

Archbishops Palace Conservation Trust  
Year ended 30<sup>th</sup> June 2025

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

**Trustees' Report and Financial Statements**

**Year ended 30<sup>th</sup> June 2025**

Registered Charity number 1173486

## Contents

Charitable information .....	3
Trustees' Report .....	4
Independent Examiners Examiner's Report to the Trustees of the Archbishops Palace Conservation Trust ...	6
Statement of Financial Activities .....	8
Balance Sheet .....	9
Notes to the Financial Statements .....	10

**Archbishops Palace Conservation Trust**  
**Year ended 30<sup>th</sup> 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 <sup>rd</sup> October 2024)
	Gabriella Howell (resigned 4 <sup>th</sup> December 2024)
	Robyn Codlin (appointed 31 <sup>st</sup> December 2024)
	Elizabeth Fettes-Neame (appointed 31 <sup>st</sup> December 2024)
	Stewart Baird (appointed 21 <sup>st</sup> 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 30<sup>th</sup> 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 30<sup>th</sup> 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 30<sup>th</sup> June 2025**

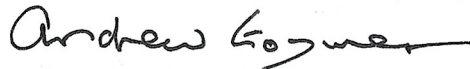
**Structure, Governance and Management**

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 30<sup>th</sup> 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

23 August 2025

**Archbishops Palace Conservation Trust**  
**Year ended 30<sup>th</sup> 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
	£	£	£	£
<b>Incoming resources charitable activities</b>				
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	-
<b>Total incoming resources</b>	<b>7,435</b>	<b>14,209</b>	<b>21,644</b>	<b>27,622</b>
<b>Outgoing resources charitable activities</b>				
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
Otford 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)	-	-
<b>Total resources expended</b>	<b>20,434</b>	<b>550</b>	<b>20,984</b>	<b>161,281</b>
<b>Net income (expenditure) for the year</b>	<b>(12,999)</b>	<b>13,659</b>	<b>660</b>	<b>(133,659)</b>



**Archbishops Palace Conservation Trust**  
**Year ended 30<sup>th</sup> June 2025**

## Balance Sheet

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

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 30<sup>th</sup> 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 30<sup>th</sup> June 2025**

**3 Fixed assets**

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

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 30<sup>th</sup> June 2025**

**4 Statement of Funds – current year**

	Balance at 1st July 2024	Income	Transfers to/ (from) Unrestricted	Expenditure	Balance at 30th June 2025
<b>Unrestricted Funds</b>	<b>22,185</b>	<b>7,435</b>	<b>(9,825)</b>	<b>(10,609)</b>	<b>9,186</b>
<b>Restricted Funds:</b>					
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)	-
<b>Total Restricted Funds</b>	<b>272</b>	<b>14,209</b>	<b>9,825</b>	<b>(10,375)</b>	<b>13,931</b>
<b>Total funds</b>	<b>22,457</b>	<b>21,644</b>	<b>-</b>	<b>(20,984)</b>	<b>23,117</b>

**Statement of Funds – prior year**

	Balance at 1st July 2023	Income	Transfers to/ (from) Unrestricted	Expenditure	Balance at 30th June 2024
<b>Unrestricted Funds</b>	<b>20,589</b>	<b>8,462</b>	<b>-</b>	<b>(6,866)</b>	<b>22,185</b>
<b>Restricted Funds:</b>					
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
<b>Total Restricted Funds</b>	<b>135,527</b>	<b>19,160</b>	<b>-</b>	<b>(154,415)</b>	<b>272</b>
<b>Total funds</b>	<b>156,116</b>	<b>27,622</b>	<b>-</b>	<b>(161,281)</b>	<b>22,457</b>