

**The Colonel William Llewellyn Palmer Educational Charity**  
**Annual Report of the Trustees for the Year ended 31 March 2013**

<b>Charity registration number:</b>	<b>1015681</b>
<b>Trustee Name:</b>	<b>Wiltshire Council</b>
<b>Bankers:</b>	<b>Lloyds Bank TSB, 64 Fore Street, Trowbridge, Wiltshire, BA14 8EU</b>
<b>Independent Examiners:</b>	<b>Blomfields, Chartered Accountants, 33 Duke Street, Trowbridge, Wiltshire, BA14 8EA</b>
<b>Address:</b>	<b>Finance – Technical Accountancy Wiltshire Council County Hall Trowbridge Wiltshire BA14 8JN</b>

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**Trustees' Annual Report**

Wiltshire Council is the sole Trustee of the Trust and is required by the Charity Commission to produce an annual report for Council approval. Under delegated powers the approval of annual reports on the activity of the Trust and on investment matters, together with any contentious policy issues, are dealt with on behalf of the Council, by Dick Tonge, Cabinet Member for Finance Performance, Risk Procurement and Welfare Reform.

**Structure, Governance & Management**

The Charity was established from the sale of land at Sladesbrook, Bradford on Avon, Wiltshire, for a price of £800,000. It was confirmed as operative by the Charity Commission on 11 June 1992.

The land sold was part of an area of land that was the subject of a bequest to the County Council by Colonel William Llewellyn Palmer in 1931. The Charity retains ownership of the remaining land at a site one mile to the north of the Town Centre, which constitutes a recreation ground and allotments.

In the spirit of Colonel Palmer's original bequest, the Charity is for the benefit of children and young persons up to the age of 25 attending, or who have attended, schools in Bradford on Avon, and for the provision of recreational facilities for the same age group in the town. The first call on the income of the Charity, however, is the cost of maintaining the Charity's property.

The Council, as the trustee of the Charity, has arranged for its day to day administration to be delegated to its Director of Children's Services (currently

Carolyn Godfrey). To assist the Director in carrying out these responsibilities, an Advisory Panel has been established and its membership is as follows:

- Four County Councillors (including the member for Bradford on Avon)
- Two nominees from Bradford on Avon Town Council
- Officers from the Council's Department for Children and Education and Department of Resources i.e. Legal and Finance sections

#### Management of the Recreation Ground and Allotments

The allotments and recreation ground have continued to be administered by the Council. The Trust's property is managed by the Council's Neighbourhood Services under a Service Level Agreement with the Trust.

#### Distribution of Awards to Beneficiaries

Any income of the Charity not applied to the maintenance of the Charity's property and the cost of administration and management is available in the following order of priority, as required by the Charitable Scheme:

- i. In promoting the education of children and young persons attending schools maintained by the local authority in Bradford-on-Avon.
- ii. In promoting the education of children and young persons under the age of 25 who have attended such schools or who are resident in Bradford-on-Avon and who are in need of financial assistance.
- iii. In or towards providing facilities in the interests of social welfare for the recreation and other leisure-time occupation of children and young persons under the age of 25 resident in Bradford-on-Avon with the object of improving their conditions of life.

Awards are made on the basis of applications to the Charity on an annual basis. The Director for Children's Services considers and approves these applications after consulting the Advisory Panel.

#### Risk Management

The Trustee has given consideration to the major risks to which the charity is exposed to and created a risk register which is available on request. Systems have been designed to mitigate those risks.

#### Objectives and Activities

The objects of the charity are:-

- The Land belonging to the Charity to be used as a recreation ground for the benefit of the inhabitants of Bradford-on-Avon with the object of improving the conditions of life for the said inhabitants
- Promoting the education of children and young persons attending schools maintained by the Local Education Authority and Grant Maintained Schools in Bradford-on-Avon.
- In promoting the education of children and young persons under the age of 25 who have attended such schools or who are resident in Bradford-on-Avon and who are in need of financial assistance.
- In or towards providing facilities in the interest of social welfare for the recreation and other leisure time occupation of children and young persons under the age of 25 resident in Bradford-on-Avon with the object of improving their conditions of life.

The main activities of the Charity during the year have been the continuing management of the ground and allotments, and the distribution of awards to beneficiaries.

### **How our Activities Deliver Public Benefit**

Briefly the aims of the Trust are to provide a recreation ground for the benefit of the inhabitants of Bradford-on-Avon and to promote the education of children and young persons (for full details see objectives above).

To fulfil these aims and its charitable purpose for public benefit:-

- Grants have been made to individuals and groups for the purchase of equipment, to help fund recreational projects, holiday schemes etc.
- The recreation ground continued to be maintained by the charity and used by local inhabitants.
- The allotments continued to be managed and made available to local residents. A nominal rental charge at an average of £15 per year is requested per plot.

An investment strategy is in place to provide an adequate level of income to make grants each year. During 2012/13 a total of 11 grants were awarded totalling £15,000. For further details of what grants were made during the year please see the Achievements and Performance below and notes to the financial statements.

### **Letters of Thanks**

The Trust is an invaluable source of funding for the children and young people of Bradford on Avon and the Council holds on file letters of thanks received from many beneficiaries.

## Statement

The Trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

## **Achievements & Performance**

### Payments to Beneficiaries

In total during the year £15,000 was awarded for 10 group applications and one individual application. A full summary of the approved awards is set out in the notes to the financial statements.

### Plans for the Future

Following well received refurbishments to nearby play parks at Barton Farm and at Victory Field in 2013, it is hoped to replace the play equipment at Sladesbrook next year. Local views on the detail of the refurbishment has been sought from the children at Christchurch Primary School, Bradford on Avon and from local residents. A Working Group is being set up and is aiming to finalise its proposals in the autumn.

## **Financial Review**

The financial position of the Charity for the year is shown in the financial statements. Expenditure for the year totalled £42,331, the largest single element was to beneficiaries (£15,000) and the rest for maintaining and improving the allotments and recreation ground. Income was £55,729 and is mainly being derived from the Trust's investments. The surplus of £13,398 for the year was added from the Trust's general reserve, which at the end of the year was £70,107.

Investments held at 31 March 2013 are detailed in the notes to the accounts, these being valued at £1.604 million at that date. There was an increase of £166k in the market value of the investments since last year.

## **Reserves Policy**

The Trust is a permanent endowment trust whereby the income is used in the furtherance of its objectives. Unrestricted funds are needed:-

- to provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice; and
- to cover administration fund-raising and support costs without which the charity could not function.

The Trustee therefore considers it prudent that unrestricted reserves should be sufficient to cover one year's administration and support costs, including the cost of maintaining the Trust's property.

The Trustee prepares a budget each year which determines the level of awards to be made in that year based on forecast income. During the budget process the level of reserves will be reviewed to ensure that the reserves policy is being adhered to.

With a year end reserve of £70,107 this year the reserves are higher than the level recommended under the Trust's reserves policy (12/13 £28,000). Due to a prudent approach taken with investment income, over £5k more was received during 2012/13. This together with a nil expenditure on playing field improvements increased the reserve by around £6k. A decision was made by the Advisory Panel in March 2010 to carry this forward any under-spends pending further investigation into the costs involved in replacing the play equipment.

### Independent Examination

The Charity's accounts, which are maintained by the Service Director - Finance, are subject to independent scrutiny by accountants Blomfields of Trowbridge.

### Other Information

Any comments on this report or on the activities of the Charity generally should be addressed to the Colonel William Llewellyn Palmer Educational Charity, c/o The Corporate Director, Wiltshire Council, County Hall, Trowbridge, Wiltshire, BA14 8JN.

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*ON BEHALF OF WILTSHIRE COUNCIL TO THE CHARITY*

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*DATE*