

REGISTERED COMPANY NUMBER: 03071181 (England and Wales)
REGISTERED CHARITY NUMBER: 1059869

The National Retail Planning Forum
Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2015

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The National Retail Planning Forum

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for the Year Ended 31 March 2015

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The National Retail Planning Forum

Report of the Trustees for the Year Ended 31 March 2015

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2015. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03071181 (England and Wales)

Registered Charity number

1059869

Registered office

The Croft
81 Walton Road
Aylesbury
HP21 7SN

Trustees

Antony Jonathan Baldock
Shane Patrick Brennan
Robin Elliot Butler
Steven John Butterworth
Steven Norris
Ronald John Round
Malcolm Earnest Sharp
Brendon James Walsh
Edward James Woodall
Stephen James Wright

Treasurer

- resigned 23.9.14
- appointed 14.3.15
- resigned 31.3.15
- appointed 2.6.14
- appointed 23.9.14

Non-Executive Chairman

Christopher John Shepley

Company Secretary

Linda Catherine Durnall

Independent examiner

torr waterfield
Park House
37 Clarence Street
Leicester
Leicestershire
LE1 3RW

Bankers

Lloyds Bank plc
Covent Garden Branch
22/24 Southampton Street
Strand
London
WC2E 7JB

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 16 June 1995 and registered as a charity on 18 December 1996.

The charity was established under a Memorandum of Association which established the objects and powers of the charity, and is governed by its Articles of Association. These were originally adopted on 16 June 1995 and were amended by Special Resolution on 24 October 1996.

The National Retail Planning Forum

Report of the Trustees **for the Year Ended 31 March 2015**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The National Retail Planning Forum (NRPF) is a registered charity and limited company run and managed by a board of directors. Directors are re-appointed annually at the AGM. The day to day business of the charitable company is delegated to the Company Secretary. There is a research sub-committee that reports to the board of directors. All member organisations have the power to appoint a director.

All directors give their time voluntarily and receive no benefits from the charity.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

During the year the directors reviewed the role and functioning of the charity. The main risk identified continues to be a decline in membership income particularly from the major sponsors. Other opportunities for income generation continue to be investigated.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objects of the charity are to promote a better understanding of the nature of the retail trade and commerce and the impact of these on planning by all proper means including promoting discussions, dialogue and education in the field. All its charitable activities are undertaken to further the National Retail Planning Forum's (NRPF) charitable purposes for the public benefit.

The directors review the aims, objectives and activities of the charity each year. This report looks at what the charity has achieved and the outcomes of its work within the last twelve months. The directors report the success of each key activity and the benefits the charity has brought the retail trade and commerce. The review also helps the directors ensure the charity's aims, objectives and activities remain focused on its stated purposes.

The directors have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the directors consider how planned activities will contribute to the aims and objectives that have been set.

Significant activities

The focus of the work of NRPF continued to be in line with its charitable objectives and the delivery of public benefit in pursuit of those aims. With that in mind, the NRPF board has continued the programme of work started in 2011-12 which prioritised the following:

- Promoting discussion on, and dissemination of, Government policy with respect to retailing and planning;
- Collaboration with other related organisations;
- Development of the knowledge base;
- Strengthening the public profile of the Forum;
- Reviewing the research programme;
- Seeking to broaden and strengthen the Forum membership

ACHIEVEMENT AND PERFORMANCE

Charitable activities

During the year good working relationships were maintained with senior policy staff in the Department for Communities and Local Government (DCLG), and broad ranging discussions were also held with The British Council for Shopping Centres and the British Retail Consortium.

The Research Group met throughout the year and Stirling University continued to provide a bibliography for the website.

The Board held two round table discussions for small invited audiences to discuss and develop policy proposals relating to retail planning, as well as a successful half day workshop run in March.

The National Retail Planning Forum

Report of the Trustees **for the Year Ended 31 March 2015**

ACHIEVEMENT AND PERFORMANCE

Membership

The Directors met during the year and agreed a new membership structure aimed at engaging a wider range of partner organisations in the work of the Forum. Membership is open to all individuals, organisations and companies interested in the objects of NRPF and a revised membership offer has been discussed.

Current membership comprises:

- British Council for Shopping Centres (BCSC)
- John Lewis Partnership
- Urban & Civic
- Association of Convenience Stores
- Nathaniel Lichfield Partnership
- Jonathan Baldock
- Christine Reeves
- David Prichard
- DTZ

FINANCIAL REVIEW

Reserves policy

During the year, the directors reviewed the reserves policy having regard to the charity's objectives and activities and anticipated future income and expenditure. The directors plan to utilise funds as and when suitable projects are identified in accordance with the charity's objectives.

The directors plan to maintain reserves at least at the level that allows the charity to meet such non-cancellable obligations as may be entered into. At the year end the charity had reserves of £15,670 (2014: £13,996).

The directors continue to closely monitor the Forum's financial position and have decided to focus charitable activities on those which have the potential to increase membership, or otherwise contribute to the Forum's income.

FUTURE DEVELOPMENTS

The plan going forward is to raise more resources by strengthening the organisation's membership base. Opportunities to raise income by charging for events have commenced with the first half day workshops being run in March 2015. A further event was run in July 2015 and there is an agreed programme of events already being arranged for 2016.

The Research Group has been revitalised with a new Chair and research proposals are currently being developed for discussion with potential research and funding partners.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 23 November 2015 and signed on its behalf by:



Antony Jonathan Baldock - Trustee

**Independent Examiner's Report to the Trustees of
The National Retail Planning Forum**

I report on the accounts for the year ended 31 March 2015 set out on pages five to ten.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mark Andrew Torr FCCA
For and on behalf of:
torr waterfield
Park House
37 Clarence Street
Leicester
Leicestershire
LE1 3RW

Date: 23-11-15

The National Retail Planning Forum

Statement of Financial Activities
for the Year Ended 31 March 2015

		31.3.15 Unrestricted fund £	31.3.14 Total funds £
	Notes		
INCOMING RESOURCES			
Incoming resources from generated funds			
Voluntary income	2	15,430	23,460
Investment income	3	9	8
		<hr/>	<hr/>
Total incoming resources		15,439	23,468
 RESOURCES EXPENDED			
Charitable activities	4		
Research activities		2,348	5,957
Forum activities		8,146	7,248
Governance costs	6	3,271	2,460
		<hr/>	<hr/>
Total resources expended		13,765	15,665
		<hr/>	<hr/>
NET INCOMING RESOURCES		1,674	7,803
 RECONCILIATION OF FUNDS			
Total funds brought forward		13,996	6,193
		<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD		<u>15,670</u>	<u>13,996</u>

The notes form part of these financial statements

The National Retail Planning Forum

Balance Sheet
At 31 March 2015

	Notes	£	31.3.15 Unrestricted fund £	31.3.14 Total funds £
CURRENT ASSETS				
Debtors	9		1,900	-
Cash at bank and in hand			23,924	19,216
			<u>25,824</u>	<u>19,216</u>
CREDITORS				
Amounts falling due within one year	10		(10,154)	(5,220)
			<u>15,670</u>	<u>13,996</u>
NET CURRENT ASSETS				
			<u>15,670</u>	<u>13,996</u>
TOTAL ASSETS LESS CURRENT LIABILITIES				
			<u>15,670</u>	<u>13,996</u>
NET ASSETS			<u>15,670</u>	<u>13,996</u>
FUNDS	11			
Unrestricted funds			15,670	13,996
TOTAL FUNDS			<u>15,670</u>	<u>13,996</u>

The notes form part of these financial statements

The National Retail Planning Forum

Balance Sheet - continued

At 31 March 2015

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2015.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2015 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 23 November 2015 and were signed on its behalf by:



Antony Jonathan Baldock -Trustee

The National Retail Planning Forum

Notes to the Financial Statements
for the Year Ended 31 March 2015

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Deferred income represents amounts receivable which have been allocated to future periods.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. VOLUNTARY INCOME

	31.3.15	31.3.14
	£	£
Subscriptions	11,480	23,460
Conferences & events income	3,950	-
	<u>15,430</u>	<u>23,460</u>
Analysis of subscriptions:		
	31.3.15	31.3.14
	£	£
British Council for Shopping Centres	3,500	7,000
The Co-operative Group	-	7,000
John Lewis Partnership	7,000	7,000
Urban & Civic	700	700
Association of Convenience Stores	250	1,000
Nathaniel Lichfield Partnership	-	700
Individual members	30	60
	<u>11,480</u>	<u>23,460</u>

The National Retail Planning Forum

Notes to the Financial Statements - continued
for the Year Ended 31 March 2015

3. INVESTMENT INCOME

	31.3.15	31.3.14
	£	£
Deposit account interest	9	8
	<u>9</u>	<u>8</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 5)	Totals
	£	£	£
Research activities	1,817	531	2,348
Forum activities	6,346	1,800	8,146
	<u>8,163</u>	<u>2,331</u>	<u>10,494</u>

5. SUPPORT COSTS

	Management £
Governance costs	621
Research activities	531
Forum activities	1,800
	<u>2,952</u>

Activity	Basis of allocation
Management	Support costs are allocated to each activity on the basis of direct costs.

6. GOVERNANCE COSTS

	31.3.15	31.3.14
	£	£
Independent Examiner's Fee	2,650	1,850
Support costs	621	610
	<u>3,271</u>	<u>2,460</u>

7. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.3.15	31.3.14
	£	£
Independent Examiner's Fee	2,650	1,850
	<u>2,650</u>	<u>1,850</u>

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2015 nor for the year ended 31 March 2014.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2015 nor for the year ended 31 March 2014.

The National Retail Planning Forum

Notes to the Financial Statements - continued
for the Year Ended 31 March 2015

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.15	31.3.14
	£	£
Income debtors	1,900	-
	<u>1,900</u>	<u>-</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.15	31.3.14
	£	£
Expense creditors	3,183	-
Deferred income	840	-
Accrued expenses	6,131	5,220
	<u>10,154</u>	<u>5,220</u>

11. MOVEMENT IN FUNDS

	At 1.4.14	Net movement in funds	At 31.3.15
	£	£	£
Unrestricted funds			
General fund	13,996	1,674	15,670
	<u>13,996</u>	<u>1,674</u>	<u>15,670</u>
TOTAL FUNDS	<u>13,996</u>	<u>1,674</u>	<u>15,670</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	15,439	(13,765)	1,674
	<u>15,439</u>	<u>(13,765)</u>	<u>1,674</u>
TOTAL FUNDS	<u>15,439</u>	<u>(13,765)</u>	<u>1,674</u>

12. RELATED PARTY DISCLOSURES

Professional support services of £1,387 (2014: £4,877) were provided by Envisage Planning Futures Ltd, a company of which Michael Burchell (Company Secretary) is a director. At the year end, a balance of nil (2014: £685) was outstanding.

Consultancy services of £3,183 (2014: £3,170) were provided by Linda Durnal Associates Ltd, a company of which Linda Durnal (Company Secretary) is a director. At the year end, a balance of £3,183 (2014: £1,985) was outstanding.

Professional support services of £2,782 (2014: 2,500) were provided by the Non-Executive Chairman, Christopher Shepley. At the year end, a balance of £2,782 (2014: Nil) was outstanding.