

**Charity registration number: 207681**

**BURLEY HOUSES**  
**TRUSTEES' REPORT**  
**AND ACCOUNTS**  
**FOR THE YEAR ENDED**  
**30 JUNE 2024**

## BURLEY HOUSES

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## BURLEY HOUSES

### TRUSTEES' REPORT FOR THE YEAR ENDED 30 JUNE 2024

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#### Achievements and Performance

<p>Summary of the main achievements of the charity during the year</p>	<p><b>SOCIAL EVENTS</b> A small Christmas get together was held in December, however this was only attended by three Trustees and five residents.</p> <p><b>PROPERTIES</b> The property manager continues to carry out quarterly inspections of all the properties. The major damp proofing work mentioned in last year's report has been completed throughout the building. The relaying of the paving at the front of the property has been completed.</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. The new flower gardener proved very successful.</p> <p><b>RESIDENTS</b> Due to changes of residents during the year there have been periods when some properties have been vacant. However, at the time of writing this report all fourteen properties are occupied. 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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## BURLEY HOUSES

### TRUSTEES' REPORT FOR THE YEAR ENDED 30 JUNE 2024

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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 2024 amounted to £287,605.</p> <p>All 14 available housing units within Burley Houses were fully occupied at the time of writing this report.</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	£287,605
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>

## BURLEY HOUSES

### TRUSTEES' REPORT FOR THE YEAR ENDED 30 JUNE 2024

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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. The Trustees adopted a new trust deed on 30 September 2024. This has been submitted to the Charity Commission for approval and registration as the Governing Document.
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: One Nominative Trustee and Five Co-optative Trustees.</p> <p>The Nominative Trustees shall be appointed 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>

##### 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. During the year Mr TRG Heap was unable to attend due to illness and Mr KR Harkness was appointed as Acting Chairman.
Relationship with any related parties	

## BURLEY HOUSES

### TRUSTEES' REPORT FOR THE YEAR ENDED 30 JUNE 2024

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 until deceased	11 March 2025
2	Mr KR Harkness	Treasurer, and Acting Chairman from	11 March 2025
3	Mrs J Gaskell		
4	Mr I Bowler		
5	Mr P Osborne	Appointed	13 November 2024
6	Mrs CA Gray	Charnwood Borough Council - Nominative Trustee	(Appointed 7 November 2024)

#### 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.



## BURLEY HOUSES

### TRUSTEES' REPORT FOR THE YEAR ENDED 30 JUNE 2024

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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)

*Keith Richard Harkness*

Full name(s)

Mr KR Harkness

Position (eg Secretary, Chair, etc)

Acting Chairman

Date

04 April 2025

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

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I report to the Charity Trustees on my examination of the accounts of the charity for the year ended 30 June 2024 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>04 April 2025</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 2024

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	2,954			2,954	2,584
COIF Share income	939			939	935
Building society interest	5,228			5,228	1,082
Bank interest	1,680			1,680	1,167
Raffle income	-			-	66
Contributions from residents	72,376			72,376	70,171
Contribution from residents received in advance	25			25	56
Contribution from residents received in arrears	360			360	596
<b>Sub total</b> (Gross income for AR)	<b>83,562</b>	-	-	<b>83,562</b>	<b>76,657</b>
<b>A2 Asset and investment sales, etc.</b>					
	-	-	-	-	-
<b>Total receipts</b>	<b>83,562</b>	-	-	<b>83,562</b>	<b>76,657</b>

# BURLEY HOUSES

## RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 30 JUNE 2024

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>					
<b>Upkeep of buildings and grounds:</b>					
- Repairs and maintenance	61,702			61,702	21,663
- Maintenance of grounds	9,544			9,544	12,071
- Plumbing work	-			-	39,150
- Roof work	-			-	131,250
- Boiler work	-			-	22,110
- Shower work	-			-	20,498
- Guttering work	-			-	19,521
- Electrical work	-			-	15,565
- Damp proofing	8,037			8,037	-
- CCTV costs	2,204			2,204	6,543
Light and heat	938			938	169
Insurance	5,695			5,695	-
Water rates	157			157	87
Postage and stationery	87			87	-
Independent examination fees	1,500			1,500	1,500
Subscription to Almshouses Association	407			407	233
Council Tax	1,850			1,850	706
Christmas/Birthday gifts/cards to residents	21			21	360
Miscellaneous	35			35	169
Charnwood Lifeline	1,562			1,562	1,692
Bank charges	95			95	110
SLC Property Management fees	11,400			11,400	11,400
Refund of resident contributions	494			494	-
Donations	-			-	100
<b>Sub total</b>	<b>105,728</b>	<b>-</b>	<b>-</b>	<b>105,728</b>	<b>304,897</b>
<b>A4 Asset and investment purchases</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>105,728</b>			<b>105,728</b>	<b>304,897</b>
<b>Net of receipts/(payments)</b>	<b>(22,166)</b>	<b>-</b>	<b>-</b>	<b>(22,166)</b>	<b>(228,240)</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>309,771</b>			<b>309,771</b>	<b>538,011</b>
<b>Cash funds this year end</b>	<b>287,605</b>	<b>-</b>	<b>-</b>	<b>287,605</b>	<b>309,771</b>

# BURLEY HOUSES

## STATEMENT OF ASSETS AND LIABILITIES AS AT 30 JUNE 2024

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	111,741		
	Market Harborough Building Society	85,000		
	Loughborough Building Society	90,864		
	<b>Total cash funds</b>	<b>287,605</b>	<b>-</b>	<b>-</b>
	(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	3,811	
	Accrued income	Unrestricted	438	
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	M & G Investments - Charity Multi asset Fund	Unrestricted	24,810	68,773
	COIF Charities Investment Fund	Unrestricted	42,950	450,268
	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	667	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	<i>Keith Richard Harkness</i>	Mr KR Harkness	4 Apr 2025	