

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020
FOR
THE HOSPITAL OF WILLIAM BROWNE

THE HOSPITAL OF WILLIAM BROWNE

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REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020

The trustees present their report with the financial statements of the charity for the year ended 31 December 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The aim of the charity is to provide sheltered almshouse accommodation for persons of good character who are in conditions of need, hardship or distress. The aim is achieved by running thirteen sheltered units in an almshouse. Accommodation is provided in the Hospital of William Browne, an historic grade II* listed building in Stamford, Lincolnshire.

The hospital was founded by William Browne, a rich wool merchant of Stamford and built in 1475 in the reign of Edward IV. The hospital was established as a home and house of prayer for poor men and women of the time, and today accommodates residents across its thirteen almshouses.

Significant activities

Trustee meetings

The trustees met formally four times during the year in which they reviewed all the operations of the hospital. Unfortunately due to the Covid 19 Pandemic the March meeting had to be conducted by email due to the lock down rules and the June meeting was held in the garden as per the Government Rules but only allowing a limited number of Trustees to attend. Both the September and November meetings were held indoors but with social distancing being adhered to; this was also abiding by the new Government Rules which changed regularly due to the situation.

Maintenance charge

The Maintenance Charge is reviewed annually and it was considered that a £1 per week increase would be implemented this year.

Lease of Wardens House and land at Easton on the Hill

Browne's Hospital were in receipt of the first quarter payment for the lease of the Warden's house before the tenants handed in the keys completing the handover to Browne's Hospital at the end of March 2020. The lease holder had given notice that she would not be renewing the lease. A special meeting on 29 January 2020 was arranged to consider the way forward once the Warden's House was vacated. Andrew Leech, Richardson Chartered Surveyors advised the Trustees throughout the process.

It was clear from the recently completed five yearly inspection report and from the end of lease dilapidation survey that the building needed significant attention and updating to meet present day Health and Safety regulations.

THE HOSPITAL OF WILLIAM BROWNE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

OBJECTIVES AND ACTIVITIES

Asbestos Survey - Wardens House

An asbestos survey was advised and duly completed for the Wardens House which found the building to have minimum amount of asbestos. No action was required except to make any contractors aware of the areas in the building to be cautious of. A copy of the survey was left in the Warden's House to enable contractors to check before any work was carried out. Emergency lighting had to be installed, gutters and damp issues associated with the poor condition of the gutters needed urgent attention and the light well to the rear of the building was heavily infested with pigeons. No electrical survey had been carried out in the building during the 18 years the tenant had held this lease and was duly addressed. The total cost of getting the building to a reasonable standard for re-letting was a staggering £16,000 plus VAT and was expected to increase as utility bills were now the responsibility of the Hospital. Together with the loss of income the total loss would be estimated to be at least £20,000.

New tenants - Wardens House

A prospective tenant had been found but a delay had occurred due again to the Covid 19 Pandemic.

War Memorial

The Mayor of Stamford, Councillor Bill Turner, as reported had spoken about the issues raised by the Town Council regarding water seeping through the wall to the rear of the War Memorial. The Chairman had advised that the drainage had been checked and was working correctly and in the Architect's opinion was due to environmental factors. This was agreed by the British Legion, the Mayor also being a member, informed the Trustees that the cause had been accepted and minor repairs would be carried out to the bottom of the War Memorial which was not attached to the wall.

Website/ Virtual Tour

The website continues to work well; a small payment is made each year to D Squared for hosting the same. For information the website address is www.browneshospital.co.uk

Interpretation Board

On consulting with the Architect it appeared that the instruction for the ground works to complete the installation had been overlooked. It was hoped this would be completed in the coming months.

Risk Assessment Advice

On the recommendation of Miranda Rock, Ex Officio Trustee, in respect of risk management, the services of a consultant was arranged for January 2020. The Chairman and Clerk attended a meeting with him. A report was issued with a number of recommendations which have been diligently addressed. To date the 'Urgent Matters' had received attention and 'Necessary Action Point' were mostly addressed, 'Ongoing Issues' which had recently been discussed would also be completed. Grateful thanks are expended to Mrs Rock for making the Trustees aware of this service which has made Browne's Hospital a safer place for the Resident's to live. Browne's Hospital were now up to date with Health and Safety Policies and with this very much in the forefront at the time of the Pandemic. Personal Protective equipment had been purchased for use by Residents.

Automatic lighting

Automatic lighting had been installed in the Laundry area and rear entrance/exit passageway and door. These were considered by Trustee Mr Exton to be essential for the safety of the residents.

THE HOSPITAL OF WILLIAM BROWNE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

OBJECTIVES AND ACTIVITIES

Emergency Lighting

Additional emergency lighting will be installed from the residential areas to the relevant fire exits. A contract for an annual service will be awarded to Steve Rudkin Electrical Contractors.

Upgrade of One Further Bathroom

The resident of Flat 11 had requested an upgrade to her bathroom as she said she would feel safer with a shower. This had duly been completed and she was pleased with the result. To date only four residents still have a bath; these would also be converted once vacant or if the resident requested it.

Chimney Sweep

The chimney in the Board Room had not been swept this year due to the lack of use. All bookings for the Board Room had been suspended until such time it is safe to continue.

Registration of Land, Easton on the Hill

Mr Fluck is still attempting to register the land at Easton on the Hill but a discrepancy with the smaller parcel of land was halting the process.

Museum

Mr Wallington, Honorary Curator of the Museum had received a small number of visitors through the winter which helped towards Museum Funds. However after the news of the Pandemic and the Government's decision to lockdown the country throughout March to June the decision had been made to close the Museum for the Summer Season. This was sad news as he had hoped to increase the opening times for the Summer season.

After having reported in the last Trustees Report that Mr Wallington wished to move forward with the encapsulation of the important stained glass windows he had since been in touch with both the Diocese of Lincoln and the local Planning Department, SKDC. It was agreed that a specialist Architect would be needed to guide the Trustees through this process and Stephanie Norris, a Cambridge Architect had been appointed. Thereafter the intention was to seek grants for the work to the important Stained Glass Windows and to date he had secured grants from The Harry Skells Trust and Church Care.

Mr Wallington had also completed cataloguing the Artefacts and had reviewed the storage of old paperwork in the strong room. Trustees were grateful for the diligent work he had carried out.

Bookings

The Pandemic had halted the Yoga Classes which had been suspended from March to June, had resumed for a short time and been suspended yet again.

Understandably, with the Coronavirus pandemic, Browne's Hospital have had no requests to use the Balcony for the Stamford Festival, Battle of Britain Sunday and Remembrance Sunday. The Stamford Festival was cancelled and the latter two held in a much smaller social distancing occasions.

Despite the above, overall income from rent and room hire has been maintained by the hospital.

Maintenance to the flagpole

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020

OBJECTIVES AND ACTIVITIES

Difficulties were still being experienced with the Flag Pole, having on one occasion been stuck once again. House of flags had attended and advised that a new Halyard was required. This would be organised in the near future.

Summary

This has proved to have been an incredibly challenging year for the Chairman and the Trustees. It is evident that the Pandemic features quite heavily in this report and evident that it has slowed the plans for the Hospital down. However help from the Government with a one off £10,000 grant has helped enormously and Trustees are extremely grateful to have received it.

Trustees are also pleased to say that all our residents have remained healthy throughout this period which is the ultimate goal for the running of the Almshouse.

The Chairman of the Board and Trustees work tirelessly for the benefit of the Residents and to ensure the future of the Hospital for many years to come.

Public benefit reporting

When reviewing the charities objectives and activities and in planning future activities the trustees have considered the charity commission's general guidance on public benefit.

Volunteers

Although volunteers are not widely used by the charity without their help over the years the hospital would never have been able to open to the public. The trustees also rely on the support and goodwill of a number of residents.

The maintenance of the flower gardens and cleaning of the site continues to be attended to by Mr David Goodinson. Mrs Waterfall continued to keep some areas of the site clean and tidy and had taken upon herself to regularly sanitize the areas touched on a regular basis by residents and contractors. Trustees were grateful to Mr Goodinson and Mrs Waterfall for their voluntary contributions. An operative continued to cut the grass around the site.

Museum

As well as being a Trustee, Mr David Wallington, also volunteers as Honorary Curator of the Museum along with a team of volunteers.

The trustees are grateful for the contributions made to the charity by all of their volunteers and thank all of the volunteers for their hard work during the year.

Residents

The Trustees were saddened to report the death in March 2020 of the resident in Flat 1A. It had been previously reported to the Trustees that she had serious issues coping with day to day tasks and relied mainly on her daughters for support. She had entered a care home shortly before her death. Her funeral was conducted by, the Confrater Father Michael Ruff. The relatives were given time to empty the flat as the lock down hindered this process but in June 2020 the flat was empty and awaited upgrading before a new resident could reside in the flat.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The charity continues to provide sheltered accommodation through its thirteen almshouses.

Fundraising activities

The charity derives most of its income from investments and maintenance charges to almshouse residents. It also derives income from pre-booked guided tours.

THE HOSPITAL OF WILLIAM BROWNE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

ACHIEVEMENT AND PERFORMANCE

Investment performance

The trustees are pleased with the current performance of the investments and believe that they are achieving a satisfactory level of both capital growth and income.

The trustees have the power to invest in such assets as they think fit. Reports are circulated throughout the year to keep trustees informed of their progress.

FINANCIAL REVIEW

Principal funding sources

The charity relies on the maintenance charges and income from both property and listed investments. The charity has benefited from some significant donations and legacies in recent years which will leave the charity in a strong financial position for the foreseeable future.

Investment policy and objectives

The trustees have the power to invest in such assets as they see fit. A large capital sum has been invested in M & G under a subordinate account titled 'The John Plumb Bequest' in order to ring fence the funds for appropriate expenditure in future periods. The chairman has had discussions with various financial institutions to ensure the best return on investments is achieved.

Reserves policy

The trustees are aware that they need to maintain unrestricted free reserves at a level to provide sufficient funds to cover operating expenditure. The trustees consider that the charity should maintain between three and six months of unrestricted free reserves. The current unrestricted free reserves of £2,996,365 (2019: £3,124,006) are more than sufficient to comply with this policy.

FUTURE PLANS

Outside Toilets

It had been hoped that the outside toilets would have been refurbished in the 2020 financial year, unfortunately this process has been stalled by the Architect who was busy with other ongoing projects. It is hoped that this will be completed in the next financial year.

Toc H Room

Plans to change the unused Toc H room in to an additional flat has also been delayed due to the Pandemic. Difficulties with SKDC Planning Department with their officers working from home and their listed building advisor have all contributed to extremely slow progress. It is hoped that the Planning Application and Change of Use Application will be granted soon.

The chairman of the board and the trustees work tirelessly for the benefit of the residents and to ensure the future of the Hospital for many years to come.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is governed in accordance with a scheme of the charity commissioners for England and Wales dated 11 March 1964, as varied by a scheme dated 15 November 1982, and as further varied by a scheme dated 29 February 1996.

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees and members

Ex-officio trustees are appointed by virtue of the office they hold.

Nominated trustees are appointed by Stamford Town Council.

Co-optative trustees are appointed by existing trustees on such terms as they may agree from time to time.

Death of Councillor Maxine Couch

The Trustees noted that The Mayor of Stamford, Councillor Maxine Couch should have attended her first meeting as Ex Officio Trustee on 25 June 2020 but sadly died, after an illness bravely borne, prior to the meeting being held. She had expressed to the Chairman a keen interest in Browne's Hospital and was looking forward to being involved. The Trustees were very sad to hear the news of her sudden death particularly as she felt she had so much more to achieve.

Death of Mr Phillip Heath

The Trustees were also sad to report the death of Philip Heath, a Trustee for five years, who had resigned from his post in mid-January, due to his failing health. The Chairman, Dr Mitchell, had said that he had brought valuable Architectural skills to Browne's Hospital and was well liked, considerate and committed to Stamford.

Reappointment of Chairman

On 22 June 2020 a special meeting was held to propose that Dr John Mitchell, who due to the Pandemic, was working as acting Trustee and Chairman, to be re-elected to both positions. Proposed by the Mr Exton, seconded by Mrs Rock and unanimously agreed that he be re-elected to both positions.

Appointment of new committee members

In August 2020 the Trustees were notified that a new Mayor of Stamford, Councillor William Turner, had been sworn in; he was also keen to attend the meetings at Browne's Hospital. He was welcomed to the Committee on 28 September and played an active role in respect of the on-going issues with the War Memorial.

Also in September the Committee welcomed Father Neil Shaw, Rector of All Saints Church, as Ex Officio member as per the Schemes of the Hospital.

Organisational structure

The trustees meet regularly to make decisions relating to the charity. All trustees give their time freely and no remuneration or expenses were paid. The day-to-day running of the charity is delegated to the clerk.

Induction and training of new trustees

The training and induction for new trustees will depend on their existing experience.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The trustees continue to monitor and review the risks and instigate controls as exercise appropriate.

The risk assessment register was totally reviewed by trustee Michael Exton and the clerk. The trustees continue to work through the 'Standard of Almshouse Management manual' and have been modifying, implementing and approving the model policies in order that they meet the requirements of an efficient organisation. The process is ongoing and will be for some time to accommodate changing legislation.

THE HOSPITAL OF WILLIAM BROWNE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number
221428

Principal address
Mrs Carol Garwell
19 Downing Crescent
Stamford
Lincolnshire
PE9 1JD

Trustees
Mrs M Rock
M Exton
Dr J Mitchell
D Wallington
M P K Walmsley
A Croft

Independent Examiner
Mark Hindmarch BSc ACA
Duncan & Toplis Limited
14 All Saints Street
Stamford
Lincolnshire
PE9 2PA

Approved by order of the board of trustees on 30 June 2021 and signed on its behalf by:

Dr J Mitchell - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE HOSPITAL OF WILLIAM BROWNE

Independent examiner's report to the trustees of The Hospital of William Browne

I report to the charity trustees on my examination of the accounts of The Hospital of William Browne (the Trust) for the year ended 31 December 2020.

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 Act and in carrying out my examination I have followed all 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 in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

Mark Hindmarch BSc ACA
Duncan & Toplis Limited
14 All Saints Street
Stamford
Lincolnshire
PE9 2PA

30 June 2021

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	Unrestricted funds £	Restricted fund £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	10,000	57	10,057	4,468
Charitable activities	4				
Almshouses					
		46,126	-	46,126	47,566
Museum		317	-	317	2,837
Investment income	3	17,654	13	17,667	29,501
Total		74,097	70	74,167	84,372
EXPENDITURE ON					
Raising funds	5	-	67	67	30
Charitable activities	6				
Almshouses					
		74,405	-	74,405	21,011
Museum		127	-	127	780
Other		35,469	-	35,469	92,141
Total		110,001	67	110,068	113,962
Net gains/(losses) on investments		(91,737)	-	(91,737)	317,928
NET INCOME/(EXPENDITURE)		(127,641)	3	(127,638)	288,338
RECONCILIATION OF FUNDS					
Total funds brought forward		3,124,006	11,563	3,135,569	2,847,231
TOTAL FUNDS CARRIED FORWARD		2,996,365	11,566	3,007,931	3,135,569

The notes form part of these financial statements

THE HOSPITAL OF WILLIAM BROWNE

STATEMENT OF FINANCIAL POSITION
31 DECEMBER 2020

	Notes	2020 £	2019 £
FIXED ASSETS			
Heritage assets	10	400,000	400,000
Investments			
Investments	11	2,080,541	2,160,277
Investment property	12	450,000	450,000
		2,930,541	3,010,277
CURRENT ASSETS			
Debtors	13	7,792	5,760
Cash at bank		92,525	140,004
		100,317	145,764
CREDITORS			
Amounts falling due within one year	14	(22,927)	(20,472)
NET CURRENT ASSETS		77,390	125,292
TOTAL ASSETS LESS CURRENT LIABILITIES		3,007,931	3,135,569
NET ASSETS		3,007,931	3,135,569
FUNDS	16		
Unrestricted funds		2,996,365	3,124,006
Restricted funds		11,566	11,563
TOTAL FUNDS		3,007,931	3,135,569

The financial statements were approved and authorised for issue by the Board of Trustees and authorised for issue on 30 June 2021 and were signed on its behalf by:

J Mitchell - Trustee

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

The presentation currency of the financial statements is the pound sterling (£).

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Allocation and apportionment of costs

Support service costs are allocated to the costs of generating funds, charitable activities and governance on the basis of time spent by the support service.

Heritage assets

The freehold property, not held for investment purposes, comprises the Chapel, Cloisters, Medieval Boardroom and Almshouses. These buildings contain many original features and a number of historical artefacts. The trustees have given careful consideration to the requirement under accounting standards to include the freehold property, not held for investment purposes, and its historical artefacts in the financial statements at valuation.

A professional valuation of the freehold property was undertaken on 9 April 2009 by Richard Oakley ARICS. This valuation was reviewed by Paul Johnson FNAEA who concluded that as at February 2010 the value had not significantly changed. In the opinion of the trustees the market value of the freehold property at 31 December 2020 was not significantly different from this valuation. The valuation of £400,000 therefore remains the one used for these accounts.

However, the nature of the property means conventional valuation approaches lack reliability and this valuation is subject to a high degree of uncertainty for several reasons:

- There is no open market for properties of this type.
- The property is fundamental to the existence of the charity and the trustees would never sell the property. Accordingly any valuation based on annual rental / maintenance income is not wholly relevant.
- The grade II* listed status of the property means any buyer would be undertaking a major commitment to maintain the property in good repair and any purchase price would reflect that commitment and therefore be relatively low as a result.

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020

1. ACCOUNTING POLICIES - continued

Heritage assets

The original historical artefacts have not been included at valuation as it would be unduly costly to undertake such an exercise. Included in these historical artefacts are items of antique furniture which the trustees are prohibited from disposing of. Thus as above the nature of the historical artefacts means conventional valuation approaches lack reliability and any valuation would be subject to a high degree of uncertainty. Any historical artefacts subsequently purchased by the charity are included at cost, or valuation in the case of donated items.

Preservation costs - facilities modernisation, repairs, conversion and restoration

The Hospital has a rolling programme of maintenance and modernisation of accommodation facilities for its occupants and accordingly the property is maintained in good order.

Expenditure which, in the trustees view, is required to preserve or prevent further deterioration of individual items, including preservation work on the Hospital, is recognised as an expense in the Statement of Financial Activities when it is incurred, in accordance with the accounting policy set out on page 11 of these financial statements.

For the above reasons, the property is considered to have an indeterminate life and depreciation is not therefore provided on the property.

Investment property

Investment property is shown at its most recent valuation. Any aggregate surplus or deficit arising from changes in fair value is recognised in the Statement of Financial Activities.

Financial instruments

The charity has chosen to adopt the Sections 11 and 12 of FRS 102 in respect of financial instruments.

Basic financial assets, including trade and other debtors and cash and bank balances are initially recognised at transaction price, unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest.

At the end of each reporting period financial assets measured at amortised cost are assessed for objective evidence of impairment. If an asset is impaired the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in profit or loss.

Other financial assets, including investments in equity instruments which are not subsidiaries, associates or joint ventures, are initially measured at fair value, which is normally the transaction price.

Such assets are subsequently carried at fair value and the changes in fair value are recognised in the income statement, except that investments in equity instruments that are not publically traded and whose fair values cannot be measured reliably are measured at cost less impairment.

Financial assets are derecognised when (a) the contractual rights to the cash flows from the asset expire or are settled, or (b) substantially all the risks and rewards of the ownership of the asset are transferred to another party or (c) control of the asset has been transferred to another party who has the practical ability to unilaterally sell the asset to an unrelated third party without imposing additional restrictions.

Basic financial liabilities, including trade and other creditors are initially recognised at transaction price, unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020

1. ACCOUNTING POLICIES - continued

Investment property

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds are funds set aside by the trustees out of unrestricted funds for specific future purposes or projects.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Debtors

Debtors are measured at their recoverable amount.

Creditors

Creditors are measured at their settlement amount or in the case of provision for liabilities the best estimate of their settlement amount.

Listed investments

Fixed asset investments represent long term investments and are stated at fair value.

Critical accounting judgements and estimation uncertainty

In the application of the charity's accounting policies, management is required to make judgements, estimates and assumptions about the carrying value of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements are described below.

Investment property

The investment properties are stated at fair value based on the valuations performed by the trustees. The trustees used observable market prices and rental yields adjusted as necessary for any differences in the future, location or condition of the specific asset.

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020

1. ACCOUNTING POLICIES - continued

Debtors

Government grants

Government grants are recognised when there is reasonable assurance that the grant will be received and any conditions attached will be complied with. Grants are recognised as income over the period necessary to match them with related costs or lost income, for which they are intended to compensate, on a systematic basis.

2. DONATIONS AND LEGACIES

	2020	2019
	£	£
Donations	57	1,202
Grant for clock repairs	-	3,266
Government grant	10,000	-
	<u>10,057</u>	<u>4,468</u>

Government grants relate to the Small Business Grant Fund.

3. INVESTMENT INCOME

	2020	2019
	£	£
Rents received from wardens house	3,750	15,000
Rent and room hire	3,518	3,368
Dividends on listed investment	10,360	11,034
Deposit account interest	39	99
	<u>17,667</u>	<u>29,501</u>

4. INCOME FROM CHARITABLE ACTIVITIES

	Almshouses	Museum	2020 Total activities	2019 Total activities
	£	£	£	£
Maintenance charges to almshouse residents	46,126	-	46,126	47,566
Entrance fees to museum	-	317	317	2,837
	<u>46,126</u>	<u>317</u>	<u>46,443</u>	<u>50,403</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020

5. RAISING FUNDS

Raising donations and legacies

	2020 £	2019 £
Flowers for chapel	67	30

6. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 7) £	Totals £
Almshouses			
	23,931	50,474	74,405
Museum	-	127	127
	<u>23,931</u>	<u>50,601</u>	<u>74,532</u>

7. SUPPORT COSTS

	Other £	Governance costs £	Totals £
Other resources expended Almshouses	18,624	16,165	34,789
	50,474	-	50,474
Museum	127	-	127
	<u>69,225</u>	<u>16,165</u>	<u>85,390</u>

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2020 nor for the year ended 31 December 2019.

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020

9. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2020	2019
Administration	1	1
Gardener	-	1
	<u>1</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

10. HERITAGE ASSETS

Heritage assets are defined as tangible property with historical and artistic importance that are held to advance preservation, conservation and the educational objectives of the charity. The trustees consider its freehold property, not held for investment purposes being the Chapel, Cloisters, Medieval Boardroom and Almshouses, and its historical artefacts, held for preservation to fall within this definition.

A professional valuation of the freehold property was undertaken on 9 April 2009 by Richard Oakley ARICS. In the opinion of the trustees the market value at 31 December 2020 was not significantly different from this valuation. The valuation of £400,000 therefore remains the one used for these accounts.

The charity also owns a number of historical artefacts, gifted to the charity by William Browne in 1475. Included in these historical artefacts are items of antique furniture. The trustees are required by trust law to retain these assets indefinitely and they are effectively prohibited from disposing of them.

Given the nature of the furniture and the restrictions and intentions regarding its sale the trustees feel it is impractical to place a market value on it by applying conventional valuation techniques. The insurance value of the furniture is £182,412 (2019 - £179,011).

11. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 January 2020	2,160,277
Additions	12,001
Revaluations	(91,737)
	<u>2,080,541</u>
At 31 December 2020	
NET BOOK VALUE	
At 31 December 2020	<u>2,080,541</u>
At 31 December 2019	<u>2,160,277</u>

There were no investment assets outside the UK.

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020

12. INVESTMENT PROPERTY

	£
FAIR VALUE	
At 1 January 2020	
and 31 December 2020	450,000
NET BOOK VALUE	
At 31 December 2020	450,000
At 31 December 2019	450,000

Included in investment property is freehold land valued at £150,000 (2019 - £150,000).

The investment property comprises the Wardens House and 19.96 acres of land at Easton on the Hill and was revalued by Richardson Chartered Surveyors in 2018. The trustees used market based evidence and rental yields in the local area to establish the fair value of the investment property. In the opinion of the trustees the market value of the investment property at 31 December 2020 is not significantly different from this valuation.

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Other debtors and prepayments	7,792	5,760

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade creditors	19,349	12,727
Other creditors	3,578	7,745
	22,927	20,472

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted fund	2020 Total funds	2019 Total funds
	£	£	£	£
Fixed assets	400,000	-	400,000	400,000
Investments	2,530,541	-	2,530,541	2,610,277
Current assets	88,751	11,566	100,317	145,764
Current liabilities	(22,927)	-	(22,927)	(20,472)
	2,996,365	11,566	3,007,931	3,135,569

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020

16. MOVEMENT IN FUNDS

	At 1.1.20 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
Main fund	2,869,151	(119,386)	2,749,765
Cyclical repair fund	4,106	13	4,119
Extraordinary repair fund	250,749	(8,268)	242,481
	<u>3,124,006</u>	<u>(127,641)</u>	<u>2,996,365</u>
Restricted funds			
Chapel fund	11,563	3	11,566
	<u>11,563</u>	<u>3</u>	<u>11,566</u>
TOTAL FUNDS	<u><u>3,135,569</u></u>	<u><u>(127,638)</u></u>	<u><u>3,007,931</u></u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
Main fund	74,084	(110,001)	(83,469)	(119,386)
Cyclical repair fund	13	-	-	13
Extraordinary repair fund	-	-	(8,268)	(8,268)
	<u>74,097</u>	<u>(110,001)</u>	<u>(91,737)</u>	<u>(127,641)</u>
Restricted funds				
Chapel fund	70	(67)	-	3
	<u>70</u>	<u>(67)</u>	<u>-</u>	<u>3</u>
TOTAL FUNDS	<u><u>74,167</u></u>	<u><u>(110,068)</u></u>	<u><u>(91,737)</u></u>	<u><u>(127,638)</u></u>

Comparatives for movement in funds

	At 1.1.19 £	Net movement in funds £	At 31.12.19 £
Unrestricted funds			
Main fund	2,621,516	247,635	2,869,151
Cyclical repair fund	4,073	33	4,106
Extraordinary repair fund	210,220	40,529	250,749
	<u>2,835,809</u>	<u>288,197</u>	<u>3,124,006</u>
Restricted funds			
Chapel fund	11,422	141	11,563
	<u>11,422</u>	<u>141</u>	<u>11,563</u>
TOTAL FUNDS	<u><u>2,847,231</u></u>	<u><u>288,338</u></u>	<u><u>3,135,569</u></u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020

16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
Main fund	84,168	(113,932)	277,399	247,635
Cyclical repair fund	33	-	-	33
Extraordinary repair fund	-	-	40,529	40,529
	<u>84,201</u>	<u>(113,932)</u>	<u>317,928</u>	<u>288,197</u>
Restricted funds				
Chapel fund	171	(30)	-	141
	<u>171</u>	<u>(30)</u>	<u>-</u>	<u>141</u>
TOTAL FUNDS	<u><u>84,372</u></u>	<u><u>(113,962)</u></u>	<u><u>317,928</u></u>	<u><u>288,338</u></u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.19 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
Main fund	2,621,516	128,249	2,749,765
Cyclical repair fund	4,073	46	4,119
Extraordinary repair fund	210,220	32,261	242,481
	<u>2,835,809</u>	<u>160,556</u>	<u>2,996,365</u>
Restricted funds			
Chapel fund	11,422	144	11,566
	<u>11,422</u>	<u>144</u>	<u>11,566</u>
TOTAL FUNDS	<u><u>2,847,231</u></u>	<u><u>160,700</u></u>	<u><u>3,007,931</u></u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020

16. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
Main fund	158,252	(223,933)	193,930	128,249
Cyclical repair fund	46	-	-	46
Extraordinary repair fund	-	-	32,261	32,261
	<u>158,298</u>	<u>(223,933)</u>	<u>226,191</u>	<u>160,556</u>
Restricted funds				
Chapel fund	241	(97)	-	144
	<u>241</u>	<u>(97)</u>	<u>-</u>	<u>144</u>
TOTAL FUNDS	<u><u>158,539</u></u>	<u><u>(224,030)</u></u>	<u><u>226,191</u></u>	<u><u>160,700</u></u>

All reserves in the main fund are classified as unrestricted.

All reserves in the cyclical repair fund are classified as unrestricted but designated by the trustees to provide for long-term maintenance of the charity's properties.

All reserves in the extraordinary repair fund are classified as unrestricted but are designated by the trustees to provide for extraordinary repairs.

All reserves in the chapel fund are classified as restricted and for the ongoing maintenance of the chapel and its fittings.

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2020 or 31 December 2019.

18. ULTIMATE CONTROLLING PARTY

The charity is controlled by the board of trustees.

19. FINANCIAL INSTRUMENTS

The charity has the following financial instruments:

	2020 £	2019 £
Financial assets at fair value through profit or loss		
Listed investments	2,080,541	2,160,277
Financial assets that are debt instruments measured at amortised cost		
Other debtors	7,792	5,760
Financial liabilities measured at amortised cost		
Trade creditors	19,349	12,727
Other creditors	3,578	7,745

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2020

19. FINANCIAL INSTRUMENTS - continued

The income, expenses, net gains and net losses attributable the charity's financial instruments are summarised as follows:

Income and expense	2020	2019
	£	£
Financial assets measured at fair value through profit or loss	10,360	11,034
Net gains and losses		
Financial assets measured at fair value through profit or loss	(91,737)	317,928

The total interest income and interest expense for financial assets and financial liabilities that are not measured at fair value through the statement of financial activities was £nil (2019 - £nil) and £nil (2019 - £nil) respectively.

Listed investments

The charity has a number of listed investments. The valuations are based on recent transactions and are determined by the investment managers being M & G Charities, Invesco Perpetual, Barclays and BlackRock.

20. INDEPENDENT EXAMINER'S FEE

The independent examination fee charged for the year was £1,500 (2019: £1,000). Other services provided to the charity by the independent examiner related to accounts preparation services for which £2,580 (2019: £2,000) was charged.

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2020

	2020 £	2019 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	57	1,202
Grant for clock repairs	-	3,266
Government grant	10,000	-
	10,057	4,468
Investment income		
Rents received from wardens house	3,750	15,000
Rent and room hire	3,518	3,368
Dividends on listed investment	10,360	11,034
Deposit account interest	39	99
	17,667	29,501
Charitable activities		
Maintenance charges to almshouse residents	46,126	47,566
Entrance fees to museum	317	2,837
	46,443	50,403
Total incoming resources		
	74,167	84,372
EXPENDITURE		
Raising donations and legacies		
Flowers for chapel	67	30
Charitable activities		
Care line	3,791	1,687
Cleaning and gardening	940	1,917
Architect and surveyor fees	19,200	12,488
	23,931	16,092
Other		
Subscriptions	310	300
Gifts and donations	370	370
	680	670
Support costs		
Other		
Repairs and renewals	45,111	48,938
Carried forward	45,111	48,938

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2020

	2020 £	2019 £
Other		
Brought forward	45,111	48,938
Rates and water	690	2,077
Insurance	11,096	8,803
Light and heat	9,351	11,133
Telephone	870	1,020
Website/virtual tours	-	957
Sundries	1,102	1,218
Office costs	1,005	1,908
	69,225	76,054
Governance costs		
Professional fees	7,085	12,406
Accountancy	4,080	3,960
Salary - administration	5,000	4,750
	16,165	21,116
Total resources expended	110,068	113,962
Net expenditure	(35,901)	(29,590)