

**PETLEY AND DEAKINS ALMSHOUSE CHARITY**  
**TRUSTEES REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

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# **PETLEY AND DEAKINS ALMSHOUSE CHARITY**

## **REFERENCE AND ADMINISTRATIVE INFORMATION**

<b>REGISTERED CHARITY NUMBER</b>	209248
<b>REGISTERED ADDRESS</b>	The Vicarage 6 Brook Street Tonbridge Kent TN9 2PJ
<b>TRUSTEES</b>	Rev Mark Barker (Chairman) Mrs Pauline Challis Councillor Maria Heslop Mrs Helen Noble Dr Juliet Roberts Mr David Robins Councillor David Cure
<b>TREASURER</b>	Mr Nikolai Naylor
<b>CLERK TO THE TRUSTEES</b>	Mrs Kathy Bamblett
<b>BANKERS</b>	Lloyds TSB Bank plc 121 High Street Tonbridge Kent TN9 1DB
<b>INDEPENDENT EXAMINERS</b>	Gilbert Allen & Co. Churchdown chambers Bordyke Tonbridge Kent TN9 1NR

## PETLEY AND DEAKINS ALMSHOUSE CHARITY

### REPORT OF THE TRUSTEES

The Trustees present their Report and Financial Statements for the year ended 31 December 2020.

#### REFERENCE AND ADMINISTRATIVE INFORMATION

Details are shown on page 2. The present incumbent of St Peter and St Paul's Church, the Reverend Mark Brown, has indicated, as a result of other commitments, that he is not willing to act as an ex officio Trustee, and he is therefore not listed as such in these Financial Statements.

#### OBJECTIVES AND ACTIVITIES

The objective of the charity is to provide accommodation for poor persons of good character ordinarily residing in the Ancient Parish of Tonbridge.

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

Petley and Deakins Almshouse Charity was founded in the 18th Century and is currently regulated by an order of the Charity Commissioners approving a Scheme including appointment of Trustees dated 15 September 1970.

The Trustees meet at regular intervals during the year. The day-to-day administration is carried out by the Clerk to the Trustees and the Treasurer, both of which are voluntary appointments, in collaboration with the Chairman.

#### PUBLIC BENEFIT

In meeting the objectives the Trustees have given careful consideration to the Charity Commission's general guidance on public benefit and judge that all their activities meet this guidance.

#### ACHIEVEMENTS AND PERFORMANCE

All of the flats were occupied throughout the year.

The flats were maintained as was required throughout the year.

#### FINANCIAL REVIEW

The results for the year are shown on the Statement of Financial Activities.

The financial position of the charity continues to be most satisfactory with sufficient funds to meet emergency costs that are uninsured.

##### Designated Funds

Transfers were made from income to the Future Property Fund, and to the Endowment Fund in respect of the increase in the value of the investment.

##### Reserves

Reserves of £20,000 are held to cover refurbishment costs. Reserves above this amount are accumulated in a Future Property Fund until there is enough in the fund to purchase a further property, in order to further carry out the charity's objectives.

#### FUTURE PLANS

The Trustees will be looking to update the kitchens of the Petley Court flats as they fall empty in future.

**PETLEY AND DEAKINS ALMSHOUSE CHARITY****REPORT OF THE TRUSTEES, CONTINUED****STATEMENT OF TRUSTEES' RESPONSIBILITIES**

Charity Law requires the Trustees to prepare Financial Statements for each financial year which give a true and fair view of the state of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing those Financial Statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the policies are in accordance with applicable accounting standards;
- prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the Financial Statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Trustees :

**Reverend Mark Barker**  
**Chairman of Trustees**

**David Robins**  
**Trustee**



**Dr Juliet Roberts**  
**Trustee**

**Date:**



## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PETLEY AND DEAKINS ALMSHOUSE CHARITY**

We report on the Financial Statements of the Charity for the year ended 31 December 2020 which are set out on pages 6 to 11.

### **RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The Trustees are responsible for the preparation of the Financial Statements. The Trustees consider that an audit is not required for the year (under section 144(2) of the Charities Act 2011 (the Act)) and that an independent examination is needed.

It is our responsibility to:

- examine the Financial Statements (under section 145 of the Act);
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Act); and
- to state whether particular matters have come to our attention.

### **BASIS OF INDEPENDENT EXAMINER'S REPORT**

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the Financial Statements presented with those records. It also includes consideration of any unusual items or disclosures in the Financial Statements, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the Financial Statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **INDEPENDENT EXAMINER'S STATEMENT**

In connection with our examination, no matter has come to our attention:

- (1) which gives us reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records (in accordance with section 130 of the Act); and
  - to prepare Financial Statements which accord with the accounting records and comply with the accounting requirements of the Act.

have not been met; or
- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the Financial Statements to be reached.

**Churchdown  
Bordyke  
Tonbridge  
Kent TN9 1NR**

**Gilbert Allen & Co.  
Chartered Accountants**

**PETLEY AND DEAKINS ALMSHOUSE CHARITY**

**STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 DECEMBER 2020**

	<b>Notes</b>	<b>2020</b>	<b>2019</b>
		<b>£</b>	<b>£</b>
<b>Income from:</b>			
Maintenance contributions		40,278	40,082
Electricity generation		524	953
Investments		30	29
		<u>40,832</u>	<u>41,064</u>
<b>Expenditure on:</b>			
<b>Charitable activities:</b>			
Day to day maintenance and services		4,594	4,748
Cyclical maintenance		27,538	22,827
Bad debts		-	-
Residents' welfare		300	900
Depreciation of solar panels		1,240	1,240
Governance: Accountancy and			
Independent Examiner's fees		<u>864</u>	852
		34,536	30,567
<b>Net income</b>		<u>6,296</u>	<u>10,497</u>
<b>Gains on revaluation of investments</b>			
Endowment Fund	<b>4</b>	-55	88
<b>Net movement in funds</b>		<u>6,241</u>	<u>10,585</u>
Total funds brought forward		447,614	437,029
<b>Total funds carried forward</b>	<b>8</b>	<u><u>453,855</u></u>	<u><u>447,614</u></u>

There were no other recognised gains or losses during the current or previous year.

The Notes on Pages 8 to 11 form part of these Financial Statements.

**PETLEY AND DEAKINS ALMSHOUSE CHARITY**

**BALANCE SHEET**

**AS AT 31 DECEMBER 2020**

	Notes	<b>2020</b>		<b>2019</b>	
		£	£	£	£
<b>Fixed assets</b>					
<b>Tangible fixed assets</b>	<b>3</b>				
Housing Properties			659,133		659,133
Equipment			<u>1,240</u>		<u>2,480</u>
			660,373		661,613
<b>Investments</b>					
Endowment Fund	<b>4</b>		<u>685</u>		<u>740</u>
<b>Total fixed assets</b>			661,058		662,353
<b>Current assets</b>					
Debtors	<b>5</b>	280		161	
Cash at bank and in hand:					
COIF Charities Deposit Account			96		95
Lloyds TSB bank accounts			<u>143,562</u>		<u>117,738</u>
Total cash at bank and in hand			143,658		117,833
<b>Total current assets</b>			143,938		117,994
<b>Creditors:</b>					
<b>Amounts falling due within one year</b>	<b>6</b>		<u>19,260</u>		<u>852</u>
<b>Net current assets</b>			124,678		117,142
<b>Creditors:</b>	<b>7</b>				
<b>Amounts falling due after more than one year</b>			331,881		331,881
<b>Net assets</b>			<u><u>453,855</u></u>		<u><u>447,614</u></u>
<b>Capital and Reserves</b>					
Unrestricted funds			<u><u>453,855</u></u>		<u><u>447,614</u></u>

The Notes on Pages 8 to 11 form part of these Financial Statements.

The Financial Statements were approved by the Trustees on :

**Reverend Mark Barker**  
Chairman of Trustees

**David Robins**  
Trustee

*D. M. Robins*

**Dr Juliet Roberts**  
Trustee

*Juliet Roberts*

# **PETLEY AND DEAKINS ALMSHOUSE CHARITY**

## **NOTES TO THE FINANCIAL STATEMENTS**

### **FOR THE YEAR ENDED 31 DECEMBER 2020**

#### **1. Accounting Policies**

A summary of the principal accounting policies is set out below.

##### **1.1 Basis of Accounting**

The Financial Statements have been prepared under the historical cost convention with the exception that investments are valued at market value. The Financial Statements are in accordance with applicable accounting standards, the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS102) and comply with the Charities (Accounts and Reports) Regulations 2008 issued under the Charities Act 2011.

##### **Housing Properties**

Housing properties are stated at cost. As the premises are maintained in a continual state of sound repair such that their estimated residual value is not less than the cost, there is no annual charge for depreciation as it is not considered appropriate. Provision will be made should any permanent diminution in the value of properties occur.

##### **Housing Association Grant**

Housing Association Grant (HAG) was paid by the Department of Environment to reduce the cost of any approved scheme to the amount which it was estimated could be serviced by the net annual income of the scheme. HAG is repayable under certain circumstances, primarily following the sale of property, but would normally be restricted to net proceeds of sale. This grant was in respect of "Petley Court" itself and does not relate to any other properties now or in the future. It was a condition of eligibility for grant that a benefiting body became a housing association and that their name be placed on the Register of Social Landlords. In exercise of the power conferred by Section 4 (4) of the Housing Act, 1996 and having received certain undertakings from the Charity trustees, the Board of the Housing Corporation agreed on 9 September 1997 to the de-registration of Petley and Deakins Almshouse Charity.

##### **Capital Fund**

The Capital Fund represents the cost of the Housing properties net of Housing Association Grant.

##### **Maintenance Fund**

The Maintenance Fund represents amounts set aside to meet repair costs of a major and recurring nature in respect of housing properties where such costs cannot be met from current income.

##### **Future Property Fund**

The Future Property Fund represents surplus funds designated to finance the purchase of a new almshouse property.

##### **Value Added Tax**

The Charity is not registered for Value Added Tax. Where appropriate, expenditure is shown in the accounts inclusive of VAT.



**PETLEY AND DEAKINS ALMSHOUSE CHARITY**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

**2. Officers' emoluments**

The officers are defined as the Trustees and the Clerk to the Trustees, none of whom received emoluments or expenses. There were no related party transactions.

**3. Fixed Assets - Housing Properties**

Petley and Deakins Almshouses were founded at the beginning of the 18th Century from bequests of George Petley and Thomas Deakins. Constructed originally in High Street, Tonbridge, the Almshouses were erected on their present site fronting Pembury Road, Tonbridge in 1875. No value is included for the original costs of construction amounting to £1,866. Major alterations and modernisation of the accommodation have been completed, funded by way of Housing Association grant and a contribution from the Charity's own resources. The details below include the cost of earlier improvements financed by a combination of grant, mortgage loan and Charity funds.

In June 2011 a Leasehold Property at 4 St. Eanswythe's Court, Tonbridge, Kent, TN9 8BF was purchased comprising a Ground floor Flat and a Parking Space at a total cost of £141,777.80. The lease is for 125 years from 25 March 2006.

In June 2014 a Leasehold Property at 1 St. Eanswythe's Court, Tonbridge, Kent, TN9 8BF was purchased comprising a Ground floor Flat and a Parking Space at a total cost of £153,164. The lease is for 125 years from 25 March 2006.

<b>Fixed assets</b>	<b>Freehold land and buildings £</b>	<b>Leasehold land and buildings £</b>	<b>Fixtures fittings and equipment £</b>	<b>Total £</b>
<b>Cost</b>				
At 1 January 2020	364,191	294,942	12,400	671,533
Purchase in the year	-	-	-	-
At 31 December 2020	<u>364,191</u>	<u>294,942</u>	<u>12,400</u>	<u>671,533</u>
<b>Depreciation</b>				
At 1 January 2020	-	-	9,920	9,920
Depreciation in the year	-	-	1,240	1,240
At 31 December 2020	<u>-</u>	<u>-</u>	<u>11,160</u>	<u>11,160</u>
<b>Net book value</b>				
At 1 January 2020	<u>364,191</u>	<u>294,942</u>	<u>2,480</u>	<u>661,613</u>
At 31 December 2020	<u>364,191</u>	<u>294,942</u>	<u>1,240</u>	<u>660,373</u>

**PETLEY AND DEAKINS ALMSHOUSE CHARITY**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

**4. Investment- Endowment Fund**

The original cost of assets representing the Charity's Endowment fund is not known. Shares in the National Association of Almshouses Common Investment Fund were purchased in 1971 at a cost of £280 from the proceeds of an earlier investment. This amount has been attributed as base cost.

On 15 November 2019 the NAACIF fund merged into the M&G Charity Multi Asset Fund.

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
The investment comprises the following:		
819 (2019:819) M&G Charity Multi Asset Fund shares		
Base cost	<u>280</u>	<u>280</u>
Market Value at 1 January 2020	740	652
Increase/(decrease) in value	<u>(55)</u>	<u>88</u>
Market Value at 31 December 2020	<u><u>685</u></u>	<u><u>740</u></u>

**5. Debtors**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Contributions receivable	280	161
Electricity generation income receivable	<u>-</u>	<u>-</u>
	<u><u>280</u></u>	<u><u>161</u></u>

**6. Creditors - Amounts falling due within one year**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Accountancy & Independent Examiner's Fees	1,716	852
Maintenance costs	<u>17,544</u>	<u>-</u>
	<u><u>19,260</u></u>	<u><u>852</u></u>

**PETLEY AND DEAKINS ALMSHOUSE CHARITY**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

**7. Creditors: Amounts falling due after more than one year**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Housing Association Grants	<u>331,881</u>	<u>331,881</u>

(only payable under certain circumstances, such as the sale of Petley Court itself, see note 1.1)

**8. Movement in funds**

	<b>Balance at 1.1.20</b>	<b>Income and gains</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>Balance at 31.12.20</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted funds</b>					
Revenue Fund	-	40,832	(33,296)	(7,536)	-
Capital Fund	329,732	-	(1,240)	-	328,492
Maintenance Fund	20,000	-	-	-	20,000
Future Property Fund	97,142	-	-	7,536	104,678
Endowment Fund	740	(55)	-	-	685
	<u>447,614</u>	<u>40,777</u>	<u>(34,536)</u>	<u>-</u>	<u>453,855</u>

An Order of the Charity Commissioners dated 15 September 1970 requires that the Charity make a contribution each year of not less than £360 to an investment representing the Extraordinary Repair Fund. The Extraordinary Repair Fund is now the Maintenance Fund. Refurbishment expenditure has been carried out in recent years so the current level of the fund has been maintained at £20,000.


SIGNATURE CERTIFICATE



REFERENCE NUMBER  
8BC0EC7F-0D21-49FF-9E93-CDA0ABC82223

TRANSACTION DETAILS	DOCUMENT DETAILS
<b>Reference Number</b> 8BC0EC7F-0D21-49FF-9E93-CDA0ABC82223	<b>Document Name</b> Annual Return 2020
<b>Transaction Type</b> Signature Request	<b>Filename</b> annual_return_2020.pdf
<b>Sent At</b> 24/10/2021 20:56 +01	<b>Pages</b> 11 pages
<b>Executed At</b> 25/10/2021 12:58 +01	<b>Content Type</b> application/pdf
<b>Identity Method</b> email	<b>File Size</b> 2.44 MB
<b>Distribution Method</b> email	<b>Original Checksum</b> 358f017592865ce1366291902b0d11c9ba54eae51c95bf126e2bea2524574f9a
<b>Signed Checksum</b> 148bd8ba45012844e47164989dde5e997b7124363e8dfba60023c6f677d33138	
<b>Signer Sequencing</b> Disabled	
<b>Document Passcode</b> Disabled	

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
<b>Name</b> David Robins	<b>Status</b> signed	<b>Viewed At</b> 25/10/2021 12:55 +01
<b>Email</b> davidrobins@blueyonder.co.uk	<b>Multi-factor Digital Fingerprint Checksum</b> 68b85fbf9d9f86fd619893f66a397b1bad6f5fa1d57e96f710b121c6f37219ef	<b>Identity Authenticated At</b> 25/10/2021 12:58 +01
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	<b>Device</b> Firefox via Windows	
	<b>Typed Signature</b> 	
	<b>Signature Reference ID</b> EA4D2DD8	
<b>Name</b> Juliet Roberts	<b>Status</b> signed	<b>Viewed At</b> 25/10/2021 10:11 +01
<b>Email</b> dcproberts75@icloud.com	<b>Multi-factor Digital Fingerprint Checksum</b> 43f3046e62841e4f96d283c23b544a17b00def9c6158ae46eba497c7dcb9384c	<b>Identity Authenticated At</b> 25/10/2021 10:13 +01
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	<b>Device</b> Safari via Mac	
	<b>Drawn Signature</b> 	
	<b>Signature Reference ID</b> F4623CD1	
	<b>Signature Biometric Count</b> 404	

# AUDITS

TIMESTAMP	AUDIT
24/10/2021 20:56 +01	Nikolai Naylor (nikolai@nayloraccountancy.com) created document 'annual_return_2020.pdf' on Chrome via Windows from 95.147.210.70.
24/10/2021 20:56 +01	Juliet Roberts (dcproberts75@icloud.com) was emailed a link to sign.
24/10/2021 20:56 +01	David Robins (davidrobins@blueyonder.co.uk) was emailed a link to sign.
25/10/2021 10:11 +01	Juliet Roberts (dcproberts75@icloud.com) viewed the document on Safari via Mac from 31.54.172.230.
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