



Trustees' Annual Report for the period

| | | | | | | | | |
|-------------|----------|-------------------|--------------|--|-----------------|-----------|--------------|--------------|
| | | Period start date | | | Period end date | | | |
| From | Day 1 | Month Jan | Year 2022 | | To | Day 31 | Month Dec | Year 2022 |

Section A Reference and administration details

Charity name

Pope's Grotto Preservation Trust

Other names charity is known by

Registered charity number (if any) 1162424

Charity's principal address

75 Radnor Road

Twickenham

Middlesex

Postcode

TW1 4NB

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|---------------------|-----------------|-----------------------------------|---|
| 1 | Mr David Cornwell | Chair | | |
| 2 | Mr Michael Cherry | Secretary | | |
| 3 | Mr Robert Youngs | Treasurer | | |
| 4 | Prof Judith Hawley | | | |
| 5 | Ms Dawn V Culmer | | | |
| 6 | Mr Geoff Pope | | | |
| 7 | Mr Neil Cozens | | Until 28 April 2022 | |
| 8 | Ms Nicola Pickering | | | |
| 9 | Catherine Lawson | | | |
| 10 | Angela Kidner | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| | |
| | |
| | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|-------------------|------------------------------------|
| Hon Secretary | Mr Michael Cherry | 75 Radnor Road, Twickenham TW1 4NB |
| | | |
| | | |
| | | |

Name of chief executive or names of senior staff members (Optional information)

| |
|--|
| |
|--|

Section B Structure, governance and management

Description of the charity's trusts

| | |
|---|--|
| Type of governing document (eg. trust deed, constitution) | The constitution is that of an unincorporated association of Trustees |
| How the charity is constituted (eg. trust, association, company) | The Trust is governed by a constitution dated 13 December 2013. A copy has been provided to the Commissioners. |
| Trustee selection methods (eg. appointed by, elected by) | New Trustees may be invited by the current Trustees. |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

| |
|--|
| |
|--|

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The objects of the Trust are to:
 Support the restoration, conservation and maintenance of Alexander Pope's grotto in Twickenham;
 Promote interest in and knowledge of the Grotto and its significance in local and national history;
 Raise funds in support of the above objects.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The activities of the Trust have all been directed to supporting and achieving the objects of the charity as set out in Section C. The grotto itself is of unique historic interest being a grade 2* listed structure and the only extant building in Twickenham related to Alexander Pope. As such, the Trustees have regard to the Commission's guidance on public benefit: by ensuring that access to the grotto is provided commensurate with its location within a school; and by providing information to the public about the grotto, and about Alexander Pope's local and national importance as a poet, writer and a leading exponent of 18th century landscape design.

The Trust was able to resume a range of activities after the restrictions of the previous 2 years caused by the coronavirus pandemic, including increased public access to the grotto:

- Heritage of London Trust visited on 7 January, 15 February and 26 October;
- Age UK visited on 15 February;
- School visit on 1 February;
- National Lottery Open Week open day on 26 March;
- Alumnae of St Catherine's School visited on 25 May;
- Public Open Day on 11 June;
- PGPT partnered English Heritage at Marble Hill House in 'Grottos and Gardens' tours on 25 and 26 June;
- Students from the London Art School visited on 19 October.

However, public open days after the summer school holidays had to be curtailed because of the exposure during preservation works of a fragile brick floor in the central chamber, and the removal of old lighting that was awaiting replacement.

The Trust continued to actively promote Pope and the preservation project:

- work continued to support and promote 'A Virtual Arcadia', the virtual reconstruction of Pope's Villa and gardens, and the surrounding area of Twickenham in 1740. The project is led by Professor Paul Richens of Westminster University. The reconstruction enables people to take a virtual journey by river to Pope's Villa and explore his gardens and is available on the Trust's website. This is of particular value to those who cannot visit the grotto in person. The first public screening of 'A Virtual Arcadia' took place on 6 January at The Exchange in Twickenham attended by 157 people; a further screening took place at Marble Hill House on 3 February; a virtual event 'The Making of A Virtual Arcadia' was held online on 22 June.
- As part of the Festival of Archaeology, an event was held in Radnor Gardens on 23 July including use of the hanging collection;
- A trustees awayday was held on 1 December 2022 to discuss all aspects of the project to provide the basis for a longer-term business plan;
- A further series of online lectures – the 'London Luminaries' were organised with the Trust's partners at English Heritage, Marble Hill and other local heritage organisations autumn and were well supported.

- A symposium on digital technology and interpretation planned for October was rescheduled to February 2023.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

The Trust continued to meet approximately every 2 months.

Victoria Northwood continued as Project Manager throughout the year to manage the conservation project and oversee outreach activities.

Sorcha Ni Foghluda was appointed Freelance Learning Officer in January focussing on heritage training, a pilot 'Grotto Explorers' project for primary schools, archaeology-themed family learning workshops and developing a handling collection for schools and open days. Sorcha was subsequently appointed Research and Content Writer in November 2022 to work on interpretation.

D R Nolans + Co were appointed Quantity Surveyors.

Following disruption to the preservation project timetable because of Covid, Taylor Pearce were appointed conservation contractors, and trustees approved plans by Donald Insall Associates in February. Substantial work took place during the school summer holidays with further work in the October half-term. Further work was scheduled for refurbishment of the lobby area in front of the grotto and the installation of audio-visual equipment. A new lighting scheme by SI Electrical was installed in the grotto in December.

Thames Valley Archaeological Services were commissioned to provide a survey of the brick floor revealed in the central chamber during restoration work.

The NLHF extended the period of the grant to 31 December to allow for completion of the works.

A grant of £25k was received from Historic England.

A grant of £7,500 was received from the Heritage of London Trust.

Pavement studs marking the outline of the grotto and tunnel under the road on adjoining pavements were installed and plaques erected in January.

A Steering Group, comprising Trustees and local heritage representatives and experts, resumed normal meetings and met in February, July and November.

Section E

Financial review

Brief statement of the charity's policy on reserves

All funds raised by the Trust will go towards the cost of preservation of the grotto and activities directly contributing to that objective.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

C Lawson

Full name(s)

Catherine Lawson

Position (eg Secretary, Chair, etc)

Chair

Date

18/7/23



CHARITY COMMISSION
FOR ENGLAND AND WALES

Pope's Grotto Preservation Trust

1162424

Receipts and payments accounts

CC16a

For the period
from

01/01/2022

To

31/12/2022

Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|---|--|---|--|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Personal Donations | 1,736 | - | - | 1,736 | 1,757 |
| Tax reclaimed by Gift Aid | 67 | - | - | 67 | 27 |
| Grants | 5,000 | 106,870 | - | 111,870 | 6,500 |
| Books, cards and pictures sold | 179 | - | - | 179 | - |
| Ticket sales | 4,498 | - | - | 4,498 | - |
| Bank account interest | 53 | - | - | 53 | - |
| Transfers from restricted funds | - | - | - | - | - |
| Miscellaneous | 300 | - | - | 300 | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | ✓ 11,832 | ✓ 106,870 | - | ✓ 118,702 | ✓ 8,284 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 11,832 | 106,870 | - | 118,702 | 8,284 |
| A3 Payments | | | | | |
| Printing and purchase of publications | - | - | - | - | - |
| Bank charges and insurance | 351 | 90 | - | 441 | 377 |
| Publicity and newsletters | - | - | - | - | - |
| Professional fees | 14,079 | 39,114 | - | 53,193 | 3,165 |
| IT and website costs | 767 | 4,403 | - | 5,170 | 92 |
| Fundraising expenses | 225 | - | - | 225 | - |
| Grotto restoration | - | 99,094 | - | 99,094 | - |
| Volunteers' expenses | 38 | 1,736 | - | 1,774 | - |
| Miscellaneous expenses | 2,175 | - | - | 2,175 | 25 |
| Transfers to unrestricted fund | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | ✓ 17,635 | ✓ 144,436 | - | ✓ 162,071 | ✓ 3,659 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | ✓ 17,635 | ✓ 144,436 | - | ✓ 162,071 | 3,659 |
| Net of receipts/(payments) | - 5,803 | - 37,566 | - | ✓ 43,369 | 4,625 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 52,183 | 57,631 | - | 109,814 | - |
| Cash funds this year end | 46,380 | 20,065 | - | 66,445 | ✓ 4,625 |

Section B Statement of assets and liabilities at the end of the period

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | CAF Cash Account | 46,380 | 20,065 | - |
| | | - | - | - |
| | | - | - | - |
| | Total cash funds | ✓ 46,380 | ✓ 20,065 | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |
| | | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
| B2 Other monetary assets | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| B3 Investment assets | | | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B4 Assets retained for the charity's own use | | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B5 Liabilities | | Fund to which liability relates | Amount due (optional) | When due (optional) |
| | | | | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

R. N. Youngs

R. N. YOUNGS

6/6/23



Section A

Independent Examiner's Report

Report to the trustees/
members of

Pope's Grotto Preservation Trust

On accounts for the year
ended

31st December 2022

Charity no
(if any)

1162424

Set out on pages

1 and 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2022.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in any material respect:

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

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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

Signed:

Maurice Parry-Wingfield

Date:

6 June 2023

Name:

Maurice Parry-Wingfield

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

FCA

Address:

11 Montpelier Row

Twickenham

TW 1 2NQ

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

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