

THE ARCHBISHOP'S PALACE CONSERVATION TRUST

England & Wales · Charity number 1173486

Details

Status Registered

Legal form CIO

Registered 2017-06-20

Register [View on the Charity Commission register](#)

Contact

Address Chantry Cottage
The Green
Otford
Sevenoaks
TN14 5PD

Phone 01959525205

Email secretary@otfordpalace.org

Website <https://otfordpalace.org/>

Activities

Objects: THE OBJECTS OF THE CIO ARE:(A) FOR THE BENEFIT OF THE PUBLIC THE PRESERVATION, RESTORATION, MAINTENANCE, REPAIR AND IMPROVEMENT OF THE BUILDING KNOWN AS THE ARCHBISHOP'S PALACE IN OTFORD, KENT.(B) TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE HISTORY OF THE ARCHBISHOP'S PALACE, THE TUDORS, THE ROLE OF THE ARCHBISHOPS AND THE HISTORY OF THE DARENT VALLEY BY THE PROVISION OF EXHIBITIONS AND OTHER LEARNING EXPERIENCES.

Activities: The aims of the charity are to@I. Have the freedom to maintain and develop the Archbishop's Palace buildings and their grounds.II. Assemble the talents, finance and management skills to build and manage a self-sustaining centre for the dissemination of knowledge about our Tudor and our Valley?s heritage. III. Develop a lasting heritage landmark within the Sevenoaks region.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Advocacy/advice/information
- **What:** Education/training, Arts/culture/heritage/science
- **Who:** The General Public/mankind

Geography

- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2025-06-30	£21,644	£20,984	-	-
2024-06-30	£27,622	£161,281	-	-
2023-06-30	£52,364	£47,961	-	-
2022-06-30	£201,770	£80,065	-	-
2021-06-30	£48,424	£25,584	-	-

Trustees

Name	Role	Appointed
His Honour Andrew Alfred Goymer	Chair	2017-08-08
Dr Charles Damien Shee		2021-05-07
Elizabeth Margaret Anderson		2021-10-07
Haneet Kour		2026-05-12
JOHN BARRY EDWARDS-WINSER		2017-06-20
Neil Rodney Williams		2019-08-21
Prof NICHOLAS RUSHBY		2017-02-14
Robyn Codlin		2024-12-31
Roger Oliver House		2018-07-03
Roger William Gough		2025-07-12
Sewart Baird		2025-02-21

THE ARCHBISHOP'S PALACE CONSERVATION TRUST

England & Wales - Charity number 1173486

Accounts

Archbishops Palace Conservation Trust
Year ended 30th June 2025

**Archbishops Palace
Conservation Trust
Registered Charity No 1173486**

Trustees' Report and Financial Statements

Year ended 30th June 2025

Registered Charity number 1173486

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Archbishops Palace Conservation Trust
Year ended 30th June 2025

Charitable information

Registered office	Chantry Cottage, The Green, Otford, Kent TN14 5PD
Bankers	Lloyds Bank, 25 Gresham Street, London, EC2V7HN
Trustees	Andrew Goymer, Chairman
	Nick Rushby, Secretary
	John Edwards-Winser
	Elizabeth Anderson
	Roger House
	Charles Shee
	Neil Williams
	David Barley (resigned 28th August 2024)
	Beth Walker (resigned 23 rd October 2024)
	Gabriella Howell (resigned 4 th December 2024)
	Robyn Codlin (appointed 31 st December 2024)
	Elizabeth Fettes-Neame (appointed 31 st December 2024)
	Stewart Baird (appointed 21 st February 2025)
	Roger Gough (appointed 2025)
Independent Examiner	Keith Lawrey
Charitable Incorporated Organisation Number	Registration No 1173486

Trustees' Report

The Trustees present their annual report and financial statements of the charity for the year ended 30th June 2025. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and the Charities SORP (FRS 102).

Objectives and Activities

The Trust has a lease of 99 years for the site and buildings of the Tudor Palace in Otford from Sevenoaks District Council. The Trust will engage with a wide range of people from north-west Kent and London, using the site and buildings of the Tudor Palace and the Otford Heritage Collection to promote the understanding and enjoyment of the heritage of the Darent Valley, and thus to engender their well-being through engagement with that heritage. To achieve this, we will restore the iconic buildings of the Archbishop's Palace in Otford and create an interpretation centre that will act as a hub for further exploration.

Achievements and performance

This year Trustees have improved the palace grounds for visitors with an extensive tree planting programme. Work also included researching public information provision, constructing a temporary ground floor for the Tower and laying on electrical supply. The site was opened for Mayday celebrations and was well received by visitors with much better weather this year.

Unfortunately, the bid to the national Lottery did not proceed as we hoped but we have been encouraged to re-submit on a reduced scale. This should cover repairs to the roof, instatement of remaining floors together with stairs to access the higher levels. The site shows much potential historical interest and an archaeological survey will be needed.

Financial review

In the year to £30th June 2025 £21,644 (2024 – £27,622) was raised by the Trust. These amounts included £14,209 (2024 £19,160) as restricted funds set aside for agreed purposes. The major expenditure for 2025 was £7,759 was for tree planting and the creation of an attractive bench in the palace field. Four restricted projects have now been concluded, and where expenditure exceeded the grants received, the excess has been transferred from unrestricted funds. The major overrun of £8,975, was on the £145,000 tower stabilisation project and resulted from an improved specification for the historic window frames which has greatly enhanced the Tower's appearance.

Funds continue to be raised with support from the local community and from the Pilgrim Trust and the Kent County Council while we continue to seek major sponsors.

Archbishops Palace Conservation Trust
Year ended 30th June 2025

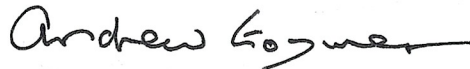
Structure, Governance and Management

The Trustee board met 4 times to review progress and set future objectives through detailed papers provided by the Secretary. There have also been several open day events and working parties to help with the various aspects of achieving the Trust aims.

Reference and Administrative details

Trustee have either met online or more recently through face-to-face meetings. Trust records including financial records are maintained by the Secretary and backed up regularly.

Signed on behalf of the Board of Trustees



Andrew Goymer

Chairman

Independent Examiners Examiner's Report to the Trustees of the Archbishops Palace Conservation Trust (the Registered Charity, number 1173486)

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 30th June 2024.

Responsibilities and Basis of the Report

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

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

Independent Examiner's Statement

I have completed my examination. I confirm no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect the accounts do not accord with those records. I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed



Name

Keith Lawrey, JP, Barrister at law, Chartered Secretary

Address

23, Tudor Crescent, Otford, Kent, TN14 5Q5

Date



Archbishops Palace Conservation Trust
Year ended 30th June 2025

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

Statement of Financial Activities

	Unrestricted Funds	Restricted Funds	2025 Total Funds	2024 Total Funds
Incoming resources charitable activities	£	£	£	£
Unrestricted grants and donations	3,883	-	3,883	7,516
Help with Lottery Fund application	-	-	-	5,000
Pilgrim Trust grant	-	10,000	10,000	-
Grant towards Tower flooring	-	-	-	500
Info-point project	-	-	-	9,960
Palace Field project	-	2,209	2,209	3,700
Sales and May Day income	3,552	-	3,552	946
KCC members fund	-	2,000	2,000	-
Total incoming resources	7,435	14,209	21,644	27,622
Outgoing resources charitable activities				
Consultants for design and planning	-	-	-	2,088
Stabilisation project costs	-	(667)	(667)	145,169
Tower electrification	4,583	-	4,583	-
Direct costs of sales and Mayday costs	376	-	376	-
Info-point project	-	1,433	1,433	1,596
Tower ground floor project	-	-	-	878
Depreciation	625	-	625	1,250
Oxford Heritage expenses	-	-	-	440
NLF Bid expenses	-	1,850	1,850	4,628
Palace field upkeep	2,663	-	2,663	1,072
Palace Field improvement project	-	7,759	7,759	894
Insurance	570	-	570	570
Tower and gatehouse costs	472	-	472	740
Accounting and general office costs	479	-	479	1,426
IT & website costs	394	-	394	530
Bad debt	72	-	72	-
Loss on sale of asset	375	-	375	-
Transfers between funds	9,825	(9,825)	-	-
Total resources expended	20,434	550	20,984	161,281
Net income (expenditure) for the year	(12,999)	13,659	660	(133,659)

Archbishops Palace Conservation Trust
Year ended 30th June 2025

Balance Sheet

	2025 Total Funds	2024 Total Funds
Fixed assets	1,250	3,750
Current assets		
Cash at Lloyds bank	20,849	30,574
Debtors:		
Accounts receivable	10,000	72
VAT receivable	1,018	553
Total Current Assets	31,867	31,199
Less: Creditors: due in less than one year		
Accruals	-	(1,885)
Trustee loans	(10,000)	(10,000)
Receipt in advance	-	(607)
Total current liabilities	(10,000)	(12,492)
Total net current assets	21,867	18,707
Total Assets less Liabilities	23,117	22,457
Capital and reserves		
Retained earnings brought forward	22,457	156,116
Current year (outgoings) earnings	660	(133,659)
Total Capital and Reserves	23,117	22,457

Signed Nick Rushby,

Secretary

Dated

Signed Andrew Goymer

Chairman

Dated

Notes to the Financial Statements

1 Accounting policies

1.1 Basis of preparation:

The financial statements have been prepared under the historical cost convention with items recognised at their cost values and under the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006.

1.2 Income

Income is recognised once the charity has entitlement to the income and it is probable that the income will be received and the amount of income can be measured reliably.

1.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party and it is probable that a transfer of economic benefit will be required in settlement and the amount of the obligation can be measured reliably.

1.4 Depreciation

Depreciation is provided at a rate calculated to write off the cost less residual value of the asset over its expected useful life. The Information asset Info-point is computer based and has been depreciated at 25% per annum on the straight-line basis.

1.5 Fund accounting

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

2 Support costs

None of the Trustees are remunerated. Reimbursement of expenses may be made in certain circumstances. There were no Trustee expenses reimbursed in 2025 (2024 nil) At 30th June 2025 (also at 30 June 2024) one Trustee had an outstanding interest free loan of £10,000 to the Charity.

Archbishops Palace Conservation Trust
Year ended 30th June 2025

3 Fixed assets

	2025
Cost	
At 1 July 2024	5,000
Additions	0
Disposals	(2,500)
At 30 June 2025	2,500
Depreciation	
At 1 July 2024	1,250
Relating to disposals	(625)
Charge for the year	625
At 30 June 2025	1,250
Net Book Value at 30 June 2024	3,750
Net Book Value at 30 June 2025	1,250

The Info-point project included £5,000 capital expenditure purchased in 2024 of which half was sold in 2025 with the agreement of the donor and the project terminated. Half of the assets remain with the APCT but no longer as part of the restricted funds.

Archbishops Palace Conservation Trust
Year ended 30th June 2025

4 Statement of Funds – current year

	Balance at 1st July 2024	Income	Transfers to/ (from) Unrestricted	Expenditure	Balance at 30th June 2025
Unrestricted Funds	22,185	7,435	(9,825)	(10,609)	9,186
Restricted Funds:					
Pilgrim Trust grant		10,000		-	10,000
KCC members fund grant		2,000		-	2,000
Stabilisation project	(9642)	-	8,975	667	-
Tower ground floor	(378)	-	378	-	-
Info-point project	3,364	-	-	(1,433)	1,931
Net capitalised value	3,750	-	(3,750)	-	-
Palace Field project	2,806	2,209	2,744	(7,759)	-
NLHF bid costs help	372	-	1,478	(1,850)	-
Total Restricted Funds	272	14,209	9,825	(10,375)	13,931
Total funds	22,457	21,644	-	(20,984)	23,117

Statement of Funds – prior year

	Balance at 1st July 2023	Income	Transfers to/ (from) Unrestricted	Expenditure	Balance at 30th June 2024
Unrestricted Funds	20,589	8,462	-	(6,866)	22,185
Restricted Funds:					
Stabilisation project	135,527	-	-	(145,169)	(9,642)
Tower ground floor	-	500	-	(878)	(378)
Info-point project		9,960	-	(6,596)	3,364
Net capitalised value	-	-	-	3,750	3,750
Palace Field project	-	3,700	-	(894)	2,806
NLHF bid costs help	-	5,000	-	(4,628)	372
Total Restricted Funds	135,527	19,160	-	(154,415)	272
Total funds	156,116	27,622	-	(161,281)	22,457

THE ARCHBISHOP'S PALACE CONSERVATION TRUST

England & Wales - Charity number 1173486

Accounts

Archbishops Palace Conservation Trust
Year ended 30th June 2024

**Archbishops Palace
Conservation Trust
Registered Charity No 1173486**

Trustees' Report and Financial Statements

Year ended 30th June 2024

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Archbishops Palace Conservation Trust
Year ended 30th June 2024

Charitable information

Registered office	Chantry Cottage, The Green, Otford, Kent TN14 5PD
Bankers	Lloyds Bank, 25 Gresham Street, London, EC2V7HN
Trustees	Andrew Goymer, Chairman
	Nick Rushby, Secretary
	John Edwards-Winser
	Elizabeth Anderson
	Roger House
	Charles Shee
	Gabriella Howell (appointed 4 th April 2024)
	Bethany Walker
	Melissa Bastin (resigned 4 th March 2024)
	Neil Williams
Independent Examiner	Keith Lawrey
Charitable Incorporated Organisation Number	Registration No 1173486

Trustees' Report

The Trustees present their annual report and financial statements of the charity for the year ended 30th June 2024. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and the Charities SORP (FRS 102).

Objectives and Activities

The Trust has a lease of 99 years for the site and buildings of the Tudor Palace in Otford from Sevenoaks District Council. The Trust will engage with a wide range of people from north-west Kent and London, using the site and buildings of the Tudor Palace and the Otford Heritage Collection to promote the understanding and enjoyment of the heritage of the Darent Valley, and thus to engender their well-being through engagement with that heritage. To achieve this, we will restore the iconic buildings of the Archbishop's Palace in Otford and create an interpretation centre that will act as a hub for further exploration.

Achievements and performance

The stabilisation project to preserve the foundation and outside structure of the Palace Tower has now been achieved, as scheduled. This major work included stonework refurbishment and replacement wooden window frames has greatly improved the appearance of the Archbishops Palace for visitors to see. Funding has been obtained for new projects, one which will give visitors historical information direct to their phones when the site is fully open. Another project, sponsored by local residents, has been to plant trees in the Palace field.

May day celebrations were held on the palace Field to help raise money for future Trust developments.

The next phase will be to reinstate missing floors, repair the roof and make the interior suitable to accommodate paying visitors so they can enjoy the site's significant history. This will require a major funding exercise and Trustees have expended an enormous effort in putting together a comprehensive bid to the National Lottery Heritage Fund. If successful, matched funding from other sources will be necessary.

Financial review

In the year to 30th June 2024 over £27,000 (2023 – £52,364) has raised by the Trust. These amounts include amounts treated as restricted funds set aside for an agreed purpose. More will be needed for this ambitious project and in particular to support the National Heritage Lottery Fund with matched funding.

Expenditure during the year. The Stabilisation project was finished at a cost of £145,169 (2023 -£38,060) this year slightly higher than expected but with most satisfactory results. Expenditure on other new projects this year amounted to £ 9,246. General upkeep of the Palace Field and administration of the Trust amounted to £6,866 (2023 £9,901).

Archbishops Palace Conservation Trust
Year ended 30th June 2024

Structure, Governance and Management

The Trustee board met 4 times to review progress and future objectives through detailed papers provided by the Secretary. There have also been several open day events and working parties to help with the various aspects of achieving the Trust aims.

Reference and Administrative details

Trustee have either met online or more recently through face-to-face meetings. Trust records including financial records are maintained by the Secretary and backed up regularly.

Signed on behalf of the Board of Trustees

Andrew Goymer

Chairman

Independent Examiners Examiner's Report to the Trustees of the Archbishops Palace Conservation Trust (the Registered Charity, number 1173486)

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 30th June 2024.

Responsibilities and Basis of the Report

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

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

Independent Examiner's Statement

I have completed my examination. I confirm no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect the accounts do not accord with those records. I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed



Name

Keith Lawrey, JP, Barrister at law, Chartered Secretary

Address

23, Tudor Crescent, Otford, Kent, TN14 5Q5

Date

04 November 2024.

Archbishops Palace Conservation Trust
Year ended 30th June 2024

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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Statement of Financial Activities

	Unrestricted Funds	Restricted Funds	Total Funds	2023 Total Funds
	£	£	£	£
Incoming resources charitable activities				
Unrestricted grants and donations	7,516	-	7,516	2,063
Help with Lottery Fund application	-	5,000	5,000	-
Stabilisation grants	-	-	-	50,000
Grant towards Tower flooring	-	500	500	-
Info-point project	-	9,960	9,960	-
Sponsor a Tree - Palace Field project	-	3,700	3,700	-
Sales and May Day income	946	-	946	301
Total incoming resources	8,462	19,160	27,622	52,364
Outgoing resources charitable activities				
Consultants for design and planning	2,088	-	2,088	2,000
Stabilisation project costs	-	145,169	145,169	38,060
Info-point project	-	1,596	1,596	-
Tower ground floor project	-	878	878	-
Depreciation	-	1,250	1,250	-
Oxford Heritage expenses	440	-	440	3,054
NLF Bid expenses	-	4,628	4,628	-
Palace field upkeep	1,072	-	1,072	1,612
Palace Field improvement project	-	894	894	-
Insurance	570	-	570	547
Tower and gatehouse costs	740	-	740	606
Accounting and general office costs	1,426	-	1,426	1,517
IT & website costs	530	-	530	565
Total resources expended	6,866	154,415	161,281	47,961
Net income (expenditure) for the year	1,596	(135,255)	(133,659)	4,403

Balance Sheet

	2023	2023
	Total Funds	Total Funds
Fixed assets	3,750	-
Current assets		
Cash at Lloyds bank	30,574	62,109
Debtors:		
Accounts receivable	72	94,665
VAT receivable	553	1,227
Total Current Assets	31,199	158,001
Less: Creditors: due in less than one year		
Accruals	(1,885)	(1,885)
Trustee loans	(10,000)	-
Receipt in advance	(607)	-
Total current liabilities	(12,492)	(1,885)
Total net current assets	18,707	156,116
Total Assets less Liabilities	22,457	156,116
Capital and reserves		
Retained earnings	156,116	151,713
Current year (outgoings) earnings	(133,659)	4,403
Total Capital and Reserves	22,457	156,116

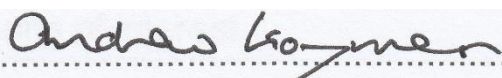
Signed Nick Rushby, Secretary

Dated 31st October 2024



Signed Andrew Goymer, Chairman

Dated 31st October 2024



Notes to the Financial Statements

1 Accounting policies

1.1 Basis of preparation:

The financial statements have been prepared under the historical cost convention with items recognised at their cost values and under the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006.

1.2 Income

Income is recognised once the charity has entitlement to the income and it is probable that the income will be received and the amount of income can be measured reliably.

1.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party and it is probable that a transfer of economic benefit will be required in settlement and the amount of the obligation can be measured reliably.

1.4 Depreciation

Depreciation is provided at a rate calculated to write off the cost less residual value of the asset over its expected useful life. The Information asset Infopoint is computer based and has been depreciated at 25% per annum on the straight-line basis.

1.5 Fund accounting

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

2 Support costs

None of the Trustees are remunerated. Reimbursement of expenses may be made in certain circumstances. At 30th June 2024 one Trustee had an outstanding interest free loan of £10,000 to the Charity.

3 Fixed assets

	Total
Additions: Info-point: asset during the year	5,000
Less: Depreciation charged in year	<u>1,250</u>
Net book value at 30 June 2024	<u>3,750</u>

NOTE: The Info-point system was acquired out of restricted funds received during the year.

Archbishops Palace Conservation Trust
Year ended 30th June 2024

4 Statement of Funds

	CURRENT YEAR				Balance at
	Balance at		Transfers		30th June
	1st July	Income	to/ (from)	Expenditure	2024
	2023		Unrestricted		
Unrestricted Funds	20,589	8,462		6,866	22,185
Restricted Funds:					
Stabilisation project	135,527	-	-	145,169	(9,642)
Tower ground floor	-	500	-	878	(378)
Infopoint project	-	9,960	-	6,596	3,364
Less capitalised value		-	-	(3,750)	3,750
Palace Field project	-	3,700	-	894	2,806
NLHF bid costs help	-	5,000	-	4,628	372
Total funds	156,116	27,622	-	161,281	22,457

	PRIOR YEAR			Balance at
	Balance at			30th June
	1st July	Income	Expenditure	2023
	2022			
Unrestricted Funds	28,126	2,364	9,901	20,589
Restricted Funds	123,587	50,000	38,060	135,527
Total funds	151,713	52,364	47,961	156,116

THE ARCHBISHOP'S PALACE CONSERVATION TRUST

England & Wales - Charity number 1173486

Accounts

Archbishops Palace Conservation Trust
Year ended 30th June 2023

Archbishops Palace Conservation Trust

Trustees' Report and Financial Statements

Year ended 30th June 2023

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Archbishops Palace Conservation Trust
Year ended 30th June 2023

Charitable information

Registered office	Chantry Cottage, The Green, Otford, Kent TN14 5PD
Bankers	Lloyds Bank, 25 Gresham Street, London, EC2V7HN
Trustees	Andrew Goymer, Chairman
	Nick Rushby, Secretary
	John Edwards-Winser
	Elizabeth Anderson
	Roger House
	Charles Shee
	Nick Fothergill Resigned (23rd June 2023)
	Emily Stammittii- Campbell (Resigned 24 th October 2023)
	Bethany Walker
	Melissa Bastin (Appointed 12 th July 2022)
	Neil Williams
Independent Examiner	Keith Lawrey
Charitable Incorporated Organisation Number	Registration No 1173486

Trustees' Report

The Trustees present their annual report and financial statements of the charity for the year ended 30th June 2023. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and the Charities SORP (FRS 102).

Objectives and Activities

The Trust has a lease of 99 years for the site and buildings of the Tudor Palace in Otford from Sevenoaks District Council. The Trust will engage with a wide range of people from north-west Kent and London, using the site and buildings of the Tudor Palace and the Otford Heritage Collection to promote the understanding and enjoyment of the heritage of the Darent Valley, and thus to engender their well-being through engagement with that heritage. To achieve this, we will restore the iconic buildings of the Archbishop's Palace in Otford and create an interpretation centre that will act as a hub for further exploration.

Achievements and performance

Work is concluding to underpin and secure the stability of the Palace Tower for the future and it has now been able to move to the next phase to secure the upper half of the Tower. The Trust is again most grateful to all funders, which in addition to local donations include this year – The Hedley Trust and Historic Houses Foundation as well as those pledged last year from - The Darent Valley Landscape Partnership Scheme, Garfield Weston Foundation, Enover Community Trust and the Pilgrim Trust. Other activities include a plan for audience development looking ahead as well as running Christmas and May Day fairs.

Financial review

In the year to 30th June 2023 over £50,000 (2022 – £190,485) has raised for the stabilisation phases which has enabled work to make significant progress. These amounts are been treated as restricted funds for this agreed purpose. More will be needed for this ambitious project and however and a bid to the Heritage Lottery Fund is underway.

Expenditure during the year. Stabilisation costs from restricted funds during the year amounted to £38,060 (2022 - £66,897). General upkeep of the Palace Field and administration of the Trust amounted to £9,901.

Structure, Governance and Management

The Trustee board met 4 times to review progress and future objectives through detailed papers provided by the Secretary. There have also been several open day events and working parties to help with the various aspects of achieving the Trust aims.

Reference and Administrative details

Trustee have either met online or more recently through face-to-face meetings. Trust records including financial records are maintained by the Secretary and backed up regularly.

Signed on behalf of the Board of Trustees

Andrew Goymer

Chairman

Independent Examiners Examiner's Report to the Trustees of the Archbishops Palace Conservation Trust (the Registered Charity, number 1173486)

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 30th June 2023.

Responsibilities and Basis of the Report


As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

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

Independent Examiner's Statement

I have completed my examination. I confirm no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect the accounts do not accord with those records. I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed



Name

Keith Lawrey, JP, Barrister at law, Chartered Secretary

Address

23, Tudor Crescent, Otford, Kent, TN14 5Q5

Date

16 October 2023

Archbishops Palace Conservation Trust
Year ended 30th June 2023

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

Archbishops Palace Conservation Trust
Year ended 30th June 2023

Statement of Financial Activities

	Unrestricted Funds	Restricted Funds	Total Funds	2022 Total Funds
	£	£	£	£
Incoming resources charitable activities				
Unrestricted grants and donations	2,063	-	2,063	11,249
Restricted grants: Stabilisation project	-	50,000	50,000	190,485
Book sales	301	-	301	36
Total incoming resources	2,364	50,000	52,364	201,770
Outgoing resources charitable activities				
Consultants for design and planning	2,000	-	2,000	7,795
Stabilisation project costs	-	38,060	38,060	66,897
Oxford Heritage expenses	3,054	-	3,054	403
Cost of goods sold	-	-	-	75
Palace field upkeep	1,612	-	1,612	2,418
Insurance	547	-	547	675
Tower and gatehouse costs	606	-	606	521
Accounting and general office costs	1,517	-	1,517	939
IT & website costs	565	-	565	342
Total resources expended	9,901	38,060	47,961	80,065
Net income (expenditure) for the year	(7,537)	11,940	4,403	121,705

Archbishops Palace Conservation Trust
Year ended 30th June 2023

Balance Sheet

	Unrestricted Funds £	Restricted Funds £	Total Funds £	2022 Total Funds
Capital and reserves				
Start of year	28,126	123,587	151,713	30,009
Net income (expenditure) for the year	(7,537)	11,940	4,403	121,704
At year end	20,589	135,527	156,116	151,713
Net current assets				
Cash at Lloyds bank	19,362	42,747	62,109	47,501
Debtors: Available restricted funds	-	88,724	88,724	107,681
Accounts receivable	1,227	5,941	7,168	10,624
Less: Creditors: due in less than one year	-	(1,885)	(1,885)	(14,093)
Total net current assets	20,589	135,527	156,116	151,713
Total Assets less Liabilities	20,589	135,527	156,116	151,713

Signed Andrew Goymer, Chairman

Dated

Signed Nick Rushby, Secretary

Dated

Notes to the Financial Statements

1 Accounting policies

1.1 Basis of preparation:

The financial statements have been prepared under the historical cost convention with items recognised at their cost values and under the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) and with the Charities Act 2011.

1.2 Income

Income is recognised once the charity has entitlement to the income and it is probable that the income will be received and the amount of income can be measured reliably.

1.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party and it is probable that a transfer of economic benefit will be required in settlement and the amount of the obligation can be measured reliably.

1.4 Fund accounting

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

2 Support costs

None of the Trustees are remunerated. Reimbursement of expenses may be made in certain circumstances.

3 Mergers and transfers

During the previous year the Charity received the assets of the Otford Heritage Collection with a view to displaying the items in the Palace Tower when its restoration has been completed. The Charity was also the beneficiary of a transfer of assets from the Charing Palace Trust when that trust was wound up.

Archbishops Palace Conservation Trust
Year ended 30th June 2023

4 Statement of Funds

	CURRENT YEAR			
	Balance at 1st July 2022	Income	Expenditure	Balance at 30th June 2023
Unrestricted Funds	28,126	2,364	9,901	20,589
Restricted Funds	123,587	50,000	38,060	135,527
Total funds	<u>151,713</u>	<u>52,364</u>	<u>47,961</u>	<u>156,116</u>

	PRIOR YEAR			
	Balance at 1st July 2021	Income	Expenditure	Balance at 30th June 2022
Unrestricted Funds	30,009	11,285	13,168	28,126
Restricted Funds	0	190,485	66,898	123,587
Total funds	<u>30,009</u>	<u>201,770</u>	<u>80,066</u>	<u>151,713</u>

THE ARCHBISHOP'S PALACE CONSERVATION TRUST

England & Wales - Charity number 1173486

Accounts



CONFIDENTIAL

Archbishop's Palace Conservation Trust

Annual report – June 2022

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1. Introduction

This brief report Highlights key issues and achievements for the year ended 30th June 2022.

2. Trustees

The Trustees as at 30th June 2022 were:

- Nick Rushby (secretary)
- Elizabeth Anderson
- Melissa Baston
- John Edwards-Winser
- Andrew Goymer (chair)
- Nick Fothergill
- Roger House
- Charles Shee
- Beth Walker
- Neil Williams

Justin Wood and Emily Stammittee-Campbell resigned as Trustees, and Elizabeth Anderson and Melissa Baston were appointed.

3. Finance

As at 30th June 2022 the bank account was in credit to £ 47,500.89. The balance sheet and statement of financial activities for 2021-22 are given in a separate document.

To make the balance sheet clearer and to meet accounting requirements, it now shows restricted funds, that include funds pledged but not yet received.

3.1 Funding

The Trust was successful in obtaining further grants from the Pilgrim Trust (£30,000) and Garfield Weston (£30,000)

4. Vision

We have revised our vision, mission and objectives to reflect the evolving balance between restoration and community impact. These are reflected in the latest version of the Trust's business plan which is published on our website at <https://otfordpalace.org/wp-content/uploads/2022/10/APCT-Business-plan-v15-3.pdf>.

The objectives have evolved over time. The initial emphasis was on the restoration and recycling of a Tudor Palace. However, there is little point in restoring a building if it does not have a purpose and the objectives moved to a focus on benefits to the community. More recently, we have come to realise that the Palace and the landscape of the Darent Valley are mutually interwoven and that an important objective is to interpret this 'landscape through time.'

The Trust continues to work to achieve the charitable objectives set out in its constitution.

4.1 Our vision

The Trust will engage with a wide range of people from north-west Kent and London, using the site and buildings of the Tudor Palace and the Otford Heritage Collection to promote the understanding and enjoyment of the heritage of the Darent Valley, and thus to engender their well-being through

engagement with that heritage. To achieve this, we will restore the iconic buildings of the Archbishop's Palace in Otford and create an interpretation centre that will act as a hub for further exploration.

4.2 Objectives

- i. Working closely with the local community, to develop and run a sustainable programme of activities that will enable us to fulfil our vision to engender well-being through engagement with our heritage.
- ii. Subject to the assent of Historic England and with the agreement of Sevenoaks District Council (who have granted the Trust a 99-year lease on the property), to have the freedom to maintain and develop the Palace buildings and their grounds.
- iii. To assemble the talents, finance and management skills required to build and manage a self-sustaining centre for the dissemination of knowledge about our Tudor and our Valley's heritage.
- iv. To develop a lasting heritage landmark within the Sevenoaks region.

4.3 Our mission

Our work is informed by enduring values of

- *Authenticity*, of the stories that we tell our audience and in the way in which we conserve the fabric of the Palace;
- *Quality*, in the presentation of the site and buildings, and in the experiences that we provide;
- *Imagination*, in how we interpret the heritage of the Darent Valley
- *Inclusivity*, in making the activities of the Trust widely accessible to as diverse an audience as possible
- *Responsibility* for our stewardship of the site and buildings; and
- *Fun*, in sharing our love for heritage in the most enjoyable way possible.

5. Stabilisation works

Throughout the year, the Trust continued to work with Purcell Architects and DR Nolans (Quantity Surveyors).

Work on the first phase of the stabilisation works started at the end of March 2022. This comprised repairs to the brickwork and masonry on the lower half of the Tower, the installation of gates to the Stair Tower and a wooden door to the Main Tower.

The upper half of the Tower and the glazing will take place in the spring and summer of 2023.

6. Supporting activities

Work has continued on reviewing the large quantity of archaeological finds and on adding to the online Collection Catalogue.

The Trust's website is continually being updated and, during the year was enhanced to include an online shopping facility.

Palace Field was the venue for the Otford Society's 'Picnic at the Palace' and a Heritage Open Day was held on 11th June 2022, when an estimated 400 visitors had the opportunity to look at the interior of the Tower and Gatehouse.

7. Objectives for the coming year

The objectives set out in the lease are that, by September 2024 the Trust will use its best endeavours to:

- a. Commission a detailed options appraisal for the conservation of the Property as a visitor and interpretation centre for Otford and the Darent Valley;
- b. Commission detailed plans (including architectural drawings) of the conservation work to be undertaken;
- c. Submit the Planning Application to the Determining Authority and secure the necessary Scheduled Monument Consents for the Development;
- d. Start work on the conservation of the Gatehouse and the Tower;
- e. Carry out a botanical survey of the Property and prepare a revised management plan for the Palace Field;
- f. Work with the Darent Valley Landscape Partnership and other relevant organisations to carry out further archaeological studies of the site.
- g. Install glass or other suitable material into the fenestration in the Tower, and doors into the openings so that the building is secure against the ingress of wind and water;

Thus far,

- We have achieved (a) and (b).
- Objective (c) has been achieved in respect of the stabilisation works.
- Objectives (d) and (g) are in progress for the Tower. Work on the Gatehouse has been postponed until 2024.
- A management plan has been prepared (e) and is being discussed with the relevant organisations. Funding is being sought.
- The Archaeological Working Group is preparing plans for further archaeological studies (f).

We have added further objectives to:

- h. Identify potential sources of funding and develop proposals;
- i. Secure an interim tranche of funding
- j. Carry out a baseline survey for the project evaluation;
- k. Become involved in, and undertake, enabling projects to develop sustainable tourism in the Darent Valley.
- l. Undertake a community engagement programme
- m. Develop the Educational Outreach Programme

Of these

- Objective (h) is ongoing while (i) has been effectively achieved
- Objective (j) is part completed.
- Objects (k), (l) and (m) are ongoing.

8. Policies and risk assessment

The Trust's operating policies and the risk assessment are regularly reviewed and kept up to date.

Nick Rushby
Secretary APCT. 1st December 2022

Archbishops Palace Conservation Trust
Year ended 30th June 2022

Archbishops Palace Conservation Trust

Trustees' Annual Report and Accounts

Year ended 30th June 2022

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Archbishops Palace Conservation Trust
Year ended 30th June 2022

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Trustees	Andrew Goymer, Chairman
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	Elizabeth Anderson
	Roger House
	Charles Shee
	Nick Fothergill
	Beth Walker
	Emily Stammittii
	Neil Williams
Independent Examiner	Keith Lawrey
Charitable Incorporated Organisation Number	Registration No 1173486

Trustees' Report

The Trustees present their annual report and financial statements of the charity for the year ended 30th June 2022. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and the Charities SORP (FRS 102).

Objectives and Activities

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Achievements and performance

The restoration works are very costly and been divided into phases. In the last year funds have been raised from donors to underpin and secure the stability of the Palace Tower for the future. The Trust is most grateful to the Darent Valley Landscape Partnership Scheme, Garfield Weston Foundation, Enover Community Trust and the Pilgrim Trust. This work has commenced and expected to be completed in 2023.

Financial review

In the year to 30th June 2022 over £190,000 has raised for the stabilisation phase which has enabled work to commence for significant parts of the project. These amounts have been treated as restricted funds for this specific purpose. More will be needed for the ambitious project however. Additionally, other grants and donations of £11,249 were raised for general purposes.

Expenditure during the year. Stabilisation costs from restricted funds during the year amounted to £66,897. General upkeep of the palace field and administration of the Trust amounted to £13,168.

Structure, Governance and Management

The Trustee board met 4 times to review progress and future objectives through detailed papers provided by the Secretary. There have also been open day events and working parties to help with the various aspects of achieving the Trust aims.

Reference and Administrative details

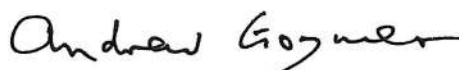
Trustee have either met online or more recently through face-to-face meetings. Trust records including financial records are maintained by the Secretary and backed up regularly.

Signed on behalf of the Board of Trustees

Andrew Goymer

Chairman

Date



9.1.23

Independent Examiners Examiner's Report to the Trustees of the Archbishops Palace Conservation Trust (the Registered Charity, number 1173486)

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 30th June 2022.

Responsibilities and Basis of the Report

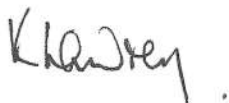
As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

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

Independent Examiner's Statement

I have completed my examination. I confirm no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect the accounts do not accord with those records. I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed



Name

Keith Lawrey, JP, Barrister at law, Chartered Secretary

Address

23, Tudor Crescent, Otford, Kent, TN14 5Q5

Date

14 December 2022

Archbishops Palace Conservation Trust
Year ended 30th June 2022

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
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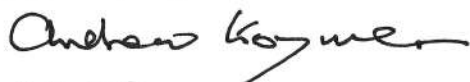
Statement of Financial Activities

	Unrestricted Funds	Restricted Funds	Total Funds	2021 Total Funds
	£	£	£	£
Incoming resources charitable activities				
Unrestricted grants and donations	11,249	-	11,249	37,144
Restricted grants: Stabilisation project	-	190,485	190,485	-
Mergers and transfers	-	-	-	11,280
Book sales	36	-	36	-
Total incoming resources	11,285	190,485	201,770	48,424
Outgoing resources charitable activities				
Consultants for design and planning	7,795	-	7,795	16,800
Stabilisation project costs	-	66,897	66,897	-
Otford Heritage expenses	403	-	403	3,465
Cost of goods sold	75	-	75	-
Palace field upkeep	2,418	-	2,418	1,700
legal costs	-	-	-	606
Insurance	675	-	675	470
Tower and gatehouse costs	521	-	521	188
Accounting and general office costs	939	-	939	761
IT & website costs	342	-	342	1,595
Total resources expended	13,168	66,897	80,065	25,585
Net income (expenditure) for the year	(1,883)	123,587	121,705	22,839

Balance Sheet

	Unrestricted Funds £	Restricted Funds £	Total Funds £	2021 Total Funds
Capital and reserves				
Start of year	30,009	-	30,009	7,170
Net income (expenditure) for the year	(1,883)	123,587	121,704	22,839
At year end	28,126	123,587	151,713	30,009
Net current assets				
Cash at Lloyds bank	17,501	30,000	47,501	29,938
Debtors: Available restricted funds	-	107,681	107,681	-
Debtors: vat refund	10,625	-	10,625	71
Less: Creditors: due in less than one year	-	(14,093)	(14,093)	-
Total net current assets	28,126	123,587	151,713	30,009
Total Assets less Liabilities	28,126	123,587	151,713	30,009

Signed Andrew Goymer, Chairman



Dated 9.1.23

Signed Nick Rushby, Secretary

Dated

Notes to the Financial Statements

1 Accounting policies

1.1 Basis of preparation:

The financial statements have been prepared under the historical cost convention with items recognised at their cost values and under the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) and with the Charities Act 2011.

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2 Support costs

None of the Trustees are remunerated. Reimbursement of expenses may be made in certain circumstances.

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During the previous year the Charity received the assets of the Otford Heritage Collection with a view to displaying the items in the Palace Tower when its restoration has been completed. The Charity was also the beneficiary of a transfer of assets from the Charing Palace Trust when that trust was wound up.

Archbishops Palace Conservation Trust
Year ended 30th June 2022

Archbishops Palace Conservation Trust

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Expenditure during the year. Stabilisation costs from restricted funds during the year amounted to £66,897. General upkeep of the palace field and administration of the Trust amounted to £13,168.

Structure, Governance and Management

The Trustee board met 4 times to review progress and future objectives through detailed papers provided by the Secretary. There have also been open day events and working parties to help with the various aspects of achieving the Trust aims.

Reference and Administrative details

Trustee have either met online or more recently through face-to-face meetings. Trust records including financial records are maintained by the Secretary and backed up regularly.

Signed on behalf of the Board of Trustees

Andrew Goymer

Chairman

Date



9.1.23

Independent Examiners Examiner's Report to the Trustees of the Archbishops Palace Conservation Trust (the Registered Charity, number 1173486)

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 30th June 2022.

Responsibilities and Basis of the Report

As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

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

Independent Examiner's Statement

I have completed my examination. I confirm no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect the accounts do not accord with those records. I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed



Name

Keith Lawrey, JP, Barrister at law, Chartered Secretary

Address

23, Tudor Crescent, Otford, Kent, TN14 5Q5

Date

14 December 2022

Archbishops Palace Conservation Trust
Year ended 30th June 2022

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

I understand that this has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

Statement of Financial Activities

	Unrestricted Funds	Restricted Funds	Total Funds	2021 Total Funds
	£	£	£	£
Incoming resources charitable activities				
Unrestricted grants and donations	11,249	-	11,249	37,144
Restricted grants: Stabilisation project	-	190,485	190,485	-
Mergers and transfers	-	-	-	11,280
Book sales	36	-	36	-
Total incoming resources	11,285	190,485	201,770	48,424
Outgoing resources charitable activities				
Consultants for design and planning	7,795	-	7,795	16,800
Stabilisation project costs	-	66,897	66,897	-
Otford Heritage expenses	403	-	403	3,465
Cost of goods sold	75	-	75	-
Palace field upkeep	2,418	-	2,418	1,700
legal costs	-	-	-	606
Insurance	675	-	675	470
Tower and gatehouse costs	521	-	521	188
Accounting and general office costs	939	-	939	761
IT & website costs	342	-	342	1,595
Total resources expended	13,168	66,897	80,065	25,585
Net income (expenditure) for the year	(1,883)	123,587	121,705	22,839

Balance Sheet

	Unrestricted Funds £	Restricted Funds £	Total Funds £	2021 Total Funds
Capital and reserves				
Start of year	30,009	-	30,009	7,170
Net income (expenditure) for the year	(1,883)	123,587	121,704	22,839
At year end	28,126	123,587	151,713	30,009
Net current assets				
Cash at Lloyds bank	17,501	30,000	47,501	29,938
Debtors: Available restricted funds	-	107,681	107,681	-
Debtors: vat refund	10,625	-	10,625	71
Less: Creditors: due in less than one year	-	(14,093)	(14,093)	-
Total net current assets	28,126	123,587	151,713	30,009
Total Assets less Liabilities	28,126	123,587	151,713	30,009

Signed Andrew Goymer, Chairman



Dated 9.1.23

Signed Nick Rushby, Secretary

Dated

Notes to the Financial Statements

1 Accounting policies

1.1 Basis of preparation:

The financial statements have been prepared under the historical cost convention with items recognised at their cost values and under the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) and with the Charities Act 2011.

1.2 Income

Income is recognised once the charity has entitlement to the income and it is probable that the income will be received and the amount of income can be measured reliably.

1.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party and it is probable that a transfer of economic benefit will be required in settlement and the amount of the obligation can be measured reliably.

1.4 Fund accounting

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

2 Support costs

None of the Trustees are remunerated. Reimbursement of expenses may be made in certain circumstances.

3 Mergers and transfers

During the previous year the Charity received the assets of the Otford Heritage Collection with a view to displaying the items in the Palace Tower when its restoration has been completed. The Charity was also the beneficiary of a transfer of assets from the Charing Palace Trust when that trust was wound up.

THE ARCHBISHOP'S PALACE CONSERVATION TRUST

England & Wales - Charity number 1173486

Accounts



CONFIDENTIAL

Archbishop's Palace Conservation Trust

Annual report – June 2021

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1. Introduction

This brief report Highlights key issues and achievements for the year ended 30th June 2021.

2. Trustees

The Trustees as at 30th June 2021 were:

- Nick Rushby (secretary)
- John Edwards-Winser
- Andrew Goymer (chair)
- Nick Fothergill
- Roger House
- Charles Shee
- Emily Stammittee-Campbell
- Neil Williams
- Justin Wood

3. Finance

As at 30th June 2021 the bank account was in credit to £ 29,938.41.

The balance sheet for the financial year 2019-20 is shown in figure 1.

Balance Sheet

Archbishop's Palace Conservation Trust
As at 30 June 2021

	30 Jun 2021
Current Assets	
Cash at bank and in hand	
The Archbishop's Palace Conser	29,938.41
Total Cash at bank and in hand	29,938.41
Total Current Assets	29,938.41
Creditors: amounts falling due within one year	
VAT	(70.41)
Total Creditors: amounts falling due within one year	(70.41)
Net Current Assets (Liabilities)	30,008.82
Total Assets less Current Liabilities	30,008.82
Net Assets	30,008.82
Capital and Reserves	
Current Year Earnings	22,839.53
Retained Earnings	7,169.29
Total Capital and Reserves	30,008.82

Figure 1: Balance sheet as at 30th June 2021

3.1 Funding

The Trust was successful in obtaining grants totalling £19,900, and donations totalling £19,976.83. The Trust merged with the Otford Heritage Centre in January 2021 and the OHC transferred its funds of £11,280 to the Trust.

The grants were from:

- | | |
|--------------------------------|---------|
| • NLHF (Culture Recovery Fund) | £10,500 |
| • Postcode Neighbourhood Trust | £ 9,400 |

4. Vision

We have revised our vision, mission and objectives to reflect the evolving balance between restoration and community impact. These are reflected in the latest version (v15) of the Trust's business plan.

4.1 Our vision

The Trust will engage with a wide range of people from north-west Kent and London, using the site and buildings of the Tudor Palace and the Otford Heritage Collection to promote the understanding and enjoyment by a wide range of people of the heritage of the Darent Valley, and thus to engender their well-being through engagement with that heritage. To achieve this, we will restore the iconic buildings of the Archbishop's Palace in Otford and create an interpretation centre that will act as a hub for further exploration.

4.2 Objectives

- i. Working closely with the local community, to develop and run a sustainable programme of activities that will enable us to fulfil our vision to engender well-being through engagement with our heritage.
- ii. Subject to the assent of Historic England and with the agreement of Sevenoaks District Council (who have granted the Trust a 99-year lease on the property), to have the freedom to maintain and develop the Palace buildings and their grounds.
- iii. To assemble the talents, finance and management skills required to build and manage a self-sustaining centre for the dissemination of knowledge about our Tudor and our Valley's heritage.
- iv. To develop a lasting heritage landmark within the Sevenoaks region.

4.3 Our mission

Our work is informed by enduring values of

- Authenticity, of the stories that we tell our audience and in the way in which we conserve the fabric of the Palace;
- Quality, in the presentation of the site and buildings, and in the experiences that we provide;
- Imagination, in how we interpret the heritage of the Darent Valley
- Inclusivity, in making the activities of the Trust widely accessible to as diverse an audience as possible
- Responsibility for our stewardship of the site and buildings; and
- Fun, in sharing our love for heritage in the most enjoyable way possible.

5. Roadmap

The Trust continues to work with Purcell Architects and DR Nolans (Quantity Surveyors).

The outline roadmap for the restoration works is shown in figure 2.

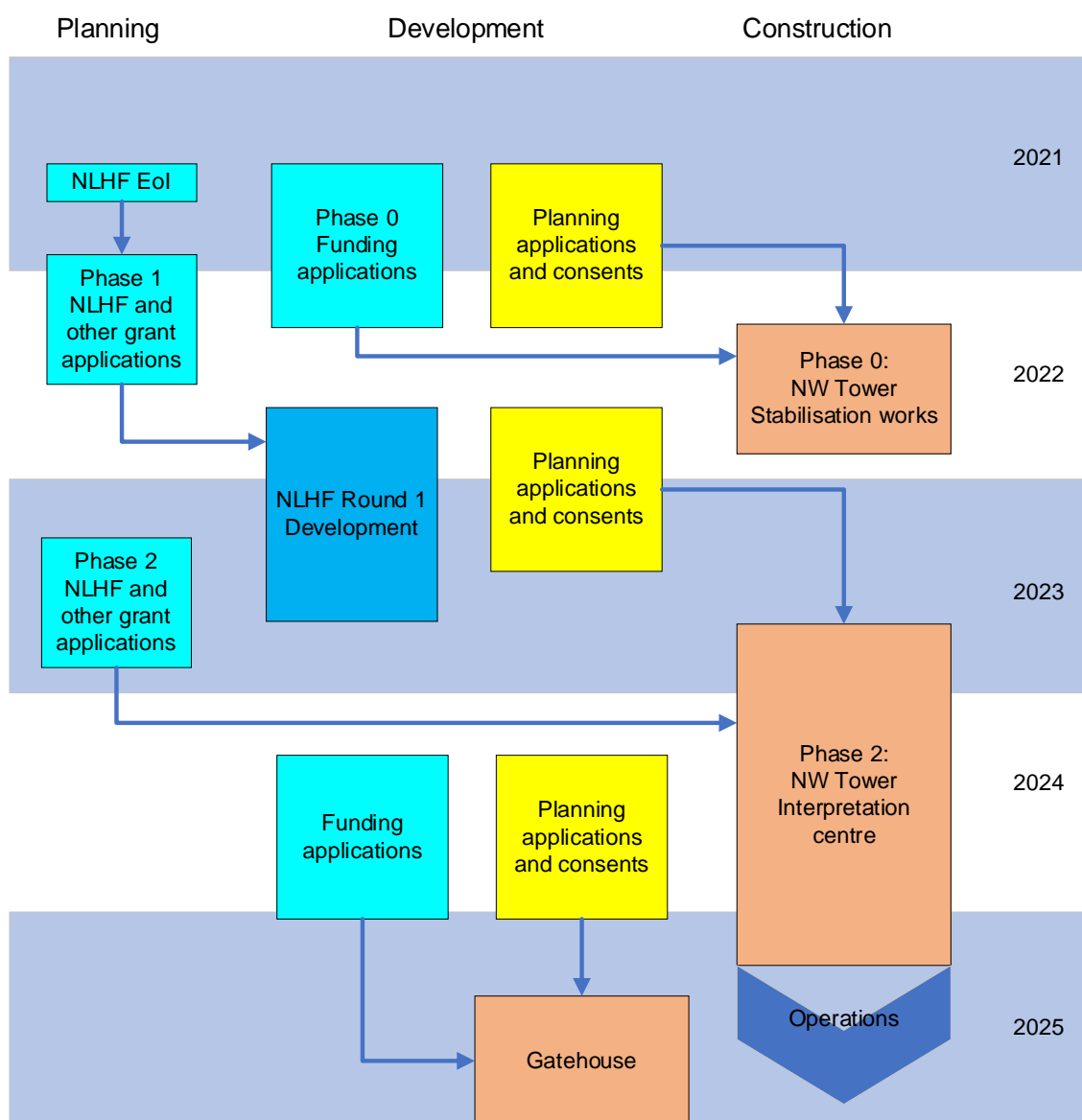


Figure 2: Project roadmap

6. Merger with Otford Heritage Centre

The merger between the Archbishop's Palace Conservation Trust and the Otford Heritage Centre (OHC) was formally agreed on 9th December. As result of the merger, Charles Shee, chair of the OHC, joined the board of the Trust and was appointed as chair of the APCT Collection Committee.

Work on cataloguing the Heritage Collection was interrupted by the need to vacate the Heritage Room in the Parish Council offices by the end of July 2021. Removing the materials and objects owned by the OHC and the Otford & District Historical Society took precedence over other activities. The Gatehouse is now filled with objects in storage!

The online collection catalogue was added to the APCT website and a start has been made on

cataloguing objects. This will be an ongoing project.

7. Objectives for the coming year

Our objectives for the period to the end of June 2020 were to:

- a. Secure the 99-year lease on the site and buildings from Sevenoaks District Council;
- b. Work with Purcell Architects to carry out a 'micro' options appraisal and a masterplan to deliver the Trust's vision and drawing up detailed, costed plans for the development of the Archbishop's Palace
- c. Identify potential sources of funding and develop proposals;
- d. Secure an interim tranche of funding
- e. Carry out a baseline survey for the project evaluation;
- f. Carry out non-invasive archaeological studies of the site with funding from DVLPS.
- g. Become involved in, and undertake, enabling projects to develop sustainable tourism in the Darent Valley.

Objectives (a), (b) have been achieved. Work on the funding objectives (c) is continuing which (d) has been achieved – although it must continue. The baseline evaluation (e) has not yet been started. Objective (f) is delayed and will be started in 2022. We continue to be involved in projects to develop sustainable tourism in the Darent Valley (g).

The new objectives for the coming year are to:

- a. Identify potential sources of funding and develop proposals;
- b. Secure an interim tranche of funding;
- c. Start work on the first phase of conserving the North West Tower
- d. Carry out a baseline survey for the project evaluation;
- e. Carry out non-invasive archaeological studies of the site with funding from DVLPS.
- f. Become involved in, and undertake, enabling projects to develop sustainable tourism in the Darent Valley.
- g. Undertake a community engagement programme
- h. Develop the Educational Outreach Programme
- i. Develop an effective communications programme
- j. Work with well-being groups (eg West Kent Mind) to use the site and buildings for the benefit of their service users.

Objectives (a) to (d) and (f) to (g) are in progress. Objective (e) will have to be delayed until next year.

8. Policies and risk assessment

The Trust's operating policies and the risk assessment are regularly reviewed and kept up to date.

9. Marketing

9.1 Metrics

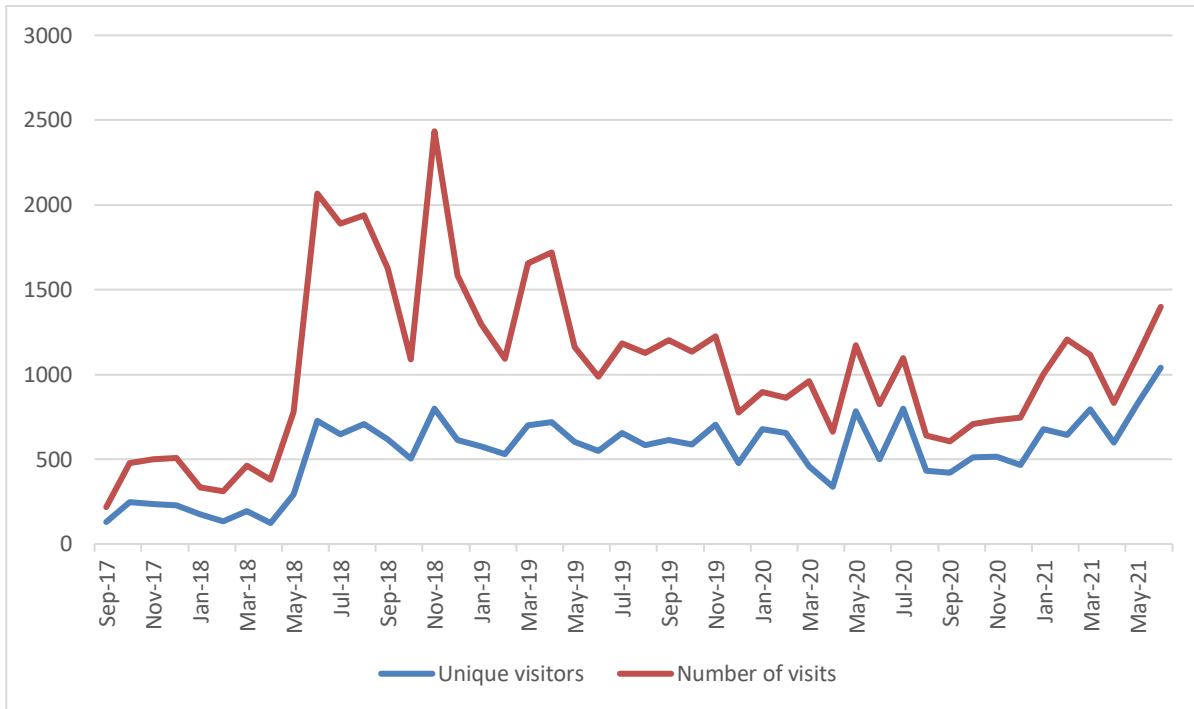


Figure 3: Metrics for the Otford Palace website

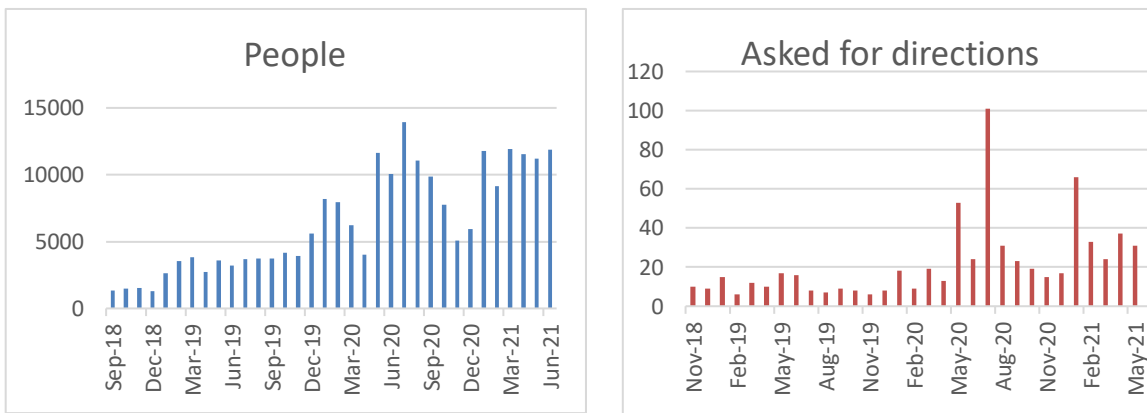


Figure 4: Metrics for Google Maps

9.2 Visit Otford

Discussions are in progress with the Otford Society to combine the Visit Otford website with the Society’s website. This will enable the Trust to focus on its core activities and avoid duplication of effort.

Nick Rushby
Secretary APCT. 30th June 2021

**Independent Examiners Examiner's Report to the Trustees of the Archbishops Palace Conservation Trust
(the Registered Charity, number 1173486)**

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 30th June 2021.

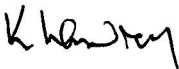
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I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of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

Independent Examiner's Statement

I have completed my examination. I confirm no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect the accounts do not accord with those records. I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed 
Name KEITH HAWKEY JP, Barrister, Chartered Secretary and Administrator
Address 23, Indus Crescent, Oxford, Kent. TN14 5DS.
Date 2 August 2021

NOTE This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Your attention is drawn to the fact that the Charity has prepared the accounts in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

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ARCHBISHOPS PALACE CONSERVATION TRUST

(Charitable Incorporated Organisation Registration Number 1173486)

Statement of Financial Activities

Year to 30th June 2021

2020		2021
£		£
	Incoming resources charitable activities	
665	Grants	19,900
1,350	Donations	17,244
-	Mergers and transfers	11,280
4,653	HMRC VAT refunds	-
<u>6,668</u>	Total incoming resources	<u>48,242</u>
	Outgoing resources charitable activities	
6,300	Purcell: design options	16,800
1,560	Nolans: Quantity surveyor advice	-
-	Oxford Heritage expenses	3,465
447	Palace Field upkeep	1,700
2,512	Replacement gate (re. Tudor Door)	-
5,503	Legal costs	606
798	Field of Cloth of Gold event deposit	-
100	Subscriptions: Museums Assoc. & Heritage Trust network	178
470	Insurance	470
-	Tower and gatehouse costs	188
591	Accounting and general costs	583
94	IT & Website costs	1,595
<u>18,375</u>	Total resources expended	<u>25,585</u>
<u>(11,707)</u>	Net income (expenditure) for the year	<u>22,839</u>

Balance Sheet at 30th June 2021

	Accumulated reserves	
18,877	Start of year	7,170
(11,707)	Net income (expenditure) for the year	22,839
<u>7,170</u>	At the year end	<u>30,009</u>
	Net current assets	
7,079	Cash at Lloyds bank	29,938
91	Add Debtors: VAT refund	71
0	Less Creditors: due in less than one year	-
<u>7,170</u>		<u>30,009</u>

Andrew Goymer *Andrew Goymer* Chairman
 Nick Rushby *N. J. Rushby* Secretary

Financially reviewed
K. Rushby
 02-08-21

ARCHBISHOPS PALACE CONSERVATION TRUST

Notes to the Financial Statements

Year to 30th June 2021

1. Basis of preparation:

The accounts have been prepared under the historical cost convention with items recognised at their cost values and under the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) and with the Charities Act 2011.

2. Change in accounting policy

The 2020 figures reported are net of VAT deducted from expenditure whereas in 2019 expenditure included VAT and the recovery of VAT treated as income.

3. Income

Income including Grants and Donations is reported in the period in which the cash has been received.

4. Mergers and transfers

During the year the Charity agreed to take over the assets of the Otford Heritage Collection with a view to displaying the items in the Palace Tower when it's restoration has been completed. The Charity was also the beneficiary of a transfer of assets from the Charing Palace Trust when that trust was wound up.

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Financially reviewed
K. Rushby
 02-08-21

ARCHBISHOPS PALACE CONSERVATION TRUST

Notes to the Financial Statements

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