



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.

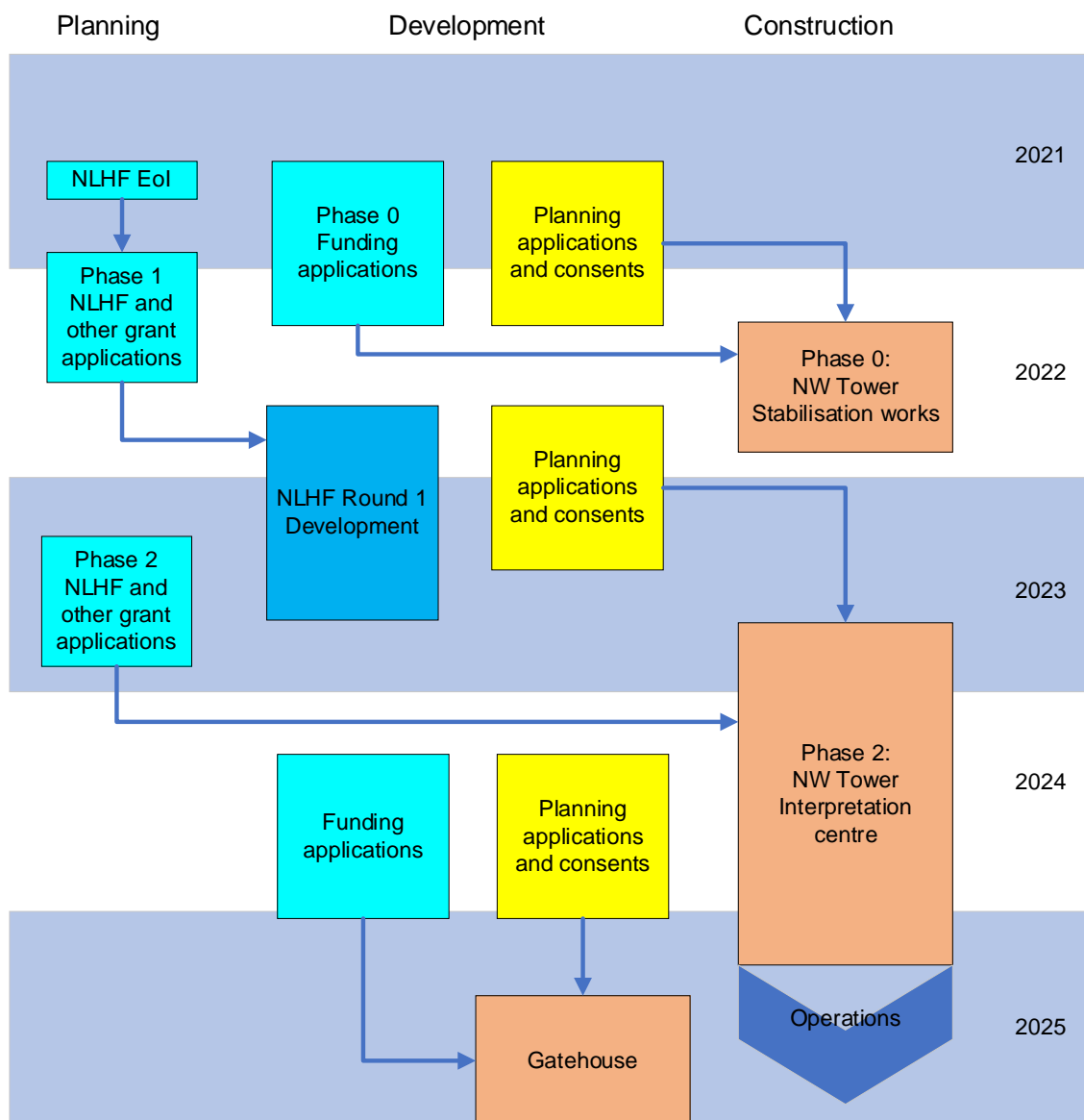


Figure 2: Project roadmap

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

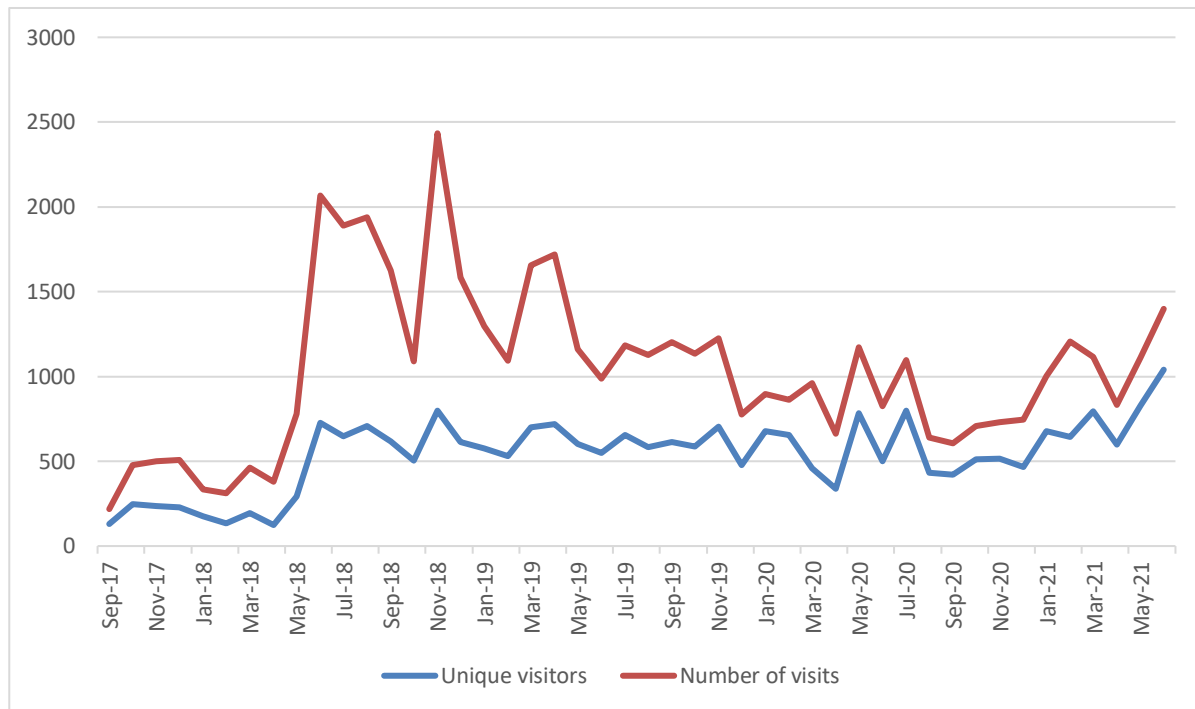


Figure 3: Metrics for the Otford Palace website

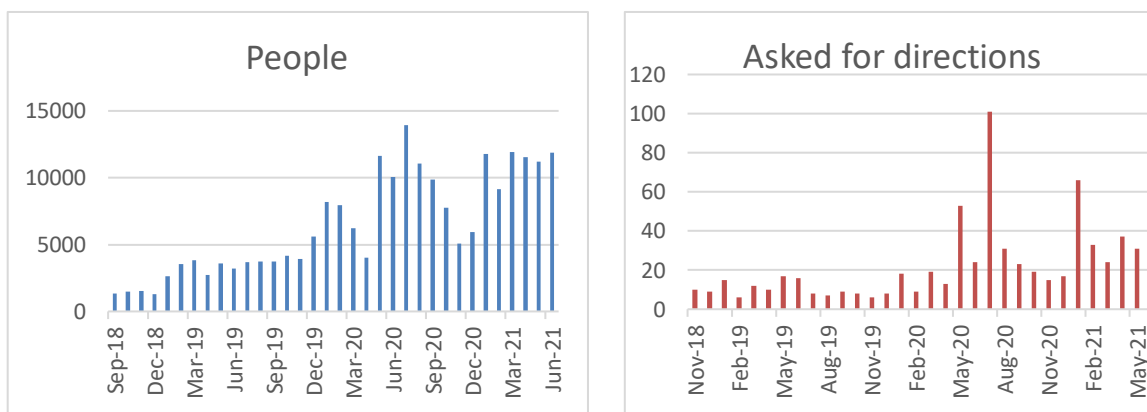


Figure 4: Metrics for Google Maps

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.


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 HAWKEY JP, 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.

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

(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	-
-	Otford 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
Nick Rushby

Andrew Goymer Chairman
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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