
Brookside Cottage Homes
Report and Financial Statement
For the year ended 31st December 2021

Brookside Cottage Homes

Annual Report
and
Receipts and Payments Account

For the year ended 31st December 2021

Registered Office

CUCKOO COTTAGE
CUCKOO CAGE LANE
TATENHILL BURTON - UPON TRENT
DE13 9RX

Brookside Cottage Homes
Report and Financial Statement
For the year ending 31st December 2021

Trustees Report

The Trustees of Brookside Cottage Homes present their Report and Receipts and Payments Account for the year ended 31st December 2021.

TRUSTEES FOR 2020

Following an earlier decision to appoint a Chairman on an annual basis, Mr Peter Cooper was re-elected to the position for the coming year. In March, 2021, the final Trustee position was filled with the appointment of Phil Richards

The year has been an extremely busy one, with Trustees' meetings taking place in March November, via the Zoom facility, in view of the Pandemic and its restrictions on inside meetings.

As noted in last year's Report, work continued on developing links with the Almshouse Consortium Limited with a view to securing grant funding from Homes England towards the planned new build and re-modelling of the two Almshouse cottages. The Clerk, as a nominated Director of the Consortium, attended, via Zoom, Board meetings of the Consortium during the year, and a draft bid for grant funds was in the course of preparation by the year end. In addition, in order to secure major grant funding for the new build Almshouse, which required acceptance from the Regulator of Social Housing before a grant was considered, second stage of the process to become a registered social landlord was obtained and work continues on compiling the Regulator's detailed application form.

During March, and following a substantial grant from the Local Authority, work on installing flood resilience measures to all 3 cottages was completed, placing the Charity in a much more prepared position should flooding reappear going forward as witnessed in February, 2020. By August full occupancy was achieved to all three cottages.

Further work was undertaken to expand the Charity's policies and procedures. Following a request from the Regulator, the Charity's Management Document was amended, and policies in respect of Fair Rent, Health and Safety, and Conflict of Interest were approved, along with advice on Powers of Attorney, Wills, and Avoiding Slips and Falls, these latter documents being inserted in the Residents' Handbook.

In February, a Fire Risk Survey was undertaken and a Governance Checklist introduced.

January saw the installation of the final two gas boilers to the cottages. A following Energy Performance Certificate recorded an above average result.

BROOKSIDE COTTAGE HOMES
Report and Financial Statements
for the year ended 31st December 2021

Financial Review

The attached Receipts and Payments Account shows a deficit for the year of £11,316, resulting in a year on year drop of 17.9%. This can be explained by Trustees' decision to continue to invest in the fabric of the cottages, and in particular the installation of new gas boilers and gas main (£5888), flood resilience measures (£17946), and final fitting out of the cottages with white goods and curtains following the 2020 floods. A quinquennial review took place along with membership of the Almshouse Consortium Ltd to enable major grant funding towards the new build Almshouse.

On the income side final receipts from the insurance company amounted to £6052 and a grant of £15000 from the Borough Council towards the cost of the flood resilience measures. To help fund the increased expenditure two transfers of money from Savings to Current Accounts took place.

Going forward it is not envisaged any major expenditure will be required on the building fabric, and a full year's income from maximum occupancy of the cottages should be achievable.

Reserves Policy

The Trustees have reiterated their earlier decision that the Charity should maintain a fund of £30,000 in order to provide cover for essential repairs and maintenance, and the furniture and fittings requirements for the proposed new build Almshouse.

Plans for Future Periods

The Trustees' plans for the coming year will be focused on the attaining of grant income, mainly through substantial funding from the Almshouse Consortium Limited, to enable a new Almshouse to be built. Coupled with this, and linked, will be the obtaining of registration as a Social Housing Landlord.

Origin of the Trust

Frederic Thomas Shelly, a resident of Tatenhill village, bequeathed the land and 4 cottages in 1964, providing funds for enabling works to make them fit for habitation, during which 2 of the cottages were converted into a 2 bedroom residence for use as a private let, helping support the financial upkeep of the other 2. These were designated Almshouses, for residents over 60 years of age and in need of financial assistance.

The precise age of the cottages is uncertain though an old Tithe map of 1837 clearly indicates a terrace of similar configuration to that in evidence today.

BROOKSIDE COTTAGE HOMES
Report and Financial statements
for the year ended 31st December 2020

Constitution

Following a revision of the Constitution in 2019 the eligibility criteria for an Almshouse place now covers not only those residents, aged 60 years or above, who have lived in the identified catchment area for a minimum of 5 years previous to an application, or because their families have lived in the catchment area for a similar period.

Objectives and Activities

The Trustees are aware of the Charity Commission's guidance on public benefit and have had regard to it in their administration of the Charity. The Trust provides direct assistance to qualifying people.

Trustees

The Trustees who have served during the year are as follows :

Peter Cooper (Chairman since 26th September 2018)

Berian Griffiths (Vice Chairman since 11th July 2019)

Jeremy Goodwin

Rodney Easter

Paul Shipley (Representative Trustee from the Tatenhill and Rangemore Parish Council)

Mrs Kate Jeffcoat

Ms Louise Morton (from 22nd December 2020)

Philip Richards (from 17th March 2021)

Clerk to the Trustees

David Pointer

BROOKSIDE COTTAGE HOMES
Report and Financial Statements
For the year ended 31st December 2021

Year ended 31st	Year ended 31st
December 2020	December 2020
	£
£	
Opening Bank Balances	
Current Account 14929	11188
Deposit Account 66663	52098
Totals 81592	63286
Receipts	
Income From Residents 1512	10745
Other Income 21585	21364
Bank Interest 435	36
Total Income for Year 23844	32145
Payments	
Tenant Services 495	6236
Rates and Insurance 1748	2874
Clerk Fees 606	871
Building Maintenance 2254	2903

Building Development 36225	27745
Sundries 145	1757
Total Payments 42149	42386

Closing Bank Accounts

Current Account 11188	27835
Deposit Account 52098	24134
Total Closing Bank Balance 63286	51969

BROOKSIDE COTTAGE HOMES
Report and Financial Statements
for the year ended 31st December 2021

Trustees' Responsibilities

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Trust and which enable them to ensure that the financial statements comply with appropriate regulations. They are also responsible for safeguarding the assets of the Trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In preparing these financial statements the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.

- State whether applicable accounting standards and Statements of Recommended Practice have been followed. Subject to any material departures discussed and explained in the financial statements.
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the Trust will continue in operation.

The Trustees declare that they have approved the Trustees' report above at their meeting on

Signed on behalf of the Charity's Trustees:

CHAIRMAN

VICE CHAIRMAN