

Charity Registration No. 1081005

Company Registration No. 03670634 (England and Wales)

**TOTNES DEVELOPMENT TRUST  
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2013**

TUESDAY



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# TOTNES DEVELOPMENT TRUST

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# TOTNES DEVELOPMENT TRUST

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Trustees

Ed Vidler  
Sue Holmes  
Robert Vint  
Judy Westacott  
Carole Crellin-Whitty  
Frances Northrop  
Paul Church  
Richard O'Connell  
Ralph Habens  
Jeremy Logie  
Louis Victory

### Secretary

Jeremy Logie

### Charity number

1081005

### Company number

03670634

### Registered office

30 Fore Street  
Totnes  
Devon  
TQ9 5RP

### Independent examiner

Darnells Chartered Accountants  
30 Fore Street  
Totnes  
Devon  
TQ9 5RP

### Bankers

National Westminster  
Totnes Branch  
9, Fore Street  
Totnes  
Devon  
TQ9 5DB

# TOTNES DEVELOPMENT TRUST

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 DECEMBER 2013

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The Trustees present their report and financial statements for the year ended 31 December 2013.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's Memorandum & Articles of Association, the Companies Act 2006, the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

#### **Structure, governance and management**

The charity is a company limited by guarantee (registered number 03670634) having no share capital. It is also a registered charity (number 1081005). Under the provisions of Section 60 of the Companies Act 2006, the company is entitled to omit the word "Limited" from its name. It is governed by its Memorandum and Articles of Association dated 10 May 2000, with its registered office being at 30 Fore Street, Totnes, Devon, TQ9 5RP. Members of the Trustee Board are all Directors of the company. In the event of the company being wound up the liability of the members is limited to £1 each.

The Trustees, who are also the directors for the purpose of company law, and who served during the year and since the year end are:

Ed Vidler

Sue Holmes

Robert Vint

Judy Westacott

Carole Crellin-Whitty

Jill Tomalin

(Resigned 30 September 2013)

Geoffrey Townson

(Resigned 30 September 2013)

Frances Northrop

James Carfrae

(Resigned 30 September 2013)

Paul Church

Richard O'Connell

Ralph Habens

Jeremy Logie

(Appointed 25 February 2013)

Louis Victory

(Appointed 30 September 2013)

#### **Recruitment and appointment of Trustees**

Trustees are appointed in accordance with procedures as may be specified by the Board of Trustees.

#### **Trustee induction and training**

New Trustees are explained their role by the Chairman and other Trustees receive training for updates that arise.

#### **Organisational structure**

The Board of Trustees administers the Charity and meets on a regular basis. Eleven meetings of the Trustees were held in the year.

#### **Objectives and activities**

The charity's objects are to pursue any charitable purpose for the benefit of the inhabitants of Totnes and neighbouring parishes in the county of Devon, and in particular the relief of poverty, the advancement of education and training, the preservation and improvement of craftsmanship, and the maintenance, improvement or provision of public amenities.

To meet these objectives the Charity provides community leadership, supports capacity building and undertakes sound and sustainable projects.

# TOTNES DEVELOPMENT TRUST

## TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2013

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The Trustees have paid due regard to guidance on public benefit issued by the Charity Commission in deciding what activities the charity should undertake.

### Achievements and performance

The Charity has led a variety of community projects. The Gardening for Health project has been successful in linking community food growing with national health initiatives for healthy living. It is sited at the Lamb Garden, a site licensed from South Hams District Council, and has been used to help individuals with a range of health improvements.

The Charity continues to support the maintenance of the Leechwell Garden site and is working towards improvements to the Leechwell immersion pool.

The Rotherfold Gardens project is working towards a garden that is open to all members of the public with the added benefit that residents feel a real sense of ownership.

The Charity continues to seek new projects and also executes a number of smaller projects across the community which enhance the day to day utility in the town such as the Totnes Skate Park lighting project.

### Financial review

There was a deficit of income over expenditure of funds for the year of £243 (2012: surplus of £10,804).

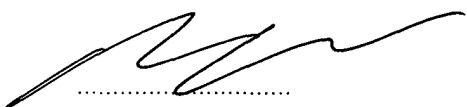
It is the Trustees' policy to maintain a balance on unrestricted funds to allow for shortfalls in income. Surplus funds are placed on deposit with National Westminster Bank.

Running costs for 2014 are forecast to be around £1,800. This estimate includes some element of one off costs and a reserve of this amount is recommended.

The reserves position is to be reviewed at the end of each year.

In the unlikely event that the Trust had considerable unrestricted surplus funds which were not likely to be needed in the short term, consideration would be given to minimising risk by investing in Government securities or funds such as those of the Charities Aid Foundation.

On behalf of the board of Trustees



Richard O'Connell

Trustee

Dated: 19.3.14

# TOTNES DEVELOPMENT TRUST

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF TOTNES DEVELOPMENT TRUST

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I report on the accounts of the company for the year ended 31 December 2013, which are set out on pages 5 to 12.

#### **Respective responsibilities of Trustees and examiner**

The Trustees who are also the directors of Totnes Development Trust for the purposes of company law, are responsible for the preparation of the accounts. The 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 needed.

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:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) 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
- (iii) to state whether particular matters have come to my attention.

#### **Basis of 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 statement below.

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

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

- (a) which gives me reasonable cause to believe that in any material respect, the requirements:
  - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 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
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Paul Beard ACA FCCA  
Darnells Chartered Accountants  
30 Fore Street  
Totnes  
Devon  
TQ9 5RP

Dated: 28<sup>th</sup> March 2014

# TOTNES DEVELOPMENT TRUST

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2013

	Notes	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
<b><u>Incoming resources from generated funds</u></b>					
Donations		164	3,031	3,195	833
Investment income	2	7	-	7	6
		<u>171</u>	<u>3,031</u>	<u>3,202</u>	<u>839</u>
Incoming resources from charitable activities	3	1,012	11,520	12,532	28,095
		<u>1,183</u>	<u>14,551</u>	<u>15,734</u>	<u>28,934</u>
<b><u>Total incoming resources</u></b>					
<b><u>Resources expended</u></b>					
<b><u>Charitable activities</u></b>					
Community project costs	4	1,803	13,376	15,179	17,338
		<u>248</u>	<u>550</u>	<u>798</u>	<u>792</u>
Governance costs					
<b>Total resources expended</b>		<u>2,051</u>	<u>13,926</u>	<u>15,977</u>	<u>18,130</u>
<b><u>Net (expenditure)/income for the year/</u></b>					
<b>Net movement in funds</b>		(868)	625	(243)	10,804
Fund balances at 1 January 2013		<u>4,938</u>	<u>13,184</u>	<u>18,122</u>	<u>7,318</u>
<b>Fund balances at 31 December 2013</b>		<u>4,070</u>	<u>13,809</u>	<u>17,879</u>	<u>18,122</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# TOTNES DEVELOPMENT TRUST

## BALANCE SHEET

AS AT 31 DECEMBER 2013

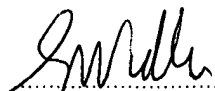
	Notes	2013 £	£	2012 £	£
<b>Current assets</b>					
Debtors	7	88		271	
Cash at bank and in hand		18,541		18,547	
		<u>18,629</u>		<u>18,818</u>	
<b>Creditors: amounts falling due within one year</b>	8	(750)		(696)	
<b>Total assets less current liabilities</b>			<u>17,879</u>		<u>18,122</u>
<b>Income funds</b>					
Restricted funds:	9				
Gardening for Health		3,231		3,080	
Leechwell Gardens		1,195		1,382	
Other restricted funds		<u>9,383</u>		<u>8,722</u>	
			13,809		13,184
Unrestricted funds			<u>4,070</u>		<u>4,938</u>
			<u>17,879</u>		<u>18,122</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2013. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 19.3.14

  
Ed Vidler  
Trustee

  
Richard O'Connell  
Trustee

Company Registration No. 03670634



# TOTNES DEVELOPMENT TRUST

## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31 DECEMBER 2013

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#### 1 Accounting policies

##### 1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The financial statements have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005, the Companies Act 2006 and the Financial Reporting Standard for Smaller Entities (effective April 2008).

##### 1.2 Incoming resources

Donations and grants for immediate expenditure are accounted for when they become receivable. Donations and grants received for specific purposes are treated as restricted funds. Grants restricted to future accounting periods are deferred and recognised in those periods.

Donated facilities are included at the value to the charity where this can be quantified, and recognised as income when they become employed. No amounts are included in the financial statements for services donated by volunteers.

##### 1.3 Resources expended

Resources expended are recognised in the Statement of Financial Activities on an accruals basis inclusive of any VAT as the liability is incurred.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity. All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource.

##### 1.4 Funds

Funds held by the charity are either:

Unrestricted general funds - these funds can be used in furtherance of the charitable objectives at the discretion of the Trustees.

Designated funds - these are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds - these funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions arise when funds are received for a specific purpose. The aim and use of each restricted and designated fund is set out in the notes to the financial statements.

#### 2 Investment income

	2013	2012
	£	£
Bank interest receivable	7	6
	<u>7</u>	<u>6</u>

# TOTNES DEVELOPMENT TRUST

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2013

### 3 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
Community project grants	800	11,520	12,320	27,830
Publications	212	-	212	265
	<u>1,012</u>	<u>11,520</u>	<u>12,532</u>	<u>28,095</u>

Included within income relating to Community project grants are the following grants:

	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
NHS - Gardening for Health	-	3,000	3,000	9,550
The Norman Fam Char Trust - Gardening for Health	-	-	-	250
Devon Gardens Trust - Gardening for Health	-	-	-	750
The Steel Charitable Trust - Gardening for Health	-	-	-	3,000
Environmental Research Assn - Gardening for Health	-	3,000	3,000	-
Gibbons Foundation - Gardening for Health	-	500	500	-
Naturesave Trust - Gardening for Health	-	800	800	-
Community Spaces - Leechwell Gardens	-	-	-	3,430
South Hams District Council - Leechwell Gardens	-	-	-	150
South Hams District Council - Rotherfold	-	1,500	1,500	1,100
Devon County Council - Leechwell Pool	-	-	-	1,500
South Hams District Council - Leechwell Pool	-	-	-	300
South Hams District Council - Public art	-	-	-	5,000
Totnes Strategy Group - Housing & Built Environ	-	-	-	400
Devon County Council - Skatepark	-	-	-	2,000
Groundwork - Rotherfold	-	2,000	2,000	-
Barclays - Rotherfold	-	720	720	-
Pennon Group	400	-	400	400
Barchester Green	400	-	400	-
	<u>800</u>	<u>11,520</u>	<u>12,320</u>	<u>27,830</u>

# TOTNES DEVELOPMENT TRUST

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2013

### 4 Total resources expended

	2013 £	2012 £
Atmos project excluding support costs	-	2,977
Gardening for Health project excluding support costs	6,914	8,761
Leechwell Gardens project excluding support costs	1,570	3,071
Rotherfold project excluding support costs	2,893	1,228
Leechwell Pool project excluding support costs	180	300
Skatepark project excluding support costs	2,000	-
Computer and website costs	1,320	18
Room hire	110	66
Travel costs	-	42
Conference fees	-	304
Insurance	77	-
Sundry costs	25	237
Subscriptions	90	101
Leadership training	-	233
	<u>15,179</u>	<u>17,338</u>
 Governance costs - Independent Examiner's fee	 798	 792
	<u>15,977</u>	<u>18,130</u>

### 5 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year (2012: £nil), but one Trustee and one person connected to them were reimbursed a total of £558 expenses (2012: four Trustees were reimbursed expenses of £1,090).

### 6 Employees

There were no employees during the year.

# TOTNES DEVELOPMENT TRUST

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2013

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<b>7</b>	<b>Debtors</b>	<b>2013</b>	<b>2012</b>
		<b>£</b>	<b>£</b>
	Trade debtors	<b>75</b>	<b>271</b>
	Other debtors	<b>13</b>	<b>-</b>
		<hr/>	<hr/>
		<b>88</b>	<b>271</b>
		<hr/>	<hr/>

<b>8</b>	<b>Creditors: amounts falling due within one year</b>	<b>2013</b>	<b>2012</b>
		<b>£</b>	<b>£</b>
	Trade creditors	<b>750</b>	<b>696</b>
		<hr/>	<hr/>

# TOTNES DEVELOPMENT TRUST

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2013

### 9 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 January 2013 £	Movement in funds		Balance at 31 December 2013 £
		Incoming resources £	Resources expended £	
Gardening for Health	3,080	7,465	(7,314)	3,231
Leechwell Gardens	1,382	1,301	(1,488)	1,195
Rotherfold	(128)	5,582	(2,944)	2,510
Leechwell Pool	1,500	163	(180)	1,483
Public Art	5,000	-	-	5,000
Housing & Built Environment	350	-	-	350
Skatepark	2,000	-	(2,000)	-
Shady Gardens	-	40	-	40
	<u>13,184</u>	<u>14,551</u>	<u>(13,926)</u>	<u>13,809</u>

The restricted income funds of the charity arising through its activities are as follows:

**Gardening for Health** - Maintaining and running existing site and identifying further suitable locations for food production and gardening to meet local health needs.

**Leechwell Gardens** - To improve community space at Leechwell Gardens including the development of the pool area.

**Rotherfold** - To improve the community space at the Rotherfold Square.

**Leechwell Pool** - To improve the condition of the historic Leechwell immersion pool.

**Public Art** - To install art within the Southern development area of Totnes.

**Housing & Built Environment** - For projects within this remit.

**Skatepark** - For the installation of floodlighting.

**Shady Gardens** - To improve a community space at Fore Street.

# TOTNES DEVELOPMENT TRUST

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2013

### 10 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 December 2013 are represented by:			
Current assets	4,820	13,809	18,629
Creditors: amounts falling due within one year	(750)	-	(750)
	<u>4,070</u>	<u>13,809</u>	<u>17,879</u>

### 11 Legal status of the charity

The charity is a Company limited by guarantee having no share capital. In the event of a winding up each member agrees to contribute a sum not exceeding £1.

### 12 Post balance sheet events

Amalgamation of the charity with the Totnes and District Preservation Trust is currently being undertaken by the Trustees.