



# Trustees' Annual Report for the period

Period start date		Period end date	
From	01 01 2023	To	31 12 2023

## Section A Reference and administration details

Charity name

The William Buckwell Memorial Almshouses

Other names charity is known by

Registered charity number (if any)

215570

Charity's principal address

Burstow Lodge Cottage

Rookery Hill

Outwood, Surrey

Postcode

RH1 5QZ

### 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 Cath Hearnden			
2 Jackie Addison			
3 Joy Segun			
4 Stuart Hellier			
5 Leslie Quie			
6 Susan Wise		From 01/06/23 to present	
7			
8			
9			
10			

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

Name

Dates acted if not for whole year

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

Type of adviser

Name

Address

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

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	The charity was established under the Will of William Buckwell and was first regulated by a Scheme of the High Court of Justice (Chancery Division) of 19 December 1905 as amended by an Order of the said Court of 7 December 1907, and a further Order of the Charity Commissioners dated 7 September 2006, and as varied or affected by further schemes of the Charity Commissioners of 16 December 1921, 9 April 1963, 28 April 1971, 2 June 1971, 11 April 1983, 18 December 1984, 3 April 1996 and 6 October 2007.
How the charity is constituted (eg. trust, association, company)	The charity is an unincorporated association.
Trustee selection methods (eg. appointed by, elected by)	<p>The body of trustees should comprise a maximum of 8 trustees, 4 of whom should be persons resident or carrying on business in or near Lingfield and the other 4 should be persons residing or carrying on business in or near the London Borough of Lewisham.</p> <p>Were there to be a need for new trustees these would be identified and appointed by the remaining trustees. The Chairman of the trustees, assisted by the Clerk, would be responsible for the induction of any new trustee which would involve awareness of the trustee's responsibilities, the governing documents, administrative procedures, the history and the philosophical approach of the charity. Any new trustee would receive a copy of the previous year's annual report and accounts and a copy of the Charity Commission leaflet: "The essential trustee: What you need to know".</p>

### 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 trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

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

The main object of the charity is the provision of accommodation for the benefit of elderly people of limited means. There were no changes to these objects during the year, and these objects represent the charity's plans for the future.

The only activity undertaken during the year in relation to the charity's objects was the maintenance and upkeep of the Almshouses and their grounds, as well as taking note of, and where appropriate, responding to particular requests from residents.

### 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)

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

### 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.

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

Overall, the main income (from residents' maintenance contributions) and direct costs, excluding Improvements, were similar to those in 2022.

Improvements were made including internal redecoration of Units 2 & 3 including new carpets throughout. A new bathroom was also fitted in Unit 3.

New boilers were installed in Units 3 & 4.

Exterior redecorations were carried out to the entire building including repainting of woodwork, replacing missing tiles and damaged facias.

A measured survey was carried out with regards to the proposed car park plans.

In June the Trustees held their annual Residents Luncheon at the The Star in Lingfield, to which residents, guests and people involved in the upkeep of the Almshouses were invited.

In December, the Trustees held Christmas drinks and a buffet lunch at The Star for the residents. Those that attended the summer Luncheon were all invited.

Cath Hearnden was appointed as Chairperson, replacing Alan Till. Susan Wise was appointed as a trustee.

## Section E

## Financial review

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

It is the policy of the trustees to maintain a level of free reserves sufficient to cover 9 months' expenditure. At the year end the free reserves were at a level which exceeds the target range. It is also the policy of the trustees to review, on an annual basis, the nature and level of the funds set aside, and to ensure that strategies are in place to enable such funds to be able to meet their purpose on an ongoing basis.

### Details of any funds materially in deficit

None

### 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.

## Section F

## Other optional information

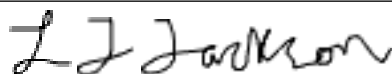
## Section G

## Declaration

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

### Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Laura Jackson

Position  
(eg Secretary, Chair, etc)

Clerk to the Trustees

Date

03/07/2024



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
The William Buckwell Memorial Almshouses

Charity Number  
215579

## Receipts and payments accounts

CC16a

For the period from 01/01/2023 To 31/12/2023

### 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>					
Charitable activities - Resident Contributions	48,627	-	-	48,627	50,812
Dividends from Income shares	1,008	-	-	1,008	928
Dividends from Accumulation shares	18,241	-	-	18,241	16,560
Bank interest	-	-	-	-	-
Misc. income	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>67,876</b>	<b>-</b>	<b>-</b>	<b>67,876</b>	<b>67,920</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>67,876</b>	<b>-</b>	<b>-</b>	<b>67,876</b>	<b>67,920</b>
<b>A3 Payments</b>					
Almshouses Assn Sub	450	-	-	450	250
Clerk other fees	1,195	-	-	1,195	577
Clerk Yearly Fee	5,812	-	-	5,812	5,436
Drainage/water rates	1,805	-	-	1,805	2,767
Electricity	61	-	-	61	846
Gardener	2,948	-	-	2,948	2,291
Gas safety certificates	-	-	-	-	-
Improvements	21,241	-	-	21,241	2,883
Independent examiner's fee	360	-	-	360	300
Insurance	2,949	-	-	2,949	2,568
Legal fees	35	-	-	35	40
Maintenance	19,933	-	-	19,933	5,943
Misc	368	-	-	368	491
Residents hampers	180	-	-	180	216
Trustees & Residents lunches	599	-	-	599	1,202
TV Licence	23	-	-	23	23
	-	-	-	-	-
<b>Sub total</b>	<b>57,959</b>	<b>-</b>	<b>-</b>	<b>57,959</b>	<b>25,833</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Re-invested Accumulation shares	18,241	-	-	18,241	16,380
New Accumulation shares	5,904	-	-	5,904	5,904
<b>Sub total</b>	<b>24,145</b>	<b>-</b>	<b>-</b>	<b>24,145</b>	<b>22,284</b>
<b>Total payments</b>	<b>82,104</b>	<b>-</b>	<b>-</b>	<b>82,104</b>	<b>48,117</b>
<b>Net of receipts/(payments)</b>	<b>- 14,228</b>	<b>-</b>	<b>-</b>	<b>- 14,228</b>	<b>19,803</b>
<b>A5 Transfers between funds</b>					
A6 Cash funds last year end	68,292	-	-	68,292	48,489
<b>Cash funds this year end</b>	<b>54,064</b>	<b>-</b>	<b>-</b>	<b>54,064</b>	<b>68,292</b>

### Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>				
	Lloyds Current Account	54,060	-	-
	Lloyds BIA Account	4	-	-
		-	-	-
	<b>Total cash funds</b>	<b>54,064</b>	<b>-</b>	<b>-</b>
(agree balances with receipts and payments account(s))				



**B2 Other monetary assets**

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

**B3 Investment assets**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
M&G W Buckwell account	NAACIF	-	23,818
M&G Extra Repair fund	NAACIF	-	481,017
		-	-
		-	-
		-	-


**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Land & Buildings		-	268,580
Fixtures & fittings		7,078	1,459
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Stuart Hellier	11/06/2024