



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 180719 Period start date To 311220 Period end date

Charity name: Friends of Davenport House

Charity registration number: 1184307

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>To provide support services to Davenport House Surgery and the wider public in Harpenden, that are not funded by statutory payments.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>We arrange public meetings covering various medical topics which do not infringe on any personal medical information.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>We have taken note of the guidance and believe that we have operated within this policy.</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>We have received a grant from the Childwickbury Trust to aid us in our programme</b>
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

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## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p><b>Holding public lectures has been impossible this year due to the covid-19 pandemic.</b></p> <p><b>We have made a grant to the surgery to improve the service they can provide and also to a local food bank.</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>As shown in the accounts our income exceeds our expenditure and our financial reserve is robust.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>We aim to spend the reserves in helping the support services as referred to above.</b>
Amount of reserves held	Para 1.22	<b>Currently our reserve is a little over £21,000.</b>
Reasons for holding zero reserves	Para 1.22	<b>n/a</b>
Details of fund materially in deficit	Para 1.24	<b>n/a</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>None</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>Annual donations, primarily from members</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Trust deed</b>
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	<b>CIO</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>By discussion amongst existing trustees</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	<b>We retain a close working relationship with Davenport House surgery although this has been reduced largely to online communication during the Covid-19 pandemic.</b>
Other		

## Reference and Administrative details

Charity name	Friends of Davenport House
Other name the charity uses	
Registered charity number	1184307
Charity's principal address	Davenport House Surgery Bowers Way Harpenden AL5 4HX

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Richard Munton	Chairman		
2	John Harris	Treasurer		
3	Joan Shopper	Secretary		
4	Bob Fletcher			
5	Helen Hartley			
6	Brian Macdonald			
7	Simon Speirs		From Nov 2020	
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### Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Brian Macdonald	
Position (eg Secretary, Chair, etc)	Vice Chairman	
Date	31.03.2021	

**FRIENDS OF DAVENPORT HOUSE (COMBINED ACCOUNTS)****Income and Expenditure Statement 31 December 2020**

	2020(£)	2019(£)
<i>Balance brought forward</i>	20,554.12	12,870.88
<b>Income</b>		
Subscriptions/Donations	4,929.46	5,585.00
Donations/Other		0.62
Barclays Bank Compensation	300.00	100.00
Book Sales: History of Davenport House	190.00	8.00
Childwick Trust Grant	2,000.00	5,000.00
<b>Total Income</b>	8.67	8.66
	<u>7,428.13</u>	<u>10,702.28</u>
<b>Expenditure</b>		
Newsletter printing Costs (PPG share)		327.00
Publicity to members (Meeting Posters)	52.80	122.40
Web Site, Hosting, domain name, Zoom	262.69	206.73
Admin (Inc AGM costs & NAPP sub)	40.00	116.50
Education meetings (Hire of Hall)	75.00	1505.12
Charity Insurance	430.22	505.23
Donation to the Surgery	5000.00	
Donation to the Salvation Army	1000.00	
Deliverers Party		189.30
Food & Drinks (July meeting)		26.76
Refunds (Incorrect payment)		20.00
<b>Total Expenditure</b>	<u>6860.71</u>	<u>3019.04</u>
<b>Excess of income over expenditure</b>	567.42	7683.24
<i>Balance carried forward</i>	21,121.54	20,554.12

**Balance Sheet as at 31 December 2020**

## Current Assets:

Barclays Bank Current Account - Davenport House PPG	547.16	7172.09
Barclays Bank Savings Account - Davenport House PPG		0.61
Harpenden Building Society Savings account PPG	8,681.32	8672.65
Barclays Bank Current Account - Friends of Davenport House	11,893.06	4708.77

## Current Liabilities:

Creditors and cheques not presented	Nil	Nil
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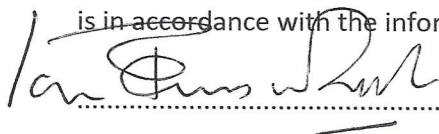
Current assets: cash in bank/Building Society	21121.54	20554.12
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..... John Harris, Treasurer

**Report to the Friends of the Davenport House**

I have examined the foregoing Statement of Income and Expenditure. From the work carried out, in my opinion, it has been properly prepared from the records of the Group and is in accordance with the information and explanations given to me.



..... Ian Farnsworth, Harpenden