



Hampton Cottages

1912 – 2012

Hampton Cottages Charity, Knockholt

Reg. Office: Verrington House – Old London Rd, Knockholt TN14 7LU

Registered Charity No. 209446

Report and Accounts Financial Year ended 31st March 2024

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Bankers: CafBank (Charities Aid Foundation), Kings Hill, West Malling, Kent

Independent Examiner: Mr David Robson, Cherry Three Cottage, Main Road, Knockholt.

Hampton Cottages Charity is a member of



THE ALMSHOUSE ASSOCIATION

& The Independent Housing Ombudsman Scheme



Hampton Cottages

(Reg. Charity No. 209446)

Annual Report for the fiscal year ended 31st March, 2024

The Trustees of the Charity are:

Rev. Tim Edwards - Chairman	Appointed	28 th January 2018
Mr. James Edmunds – Trustee	Appointed	8 th October 2019
Mrs. Caroline Hubble - Treasurer	Appointed	10 th September 2022
Mr. Graham Brooks – Trustee	Appointed	5 th March 2023

(Mr. James Edmunds serves as Trustees by virtue of their positions as Churchwardens of St. Katharine's Church, Knockholt).

Statement of Trustees Responsibilities

Charity legislation requires Trustees to prepare Financial Statements for each financial year. These are required to give a true and fair view of the state of affairs of the Charity as at the end of the financial year and of the surplus or deficit for the period.

In preparing the Financial Statements suitable accounting policies have been adopted and consistently applied, to the best of the Trustees' knowledge and belief, by reference to reasonable and prudent judgements and estimates. Applicable accounting standards have been followed. The charity is not subject to audit as neither the gross income nor the total expenditure exceed the statutory audit threshold, currently £250,000 and the gross income was below the £100,000 accruals threshold thereby enabling the charity to adopt receipts and payments accounts.

The charity therefore remains below the audit threshold and is able to take advantage of the reduced reporting allowed under SORP 2005 (The Statement of Recommended Practice - Accounting and Reporting by Charities) and the Charities (Accounts and Reports) Regulations 2008. Using the Receipts and Payments basis of accounting makes no material difference to either the results or the financial statements (ie: the accounts constitute a factual record summarising the cash transactions of the charity and listing its remaining cash and non-cash assets and its liabilities). The Trustees have chosen this method of presentation as the affairs of the charity are in fact relatively straightforward and this method therefore will in practice differ little from the "Accruals" basis of accounting.

The Trustees are responsible for maintaining adequate accounting records, for safeguarding the assets of the Charity and for preventing and detecting fraud and other irregularities. Investments made by the Charity are reviewed annually. The Trustees are also required to indicate where the Financial Statements are prepared other than on the basis that the Charity is a going concern. . It is the Trustees intention that any major items of income or expenditure which are anticipated or have not been paid will be mentioned in the notes to the accounts.



Objectives & Organisational Structure

Hampton Cottages Charity was established in 1912. The primary charitable objective was and remains to provide housing for “poor persons of good character” emanating from within the Parish of Knockholt as it was established at that time. Since the Parishes of Knockholt & Halstead have become a united benefice under one Rector the Trustees now regard the two Parishes as one. The Trustees have a statutory responsibility to administer the Trust in conformity with the Governing Instrument.

The primary objective of the Charity is to provide housing accommodation and associated services of a good general standard for the benefit of appointed residents. The Charity is run by the Trustees - the Incumbent of St. Katharine's Church, Knockholt, the Churchwardens of the day and a further three Trustees appointed by Knockholt Parish Council. All major decisions are discussed and ratified at regular meetings of the Trustees.

Employees

The Charity has no employees, and the Trustees receive no remuneration.

Restricted & Permanent Endowment Funds

The Charity has no restricted funds and there is no permanent endowment fund.

Investments

The Trustees have moved from the historic ultra conservative investment policy to moderate risky in 2019 by investing £40K in CCLA Ethical Investment Fund. On March 24 the value of the investment was £55,319.89, an increase of £15,319.89 over the past 5 years. Any excess funds, not required to service immediate needs, should be placed in a CafGold Deposit account with CAFBank Ltd. (The Charities Aid Foundation) in order to attract a slightly higher return than that available on the CAFBank current account. Funds not required in the medium to long term are deposited with the COIF Charities Deposit Fund (the Charities Official Investment Fund) in order to attract a higher return than that available from CAF. The COIF Deposit Fund has consistently achieved an AAA/V1 Credit Rating - the highest credit rating achievable. Since 2014/15 funds were also transferred to a Virgin Money passbook account, which attract the best interest rate on the market. However, due to Virgin bank closing its Bromley branch and retiring the Passbook product, the trustees were unable to keep the passbook updated during financial year 2022/23. We are pleased to inform that the issue is now being resolved.

Reserves Policy

The Trustees have a conservative Reserves Policy to provide for future extraordinary maintenance and repairs. The size of this reserve is determined bearing in mind assessments made during periodic inspections carried out by qualified Chartered Building Surveyors retained by the Trustees when advice is given on the likely cost of current and future repairs and maintenance. It is the Trustees' policy to upgrade and refurbish, where necessary, any almshouse that becomes empty and unoccupied prior to it being occupied by a new resident. An inspection is carried out by qualified surveyors at intervals decided upon by the Trustees to ensure that the properties are being effectively maintained and repaired.

Internal Controls & Risk Assessment

Major risks which might impact the work of the Charity are routinely identified and discussed at meetings of the Trustees. The Trustees are satisfied that all major risks have been identified as far as possible and, where necessary, adequately addressed through the current risk assessment procedures.



Review of the Year

Sadly, we lost three residents during 2023/24: Mrs Doris Bannister, resident of cottage N.6, Mr Peter Buttle resident of cottage N.3 and Mr Ray Cannon at cottage N.4.

We welcome three new residents that have settled very well in their new accommodation:

Mr. B Steven is at Hampton Cottages N.4, Mr T Andrews at cottage N.6, and Mr. R Dyson at cottage N.3

During 2023/24 general maintenance and improvement of the properties continued as usual. By the end of the financial year, it was decided to roll out the replacement of the boilers across the whole of the cottages. As of 31st March 2024, only the boiler of cottage N.6 was replaced. The aim is to complete the roll out replacement of the boilers by 31st March 2025.

INCOME

The charity's only income is from residential contributions and deposit interest. Hampton Cottages residents' maintenance contribution for the year was £ 40,064.47 vs. £ 41,771.33 in 2022/23. The decrease is to be attributed to the loss of revenue from the empty units.

Interest received on deposits were £7,043.55 vs. £3,650.65 in 2022/23. The increase is linked to the interest received from the investment in CCLA Ethical Investment Fund. Also in the year the issue with Virgin Passbook was solved and the interest accrued during the financial year 2022/23 added to the account.

As we received no Donation, the Total Income for Year End 2023/24 is £47,074.06

As a norm, our accounting is performed on the "cash", rather than the "accruals" basis, therefore any additional interests accrued during the period but paid after Year End will be recognised in next year's results.

EXPENSES

On the repairs & maintenance front it was as busy as last year.

The total amount expense on Improvements increased to £14,680.39 (vs. £13,968.31 in 2022/23). During 2023/24 there was a focus on garden maintenance with the removal of old wood from the oak tree outside cottage N' 8, the maintenance of the bank in front of cottages N.1-4, and flower baskets to at the front and back of the cottages.

The decrease in plumbing cost compared to the previous year (£840 in 223/24 v. £3,416.40 in 2022/23) is due to the maintenance cost being allocated to the individual cottages.

"Other Outgoings" £1,356.72 this year vs. £1,026.56 in 2022/23.

No donations were received during the year.

The net result for the year was a SURPLUS of £ 23,560.97 (vs. 202/23 SURPLUS £21,274.49).

Our grateful thanks, once again, to David Robson for being kind enough to act as Independent Examiner to the charity.

Hampton Cottages Charity remains a fully paid-up member of both The Almshouse Association and The Housing Ombudsman Scheme.

Caroline Hubble

Caroline Hubble
Treasurer.

22nd Dec 2024

Hampton Cottages Charity

Financial Activities April 2023 - March 2024

	TOTAL	
	APR 2023 - MAR 2024	APR 2022 - MAR 2023 (PY)
Income		
MAINTENANCE CONTRIBUTIONS		
No. 1	4,431.96	4,431.96
No. 10	4,431.84	4,431.84
No. 2	4,432.08	4,062.74
No. 3	4,432.44	3,324.15
No. 4	2,216.16	3,693.60
No. 5	4,432.44	4,432.44
No. 6	2,557.27	4,264.32
No. 7	4,264.32	4,264.32
No. 8	4,432.92	4,432.92
No. 9	4,433.04	4,433.04
Total MAINTENANCE CONTRIBUTIONS	40,064.47	41,771.33
OTHER INCOME		
Interest on Deposits	7,043.55	3,650.65
Total OTHER INCOME	7,043.55	3,650.65
Total Income	£47,108.02	£45,421.98
TOTAL	£47,108.02	£45,421.98
Expenditures		
IMPROVEMENTS		
General Improvements	650.00	849.90
No. 1	174.00	921.45
No. 10	721.60	3,275.96
No. 3	565.32	140.00
No. 6	538.40	519.00
No. 8	2,440.69	161.00
No.2		42.00
No.4	547.93	
No.5	1,822.00	1,987.21
No.7	50.00	210.00
No.9		1,046.10
Total IMPROVEMENTS	7,509.94	9,152.62
MAINTENANCE & REPAIRS		
Alarm System	1,184.04	1,176.74
Empty Unit Costs	1,425.29	
Gardening	6,157.02	3,281.76
Gen. Maintenance	3,077.85	4,328.52
Heating & Plumbing	840.00	3,416.40
Insurance	1,436.19	1,224.89
Window Cleaning	560.00	540.00
Total MAINTENANCE & REPAIRS	14,680.39	13,968.31

Hampton Cottages Charity

Financial Activities April 2023 - March 2024

	TOTAL	
	APR 2023 - MAR 2024	APR 2022 - MAR 2023 (PY)
OTHER OUTGOINGS		
Charitable Donations		150.00
Other Expenses	197.02	78.00
Bank Charges	60.00	72.00
Total Other Expenses	257.02	150.00
Professional Fees	200.00	
Subscriptions	899.70	726.56
Total OTHER OUTGOINGS	1,356.72	1,026.56
Total Expenditures	£23,547.05	£24,147.49
NET OPERATING INCOME	£23,560.97	£21,274.49
NET INCOME/(EXPENDITURE)	£23,560.97	£21,274.49

Hampton Cottages Charity

Balance Sheet As of March 31, 2024

	TOTAL	
	AS OF MAR 31, 2024	AS OF MAR 31, 2023 (PY)
Fixed Asset		
Tangible assets		
Fixed Assets		
Depreciation	-1,629.81	-1,629.81
Fixed Assets	1,629.81	1,629.81
Total Fixed Assets	0.00	0.00
Total Tangible assets	£0.00	£0.00
Non-Current Assets		
Accounts Receivable (Manual)	0.00	0.00
Church Lands Charity Loan	0.00	0.00
Housing Corp Grant	0.00	0.00
Property Owned	2,900,000.00	2,900,000.00
Total Non-Current Assets	£2,900,000.00	£2,900,000.00
Total Fixed Asset	£2,900,000.00	£2,900,000.00
Cash at bank and in hand		
CAF Bank C/A	84,755.01	68,078.16
CAF Gold Deposit A/C	82,764.92	80,988.69
Cash Held	0.00	0.00
CCLA 207740001AA	0.00	0.00
Charity Bank	54,346.38	53,907.01
COIF Charity Deposit Account	54,520.74	50,498.62
Virgin Money	80,132.20	79,485.80
Total Cash at bank and in hand	£356,519.25	£332,958.28
Current Assets		
CCLA 207740001AA - Ethical Investment Fund	55,319.89	40,000.00
Undeposited Funds	0.00	0.00
Total Current Assets	£55,319.89	£40,000.00
NET CURRENT ASSETS	£411,839.14	£372,958.28
Creditors: amounts falling due within one year		
Current Liabilities		
Suspense Account	0.00	0.00
Total Current Liabilities	£0.00	£0.00
Total Creditors: amounts falling due within one year	£0.00	£0.00
NET CURRENT ASSETS (LIABILITIES)	£411,839.14	£372,958.28
TOTAL ASSETS LESS CURRENT LIABILITIES	£3,311,839.14	£3,272,958.28
Creditors: amounts falling due after more than one year		
Capital Account	0.00	0.00
Capital - Property	500,000.00	500,000.00
Revaluation Reserve	2,389,148.89	2,373,829.00
Total Capital Account	2,889,148.89	2,873,829.00

Hampton Cottages Charity

Balance Sheet As of March 31, 2024

	TOTAL	
	AS OF MAR 31, 2024	AS OF MAR 31, 2023 (PY)
Ext. Maint. & Repairs Reserve	150,000.00	150,000.00
Total Creditors: amounts falling due after more than one year	£3,639,148.89	£3,623,829.00
TOTAL NET ASSETS (LIABILITIES)	£272,690.25	£249,129.28
Charity funds		
Opening Bal Equity	87,093.64	87,093.64
Opening Balance Equity	162,035.64	140,761.15
Surplus/(Deficit)	23,560.97	21,274.49
Total Charity funds	£272,690.25	£249,129.28



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Hampton Cottages Charity

On accounts for the year
ended

31 March 2024

Charity no
(if any)

209446

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/3/24

Responsibilities and
basis of report

As the charity trustees of the 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

David Robson

Date:

6/1/25

Name:

DAVID ROBSON

Relevant professional
qualification(s) or body
(if any):

Address:

CHERRY TREE COTTAGE
MAIN ROAD, KNOCKHOLT
KENT TN11 1LH

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

When I signed off last years accounts (ye 31/3/23)
I mentioned I was unable to see the postbook
for the Virgin Money Account showing the
balance as at 31/3/2023. I have now seen
this and no such problems have been
found this year.

J. W. Sherrin
6/1/2025