

**Charity registration number: 207681**

**BURLEY HOUSES**  
**TRUSTEES' REPORT**  
**AND ACCOUNTS**  
**FOR THE YEAR ENDED**  
**30 JUNE 2021**

## **BURLEY HOUSES**

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## BURLEY HOUSES

### TRUSTEES' REPORT FOR THE YEAR ENDED 30 JUNE 2021

Charity registration number: 207681

#### Objectives and Activities

Summary of the purposes of the charity as set out in its governing document	<p>The objective of the Charity is the provision and maintenance of residential property to residents who shall be poor women who:</p> <p>(1) have lived in the County of Leicestershire for a period of ten years, or,</p> <p>(2) have had or have a husband who was either born in the said county or who has lived there for a period of ten years, or</p> <p>(3) have had or have a parent who was either born in the said county or who has lived there for a period of ten years.</p> <p>Preference shall be given to widows or daughters of professional men including artists and literary men.</p>
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.	<p>The Charity provides 14 affordable housing units for poor women.</p> <p>The property maintenance contractors are monitored to ensure that general repairs are dealt with to the Trustees' expectations.</p> <p>A waiting list for tenancy is maintained.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	<p>The Trustees confirm that when planning the activities for the year and exercising their duties, they have had due regard to the guidance issued by the Charity Commission on public benefit.</p> <p>Our objects limit the services we provide to poor women with a connection to Leicestershire but this is deemed to be a sufficient section of the public.</p>

#### Additional information(optional)

Policy on grant making	Optional
Policy on social investment including programme related investment	Optional
Contribution made by volunteers	Optional
Other	Optional

## BURLEY HOUSES

### TRUSTEES' REPORT FOR THE YEAR ENDED 30 JUNE 2021

Charity registration number: 207681

#### Achievements and Performance

Summary of the main achievements of the charity during the year	<p><b>SOCIAL EVENTS</b> Due to the Coronavirus Lockdown it has again not been possible to hold any social events for the residents this year.</p> <p><b>PROPERTIES</b> All the work outstanding at the end of last year was satisfactorily completed. Minor works of improvement have been carried out to a number of properties during the year as the opportunity has arisen.</p> <p>Charnwood Lifeline (Charnwood Borough Council) continues to monitor a number of the residents by electronic communications and a weekly Warden visit for those residents who agree to have it. The more active residents have declined to take this up.</p> <p><b>GROUND</b> Garden contractors continue to maintain the grounds in an excellent manor.</p> <p><b>RESIDENTS</b> All the houses have been fully occupied throughout the year (subject to one house having a change of occupant). Many of the occupants continue to take part in the maintenance of the gardens. Due to COVID the usual meetings with the residents during the year have not been possible.</p>
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## BURLEY HOUSES

### TRUSTEES' REPORT FOR THE YEAR ENDED 30 JUNE 2021

Charity registration number: 207681

#### Financial Review

Review of the charity's financial position at the end of the period	<p>The Trustees' Report has been drawn up in accordance with the FRS 102 SORP (2019). The accounts have been drawn up in accordance with CC16 - see accounts on pages 7-9.</p> <p>Cash funds held at 30 June 2021 amounted to £528,919.</p> <p>All 14 available housing units within Burley Houses were fully occupied at the year end.</p>
Statement explaining the policy for holding reserves stating why they are held	<p>The Trustees maintain the reserves to ensure that day to day running maintenance is covered. In addition, the Trustees maintain a sufficient balance in reserves to meet planned major repairs and maintenance. They are conscious that a major roof repair and upgrade anticipated to cost approximately £200,000 is looming as the main building roof was not included in the previous re-roofing project. The Trustees are permanently aware that with a building of almost 100 years old maintenance is an ongoing feature of the running of the Charity to ensure that residents are as comfortable as possible. Unfortunately the roof work has been delayed by the Coronavirus pandemic.</p>
Amount of reserves held	£528,919
Explanation of any uncertainties about the charity continuing as a going concern	<p>At the time of approving these accounts the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operation for the foreseeable future. The Trustees do not consider there to be any uncertainties about the Charity continuing as a going concern.</p>

#### Additional information (optional)

A description of the principal risks facing the charity	<p>The Trustee Board considers the risks to which the Charity is exposed and reviews these risks on a regular basis. Key risks are considered to be the safety of the residents on the property and data protection. Systems are in place to mitigate these risks.</p>
Plans for the future	<p>The charity plans continuing the activities outlined above in the forthcoming years subject to satisfactory funding arrangements. Sufficient funds are available for major work to be carried out to repair and upgrade the roof on the main building. Unfortunately this work has been delayed by the Coronavirus pandemic. It has also become apparent that major work is needed to the pathways around the property and it is expected that these will all be relaid during the coming year. It is also expected that work will be needed to deal with tree roots and other problems in the drains of the property.</p>



## BURLEY HOUSES

### TRUSTEES' REPORT FOR THE YEAR ENDED 30 JUNE 2021

Charity registration number: 207681

#### Structure, Governance and Management

##### Description of charity's trusts:

Type of governing document	The Charity is administered and managed by the Trustees subject to the Trust Deed.
How is the charity constituted?	Unincorporated Association. The Trustees had resolved to pursue becoming a Charitable Incorporated Organisation but have now decided to leave the structure as it is and take out insurance to protect the Trustees' position.
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	<p>The body of Trustees when complete shall consist of six competent persons being:</p> <p>Two Nominative Trustees and</p> <p>Four Co-optative Trustees.</p> <p>The Nominative Trustees shall be appointed as follows:</p> <p>One by Leicester City Council and</p> <p>One by Charnwood Borough Council.</p> <p>Appointment of the Trustees is governed by the Trust Deed of the Charity. The Board of Trustees is authorized to appoint new Trustees to fill vacancies arising through resignation or death of an existing Trustee.</p> <p>Each appointment shall be made for a term of four years at a meeting convened and held according to the ordinary practice of the appointing council. The chairman of the meeting shall cause the name of each person appointed to be notified forthwith to the Trustees or their clerk. The person appointed may be but need not be a member of the appointing council.</p> <p>The Co-optative Trustees shall be persons who through residence, occupation or employment, or otherwise have special knowledge of the County of Leicestershire.</p> <p>Every Co-optative Trustee shall be appointed for a term of five years by a resolution of the Trustees passed at a special meeting of which not less than 21 days notice has been given and may be so appointed not more than one month before the term of an existing Co-optative Trustee expires with effect from the date of expiry but so that the latter shall not vote on the matter.</p> <p>Leicester City Council have declined to nominate a Trustee.</p>

##### Additional governance issues (optional information)

Policies and procedures adopted for the induction and training of trustees	Optional
The charity's organisational structure and any wider network with which the charity works	The Trustees did not meet in committee during the year, due to the Covid pandemic. Normally this would have been 4 times at regular quarterly meetings,. However the Trustees have kept in touch regularly by email to discuss any issues relating to Burley Houses.
Relationship with any related parties	Optional

**BURLEY HOUSES****TRUSTEES' REPORT  
FOR THE YEAR ENDED 30 JUNE 2021**

Charity registration number: 207681

**Reference and Administrative details**

Charity name	Burley Houses
Other names charity is known by	None
Registered charity number	207681
Charity's principal address	6 Conery Lane Enderby Leicester LE19 4AB

**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year
1	Mr TRG Heap	Chairman	
2	Mr KR Harkness	Treasurer	
3	Mr J Williams	(Resigned 11th October 2021)	
4	Mrs J Gaskell		
5	Cllr J Howe	Nominative Trustee	

**Name of the trustees for the charity, if any, (for example, any custodial trustees)**

	Name	Dates acted if not for whole year
	None	

**Names and addresses of advisers (optional information)**

Type of adviser	Name	Address
Bankers	NatWest Bank plc	659 Loughborough Road, Birstall, Leicester, LE4 4NT
Bankers	Barclays Bank plc	1-3 Haymarket Towers, Humberstone Gate, Leicester, LE1 1WA

**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	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable.

**BURLEY HOUSES**

**TRUSTEES' REPORT  
FOR THE YEAR ENDED 30 JUNE 2021**

Charity registration number: 207681

**Declarations**

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

Signed on behalf of the charity's trustees

Signature(s)

TRG Heap

Full name(s)

Mr TRG Heap

Position (eg Secretary, Chair, etc)

Chairman

Date

01 December 2021



## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BURLEY HOUSES

I report to the Charity Trustees on my examination of the accounts of the charity for the year ended 30 June 2021 which are set out pages 8 to 10.

### Responsibilities and basis of report

As the Charity's Trustees 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:

- accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- 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.

<b>Signed</b>	<div>P Barnett</div>	<b>Date</b>	<div>03 December 2021</div>
<b>Name</b>	<div>Paul Barnett of Newby Castleman LLP</div>		
<b>Relevant professional</b>	<div>FCCA</div>		
<b>Address</b>	<div>West Walk Building 110 Regent Road Leicester LE1 7LT</div>		

# BURLEY HOUSES

## RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 30 JUNE 2021

Charity registration number: 207681

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
M&G Investment Fund income	2,584			2,584	2,584
COIF Share income	899			899	881
Building society interest	1,755			1,755	1,648
Bank interest	70			70	575
Contributions from residents	65,900			65,900	65,636
Contribution from residents received in advance	37			37	-
Fundraising	-			-	80
<b>Sub total (Gross income for AR)</b>	<b>71,245</b>	<b>-</b>	<b>-</b>	<b>71,245</b>	<b>71,404</b>
<b>A2 Asset and investment sales, etc.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>71,245</b>	<b>-</b>	<b>-</b>	<b>71,245</b>	<b>71,404</b>

# BURLEY HOUSES

## RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 30 JUNE 2021

Charity registration number: 207681

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A3 Payments</b>					
Upkeep of buildings and grounds:					
- Repairs and maintenance	5,973			5,973	9,457
- Maintenance of grounds	8,396			8,396	8,414
Light and heat	148			148	-
Insurance	1,992			1,992	1,896
Water rates	88			88	77
Professional fees	60			60	-
Postage and stationery	50			50	58
Independent examination fees	1,500			1,500	1,500
Subscription to Almshouses Association	216			216	210
Council Tax	135			135	-
Christmas gifts to residents	420			420	420
Miscellaneous	-			-	101
Bank charges	77			77	69
Donation	-			-	100
Refund of residents contributions	171			171	-
Charnwood Lifeline	2,086			2,086	1,720
<b>Sub total</b>	<b>21,312</b>	<b>-</b>	<b>-</b>	<b>21,312</b>	<b>24,022</b>
<b>A4 Asset and investment purchases</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>21,312</b>			<b>21,312</b>	<b>24,022</b>
<b>Net of receipts/(payments)</b>	<b>49,933</b>	<b>-</b>	<b>-</b>	<b>49,933</b>	<b>47,382</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>478,986</b>			<b>478,986</b>	<b>431,604</b>
<b>Cash funds this year end</b>	<b>528,919</b>	<b>-</b>	<b>-</b>	<b>528,919</b>	<b>478,986</b>

**BURLEY HOUSES**

**STATEMENT OF ASSETS AND LIABILITIES  
AS AT 30 JUNE 2021**

Charity registration number: 207681

**Section B Statement of assets and liabilities at the end of the period**

Categories	Details	Unrestricted funds	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	National Westminster Bank Plc	53,458		
	Market Harborough Building Society	85,000		
	Loughborough Building Society	87,287		
	Barclays Bank Plc	303,168		
	Petty Cash	6		
	<b>Total cash funds</b>	<b>528,919</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
		<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B2 Other monetary assets</b>	Insurance prepayment	Unrestricted	1,992	
	Interest receivable	Unrestricted	867	
		<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B3 Investment assets</b>	M & G Investments - Charity Multi asset Fund	Unrestricted	24,810	65,694
	COIF Charities Investment Fund	Unrestricted	42,950	393,943
		<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
<b>B4 Assets retained for the charity's own use</b>	Freehold land and buildings	Unrestricted	20,738	
		<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
<b>B5 Liabilities</b>	Independent examination accrual	Unrestricted	1,500	
	Sundry creditor	Unrestricted	37	
<b>Signed by one or two trustees on behalf of all the trustees</b>	Signature	Print Name	Date of approval	
	TRG Heap	Mr TRG Heap	1 Dec 2021	