

THE MANOR TRUST BEDHAMPTON

Registered Charity 1116034 Registered Company 05480101

AGM 2020 - FINANCE REPORT

With the change in the UK Government's rules on charity reporting, the Manor Trust is no longer required to have a full audit, and an Independent Examination of the Accounts is required in its place. At the end of 2019, the Trust's very long relationship with the firm of Arthur Daniels, Accountants of Fareham, came to an end when Rory Madden, the senior partner, had to reduce his workload significantly due to health reasons. As the firm preferred no longer to carry out complicated charity accounting, the Trustees decided to ask Morris Crocker, Chartered Accountants of Havant, to act for the Trust. The Vice-President and some of the Trustees had been to their Charity Seminars held annually in a local hotel, so the firm was not unknown to the trustee board.

Please refer to the Summarised Accounts in the AGM Trustees' Report that has been distributed. Copies of the Full Account Statements can be had on request to the Trust Manager.

The Trust derives its income from the fund-raising activities of the supporters, from gifts and donations, the Residents' Contributions, any legacies, and investment income. This income source was less in 2019 compared to 2018 with a drop of around £11k, with donations in 2019 being down by 1/3rd and a 2/3rds drop in dividend yield. Many donations came from the Trust's supporters, and from the relatives of the Lodge Residents, and are often given to enhance the lives of the Lodge residents.

All of the Trust's expenditure goes in funding its charitable objectives, and the Trustees and volunteer helpers are all unpaid; Only the employed staff are paid. The Contributions received from our Residents increased by 2.3%, which compares with a CPI figure for the year of 2019 of 2.5%. The Lodge had a high occupancy rate in 2019 of 97% of rooms occupied. This is considered much higher than the national average for Care Homes. The Home's overheads do not reduce significantly with empty rooms; the only saving being on meals not otherwise taken. There is no real saving on staff and other costs.

The Lodge's costs were down by 1.6% with savings made on staff incidental costs, repairs, legal and professional fees and a better energy contract than 2018, negotiated by the Trust Administrator Valerie Moller.

Overall, at the year-end there was a small surplus of £3,643 to add to the General Fund.

The Elms had significantly less in building costs compared to the major renovation of 2018, and with good savings on the energy contract the net cost after income of the Elms to the General Fund was £9,610.

The Trustees policy remains the same, to manage the Lodge so that its income from Residents Contributions meets the day-to-day running costs, with major refurbishments being classified as capital expenditure and taken from the General Fund, that is fed from the investments if necessary.

Likewise, it is expected that the Contributions from the Residents in the Elms flats will cover the running costs of the flats, including heat and light, and repairs to the flats, and a contribution to insurances and external redecorations. However, in a Grade II* Listed Building there will always be greater costs than can be hoped to be met from rental income alone and care of this building is a prior aim of the charity. The Trust is unable to reclaim VAT on its costs looking after its buildings. Consequently, repairs and renovations have to be met out of charitable income, as described above; and in 2019 this came to £25,301. The Trust has retained the yield from the sale of the Manor House by investing in mild-risk well-managed Sentinel Funds. At the end of 2019 these had grown by £57,321. Overall, the Trust's total funds, unreserved and reserved funds increased by £21,011 over 2019. The position at that point can be regarded as satisfactory. The upheavals of 2020 Pandemic will have an effect, but the Trustees have deferred any building project-drawdown on investments until the future looks more certain.

AGM 2020 - Fundraising Report for the year 2019

The Trust's principal activities requiring funding are:

- The maintenance of the Trust's heritage property - most notably The Elms with the Waterloo Room and its Tower. The Elms is a Grade II * Listed Building - please read more below.
- The Lodge is a building full of character, with its feature mansard roof, but it is a complex property that doesn't lend itself to low-cost or easy maintenance.
- Both properties have sizeable grounds that need maintaining and as with any building there are needs for the roof and the walls to be kept water-tight and strong enough to withstand all the greatly varying British weather.
- Regular maintenance such as exterior painting, pointing and attention to roofs and gutters are vital. Our aim is the make the lives of our residents always comfortable and enjoyable, with such things as pretty gardens to sit in, with suitable furniture.

There will always be ongoing renovations and maintenance needed to its buildings and grounds, but particularly the overheads that apply common areas of the buildings and the Waterloo Room. With a Grade II * Listed building the up-keep costs are higher than a reasonably modern building.

The residents all pay their fair dues for their accommodation and in The Lodge for their care; but there are the common areas and the gardens and grounds that need to be maintained by the trust, in particular The Waterloo Room.

The trust's local museum called the Bedhampton Historical Collection (BHC) is for those who have an interest in local history, most notably the Conservation Village of Old Bedhampton and museum can be visited by appointment by the public and school classes.

The events the BHC puts on in the Waterloo Room, many in co-operation with The Community Cafe help to foster the community spirit of Bedhampton, Havant and the wider environs.

The charity's funds come entirely from the generous donors in support of the Manor Trust today, tomorrow and from gifts in the past and come in four ways:

1. **From Donations** – members and supporters generously make donations, either direct via the Manor Trust website www.manortrust.org.uk or by cheque payable to the Manor Trust Bedhampton and sent to the trust office. In 2019 the donations were £5183. Donations are eligible for Gift Aid, which can increase the worth of the donations by 25%.
2. **From Fund-Raising Events** – These are run by the trust's volunteers and helped by the staff, this amounted to £2122 in 2019. There was no Art Show held in 2019.
3. **From dividend returns on investments.** The direct dividends came to £3,027 from shares held. Bedhampton Charitable Trust donated £5,000 and Littlestone Properties £7500 in respect of the Manor Trust's historic interest in Bedhampton Holdings Ltd. Grateful thanks go to the directors of these organisations for their skilful management.
4. **Legacies and Bequests** - Many people think ahead and want to leave a legacy. A legacy leaves a lasting memory outside the family. Furthermore, you can specify what aspect of the charity's work you wish your bequest to be used for - these amounts are called 'Restricted Funds'- and allow the trustees a specific use of what is donated, or invest the money and use the interest generated for your chosen specific purpose. These gifts help the charity plan ahead and help secure its future, for later generations to enjoy The Elms, the Waterloo Room and even enhance the lives of the residents in care at the Lodge. The trust received no legacies in 2019

AGM 2020

PROPERTY (FABRIC) REPORT FOR 2019

In 2019, works carried out were either mandatory repairs or improvements to do with health and safety such as fire and electrical and legionella regulations, necessary repairs due to wear and fatigue of the fabric of the building, or property improvements for the welfare and comfort of our residents.

The sum of £26,358 was spent on the Lodge and £22, 227 on the Elms, making a total of £48,585. This compares with £148,212 in 2018 being the year of the major Elms renovations, and £38,238 in 2017, which was a more average year.

Of 2019's amount for the Elms, £2,901 is included but relates to costs incurred during the major Elms refurbishments of 2018.

In 2019, at the Elms, £10,408 was spent on refurbishing Elms Flat C, including on a new bathroom, and rewiring to modern standards of safety. At the Lodge, £5,462 was defrayed on new furniture and fittings for the main lounge, and £2,836 on improvements of Legionella water safety mandatory requirements. £1,784 was spent replacing old 'blown' double glazed windows.

Architects' fees for designing and planning an extension at the Lodge, and major roof works for the Waterloo Room were £15,250, of which the Elms portion equals £5342. Both of these planned projects have had to be set aside.

The other aspects of the properties' costs are to do with the premises and grounds expenses. These include mostly the costs of maintaining the gardens for the residents and produce from the Lodge vegetable and fruit garden for the Lodge residents meals. Showing the previous year, 2018, in brackets, the total premises costs in 2019 amounted to for the Lodge £10,864 (11,395), and the Elms £8,010 (8,130), making a total for the Trust of £18,874 (19,405).

2019 SERVICE REPORT

We welcomed new residents; Kevin at the Elms, and Sybil and Ian at the Lodge and we hope they will be happy in their new homes. The new gardener Francis was also welcomed to the Elms and immediately made his presence known by his hard work, and we hope he enjoys his work with us here at the Manor trust. We also welcomed Fiona at the Lodge who has made such a difference to the flower beds.

Another busy year at both houses, with many activities taking place in the WR from luncheon clubs to U3A, to Deputy Mayor's special party, and the activities that the residents in both houses had participated in. The usual fundraising events had been successful, and thanks are extended to the volunteers who work hard not only on the day, but behind the scenes, undertaking the preparation and the closing down and putting away. Here are some of the events of last year.

In August we held the Garden Party on a sunny, but windy day, great attendance, and another successful day. In September, the Heritage Open Day was a success and the trustees thank Nigel, Wendy, and Jill for their hard work both beforehand and on the day itself. There were many compliments, with just under 300 people gracing the doors of the Waterloo Room, which was very heartening for the organisers.

We continued to hold the 'Coffee and Books Mornings', on the second Tuesday of the month, 1000-1130. where people of all ages meet to chat, drink coffee, and for a small donation come away with a good book to read. The luncheon club meets every Thursday at 1230 for a homecooked 2 course meal for up to 26 of our older citizens. Again, by popular demand the Games evenings were run by Jill Munden and we thank Jill for her work in raising funds for the charity in this way. (continued overleaf)

AGM 2020

2019 SERVICE REPORT

(continued)

On Saturday 7th December was the Charity Christmas Fayre, from 1100 – 3pm, and we thank all those who helped, and we thank everyone who came to support us. Then in the evening: 'Lighting the Christmas Tree', with Christmas Carols and Mulled Wine. This was a combined effort with the villagers, and the Elms residents were delighted to look out of their windows to see the Community Christmas Tree alight over the Christmas period. It was thanks to the herculean efforts of Steve, Chris, Pete, and Martin that this was possible, and the trustees offer their sincere thanks to them.

At the Lodge, we welcomed Renate Ditton as our new Registered Manager, in June, and Jemma Marsh continues as Deputy Manager. Residents receive individual, kind, and compassionate care, in single rooms, many with ensuite facilities. Two large assisted bathrooms, and an assisted shower, complement the many other aids to help our residents. The trustees extend their thanks to all the staff for their care and attention to the residents. We are nearing the time when our long serving staff are looking to retire, and our younger staff are settling well and enjoying their work.

Residents too enjoy many activities at the Lodge, and thanks are extended to Angie for her painting classes, and other activities. We welcomed Annie and Deborah as cooks, and together with Kevin they provide delicious homecooked meals, with fruit and vegetables from the Lodge vegetable garden, tendered by Tony. The Lodge had seen the main lounge redecorated and refurbished and we are grateful to the family of Lilian who kindly donated to the refurbishment. Plans were put in hand to refurbish Bathroom 2 complete with hairdresser's basin.

Finally, sadly we said goodbye to Nigel Gossop who retired in December 2019 as our Events and Volunteers Coordinator. The Trust owes a tremendous debt of gratitude to him.

It has been difficult to remember all that transpired last year as we continue, as do all of you, to endure the Pandemic. I wish to extend my personal thanks to Renate and Jemma and their staff who have all risen to the occasion and managed to keep themselves and our residents safe. Difficult times lie ahead, and I have no doubt that our staff will continue to give of their very best.

Report by trustee Sue.

Reports End