



# Trustees' Annual Report for the period

Period start date		Period end date	
From	To	From	To
Day01	Month10	Day30	Month09
Year2019	Year2020		

## Section A Reference and administration details

Charity name	BRACKLEY UNITED FEOFFEE CHARITY		
Other names charity is known by			
Registered charity number (if any)	238067		
Charity's principal address	24 Broad Lane, Evenley, Brackley, Northamptonshire		
Postcode	NN13 5SF		

### 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	Caryl Billingham	Chairman		)
2	Trevor Gregory			) 4 trustees nominated by
3	Chris Cartmell	(Town Mayor)		) Brackley Town Council
4	Blake Stimpson		To 21 December 2019	) for a 4-year term
5	Susan Sharps		From 22 December 2019	) plus Town Mayor
6	Anthony Bagot-Webb			) ex-officio
7				
8	Rich Duncan	Ex-officio		Vicar of St Peter's Church
9				
10				
11	George Britchfield	Vice-Chairman		)
12	Peter Jeskins	Treasurer		)
13	Alexander Britchfield			) Co-optative trustees
14	Elaine Dixon			) appointed for a 5-year
15	Denise Stevens			) term
16	Philip Stevens			)
17	Geoffrey Wilkins			)
18				
19				
20				

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

Name	Dates acted if not for whole year

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### 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)

Scheme of 1977

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

Trust

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

4 trustees are nominated by Brackley Town Council; 7 trustees are co-opted by fellow trustees; the Vicar of St Peter's Church and the Town Mayor are both ex-officio trustees for the duration of their term of office

### 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 standalone organisation.

All meetings are properly convened; trustees usually meet four times per year; all decisions are properly minuted.

All applications for assistance are judged on their individual merits; informal professional advice (eg medical or educational) may be sought on an anonymous basis if required to ensure decisions are soundly based.

## Section C

## Objectives and activities

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

The Charity's responsibilities are to maintain the properties in their ownership and to oversee their cash investments, thereafter using the proceeds on the following basis: one-third is given directly to St Peter's Church to assist with the maintenance of the fabric of the building, one-third is allocated to a Relief in Need fund and the final third is allocated to an Education fund.



**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)**

Trustees consider all applications received on their individual merit. Some applicants may be ineligible for various reasons.

The overarching criterion for assistance is that the recipient must be resident with the ecclesiastical parish of Brackley, which comprises the town of Brackley and the small nearby village of Halse.

Applications are accepted from individuals, from schools, clubs and organisations. Others may be received via local healthcare professionals, via local churches, via housing associations, via local Money Advice Officers.

**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**

In the financial year ended 30 September 2020, the excess of income over expenditure for the charity was approximately £27,000. This was therefore shared three ways as per the charity's governing document and £9,000 was given directly to St Peter's Church where it is always used for work in conjunction with the fabric of the building. £9,000 was allocated to each of our Relief in Need and Education funds from which grants are made on receipt of application.

The charity's income is lower this year than in previous years for two reasons: there were some brief voids in some of the rented properties and a fee is now paid for the management of the properties as agreed with the Charity Commission.

This year the charity approached local sports clubs and offered to grant them money for a specific project that would help them to help children become and remain physically active. Several of the clubs asked for assistance with coaching sessions for parents that would enable them to offer supervision and training and which would enable the clubs to open their doors to more young people. These grants totalled £5,200. Additional grants from the Education fund included assistance to young undergraduates with their living expenses, specifically acquisition of books, a laptop and other learning materials. A total of £9,300 was distributed from the Education fund during the year of the report.

The Relief in Need funded quite a variety of requests. In view of the Covid19 pandemic, a grant was made to the local hospice which accepts many patients from Brackley and whose funding was severely restricted during the period; similarly a grant was made to Brackley Food Bank as demand for their food parcels grew exponentially during the lockdown with many families subsequently on furlough and a reduced income. Additionally, the charity funded the acquisition of a new computer for the Food Bank as well as a grant to HomeStart Daventry & South Northants which offers peer mentoring to families of young children within their own homes by trained volunteers: their work has continued all through the pandemic although the emphasis did by necessity shift somewhat. 19 individuals have been supported as well throughout the year with assistance to acquire white goods, decorating materials, adjustable beds (for sick and elderly), recliner chairs (in one case for a terminally ill gentleman which enabled him to spend quality time with his family and in another for an elderly couple with illness and debilitating conditions), carpets and school uniform. Finally a number of elderly residents within the town received a cash gift from the charity at Christmas 2019. A total of £13,600 was distributed from the Relief in Need fund during the year ended 30 September 2020.



## Section E

## Financial review

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

The charity aims to maximise benefit from its assets: our four properties are let out at full market rent and our COIF investments are carefully monitored. The increase in income enables the charity to accommodate more people in need. An equitable balance between investment in properties and cash investments is maintained.

### Details of any funds materially in deficit

N/A

### 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.

The charity is in the fortunate position of not needing to actively fundraise in order to pursue its charitable objectives.

The charity's income derives from:

- a) its rental income
- b) its investment income

## 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)	C S Billingham	<i>G W Britchfield</i>
Full name(s)	Caryl Suzanne Billingham	George William Britchfield
Position (eg Secretary, Chair, etc)	Chairman	
Date	20 November 2020	

I report on the accounts of the charity (number 238067) for the year ended 30th September 2020 which are set out on pages 7 to 9.

#### **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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act;
- Follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- State whether particular matters have come to my attention.

#### **Basis of Independent Examiner's Report**

My examination was carried out in accordance with 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 the 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

accounting records were not kept in accordance with section 130 of the Charities Act or

the accounts do not accord with the accounting records

I 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.



R.F. Blencowe BSc FCA, Independent Examiner.  
Blencowes  
Chartered Accountants  
15 High Street  
Brackley  
Northants NN13 7DH

BRACKLEY UNITED FEOFFEE CHARITY  
RECEIPTS AND PAYMENTS ACCOUNT  
YEAR ENDED 30th SEPTEMBER 2020

	Unrestricted Funds £	Restricted Funds £	Total Funds £	Last Year £
<b>Receipts</b>				
Rent Received	30,769		30,769	35,318
C.O.I.F.	5,200		5,200	5,097
Deposit Accounts	205		205	251
Donation				280
Cyclical Maintenance Fund		41	41	57
Charity Education Fund		105	105	146
Relief in Need		107	107	148
Agents Fees Refunded				
Legal Fees Refunded				
Sale of property				
Sale of Shares				
<b>Total Receipts</b>	<b>36,174</b>	<b>253</b>	<b>36,427</b>	<b>41,297</b>
<b>Payments</b>				
Other				30
Independent Examiner's Fee	276		276	276
Secretarial Fees				580
Legal & Professional Fees	3,608		3,608	0
Insurance	991		991	836
Property Repairs & Maintenance	4,031		4,031	5,412
Council Tax & Utilities	291		291	0
<b>Distributions</b>				
Brackley P.C.C.		11,000	11,000	10,000
Relief in Need		13,618	13,618	11,070
Educational		9,340	9,340	14,143
Income Allocations	33,000	-33,000	0	0
	<b>42,197</b>	<b>958</b>	<b>43,155</b>	<b>42,347</b>
<b>Assets Purchased</b>				
Accumulation Shares (ERF)			0	0
<b>Total Payments</b>	<b>42,197</b>	<b>958</b>	<b>43,155</b>	<b>42,347</b>
Net Receipts/(Payments)	-6,023	-705	-6,728	-1,050
Cash Funds last year end	60,843	76,894	137,737	138,787
Cash Funds this year end	<b>54,820</b>	<b>76,189</b>	<b>131,009</b>	<b>137,737</b>

BRACKLEY UNITED FEOFFEE CHARITY  
STATEMENT OF ASSETS AND LIABILITIES AT 30th SEPTEMBER 2020

Categories	Details	Unrestricted Funds	Restricted Funds	Cost Valuation	Amount Due	Current Valuation
Cash Funds	Current Accounts	57,886				
	Deposit Accounts	10,273				
	Relief in Need Deposit Account		26,569			
	Education Deposit Account		26,127			
	Cyclical Maintenance Fund		10,154			
	Total Cash Funds	68,159	62,850			
Investment Assets	COIF Income Shares - at cost			19,976		
	COIF Accumulation Shares - at cost			4,836		
Assets Retained for the Charity's Own Use	Freehold Property - At cost/Valuation			1,065,000		
Prepayments						0
Liabilities	Accruals				1,436	

Approved by the Trustees on 19th November 2020



BRACKLEY UNITED FEOFFEE CHARITY  
STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Trustee's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

The law applicable to charities in (England & Wales) requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

select suitable accounting policies and then apply them consistently;

observe the methods and principles in the Charities SORP;

make judgements and estimates that are reasonable and prudent;

state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity and financial information included on the charity's website.