

**Old Town Christian Trust**  
(Charitable Company Limited by Guarantee)

**Trustees' Report and accounts for  
year ending 31 December 2018**

Company Number 08142700  
Charity Number 1148734



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## **Trustees' Report**

The Trustees of the Old Town Christian Trust (the charity), a charitable company limited by guarantee, are also the Company Directors for the purposes of company law and throughout this report are collectively referred to as the Trustees.

The Board of Trustees presents its report and annual accounts for the year ending December 2018. The Annual Report has been prepared in order to meet the requirements for a Directors' Report and accounts for Companies Act purposes.

The company information set out on page 8 forms part of this report.

This report includes the information required by the Charity SORP as a registered UK Charity and Company Law as a Charitable Company.

### **Maintaining the legacy of the Old Town Chapel**

The Charity was established to allow the legacy of the Old Town Meeting House to be used to support Christian work. The Meeting House was a chapel located in Wotton-Under-Edge Gloucestershire, which served the local Christian Community for over 300 years.

When the chapel was no longer in use the Trustees sought to find a way that the building could continue to be used for Christian outreach and training, however the location made it difficult to find a viable use.

Following the sale of the building, the assets of the old Trust have been invested and now allow the work to continue in a new way. Old Town Christian Trust has been established with the aim to further the Christian Faith by overseeing the investments and to make grants to other organisations in line with this aim.

### **Objectives and activities for the public benefit**

The object of the charity is the advancement of the Christian Faith in such ways as the Trustees think fit. The Trustees seek to do this by making grants to organisations and individuals to undertake projects that fall within the charity's objects.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities and the grant making policy.

Funding is only granted to work that can demonstrate to the Trustees that the work will meet the charitable purposes and is within its Grant Making Policy, including the following criteria to assess applications made to the Trust from grants.

1. Grants can and will only be made in accordance with the Trust's main object; "The furtherance of the Christian Faith"
2. The Trust will normally only fund registered charities or similar non-commercial organisation (e.g. CIC's)
3. Grants to individuals will normally only be made where there is a sponsoring charity involved in overseeing the needs of the individual.
4. Grants will normally only be made to support work within the UK.
5. In a given year at least 50% of grants will usually be focused on the needs of Wotton-Under-Edge, Gloucestershire (from where the legacy of the Trust originates) and then working outward in a radius from Wotton to cover the South West of the UK, including work in and around the area of Gloucestershire and Bristol.
6. Grants will only be made to projects that demonstrate financial probity and accountability. Grants that span a time greater than 1 year will be subject to an annual review and not guaranteed.
7. Following an application, whether successful or unsuccessful, an applicant should normally wait a period of one year prior to submitting any subsequent applications.
8. Promise of a grant will be honoured for up to two years for capital projects where additional funding needs to be sought before the project is ready to begin.
9. Shortlisted applications that meet the above criteria will be assigned to a nominated Trustee who will make contact with the applicant as required to assess the need for consideration at the next grant-making meeting.
10. Individual grants will not exceed 30% of the overall grant budget in any given year.

### **Achievements in the year**

During 2018 the Trustees considered 10 applications for grants. 8 applicants were successful, totalling £29,380 during the period (2017: £16,734). The other applications were either declined or asked to provide additional information to support their application.

### **iSingPop (Innervation Trust)**

Trustees agreed to continue to fund the work in schools to promote the Gospel message to school and community through the use of music. £4,800 granted to cover 3 months' staff salary and 1 school match funding.

### **Renewal Choir CIC**

Trustees awarded a grant of £750 to help towards the development of the gospel choir.

### **South West Youth Ministries**

A grant of £5000 was awarded towards core costs. SWYM works to develop Christian Youth Ministry in the south west of the UK.

**Abbey Church Gloucester**

£6000 awarded to allow the church to employ a full time Youth Worker. This grant specifically for the outreach plans for the role including schools work.

**North Nibley Chapel**

Following a previous grant the Trustees awarded a further £5000 towards the work that this church is doing with its local community to raise faith awareness.

**4 Front**

Grant awarded of £3750 for a production that brings the bible to life with live actors and hands on activities. This funding will allow the work to be taken to 10 Gloucestershire Schools where the production company has not been before.

**Gloucester City Mission**

A grant of £2500 award to pay for furniture for the work of GCM at their George Whitfield Centre where the needy are cared for, fed, clothed and the gospel is worked out.

**Renewal Choir (Voice of Hope project)**

Trustees awarded £1580 to the Choir's Voice of Hope project using music to communicate the gospel message.

**Financial Review**

The financial statements are included from page 10 of this report. At the year end, the charity's reserves were £770,242. Income during the year was £26,455, and the charity spent £42,043. Brewin Dolphin continue to act as investment managers for the Charity. Trustees meet with the advisors on an annual basis and regular reports are received. Investments are made in line with our investment policies, the key aspects of this are as follows.

**Structure, Governance and Management****Governing Document**

The Charity is governed by its Articles of Association, established when the company was incorporated on 12<sup>th</sup> July 2012. The Charity is a Charitable Company Limited by Guarantee as defined by the Companies Act 2006. At a meeting of the board of Trustees on 4<sup>th</sup> October 2012, it was proposed that newly appointed Trustees should also be automatically added to the Membership of the Company. This was agreed and a resolution to this effect proposed and passed at the meeting. There are no other resolutions in effect that affect the governance of the company.

**Recruitment and induction of new trustees**

Trustees are recruited from persons known to the Trustees. Prior to appointment, potential Trustees are given opportunity to attend a Trustees' meeting to observe the working of the charity, along with opportunities to discuss their potential involvement more fully.

The company provides every Trustee with an induction pack, which details their legal responsibilities and provides key policies such as the grant making and investment policies.

### **Organisation**

Trustees meet three times a year to review applications and oversee the key aspects of the charity's operation and the ultimate responsibility of the charity rests with its Trustees. Minutes are kept of all board meetings.

### **Risk Management**

The Trustees regularly review risks to which the charity is exposed to ensure that risk is minimized, with appropriate controls being put into place as required. Trustees are developing a Risk Management Policy to give a focus to this part of their work. This in addition to the following key policies ensures that the charity's exposure to risk is well managed.

- Grant making policy
- Investments policy
- Diversity and Equality policy
- Anti Bribery and Corruption policy
- Conflicts of interest policy
- Ethos Statement
- Reserves policy

### **Investment Objectives**

The Trustees seek to produce the best financial return within an acceptable level of risk, as agreed by the Trustees.

The investment objective is to generate a return of inflation plus an additional sum to be determined on an annual basis allowing the Trust to at least maintain the real value of the assets.

### **Attitude to risk**

A key risk to the long term sustainability of the Trust is inflation, and the Trustees require that assets be invested to mitigate this risk over the long term. The Trustees understand that this is likely to mean that investment will be concentrated in real assets and that the capital value will fluctuate.

The Trustees are able to tolerate volatility of the capital value of the Trust, as long as the Trust is able to meet its short term grant-making commitments through either income or liquid capital assets.

### **Assets**

A key risk to the long term sustainability of the Trust is inflation, and the Trustees require that assets be invested to mitigate this risk over the long term. The Trustees understand that this is likely to mean that investment will be concentrated in real assets and that the capital value will fluctuate.

## **Currency**

The base currency of the investment portfolio is Sterling.

Investment may be made in non-Sterling assets, but should not exceed 40% of the total investment portfolio value.

## **Liquidity Requirements**

The Trustees keep 50% of the assets in investments that can be realised within three months.

To allow for volatility of capital values, the Trustees maintain at least 2 years' worth of budgeted grant making in cash or lower risk liquid investments.

A minimum of 2% of the total assets are kept in cash or near cash investments at all times.

## **Time Horizon**

The Trust is expected to exist in perpetuity and investments are managed to meet the investment objective and ensure this sustainability.

The Trust adopts a long term investment time horizon.

## **Ethical Investment Policy**

The Trust assets are invested in line with its aims. The Trustees wish to exclude investments in areas, which conflict with the aims of the Trust. These include but are not limited to investments that primarily deal with armaments, tobacco and gambling.

## **Trustees**

The Trustees of the company remain unchanged during the year with the list of current Trustees as shown on page 9.

## **Reserves Policy**

The Trustees have established a reserves policy to ensure that the work of the charity can continue in years to come. It is intended that an amount is set aside for grant making from a proportion of the investment gains, whilst allowing some of those gains to be retained to ensure the capital value will be maintained against inflation. A credit balance is maintained to allow for minor variations in investment income from that which is expected during the year.

## **Statement of Trustees' Responsibilities**

The charity Trustees (who are also the directors of Old Town Christian Trust for the purposes of company law) are responsible for preparing the Trustees' Report and financial statements in accordance with 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 Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure of the charitable company for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Small company provisions**

This report has been prepared in accordance with the special provisions for small companies under part 15 of the Companies Act 2006.

Registered office:

2 Great Grove  
Abbeymead  
Gloucester  
Gloucestershire GL4 4QT

Date...14/8/19...

Signed by order of the Trustees



Lesley Hewish



## **Company Information**

### **Trustees**

Lesley Hewish (Chair)  
Roger Chilvers  
David Purnell  
Philip Ricketts  
Mark Bashford

### **Company Secretary**

Mark Bashford

### **Independent Examiner**

N Kingston, FCA  
Burton Sweet  
Chartered Accountants  
The Clock Tower  
5 Farleigh Court  
Old Weston Road  
Flax Bourton  
Bristol BS48 1UR

### **Solicitors**

Davies and Partners  
135 Aztec West  
Almondsbury  
Bristol BS32 4UB

### **Bankers**

CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent ME19 4JQ

### **Investment Managers**

Brewin Dolphin  
The Paragon  
Counterslip  
Bristol BS1 6BX

### **Trust Management**

Refining Edge Ltd

### **Registered Office**

2 Great Grove  
Abbeymead  
Gloucester  
Gloucestershire GL4 4QT

## **Independent Examiner's Report**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2018.

### **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

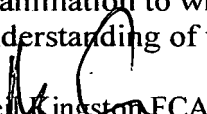
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. Accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. The accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

  
Neil Kingston FCA  
Burton Sweet Chartered Accountants  
The Clock Tower  
5 Farleigh Court Old  
Weston Road Flax  
Bourton  
Bristol BS48 1UR

Date: 14.8.19

# OLD TOWN CHRISTIAN TRUST

## STATEMENT OF FINANCIAL ACTIVITIES (Including income and expenditure account)

YEAR ENDED 31 DECEMBER 2018

	Notes	Total funds (unrestricted) 2018 £	Total funds (unrestricted) 2017 £
Income from:			
Investments		26,455	26,089
<b>Total Income</b>		<b>26,455</b>	<b>26,089</b>
Expenditure on:			
Raising funds			
Investment fees		7,885	7,659
Charitable activities	2	34,158	18,992
<b>Total Expenditure</b>		<b>42,043</b>	<b>26,651</b>
Gains on investment assets	4	(85,806)	67,165
<b>Net Movement in funds</b>		<b>(101,394)</b>	<b>66,603</b>
<b>Total funds brought forward</b>		<b>871,636</b>	<b>805,033</b>
<b>Total funds carried forward</b>		<b>770,242</b>	<b>871,636</b>

The company has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charitable company are classed as continuing.

All funds are unrestricted, transactions for the previous year are as shown above.

The notes on pages 12 to 14 form part of these financial statements

# OLD TOWN CHRISTIAN TRUST

## BALANCE SHEET

AT 31 DECEMBER 2018

	Notes	2018 £	2017 £
<b>Current assets</b>			
Investments	4	748,193	841,465
Cash at bank		23,059	31,181
		<u>771,252</u>	<u>872,646</u>
 <b>Creditors: Amounts falling due within one year</b>	 5	 1,010	 1,010
 <b>Net Current assets</b>		 <u>770,242</u>	 <u>871,636</u>
 <b>Net Assets</b>		 <u>770,242</u>	 <u>871,636</u>
 <b>Funds</b>			
Unrestricted		770,242	871,636
		<u>770,242</u>	<u>871,636</u>

For the year ending 31 December 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Director's responsibilities;

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the Trustees on 14.08.2019 and are signed on their behalf by:

  
Philip Ricketts

Company registration number 08142700

The notes on pages 12 to 14 form part of these financial statements

**OLD TOWN CHRISTIAN TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 DECEMBER 2018**

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**1 Accounting Policies**

**a) Basis of preparation**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets and in accordance with the Charities Act 2011, the Financial Reporting Standard FRS102 and the requirements of the Charities Statement of Recommended Practice (FRS 102) based thereon.

The charity is a public benefit entity as defined by FRS102.

The accounts have been prepared on a going concern basis, the trustees know of no material reason why this might not be appropriate.

**b) Expenditure**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that activity exclusive of VAT. Support costs and where costs cannot be directly attributed they have been allocated to activities on a basis consistent with the use of the resource.

Costs of activities for generating funds include investment management costs.

Charitable activity costs include costs incurred by the charitable company which directly relate to the furtherance of the charity's charitable purposes.

Governance costs include the costs of governance arrangements which relate to the general running of the charity. These costs are associated with constitutional and statutory requirements and include costs associated with the strategic management of the charity's activities. They are included within charitable activities costs.

**c) Fund accounting**

Unrestricted funds contain accumulated surplus and deficits on general funds and can be used in accordance with the company's objects at the discretion of the Board of Trustees.

**d) Fixed asset investments**

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year. The Trust does not acquire put options, derivatives or other complex financial instruments. The main form of financial risk faced by the charity is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors.

**e) Realised gains and losses**

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

**OLD TOWN CHRISTIAN TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 DECEMBER 2018**

**2 Charitable activities**

	Unrestricted Funds £	Total Funds 2018 £	Total Funds 2017 £
<b>Grants made:</b>			
Innervation Trust	4,800	4,800	-
Connect Schools	3,500	3,500	-
Renewal Choir	2,330	2,330	500
Kingswood congregational Church Youth worker	-	-	2,000
Wotton Baptist Church Don't Conform project	-	-	3,000
Ugly Duckling Company	-	-	3,000
4Front Theatre	3,750	3,750	2,500
North Nibley Chapel	5,000	5,000	3,000
Gloucester City Mission	2,500	2,500	2,304
Southwest Youth Ministries	5,000	5,000	-
Hillview EC Abbey	6,000	6,000	-
Smaller grants	-	-	430
	<b>32,880</b>	<b>32,880</b>	<b>16,734</b>
Events	150	150	1,025
Governance	984	984	1,173
Bank charges	144	144	60
	<b>34,158</b>	<b>34,158</b>	<b>18,992</b>

**3 Net income/(expenditure) for the year**

Stated after charging:	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Accountancy fees:		
Independent examiner's fee	380	560
Accounts preparation	630	930
Over accrual in previous year	(26)	-
Trustees' expenses	-	-
Trustees' remuneration	-	-

**OLD TOWN CHRISTIAN TRUST**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 DECEMBER 2018**

**4 Investments**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Market value 1 January 2018	841,465	748,322
Investments purchased during the year at cost	33,468	73,011
Proceeds from sale of investments	(23,960)	(47,024)
Gain during year	(86,638)	67,165
Accrued interest	378	370
Movement in cash balances	(16,520)	(379)
Market value at 31 December 2018	<u>748,193</u>	<u>841,465</u>
Investments at market value comprise:		
Equities, property funds and fixed interest securities	740,185	816,937
Cash held for investments	8,008	24,528
	<u>748,193</u>	<u>841,465</u>
Investments at historical cost comprise:		
Equities, property funds and fixed interest securities	697,034	677,060
Cash held for investment	8,008	24,528
	<u>705,042</u>	<u>701,588</u>

**5 Creditors: amounts falling due within one year**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Accruals	1,010	1,010
	<u>1,010</u>	<u>1,010</u>

**6 Company limited by guarantee**

The Company is limited by guarantee and as such has no issued share capital. In the event of the company being wound up the liability of the members is limited £1 each.

The trustees consider themselves to be the key management personnel of the charity.