022

Summary of Objectives

- To promote high standards of planning and architecture in or affecting Cobham
- To educate the public in the geography, history, natural history and architecture of Cobham
- To secure the preservation, protection, development and improvement of features of historic or public interest of Surrey
- To develop our heritage and promote civic pride and community awareness in Cobham

Officers serving as at 31st December 2022

Sir Gerald Acher CBE, LVO, David Tipping, Dr David Cooke and Sue Graves

Treasurer's Report for the year ended 31st December 2022

At the year end, subscriptions plus donations were similar to 2021 levels, taking advance payments into account (see note to accounts). Jubilee Day, in place of Heritage Day, was a great success, and made a surplus of over £6,400, half of which was donated to the Cobham Combined Charities. The net result for the year was a cash surplus, which has increased our reserves to above £50,000. Out of this total, we have reserved £3,000 for future maintenance of Riverhill and the riverside path, £20,000 for Green Belt and planning support, and £10,000 for other projects. This leaves a general reserve to cover other expenses and future project work. I would like to record sincere thanks to all of our members, supporters and donors for their continuing, loyal generosity, which is very much appreciated by your committee. The accounts are subject to scrutiny by an Independent Examiner, and will be submitted for approval at the AGM.

Sue Graves – Treasurer

February 2023

Notice of Annual General Meeting

Notice is hereby given that the Annual General Meeting will be held on **Wednesday 22nd March 2023** at 8.00pm in St Andrew's Church to transact the following business:

1. To receive the notice of the meeting and apologies
2. To receive and, if thought fit, adopt the minutes of the last AGM (these are on our website)
3. To receive the Chairman's report
4. To receive the Treasurer's report and, if thought fit, to adopt the Annual Report
5. To re-elect David Cooke and Adrian Wise who retire by rotation and wish to stand for re-election. David Tipping and Richard Mulhall also retire but do not wish to stand again.
6. To appoint the examiner of the accounts
7. To consider any other formal business

COBHAM CONSERVATION AND HERITAGE TRUST

Registered Charity number 1158625

Subject to examination

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31st DECEMBER 2022

	2022 £	2022 £	2021 £	2021 £
RECEIPTS				
Subscriptions and donations	6,705 # note		8,528 * note	
Legacy and other donations	2,540		150	
Heritage Day receipts and donations	4,772		250	
Book sales	2,727		468	
Newsletter advertising	3,622		2,776	
Gift Aid receipts (2 years)	1,081		0	
Other receipts	19,255		810	
		40,701		12,982
PAYMENTS				
Heritage Day expenses	12,840		356	
Donation to Cobham Combined Charities	3,207		0	
Riverhill tree and path maintenance	900		2,832	
Book publishing and postage	3,224		483	
Newsletter printing and distribution	5,580		4,756	
Office, equipment, website and printing	1,187		2,020	
Liability Insurance	462		506	
Donations and subscriptions	795		236	
Projects	1,722		0	
Museum membership (4 schools)	390		0	
Other expenses	1,554		817	
		31,861		12,007
Surplus for period		8,840		976

note: £850 relates to 2023 but £2,214 was received in 2021, making a net £8,273 in 2022

note: £2,214 relates to 2022 but £2,552 was received in 2020, making a net £8,866 in 2021

STATEMENT OF ASSETS AND LIABILITIES AS AT 31st DECEMBER 2022

Funds as at 31/12/22		53,851		45,011
Represented by:				
Bank accounts, petty cash and PayPal	54,074		45,011	
		54,074		45,011
Analysis of reserves				
Reserve for River path and Riverhill repairs		3,000		3,000
Local Plan, Green Belt and planning support		20,000		20,000
Other projects		10,000		10,000
Unallocated reserves		20,851		12,011
		53,851		45,011

Sue Graves, Treasurer

February 2023

The Chairman.
Cobham Conservation & Heritage Trust

14 March 2023

Sir,

I have the pleasure to submit my report as Independent Examiner for the Cobham Conservation & Heritage Trust, re-appointed at the Annual General Meeting of the charity held on 23 March 2022.

I will report formally to the Charity Commission in the required format in respect of my examination of the Trust's accounts for the year ended 31 December 2022 carried out under section 145 of the 2011 Act.

I am happy to report that no material matters have come to my attention that give me cause to believe that proper accounting records have not been kept. I have recommended minor corrections to the provisional accounts circulated prior to the 2022 AGM which result in a net reduction in funds of £224.

Those matters that came to light in the course of the examination which have been discussed with the Treasurer and that I consider should be brought to your attention are as follows:

1. Lloyds bank account. A 'Green belt' account with a credit balance of £50 had not been accounted for in the provisional accounts.
2. Cash accounting. A cheque for £100 (Poppy appeal donation) drawn in November 2022 but debited to the bank account in January 2023 was not accounted for in the relevant year.
3. Jubilee Day. I note that the budget for the event was prepared by the event Chairperson who approved expenditure in line with that budget. I have not seen evidence that approval of the budget was sought or given by the CCHT trustees. In the context of the total costs of the event the charge of £2700 for live streaming the race seems excessive, representing 14.0% of Jubilee Day income.
4. Jubilee Day. Cash income from the various events cannot be verified but overall control seems to have been satisfactory although it seems that there was a lack of control at the car park entrance. Some elementary checks could have been made to provide an estimate of total Duck Ticket sales income, but I saw no evidence of this.
5. Equipment. Approximately £800 was spent on various items of equipment (e.g. credit card readers) for the Jubilee Day event. I recommend that proper measures are taken to ensure that such quasi-capital items are recorded and securely stored so as to be available to the Charity for future use.
6. Newsletter advertising income. I note a satisfactory system has been adopted to ensure payment by advertisers. At the year end unpaid invoices amounted to £432 including two invoices relating to issues prior to November amounting to £81.
7. Related party transactions. I draw to your attention changes to regulations under the Charities Act 2022 (an extract of the new provisions is set out below).
8. I note that the minor corrections to the provisional accounts for 2021 referred to in my report to you which resulted in a net reduction in funds of £183 were not reflected in the accounts filed with the Charity Commission. Consequently my signed report is associated with incorrect figures, although I accept that the changes were not material. The audited figures were used for the comparative figures published in the Annual Report for 2022 and so vary from the filed report.
9. I also note that despite the accounts being prepared and my examination and report being completed at an early date they were not filed until the deadline of October. I recommend that the Annual Return and accounts be filed as soon as reasonable after they have been approved.

I should like to thank Sue Graves and Jane Molloy for their patience in responding to my enquiries.

Victor Eyles
Independent Examiner

Payments to trustees for goods and services provided to the Charity.

Legal requirement: before paying a trustee for goods or services, you must have regard to the Commission's guidance which explains how you must:

- Produce a written agreement between the Charity and the trustee being paid.
- Specify the exact or maximum amount to be paid.
- Make sure the trustee does not take part in decisions made by the trustee board regarding any aspect of the agreement.
- Agree the payment is in your charity's best interests and reasonable for the goods or services provided.
- Not allow payments or other benefits to half, or more than half, of your trustee board - the number of trustees receiving any payment or benefit must be in the minority.
- Make sure your charity's governing document doesn't prevent you from paying trustees for goods or services.