THE CITY OF WINCHESTER TRUST LIMITED
REPORT OF THE COUNCIL AND FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 MARCH 2004

REFERENCE AND ADMINISTRATIVE INFORMATION

Registered in England and Wales, number 00609812
Registered with the Charity Commission, Charity Number 251798

OFFICERS AND MEMBERS OF COUNCIL

PRESIDENT	His Honour Sir Peter Ramsbotham GCMG GCVO DL
VICE PRESIDENTS	Lord Ashburton KG KCVO DL
	Donald Insall CBE FSA RWA FRIBA FRTPI SP Dipl (Hons)
COUNCIL MEMBERS	
CHAIRMAN	Roger Backhouse QC* (resigned 22 October 2003)
	Mrs P Edwards* (appointed 29 October 2003)
VICE CHAIRMEN	M Carden MBE AADip RIBA*
	R B Merton*
	I A D Patton* (from 2 December 2003)
HONORARY TREASURER	Captain I F Grant RN* (resigned 3 November 2003)
	P H Radcliffe FCA* (appointed 3 November 2003) (co-opted to Council 1 Aperil 2003)
OTHER COUNCIL MEMBERS	
	R Attfield RIBA
	Mrs S Carden BA
	H R Cole BA Hon Alderman
	Councillor P Davies
	Mrs R Kinnard-Smith
	K Leaman RIBA
	Mrs J Martin MSc
	N A McPherson BArch RIBA MA
	P D T Morgan (co-opted 2 December 2003)
	Mrs P Neyroud
	I A D Patton*
	A Proudman MA FBCS CEng

Captain A Skinner RN
H Thomas RIBA
Major A Trimmer OBE

COMPANY SECRETARY Mrs R Thomas

Members of the finance and Resources Committee indicated by an *

Council members act as Trustees of the Charity and Directors of the Company Limited by Guarantee.

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COMPANY INFORMATION

REGISTERED OFFICE AND POSTAL ADDRESS	32 Upper Brook Street Winchester Hampshire SO23 8DG
ACCOUNTANTS	Butler & co Chartered Accountants and Registered Auditors Bennett House The Dean Alresford Hampshire SO24 9BH
BANKERS	Barclays Bank Plc 50 Jewry Street Winchester Hampshire SO23 8RG
SOLICITORS	Dutton Gregory 23 St Peters Street Winchester Hampshire SO23 8BT
INVESTMENT MANAGERS	Rathbones Fiennes House 32 Southgate Street Winchester

Hampshire
SO23 9EH

MEMBER'S LIABILITIES

The company is limited by guarantee and does not have share capital. The liability of individual members is limited to a sum not exceeding five pence.

THE CITY OF WINCHESTER TRUST LIMITED
REPORT OF THE COUNCIL AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2004

chairman's Report

This year members will notice a change in the format of the Annual Report. Now that we send out regular quarterly newsletters to report the activities of the Trust to members, this annual report will be confined mainly to comments on projects and activities for which budgetary provision was made during the financial year. Inevitably there are some items which did not reach completion and will be carried forward. In addition the report contains the necessary statutory disclosures.

This is also an opportunity to thank members who give so generously of their time and talents to further the work of the Trust. In October Roger Backhouse had to retire for health reasons and we thank him for all he did as Chairman for 2 years. I would also like to record special thanks to the three Vice-Chairmen who have contributed much wisdom and good advice in addition to tireless practical help.

Many one-off projects have been imdertaken during the year. Underpinning these, the Trust is dependent on the chairmen and members of committees who oversee the work of publicity, policy making, organizing the popular summer walks programme and raising funds with book and Christmas card sales. Dick Selwood has given valuable help in maintaining our website and in the field of Structure Plans and Local planning we are fortunate in having the advice of Harvey Cole. However, the most onerous and unrelenting task of all, scrutiny of all the development applications submitted in Winchester, is borne by Shione Carden. With the help of Mark Dodd and two volunteer panels, the planning office is visited weekly to inspect plans and then comments are submitted on behalf of the Trust. In the case of major or controversial applications, she also organizes presentations by the developers to a larger group of members. Finally, The Trust is indebted to our very efficient and capable Honorary Treasurer who has produced these accounts.

As our sole part-time employee, we are fortunate to have Rolly Thomas who, skilfully and with a wry sense of humour, keeps us all working to achieve the aims of the Trust.

As our activities and interests are concemed with Winchester and its setting, we are grateful to officers of the City Council who attend our meetings from time to time and

are always willing to give us advice and respond to our enquiries. We are also grateful to Hampshire County Council for their continuing support, advice and grant.

Projects

Listed during the year to 31st March 2004:

- Following a presentation of the Draft Friarsgate/Broadway Brief to a meeting for Trust members, the Council submitted a full response. A Trust representative participated in selecting a Master Planner for the development .
- The Trust published a booklet on West Hill Cemetery “A Peaceful Place to Rest” .
- Work continued on preparation for publication of Andrew Rutter’s book on Winchester .
- The Trust published Neighbourhood Studies for St. Cross and Fulflood .
- Members continued to attend all meetings of Winchester District Local Plan Review and made appropriate comments, submitted objections to shopping policy, housing numbers, development at Bushfield and numbers proposed to trigger Barton Farm development .
- The Trust contested interpretation of Planning Policy Guidance Note 3 in Winchester; published a reasoned argument in support and achieved a change in the Revised Local Plan to require Neighbourhood Design Statements and Planning Briefs to be produced as Supplementary Planning Guidance .
- The Trust contributed a sum to the Excavations Committee for publication of a further volume .
- The Trust contributed to Hyde Abbey Garden Fund .
- The Trust planted a tree on St. Giles’ Hill to commemorate Her Majesty’s Golden Jubilee .
- Trust members participated in the establishment of the Solent Architecture Centre .
- Negotiations continued for restoration of Eastgate Street Railings - not yet completed .
- Welcomed the action by the County Council to install at Intech Roger Brown’s Model of Winchester .
- Invitations to participate in Trust 2004 Awards were sent out .
- Information on the website was updated regularly.

Activities

Listed during the year to March 31st 2004:

- Development Control - weekly monitoring of planning applications in Winchester
  .
- Summer Walks
  .
- Comments on schemes for Romsey Road, Jewry Street and landscaping of Station precinct
  .
- In May, new members were invited to the Heritage Centre to see an exhibition of the work of the Trust
  .
- Members of the Chichester Conservation Advisory Committee visited the Heritage Centre to exchange views and experiences
  .
- Visitors from Bournemouth Civic Society visited the Heritage Centre
  .
- The Trust participated in City Council's review of the planning committee system
  .
- Trust members attended the Civic Trust AGM as well as Civic Tmst South East Region AGM and a meeting of Civic Trust S.E. Region at Windsor on “The Future of our Historic Towns”, and a Design Seminar organized by The Portsmouth Society
  .
- Three members met Ken Thomber, the Leader of Hampshire County Council, to discuss matters of mutual interest, including various proposals for a new library complex
  .
- Members also met Simon Eden, Chief Executive of WCC, Robin Cooper, newly appointed Director of Development Services and Steve Tilbury, Director of Commtmity Services - the latter to discuss options for using the Bapsy bequest and housing the Dannatt collection
  .
- The Trust was represented at an Audit Commission meeting to evaluate WCC Planning Service
  .
- A Trust member attended a seminar on “Streetscape” organized by the Civic Trust
  .
- Two book sales were held and Christmas cards were sold at the Charity shop.

Plans for the future

- To pursue with local authorities and others the ‘Vision’ for the future of Winchester and its implementation
  .

- To seek Historic City status for Winchester
  .
- To encourage all concemed to improve streetscape and signage in the City
  .
- To encourage the involvement of more members in the work of the Trust so that additional projects can be undertaken
  .
- To improve communication with the public
  .
- To continue to negotiate for the housing of Roger Brown's Model in Winchester.

CONSTITUTION

The City of Winchester Trust Ltd. (The Trust) was founded in 1957 and incorporated as a company limited by guarantee in 1958. As such it has no share capital. It is governed by its Memorandum and Articles of Association, which was last amended in 2000. The Trust is registered as Company number 609812 and Charity Number 251798.

THE OBJECTS OF THE TRUST

The Trust's objects are fully described in the Memorandum of Association. They can be summarised as follows:

To seek to conserve the character of the City of Winchester and its surrounding area by:

- Preserving and protecting its buildings, spaces and artefacts;
- Sponsoring and encouraging new building, redevelopment, landscaping and conservation in accordance with the highest architectural standards;
- Promoting awareness of the above.

ORGANISATION

The Council has responsibility for the management and control of the Trust. However certain financial functions are delegated to the Finance and Resources Committee, and other panels and groups are formed and their leaders appointed by Council for specific purposes, projects and continuing activities. Council members are elected for three years at the Annual General Meeting but may stand for re-election at the end of their term.

Council members act as trustees of the charity and directors of the company limited by guarantee.

INVESTMENT POWERS AND POLICIES

The investment powers of the Council are given by the Memorandum and Articles of Association.

Property investment is either used for charitable purposes or to produce income to fulfil those charitable purposes. This means that the Heritage Centre is used for the operation of the Trust, and the two small flats are let to provide income for the Trust because membership subscriptions alone would not generate enough income to enable the Trust to carry out all its projects and activities.

Monetary investments are invested in listed investments. The policy applicable to equity-based investment is designed to produce income while seeking capital growth and longer-term security for the Trust's investments. The policy applicable to fixed interest and variable interest investment is to produce the greatest income whilst ensuring that there is no loss of capital. Monetary investments are managed by an independent advisor within policies set out by the Council.

PROPERTY REVALUATION POLICY

The Trust adopts the policy of revaluing its property every five years, commencing 31 March 2003.

RESERVES POLICY

The annual accounts show the assets and liabilities attributable to the funds by type and which are approved by the Council. The Council plans its expenditure within available resources whilst maintaining reserves which gives the Trust flexibility to achieve its aims.

RISK MANAGEMENT

The Council has reviewed the major risks to which the Trust is exposed, as identified by the Council, and is satisfied that systems are in place to mitigate those risks.

ACCOUNTING POLICIES

Within its accounting policies the Trust now defines its various funds as follows:

Restricted Funds are funds subject to specific conditions within the objects of the charity.

Unrestricted Funds are funds where no restrictions are placed on the use by the charity upon either the capital or the income. The unrestricted funds are divided between:

- Designated funds:

  Tangible fixed assets fund - representing funds invested in the Trust's leasehold property and other fixed assets.

  Investment fund - representing investments arising from a legacy, which the Council's policy is to retain for the longer term in order to provide income to support the Trust's projects and activities
  .

- Undesignated funds:

  Revenue fund - to provide the Trust's working capital.

COUNCIL RESPONSIBILITIES

It is a requirement of company law for the Council to prepare financial statements for each accounting period. They must give a true and fair view of the state of affairs of the Trust and of the surplus or deficit for that period. The Council must:

- Prepare the financial statements on the basis that the Trust is a going concern;
- Select appropriate accounting policies and apply them consistently;
- Make judgements and estimates that are prudent and reasonable;
- Disclose whether any material departures have been made from these policies.

The Council is responsible for keeping proper accounting records which should be able to disclose at any time the financial position of the Company and enable the Council to ensure compliance with the Companies Act 1985. The Council is also responsible for safeguarding the assets of the Trust and for taking reasonable steps for the prevention and detection of fraud and other financial irregularities.

ACCOUNTANTS

Butler & Co. have been appointed as Reporting Accountants and will be proposed for re-appointment.

SMALL COMPANY STATUS

This Report has been prepared in accordance with the special provisions of Part VII of the Companies Act, 1985 relating to Small Companies.

On behalf of the Council

signed Mrs P Edwards
Chairman
6th July 2004

THE CITY OF WINCHESTER TRUST LIMITED
REPORT OF THE COUNCIL AND FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 MARCH 2004

We report on the accounts of the Trust for the year ended 31st March 2004.

Respective responsibilities of Council of Management and Accountants

As described on an earlier page the Council Members (who also act as trustees for the charity) are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of Opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion:

- (a) the accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985, as amended;
- (b) having regard only to, and on the basis of, the information contained in those accounting records;
- (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and
- (ii) the company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to exemption specified in section 249B(1).

2004

BUTLER & CO

Bowland House, West Street, Alresford, Hampshire SO24 9AT

THE CITY OF WINCHESTER TRUST LIMITED
REPORT OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2004

	Unrestricted Funds 2004	Restricted Funds 2004	Total Funds 2004	Total Funds 2003
Income:	**£**	**£**	**£**	**£**
Donation and legacies (note 2)	477	-	477	377
Grants, subscriptions and Gift Aid (note 3)	6,890	-	6,890	7,621
Investment income, including rental (Note 4)	14,757	308	15,065	15,618

Fund raising (Note 5)	3,051	-	3,051	2,769
Total Income	25,175	308	25,483	26,385
Expenditure				
Cost of generating funds (note 6)	1,233	-	1,233	825
Charitable expenditure:				
Project and activities expenditure (note 7(c))	4,473	488	4,961	4,215
Management and administration of the charity (note 7(d))	16,194	37	16,231	16,647
Letting expenses	802	-	802	1,186
Property expenditure	814	-	814	457
Depreciation	5,393	-	5,393	3,899
Total Expenditure	28,909	525	29,434	27,229
Net income/(expenditure) for the year	(3,734)	(217)	(3,951)	(844)
Other recognised gains and losses				
Gains/losses on revaluation and disposal of investments (see note 10)	8,207	1,343	9,550	(21,378)
Gain on revaluation of property	-	-	-	184,369
	8,207	1,343	9,550	162,991
Net Movements in Funds	4,473	1,126	5,599	162,147
Funds balances brought forward at 1 April 2003	462,940	4,717	467,657	305,510
Fund balances carried forward at 31 March 2005	467,413	5,843	473,256	467,657

	Notes	31 March 2004 £	31 March 2004 £	31 March 2003 £	31 March 2003 £
Fixed assets					

Tangible assets(leasehold, building, functional - office, investment - 2flats)	**8**		351,123		356,516
Investments(equity, bonds)	**9**		105,565		95,270
			456,688		451,786
Current assets					
Stocks	**10**	190		659	
Debtors	**11**	1,012		902	
Cash on deposit and at bank		16,541		16,308	
		17,743		17,869	
Creditors	**12**	(1,175)		(1,998)	
Net current assets			16,568		15,871)
NET ASSETS			473,256		467,657
FUNDS					
Unrestricted - designated	**13**	450,857		447,069	
Unrestricted - undesignated	**13**	16,568		15,871	
			467,425		462,940
Restricted	14		5,831		4,717
			473,256		467,657

Total designated funds include a properly revaluation reserve of £184,369 (2003: £184,369)

The company is entitled to exemption from audit under Section 249A(2) of the Companies Act 1985 for the year ended 31 March 2004.

The Council has confirmed that no notice has been deposited requiring the company to obtain an audit of its financial statements for the year ended 31 March 2004 in accordance with Section 249B(2) of the Companies Act 1985.

The Council acknowledges its responsibility for:

- ensuring that the company keeps accounting records which comply with Section 221 0f Companies Act 1985 and
- preparing financial statements which give a true and fair view view of the state of affairs of the company as at the end of the financial year and its profit or loss for each financial year in accordance with the requirements of Section 226 and which otherwise comply with the Companies Act 1985 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective June 2002)

ON BEHALF OF THE COUNCIL

signed Mrs P Edwards
(Council Member)
6th July 2004

signed P H Racliffe
(Council Member)
6th July 2004

THE CITY OF WINCHESTER TRUST LIMITED
REPORT OF THE COUNCIL AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2004

1 ACCOUNTING POLICIES

The accounting policies adopted by the Trust are as follows:-

a. **Basis of Accounting** The financial statements have been prepared in accordance with applicable accounting standards and under the historical cost convention as modified by the revaluation of investments and the Statement of Recommended Practice (SORP) 2000 for accounting by charities
.
b. **Depreciation** Depreciation is calculated to write down the cost of fixed assets to their estimated residual value over their expected useful lives.
Leasehold property is amortised in equal annual instalments over the life of the lease. All other fixed assets are depreciated on a reducing balance basis at 25% per annum
.
c. **Stocks**. Stocks are valued at the lower of cost and net realisable value
.
d. **Taxation**. No provision for taxation has been made
.
e. **Investments**. Investments are stated at market value in accordance with the SORP
.

f. **Donations and Legacies**. These are accounted for when received
.

g. **Expenditure**. Expenditure is analysed into such categories as reasonably to enable the user to gain an apprecianon of the charity's expenditure during the year
.

h. **Grants**. Subject to the following, grants are credited to income in the year they are receivable. Grants received for specific purposes are treated as restricted funds. Grants are not recognised as receivable until all of the conditions for receipt have been complied with Grants in respect of capital expenditure are written off against the cost of the asset acquired
.

i. **Funds**. Restricted funds are funds subject to specific conditions within the objects of the charity.

Unrestricted funds are funds where no restrictions are placed on the use by the charity upon either the capital or the income. The unrestricted funds are divided between:

- Designated funds:
  - Tangible fixed assets fund - representing funds invested in the Trust's leasehold property and other fixed assets;
  - Investments fund - representing investments arising from a legacy, which the Council's policy is to retain for the longer term in order to provide income to support the Trust's projects and activities.
- **Undesignated fund:**
  - **Revenue fund - to provide the Trust's working capital.**

FURTHER NOTES TO THE ACCOUNTS

	31 March 2004	**31 March 2003**
2 DONATIONS AND LEGACIES	£	£
Donations	477	377
	477	377

3 GRANTS, SUBSCRIPTIONS AND GIFT AID	£	£
Grants	1,000	1,000
Subscriptions	5,278	5,411
Gift Aid	893	612

	6,917	6,890

4 INVESTMENT INCOME	£	£
Dividends and interest (including £308 restricted income)	6,115	5,943
Rental income	8,950	9,675
	15,065	15,618

5 FUND RAISING INCOME	£	£
Sale of cards	1,415	1,143
Sale of books and publications	1,230	1,273
Walks	433	353
	3,051	2,769

6 COSTS OF GENERATING FUNDS	**31 March 2004** £	**31 March 2003** £
Costs of cards	1,083	682
Costs of books and publications	126	73
Walks	24	70
	1,233	825

7 NET INCOME/(EXPENDITURE)

(a) Net Income/(expenditure) is stated after charging:	**31 March 2004** £	**31 March 2003** £
Depreciation	5,393	3,899
Staff costs	7,185	6,722
	12,578	10,621

(b) Particulars of staff:

The City of Winchester Trust Limited has one part-time member of staff

(c) Projects and activities expenditure:	31 March 2004	31 March 2003
projects	£	£
Planning guidelines (PG3)	419	149
Winchester District Local Plan	-	1,745
Friarsgate	20	174
Neighbourhood Studies	1,114	-
West Hill Cemetry booklet (includes £400 from restricted funds)	517	-
Excavations Committee publication support	250	-
Friends of Hyde Abbey Gardens support	250	-
Jubilee tree	127	-
Winchester Model	-	226
English Historic Towns Forum	-	400
Sundry projects	191	273
Activities		
Development Control	580	71
TrustNews	1,337	1,062
Publicity Group	10	115
Reference Collection (from restricted funds)	88	-
Members' meeting	58	-
	4,961	4,251

(d) Management and administration costs include:	31 March 2004	31 March 2003
	£	£
Telephone and internet	784	757
Postage, stationery and printing	1,571	1,549
Cleaning	390	345
Light and heat	706	655
Salaries	7,185	6,722
Accountancy	1,645	2,468
Computer development and training	-	917
Insurance	873	773
Subscriptions	285	205
Meeting costs	1,186	1,032
Bank and Broker charges (includes £37 from restricted funds)	663	756

Equipment repairs	402	271
Sundry expenses	424	79
Rates and water	117	118
	16,231	16,647

FURTHER NOTES TO THE ACCOUNTS

8 TANGIBLE FIXED ASSETS

	Leasehold Property	Fixtures and fittings	Office Equipment	Total
	£	£	£	£
Cost and valuation (V)	**(V)**			
At 1 April 2003	356,955	15,772	10,525	383,252
Additions	-	-	-	-
At 1 April 2004	356,955	15,772	10,525	383,252
Depreciation				
At 1 April 2003	6,955	3,764	9,145	26,736
Charge for the year	3,764	1,284	345	5,393
At 31 March 2004	10,719	11,920	9,490	32,129
Net Book Value				
At 31 March 2004	346,236	3,852	1,035	351,123
At 31 March 2003	350,000	5,136	1,380	356,516

The leasehold property was revalued at 31 March 2003 by the Council.

9 FIXED ASSET INVESTMENTS

	31 March 2004	**31 March 2003**
	£	£
Listed investments	99,380	89,665

Cash balances	6,185	5,605
	105,565	95,270
Listed investments		
Market value at 1 April 2003	89,665	112,057
Additions	39,704	985
Disposals	(39,539)	2,074
Change in market value	9,550	21,303
Market value at 31 March 2004	99,380	89,665
Historical cost at 31 March 2004	90,780	83,844

10 STOCKS

	31 March 2004	**31 March 2003**
	£	£
Goods purchased for resale (Christmas cards, notecards, publications)	190	659

11 DEBTORS

	£	£
Due within one year:		
Other debtors	278	240
Prepayments	734	662
	1,012438	902

12 CREDITORS

	£	£
Due within one year:		
Accruals	1,175	1,998
	1,175	1,998

13 ANALYSIS OF FUNDS

	Tangible fixed assets	**Investments**	**Total designated funds**	**Undesignated revenue funds**	**Total**
	£	£	£	£	£
Unrestricted Funds	351,123	99,734	450,857	16,568	467,425

Restricted fund: Alder		5,831	5,831
Total funds	351,123	105,565	473,256

Included in unrestricted funds are investments amounting to £5,304, which are designated funds set aside for the purpose of replacing the Trust‘s premises on expiry of the lease. It is the Trust's intention to set aside money each year for this purpose. Included in unrestricted funds is cash to the amount of £2,596 set aside for the purpose of maintaining property.

14 COMMITMENTS FOR FUTURE EXPENDITURE

There were no material commitments either at the beginning or at the end of the year.