

REGISTERED CHARITY NO 200671

**NEWBURY ALMSHOUSE TRUST
FINANCIAL STATEMENTS
FOR THE YEAR TO 31 JULY 2020**

NEWBURY ALMSHOUSE TRUST

ANNUAL REPORT 2020

CHARITY NAME: Newbury Consolidated Municipal Charities

OTHER NAMES THE CHARITY IS KNOWN BY: Newbury Almshouse Trust

Newbury Almshouse Trust is constituted by a scheme of the Charity Commissioners dated 14 July 1986 and is a registered charity No: 200671.

The registered address at which the Charity can be contacted is:

CLERK TO THE TRUSTEES:

Mrs Jacqueline Letsome
14 Rutherford Close
Highclere
Newbury, Berkshire RG20 9QD

TRUSTEES (Up to 14th January 2020):

EX OFFICIO: The Rev. Mr W. Hunter-Smart

APPOINTED: Vacant

CO-OPTED: Richard J Papworth
Michael C Hart
John Mann
Rosalind J Morris
Kuldip S Kang
Sarah Edmond
Adrian Edwards
John Craig
Russell Shackleton

With effect from 14th January 2020 the Trust was governed by a Corporate Trustee in the name of Newbury Almshouse Trustee Ltd (11463408)

As approved by an amendment to the scheme dated 30th December 2019 and with the Directors being: John Craig (Chairman), Kuldip Kang (Vice Chairman), Richard Papworth, Roz Morris, Sarah Edmond, Adrian Edwards, Mike Hart, Russell Shackleton and John Mann (to 15th July 2020).

INDEPENDENT EXAMINERS:

M Farwell FCA
James Cowper Kreston
2 Communications Road
Greenham Business Park
Greenham
Newbury, Berkshire RG19 6AB

AIMS AND ORGANISATION:

The governing document of the charity states that the objects of the Newbury Almshouse Trust are:

The provision of low-cost housing for older needy people with at least three years residence in Newbury or its former (1974) Rural District. This involves the management of the Trust's five groups of Almshouses comprising 42 dwellings, and of its property and investments.

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During this year the Charity Commission approved the Charity Scheme be amended to enable Newbury Almshouse Trustee Ltd to act as a Corporate Trustee of the Trust. All existing Trustees became Directors of the company, with the exception of Rev. Mr. W Hunter-Smart, who stood down by mutual agreement as the amended scheme no longer required for an Ex-Officio Trustee to be appointed by St Nicholas Church. Mr John Mann stood down as a Director on 15th July 2020.

The Directors see it as their duty to manage these almshouses for the public benefit within the terms of the Charity's governing document, which restricts the area of benefit and stipulates certain specific qualifying requirements relating to age and financial need. However, all applications are considered. The Board of Directors usually meets four times a year and is chaired in accordance with the Articles of Association.

The Directors all serve in a voluntary capacity and there is provision within the Charter for a paid clerk, a role currently filled by Mrs Jacqueline Letsome. All have a genuine interest in the objectives of the charity. Mr Richard Papworth stood down as Chairman on 14th January 2020, with Mr John Craig being appointed as new Chairman on the same date. Mr Kuldip Kang continues to serve as Vice-Chairman.

Currently there are 8 Directors, with 2 vacancies as no appointments have been made by West Berkshire Council. New Directors are provided with background information on the Trust, as well as being encouraged to read information provided by the Charity Commission and Almshouse Association. New Directors are encouraged to visit the almshouses, and to meet the residents.

A Director is appointed as Proctor for each group of almshouses. During 2019-20 the Proctors were:

Lower Raymond's and Hunts:	Mr Kuldip Kang
Upper Raymond's and St Mary's:	Mrs Rosalind Morris
St Bartholomew's:	Mr Mike Hart (until January 2020)
	Mr Richard Papworth (from January 2020)

They visited their almshouses regularly and reported at the Board of Directors quarterly meetings on the condition of the almshouses and the residents' health and wellbeing. The Directors are aware of the requirements to consider public benefit, within the terms of the Charity Commission Scheme.

An application form is sent out to any people on enquiry, and an up-to-date list of interested applicants is maintained so that vacancies may be filled as quickly as possible. If there are no applicants on the waiting list, an advertisement is placed locally, in accordance with the Charity Commission's instructions in the Charter. When a vacancy occurs, all applications are considered by the Trustees before qualifying applicants are interviewed in their own homes and in line with Almshouse Association guidelines. The Trustees assess the need of each applicant, and try to ensure that new residents will fit in with the existing community to which they are appointed.

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REVIEW OF THE YEAR

The Trust manages 42 almshouses, of which three buildings comprising 34 dwellings are Grade II listed buildings, requiring special attention when repairs and maintenance are being considered. The remaining almshouses, which are more modern, include seven bungalows, and a two-bedroomed house.

The usual cyclical and routine maintenance work continued throughout the year, as well as refurbishment work on several properties as vacancies have occurred. All hedges are cut and grass is mown regularly by a contractor, to keep the surroundings tidy.

During the past year, the Trust has authorised repairs and improvements to the Almshouses and the commercial property at a cost of £150,886 (2019 £169,550).

The work to complete the renovation of the windows at Upper Raymond's was delayed due to difficulties undertaking the work during the winter months, as well as restrictions on working during the Covid-19 pandemic, however it is anticipated this major project will be complete before the end of 2020.

Low cost housing was provided for the benefit of an average of 40 residents, with two vacancies occurring during the year. Two residents sadly died and four new residents have been appointed this year. There is currently one empty property which is undergoing refurbishment work with expecting completion towards the end of September. The Trustees examine each almshouse as it becomes vacant and decide on any improvements before new occupants are sought.

The Trust continues to undertake an annual review of the Weekly Maintenance Contributions made by residents, specifically to address differences in the amounts being paid. Following this review, some increases were implemented in March 2020. Work continues on the compilation of a residents' handbook, as well as a review of policies and procedures.

The Trust owns a commercial property at 59 Cheap Street, which is currently leased in two separate areas, the ground floor as a dry cleaner and the upper floors as offices and a flat. Negotiations on the lease for the upper floors was completed during the year and the lease has been finalised.

The Trust has continued to benefit from the John Maxwell Penn Will Trust.

Whilst maintenance and refurbishment costs continue to be high, it is noted that careful monitoring of costs and cashflow has meant that the year has seen an excess of income over expenditure of £14,535, meaning it was not necessary to transfer any funds from maintenance reserves to cover costs.

The Directors take advice where necessary from the Almshouse Association, the advisory body for all almshouse trusts, and from professional service providers in the wider market place to assist with specific requirements. The Clerk has regular contact with the Clerks of other Almshouse Trusts in the area.

The Covid-19 pandemic inevitably impacted some areas of the Trust's work, with non-urgent maintenance tasks put on hold for a few months and meeting restrictions requiring more business to be undertaken remotely.

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ANNUAL REPORT 2020

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POLICY ON RESERVES

The Trustees aim to ensure that there are sufficient funds for the maintenance and repair of the forty-two almshouses in their care, thirty-four of which are Listed Grade II. This includes routine and cyclical maintenance and the provision of an appropriate extraordinary repair fund as required in paragraph 31 of the Charity Commission Scheme. This requires the Trustees to establish and maintain a reserve fund to be entitled the Extraordinary Repair Fund, for providing for the extraordinary repair, improvement or rebuilding of the almshouses.

This policy permits the Trust to carry out repairs promptly, preventing deterioration and more extensive and costly repairs later, as well as ensuring the comfort and convenience of residents. They also bear in mind the possible need for unpredictable and expensive repairs to the listed buildings, which are over 200 years old and subject to the Local Authority Conservation Officer's requirements. Provision is also made for current and future refurbishments and for the updating of facilities. The total cash reserves of the charity in the year ending in July 2020 stand at £427,764 (2019 £413,229).

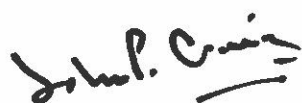
The Trust consults its external advisors for advice whenever appropriate for larger or more difficult projects. Further consideration will be given to the future needs of the other buildings, to ensure that the homes are maintained in a comfortable and practical fashion for the residents. The Trustees regularly review the level of reserves relative to current and possible future needs.

POLICY ON INVESTMENTS

In accordance with paragraph 32 of the Charity Commission Scheme, the Trustees "shall apply the income of the Almshouse Trust so far as requisite for the benefit of the residents in the almshouses of the Charity". This involves the maintenance and operation of the Trust's forty-two almshouses, of which thirty-four are Listed Grade II.

It is not the Trust's intention to build up the capital of the fund by investment as it is unlikely that substantial amounts of capital will be available for any significant length of time. Serious consideration has been given to longer term investments to improve the returns available, but the money is generally needed at short notice. Therefore, the remaining funds will be maintained in short-term deposit, even given the present poor returns, unless the Trustees become aware of opportunities to make longer-term investments with higher returns. The Trustees have considered the appointment of external advisers, but given the above investment objectives do not consider that it is appropriate to appoint these at this time.

The Directors regularly consider whether there is a need to revise this policy and will keep the Trust's investment arrangements under review.



27 Dec 2020

Signed: John Craig (Chairman)
On behalf of the corporate trustee Newbury Almshouse Trustee Ltd

Dated:

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF NEWBURY ALMSHOUSE TRUST

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st July 2020 which are set out on pages 6 to 7.

Responsibilities and basis of report

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

I report in respect of my examination of the charity's accounts carried out under section 145 of the 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 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material 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 Act; or
2. 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.

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.



Signed

Mr Michael Farwell MA FCA DChA

James Cowper Kreston
2 Communications Road
Greenham Business Park
Greenham
Newbury
Berkshire RG19 6AB

Dated

11/1/2021

NEWBURY ALMSHOUSE TRUST
ESTATES ACCOUNT
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 JULY 2020

	2020 Extraordinary Repair Fund £	2020 General Fund £	2020 Total Funds £	2019 Total Funds £
RECEIPTS				
Activities				
Residents' maintenance contributions	-	150,673	150,673	139,875
Other				
St Bartholomew's Governors	-	491	491	491
John Maxwell Penn Will Trust	-	7,756	7,756	6,122
Sundry receipts (See Note)	-	6,155	6,155	5,847
RECEIPTS FROM ASSETS				
Rent 59 Cheap Street Newbury	-	23,325	23,325	19,697
Bank and Building Society Interest	<u>873</u>	<u>1,489</u>	<u>2,362</u>	<u>2,061</u>
Total receipts for year	<u>873</u>	<u>189,889</u>	<u>190,762</u>	<u>174,093</u>
PAYMENTS				
Charitable activity direct expenditure:				
Repairs, Maintenance and Improvements	-	150,886	150,886	169,550
Electricity & other utilities	-	2,482	2,482	4,231
Relief in need	-	-	-	-
Other expenditure		4	4	-
Bank Fee				
Insurance Premiums	-	4,308	4,308	4,669
Accountancy	-	960	960	942
Professional fees	-	7,636	7,636	5,835
Administrative Expenses	-	8,170	8,170	10,119
Donation	-	119	119	133
Almshouse Association	-	281	281	417
Honorarium	-	1,000	1,000	-
Reimbursement to resident	-	381	381	306
Staff & Trustee Recruitment	<u>-</u>	<u>-</u>	<u>-</u>	<u>450</u>
Total payments for the year	<u>-</u>	<u>176,227</u>	<u>176,227</u>	<u>196,652</u>
Net receipts/(payments)	873	13,662	14,535	(22,559)
Cash funds at 31 July 2019	<u>116,529</u>	<u>296,700</u>	<u>413,229</u>	<u>435,788</u>

NEWBURY ALMSHOUSE TRUST
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 JULY 2020

	2020 Extraordinary Repair fund £	2020 General Fund £	2020 Total Funds £	2019 Total Funds £
Monetary Assets				
Royal Bank of Scotland	-	112,438	112,438	100,212
Newbury Building Society	117,402	78,042	195,444	193,989
Virgin Instant Access Account	-	101,991	101,991	101,230
Skipton Building Society	-	17,891	17,891	17,798
	<u>117,402</u>	<u>310,362</u>	<u>427,764</u>	<u>413,229</u>
Investments	-	-	<u>262,414</u>	<u>282,060</u>

M&G Investments - National Association of Almshouses Common Investment Fund

Opening Balance

23/8/16 £199,822

30/9/16 £37,000

Total Invested: £236,822

Shop at 59 Cheap Street, Newbury let to Barrett Dry Cleaners, with Office and residential accommodation above let to Banks & Co., at a total rent for both leases of £1,708 per calendar month.

Fixed Assets retained for the charity's own use:

Almshouses (Freehold Property)

12 houses at Lower Raymond's, Newbury

10 Houses at Upper Raymond's, Newbury

12 Houses at St Bartholomew's, Newbury

04 Bungalows at St Mary's, Newbury

03 Bungalows at Hunt's, Newbury

01 House at 8 Derby Road, Newbury

Trustees Expenses

During the year three Trustees were reimbursed a total of £144 (2019: One trustee £597). These expenses related to reimbursement of payments to contractors, and small consumables as required by the charity. In addition, one Trustee (Richard Papworth - outgoing Chairman) was paid a one-off honorarium of £1,000.

Sundry Receipts

The £6,155 received includes £1,511 of utility refunds and £4,575 as payments received from the tenants at 59 Cheap Street towards roof repair and insurance costs.

APPROVED BY THE BOARD OF TRUSTEES ON.....27/12/2020.....

SIGNED:

John Craig

On behalf of the corporate trustee Newbury Almshouse Trustee Ltd