



# Trustees' Annual Report for the period

		Period start date					Period end date		
From	Day	Month	Year	To	Day	Month	Year		
	01	04	2023		31	03	2024		

## Section A Reference and administration details

Charity name

Cardington, Cople & Eastcotts Charity

Other names charity is known by

Registered charity number (if any)

210585

Charity's principal address

30 Water End

Cople

Bedford

Postcode

MK44 3TY

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Charles Whitbread	Co-optative	06.03.08	Southill Estate
2	Rev Fr Paul Messam	Ex Officio	16-06-22	St Mary's Cardington
4	Alan Apling	Councillor	01.09.05	Cardington Parish Council
5	Alan Nothard	Cardington PC Rep	14.01.15	Cardington Parish Council
6	Lesley Cole	Cople PC Rep	18.03.13	Cople Parish Council
7	David Small	Councillor	15.07.19	Cople Parish Council
8	Paul Goss	Councillor	09.11.20	Eastcotts Parish Council
9	Colin Caborn	Councillor	05.06.23	Eastcotts Parish Council
10	Leigh Coombs	Borough Councillor	29.06.23	Bedford Borough Councillor
11	Angela Stimpson	Councillor	11.07.19	Cotton End Parish Council
12	Lesley Seymour	Councillor	09.11.20 – 10-06-23	Cotton End Parish Council
13				
14				
15				
16				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
The Charity is the custodian of eight named Charities as stated in the Scheme	L1(R) 210.585. A/1

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

L1(R) 210.585. A/1  
Scheme including appointment of Trustees and vesting in Official Custodian for Charities

How the charity is constituted  
(eg. trust, association, company)

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Trustee selection methods  
(eg. appointed by, elected by)

**Ex-Officio Trustee** Rev'd Fr Paul Messam, Team Rector, Elstow Abbey & Elstow Team Ministry. Assistant Area Dean of Bedford  
**Nominative Trustees**  
Bedford Borough Council (1)  
Cardington Parish Council (2)  
Cople Parish Council (2)  
Eastcotts Parish Council (2)  
Cotton End Parish Council (2)

**Co-optative Trustees** – persons residing or carrying on business in or near the area of benefit (2) Charles Whitbread  
(First Co-optative Trustee shall be entitled to hold office for life)

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- 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;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Charity is a member of the Almshouse Association

Trustees are nominated by local Parish Councils, Cardington, Cople, Cotton End and Shortstown. Trustee meetings were held quarterly in St Mary's Church.

Member of the Almshouse Association

Annual property inspections take place by Trustees and Clerk  
5 year electrical inspections are carried out by commercial electricians.  
Annual inspection of smoke alarms are inspected by one nominated Trustee and Clerk.  
Some properties have smoke alarms connected to the mains – in 2024 all properties will be connected in this way

## Section C

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

Cardington, Cople & Eastcotts Charity is the Official Custodian of 8 Charities as listed in the Charity's Constitution. The eight charities relate to the 8 Almshouses situated in the Parish of Cardington, Bedfordshire.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**The qualification of almspeople** -The almspeople shall be poor persons who (except in special cases to be approved by the Commissioners) are resident in the area of benefit at the time of appointment.

Applicants are requested to complete an application form and attend an informal interview. They are also required to sign and abide by the Conditions of Residency.

Residents are required to pay a weekly maintenance contribution (WMC). This contribution goes towards the maintenance, upkeep, and management of the 8 properties. The WMC is reviewed each year seeking advice from the Valuation Office Agency

### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.


## Section D

## Achievements and performance

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

Roof work at The Green to the four properties carried out.

Routine Property Maintenance Total for the year amounted to £14,154.15

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

The Charity holds reserves as follows:-

Emergency Repair Fund (ERM) Investments relating to the charities listed in the constitution.

Cyclical Maintenance Fund (CMF) in Savings Account

Routine Maintenance Fund (RMF)

Business Reserves Account and

Liquidity Manager Account

**Details of any funds materially in deficit**

Almshouse Loans

Repayments are made twice a year, balance outstanding at year end 31 March 2024 - £34,125.00.

Loan 1 last repayment 24 June 2028

Loan 2 last repayment 15 April 2032

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Weekly Maintenance Contribution (WMC) for the 8 properties. The WMC are reviewed annually using the VOA to establish equivalent fair rent.

**Key objectives** – Annual property inspections to identify any maintenance issues, in addition to day to day issues.

Trustees invest £500 per month in M&G investments. (7 named investments as stated in the Charity Schedule are increased on a monthly basis by £50 per Charity, in addition to £150 per month to the Emergency Repair Fund).




## Section F Other optional information

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## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

*Sandra Thacker*

Full name(s)

Sandra Margaret Thacker

Position (eg Secretary, Chair, etc)

Clerk to the Trustees

Date

1/11/24

# **CARDINGTON, COPLE & EASTCOTTS CHARITY**

Charity Commission Registration: 210585

## **ANNUAL REPORT & ACCOUNTS YEAR ENDING**

**31 MARCH 2024**

### **CHAIRMAN OF THE TRUSTEES**

**MRS LESLEY COLE  
24 Woodlands Close  
Cople, Beds MK44 3UE**

Appointed 15 September 2015

**CLERK TO THE TRUSTEES**  
*Mrs Sandra Thacker*  
*30 Water End*  
*Cople Beds MK44 3TY*

## TRUSTES OF THE CHARITY

### CO OPTATIVE TRUSTEE

Mr Charles Whitbread  
Southill Park  
Biggleswade, SG18 9LL  
Appointed 06.03.08

### EX OFFICIO TRUSTEE

The Reverend Father Paul Messam  
Team Rector, Elstow Abbey & Elstow Team Ministry  
Assistant Area Dean of Bedford  
14 June 2022

### NOMINATED TRUSTEES

#### BEDFORD BOROUGH COUNCIL

Councillor Leigh Coombs  
29.06.23 – 28.6.27

#### CARDINGTON PARISH COUNCIL

Mr Alan Apling  
8 Yeomans Gate  
Cardington MK44 3SF  
Appointed 01.09.21 - 31.08.25

Mr Alan Nothard  
10 Yeomans Gate  
Cardington MK44 3SF  
Appointed 03.07.23 – 2 July 27

#### COPLE PARISH COUNCIL

Mrs Lesley Cole  
24 Woodlands Close  
Cople  
MK44 3UE  
Appointed 18.03.21 – 17.03.25

Dr David Small  
29 Water End  
Cople  
MK44 3TY  
Appointed 12.05.23 – 11 May 27

#### COTTON END PARISH COUNCIL

Mrs Angela Stimpson  
7 Manor Way  
Cotton End  
Bedford MK45 3AH  
Appointed 10.07.23 – 09.07.27

Mrs Lesley Seymour  
14 Trow Close  
Cotton End  
Bedford MK45 3BF  
Appointed 11.06.19 - 10.06.23

#### SHORTSTOWN PARISH COUNCIL

Mr Colin Caborn  
253 Old Harrowden Road  
Harrowden  
Bedford  
MK42 0TB  
Appointed 05.06.23 – 04.06.27

Mr Paul Goss  
2 Chamberlain Way  
Shortstown  
Bedford  
MK42 0GN  
Appointed 09.11.20 – 08.11.24

## ALMSHOUSES

### THE GREEN MK44 3TE

**No 1 The Green**

Constructed 1780

Sum insured £283,295

Listed Building Grade II

Reinstatement costs £246,344.00

Occupied from 15 September 2022

**No 2 The Green**

Constructed 1780

Sum insured £319,375

Listed Building Grade II

Reinstatement costs £277,718.00

Occupied from 8 August 2022

**No 3 The Green**

Constructed 1780

Sum insured £276,614

Listed Building Grade II

Reinstatement costs £240,534.00

Occupied from 01 April 2017

**No 4 The Green**

Constructed 1780

Sum insured £295,322

Listed Building Grade II

Reinstatement costs £256,802.00

Occupied from 1 September 2014

### JUBILEE COTTAGES MK44 3SH

**No 1 Jubilee Cottages**

Constructed 1978

Sum Insured £178,250

Reinstatement costs £181,000.00

Occupied from 20 April 2015

**No 2 Jubilee Cottages**

Constructed 1978

Sum Insured £178,250

Reinstatement costs £181,000.00

Occupied from 25 February 2022

### SOUTHILL ROAD MK44 3SZ

**No 1 Southill Road**

Constructed 1830

Sum Insured £208,150

Reinstatement costs £155,000.00

Occupied from 15 October 2022

**No 2 Southill Road**

Constructed 1830

Sum Insured £208,150

Reinstatement costs £155,000.00

Occupied from 1 December 2022

**NB** Rebuild costs as per Robinson & Hall January 2023.

The Charity Brokers have recommended that rebuild costs should be reviewed every 3 years.

Next review will be 2026

VAT not included in the above rebuilding costs (in accordance with the HM Customs & Excise guidance notes).

**CARDINGTON COPLE AND  
EASTCOTTS CHARITY**

**Year End 31 March 2024**

The 2023-2024 set of accounts have been prepared on a receipts and payments basis.

**Finance**

Income was greater than expenditure.

Balance at Bank at 31 March 2024	£4,218.44	Routine Maintenance Fund (RMF)
Balance Reserve Fund at 31 March 2024	£10,046.04	
Balance at Virgin Savings Account	£20,465.50	Cyclical Maintenance Fund (CMF)
Balance at Liquidity Manager Account	£25,294.04	

WMC – Residents are paying their contributions on the 15th of each month via standing order. One Resident pays the WMC weekly.

**Loan arrangement with the Almshouse Association (AA)**

Loan 1 - The existing AA loan was arranged in May 2015, the loan repayment is £1,312.50 at six monthly intervals in June and December by standing order. Outstanding at year end - £11,812.50

Loan 2 - The second AA Loan was arranged in 2021. £1,312.50 to be paid at six monthly intervals in October and April each year. Outstanding at year end - £22,312.50

**M&G Investments as at 31 March 2024**

Investments currently stand at –

£34,160.44 Investments (written notice required for withdrawals).  
– within this figure is £11,030.00 (Emergency Repair Fund (ERF)).

Trustees commit to investing £500 per month from the Current Bank Account via direct Debit to the Investment Fund. Total invested in this financial year £6,000.

Agreed by the Trustees - £5,000 to remain in the current account and £10,000 in the Bank Reserves Account. Monies over and above this amount are to be deposited in the 95 day notice Liquidity Account with £20,000 to remain in the 30day notice Account.

**Repairs, Maintenance and Refurbishment Costs, for 8 Almshouses** for the year ending 31 March 2024 totalled £14,154.15

Sandra Thacker  
Clerk to the Trustees  
Cardington Cople & Eastcotts Charity  
June 2024

March 2023	Year ended March 2024 Income and Expenditure	March 2024
	<b>Income</b>	
3,832.77	WMC 1 The Green	6,557.32
4,109.91	WMC 2 The Green	6,557.32
7,279.92	WMC 3 The Green	7,756.62
7,280.00	WMC 4 The Green	7,753.00
6,759.96	WWC No 1 Jubilee Cottages	6,976.66
7,695.96	WWC No 2 Jubilee Cottages	8,046.86
4,864.35	WMC No 1 Southill Road	7,800.00
2,239.69	WMC No 2 Southill Road	6,600.00
1,994.30	Loan last tranche	0.00
1,524.07	Refunds - Council tax and Bank error	0.00
5,000	GRANTS	0.00
7.5	TV Licence re No 2 TG	0.00
528.66	WMC ERROR No 2 SR	0.00
0.00	Refund from Flush and Flow	100.00
<b>61,227.15</b>		<b>58,147.78</b>
	<b>Expenditure</b>	
26,000.00	Transfer	
5,250.00	AA Loan repayments June and December	5,250.00
206.00	Almshouse Assoc Membership	343.00
126.00	Independent Examiner	126.00
1,190.94	Property Insurance	1,276.13
9,552.22	Clerk's Salary and PAYE	6,531.92
670.77	Clerk's Mileage/Postage/Expenses	285.36
425.00	Annual Benevolence	400.00
20,097.10	Repairs and Maintenance No 1 The Green	2,188.20
7,860.81	Repairs and Maintenance No 2 The Green	2,513.20
2,495.00	Repairs and Maintenance No 3 The Green	3,702.60
2,468.80	Repairs and Maintenance No 4 The Green	3,273.20
395.00	External Work at No 1-4 The Green	288.00
124.99	Repairs and Maintenance No 1 Jubilee	253.00
1,209.00	Repairs and Maintenance No 2 Jubilee	248.00
19,557.04	Repairs and Maintenance No 1 Southill Road	577.95
19,486.10	Repairs and Maintenance No 2 Southill Road	858.00
528.66	Reimbursement of WMC	0.00
220.00	Jubilee Car Park grass cutting	270.00
6,000.00	Funds to M&G Investments	6,000.00
72.00	External Payroll Services	54.00
7.50	TV Licence paid on behalf of No 4 TG	0.00
0.00	Property Reinstatements	935.28
0.00	WMC Reimbursement of WMC No 2 JC	90.90
<b>123,942.93</b>		<b>35,464.74</b>
<b>-62,715.78</b>	<b>Income less expenditure</b>	<b>22,683.04</b>

**STATEMENT OF ASSETS &  
LIABILITIES  
ASSETS**

**Robinson &  
Hall Property  
Rebuild  
figures, 12 May  
2023**

**Sum insured to  
June 2023**

**Sum insured to  
June 2024**

**Property - Fixed Assets**

246,344.00	1 The Green	236,900.00	283,295.00
277,718.00	2 The Green	233,992.00	319,375.00
240,534.00	3 The Green	241,260.00	276,614.00
256,802.00	4 The Green	257,248.00	295,322.00
155,000.00	1 Jubilee Cottages	148,244.00	178,250.00
155,000.00	2 Jubilee Cottages	148,244.00	178,250.00
181,000.00	1 Southill Road	136,618.00	208,150.00
181,000.00	2 Southill Road	136,618.00	208,150.00
	Land adjoining		
	1-2 Jubilee Cottages	1.00	1.00

**1,693,398.00**

**Totals**

**1,539,125.00**

**1,947,407.00**

**Non-current Assets:-**

**Next  
reinstatement  
2026**

M&G Investments as at

**31-Mar-23**

**31-Mar-24**

*National Association Almshouses Common Investment Fund*

**Shares - Value as at 31 March .....**

**2023**

**2024**

Thomas Forster Elder	2,378.05	3,168.34
Humphery Harleston	2,462.03	3,257.74
Widows Charity	2,393.34	3,184.62
Rev Maurice Farrel	2,285.13	3,069.43
Thomas Forster the Younger	2,356.41	3,145.30
Samuel Whitbread	3,345.01	4,197.64
Whitemans Charity	2,320.77	3,107.37
Emergency Repair Fund (Accumulation)	8,567.74	11,030.00

**26,108.48**

**34,160.44**

**Current assets:-**

Bank Current Account	5,358.93	4,218.44
Bank Reserve Account	18,042.23	10,046.04
Cyclical Maintenance Fund (Virgin a/c)	13,066.35	20,465.50
Liquidity Account	0.00	25,294.04

**Current Liabilities**

Almshouse Assoc Repayments Loan 1	-2,625.00	-2,625.00
Almshouse Assoc Repayments Loan 2	-1,312.50	-2,625.00

**Non-Current Liabilities**

Almshouse Assoc outstanding loan 1	-14,437.50	-11,812.50
Almshouse Assoc outstanding loan 2	-24,937.50	-22,312.50

**TOTAL ASSET VALUE minus  
Liabilities**

**1,558,388.49**

**2,024,528.96**



**MAINTENANCE 2023-2024****TOTALS****No 1 The Green**

11-May-23	11	Guttering cleaned	31.25
17-Jul-23	32	Moss removal from roof	735.00
31-Jul-23	43	Slabs realigned	30.00
6-Oct-23	60	Tree pruning	456.00
3-Jan-24	87	Dehumidifier	149.95
29-Jan-24	96	Replacement RCD	786.00

2,188.20

**No 2 The Green**

11-May-23	11	Guttering cleaned	31.25
31-May-23	19	Toilet repair	72.00
17-Jul-23	32	Moss removal from roof	735.00
25-Jul-23	39	Flush and flow drains	85.00
28-Jul-23	41	Flush & Flow camera	350.00
31-Jul-23	42	Porch light fittings replaced	92.00
31-Aug-23	48	Damp survey	60.00
28-Sep-23	57	Drains	250.00
2-Oct-23	58	Drain Spares	188.20
11-Oct-23	62	Drain work	235.80
11-Dec-23	76	Replacement bathroom extractor fan	138.00
12-Dec-23	78	Final drain payment	126.00
3-Jan-24	88	Dehumidifier	149.95

2,513.20

**No 3 The Green**

11-May-23	11	Guttering cleaned	31.25
28-Jun-23	28	Outside tap repair	117.60
17-Jul-23	32	Moss removal from roof	735.00
31-Jul-23	42	Hot water adjustment	10.00
21-Sep-23	54	Re fix banister	20.00
27-Sep-23	56	New kitchen sink tap	144.00
6-Oct-23	60	Tree pruning	583.80
5-Oct-23	61	Toilet Block refurb	1,000.00
24-Nov-23	74	Toilet Block last payment	446.00
22-Jan-24	95	Reimbursement of Dehumidifier	129.95
12-Jan-24	90	Replacement towel rail in bathroom	300.00
10-Feb-24	99	Meter cupboard adjustment	165.00
8-Feb-24	98	Washing line post adjusted	25.00

3,707.60

**No 4 The Green**

11-May-23	11	Guttering cleaned	31.25
31-May-23	18	Pest control	132.00
17-Jul-23	32	Moss removal from roof	735.00
31-Jul-23	43	Removal of Vegetation	45.00
21-Sep-23	54	Re fix banister	25.00
6-Oct-23	59	Feed for trees	108.00
6-Oct-23	60	Tree pruning	576.00
5-Oct-23	61	Toilet Block refurb	1,000.00
24-Nov-23	74	Toilet Block last payment	446.00
3-Jan-24	89	Dehumidifier	149.95
8-Feb-24	98	Front garden post repaired	20.00

3,268.20

**No 1 Jubilee Cottages**

17-Aug-23	47	Replacement external fan covers	25.00
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## Charity Commission Registration: 210585

30-Jan-24	97	Replacement toilet fittings	228.00	253.00
<b>No 2 Jubilee Cottages</b>				<b>TOTALS</b>
25-Jul-23	40	Flush & Flow	145.00	
17-Aug-23	47	Replacement external fan covers	25.00	
31-May-23	17	Correction of thermostat	60.00	
				230.00
<b>No 1 Southill Road</b>				
17-Jul-23	38	Replacement cowl	288.00	
25-Oct-23	67	Installation of trickle vents	140.00	
12-Dec-23	83	Dehumidifier	149.95	
				577.95
<b>No 2 Southill Road</b>				
19-Apr-23	7	Drainage problem	155.00	
25-Apr-23	9	<b>Kitchen waste repair</b>	275.00	
17-Jul-23	38	Replacement cowl	288.00	
25-Oct-23	67	Installation of trickle vents	140.00	
				858.00
<b>The Green</b>				
6-Oct-23	60	Front bushes cut back	288.00	
				288.00
<b>Jubilee Car Park</b>				
4-May-23	10	Grass Cutting	30.00	
13-Jun-23	23	Grass Cutting	60.00	
29-Jun-23	29	Grass Cutting	30.00	
13-Jul-23	35	Grass Cutting	30.00	
29-Aug-23	50	Grass Cutting	30.00	
23-Oct-23	69	Grass Cutting	30.00	
9-Nov-23	71	Grass Cutting	30.00	
12-Mar-24	105	Grass Cutting	30.00	
				270.00
<b>END OF YEAR TOTAL</b>				<b>14,154.15</b>

## **Independent examiner's report to the trustees of Cardington, Cople & Eastcotts Charity**

I report on the accounts of the Trust for the year ended 31 March 2024, which are set out on the following pages.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My 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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, 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 accounts 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 my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*SJ Gilpin*

**Sally J Gilpin FCCA, ATT**  
**S J Tax Limited**

The Old Stable House, 3 Woodlands Close, Cople, Bedfordshire, MK44 3UE

16/07/2024