

# CHARLES AMHERST'S ALMSHOUSES, PEMBURY

9-19 HASTINGS ROAD, PEMBURY  
REGISTERED CHARITY No. 209602  
MEMBER OF THE ALMSHOUSE ASSOCIATION No.462

## Trustees' Annual Report

Period start date: 01/04/2021

Period end date: 31/03/2022

### **Objectives and Activities:**

As set out in the Charity's governing document, the Charles Amherst's Almshouses is for housing six elderly people who are in need and who have resided in the area of the parish of Pembury. The Charity provides independent living for people over the age of sixty who are in financial need. Exceptions can be made to the age limit with approval of the Trustees. Residents are charged a weekly maintenance charge which is below the amount charged for similar social housing. The Trustees have regard to providing housing and welfare for public benefit.

The Charity acknowledges the contribution made by two volunteers who act as secretary and treasurer to the Charity.

### **Achievements and Performance:**

The six houses are over 300 years old and are grade1 listed. They have been improved by additional refurbishments over the years and are maintained to meet modern building standards. Repairs to the properties are carried out promptly.

The Trustees visit on a regular basis to assess the well-being of the Residents and to give advice where necessary. Any problems are openly encouraged in order for the Residents to be a happy community and also feel involved with the wider village community.

The following policies have been reviewed:

- Complaints Handling
- Financial Control
- Investment
- Risk Management
- Safeguarding vulnerable beneficiaries
- Volunteer Management
- Data Privacy Notice
- Health and Safety
- Residents Handbook

A quinquennial survey was carried out in 2020 and a time frame for carrying out repairs or improvements was agreed by the Trustees.

In the period 2021-2022 the following repair/improvement work was undertaken:

The removal of mould in the bathroom of one of the houses, carried out by a specialist contractor.

General repairs in the houses.

Replacement of felt on a number of sheds.



The Charity has achieved its objectives set for the year.

The Charity does not fundraise. The weekly maintenance charge is the sole form of income for the Charity. By careful prudence the Charity has been able to meet costs involved in the quinquennial review.

#### **Financial Review:**

The Charity is in a good position to meet the cost of repairs, improvements etc.

The Charity is diligent in keeping a reserve of money to meet the cost of repairs and improvements.

A reserve of approximately 50% of funds is kept to meet unexpected costs of repairs. The weekly maintenance charge is the sole source of income.

The principal risk is having funds to maintain the properties.

#### **Structure, Governance and Management:**

The Charity is governed by Trust Deed, which also states how the Charity is constituted.

Trustees are appointed by organisations in the community. A co-optative Trustee is appointed by the organisational Trustees.

All new Trustees are given training for their role. They are made aware of policies which are in place and their responsibility as a Trustee.

The Charity is run by five Trustees with the help of a volunteer secretary and a volunteer treasurer.

Representative Trustees report on the Charity to their particular organisation. Their term of office is laid out in the Trust Deed.

#### **The Trustees:**

Revd R M Worssam

Mrs J M Ditchett

Mr S Rose (resigned 01.2022)

Mrs A Saunders

Mrs P Franks (Chairman)

Vicar of Pembury

Representative Trustee of Pembury Parish Council

Representative Trustee of Pembury Parish Council

Representative Trustee of Pembury Women's Institute

Co-optative Trustee of the Charity

**Reference and Administrative details:**

Charity name: Charles Amherst's Almshouses

Registered charity number: 209602

Charity's principal address:

33 Herons Way  
Pembury  
Tunbridge Wells  
Kent  
TN2 4DW

**Declarations**

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

**Signed on behalf of the charity's trustees.**

**Signature:**

**Full name:** Mr John William Smith

**Position:** Clerk to the Trustees

**Date:** 11/09/2022



## Charles Amherst's Almshouses, Pembury

### Statement of account for the year ended 31st. March 2022

#### Income

WMC from properties	28080.00
Income from NAACIF shares	0.00
Total income	28080.00

#### Expenditure

Water Sewerage and supply	1859.31
Insurance	1310.94
Almshouses Association Subscription	187.00
Chairman's Expenses	240.00
Maintenance and Repair	6710.80
Architect Fees	nil
Television Licences	318.00
Electricity/Gas	30.00
Treasurers Expenses	7.11
Total Expenditure	10663.16
Net Income over Expenditure	17416.84

#### Investment

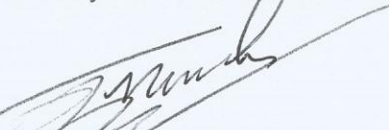
Charifund Accumulation Units	39010.20
Total Investment	

#### **Bank Statement Balance March 31st. 2022**

64840.38

See over for Bank Reconciliation and Maintenance/Repair costs

I have examined the above accounts for the year ending 31/03/2022 and the figures as at that date from the books receipts and bank statements. In my view these give an accurate picture and assessment of the Trust's position for the year and as at that date.



John R. Franks A.C.I.B.

Independent Examiner  
06/09/2022

### Bank Reconciliation

Opening balance 1/04/2019	48161.54	
Less unrepresented Cheques	<u>-738.00</u>	47423.54
Add income to March 31st. 2020		28080.00
Less purchase of shares		0.00
Less Expenditure		<u>-10663.16</u>
Closing Bank Balance as at 31/03/2020		<u>64840.38</u>

### Analysis of Maintenance and repairs

Boiler Services	834.00
Toilet repair	294.00
Mould treatment	1258.80
Chimney/damp	3650.00
New showers	674.00
Total	<u>6710.80</u>





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

Charity Name  
**CHARLES AMHERST ALMSHOUSES**

On accounts for the year  
ended

**31.03.2022**

Charity no  
(if any)

**209602**

Set out on pages

**4-5**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2022**.

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 Trust's accounts carried out under section 145 of the 2011 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

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

Signed:

**[Signature]**

Date:

**11-9-22**

Name:

**JOHN ROBERT FRANKS**

Relevant professional  
qualification(s) or body

**MEMBER CHARTERED INSTITUTE OF BANKERS**

IER

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Oct 2018



(if any):

Address:

Section B	Disclosure
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Only complete if the examiner needs to highlight material 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.