



**Norfolk Historic Buildings Trust  
Limited  
(Limited by guarantee)  
Directors' report and  
financial statements**

31 March 2000  
Registered number 1295328

## **Directors' report and financial statements**

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## **Trustees' annual report**

Registered charity number 273702

The Norfolk Historic Buildings Trust, whose office is 9 The Old Church, St Matthew's Road, Norwich, NR1 1SP, was incorporated on 24 January 1977 by Memorandum and Articles of Association. An amendment to Article 6(2) of the Articles of Association was made by a special resolution passed at an extraordinary general meeting of the trust held on 22 February 1990.

The trustees who served during the year up to 31 March 2000 were as follows:

Captain HJ Aldiss	(died September 1999)
Mr TM Ball	
Mr JOC Birkbeck	
Mrs H Bolt	
Mr PES Buttle	
Mr NG Chapman	
Mr AG Don	
Mr WJ Hayden	
Mr CR Harper	
Mr D Mawson	
Mr C Smith	
Mr J Timpson	
Dr P Ashbee	
Mr JV Berney	
Mr AW Bownsea	
Mr JA Carver	
Mr N de Bazille Corbin	
Mr IE Floering Blackman	
Mr GB Hemmings	
Mrs L Hodge	(resigned 28 January 2000)
Mrs J Johnston	
Mr RG Lombe Taylor	
Mr L Potter	
Mrs M Manning	
Mr J Sharpe	(resigned 21 October 1999)
Mr M Walton	
Lord Walpole	
Mr T East	
Mr TM Pallister	
Mr W Davidson	
Mr C Armes	
Mr JL Garrett	
Mr J Knight	

The affairs of the trust are managed by up to nine directors, elected by the trustees at an Annual General Meeting. Each year a third of the directors retire, however the retiring Directors are eligible for re-election.

The Trust was established to preserve for the benefit of the people of the county of Norfolk and the nation at large, historical architectural and constructional heritage in and around Norfolk in order to help preserve the built heritage. Wherever possible the restored building is sold and the sale money used for the next acquisition.

## **Trustees' annual report (continued)**

### **Generally**

This year saw the restoration of 'Kings Head Cottage' at Banham and the commencement of the major development scheme at Denver Mill, anticipated for completion in the summer.

### **Kings Head Cottage at Banham**

In 1997 the Trust completed the purchase of Kings Head Cottage at Banham, an important 14<sup>th</sup> Century Grade II\* listed building, from Breckland District Council, and additionally some adjacent land was acquired to enhance its setting for a total sum of £34,943. The repair works commenced in July 1998 and were completed in December 1999 at a total cost of the scheme of some £157,878. A grant of £103,298 was received from English Heritage.

In this instance the building has not only been rescued and restored for future generations to an extremely high standard using traditional materials such as wattle and daub and lime plaster but has led to a significant number of workman developing restoration skills which they can apply elsewhere.

The building was sold in March 2000 for £130,000.

### **Denver Mill**

The purchase of Denver Mill House by the Trust was completed in early 1995 and later in that year the acquisition of the windmill and adjacent buildings from the County Council was completed. The Mill is 'listed' Grade II\* and the other mill buildings are listed Grade II. Subsequently the Trust purchased additional adjacent land for parking provision.

The major restoration and renovation scheme involves the restoration of the site as a working mill, with a bakery and accommodation for a miller, craft workshops in the former workshops and three holiday cottages in the former mill house. The former granary will become the interpretation centre.

The building contract commenced in March 1999 with an anticipated completion in the summer of 2000.

The scheme is supported by major grants from the European Regional Development Fund, together with similar grants from the Heritage Lottery Fund, from the Norfolk County Council, the Norfolk Mills and Pumps Trust and the Rural Development Commission. Financial assistance has also been received from the King's Lynn and West Norfolk District Council.

A trading company, Denver Mill Limited, has been formed to manage the completed complex.

### **Nelsons Monument at Great Yarmouth**

The Trust has become increasingly concerned at the condition of Nelsons Monument at Great Yarmouth, a Grade I listed building built some seven years before Nelsons Column in London. The monument has been included in English Heritage's List of Buildings at Risk.

Negotiations with the Borough Council have taken place aimed at acquiring a lease of the building to permit the Trust to carryout necessary repairs. In this regard the Trust commissioned a detailed report from Dr David Watt to supplement an earlier report he prepared for the County Council on the structural condition of the monument. The Trust is currently attempting to put together a package of grant aid necessary to fund the project.

## Trustees' annual report (continued)

### Other Trust Property

A continuing programme of maintenance work of the Trust's retained properties continues.

With regard to the Fakenham Town Gas Works, which is leased from British Gas, discussions concerning its future ownership and lease arrangements of the monument continue. During the year the Trust commissioned a feasibility scheme into the management options available to the Trust from DTZ Peida Consulting which was funded by the Architectural Heritage Fund. The contents of the report and the question of the monument's future remains under consideration by the Trust.

The company's bankers remain Lloyds TSB Bank, Gentleman's Walk, Norwich; its solicitors are Mills and Reeve, 3-7 Redwell Street, Norwich and its auditors are Grant Thornton, appointed by the directors to replace the approved auditors, KPMG following the transfer of their business from Norwich.

On behalf of the trustees

  
JOC Birkbeck  
Chairman

17 October 2000

## Directors' report

The directors present their annual report and the audited financial statements for the year ended 31 March 2000.

### Principal activity

The principal activity of the company is the preservation of whatever of the historical, architectural and constructional heritage in and around the County of Norfolk is of particular beauty or historical interest

### Business review

The results for the year and proposed transfer to reserves are set out in the profit and loss account on page 8. Movements on reserves are shown in note 12 to the financial statements.

### Directors

The directors who held office during the year were as follows:

Mr JOC Birkbeck (Chairman)  
Mr R Lombe-Taylor  
Mr AG Don  
Mr D Mawson  
Mr N de Bazille Corbin  
Mrs M Manning  
Mr J Timpson  
Mr PES Buttle  
Mrs H Bolt

In accordance with Article 48 of the company's articles of association Mr J Timpson, Mr AG Don and Mr R Lombe-Taylor retire from office. However, all three directors are eligible for re-election and they have agreed to offer themselves for re-election.

### Auditors

KPMG resigned as auditors on 4 February 2000 following the closure of their Norwich office and Grant Thornton were appointed in their place.

In accordance with Section 384 of the Companies Act 1985, a resolution for the re-appointment of Grant Thornton as auditors of the company is to be proposed at the forthcoming Annual General Meeting.

By order of the board



CK Smith  
Secretary

17 October

No 9 The Old Church  
St Matthew's Road  
Norwich  
Norfolk  
NR1 1SP

## **Statement of directors' responsibilities**

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that year. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the company and to prevent and detect fraud and other irregularities.

# Grant Thornton

Holland Court  
The Close  
Norwich  
NR1 4DY

## **Auditors' report to the members of Norfolk Historic Buildings Trust Limited (Limited by guarantee)**

We have audited the financial statements on pages 7 to 14 which have been prepared under the accounting policies set out on page 10.

### **Respective responsibilities of directors and auditors**

As described on page 5 the company's directors are responsible for the preparation of financial statements in accordance with applicable United Kingdom law and accounting standards. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

### **Basis of opinion**

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

### **Opinion**

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31 March 2000 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

*Grant Thornton*

*Registered Auditors  
Chartered Accountants*

20.10.2000



**Statement of financial activities**  
*for the year ended 31 March 2000*

	Note	Unrestricted funds £	Restricted funds £	Total funds 2000 £	Total funds 1999 £
<b>Income and expenditure</b>					
<b>Incoming resources</b>					
Grants receivable	3	40,000	393,576	433,576	95,840
Sale of property		-	130,000	130,000	-
Donations		243	-	243	748
Bank interest receivable		3,724	-	3,724	3,732
Rents receivable		7,365	-	7,365	2,463
<b>Total incoming resources</b>		<b>£51,332</b>	<b>£523,576</b>	<b>£574,908</b>	<b>£102,783</b>
<b>Resources expended</b>					
Direct charitable expenditure		6,644	623,175	629,819	207,257
Management and administration of the charity		20,007	-	20,007	11,922
<b>Total resources expended</b>	4	<b>£26,651</b>	<b>£623,175</b>	<b>£649,826</b>	<b>£219,179</b>
<b>Net incoming/(outgoing) resources before transfers and other recognised gains and losses</b>					
		24,681	(99,599)	(74,918)	(116,396)
Working capital adjustment	5	-	99,599	99,599	128,212
Surplus on disposal of completed property		19,642	-	19,642	-
Profit on disposal of fixed assets		-	-	-	9,900
Write down of work in progress to net realisable value	8	(1,185)	-	(1,185)	(50,754)
Unrealised gain on property revaluation	8	-	-	-	84,900
<b>Net movement in funds for the year</b>		<b>43,138</b>	<b>-</b>	<b>43,138</b>	<b>55,862</b>
Balances brought forward at 1 April 1999		287,093	-	287,093	231,231
<b>Balances carried forward at 31 March 2000</b>		<b>£330,231</b>	<b>£-</b>	<b>£330,231</b>	<b>£287,093</b>

The notes on pages 10 to 14 form part of these financial statements.

**Profit and loss account**  
*for the year ended 31 March 2000*

	<i>Note</i>	<b>2000</b> £	1999 £
General grant		40,000	29,220
Donations		243	748
Interest receivable		3,724	3,732
Rent receivable		7,365	2,463
Property expenses		(3,398)	(12,425)
Administrative expenses		(20,007)	(11,922)
<b>Profit before exceptional items</b>	<i>6</i>	<b>27,927</b>	11,816
Exceptional items	<i>7</i>	15,211	(40,854)
<b>Profit/(loss) for the financial year</b>	<i>12</i>	<b>£43,138</b>	£(29,038)

Other recognised gains and losses for the year are shown in the Statement of financial activities on page 7.

There is no difference between the profit/(loss) shown above with that determined under the historic cost accounting rules.

The notes on pages 10 to 14 form part of these financial statements.

**Balance sheet**  
**at 31 March 2000**

	Note	2000	1999
		£	£
<b>Fixed assets</b>			
Tangible assets	8	196,400	196,300
<b>Current assets</b>			
Work in progress	9	192,567	74,611
Debtors	10	18,586	4,271
Cash at bank and in hand		103,208	17,739
		<u>314,361</u>	<u>96,621</u>
<b>Creditors: amounts falling due within one year</b>	11	<u>(180,530)</u>	<u>(5,828)</u>
<b>Net current assets</b>		<u>133,831</u>	<u>90,793</u>
<b>Net assets</b>		<u><u>£330,231</u></u>	<u><u>£287,093</u></u>
<b>Capital and reserves</b>			
Reserves brought forward		287,093	231,231
Net movement in funds for the financial year		43,138	55,862
<b>Non equity funds</b>	12	<u><u>£330,231</u></u>	<u><u>£287,093</u></u>

These financial statements were approved by the board of directors on 17-10-2000 and were signed on its behalf by:

PES Buttle

JOC Birkbeck  
Directors

The notes on pages 10 to 14 form part of these financial statements.

## Notes

*(forming part of the financial statements)*

### 1 Company status

Norfolk Historic Buildings Trust is a company limited by guarantee, not having a share capital. The 33 members of the company have guaranteed its liability to the extent of £1 each.

### 2 Accounting policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the company's financial statements.

#### *Basis of preparation*

The financial statements have been prepared in accordance with applicable accounting standards under the historic cost accounting rules, modified to include the revaluation of tangible fixed assets, and in accordance with the Statement of Recommended Practice: Accounting for charities.

#### *Grants*

Grants are accounted for on an accruals basis. General grants receivable are credited to the profit and loss account, and specific grants are credited to the cost of the relevant properties either as an exceptional item in the profit and loss account for those held permanently, or against work in progress for those assets held for resale.

#### *Building and repair costs*

Building and repair costs are brought to account on the basis of certificates covering the period up to the balance sheet date.

#### *Properties*

Properties to be held permanently are treated as fixed assets worth a nominal value of £100 each except where a professional valuation indicates a value significantly in excess of this amount. All such properties are investment properties and, accordingly, no depreciation is charged on the revalued amount. The excess of revalued amount over cost is transferred to a revaluation reserve. All maintenance expenditure incurred and revenue received in respect of these properties is recognised in the profit and loss account as incurred on an accruals basis.

#### *Work in progress*

Work in progress represents the value of work carried out on properties for resale or for development as investment properties, less any grants received.

#### *Restricted funds*

Expenditure and grants receivable in respect of specific ongoing projects are treated as restricted funds until such time as the property is either sold or transferred to fixed assets.

#### *Cash flow*

In accordance with the exemptions available to small companies under Financial Reporting Standard Number 1 the company has not prepared a cash flow statement.

#### *Turnover*

The company's income is derived from rents and interest receivable from the company's investments together with general County Council grants receivable.

## Notes (continued)

### 3 Grants receivable

	Unrestricted funds £	Restricted funds £	Total funds 2000 £	Total funds 1999 £
<i>Local authority grants:</i>				
Norfolk County Council	40,000	48,152	98,152	29,220
<i>Other:</i>				
English Heritage	-	63,520	63,520	42,278
Norfolk Windmills Trust	-	-	-	19,342
Borough Council of Kings Lynn & West Norfolk	-	-	-	5,000
European Regional Development Fund	-	100,087	100,087	-
Heritage Lottery Fund	-	174,317	174,317	-
Architectural Heritage Fund	-	7,500	7,500	-
	<u>£40,000</u>	<u>£393,576</u>	<u>£433,576</u>	<u>£95,840</u>

### 4 Direct charitable expenditure

	Unrestricted funds £	Restricted funds £	Total funds 2000 £	Total funds 1999 £
<i>Property development expenditure</i>				
Professional fees	-	23,086	23,086	26,521
Property costs	-	31,000	31,000	40,866
Contractors fees	-	517,604	517,604	125,383
Rented property expenses	2,065	-	2,065	2,618
Maintenance costs	1,333	-	1,333	4,578
Other miscellaneous costs	3,246	33,785	37,031	7,291
English Heritage share of profit on disposal of property	-	17,700	17,700	-
	<u>£6,644</u>	<u>£623,175</u>	<u>£629,819</u>	<u>£207,257</u>

#### *Management and administration of the charity*

Honorary secretary's fee	5,081	-	5,081	5,150
Honorary secretary's expenses	582	-	582	275
Honorary treasurer's fee	1,000	-	1,000	1,000
<i>Other sundry costs:</i>				
Audit fees	1,400	-	1,400	800
Insurance	2,834	-	2,834	2,814
Office expenses	1,984	-	1,984	1,714
Bank charges and interest	126	-	126	169
Loan interest	6,000	-	6,000	-
Bad debt written off	1,000	-	1,000	-
	<u>£20,007</u>	<u>£-</u>	<u>£20,007</u>	<u>£11,922</u>

## Notes (continued)

### 5 Working capital adjustment

The working capital adjustment represents the net increase/(decrease) in work in progress after deducting disposals during the year, write downs to net realisable value and transfers to fixed assets as follows:

	2000 £	1999 £
Closing work in progress valuation	192,567	74,611
Less: Opening work in progress valuation	(74,611)	(107,153)
	<hr/> 117,956	<hr/> (32,542)
Surplus on disposal of completed property	(19,642)	-
Write down of work in progress to net realisable value	1,185	50,754
Transfer to fixed assets	100	110,000
	<hr/> £99,599	<hr/> £128,212
	<hr/> <hr/>	<hr/> <hr/>

### 6 Profit before exceptional items

Profit before exceptional items is stated

	2000	1999
<i>after charging</i>		
Auditors' remuneration:	£1,200	£1,000
	<hr/>	<hr/>

During the current and preceding year the company had no employees other than the directors, the honorary secretary and an administrative assistant. No directors received any remuneration in either year. The payroll costs of the other employees amounted to £5,081 (1999:£5,150).

### 7 Exceptional items

Exceptional items comprises:

	2000 £	1999 £
Profit on disposal of property	19,642	9,900
Write down of work in progress to net realisable value	(1,185)	(50,754)
Expenditure on property development completed in the prior period	(3,246)	-
	<hr/> £15,211	<hr/> £(40,854)
	<hr/> <hr/>	<hr/> <hr/>

## Notes (continued)

### 8 Tangible fixed assets

	Freehold land and buildings valuation	
	2000	1999
	£	£
Valuation at beginning of year	196,300	1,500
Transfer from work in progress	100	110,000
Unrealised gain on revaluation	-	84,900
Disposals	-	(100)
	<hr/>	<hr/>
Valuation at end of year	£196,400	£196,300
	<hr/>	<hr/>
Historical cost at 31 March 2000	£316,916	£316,916
	<hr/>	<hr/>

During the previous year the Trust completed the restoration works on The Old Post Office Cottage at Billingford and the property, which was not grant aided, has been leased on a 20 year lease to the Norfolk Windmills Trust. This property was transferred from Work in Progress to Fixed Assets at £110,000 on the basis of a professional valuation carried out by TJ Goodwin BSc, FRICS of William H Brown on 3 December 1997. The valuation was based upon open market value assuming satisfactory completion of the renovation project and was prepared in accordance with the RICS statements of Asset Valuation Practice and Guidance Notes. The excess of cost over valuation was written off to the Profit and Loss account (note 7).

The unrealised gain on revaluation related to the Oulton Manse, Chapel and Coach House which was included at a valuation of £85,000 following resetting of the rental income. This property was also included in the professional valuation referred to above and the valuation was based upon open market value subject to an occupational tenancy. The unrealised gain was transferred to a revaluation reserve.

The directors consider that there has been no significant change in the values included above during the current year.

All fixed assets are held for direct charitable purposes.

### 9 Work in progress

	2000	1999
	£	£
Properties in course of development - cost	685,099	287,865
Less: Grants received	(492,532)	(213,254)
	<hr/>	<hr/>
	£192,567	£74,611
	<hr/>	<hr/>

### 10 Debtors

	2000	1999
	£	£
Trade debtors	-	1,000
Amount due from Denver Windmill Limited (see note 15)	11,047	-
Other debtors and prepayments	7,539	3,271
	<hr/>	<hr/>
	£18,586	£4,271
	<hr/>	<hr/>

## Notes (continued)

### 11 Creditors: amounts falling due within one year

	2000 £	1999 £
Loan from the Architectural Heritage Fund	150,000	-
Trade creditors	17,686	4,078
Other creditors and accruals	12,844	1,750
	<hr/> £180,530	<hr/> £5,828

The loan from the Architectural Heritage Fund was secured on the freeholds of certain fixed asset properties and properties under development and has been repaid since the year end.

### 12 Non-equity funds

	General reserve £	Maintenance reserve £	Revaluation reserve £	Total reserves £
Profit/(loss) for the financial year before transfers	43,138	-	-	43,138
Transfer to maintenance reserve	(17,200)	17,200	-	-
Maintenance costs for year	1,333	(1,333)	-	-
	<hr/> 27,271	<hr/> 15,867	<hr/> -	<hr/> 43,138
Net increase in reserves for year	156,431	45,762	84,900	287,093
Balance at 1 April 1999	<hr/> £183,702	<hr/> £61,629	<hr/> £84,900	<hr/> £330,231
Balance at 31 March 2000	<hr/> £183,702	<hr/> £61,629	<hr/> £84,900	<hr/> £330,231

The reserves of the company may only be applied for similar charitable purposes.

### 13 Taxation

The trust is registered with the Charity Commission and in the view of the charitable nature of the objects for which the trust was established, no provision has been made for taxation.

### 14 Commitments

The future anticipated costs relating to the development of existing projects amounts to £225,830 (1999:£1,230,750) gross, less improvement grants receivable of £492,552 (1999:£999,090).

### 15 Related party disclosures

Day by day control of the company rests with the directors on behalf of the 33 trustee members who have guaranteed it's liability to the extent of £1 each.

The Articles of Association of the company provide for a maximum of fifty trustees of which up to seventeen may be appointed by the Norfolk Society and sixteen by Norfolk County Council. Of these trustees, five directors are appointed from the Norfolk Society and four directors from Norfolk County Council. No one related party has control of the company. There were no disclosable related party transactions during the year.

The trust has incurred expenditure amounting to £11,047 on behalf of Denver Windmill Limited, a company set up to manage the Denver mill complex as a tourism and educational establishment, following completion of renovation and development works by the trust. Mr JOC Birkbeck was a director of Denver Windmill Limited until 3 September 1999.