

Charity number 200330

St Albans Civic Society
Report and Financial Statements
For the year ended 31 March 2020

**ST ALBANS CIVIC SOCIETY
ANNUAL REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2020**

Reference and administration details

St Albans Civic Society is a charity registered with the Charity Commission, number 200330. Its reference address is 19 Brampton Road, St Albans, AL1 4PP. The charity trustees who served during the year are:

Tim Boatswain	(Chairman)
Jill Singer	(Secretary)
John Thomson	(Treasurer, deceased 11 April 2020)
Paul Brecknell	(resigned 26 September 2019)
Freda Chaloner CBE	(acting Treasurer)
David Lloyd	(resigned 6 November 2019)
Peter Newby	
Moragh Ormiston	
Robert Osborne	
Eric Roberts	

Structure, governance and management

The Society is an unincorporated association governed by its constitution. The charity trustees are its officers and its committee of management. They are elected annually at the Annual General Meeting. The trustees annually review the composition of the committee and new trustees are invited to join where it is felt they would strengthen the expertise of the committee. They are then inducted into the workings of the committee and their role as trustee. The Society has no employees and is run entirely by volunteers.

Objects, activities and public benefit

The objects of the Society are set out in its constitution and are in summary:

1. To encourage high standards of architecture and town planning in and around St Albans.
2. To stimulate public interest in, and care for, the beauty, history and character of the City and its surroundings.
3. To encourage the preservation, development and improvement of the conditions in which we live and work.
4. To pursue these ends by meetings, exhibitions, publications, schemes and co-operation with other interested parties.

The Society has no political or religious activities and is non-profit making. Membership is open, without restriction, to anyone who shares the objects of the Society. The trustees therefore believe that they have fulfilled the public benefit requirements of the Charity Commission.

The principal activities that have been undertaken to fulfil these objects have been similar to previous years. The Society, through its design advisory group, meets with developers at the pre planning application stage to comment on and influence the design of major development proposals. The planning advisory group has continued to oppose planned developments which have been considered as being not to required standards. Both groups express their comments either by campaigning or making representations to local planning officers and politicians, and have presented their views to the Council at a variety of meetings and discussion groups.

At the annual Awards Evening recognition has been given to those architectural and environmental projects which the Society considered to be the best. A series of Speaker Evenings has been held and visits to other towns and cities have been organised. The main means of communication with the membership is the quarterly Newsletter together with regular email updates and a website which was extensively updated during the year. In the summer season, as well as for other seasonal events, the Society provides volunteers to help open the Clock Tower to the public.

Achievements and performance

Some of the main activities in 2019/20 have been:

Planning and development: The Society continues to make significant contributions to the planning and licensing processes of the District. The Society's planning advisory group regularly scrutinise the many incoming applications to the Council and alert the committee to those of special significance to the city. The Society continues to monitor ongoing planning and development issues, such as the CCOSS site in the centre of the city, Verulamium and Clarence Parks and the River Ver project. Monitoring of Green Belt planning applications and the implications of the Strategic Local Plan have occupied the Society's time.

Communication: The Society has a website, extensively updated during the year, under the immediate control of the Committee. Topical articles are written each month for the Herts Advertiser newspaper and the Society is a regular correspondent in the letters pages of the local press. The Society acts as a source of comment and informed opinion for the local press on breaking planning news. The Newsletter continues to maintain a lively and visually attractive layout, using editorial material provided by the co-editors and contributions from other members of the Society. The Society also communicates by email to members with topical comments.

Representation: The Society has been represented on many local committees, including the Verulamium Park Forum, the Visitor Attractions Group, the Clarence Park Forum, and Conservation 50.

Awards Evening: The winner of this year's award was St Albans Museum & Gallery, Town Hall. The Society also commended four other developments: Molton Brown Shop, Market Place, The Ivy St Albans Brasserie, Verulam Road, Clarks Shoe Shop Redesign, St Peter's Street and Highfield Park Visitor Centre. The Trevelyan Prize was awarded to Conversion of Restaurant to Five Cottages, Spenser Street. A commendation was given to the Extension and Restoration, Rose Walk, Marshalswick. We are grateful for the small dedicated group, who undertake the preparation and presentation of the Awards evening.

Sponsorship: The Society had worked with the Council and the Review Newspaper to set up and organise the 2008 inaugural Retailer of the Year event, and has maintained its involvement and sponsorship. After years of the initiative it had been decided last year to hand over the concept to the BID company. The Society continues to support the Best Festive Pub.

The tree sponsorship in partnership with the Council was re-launched in August 2011 and has continued this year, with trees sponsored for over £1,800 by the public. Details of the income and expenditure during the year are contained in note 5 to the accounts.

Clock Tower: From Easter through to the end of September, the Society provides volunteers, together with the Arc & Ars, to open the Clock Tower to the public at weekends. The Society also opened the Clock Tower for the Christmas lights switch-on, for Heritage Open Days and for the Saturday afternoon of the Enjoy St Albans Weekend in January, all of which events attracted a further number of visitors.

Visits: The visits this year were to Faversham and Whitstable and to Stamford and Burghley House.

Speaker evenings: Topics this year included talks by Tim Boatswain, on "Conservation 50 – an Anniversary for St Albans", the Dean Dr Jeffrey John and Andy Davey, on "The

Cathedral's new Welcome Centre its design and development", Councillor Chris White, on "St Albans District Council's policy on Greening".

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accountancy Standards (United Kingdom Generally Accepted Accountancy Practice). The law applicable to charities in England and Wales 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 charity and of the incoming resources and application of resources of the charity for that period. In preparing these 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 judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that and the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Financial review and risks

The trustees consider the state of finances to be sound. The Society is a not for profit organisation and this year a deficit of income over expenditure on unrestricted funds was recorded of £755 (2019: surplus £234). The accumulated surplus of unrestricted funds of £22,333 (2019: £23,088) represents approximately 22 months of unrestricted expenditure (2019: 21 months). The reserve is available to meet any unusual expenditure which might be necessary. The Trustees consider themselves justified in preparing the accounts on a going concern basis.

The trustees have identified the major risks facing the Society and are satisfied measures have been taken to mitigate these.

The trustees declare they have approved the Trustees' Report above.

Signed on behalf of the charity's trustees:

Signed F. Chaloner Date 3/9/2020

Freda Chaloner, Acting Treasurer

**ST ALBANS CIVIC SOCIETY
REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES FOR THE
YEAR ENDED 31 MARCH 2020**

I report on the accounts of St Albans Civic Society (charity number 200330) for the year ended 31 March 2020 which comprise the Statement of Financial Activities, Balance Sheet and related notes.

Respective responsibilities of trustees and examiner

The charity's trustees 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 needed.

It is my responsibility to:

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

Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 the course of 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 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirement of the 2011 Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Date: 16 Sept 20

Silvia Vitiello FCCA
Moore Kingston Smith LLP
Chartered Accountant
4 Victoria Square
St Albans AL1 3TF

ST ALBANS CIVIC SOCIETY
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2020

	Note	Unrestricted Funds 2020 £	Unrestricted Funds 2019 £	Restricted Funds 2020 £	Restricted Funds 2019 £	Total 2020 £	Total 2019 £
INCOME	1.2						
Charitable activities							
Subscriptions		4,131	4,174	-	-	4,131	4,174
General donations		3,788	4,051	-	-	3,788	4,051
Tree sponsorship		-	-	1,875	883	1,875	883
Gift aid		1,152	826	-	-	1,152	826
Visits		2,030	3,005	-	-	2,030	3,005
Investment income							
Interest		38	934	-	-	38	934
TOTAL INCOME		11,139	12,990	1,875	883	13,014	13,873
EXPENDITURE	1.6						
Charitable activities							
Newsletter		1,221	2,237	-	-	1,221	2,237
Awards evening		2,367	1,618	-	-	2,367	1,618
Speaker evenings		493	479	-	-	493	479
Administration		1,996	1,398	-	-	1,996	1,398
Subscriptions and donations		869	1,660	-	-	869	1,660
Printing & publicity		1,248	1,065	-	-	1,248	1,065
Insurance		285	272	-	-	285	272
Depreciation	1.5	16	435	-	-	16	435
Trees and remembrance book		-	591	-	2,455	-	3,046
Visits		2,371	2,337	-	-	2,371	2,337
AGM	1.6	1,028	664	-	-	1,028	664
TOTAL EXPENDITURE		11,894	12,756	-	2,455	11,894	15,211
NET INCOME		(755)	234	1,875	(1,572)	1,120	(1,338)
Total funds brought forward		23,088	22,854	-	1,572	23,088	24,426
TOTAL FUNDS CARRIED FORWARD		22,333	23,088	1,875	-	24,208	23,088

**ST ALBANS CIVIC SOCIETY
BALANCE SHEET AS AT 31 MARCH 2020**

	Note	2020 £	2019 £
FIXED ASSETS			
Tangible assets	2	93	109
TOTAL FIXED ASSETS		<u>93</u>	<u>109</u>
CURRENT ASSETS			
Debtors	3	1,152	-
Cash at bank and in hand		23,145	23,720
TOTAL CURRENT ASSETS		<u>24,297</u>	<u>23,720</u>
Creditors: amounts falling due within one year	4	182	741
NET CURRENT ASSETS		<u>24,115</u>	<u>22,979</u>
NET ASSETS		<u>24,208</u>	<u>23,088</u>
FUNDS OF THE SOCIETY			
Unrestricted funds		22,333	23,088
Restricted funds	5	1,875	-
TOTAL FUNDS		<u>24,208</u>	<u>23,088</u>

The Balance Sheet was approved by the Trustees on:

Freda Chaloner CBE (Acting Treasurer)

Date

Charity No. 200330

3/9/2020
F. Chaloner
3/9/2020

ST ALBANS CIVIC SOCIETY
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

1. ACCOUNTING POLICIES

1.1 Basis of accounting

The financial statements have been prepared under the historic cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the basis, and in accordance with applicable accounting standards and with Accounting Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019 and the Charities Act 2011.

Going concern

The trustees have assessed whether the use of going concern is appropriate and have considered possible events of conditions, including the impact of Covid-19 pandemic that might cast significant doubt on the ability of the charity to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of approval of these financial statements. In particular, the trustees have considered the charity forecasts and projections and have taken into account of pressures on charitable income. After making enquiries, the trustees have concluded that there is a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its

1.2 Recognition of incoming resources

- a) Subscription income is accounted for on receipt.
- b) Donation income is accounted for on receipt or when receivable, if confirmed.
- c) Investment income is accounted for when receivable.
- d) Incoming resources from tax reclaims (eg Gift Aid) are included in the accounts at the same time as the income to which they relate.

1.3 Incoming resource with related expenditure

Where incoming resources have related expenditure (as with fundraising income), the incoming resources and related expenditure are reported gross in the accounts.

1.4 Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

1.5 Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset over its remaining useful life. Depreciation has been provided at the following rates:

Exhibition screens	15% on reducing balance.
Computers	Written off over 3 years

1.6 Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense costs that aggregate all costs for allocation to activities.

- a) Governance costs include the specific costs directly involved with the constitutional issues of the Society as opposed to generating voluntary income, fund raising or undertaking charitable work to meet its objects.
- b) Trustees are not remunerated but are entitled to reimbursement of reasonable costs incurred in the furtherance of their duties. No expenses were paid to trustees in the year (2019 - Nil).
- c) No charge was incurred for the independent examination of the accounts (2019 - Nil)

ST ALBANS CIVIC SOCIETY
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020 (CONTINUED)

1.7 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.

1.8 Critical accounting estimates and areas of judgement

In the view of the trustees in applying the accounting policies adopted, no judgements were required that have a significant effect on the amounts recognised in the financial statements nor do any estimates or assumptions made carry a significant risk of material adjustment in the next financial year.

2. Tangible fixed assets

	Computer £	Screens £	Total £
Cost			
Balance at 1 April 2019	1,248	1,245	2,493
Balance at 31 March 2020	<u>1,248</u>	<u>1,245</u>	<u>2,493</u>
Depreciation			
Balance at 1 April 2019	1,248	1,136	2,384
Depreciation charge for the year		16	16
Depreciation at 31 March 2020	<u>1,248</u>	<u>1,152</u>	<u>2,400</u>
Net book value at 31 March 2020	<u>-</u>	<u>93</u>	<u>93</u>
Net book value at 31 March 2019	<u>-</u>	<u>109</u>	<u>109</u>

3. Debtors

	2020 £	2019 £
Gift Aid	1,152	-
	<u>1,152</u>	<u>-</u>

4. Creditors

	2020 £	2019 £
Deferred income	182	241
Accruals and other creditors	-	500
	<u>182</u>	<u>741</u>

Deferred income are the subscriptions paid in advance for the following year.

5. Restricted funds

The restricted funds arise from donations under the Tree Sponsorship partnership with St Albans District Council. The movement in the funds during the year were:

	Trees £	Total £
Balance at 1 April 2019	-	-
Grants and donations	1,875	1,875
Expenditure	-	-
Balance at 31 March 2020	<u>1,875</u>	<u>1,875</u>

Any balance of the funds is included in the cash at bank figure in the Balance Sheet.

7. Related Party Transactions

There were no related party transactions during the year (2019 - Nil).