

# CYFEILLION CADW TREMADOG

01/12/12 – 30/11/13



Rhif Elusen

1006186

Charity Number

CONTENTS	Page
Reference and administration details	1
Structure, Governance and Management	2- 3
Objectives and Activities	4
Co- Chairmen's report for the year	5- 6
Financial Review	7-10

# Annual Report of CYFEILLION CADW TREMADOG Buildings Preservation Trust

## Reference and Administration Details

For the Year Ending 30 November 2013

**Charity Number** 1006186

**Company Number** 2660688

**Registered Address** 13 Stryd y Llan  
Tremadog  
Gwynedd LL49 9RA

**Trustees** Trustees who served during the year and up to the date of this report were as follows:

Dewi Williams (co-chair)	Graham Johnson (co-chair)
Bethan Rees Jones	Elsbeth Thomas
Gareth Hughes	Lyn Jones
Jane Johnson	Carol Hayes

**Directors** The trustees registered as Directors at Companies House during the year and up to the date of this report were as follows:

Dewi Williams	Bethan Rees Jones
Graham Johnson	Lyn Jones

**Staff** The trust has no paid staff.

Frances Voelcker	Secretary
Lyn Jones	Treasurer

**Bank** HSBC  
62 High Street  
Porthmadog  
Gwynedd  
LL49 9LN

**Audit and Accounts** The Trust exercises its right to waive the requirement for an audit by a registered auditor while its income falls below the threshold requiring an audit. However, as a safeguard, its accounts are checked by an independent person.

**Documents** The Register of Members, Minutes Book, Accounts, Annual Reports etc are all kept at the Secretary's address: **Pant Glas Uchaf, Pant Glas, Garndolbenmaen, Gwynedd LL51 9DQ Phone 01766 530 657**

## Report of the Trustees

### For the year ending 30 November 2013

The trustees present their report and financial statements for the year ending 30 November 2013

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with the current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities (issued in 2005)

## Structure, Governance and Management

### Governing Document

Cyfeillion Cadw Tremadog was set up in 1991, using the Standard Governing Document for a Local Building Preservation Trust, supplied by the Architectural Heritage Fund. In 1997, the trust revised its Memorandum and Articles of Association, using the AHF's revised model of 1996. Its object remained unchanged.

MEMBERS Members are the original subscribers to the Memorandum and Articles, or their successors. They may be persons or corporations who wish to become members and are elected by the Governing Body.

Under the constitution, there is no limit to the number of members that may be admitted. However, in order to avoid having to service a large membership, at the time of the adoption of the revised constitution the Members, who were all Trustees, decided that membership should be kept to the practical minimum, that members would usually become Trustees, and thus members of the Governing Body. The number would depend on the current activities of the trust, and would need to include people with relevant business, accounting and administrative expertise; and representatives of Local Authorities or other partners in particular activities.

Under the constitution, the Governing Body has the power to delegate tasks to a committee set up for the purpose. The committee will be formed of members.

RECRUITMENT To be elected, a written application for membership is required in an approved form and proposed by a member of the Governing Body. Other members of the Governing Body must be given 14 days' notice of a meeting to consider such an application.

Individuals or corporations may be **co-opted as members during the course of the year**, the appointment to be confirmed by election at the following AGM. *(In practice, this is the usual method of recruiting: interested persons attend a couple of meetings of the Governing Body as observers, and the trust is usually glad to welcome them on board.)*

On election, the new member's name shall be entered on the Trust Register.

No member may supply work or goods to the Trust except as a free gift, or on a basis which shows no profit or gain directly or indirectly to the member concerned.

A member may terminate his membership in writing; his name shall be removed from the Register.

A member may expelled and removed from the Register by the Governing Body at an Extraordinary General Meeting, if he fails in the observance of the Articles or any regulation of the Governing Body.

The liability of members is limited. Every member undertakes to contribute to the assets of the trust, in the event of its being wound up, such amount as may be required not exceeding £5.00.

**GOVERNING BODY - THE TRUSTEES** Cyfeillion Cadw Tremadog's founder members (4 directors and the original steering committee) became the Council of Management, and were all trustees. Following the change in terminology of the Standard Governing Instrument of the Architectural Heritage Fund, Cyfeillion Cadw Tremadog uses the term Governing Body for its trustees. Over the years since its registration, several trustees have resigned, and new ones have been appointed.

The revised Articles of Cyfeillion Cadw Tremadog allow not fewer than **5** members and not more than **12** in the Governing Body. Quorum is **4**.

**GENERAL MEETINGS** A General Meeting for all Members shall be held annually (*This is held as a public meeting, usually in February*). Other meetings shall be called Extraordinary General Meetings. The Governing Body may convene Extraordinary meetings as it thinks fit, giving fourteen days' notice of time, place and purpose of the meeting.

**PROXY** The Trustees have decided that with a small membership, the use of proxy votes is unnecessary. Proxy votes will not be allowed.

**RETIREMENT** One third of the members retire at each AGM. This is decided by volunteers, or by lots. Retiring members may be re-elected.

**ELIGIBILITY** No person other than a member of the Council retiring at the meeting shall be eligible for election, unless not less than 14 and not more than 28 days before the date of the meeting, a notice proposing that person and signed by a member and by the proposed person, be left at the Trust's registered office, which is **13, Stryd y Llan, Tremadog**.

**SUPPORTERS** In recognition of the number of people wishing to support the trust while not serving as Trustees, the Governing Body formerly issued a Newsletter from time to time to which Supporters could subscribe and for which they were invited to make a donation. Since 2006, the Trust has maintained a website. Supporters also fund-raise, help with exhibitions and educational activities. Since its registration in 1991, the Trust has invited Supporters to its Annual General Meeting, which is held as a public meeting. Supporters have no decision-making powers, and carry no liability. However, the Trust will continue to inform the Supporters of its activities, needs their support, and values their comments.

## Objectives and Activities

The object of the Trust is *"to preserve for the benefit of the townspeople of Tremadog in the district of Dwyfor in the county of Gwynedd and of the nation at large, whatever of the historical, architectural and constructional heritage may exist in and around the district of Dwyfor...."*

**POWERS** The trust may buy, lease, mortgage, sell or let land and property; apply for statutory consents and repair, rebuild and alter buildings, and form associated contracts; research, publish, mount exhibitions, enable public access; raise funds; make investments and set up trusts in furtherance of its objects.

## Achievements and Performance

The trust's core activities may be categorised under the following headings:

- Raising public awareness and appreciation of the physical and social history of Tremadog and the surrounding area
- Campaigning and supporting others in campaigning to promote the preservation of historic structures
- Acquisition and protection of historic buildings and sites.

### Raising public awareness

This is an on-going core function of the trust, achieved by

- The production and sale of two booklets about the history and architecture of Tremadog.
- Holding regular Open Afternoons of the building the Trust owns in Tremadog
- Giving guided tours of the Trust's building, and around Tremadog
- Giving illustrated talks on the history and architecture of Tremadog and Porthmadog
- Maintaining a website about the work of the trust [www.tremadog.org.uk](http://www.tremadog.org.uk)

### Campaigning and supporting others

This is an on-going core function of the trust, achieved by

- Participating in conferences of Historic Building Trusts
- Providing informal advice on the setting up of a Buildings Preservation Trust
- Seeking to bring together the owners of relevant buildings at risk and potential statutory or other sources of funding, or purchasers who will repair the building

### Acquisition and protection

This is an on-going core function of the trust, achieved by

- Purchasing, repairing and selling or letting and maintaining historic buildings at risk in and around Tremadog.

## CO-CHAIRMEN'S REPORT

Rev Graham Johnson & Mr Dewi Williams

For the year ending 30 November 2013

We bid you all a very warm welcome to our Annual Meeting for the year 2013 / 2014.

Although only one formal meeting of the Trustees took place during the past year, other than the AGM of February 2013, trustees did meet, with other helpers to make practical arrangements in support of the Spring Open Day, held during the year in May and again in September, when Hen Eglwys Santes Fair was opened during the Tremadog Summer Fair. The Trust Secretary handled routine matters related to maintenance of the former church with her usual thoroughness and efficiency. The walls of the lower tower room have now been lined with plasterboard, by Mr Glyn Owen, Plasterer of Tremadog at a cost of £620, and decorated by Mr Pat Harper, who also contributed £120 towards the cost, to whom we offer our grateful thanks for his continued support and generosity.

Routine maintenance and service of the building continues and servicing of the lift and the annual electricity safety check took place early in the trading year. It was noted that pipework to the low level radiator beneath the east window had been leaking, causing some damage to surrounding plasterboard. Arrangements were made for the boiler installers to bring forward the annual boiler safety check and at the same time repair the leakage. The vandalised external light at the east end of the building has been now been repaired and relocated to a position where it will be more difficult for vandals to reach at a cost of £291.

Remarkably, it is now over seven years since the Cartrefi Cymru took over the tenancy, and although the internal decorative condition remains generally good, considerable wear and tear is becoming apparent and beginning to detract from the appearance of the building, in particular the 'popping' of plasterboard fixings and some evidence of cracking. It was agreed that while the tenants are responsible for maintaining the interior decoration of the building, the Secretary should negotiate with the tenants a sharing of the work on the basis that CCT carried out the work of repairing and re-fixing plasterboard where necessary, and Cartrefi Cymru bear the cost of painting, etc.

Work on maintaining the garden is eternally on-going. Drainage at the north side of the building has now been replaced. Contact has been made with the Probation Service fieldwork co-ordinator in order to negotiate some possible assistance from his team with grounds maintenance. There is a constant need to remove litter.

The Trustees continue to pursue matters relating to the future of the Tannery and Capel Peniel through the good offices of Bethan Rees Jones and Frances Voelcker. There have been no further developments to report this year.

Our thanks to Elsbeth Thomas for the work she does in distributing and maintaining stocks of the Trust's booklets and notelets, etc., which she delivers to various sales outlets each spring. The re-opened Maritime Museum in Porthmadog has taken more booklets.

Finally, many thanks to Frances for her sterling work and support to the Trustees as Secretary and to Lyn for her work as Treasurer, also 'thank you' to our colleagues the Trustees for their continued support and also to those friends and helpers who support us in many and different ways.

We are pleased to conclude our Report by stating that the Cyfeillion Cadw Tremadog remains in good heart. Thank you to everyone!

## **Financial Review**

I will report in two parts, first on the general activities of Cyfeillion Cadw Tremadog, second on the activities associated with owning a building, for the period 1<sup>st</sup> December 2012 to 30<sup>th</sup> November 2013.

### **1. CCT trust general account 11194879**

This account is where we bank any unrestricted income from selling booklets, keyrings, giving talks, and Gift Aid reclaim.

We pay from this account any trust administrative costs that are not project-specific.

#### **Income**

##### **Donations**

Two Supporters have set up standing orders (amounting to £40). We received donations of £25, £15 and £2 and talk fees of £20 and £32. Gift Aid for a number of years was recovered from HMRC totalling £64.52. Bank interest was £1.46.

##### **Stocks of Fundraising materials**

*Booklets:* Through sales of the CCT booklet, and the trust's edition of Elisabeth Beazley's booklet "A Taste of Madocks", we took in £216.99. This year no notelets or keyrings were sold. When adjusted for the cost of the stock, this gave a net income of £116.38. We earn more by selling directly, as the Tourist Information Centre and bookshops take 30% to 35%.

Elsbeth Thomas and Lyn Jones organise the distribution of sales materials and collection of the income.

#### **Expenditure**

##### **Website**

The trust continues to operate its website. Website charges totalled £110.00

It has again not been possible to refresh and update the website, and this is still needed.

##### **Expenses**

General expenses include £10.00 subscription to Mantell Gwynedd, the county voluntary action umbrella group; secretarial costs that are not related to the former church property (£40.90, including the Companies House fee, printing coloured posters, documents for the AGM and information for the new insurers. A new charge this year was the insurance premium of £334.59 to cover the trust's activities. The transfer made in error from this account last year was paid back into this account, as stated last year.

### **2. Former Church Property Current account 21742485 (cheque book)**

#### **Income**

During the year the trust received a generous donation of £120.00 from Pat Harper towards the cost of plaster-boarding the lower walls of the tower room. Grants were received from Porthmadog Town Council (£250.00) and from the Rebecca trust (£250.00) so that the total cost of the works was covered.

#### **Expenditure**



As reported above, a transfer of £674.44 was made to the general account to correct an error made last year. The total costs of maintaining and insuring the church amounted to £7,4328.89. Works included digging out and relaying the blocked rainwater drainage below ground on the north side of the building (£1,620.00). It should be noted that the electrical safety check was requested in July but carried out in late November, so the invoice had not been received by the end of the year. This will appear in next year's accounts. The insurance premium for the 12 month period 01 December 2012- 30 November 2012 was £3,697.45. This was paid right at the start of the financial year.

Repairs during the year have included repairing an overhead door closer and filling a knothole in the external door.

I record the costs of postage, photocopying etc incurred in carrying out landlords' duties separately from the general trust costs, and these amounted to £7.68

### **3. Former Church Property Deposit account 41798731**

#### **Income**

The tenants deposit of £2,500 is held on trust.

Rental income of £11,000.04

Bank interest £10.15

#### **Expenditure**

The expenditure from this account is transferred to the property current account to pay the costs of maintaining the former church.

There are no current liabilities.

### **4. Capital asset**

The trust purchased the property in 2005 for £5,000, but spent almost £1m on it. The market valuation based on the rent charged (£10,000 per year) was £65,000, assuming freehold tenure with the usual restrictive covenants imposed by the Church in Wales. Following a rent review, the rent increased to £11,000 in October 2011. At a pro-rata basis, the market value of the property might be £71,500.

The property is further encumbered with charges and contractual agreements so that the trust cannot sell the property without opening itself to the possibility of repaying grant for a number of years; the WDA repayment on a sliding scale over five years, which expired end March 2011; Cadw must be informed of any sale or transfer by a lease of over 21 years, and reserve the right to recover grant for ten years from the date of first payment of grant in mid January 2006 (to mid January 2016); HLF have similar rights for twenty five years from mid December 2004 (to December 2029).

The valuation of non-standard property is extremely difficult even when the property market is operating normally. With the still depressed property values, the Trustees have agreed that paying for an updated property valuation is not wise use of the charity's funds, so the value shown in the accounts for the property is therefore the cost of purchase (£5,000), plus associated legal costs, as in previous years. (Total £6,234)

## 5. Secretarial Expenses

My secretarial expenses are charged as follows:

Photocopying: A4 - 4p; A3 - 8p

Postage: at cost

Mileage: 40p per mile during working hours when a journey cannot be combined with business or leisure.

Phone calls: No calls were charged for this year.

During 2011/2012 my costs as trust secretary amounted to:

*General trust purposes: £40.90*

*Church property: £7.68*

In 2011/2012 my time amounted to 40.75 hours made up as:

*General trust admin: 37.25 hours Church property: 13.5 hrs*

## Trends

The church property is operating well. The current tenants, Cartrefi Cymru, are responsible for internal decoration and the regional office has applied to the head office for budget to redecorate in the financial year starting April 2016.

## Year

Cash at bank

1991-1992	£187.00
1992-1993	£ 401.00
1993-1994	£1,031.00
1994-1995	£ 529.00 (excludes stock)
1995-1996	£ 444.77 (excludes stock)
1996-1997	£2,933.96 (excludes stock)
1997-1998	£3,359.10 (excludes stock)
1998-1999	£6,300.22 (excludes stock)
1999-2000	£6,921.90 (excludes stock)
2000-2001	£1,229.45 (excludes stock)
2001-2002	£ 195.36
2002-2003	£4,732.02

	General A/c	Church project a/c	Property Acc/s		Total at bank
2003-2004	£3,527.00	£36.39	N/A	N/A	£3,593.66
2004-2005	£4,422.49	£27,144.83	N/A	N/A	£31,567.32
2005-2006	£4,813.22	£66,332.00	£3,020.60	£0.00	£74,175.82
2006-2007	£4,940.44	£11,222.41	£3,907.22	£10.75	£20,080.82
2007-2008	£3,504.91	£0.00	£10,533.94	£0.00	£14,038.85
2008-2009	£3,327.36	Closed	£12,618.46	£1,023.22	£16,969.04
2009-1010	£3, 199.29	-	£13,307.48	£1.04	£16,507.81
2010-2011	£2,551.00	-	£12,616.00	£1.67	£15,168.67
2011-2012	£2,114.11	-	£12,516.35	£4,994.63	£19,625.09
2012-2013	£2,670.031	-	£16,966.71	£4,067.13	£19,625.09

The total cash at the bank does not represent the value of the trust. The true value includes in addition the property value, and sales stocks, and payments in advance, such as insurance, while the deposit money held on trust, and any liabilities, must be deducted. For the true value, please refer to the Company House summary.

Frances Voelcker, Secretary

Financial report for period 1<sup>st</sup> December 2012 to 30<sup>th</sup> November 2013

Signed on behalf of the Trustees of Cyfeillion Cadw Tremadog

.....(Graham Johnson, co-chair)

.....(Dewi Williams, co-chair)

At the Annual General Meeting of Governing Body (trustees) held 17 February 2014

Cyfeillion Cadw Tremadog Charity No 1006196 Company No 2660688  
(A company limited by Guarantee and not having a Share Capital)  
ABBREVIATED BALANCE SHEET AS AT 30 NOVEMBER 2013

	2013	2012
<b>FIXED ASSETS</b>		
Property	£ 6,234.00	£ 6,234.00
	<u>£ 6,234.00</u>	<u>£ 6,234.00</u>
<b>CURRENT ASSETS</b>		
Gen bank a/c	£ 2,670.03	£ 2,114.00
Church property cheque ac	£ 250.74	£ 1,297.00
Church property deposit ac	£ 16,966.71	£ 12,516.00
Prepayments	£ 3,816.39	£ 3,697.00
Sales Stock	£ 1,060.30	£ 1,162.00
	<u>£ 24,764.17</u>	<u>£ 20,786.00</u>
<b>CURRENT LIABILITIES</b>		
Church property a/c: tenants deposit	£ 2,500.00	£ 2,500.00
Church property a/c: sundry creditors	£ -	£ -
General bank a/c	<u>£ 2,500.00</u>	<u>£ 2,500.00</u>
<b>NET CURRENT (LIABILITIES)/ASSETS</b>	<b>£ 22,264.17</b>	<b>£ 18,286.00</b>
<b>NET (LIABILITIES)/ASSETS</b>	<b>£ 28,498.17</b>	<b>£ 24,520.00</b>
<b>REPRESENTED BY</b>		
Balance brought forward	£ 24,520.00	£ 24,487.00
Stock value increase at start of year		£ 514.00
Income over expenditure for the year	<u>£ 3,978.17</u>	<u>-£ 481.00</u>
	<u>£ 28,498.17</u>	<u>£ 24,520.00</u>

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

For the financial year ended 30/11/2013 the company was entitled to the exemption from audit under section 477(2) of the Companies Act 2006 relating to small companies.

**Directors' responsibilities:**

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with with section 476

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

Signed on behalf of the Board of Directors

*Deon Williams* *Julian Johnson*

Director

Approved by Board: 17 February 2014

**Cyfeillion Cadw Tremadog**

Registered Charity No 1006196

Limited Liability Company Registered in Britain 2660688

(A company limited by Guarantee and not having as Share Capital)

**NOTES TO THE ACCOUNTS YEAR TO 30 NOVEMBER 2013**

**1) ACCOUNTING POLICIES**

**a) Basis of Accounting**

The financial statements have been prepared in accordance with the historical cost convention.

**b) Income and Expenditure**

This has been shown on a cash basis. Expenditure is inclusive of Value Added Tax where applicable.

**2) CASH FLOW STATEMENT**

The company has taken advantage, conferred by FRSI, from preparing a cash flow statement as it is a small company.

**3) CURRENT ASSETS**

**STOCKS**

The company holds booklet stocks and notelets that will be sold to the public to raise funds.

**PROPERTY**

The company purchased a property (the former church and grounds at Tremadog) for £5,000 + legal/valuation costs of £1,234.13, in 2005.

The monetary cost of repairing and converting the former church and the gateway to the grounds was £970 273 in total including fees, administrative expenses and VAT. (Volunteer and pro bono value in addition amounted to approximately £79,213).

The company received grants to cover most of these costs. Three of these grants impose conditions that require repayment of grant if the property is sold or let on a lease of over 21 years within variously 5 years (WDA), 21 years (Cadw) and 25 years (HLF). The open market value of £65,000 (based on rental income, assessed shortly prior to the start of the tenancy in autumn 2006) is therefore not relevant until approximately 22 years from 2006 have passed. (From October 2011, rent increased so that the open market value assessed on the same basis would be £71,500.)

**4) CAPITAL AND RESERVES**

The company is limited by guarantee and therefore has no Share Capital. Each member's guarantee liability is limited to £5.00

The company has no reserves. The property represents a liability and will continue to do so, at least until the period has expired during which grants must be repaid.