



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

Period start date April 2022 **To End** March 2023

Charity name: Charity of the Unknown Donor (Otherwise The Almshouse Charity)

Charity registration number:239382

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The Charity's stated criteria according to the 2007 Scheme Amendment is to provide for "the almspeople" (who) "shall be poor persons of good character who (except in exceptional circumstances to be approved by trustees) are resident in the Parish of Little Baddow at the time of appointment".
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The completely new May 2018 Committee established detailed written guidelines of "need" criteria, an advert/extensive interview process for the appointment of beneficiaries and this year it has also written a detailed setting aside of appointment process in order to meet its legal requirements in modern times. These adult appointments are not otherwise age related but the beneficiaries must be capable of independent living as well as other criteria. This Charity's entry to the Charity Commission website is updated and checked annually. During this year the professional valuation of the capital assets of the charity was planned to be completed and added to its accounts. However initially this was not possible due to COVID 19 problems and now the Trustees have decided to wait until the car park project is completed

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Since May 2018 there has been a completely new administrative situation which clearly defines the trust. New policies and systems are added as needed. These Policies and systems are annually reviewed in accordance with an agreed Annual Self- Review Schedule which is arranged across the four regular quarterly meetings. There also Special Meetings held and minuted as needed which are allowed by the Articles. This year several have been needed for a potential land purchase by the Almshouse Charity for a carpark which has involved the use of the local legal firm Bright and Sons Solicitors, to whom the Trustees of both charities transferred due to the difficulties of the pandemic and who now hold the legal documentation for both Trusts Between formal meetings there is an established Trustees' email network for discussion with all unanimous or at least quorate decisions recorded and then minuted at the next meeting.</p> <p>The information gained from the historic</p>

		<p>documents acquired in 2019-20 has been used and the papers stored appropriately.</p> <p>In 2020-21 the Document Retention policy was used to review the work of the new Committee since May 2018 in order to create a streamlined paper storage system supported by computerised documents. Shredding took place as appropriate. Trustees now store according to individual Trustee responsibility. This year a digitalised Trustees' Handbook has been completed containing all agreed policies and key documents including the Articles of both Charities</p> <p>During December 2021 a Trustees Representative Signatory policy was established and, as a result of the pandemic, more local Solicitors appointed and on 13th October 2022 a legal resolution was completed to delegate the Chair and Treasurer as signatories to enable land purchase for the Almshouse Charity. In January 2022 a Trustee Attendance policy was also approved as it was noted that such a regulation was not in the Trust's Articles. Additionally there is now a reference plan held in the Minute Book clarifying the Continuous Minute Numbers relating to every meeting.</p> <p>The Trustees were again very pleased that there was 100% response to their annual Self Review Questionnaires given to the six beneficiaries in July 2022. This year residents focussed on their gardens particularly at the rear of the buildings as no resident can now do any gardening. A commercial gardener was appointed and he has transformed the front of the properties with the use of old bricks for edging kindly donated by villagers. He has also organised attractive pots and hanging baskets. In the rear garden the outside storage for No 2 had to be replaced with a more substantial item when destroyed in a storm and the refuse bins are now placed in a more convenient but hidden area in the side garden for the Council to collect. The old fruit allotment at the rear is being transformed into a new large lawn for residents' pleasure with shade</p>
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		<p>under the fruit trees, a brick edged rose bed and a view of Heather Hills. Action is also being taken to renovate the sheds and maintain the individual areas at the rear of the properties</p> <p>The required compliance inspection within two years of the implementation of the Legionella prevention assessment survey had continued to be delayed due to the vulnerability of the residents during the pandemic. Arrangements will now be made after April 2023 with a lessening of virus risks. However, Trustees were able to organise completion of the necessary plumbing work and file that evidence, as well as completing the laboratory annual water testing which was negative and monthly checks with residents on the use of the hot water systems and this data is digitalised. Additionally, there is an annual check of the maintenance of smoke/carbon monoxide alarms and of easy access to the safety torches for the continuing power outages of this village. There has been a great deal of difficulty organising anything more than minor maintenance this year due to the personal problems of the appointed handyman. Therefore there is little progress to report on the Surveyor's adjustment of the Five Year Cyclical Maintenance Plan from December 2021. However there are achievable plans to rectify this situation in the new financial year. All maintenance work and procurement work is digitalised and the plan cross checked with financial outlay. There is a Management of Contractors on Site policy with stored records. The PAT testing was completed for the year and more sockets provided in one property but the residents' request in their Annual Reviews for air conditioning was rejected as impractical in such old buildings although free standing air-conditioning units are safe from legionella risks and therefore allowed to be purchased by residents. There are annual boiler and electrical checks. The 2 stairlifts preclude bannisters due to the narrowness of the stairs in these two old buildings. The situation has been risk assessed and minuted.</p>
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		<p>Trustees continued to make every possible effort to provide much needed car parking for all six apartments. This is the main on-going grievance of the residents. Chelmsford City Council planning department approved a planning application for the plot of land adjacent to the rear Almshouse garden in December 2021 and efforts are still being made through solicitors to purchase this area which is residents' only possible carpark opportunity. There has been detailed contract negotiation this year.</p> <p>There have been residence applications. All enquirers have been informed of the Appointment Procedures and the details retained appropriately in line with the Privacy Policy.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The majority of the Charity's income continues to be the maintenance contributions from the residents and has always been reassessed using professional advice. Following the extreme national rise in energy costs, the beneficiaries were given six months' notice of a rise in their contributions from April 2023 - the first time in years.</p> <p>At the beginning of 2020 the Committee had agreed to update the investments to maximise additional income in the context of the end of the last financial year and looking forward. This was to include amalgamation of some deposits for increased interest. However, the combination of the COVID 19 restrictions, the resulting uncertain effect on the national investment situation and the possibility of the creation of a car park for potentially six resident cars have resulted in no action as yet. £50,000 for car parking remains designated but not restricted in the accounts.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>At some unrecorded time the COIF shares were cashed and placed by CCLA in a COIF charities deposit account. The amount recorded in the separated reserve account for this charity alone at the end of 2021-22 is £46009. The other charity's reserve of £500 will be transferred to its own account as soon as CCLA are able to do so. They state that this is not possible currently due to the COVID 19 situation.</p> <p>As required by the Charity Commission, this is currently the Reserve to cover any unexpected significant repairs or other unexpected major expenditure for the Almshouses.</p>
Amount of reserves held	Para 1.22	46321
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the	Para 1.23	

charity continuing as a going concern		
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Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>There are five Trustees appointed by the Little Baddow Parish Council on behalf of the Charity Commission. After resignations the Parish Council decided on 3rd May 2018 to appoint a completely new Committee of Trustees using the Charities' Articles' five year ruling. The Trustees are legally required to administer the trust independently of the Parish Council (Local Government Act 1933). They are accountable to the Charity Commission. The Trustees use the Parish Website to put their Annual Report for the financial year for both Charities, into the public domain</p> <p>The re-established and required tenure appointment system (maximum only 5 years continuously un-reviewed) is to ensure continuation to prevent a 100% new Trustee Committee membership being repeated. However, Trustees can be reappointed by the Little Baddow Parish Council on behalf of the Charity Commission with the agreement of both parties at the end of their tenure in office. On 5.11.20 the Parish Council re-appointed Mrs Houghton and Mr Shepherd for a further five years from April 2021 at the request of the Board of Trustees whose website will be updated</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	

Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Charity of the Unknown Donor
Other name the charity uses	The Almshouse Charity
Registered charity number	239382
Charity's principal address	Corner House High Pastures Little Baddow CM3

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	Dr Nic Cooper	Chair		
2	Mrs Claire Hodgson	Treasurer		
3	Mrs Gill houghton	Clerk		
4	Mr Bob Shepherd			
5	Dr Patricia McAllister			
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Nic Cooper

Nic Cooper	
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Position (eg Secretary,
Chair, etc)

chair

chair	
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Date

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6.10.23

CHARITY OF THE UNKNOWN DONOR (OTHERWISE THE ALMSHOUSE CHARITY) - NO 239382
(incorporating statement of funds for COPYHOLD ALLOTMENTS CHARITY- NO 246099)

Receipts and Payments Account for the Year Ended 31st March 2023

2021-2022		CURRENT ACCOUNT	2022/23			
			Unrestricted	Restricted	Endowment	Total Funds
101,781.29		Balance Brought Forward 1/4/22	93,332.29	8,449.00		101781.29
Receipts Current Account						
22,152.12		Maintenance Contribution	22,274.12			22274.12
3,039.88		Oil - Heating	3,119.88			3119.88
1,218.64		Water Rates	1,250.64			1250.64
500.00		EWT		510.00		510.00
		Miscellaneous				
0.00	Poors Piece	(Copyhold Allotments, Charity No: 246099) Resticted				0.00
26,910.64		Total Receipts	27,094.64	510.00	-	27604.64
Payments Current Account						
(3,119.19)		Oil	(5,207.10)			(5,207.10)
(840.79)		Water Rates	(900.64)			(900.64)
(190.91)		Electricity	(161.09)			(161.09)
(3,560.44)		Maintenance ERF Repairs	(3,061.08)			(3,061.08)
(1,263.83)		Insurance	(1,011.27)			(1,011.27)
(2,297.50)		Garden	(2,228.28)			(2,228.28)
(369.00)		Almshouse Association	(196.00)			(196.00)
(10,679.18)		Miscellaneous	(7,643.45)			(7,643.45)
-	Poors Piece	(Copyhold Allotments, Charity No: 246099)		-350		(350.00)
(22,320.84)		Total Payments	(20,408.91)	(350.00)	-	(20,758.91)
4,589.80		Net of receipts/(payments)	6,685.73	160.00	-	6,845.73
Transfer of Funds						
		Copyhold Allotments				0.00
		Transfer from Savings Accounts	25,965.42			25965.42
						0.00
		Total Transfers	25,965.42	-	-	25,965.42
101,322.29		Cash Funds for this year	125,983.44	8,609.00	-	134,592.44
40.00		unpresented cheques				
-243.00		cheques cleared from last year	40.00			40.00
176.00		rent paid in from last year	342.00			342.00
101781.29		Balance with Statement	126,285.44	8,609.00	-	134,894.44

134894.44

2021-2022		Statement of Funds as at 31st March 2023						2022/23	Almshouse	Copyhold Allotment
Bal B/Forward	Notes	Almshouse Charity 246099 Accounts	Investment Return	Receipts	Payments	Transfers In	Transfers Out	Bal C/Fwd	Un restricted	Restricted
101,322.29		Current Account		27,604.64	(20,758.91)	25,965.42		134,592.44	125,983.44	8,609.00
46,509.94		1 COIF CCLA Charities Deposit Account	317.74	-	-	-		46,827.68	46,321.50	506.18
11,933.08		Monmouthshire Building Society	121.10	-	-	-		12,054.18	12,054.18	
55,729.75		2 Blackrock Charishare Account	1,393.25	-	-	-	-	57,123.00	57,123.00	
25,878.06		3 Virgin Money Account.	87.36	-	-	-	25,965.42			
241,373.12			1,919.45	27,604.64	(20,758.91)	25,965.42	25,965.42	250,597.30	241,482.12	9,115.18

Notes only.
1 transfer to new copyhold Allotments CCLA account
2 Blackrock Charishare Account
3 Virgin account closed, balance transferred to current account

2497.22
2349.22
2339.22
1831.22
2857.22
1831.22
3189.22
1489.22
2515.22
2173.22
2173.22
2173.22

27418.64



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Charity of the Unknown Donor (Almshouse Charity)

**On accounts for the year
ended**

31st March 2022

**Charity no
(if any)** 239382

Set out on pages

Page 13 of the Trustees Annual Report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

**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 2011 Act and in carrying out my examination, I have followed the 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and 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.

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

Signed:

Date: 19/10/2022

Name:

Graham Charles Lennard

**Relevant professional
qualification(s) or body
(if any):**

Address:

2 The Rye Field
Little Baddow
CM3 4TR

Only complete if the examiner needs to highlight 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.

As the accounts also include the Copyhold Allotment Charity (no-246099) Some of the money for that charity gains interest each year this has not been transferred over to the Copyhold figures.
The Trustees should decide if the interest gained should be transferred or not each year?