



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 30<sup>th</sup> June 2022.

## 2. Trustees

The Trustees as at 30<sup>th</sup> 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 30<sup>th</sup> 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 11<sup>th</sup> 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. 1<sup>st</sup> December 2022

Archbishops Palace Conservation Trust  
Year ended 30<sup>th</sup> June 2022

# **Archbishops Palace Conservation Trust**

**Trustees' Annual Report and Accounts**

**Year ended 30<sup>th</sup> June 2022**

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**Archbishops Palace Conservation Trust**  
**Year ended 30<sup>th</sup> June 2022**

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
	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 30<sup>th</sup> 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**

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 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 30<sup>th</sup> 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**

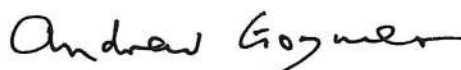
Trustee have either met online or more recently through face-to-face meetings. Trust records including financial records are maintained by the Secretary and backed up regularly.

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 30<sup>th</sup> June 2022.

### **Responsibilities and Basis of the Report**

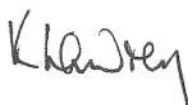
As the Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

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 30<sup>th</sup> 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 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.

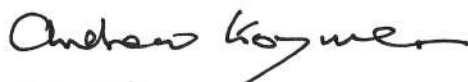
## Statement of Financial Activities

	Unrestricted Funds	Restricted Funds	Total Funds	2021 Total Funds
	£	£	£	£
<b>Incoming resources charitable activities</b>				
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	-
<b>Total incoming resources</b>	<b>11,285</b>	<b>190,485</b>	<b>201,770</b>	<b>48,424</b>
<b>Outgoing resources charitable activities</b>				
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
<b>Total resources expended</b>	<b>13,168</b>	<b>66,897</b>	<b>80,065</b>	<b>25,585</b>
<b>Net income (expenditure) for the year</b>	<b>(1,883)</b>	<b>123,587</b>	<b>121,705</b>	<b>22,839</b>

## Balance Sheet

	Unrestricted Funds £	Restricted Funds £	Total Funds £	2021 Total Funds
<b>Capital and reserves</b>				
Start of year	30,009	-	30,009	7,170
Net income (expenditure) for the year	(1,883)	123,587	121,704	22,839
<b>At year end</b>	<b>28,126</b>	<b>123,587</b>	<b>151,713</b>	<b>30,009</b>
<b>Net current assets</b>				
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)	-
<b>Total net current assets</b>	<b>28,126</b>	<b>123,587</b>	<b>151,713</b>	<b>30,009</b>
<b>Total Assets less Liabilities</b>	<b>28,126</b>	<b>123,587</b>	<b>151,713</b>	<b>30,009</b>

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.

Archbishops Palace Conservation Trust  
Year ended 30<sup>th</sup> June 2022

# **Archbishops Palace Conservation Trust**

**Trustees' Annual Report and Accounts**

**Year ended 30<sup>th</sup> June 2022**

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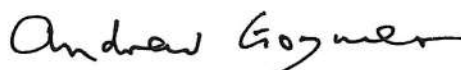
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Andrew Goymer

Chairman

Date



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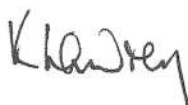
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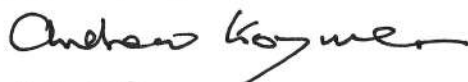
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Signed Andrew Goymer, Chairman



Dated 9.1.23

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Dated

## **Notes to the Financial Statements**

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