

Charity registration number: 207681

BURLEY HOUSES
TRUSTEES' REPORT
AND ACCOUNTS
FOR THE YEAR ENDED
30 JUNE 2023

BURLEY HOUSES

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BURLEY HOUSES

TRUSTEES' REPORT FOR THE YEAR ENDED 30 JUNE 2023

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

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Achievements and Performance

<p>Summary of the main achievements of the charity during the year</p>	<p>SOCIAL EVENTS A summer garden party was held, and a Christmas get together was also held in early December.</p> <p>PROPERTIES The property manager continues to carry out quarterly inspections of all the properties. Major works of improvement have been carried out during the year costing in excess of £250,000. The principal works have been re-roofing the main building, extensive plumbing improvements including the installation of a number of new showers, replacing the guttering, remedial electrical works, new CCTV system and a start has been made on replacing the older central heating boilers. It is anticipated that next year major damp proofing work will be carried out throughout the building. Our grounds contractor has now had an operation on his hernia and so it is hoped that work can commence on relaying the paving at the front of the property.</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>GROUNDNS Garden contractors continue to maintain the grounds in an excellent manor. The new flower gardener proved very successful.</p> <p>RESIDENTS Thirteen of the fourteen houses and lodges have been fully allocated throughout the year (subject to one house having a change of occupant). One resident has unfortunately died, but the Trustees do not anticipate any difficulty in allocating the property to someone on the waiting list. Some of the occupants continue to take part in the maintenance of the gardens. The usual half yearly meetings with the residents during the year have taken place.</p>
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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 8-10.</p> <p>Cash funds held at 30 June 2023 amounted to £309,771.</p> <p>All 14 available housing units within Burley Houses were fully occupied at the year end, but one resident is currently in care and it is doubtful if she will return.</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. 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.</p>
Amount of reserves held	£309,771
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 is aware of all risks to which the charity is exposed, and these are reviewed regularly. 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 works to be carried out as outlined above.</p>

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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 Four Co-optative Trustees.</p> <p>The Nominative Trustees shall be appointed as follows:</p> <p>One by Leicester City Council and 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 authorised 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	
The charity's organisational structure and any wider network with which the charity works	The Trustees have met four times at regular quarterly meetings and have also met on a number of additional occasions to discuss the work being carried out at the property.
Relationship with any related parties	

BURLEY HOUSES**TRUSTEES' REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

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	Mrs J Gaskell		
4	Mr I Bowler	(Appointed 12 July 2022)	
5	Cllr J Howe	Charnwood Borough Council - Nominative Trustee (Resigned 8 May 2023)	

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	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.

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**TRUSTEES' REPORT
FOR THE YEAR ENDED 30 JUNE 2023**

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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)

TRG Heap

Full name(s)

Mr TRG Heap

Position (eg Secretary, Chair, etc)

Chairman

Date

09 January 2024

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 2023 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.

Signed	<div>P Barnett</div>	Date	<div>10 January 2024</div>
Name	<div>Paul Barnett of Newby Castleman LLP</div>		
Relevant professional	<div>FCCA</div>		
Address	<div>West Walk Building 110 Regent Road Leicester LE1 7LT</div>		

BURLEY HOUSES

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 30 JUNE 2023

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 £
A1 Receipts					
M&G Investment Fund income	2,584			2,584	2,436
COIF Share income	935			935	923
Building society interest	1,082			1,082	698
Bank interest	1,167			1,167	914
Raffle income	66			66	-
Contributions from residents	70,171			70,171	66,881
Contribution from residents received in advance	56			56	170
Contribution from residents received in arrears	596			596	-
Sub total (Gross income for AR)	76,657	-	-	76,657	72,022
A2 Asset and investment sales, etc.					
	-	-	-	-	-
Total receipts	76,657	-	-	76,657	72,022

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RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 30 JUNE 2023

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 £
A3 Payments					
Upkeep of buildings and grounds:					
- Repairs and maintenance	21,663			21,663	38,874
- Maintenance of grounds	12,071			12,071	11,496
- Plumbing work	39,150			39,150	-
- Roof work	131,250			131,250	-
- Boiler work	22,110			22,110	-
- Shower work	20,498			20,498	-
- Guttering work	19,521			19,521	-
- Electrical work	15,565			15,565	-
- CCTV costs	6,543			6,543	-
Light and heat	169			169	51
Insurance	-			-	2,160
Water rates	87			87	113
Postage and stationery	-			-	44
Independent examination fees	1,500			1,500	1,500
Subscription to Almshouses Association	233			233	222
Council Tax	706			706	67
Christmas gifts to residents	360			360	420
Miscellaneous	169			169	156
Charnwood Lifeline	1,692			1,692	2,908
Bank charges	110			110	119
SLC Property Managemet fees	11,400			11,400	2,850
SLC setting up fee	-			-	1,950
Donations	100			100	-
Sub total	304,897	-	-	304,897	62,930
A4 Asset and investment purchases	-	-	-	-	-
Total payments	304,897			304,897	62,930
Net of receipts/(payments)	(228,240)	-	-	(228,240)	9,092
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	538,011			538,011	528,919
Cash funds this year end	309,771	-	-	309,771	538,011

BURLEY HOUSES

STATEMENT OF ASSETS AND LIABILITIES AS AT 30 JUNE 2023

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 £
B1 Cash funds	Barclays Bank Plc	135,704		
	Market Harborough Building Society	85,000		
	Loughborough Building Society	89,067		
	Total cash funds	309,771	-	-
	(agree balances with receipts and payments account(s))	-		
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B2 Other monetary assets	Prepayments	Unrestricted	760	
	Accrued income	Unrestricted	1,003	
	Interest receivable	Unrestricted	1,271	
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	M & G Investments - Charity Multi asset Fund	Unrestricted	24,810	64,564
	COIF Charities Investment Fund	Unrestricted	42,950	405,780
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Freehold land and buildings	Unrestricted	20,738	
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Independent examination accrual	Unrestricted	1,500	
	Deferred income	Unrestricted	771	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	TRG Heap	Mr TRG Heap	9 Jan 2024	