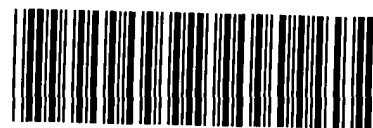


tcpa

ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR
ENDED 31ST DECEMBER 2019



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TOWN AND COUNTRY PLANNING ASSOCIATION

A Company Limited by Guarantee; Company Number 146309; Charity Number 214348

The Trustees/Directors' present their report and the audited financial statements of the Town and Country Planning Association for the year ended 31 December 2019. This Directors' Report, prepared in accordance with section 417 of the Companies Act 2006, is also the Trustees' Report required by Part 8 of the Charities Act 2011.

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Cover photo: young people at a TCPA led session on planning and place-making, which is part of a summer school run by the Centre for Sustainable Energy.

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DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISORS

The name of the charity is the **Town and Country Planning Association**, but it is well known simply as the T CPA.

Registered charity number 214348, registered in England and Wales

Company limited by guarantee number 146309, incorporated in England and Wales

Registered office 17 Carlton House Terrace, London SW1Y 5AS

The Association was founded in 1899. As a limited company, the Association is governed by its Memorandum and Articles of Association, originally dating from 3 March 1917, but amended on many occasions subsequently.

President: Nick Raynsford

Trustees:

Samer Bagaeen

Stephanie Bamford

Sandra Fryer

Aranvir Gawera (elected July 2019)

Peter Geraghty

Peter Hetherington (stood down in July 2019)

Simon Leask

Gilian Macinnes

Mary Parsons (chair)

Andrew Pritchard (vice chair)

Catriona Riddell (vice chair)

Anna Rose

Lee Shostak

Robin Smith

Chief Executive and Company Secretary: Hugh Ellis was interim chief executive until February 2019. Fiona Howie was appointed as the new permanent chief executive in February 2019.

Accountants: Lindeyer Francis Ferguson Ltd
198 High Street
Tonbridge
Kent TN9 1BE

Auditors: Sayers Butterworth LLP
3rd Floor, 12 Gough Square
London EC4A 3DW

Solicitors: Russell Cooke Solicitors
2 Putney Hill
London SW15 6AB

Bankers: CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Website address: www.tcpa.org.uk

In addition, significant contracts for ongoing services were retained with Rap Limited (printing) and Cencom Solutions Limited (information technology support).

DIRECTORS' REPORT

1. Objectives, Activities and Achievements

a. Objectives

The TCPA's charitable purpose is educational, which continues to be fulfilled through its programme of policy and project work and events, as well as the publication of its Journal, *Town & Country Planning* and through other forms of communication. It is the only independent organisation for planning and housing covering the UK, and the longest established planning body in the world. The TCPA's key objectives are to:

1. 'secure a **decent home for everyone**, in a good, human-scale environment combining the best features of town and country;
2. empower people and **communities** to influence decisions that affect them; and
3. improve the planning system in accordance with the principles of **sustainable development**.

Beneath those strategic objectives we have four broad operational priorities, which are:

1. Planning for social justice
2. Planning for housing in new and renewed communities
3. Planning for resilient communities in a changing climate
4. Making planning work

b. Public benefit

The Trustees have complied with the duty in section 17 of the Charities Act 2011 to have due regard for **public benefit** guidance published by the Charity Commission. The objects and priorities set out above work for the benefit of the entire population of the United Kingdom and, through the TCPA's work with international partners, for communities overseas. This is because the Association's work, as highlighted in section 1c of this report, focuses on shaping the future of places to make them more socially just, healthier and more environmentally sustainable. When the work is successful, therefore, it reaches far beyond our members and provides long term benefits for entire communities. In light of the emphasis on tackling social justice the impact of much of the Association's work seeks to benefit those with the least.

Membership of the TCPA is available at a very low cost to all who have sympathy with the TCPA's objectives. The journal is also available at modest cost to non-members. The TCPA's charitable objects relate to education and this is met through a number of ways, including by marketing events to the public at a significantly lower cost than comparable events offered by the 'for-profit' sector. Through the year the Association also runs a number of events that are free to attend.

c. Activities and Achievements

- **Organisational priority - Planning for social justice**

Planning and health

The TCPA continues to provide thought-leadership, education and capacity building for planners and public health professional as part of its **Reuniting Health with Planning workstream**. In January 2019 'The State of the Union: reuniting health with planning in promoting healthy communities' was published, which sought to provide a picture of the effectiveness of the collaboration between the planning, public health and healthcare sectors. It provided an overview of the state of local policy, based on a review of local plans and local development plans created by the 326 English and 22 Welsh local planning authorities.

DIRECTORS' REPORT

In September, '**Putting Health Into Place**', a suite of publications that provide practical guidance on how to create a healthy new development based on learning from the Healthy New Towns programme, was published. Commissioned by NHS England, the TCPA was the lead partner for this project, working with the King's Fund, the Young Foundation and Public Health England.

To help promote the guidance and the wider learning from the Healthy New Towns programme, the TCPA was also a partner in delivering a learning and implementation events programme. This included involvement in a number of workshops that were run in six locations across England with the aim of supporting collaboration between councils, public health, NHS, developers, local community groups, schools and so on to help create healthier places.

We also secured funding for two new projects during the year. In July, in partnership with the University of West of England, the Association secured a new project called **Getting Research Into Practice 2**. The project aims to support the implementation of the evidence-informed principles set out in Public Health England publications focused on spatial planning and health by engaging with local and regional policy makers and practitioners across place-making professions. The project also aims to tailor principles to the local context and make recommendations for tackling practical barriers that prevent the principles from being implemented. In November the TCPA was commissioned by Hertfordshire County Council's public health team to work with four district councils to help strengthen the policies concerned with healthy place-making in their emerging Local Plans. Both of these projects will conclude in spring 2020.

Planning for inclusive communities

The **Planning for Inclusive Communities in London project** concluded in November. It was an 18-month project, supported by Trust for London, which aimed to assess how the local planning authorities in London were embedding inclusions and equality in planning policy. It had two key components:

- Research to gauge the current effectiveness of planning in delivering inclusive communities in London; and
- A programme of training and engagement for the public sector to demonstrate the power and potential of planning in London to create sustainable and socially just communities.

The work during 2019 built on the work undertaken in 2018, which focused on analysis against a set of indicators and sub-indicators for all of London's Local Plans, and engaging with multiple stakeholders, including community groups, local authorities, campaigning and research organisations, and the Greater London Authority, in order to explore different stakeholder's experiences of and insights into the links between planning and social inclusion. In addition to ongoing engagement the Association developed seven detailed case studies with community groups and campaigns, hosted a summit event attended by over 50 community activists and representatives from community groups, undertook a survey of planning officers and hosted a roundtable with local authorities.

This informed a substantial research report and guidance for councils on Equality Impact Assessment, both of which were launched in mid-November. We also worked with an equalities specialist to develop and run three training sessions, which drew on the report's recommendations about how to better embed equality and inclusion in planning policy. The sessions were aimed at local authority planning and equalities officers. We also engaged representatives from the Greater London Authority and Transport for London and held a separate briefing for Councillors. Over 50 people attended the training. Feedback from the training showed:

- 92.2% of participants said they had a better understanding of how planning policy can promote inclusion and equality
- 82.4% of participants said they had greater awareness of the Equality Act 2010 and how it relates to planning

DIRECTORS' REPORT

- 82.4% of participants said they had greater awareness of the role of Equality Impact Assessments in planning policy development
- 88.2% of participants said their confidence in planning for inclusion and equality had improved

Outside of London we continued to try and secure funding for establishing a local authority and community network focused on supporting **the regeneration of ex-industrial Britain**. While we were unable to secure the necessary funding we were able to undertake work to develop relationships and facilitate discussions with local decision makers and communities in three places to help develop our understanding of the interventions and types of support places might need. These places were Barrow Hill in Derbyshire, Rochdale and Peterlee. The learning from these place-based discussions cuts across all three of our strategic objectives and will be fed into our future project develop.

- **Organisational priority - Planning for housing in new and renewed communities**

Innovation in delivering affordable homes

In October 2019, the TCPA's **Planning for affordable housing project** came to a conclusion. The project ran from January 2018 and was funded by the Nationwide Foundation. Work during 2019 included the publication and launch of guidance for local authority Councillors, which highlighted possible new approaches and good practice. The guide was promoted through six regional training events during June and July 2019. These were held in London, Exeter, Birmingham, Nottingham, Manchester and York and attended by 134 representatives from 75 different councils. The Association also undertook three pilot workshops attended by 43 officers and councillors from three local authorities to implement the lessons learnt in individual council areas. Following the training workshops, 84% of councillors and officers reported that they had greater awareness of possible approaches. And, as a result of the pilot workshops, 91% of councillors and officers reported that they had greater awareness of possible approaches.

The TCPA also continued its partnership with the Association for Public Service Excellence (APSE), publishing '**Housing for a fairer society: the role of councils in ensuring stronger communities**' in July. This was the fifth in a series of research collaborations between the organisation. This latest report continued to track the changing landscape of housing and planning policy, and what the implications of those changes are for local authorities, but it also explored the broader links between housing and wider social and economic resilience. The report made ten recommendations aimed at increasing the delivery and retention of high quality, genuinely affordable housing and ensuring the multiple wider benefits of affordable housing delivery and development processes are realised.

New Garden Cities - campaigning and delivery support

During 2019 the TCPA continued to lead the debate on new Garden Cities and on a modernised New Towns Act as one of the solutions to tackling the nation's housing crisis. This was possible thanks to funding and ongoing support from the Lady Margaret Patterson Osborn Trust. This included engaging with the Ministry of Housing, Communities and Local Government (MHCLG) on Development Corporations. A rolling support fund was announced in Autumn 2019 alongside a consultation on New Towns legislation. The Association submitted a response to this consultation in early 2020 and continues to act informally as a 'critical friend' to Homes England on the Garden City Principles and Government's Garden Communities programme.

In 2019 the TCPA also continued to support Councils and their delivery partners who are working on new communities' policy and projects. The conference we held in May focused on 'delivering health places with Garden City Principles', so sought to link our Garden Cities and health work. It was attended by nearly 90 people and we were delighted that Professor Sir Malcolm Grant CBE

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gave the keynote address. In September the TCPA led a study tour, attended by 25 Councillors, Council officers, students and architects, to new and renewed communities in York, Newcastle and Durham, including Peterlee new town. Delegates learnt about design, delivery and long-term stewardship.

This year we added two more guides to the '**Garden City Standards for the 21st Century: Practical Guides for Creating Successful New Communities**' series; one on 'Edible Garden Cities' and the other on 'People, Planning and Power'. The TCPA also produced a new **Garden Cities Guide for Councils**. '**Understanding the garden city approach: a guide for councils**' provides a high-level introduction to the specific challenges and opportunities of new communities and the Garden City Principles. It outlines current government support and showcases the broader suite of TCPA Garden Cities publications. A series of free regional seminars was organised for December 2019 but due to the General Election being held that month the seminars were pushed back into early 2020.

This year also saw the start of a project on 'emerging lessons on long-term stewardship'. In November the TCPA held a roundtable with experts to understand the key issues. This project continued into 2020.

The **TCPA New Communities Group (NCG)**, established in 2009, continues to grow and strengthen with four new members joining during 2019, taking the total number of members to 27. Its members are local authorities and development corporations that are planning and delivering exemplary large-scale new communities, from Garden City-inspired new towns and villages to urban regeneration and extension schemes. Both MHCLG and Homes England work closely with the NCG to align support and learning for members. The NCG helps to provide political support and encourages a sharing of knowledge and best practice through seminars, workshops, study visits, parliamentary meetings, and newsletters. Together, the members of the NCG provide innovative local leadership for plans delivering over 280,000 new homes.

In 2019 the TCPA ran a range of seminars for the NCG; topics included edible garden cities, getting public participation right, viability and children and young people's experiences. There were also two site visits; the first to Houlton in Warwickshire, and the second hosted by Ashford Borough Council with a visit to the South of Ashford Garden Community.

In autumn 2019 the TCPA held successful fringe events at the Labour and Conservative Party Conferences in partnership with Crest Nicholson and with the support of the Lady Margaret Patterson Osborn Trust, this was achieved despite the political uncertainty we faced throughout the year. The events focused on delivering more homes in high quality places and drew on the Garden City principles and enabled us to raise the profile of our Healthy Homes Act campaign.

Celebrating the legacy and supporting the growth and renewal of UK New Towns

Thanks to the generous support of the Lady Margaret Patterson Osborn Trust for our work in this area, in 2019 the TCPA continued to lead the debate on the future growth and renewal of the UK's 32 New Towns. This included the TCPA providing secretariat support for **the New Towns All-Party Parliamentary Group (APPG)**. In March 2019, APPG Chair Lucy Allan MP hosted a parliamentary reception to celebrate the APPG, which was organised by the TCPA and attended by over 100 MPs and cross sector delegates. One of our four major conferences during the year also focused on a 'new future for New Towns'. It was attended by over 115 and included a 'new towns delivery masterclass', which provided a unique insight for attendees from Lee Shostak OBE, John Walker and David Lock CBE who all played a role in the development of Milton Keynes.

The 2019 Sir Frederic J Osborn lecture was held in May and also celebrated the legacy of the New Towns. With support from Places for People as well as the Trust, it was delivered by TV Architect and Presenter George Clarke, who was born in Washington New Town and remains a strong

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advocate for new towns and Garden City Principles. The event was attended by over 130 people and led to coverage in several trade publications, significant social media coverage and was referenced in a housing column in The Sunday Times.

The Association was also able to complete the manuscript for a new book for RIBA Publishing on the '**Rise, Fall and Rebirth**' of New Towns. The book will be published and launched in March 2020.

- **Organisational priority - Planning for resilient communities in a changing climate**

Planning for climate change

Following the publication of the updated climate change guidance, '**Planning for Climate Change: Building resilient and low carbon communities**', in late 2018, the Association worked in partnership with the Royal Town Planning Institute (RTPI) and BRE to run a series of five, free workshops for local authorities. The workshops were attended by representatives from over 45 local authorities and focused on supporting local authorities to take action through their local plan policies to adapt and mitigate to climate change. The Association also worked with the RTPI and Client Earth to publish a short legal and policy briefing to support the guide. Informed by the guide and briefing staff also spoke at a number of conferences and attended a range of local authority led workshops focused on how to respond to the climate change emergency.

Green infrastructure

The TCPA is lead partner in ***Planning for Environment and Resource eFFiciency in European Cities and Towns (PERFECT)***, a five-year €2 million INTERREG Europe-funded project on maximising the potential of green infrastructure for health, climate change adaptation and economic benefits at a regional and local level which started in January 2017 and runs until December 2021. The project involves eight partners from seven different countries, with the aim of influencing investment strategies to prioritise green infrastructure.

In 2019 the project drew on a successful 2018 and continued to deliver a successful program of work aimed at enabling learning from inspirational examples of green places internationally. Key outputs included:

- Publication of three factsheets on 'green infrastructure and climate change', 'green infrastructure and food' and 'green infrastructure and green roofs'.
- Publication of a number of expert papers, including one about investment finance for green infrastructure, written by Dr Bruce Howard from the UK Ecosystems Knowledge Network, and one about planning for green infrastructure, which draws on the 'green space factor', which is a way of determining green infrastructure requirements in new development.
- Partner meetings in Amsterdam and Kaposvar, Hungary, both of which involved study visits, expert presentations, interactive workshops and peer-to-peer meetings.
- A study tour to Freiburg, which was attended by over 30 people from the eight PERFECT partners.
- Publication of an action plan for how we will campaign for changes to UK policy to increase investment in green infrastructure over the next two years.

The TCPA, as a representative of the PERFECT project, was also invited from hundreds of funded projects to present at the Interreg Europe annual conference in April 2019 and at a thematic workshop on developing healthy and prosperous urban ecosystems.

Linked to both our European and domestically focused work on green infrastructure, we continued to work to embed it in relevant policy levers. This included our work as the host of the **Green Infrastructure Partnership**, work to influence the development of Natural England's Green

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Infrastructure Standards Framework and the Environment Bill and organising another successful Green Infrastructure Partnership conference in July, which was attended by over 135 people.

2019 was also the second year of the three-year **Green Cities project**, which the Association delivers in the UK on behalf of the Horticultural Trades Association. The pan European project is funded by the European Commission Consumers Health, Agriculture and Food Executive Agency and aims to raise awareness of the importance of greening urban areas to increase prosperity and wellbeing. During 2019 the main focus of the project was running four seminars, one in each of the four nations of the UK, to enable attendees to consider the multiple benefits that urban greening can provide for communities and how best to make that happen. Over 170 people attended the four seminars.

- **Organisational priority - Making planning work**

Raynsford Review of Planning

The final report of the Raynsford Review was published in November 2018 and the Association worked during 2019 to promote and secure the 24 recommendations it set out. The report drew on 18 months of work and provided an in-depth analysis of the English planning system. The Review argued that planning was still capable of remarkable outcomes, but within the current system they were being achieved despite the system rather than because of it. The report set out a programme for fundamental reform to create a planning system with people's health and wellbeing at its heart. Opportunities to raise the recommendations included meetings with the then Housing Minister, Kit Malthouse MP, the Shadow Secretary of State for Housing, John Healey and the Government's chief planner. Recommendations were also fed into the Building Better, Building Beautiful Commission.

In May 2019 we also launched our call for a Healthy Homes Act; new legislation that would tackle the poor quality homes being delivered through both permitted development rights and the planning system. To raise awareness of this campaign we held a well-attended parliamentary reception in June and included it as a manifesto ask ahead of the December General Election. With the support of the Nationwide Foundation this campaign will continue during 2020.

During 2019 the Association continued to host meetings of the Raynsford Review taskforce, engaged with councillors and communities and undertook analysis to understand how the situation had evolved since the launch of the report in late 2018. This work informed a 'one year on' report that was written in late 2019 but launched in early 2020 as a call to action for the new Government.

Annual Conference

Our annual conference, which was supported by Social and House by Urban Splash, was held in November and focused on 'Facing the Future'. The agenda cut across almost all of our strands of work and encouraged the nearly 140 attendees to consider the implications of innovations in digital and housing, and the impacts of changes including climate change, on place-making. It also drew on one of the strong themes in the Raynsford Review, which was around how we can more effectively enable communities to influence the future of their areas.

- **Furthering our Reach and Voice**

A major benefit of membership of the TCPA is **our flagship Journal, Town & Country Planning**. Eleven issues are produced each year. Highlights of 2019 included special issues on the PERFECT project, the Healthy Homes Act campaign and mainstreaming green infrastructure. Published in August, 'Town & Country Planning Tomorrow Series Paper 20' focused on sharing the uplift in land values. Throughout the year the Journal featured stimulating contributions from writers drawn from across the public, private, academic and voluntary sectors. The TCPA is grateful to all

DIRECTORS' REPORT

those who contributed to the Journal during the year, and especially to its strong line-up of regular columnists.

As a campaigning charity the Association also seeks to raise the profile of its campaigns through traditional and social media. During 2019 the TCPA featured in 378 items in the press, which was down on our 2018 coverage of 540 items. It was however significantly better than in 2017 when the TCPA was covered 167 times. The Association's media reach during 2019 is estimated to be 9.06m and the total number of unique media sources it was featured in was 186. This included featuring in the national press such as the Guardian, the Times and Channel 4.

While coverage in the traditional media was down slightly in 2019 the TCPA's audience on social media continued to grow, including on Twitter where followers increased from 9,797 to over 11,200. The subscribers to the monthly e-bulletin also increased from 2,844 to 3,287, a 15% increase and over 1,000 more subscribers compared to 2017 figures.

Plans for 2020

The TCPA's Business Plan for 2020 was discussed by the Trustees in November 2019 and, informed by that discussion, refined further. The Business Plan describes the work of the Association, its objectives, the market it is operating within and financial forecasts for 2020. The plan sets out four operational priorities for the Association in 2020, which are:

- Supporting and securing social justice within and between communities;
- Campaigning for housing that meets people's needs new and renewed communities;
- Securing resilient communities in a changing climate; and
- Delivering great places through making planning work.

Within these staff will work to deliver existing work, much of which carries on from our activities in 2019. The Association will also actively seek new funding and projects, with an emphasis on aiming to secure more multi-year, substantial projects.

The Business Plan also recognises a number of internal priorities to support the effectiveness of the Association. This includes "working across the Association to develop a new, clearly articulated strategic plan which will set the strategic direction for the organisation for the next three to five years." Future Business Plans will then be developed within that context.

DIRECTORS' REPORT

2. Governance, Structure and Membership

Trustees

The Board of Trustees has overall responsibility for ensuring that the management, policies and strategies are in place to achieve the objectives of the Association. This involves formal approval of key financial decisions such as the annual budget and business plan. The Board has delegated certain functions to the Chief Executive, including personnel management and the day-to-day running of the Association.

The Board has six bi-monthly meetings during the year to carry out its responsibilities and take note of advice from the non-executive Policy Council. The Board also has an annual awayday or strategy meeting where Trustees discuss and agree key strategic priorities, which inform the business plan for the year ahead. The Board of Trustees elects the Chair and any Vice Chairs of the Association from amongst the Board.

There can be up to fifteen trustees, who are also the directors' of the company. Twelve trustees are elected by members of the Association at the AGM to serve for a period of three years. In the event of a contested election, a secret ballot is held. Three trustees (including the Honorary Treasurer) are appointed by the Board for periods of usually up to three years.

President and Vice Presidents

President: The Rt Hon Nick Raynsford

Vice Presidents:

Gideon Amos OBE
Michael Ash CBE
Graeme Bell OBE
Lord Richard Best
John Blake
Rt Hon David Blunkett
Sir Kenneth Collins
Rt Hon. the Lord Deben
John Deegan
Tony Fyson MBE
Nicky Gavron
Vincent Goodstadt
Professor Sir Malcolm Grant CBE

Ray Green
Baroness Sally Hamwee
Kate Henderson
Peter Hetherington
Rt Hon Keith Hill
Rt Rev James Jones
Jiggy Lloyd
David Lock CBE
Mary Riley
Professor Peter Roberts OBE
Pam Warhurst CBE
John Zetter

The Association is very sorry to note the death of one of our Vice Presidents and a former director of the organisation, Wyndham Thomas, who passed away in December 2019.

The office of the Vice President is honorary, while the office of President entails duties including chairing the Annual General Meeting. These officers are elected each year at the Annual General Meeting.

Policy Council

Stephen Ashworth
Trevor Cherrett
Chris Cousins
Barry Davies
Peter Ellis
David Farnsworth

Hannah Garrow (elected in July 2019; stood down in November 2019)
Nick Green (stood down in July 2019)
Catherine Hammond
Chris Jones (elected in July 2019)
Danny Kaye (elected in July 2019)

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Garry King
Ian Manders
Karl Roberts (elected in July 2019)
Hollie Stacey

Martin Stott (stood down in July 2019)
Penelope Tollitt
Frances Toomey (elected in July 2019)

The Policy Council is a sub-committee of the Trustee Board. Council members are directly elected by the membership (all Trustees and the President are ex-officio members of the Policy Council).

Staffing and management

Day-to-day operational management of the TCPA is delegated to the Chief Executive who reports regularly to the chair and to the other trustees. The Chief Executive and staff team work to deliver the priorities set in the annual business plan, which in turn delivers the organisations strategic objectives. Trustees review performance bi-monthly, against the annual budget and the business plan.

<i>Chief Executive:</i>	Fiona Howie (as of 1/2/2019)
<i>Director of Policy</i>	Hugh Ellis (Interim Chief Executive until 1/2/2019)
<i>Director of Healthier Place-making and Operations</i>	Julia Thrift
<i>Director of Communities and Project Delivery (FJ Osborn Fellow)</i>	Katy Lock (as of 1/7/2019, previously Projects and Policy Manager)
<i>European Projects Advisor</i>	Diane Smith
<i>Editor-in-Chief</i>	Nick Matthews
<i>Projects and Policy Manager</i>	Michael Chang (left 8/2/2019)
<i>Projects and Policy Manager</i>	Jessica Fieth (as of 1/2/2019, previously Projects Assistant)
<i>Projects and Policy Manager</i>	Laura Heykoop (left 31/12/2019)
<i>Projects and Policy Manager</i>	Alex House
<i>Projects and Policy Manager</i>	Henry Smith (left 27/9/2019)
<i>Communications Officer</i>	Jack Mulligan
<i>Finance and Membership Officer</i>	David White
<i>Events and Premises Officer</i>	Michael McLean
<i>PA to Chief Executive</i>	Sneha Pednekar
<i>Projects Assistant</i>	Covadonga Cervilla Bordiu (as of 9/9/2019)
<i>Projects Assistant</i>	Catriona MacRae
<i>Projects Assistant</i>	Koen Rutten
<i>Projects Assistant</i>	Lizzie Simpson (left 23/8/2019)

The TCPA is committed to ensuring equality of opportunity for its staff, volunteers, officers and trustees. The selection and promotion of all staff is based solely on the candidate's ability to meet requirements for the post. The aim of the Association's Equalities Policy is to prevent discrimination, to provide equal access to jobs and training and to ensure that all staff fully enjoys the benefits of working for the organisation.

Membership

During 2019 the TCPA had 1,106 individual members (compared to 1,116 at the end of 2018) and 131 organisational members (127 at the end of 2018).

The TCPA thanks all individual and organisational members, who are from a wide variety of backgrounds and across all sectors, for their support for our work on our shared objectives. During 2019, on behalf of our members, the TCPA conducted profile-raising campaigns and organised

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innovative discussion forums, free seminars, workshops, policy and guidance documents, and research papers for member organisations, as well as a major annual conference and the annual Sir Frederic J Osborn Lecture.

Volunteers and Interns

In 2019, the Association received support on a voluntary basis from Trustees, Vice-Presidents and Policy Council members in undertaking its charitable activities. In particular, the Association would like to thank the Trustees who contribute substantially to the running of the TCPA events programme, for example by chairing the Association's conferences, seminars and roundtables. The Association is also grateful to the volunteers from both the Board and Policy Council who contributed time and expertise to research, projects and policy work.

The TCPA is often contacted by students and interns seeking work experience. The Association benefits hugely from the enthusiasm and hard work of those we host, all of whom are financially supported either by their universities or employers, or by the TCPA paying them the London Living Wage.

DIRECTORS' REPORT

3. Financial Review of the 2019 accounts

2019 was a busy and challenging year for the Association. Funding cuts have continued to impact on local authorities and Brexit and the General Election in December 2019 created uncertainty for both the public and private sectors. Internally, we had a change in Chief Executive as well as two experienced and long-standing project managers moving on to new roles. While interest in the TCPA's core areas of work – covering health, housing, sustainable energy, climate change, Garden Cities and new communities – remained high, and the staff team worked hard to deliver projects and secure new ones, the Association finished the year with a deficit.

Total incoming resources amounted to £1,144,110 (2018: £1,277,937) and total resources expended were £1,217,593 (2018: £1,208,959), so that there was a deficit of £73,483 (2018 surplus of £68,978).

Reserves Policy and Risks

The TCPA's policy on reserves shall be to establish funds for the following areas of medium and long-term expenditure:

1. To maintain the TCPA Legacy Reserve Fund such that the interest earned by the fund shall be disbursed primarily to further the objectives of the TCPA, as agreed by the Board. The capital sum within this fund shall be maintained for the long-term security of the Association and only released through the agreement of a general meeting.
2. To provide three months' running costs of the charity (£300,000 at 2019 prices/expenditure levels).
3. To set aside a redecoration and maintenance fund sufficient to meet cyclical requirements for internal and external redecoration, currently standing at £73,033 (2018: £53,033).

This policy was established in 2003 and is reviewed annually by the Board of Trustees.

The Board of Trustees has reviewed the risks to which the Association is exposed through regular consideration of the risk management register. They consider that the major risks are financial in nature, and the reserves policy set out above has been adopted in order to mitigate them.

Statement of Trustees'/Directors' Responsibilities

The Trustees (who are also the Directors' for the purpose of company law) are responsible for preparing the annual report and the financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees must prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the Trustees are required to:

- a) select suitable accounting policies and then apply them consistently;
- b) observe the methods and principles in the Charities SORP;
- c) make judgments and accounting estimates that are reasonable and prudent;
- d) state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and

DIRECTORS' REPORT

- e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue to operate.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company 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 of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Statement of Disclosure to Auditors

So far as the Directors' are aware, there is no relevant audit information which has not been disclosed to the company's auditors. They have taken all the steps that they ought to have taken as Directors' in order to make themselves aware of any matters which would be relevant for audit purposes, and to ensure that such information has been communicated to the company's auditors.

Auditors

The company's auditor, Sayers Butterworth LLP, has indicated their willingness to accept re-appointment as auditors, and a resolution proposing their re-appointment will be submitted at the Annual General Meeting.

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

By Order of the Board of Trustees



Mary Parsons
Chair
6 May 2020

TOWN AND COUNTRY PLANNING ASSOCIATION

DIRECTORS' REPORT

YEAR ENDED 31ST DECEMBER 2019

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF TOWN AND COUNTRY PLANNING ASSOCIATION

Opinion

We have audited the financial statements of Town and Country Planning Association (the 'charitable company') for the year ended 31 December 2019 which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2019 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other

TOWN AND COUNTRY PLANNING ASSOCIATION

DIRECTORS' REPORT

YEAR ENDED 31ST DECEMBER 2019

information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report, which includes the directors' report prepared for company law purposes, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees' were not entitled to take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 12 the trustees (who are also the directors' of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

TOWN AND COUNTRY PLANNING ASSOCIATION

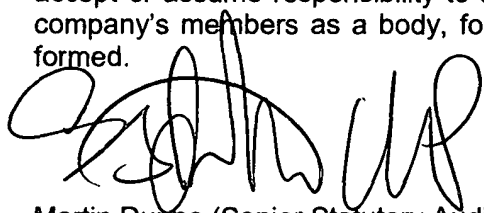
DIRECTORS' REPORT

YEAR ENDED 31ST DECEMBER 2019

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Martin Dunne (Senior Statutory Auditor)

For and on behalf of Sayers Butterworth LLP, Statutory Auditor
3rd Floor, 12 Gough Square,
London, EC4A 3DW

6 May 2020

TOWN AND COUNTRY PLANNING ASSOCIATION

**STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2019**

	Note	Unrestricted funds 2019 £	Restricted funds 2019	Total funds 2019	Total funds 2018 £
Income from:					
Donations and legacies		301	-	301	378
Charitable activities	2	980,504	146,774	1,127,278	1,262,622
Other trading activities:					
Room hire		14,901	-	14,901	13,773
Investments:					
Bank interest received		1,630	-	1,630	1,164
Total		997,336	146,774	1,144,110	1,277,937
Expenditure on:					
Raising funds:					
Public relations and media costs		2,271	-	2,271	2,466
Charitable activities	3	1,068,548	146,774	1,215,322	1,206,493
Total		1,070,819	146,774	1,217,593	1,208,959
Net income and net movement in funds	5	(73,483)	-	(73,483)	68,978
Reconciliation of funds:					
Total funds brought forward		573,180	-	573,180	504,202
Total funds carried forward		499,697	-	499,697	573,180

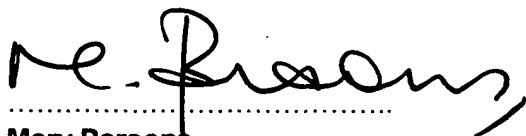
TOWN AND COUNTRY PLANNING ASSOCIATION

BALANCE SHEET

FOR THE YEAR ENDED 31 DECEMBER 2019

	Note	£	2019 £	£	2018 £
Fixed assets:					
Tangible assets	7		16,483		18,852
Current assets:					
Debtors	8	271,708		365,614	
Cash at bank and in hand		585,302		717,292	
			<u>857,010</u>	<u>1,082,906</u>	
Liabilities:					
Creditors falling due within one year	9	(373,796)		(528,578)	
			<u></u>	<u></u>	
Net current assets			483,214		554,328
			<u></u>		<u></u>
Total net assets			<u>499,697</u>		<u>573,180</u>
			<u></u>		<u></u>
The funds of the charity:					
Unrestricted funds	10		499,697		573,180
			<u>499,697</u>		<u>573,180</u>

Approved by the Board of Trustees on 6 May 2020 and signed on its behalf:



Mary Parsons
 Chairman

Company number: 146309

Charity Number 214348

TOWN AND COUNTRY PLANNING ASSOCIATION

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2019

	2019 £	2018 £
Cash flows from operating activities:		
Net cash (used in) / provided by operating activities	(132,978)	397,348
Cash flows from investing activities:		
Bank Interest received	1,630	1,164
Purchase of tangible fixed assets	(642)	(5,913)
Net cash provided by / (used in) investing activities	988	(4,749)
Change in cash and cash equivalents in the period	(131,990)	392,599
Cash and cash equivalents at the beginning of the period	717,292	324,693
Change in cash and cash equivalents due to exchange rate movements	-	-
Cash and cash equivalents at the end of the period	585,302	717,292
Reconciliation of net income to net cash flow from operating activities		
Net income for the reporting period	(73,483)	68,978
<i>As per the statement of financial activities</i>		
Depreciation charge	3,011	3,504
Interest received	(1,630)	(1,164)
Decrease / (increase) in debtors	93,906	103,108
(Decrease) / Increase in creditors	(154,782)	222,922
Exchange differences on retranslation of monetary items	-	-
Net cash (used in) / provided by operating activities	(132,978)	397,348

TOWN AND COUNTRY PLANNING ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

1 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Town and Country Planning Association meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

There are no material uncertainties about the charity's ability to continue, and so the going concern basis of accounting has been adopted.

b) Income

Income is recognised when the charity has; entitlement to the funds, any performance conditions attached to the funds have been met, it is probable that the income will be received and the amount can be measured reliably.

Income received in advance of the charity meeting the above criteria is deferred.

Membership income is recognised in accordance with the membership term. Where membership periods span the balance sheet date, income is deferred on a straight line basis.

Conference income is recognised when the conference takes place.

Income from journals is recognised in accordance with the subscription term. Where subscription terms span the balance sheet date, income is deferred on a straight line basis. Income from publications is recognised on the date the publication is dispatched.

Income from projects and consultancy is recognised when the charity's obligations have been performed, or in accordance with agreed milestones.

Income from legacies is recognised when there has been a grant of probate, the executors have established that there are sufficient assets in the estate to pay the legacy, and any conditions attached to the legacy are within the charity's control or have been met.

c) Expenditure

Expenditure is recognised when there is a legal or constructive obligation to transfer resources to a third party, settlement is probable and the amount can be measured reliably.

Expenditure is classified under the following activity headings:

- Expenditure on raising funds - media and marketing costs.
- Expenditure on charitable activities - the costs of projects, conferences and publications, including attributable support costs.

TOWN AND COUNTRY PLANNING ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

1 Accounting policies (*continued*)

d) Allocation of support costs

Support costs are the costs of those functions that assist the work of the charity but do not directly relate to charitable activities, for example office overheads, finance and professional costs. These costs have been allocated on the basis of the direct staff costs attributable to each activity.

e) Tangible fixed assets

Fixed assets are capitalised at cost and are depreciated over their estimated useful economic lives on the following bases:

- Leasehold property and improvements - straight line over the remaining lease term
- Fixtures, fittings and equipment - 25% straight line

Useful economic lives of tangible assets:

The annual depreciation charge for tangible assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are re-assessed annually. They are amended when necessary to reflect current estimates, based on future developments, economic utilisation and the physical condition of the assets.

f) Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party, and the amount due to settle that obligation can be measured reliably. Creditors are recognised at their settlement amount after allowing for any trade discounts due.

g) Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value. Any losses from impairment are recognised in the statement of financial activities.

h) Operating leases

Rentals payable under operating leases are recognised in the statement of financial activities on a straight line basis over the lease term.

i) Foreign currency

Transactions denominated in foreign currencies are translated at the exchange rate ruling at the date of the transaction. Foreign currency monetary items are translated at the exchange rate ruling at the balance sheet date. Foreign exchange gains and losses resulting from the settlement of transactions and from the translation at period end exchange rates of monetary assets and liabilities denominated in foreign currencies are recognised in the statement of financial activities.

j) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account

TOWN AND COUNTRY PLANNING ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

1 Accounting policies (*continued*)

k) Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

l) Pensions

Town and Country Planning Association operates a defined contribution scheme for the benefit of its employees. The assets of the scheme are held separately from those of the Town and Country Planning Association in an independently administered fund. The pension cost in the financial statements represents the contributions payable by the charity during the year.

m) Status

Town and Country Planning Association is a charitable company limited by guarantee incorporated in England & Wales. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the Trustees' Report.

n) Judgements in applying accounting policies/key sources of estimation uncertainty

Estimates and judgements are frequently assessed and based on historical experience as well as other factors, including assumptions of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions

The Company makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results.

2 Income from charitable activities

	2019 £	2019 £	2019 £	2018 £
	Unrestricted	Restricted	Total	
Membership	137,599	-	137,599	142,742
Conferences	206,955	-	206,955	186,902
Journals and publications	35,535	-	35,535	38,587
Projects and consultancy	600,415	146,774	747,189	894,391
	980,504	146,774	1,127,278	1,262,622

TOWN AND COUNTRY PLANNING ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

3 Expenditure on charitable activities

	2019 Staff £	2019 Direct £	2019 Support £	2019 Total £	2018 Total £
Membership	69,652	95	23,721	93,468	90,978
Conferences	166,385	40,840	56,667	263,892	264,904
Journals and publications	54,396	49,803	18,526	122,725	121,385
Projects and consultancy	445,998	137,343	151,896	735,237	729,226
	<u>736,431</u>	<u>228,081</u>	<u>250,810</u>	<u>1,215,322</u>	<u>1,206,493</u>

4 Support and Governance costs

	2019 £	2018 £
Support costs		
Staff costs	56,262	92,844
Travel and subsistence	5,884	5,515
Premises costs	63,777	66,486
Printing, post and stationery	8,396	10,107
Telephone	6,719	8,908
Computer costs	20,181	20,630
Sundry expenses	7,208	7,596
Subscriptions	4,116	4,055
Bank charges	3,065	2,839
Bad debts	20,000	-
Depreciation	3,011	3,504
Total Support costs	<u>198,619</u>	<u>222,484</u>
Governance costs		
Accountancy fees	38,850	37,000
Audit fees	7,201	6,850
Legal and professional fees	1,213	200
Trustees' and officers' expenses	4,927	2,564
Total Governance costs	<u>52,191</u>	<u>46,614</u>
Total Support and Governance costs	<u>250,810</u>	<u>269,098</u>

5 Net income

	2019 £	2018 £
This is stated after charging:		
Operating lease rentals	4,311	4,288
Depreciation	3,011	3,504
Auditors' remuneration	7,201	6,850

TOWN AND COUNTRY PLANNING ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

6 Staff costs

	2019 £	2018 £
Wages and salaries	688,741	662,893
Social security costs	73,266	69,466
Pensions	25,183	22,527
Other costs	5,500	25,979
	<u>792,693</u>	<u>780,865</u>
Direct costs	736,431	688,025
Support costs	56,262	92,844
	<u>792,693</u>	<u>780,869</u>

The Charity operates a defined contribution pension schemes for all qualifying employees. The assets of the scheme are held separately from those of the company in an independently administered fund. The total pension contributions payable for the year were £25,183 (2018: £22,527)

The average monthly number of full-time equivalent employees, including casual and part-time staff, during the year was as follows:

	2019 £	2018 £
Management and support	4	4
Journal editing	1	1
Projects and policies	12	11
	<u>17</u>	<u>16</u>

The number of employees whose emoluments exceeded £60,000 was as follows:

	2019 £	2018 £
£60,000 - £70,000	-	-
£70,000 - £80,000	1	2
£80,000 - £90,000	1	-
£90,000 - £100,000	1	1

The charity trustees were not paid and neither did they receive any benefits from employment with the charity or a related entity. Four (2018: two) trustees were reimbursed expenses in relation to travelling, accommodation and overnight subsistence amounting to £4,166 (2018: £1,899). It is also noted that the TCPA hold a Trustee indemnity insurance policy (£1,013).

The key management personnel of the charity is the Chief Executive. The total employment benefits received by key management personnel were £93,770 (2018: £170,155).

TOWN AND COUNTRY PLANNING ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

7 Tangible fixed assets

	Leasehold Property	Furniture & equipment	Total
	£	£	£
Cost			
At 1 January 2019	29,906	23,786	53,692
Additions	-	642	642
Disposals	-	-	-
At 31 December 2019	29,906	24,428	54,334
Depreciation			
At 1 January 2019	17,254	17,586	34,840
Charge for the year	408	2,603	3,011
Eliminated on disposal	-	-	-
At 31 December 2019	17,662	20,189	37,851
Net book value			
At 31 December 2019	12,244	4,239	16,483
At 31 December 2018	12,652	6,200	18,852

8 Debtors

	2019 £	2018 £
Trade debtors	169,186	182,495
Other debtors	-	3,692
Prepayments and accrued income	102,522	174,687
Deferred expenditure	-	4,740
	271,708	365,614

9 Creditors falling due within one year

	2019 £	2018 £
Trade creditors	29,085	222,857
Social security and other taxes	60,570	50,775
Other creditors	4,527	3,453
Accruals	27,783	59,389
Deferred income	251,831	192,104
	373,796	528,578

TOWN AND COUNTRY PLANNING ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

9 Creditors falling due within one year (continued)

Deferred income

	2019 £	2018 £
Income deferred from the previous year	192,104	199,059
Released to the statement of financial activities	(192,104)	(199,059)
<i>Arising during the current year:</i>		
Journal subscriptions	8,841	13,553
Membership subscriptions	59,163	67,867
Conferences	3,820	200
Projects	180,007	110,484
	<u>251,831</u>	<u>192,104</u>

Income has been deferred in accordance with the accounting policy stated in note 1b.

10 Analysis of charitable funds 2019

	At 1 Jan £	Income £	Expenditure £	Transfers £	At 31 Dec £
Unrestricted funds					
General fund	120,518	997,336	(1,053,177)	(15,083)	49,594
Designated funds:					
Contingency fund	290,000	-	-	-	290,000
The TCPA Legacy Reserve Fund	89,629	-	-	(2,559)	87,070
Redecoration & Maintenance Fund	73,033	-	(17,642)	17,642	73,033
Unrestricted funds	<u>573,180</u>	<u>997,336</u>	<u>(1,070,819)</u>	<u>-</u>	<u>499,697</u>
Restricted funds					
Projects and conferences	-	146,774	(146,774)	-	-
	<u>-</u>	<u>146,774</u>	<u>(146,774)</u>	<u>-</u>	<u>-</u>
Total funds	<u>573,180</u>	<u>1,144,110</u>	<u>(1,217,593)</u>	<u>-</u>	<u>499,697</u>

TOWN AND COUNTRY PLANNING ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

Analysis of charitable funds (continued)

Analysis of charitable funds 2018

	At 1 Jan £	Income £	Expenditure £	Transfers £	At 31 Dec £
Unrestricted funds					
General fund	71,540	1,145,688	(1,054,745)	(41,965)	120,518
Designated funds:					
Contingency fund	290,000	-	-	-	290,000
The TCPA Legacy Reserve Fund	89,629	-	-	-	89,629
Redecoration & Maintenance Fund	53,033	-	(21,965)	41,965	73,033
Unrestricted funds	504,202	1,145,688	(1,076,710)	-	573,180
Restricted funds					
Projects and conferences	-	132,249	(132,249)	-	-
	-	132,249	(132,249)	-	-
Total funds	504,202	1,277,937	(1,208,959)	-	573,180

The Contingency Fund has been established with a view to building up a reserve of three months' operating costs of the charity in the short term, and increasing this to six months' operating costs by 2027

The TCPA Legacy Reserve Fund has been set up to invest legacies and other monies as agreed by the Board of Trustees. The Articles of Association provide that no capital should be withdrawn from this fund unless approved by 75% of the votes at a General Meeting. Income arising from these investments is used for the general purposes of the charity.

Redecoration and Maintenance Fund - TCPA's leasehold property in London requires internal and external redecoration and maintenance on a cyclical basis, so that quite large costs accrue at intervals of four or five years. With the next scheduled repair due to take place in 2020. The Fund is maintained to provide for expenditure of this nature, with transfers from the General Fund to help retain reserves sufficient to meet the expected future costs.

Projects and conferences (restricted fund) - These funds include grants received from The Nationwide Foundation, Network for Social Change Charitable Trust and Trust for London (£55,000) to support activity in specific areas

11 Analysis of net assets between funds 2019

	General £	Designated £	Restricted £	Total funds £
Tangible fixed assets	16,483	-	-	16,483
Cash at bank and in hand	114,176	450,103	21,023	585,302
Other net current assets/(liabilities)	(81,065)	-	(21,023)	(102,088)
	49,594	450,103	-	499,697

TOWN AND COUNTRY PLANNING ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

Analysis of net assets between funds (continued)

Analysis of net assets between funds 2018

	General	Designated	Restricted	Total funds
	£	£	£	£
Tangible fixed assets	18,852	-	-	18,852
Cash at bank and in hand	257,591	452,662	7,039	717,292
Other net current assets/(liabilities)	(155,925)		(7,039)	(162,964)
	<u>120,518</u>	<u>452,662</u>	<u>-</u>	<u>573,180</u>

12 Operating lease commitments

The charity has future minimum lease payments under non-cancellable operating leases for the following periods:

	2019	2018
	£	£
Land and buildings		
Not later than one year	4,300	4,300
Later than one year and not later than five years	17,200	17,200
Later than five years	135,000	139,300
	<u>156,500</u>	<u>160,800</u>

13 Related party transactions

During the year, sponsorship, boardroom hire, membership and conference attendance income totalling £35,369 was received from businesses connected with the Trustees. Of this amount, £6,000 was still outstanding at year end and payment received in January and February 2019

14 Ultimate Controlling Party

The Company is controlled by the Trustees, with no ultimate controlling party.